



ROMCO

Division Boudreault Canada Ltd./Ltée

Online Ordering

In order to purchase online, please follow the steps below.

- 1- Go to our website at : www.romco.ca
- 2- Click on : **Online Ordering Login**
- 3- Fill in the information requested:

Your Customer's No:

Your User's code:

Your Password:

At this point you may view your statement or place your order on line.

- 4- Click on command button : **Online Ordering**
- 5- Click on command button : **New Order**
- 6- **Select delivery address** (Only for customers with multiple delivery addresses)

7.1 – At this time you may enter a new delivery address for this order only. In order to render this address permanent you must communicate with our office.

7.2 – **Type your P.O. number** (if necessary)

7.3 – Possibility of writing a notation

- 7- Click on command button : **Save**

Your Quotation (Order) is now open and a transaction number is allocated.

- 8- Click on command button : **Price List**
- 9- Type in quantities required in: **Quantity Required**
- 10- Click on command button: **Transfer** (at the bottom of the page)

A window will open with your quotation, you may recall your price list to add one or multiple products forgotten, do not forget to click on Transfer. Also in this window you may correct quantities of a product by clicking on the line number, a box will open and you may enter the new quantity of the product you want to correct. Once this is complete you must click on To Save to register your new quantity.

- 11- Click on command button: **Transfer Order**

(This step is very important for your order to be transferred to Romco)

At this point a window will open to confirm the transmission of your order.

- 12- Click : **Yes**

After this step the system will bring you back to the Quotation screen, click **End** to exit.

Note: If your transaction appears under: Futur Order = Order not process by Romco office, your may modify your order.

If your transaction appears under: Click on the Transaction = you may view your order but any changes must be done by contacting Romco office.

An email will be sent to you to confirm reception of your order.