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## USER GUIDE – Check Out & Shipping Options







# Check Out – Review Your Order

- Review your order
  - Modify the cart, as needed
- Choose how your order will ship; partial or complete
  - SAMSONs default is to partial ship orders. If you want the order to ship complete you must check the ship complete box.
  - To complete your transaction choose PROCEED TO CHECK OUT.

**Shopping Cart**

Coupon:

[Add Order Note](#) [Empty Cart](#) [Export Cart](#)

	Part Number	Description	Requested Ship Date	Projected Ship Date	Qty	Your Price	Extended Price*
 	1182	1400 Series Repair Kits LP AND MP 1/2" SWIVEL 1400	9/21/2020	9/22/2020	10	\$31.50	\$315.00
 	351120	PumpMaster2 1:1 351120 PM 2 - 1:1 stub w/bung adapter	9/21/2020	9/22/2020	7	\$236.00	\$1,652.00
Subtotal:							\$1,967.00
TOTAL:							\$1,967.00

\*-Price before discounts applied.

**Ship Complete?**  Ship Complete?

**Checkout**



# Check Out - Shipping Address

- Choose the shipping address you want the order sent to.
  - This listing will show ALL addresses in your shipping history
  - Choose Proceed to Shipping Options

## Shipping Address

Select an address from your address book or create a new shipping address.

Shipping Address  
Shipping Options  
Payment Options  
Order Confirmation

Steps



Company	Contact	Address	Address2	Address3	City	State Region	Postal Code	Country
<input type="checkbox"/>	JOE BROWN'S AUTO	Job Staging	3507 E RACINE ST		JANESVILLE	WI	53545	US
<input type="checkbox"/>	JOE BROWN'S AUTO	SHOP	3507 E RACINE ST		JANESVILLE	WI	53547	US

Proceed To Shipping Options

Shipping Options



Select



# Check Out – Free Shipping

- If the order qualifies for free shipping the SAMSONs choice box will be automatically chosen

## Shipping Options

Shipping Address  
**Shipping Options**  
Payment Options  
Order Confirmation

Steps

Shipping to JOE BROWN'S AUTO Job Staging 3507 E RACINE ST, JANESVILLE, WI, US , 53545, 608 754-2821

### Shipping Options:

- Samson's Choice - Your order qualifies for free Samson's Choice shipping!
- UPS Ground
- UPS Next Day Air
- UPS 2nd Day
- FedEx Ground
- FedEx Ground Next Day
- FedEx Ground 2nd Day
- Customer Pick-up

To use collect shipping, check the box and enter your account number.

Shipping totals are calculated at time of shipment and will be reflected on your invoice.

Samson ships orders within the contiguous United States; all other orders will ship to the freight forwarder, and the customer is responsible for fees from the border to final destination.

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Next

Next to proceed



# Check Out – Shipping Options

- If the order does **NOT** qualify for free shipping then
  - Users may also choose from;
    - Samson's choice – Samson chooses the best options based on price and your shipping needs. Shipping is billed to invoice.
    - UPS offers ground, next day air, and second day service.
      - Shipping is billed to invoice
      - You may also provide your companies shipping account number
    - Fed-ex offers ground, next day air, and second day service.
      - Shipping is billed to invoice
      - You may also provide your companies shipping account number

# Check Out – Shipping Options

- If the order does **NOT** qualify for free shipping then chooses the shipping option
- To use a shipping account other than SAMSONs
  - Select the Use collect shipping account and enter account number

## Shipping Options

Shipping Address  
**Shipping Options**  
Payment Options  
Order Confirmation

Steps

Shipping to JOE BROWN'S AUTO Job Staging 3507 E RACINE ST, JANESVILLE, WI, US , 53545, 608 754-2821

### Shipping Options:

- Samson's Choice
- UPS Ground
- UPS Next Day Air
- UPS 2nd Day
- FedEx Ground
- FedEx Ground Next Day
- FedEx Ground 2nd Day
- Customer Pick up

Use collect shipping account for UPS:

To use collect shipping, check the box and enter your account number.

Shipping totals are calculated at time of shipment and will be reflected on your invoice.

Samson ships orders within the contiguous United States; all other orders will ship to the freight forwarder, and the customer is responsible for fees from the border to final destination.

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Next

Next to proceed



# Check Out – Payment Options

- Samson’s policy is to pay by a P.O.
  - A P.O. number is required
  - Please do not duplicate an existing P.O. number
- Upload PO Document is optional. This does not override what has been entered into the shop.SAMSONCorporation system.

## Payment Options

\* Email Address:

We will notify you about the status of your order using this email address.

Payment Options:

Shipping Address  
Shipping Options  
**Payment Options**  
Order Confirmation

Steps

Purchase Order  
\*PO Number:   
You may upload a PO with your order:

Next to proceed



# Check Out – Order Confirmation

- This is the last time a customer can review and modify the order.
- Review and ensure everything is correct
  - Bill to
  - Ship to
  - Payment information
  - Shipping method
  - Items, quantity, and price for items ordered
  - Any promotions or discount will be shown here
  - Shipping & Handling will be invoiced at time of order processing
- Agree to Terms and Conditions
- Choose Place Order



# Check Out – Order Confirmation

## Order Confirmation

**Order email:** jbrown@samsoncorporation.com

Shipping Address  
Shipping Options  
Payment Options  
**Order Confirmation**

### Bill to:

JOE BROWN'S AUTO  
3507 E Tracine St  
Jacksonville, WI 53545

### Ship to:

JOE BROWN'S AUTO Job Staging  
3507 E Tracine St  
Jacksonville, WI 53545

### Your Payment Information:

Method: Purchase Order  
PO Number: DH1748-201  
Shipping Account Number: 1268972

### Shipping Method:

UPS Ground

### Our Part #/Your Part #    Items Ordered

222                      PumpMaster2 3:1 55 Gal Drum Stationary Packages: PM2 3:1 Pump 55 gal 5' Tank

\*-Price before discounts applied.

\* - Your freight will be shipped collect using your UPS account number 1268972

Unit Price	Qty	Discount	Price
\$351.50	3	\$0.00	\$1,054.50

Subtotal: \$1,054.50

Cart Discounts: -\$10.55

Taxes: \$0.00

\* Shipping & Handling: Collect \*

**TOTAL: \$1,043.95**

I agree to the: Terms and Conditions

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Place Order



# Check Out – Order Complete

- Order confirmation screen will provide you with your order number and total.
  - Total is prior to shipping calculation
  - Shipping & Handling will be invoiced at time of order processing
- SAMSON CSR team will process the order immediately and communicate with an order confirmation, as they do today.