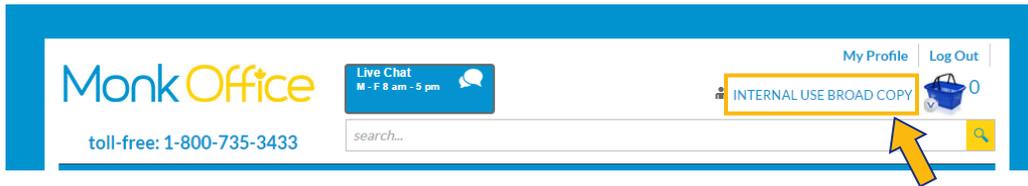




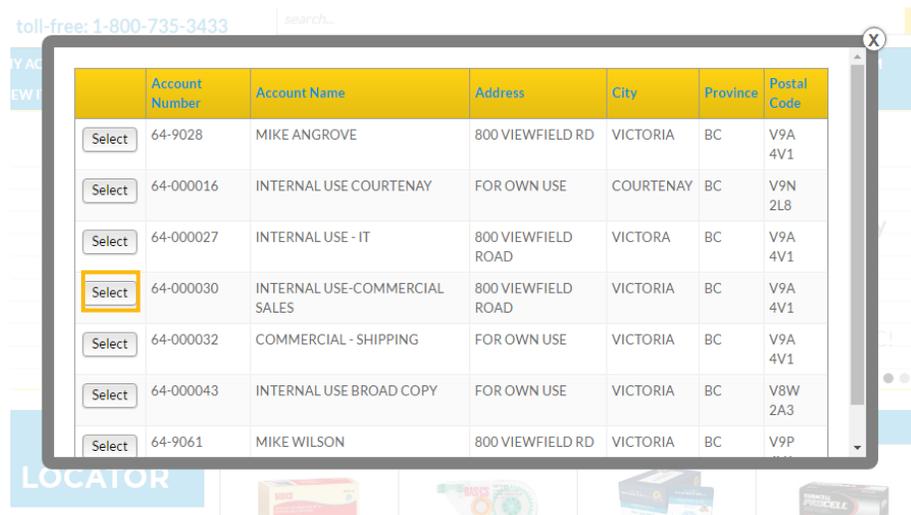
## Placing Orders for Multiple Locations

This method shows how you can place multiple orders for various accounts, shipping locations or cost centres in one session.

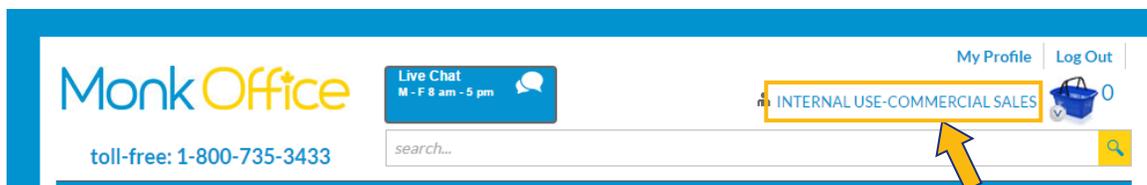
- 1) Go to [www.monk.ca](http://www.monk.ca) and log in.
- 2) When you log in you will see your default **shipping location/cost centre**:



- 3) To change the location or cost centre you are placing the order for, simply click on the location shown and a drop down menu will appear. Click **Select** by the location you wish to place the order for.



- 4) The shipping location/cost centre will change:



- 5) Continue with your order as normal. When you reach the checkout screen you will see that the location/cost centre you chose will automatically be entered in the shipping address:

Qty	Item #	Description	U/M	Available	Price	PST	Line Total
1	SAN30001	SHARPIE MARKER FINE BLACK SANFORD	BX	1121	\$9.48	☑	\$9.48
1	LOG910001675	MOUSE LOGITECH M310 SILVER OPTICAL WIRELESS	EA	2	\$28.37	☑	\$28.37
1	EHF-MOUSE/KEYBOARD	ENVIRONMENTAL HANDLING FEE MOUSE/KEYBOARD COMBO 0.50	EA	0	\$0.50	☑	\$0.50
1	BAS4903400	BASICS NOTES 3x3 YELLOW 12/PACK MULTIPAK MIN 30 PC	PK	135	\$2.76	☑	\$2.76
<b>Cart Total:</b>							<b>\$41.11</b>

**SHIPPING INFORMATION**

Select Shipping Address:  Shipping Method:

Name: INTERNAL USE-COMMERCIAL SALES  
Address: 800 VIEWFIELD ROAD  
VICTORIA, BC V9A 4V1  
Country: CAN

Click this button to continue the checkout process

- 6) If you need to change the shipping address for any reason, click on the drop down menu and select a different address.
- 7) Click on **Proceed with Checkout** to begin completing your order.
- 8) To start a new order for a different location/cost centre, click on the location at the top right corner. You can do this from the **Checkout** screen or click **Home** to return to the Home page.

Monk Office

toll-free: 1-800-735-3433

Live Chat M - F 8 am - 5 pm

My Profile Log Out

INTERNAL USE-COMMERCIAL SALES

HOME OFFICE SUPPLIES FURNITURE TECHNOLOGY ART & EDUCATION CLEANING & BREAKROOM

NEW ITEMS

Review Cart Shipping Options Payment Options Complete Order

Thank you for your order. Your order number is 50257322

9) Choose your location/cost centre for your next order:

	Account Number	Account Name	Address	City	Province	Postal Code
Select	64-9028	MIKE ANGROVE	800 VIEWFIELD RD	VICTORIA	BC	V9A 4V1
Select	64-000016	INTERNAL USE COURTENAY	FOR OWN USE	COURTENAY	BC	V9N 2L8
Select	64-000027	INTERNAL USE - IT	800 VIEWFIELD ROAD	VICTORA	BC	V9A 4V1
Select	64-000030	INTERNAL USE-COMMERCIAL SALES	800 VIEWFIELD ROAD	VICTORIA	BC	V9A 4V1
Select	64-000032	COMMERCIAL - SHIPPING	FOR OWN USE	VICTORIA	BC	V9A 4V1
Select	64-000043	INTERNAL USE BROAD COPY	FOR OWN USE	VICTORIA	BC	V8W 2A3
Select	64-9061	MIKE WILSON	800 VIEWFIELD RD	VICTORIA	BC	V9P

10) Proceed with your order. When you are finished and reach the checkout screen, your location/cost centre location will automatically be saved in the Shipping Options at Checkout. You do not need to reselect it.

Monk Office  
toll-free: 1-800-735-3433

MY ACCOUNT HOME OFFICE SUPPLIES FURNITURE TECHNOLOGY ART & EDUCATION CLEANING & BREAKROOM

NEW ITEMS

Review Cart Shipping Options Payment Options Complete Order

ITEMS IN YOUR CART

Qty	Item #	Description	U/M	Available	Price	PST	Line Total
1	DURPC1500BKD	DURACELL AA BATTERIES PROCELL 24/BOX	BX	80	\$9.12	<input checked="" type="checkbox"/>	\$9.12
Cart Total:							\$9.12

SHIPPING INFORMATION

Select Shipping Address: 64-9028: MIKE ANGROVE  
 Name: MIKE ANGROVE  
 Address: 800 VIEWFIELD RD  
 VICTORIA, BC V9A 4V1  
 Country: CAN

Shipping Method: MONK TRUCK  
 No P.O. Box shipments

Edit Order Save Cart Proceed with checkout

Click this button to continue the checkout process

11) Continue to the final checkout screen and complete your order as you normally would. Repeat steps 7 & 8 to place as many orders as you need.