

# Norwex Office Suite: Shopping Cart



All customers who want to order Norwex products from a consultant's web page must have a customer account.

You can login to an existing account or create a new account using the "Create Account" or "Customer Login" links at the top right hand corner of the web page.

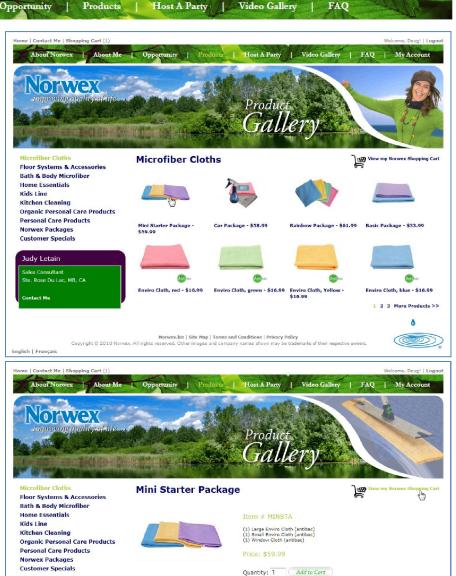
## **Product Gallery**

Once you have logged in, you can go to the "Products Gallery" and begin to place items into your shopping cart.

Products are organized by categories, and by clicking on the various category links on the left hand column of the Products Gallery page, the various items in that category are displayed. Eight items are displayed per page, and you can page forward and backwards to see all the items within the category.

Clicking on an item image will display detailed information about the item, and give you the option to add that item to your shopping cart.

The number of items in your shopping cart is displayed next to the "Shopping Cart" link at the top of the page. You can view your shopping cart at any time by clicking on that link or



• The item has been added to your cart!



the "View my Norwex Shopping Cart" link located on the right side of the page just below the page banner.

# **Shopping Cart**

#### **Order Products**

In the "Shopping Cart" you have a list of items you have placed in it. You can change the quantity of any item by changing the number in the "Quantity" column and click the "Update Shopping Cart" button. You can completely remove any item from your cart by clicking on the garbage can icon located at the right hand side of the item row. You can also completely remove all the items from your cart by clicking on the "Empty Cart" button.

After viewing your cart, you can click the "Continue Shopping" button to go back to the "Products Gallery" page and add more items to your cart. Or if you are finished adding items to your cart you can begin to process your order by clicking on the "Proceed to Checkout" button.

### **Shipping**

Fill in your name, street address and postal code.







## **Payment and Confirmation**

You can view Norwex's shipping and handling rates by clicking the "shipping & handling" link.

Fill in your credit card information and click on the "Checkout" button to complete your order. When you click the "Checkout" button, your order is sent to Norwex Head Office and begins the process of being filled.

After clicking the "Checkout" button, your order number will be displayed and you can view the status of the order by clicking the order number link. You can also view the status of your order by clicking the "My Account" link on the navigation bar at the top of the page.

