



The**Standards**
Powered by Gilmore Global

Store

User Guide



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Overview

This User Guide will provide you with instructions and useful information for navigating through the Standards Store Online Ordering Tool to enable you to procure material.

Menu Bar

EN ▾ | USD

  My Account  Cart (0/0)

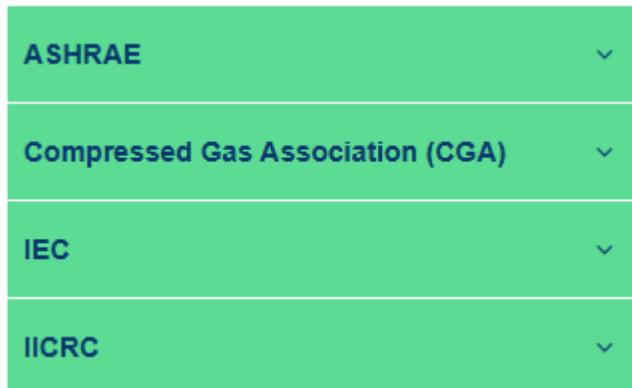
Once you've accessed the store, you can view your shopping language, shopping currency, message center for notifications, My Account, and Shopping Cart via the menu bar along the top.

Browsing the Products

There are a couple of different ways to view the products.

Customer Categories

Customer Categories are located on the left section of the website. These categories showcase products that are available for purchase. You can easily browse through the products using the dropdown list and product view options. Additionally, these categories offer a convenient way to search for specific products.



Search Function

On the top right, there is a text box by which you search. Enter the desired part number, title, keyword, etc. in the text field. The results of the search will be listed for easy viewing.



The search field searches through part numbers, title, product descriptions, and key words.



Product Details

Product Description

The product image and name serve as clickable links that lead to detailed product information. On the product details page, you'll find comprehensive information, including an overview, description, and any special instructions (if applicable).

(DRM Protected e-Book) Standard 174-2022 -- Method of Test for Rating Desiccant-Based Dehumidification Equipment (ANSI Approved)

\$75.00 USD

GilmoreMfgID 10075

Quantity: 1

ADD TO CART

Placing an Order

To order an item, click the **Add to Cart** button and enter the desired quantity. When you change the quantity in your cart, make sure to click on **Update**.

Your Shopping Cart PROCEED TO CHECKOUT

PRODUCT	QUANTITY	PRICE
 <p>(DRM Protected e-Book) Standard 174-2022 -- Method of Test for Rating Desiccant-Based Dehumidification Equipment (ANSI Approved)</p> <p>Remove from Cart</p>	<p>Quantity: 3</p> <p>Update</p>	<p>Unit price: \$75.00</p> <p>Subtotal: \$75.00</p>
<p>Clear Cart</p> <p>CONTINUE SHOPPING</p>		<p>Subtotal (1 items): \$75.00 USD</p> <p>PROCEED TO CHECKOUT</p>

Items will be added to your shopping cart, and you will see the total value of all items in the subtotal.

From here you can **Continue Shopping** or **Proceed to Checkout**.



Checkout Process

Entering Ship-To Information

The store will prompt you to either log into your account if you are a returning customer or create an account if you are a new customer.

Returning Customer?

Create an Account (optional)

Password rules

- cannot contain your first name
- cannot contain your last name
- cannot contain your username
- cannot contain a white space
- cannot repeat your 3 previous passwords
- must contain an uppercase letter
- must contain a lowercase letter
- must contain a number
- must be at least 7 characters

Username(Email format)

Username

First Name

First Name

Last Name

Last Name

Create Password

Password

Confirm Password

Confirm Password

I'm not a robot  reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

After logging in or creating a new account, you can easily add your shipping address. You'll also have access to an address book or the option to ship to a new address. If your shipping information is accurate, simply proceed with your order.

Set Your Shipping Address:

Ship to Address

Ship to Address Edit Address

Gilmore Global
120 Herzberg Rd
Kanata, Ontario K2K0J7
Canada
613-599-6065
standards@gilmore.ca

- OR - Select a different address from your address book

- OR - Ship to new address

Special Instructions (optional)

Return to Cart CONTINUE TO PAYMENT

Entering Bill-To Information

On the billing page, there is a box that is already selected where the billing address that was used is the same as the shipping address. However, you can change the address by unselecting the 'Same as shipping address' and edit the address.

Set Your Billing Address

Same as shipping address

ORDER SUMMARY

Merchandise Subtotal:	\$50.00
Taxes:	\$6.50
ORDER TOTAL:	\$56.50 USD

Final Order Summary

At this point, in the order process, you can review and make any changes before placing your order.

Once you've confirmed your order click on **Process Your Order**.

Order Confirmation Page

Order Confirmation Page

Once your order has been accepted, a confirmation page will display indicating the order number. You may **Continue Shopping**, or **Logout**.

Email Confirmation

Order Confirmation Email

You will receive an order confirmation via email with your order number.

Accessing Digital Content

Downloading Digital Content

Once your order has been confirmed, you will receive a secondary email. Within the email there will be a link to download the file.

You can also go under My Account -> Orders and click on the order and there will be a download button there as well.

For more information on how to create an eVantage account and redeem your purchase can be found [here](#).