

How to Place an Order After Creating a Quote on ShopCPR

This how-to guide lists the steps to place an order after you create a quote on ShopCPR.

Step 1: Log into ShopCPR. Then, use the name drop-down menu to select My Quotes. The My Quotes screen will appear. Navigate to the desired quote. If you have not completed checkout for the quote, its status will appear as Active (see Image 1). Please note that the quote is stored for 30 days before it expires.

Image 1

My Quotes

(i) • Quoted tax and shipping amounts are estimates and may be adjusted based on current rates when the order is placed.
• Any changes to quantities or the quoted products, such as product SRP and promotional offers, invalidates the quote and a new quote will need to be submitted.

Quote ID	Quote Name	Created Date	Quote Expiration	Total	Status
Q000000590	TestQuoteName 	Mar 17, 2026	Mar 18, 2026	\$7.50	 Active
Q000000589	TestQuoteHidde...	Mar 17, 2026	Mar 18, 2026	\$90.93	 Completed

Step 2: Select the Quote ID link to proceed (see Image 1 above).

Step 3: Click Proceed to Checkout (see Image 2).

Image 2

My Quotes

My Account

Dashboard
Account Information
Order History
Address Book
My Organizations
My Subscriptions
[My Quotes](#)

[Back to My Quotes](#)

Quote Name

TestQuoteName 

Quote ID

Q000000590 

 Download

 Delete

Created Date : Mar 17, 2026

Valid Until : Mar 18, 2026

 Proceed to Checkout

Created by
Meredith Echols

Email
meredith.echols@heart.org

Phone Number
+1 214-274-2237

Address
1128 Larkspur Drive,
Richardson,
Texas, 75081
United States
T: +1 214-274-2237



Please note: If you're ordering a physical product, then confirm the shipping address, select Address Type, and click Continue (see Image 3).

Image 3

A screenshot of the "Checkout" page. At the top, there's a red header with "Shipping Details" and a dropdown arrow. Below it, a section titled "Select Shipping Address" has a link "Add New Address (3 / 50)" in red. A checkbox "Use same address for billing" is present. Two address cards are shown. The first card for "Meredith Echols" has a red "Ship Here" button, a green checkmark, and a "Reset to Default" link. The second card for "Meredith Echols" has a red "Ship Here" button. Below the cards, another address for "Meredith Echols" is shown with a red "Ship Here" button. At the bottom, the "Address Type" section has two radio buttons: "Residential" (selected) and "Commercial". A red "Continue" button is at the bottom right. To the right of the shipping details is a "Payment Summary" table.

Payment Summary	
Subtotal	\$7.50
Shipping to	TBD
Taxes	TBD
Grand Total	\$7.50

Step 4: Validate the selected address from the Select Validated Address pop-up window.* Click the Use This Address button or Use the Address I Entered link (see Image 4).

*Please note: You will only need to validate the selected address if you haven't previously done so on ShopCPR. This is a function that you only need to perform one time.

Image 4

A screenshot of the "Select Validated Address" pop-up window. It has a title bar with a close button (X). Below the title is a search bar. At the bottom, there are two buttons: a red "Use This Address" button and a red "Use The Address I Entered" link with a right arrow.



Additional note: If you purchased a physical product, then you will need to select Shipping Method and click Continue (see Image 5).

Image 5

Checkout

NOTE: Tax and shipping amounts are estimates and may be adjusted based on the address and shipping method selected. Updates will be reflected in the quote.

Shipping Details	Payment Summary
Shipping Method	Subtotal \$7.50
Shipping Method	Shipping to 75081-3717 TBD
Shipping Method	Taxes TBD
Shipping Method	Grand Total \$7.50
Please select a shipping method	
☒ Order placed after 3:00 pm CST will be shipped the following business day.	
☒ Standard - UPS (3-5 business days) \$17.52	
☐ Premium - UPS (2-3 business days) \$44.61	
☐ Overnight - UPS (1 business day) \$119.55	
Continue	
Payment / Billing Information	

Step 5: Click Proceed to Payment. If you already have the invoice option set up, then you will see both invoice and credit card listed in the Mode of Payment area (see Image 6). If you don't have the invoice option set up, then the Check Out screen will appear with credit card listed.



Image 6

The image shows a web form for payment and billing information. The form is titled "Payment / Billing Information" and has a red header. It contains sections for "Payment" and "Billing Information". The "Payment" section asks "How would you like to pay for this order?" with radio buttons for "Invoice" (selected) and "Credit Card". Below this are input fields for "PO#/Required AP Info*", "Tax ID or VAT number*", and "Billing Email CC (Optional)". The "Billing Information" section has a blurred image of a card and a "Proceed to Payment" button. To the right of the form is a "Payment Summary" table.

Payment Summary	
Subtotal	\$1730.00
Discount	-\$173.00
Taxes	\$249.12
Grand Total	\$1806.12

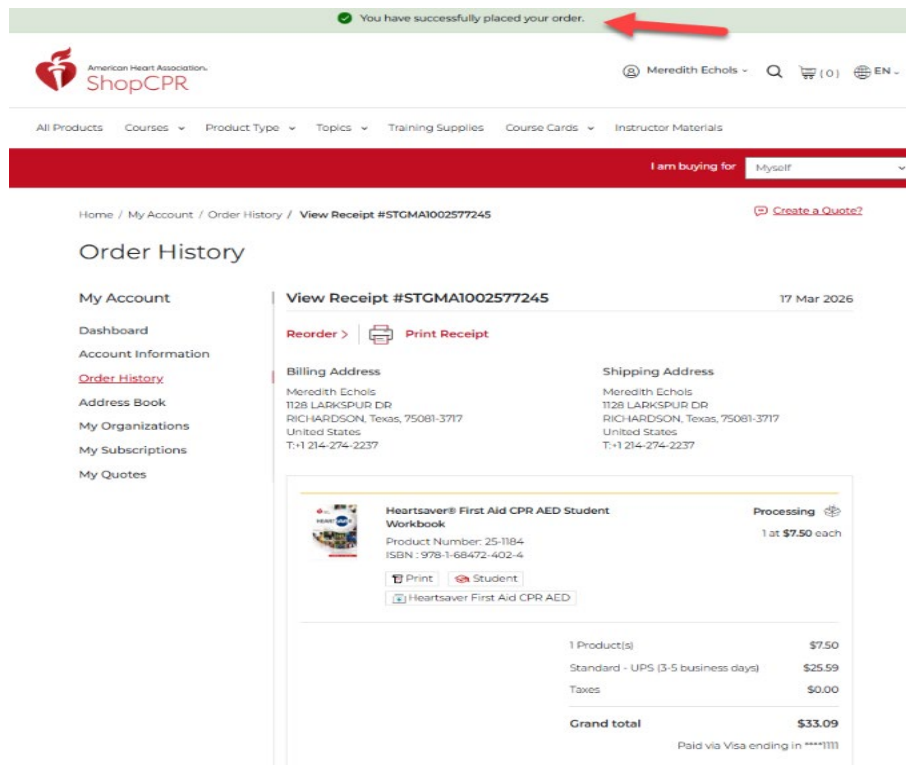
Step 6: Enter your credit card information from the Credit Card Details pop-up window and click Submit Payment (see Image 7).

Image 7

The image shows a "Credit Card Details" pop-up window. It has a close button (X) in the top right corner. Below the title are logos for MasterCard, VISA, American Express, and Discover. A red note says "(*) Fields are required". There are three input fields: "Credit Card Number *", "Expiration Date *" (with "Month" and "Year" dropdowns), and "Card Verification Number *". A red circle with a question mark points to the CVV field. At the bottom right is a red "Submit Payment" button with a mouse cursor clicking it.

Step 7: Upon payment completion, you're navigated to your Order History screen with a receipt for purchase. A banner will display that confirms you have placed your order (see Image 8). This is the last step in the process.

Image 8



Order History

Home / My Account / Order History / **View Receipt #STGMA1002577245** [Create a Quote?](#)

My Account

- Dashboard
- Account Information
- Order History**
- Address Book
- My Organizations
- My Subscriptions
- My Quotes

View Receipt #STGMA1002577245 17 Mar 2026

[Reorder >](#) [Print Receipt](#)

Billing Address

Meredith Echols
1128 LARKSPUR DR
RICHARDSON, Texas, 75081-3717
United States
T: 1 214-274-2237

Shipping Address

Meredith Echols
1128 LARKSPUR DR
RICHARDSON, Texas, 75081-3717
United States
T: 1 214-274-2237

Heartsaver® First Aid CPR AED Student Workbook Processing 
Product Number: 25-1184
ISBN : 978-1-68472-402-4
1 at **\$7.50** each

[Print](#) [Student](#)
[Heartsaver First Aid CPR AED](#)

1 Product(s)	\$7.50
Standard - UPS (3-5 business days)	\$25.59
Taxes	\$0.00
Grand total	\$33.09

Paid via Visa ending in ****1111