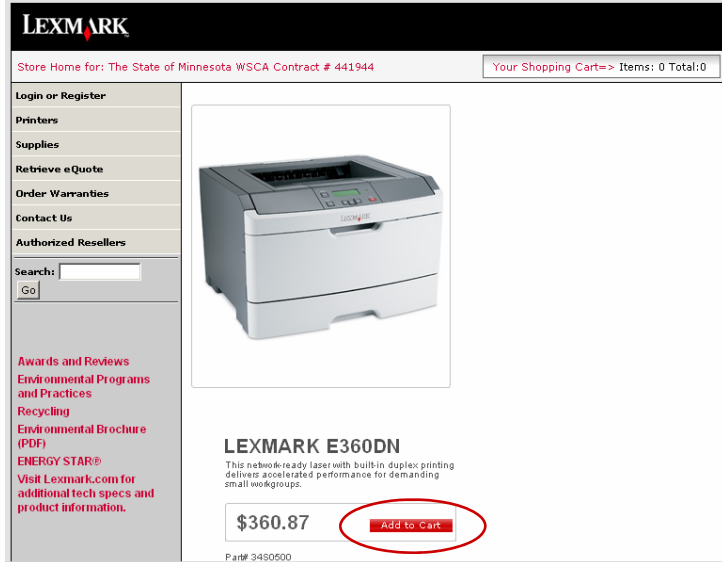


How To Place An Order Online

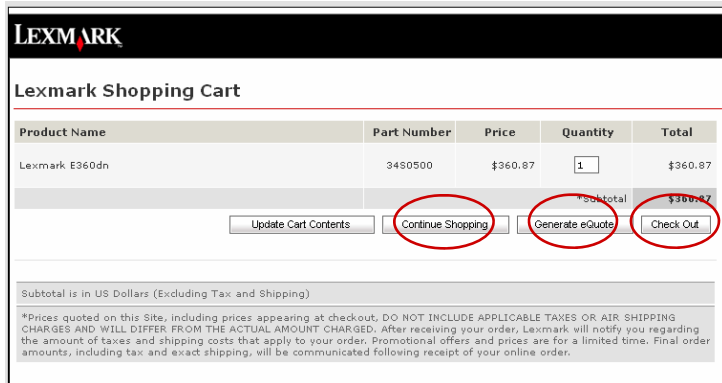
1. From the Lexmark site for WSCA (www.lexmark.com/wsca), select your product.
2. Click red “Add to Cart” button.
See Figure 1.

Figure 1



3. This will direct you the Shopping Cart. *See Figure 2.*
From the Shopping Cart, you have several options:
 - a. Continue Shopping
 - b. Generate eQuote.
 - c. Check Out

Figure 2



- 3a. Click Continue Shopping and continue to add items to your shopping cart. Once all items have been selected, proceed to Step 3b or 3c.

How To Place An Order Online

- 3b. After you click **Generate eQuote**, you will come to the screen in Figure 3b. Complete the fields and click “Save eQuote” button. You will receive an e-mail with the eQuote information.

You can retrieve eQuotes for 60 days using the link “Retrieve eQuote” on the left-hand navigation panel from your state’s Lexmark WSCA website. You will need the e-mail address used to create the eQuote or the eQuote number.

Figure 3b

LEXMARK

Generate eQuote

You may generate a quote for requisition purposes. Provide the information below to generate your on-line eQuote.

Complete the fields below to save the items in your cart for later.

Your Name

E-mail

eQuote Name

Additional Information (optional)

Save eQuote

After you submit the required information, your current shopping cart will be saved as an eQuote for up to 60 days. At any time during those 60 days, you or any authorized purchaser may retrieve this eQuote to review or submit an order electronically.

Your eQuote does not guarantee pricing or availability. If there are price changes, these will be confirmed the next time you retrieve your eQuote.

- 3c. After you click **Check Out**, you will come to the screen in Figure 3c. Complete the fields and click “Continue Checkout” button.

Complete the fields in Figure 4 for your billing information. Click “Continue Checkout” button to go on to the next screen.

Figure 3c

LEXMARK

Store home for: The State of Minnesota WSCA Contract Your Cart => Items: 1 Total: \$360.87

My Account Logon Billing Shipping Place Order Receipt

Order Status

Shopping Cart

Retrieve eQuote

Please enter your email address and password below. The information below will allow you to check the status of your order. You may also use this account to purchase other products at the store.

First Time Customer

Enter your email address:

Verify your email address:

Create your password:

Verify your password:

Returning Customer

Enter your email address:

Verify your password:

Forgot your password? [Click here](#)

Please click here to have it sent to your email address.

Continue Checkout

All prices are in US Dollars. Products are available for purchase by U.S. customers who take delivery in the U.S. All sales are subject to The Online Store's Terms and Conditions and Terms of Use. Want to know how we use your personal information? Click here for our Privacy Statement. Copyright © 1997 - 2004 Lexmark International, Inc. All rights reserved. Used with permission. Privacy Statement

Figure 4

Shipping FAQ

We Will Not Ship to PO boxes

If shipping information is different than billing information, your order may be delayed for verification.

Click here to use billing address.

First Name

Last Name

Company

Address Line 1

Address Line 2

City

State

Country

Zip Code

Billing Phone

Fax

Continue Checkout

How To Place An Order Online

3c. (Continued)

Complete the fields for the shipping information (Figure 5) and click “Submit” button. You will then be prompted to verify your billing and shipping information. See Figure 6. If necessary, you may make edits to either address. Then click “Continue Checkout”.

Enter your payment information. See Figure 7. Click “Complete Order” to submit the order for processing.

Figure 5

My Account marybethcarter@yahoo.com | Log Out →

Order Status

Shopping Cart

Retrieve eQuote

First Name Last Name

Company

Address Line 1

Address Line 2

City State

Zip Code Country

Phone Number Fax

ex. 888-888-8888 ex. 888-888-8888

All prices are in US Dollars. Products are available for purchase by U.S. customers who take delivery in the U.S. All sales are subject to The Online Store's [Terms and Conditions](#) and [Terms of Use](#).
Want to know how we use your personal information? Click here for our [Privacy Statement](#).
Copyright © 1997 - 2004 Lexmark International, Inc. All rights reserved. Used with permission.

Copyright © 1997 - 2004 Lexmark International, Inc. All rights reserved. Used with permission. [Privacy Statement](#)

Figure 6

Retrieve eQuote

Billing Address

Patrick Carter
740 West New Circle
Lexington, KY
US 40550
859-232-2000

Delivery Address

Same as Billing Address

Order Summary

Items in Cart

sku	Item	Qty	Total
34S0500	Lexmark E360dn	1	\$360.87

Special Offers

Sub-total: \$360.87

Delivery Options

FREE SHIPPING \$0.00 (Estimated) FREE SHIPPING

Shipping Instruction:

Figure 7

Order Summary

Items in Cart

sku	Item	Qty	Total
34S0500	Lexmark E360dn	1	\$360.87

Special Offers

Sub-total: \$360.87
FREE SHIPPING Estimated Shipping: \$0.00
Total: \$360.87

Payment Method

Credit

Payment Method:

Cardholder's Name:

Credit Card Number: (no dashes or spaces)

Expiration Date: