

## How to Copy Orders

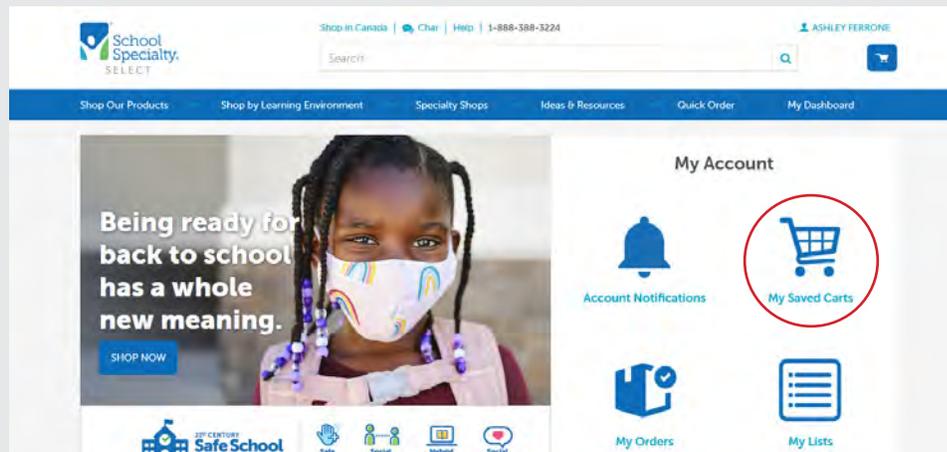
Welcome to School Specialty Select Online! Below are some instructions to help you reorder items from a previous cart using our Copy Orders feature.

### Login:

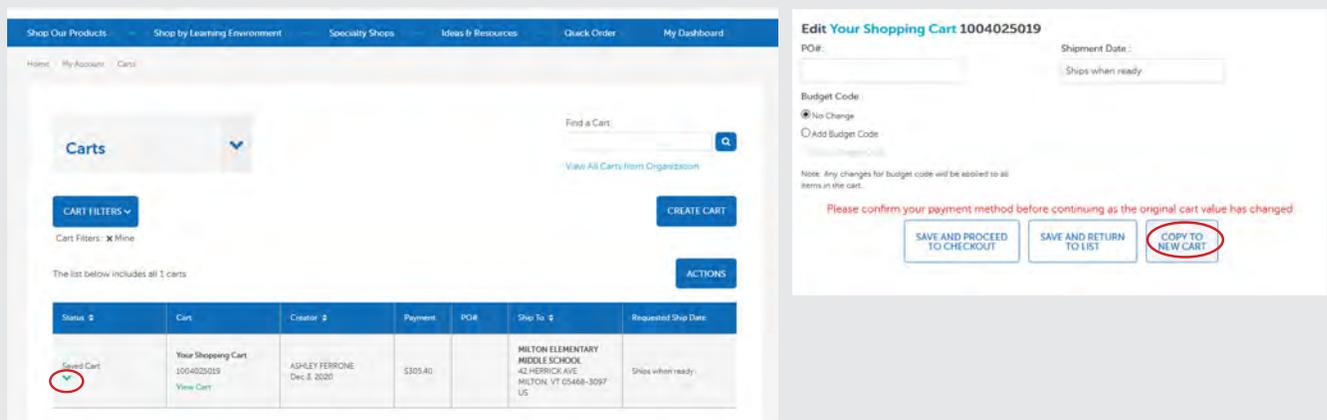
- Visit [select.schoolspecialty.com](https://select.schoolspecialty.com).
- Under **Account Sign In** enter your Username and Password, click **SIGN IN**

### Copying an Entire Saved Cart:

- Click on **My Saved Carts** from your My Account Dashboard

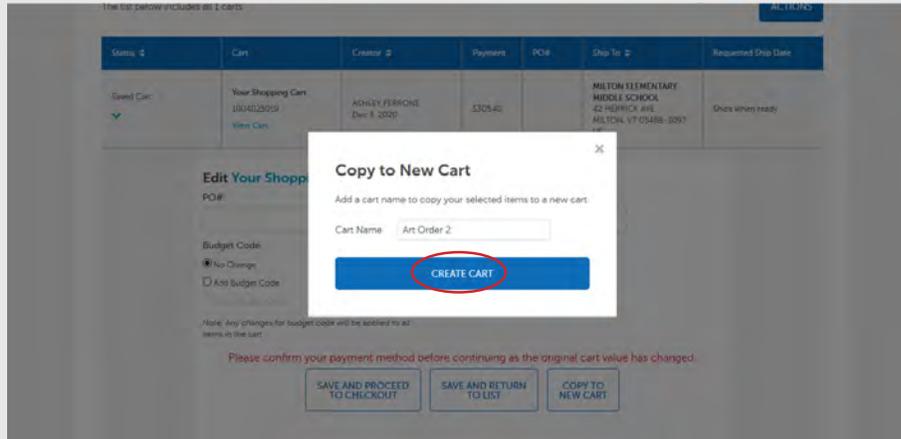


- Select the drop down arrow under your Saved Cart to view additional details of your Saved Cart, then select **COPY TO NEW CART**

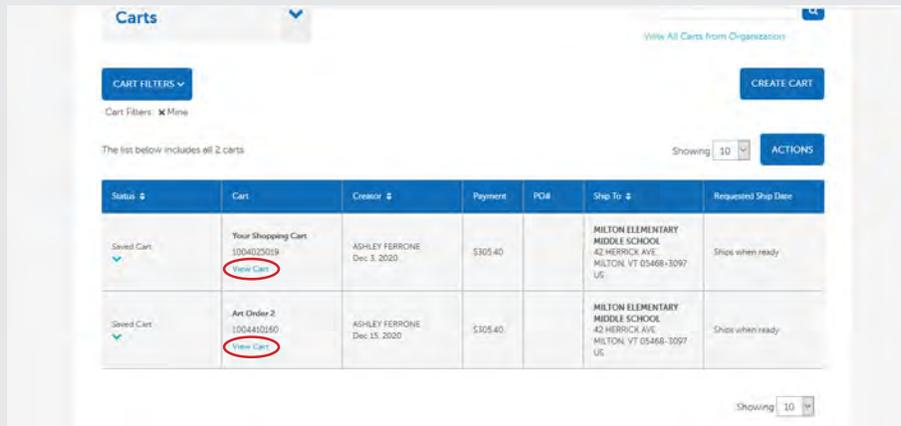


## Copying an Entire Saved Cart: (continued)

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

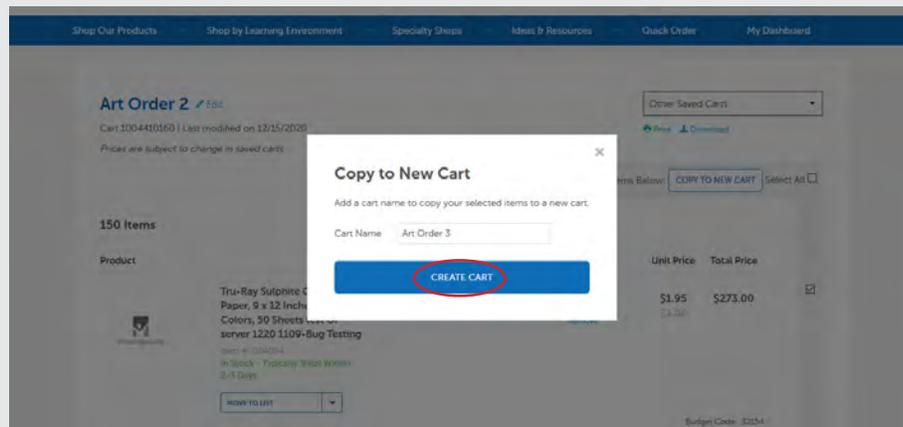
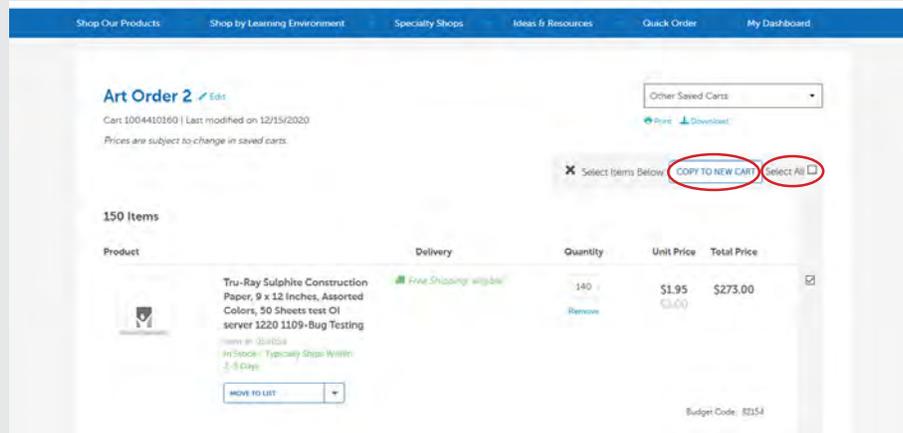


- Your New Cart will now appear in your My Saved Carts page. View your New Cart by selecting **View Cart** from your Saved Carts List



## 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

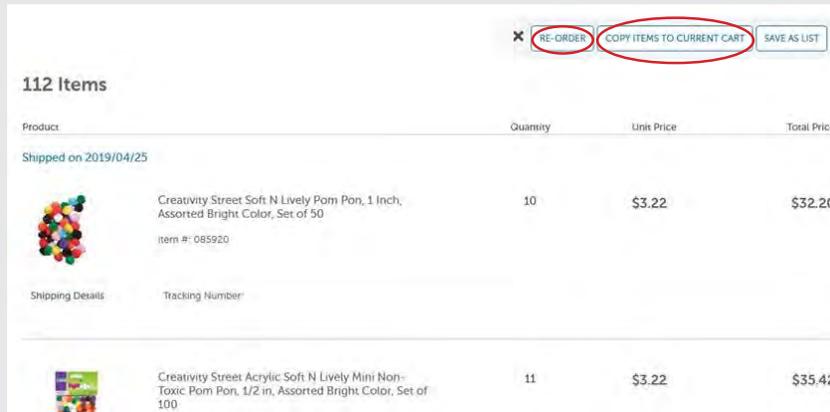


### Copying Orders:

- 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	Status
<a href="#">1005944692</a>	MICHELLE BRAUN	Invoice \$81.88	10020211 82	ABBOTSFORD SCHOOL DISTRICT	12/22/2020	Order shipped
<a href="#">1005658217</a>	MICHELLE BRAUN	Invoice \$127.25	10202011 77	ABBOTSFORD SCHOOL DISTRICT	11/24/2020	Order shipped
<a href="#">1762757014875</a>	MICHELLE BRAUN	Invoice \$17.88	10020211 640	ABBOTSFORD SCHOOL DISTRICT	09/24/2020	Order shipped
<a href="#">1762758495014</a>	MICHELLE BRAUN	Invoice \$64.65	10020211 59	ABBOTSFORD ELEMENTARY SCHOOL	09/16/2020	Order shipped
<a href="#">1646450381160</a>	MICHELLE BRAUN	Invoice \$156.68	10019001 89-AMZ	ABBOTSFORD SCHOOL DISTRICT	04/26/2019	Order shipped
<a href="#">1637590479979</a>	MICHELLE BRAUN	Invoice \$463.50	10019002 11	ABBOTSFORD SCHOOL DISTRICT	04/24/2019	Order shipped
<a href="#">53141252</a>	MICHELLE BRAUN	Invoice \$0.00	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



**112 Items**

Product	Quantity	Unit Price	Total Price
Shipped on 2019/04/25			
 Creativity Street Soft N Lively Pom Pom, 1 Inch, Assorted Bright Color, Set of 50 <small>Item #: 085920</small>	10	\$3.22	\$32.20
Shipping Details      Tracking Number			
 Creativity Street Acrylic Soft N Lively Mini Non-Toxic Pom Pom, 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 <a href="#">View Cart</a>	SSI HIGH TEACHER Nov 22, 2019	Invoice \$68.50	Smoke	ECOMMERCE TEST HIGH SCHOOL W6316 DESIGN DR HIGH SCHOOL GREENVILLE, WI 54942-8404 US <b>Attention:</b> SSI HIGH TEACHER	Apr 10, 2020
Rejected Cart	Smoke test 2281710271589 <a href="#">View Cart</a>	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 <b>Attention:</b> 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**