

IRWA Marketplace

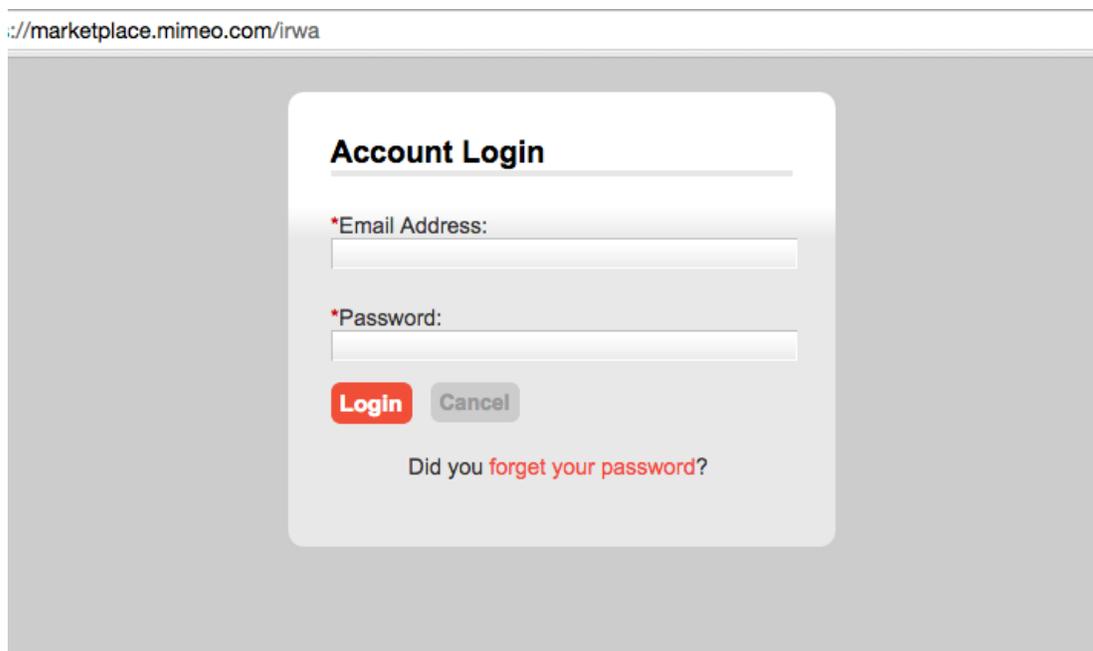
How to order course materials SOP

1. Go to:

<http://marketplace.mimeo.com/irwainstructor>

2. Login using IRWA provided information
(your email address and assigned password).

Contact Amir Vafamanesh at
vafamanesh@irwaonline.org to receive your
assigned password.



The screenshot shows a web browser window with the URL <http://marketplace.mimeo.com/irwa>. The main content is a white box titled "Account Login". Inside the box, there are two input fields: "*Email Address:" and "*Password:". Below the fields are two buttons: a red "Login" button and a grey "Cancel" button. At the bottom of the box, there is a link that says "Did you forget your password?".

3. Click the appropriate Course Series (i.e. 100 Series)



The screenshot shows the IRWA Marketplace website. The top navigation bar includes the IRWA logo, a user profile "Hi Nathan, Logout", a "Beta" toggle, and a "Your cart is empty. Checkout" link. The main navigation menu includes "Home", "My Account", "Order Status", "Help Center", and "Your Cart". The breadcrumb trail shows "Home > 100 Series > 100". The "All Products" section is displayed, with a search bar and a "Go" button. The "Our Products" section lists "All Products", "100 Series", "100", "102", "105", "200 Series", "300 Series", "400 Series", "500 Series", and "600 Series". The "100 Series" and "100" are circled in red. The "100 (Global w/Relo Supp) Instructor Kit" product is shown with a quantity selector set to "1" and a "+Add To Cart" button.

4. Click “add to cart” for instructor materials needed

The screenshot shows the IRWA website interface. At the top right, there is a user profile for 'Hi Nathan' with a 'Logout' link and a 'Beta Off' toggle. Below this, a notification states 'Your cart is empty.' with a 'Checkout »' link. The main navigation bar includes 'Home', 'My Account', 'Order Status', 'Help Center', and 'Your Cart'. The breadcrumb trail reads 'Home > 100 Series > 100 ↓'. The page title is 'All Products' with 'View As: Detail | List' options. The product '100 (Global w/Relo Supp) Instructor Kit' is displayed with its image and a quantity selector set to '1' (range 1-1). A red '+Add To Cart' button is circled in red.

5. After material selections have been made, click the “checkout” button at the top of the screen.

The screenshot shows the IRWA website interface after the product has been added to the cart. The user profile 'Hi Nathan' and 'Beta Off' toggle remain at the top right. The notification now shows '1 Items, Checkout »', with the 'Checkout »' link circled in red. The main navigation bar is the same. The breadcrumb trail is 'Home > 100 Series > 100 ↓'. The product '100 (Global w/Relo Supp) Instructor Kit' is still displayed. Below the '+Add To Cart' button, a green message states '✓ 1 of this item have been added to your cart'.

7. Either select or type the address that the materials need to be delivered to, then click Checkout.



Hi Nathan, [Logout](#) Beta Off

1 Items, [Checkout](#)

[Home](#) [My Account](#) [Order Status](#) [Help Center](#) [Your Cart](#)

[Your Cart](#) > [Ship To](#) > [Delivery Options](#) > [Payment](#) > [Confirm](#)

Where would you like us to ship your order?

Select from address book:

*Country: United States

*First Name: Nathan

*Last Name: Cruzado

Company: IRWA

*Street: 19210 S. Vermont Ave

Suite/Floor: Building A, Suite 100

*City: Gardena

*State/Province: California

*Zip/Postal Code: 90248

*Phone: 310-5380233

Email: cruzado@irwaonline.org

Save this address? Yes No

Packing Slip Message:

Your Address [Ship To Me](#)

Nathan Cruzado
IRWA
19210 S. Vermont Ave, Building A, Suite 100
Gardena, CA 90248
US
[\[Edit Address\]](#)

Recently Used Addresses

Amir Vafamanesh [Ship Here](#)
IRWA
19210 S Vermont Ave, Bldg A, #100
Gardena, CA 90248
US
[\[Edit Address\]](#)

Kate Anderson [Ship Here](#)
4760 Cox Rd, Ste 115
Glen Allen, VA 23060-9248
US
[\[Edit Address\]](#)

Christina Thoreson [Ship Here](#)
Courtyard by Marriott St. Louis
2340 Market St,
Saint Louis, MO 63103-2517
US
[\[Edit Address\]](#)

Hugh Rowles [Ship Here](#)
12531 Heatherton Ct, Apt 148
San Diego, CA 92128-5156
US
[\[Edit Address\]](#)

Gordon MacNair [Ship Here](#)
City of Ottawa
110 Laurier Ave. West,
Ottawa, ON K1P 1J1
CA
[\[Edit Address\]](#)

* Indicates required field.

[« Back](#) [Continue »](#)

8. You may be asked to verify the address. You may choose to use the original address you entered, or use the suggested corrected address.

The screenshot shows the IRWA website's checkout process. At the top, the IRWA logo is on the left, and the user's name 'Hi Nathan, Logout' and a 'Beta Off' toggle are on the right. A navigation bar includes 'Home', 'My Account', 'Order Status', 'Help Center', and 'Your Cart'. Below this, a progress bar shows 'Your Cart', 'Ship To', 'Delivery Options', 'Payment', and 'Confirm'. The main content area is titled 'Where would you like to ship?' and 'Select from address'. A pop-up window titled 'Address Verification' is centered on the screen. It contains two columns of address information: 'Original Address' and 'Corrected Address'. The 'Original Address' is: Nathan Cruzado, IRWA, 19210 S. Vermont Ave, Building A, Suite 100, Gardena, CA 90248, US, 310-5380233, cruzado@irwaonline.org. The 'Corrected Address' is: Nathan Cruzado, IRWA, 19210 S Vermont Ave, Bldg A, Gardena, CA 90248-4426, US, 310-5380233, cruzado@irwaonline.org. At the bottom of the pop-up are three buttons: 'Cancel', 'Keep Original', and 'Use Corrected'. The 'Keep Original' and 'Use Corrected' buttons are circled in red. In the background, the shipping address form is partially visible, showing fields for Suite/Floor, City, State/Province, Zip/Postal Code, Phone, and Email, along with a list of shipping destinations including 'Ship To Me', 'Kate Anderson', and 'Christina Thoreson'.

IRWA
BUILDING A BETTER WORLD TOGETHER

Hi Nathan, Logout Beta Off

1 Items, Checkout »

Home My Account Order Status Help Center Your Cart

Your Cart Ship To Delivery Options Payment Confirm

Where would you like to ship?

Select from address

Address Verification [X]

Original Address	Corrected Address
Nathan Cruzado	Nathan Cruzado
IRWA	IRWA
19210 S. Vermont Ave	19210 S Vermont Ave
Building A, Suite 100	Bldg A
Gardena, CA 90248	Gardena, CA 90248-4426
US	US
310-5380233	310-5380233
cruzado@irwaonline.org	cruzado@irwaonline.org

Cancel **Keep Original** **Use Corrected**

Suite/Floor: Building A, Suite 100 19210 S Vermont Ave, Bldg A, #100
Gardena, CA 90248
US
[Edit Address]

*City: Gardena **Kate Anderson** Ship Here

*State/Province: California 4860 Cox Rd, Ste 115
Glen Allen, VA 23060-9248
US
[Edit Address]

*Zip/Postal Code: 90248 **Christina Thoreson** Ship Here

*Phone: 310-5380233 Courtyard by Marriott St. Louis
2340 Market St

Email: cruzado@irwaonline.org

10. You will see a confirmation screen which provides the expected delivery date of their order. After reviewing this information click the “Continue” button at the bottom of the screen.

The screenshot shows the IRWA checkout process. At the top left is the IRWA logo with the tagline "BUILDING A BETTER WORLD TOGETHER". The top right shows the user "Hi Nathan, Logout" and a "Beta Off" toggle. Below this is a navigation bar with "Home", "My Account", "Order Status", "Help Center", and "Your Cart" (with a shopping cart icon and "1 Items, Checkout >"). The main checkout flow is indicated by a series of steps: "Your Cart", "Ship To", "Delivery Options", "Payment", and "Confirm". The "Delivery Options" step is currently active. It displays "Your order will be delivered on or before Monday, Mar 19, 2018 By 10:59 PM." Below this, there is a "Require A Signature?" checkbox which is checked. A "Delivery Price Breakdown" button is also visible. At the bottom left is a "Back" button and at the bottom right is a "Continue >" button, both of which are circled in red in the image.

11. Click the “Continue” button, the order will be completed.

The screenshot shows the IRWA checkout process at the "Payment" step. The top navigation and user information are the same as in the previous screenshot. The checkout flow steps are "Your Cart", "Ship To", "Delivery Options", "Payment", and "Confirm". The "Payment" step is currently active. It displays "Please Select A Payment Type" and has a radio button selected for "Corporate Credit". At the bottom left is a "Back" button and at the bottom right is a "Continue >" button, both of which are circled in red in the image.