

NAVIGATING THE SHOPPING CART

Purpose

Use this Quick Reference Guide to view the steps to navigate the shopping cart on the Whirlpool Portal, including:

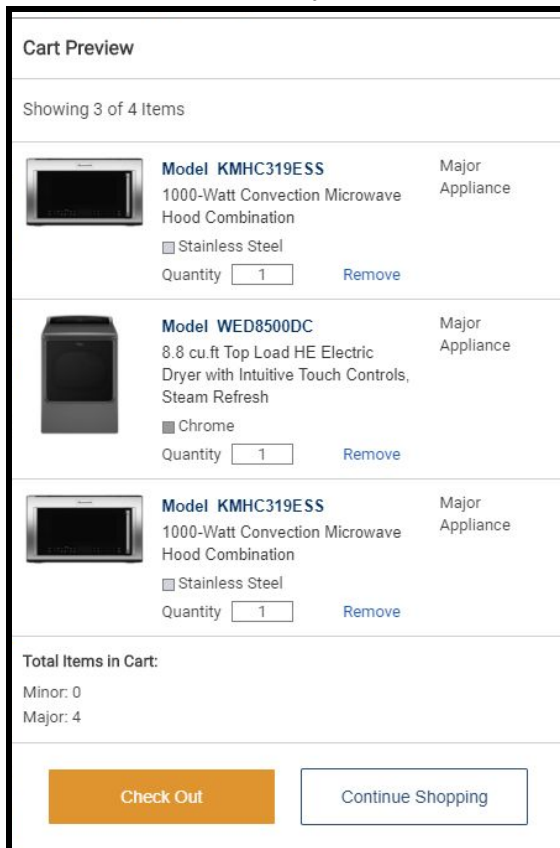
- Viewing and managing the Shopping Cart in Cart Preview.
- Completing the checkout process from the shopping cart.

Steps: Viewing and Managing the Shopping Cart in Cart Preview

1. From anywhere within the Whirlpool Portal, click the **Cart** icon.






The **Cart Preview** displays.



2. Update the **Quantity** for each item if necessary.
3. Click the **Remove** link to delete items from the shopping cart.
4. Click **Continue Shopping** to add more items to the shopping cart.
5. Click **Check Out** to complete the checkout process.

Cart Preview

Showing 3 of 4 Items

	Model KMHC319ESS 1000-Watt Convection Microwave Hood Combination <input type="checkbox"/> Stainless Steel Quantity <input type="text" value="1"/> Remove	Major Appliance
	Model WED8500DC 8.8 cu.ft Top Load HE Electric Dryer with Intuitive Touch Controls, Steam Refresh <input checked="" type="checkbox"/> Chrome Quantity <input type="text" value="1"/> Remove	Major Appliance
	Model KMHC319ESS 1000-Watt Convection Microwave Hood Combination <input type="checkbox"/> Stainless Steel Quantity <input type="text" value="1"/> Remove	Major Appliance

Total Items in Cart:
Minor: 0
Major: 4




[Check Out](#) [Continue Shopping](#)

Steps: Completing the Checkout Process from the Shopping Cart

1. From the **Cart Preview**, click **Check Out**.

Cart Preview

Showing 3 of 4 Items

	<p>Model KMHC319ESS 1000-Watt Convection Microwave Hood Combination</p> <p><input type="checkbox"/> Stainless Steel</p> <p>Quantity <input type="text" value="1"/> Remove</p>	<p>Major Appliance</p>
	<p>Model WED8500DC 8.8 cu.ft Top Load HE Electric Dryer with Intuitive Touch Controls, Steam Refresh</p> <p><input checked="" type="checkbox"/> Chrome</p> <p>Quantity <input type="text" value="1"/> Remove</p>	<p>Major Appliance</p>
	<p>Model KMHC319ESS 1000-Watt Convection Microwave Hood Combination</p> <p><input type="checkbox"/> Stainless Steel</p> <p>Quantity <input type="text" value="1"/> Remove</p>	<p>Major Appliance</p>

Total Items in Cart:
Minor: 0
Major: 4

Check Out

Continue Shopping

The **Secure Checkout** page displays.

Secure Checkout

1. Order Entry

P.O. NO.

STORE/REFERENCE #


QUOTE NUMBER (SELECT)

PROMOTIONAL CODE


2. Delivery Address

Mrs. 124321 123124
1244, 124124, Georgia, 1244, United States

Order Summary







WED8500DC
8.8 cu.ft Top Load HE Electric Dryer with Intuitive Touch Controls, Steam Refresh
 Chrome
MAJOR APPLIANCE
Available for immediate shipment qty: 0 ⚠
[Check here](#)
[for alternate models](#)
[View Related Products](#)
Balance of 1 to be delivered by 07/18/2018
QTY: \$941.00





KMHC319ESS
1000-Watt Convection Microwave Hood Combination
 Stainless Steel
MAJOR APPLIANCE
Available for immediate shipment qty: 0 ⚠
[Check here](#)
[for alternate models](#)
[View Related Products](#)
Balance of 1 to be delivered by 06/14/2018
QTY: \$651.00

2. In the **Order Summary** section, manage the items in the shopping cart:


WMH31017FD
1.7 cu. ft. Microwave Hood Combination with Electronic Controls
 Silver
 MAJOR APPLIANCE
 Available for immediate shipment qty: 0 
[View Related Products](#) 
 Balance of 20 to be delivered by 06/18/2018
 Original: \$191.00
Net: \$185.27
 Savings: \$5.73 
 Ends 06/30/2018
[Price Details](#)
 QTY:

- In the **QTY** field, update the quantity for the item.
- View the **Original** and **Net** price for each item.
Note: These only display for products with an active promotion.
- View the **Savings** for the item, as well as when these savings **Ends**.
Note: There may be multiple promotions for a product. The **Ends** date here shows the “Earliest End Date,” meaning the date that the first promotion will end.
- Click **Price Details** to view additional information about the **Original** and **Net** prices.

Price Details 
 **Model:** WMC20005YW
 0.5 cu. ft. Countertop Microwave with Add 30 Seconds Option
Color: White

Original Price	\$191.00
PAK Program (%) - Ends 06/30/2018	3%
Net Price	\$185.27

Note: There may be multiple promotions shown, each on a separate line, and each with its own **Ends** date.

3. You can also link different line items in an order together.

Note: Multiple line items can be linked together in one or more groups, as long as each item is only ever in up to one group, and every line item in the group has the same quantity. This identifies what products go together in the order. For example, to specify that an accessory or service SKU go with a specific product. It also ensures that the linked products only ship when all products in the group are available to ship.

- In the **Order Entry** section, enter the following information, if applicable:
 - P.O. NO. (required field)
 - STORE/REFERENCE # (optional field)

1. Order Entry


P.O. NO.

STORE/REFERENCE #

QUOTE NUMBER (SELECT)

PROMOTIONAL CODE

- The **Delivery Address** defaults to sold to address and delivery method for this account number. Validate the address is correct. If necessary, and you have edit permission, click the **Edit** icon to update the address.

2. Delivery Address 

145 W MAIN ST, BENTON HARBOR, Michigan, 49022-3607, United States
2695551212

- In the **Delivery Method** section, verify the method and requested delivery date are correct.

3. Delivery Method 

Delivery Method: Standard Delivery
Requested delivery date: 06/15/2018
[Show Truckload Points](#)

Note: The **Requested delivery date** defaults to the earliest available delivery date based on the product and the zip code of the delivery address.

- If necessary, click the **Edit** icon to update this information. The **Delivery Method** expands.

3. Delivery Method

Delivery Address
Mrs. 124321 123124
1244, 124124, Georgia, 1244, United States

Order Cut Off Time
Thu Jan 01 01:55:00 EET 1970 EST

Delivery Method

Standard Delivery

SHIP ORDER COMPLETE

Earliest delivery date

← JUNE 2018 →

SU	MO	TU	WE	TH	FR	SA
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Delivery is available on this date.
 Selected date

- If appropriate, select the **SHIP ORDER COMPLETE** checkbox to ensure everything in the order is shipped together.
- On the calendar, select the desired delivery date.

Notes:

- The current date is identified by the yellow triangle. In this example, it is June 13th.
- Delivery is available on green dates.
- The currently selected date is highlighted in red.

- Enter any **ADDITIONAL COMMENTS**. The comments display on the delivery documentation associated with this order and can be seen by the order management and other delivery teams.

3. Delivery Method

Delivery Method: Standard Delivery
Requested delivery date: 06/13/2018
Order Cut Off Time: Thu Jan 01 01:55:00 EET 1970 EST

ADDITIONAL COMMENTS

VALIDATE ORDER

[LINK SELECTED ITEMS](#) ADD TO SAVED ORDER

MODEL #	QTY
	1

Majors: 4
 Minors: 0
 Services: 0
 Total Number of Line Items: 4
 Total Number of Items: 4

Subtotal:	\$3,178.00
Delivery:	FREE
Tax:	\$254.24
ORDER TOTAL	\$3,432.24

11. At the bottom of the shopping cart, you can add the items in the cart to a saved order. Refer to the *Saved Orders* Quick Reference Guide for more information.

12. Validate the following information:

- Total number of items
- Subtotal
- Delivery
- Tax
- ORDER TOTAL

13. Click the **VALIDATE ORDER** button.

The screenshot shows a form titled "3. Delivery Method" with a blue edit icon in the top right corner. The form contains the following text: "Delivery Method: Standard Delivery", "Requested delivery date: 06/13/2018", and "Order Cut Off Time: Thu Jan 01 01:55:00 EET 1970 EST". Below this is a section labeled "ADDITIONAL COMMENTS" with a text input area. At the bottom of the form is a prominent orange button with a red border labeled "VALIDATE ORDER".

Notes:

- If any changes have been made to the order, it is necessary to complete an order validation. This updates all pricing/total information and estimated delivery dates.
- A message displays at the bottom of the page that explains what caused the need to revalidate the order.
- The **Secure Checkout** page times out after 5 minutes of inactivity. If this occurs, the order must be validated again before submitting the order.

14. Click the **PLACE ORDER** button.

Note: Large orders with a significant number of line items may take a while to process. **Do not** try to resubmit the order or navigate away from the order during this processing time.

The screenshot shows a form titled "3. Delivery Method" with a blue edit icon in the top right corner. The form contains the following text: "Delivery Method: Standard Delivery", "Requested delivery date: 06/13/2018", and "Order Cut Off Time: Thu Jan 01 01:55:00 EET 1970 EST". Below this is a section labeled "ADDITIONAL COMMENTS" with a text input area. At the bottom of the form is a prominent orange button with a red border labeled "PLACE ORDER".

15. The **Secure Checkout - Order confirmation** displays. Note the **Created order** number.

Secure Checkout - Order confirmation
Created order: 0722479675
1. Order Entry
P.O. NO.: 12345 STORE/REFERENCE #: QUOTE NUMBER: 4000 PROMOTIONAL CODE:
2. Delivery Address
Mrs. 124321 123124 1244, 124124, Georgia, 1244, United States
3. Delivery Method
Delivery Method: Standard Delivery Requested delivery date: 06/19/2018 Order Cut Off Time: Thu Jan 01 01:55:00 EET 1970 EST