



First, SIGN IN to your account. You will be redirected to the sign in customer portal page.

If you have lost or forgotten your log in user name and password, please contact our credit department.

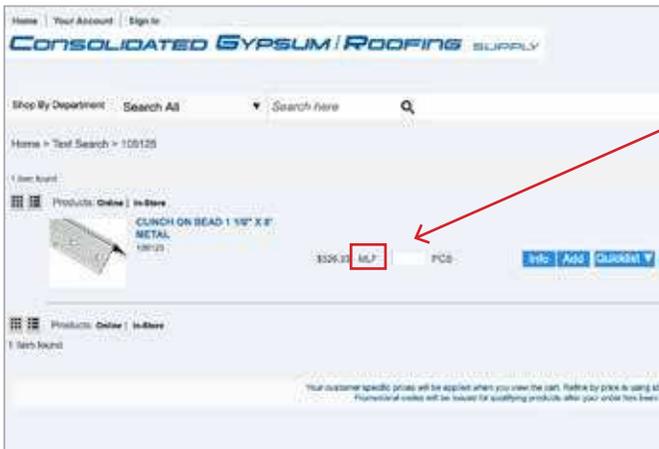
NOTE: If you need to request access for the first time, contact our credit department one of three ways:

- 1- Call toll free: 1-877-752-7786 local: 780-452-7786
- 2 - Email credit@cgsupply.ca
- 3 - Click on the “request access” button. Follow the prompts and press submit.

Someone will contact you as soon as possible with log in credentials.



Once signed in, you are redirected to your account page. Select the HOME tab on the top left corner. In the new window, use the “Shop by Department” button and select a category and sub category from the drop down menus.



Enter a quantity and click "Add to Cart".



Notice there is a number in your cart. Even though you selected 5 units, the number 1 is in your cart indicating one transaction.



You can shop for more items, edit what you have selected or submit your order by clicking "Place Order Now" and follow the prompts on the Check Out Details page.

By default, some of our items are priced by thousand linear feet (MLF). As you proceed, the price will be adjusted to the unit price on the "Items in your Cart" page.

NOTE:

If your button reads, "Place **Quote** Now", instead of "Place **Order** Now", you are NOT signed in to your account.

You must sign in to get your special contractor and regional pricing.

Use the "Sign In" button and proceed.



Once you have signed in, you'll get a message indicating that your prices have changed.

Go ahead and continue shopping or place your order and then proceed to the Check Out Details page.

Check Out Details

Carefully read and fill out all the fields.
* indicates a mandatory field.

It is very important to select your branch, shipping method and date required.

You will get a follow up call from a sales rep to discuss delivery charges, special instructions and confirmation of your order.

When completed, click "CONTINUE"

Shipping Method: Delivered
Branch: 1980 - 17th Street, Edmonton, AB, T5J 1J7, Canada
Date Required: 00/00/00
PO#1 Your Ref: 12308

Delivery Address
Contact Name: Zoriny
Last Name: Customer
Address line 1: 1235 - 28 Ave
Address line 2:
Address line 3:
City: Edmonton
Province: Alberta
Postal code: T1J 1Z3
Country: CDM
Contact Telephone: +1-780-123-1234
Email address: test@customer.ca

Billing Address
Address line 1: 1235 - 28 Ave
Address line 2:
Address line 3:
City: Edmonton
Province: Alberta
Postal code: T1J 1Z3
Country: CDM
Email address: test@customer.ca

Subtotal (without Tax): \$10.00
Tax: \$1.00
Total incl Tax: \$11.00

Back Continue

Order Summary

Summary

Shipping Method: Delivered
Branch: 1980 - 17th Street, Edmonton, AB, T5J 1J7, Canada
Date Required: 00/00/00
PO#1 Your Ref: 12308

Delivery Address
Contact Name: Zoriny Customer
Last Name: Customer
Address: 1235 - 28 Ave
City: Edmonton
Province: Alberta
Postal code: T1J 1Z3
Country: CDM
Email address: test@customer.ca

Billing Address
Address: 1235 - 28 Ave
City: Edmonton
Province: Alberta
Postal code: T1J 1Z3
Country: CDM
Email address: test@customer.ca

Subtotal (without Tax): \$10.00
Tax: \$1.00
Total incl Tax: \$11.00

Back Print **Complete Order**

You will get another window with your summary. You can still go back, or continue. Note: you must check the agree to terms and conditions box to finalize your transaction.

Finish by clicking "Complete Order".

Please wait while your request is being processed.

Confirmation

Thank you for placing your order with us.

Please note a note of our **Confirmation Number: 123456789**

You will be given an order confirmation number.