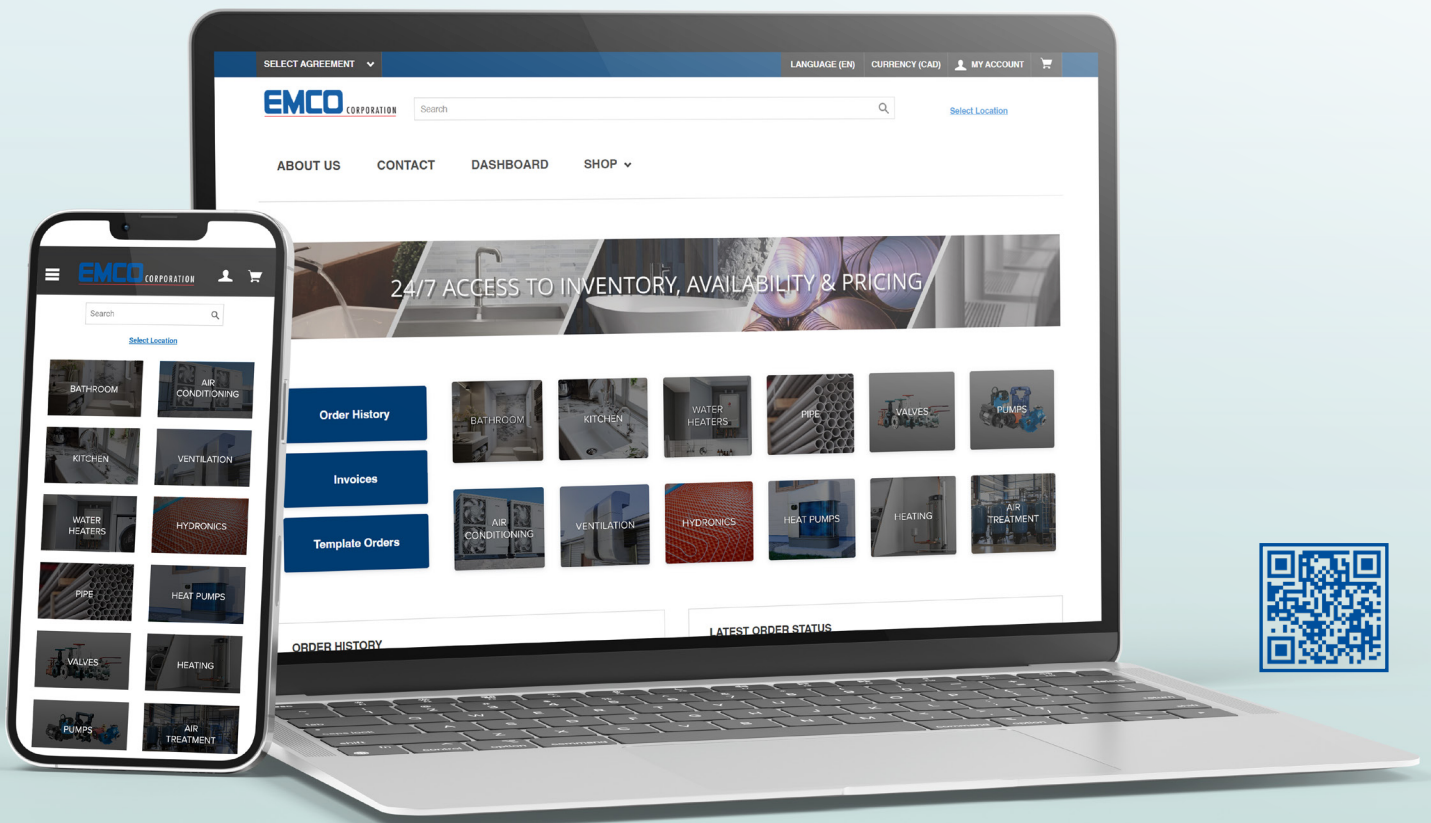


USER GUIDE

SHOP.EMCO.CA

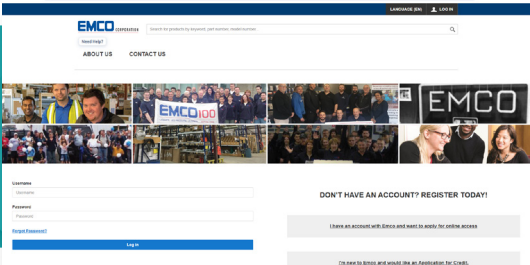
24/7 ACCESS TO **INVENTORY**,
AVAILABILITY & PRICING ONLINE
OR ON YOUR PHONE



AT A GLANCE

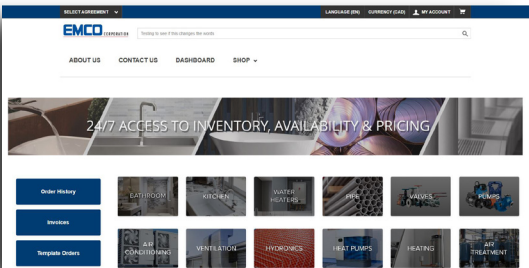
1

REGISTER



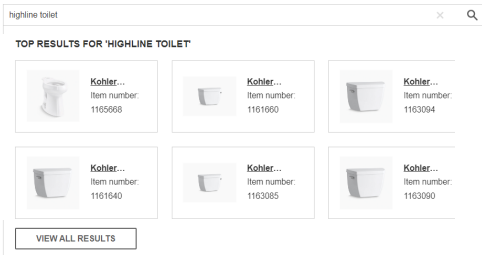
LOGIN

2



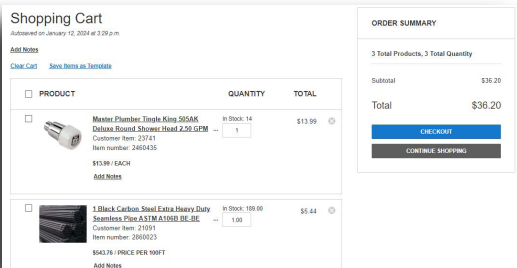
3

SEARCH



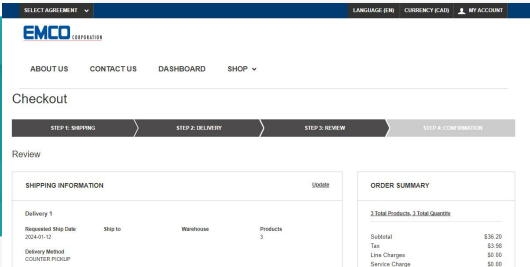
SELECT

4



5

ORDER



REGISTER FOR AN ACCOUNT

Request an account by contacting your local PC or visit shop.emco.ca

EMCO CUSTOMERS

- Complete the short webform found here to request online access
- Your PC will set up your account details and you will receive an email from no-reply@accountsetup.ca with instructions on how to set up a new password

NEW TO EMCO

- Complete our Application for Credit and submit to your local PC

EMCO CORPORATION

Search for products by keyword, part number, model number.

ABOUT US CONTACT US

Username
Password
Forgot Password?

Log In

DON'T HAVE AN ACCOUNT? REGISTER TODAY!

I have an account with Emco and want to apply for online access

I'm new to Emco and would like an Application for Credit.



ORDER MATERIAL &
ACCESS PRICING 24/7



SEARCH PRODUCTS &
AVAILABLE INVENTORY



REORDER QUICKLY WITH
CUSTOMIZED LISTS



OPTIMIZED FOR
MOBILE DEVICES



TRACK INVOICES & REVIEW
ACCOUNT INFO



VIEW PRODUCT
SPECIFICATIONS

LOGIN & ACCESS THE DASHBOARD

WHERE TO BEGIN?

- 1 Click the link provided within your account setup email.

An Account for <https://shopst.emco.ca/> has been setup for you. Please complete the activation process by creating your password using the following link:
https://shopst.emco.ca/c/portal/update_password?p_1_id=1400407&ticketKey=26d3eb14-1a88-940a-6955-dbb56090a2cb

Password requirements:

- minimum of 8 characters
- 1 upper case letter
- 1 lower case letter
- 1 number
- 1 special character

We sincerely thank you for your valued business. Our team looks forward to supporting your success on <https://shopst.emco.ca/>

- 2 Create a new password for your account using the instructions provided.

Change Password

Please set a new password:

- Minimum Length: 8
- Minimum lowercase letters: 1
- Minimum uppercase letters: 1
- Minimum special characters: 1
- Minimum numbers/digits: 1
- Supported symbols: _!@#%&*~ (@ is not allowed)

Password

This field is required.

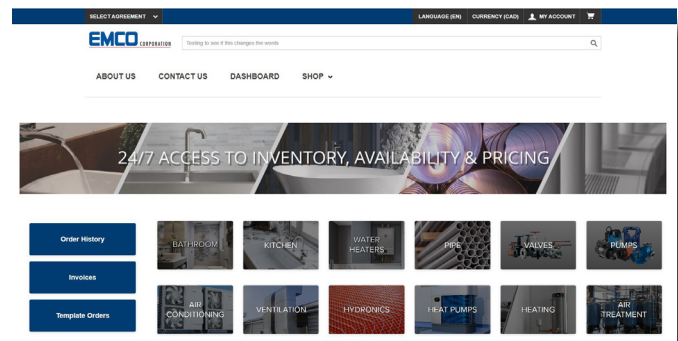
Enter Again

Save

WELCOME!

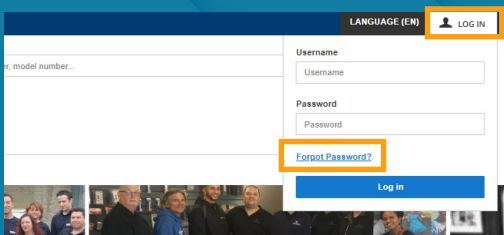
You're now logged in and can access:

- Inventory
- Availability
- Pricing
- Account details
- Product specification sheets
- +Much more!

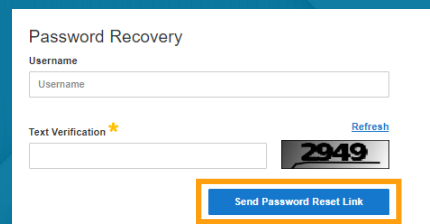


FORGOT YOUR PASSWORD?

- 1 Click **Log In** from the shopst.emco.ca homepage and then **Forgot Password**.



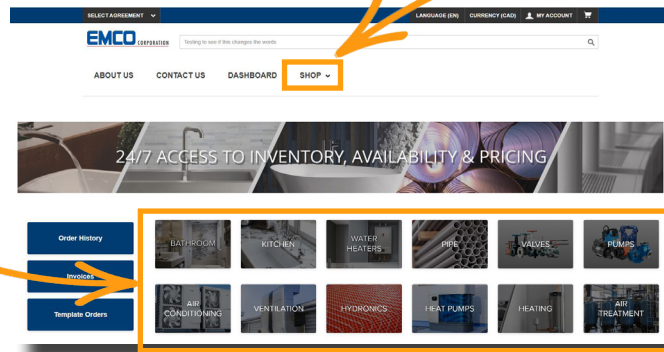
- 2 Enter the email address used to create your account, fill in the verification field and click **Send Password Reset Link**.



SEARCH FOR PRODUCT

SEARCHING BY CATEGORY

From the Dashboard you have 1-click access to view common shopping categories.

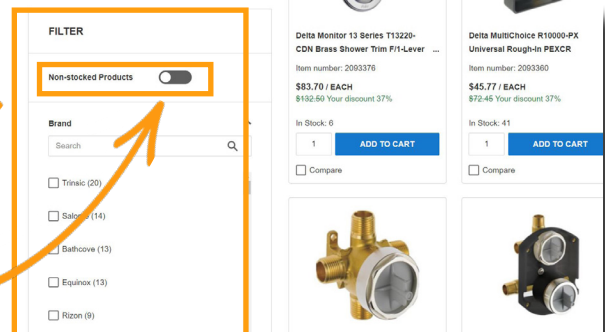


Alternatively, use the **SHOP** drop-down menu to view a more robust list of options.

Once you have selected a category, the filters on the left-hand side can be used to further refine your search results.

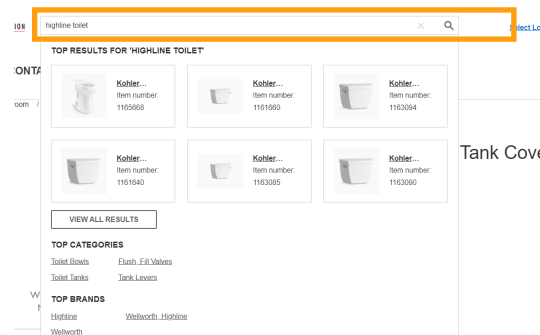
TIP!

Use the non-stock filter to view products your PC can bring in upon request!



SEARCHING BY KEYWORD

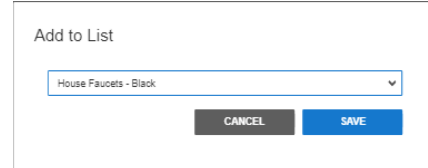
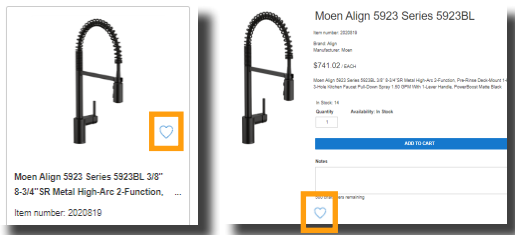
Use the search bar at the top of the page to enter keywords, part numbers or model numbers. As you type, a suggested search box will pop up below with relevant items.



BUILD YOUR SHOPPING CART

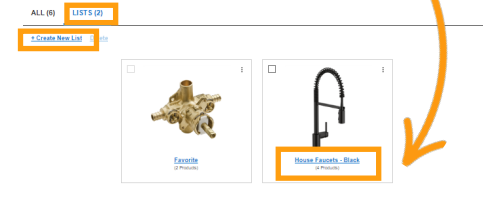
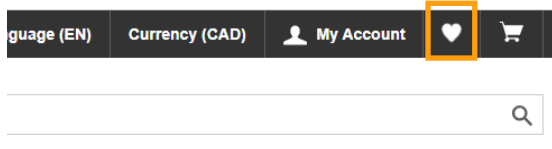
ADD FAVOURITE ITEMS

- 1 Click the heart icon next to the product you would like to add to a favourites list.
- 2 If you have multiple lists, select your list from the dropdown and click **SAVE**.

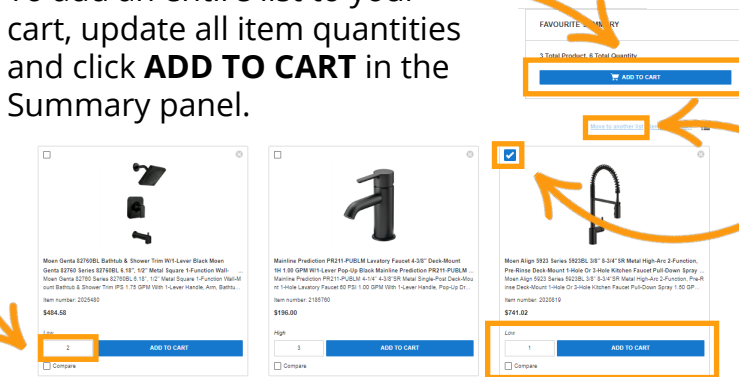


USING A FAVOURITES LIST

- 1 To view your favourites, click the heart icon located in the top-right corner.
- 2 Select the **LISTS** tab to view and/or create a new list of favourites. Click on the list you want to use.



- 3 To add an entire list to your cart, update all item quantities and click **ADD TO CART** in the Summary panel.



TIP!

Move items between lists by using the checkboxes and "Move to another list" feature!

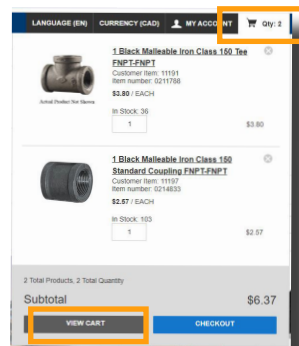
To add individual items to your cart, enter the desired quantity and click **ADD TO CART**.

BUILD YOUR SHOPPING CART

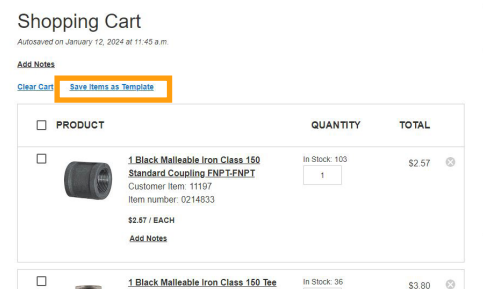
In addition to building a shopping cart through search features, you can also create a template for quick and easy re-ordering or upload products from an Excel file.

CREATE A TEMPLATE

1 Build a shopping cart of items you would like to have in your template. Once your list is complete, click the **Cart** icon in the top right-hand corner and then **VIEW CART**.

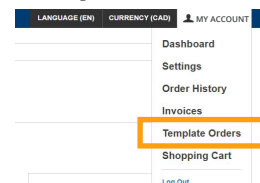


2 Click **Save Items as a Template**.



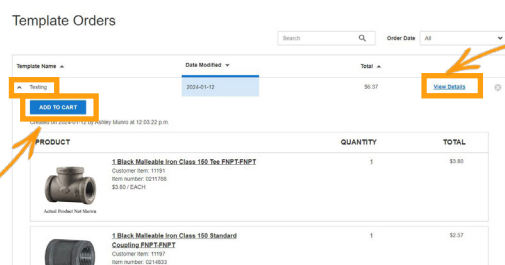
3 Enter an Order Name and any notes specific to this template, then click **Save**.

4 The items will be removed from your cart, and a Template will be saved under **Template Orders**.



USING A TEMPLATE

Open your **Template Orders** from the **My Account** drop-down. Click the arrow beside the template you'd like to use and then click **Add to Cart**. All items from your template will be copied to your shopping cart.



You can also click **View Details** to re-order items from the template using the details page.

BUILD YOUR SHOPPING CART

UPLOAD PRODUCTS FROM EXCEL FILE

- 1 The file you upload can be up to 200 lines, and must be saved as a .CSV file (UTF-8 encoded). The file cannot contain column headers and should be structured as shown.

COLUMN 1 ITEM NUMBERS	COLUMN 2 QUANTITY	COLUMN 3 COMMENTS
A	B	C
7524054	1	Please ship together
7522797	2	
4451034	4	

- 2 From the **Dashboard** page select **File Upload**

FILE UPLOAD BY ITEM NUMBER

BROWSE FILES

A file cannot exceed 200 lines, must be a .CSV file (UTF-8 encoded) and must list item numbers in the first column, quantities in the second column and comments in the third column.

- 3 Click **Browse Files** to locate your .CSV file.

- 4 Verify the formatting used in your CSV file, then click **Continue**.

CSV Formatting

Please indicate the delimiters used in your .CSV file to continue your upload:

Columns

☒ Comma ☐ Semicolon

Decimals

☒ Point ☐ Comma

Additional options

☐ Ignore zero or blank quantities

☐ My table has headers

CANCEL CONTINUE

- 5 Any errors in the spreadsheet will be highlighted by the system and will need to be corrected before the items are placed into the cart.

Item Number: 4451034 Qty: 4 Comments:

P302 Series 1/4 Small Pressure Switch Imported IT 30-50 PSI -22-257F

Item number: 4451034

ADD TO CART

Example: This line has a quantity error. Once the incorrect quantity is adjusted, the **Add to Cart** button will become available.

BUILD YOUR SHOPPING CART

If you know the SKU of the product you wish to purchase, a fast and efficient way to build a shopping cart is with our Quick Order feature.

QUICK ORDER FEATURE

- 1 From the **Dashboard** page select **By Item Number**.
- 2 Enter the Item Number (SKU or Customer Item Number if applicable) and the quantity.
- 3 Add any line item specific notes in the Comments field.
- 4 To add another item, click the **+Add More** button.
- 5 To add the items in your list to the shopping cart, click **Add to Cart**.

The screenshot shows the 'Quick Order' interface. At the top, there is a 'FILE UPLOAD' section with a button labeled 'BY ITEM NUMBER'. Below this is a table with columns for 'Item Number', 'Qty', and 'Comments'. The first row has input fields for 'ITEM # / CIN', a quantity box, and a comments box. Below the table is a '+ Add More' button. At the bottom right, there is an 'ADD TO CART' button. Orange arrows and boxes highlight these elements, corresponding to the numbered steps in the list above.

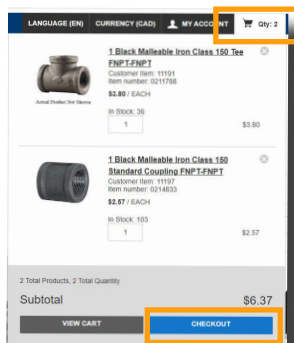
DID YOU KNOW?

If you have product item numbers that are different than Emco's SKUs, we can map them to our SKUs which allows you to **search with your own item numbers within our e-commerce platform**.

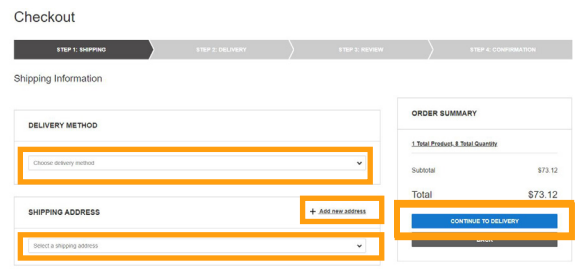
Ask your Account Manager for more information, they will support you in completing the mapping process!

CHECKOUT YOUR ORDER

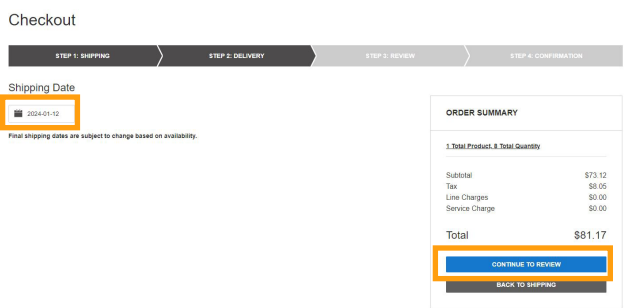
- When you're ready to check out your items, click on the shopping cart in the top right-hand corner and select **Checkout**.



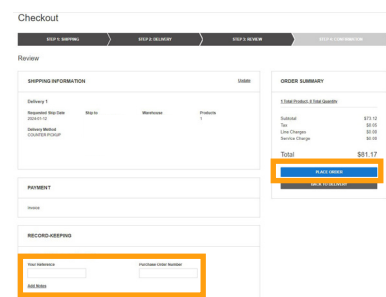
- Choose the deliver method (Counter Pickup or Delivery) and select the appropriate address, or click **+Add new address**. Once complete, click **Continue to Delivery**.



- Select the date you would like to have your product picked up or shipped, then click **Continue to Review**.



- Review your order details and add a reference number or notes as needed, then click **Place Order**.



AFTER YOUR ORDER IS PLACED

You will receive two emails:

- **1: Pending order:** The first email will contain a temporary order number such as "Pending (1234)"
- **2: Confirmation:** Within a few minutes you will receive a second email with the full order number from our ERP system.

When referencing your order with our team please ensure you provide the full order number from the second email and not the "Pending" order number.