

# Set up a standing order

1. Log into autoecat.com using your **autoecat.com** credentials
2. Add product to the autoecat scratchpad
  - Anywhere you click the icon, the item(s) will be added to your scratchpad
  - Alternatively, you can click the large **STOCK ORDER** button at the top of any screen within autoecat to launch the scratch pad and manually enter items.
3. Save your selected items to a standing order
  - By clicking the large **STOCK ORDER** button from any screen within autoecat, you will be brought into your scratchpad.
  - Once in the scratchpad, simply check the items you wish to save (or add) to your standing order and click the **Save To Standing Order**
  - A small pop up window will allow you to name your new order (or select an existing order to replace/append to). Once you click **Submit** in this pop-up, your order will be saved.
4. Add your standing orders to your cart
  - By clicking the large **STOCK ORDER** button from any screen within autoecat, you will be brought into your scratchpad.
  - Clicking on the **Standing Orders** button will launch a small pop-up that shows your current standing orders.
  - Clicking the icon next to the order will show a listing of the parts on the order.
  - Check the items you wish to add to your cart (or check the box in the **Part Number** heading to add them all)
  - Click the **Add Standing Order Items To Cart.**
5. Maintain your standing orders.
  - Once you are in the standing orders screen, you can delete entire orders by clicking the icon
  - You may also delete specific items from an order by checking the item and clicking the **Remove Items from Standing Order.**

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