

For further assistance give us a call at [800.233.4210](tel:800.233.4210) or email cservice@topnotchinc.com.

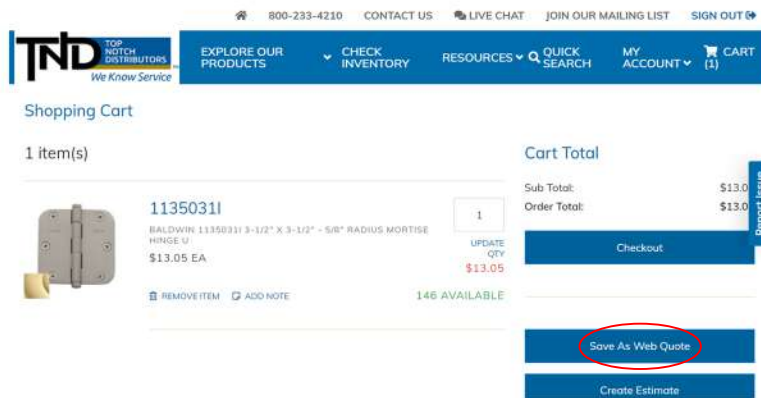
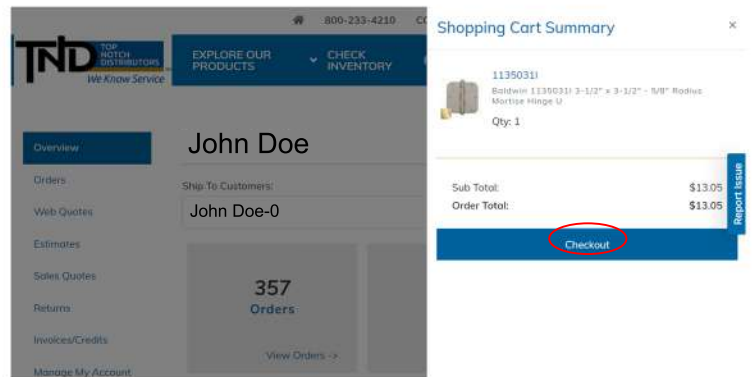


TND's Online Account Status and Ordering Tools

Placing an order online

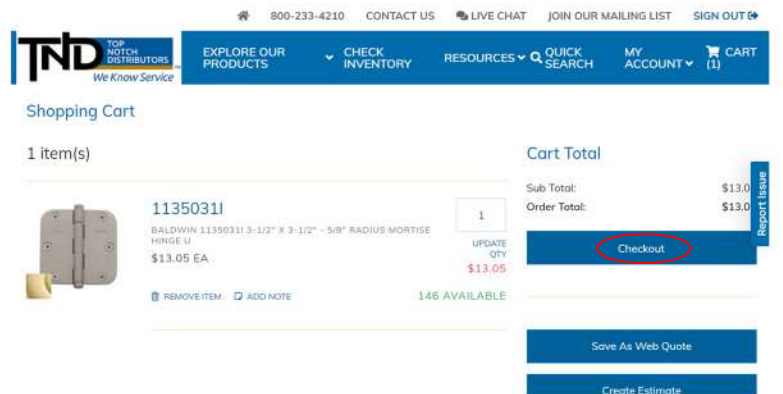
As an approved Top Notch customer, we make placing an order online easy. If you do not already have online access, please refer to the **"Gaining Access to Top Notch's Online Services"** sheet. Once you've logged into your Top Notch online account and finished adding items to your shopping cart, you can preview your order by clicking directly on the **shopping cart icon** towards the top right hand corner of the webpage.

In this pop-up window, you can check out by clicking the **Check out button** below.



The following screen allows you to update product quantity, remove items, or add notes using the plus icon. Click **Save As Web Quote** when you're finished. Once you have added notes for your items, the icon will change to an orange pencil icon, indicating the notes have been successfully saved. You can always revise your notes before checking out.

When you're ready to place your order, click on the **Check out button**. You will be presented with an order placement screen. This screen will walk you through the necessary steps to complete your order.



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First, select a **saved shipping location** from the drop-down menu, and check off ship items together. To drop-ship an order, make sure a **new location** is selected in the drop-down menu. Enter any order comments you would like to make, and select **contact information**.

The screenshot shows the TND checkout process. The 'Contact Information' step is highlighted with a red circle. The page includes a navigation bar with links for 'EXPLORE OUR PRODUCTS', 'CHECK INVENTORY', 'RESOURCES', 'QUICK SEARCH', 'MY ACCOUNT', and 'CART (1)'. The checkout steps are 'Shipping', 'Contact Information', and 'Payment'. The 'Contact Information' section has a dropdown for 'Shipping address' set to 'New Location' and a dropdown for 'Preferred Shipping Method' set to 'UPS Ground (UPS)'. There are checkboxes for 'Ship items together' and 'Send generic packing list without pricing'. A 'SHOPPING CART SUMMARY' sidebar shows a product 'Baldwin 11350311 3-1/2" x 3-1/2" - 5/8" Radius Mortise Hinge U' with a quantity of 1, a sub-total of \$13.05, and an order total of \$13.05.

The screenshot shows the TND checkout process. The 'Payment' step is highlighted with a red circle. The page includes a navigation bar with links for 'EXPLORE OUR PRODUCTS', 'CHECK INVENTORY', 'RESOURCES', 'QUICK SEARCH', 'MY ACCOUNT', and 'CART (1)'. The checkout steps are 'Shipping', 'Contact Information', and 'Payment'. The 'Payment' section has a dropdown for 'Payment Method' set to 'Credit Card' and a dropdown for 'Card Type' set to 'VISA'. There are checkboxes for 'Ship items together' and 'Send generic packing list without pricing'. A 'SHOPPING CART SUMMARY' sidebar shows a product 'Baldwin 11350311 3-1/2" x 3-1/2" - 5/8" Radius Mortise Hinge U' with a quantity of 1, a sub-total of \$13.05, and an order total of \$13.05.

If you selected a saved location from the previous step, your saved contact information will be auto-populated. When you are done, click **payment**.

Next, enter your payment information. You must enter your **purchase order number** in the appropriate field or a promotional code.

If you would like to pay with your online

Top Notch account, simply check the box to pay with your account, and the credit card option will be hidden. When using a credit card, you have two options:

1. Choose from an existing card in the drop-down menu
2. Enter a new card. When adding a new card, simply fill out your card information in the form. Your credit card type will be automatically recognized by our system. If you choose an existing card, the page will auto-populate leaving the CVV field for your reverification.

Note: you can still edit information in previous steps by clicking the pencil edit icon.

After review, click **place order** to submit. When successful, you will receive a success message and a confirmation email from our team.

The screenshot shows the final checkout page. The 'Place order' button is highlighted with a red circle. The page includes a navigation bar with links for 'EXPLORE OUR PRODUCTS', 'CHECK INVENTORY', 'RESOURCES', 'QUICK SEARCH', 'MY ACCOUNT', and 'CART (1)'. The checkout steps are 'Shipping', 'Contact Information', and 'Payment'. The 'Payment' section has a dropdown for 'Payment Method' set to 'Credit Card' and a dropdown for 'Card Type' set to 'VISA'. There are checkboxes for 'Ship items together' and 'Send generic packing list without pricing'. A 'SHOPPING CART SUMMARY' sidebar shows a product 'Baldwin 11350311 3-1/2" x 3-1/2" - 5/8" Radius Mortise Hinge U' with a quantity of 1, a sub-total of \$13.05, and an order total of \$13.05. The 'Place order' button is highlighted with a red circle.