

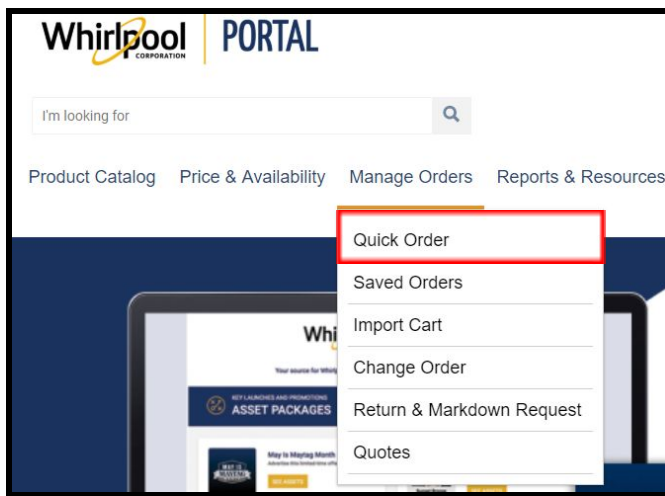
PERFORMING A QUICK CHECKOUT

Purpose

Use this Quick Reference Guide to view the steps to quickly add products and quantities to your cart and perform bulk ordering.

Steps

1. Start on the Whirlpool Portal **Home** page. Click **Manage Orders**, and then select **Quick Order**.



2. The **Quick Order** page displays. In the **PRODUCT** field, enter the model number for the first item you want to add to the order. In the **QTY** field, change the quantity, if

The screenshot shows the 'Quick Order' form. At the top, it says 'Quick Order' and 'You can add up to 25 valid SKUs below and add to cart.' There are two buttons: 'RESET FORM' and 'ADD TO CART'. Below this is a table with two columns: 'PRODUCT' and 'QTY'. The table has three rows, each with an 'Enter SKU' input field, a quantity input field (set to '1'), and a red 'X' icon. The first row's 'Enter SKU' field is highlighted with a red box. At the bottom right of the form, there are two buttons: 'RESET FORM' and 'ADD TO CART', with the 'RESET FORM' button highlighted by a red box.

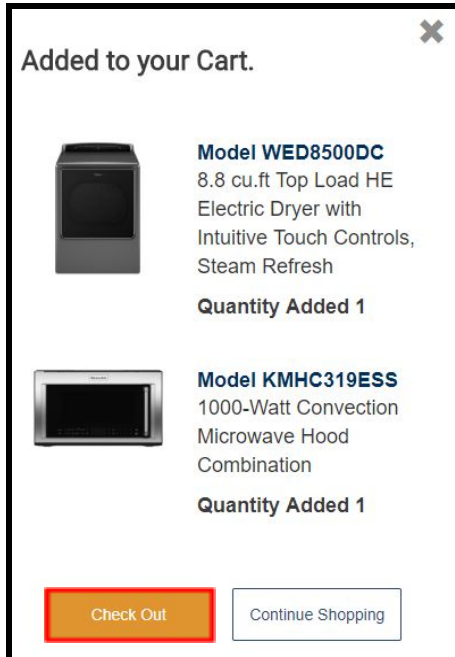
necessary.

Notes:

- If an item is added in error, click the **X** at the end of the row to remove the item.
 - Click the **RESET FORM** link to remove all items and start over
3. When all items are added, click the **ADD TO CART** button. A message displays indicating the items have been added to the Shopping Cart.

4. Click **Check Out** to begin the checkout process.

Note: If you click **Continue Shopping**, you are returned to a blank **Quick Order** page where you can add more items.



NOTE: Refer to the *Navigating the Shopping Cart* Quick Reference Guide to complete the checkout process.