

Order Line Notes

Administrators can allow the user to enter order line notes during checkout or in an [order template](#). A line note may be helpful, for instance, to make sure things ordered get to the right people, e.g., 'pens to Jane S in HR'.

This function is enabled at the Role level.

Search for products

✓ Add To Template

↶ Undo All Changes

↻ Update

📄 Request Quote

🛒 Add All To Cart

🗑 Remove All

🗑 Clear Qty's

Product	Price (inc GST)	Discount	Ext. Price (inc GST)	Qty	Options
 Pentel R.S.V.P. Ballpoint Pens, Fine Code: CV372 Notes Add Product Note	\$12.05	0.00%	\$602.50	− 50 +	☐ Delete
 Pentel Rolling Writer Rollerball Pens, Medium Code: CV375 Notes Add Product Note	\$16.45	0.00%	\$164.50	− 10 +	☐ Delete

Step-by-step guide

To configure Order Line Notes:

1. In the CMS, go to **Users Role Maintenance** (/zRoles.aspx).

2. Use the **Search** tool to find the Role.

3. Click the radio button for the Role.

4. Click the **Functions** tab.

5. Click **Modify**.

6. Scroll down to **Enable Order Line Notes** and select **Yes** to enable, or **No** to disable.

Search

Role Details

Functions

Navigation

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Templates

<< <Prev next >> Record 3 of 6 Modify [Cancel](#) [OK](#)

Role Name : Export

Role Functions

Allow Order Entry : ☐ No ☒ Yes

Allow Order Quote Requests : ☐ No ☒ Yes

Enable Address Validation for B2C Quote : ☐

Hide Checkout Button in Order Grid : ☐

Hide Pricing in Order Grid : ☐

Enable Orders to be Placed on Hold : ☐ No ☒ Yes

Enable Order Entry by Stock Code : ☐ No ☒ Yes

Force Pack Quantity on Order Entry : ☒ No ☐ Yes

Enable Product Availability on Order Entry : ☐ No ☒ Yes

Enable Order Line Notes : ☐ No ☒ Yes

Enable Order Limit Charge : ☒ No ☐ Yes

Disable Minimum Order Quantity : ☒ No ☐ Yes

Disable Maximum Order Quantity : ☐ No ☒ Yes

Disable Cluster Lines view : ☒ No ☐ Yes

Enable Favourites Auto Populate : ☒ No ☐ Yes

Available Qty display :

Yes / No

Enter Order Comments (applies to B2B only) : ☒

Allow RRP Pricing Display : ☐

Is Layby Role? : ☐

7. To save, click **OK**.

Related help

- [Order Template Maintenance](#)
- [Order Template Notes Widget](#)