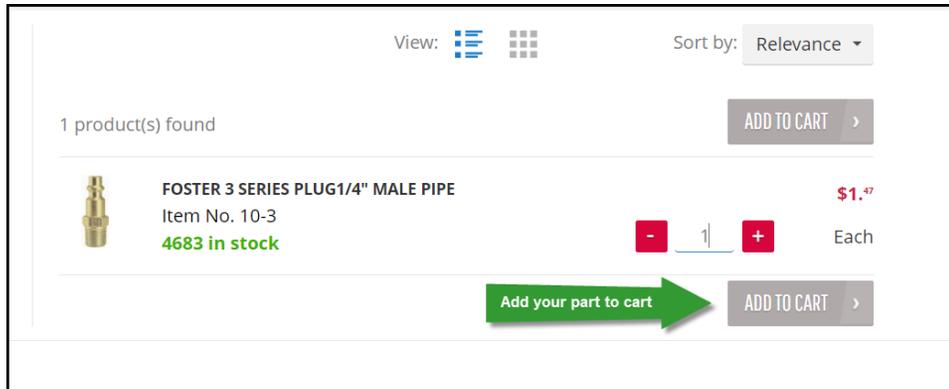
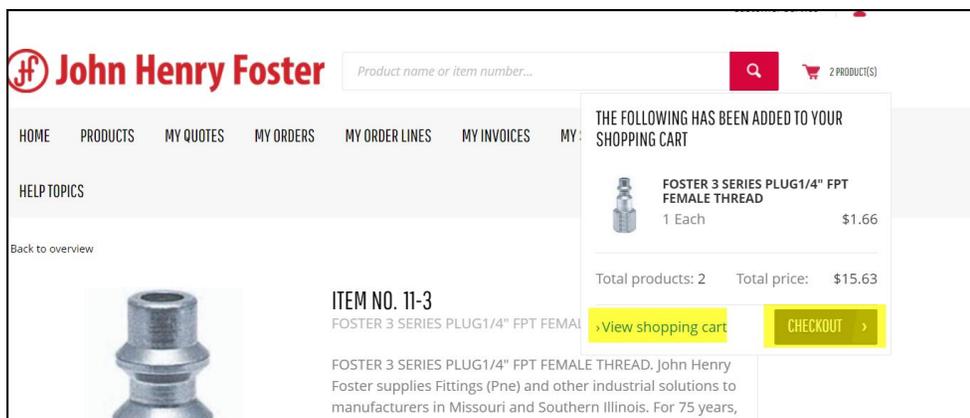


# How to Create and process orders

- Search parts and add to your Cart



- Once you add a part, a mini Cart will pop up on you to your screen. On the screen you will have the options to view your cart or checkout



- When you navigate to you Cart you can see
  - My Shopping Cart
    - View – See product information
    - Delete – delete product from Cart
    - Split by Date – option to split quantities and components by specific delivery dates
  - Shopping Cart Details
    - Item Pricing, estimated shipping, Subtotal, and Total including Tax
    - Recalculate Shopping cart – If you update quantities on shopping cart screen, click “recalculate” and cart will update accordingly.
    - Proceed to Checkout once order is ready to be processed

**MY SHOPPING CART**

Product	Price	Quantity	Total
 <b>FOSTER 3 SERIES PLUG 1/4" MALE PIPE</b> Item No.: 10-3 <a href="#">View</a> <a href="#">Delete</a> <a href="#">Split By Date</a>	\$ 1.47	1 Each	\$ 1.47

*Quantity update Click Recalculate* (green arrow pointing to the quantity field)

*Click Proceed to checkout after Cart has been fulfilled* (green arrow pointing to the PROCEED TO CHECKOUT button)

**SHOPPING CART DETAILS**

Items (1 units)	\$ 1.47
Shipping costs (2)	\$ 12.50
Subtotal	\$ 13.97
Total incl. tax	\$ 13.97
Unit total:	1 units of 1 items

[Recalculate shopping cart](#)  
[Save as template](#)  
[Load template](#)  
[Empty shopping cart](#)

[GET QUOTE](#) >  
[PROCEED TO CHECKOUT](#) >

Our payment methods  
 PayPal  

- One the Checkout Screen
  - Shipping information – Will default to your Account based on what is setup in our System
    - Can change the delivery address and Bill to address
  - Delivery method (PPD services are an estimated cost)
    - Mode of delivery will default based on what is in our system for your account
    - If you want to use a different method of delivery or collect # that information will need to be notated in the notes field under “Additional Information”
  - Additional Information
    - **Reference no.** – should always reference your Purchase order # issued to JHF
    - Comments – Where you information should be notated in regards to different mode of delivery, Contact names, Job #'s, etc
    - Requested Delivery date – Specify the date you would like to see your items ship from JHF
  - Order Overview
    - Should provide all the information based on what was entered from Cart to Checkout
- Check that you have read and understood “Terms and Conditions” and Submit order for processing at the bottom of your checkout screen

### 1. SHIPPING INFORMATION

Deliver the order to the same address as the billing address.

Deliver the order to a different address from address book.

Deliver the order to a different address.

### 2. DELIVERY METHOD

Delivery method	Costs
<input checked="" type="radio"/> UPS Ground	\$ 12.50

The shipping cost is based on estimated total weight of this order: **0.01 LB**

### 3. ADDITIONAL INFORMATION

Reference no.

Comments

Requested delivery date

### ORDER OVERVIEW

Billing address	Shipping address	Shipping method
<input type="text"/>	<input type="text"/>	UPS Ground

Product	Price	Qty	UOM	Total
 FOSTER 3 SERIES PLUG1/4" MALE PIPE Item No.: 10-3	\$1.47	1	Each	\$1.47
Subtotal				\$ 1.47
Shipping costs				\$ 12.50
Total				\$ 13.97
Total incl. tax				\$ 13.97

I have read and fully understand the [Terms and Conditions](#)

**SUBMIT ORDER** >