

## Step-by-Step Guide for Ordering with Multiple IDs

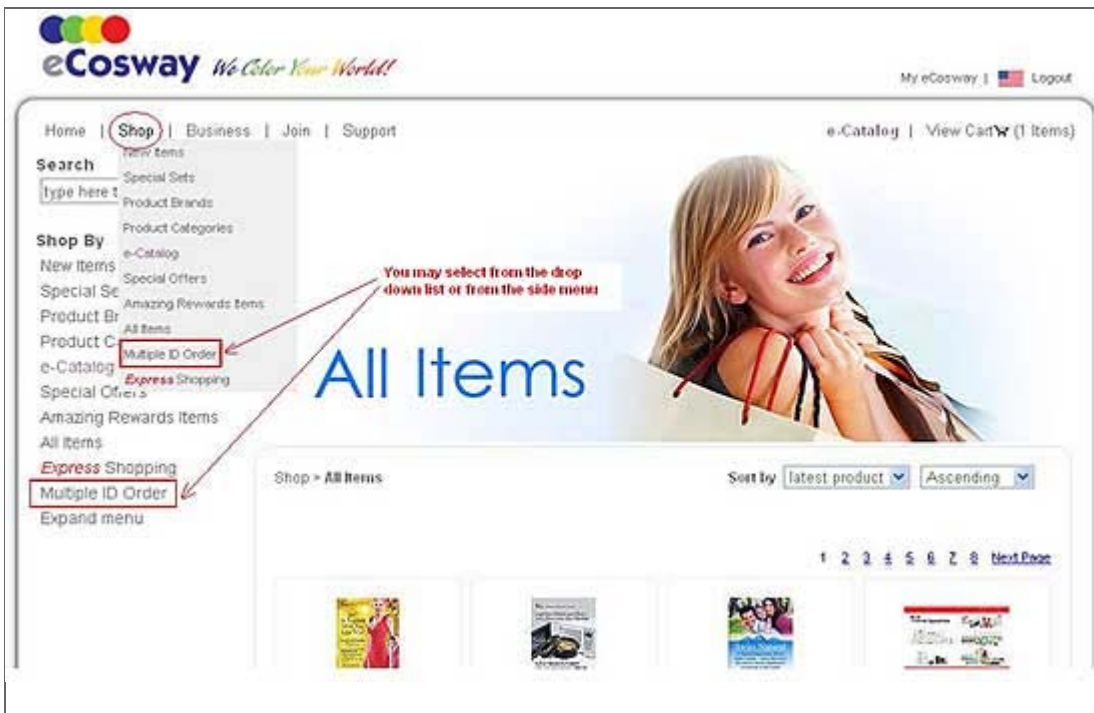
### How it works

1. Click on "Sign In" on the top right corner of the page. Enter your ID and password and then click on the "Sign In" button.

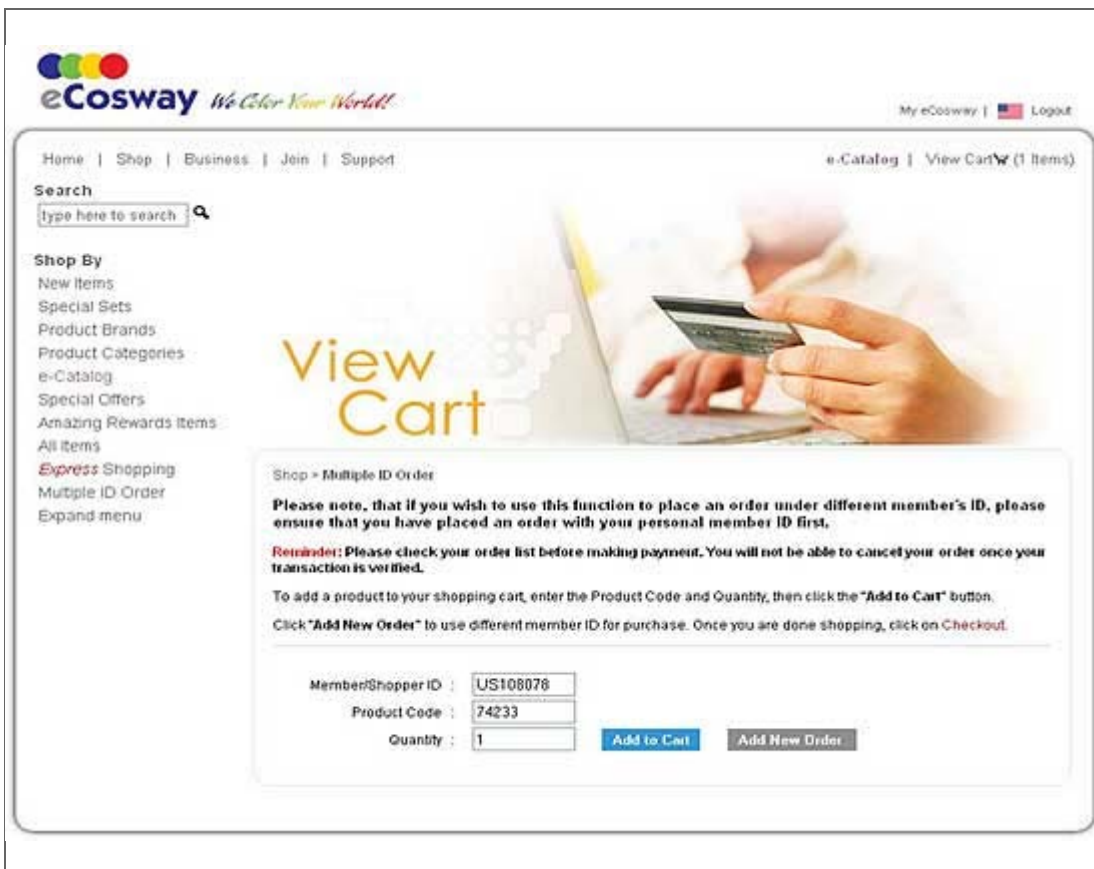


2. Go to "Shop" on the top menu bar and choose "Multiple ID Order" from the drop down list. You can also click on "Multiple ID Order" from the side menu bar if you are already in the mall.






- To use the "Multiple ID Order" function, you need to place an order under your own ID before ordering under other IDs. Type in the product code and quantity that you wish to purchase and then click the "Add to Cart" button to proceed.



- If the product that you have selected is also available under a promotion e.g. "RP Price" or "Promotional Price", a pop-up window with different pricing options will appear. Select your purchase option, type in the quantity that you wish to purchase and click the "Add To Cart" button to proceed.

<b>Item : 08504</b>					
<b>Description : Ecomax Concentrated Dish Drops</b>					
	Price Type	Price (US\$)	RP(s) Required	eV	Quantity
<input type="radio"/>	Retail Price	3.90	0.00	1.80	<input type="text" value="1"/>
<input type="radio"/>	Promotional Price	2.90	0.00	0.70	<input type="text" value="1"/>
		<input type="button" value="Add To Cart"/>	<input type="button" value="Close"/>		

5. If you would like to change the quantity of any product in your shopping cart, type in the new quantity and click on the "Update" button to refresh your shopping cart. To remove a product from your shopping cart, just click on the  icon.

Shop > Multiple ID Order

**Please note, that if you wish to use this function to place an order under different member's ID, please ensure that you have placed an order with your personal member ID first.**

**Reminder:** Please check your order list before making payment. You will not be able to cancel your order once your transaction is verified.

To add a product to your shopping cart, enter the Product Code and Quantity, then click the "Add to Cart" button.

Click "Add New Order" to use different member ID for purchase. Once you are done shopping, click on [Checkout](#).


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Member/Shopper ID :

Product Code :

Quantity :

ID : US108078

Product Code	Product Name	Qty	Price Type	eV	RP Utilized	Unit Price US\$	Total Price US\$	Delete
08504	<a href="#">Ecomax Concentrated Dish Drops</a>	<input type="text" value="1"/>	Retail	1.80	0.00	3.90	3.90	
<b>Order Subtotal</b>				1.80	0.00		3.90	

Shipping Charges & Taxes will be calculated during Checkout process.

6. Repeat Steps 3 to 5 if you wish to purchase more products in the same transaction.
7. When you are done with your order, you can order on behalf of other members using their IDs by clicking the "Add New Order" button.

Shop > Multiple ID Order

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To add a product to your shopping cart, enter the Product Code and Quantity, then click the "Add to Cart" button.

Click "Add New Order" to use different member ID for purchase. Once you are done shopping, click on Checkout.

Member/Shopper ID :

Product Code :

Quantity :

Add to Cart

Add New Order

ID : US108078

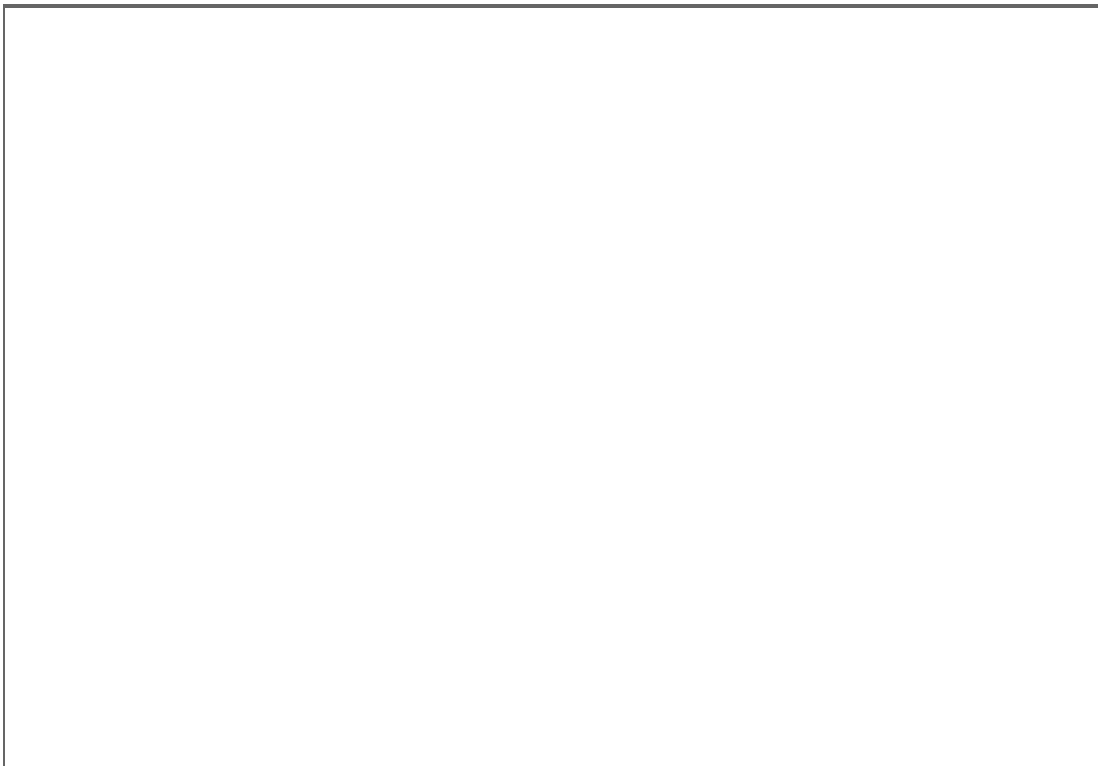
Product Code	Product Name	Qty	Price Type	eV	RP Utilized	Unit Price US\$	Total Price US\$	Delete
08504	<a href="#">Ecomax Concentrated Dish Drops</a>	<input type="text" value="2"/>	Retail	3.60	0.00	3.90	7.80	
1944	<a href="#">beautycode™ HA Day Cream</a>	<input type="text" value="1"/>	RP	9.40	2.00	23.20	23.20	
<b>Order Subtotal</b>				13.00	2.00		31.00	

Shipping Charges & Taxes will be calculated during Checkout process.

Update

Checkout

- Type in the member ID that you wish to place an order for, the product code and quantity, then click the "Add to Cart" button. Repeat steps 3 to 7 (where applicable).
- Once you're done, check that all your order details are correct before you click the "Checkout" button.



Shop > Multiple ID Order

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To add a product to your shopping cart, enter the Product Code and Quantity, then click the "Add to Cart" button.

Click "Add New Order" to use different member ID for purchase. Once you are done shopping, click on [Checkout](#).

Member/Shopper ID :

Product Code :

Quantity :

[Add to Cart](#)

[Add New Order](#)

ID : AU102315

Product Code	Product Name	Qty	Price Type	eV	RP Utilized	Unit Price US\$	Total Price US\$	Delete
98932	<a href="#">L'Élan Vital Plant Cell Skin Solution Face Serum</a>	<input type="text" value="2"/>	RP	48.80	4.00	60.00	120.00	
<b>Order Subtotal</b>				48.80	4.00		120.00	

ID : US108078

Product Code	Product Name	Qty	Price Type	eV	RP Utilized	Unit Price US\$	Total Price US\$	Delete
1944	<a href="#">beautycode™ HA Day Cream</a>	<input type="text" value="1"/>	Retail	14.50	0.00	29.00	29.00	
08504	<a href="#">Ecomax Concentrated Dish Drops</a>	<input type="text" value="1"/>	Promotional	0.70	0.00	2.90	2.90	
<b>Order Subtotal</b>				15.20	0.00		31.90	

Shipping Charges & Taxes will be calculated during Checkout process.

[Update](#)

[Checkout](#)

10. You will be brought to the Shipping Details page where you can enter the delivery address for each of your orders. To deliver to your current address, please select "Current Shipping Address Book". If you wish to deliver to another destination, please select "Ship to a New Address" and fill in the new delivery address details. Click "proceed" when you are done.
11. A pop-up window will appear asking you to check if your address is correct. Click the "Confirm" button to proceed or "Cancel" to go back and edit.



## Shipping Address Confirmation

Please check if the address below is correct and click "Confirm" to proceed or "Cancel" to go back and edit.

**Name :** Reis Wong

**Address 1 :** 157 Church Street

**Address 2 :**

**City :** NEW YORK

**State :** NY

**Zipcode :** 10007-1878

[Confirm](#)

[Cancel](#)

12. At the Confirmation & Payment page, type in your email address or keep the box checked to use the same email address that you gave earlier. Select your preferred delivery method, and then click the "Proceed" button after you've read through the Purchase Terms & Conditions.



## Step 2 : Confirmation & Payment

### Order Details

**Ship To** Reis Wong  
157 Church Street  
NEW YORK  
NY 10007-1876  
UNITED STATES

**Contact Information** 111-111-1111  
reiswong@cosway.com.my

### Payment Method

\* Indicates required fields.

- Credit Card**  
We currently accept Visa® and MasterCard®.



We will send you emails to confirm your payment and order after your transaction is verified. Please type in the email address that you would like us to use for these confirmations or check the box below.

**Same Email Address**   
As indicated in the Shipping Details Section

Email Address

### Available Delivery Methods

- |                                                                                       |                   |
|---------------------------------------------------------------------------------------|-------------------|
| <input checked="" type="radio"/> <b>Standard</b><br>3 - 8 business days to most areas | <b>US\$ 9.52</b>  |
| <input type="radio"/> <b>Express</b><br>2 - 5 business days to most areas             | <b>US\$ 17.54</b> |

### Order Subtotal

<b>Order Subtotal</b>	<b>US\$ 29.00</b>
<b>Shipping &amp; Handling Charge(s)</b>	<b>US\$ 9.52</b>
<b>Sales Tax</b>	<b>US\$ 2.58</b>
<b>TOTAL</b>	<b>US\$ 41.10</b>

### Purchase Terms & Conditions

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#### Purchase Terms & Conditions

IF YOU ARE AN eCosway **INDEPENDENT BUSINESS OWNER (IBO)**, YOUR TERMS AND CONDITIONS OF PURCHASE, AS WELL AS YOUR RIGHTS AND RESPONSIBILITIES AS AN eCosway INDEPENDENT BUSINESS OWNER, ARE EXPLAINED IN YOUR BUSINESS OWNERSHIP AGREEMENT. PLEASE REFER TO THE MOST CURRENT VERSION OF THE TERMS AND CONDITIONS OF THE eCosway INDEPENDENT BUSINESS OWNER APPLICATION AND AGREEMENT AND THE eCosway INDEPENDENT BUSINESS OWNER POLICIES AND PROCEDURES FOR A COMPLETE EXPLANATION OF THE eCosway PRODUCT WARRANTY AND EXCHANGE GUARANTEE, AND PRODUCT ORDERING, PAYMENT, SHIPPING AND RETURN AND REFUND POLICIES AS SUCH POLICIES APPLY TO OUR eCosway INDEPENDENT BUSINESS OWNERS. IF YOU ARE A eCosway **IBO** or **VIP SHOPPER** or **SHOPPER**. ORDERING eCosway

13. Your order is done! We'll send you a confirmation email once your transaction is verified.