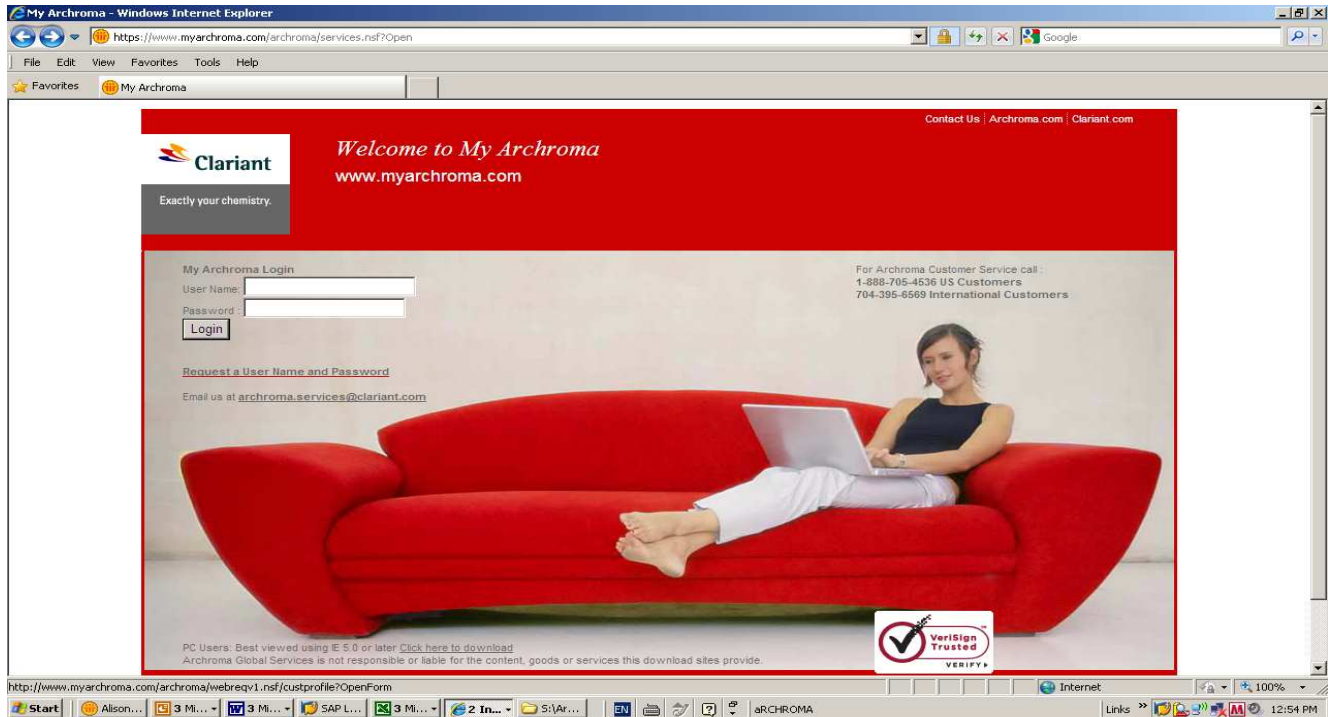## Before Ordering

1. Type in www.myarchroma.com, you can see below screen. If you don't have the user name and password yet, click **Request a User Name and Password.**

2. Fill in the blanks; fill your **RETAILER/BRAND** for Retail Merchant. When all filled, click on: **Submit**.

3. We will give you the user name and password by email following request approval by **RETAILER/BRAND.**
4. Log in again
5. If you already have the user name and password for other brands. Login and click **Request Additional Merchant Access** from the left side menu and fill the form to choose **RETAILER/BRAND.**

Ordering instructions
Standards can be ordered in 2 ways:
1. By searching for the standard by Name, Archroma Number or wildcard *
2. By searching for the standard by the First Letter of the Shade Name

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

1. Click **Order by Search** under **Ordering Tools**
2. Select the **Textiles** (defaults to Textiles)
3. Enter the Shade Name or Archroma Number into the box under "Search for..." you can search by:
   - Name
   - Specific Retailer Number; or even color descriptions.
4. Select by Name or by Archroma # (defaults to by name)
5. Select the Retailer (if different from the one defaulted)
6. Click **Search** (search results are shown)

7. Enter the Order quantity in the box beside the item you want to order.
8. Click the button "**Add Item(s) to Cart**". (a message is returned indicating the item was added to your cart).

9. To view the shopping cart, click the link that says "**Shopping Car**t" on the results page or on the top middle menu of the page.
   - Or:
     - To add another item, click "**Order more items**" or repeat the steps above or use another search method.
     - If this is the only item you want to order then click "**Checkout**".
10. To Checkout once items are added into your cart:
   - Click Shopping Cart, review items in cart:

   - then click Check Out;
     - The order form appears:

Archroma Order Form

Please verify shipping information for your order and indicate any address changes in the Comments field. **All fields are required.** When finished, click the "**Submit Order**" button. You will receive e-mail confirmation of your order.

Shipping Information

Name: RYAN STANLEY

E-mail: ryan.stanley@clariant.com

Phone:

FAX:

Select a Site: CLARIANT CORP

Company: CLARIANT CORP

Country: United States

Address: 123 Anywhere Street ABC, NC *

Your Current Order

Description	Item Status	Price	Qty	Total
BAHIA	Available	8.00	3	24.00
JETSTREAM	Available	8.00	1	8.00

Total Order: $ 32.00

Do you want to receive QTX files for the standards ordered above? ◉ Yes ○ No
Please review the QTX policy

Shipment Details   Click here to review the **Archroma Return/Shipping Policy**

Instructions: Priority Overnight Delivery (delivers by 10:30 am) ▾

Preference: ◉ Partial shipments allowed ○ Only ship complete order

In the event that part of the order is out of stock, all in-stock standards will be shipped immediately and the remainder shipped when available. This will involve multiple shipping charges. *IF YOU WOULD PREFER THAT ONLY COMPLETE ORDERS BE SHIPPED, YOU MUST SELECT "Only ship complete order".*

Provide Updates to Your Shipping Information or Miscellaneous Comments Below:

Payment Information

**Payment Type: ◉ Credit Card

Fill in the name and address below as shown on your credit card statement. Your credit card will be billed at time of shipment.

Credit Card Type: ○ MC ○ Visa ○ AMEX

Credit Card Expiration Date: (ie. mm/yy 04/08)

Credit Card Number: (numbers only w/o spaces or dashes)

Name as it appears on Card:

Credit Card Bill To Street Address:

Credit Card Bill To Zip Code:
(if zip code is applicable)

☐ I acknowledge reading and acceptance of the Terms of Agreement

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 "**Shopping Cart**" on the top menu, makes the changes as needed then click "Checkout"
D. Specify Shipping Preference and Payment Type then provide all Payment Information requested
e. Enter any comments you may have regarding the order if needed
f. Review and Acknowledge the Terms of Agreement then 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 enters an asterisk (*) in the "Search for..." box along with the text or number then perform the remaining steps above as indicated.
   ie. 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:
1. Select the 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

Search for a shade...

Search Scope ○ Plastics ● Textiles

Search for... [ ] ● by Name ○ by Archroma #

[Search]

Retailer: [▼]

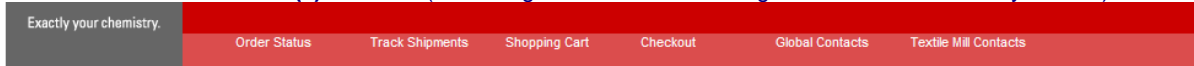or search by the First Letter of the Shade Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Helpful Hints: A wildcard (asterisk *) can be used to search by partial name or number. (ie. blue*)
If the current status is "In Development", you can Pre-Order the item and it will be shipped once it is Available.

The Show ALL feature at myarchroma has been causing server problems. The decision was made to have the feature hidden for all customers. The ordering remains the same except for the fact each color should be searched by name or letter of the

[Add Item(s) To Cart] [   ] [Autofill Qty]

Search Results
Found 5 matches.

Shade	Shade Name	Color #	Status / Estimated Avail	Order
	PASTURE		Available	Qty [ ]
	PILOT		Available	Qty [ ]
	PLUSH PURPLE		Available	Qty [ ]
	POMPADOUR		Available	Qty [ ]
	POWER PINK		Available	Qty [ ]

3. Enter the Order quantity in the box beside the item(s) you want to order.
4. Click the button "**Add Item(s) to Cart**". A message is returned indicating the items were added to your cart.
To view the shopping cart, click the link that says "Shopping Cart".
- o   Or:
    - o   To add another item repeat the steps above or use another search method.
    - o   If this is the only item you want to order then:
    - A.   Click the link that says "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 "**Shopping Cart**" on the top menu,
    - D.   make the changes as needed then click "Checkout"
    - E.   Specify Shipping Preference and Payment Type then provide all Payment Information requested
    - F.   Enter any comments you may have regarding the order if needed
    - G.   Review and Acknowledge the Terms of Agreement then Click "**Submit Order**"

Using the Auto fill Quantity:
1. If you want to order all items returned via the search, then enter the quantity into the box beside Auto fill Quantity then click the button
    Auto fill Quantity

2. Click the button "**Add Item(s) to Cart**". A message is returned indicating the items were added to your cart.
3. To view the shopping cart, click the link that says "Shopping Cart".

Using the Shopping Cart:
Click "**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 "**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 "**Shpping 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 "**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 information that is not correct.
3. Review the items ordered, if you need to make any changes to the items ordered click "**Shopping Cart**" on the top menu,
make the changes as needed then click "Checkout" again
4. Specify Shipping Preference and Payment Type then provide all Payment Information requested
5. Enter any comments you may have regarding the order if needed
6 Review and Acknowledge the Terms of Agreement then Click **"Submit Order"**

Order Processing / Order Status:
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 choosing "**Order Status**" from the top menu. This page shows you all orders and their current status. **Click on the url link** to your order # to see the status of each item on your order and all invoices associated with the order.
This page also shows all invoices you that have been completed. **Click on the url link** to your invoice # to see and/or print each invoice.

If your order was shipped via Federal Express then you can track the status of your shipment by clicking the FedEx graphic that is shown.

Order Tracking:
You can track the status of your order at any time by returning to our website and selecting **Order Status.**
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.
You can also track shipments on orders shipped by Federal Expresss by clicking the link **Track Shipments**