ORDERING ARCHROMA STANDARDS ONLINE

- Go to https://www.myarchroma.com

- Note that a User Name and Password are required. If you do not have these, you must click on **Request a User Name and Password** on the opening page to set up your account with Archroma.

MY ARCHROMA ORDER INSTRUCTIONS

Standards can be ordered in 3 ways:

1. By searching for the standard by Name or by Archroma Number
2. By searching for the standard by the First Letter of the Shade Name
3. By searching for the standard by a listing of All Standards

1. To Order Standards by searching for the standard by Name or by Archroma Number:

1. Enter the Shade Name or Archroma Number into the box under "Search for..."
2. Select by Name or By Archroma #   (defaults to by name)
3. Select the search scope Plastics or Textiles (defaults to Textiles)
4. Click **Search**
5. Enter the Order quantity in the box beside the item you want to order.
6. Click the button "**Add Item(s) to Cart**".
7. A message is returned indicating the item was added to your cart as shown below.

   1 item was added to your Shopping Cart. Click here to Checkout.
8. To view the shopping cart, click the link that says "Shopping Cart".
or
 8. To add another item repeat the steps above or use another search method.
or
8. If this is the only item you want to order then:
a. Click the link that s ays "Click here to checkout".
b. Verify the shipping and billing information for your order; change any information that is not correct.
c. Review the items ordered, if you need to make any changes to the items ordered click "**View Shopping Cart**" on the left menu, make the changes as needed then click "Checkout"
d. Specify Payment Type and provide all Payment Information requested
e. Enter any comments you may have regarding the order if needed
f. Click **"Submit Order"**

Note: A wildcard can be used to search by a name or number. The use of a wildcard allows you to enter part of a shade name or archroma number to search for. To use this feature in step #1 above enter and asterisk (*) in the "Search for..." box along with the text or number then perform the remaining steps above as indicated.
i.e. To search for all shades containing the word blue enter *blue or to search for all shades containing archroma #'s 11 enter *11

2. To Order Standards by searching for the standard by the First Letter of the Shade Name:

or search by the First Letter of the Shade Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1. Select the search scope Plastics or Textiles (defaults to Textiles)
2. Click on the letter that corresponds to the first letter of the shade name
3. Enter the Order quantity in the box beside the item(s) you want to order.
4. If you want to order all items returned via the search, then enter the quantity into the box beside Autofill Qty then click the button **Autofill Qty**

5. Click the button "**Add Item(s) to Cart**".
6. A message is returned indicating the items were added to your cart as s hown below.

8 items were added to your Shopping Cart. Click here to Checkout.

7. To view the shopping cart, click the link that says "Shopping Cart".
or
 7. To add another item repeat the steps above or use another search method.
or
7. If this is the only item you want to order then:
a. Click the link that says "Click here to checkout".
b. Verify the shipping and billing information for your order; change any information that is not correct.
c. Review the items ordered, if you need to make any changes to the items ordered click "**View Shopping Cart**" on the left menu, make the changes as needed then click "Checkout"
d. Specify Payment Type and provide all Payment Information requested
e. Enter any comments you may have regarding the order if needed
f. Click **"Submit Order**"

3. To Order Standards by searching for the standard by a listing of All standards:

or search by the First Letter of the Shade Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Show All

1. Select the search scope Plastics or Textiles (defaults to Textiles)
2. Click **Show All**
3. Enter the Order quantity in the box beside the item(s) you want to order.
4. If you want to order all items returned via the search, then enter the quantity into the box beside "Autofill Qty" then click the button **Autofill Qty**

5. Click the button "**Add Item(s) to Cart**".
6. A message is returned indicating the items were added to your cart as shown below.

8 items were added to your Shopping Cart. Click here to Checkout.

7. To view the shopping cart, click the link that says "Shopping Cart".
or
 7. To add another item repeat the steps above or use another search method.
or
7. If this is the only item you want to order then:
a. Click the link that says "Click here to checkout".
b. Verify the shipping and billing information for your order; change any information that is not correct.
c. Review the items ordered, if you need to make any changes to the items ordered click "**View Shopping Cart**" on the left menu, make the changes as needed then click "Checkout"
d. Specify Payment Type and provide all Payment Information requested
e. Enter any comments you may have regarding the order if needed
f. Click **"Submit Order**"

Using the Shopping Cart:

Click "View Shopping Cart" at anytime to see the items currently in your cart

To Change the Quantity of Items in your Shopping Cart
1. Click on "**View Shopping Cart**"
2. Change the Quantity value for the item(s) you want to change to the desired value
3. Click the "**Update Cart**" button

To Remove Items in your Shopping Cart
1. Click on "**View Shopping Cart**"
2. Change the Quantity value for the item(s) you want to remove to **0 (zero)**
3. Click the "**Update Cart**" button

To Add More Items into your Shopping Cart:
1. Whenever the Shopping Cart is displayed click "**Add Another Product**" or click "**Order by Search**" on the left menu

To Checkout
1. Once your shopping cart has all the items you want to order click "**Checkout**".
2. Verify the shipping and billing information for your order; change any billing information that is not correct.
3. Review the items ordered, if you need to make any changes to the items ordered click "**View Shopping Cart**" on the left menu, make the changes as needed then click "Checkout" again
4. Specify Payment Type and provide all Payment Information requested
5. Enter any comments you may have regarding the order if needed
6. Click **"Submit Order**"

Order Processing:
Once your order is submitted you will receive an email message acknowledging receipt of your order. The message will contain your Order Number for future reference. You will also be notified via email when your order is shipped.

You can track the status of your order at any time by logging into the site and returning to the "**Order Standards**" menu then clicking "**My Open Orders**". This view shows you all open orders and their current status. **Click on the url link** to your order document to see the status of each item on your order and all invoices associated with the order.

The view "**My Order History**" shows all orders you have placed that have been completed.   **Click on the url link** to your order form to see the status of each item on your order and all invoices associated with the order.

Order Tracking:
You can track the status of your order at any time by returning to our website, selecting **Order Standards** then selecting **My Open Orders** or **My Order History**. All orders you place at our site will be available here for your status tracking. You can also review your invoices by opening an order document and clicking on the invoice.