

How To Print An Order Guide


1. Login
2. Click the **Select Button** for the Location You want to ship the order to.
Select Ship To

In order to customize your browsing experience on our website, please choose the Ship To location for your order.

Account	Address	Filter Ship To's:
Select ONLINE ORDERING DEMO Acct #: 61	Primary address 209 Prospect Ave Morrisville , PA 19067 US	Address Name <input type="text"/> Address: <input type="text"/>
Select ONLINE ORDERING DEMO Acct #: 61	Me My Home Philadelphia , PA 19154 US	Clear Filter Apply Filter
Select ONLINE ORDERING DEMO Acct #: 61 2	Someone else Someone Else Philadelphia , PA 19154	Current Ship To Address Me My Home Philadelphia , PA 19154

3. Click **Order Guides**

View Cart | 3 item(s) \$272.01



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Start A New Order Using

[Order Guides](#) [Purchase History](#) [Quick Order Entry](#) [Search The Catalog](#)

New Products Available from PJP

SPARTAN CHEMICAL CO INC STEP DOWN FLOOR STRIPPER - 5 Gallon (155511)	REMPAC FOAM AQUAZONE MOP HEADS (183515)	PRATT INDUSTRIES COOLER POP-UP COOL & GREEN (075415)
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4. Click on the **Name of the Order Guide** that you want to Print.

My Order Guides

Name of New Order Guide **Create Order Guide**

TEST USER1's order guides:

Description	# Items			
	44	Edit Description	Delete	Edit List >>
A ORDER GUIDE	2	Edit Description	Delete	Edit List >>
Bobs Pancake	4	Edit Description	Delete	Edit List >>
DC TEST	48	Edit Description	Delete	Edit List >>
DCTEST OC	179	Edit Description	Delete	Edit List >>
dens bakery	13	Edit Description	Delete	Edit List >>
Don Test33	27	Edit Description	Delete	Edit List >>
Dropped Items Test	22	Edit Description	Delete	Edit List >>
Greg Blakely test	17	Edit Description	Delete	Edit List >>

5. Put Your Mouse Over the **Actions Menu**

6. Then Click **Print Order Guide**

Order Guide Detail

Description: dens bakery

Filter Items
Item ID or Description: **Apply Filter** **Clear Filter**

Add Items To List
Item ID: **Add Item**

Results per page: 1

	PACK	U/M	PRICE	QTY		
- 6 x 10 3/4	10/1M	CS	59.99	<input type="text"/>	delete	Add To Cart
- 8 x 10 3/4	10/1M	CS	60.00	<input type="text"/>	delete	Add To Cart
1/4 SENIOR	8/1M	CS	100.00	<input type="text"/>	delete	Add To Cart
1.5x12.5	500	CS	62.12	<input type="text"/>	delete	Add To Cart
1/4 - 7x6x2.25	250	BD	24.90	<input type="text"/>	delete	Add To Cart
in x 2...	250	BD	39.92	<input type="text"/>	delete	Add To Cart
in x 2...	100	BD	30.24	<input type="text"/>	delete	Add To Cart
<input type="checkbox"/> 301060	Cake Box - Occasions - 10in x 10...	100	CS	150.66	<input type="text"/>	delete Add To Cart
<input type="checkbox"/> 301069	Cake Box - Delights - FullSize ...	25	CS	108.06	<input type="text"/>	delete Add To Cart

Actions Menu

- Delete selected items
- Delete all items
- Back to all Order Guides
- Add selected items to cart
- Begin checkout
- Export to Excel (97-2003 format)
- Export to Excel (csv format)
- Print Order Guide

- The Print Order Guide Preview will open.
- Click the **Print Button**



PJP

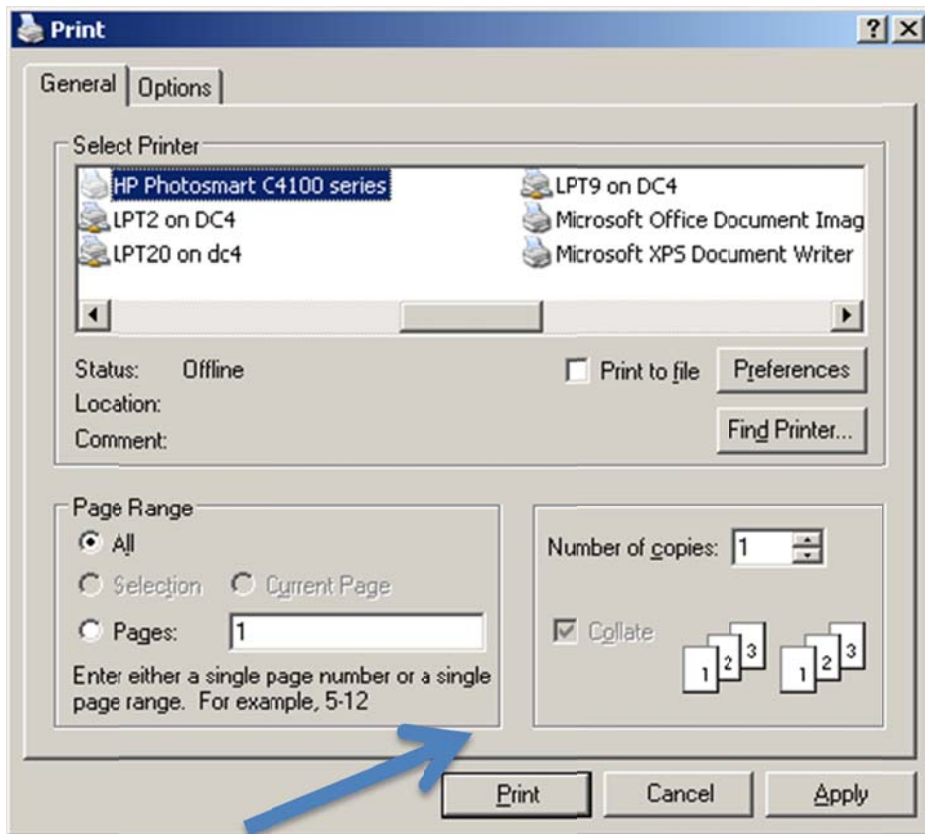
Order Guide Detail

Description: dens bakery

ITEM	DESCRIPTION	PACK	U/M	PRICE	QTY
042700	Wax Wrap Bakery Tissue - 6 x 10 3/4	10/1M	CS	59.99	---
042710	Wax Wrap Bakery Tissue - 8 x 10 3/4	10/1M	CS	60.00	---
042712	BAKERY TISSUE 10 X 10 3/4 SENIOR	8/1M	CS	100.00	---
213110	POLY COATED BOARD - 9.5x12.5	500	CS	62.12	---
301000	BAKERY BOX - ECLAIR - #4 - 7x6x2.25	250	BD	24.90	---

Print Page Close Page

- Choose the **Printer You want to Print with.**
- Click The **Print Button**



Print

General Options

Select Printer

- HP Photosmart C4100 series
- LPT2 on DC4
- LPT20 on dc4
- LPT9 on DC4
- Microsoft Office Document Imag
- Microsoft XPS Document Writer

Status: Offline Print to file Preferences

Location: Find Printer...

Comment:

Page Range

All Selection Current Page

Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

Collate

Print Cancel Apply