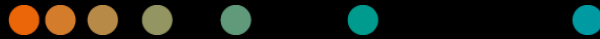
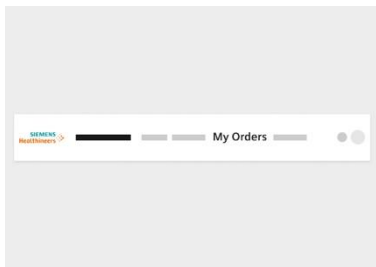


# How to create an order template

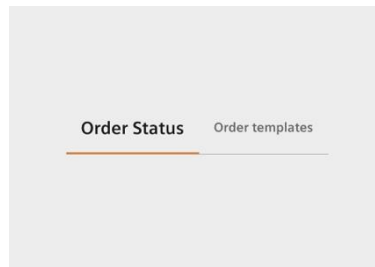


Welcome! We show you step by step how to create a customized order template for your webshop. For this, you have two options:

## Option 1: Use an existing order



1. Navigate to "My Orders".



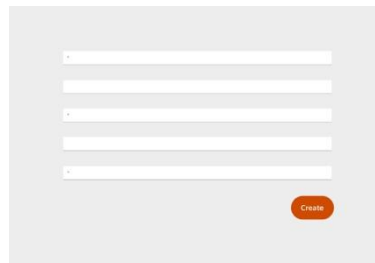
2. Use an existing order to create a template by accessing the 'Order Status' tab.



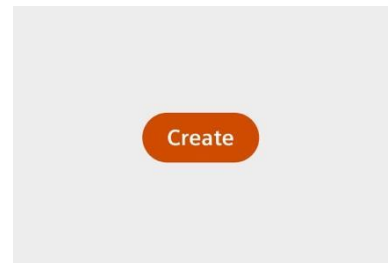
3. Select a specific order by clicking on the corresponding order line.



4. Click on the button to save the order as a template.

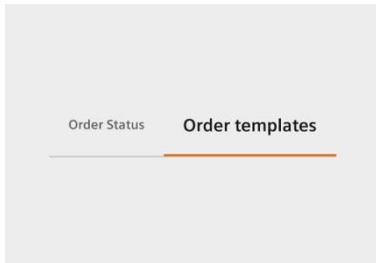


5. Review and adjust data as needed, especially quantities.



6. After verifying all data, proceed by clicking on 'Create' to generate the order template.

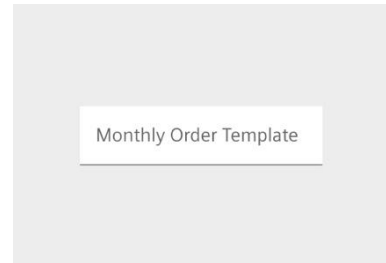
## Option 2: Create a new template



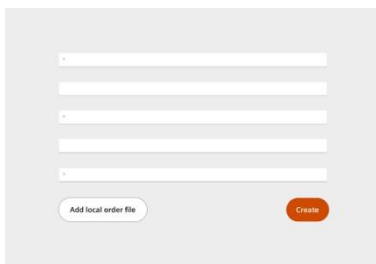
1. Navigate to the "Order templates" tab.



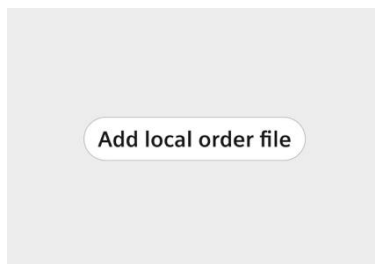
2. Select "Create template".



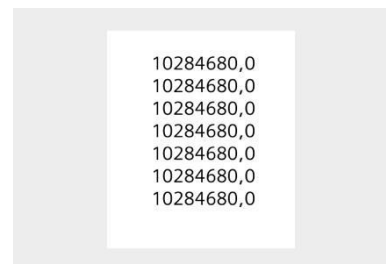
3. Assign a suitable name, such as "Monthly Order Template" for recurring monthly orders.



4. Complete the form by entering the appropriate sold-to and ship-to numbers and the required products.



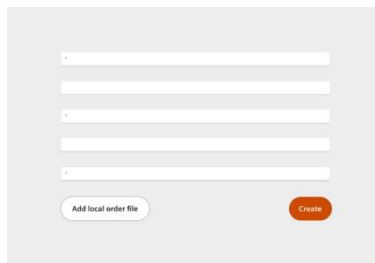
5. You can also upload a CSV file. Click on 'Add local order file' and select your CSV file. You don't have one? Please contact our OTC. It will be provided to you.



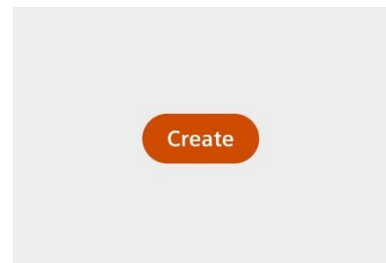
6. Open the file in the editor to ensure that the content is comma-delimited. The number on the left side represents the material, the number after the comma indicates the quantity.



7. Ensure that the CSV file is free of empty rows or column headers.



8. After the upload, you can verify and adjust data as needed.



9. Click on "create" to save the template. Your custom order template is ready for use.