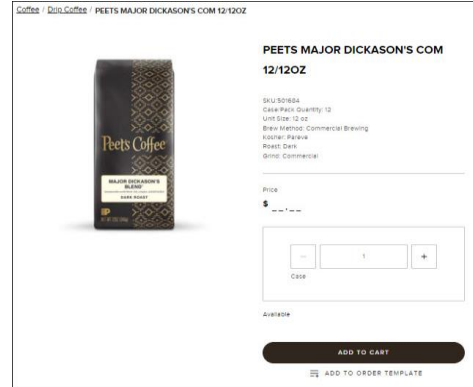


When placing an order:

- A \$15 order minimum is required to complete your order.
- Payment is required to complete your order.
- Customers paying by credit card are required to enter card information when placing the first online order.
- Default payment methods and shipping addresses are automatically stored and accessed from the user account.
- Items from multiple catalogs cannot be mixed in the same cart. Users must complete check out of one set of catalog items before switching, or viewing items, from another catalog.

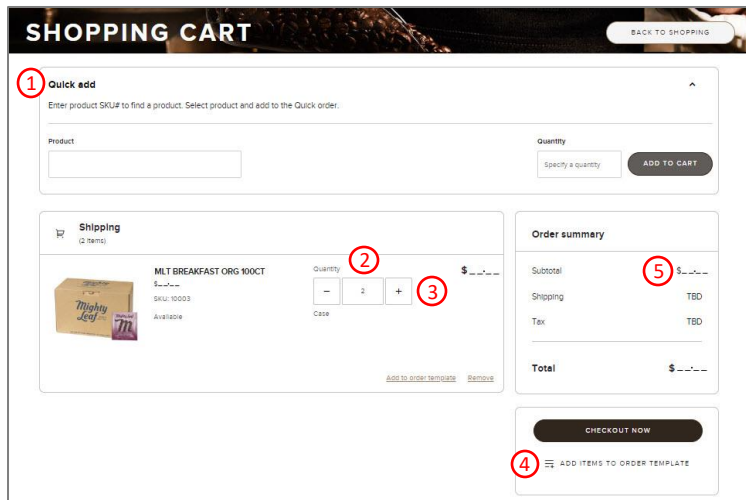
Search and add items to the cart

- If you know the item numbers and or product descriptions, you can search for the items using the Search bar at the top of the screen.
- If you are unfamiliar with the catalog items, the navigation search tool allows you to search items by category, allowing you to view all specific items in a particular category.
- Once you have the desired item selected, you will land on the Product Details page where you can adjust the quantities and add the item to your cart.



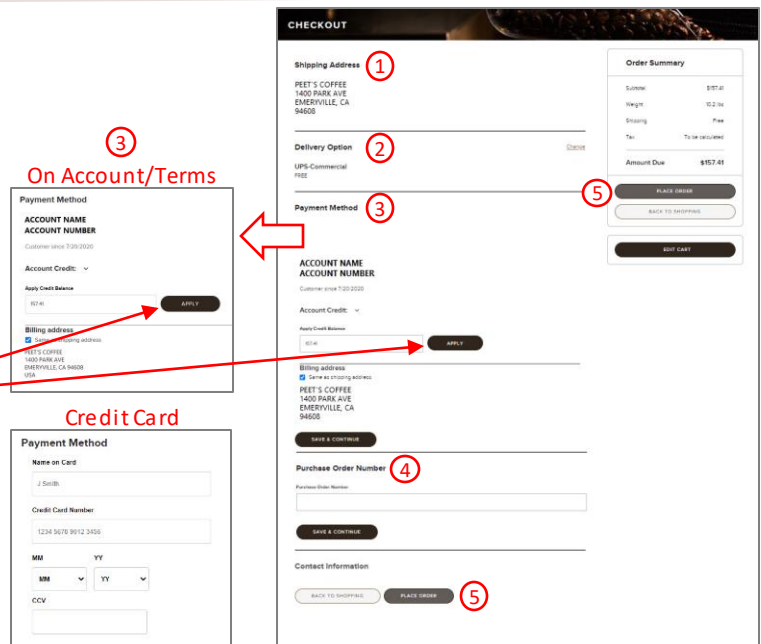
Manage items in cart

1. Quick Add: Enter product number (SKU) and quantity with the 'Quick add' option.
2. View items and quantities currently in your cart.
3. Remove items completely or adjust quantities using "-/+"
4. Add items to an Order Template for future orders. *For more details, go to Help Center>Training or refer to the Order Templates Quick Reference Guide.
5. View order subtotal.



Checkout

1. Shipping Address: Defaults to account's primary shipping address.
2. Delivery Options: Carrier option defaults based on order weight.
 - Under 150lbs: Defaults to parcel carrier
 - Over 150lbs: Defaults to your account's LTL carrier
 - Click Save & Continue to move to next step
3. Payment Method:
 - On Account/Terms: You must click 'Apply' to Apply Credit Balance *first*, then click 'Save & Continue'.
 - Credit Card: Confirm card to use or select/add new card
 - 'Save & Continue'
4. Add PO number if required, select 'Save & Continue'
5. Select: 'Place Order'



Order confirmation

- You will receive an automatic order confirmation confirming your portal order.
- Please review your confirmation to ensure accuracy.

