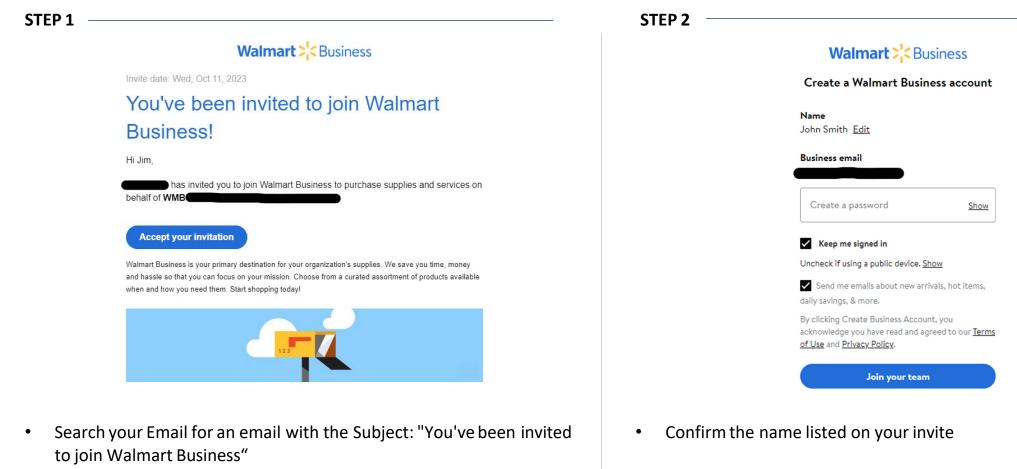
# Walmart > Business

Walmart Business – Buyer User Onboarding Guide

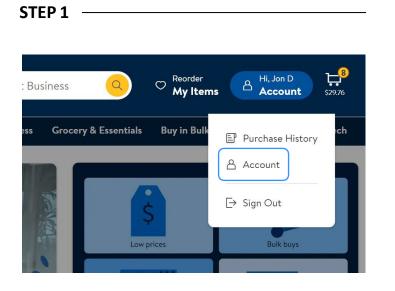
## **Activating Your Account**



• Select the "Accept your invitation" button

Create a password

# Add / Edit Delivery Addresses



- Hover over the "Account" button on the top right corner of the page.
- Select "Account" in the drop-down menu.

STEP 2	
Manage Account	Delivery Addresses
A Personal info	+ Add address
பி Organization info	
Addresses	
⊈ Manage users	
Tax exemption	
Communications & privacy	

- On the Account Settings page, select "Addresses" on the left-side menu under the "Manage Account" Section.
- <u>To Add New</u>: Select "Add Address".
- The address must be a UF Address

We'll contact you in case anything comes up with your order.	
Delivery notes	
Building description, nearby landmark, etc.	
More delivery instructions	

- Complete the required fields and include any necessary delivery notes.
- Check "preferred delivery address," as shown above, if the new address is the preferred option.

**NOTE:** If you can't save your address because the suite number is invalid, please enter the suite number in the delivery instructions field instead.

# **Review Your Payment Methods**

**User-Specific Payment Method** 

 Image: Credit / Debit / P card
 Shared payment methods

 Image: Credit / Debit / P card
 Image: Credit / Debit / P card

 Image: Credit / Debit / P card
 Image: Credit / Debit / P card

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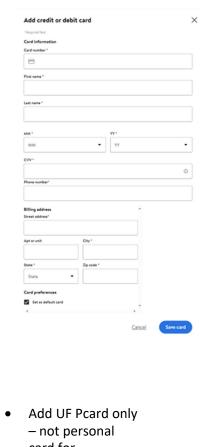
 Image: Credit / Debit / P card
 Image: Credit / Debit / P card

 Image: Credit / Debit / P card
 Image: Credit / Debit / P card

 Image: Credit / Debit / P

- User and account payment methods can be managed under the "Wallet" section in the Account Settings.
- Each user has access to a user-specific payment method. The Shared payment method should not be selected.
- Payment by bank or gift card should not be used.

### Add UF Pcard



card for reimbursement.

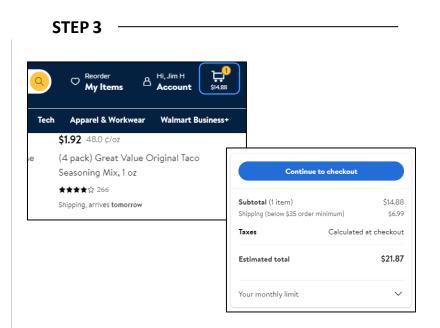
# Making a Purchase – Order for Shipping



- Using the drop-down menu in the navigation bar, select that you want to place an order for "Shipping."
- Address bar "A" shows your current shipping/delivery address.
- Address bar "B" shows the store that will be fulfilling your order.

- Identify an item that you would like to purchase.
- Select the "Add" button to add the item to your cart.

**NOTE:** Some items may be unavailable for shipping. Shopping carts might include multiple fulfillment types with some items being shipped, and others available for pickup or delivery.



- Select the Shopping Cart icon when you are ready to complete your purchase.
- Review your items and select the "Continue to checkout" button.
- Review your selected delivery address and enter your payment method.

# Making a Purchase – Order for Pickup

STEP 1 -



- Using the drop-down menu in the navigation bar, select that you want to place an order for "Pickup".
- Address bar "A" shows your current shipping/delivery address.
- Address bar "B" shows the store where you will pick up your order.

Pickup today, after 1:28pm     Change     Change       Nemain Supercenter Well hold your order for 4 days.     Pickup     Pickup	
	×
Great     Freeze Dried     Image: Strawberry Full Crisps, 1     S3.72     S3.72     S3.72     S3.72     S3.72     S3.72     Image: Strawberry Full Crisps, 1     S3.72     S3.72     Image: Strawberry Full Crisps, 1     S3.72     S3.72     Image: Strawberry Full Crisps, 1     S3.72     Image: Strawberry Full Crisps,	ee
\$192 480 c/oz	Tue
+ Add     see     (4 pack) Great Value Original Taco     Subtetal (1 item)     \$14.88       Seasoning Mix, 1 oz     Shipping (below \$35 order minimum)     \$6.99	
\$3.72 \$3.72/oz ★★★★☆ 266 Calculated at checkout	
Great Value Freeze Dried Strawberry Shipping, arrives tomorrow Estimated total \$21.87	
★★★★☆ 89     Your monthly limit       Pickup today     ✓       ② New! Get auto-delivery     ✓	

.

- Identify an item that you would like to purchase.
- Select the "Add" button to add the item to your cart.
- Select the Shopping Cart icon when you are ready to complete your purchase.

**NOTE:** Some items may be unavailable for shipping. Shopping carts might include multiple fulfillment types with some items being shipped, and others available for pickup or delivery.

- Review the auto-selected pickup time. Select "Change" if you would like a different pickup date/time.
- Select "Continue to checkout".
- Review your order information and enter your payment method.
- Follow instructions in your confirmation email for pickup. You can also review the Step-by-step guide <u>HERE</u>.

# Making a Purchase – Order for Delivery

STEP 1 -



- Using the drop-down menu in the navigation bar, select that you want to place an order for "Delivery".
- Address bar "A" shows your current ٠ shipping/delivery address.
- Address bar "B" shows the store that • will fulfill your order.

STEP 2		STEP 3		
		Pickup or delivery from store, as soon as Today	Reserve a time	< Reserve a time X
Freeze Dried Strowberry Full Crisps My Items & Hi, Jim H Account	Bet seler         Great Value Freeze Dried Strawberry Fruit Crisps, 1 oz Multipack Quantity: 1 \$3.72/oz           Betnow         Save for later	\$29.76	Pickup         Delwary from store           Watewart Health         Mode Sublacore Dr. Ste A. Newman, GA 30265         Chaope           Today         Thu         Fri         Sat         Sun         Mon         Tue           2077         2/8         2/9         2/10         2/11         2/12         2/13	
HEFTER/HS	Tech         Apparel & Workwear         Walmart Business+           \$1.92         48.0 ¢/oz           ;e         (4 pack) Great Value Original Taco           Seasoning Mix, 1 oz	Subtotal (1 item)         \$14.88           Shipping (below \$35 order minimum)         \$6.99		2 hr or less with Express         \$1995           5938 delivery + 10:00 Express         \$1995           3 hr or less with Express         \$455           1939 delivery + 10:00 Express         \$5455           3 gen-dym Less bay         \$995
<b>\$3.72</b> \$3.72/oz Great Value Freeze Dried Strawberry Fruit Crisps, 1 oz	Seasoning /vix, i oz ★★★☆ 266 Shipping, arrives tomorrow	Taxes Calculated at checkout  Estimated total \$21.87  Your monthly limit ~		4pm-5pm         Lex thury         5905           5pm-6pm         Lex thury         5905           Reserve
★★★☆ 89 Delivery today				

Identify an item that you would like to purchase.

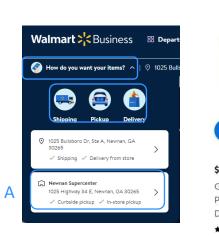
C New! Get auto-delivery

- Select the "Add" button to add the item to your cart.
- Select the Shopping Cart icon when you are ٠ ready to complete your purchase.

NOTE: Some items may be unavailable for shipping. Shopping carts might include multiple fulfillment types with some items being shipped, and others available for pickup or delivery.

- Select "Reserve a time" to schedule ٠ your delivery.
- Select "Continue to checkout". ٠
- Review your order information and ٠ enter your payment method.
- Follow the instructions in your ٠ confirmation email to receive your delivery order. You can also review the Step-by-step guide HERE.

# Making a Purchase – Item Subscriptions



STEP 1 -



- Using the drop-down menu in the navigation ٠ bar, select that you want to place an order for "Shipping".
- Address bar "A" shows your current ٠ shipping/delivery address.
- Search for an item that you would like to set ٠ up on a subscription. Subscription eligibility can be identified by the "Get autodelivery" tag, as shown above.

**NOTE**: You can filter the search results by "subscription" by using the tools at the top of the page.

### Once the item is identified, select the item to ٠ view the item page.

Subscribe

① You may s

0

- Select the "Subscribe" option to initiate the ٠ subscription set up.
- Review & confirm the subscription details, including:
  - Delivery Address
  - Order Frequency
  - Est. Order total

STEP 2

White, 6 Double Rolls

Prices may vary online, in stores, and in-app (i)

★★★★☆ (4.7) <u>9312 reviews</u>

\$10.22 \$155/100 ct

*⊖* Subscribe

Great Value Ultra Strong Paper Towels,

Best seller

Great Value

Select "Subscribe Now" to finalize the subscription.

### **STEP 2 CONT'D** Subscribe Great Value Ultra Strong Paper Towels, White, 6 Double Rolls 1 + Great Value Ultra Strong Paper Walmart Health Towels, White, 6 Double Rolls 1025 Bullsboro Dr, Ste A, Newnan, GA 30265 - 1 + Pay with Add a payment method Address Walmart Health Frequency Every 4 weeks Arrives by Sun, Feb 18 1025 Bullsboro Dr, Ste A, Newnan, GA 30265 Est. total \$10.22 per subscript (i) You may subscribe to multiple addresses

### NOTE:

- Walmart Business Item Subscriptions include multi-address support.
- To configure this, select the address option ٠ and select additional addresses to add to your subscription.
- You may add up to 5 addresses to an item ٠ subscription.

### Walmart 🔀 Business 8

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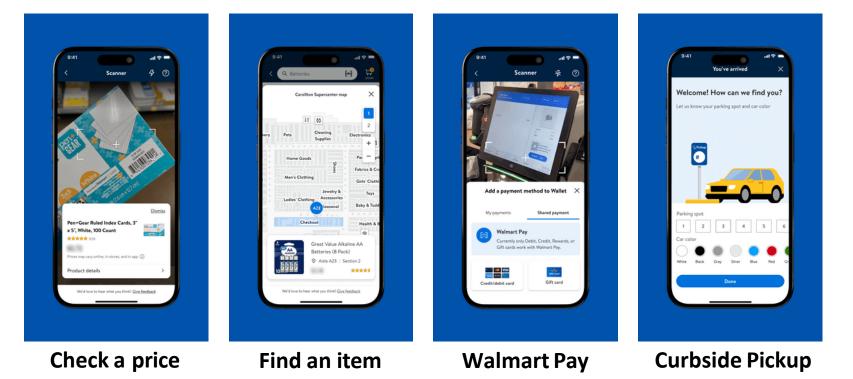
# **Download the Walmart Business App**

# The Walmart Business app

Shop on the go, get essentials & save more for your business.







# How to Use Walmart Pay



- 1. Open the Walmart app on your Android or iOS device.
- 2. If you've already saved credit, debit or gift cards to your Walmart account, you'll see them listed. This includes shared payment methods that have been added to your account by your account administrator. If you haven't saved any cards yet, we'll ask you to add one or more credit or debit cards or Walmart gift cards.
- 3. Choose the payment method you want to use with Walmart Pay.
- 4. We'll use the gift card value in your account first unless you switch this option to "Off."
- 5. When you're done shopping, go to any checkout lane & scan your items, then either open Walmart Pay in the app, or open your phone's camera. Hold your phone over the QR code on the register to pay. Walmart Pay can use credit, debit or gift cards saved to your Walmart account.
- 6. You should hear a chime & see a confirmation. We'll send a notification to your device when your e-receipt is ready—there are no paper receipts with Walmart Pay.

# Customer Support:



Chat With Us:

Faster response and shorter wait times! (Select the Contact Us button on business.walmart.com)



**Call Us:** <u>1-833-707-1245</u>



Hours of Operation:

7am-8pm CT (M-F) 8am-5pm CT (S-S)