

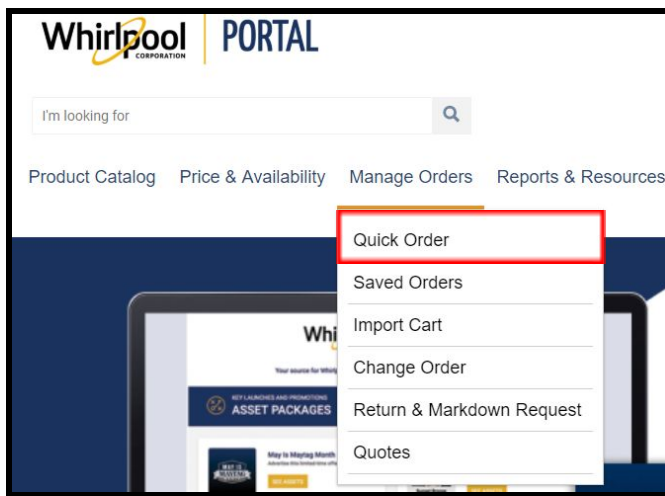
PERFORMING A QUICK CHECKOUT

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.

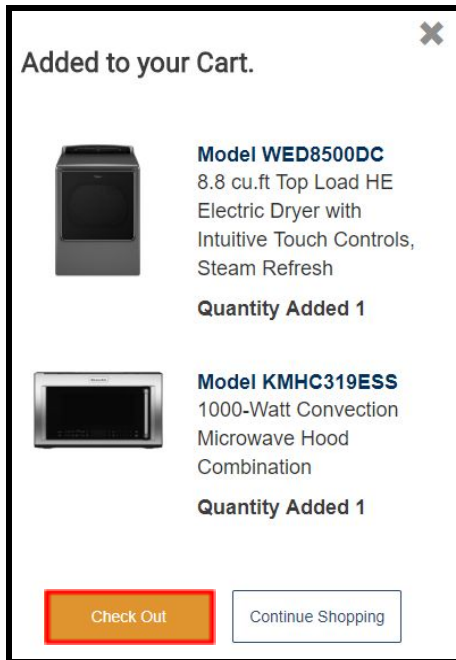
The screenshot shows the "Quick Order" form. At the top, there is a header "Quick Order" and a sub-header "You can add up to 25 valid SKUs below and add to cart." Below this are two buttons: "RESET FORM" and "ADD TO CART". The main part of the form is a table with two columns: "PRODUCT" and "QTY". The table has three rows. The first row has a text input field with the placeholder "Enter SKU" and a quantity input field with the value "1". The second row has a text input field with the placeholder "Enter SKU" and a quantity input field with the value "1". The third row has a text input field with the placeholder "Enter SKU" and a quantity input field with the value "1". At the end of each row is a red "X" icon. The "X" icon in the third row is highlighted with a red box. At the bottom of the form are two buttons: "RESET FORM" and "ADD TO CART".

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.