

### Marketplace: Shopping Cart/Check Out Process


Marketplace is an E-commerce site for the purchase of republication rights for copyrighted content or article Reprints/ePrints. These instructions provide information about adding items to an existing shopping cart, managing the items in the cart, and checking out items in a cart. When ordering republication rights, you are purchasing a license that provides the right to republish and redistribute the copyrighted content, as defined in the license Terms and Conditions.

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#### 1. View the Shopping Cart

- As you successfully add items to your cart there is a counter in the upper right corner of the application keeping track of the number of items added. To view the cart, click the cart icon and the Shopping Cart page will appear.

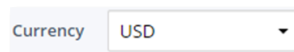


- To edit an item already in the Shopping Cart, select the Cart at the top of the page and click on the “edit” icon  next to the item you wish to change. Make the desired updates and click **UPDATE CART**

**TIP:** Occasionally, an item in the cart may be called out with a red box and a message reading “The highlighted item(s) are no longer valid or have changed. Please remove unsupported items from your cart prior to checkout.” These items must be removed from the cart prior to checking out

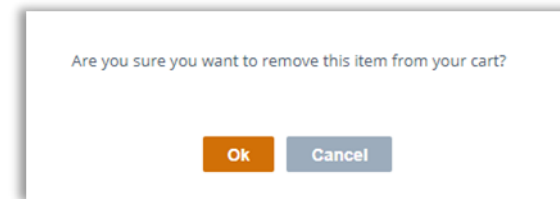
#### 2. Select an Alternate Currency

- In the upper right corner of the Shopping Cart page, you can change the currency used for Checkout by selecting an alternate currency from the drop-down menu.



#### 3. Add/Remove Items in the Shopping Cart

- Select **< Return to search** to look for additional content to add to your cart.
- Once you identify another item, complete the request details or associate that item to an existing project and then click **ADD TO CART**
- Upon successful completion the application will return to the search landing page and a message will be displayed at the top of the screen to confirm success.
- To remove items from the cart, select **Remove** to delete the item. You will be prompted with a message for you to confirm your removal action is intended. Click “Ok” to proceed with the removal or “Cancel” to return to your cart. **Item was successfully added to your cart.**
- To empty the entire shopping cart, Select **Empty this cart**
- A warning message will ask you confirm that you want to remove all items from the cart. Click “Ok” to empty the cart and to return to the Search homepage.




#### 4. View/Hide Details of Orders in Cart

- To view the details of any item in the shopping cart, click **View Details**
- View Details displays full information about the order, including Licensed Content, Request Details, New Work Details, Additional Details and Re-use Content Details.
- To collapse the details and return to the default Shopping Cart view, click **Hide Details**
- To remove items from the cart, select **Remove** to delete the item.

#### 5. Begin Check Out Process


- When you have added items to the cart and are prepared to complete the order, click on **CHECKOUT** to open the Payment Options page.
- You may pay by credit card or pay by invoice if your cart total is more than \$0.00. Select one of the radio buttons to indicate the desired payment method.  Credit Card  Invoice
- If “Invoice” is selected you can change or cancel the order until the invoice is generated by calling Customer Service. If “Credit Card” is selected the order is finalized and the credit card is charged within 24 hours.
- The total amount to be invoiced displays below the payment choice radio buttons.
- Next, review and edit the Billing Address, the Customer Location and Purchase Order number (PO), before finalizing your order.

#### 6. Edit the Billing Address


- To edit the Billing Address, select the edit icon  to display the billing address details. Required fields are denoted by the red asterisk.
- Make any edits/updates and click on **Save**
- If no changes are needed to the billing address, select **Cancel** to return
- to the Payment Options page.

#### 7. Edit Customer Location

- To edit the Customer Location, select the edit icon to reveal the Customer Location details. Required fields are denoted by the red asterisk.
- When you have completed the appropriate changes select **Save**
- If you decide to leave the Customer Location address details as originally displayed select **Cancel** to return to the Payment Options page.

 **TIP:** Add a Purchase Order (PO) number to the order, to make it easy to reconcile invoices with your organization’s finance system.

#### 8. Add a Purchase Order (PO) Number (optional)

- To add an optional PO number, click the edit icon  to display a text field where you can enter an alphanumeric PO number or reference number.

#### 9. Complete and Submit the Order

- Select **Continue** to go to the Order Review page.
- Each item in the order is summarized and the Publisher Terms and Conditions are available for each one. Review these terms and conditions, to ensure you understand any requirements or limitations.
- Next, acknowledge both the Publisher Terms and Conditions and CCC Payment Terms and Conditions, which are found by clicking the action link at the bottom of the page.

I have read and accept all Publisher and CCC Terms and Conditions

- Click on **Submit** to process the order.
- An order acknowledgement will appear at the top of the screen.

Thank you, your order has been placed. An email confirmation has been sent to you. Please access Manage Account for final order details.

- Once the order is complete, it will be assigned an Order ID number for future reference and a license will be generated.
- Order details will be available within 24 hours. From the Marketplace home page, select “View Orders”, from the drop-down menu under your name, to access the order details.

#### Questions?

For general questions:

[Search the Knowledgebase](#) or [Contact Customer Service](#)

or Use Live Chat, available in Marketplace

