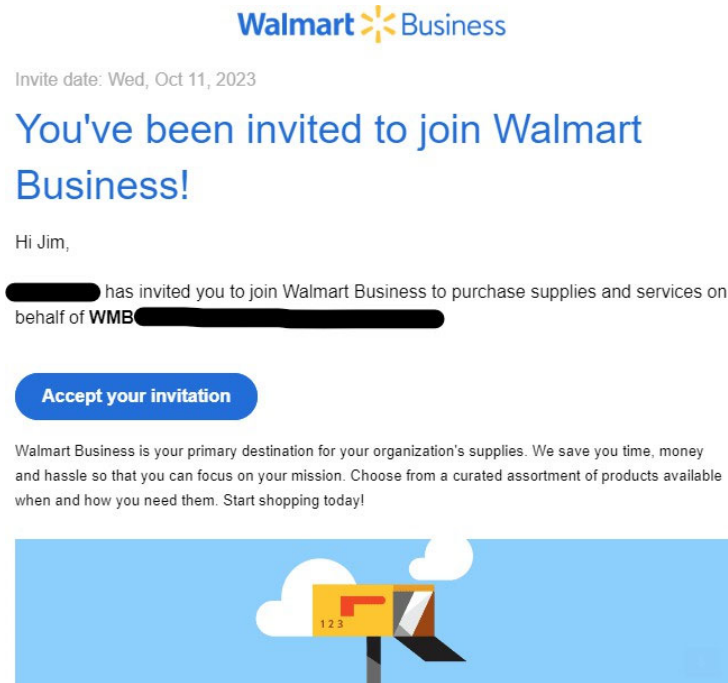


Walmart Business

Walmart Business – Buyer User Onboarding Guide

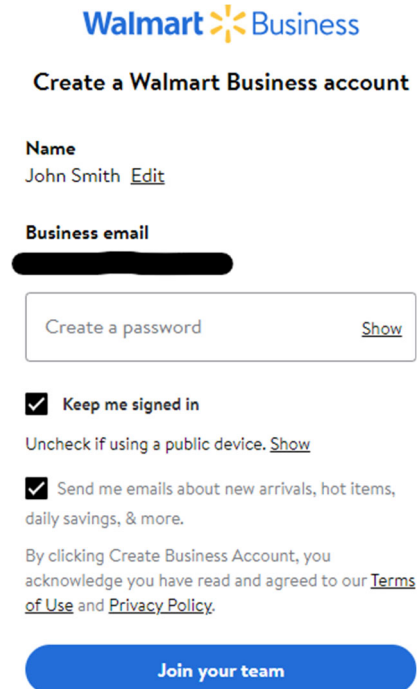
Activating Your Account

STEP 1



- Search your Email for an email with the Subject: "You've been invited to join Walmart Business"
- Select the "Accept your invitation" button

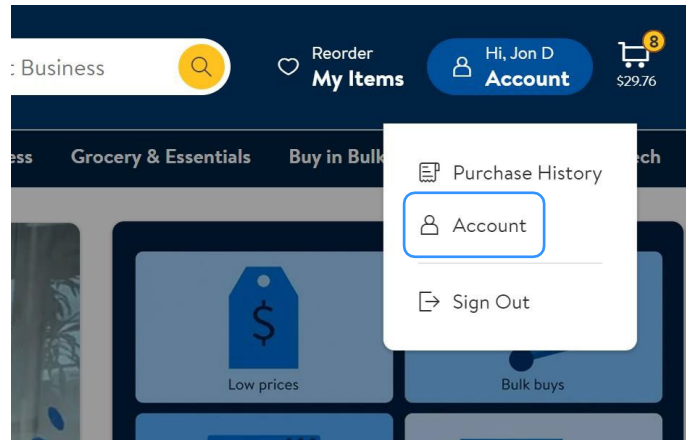
STEP 2



- Confirm the name listed on your invite
- Create a password

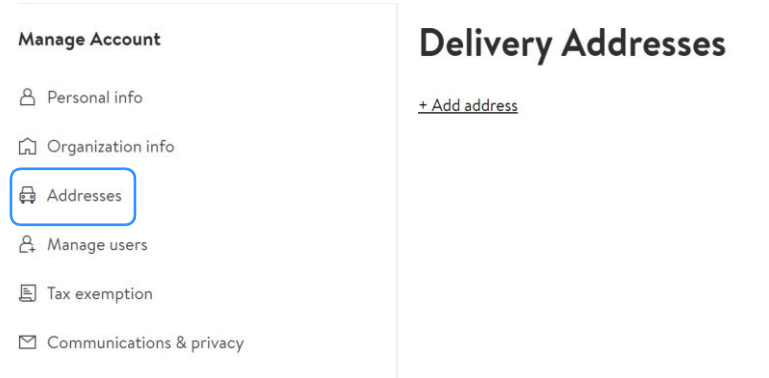
Add / Edit Delivery Addresses

STEP 1



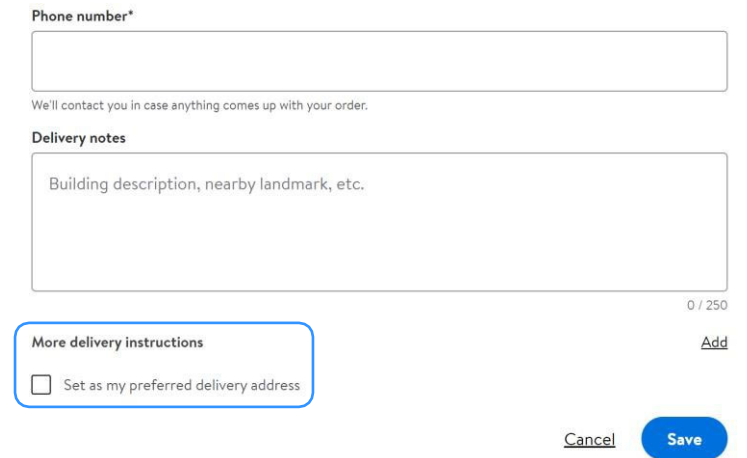
- Hover over the “Account” button on the top right corner of the page.
- Select “Account” in the drop-down menu.

STEP 2



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

STEP 3

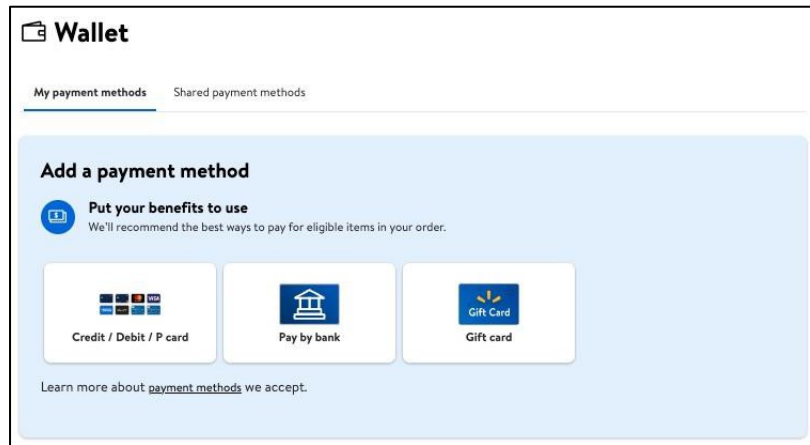


- Complete the required fields and include any necessary delivery notes.
- Check “preferred delivery address,” as shown above, if the new address is the preferred option.

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



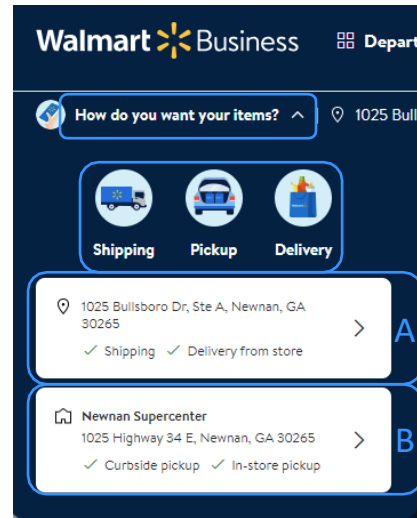
- User and account payment methods can be managed under the “Wallet” section in the Account Settings.
- Each user has access to a user-specific payment method. The Shared payment method should not be selected.
- Payment by bank or gift card should not be used.

Add UF Pcard

- Add UF Pcard only – not personal card for reimbursement.

Making a Purchase – Order for Shipping

STEP 1



- 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.

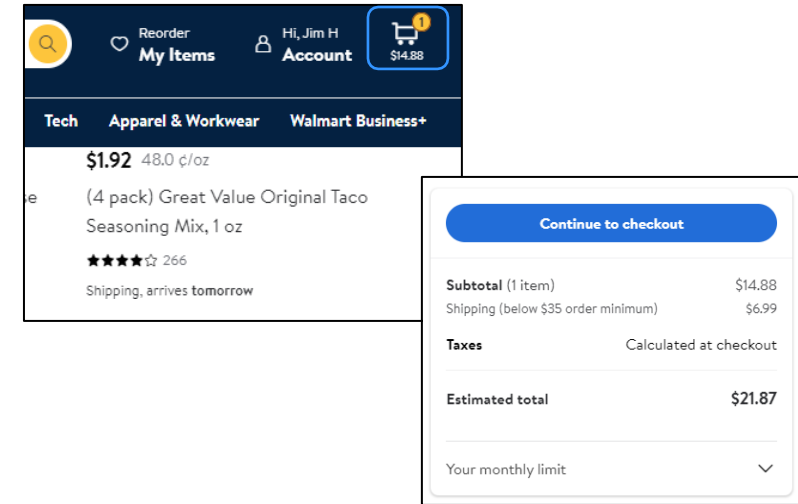
STEP 2



- 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.

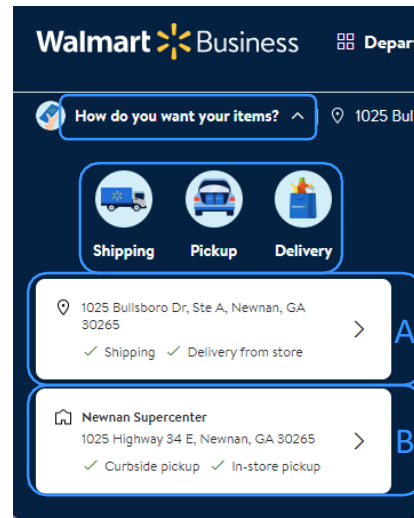
STEP 3



- 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.

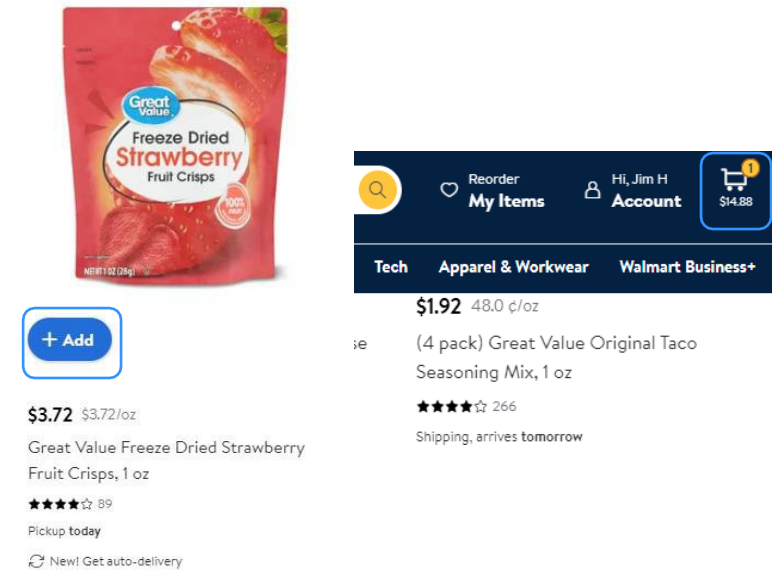
Making a Purchase – Order for Pickup

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.

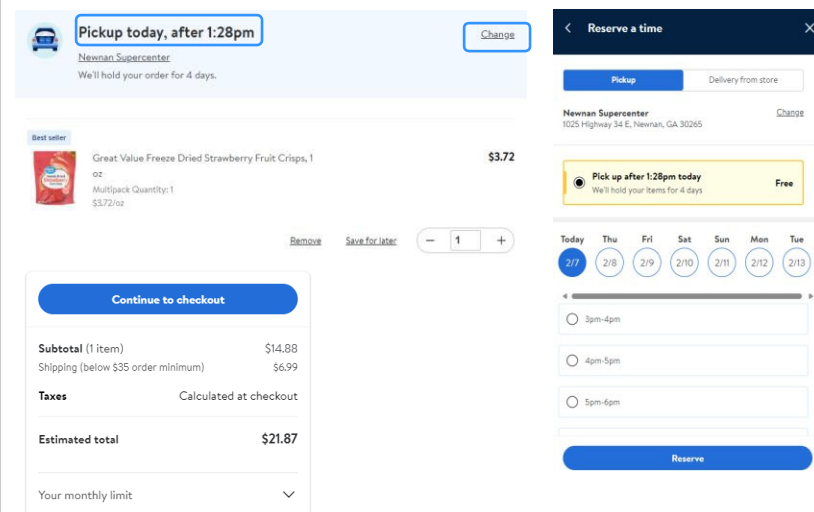
STEP 2



- 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.

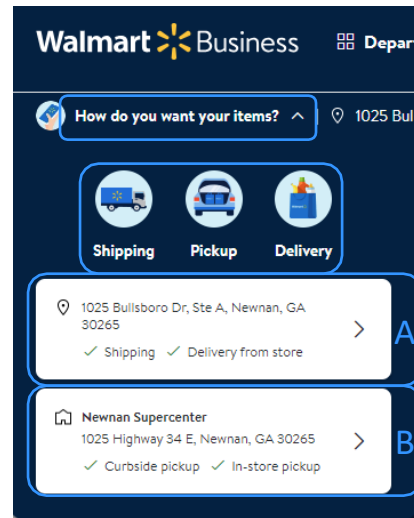
STEP 3



- 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 [HERE](#).

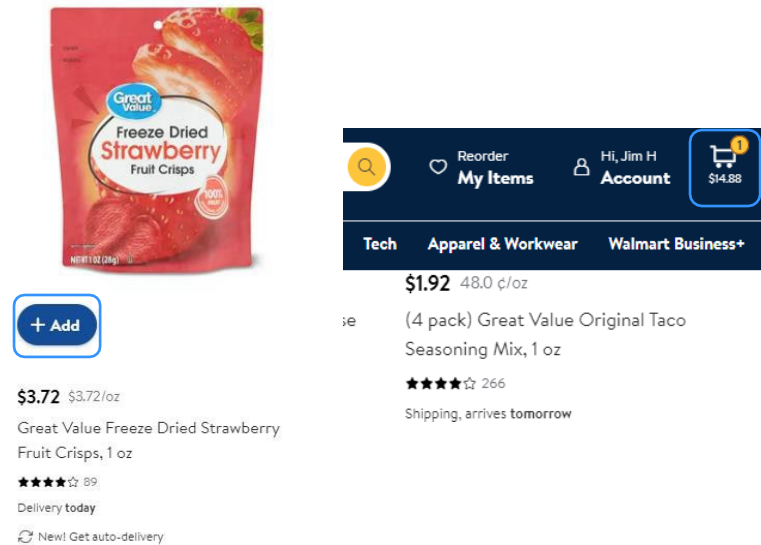
Making a Purchase – Order for Delivery

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 shipping/delivery address.
- Address bar "B" shows the store that will fulfill your order.

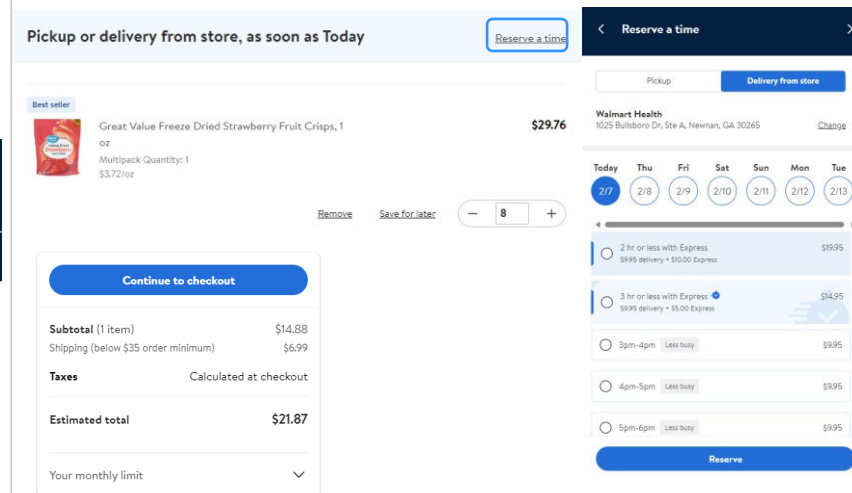
STEP 2



- 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.

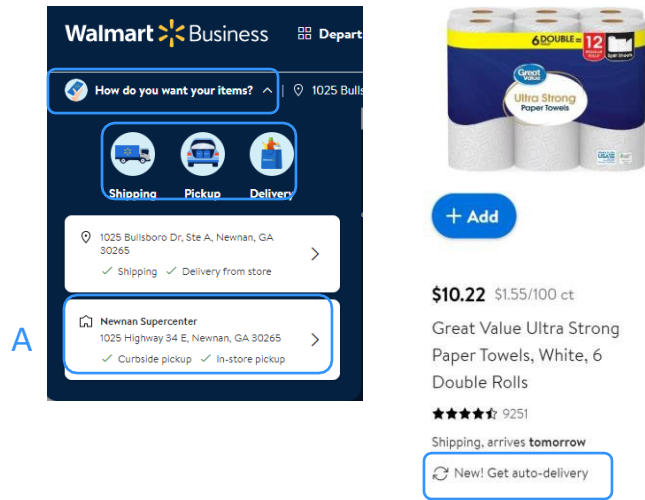
STEP 3



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

Making a Purchase – Item Subscriptions

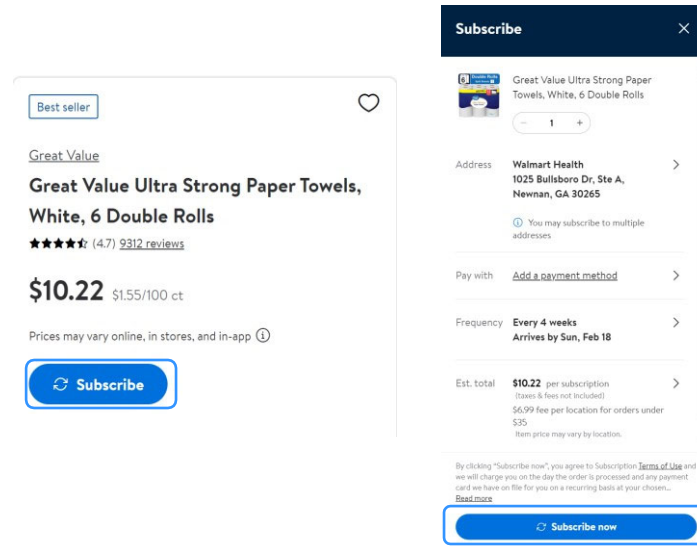
STEP 1



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

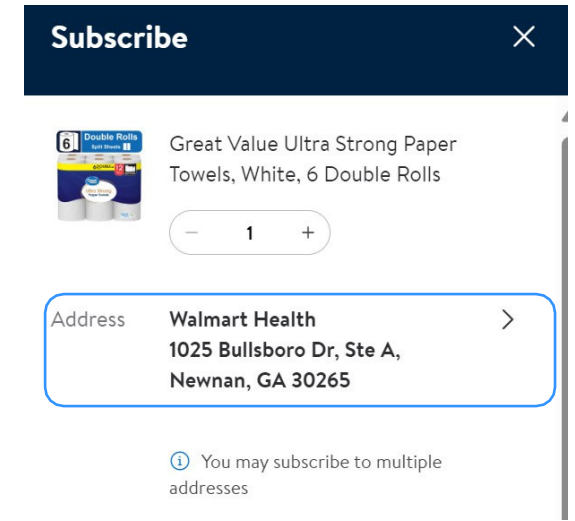
NOTE: You can filter the search results by "subscription" by using the tools at the top of the page.

STEP 2



- Once the item is identified, select the item to view the item page.
- Select the "Subscribe" option to initiate the subscription set up.
- Review & confirm the subscription details, including:
 - Delivery Address
 - Order Frequency
 - Est. Order total
- Select "Subscribe Now" to finalize the subscription.

STEP 2 CONT'D






NOTE:

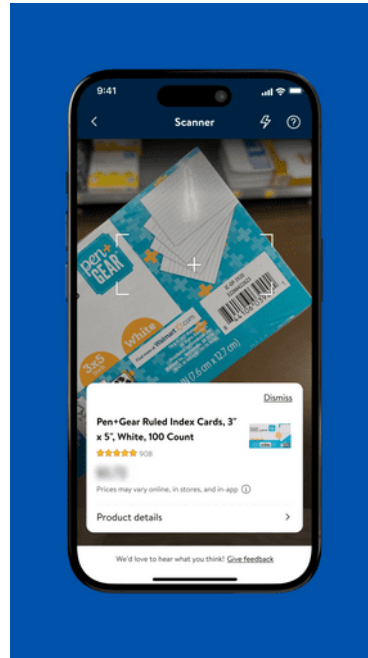
- Walmart Business Item Subscriptions include multi-address support.
- To configure this, select the address option and select additional addresses to add to your subscription.
- You may add up to 5 addresses to an item subscription.

Download the Walmart Business App

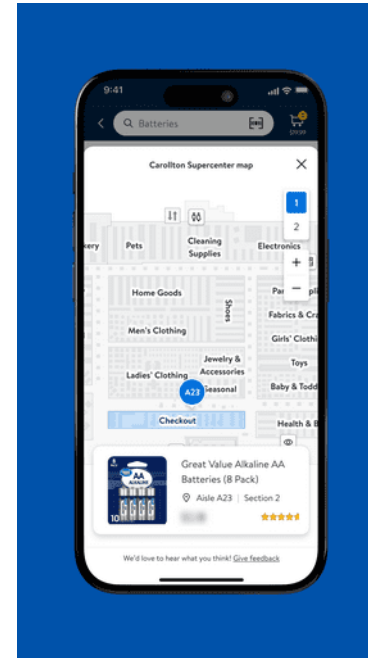
The Walmart Business app
Shop on the go, get essentials & save more for your business.



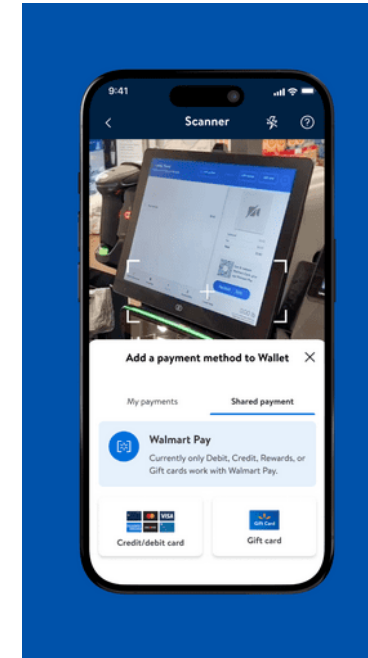
 



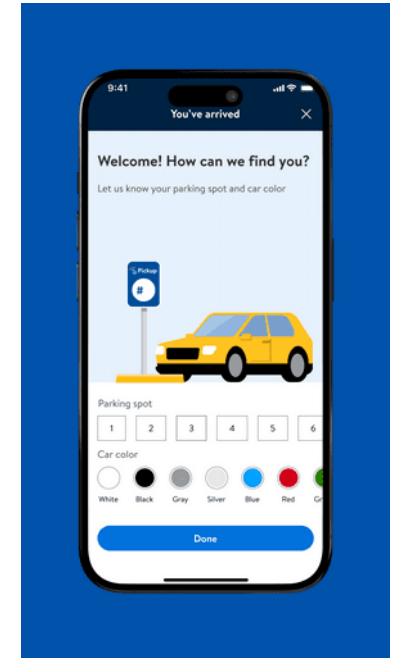
Check a price



Find an item



Walmart Pay



Curbside Pickup

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:

[1-833-707-1245](tel:1-833-707-1245)



Hours of Operation:

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