

## Steps to buy in the shop of Naranjas MONROS:

1) Once you have registered as a customer, enter the shop with your e-mail address and password and click on ENTER.

2) Click on the product you wish to buy and then click on "Add to basket". (You will be able to view the products added to your basket on the top right corner, in the section Purchases)

3) If you wish to add more products, click on "Keep buying".

4) If you wish to empty your basket (for example, to substitute some products) tick the box "Remove" and click on "Update basket". Once the basket is empty, click on "Continue" to begin the purchasing process.

5) Once your shopping basket is ready, click on "Place order" and you will move on to the screen of Delivery data.

6) You may add your comments on the order at the bottom of the screen of Delivery data and then click on "Continue".

NOTE: If you wish your order delivered at a different address (a gift, delivery to a relative, etc) click on "Change address" and, once all the data have been filled in, click on "Continue". Add your comments about the order (delivery time, telephone number of the person who will receive the box, etc) and click on "Continue" again, to go on to the next step of the process.

7) Select payment method: Cash on Delivery, Bank Transfer or Credit Card and click on "Continue".

8) On the last screen before payment confirmation, you will see displayed all the information of the order.

a) If your payment method is Cash on Delivery, to finish click on "Confirm order" and you will see the message: Your order has been processed!

b) If your payment method is Bank Transfer, you can see the account numbers of "bbk", "La Caixa" and "CajaMadrid", for you to make the transfer to the bank of your choice. To finish click on "Confirm order" and you will see the message: Your order has been processed!

c) If your payment method is Credit Card, to finish click on "Confirm order" and you will be redirected to La Caixa payment gateway to finish the purchasing process.

9) In all cases at the end of the purchasing process you will receive an e-mail with the details of the order.