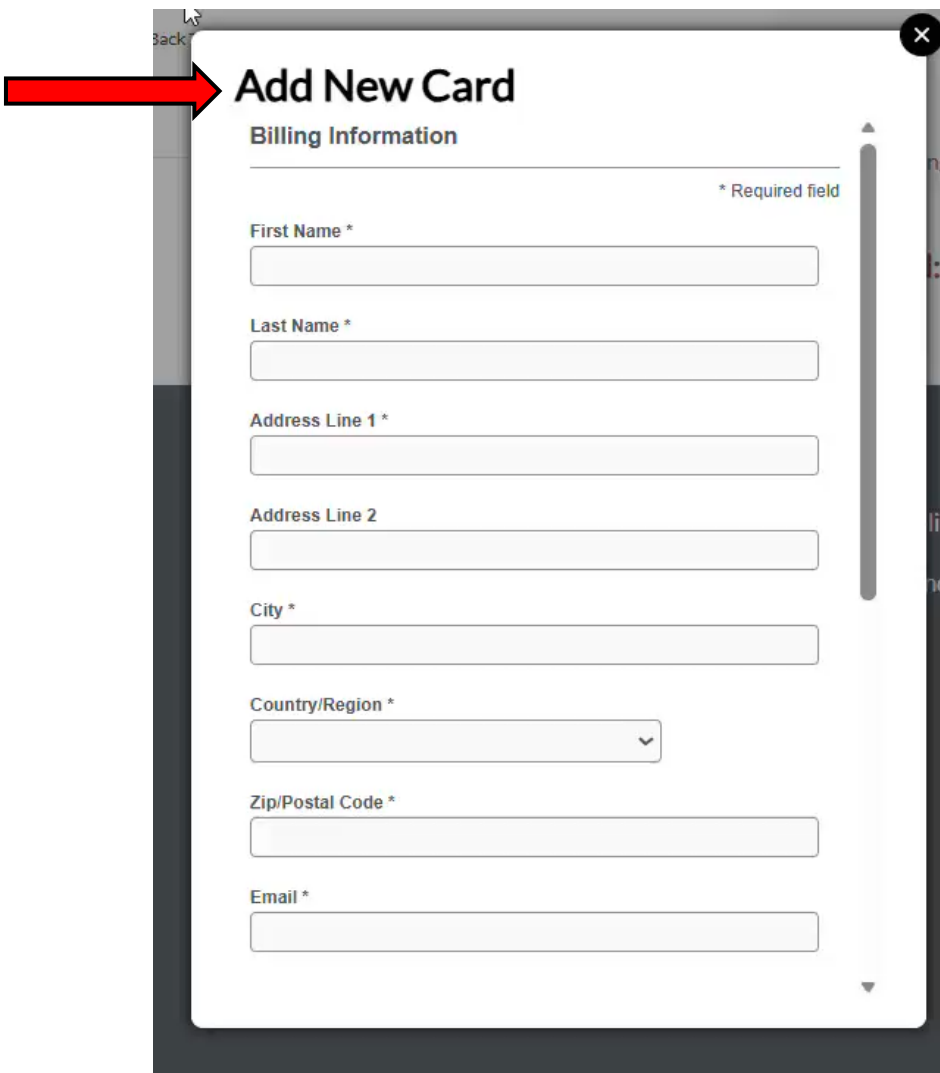


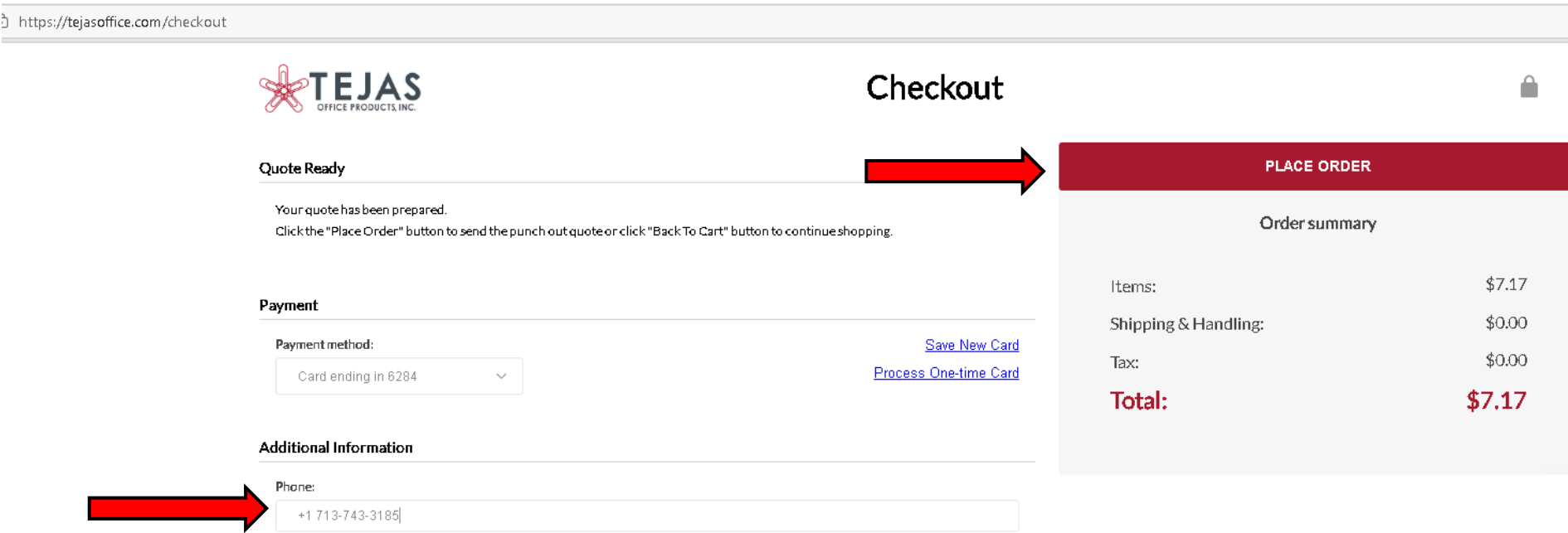
Step 4: Add P-Card Information



The screenshot shows a modal window titled "Add New Card" with a "Back" button and a close "X" button. A red arrow points to the title. The form is titled "Billing Information" and includes a "* Required field" note. The fields are: First Name *, Last Name *, Address Line 1 *, Address Line 2, City *, Country/Region * (a dropdown menu), Zip/Postal Code *, and Email *. Each field has a corresponding input box.

- First Name
- Last Name
- Billing Address (not shipping address)
- City
- Country
- Zip
- Email
- Card Type
- Card Number
- Expiration Month
- Expiration Year
- CVN Code

Step 5: Add Phone Number before Clicking on Place Order



The screenshot shows the checkout page for TEJAS OFFICE PRODUCTS, INC. The URL is https://tejasoffice.com/checkout. The page has a "Checkout" header and a lock icon. The main content area is divided into three sections: "Quote Ready", "Payment", and "Additional Information". The "Quote Ready" section states "Your quote has been prepared. Click the 'Place Order' button to send the punch out quote or click 'Back To Cart' button to continue shopping." The "Payment" section shows "Payment method:" with a dropdown menu displaying "Card ending in 6284". There are links for "Save New Card" and "Process One-time Card". The "Additional Information" section has a "Phone:" label and a text input field containing "+1 713-743-3185". A red arrow points to the "Place Order" button in the right sidebar, and another red arrow points to the "Phone" field. The right sidebar contains an "Order summary" table.

Order summary	
Items:	\$7.17
Shipping & Handling:	\$0.00
Tax:	\$0.00
Total:	\$7.17

❗ Important

The screenshots in this guide are provided for **training and instructional purposes only**. They are intended as examples to demonstrate the process. Your screen may appear slightly different depending on your account or system configuration.