

Shopper Guide 2025

Why choose topcart?



Verified Variety

Every product is sourced from vetted suppliers, ensuring you shop only from trusted suppliers with consistent quality standards.



Accessible Quality

Premium quality items at fair prices, so you can create the home and lifestyle you want without overspending.



Stress-Free Experience

From browsing to delivery, every step is designed to be seamless, so you can shop confidently.



Lifestyle Expertise

Partnering with top brands and craftsmen, we help you curate spaces that reflect your style, comfort, and personality.

Shopper Benefits



Wide Product Selection

From home décor to lifestyle essentials, access a variety of categories under one trusted platform.



Transparent Policies



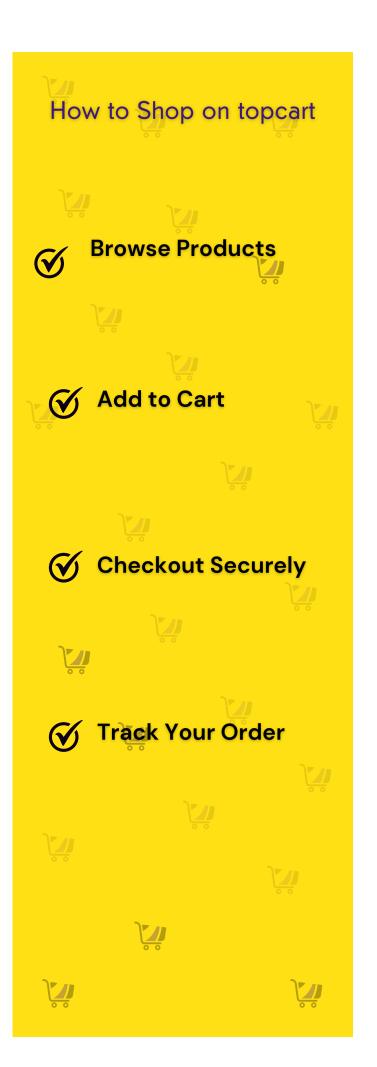
Clear return, refund, and warranty terms so you always know your rights.





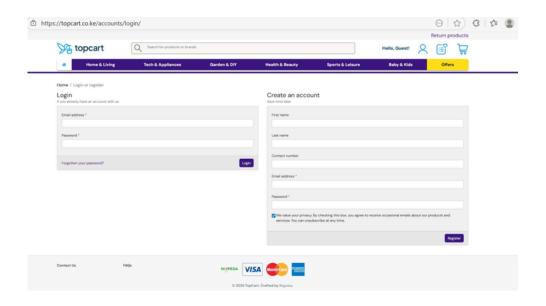


Safe payment gateways and strict privacy adherence for a worry-free checkout.





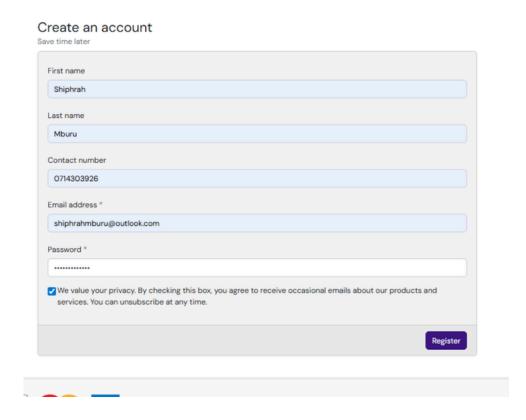
1 How to Register on TopCart



Visit topcart and fill the details to create your shopper account

Enter required details under each field of personal details, your email details and desired password (8 characters including uppercase and lowercase letters, a special character eg!, and numbers).





Ensure to check the box to subscribe to our marketing emails. This you can unsubscribe at any time. Then click register.

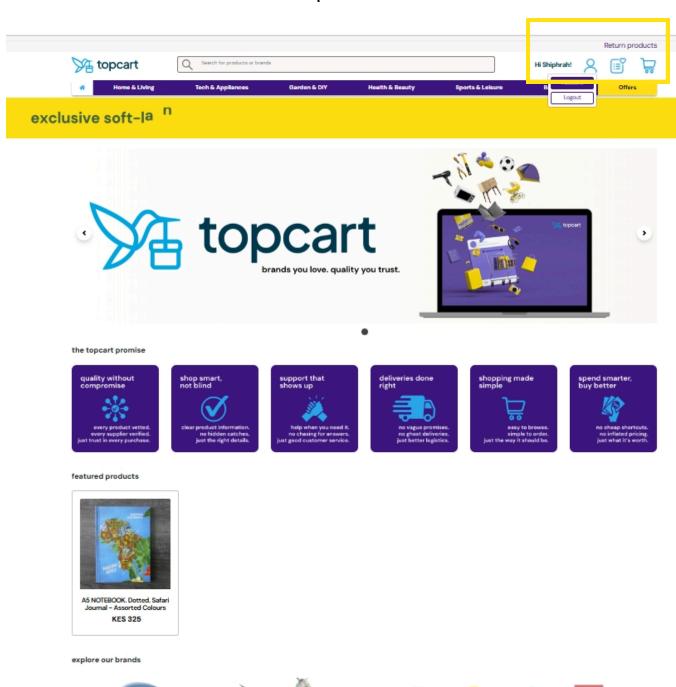


2. Account Management

2.1 Reset Password

Contact Us

Open the topcart's website Select the Profile icon at the top right of the page Click 'Account' on the drop down



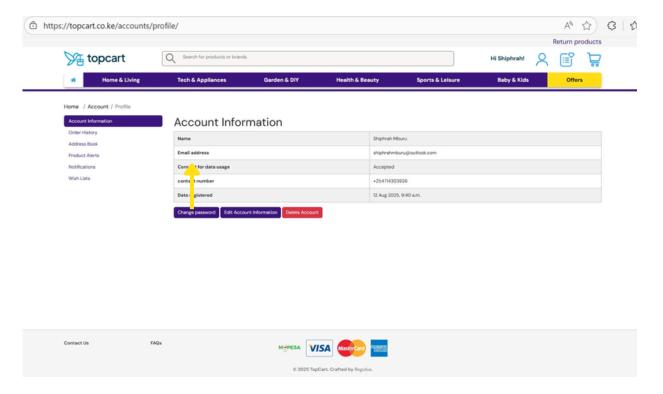
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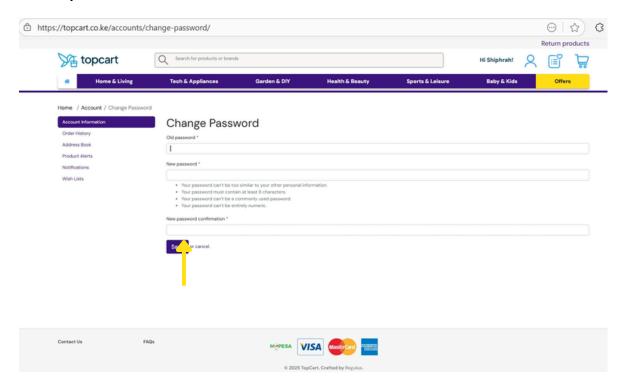


You will be redirected to your account management page.

On the left side of the page you will find your account related fieds.



Input your 'Old Password', the 'New Password' and the 'New password confirmation' then click 'Save'.



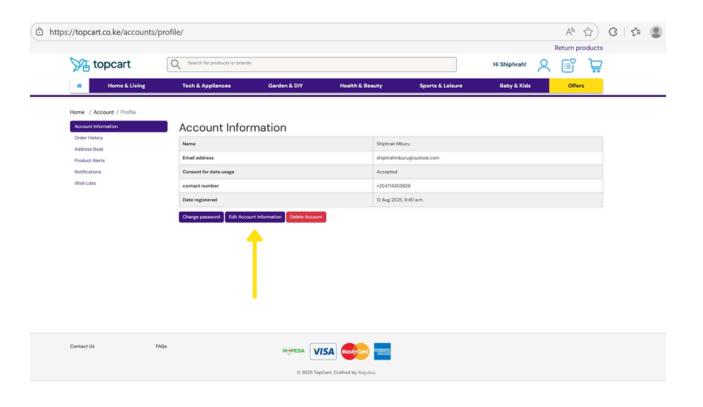


Ensure your new password meets the following conditions

- 1. Can't be too similar to your other personal information.
- 2. Must contain at least 8 characters.
- 3. Can't be a commonly used password.
- 4. Can't be entirely numeric.

2.2 Account information update

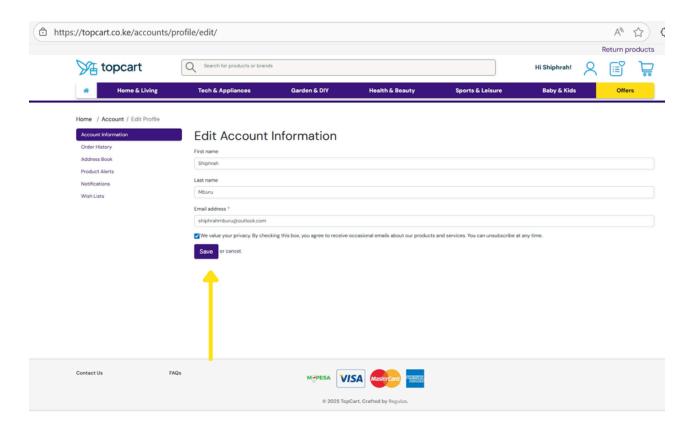
On the Account Infromation page, sclick on the 'Edit Account Information' button.



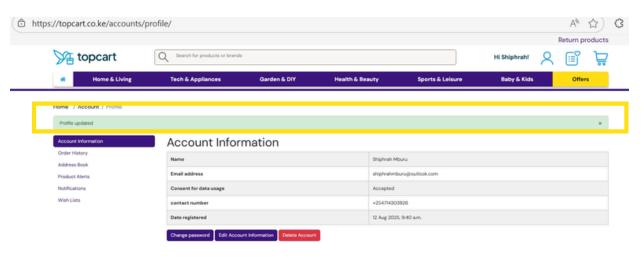


Here you can change your display name and operatiing email address.

Once satisfied, click 'Save'.



The status message will pop up on the barner to confirm the 'profile update'

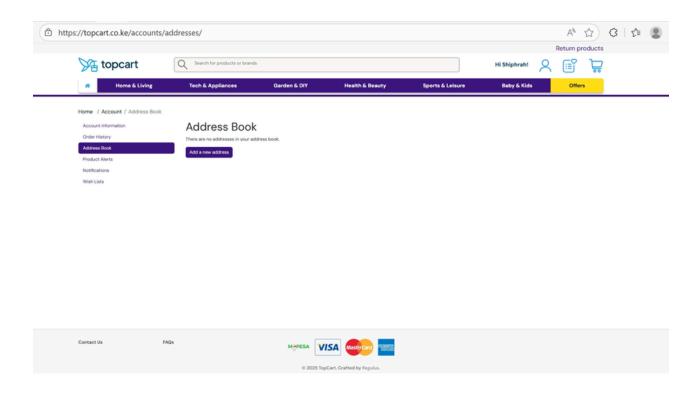




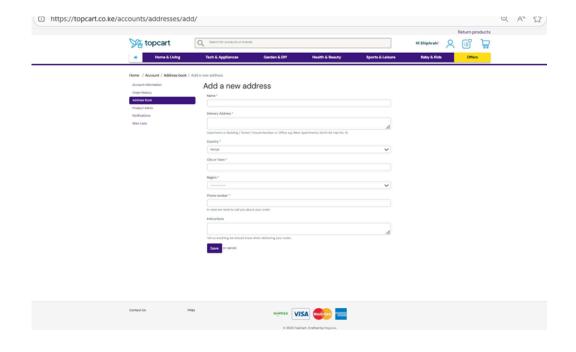


2.3 Delivery Address Management - Address Book

Click on the 'Address book' on the left side of the page. Select 'add a new address'

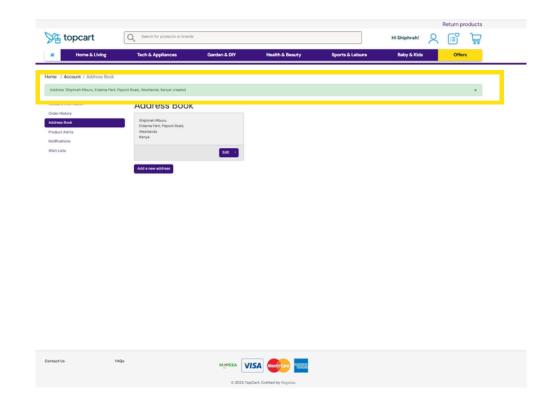


Fill in the required information: delivery address, contact information; phone number, and any additional important information for delivery, then click 'Save'.

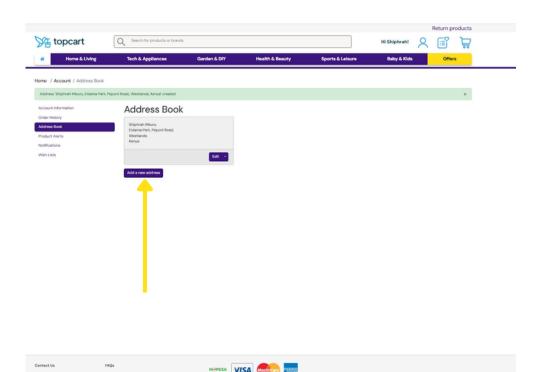




The status message will pop up on the barner to confirm the created address



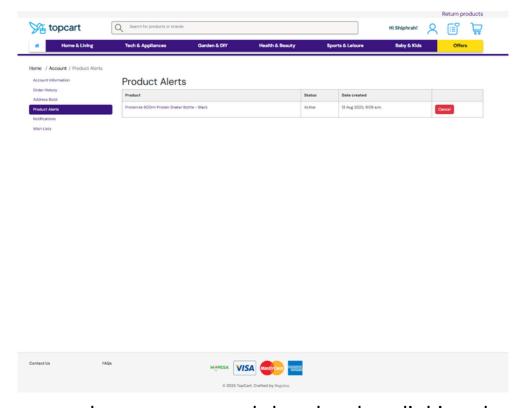
Add an alternative address by clicking 'add a new address'



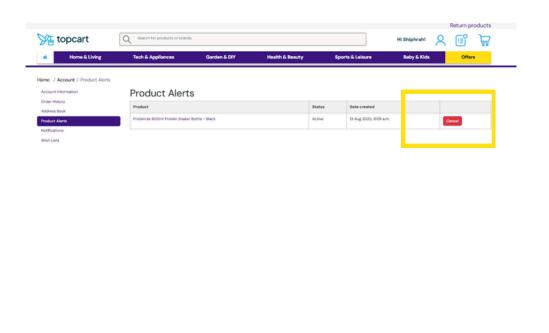


2.4 Product Alerts

This field captures products that are out of stock that you would like to be notified once restocked.



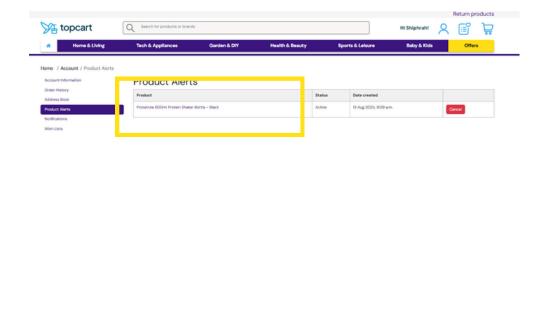
You can choose to cancel the alert by clicking the 'Cancel' button.



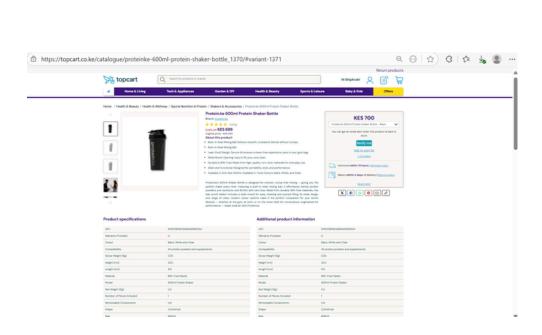
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By clicking the product name you are redirected to the product page with the products details.

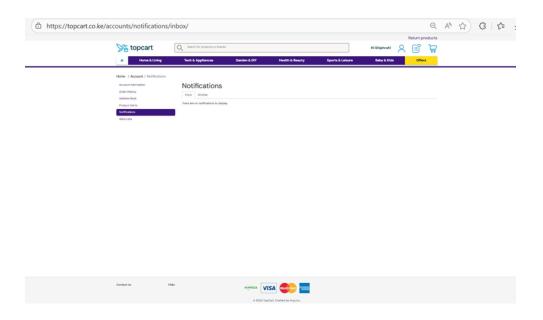


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2.5 Notifications



Any notifications regarding your orders, offers and deals will be displayed here

2.6 Wishlist

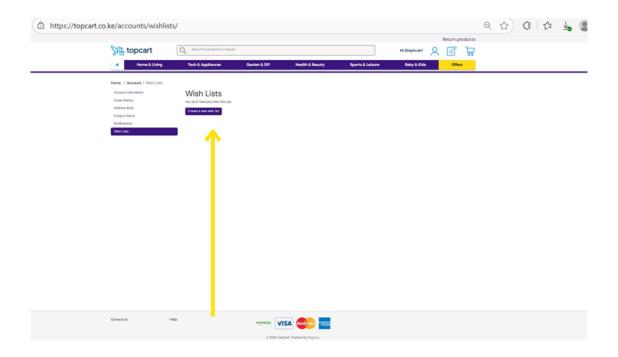
For products you wish to order on a later date, you can save them on the wishlist.



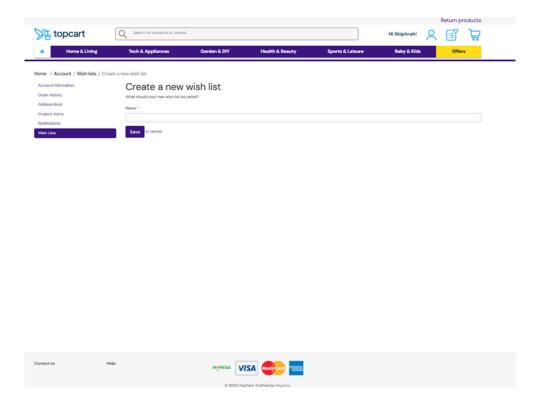
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You can group your wishlist products depending on when you'd want to order, the product priority or any other criteria you would like by clicking on the 'create new wishlist' button

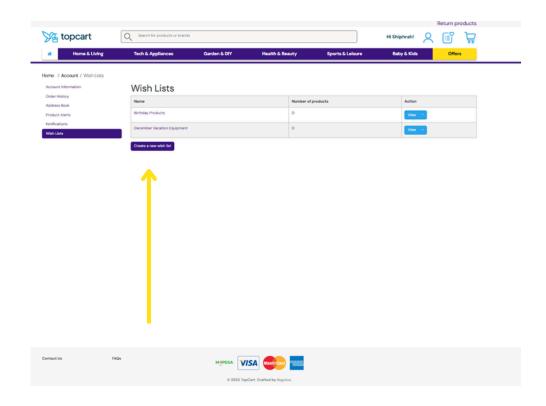


Enter the name of your wishlist and 'Save'





You can add as many groups as you would like by clicking 'Create a New Wishlist' and you will be all set to add products.

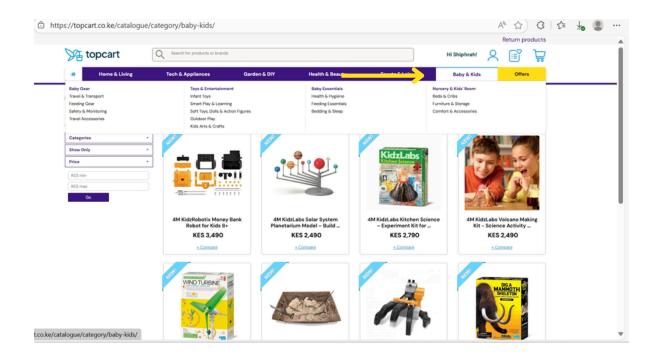




3. Order placement

3.1 Browsing and Searching for Products

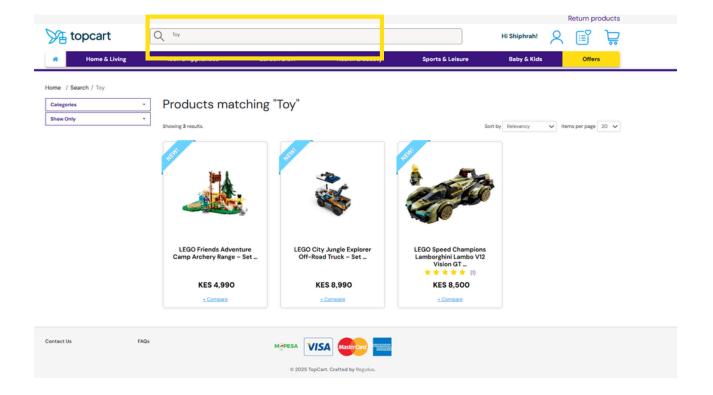
3.1.1 Using Categories: Navigate through product categories on the 'dashboard' (e.g., electronics, home and living, sports and outdoor) to find items you're interested in.



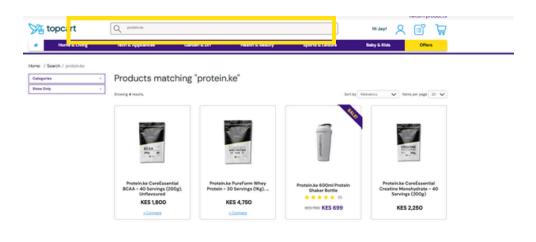


3.1.2 Using the Search Bar: Type keywords, brands or product names to find specific items quickly. Try filtering by price, rating, or brand to narrow down options.

Search by product name:



Search by brand







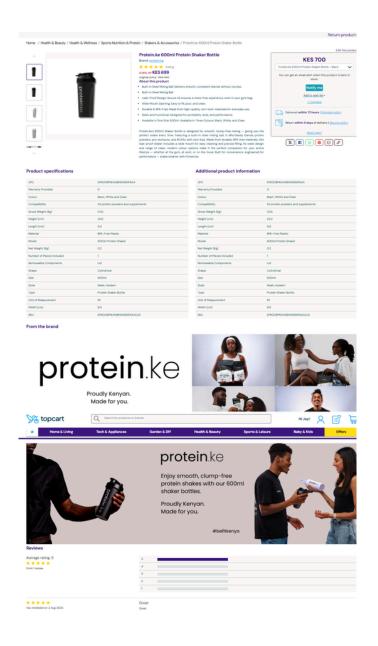
3.2 Reading Product Details

Select the product of interest and:

3.2.1 Check Descriptions and Specifications:

Read product descriptions and specifications to ensure it matches your needs.

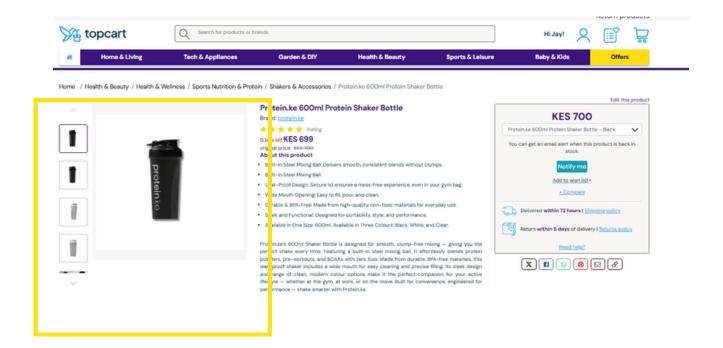
Pay attention to size, color, and material if applicable.





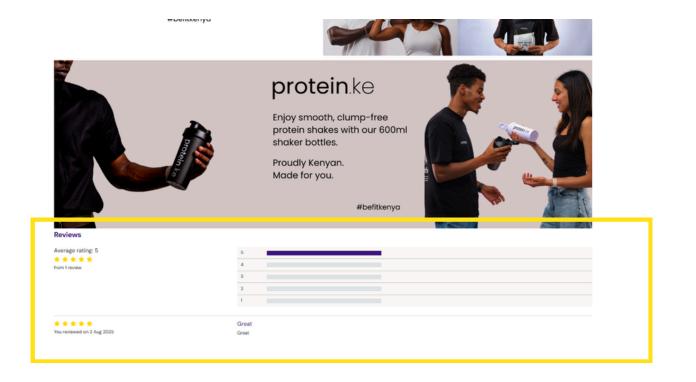
3.2.2 Review Product Images:

Look at all available images to get a better sense of the product's appearance and features



3.2.3 Look for Customer Reviews:

Customer reviews and ratings can provide insights into the product's quality and reliability.

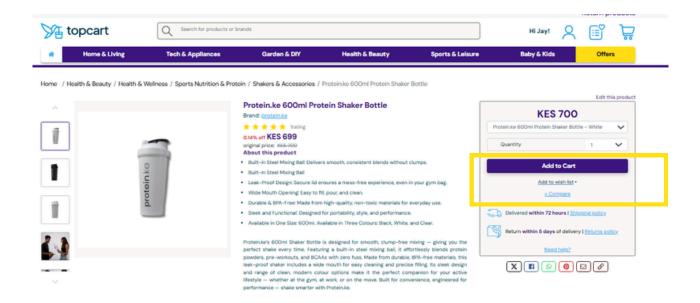




3.3. Adding Items to Cart and Wishlist

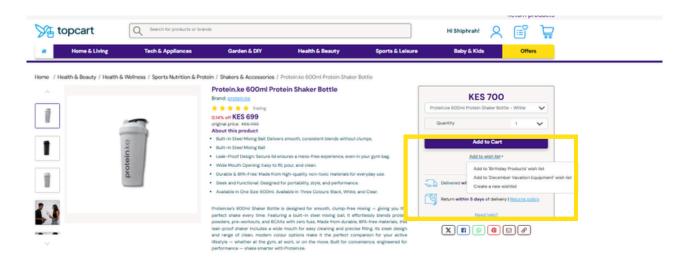
3.3.1 Add to basket:

When you find a product you want, 'click add to cart' to purchase right away.



3.3.2 Wishlist Option:

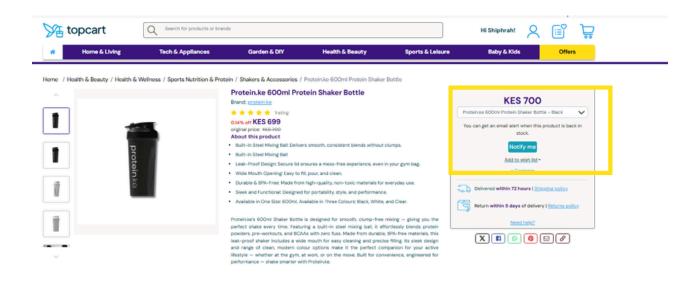
If you're not ready to buy, use the wish list to save items for later. Click on the 'Add to Wish List' button and a dropdown will be displayed on the created wish lists created during account management.

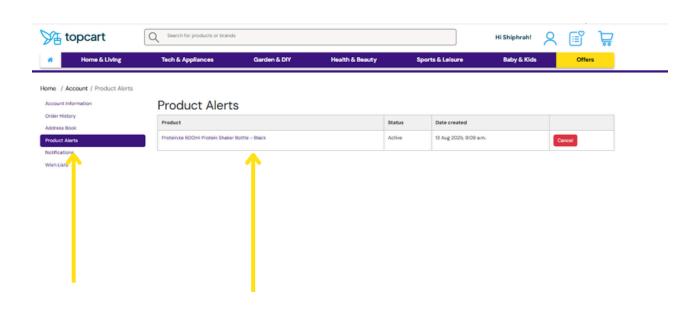




3.3.3 Out of Stock Items

For products not in stock and you would want an alert when they are restocked, click on the 'Notify me' button and the products will be saved in the product alerts field.

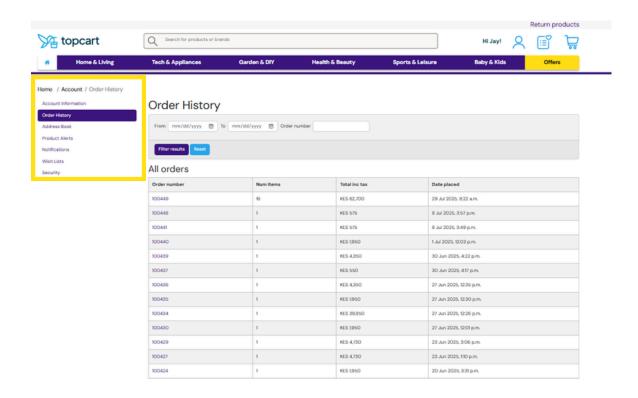




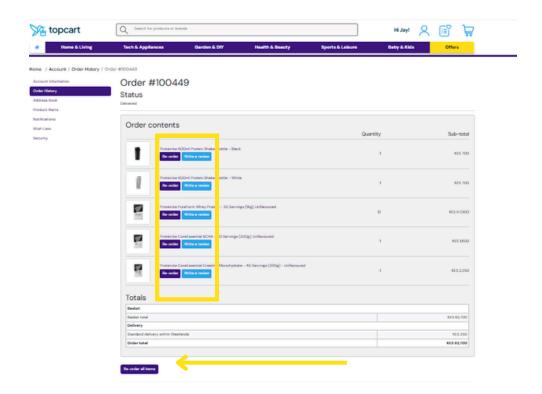


3.3.4 Duplicate order:

To reorder a previous order or a specific item in a previous order, go to Account, order history.



Select the order of interest and select 're-order' for a specific item or 'Re-order All Items' to duplicate the order



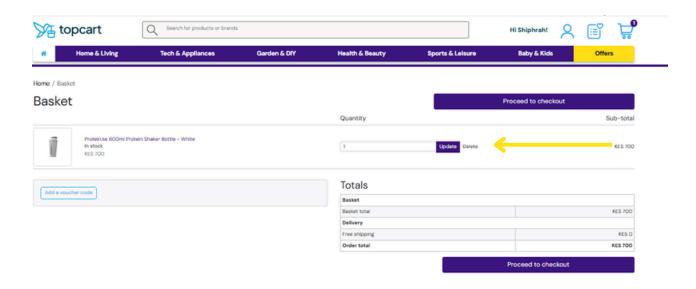


4. Payment and Checkout

4.1. Checking Out and Payment Options

Before checking out, ensure everything is correct (quantity, size, color, etc.).

Modify the quantity by clicking on the box and using the arrows to increase or decrease the quantity. You can also manualy type the exact number and click the 'update' button.



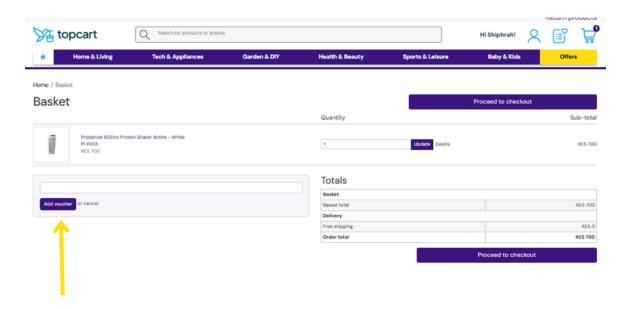
To add more items, go back to the 'Adding products to cart' step.

Review the basket to confirm the order summary: items ordered and their quantity (which you can modify and update or delete a product) and the total amount of the order.



4.2 Apply Discounts or Coupons

Enter any discount codes or coupons and proceed to checkout

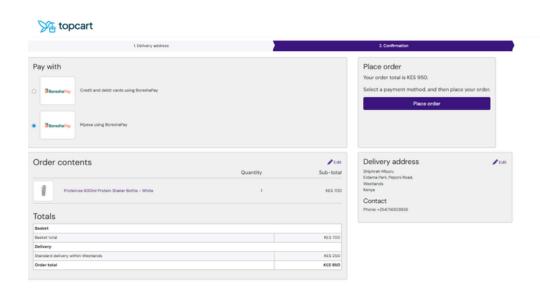


4.3 Payment Methods

We offer various Secure payment methods:

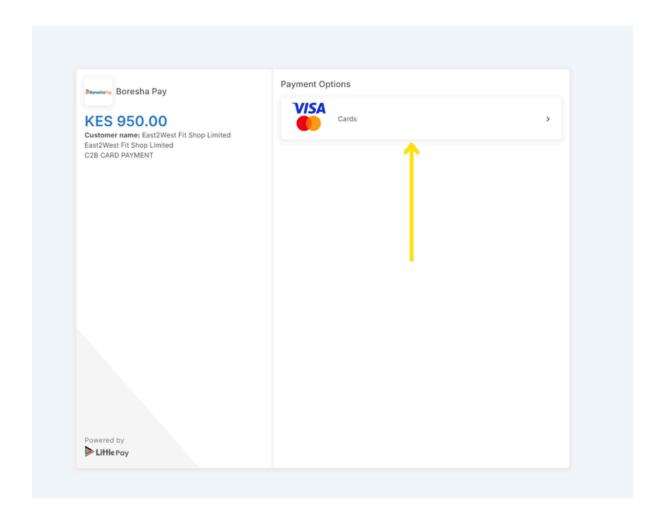
Card: Enter your card details to pay instantly.

Mobile Payment: we use the M-Pesa service for convenient mobile transactions.





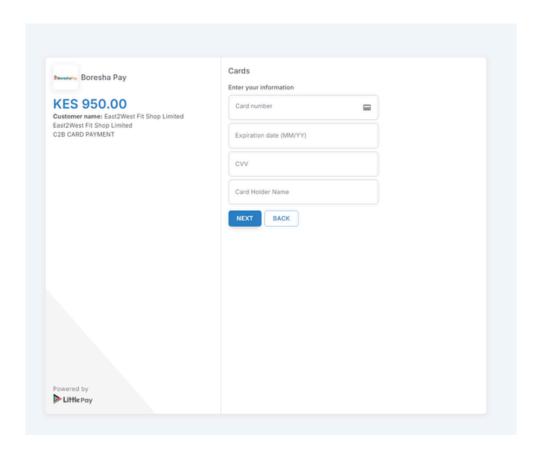
Once you select the card payment method, you will be redirected to the Little Pay Site.





Input your card details and click send.

A confirmation message will be sent to confirm successful payment and a confirmation email will be sent to confirm successful order placement.

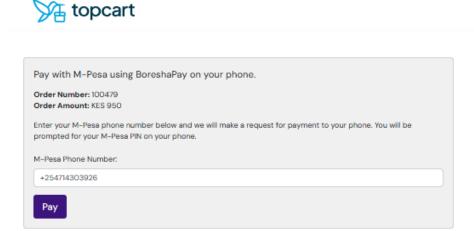




Once you select the mPesa payment method, confirm the paying phone number and click pay. Apush message will be sent on your phone.

Input your mPesa pin and send.

Aconfirmation message will be sent to confirm successful payment and a confirmation email will be sent to confirm successful order placement.

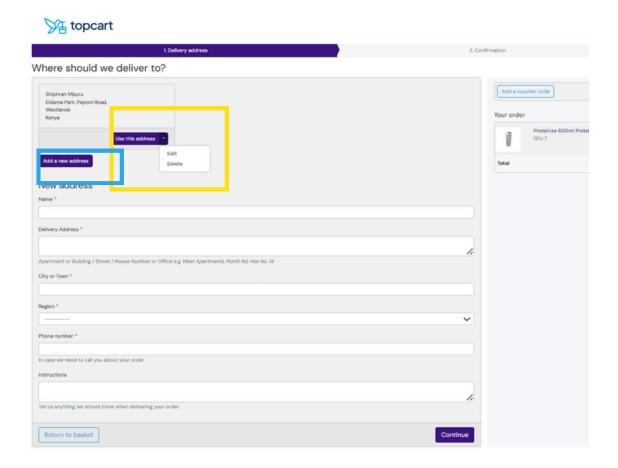




5. Delivery and reviews

5.1 Shipping and Delivery Options

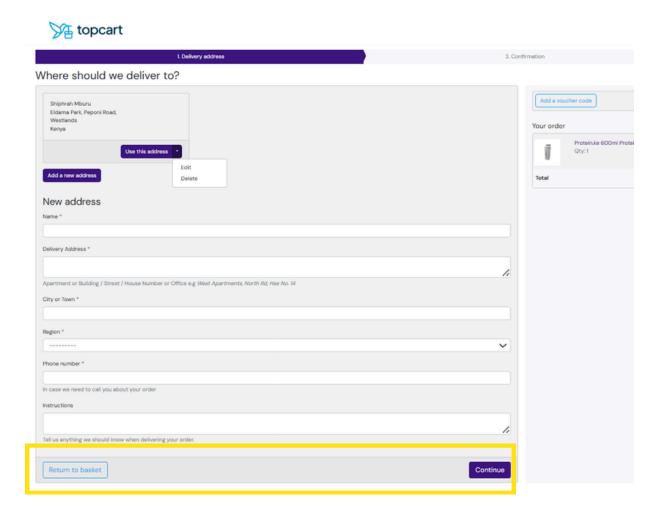
Confirm the delivery address: you can edit the current address, delete the current address and add a new address or use the already filled address.





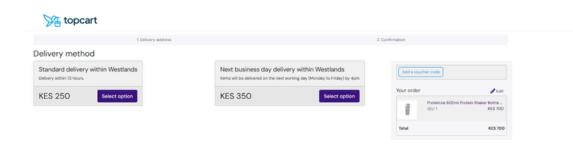
You can always go back to the cart to confirm the contents by clicking the 'Return to Basket' button.

Once satisfied click on the 'Continue' button to checkout.





5.1.1 Shipping Fees: Be aware of the shipping fees. topcart currently offers next-day delivery and standard delivery (3-5 business days). We're also working on introducing even more convenient delivery and collection options in the near future



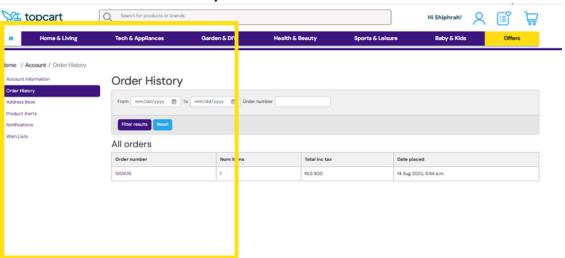
5.2. Order Tracking

5.2.1 Track Your Order:

Once your order is confirmed, you can track your order under Account

Select account

Click on order history

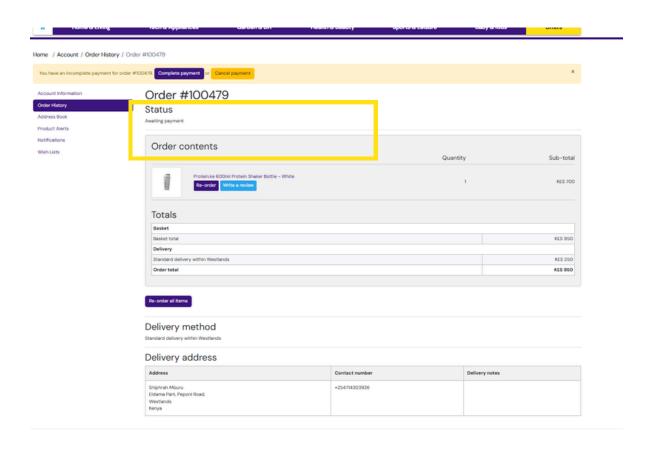






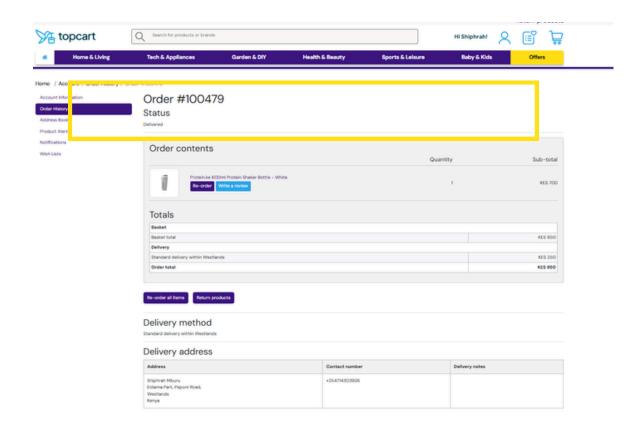
Select the active order and Information will be provided on the detailed information in each stage till delivery.

Additionally, an email will be sent at each stage of order fulfilment





5.3 Delivery Notifications: Upon delivery a confirmation email and an alert on the website will be sent. The order Status also changes



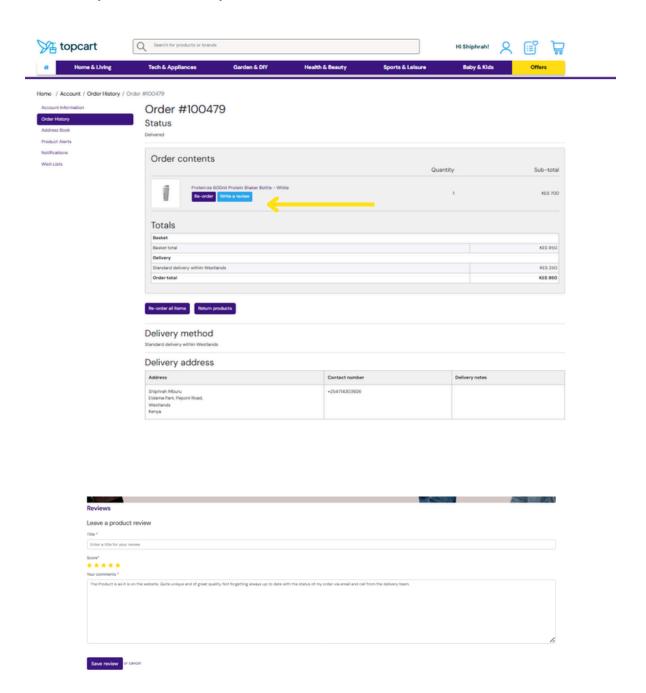
6. Receiving Your Order

- 6.1 Inspect the Package: Upon delivery, check for signs of damage. If any issues arise, take pictures and submit the return form immediately.
- 6.2 Save Your Receipt: Keep your receipt for record-keeping, the products in good condition and their original packaging for if you need to make a return.



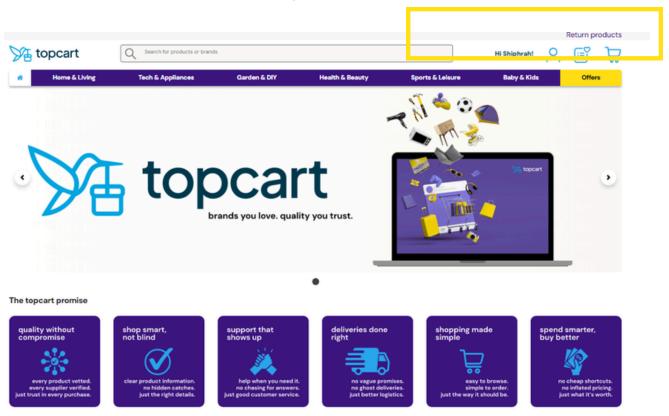
7. Leaving a Review

- **7.1 Rate Your Purchase:** Help other customers by leaving honest feedback about your experience with the product.
- **7.2 Provide Detailed Feedback:** Mention product quality, delivery time, and your satisfaction level.





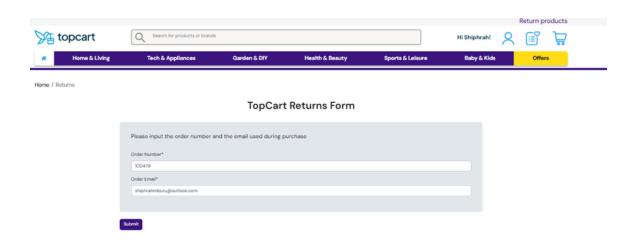
- 8. Returns and refunds
- **8.1 Return Policy:** Returns can only be submitted for review within 7days from the delivery date. Terms and conditions apply.
- **8.2 Requesting a Return:** you can request a return through your account by submitting the returns form.





8.2.1 Filling the returns form.

Once you click on the 'Return Product' button you will be redirected to the returns form



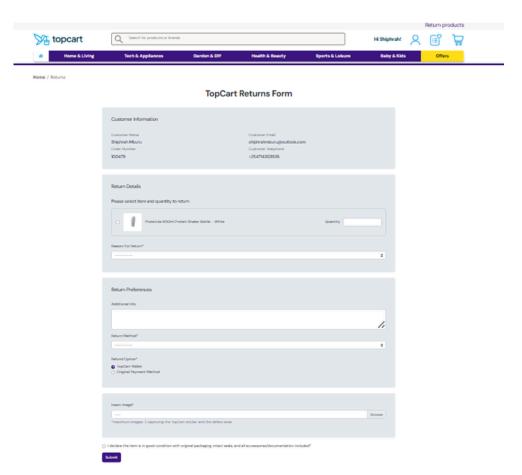
Input the order number of the product and your email address and submit.

The order details will be generated. Fill in the details as below.

- a. Select the product
- b. the quantity
- c. The return reason
- d. For your return preferences, add any addittional information on your reason and your preferred return method.
- e. Upload Clear images of the product you wish to return.
- f. Check the box to declare the product is in good condition

Click Submit.





A confirmation email will be sent upon submission and a Customer Care Representative will be in touch.

8.3 Refund Process:

Refunds are typically processed once the returned item is received. The refund is a cash back to the original payment method. The refund process takes 3 to 5 days.

An email confirmation is also sent.