

Copying Orders

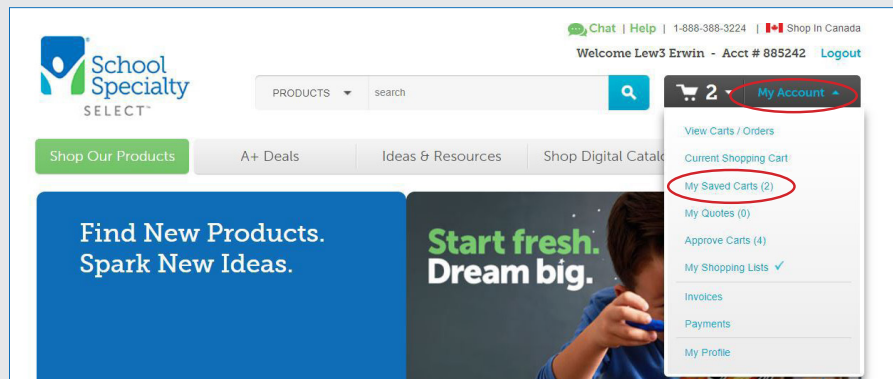
Welcome to School Specialty Online! Below are some instructions to help you reorder items from a previous cart using our Copy Orders feature.

Login:

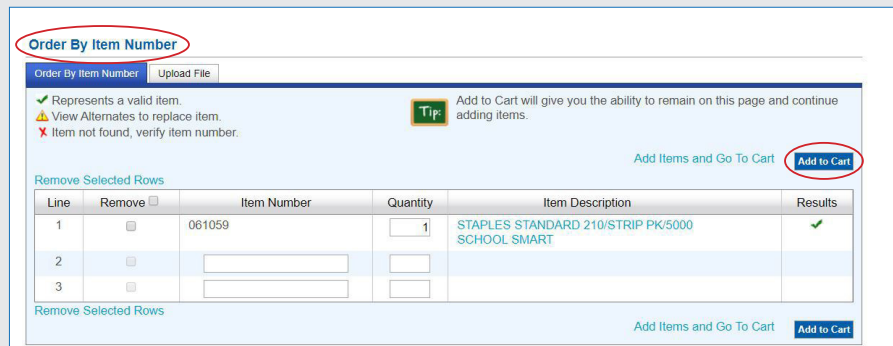
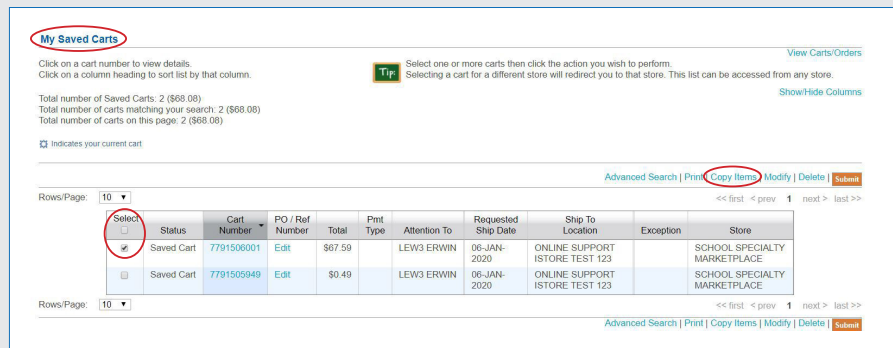
- Visit SchoolSpecialty.com. Select **Sign In/Create Account** in the top right corner.
- Choose **Continue & Login** under **Continue as a School or Business User** ordering with your school organization.
- Enter your user name and password, click **Login**.

Copy a Current Shopping Cart:

- Choose **My Saved Carts** from the **My Account** function on the right side of screen.

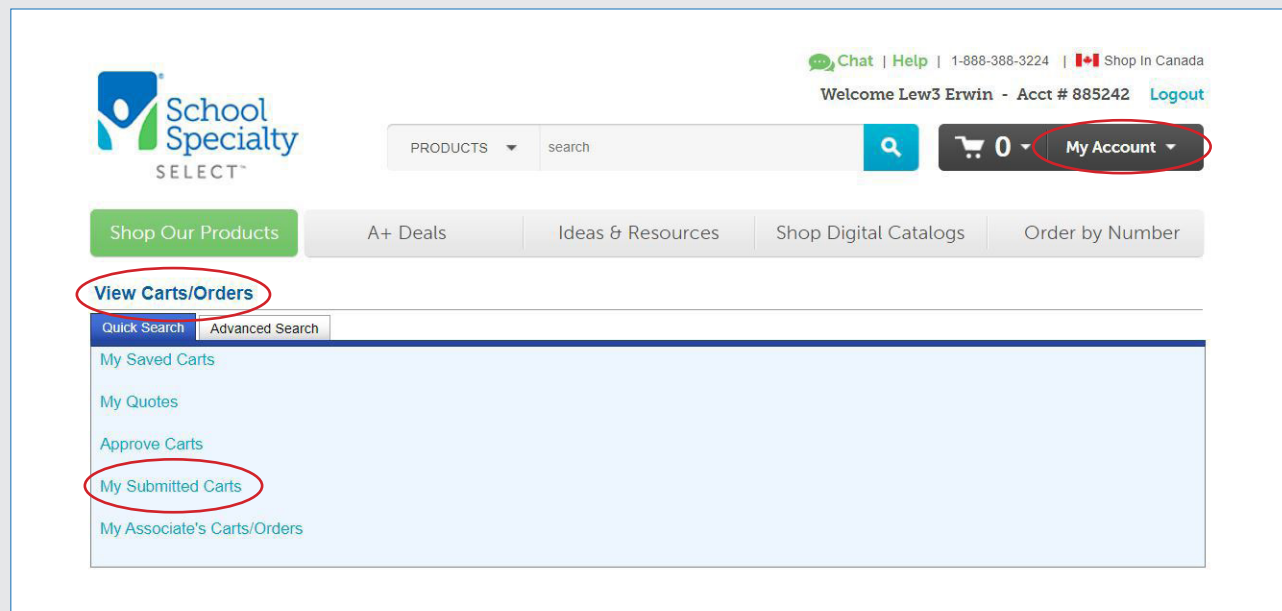


- Select the Shopping Cart you want to copy.
- Click **Copy Items**.
- The items from the cart will be entered on the **Order By Item Number** Screen.
- Make any required revisions and then click **Add To Cart**.
- To view your new cart, select the **Shopping Cart Icon** and click **View Cart/Checkout**.

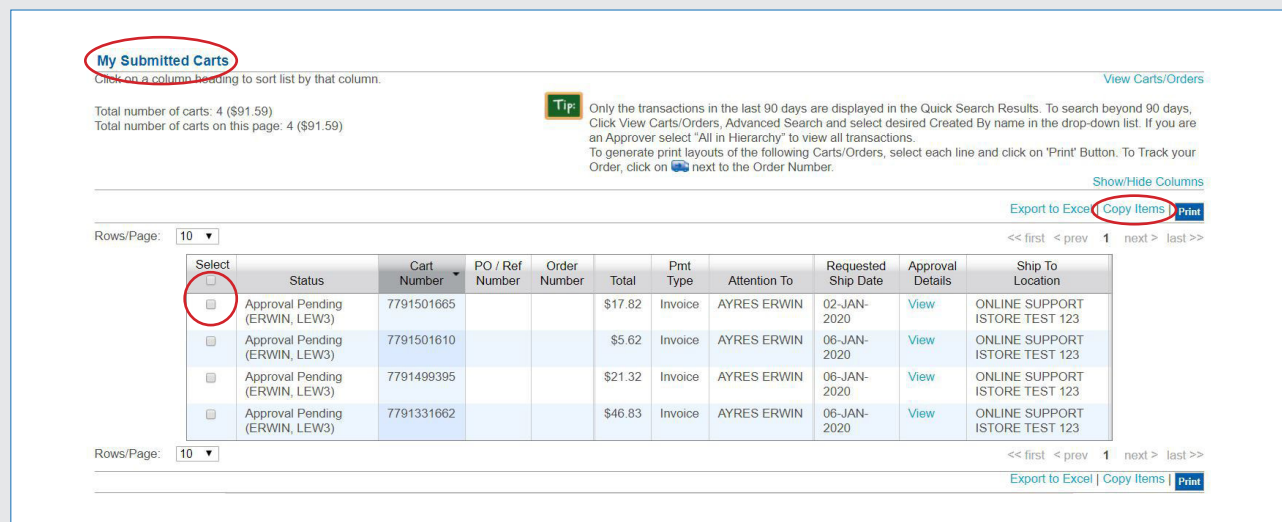


Copy a Previously Submitted Shopping Cart::

- Go to **View Carts / Orders** screen from the **My Account** menu.
- Click **My Submitted Carts**.
- Select **Shopping Cart** to be copied.
- Click **Copy Items**.
- The items from the cart will be entered on the **Order By Item Number** Screen.
- Make any required revisions and the click **Add To Cart**.
- To view your new cart, select the **Shopping Cart Icon** and click **View Cart/Checkout**.



The screenshot shows the School Specialty website interface. At the top right, there are links for Chat, Help, and a phone number. Below that, the user is logged in as Lew3 Erwin with account number 885242. The navigation bar includes a search bar, a shopping cart icon with '0' items, and a 'My Account' dropdown menu which is circled in red. Below the navigation bar, there are buttons for 'Shop Our Products', 'A+ Deals', 'Ideas & Resources', 'Shop Digital Catalogs', and 'Order by Number'. The 'View Carts/Orders' button is also circled in red. Below this, there are tabs for 'Quick Search' and 'Advanced Search', and a list of options: 'My Saved Carts', 'My Quotes', 'Approve Carts', 'My Submitted Carts' (circled in red), and 'My Associate's Carts/Orders'.



The screenshot shows the 'My Submitted Carts' page. At the top, there is a 'My Submitted Carts' header (circled in red) and a 'View Carts/Orders' link. Below the header, there is a tip: 'Only the transactions in the last 90 days are displayed in the Quick Search Results. To search beyond 90 days, Click View Carts/Orders, Advanced Search and select desired Created By name in the drop-down list. If you are an Approver select "All in Hierarchy" to view all transactions. To generate print layouts of the following Carts/Orders, select each line and click on "Print" Button. To Track your Order, click on [icon] next to the Order Number.' There are also links for 'Show/Hide Columns', 'Export to Excel', 'Copy Items' (circled in red), and 'Print'. Below this, there is a table with columns: Select, Status, Cart Number, PO / Ref Number, Order Number, Total, Pmt Type, Attention To, Requested Ship Date, Approval Details, and Ship To Location. The table contains four rows of data. The first row is circled in red. Below the table, there are 'Rows/Page' dropdowns and navigation links: '<< first < prev 1 next > last >>'. At the bottom, there are links for 'Export to Excel', 'Copy Items', and 'Print'.

Select	Status	Cart Number	PO / Ref Number	Order Number	Total	Pmt Type	Attention To	Requested Ship Date	Approval Details	Ship To Location
<input type="checkbox"/>	Approval Pending (ERWIN, LEW3)	7791501665			\$17.82	Invoice	AYRES ERWIN	02-JAN-2020	View	ONLINE SUPPORT ISTORE TEST 123
<input type="checkbox"/>	Approval Pending (ERWIN, LEW3)	7791501610			\$5.62	Invoice	AYRES ERWIN	06-JAN-2020	View	ONLINE SUPPORT ISTORE TEST 123
<input type="checkbox"/>	Approval Pending (ERWIN, LEW3)	7791499395			\$21.32	Invoice	AYRES ERWIN	06-JAN-2020	View	ONLINE SUPPORT ISTORE TEST 123
<input type="checkbox"/>	Approval Pending (ERWIN, LEW3)	7791331662			\$46.83	Invoice	AYRES ERWIN	06-JAN-2020	View	ONLINE SUPPORT ISTORE TEST 123