CREATING SAVED ORDERS AND ORDER TEMPLATES
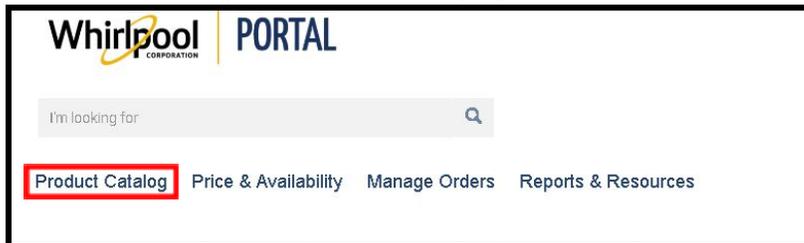
Purpose

Use this Quick Reference Guide to view the steps to create saved orders and order templates.
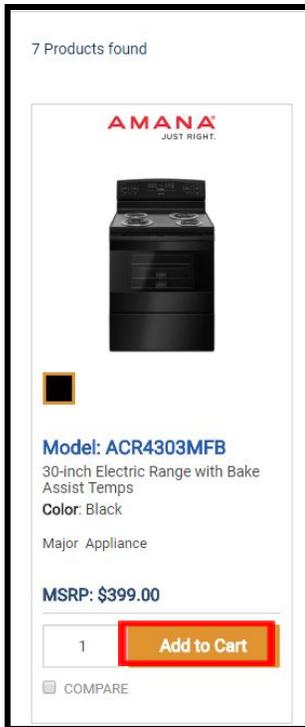
Steps

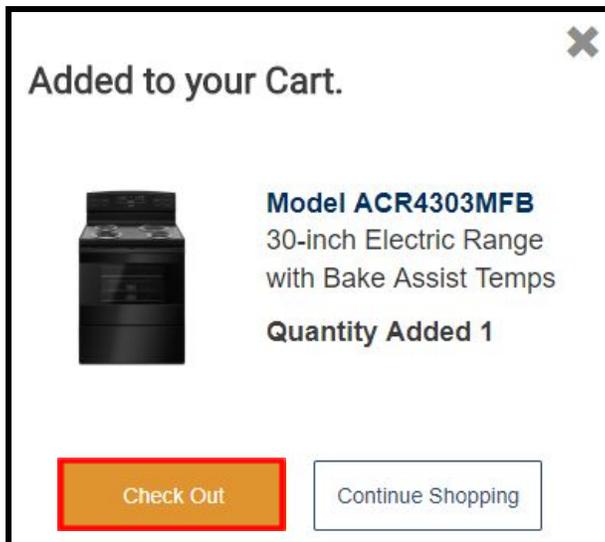1. Start on the Whirlpool Portal **Home** page.

2. Click the **Product Catalog** menu and select the category of products you would like to add to a saved order. For this example, select **Cooking**.

3. Begin selecting items you would like to have included in the saved order by clicking the
   Add to Cart button.

4. When you have added the final item to your cart, click the **Check Out** button from the
   pop-up window.

5. From the Checkout page, click the **Add to Saved Order** button.

6. A pop-up window displays for you to either create a new saved order or add to an existing saved order. Name the order and click the **Add** button.

    Note: There are two checkbox options to list the order as Private and to list as a One Time Use.

    - **Private** orders are only visible from the account that created the order and are not shared with any other users.

    - **One Time Use** orders are meant for the purpose of saving a list of products to be finished later. If this option is not selected, the saved order is then considered as an **Order Template**. Order Templates are used for the convenience of trade customers who will be ordering from this saved order frequently for purposes such as stocking inventory, etc.
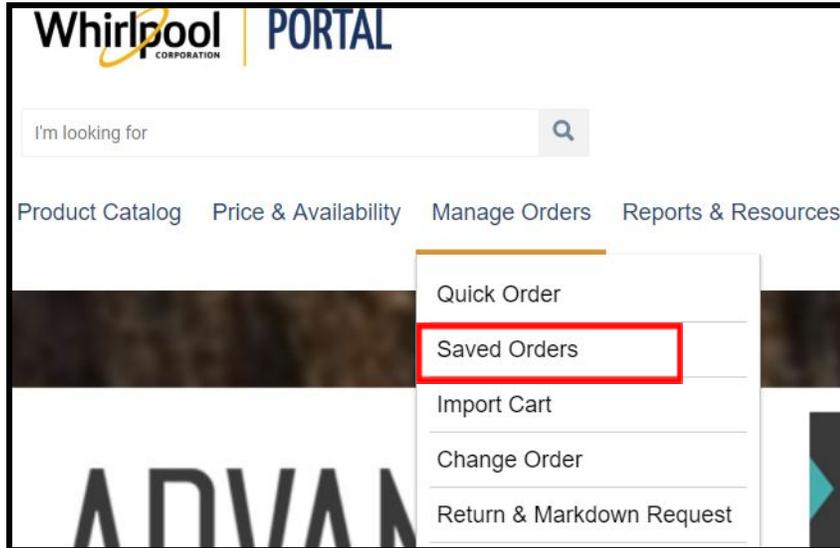
7. To view the saved order, return to the Whirlpool Portal **Home** page, navigate to the **Manage Orders** menu, and select the **Saved Orders** menu item.

8. The **Saved Orders** page displays where you can now access the saved order that was just created.