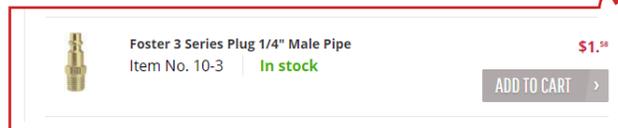




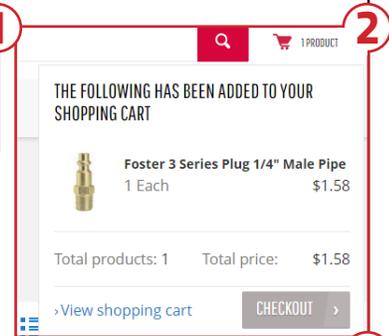
# Create and Process Orders Using the John Henry Foster B2B Portal

The JHF B2B Portal is ideal for businesses doing recurring orders with John Henry Foster. Your portal account will also integrate seamlessly with your offline sales quotes and orders.

**1** Select item(s) and **Add To Cart**.



**2** Mini cart temporarily pops up with options to **View shopping cart** or **Checkout**.



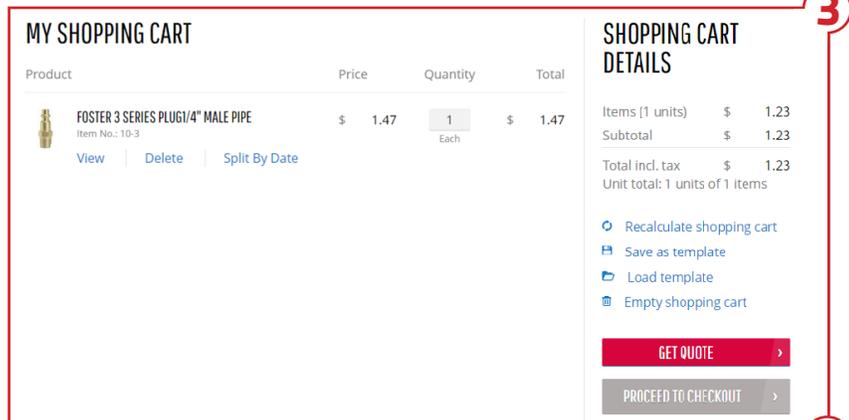
**3** Use the **Shopping Cart** to review or edit product information & to checkout:

## My Shopping Cart

- **View** – See details on product web page
- **Delete** – Remove from cart
- **Split by Date** – Separate quantities and components by specific delivery dates

## Shopping Cart Details

- Item pricing, estimated shipping, subtotal, total
- **Recalculate Shopping cart** – If quantities change
- **Proceed to Checkout** – to process order



**4** The **Checkout Screen** displays shipping and delivery information:

## Shipping information

- Defaults to your JHF account setup
- Delivery address can differ from Bill to address

## Delivery method\*

- Mode of delivery defaults to JHF account setup
- A different mode of delivery or collect # may be used. See **Additional Information/Comments**

(\* PPD services are an estimated cost)

## Additional Information

- **Reference no.** – Should always reference Purchase order number issued to JHF
- **Comments** – Add special instructions (different delivery, contact, Job numbers, etc.)
- **Requested Delivery date** – Specify date for items to ship from JHF

## Order Overview

- Lists all information entered during Checkout
- Read and understand **Terms and Conditions**
- **Submit order** for processing

