

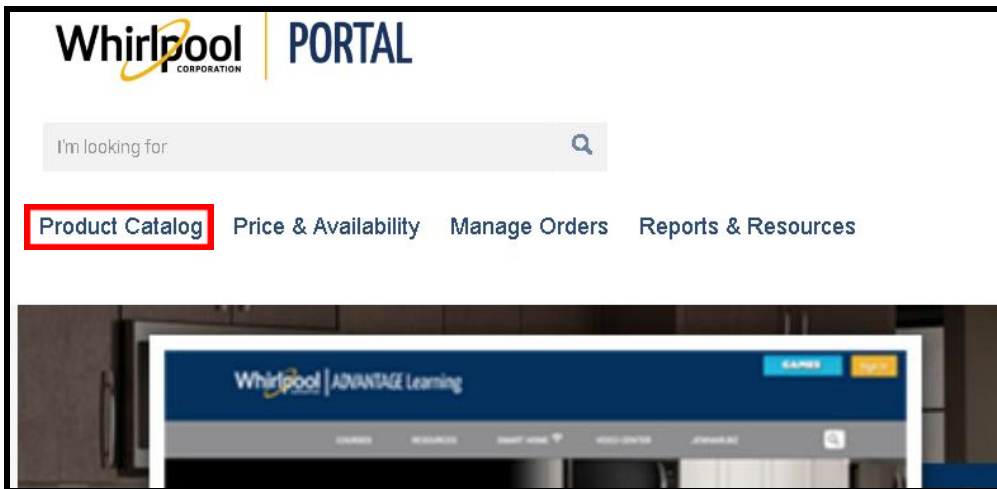
ORDERING PRODUCT FROM PRODUCT CATALOG

Purpose

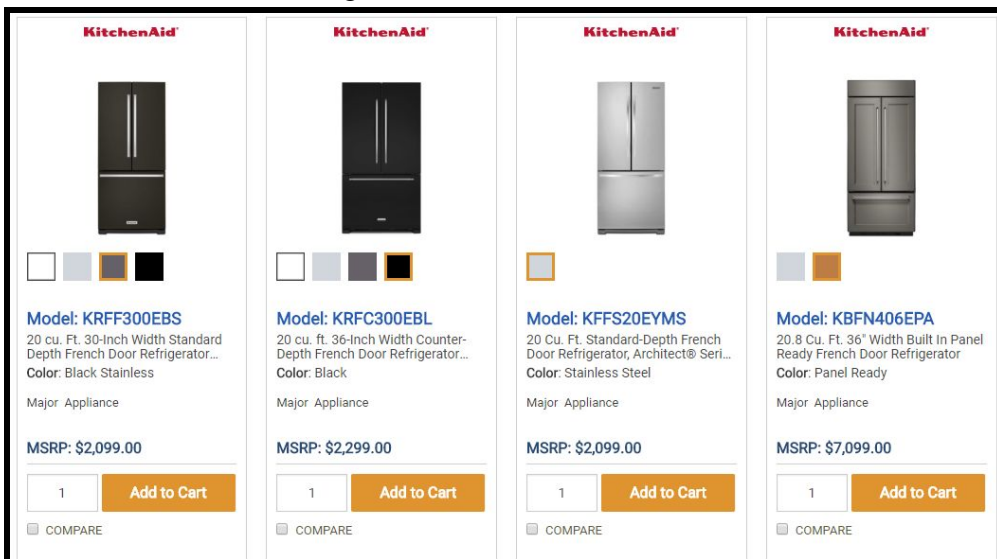
Use this Quick Reference Guide to view the steps to place an order through the Whirlpool Portal.

Steps

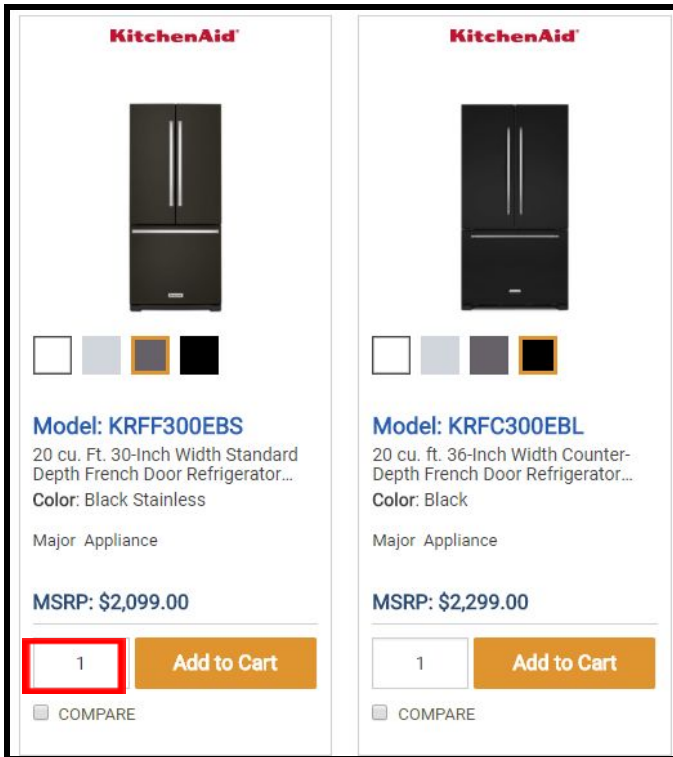
1. From the **Home** page, click **Product Catalog**, and then select the category in which you want to shop.



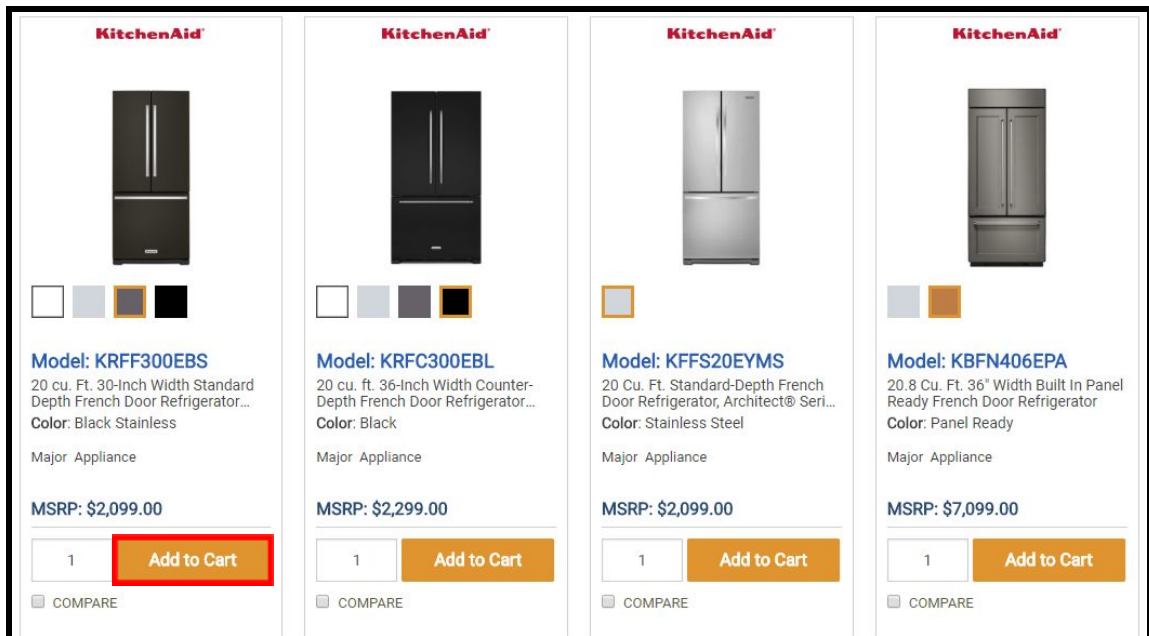
2. Search the **Product Catalog** for the item.



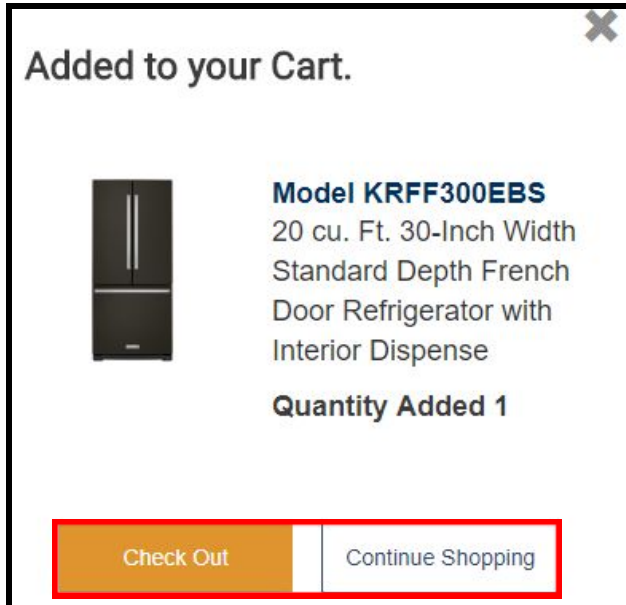
3. Enter the Quantity.



4. Click Add to Cart.



5. A message displays indicating the item has been added to the Shopping Cart.



6. Click **Continue Shopping** to add more items to the Shopping Cart.
7. When finished adding items, click **Check Out** to begin the checkout process.

NOTE: Refer to the *Navigating the Shopping Cart* Quick Reference Guide to complete the checkout process.