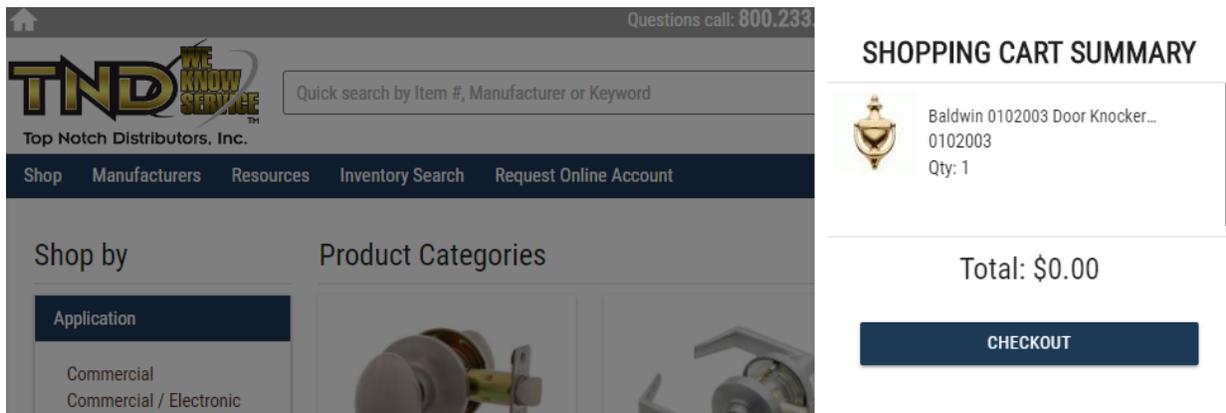# Placing an order on Top Notch's E-Store

Once you have built your cart you can checkout and place your order through our simple order placement form.

## View the cart

The shopping cart is available throughout the site in the header. The shopping cart icon indicates the number of items currently in your cart.



Click on the cart icon and the cart will slide out from the right of the page. You can see the contents of your cart anywhere on the site by clicking the cart icon.



To view or edit the contents of your cart and checkout simply click the icon then click the checkout button.

## Editing the Cart

The cart screen allows you to update the quantity of an item, remove an item or add notes to the cart item.

**Update** - To change the quantity of an item, enter the new quantity in the quantity textbox and click the update link.

 **Remove –** To remove an item from the cart simply click the remove link for the item you would like to remove.

| Notes | Item | | Unit Price | Qty | | Total Price |
|---|---|---|---|---|---|---|
| ⊞ | | Baldwin 0102003 Door Knocker Lifetime Brass Finish 0102003 | $0.00 EA | 1 | Update \| Remove | $0.00 |

## Adding Notes

You can add a note to each item in the cart by clicking on the icon in the notes column next to the item you want to add a note to. A pop up window will appear to enter the contents of the note. Enter your notes and click save.

### Enter Notes

Notes

This is the note to add to the item.

CANCEL     SAVE

Once you have added the notes for the item the icon will change to an orange pencil icon indicating the notes have been added to the item. If you click the pencil icon the notes window will appear to make edits to the note.

| Notes | Item | | Unit Price | Qty | | Total Price |
|---|---|---|---|---|---|---|
| ⊞ | | Baldwin 0102003 Door Knocker Lifetime Brass Finish 0102003 | $0.00 EA | 1 | Update \| Remove | $0.00 |
| ✏ | | Baldwin 0155260 Door Viewer Bright Chrome Finish 0155260 | $0.00 EA | 1 | Update \| Remove | $0.00 |

# Checkout

Once you have edited your cart and are prepared to place your order click the checkout button. This will take you to the order placement screen. This screen will walk you through the steps to place your order.

## Shipping

The first section of information is the shipping information. Here you can choose from a saved shipping location in the dropdown, choose your shipping method, indicate you would like to ship items together and enter any order comments you may want to add to the order.

To dropship an order make sure "New Location" is selected in the dropdown.

Next click the select contact button to move to the next step.

# Checkout

**SHIPPING**

To drop ship an order, choose new location in the dropdown and then select contact. Otherwise choose a saved location.

PA - Honesdale ▼

Standard Ground ▼

☐ Ship Items Together

Please enter any comments you would like to include with your order:

**SELECT CONTACT**

# Contact Information

If you chose a saved location in the shipping step, the information for that save location will auto populate on the contact section.

Here you can change the information or if you chose new location the form will be empty for you to fill out. When you are done click select payment to move to the next step.

## CONTACT INFORMATION

Contact
**Test Customer**

Name
John Doe

Phone
123-456-7890

Email
test@test.com

Address
123 Main St

Address2
Optional

City
Honesdale

Zip
18431

United States ▾

Pennsylvania ▾

**SELECT PAYMENT**

# Payment Information

In the payment information section you can enter your payment information.

You must enter a purchase order number in the Purchase Order field. If you have a promo code you can enter it in the promo code field.



If you would like to pay with your TND account, simply check the checkbox to pay with your account and the credit card option will hide.

## Pay by Credit Card

To pay by credit card you have two options. Choose from an existing card in the dropdown or enter a new card.

If you choose an existing card, the page will display the CVV field to enter your CVV information.

☐ I would like to use my tnd account payment method rather than paying by credit card.

Add New Card

VS 1111

VS 1111

☐ I would like to use my tnd account payment method rather than paying by credit card.

VS 1111 ▼ CVV

To add a new card simply fill out your credit card information in the Your Bank form. The form will automatically recognize your credit card type based on the card number.

YourBank   **Click here** to fill in the other side. ⊗

4444   3333   2222   1111

GOOD THRU 12 / 21

TEST

VISA

REVIEW ORDER

# Review Order

Once you have entered all your information click the review order button. This will display all the information you have entered on the order for review. If you are satisfied click place order to submit your order.

If you need to change some information click the pencil icon on the previous section and this will allow you to go back the previous step to change your information.



Once your order has been submitted you will receive a success message.