GORDON ELECTRIC SUPPLY, INC.

WHERE **RELIABILITY** IS GUARANTEED

Using Your Online Account

Entering Orders

Checking Stock

To check if an item is in stock, pull up the specific item page on our website. Locate the listing "**Total Available:**" located above the quantity box. If it reads "**In Stock**", then the item is currently in stock at one of our locations. Otherwise, please contact us for product availability.

Searching Tips

Customers can search for products on our website by using the search bar on the upper-left hand side of the website. For best search results, search full or partial catalog numbers. If the item you are looking for does not show on the search results, that does not mean we do not have it. Please call us if you cannot find a product online.

Tips & Tricks for Easy Order Entry

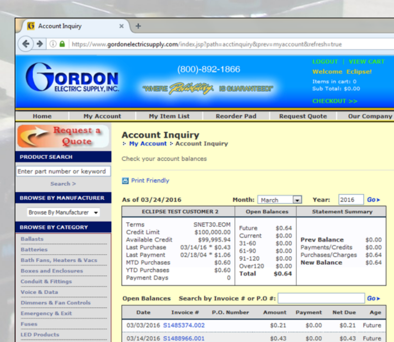
Our website features a number of tools to make product ordering quick and easy. To access them, start by logging into your account on our website. Select the "**My Account**" tab near the top of the page. Under the "**Product and Order Management**" heading, select any of the following tools:

- **My Item List** – A list where favorite or often purchased products can be saved. Once an item is there, it can easily be added to the Cart at any time.
- **My Saved Carts** – A list of shopping carts that have been previously saved. A shopping cart can be saved and named to be quickly recalled. These carts can be used to purchase the same or modified list of items again in the future. These saved carts can also be shared with other users on your account. Some examples of types of carts that customers save are project name, type of service, and material type. An unlimited number of carts may be saved.
- **Quick Pad** – If you know the exact quantities and part numbers of your order, you can quickly place an order by typing them in here.
- **Reorder Pad** – A list of all the products that have been purchased on your account in the last 12 months. These items can easily be added to your cart. This list is sorted with the most recently purchased items first.

Online Account Review

To access your account information, start by logging into your account on our website. Select the "**My Account**" tab near the top of the page. Under the "**Account Review**" heading, choose one of the following:

- **Open Bids** – View any current quotations that were written by a Gordon salesperson.
- **Open Orders** – View orders that have been placed, but not yet received.
- **Order history** – View a history of past orders.
- **Account Inquiry** – View billing and account balances.
- **Monthly Statement** – View billing statements by month.



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