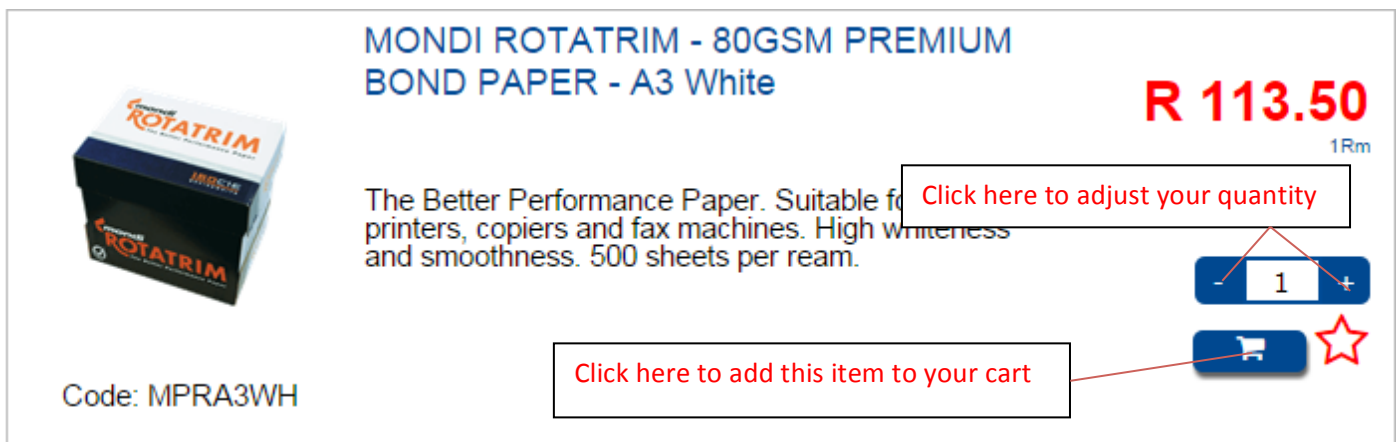


Did you know

You can create a standard order list on our new website...

CREATING A STANDARD ORDER LIST

1. To add products to a standard order list, simply add all the products to your cart, as shown below.



MONDI ROTATRIM - 80GSM PREMIUM BOND PAPER - A3 White

R 113.50 1Rm

The Better Performance Paper. Suitable for printers, copiers and fax machines. High whiteness and smoothness. 500 sheets per ream.

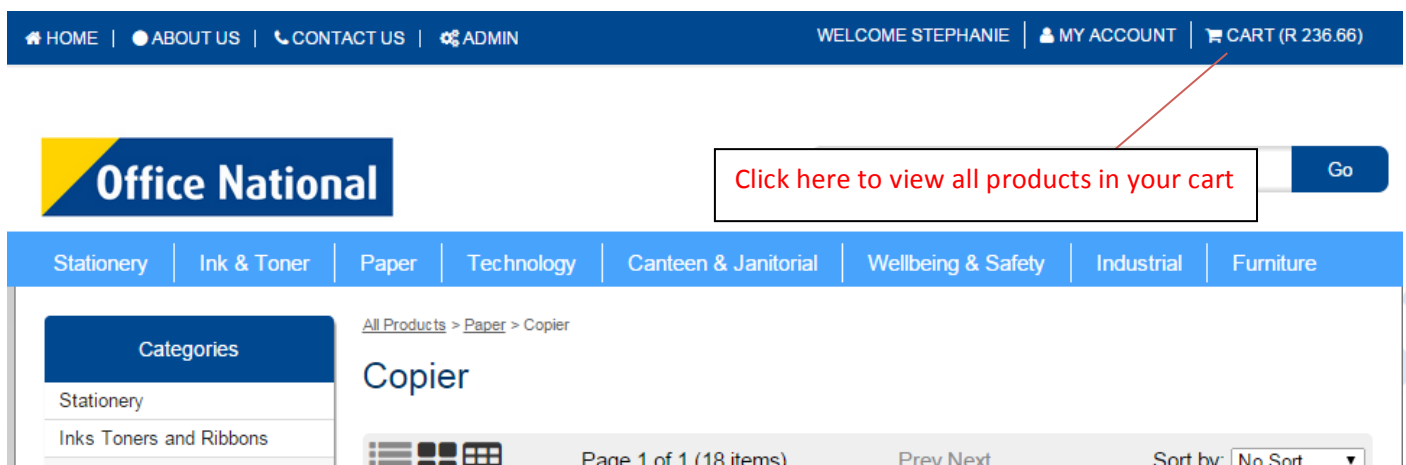
Code: MPRA3WH

[Click here to adjust your quantity](#)

[Click here to add this item to your cart](#)

2. You can continue to search and add multiple products to your cart.

3. Once you have added all of the desired products to your cart, click on the “cart” tab at the top of your screen as shown below.



HOME | ABOUT US | CONTACT US | ADMIN

WELCOME STEPHANIE | MY ACCOUNT | **CART (R 236.66)**

Office National

[Click here to view all products in your cart](#) **Go**

Stationery | Ink & Toner | Paper | Technology | Canteen & Janitorial | Wellbeing & Safety | Industrial | Furniture

All Products > Paper > Copier

Copier

Page 1 of 1 (18 items) Prev Next Sort by: No Sort

4. After clicking on the “cart” tab, the below screen will appear.







Current Order

Order Number: 81162 Customer Order No. (mandatory):

Quick Add item: Qty:

Qty field must be numeric

Add special item: Qty:

Del	Code	Description	Image	Note	Unit	Price Ex VAT	Qty	VAT	Total Ex VAT
<input checked="" type="checkbox"/>	HPCB317HE	Cartridge Ink HP 178 Photo Inkjet Std Cap Vivera Black			Each	R 147.00	<input type="text" value="1"/>	R 20.58	R 147.00
<input checked="" type="checkbox"/>	GSSWT2930	ENDEARMINTS - Wrapped 1kg			Each	R 60.60	<input type="text" value="1"/>	R 8.48	R 60.60
<input checked="" type="checkbox"/>	MPRA3WH	MONDI ROTATRIM - 80GSM PREMIUM BOND PAPER - A3 White			1Rm	R 113.50	<input type="text" value="1"/>	R 15.89	R 113.50

Edit your quantity here

Special Instructions:

Type the name of your standard order list

Total (ex-VAT): R 321.10
VAT: R 44.95
Total (including VAT): R 366.05

Save as a Standard Order

5. In the “save as a standard order” block as shown above, you are able to name your standard order list that you have created.

6. Click on “save”

7. To view your standard order list, hold your cursor over “my account” at the top of your page.

8. Select “standard order” on the drop down list and the below screen will appear:

Standard Orders

You have the following Standard Orders:

[Click here to open your standard order](#)

Standard Order Name

Monthly Basics add to order make new order

To create a new standard order, simply create an order and on the current order page, save it as a standard order.

9. Click on the name of your standard order list to view it.