






SHOPPING BASKET and CHECKOUT



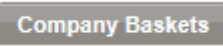

Log into the IMOnline website <http://nz.ingrammicro.com/>

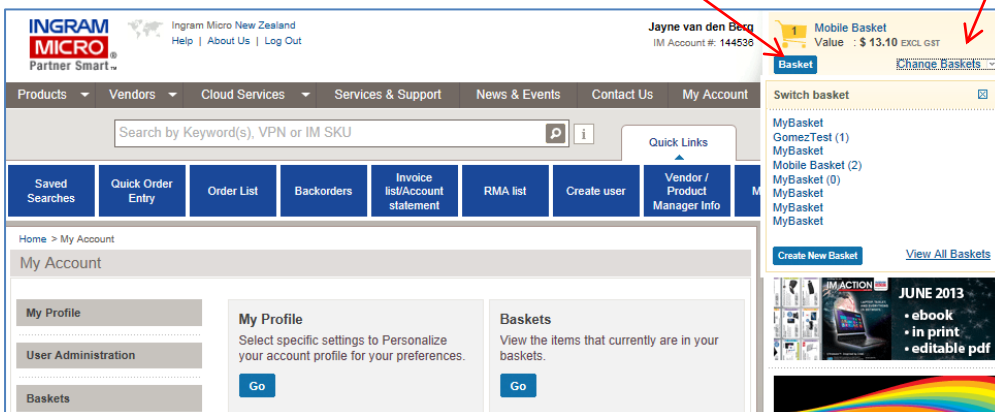
BASKET:

- The active basket stays active unless you change to another basket in your list, create a new one or delete.
- As soon as you click on trolley  the SKU you selected will add to your basket and the basket will be active.
- You can create up to 100 baskets and name them whatever you like.
- If you submit a basket to checkout the basket will stay active and you can add / delete items.
- For repeat orders you can go to an old order detail and click on the trolley, this will add all the order items to a new basket. You can also change the ship to address of the order is for a different customer.
- You can delete active baskets.

| | | | |
|---|---|---|---|
|  | Logitech M185 Mouse - Optical - Wireless - Grey - Radio Frequency - USB - Scroll Wheel - Symmetrical VPN: 910-002255 SKU: 1685685 | 680 In Stock 680 AKL std (ETA:12/12/2014) 0 CHC std | \$ 22.90 EXCL GST RRP: \$ 34.70 EXCL GST 1  + Add to Favourites |
|  | Kingston DataTraveler G3 DTIG3/8GB 8 GB USB 2.0 Flash Drive - Yellow, White VPN: DTIG3/8GB SKU: 1198033 | 407 In Stock 407 AKL std (ETA:05/06/2013) 0 AKL CIBBox 0 AKL CIUsed 0 CHC std | \$ 8.34 EXCL GST RRP: \$ 31.11 EXCL GST 1  + Add to Favourites |

1. To get into a basket click on:

- Basket  to get into your current basket.
- My Account>Baskets –   My Baskets = yours and Company Baskets = All Baskets for your company.
- You can also click on Change Baskets  View all / Create New Basket



- See below tick on to delete / Create baskets.

Baskets

My Baskets | **Company Baskets**

1 - 2 of 2 Per page: 10 1

Select: All None [Delete](#) [Create New Basket](#)

| Select | Basket Name | Saved Subtotal | Last Save Date | Security | Owner |
|--------------------------|-----------------|----------------|----------------|----------|--------------------|
| <input type="checkbox"/> | ▶ Mobile Basket | \$ 13.10 | 04/06/2013 | Private | Jayne van den Berg |
| <input type="checkbox"/> | ▶ MyBasket | \$ 993.05 | 03/06/2013 | Private | Jayne van den Berg |


Select: All None [Delete](#) [Create New Basket](#)

1 - 2 of 2 Per page: 10 1

- To delete items from the basket – Tick on and click on [Update Total](#)
- To add a basket note click on [Basket Notes](#) [i](#) this will not be visible to IM staff.
- You can Import from Spreadsheet – use Download a Template.
- You can Quick add if you have sku numbers – Add Items (max 10 at a time)
- Line Information:
 - Notes = Will show on order and IM staff can see this.
 - End User = You can enter end user information here.
- Checkout will take you to the checkout screen.

MyBasket

[Basket Notes](#) [i](#) Security: Private | [Edit](#) Basket: [Edit Name](#) | [Delete](#)

| Description | Stock | Unit Price | Qty | Line Price | Line Information | Delete |
|--|---|------------------------------|--------------------------------|-------------------------------|---|--------------------------|
|  BELKIN PUREAV 4-WAY SURGE PROTECTOR SKU# 1042093 VPN # F9A402AU2M | <input checked="" type="checkbox"/> 23 In Stock 23 AKL std ETA: 05/08/2013 0 AKL CIBBox 0 AKL CIUsed 0 CHC std | \$ 35.46 \$40.78 INCL TAX | <input type="text" value="1"/> | \$ 35.46 \$ 40.78 INCL TAX | Notes End User | <input type="checkbox"/> |

Made Changes? [Update Total](#)

Add Items (Maximum 10 items) [i](#)

| SKU or VPN | Qty | |
|----------------------|----------------------|-------------------------------------|
| <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> |

[Add to Basket](#)

Import Items to Basket *

[Import from Spreadsheet](#) [i](#) |
 [Download a Template](#) [i](#)

*Note: Accept Only CSV, 2003, 2007 Excel File Format. Column 1 should contain SKU numbers. Column 2 should contain part numbers. Column 3 should contain quantity numbers. Row 1 is taken as header information.

Basket Total : **\$ 35.46** Excl Tax*

[Create Quote](#) [Checkout](#)

CHECKOUT:

- Ship to: Fields marked * is only mandatory if you Select a different ship to address. If so make sure you enter the correct City and Postal code. If not your order can be delayed due to 9999 postal code block. You can create/maintain your address book here.
- Bill to: You cannot change this.
- Make sure you enter your PO Number (Purchase Order Number – your ref number)
- All web order will default to DELIVER ITEMS WHEN THEY BECOME AVAILABLE if you wish for orders to roll only when all the items are available then select the drop down option COMPLETE DELIVERY

NB: If you have completed everything and the orders is not submitting check your SKUs – It might be a SKU that requires END USER INFORMATION

Review and Submit Order

* Required

1. Recipient Options

Ship To ⓘ Select a different Ship-to

Company Name STAFF ACCOUNT
 First Name * Ingram Micro Staff account
 Last Name *
 Phone Number (09) 414-0100
 Address * APOLLO DR
 Additional Address C/- INGRAM MICRO (NZ) LTD
 Country * New Zealand
 City * AUCKLAND
 Postal Code * 0632

Bill To ⓘ Select a different Bill-to

Company Name STAFF ACCOUNT
 First Name Ingram Micro Staff account
 Last Name
 Phone Number (09) 414-0100
 Address APOLLO DR
 Additional Address C/- INGRAM MICRO (NZ) LTD
 Country
 Province
 City AUCKLAND
 Postal Code 0632

2. Order Options



* Reseller PO Number: ⓘ
 * Payment Currency: ⓘ New Zealand dollar
 * Delivery Service: ⓘ Next day
 * Ship From: ⓘ Let Ingram Micro choose the best wa
 End-Customer PO Number: ⓘ
 * Payment Type: ⓘ Terms
 Freight Cost ⓘ Deliver items when they become ava
 * Requested Dispatch Date: ⓘ 30/07/2013

Basket Notes

Delivery Notes: (Notes will appear on packing slip)

Default Email Recipient To:

Review Current Order

| Description | Stock | Unit Price | Qty | Line Price | Line Information | Delete |
|--|---|--------------------------------|-----|---------------------------------|--|----------------------------------|
|  BELKIN PUREAV 4-WAY SURGE PROTECTOR SKU# 1042093 VPN # F9A402AU2M Wt: NA Ships From: Default Warehouse | <input checked="" type="checkbox"/> 23 In Stock 23 AKL std ETA :05/08/2013 0 AKL CIBBox 0 AKL CIUsed 0 CHC std | \$ 35.46 \$40.78 INCL TAX | 1 | \$ 35.46 \$ 40.78 INCL TAX | <input checked="" type="checkbox"/> Notes <input checked="" type="checkbox"/> End User | <input type="button" value="ⓘ"/> |
|  CISCO 2.4 GHz 3 dBi/5 GHz 4 dBi 802.11n SKU# 1233083 VPN # AIR-ANT2451NV-R= | <input checked="" type="checkbox"/> 11 In Stock 11 AKL std 0 AKL CIBBox 0 AKL CIUsed 0 CHC std | \$ 391.98 \$450.78 INCL TAX | 1 | \$ 391.98 \$ 450.78 INCL TAX | <input checked="" type="checkbox"/> Notes <input checked="" type="checkbox"/> Info Required | <input type="button" value="ⓘ"/> |

Receiver Information Required

Add Items (Maximum 10 items) ⓘ

| SKU or VPN | Qty |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Import Items to Basket *

ⓘ ⓘ

*Note: Accept Only CSV, 2003, 2007 Excel File Format. Column 1 should contain SKU numbers. Column 2 should contain part numbers. Column 3 should contain quantity numbers. Row 1 is taken as header information.

ADDITIONAL CHECKOUT NOTES:

- **Delivery service:**
 - Next day
 - Second day.
 - Collect
- **Ship from:** If you change this you can select from what store you will pull stock from.
- **Delivery Notes** – Will appear in the packing slip.
- **Payment Type + HOW TO ENTER YOUR CREDIT CARD DETAILS**
 - Default = Terms
 - Credit card will give the following pop up **Add Card Info** and then you will be required to enter your credit card details

Credit Card Information Close

• Required Fields

• Credit Card Type

• Credit Card Number

• Security Code

• Expiration Date

• Card Holder's Name
(as it appears on card)

Save Close

- Direct Deposit
 - Pay the total amount into IM Bank account: **Westpac- 03- 1322-0034961-000**
 - Include the Sales Order Number + your account number in the bank statement fields.
 - IM Cred department will pick up the payment from the bank details the next morning.
 - Your items will get delivered the day after.