

Cordant Supplies

A Step-by-Step Reference for Managing Your Account and Placing Orders

Use this guide to place, track, and manage orders and accounts on the Cordant Supplies portal.

1- Signing In

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| 1 | Go to the store website
Navigate to the Cordant online store by using the Cordant Supplies link from the Login sections at CordantSolutions.com |
| 2 | Click Sign In
Select Sign In from the top navigation bar. |
| 3 | Enter your credentials
Type your registered email address and password. |
| 4 | Access your dashboard
Click Sign In — you will land on your account dashboard. |

Tip: If you have forgotten your password, click 'Forgot Password' on the sign-in page and follow the reset instructions sent to your email.

2 – Managing Your Account

To update your account information, navigate to **My Account → Dashboard**

From your account dashboard you can view orders, invoices, quotes, do account user management, view your catalog or Wishlist items, view ordered items and review pending orders.

3 – Managing Users

To update your address information, navigate to **My Account → Dashboard → Account Manager**

From this section account administrators can add or remove users, control user permissions/roles. In the Cordant Store a user is defined as a **Contact** on the account. Cordant does not manage users for your account; each account's administrator is responsible for their own user management.

4 – Managing Addresses

To update your address information, navigate to **My Account → Dashboard → Account Manager**

This section will also allow you to manage your shipping and billing address(s) on your account. From this screen you can set up default shipping addresses for the location that you are logged into or update/change the address. Cordant does not manage addresses for your account; each account's administrator is responsible for their own account management.

Placing an Order

- From the store select the supply category that you want to place your order from the header row on the website.
 - Products can be filtered or simply browsed from the webpage and added to your cart or to your Wishlist for future ordering.
- Once you have selected your products, put in the quantity desired and use the **"ADD TO CART"** button.
- To review your cart, use the cart icon in the top-right corner of the site. 
- Review each item in your cart to ensure you have selected the correct product and quantity and use the **"REVIEW & CHECKOUT"** button to continue.
- Now confirm the following for your order:
 - Your order shipping or "Ship To" address is correct
 - You're billing or "Bill To" address is correct
 - Product quantities and pricing
- Then use the **"CHECKOUT"** button to proceed to Shipping Method which will default to Cordant's standard shipping rates and select **"CONTINUE"**.
- Select your payment method from those available to your account and select **"CONTINUE"**.
 - To add an ACH Bank Account for payment this is done on your order when you first select the option as your payment method.
 - A one-time authorization must be done for setup. You will be prompted upon selection of ACH Bank Account Transfer Option. The on-screen prompts will guide you through the setup.
- Do your final review of your products, Shipping Address and Billing Address and then select **"PLACE ORDER"**.
- Your account contacts will receive emailed order confirmation for each order.