

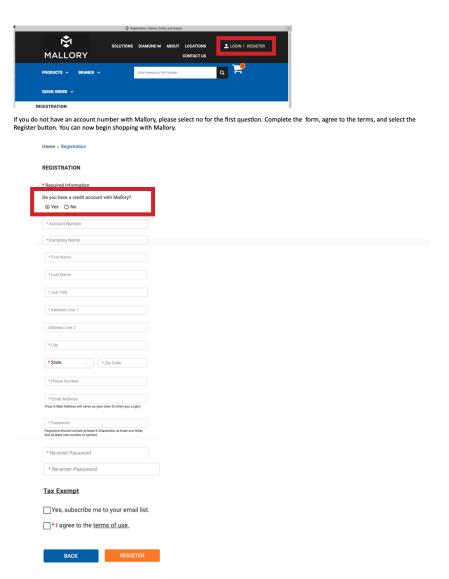
Registration

Please register yourself on the Home Page of www.mallory.com.

If you do not know your account number or need help registering, please email webhelp@mallory.com.

How to Register:

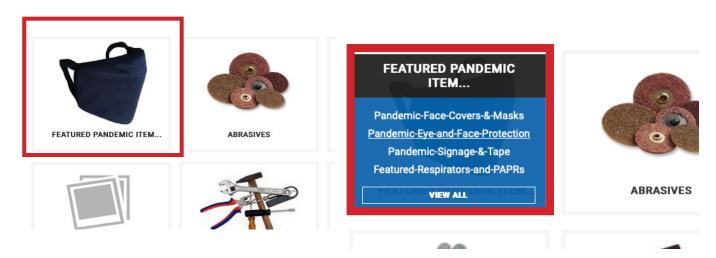
Open this link https://www.mallory.com and select Register.

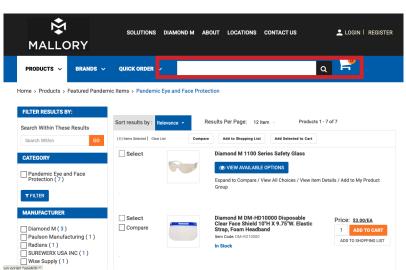




Search

Once you are logged into Mallory.com you can select a category to find the item you wish to search. Inside the categories there will be several like items for your selection.



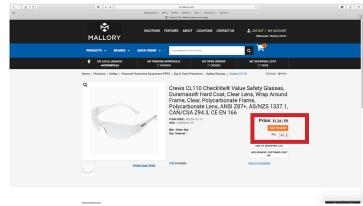


Another way to search is to type the part number into the search area and that will bring up that item and any related items.



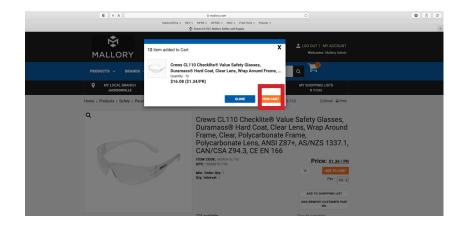
Add to Cart

Select the items you want and the quantity, then select add to cart.





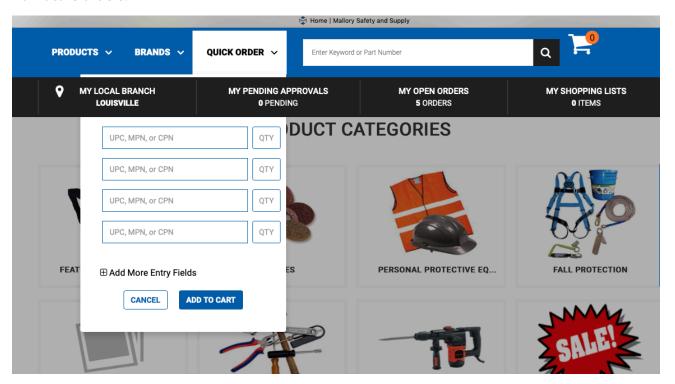
After adding each item to the cart the system will ask you if you would like to "View Your Cart". If you are finished shopping, click on the "View Your Cart" button and proceed to the checkout. If you want to change Units of Measure or to check stock in individual warehouses, that info can be found only at the item level pictured here.



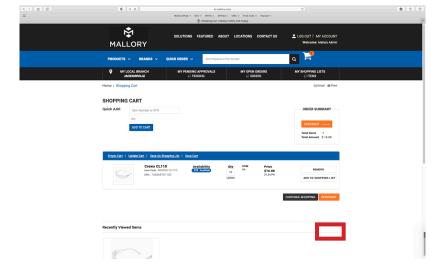


Quick Order

If you know your part number you can also use the "Quick Order" option to place items into your cart. Type the item number in the UPC, MPN or CPN section and the quantity of items you wish to order and choose the "Add to Cart" button. You can also save your "Quick Order" items at this point for future orders.



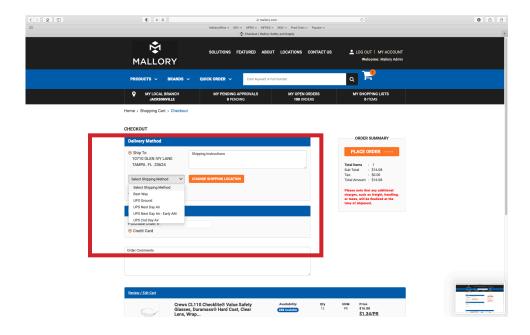
This is the cart. Your quantity can be changed or items selected can be deleted in this secetion. Once you have what you want, select "Checkout" to finish your purchase or Categories to browse further.





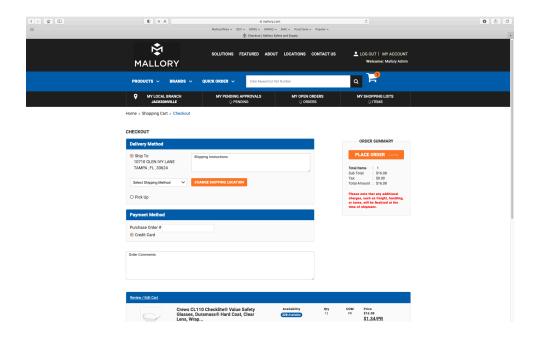
Checkout

Select how you wish your products to be shipped.



Enter any notes or Attn: Name line in the "Shipping Instructions" field.

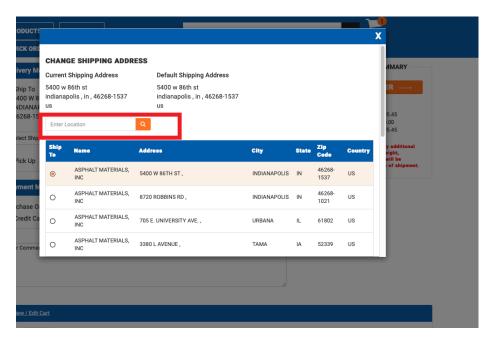
Change "Ship To" address by clicking "CHANGE SHIPPING LOCATION" button.



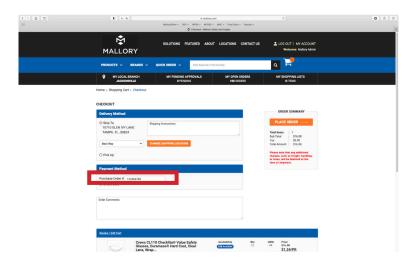


Checkout Continued...

You can choose from a list of "Ship to Addresses" that are associated with your account number by use the search bar or you can scroll down to type in a new address and then scroll down all the way down to click Save!



Enter PO in "Purchase Order" field or click credit card. Any other order comments or questions can be entered in the "Order Comments" field.

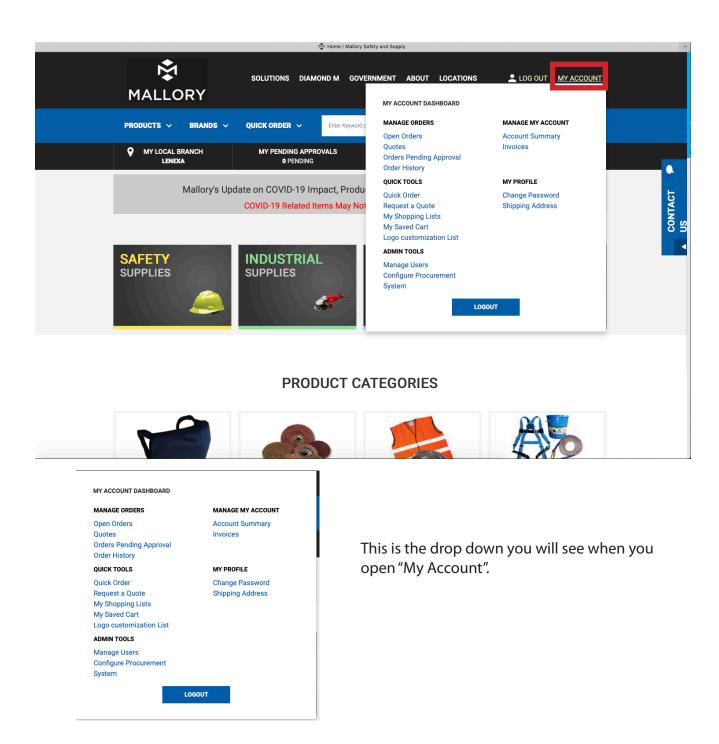


At this point, you can select the "Place Order" button and your order is complete. You will then receive an email with your order confirmation information.



Account Information Menu

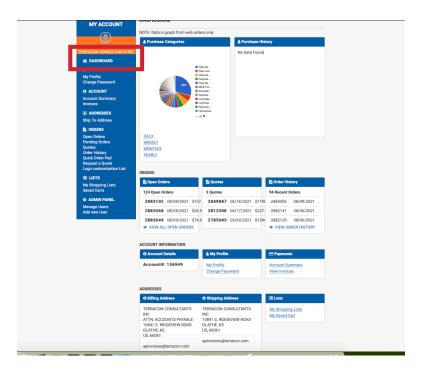
To open your "Dashboard" click on the "My Account" button next to "Log Out" button.



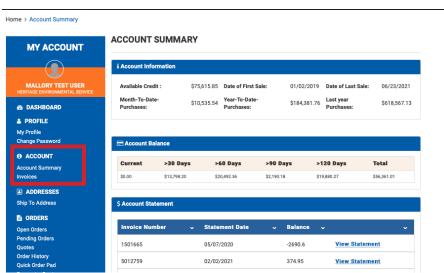


Account Dashboard

This is your dashboard. You can do many things from this section. The first thing you can do is change your profile and password.



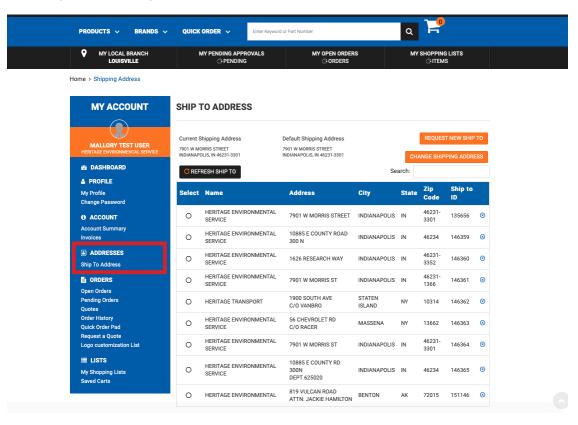
Account Summary and Invoice Lookup





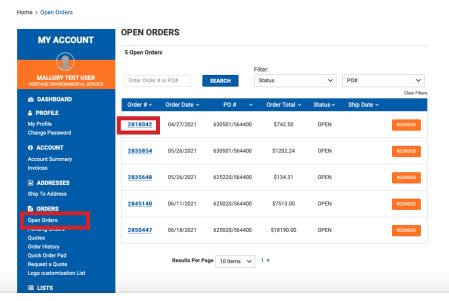
Set Default Address

Select "Ship to Address" for your account, set your Default Address or "request "Change Shipping Addrss" or "Request New Ship To" address.

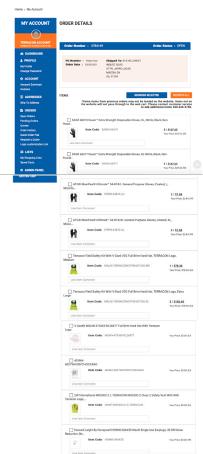




Open Orders



In this section, you can view all the open order that you currently have. You can click on the order number and it will bring up the order for you to review. You can also use this section to do a "Reorder" on items you frequently use.



This is what your "Order Detail" will look like when you open the order from the "Open Order" page.



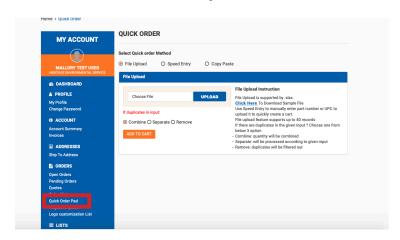
Pending Carts for Approval, Quotes, Order History

If users set up a cart approval system, authorized buyers can review carts sent to them for approval here.



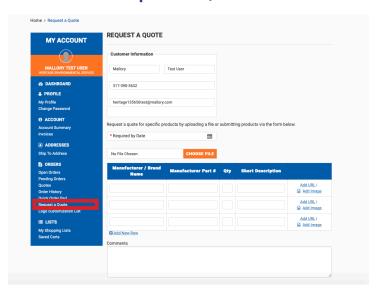


Quick Order Pad



Include as much info as you want - and requests go right to your regular customer service representative.

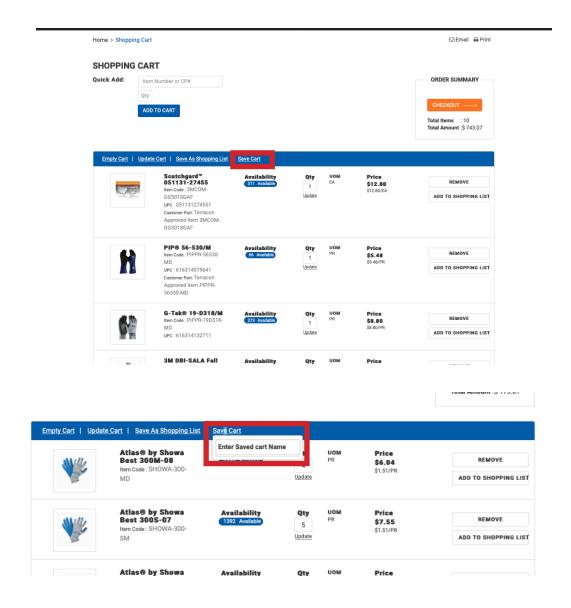
Request for Quote





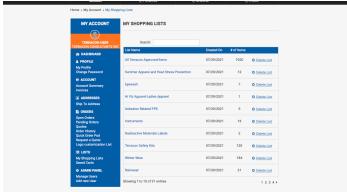
Lists...Shopping Lists and Saved Carts

To save a "Shopping Cart", before you checkout, go to the top bar and select "Save Cart". You will then be asked to name the shopping cart, then hit enter. You can adjust the amounts and add to any shopping cart at any time. You can have as many saved carts as you'd like and keep use them over and over.

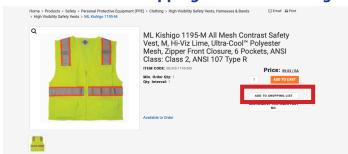




Shopping Lists



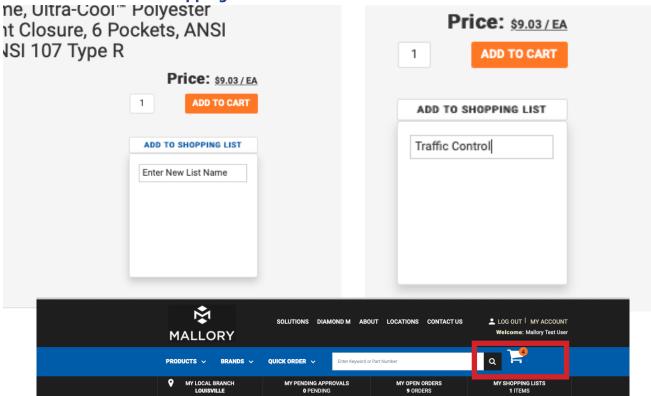
Add to or Create Shopping List from Item Page



Name & Save Shopping List

Select Add to Shopping Lists

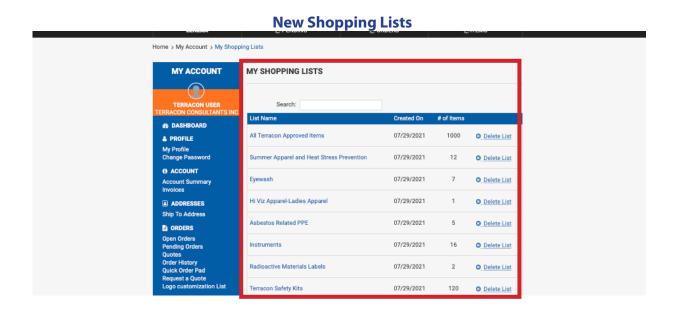
Home > Shopping Cart



You can go to your saved "Shopping Lists" from any page by clicking this button. To save a "Shopping List", you can create it in the Shopping Cart. You will have to select the "Save As Shopping List" button on the top row of your order. You will then be asked to name the shopping list, then hit enter.

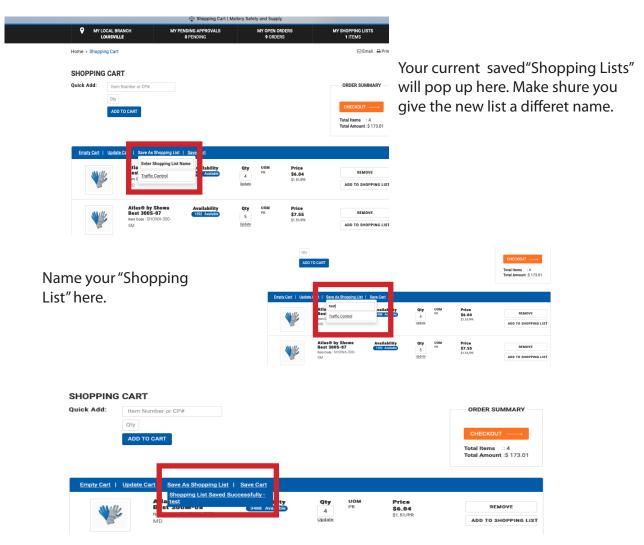


You are able to add and delete any time you wish. You are also able to add to existing lists while looking at an item and you want to save for later.







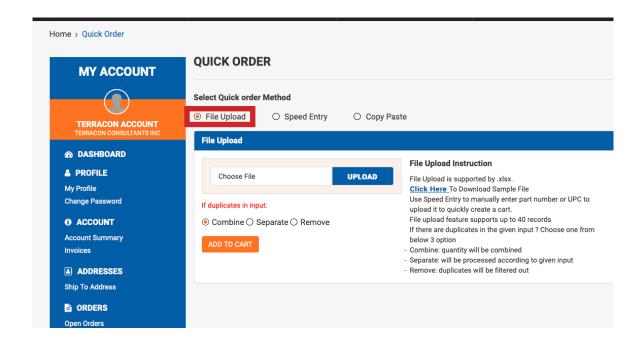


You will then receive this message that the "Shopping List" has been saved successfully.

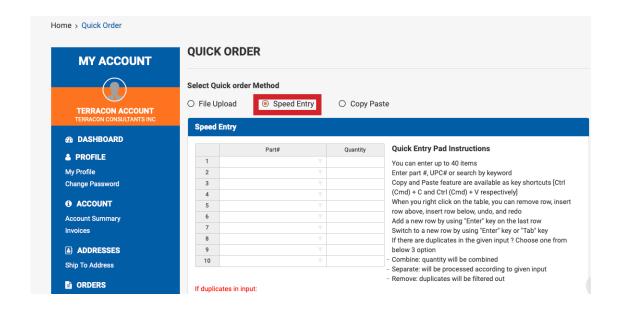
If you have any questions regarding your order, please contact <u>weborders@mallory.com</u>. For login information, please contact <u>webhelp@mallory.com</u>.



In this selection of "Quick Order" you can have an Excel spreadsheet saved on your computer and upload it here to add to your cart.

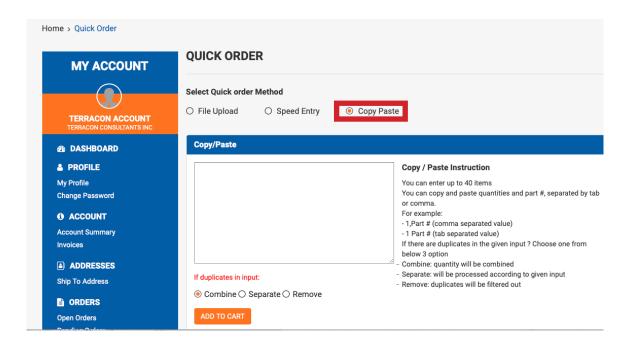


In this selection of "Quick Order" you can add each number and quantity that you wish to order and then add them to your cart.

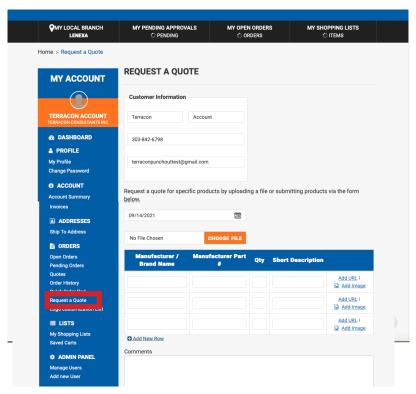




In this selection of "Quick Order" you can keep your order on another sheet you save on your computer and then copy and paste the items into this section and add them to your cart.

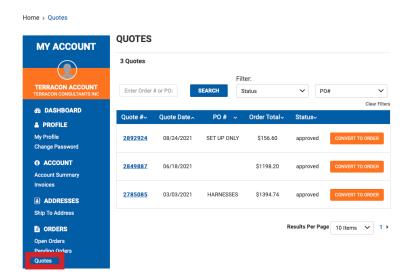




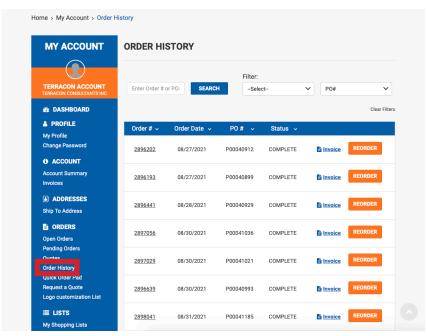


You can request a quote online by completing this form under the "Request A Quote" section of the dashboard.

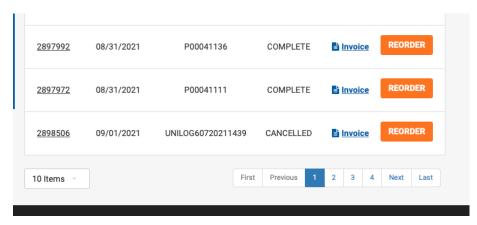
You will also be able to view your open "Quotes" by selecting that choice in the "Dashboard". To open an existing quote, click on the "Quote Number" and it will open that quoat for you to review.







You can also select the "Order History" section from the dashboard. This will pull up all the orders you made showing them complete. You can also pull up the actual invoice to have for a backup copy.



This section will also show any order that has been cancelled. You can also check the order or the invoice at this point.



Locations Nationwide to Better Serve You

