

# || Myllumina: Unified Online Business

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Adding to Cart

# Myllumina Customer Ordering

## Welcome

We've made improvements to Myllumina! Within your experience, we have now included Order Management, eCommerce, and Dashboard.

With our recent release of Myllumina, we are now able to bring you continued improvements to your online experience. Please be on the lookout for notifications and communications about new enhancements.

Thank you for being a valued customer!

## What Should I Know Before I Start?

To access Myllumina, you will need a Myllumina account.



[Sign In](#)



[Create an Account](#)

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## Process Overview

The improved Myllumina includes Order Management, eCommerce, and Myllumina Dashboard.

## Adding to Cart

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### What Should I Know Before I Start?

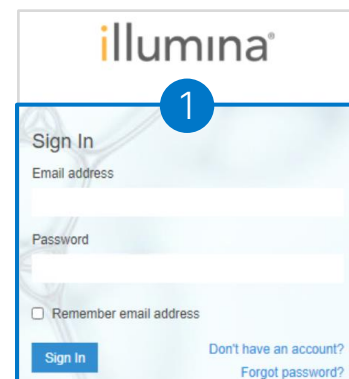
- Customers can directly add products to cart without navigating away from the cart page through the Add Products widget.
- Customers can add a new shipping address or edit an existing shipping address from the cart page.

# Adding Products from Quick Cart

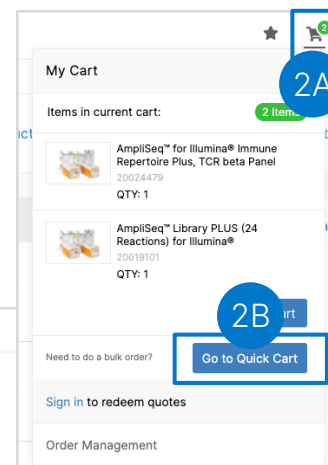


Home

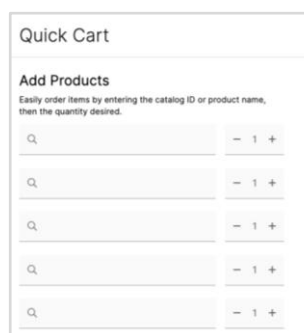
1 Log into MyIllumina.



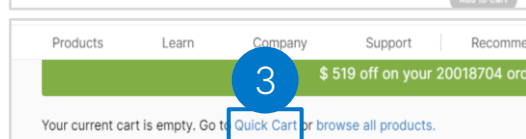
2 Navigate to the **My Cart** widget and select **Go to Quick Cart**.



3 Select the **Quick Add** tab to add products to the tab.

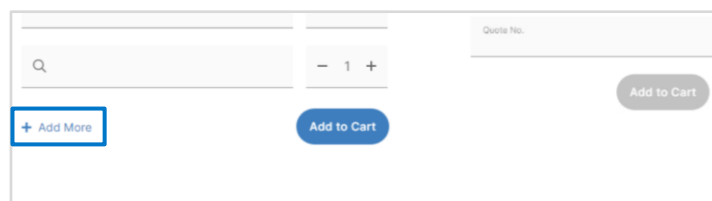


4 Alternatively, if the cart is empty, select the Quick Cart link to navigate to **Quick Cart**.



## Adding More Products from Quick Cart:

Select the Add More button to add more than five products to the cart.



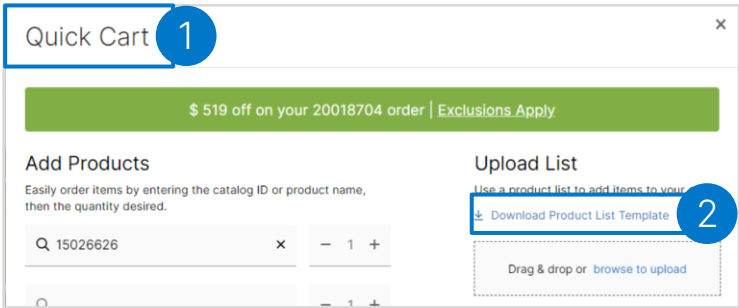
# Adding Products to Quick Cart Using the CSV File

(1 of 2)



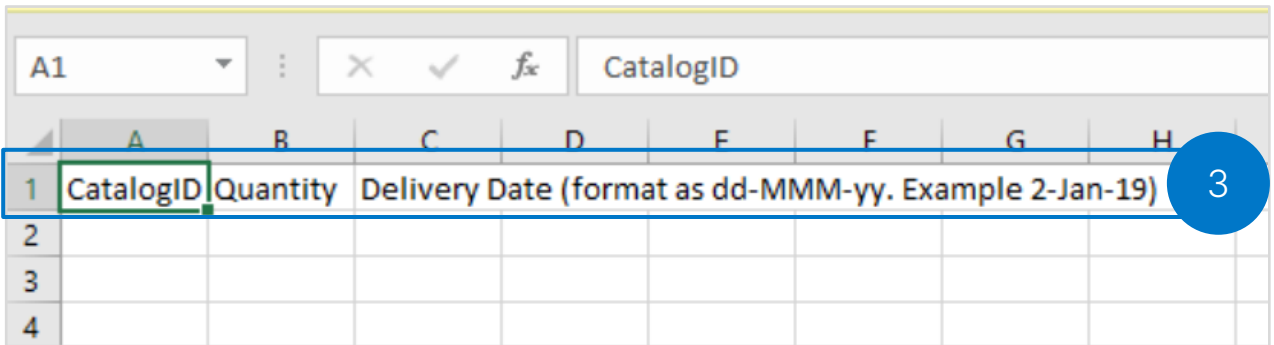
Execute the following steps to add products to Quick cart by uploading the CSV file:

1 Navigate to **Quick Cart**.



2 Select the **Download Product List Template** to download the CSV file template.

3 Populate the CSV file with the product **Catalog ID, Quantity, and Delivery Date**.



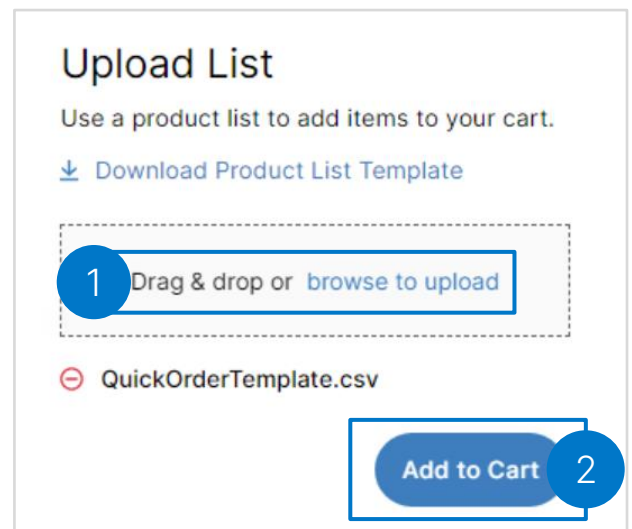
# Adding Products to Quick Cart Using the CSV File

(2 of 2)



Execute the following steps to add products to Quick cart by uploading the CSV file:

- 1 Select **Browse to Upload** button situated below the **Upload List**.
- 2 Select the **Add to Cart** button.

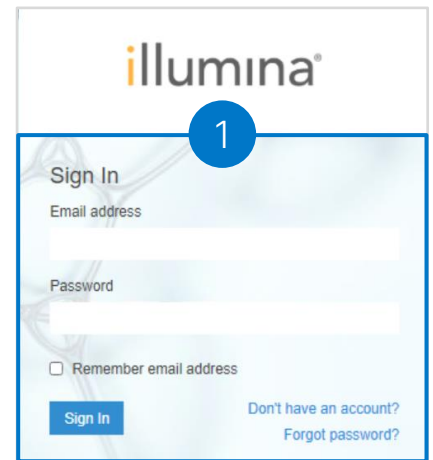


**Note:** To remove the attachment, select the remove icon next to the file name

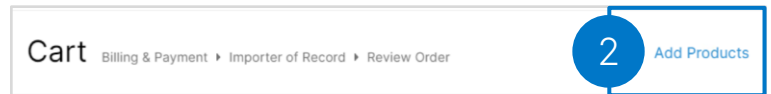
# Add Products Widget



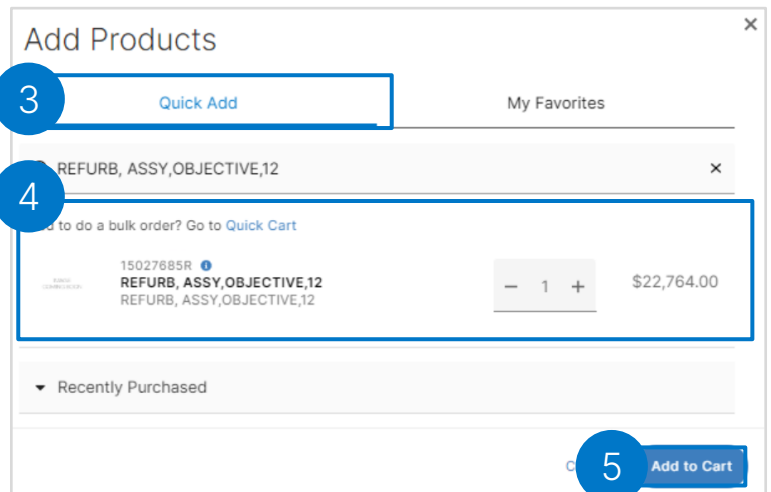
1 Log into Myillumina.



2 Select the **Add Products** widget.



3 Select the **Quick Add** tab.



4 Search for the desired product by populating the search bar and select the product.

5 Select the **Add to Cart** button.

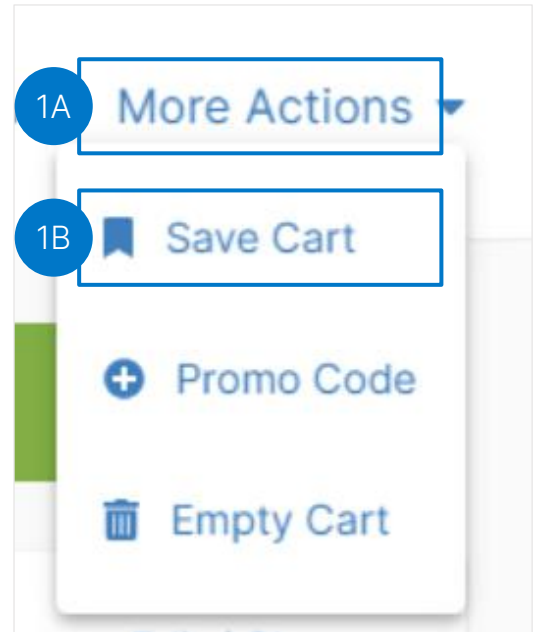
# Create and Save Cart

(1 of 2)

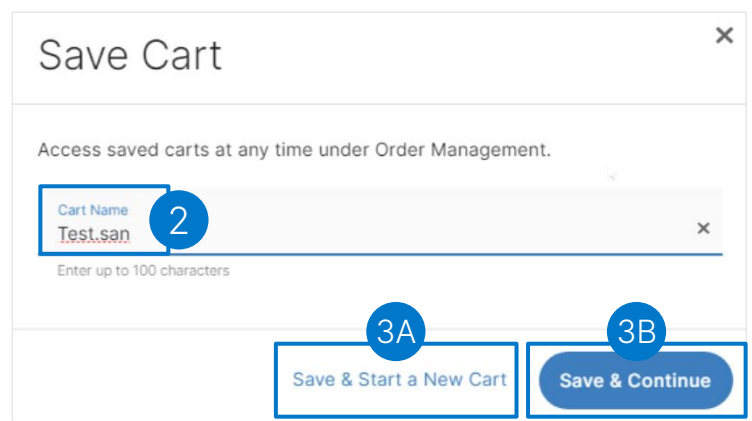


Continue with the following steps to create and save cart:

1 Select **Save Cart** from the **More Actions** dropdown menu.



2 Populate the **Cart Name** field in the **Save Cart** pop up.



3 The customer can select the **Save & Start a New Cart** button or select the **Save & Continue** button.



# Create and Save Cart

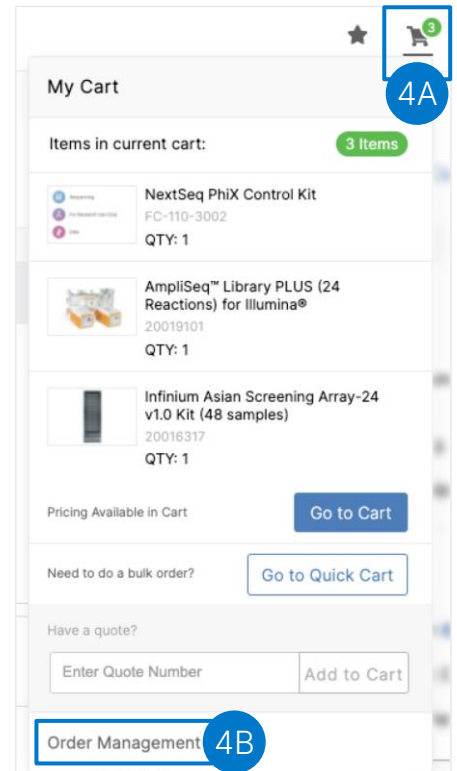
(2 of 2)



Continue with the following steps to view the saved cart on the order management page:

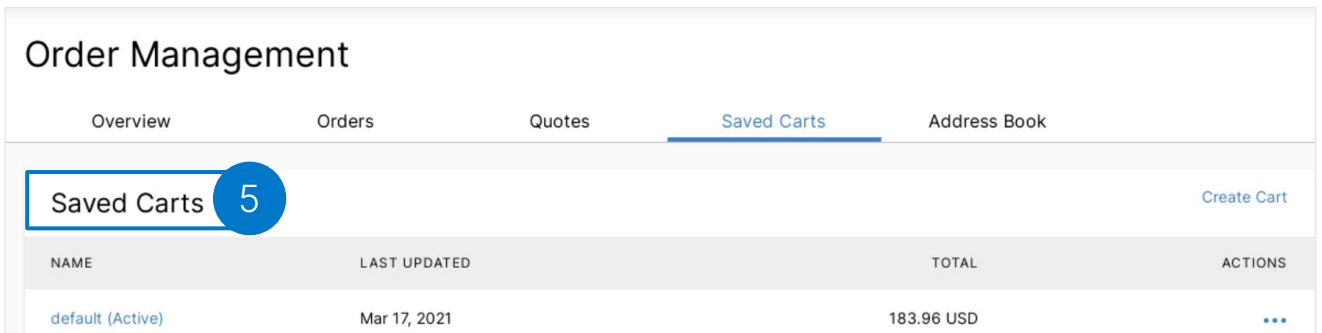
4

Select **Order Management** from the Cart icon dropdown menu to navigate to **Order Management** overview page.



5

Select the **Saved Carts** tab.



# Editing Saved Carts

(1 of 2)



Home

Execute the following steps to edit the saved cart:

- 1 On the **Saved Carts** tab, select the Saved cart you wish to edit.

NAME	LAST UPDATED	TOTAL	ACTIONS
default (Active)	Mar 17, 2021	183.96 USD	...
test san	Mar 17, 2021	183.12 USD	...
Test.san	Mar 17, 2021	17,426.92 USD	...

- 2 Select the edit icon next to the **Saved Cart** name.

- 3 Populate the **Cart Name** field on the Edit Cart pop up.

- 4 Select the **Edit** button to save the cart.

# Editing Saved Carts

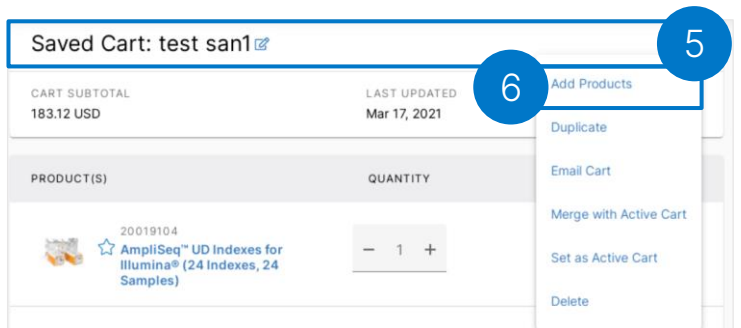
(2 of 2)



Home

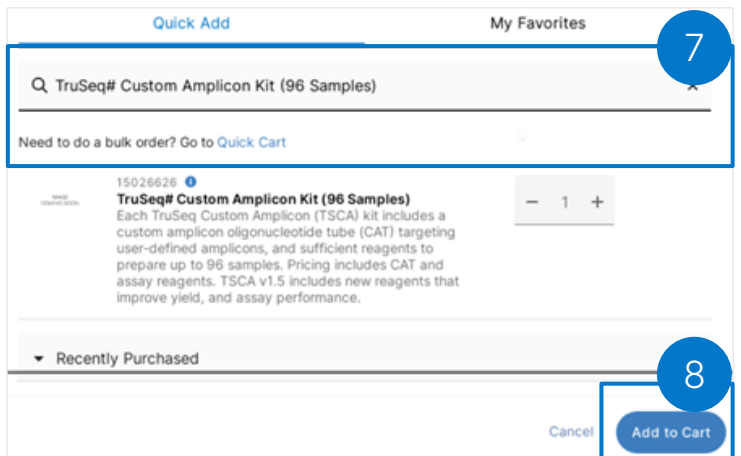
Continue with the following steps to add products to the saved cart:

5 Select the **menu** icon next to the saved cart name.



6 Select the **Add Products** button.

7 Populate the product name in the **Quick Add** section to select a product.



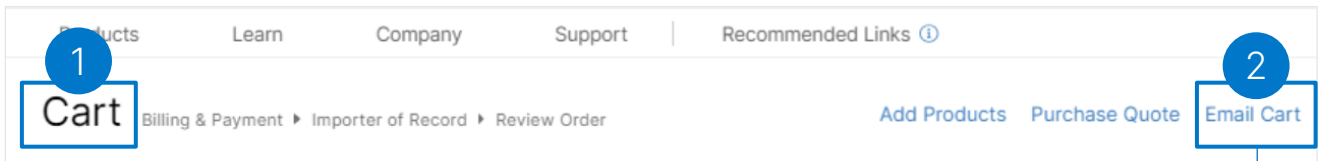
8 Select the **Add to Cart** button.

# Sharing a Cart



Execute the following steps to share a cart:

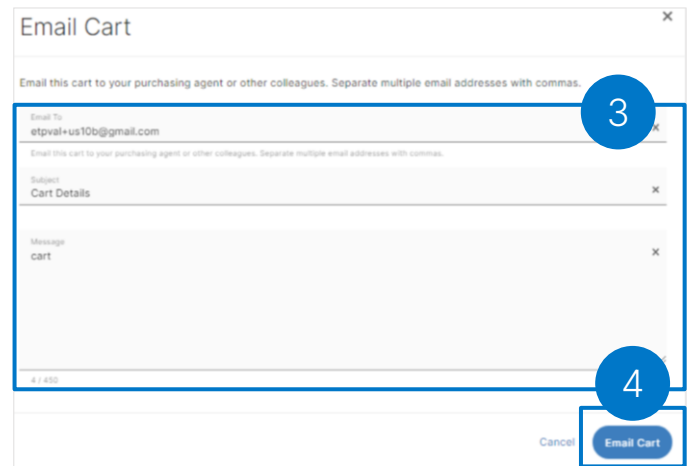
1 Navigate to the Cart page.



2 Select the **Email Cart** widget.

3 Populate the following fields:

- **Email Address**
- **Subject**
- **Message**



4 Select the **Email Cart** button.

# Receiving a Shared Cart

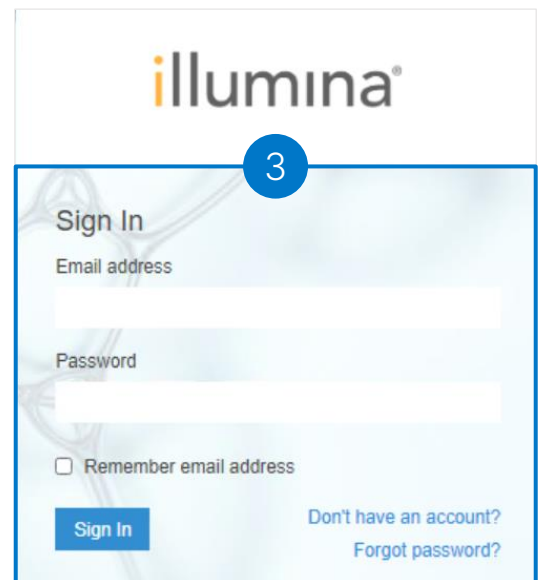
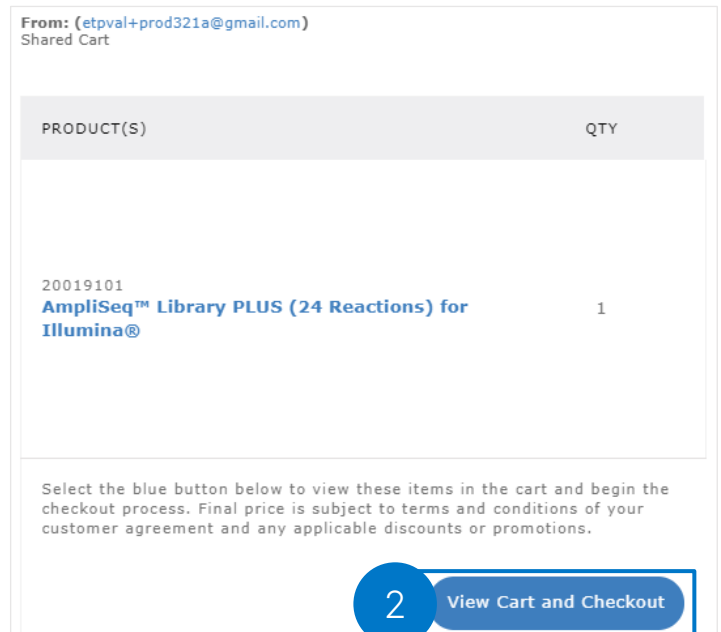


Execute the following steps to view a shared cart:

1 Scroll to the bottom of the received email to view the cart items.

2 Select the **View Cart and Checkout** button.

3 Log into **Myillumina** to validate if the cart items got added to your cart.



# Add to Favorite

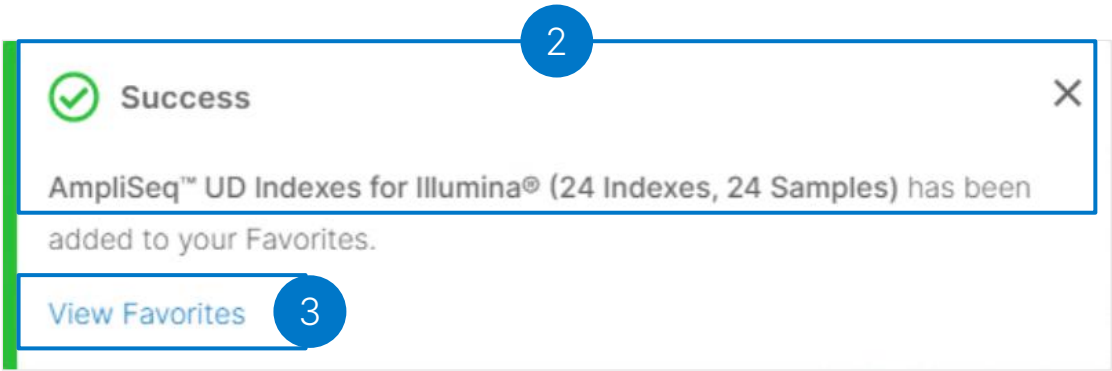


Execute the following steps to add products to the favorite:

- 1 Navigate to the **Cart Page** and hover over the star icon to select the **Favorite** pop-up.



- 2 View the success message indicating that the item has been marked as favorite.



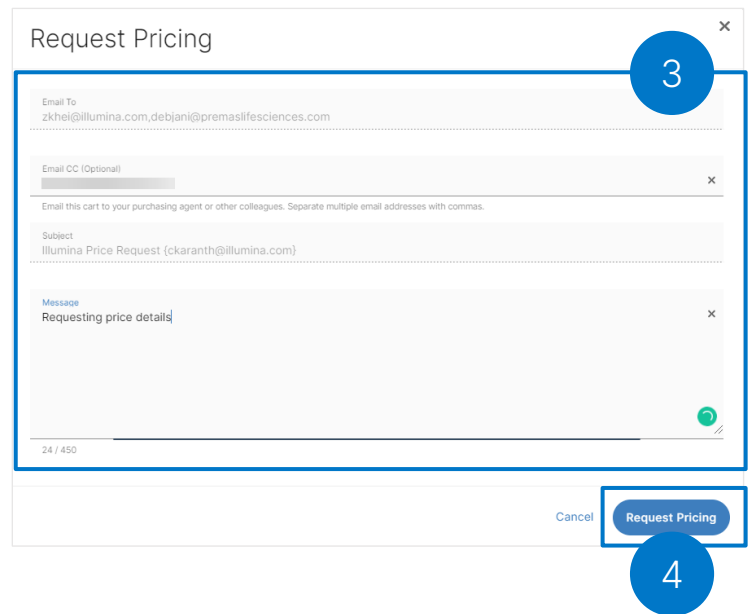
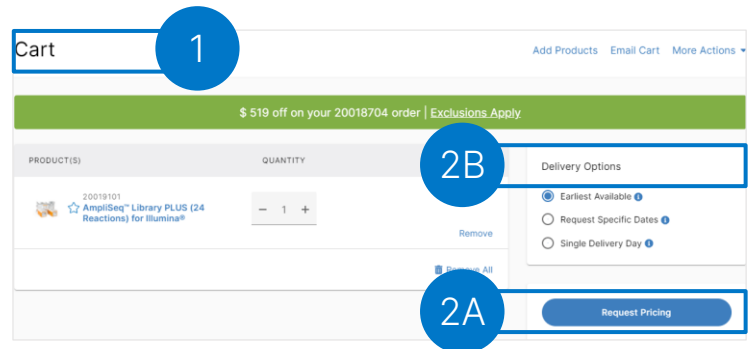
- 3 View the list of favorites products by selecting **View Favorites** under the success message.

# Request Product Price



Execute the following steps to request the price of a product:

- 1 Navigate to the Cart page.
- 2 Select the **Request Pricing** button under the **Delivery Options** section.
- 3 Populate the following details:
  - **Email to**
  - **Subject**
  - **Email CC**
  - **Message**
- 4 Select the Request Pricing button.



**Note:** The Request Pricing option will display for custom products only through a [validated account](#).