

# User Guide:

## How to Add Products to Basket



## HOW DO I PLACE AN ORDER?

There are several ways you can add products to your basket - from a list page, from the 'Your customers may also like' recommendations, from an individual product's listing page, from your favorites list or by using the Quick Order Form.

### 01 — YOU WANT TO PLACE AN ORDER FROM A LIST PAGE

In the navigation menu, hover over 'Shop by Brand' or 'Shop by Category' to view the list page of your choice. Once you have landed on the list page you have two options to place an order:

First option:

Once you have located the product you want to add to your basket, select the quantity you require by either typing in the number or using the '+' or '-' buttons (1). Once you have adjusted the quantity you want, click on the 'Add to basket' button to add the products to your basket.

Second option:

You can also add quantities on several products and click on 'add all to basket' in the sticky add to basket bar. This is the best option if you want to add simultaneously several products to your basket.

A confirmation message will be displayed below the added products. To view more information about the product such as ingredients, pack size, or description simply click on the image of the product.

### 02 — YOU WANT TO PLACE AN ORDER FROM A PRODUCT PAGE

Search for the product you wish to purchase. Once you have landed on the product page you have only one option to place an order. Select the quantity you require by either typing in the number or using the '+' or '-' buttons.

Once you have adjusted the quantity you want, click on 'Add to basket' to add the products to your basket.

A confirmation message will be displayed below the added products.

### 03 — YOU WANT TO PLACE AN ORDER FROM A CROSS-SELLING PUSH (Your customers may also like)

This option is available on the product page and on the basket page. You must scroll down the page until the section 'Your customers may also like...' on the product page or 'Best Sellers' on the home page. Select the quantity you require by either typing in the number or using the '+' or '-' buttons. Once you have adjusted the quantity you want, click on 'Add to basket' to add the products to

your basket. If you want to see more products you may also like click on the two arrows.

## 04 — YOU WANT TO PLACE AN ORDER FROM A FAVOURITE LIST

If you need more information about the favourite lists, you can look at the 'Favourite list' user guide. On any page, click on 'Favourites' in the header, you will be redirected on your favorite lists page in your personal account. Click on the 'See products' link to be automatically redirected on the detailed page of the favorite list of your choice. Select the quantity you require by either typing in the number or using the '+' or '-' buttons. Once you have adjusted the quantity you want, click on 'Add to basket' to add the products to your basket. You can also add all the products of your list to your basket by clicking on the 'add all to basket' button. A message will be displayed to confirm you have added these products to your basket.

## 05 — USING THE QUICK ORDER FORM

Access to the Quick Order Form is in the top right hand corner of the screen to the right of the My Account icon. Click on the circular arrows to reveal the Quick Order Form menu. Select the 'Quick Order Form'. Use the '+' buttons to expand the menu for the brand you wish to order from. You can then select the products by expanding each category further. Use the '+' or '-' buttons to select the chosen quantity and then click on 'Add all to basket' to add the chosen items to your basket. You can continue to do this until you are ready to checkout.

If you have any questions about this user guide, do not hesitate to contact us by phone, by email or via your Business Development Manager.