

Web Link Help File:





How to Save Orders

Abstract

- This help file will illustrate how to save, retrieve and edit orders before final processing.

Procedure

1. After items have been added to the shopping cart, the contents of the cart can be saved either by clicking on the "save " button at the bottom of the results page or from the shopping cart page.

CARQUEST/VICTOR										
Part Image Test	Part Number	Brand	List Price	Your Price	You Save	In Stock	Alternate Location	Quantity	Buy	
	B45828 (GSK)  Oil Drain Plug Gasket w/.42" I.D. - METRIC THREAD (98-04)	CARQUEST/VICTOR	\$2.37	\$1.17	\$1.20	Yes	No	<input type="text" value="1"/>	 	
Specification Items										
Description	Value	Comment							More Description	
Recommended Viscosity	10W-30									
Viscosity	10W-30	ABOVE 0 DEG F								
Viscosity	5W-30	BELOW 60 DEG F								
Recommended Engine Oil	API	USE OIL CERTIFIED BY THE AMERICAN PETROLEUM INSTITUTE WITH THE STARBURST SYMBOL								
Recommended Engine Oil	SJ	GASOLINE ENGINES - USE OIL MEETING API SPECIFICATION SJ OR HIGHER								
Engine Oil Capacity Quarts	4.5	INCLUDES FILTER CAPACITY.								

Home > Catalog Main > Catalog Search Result → 2 Item(s). \$10.77

Catalog Search Results

Displayed below is the list of parts that you have searched.

[Create Labor Estimate](#) [Service Interval Guide](#)

[Hide Search Details](#) [View Specifications](#)

Vehicle 2000 - CHEVROLET - CAMARO - V6-3800 3.8L [New Vehicle](#)

Categories [Ignition & Engine Filters](#) - [Engine Filters](#)
[Change Category](#)

Grouping & Sorting

Group By Sort By

Your Shopping Cart

You currently have 2 items in your cart with total amount \$10.77

Part	Part Description	Qty	Unit Price	Extended Price	Delete	Comment	Location
	PCV307 PCV Valve	<input type="text" value="1"/>	\$5.02	\$5.02			Warehouse
	85040 Oil Filter	<input type="text" value="1"/>	\$5.75	\$5.75			Warehouse

2. Provide a unique name for the order to be saved and click on the save button to finalize.

Order Save

Provide a Name for Your Order

3. To retrieve the order, navigate to "My Account" and then select "My Saved Orders" from the drop down menu. The "My Saved Order" screen shows "Order summary" name, "Shopping Cart Name" the "Date Created", "PO #", "Customer Comments", the number of items in the cart ("# Item") the "Order Total" and an option to "Delete" the order.

web Link
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- Start Shopping
- Order Status
- Business Tools
- Content Management
- My Account
 - My Saved Orders
 - My Coupons
 - Make a Payment
 - My Preferences
 - My Saved Estimates
- Email Management
- Promotion Management
- User Login Management

4. Clicking on the "Order Summary" link for each order loads the order and directs the user to the Order Summary page which provides a summary of the order as well as the ability to enter a shipping address, change quantities of items in the cart and add additional parts.

My Saved Orders

Use this page to view all orders that have been saved. To modify an order, simply click on the 'Order Summary' link to the left of the order that you wish to modify or place.

Order Summary	Shopping Cart Name	Date Created	PO #	Customer Comments	# Item	Order Total	Delete
My Shopping Cart	My Shopping Cart	10/13/2012			2	\$10.77	

Customer PO Number (Optional)

Customer Order Number Customer Comments

Your Order

Line Code	Brand Name	Part#	Description	Quantity	Price	Amount	Location	Update	Delete	Notes
BWE	BWD AUTOMOTIVE	PCV307	PCV Valve	<input type="text" value="1"/>	\$0.00	\$0.00	Warehouse			
CFI	CARQUEST/WIX	85040	Oil Filter	<input type="text" value="1"/>	\$10.00	\$10.00	Warehouse			

Sub-Total: \$10.00

Add More part(s)

Part # Qty

5. Additional parts can be appended to the order by entering the part in the "Part #" field and the amount in the "Qty" field. Click the "Add" button when finished. After all desired changes have been made to the order, the user can "Continue shopping", "Save Order", or "Proceed to Shipping" by clicking on the appropriate box at the bottom of the page.

Add More part(s)

Part # Qty

I have a Promotion Coupon

I accept [Return Policy](#)

[Disclaimer](#)