

How to create and use Order Templates

Overview

Order Templates allow you to save a group of regularly purchased products for quick recall. Before ordering, you can reprice the products, adjust quantities and add the complete template to your cart.

This guide explains how to create and use a template, add products from a product details page, remove individual products and delete a template that is no longer required.

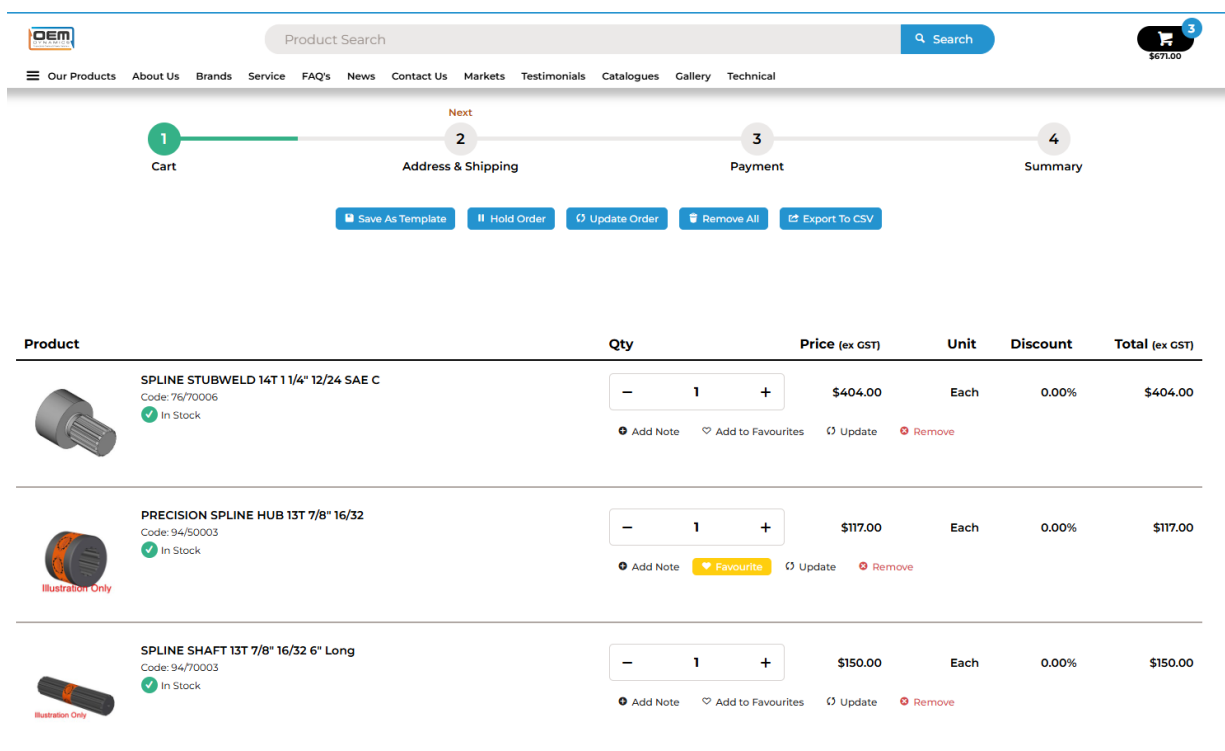
Order Templates can be created in two ways:

- Save the current shopping cart as a template
- Create a template from a product details page

Note: Order Templates cannot be renamed. If a different name is required, create a new template and delete the old one.

Create an Order Template from the shopping cart

1. Add the required products and quantities to the cart.
2. In the cart, click Save as Template.



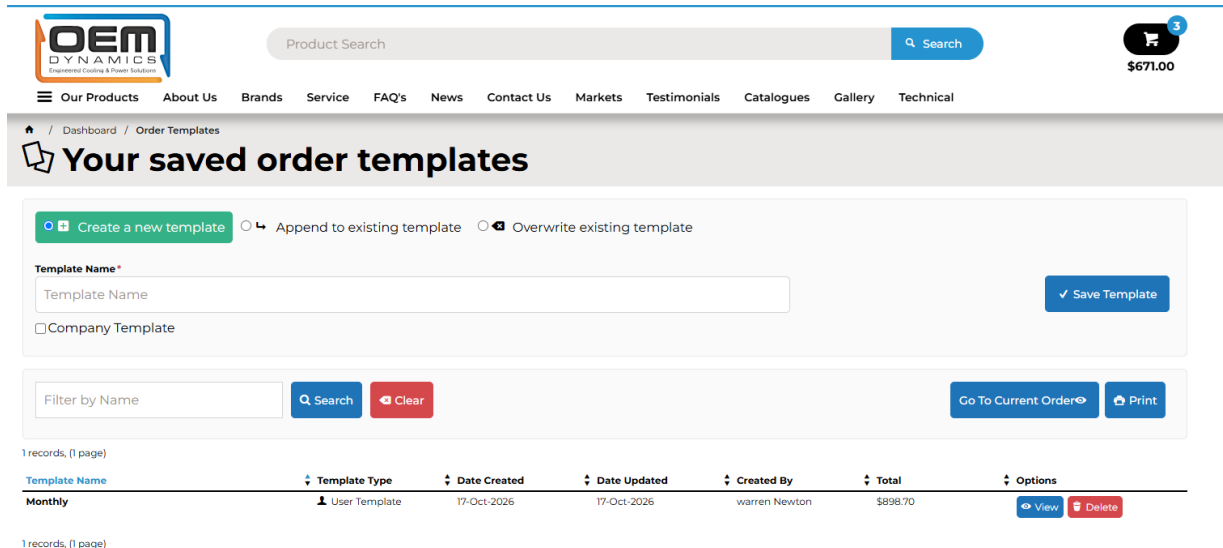
The screenshot shows the OEM Dynamics website's shopping cart. At the top, there's a navigation bar with the OEM Dynamics logo, a product search bar, and a shopping cart icon showing a total of \$671.00. Below the navigation bar is a progress bar with four steps: 1. Cart (active), 2. Address & Shipping, 3. Payment, and 4. Summary. Below the progress bar are buttons for 'Save As Template', 'Hold Order', 'Update Order', 'Remove All', and 'Export To CSV'. The main content area displays a table of products in the cart:

Product	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)
 SPLINE STUBWELD 14T 1 1/4" 12/24 SAE C Code: 76/70006 In Stock	1	\$404.00	Each	0.00%	\$404.00
 PRECISION SPLINE HUB 13T 7/8" 16/32 Code: 94/50003 In Stock	1	\$117.00	Each	0.00%	\$117.00
 SPLINE SHAFT 13T 7/8" 16/32 6" Long Code: 94/70003 In Stock	1	\$150.00	Each	0.00%	\$150.00

Click Save as Template in the shopping cart.

How to create and use Order Templates

3. The Your saved order templates page opens.
4. Enter a clear name for the new template.
5. Click Save Template.



Product Search

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Dashboard / Order Templates

Your saved order templates

☒ Create a new template
 ☐ Append to existing template
 ☐ Overwrite existing template

Template Name*

☐ Company Template

Filter by Name

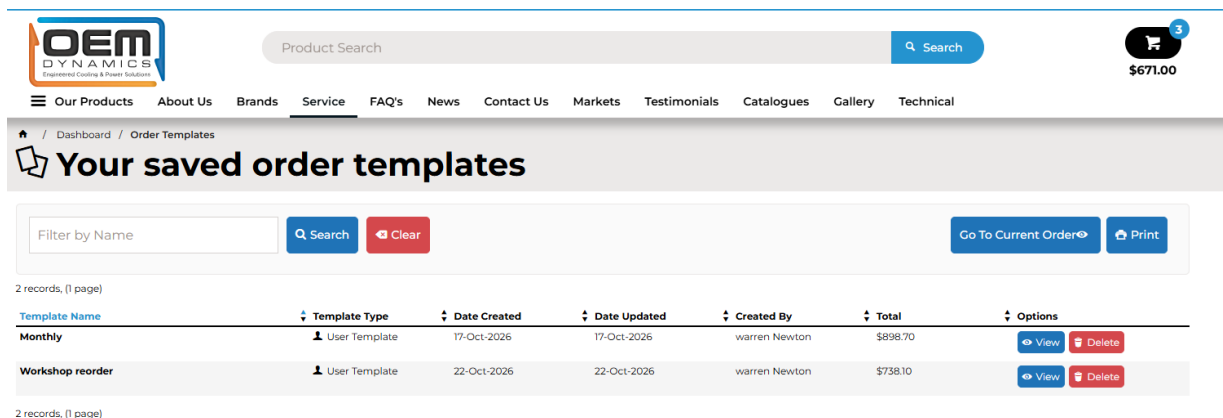
1 records, (1 page)

Template Name	Template Type	Date Created	Date Updated	Created By	Total	Options
Monthly	User Template	17-Oct-2026	17-Oct-2026	warren Newton	\$898.70	View Delete

1 records, (1 page)

Enter a name and save the new template.

6. The new template appears in the saved templates list and is ready for future use.



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Your saved order templates

☒ Create a new template
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Template Name*

☐ Company Template

Filter by Name

2 records, (1 page)

Template Name	Template Type	Date Created	Date Updated	Created By	Total	Options
Monthly	User Template	17-Oct-2026	17-Oct-2026	warren Newton	\$898.70	View Delete
Workshop reorder	User Template	22-Oct-2026	22-Oct-2026	warren Newton	\$738.10	View Delete

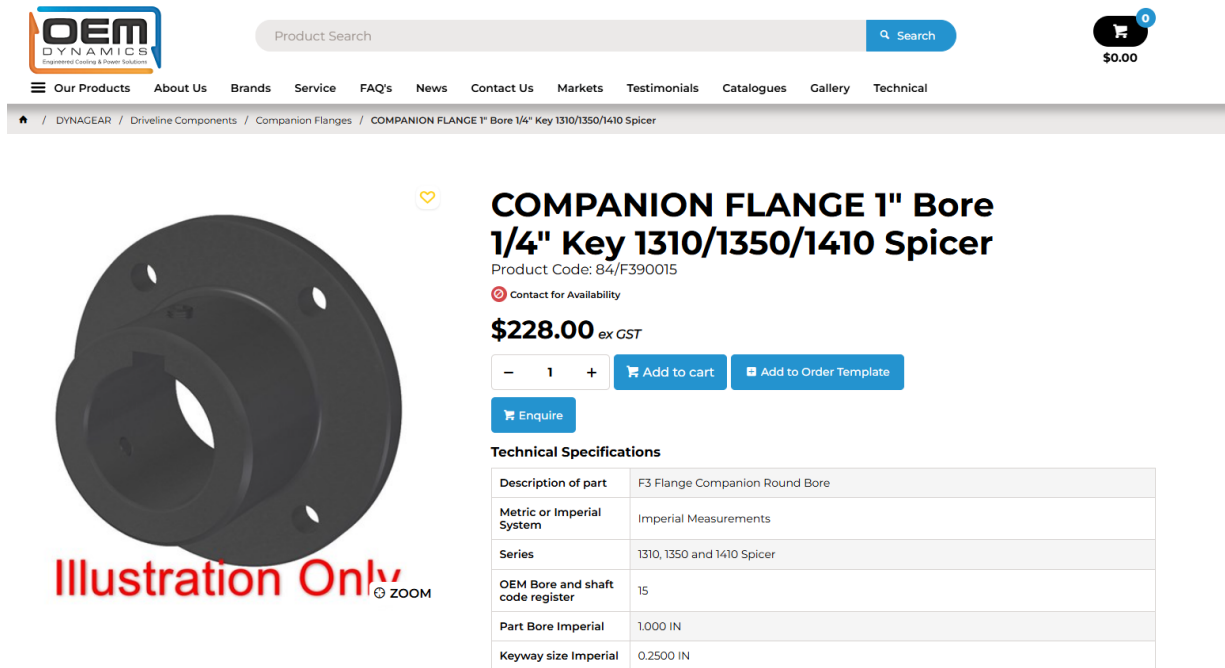
2 records, (1 page)

The new template is displayed in the saved templates list.

How to create and use Order Templates

Add a product from a product details page

1. Open the required product details page.
2. Click Add to Order Template.



COMPANION FLANGE 1" Bore 1/4" Key 1310/1350/1410 Spicer
Product Code: 84/F390015
Contact for Availability

\$228.00 ex GST

– 1 + [Add to cart](#) [Add to Order Template](#)

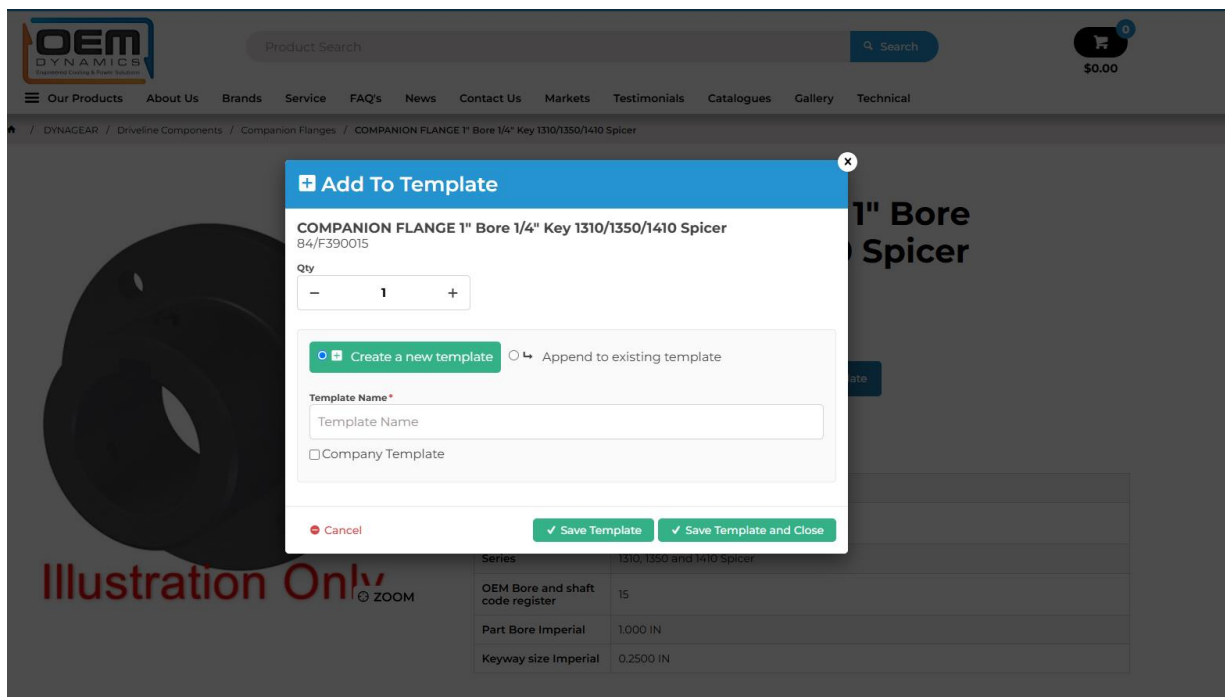
[Enquire](#)

Technical Specifications

Description of part	F3 Flange Companion Round Bore
Metric or Imperial System	Imperial Measurements
Series	1310, 1350 and 1410 Spicer
OEM Bore and shaft code register	15
Part Bore Imperial	1.000 IN
Keyway size Imperial	0.2500 IN

Open the Add to Template window from the product details page.

3. In the Add To Template window, choose Create a new template or Append to existing template.



+ Add To Template

COMPANION FLANGE 1" Bore 1/4" Key 1310/1350/1410 Spicer
84/F390015

Qty: – 1 +

☒ Create a new template ☐ Append to existing template

Template Name*

Template Name

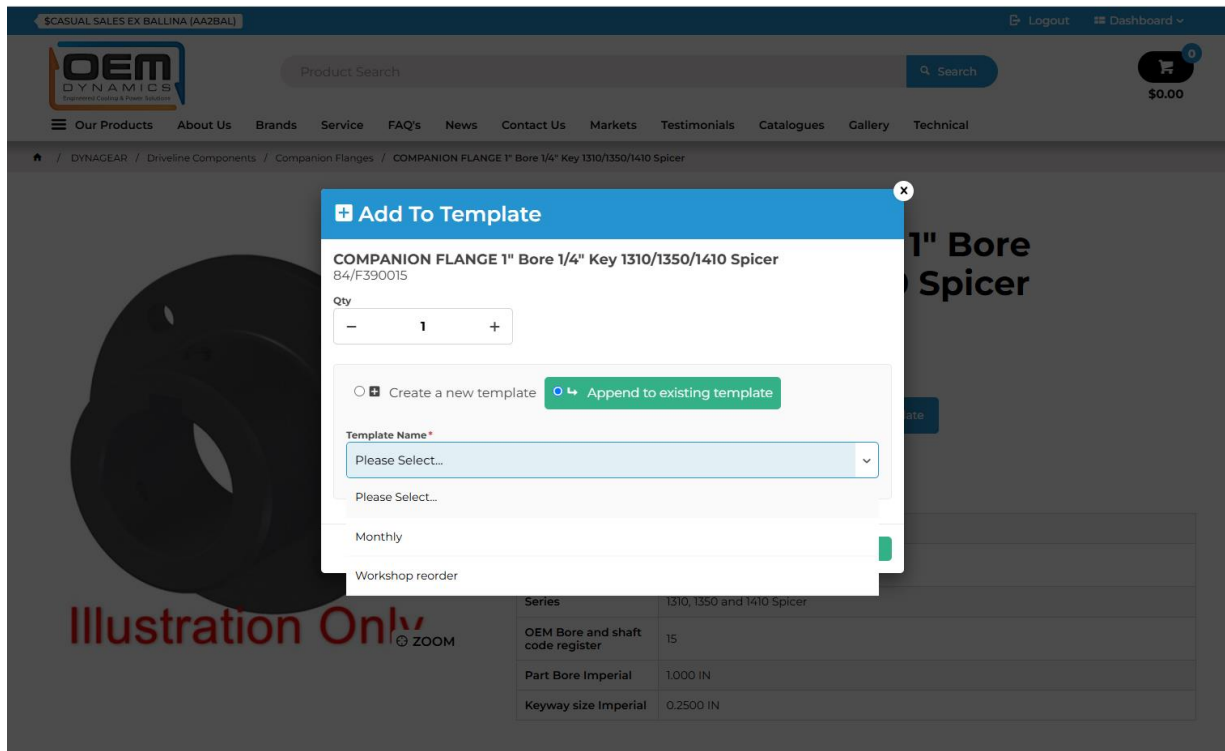
☐ Company Template

[Cancel](#) [Save Template](#) [Save Template and Close](#)

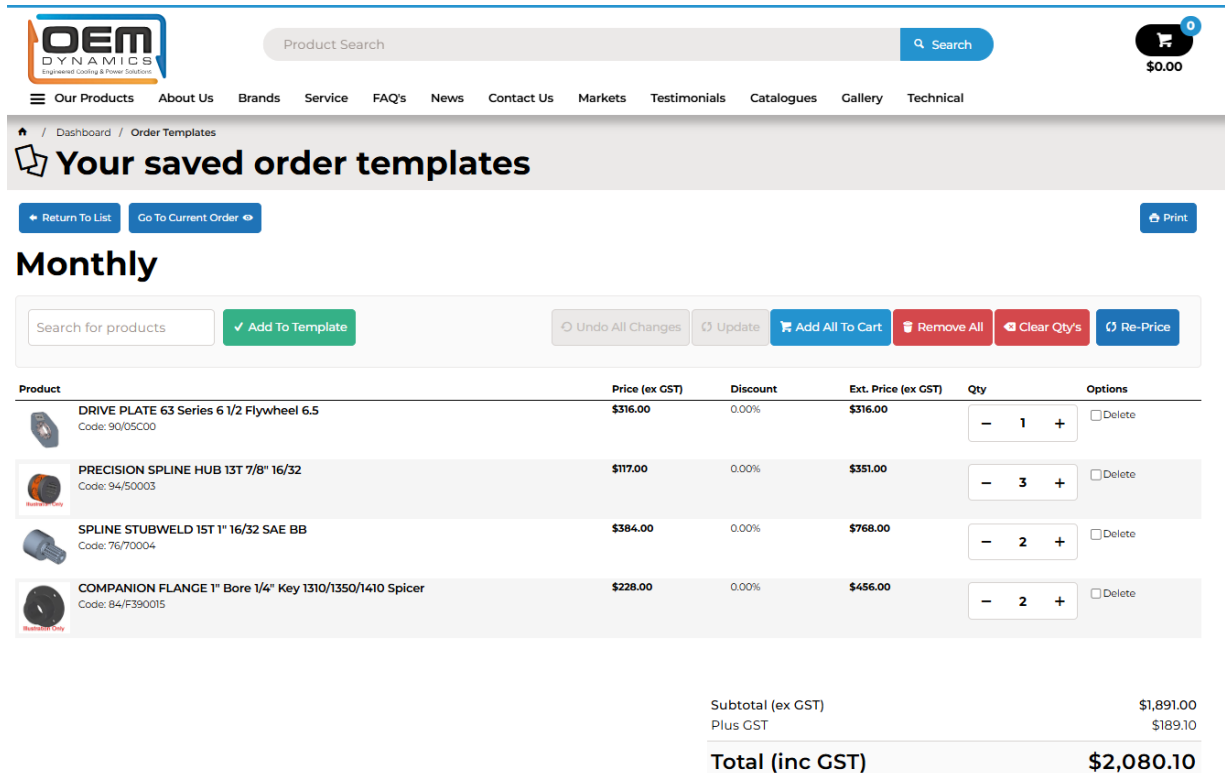
Choose whether to create a new template or use an existing template.

How to create and use Order Templates

- For a new template, enter a name and save it. For an existing template, select the template from the list.
- Check the quantity and save the product to the selected template.



Select the existing template from the drop-down list.



Your saved order templates

Return To List Go To Current Order Print

Monthly

Search for products

Product	Price (ex GST)	Discount	Ext. Price (ex GST)	Qty	Options
 DRIVE PLATE 63 Series 6 1/2 Flywheel 6.5 Code: 90/05C00	\$316.00	0.00%	\$316.00	1	☐ Delete
 PRECISION SPLINE HUB 13T 7/8" 16/32" Code: 94/50003	\$117.00	0.00%	\$351.00	3	☐ Delete
 SPLINE STUBWELD 15T 1" 16/32 SAE BB Code: 76/70004	\$384.00	0.00%	\$768.00	2	☐ Delete
 COMPANION FLANGE 1" Bore 1/4" Key 1310/1350/1410 Spicer Code: 84/F390015	\$228.00	0.00%	\$456.00	2	☐ Delete

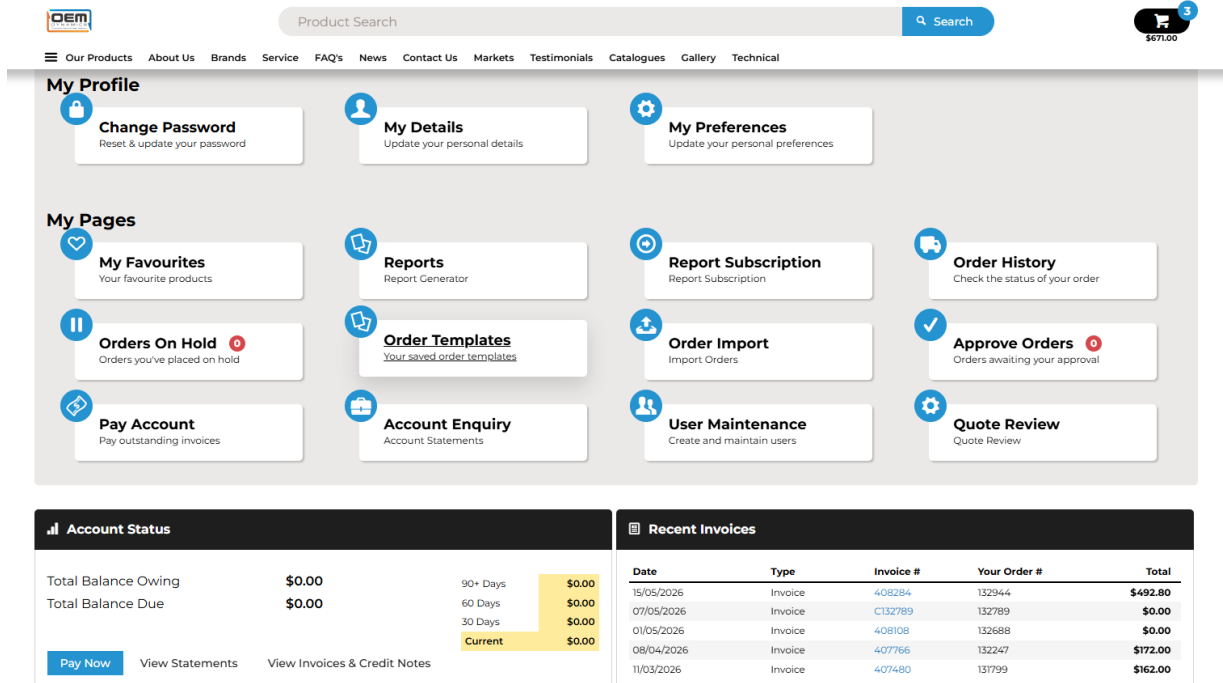
Subtotal (ex GST)	\$1,891.00
Plus GST	\$189.10
Total (inc GST)	\$2,080.10

The added product is shown in the selected template.

How to create and use Order Templates

Open and place an order from a saved template

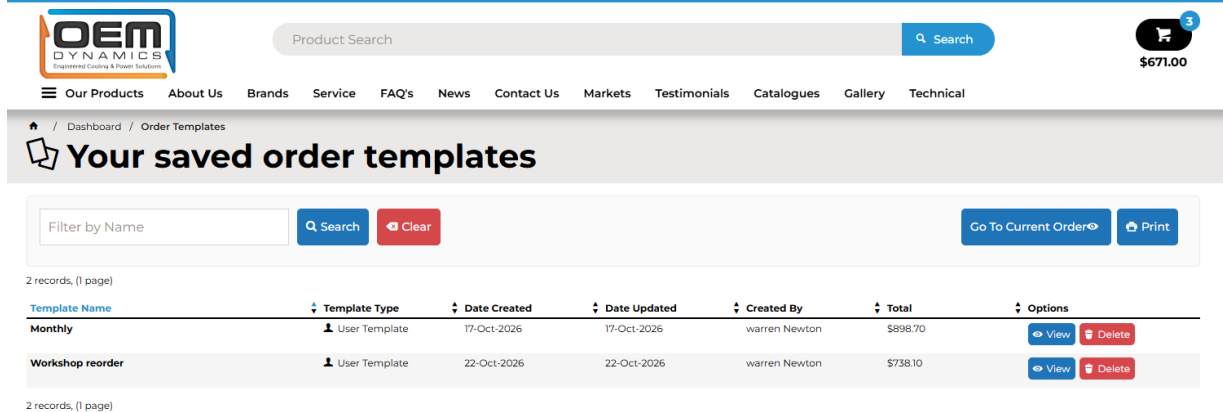
1. Open the Dashboard and select Order Templates.



The dashboard shows a navigation menu at the top with links like 'Our Products', 'About Us', 'Brands', 'Service', 'FAQ's', 'News', 'Contact Us', 'Markets', 'Testimonials', 'Catalogues', 'Gallery', and 'Technical'. Below the menu, there's a 'My Profile' section with options like 'Change Password', 'My Details', and 'My Preferences'. The 'My Pages' section contains a grid of tiles, including 'My Favourites', 'Reports', 'Report Subscription', 'Order History', 'Orders On Hold', 'Order Templates' (highlighted with a link to 'Your saved order templates'), 'Order Import', 'Approve Orders', 'Pay Account', 'Account Enquiry', 'User Maintenance', and 'Quote Review'. At the bottom, there are two summary sections: 'Account Status' showing a total balance owing of \$0.00 and 'Recent Invoices' listing several invoices with their dates, types, invoice numbers, and totals.

Select Order Templates from the dashboard.

2. Find the required template and click View. In this example, the Monthly template is selected.

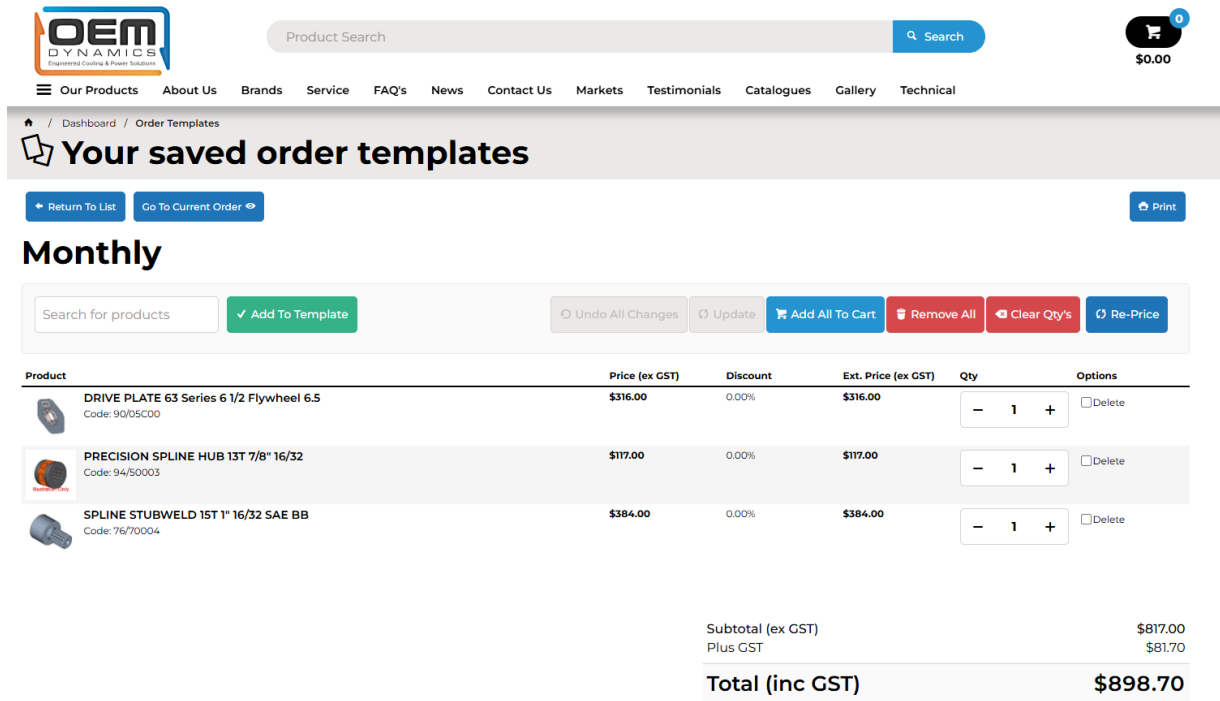


The 'Your saved order templates' page features a search bar at the top with a 'Filter by Name' input, a 'Search' button, and a 'Clear' button. There are also buttons for 'Go To Current Order' and 'Print'. Below the search bar, it indicates '2 records, (1 page)'. A table lists the templates with columns for 'Template Name', 'Template Type', 'Date Created', 'Date Updated', 'Created By', 'Total', and 'Options'. The 'Monthly' template is selected, showing it was created on 17-Oct-2026 and has a total of \$898.70. The 'Workshop reorder' template was created on 22-Oct-2026 and has a total of \$738.10. Each template has 'View' and 'Delete' options.

Click View beside the required template.

How to create and use Order Templates

- Click Re-Price to make sure the displayed pricing is current.
- Adjust the quantities as required, then click Update to save those quantities.



Product Search

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Dashboard / Order Templates

Your saved order templates

[Return To List](#) [Go To Current Order](#)

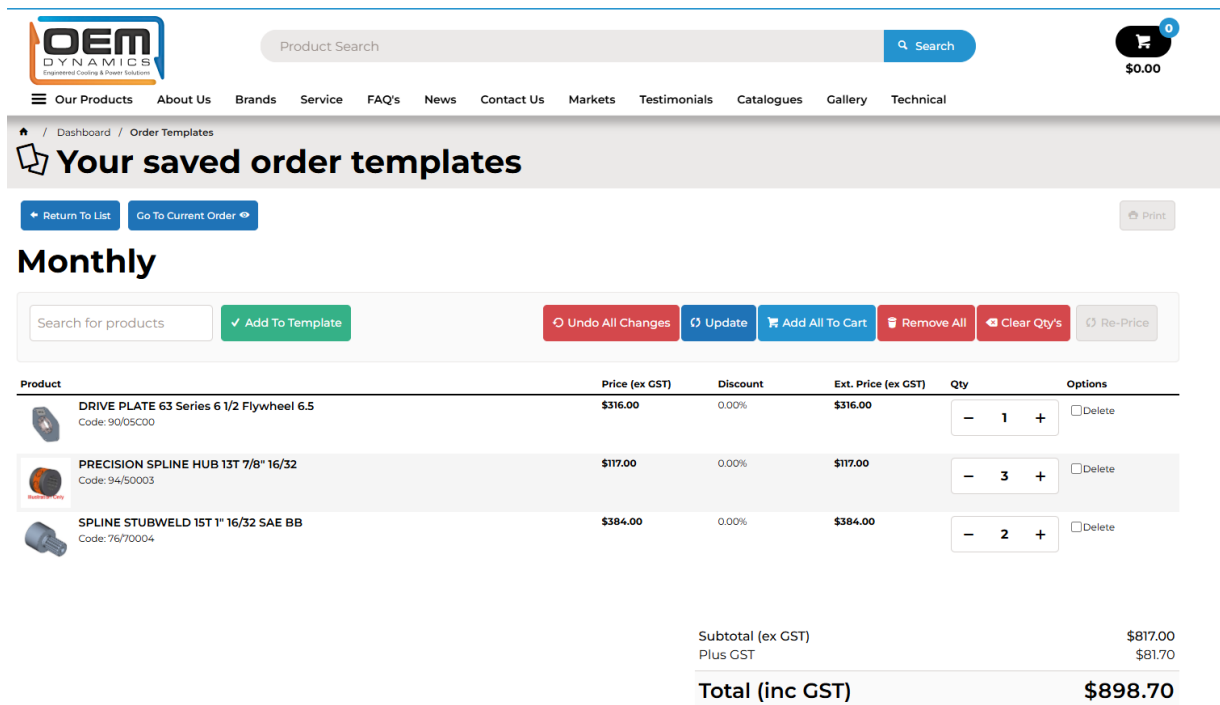
Monthly

Search for products

Product	Price (ex GST)	Discount	Ext. Price (ex GST)	Qty	Options
 DRIVE PLATE 63 Series 6 1/2 Flywheel 6.5 Code: 90/05C00	\$316.00	0.00%	\$316.00	- 1 + ☐ Delete	
 PRECISION SPLINE HUB 13T 7/8" 16/32 Code: 94/50003	\$117.00	0.00%	\$117.00	- 1 + ☐ Delete	
 SPLINE STUBWELD 15T 1" 16/32 SAE BB Code: 76/70004	\$384.00	0.00%	\$384.00	- 1 + ☐ Delete	

Subtotal (ex GST) \$817.00
Plus GST \$81.70
Total (inc GST) \$898.70

Review the template, reprice it and adjust the quantities.



Product Search

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Dashboard / Order Templates

Your saved order templates

[Return To List](#) [Go To Current Order](#)

Monthly

Search for products

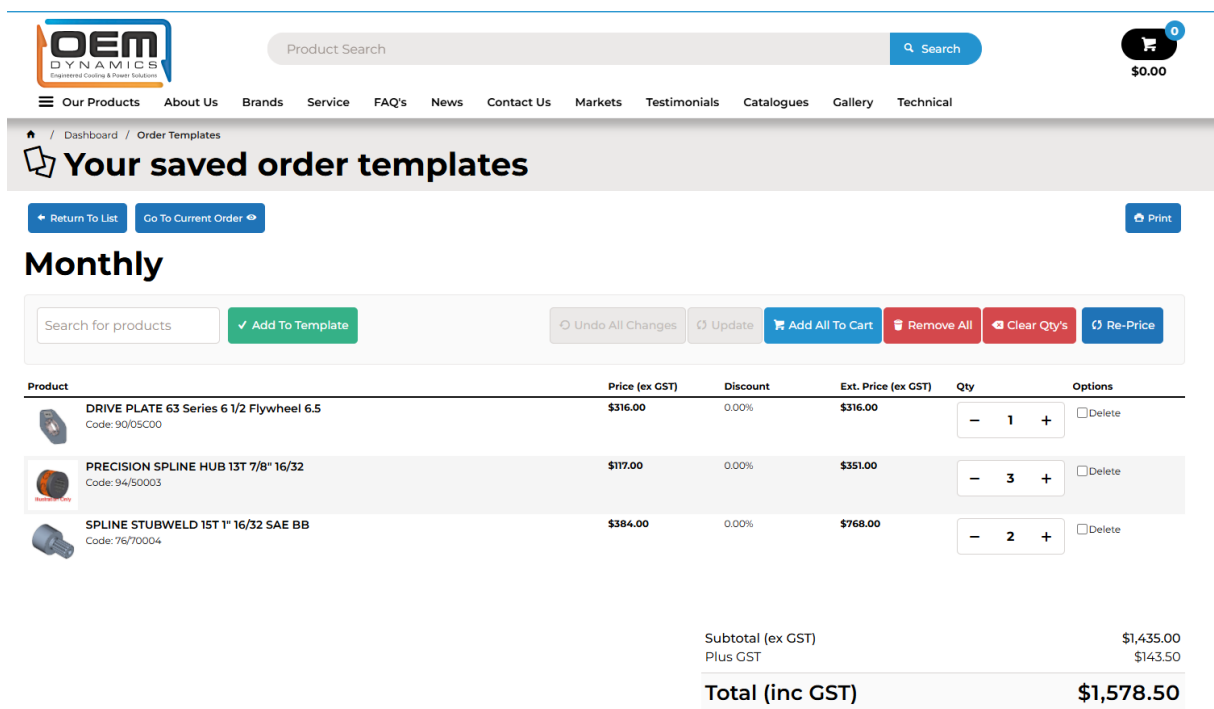
Product	Price (ex GST)	Discount	Ext. Price (ex GST)	Qty	Options
 DRIVE PLATE 63 Series 6 1/2 Flywheel 6.5 Code: 90/05C00	\$316.00	0.00%	\$316.00	- 1 + ☐ Delete	
 PRECISION SPLINE HUB 13T 7/8" 16/32 Code: 94/50003	\$117.00	0.00%	\$117.00	- 3 + ☐ Delete	
 SPLINE STUBWELD 15T 1" 16/32 SAE BB Code: 76/70004	\$384.00	0.00%	\$384.00	- 2 + ☐ Delete	

Subtotal (ex GST) \$817.00
Plus GST \$81.70
Total (inc GST) \$898.70

The updated quantities and totals are displayed.

How to create and use Order Templates

- Click Add All to Cart.
- Click the cart icon in the top-right corner.
- Confirm that all template products and quantities are in the cart, ready to be processed using the normal checkout procedure.



Your saved order templates

Return To List Go To Current Order Print

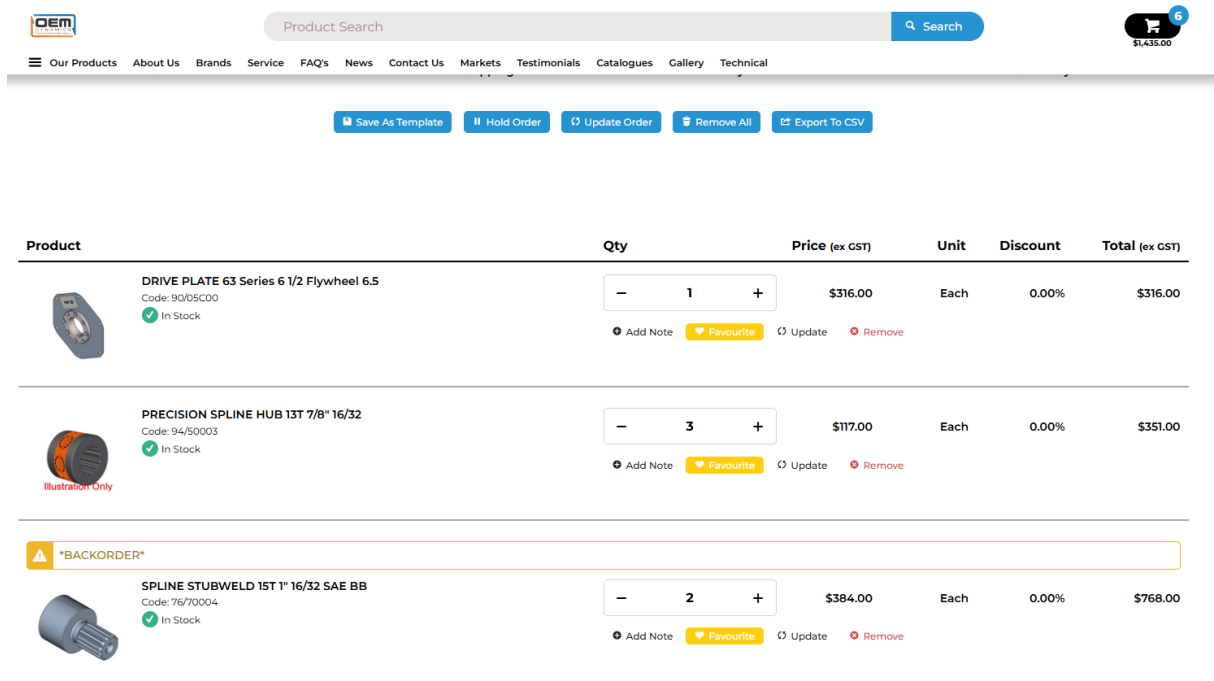
Monthly

Search for products Add To Template Undo All Changes Update Add All To Cart Remove All Clear Qty's Re-Price

Product	Price (ex GST)	Discount	Ext. Price (ex GST)	Qty	Options
 DRIVE PLATE 63 Series 6 1/2 Flywheel 6.5 Code: 90/05C00	\$316.00	0.00%	\$316.00	1	☐ Delete
 PRECISION SPLINE HUB 13T 7/8" 16/32 Code: 94/50003	\$117.00	0.00%	\$351.00	3	☐ Delete
 SPLINE STUBWELD 15T 1" 16/32 SAE BB Code: 76/70004	\$384.00	0.00%	\$768.00	2	☐ Delete

Subtotal (ex GST) \$1,435.00
Plus GST \$143.50
Total (inc GST) \$1,578.50

Add all products from the template to the cart.



Save As Template Hold Order Update Order Remove All Export To CSV

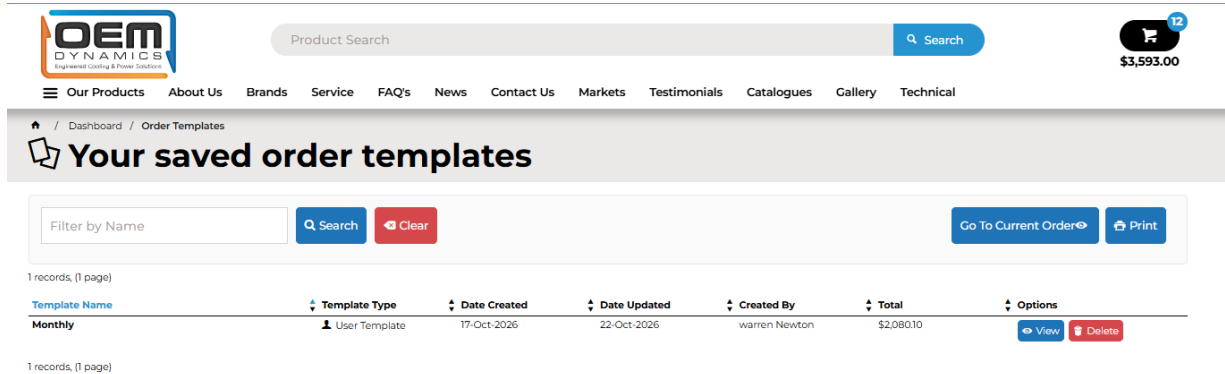
Product	Qty	Price (ex GST)	Unit	Discount	Total (ex GST)
 DRIVE PLATE 63 Series 6 1/2 Flywheel 6.5 Code: 90/05C00 In Stock	1	\$316.00	Each	0.00%	\$316.00
 PRECISION SPLINE HUB 13T 7/8" 16/32 Code: 94/50003 In Stock	3	\$117.00	Each	0.00%	\$351.00
BACKORDER					
 SPLINE STUBWELD 15T 1" 16/32 SAE BB Code: 76/70004 In Stock	2	\$384.00	Each	0.00%	\$768.00

The template products are ready in the shopping cart.

How to create and use Order Templates

Remove an item from an Order Template

1. Open the Dashboard, select Order Templates and click View beside the required template.
2. Find the product you want to remove and click Delete at the right-hand end of its row.
3. Repeat for any other products you want to remove.

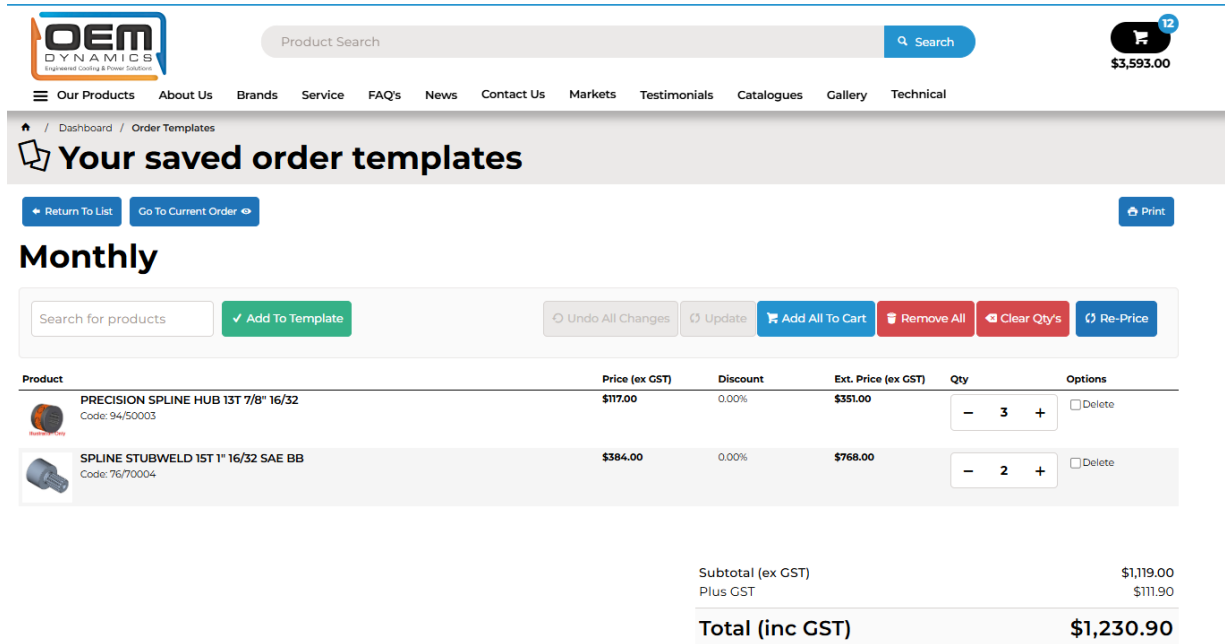


The screenshot shows the OEM DYNAMICS dashboard. At the top, there's a navigation bar with links like 'Our Products', 'About Us', 'Brands', 'Service', 'FAQ's', 'News', 'Contact Us', 'Markets', 'Testimonials', 'Catalogues', 'Gallery', and 'Technical'. Below this, the 'Your saved order templates' section is active. It features a search bar with 'Filter by Name', a 'Search' button, and a 'Clear' button. There are also buttons for 'Go To Current Order' and 'Print'. A table lists the templates. The first template is 'Monthly', created on 17-Oct-2026, last updated on 22-Oct-2026, by 'warren Newton', with a total of \$2,080.10. It has 'View' and 'Delete' buttons.

Template Name	Template Type	Date Created	Date Updated	Created By	Total	Options
Monthly	User Template	17-Oct-2026	22-Oct-2026	warren Newton	\$2,080.10	View Delete

Click Delete beside each product that is no longer required.

4. Click Update to save the changes. The amended template is now ready for future orders.



The screenshot shows the 'Monthly' order template being edited. It features a search bar with 'Search for products', an 'Add To Template' button, and buttons for 'Undo All Changes', 'Update', 'Add All To Cart', 'Remove All', 'Clear Qty's', and 'Re-Price'. A table lists the products in the template. The first product is 'PRECISION SPLINE HUB 13T 7/8" 16/32' with code 94/50003, priced at \$117.00 (ex GST), with a discount of 0.00%, resulting in an extended price of \$351.00. The quantity is 3. The second product is 'SPLINE STUBWELD 15T 1" 16/32 SAE BB' with code 76/70004, priced at \$384.00 (ex GST), with a discount of 0.00%, resulting in an extended price of \$768.00. The quantity is 2. At the bottom, there's a summary table showing the subtotal (ex GST) as \$1,119.00, plus GST as \$111.90, and the total (inc GST) as \$1,230.90.

Product	Price (ex GST)	Discount	Ext. Price (ex GST)	Qty	Options
PRECISION SPLINE HUB 13T 7/8" 16/32 Code: 94/50003	\$117.00	0.00%	\$351.00	3	Delete
SPLINE STUBWELD 15T 1" 16/32 SAE BB Code: 76/70004	\$384.00	0.00%	\$768.00	2	Delete

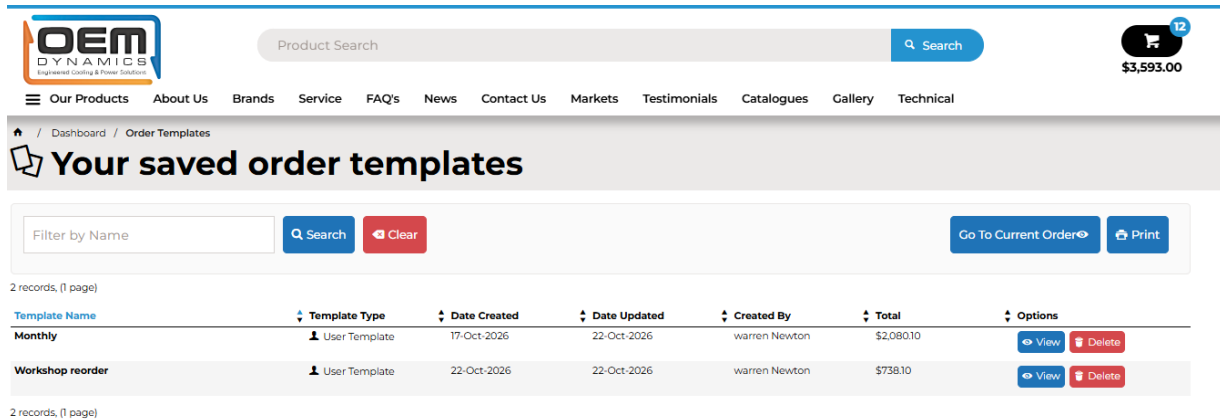
Subtotal (ex GST)	\$1,119.00
Plus GST	\$111.90
Total (inc GST)	\$1,230.90

Save the amended template by clicking Update.

How to create and use Order Templates

Delete an Order Template

1. Open the Dashboard and select Order Templates.
2. Find the template you no longer need and click Delete at the right-hand end of its row.



Product Search

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Dashboard / Order Templates

Your saved order templates

Filter by Name

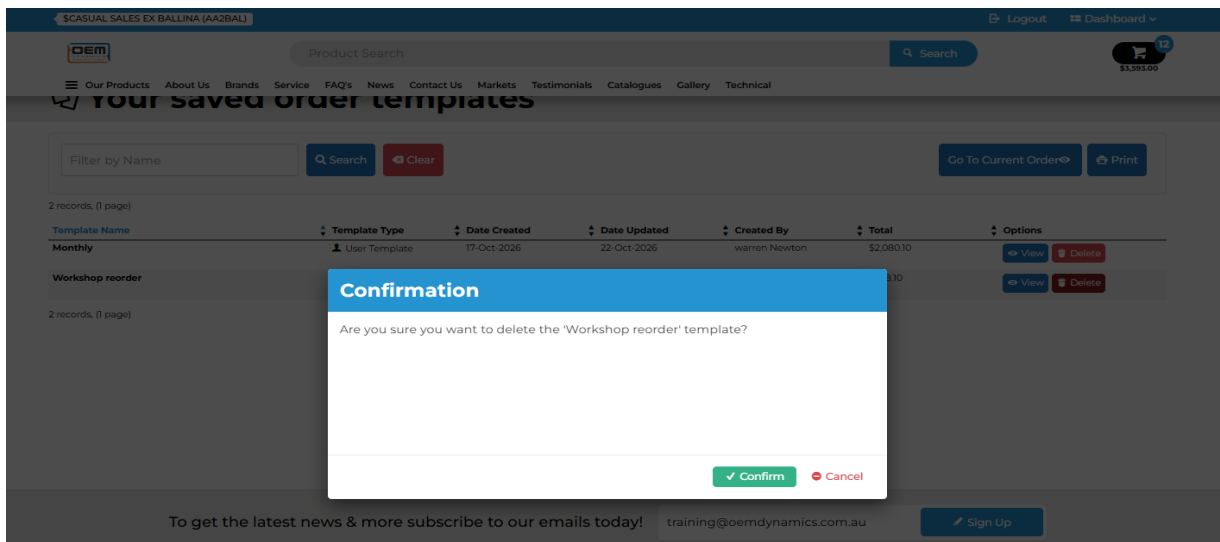
2 records, (1 page)

Template Name	Template Type	Date Created	Date Updated	Created By	Total	Options
Monthly	User Template	17-Oct-2026	22-Oct-2026	warren Newton	\$2,080.10	View Delete
Workshop reorder	User Template	22-Oct-2026	22-Oct-2026	warren Newton	\$738.10	View Delete

2 records, (1 page)

Click Delete beside the template that is no longer required.

3. On the confirmation window, confirm that you want to remove the template.



SCASUAL SALES EX BALLINA (AA2BAL)

Product Search

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Your saved order templates

Filter by Name

2 records, (1 page)

Template Name	Template Type	Date Created	Date Updated	Created By	Total	Options
Monthly	User Template	17-Oct-2026	22-Oct-2026	warren Newton	\$2,080.10	View Delete
Workshop reorder	User Template	22-Oct-2026	22-Oct-2026	warren Newton	\$738.10	View Delete

2 records, (1 page)

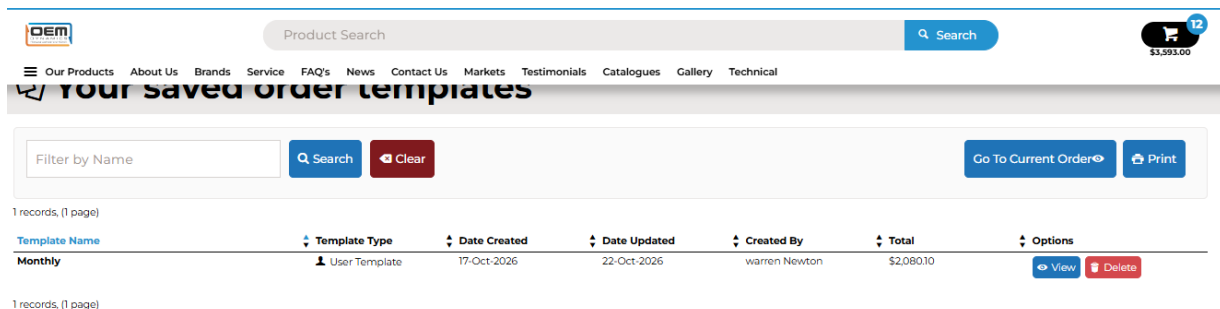
Confirmation

Are you sure you want to delete the 'Workshop reorder' template?

To get the latest news & more subscribe to our emails today! training@oemdynamics.com.au

Confirm the deletion of the selected template.

4. The deleted template is removed from the saved templates list.



Product Search

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Your saved order templates

Filter by Name

1 records, (1 page)

Template Name	Template Type	Date Created	Date Updated	Created By	Total	Options
Monthly	User Template	17-Oct-2026	22-Oct-2026	warren Newton	\$2,080.10	View Delete

1 records, (1 page)

The remaining saved templates are displayed.