

MIP Store How-To's

MIP







Placing an Order





Step 1: Go to www.mip.ca



Step 2: Click on the MIP Store tab



Step 3: Click on "Sign In"







Step 4: Sign In using your Account Email and Password

(If you forget your password, click on "Forgot Your Password")







Step 5: Select your desired Products and quantities And click on "Add to Cart"

+ Apparel		PERPETUA SPREAD BLANKET Blankets & Bedspreads	🛱 f 🔽 🖶 🛨
- Bedding	26	Bidinices a beaspreads	
Blankets & Bedspreads Woven Bed Linens			Description
UltraKnit [™] Bed Linens			
UltraKnit™ Optimum Bed	4		Long lasting, quick drying, warm Perpetua spread, hemmed sides and ends. Vat dyed,
Linens			tight weave. available in different colors: blue, mauve, oat,
SleepKnit Bed Linens			white, green.
Pillows & Pillow Protector	(4)		\$20.04 SKU#: E49425-66/TA
+ Carts & Bags	39		\$20.04
+ Interiors	4		Select Option Weight lbs*
Kitchen Linens(5)	5		2.5lbs 🗸
+ Mattresses			Colour*
			Tan
+ Repositioning	3		
+ Towels	14		30 👻 Add to Order 💙 📊

Step 6: Go to your Cart

- You can either go directly to "Checkout" OR "View and Edit Cart"

Q 1750 ~

	Search	<u>a</u> <u>*</u> <u>*</u> ~
MATTRESSES V REPO	Cart Subtotal : \$3,980.90	X 760 items
	GO TO CHEC	KOUT
M	Perpetua Sp See Details- \$19.04 Qty: 30	read Blanket
UL	OR Towel 10 jade \$1.59 Qty: 600	0% cot 17 x 31
KET	VIEW AND ED	T CART





Step 7a: If you selected "View and Edit Cart", you may Confirm your order details and press "Proceed to Checkout"

 Make sure you meet all Order requirements (i.e Minimum Order Value, etc) – These can vary for each account depending on Contracts, etc.



Step 7b: You can select "Go To Checkout" directly







Step 8: Select your shipping address by clicking "Ship Here" and then click "Next"

- You can select from the addresses you currently have in your account OR add a new shipping address by clicking on "New Address"



Step 9: Select your Billing Address

 If you would like to use or add a new billing address, click on "Edit" and select from drop down list. (i.e select from existing addresses or add "new address" and hit "Update"

Select Billing Address	Select Billing Address
 My billing and shipping address are the same NirTest TestNir 1212 ship street Montreal, Quebec H2A 2A1 Canada 	My billing and shipping address are the same Niir Gozunski 100 Meh street Victoria, British Columbia H3K 5D3 Canada
	Edit





Step 10: Enter Purchase Order #, if applicable

- If you leave it blank, it will automatically use the current date as PO#

Purchase Order Number

If the field is left blank, the current date will be automatically used as PO number

Step 11: If you purchase for more than one facility/company, please select the "Company you are ordering for" from the drop down list

Company You are ordering for *

Step 12: Review and Validate Your Order Details

Select Billing Address		
My billing and shipping address are the same	Order Summary	
Niir Gozunski	Cart Subtotal	\$3,980.90
100 Meh street	Shipping	\$0.00
Victoria, British Columbia H3K 5D3	Free Shipping - Free	
Canada	Order Total	\$3,980.90
Edit	760 Items in Cart	
Purchase Order Number		
Test	Ship To:	
If the field is left blank, the current date will be automatically used as PO number	Niir Gozunski	
	1234 Site 1	
Company You are ordering for *	Vancouver, British Columbia V1L 1L1	
Providence Centre	Canada	
Place Order		
	Shipping Method:	1
Apply Discount Code ~	Free Shipping - Free	





Step 13: When you are ready, click "Place Order"

- Please note, you will not be able to update or edit your order, once it is placed
- Also note, "Order Total" excludes taxes and any extra temporary freight fees.
- An official Order Confirmation with actual total cost, with taxes and freight fees, will be confirmed to you via email, after it is fully processed by our Customer Service team.
- If there is anything, please contact the customer service team: <u>cust.serv@mipinc.com</u> Or <u>eorders@mipinc.com</u>.



NOTE: Once your order is ready to be shipped, you will receive an email with delivery day, as well as a tracking number

Congratulations! You have completed the order process!

