Admin Checkout Guide

1. Once you have successfully logged in or selected your group you are free to shop the store and start adding items to your cart! The category of items can be found in the top navigation under the “Shop” tab.

Ordering under Artificial Lift? See steps 1.A-1.C.
A.) The Artificial lift page has different cobranded items available. You will see these different brands/groups available on the shop dropdown menu in alphabetical order. Followed by the regular item categories.
B.) When you select one of these categories you will see all the items branded with this business unit’s logo and the ChampionX Artificial Lift logo.

C.) On the left-hand side, you will also see the different categories for the different types of items.
2. Once you find your desired item(s) select it. Select the quantity you want and add the item to the cart.

3. Once an item has been added to the cart it will be reflected in the shopping cart icon in the top right corner.
4. Press on the cart icon to view your cart. The cart page will show you the subtotal for your order, the estimated SHIP date for your order, plus all the items in your cart. If it all looks good and you are done shopping, then press on secure checkout to continue to checkout.

   a. The estimated ship date is the date the order is estimated to leave the online store’s facility not the estimated arrival date.
   b. Items are produced on demand. Production times and delays may occur.
5. If this is your first time placing an order under this group, you will need to complete a Customer Registration. This will link your account with your contact and shipping information for any future orders. 

**NOTE:** This is separate from a web registration. It is a one-time process.
6. Once you press Save and continue all your information will auto populate in the open fields. Once done on the top right-hand side select your Business Unit from the drop-down menu and enter the PO number. Double check your information. If it all looks right, then press continue. **NOTE: IF YOU DO NOT SEE THE COMPANY PURCHASE BUTTON THEN YOU ARE IN THE WRONG GROUP.**
7. The next step will have you select your shipping options. The shipping options may differ depending on the group that you are ordering under. Select your preferred option and confirm the ship to address is correct.

NOTE: Default to ground shipping, unless expedited shipping is required. 1 or 2 day shipping is considered “Expedited Shipping” and may require additional approval.
8. If everything looks correct, then press continue. You will be brought to the final order confirmation page. Check all your information one last time. If you are ready to complete the order press on Submit Order.

9. After you press submit you will receive an order number and order confirmation sent to your email. Orders placed under this group require approval and you are your own approver.

10. Check your email for the approval request for the order. You will be able to make changes to the order and approve it or disapprove it. After you approve the order, you will receive another confirmation email that your order has been approved. Once approved it will go to our production facility to be produced.

If you have any questions, please make sure to reach out to your Program Manager, Daniel De los Santos at Daniel.santos@advanced-online.com or to customer service at customerservice@advanced-online.com or call 972-471-5400
Q & A’s

Q: How do I get back to the main landing page with all the groups or select a different group?

A: If you are on a personal order page you will have to select your group from the top right “Sign in” button.

If you are logged into a group, you will have to click on “Account” in the top right and then sign out.
If you are on the sign in page, you can either press on the ChampionX logo in the top left or select a group from the group, drop down menu.

Q: I’m in an Artificial Lift business and pressing on the middle graphic for the business Unit merchandise but it doesn’t do anything?

A: Unfortunately, this graphic is not linked anywhere. Since there are multiple business unit, this graphic can not be linked to all of them. To order business unit merchandise press on the top “shop” button and select the business unit you wish to order from.