

## ■ Step 3: Placing an Order

A friendly, step-by-step walkthrough for adding items, reviewing your cart, and checking out.

### 1) Add items to your cart

Browse any category or search for an item. On the product card or item page, choose your quantity and click **Add to Cart**. You can continue shopping — your items will stay in the cart until checkout.

### ■ Watch for the Green Bar — Swap & Save

On many item pages, you'll see a green banner labeled **Swap & Save**. This feature highlights a comparable alternative that may help you save money while maintaining quality and performance. Click the green option to compare and decide which product best fits your needs.

The screenshot shows the aaworkspace website interface. At the top, there is a search bar with the text "Search All Categories" and a magnifying glass icon. To the right of the search bar are links for "My Account", "Your Cart", and "Help". Below the search bar is a navigation menu with categories: "SHOP ALL SUPPLIES", "JANITORIAL SOLUTIONS", "BREAKROOM SOLUTIONS", "EDUCATION SOLUTIONS", "OFFICE SOLUTIONS", "INDUSTRY SOLUTIONS", "AAA BLDG", and "RE & TONSURE".

The main content area displays a search result for "144 Items Found". On the left, there is a "Search & Filter" sidebar with options for "Number Of Plys", "Packaged Quantity", "Sheets Per Roll", and "Brand".

The product list shows four items:

- Affix Toilet Paper Roll White, \$6/carton** (Item Code: AFFP23EA) - Price: \$62.91 / EA. A red arrow points to the "Swap & Save" button.
- Genuine Joe 2-ply Standard Bath Tissue rolls - 2 Ply - 3" Width x 4" Length - 400 Sheets/roll - 1 5/8"...** (Item Code: GJ02E400EA) - Price: \$62.93 / CT. A green "Swap & Save \$30.67" banner is visible above the product card.
- Genuine Joe Jumbo Roll Bath Tissues - 2 Ply - 3.25" Width x 1000 ft Length - 9" Roll Diameter ...** (Item Code: GJ02E002) - Price: \$57.79 / CT. A green "Swap & Save \$16.67" banner is visible above the product card.
- Marcel 100% Recycled, Soft & Absorbent Bathroom Tissue - 2 Ply - 336 Sheets/roll - White - 4...** (Item Code: MRC079) - Price: \$58.79 / CT. A green "Swap & Save \$16.67" banner is visible above the product card.

Each product card includes an "ADD TO CART" button and a "Compare" option.

### 2) Review your order

Click the cart icon at the top right to open your order summary. Review item names, SKUs, quantities, and pricing. Use the +/- controls or quantity field to adjust amounts. Remove items if needed before checkout.

### 3) Checkout

Click **Checkout** and confirm your **shipping address**, **billing information**, and **delivery details**. If your account supports delivery instructions or PO numbers, add them before you submit.

### 4) Submit your order

Review the final summary and click **Place Order**. You'll receive an instant confirmation email with your order number. You can also view your order history from the **My Account** area.

## ■ Next Day Delivery Eligibility

Orders placed **before 4:30 PM Pacific** qualify for next-day delivery.

### Helpful Tips

- Use **Quick Lists** to save frequently ordered items for one click add to cart.
- If you see **Swap & Save**, compare specs (size, material, count per case) to ensure it meets your needs.
- Double check shipping speed and delivery dates on the checkout screen if timing is critical.
- Need approval workflows? Add approvers in your account first (see separate guide).