



## FORSHAW.com - How To: Place an Order

### Welcome to the new FORSHAW.com!

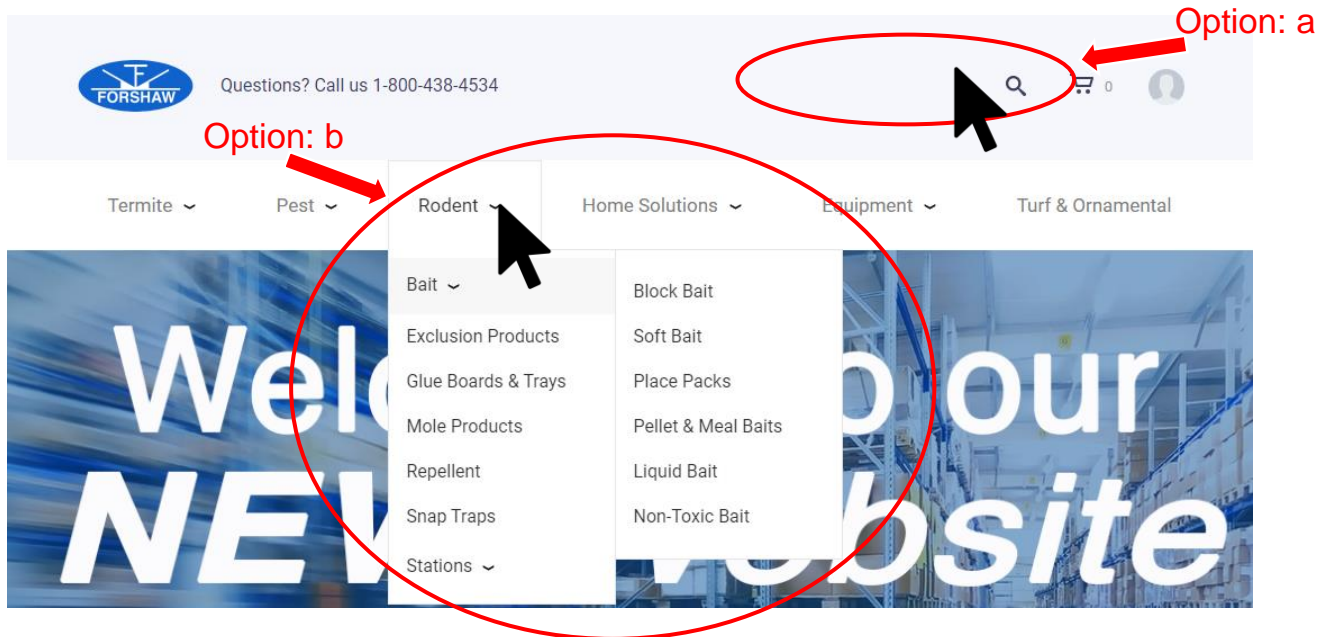
Below are step by step instructions to walk you through how to place an order. If you have any questions, please reach out to [concierge@forshaw.com](mailto:concierge@forshaw.com) for assistance!

#### STEP 1: Log in to the account

*\*If you need help login into your account please reference the How TO: Log into Account user guide.*

#### STEP 2: Find your desired product by:

- Using the Search bar in the upper right (search by SKU, name, vendor, relevant word)
- Use the categories listed at the top of the page.





## FORSHAW.com - How To: Place an Order

**STEP 3:** Indicate the amount of each product you need. Quantities can be entered into the grey field to the left of product price.

Home › Rodent › Bait

# RODENT BAIT

57 product(s) found    View:    Sort by: Item No. - ascending ▾

[Add to cart](#)

	<b>SELonTRA RODENT BAIT - 8 LB</b> Item No. BAS06000   <b>1131 in stock</b> 1   140	<input type="button" value="-"/> <input type="text" value="3"/> <input type="button" value="+"/> <b>8 LB</b>	<b>\$77.<sup>78</sup></b>
	<b>TERAD 3 AG BLOX - 18 LB</b> Item No. BEL07700   <b>10 in stock</b> 1   48	<input type="button" value="-"/> <input type="text" value=""/> <input type="button" value="+"/> <b>EACH</b>	<b>\$127.<sup>31</sup></b>
	<b>TERAD 3 RODENTICIDE - 18 LB</b> Item No. BEL07810   <b>9 in stock</b> 1   48	<input type="button" value="-"/> <input type="text" value=""/> <input type="button" value="+"/> <b>EACH</b>	<b>\$121.<sup>93</sup></b>
	<b>TERAD 3 RODENTICIDE - 4 LB</b> Item No. BEL07820   <b>7 in stock</b> 2   168	<input type="button" value="-"/> <input type="text" value=""/> <input type="button" value="+"/> <b>4 LB</b>	<b>\$75.<sup>45</sup></b>



## FORSHAW.com - How To: Place an Order

**STEP 4:** Click “ADD TO CART” to add all items with quantities entered

Home › Rodent › Bait

# RODENT BAIT

57 product(s) found    View:    Sort by: Item No. - ascending ▾

**Add to cart**

	<b>SELONTRA RODENT BAIT - 8 LB</b> Item No. BAS06000   <b>1131 in stock</b> 1   140	- 3 +	\$178.78 8 LB
	<b>TERAD 3 AG BLOX - 18 LB</b> Item No. BEL07700   <b>10 in stock</b> 1   48	- 2 +	\$127.31 EACH
	<b>TERAD 3 RODENTICIDE - 18 LB</b> Item No. BEL07810   <b>9 in stock</b> 1   48	- 1 +	\$121.99 EACH
	<b>TERAD 3 RODENTICIDE - 4 LB</b> Item No. BEL07820   <b>7 in stock</b> 2   168	- +	\$75.45 4 LB



## FORSHAW.com - How To: Place an Order

**STEP 4A:** If ordering from an individual item page - Enter the desired Quantity and click “ADD TO CART”.

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[Home](#) [Rodent](#) [Bait](#)

### SELONTRA RODENT BAIT - 8 LB

Item No. BAS06000



SELONTRA RODENT BAIT - 8 LB Active Ingredient - cholecalciferol Fast colony kill: Controls infestations in seven days in U.S. field trials Efficient use of bait: Allows for shorter baiting programs, less bait to kill populations, and reduced waste Effective resistance management: Kills

[Read full description](#)

Price **\$77.<sup>78</sup>** price per 8 LB  
excl. tax

Availability **1131 in stock**

Quantity    8 LB

[+Hover to zoom | Click to enlarge](#)



**Add to cart**



## FORSHAW.com - How To: Place an Order

**STEP 5:** The cart updates in the upper right corner.

*\*This will happen automatically*

The screenshot shows the top right corner of the Forshaw website. A shopping cart icon with the number '1' next to it is circled in red. A black mouse cursor is pointing at the cart icon. Below the cart icon, a dropdown menu is visible, titled "LAST ADDED PRODUCTS TO YOUR SHOPPING CART". It lists one item: "SELONTRA RODENT BAIT - 8 LB" with a quantity of "1 8 LB" and a price of "\$81.16". At the bottom of the dropdown, it says "Total products: 1" and "Total price: \$81.16". There are two buttons: a blue link that says ">View shopping cart" and an orange button that says "Checkout".

**STEP 6:** Once all items are in your cart Click Checkout

This screenshot is similar to the previous one, showing the shopping cart dropdown menu. However, the orange "Checkout" button at the bottom right of the dropdown is now circled in red, and a black mouse cursor is pointing at it. The rest of the interface, including the product list and total price, remains the same.




## FORSHAW.com - How To: Place an Order

**STEP 7:** While in the Shopping Cart you can add more items from the Shopping Cart search. Enter the name or Forshaw # of the item like you would in the normal site search.

Home > Shopping cart

### SHOPPING CART

Enter an item number and press tab to load the product information and variants. Tab again to select variants and set quantity. Press enter to add the product to the list.

Product	Price	Quantity	Total
 SELONTRA RODENT BAIT - 8 LB Item No.: BAS06000 <a href="#">View</a>   <a href="#">Delete</a>	\$ 81.16	1 8 LB	\$ 81.16

Items (1 units)	\$ 81.16
Shipping costs (2)	\$ 50.00
Total excl. tax	\$ 131.16
Total tax	\$ 0.00
<b>Total</b>	<b>\$ 131.16</b>
Unit total: 1 units of 1 items	

**STEP 8:** Click on the item line to populate a line under the search bar. Change the quantity to reflect your needs and hit “ADD TO CART”

Home > Shopping cart

### SHOPPING CART

Enter an item number and press tab to load the product information and variants. Tab again to select variants and set quantity. Press enter to add the product to the list.

BEL80010 - PROTECTA EVO EXPRESS BAIT STATION - BLACK

PROTECTA EVO EXPRESS BAIT STATION - BLACK      EACH    -    15    +    [Add to cart](#)





## FORSHAW.com - How To: Place an Order

**STEP 9:** Click the orange “Proceed to checkout” button to begin the checkout process.

### MY SHOPPING CART

Product	Price	Quantity	Total
 SELONTRA RODENT BAIT - 8 LB Item No.: BAS06000 <a href="#">View</a>   <a href="#">Delete</a>	\$ 81.16	1 8 LB	\$ 81.16

### SHOPPING CART DETAILS

Items (1 units)	\$	81.16
Shipping costs (2)	\$	1.00
Total excl. tax	\$	82.16
Total tax	\$	0.00
Total	\$	82.16
Unit total: 1 units of 1 items		

- [Recalculate shopping cart](#)
- [Add to My Favorites](#)
- [Save as template](#)
- [Load template](#)
- [Empty shopping cart](#)



*\*NOTE: The Checkout page is one page. As you advance through each of the 4 steps, the information updates in the right column.*



## FORSHAW.com - How To: Place an Order

**Step 10:** Chose your Shipping Address the Click “NEXT”

*\*You can ship your product to the billing address, select the shipping address from the address book, or enter a new shipping address.*

### SECURE CHECKOUT

#### 1. SHIPPING INFORMATION

Please select your shipping address below.

- Deliver the order to the same address as the billing address.
- Deliver the order to a different address from address book.
- Deliver the order to a different address.

Next

#### 2. DELIVERY METHOD

#### 3. PAYMENT INFORMATION

#### 4. ORDER OVERVIEW

#### SHOPPING CART SUMMARY [Edit](#)

No. # of items in cart:	1
Subtotal	\$ 81.16
Total incl. tax	\$ 81.16

#### Secure and Safe

Payments are processed safely using your own bank in a trusted environment.

#### Delivery

Order before 1pm, ships today!

#### Personal Service

Contact our service desk 24 hours per day at 1-800-438-4534 or via e-mail.

#### CHECKOUT SUMMARY

##### Billing address

DO NOT SHIP \*  
123 STREET  
28208 NC CITY  
USA





## FORSHAW.com - How To: Place an Order

**Step 11:** Chose your Delivery Method and Click “NEXT”

*\*Delivery Method lists the shipping cost. If the order is under \$750, the order will ship for a flat rate. If the order total is greater than \$750, then shipping will be removed post check-out.*

[Edit shopping cart](#)

### SECURE CHECKOUT

#### 1. SHIPPING INFORMATION

#### 2. DELIVERY METHOD

Choose one of the delivery methods listed below.

Delivery method	Costs
<input checked="" type="radio"/> Test UPS Shipping	\$ 50.00
<input type="radio"/> Test LTL Shipping	\$ 50.00

[Back](#)

[Next](#)

#### 3. PAYMENT INFORMATION

#### 4. ORDER OVERVIEW

#### SHOPPING CART [Edit](#) SUMMARY

No. # of items in cart:	1
Subtotal	\$ 81.16
Total incl. tax	\$ 81.16

Secure and Safe  
Payments are processed safely using your own bank in a trusted environment.

Delivery  
Order before 1pm, ships today!

Personal Service  
Contact our service desk 24 hours per day at 1-800-438-4534 or via [e-mail](#).



## FORSHAW.com - How To: Place an Order

**Step 12:** Payment Information should be filled out according to how the order is being paid for.

[Edit shopping cart](#)

### SECURE CHECKOUT

1. SHIPPING INFORMATION

2. DELIVERY METHOD

3. PAYMENT INFORMATION

Please select your payment method

Payment method	Costs
<input checked="" type="radio"/> Charge To My Account	Free
<input type="radio"/> Credit Card Payment	Free

[Back](#)

[Next](#)

4. ORDER OVERVIEW

#### SHOPPING CART SUMMARY [Edit](#)

No. # of items in cart:	1
Subtotal	\$ 81.16
Total incl. tax	\$ 81.16

#### Secure and Safe

Payments are processed safely using your own bank in a trusted environment.

#### Delivery

Order before 1pm, ships today!

#### Personal Service

Contact our service desk 24 hours per day at 1-800-438-4534 or via [e-mail](#).



## FORSHAW.com - How To: Place an Order

**Step 13:** Review your order and click “Submit”


*\*Please note that a Reference No. is required. This can be a PO#, today's date, Name of the person entering order, or whatever you wish to enter. Fill in additional comments if you have any special instructions for the order.*

### 4. ORDER OVERVIEW

#### ADDITIONAL INFORMATION

Reference no.\*

Comments

Product	Price	Qty	UOM	Total
 SELONTRA RODENT BAIT - 8 LB Item No.: BAS06000	\$ 81.16	1	8 LB	\$ 81.16
			Subtotal	\$ 81.16
			Total excl. tax	\$ 81.16
			Total tax	\$ 0.00
			Total	\$ 81.16

By clicking 'Submit' button you agree with our [Terms and Conditions](#)

[← Back](#)





## FORSHAW.com - How To: Place an Order

**Step 14:** You will receive a confirmation message from the website as well as an Order Confirmation email listing the details of the purchase.

### ORDER PROCESSED SUCCESSFULLY

Your order is successfully completed.

- › [Go to your order page.](#)
- › [Go to your account page.](#)
- › [Go to homepage.](#)
- › [Logout.](#)

**\*\*If you have chosen to pay with a Credit Card you will be redirected to a page where you can enter that information.**

Dear Forshaw Pest Control (TEST),

Thanks for shopping at FORSHAW.

**Shipping method:** Test UPS Shipping

**Payment method:** Charge To My Account

**Bill-to address**

DO NOT SHIP \*  
123 STREET  
28208 NC CITY  
USA

**Ship-to address**

TEST COMPANY \*  
\*  
1000 NC \*  
USA

The order number is: S0322687

Reference number: TEST

Item No.	Title	Price	Quantity	UOM	Total
BAS06000	SELONTRA RODENT BAIT - 8 LB	\$81.16	1	8 LB	\$81.16
Subtotal					\$81.16
Shipping costs					\$50.00
Total excl. tax					\$131.16
Total tax					\$0.00
<b>Total</b>					<b>\$131.16</b>

You can find more information on the [order details page](#).

Questions about your order? Please contact our customer service per e-mail at [concierge@forshaw.com](mailto:concierge@forshaw.com) or telephone 1-800-438-4534. Please mention your name, address, city and order number.

Best regards,  
Customer service FORSHAW