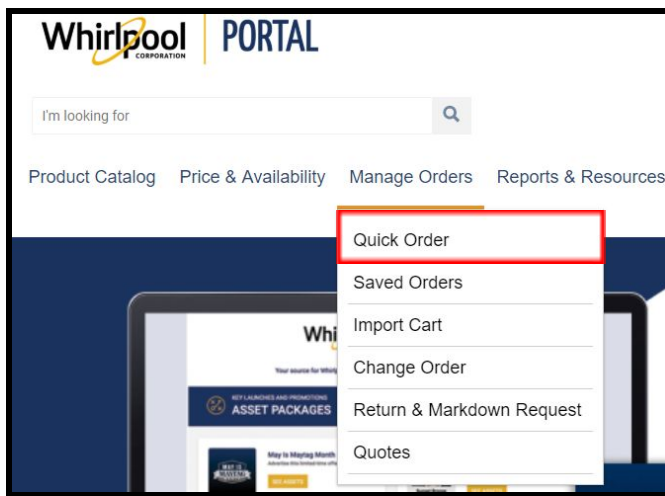# PERFORMING A QUICK CHECKOUT

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


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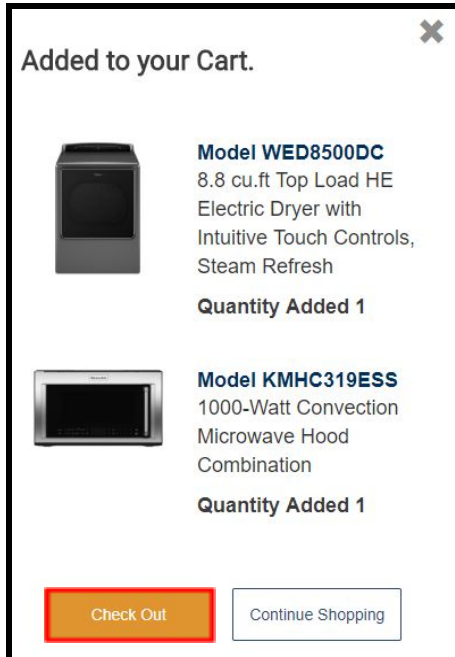
NOTE: Refer to the *Navigating the Shopping Cart* Quick Reference Guide to complete the checkout process.