

Checkout and Completing an Order

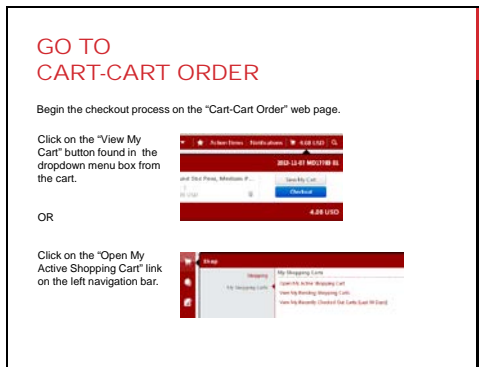
Slide 1



This tutorial will review all the steps of the checkout process and finalizing an order in Shop@UW including::

- Beginning the checkout process,
- The Final Cart Review,
- Reviewing the shipping information,
- Sending an order,
- And receiving the Purchase confirmation.

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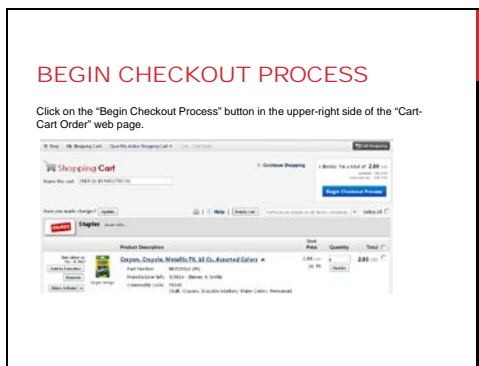
When all of the desired items have been added to the cart, begin the checkout process. The shopper must be on the "Cart-Cart Order" web page in Shop@UW to begin. To navigate to the correct page, either:

- Click on the "View My Cart" button in found the dropdown menu box from the cart icon in the upper right-hand corner of the screen;

Or,

- Click on the "Open My Active Shopping Cart" link from the Shop icon on the left navigation bar.

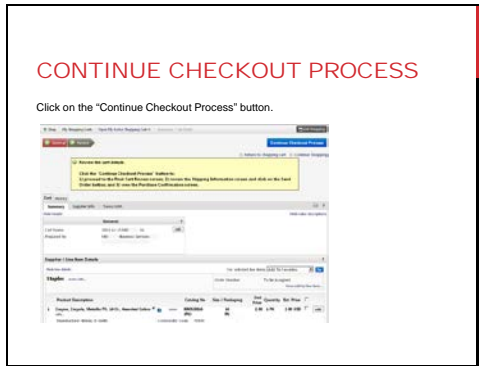
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Once on the "Cart-Cart Order" page, click on the "Begin Checkout Process" button in the upper-right to start. The process contains a number of steps which must all be completed before the cart is turned into an order.

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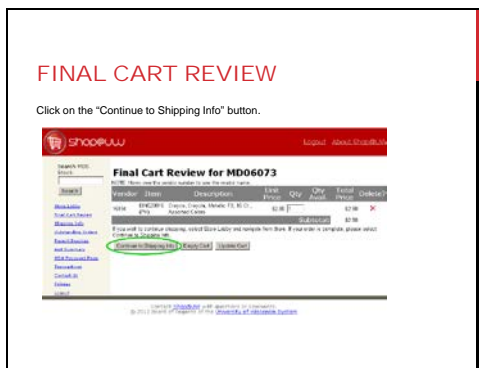


On the next screen, click on the “Continue Checkout Process” button.

Notice that the yellow information box near the top of the web page outlines the next three steps for the shopper to follow to complete an order.

Clicking “Continue Checkout Process” sends the shopper to the Final Cart Review and turns the cart into a “Recently Checked Out Cart.”

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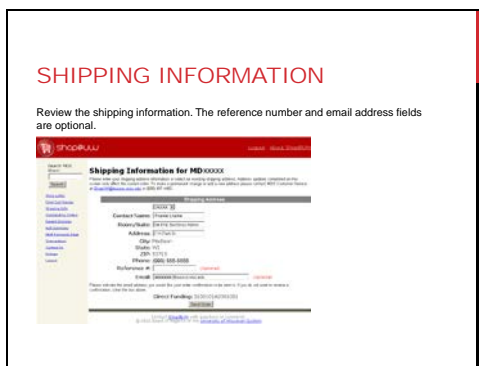


The Final Cart Review page allows the user a last opportunity to review the contents of the cart before the purchase order is complete.

- Click on the “Continue to Shipping Info” button.

The shopper must continue to the next screen for the transaction to be complete.

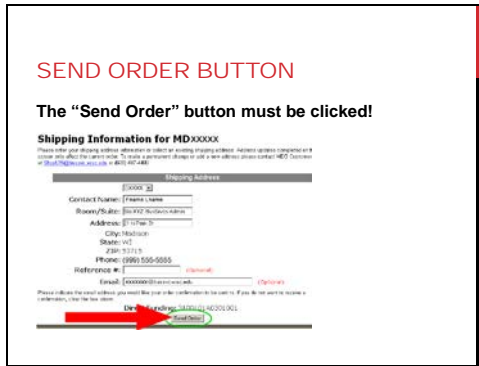
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Review the shipping information for accuracy and edit if needed. If desired, enter an optional reference number to assist in identifying transactions in WISDM or on the packing slip and mailing label. Verify that the email address is correct and is the individual that would like to receive any confirmation emails associated with the order.

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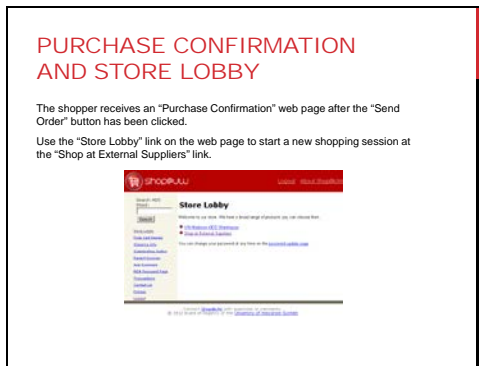
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When all the information is verified, click the “Send Order” button.

The “Send Order” button on the Shipping Information web page must be clicked to complete the ordering process.

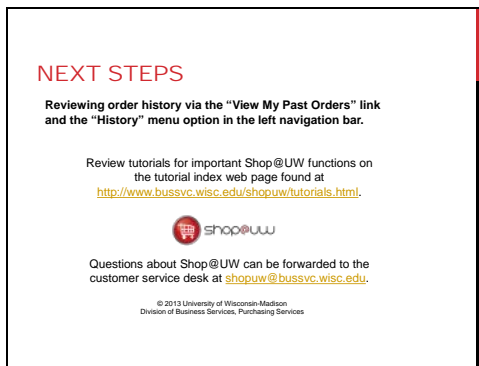
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The shopper receives an purchase confirmation web page after the “Send Order” button has been clicked.

Use the “Store Lobby” link on the web page to start a new shopping session at the “Shop at External Suppliers” link.

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This concludes the tutorial on Checkout and Completing an Order.

Contact Shop@UW customer service with any questions or problems at ShopUW@bussvc.wisc.edu .