

Express Checkout

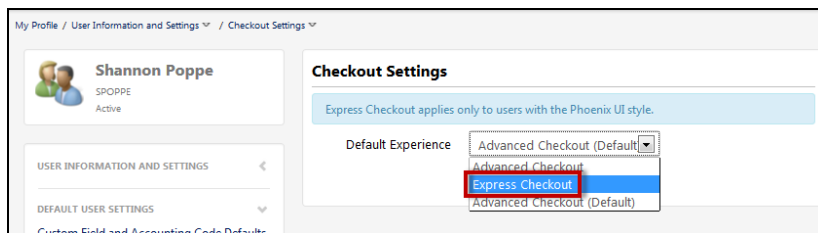
- Express Checkout is ideal for users who shop infrequently.
- The preset checkout steps are simplified for less detailed entries
- Express Checkout can be set as a default option in your profile.

Remember to set your unloading point before using Express Cart Checkout.

Changing Your Checkout Settings

You can change your Checkout Settings through your profile to default to the Express Checkout when in eSHOP.

1. To access your profile, click on the dropdown menu by your name and click on [View My Profile](#).
2. Click on **User Information and Settings**, then click on [Checkout Settings](#).
3. Next to Default Experience, select **Express Checkout**.



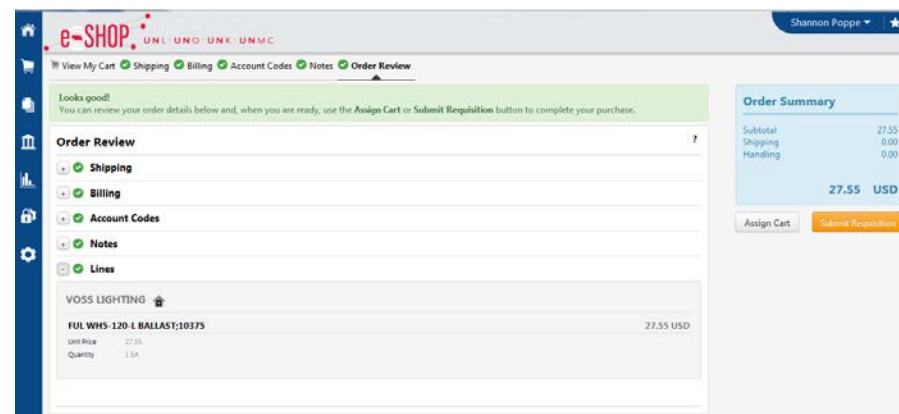
4. Click on [Update](#).

Note: You can toggle between Advanced Checkout or Express Checkout once you have clicked on [Proceed to Checkout](#).

Using Express Checkout

1. Once you have all desired items in your shopping cart, you can proceed to checkout.
2. Click on the dropdown menu by your name and select either [View My Cart](#) or [Checkout](#).
 - a. If you select [View My Cart](#), review the items in your cart. When ready, click on [Proceed to Checkout](#).

3. The Express Checkout screen will appear.



Express Checkout features expandable preset checkout steps including:

- **Shipping:** view/edit shipping address and shipping options.
- **Billing:** view/edit billing address, billing options, etc.
- **Account Codes:** view/edit account codes, including account splits, by selecting from code favorites.
- **Notes:** internal notes will be visible only to internal organization users; external notes will be sent to suppliers.
- **Order Review:** review the information entered on other account steps, as well as all line items and supplier information.

Note: If you need to enter detailed information that is not available in Express Checkout, you can switch to the Advanced Checkout by clicking on the [Go To Advanced Checkout](#) link (bottom left of screen).

4. To view detailed information on Shipping, Billing, Account Codes, or Notes click on [+](#) next to the item.
5. Click on either [Assign Cart](#) or [Submit Requisition](#).