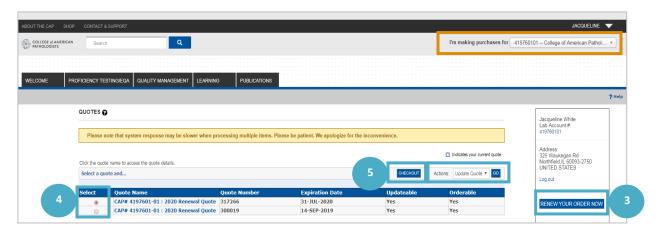# Place an Order using your Renewal Quote

Based on your order history, your renewal quote is ready for processing. Follow these steps to view and place the order:

1. Log in to cap.org.
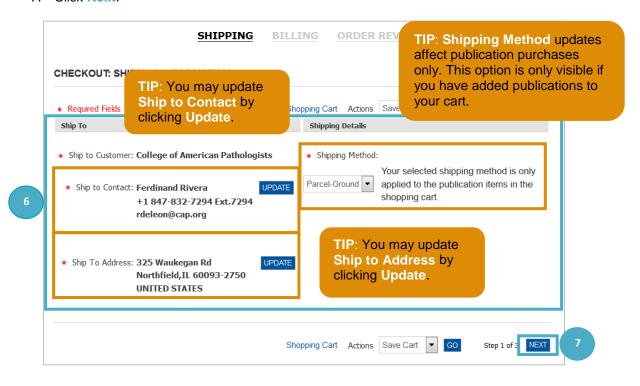
2. Click **Shop**.

   Important: Review the drop down menu labeled **I'm making purchases for** to ensure you are making the purchase on behalf of the correct organization.

3. Click **Renew Your Order Now** from within the Welcome Bin.

4. Ensure the radio button is selected for the renewal quote.

5. Use the **Actions** drop down menu to **Update Quote** and click **Go** or click **Checkout** to begin your transaction.
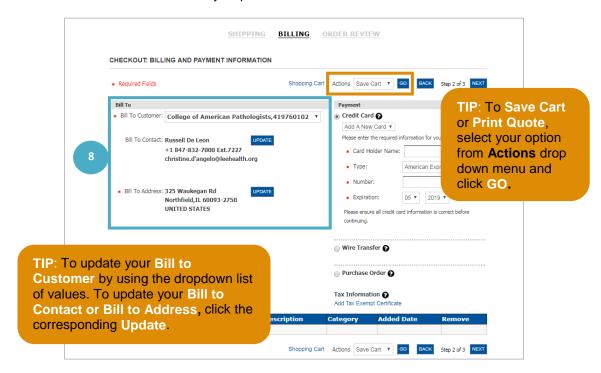
a. When choosing **Update Quote**, the prepopulated quote is moved into the **Shopping Cart**. Items are now editable and the **Continue Shopping** button can be used to add additional items to the cart.

b. When you've added all desired items, click **Shopping Cart**.

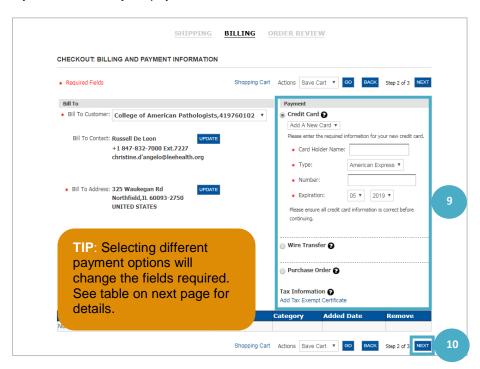   i. Click **Checkout** to begin your transaction.

6. Review **Ship To** and **Shipping Details**.

7. Click **Next**.

SHIPPING BILLING ORDER REV

CHECKOUT: SH

* Required Fields

Ship To		Shipping Details
* Ship to Customer: **College of American Pathologists**		* Shipping Method:
* Ship to Contact: **Ferdinand Rivera** **+1 847-832-7294 Ext.7294** **rdeleon@cap.org**	UPDATE	Parcel-Ground ▾ Your selected shipping method is only applied to the publication items in the shopping cart.
* Ship To Address: **325 Waukegan Rd** **Northfield, IL 60093-2750** **UNITED STATES**	UPDATE	

TIP: You may update **Ship to Contact** by clicking **Update**.

TIP: **Shipping Method** updates affect publication purchases only. This option is only visible if you have added publications to your cart.

TIP: You may update **Ship to Address** by clicking **Update**.

Shopping Cart Actions Save Cart ▾ GO Step 1 of 3 NEXT

8. Review **Bill To** and make any required edits.

TIP: To **Save Cart** or **Print Quote**, select your option from **Actions** drop down menu and click **GO**.

TIP: To update your **Bill to Customer** by using the dropdown list of values. To update your **Bill to Contact or Bill to Address**, click the corresponding **Update**.
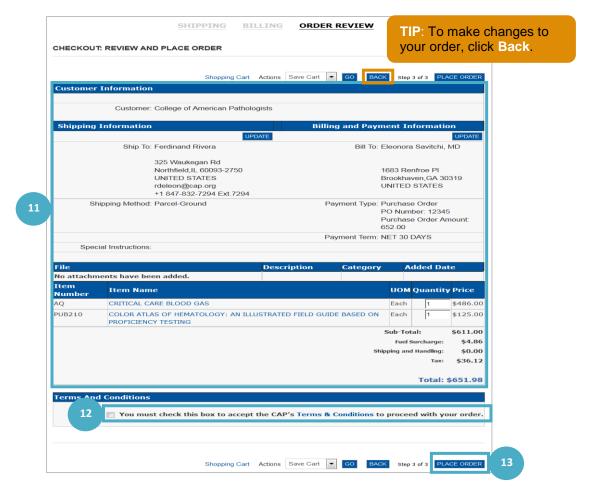
9. Use the **Payment** radio buttons to select your payment type.

10. After you have added your payment information, click **Next**.

TIP: Selecting different payment options will change the fields required. See table on next page for details.

Payment Type	Description	Image
Credit Card	Select a previously used credit card or click the drop down menu to add a new credit card.	
Wire Transfer	Enter **Bank Name, Bank Routing Number, Bank Account Number,** and **Date of Transaction**. You must also **Add Wire Transfer Attachment**.	
Purchase Order	Enter **PO Number** and **Purchase Order Amount**; and agree to the terms. You may also **Add Attachment**.	

11. Review the contents of your order.

12. Agree to the **Terms & Conditions** by checking the box.

13. Click **Place Order** to complete your transaction.

Important: Do not click the back button or navigate away from the page.

When your order has processed, the acknowledgement message will appear.

A separate order confirmation will be emailed to the shipping contact once the order has been confirmed.