

## Check Out

### Start the Check Out Process

To submit your order for processing,

1. click on **Check Out** in the Shopping Cart Summary,

2. or click on **Check Out** in the Shopping Cart page.

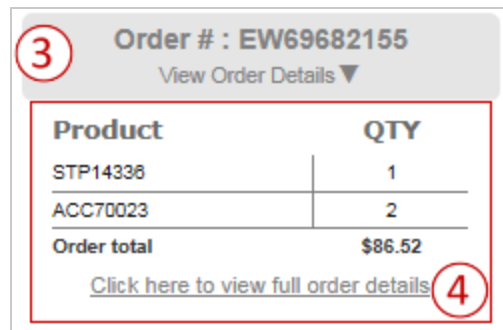
### Fifty Green

1. The Fifty Green recommendations may appear if your order is less than \$50.
2. A 5\$ charge may be added to your order. To avoid these, you can continue shopping to increase your order total.
3. This screen recommends products that you can conveniently add to your order.
4. If you decide to continue with your order as is, you'll be pleased to know that half the fees collected are used to buy trees as part of the Tree Canada donation program.

Product	Price	Action
ORGANIC BREAKFAST CEREAL (NET WT. 100g, 3.5oz)	\$7.29	<input type="checkbox"/> Add to Cart
ORGANIC BREAKFAST CEREAL (NET WT. 100g, 3.5oz)	\$8.59	<input type="checkbox"/> Add to Cart
ORGANIC BREAKFAST CEREAL (NET WT. 100g, 3.5oz)	\$7.89	<input type="checkbox"/> Add to Cart
ORGANIC BREAKFAST CEREAL (NET WT. 100g, 3.5oz)	\$7.39	<input type="checkbox"/> Add to Cart

## Progress Bar

- There are up to 5 steps in the checkout process depending on your account setup and the content of your order.
  - Switch Opportunities
  - Product Accessories
  - Delivery Details
  - Payment Details
  - Review & Confirm
- The progress bar shows you how many steps you have to go through and where you are in the process.
- At any time you can hover your cursor over the **Order Number** button to take a look at the last 5 items added to the cart as well as your order total.
- Click on **View Full Order Details** to see the complete order details.



## Switch Opportunities

The **Switch Opportunities** page is displayed if your order contains Switch to Save or Switch to Eco-friendly opportunities.

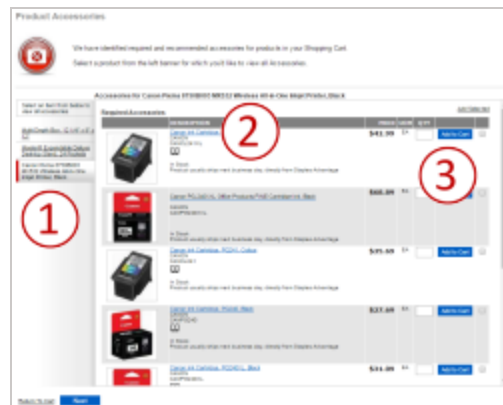
- The **Switch to Save** section appears when a cost saving alternate product is available.
- The **Switch to Eco-friendly** section appears when an environmentally friendly alternate product is available.
- Click on the **Switch** button to the right of an item to make the exchange.
- Click on the **Switch All** button to exchange all the items in this section.
- Click on **Return to Cart** to make changes to the order.
- Click on **Next** to go to the next step.



## Product Accessories

The **Product Accessories** screen appears if the order contains one or more items for which there are required or suggested accessories.

1. Select the ordered product in left side panel to view its accessories. If you have only one item with accessories, this panel does not appear.
2. The list of available accessories appears, split between **Required** and **Recommended** accessories.
  - a. Required accessories - the ordered item will not work without it.
  - b. Recommended accessories - the ordered item can use it.
3. Enter a **Quantity** and click **Add to Cart** to order that accessory.
4. Click on **Next** to go to the next step.



## Delivery Details

The **Delivery Details** screen appears for every order but its content may vary depending on the items in your cart.

1. If there's a **Special Delivery** item in your cart, such as furniture, you'll have to select your Special Delivery options.
  - View the **Furniture Special Delivery** explainer video for all the details.*
2. Your account's **Delivery Address** appears by default. Make changes as needed.
  - One or more fields could be locked at your organization's request.*
  - You can try choosing an alternate preset shipping address by returning to the shopping cart and selecting a new account.*
3. Check the appropriate delivery option.
  - a. **Standard Delivery** - delivered the next business day in major markets within Canada.
  - b. **Scheduled Delivery** - delivered at a future date of your choosing. Select the required date in the calendar.
  - c. **Same Day Delivery** - for eligible items. Additional charges may apply.
4. A section named **Delivery Date** or **Multiple Deliveries Required** or **Pickup Information** contains a message about the delivery or pick-up process, depending on the products in the order and the selected special delivery options.
5. Click on **Return to Cart** to make changes to the order.
6. Click on **Previous** to go back to the previous step.
7. Click on **Next** to go to the next step.



## Payment Details

The **Payment Details** screen appears for every order. It's where you select how the order will be paid.

1. If a preferred method is specified in your profile, it will automatically be selected for you.
2. There can be many options depending on your account set-up.
  - a. **Place the order on account** if you don't want to use credit card payment.
  - b. You can use the **credit card provided in your customer account**.
  - c. You can use the **credit card loaded in your Buyer profile**. If you have a choice of multiple credit cards - your own or shared by other buyers - select one from the drop-down list.
  - d. You could also enter a **credit card for this order only**. Click on **Add New Credit Card** and enter the required information.
3. To set your preferred payment method for future orders, select a payment method from the available choices and click on **Set As Default**.
4. Click on **Return to Cart** to make changes to the order.
5. Click on **Previous** to go back to the previous step.
6. Click on **Next** to go to the next step.

## Review and Confirm

The last screen is called **Review & Confirm**. Its content varies depending on the items in your order.

1. If your order requires **approval** before being sent for processing, a message will indicate the reason why. Click on **Show/Hide details** to learn more about this warning.
2. The **Order Information** section contains your buyer information and a space to enter comments if you wish.
3. The **Approvers** section appears if your order requires approval and your buyer profile allows you to select which approver from your group will receive the notification email.
  - a. Check the boxes next to each person you want to select.
  - b. The system will remember your selection and show that as the default for your next order.
4. The **Order Details** section shows the products included in the order as well as your selected service option for Special Delivery items, promotional giveaways, line notes, custom fields, miscellaneous charges, assembly requests, environmental fees, etc.
5. Click on **Return to Cart** to make changes to the order.
6. Click on **Previous** to go back to the previous step.
7. Click on **Submit Order** to complete the Check Out process.

## Order Confirmation

1. The confirmation screen shows your **eway order number**.
2. An email confirmation is immediately sent to the address entered in the Order Information section.
3. Click on **Continue** to start a new order.

