



Toolbox: Express Checkout



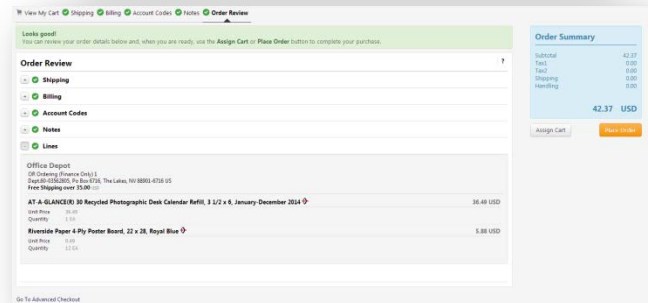
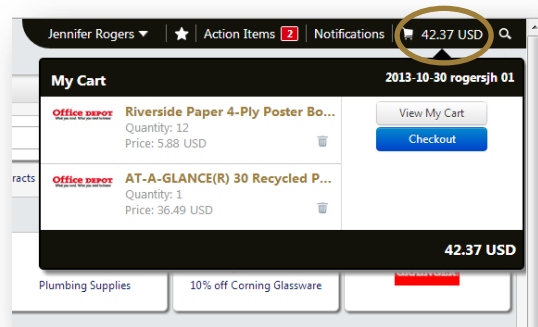
Express checkout offers a more user friendly and efficient process for completing your shopping cart and either assigning the cart or placing the order, depending on your role. Express Checkout works best when you do not need to edit information at the line level, and have [set up your profile](#) with default values for shipping address, accounting codes, and your cart assignee if you are a shopper.

When you are ready to check out, click on your cart total in the cart summary area.

You will see the individual line items in your cart and be presented with two options:

1. **View My Cart** – Displays the Shopping Cart page you are used to seeing, where you can edit your cart name, add business purpose, a department reference number, and internal or external notes at the line level.
2. **Checkout** – Displays the new express checkout page.

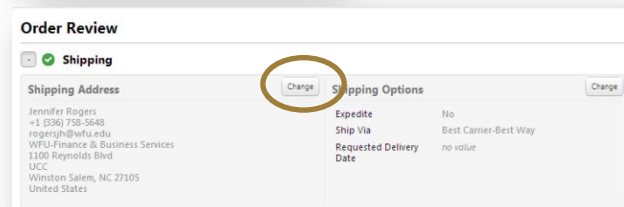
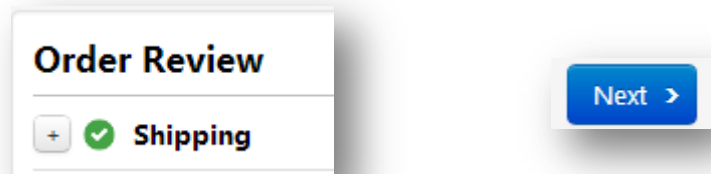
NOTE: Any edits made on the express checkout page affect the cart at the header level – in other words, the information listed will be for all lines in the cart.



To edit information on the express checkout page, click the + beside that category. There will be a “Change” or an “Edit” button to click that will take you through the steps to edit that field. After you make your edits, click the blue “Next” button to move to the next category.

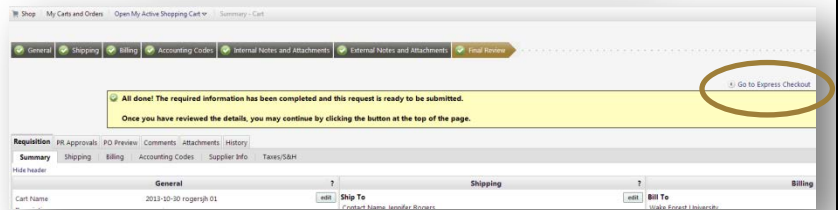
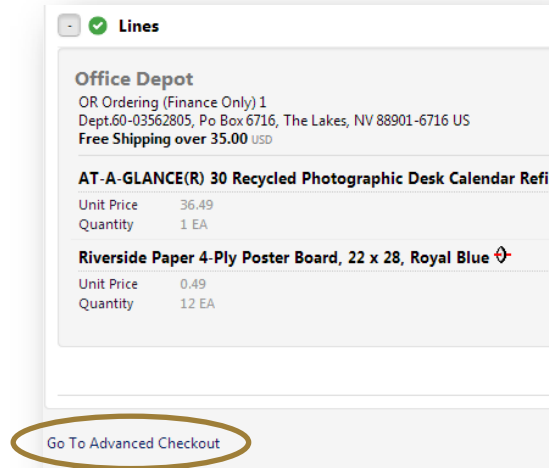
NOTES:

- When editing the Shipping Address category, the alternate address options available will be those saved in your profile.
- Billing Address is not editable.



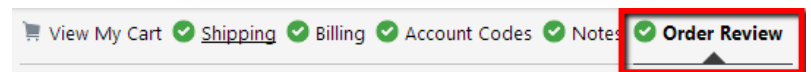
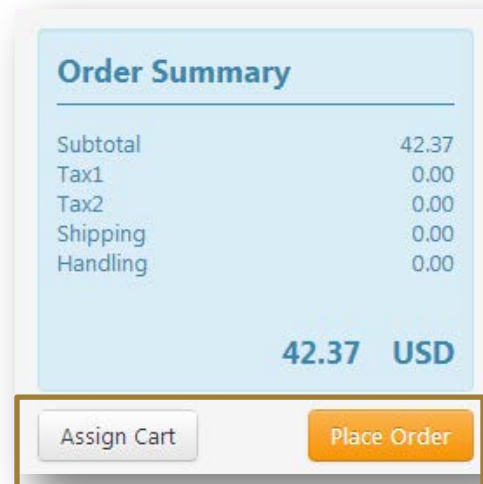
If you need to edit information at the line level, use the link at the bottom of the page to “Go To Advanced Checkout”. Clicking this link will display the checkout page that you have historically used.

To return to Express Checkout from the Advanced Checkout, click “Go to Express Checkout” at the top of the Advanced Checkout screen.



Once all information is correct, click either the Assign Cart or Place Order button on the right side of the screen to complete your checkout process.

Note: The Assign Cart and Place Order buttons will not display until you are on the Order Review step of the Express Checkout process.



To return to the Advanced checkout as your default, navigate to your Profile. Under the User Information & Settings column, select Show All. Checkout Settings will be under the Default User Settings section.

Click checkout settings. When the update dialog box displays, select Advanced Checkout as your default experience and click update.

