

Buying online from Speedy Retail – step by step

Selecting and paying for products on Speedyretail.com is very easy. Here is a guide to help you:

- **If you are a registered Speedy Retail account holder**, log in to our account site before you start shopping by clicking the 'Already Registered?' button in the red box on the right-hand side of the page.
- **If you wish to buy on your credit/debit card** you do not need to log in until you wish to pay.

Finding products on the site:


- Click on the categories in the 'Products For Sale' menu on the left-hand side of the page. This will take you to further sub categories containing items you can choose from.
- Alternatively, type in the item you are looking for in the box at the top right-hand side of the page and click on the 'Search' button.

Viewing product details:



In each category/sub category in the 'Products For Sale' menu you will see lists of product names. Each item has a picture.

- Click on the product name to view the full product description.
- To see a larger picture of the product, click on the photograph and it will appear enlarged in a pop-up box. (Click on 'Close Window' to close the box.)

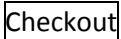
Buying a product:

- Click on the  button. The item will be added to your 'Shopping Cart'.
- You may continue to shop (and add items to the cart if you wish) by clicking on other products, or view your shopping cart and proceed to checkout and pay for your order.

The 'Shopping Cart':


- Click on  to see your 'Shopping Cart'
- The 'Shopping Cart' holds all details of the items you wish to order – description, quantity, price, delivery options and VAT applicable.
- If you change your mind about ordering an item you can delete it from the cart by clicking on the  Remove button.

Completing and paying for your order – 'Checkout'

- Confirm your 'Delivery Method' in the 'Shopping Cart' by selecting an option from the drop-down box.
- Click on  to confirm your order and pay for the items you have selected.
- Select the button which tells us whether you are a new or returning customer. Enter your email address.
- **New customers** will then need to type in their address/delivery details and create a password to protect this information. Please keep a note of your password for future use.
- **Existing customers** will need to type in their existing password.
- Press the continue button and then type in your telephone number and confirm that you have read and agree to our terms and conditions.

Speedy Account holders will then need to provide a purchase order number, press the continue button and then 'Purchase Orders'. Your order will then be confirmed.

Customers paying by credit/debit card will need to select the payment options button:

 and be directed to the Barclaycard secure payment website. This website accepts payment from most of the major credit/debit card companies.

- Fill in your, Card Details, Cardholder Information and Delivery Information and select 'Submit'. When Barclaycard has processed the payment we will proceed to process your order.