

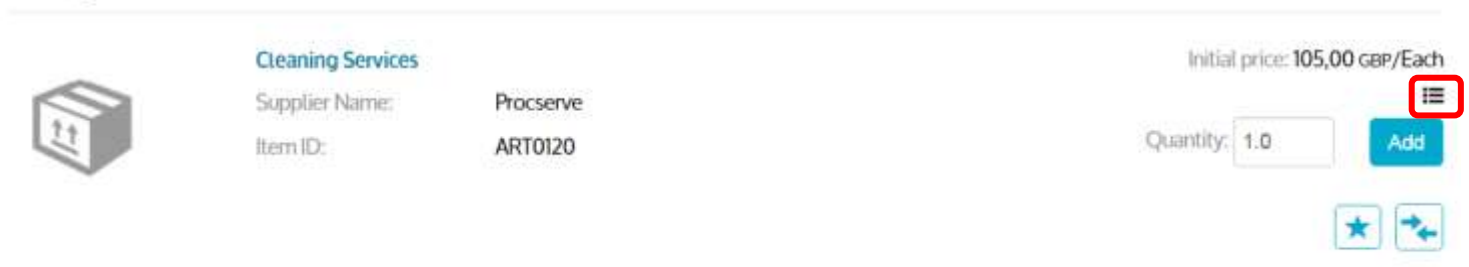
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## 1. What is a Templated Item?

A templated item is a standard item for which the Supplier has attached a form for the Buyer to complete in order to customise the item and/or to collect additional information. The concept is the same as a partial item. An item with a form is marked as follows:

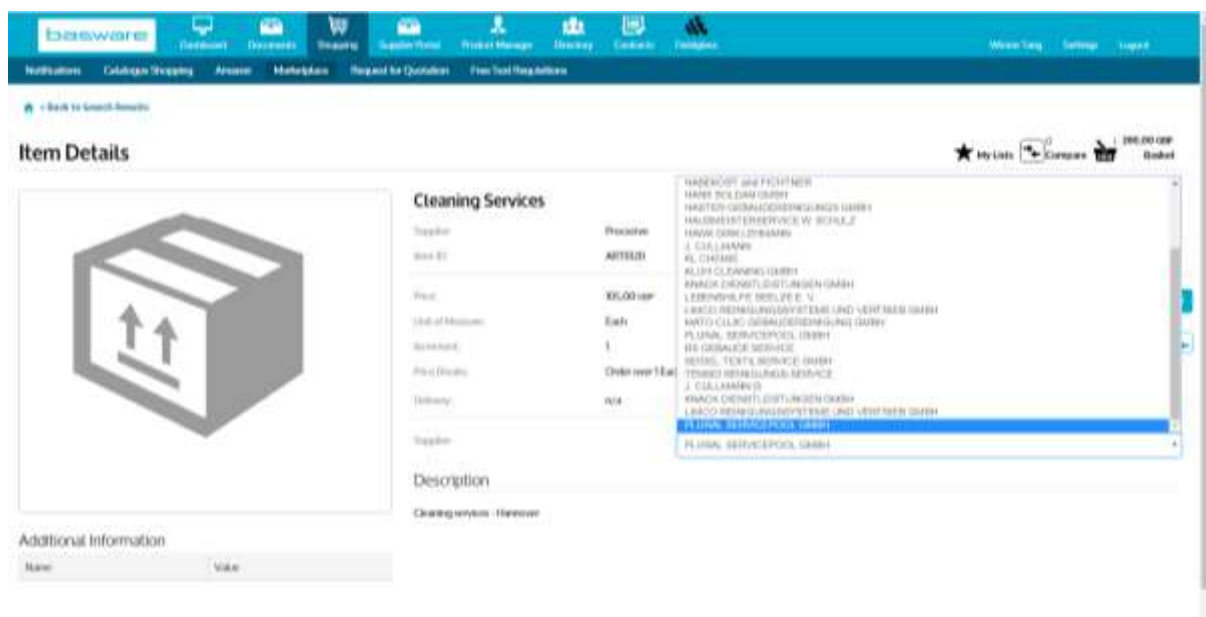
Showing 1-25 of 50 results



The screenshot shows an item card for 'Cleaning Services'. On the left is a box icon with two upward arrows. The title 'Cleaning Services' is in blue. Below it, 'Supplier Name: Proserve' and 'Item ID: ART0120' are listed. On the right, the 'Initial price: 105,00 GBP/Each' is shown. There is a 'Quantity: 1.0' input field and a blue 'Add' button. A red box highlights a menu icon (three horizontal lines) in the top right corner. Below the 'Add' button are two icons: a star and a double-headed arrow.

## 2. Completing the form and checking out

In this instance, you can select the supplier from which you wish to purchase this item from. Add to basket and you can check out alongside any other item. Please note: A single basket is restricted to a single currency.



The screenshot shows the 'Item Details' page for 'Cleaning Services'. The top navigation bar includes 'Basware', 'Dashboard', 'Documents', 'Shopping', 'Supplier Portal', 'Project Manager', 'Inventory', 'Contracts', and 'Invoices'. Below the navigation bar, there are links for 'Notifications', 'Catalog Shopping', 'Answers', 'Marketplace', 'Request for Quotation', and 'Free Text Regulations'. The main content area is titled 'Item Details' and features a box icon with two upward arrows. To the right of the icon, the item name 'Cleaning Services' is displayed. Below the name, a table lists details: 'Supplier: Proserve', 'Item ID: ART0120', 'Price: 105,00 GBP', 'Unit of Measure: Each', 'Quantity: 1', 'Price Break: Order over 100', 'Delivery: N/A', and 'Supplier: Proserve'. A dropdown menu is open, showing a list of suppliers including 'HANDWERK DER FICHTNER', 'HANS BOLLER GMBH', 'HAUTER-GESANDESERVICES GMBH', 'HALBBERBERBERE W. BOLEZ', 'HAWA GMBH/STAMM', 'J. C.F. HANN', 'KL. CHASSI', 'ALPH CLEANING GMBH', 'FRANKER DREHSTIFTUNGEN GMBH', 'LEBENSHELP DESLVE E. V.', 'LUBOZ REINIGUNGSSYSTEME UND VERFAHREN GMBH', 'MAYO CLING GEMÄSSERENFANG GMBH', 'PLURAL SERVICESPOOL GMBH', 'BG GEMAUDE SERVICE', 'REINIG. TEXTILSERVICE GMBH', 'TOMAS REINIGUNGS SERVICE', 'J. CILLIANNIS', 'KNAOK DREHST. EINSTUNGEN GMBH', 'LUBOZ REINIGUNGSSYSTEME UND VERFAHREN GMBH', 'PLURAL SERVICESPOOL GMBH', and 'PLURAL SERVICESPOOL GMBH'. Below the table, there is a 'Description' section with the text 'Glasreinigung Hannover'. At the bottom, there is an 'Additional Information' section with 'Name' and 'Value' fields.