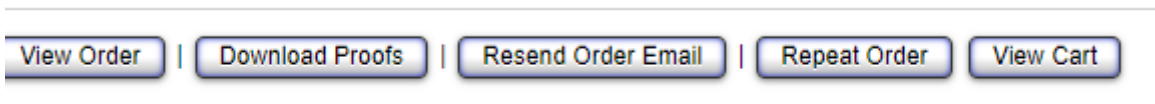


# REPEAT ORDER

1. Click on order you want to repeat then click view cart



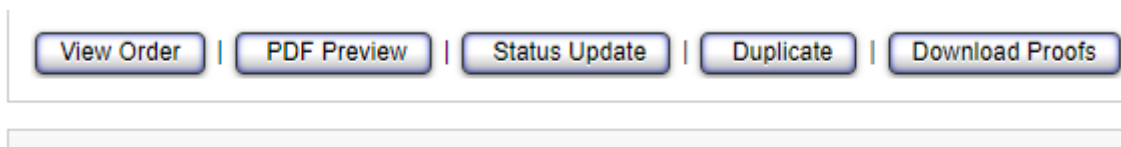
then click on Cart View so that you are logged in as the customer you are doing repeat order for

**Predicted Conversion:** 2022-10-06 00:00:00  
**Department:** Graphic Warehouse  
**Sales Person:** Patrick Spencer  
**Quote View:** [Open](#)  
**Cart View:** [Open](#)

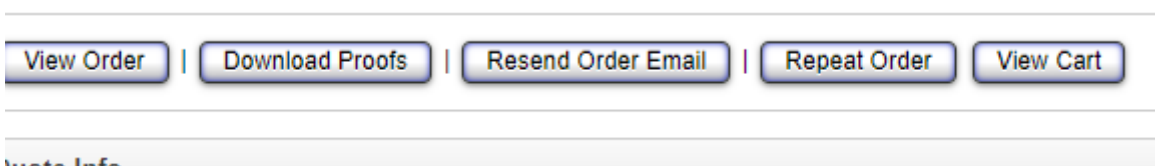
when cart view comes up you then close it down



and go back to Viewing quote and click view order



2. Click on order you want to repeat and click Repeat Order button



2. It will take you to this click Yes

Repeat this order?


No

Yes

3. When you click yes it will take you to the cart page on the web, where you will be able to process your order in the usual manner. Please make sure that you are logged in as customer that you are doing the repeat order for, you will see this at the top of the cart

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If it's a credit account, you enter the PO as normal or if it's a pay on order then you just add the credit card details as normal.

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