Imperial®

HOW TO ORDER - IMPERIAL MOBILE APP

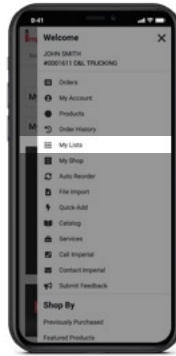## STEP 1   FIND PRODUCT

LISTS
- View your custom lists for quick ordering.
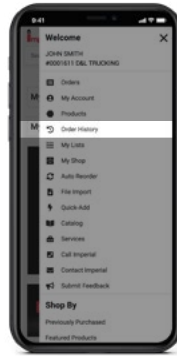
ORDER HISTORY
- All of your previously purchased items in one place. Quickly find and reorder items.
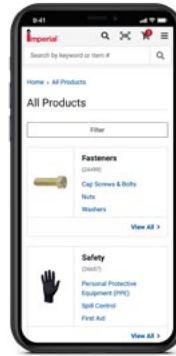
SEARCHING/BROWSING
- Enter Imperial Item No. or Keyword into search field.
- Tap 'BROWSE PRODUCT CATEGORIES' button in main menu.
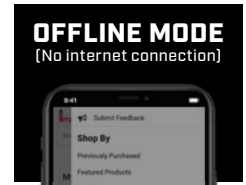- Locate items by browsing through Imperial's product categories.

OFFLINE MODE
(No internet connection)

LISTS   **ORDER HISTORY**   **SEARCHING**   **TOGGLE ON OFFLINE MODE**

My Lists, Order History, Searching/Browsing and other features requiring an internet connection are not available.

STEP 2   ADD PRODUCT

OPTION 1: BARCODE SCANNER
- Tap the scanner icon in header.
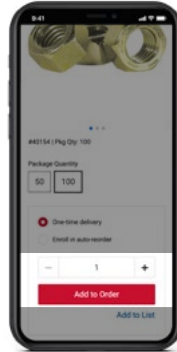- Scan barcode.

OPTION 2: ITEM DETAIL PAGE
- Tap the 'ADD TO ORDER' button found on the Item Detail Page to add the item to your order.
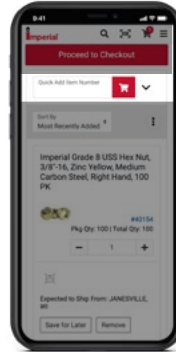
OPTION 3: QUICK-ADD
- Tap cart icon in header to access cart.
- Enter Imperial Item No. into Quick-Add field or select scanner icon.

OFFLINE MODE
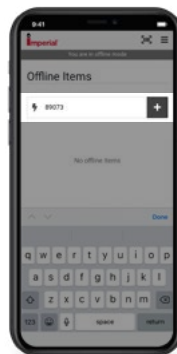
OPTION 1: BARCODE SCANNER
- Tap scanner icon in header.
- Scan barcode.

OPTION 2: OFFLINE QUICK-ADD
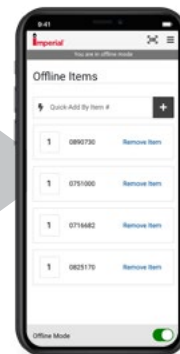- Enter Imperial Item No. into Offline Quick-Add field. Items will be added to the Offline Queue.

SCANNING   **ITEM DETAIL PAGE**   **QUICK-ADD**

OFFLINE SCANNING   **OFFLINE QUICK-ADD**   **OFFLINE QUEUE**
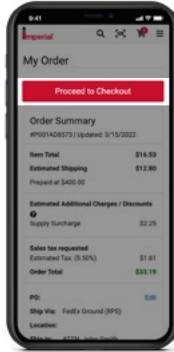
HOW TO ORDER – IMPERIAL MOBILE APP
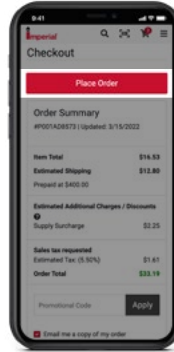
STEP 3 — SUBMIT ORDER

REVIEW
- Tap 'PROCEED TO CHECKOUT' button in cart once all items have been added.

SUBMIT
- Tap 'PLACE ORDER' button.

REVIEW **SUBMIT**

RETRIEVE ITEMS ENTERED WHILE IN OFFLINE MODE
(Once internet connection has been restored)

TOGGLE OFF OFFLINE MODE
- On bottom of Offline Quick-Add or in the main menu, toggle off "OFFLINE MODE".
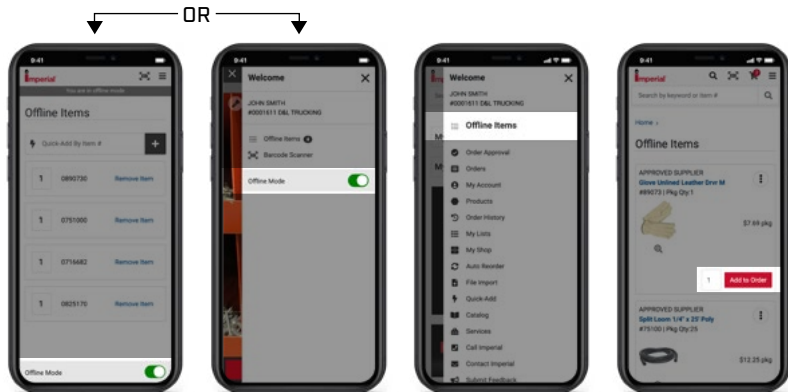
OFFLINE ITEMS
- Tap menu icon to access main menu. Tap 'OFFLINE ITEMS'.

ADD OFFLINE ITEM TO ORDER
- Tap 'ADD TO ORDER'.

REVIEW & SUBMIT
- Follow 'STEP 3' directions above.

OR

TOGGLE OFF OFFLINE MODE **OFFLINE ITEMS** **ADD OFFLINE ITEMS TO ORDER**