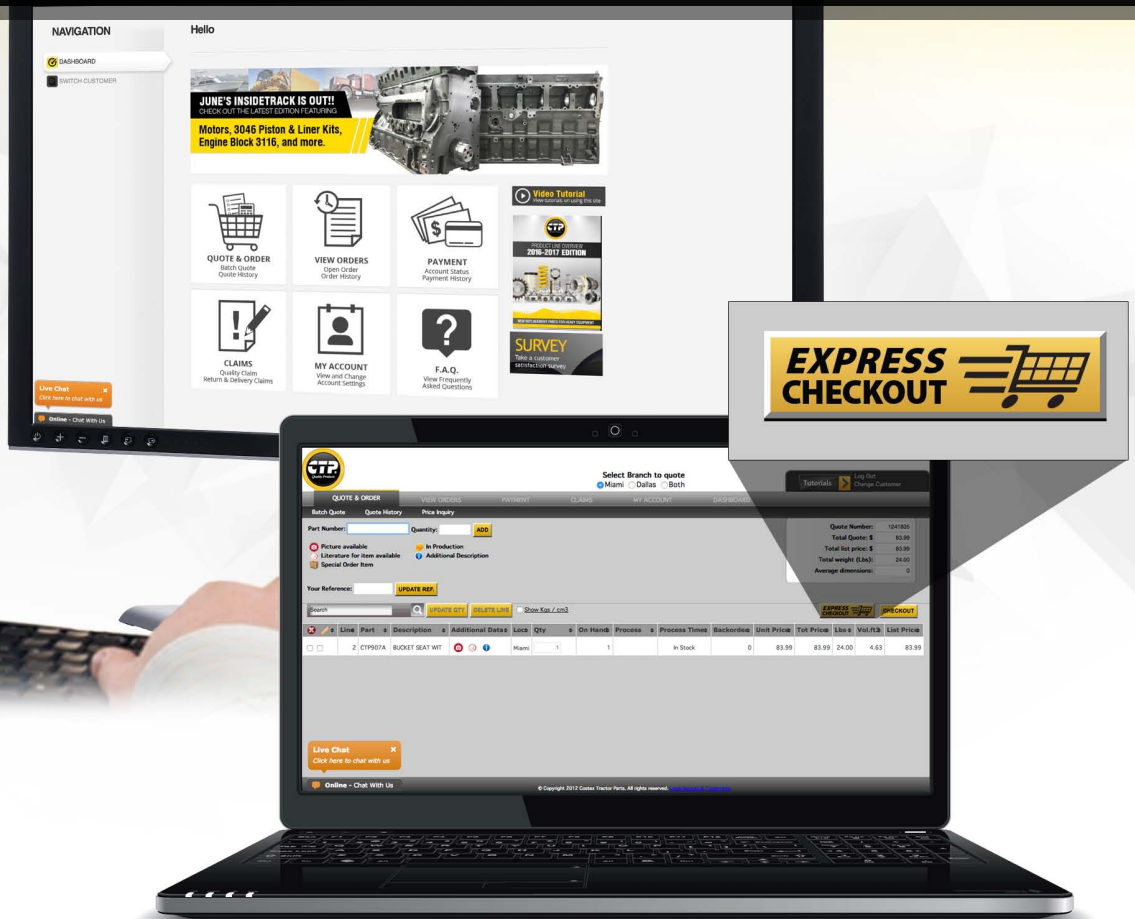




NEW EXPRESS CHECKOUT FEATURE



CTP has just launched a new Express Checkout feature. With just one click of a button, you will instantly be taken to the final step in the process. What better experience than to have all of your data stored and added automatically already, saving you time and energy for your other shopping needs.

IT IS SIMPLE:

1. You must configure your default primary billing, shipping address, shipping method, email and payment method before using this option.
2. Enter the part number you wish to purchase.
3. Click the Express Checkout button on the right hand side.
4. Verify the information is correct. **You may still go to edit the default information and change them.**
5. Then hit the Confirm and Pay button.

To see how to set your default Information please review the following pages.

EXPRESS CHECKOUT

[BACK TO QUOTE](#)[CONFIRM AND PAY](#)

GENERAL BILLING INFORMATION:

4345 Sw 14B Avenue
Miami
Fl
33185
mis@costex.com

SHIP TO ADDRESS:

Alejandro
8187 NW 88 ST
SUITE# 305
USA
MIAMI
FL
33015
7863364900

[ADD/CHANGE SHIP TO ADDRESS](#)

SHIPPING METHOD:

Carrier: R&I Carriers, Inc.
Service: R&I Guaranteed By Noon
Account Number: ALE1234
Method: Prepaid

[ADD/CHANGE SHIPPING METHOD](#)

PAYMENT INFORMATION:

Pay using your available credit line.

[ADD/CHANGE PAYMENT INFO](#)

ORDER REVIEW:

Part No.	Product Name	Location	Price	Available	Production	Availability	Backorder	Subtotal
SN8221	Bearing,eng 0.0	Miami	\$5.43	1	0		0	\$5.43
Subtotal								\$ 5.43
* Tax								\$ 0.38
Grand Total								\$ 5.81

[BACK TO QUOTE](#)[CONFIRM AND PAY](#)

*STEPS TO CREATE OR CHANGE PRIMARY INFORMATION:

BILLING INFORMATION:

A billing address is the Address you registered when you opened the account with Costex and where you are receiving the statements. If you need to change it, you have to call the sales person to do it.

SHIPPING ADDRESS:

1. Sign into your shopping account and click the “**My Account**” tab.
2. Select “**MANAGE ADDRESSES**” on the left.
3. Select edit on one address in the list and check the box “**Default Address**” to choose a different shipping address. You may also choose “**Add New Shipping Address**” and check the “**Default Address**” box.
4. In checkout, your new primary shipping address will be selected for you.
5. Your next visit will automatically default to your primary address when you enter express checkout.

The screenshot displays the 'MY ACCOUNT' interface. At the top, navigation tabs include 'QUOTE & ORDER', 'VIEW ORDERS', 'PAYMENT', 'CLAIMS', 'MY ACCOUNT', and 'DASHBOARD'. The 'MY ACCOUNT' tab is active. On the left, a 'SETTINGS' sidebar contains 'MY ACCOUNT', 'MANAGE ADDRESSES', 'MANAGE SHIPPING CARRIERS', and 'MANAGE EMAIL ACCOUNTS'. The 'MANAGE ADDRESSES' section is highlighted. The main content area is titled 'MANAGE ADDRESSES' and features a 'BILLING ADDRESS' section with the following details: COMPANY NAME, 6100 NW 77TH CT, MIAMI, FL, USA, 123456789. Below this is a note: '* If you wish to update your billing address please contact your sales representative.' and two buttons: 'BACK' and 'ADD NEW SHIPPING ADDRESS'. The 'SHIPPING ADDRESS(ES)' section lists: COMPANY NAME, SHIPPING ADDRESS, UNIT 103, MIAMI, FL, 33182, USA, 1234567891. An 'EDIT' button is visible next to the shipping address details.

SHIPPING ADDRESS:

1. Sign into your shopping account and click the “**My Account**” tab.
2. Select “**MANAGE SHIPPING CARRIERS**” on the left.
3. Select edit on one carrier name in the list, complete the information and check the box “**Default Carrier**” to choose a different carrier. You may also “**Add New Carrier**” and complete the required information and check the “**Default Carrier**” box.
4. In checkout, your new primary Carrier, Account and Shipping Method will be selected for you.
5. Your next visit will automatically default to your primary Carrier when you enter express checkout.

QUOTE & ORDER VIEW ORDERS PAYMENT CLAIMS **MY ACCOUNT** DASHBOARD

SETTINGS

- MY ACCOUNT
- MANAGE ADDRESSES
- MANAGE SHIPPING CARRIERS**
- MANAGE EMAIL ACCOUNTS

MANAGE SHIPPING CARRIERS

Add New Carrier - Search By Carrier Name *

Account Number

Shipping Method: *

Default Carrier

BACK **ADD**

CARRIERS LIST

Edit Delete

Actions	Carrier Name	Account Number
	R&L CARRIERS, INC.	ALE1234

PAYMENT METHOD:

1. Sign into your shopping account and click the “**My Account**” tab.
2. Select “**MANAGE PAYMENT METHODS**” on the left.
3. Select Default Payment Method and Save.
4. In checkout, your new primary Payment Method will be selected for you.
5. Your next visit will automatically default to your primary payment method when you enter express checkout.

