

## Use the Quick Order Pad for fast online ordering.

1. Login to your account.

The screenshot shows the Midland Scientific homepage. At the top, there is a navigation bar with the Midland Scientific logo, a search bar, and links for Products, Suppliers, Promotions, Midland Team, About Us, Contact Us, and RFQ. A red arrow points to the 'My Account' link in the top right corner. Below the navigation bar, there is a 'Request a Catalog' section with a 'Quick Order Pad' form. The 'Quick Order Pad' form has five rows, each with an 'Item ID' field and a 'Qty' field, followed by an 'Add more' link and a 'Submit' button. Below the 'Request a Catalog' section, there are three promotional banners: 'MSI Brand Chairs', 'Clearance Sale', and 'Loyalty Rewards Program'.

2. Locate the **Quick Order Pad** on the top right side of the homepage or on the lower left side of any other page.

This screenshot is similar to the first one, but the red arrow points to the 'Quick Order Pad' form in the top right corner. The 'Quick Order Pad' form is highlighted with a red arrow. The rest of the page content is the same as in the first screenshot.

The screenshot shows the Midland Scientific website's main navigation and promotional banners. On the left, a vertical menu lists categories like 'Equipment and Instruments', 'Furniture and Fixtures', etc. The main content area features several promotional banners for laboratory essentials, benchtop meters, MSI brand solutions, and new instruments. A 'Quick Order Pad' modal is open, displaying a 5x2 grid of 'Item ID' and 'Qty' fields. Below the grid is an 'Add More' link and a 'Submit' button. A red arrow points to the 'Add More' link.

3. If you need more than 5 lines, click the **Add More** link for an enlarged order pad.

This screenshot shows the 'Quick Order Pad' modal in its enlarged state, featuring a 10x2 grid of 'Item ID' and 'Qty' input fields. The modal is centered on the screen, with a 'Submit' button at the bottom. The background website content is dimmed, showing promotional banners for 'MSI Brand Chairs', 'Clearance Sale', and 'Loyalty Rewards Program'.

4. Enter the **Item IDs** and **quantity**, then click the **Submit** button to add items to your shopping cart.

5. A notification will appear on the **Checkout** Icon in the top right corner. You can **hover** your mouse to preview your cart, then click the **Checkout** button if you are done shopping.

The screenshot displays the Midland Scientific website interface. At the top right, there is a 'Checkout' icon with a shopping cart symbol. A red arrow points to this icon. A 'Cart' overlay is visible, showing a list of items in the cart and a 'Checkout' button. Another red arrow points to this button. The cart items include:

- MSI 311-08-082: 1.5ml Centrifuge Tube W cap, Qty: 2, View Cart for Price
- MSI B2283-500ML: 500ml Red Buffer pH 4.01, Qty: 5, View Cart for Price
- SAMCO 202: 7.7ml Transfer Pipet W PE, Qty: 3, View Cart for Price
- MSI B2287-500ML: Buffer pH 7.01 500ml Yellow, Qty: 5, View Cart for Price
- MSI B2281-500ML: Buffer pH 10.01 500ml Blue, Qty: 5, View Cart for Price

The subtotal is also shown as 'View Cart'. The background of the website shows a 'Request a Catalog' banner and various product categories on the left side.