# Checkout



## **Ready to Checkout**

When ready to checkout and place the order click on the **shopping cart icon** to the right of the top bar.

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#### Notes:

Next to the cart you'll be able to preview how many items you have and the total cost while you shop.



# **Shopping Cart**

Review your order in detail:

- 1 Add Notes to Each Item or Choose a Specific Ship Date
- 2 Clear the cart or save it for later, and you can also print it or download it as an excel sheet
- **3** | If an item in your cart will need to be backordered or transfered you'll see this alert
- 4 | Add coupon codes if you have any
- 5 | Checkout





# **Shipping Address**

1 Select the Shipping Address for the Order

#### Notes:

a. Addresses with "W/C" are used when you're picking up your order at that branch via Will Call. You'll need to choose Will Call as the shipping method on the next screen, but choosing it here avoids discrepancy.

b. If you need a new shipping address, you'll need to contact your local branch to add one to your account, which should then be available online after a short time.





# **Delivery Method & Billing Information**

- 1 Select the Address Type and Delivery Method
- 2 | Complete the Billing Information

Notes:

a. The Special Instructions box can used for several reasons:

- Instructions for delivery personnel
- Promotional codes that weren't recognized on the Shopping Cart screen
- Any additional details regarding the order

b. Select "Ship Complete Order Only" to wait until any backordered items have arrived before the order is shipped out





## **Final Review**

Review everything you've entered so far; this is your last chance to make any changes.

1 | Click "Finish Checkout" to place the order with your local branch





## **Still Have Questions?**



For additional questions, feedback, or to request a virtual tour of the website via Zoom or Microsoft Teams please reach out to our web team:

### CONTACT

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How to Use the Thermal Supply Webstore

