

Quick Instructions: Copying Carts and Orders

How to Copy Orders

Welcome to School Specialty Select Online! Below are some instructions to help you reorder items from a previous cart using our Copy Orders feature.

Login:

- Visit select.schoolspecialty.com.
- Under Account Sign In enter your Username and Password, click SIGN IN

Copying an Entire Saved Cart:

• Click on My Saved Carts from your My Account Dashboard



• Select the drop down arrow under your Saved Cart to view additional details of your Saved Cart, then select **COPY TO NEW CART**





Quick Instructions: Copying Carts and Orders

Copying an Entire Saved Cart: (continued)

• Give your cart a new name, then click CREATE CART. Your new cart is now created



• Your New Cart will now appear in your My Saved Carts page. View your New Cart by selecting **View Cart** from your Saved Carts List

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CREATE C						Cart Ellars: White
-						
wing 10 Y ACTIO	Showi				es ofi 2 carts	he list below includes
Requested Ship Date	Ship To #	PO#	Payment	Creator #	Cart	Status #
	MILTON ELEMENTARY				Your Shopping Cart	
Ships when ready	42 HERRICK AVE MILTON, VT 05468-3097		\$305.40	ASHLEY FERRONE Dec 3, 2020	1004025019 View Cars	Saved Cart
	05		-		-	
	MILTON ELEMENTARY MIDDLE SCHOOL		2708 40	ASHLEY FERRONE	Art Order 2	Saved Cart



Quick Instructions: Copying Carts and Orders

Copying Items from Your Current Cart:

- Items can also be copied from your current/active cart, into a new cart. Select **View Cart** to see the item list. Choose **ACTIONS** then select **COPY TO NEW CART**
- Choose the item(s) to be copied, or Select All to copy all items
- Select COPY TO NEW CART again, name your New Cart and click CREATE CART
- This New Cart will now be available in your Saved Carts List
- From your active cart, choose **My Dashboard** and select **View My Saved Carts** to continue checking out your newly saved carts

Shop Our Products	Shop by Learning Environment	Specialty Shops	Ideas & Resources	Quick Order	My Dashboard
Art Order	2 Z Edit			Other Saved O	Carts •
Prices are subject :	Last modified on 12/15/2020 to change in saved carts.			e Prate 1 Down	sined.
			× Select lpe	TIS BELOW COPY TO	
150 Items					
Product		Delivery	Quantity	Unit Price	Total Price
M	Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Assorted Colors, 50 Sheets test OI server 1220 1109-Bug Testing Inches Caladia In Stock Typecary Shee Winth 3-8 Oan	First Stipping with but	140 Remove	\$1.95 (3.00	\$273.00





Copying Orders:

- From My Dashboard, select Orders
- Click the **order number** on the order you would like to copy

Order#	Creator #	Payment	PO#	Ship To \$	Ship Date	Storus
1005944692	MICHELLE BRAUN	Invoice \$81.88	10020211 82	ABBOTSFORD SCHOOL DISTRICT	12/22/2020	Order shipped
1005658217	MICHELLE BRAUN	Invoice \$127.25	10202011 77	ABBOTSFORD SCHOOL DISTRICT	11/24/2020	Order shipped
1762757014873	MICHELLE BRAUN	Invoice \$17.68	10020211 640	ABBOTSFORD SCHOOL DISTRICT	09/24/2020	Order shipped
1762758495014	MICHELLE BRAUN	Invoice \$64.65	10020211 59	ABBOTSFORD ELEMENTARY SCHOOL	09/16/2020	Order shipped
1646450381160	MICHELLE BRAUN	Invoice S136.68	10019001 89-AMZ	ABBOTSFORD SCHOOL DISTRICT	04/26/2019	Order shipped
1637590479979	MICHELLE BRAUN	Invoice \$463.50	10019002 11	ABBOTSFORD SCHOOL DISTRICT	04/24/2019	Order shipped
53141252	MICHELLE BRAUN	Invoice S0.00	10017002 70	ABBOTSFORD ELEMENTARY SCHOOL	01/18/2019	Order shipped-

• Under ACTIONS select COPY ITEMS TO CURRENT CART or select RE-ORDER to put all items into a new cart

		× RE-ORDER	SAVE AS LIST	
112 Items				
Product		Quantity	Unit Price	Total Price
Shipped on 2019/04	3/25			
6	Creativity Street Soft N Lively Pom Pon, 1 Inch, Assorted Bright Color, Set of 50 item #: 085920	10	\$3.22	\$32.20
Shipping Details	Tracking Number			
	Creativity Street Acrylic Soft N Lively Mini Non- Toxic Pom Pon, 1/2 in, Assorted Bright Color, Set of 100	11	\$3.22	\$35.42

• Your New Cart will now appear in your My Saved Carts page. View your New Cart by selecting View Cart from your Saved Carts List



Copying a Rejected Cart:

- Click View My Rejected Carts from your My Dashboard
- Click View Cart for the cart you wish to copy

Status 🗢	Cart	Creator 🗢	Payment	PO#	Ship To 🗢	Requested Ship Date
Rejected Cart	smoke_test 2147502322296 View Cart	SSI HIGH TEACHER Nov 22, 2019	Invoice \$68.50	Smoke	ECOMMERCE TEST HIGH SCHOOL W6316 DESIGN DR HIGH SCHOOL GREENVILLE, WI 54942-8404 US Attention: SSI HIGH TEACHER	Apr 10, 2020
Rejected Cart	Smoke test 2281710271589 View Cart	SSI HIGH TEACHER Dec 20, 2019	Invoice \$15.76	smoke Test	ECOMMERCE TEST HIGH SCHOOL W6316 DESIGN DR HIGH SCHOOL GREENVILLE, WI 54942-8404 US Attention: SSI HIGH TEACHER	Ships when ready

• Click **COPY TO NEW CART**. Your cart will be copied into your current cart for you to re-submit as a new cart.

Questions? Call our Toll Free Online Support Department at 800-513-2465 ext 2