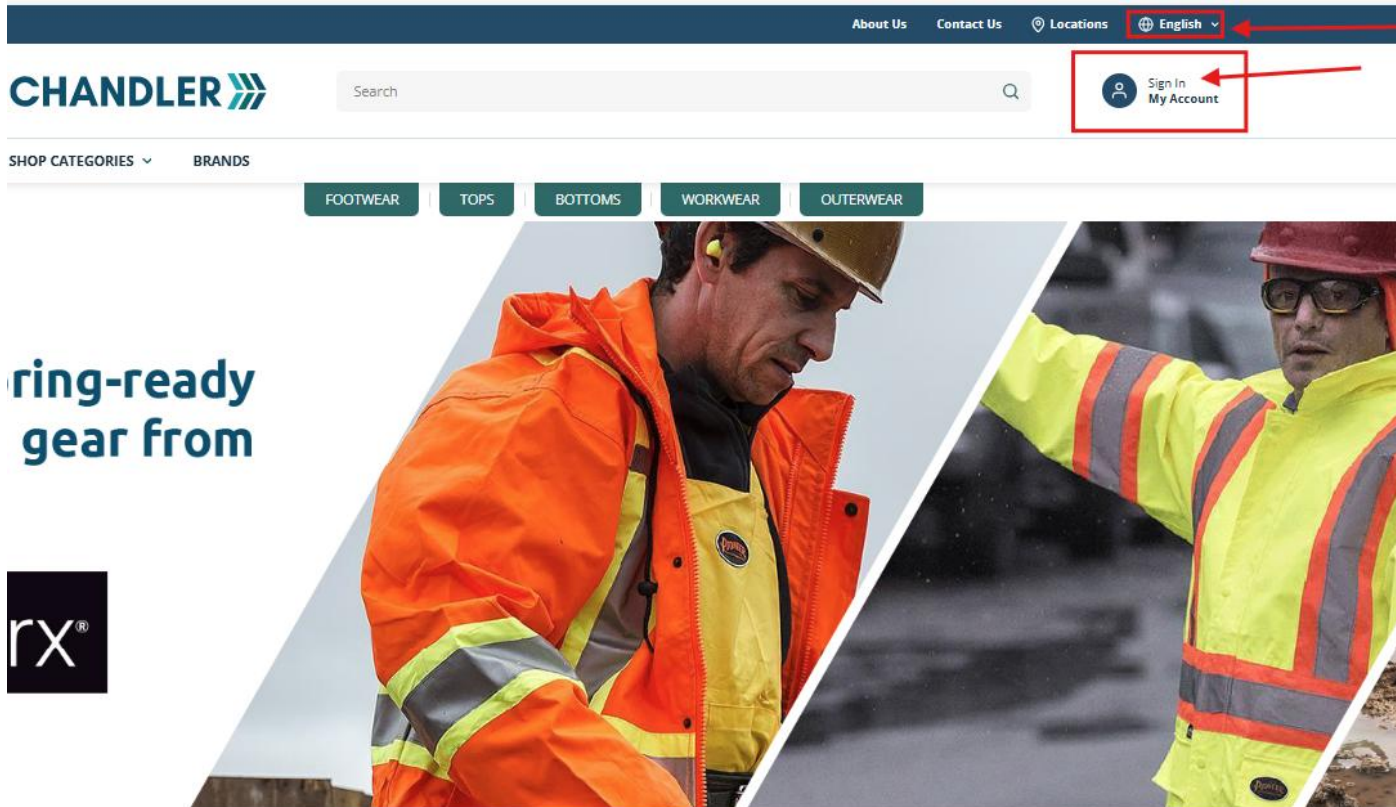


E-Commerce User Chandler Guide



Welcome to the new Chandler E-commerce Website!

First let's start with signing in.

To do so you will go to the website and click Sign In at the top right corner with the provided login credentials.

TIP: If you would like to change language to French please click ENGLISH at the top and select FRENCH from the drop down menu.

Website Link: www.Chandler.ca

Sign In

Already have an account?

User Name *

guoyn.jess@chandlersales.com

Password *

.....



Remember Me

[Forgot Password?](#)

[Sign In](#)

Use another service to log in.

[JDI SSO](#)

OR

Create an Account

Create an account and discover these benefits

- ✓ Fast Checkout
- ✓ Create and add product to Wishlists
- ✓ Edit and View your account information
- ✓ Track and Review your Orders

[Create an Account](#)

Once you arrive at the Sign In page use the JDI single sign on (JDI SSO) OR if you do not have a JDI single sign on you can use the provided login credentials.

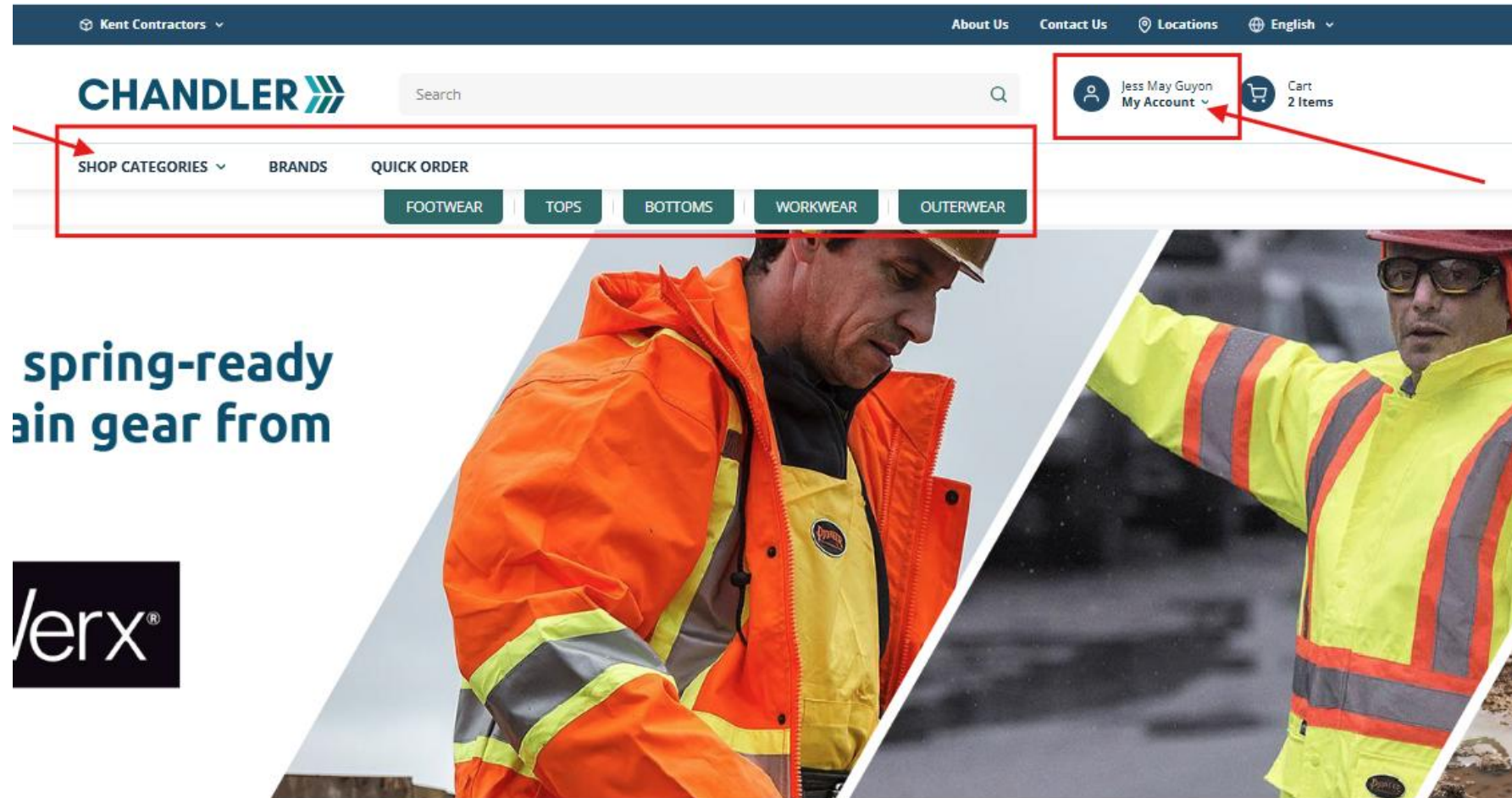
If you are unsure what your login is, reach out to your company administrator.

If you do not know who your company administrator is, you can reach out to estore@chandlersales.com

Once you have successfully logged in you will have reached the landing page.

You can go to My Account located in the top right corner to view your account details.

You can also browse products by Category and Brand!



SHOP CATEGORIES

BRANDS

QUICK ORDER

FOOTWEAR

TOPS

BOTTOMS

WORKWEAR

OUTERWEAR

Home → My Account

My Account

My Account

Saved Orders

Change Customer

Addresses

Account Settings

Saved Payments

Order History

My Lists

Sign Out

Make Dashboard my homepage

Messages (0)

Unread Read

No messages

Recent Orders

[View All](#)

No orders found

My Allowances

Period	Start Date	End Date	Allocated	Spent	Balance
1	1/1/2026	12/31/2026	\$500.00	\$0.00	\$500.00

My Lists

[View All](#)

You do not have any lists.

If you clicked on “My Account”, it will bring you to the account settings and details.

On the Left you will find a navigation menu.

In the menu, it has **budget management**, this is now going to be where your allowance balance is located (if applicable).

(formally known as points and/or gift certificates)

SHOP CATEGORIES ▾

BRANDS

QUICK ORDER

All Products

APPAREL

TOPS

BOTTOMS

OUTERWEAR

See all (4)

On the left top of the page, you will find a “Shop Categories” button. If you click this button, you can either shop by category or you can click “All Products” to view approved items for your catalog.

In many product categories, you can search by attributes such as size, brand, and colour on the left-hand side.

HOODIES

FILTERS

Search Within Category



Brands +

Gender +

HighVisibility +

Shirt Zip Type +

Size +

62 Items

Select View: | Sort by: Best Match ▾



Adult Polyester Full-Zip Hooded Sweatshirt (L00667)

Part #: tops-100667
MFG #: L00667

COLOR



Adult Polyester Pullover Hooded Sweatshirt (L00687)

Part #: tops-100687
MFG #: L00687

COLOR



Adult Pullover Hooded Sweatshirt (L00745)

Part #: tops-100745
MFG #: L00745

COLOR



To add an item to the cart, you may need to select the colour circle (this is the colour of the product you are ordering) and then the drop-down menu will appear with the available sizes, click on the size desired and add to cart.



Flex Fit Hat (FF6277)

Part #: headwear-ff6277 | MFG #: FF6277

Structured silver undervisor, sewn eyelets, mid-profile, 6 panel permacurv visor, available in fitted sizes. 63% Polyester/34% Cotton/3% Spandex.

[Read full description](#)

Select options

[Clear Selection](#)

COLOR: BLACK



SIZE

Select SIZE ▼

[← Share](#)

NEW FEATURES!! The item will show if it is in stock right under the title.

You can still place an order with an out-of-stock item.

TIPS: Size charts are in the bottom right corner for review (if available). We recommend checking out size charts prior to ordering to ensure a perfect fit!



Flex Fit Hat (FF6277)

Part #: 3170558 | MFG #: FF6277

In Stock

Price Not Available

Structured silver undervisor, sewn eyelets, mid-profile, 6 panel permacurv visor, available in fitted sizes. 63% Polyester/34% Cotton/3% Spandex.

[Read full description](#)

Select options

[Clear Selection](#)

COLOR: BLACK



SIZE

SMALL/MEDIUM

1

Add to Cart

[Add to List](#) [Share](#)

[Description & Documents](#)

[Specifications](#)

Description

Structured silver undervisor, sewn eyelets, mid-profile, 6 panel permacurv visor, available in fitted sizes. 63% Polyester/34% Cotton/3% Spandex.

Documents

[Size Chart - Flex Fit 6277](#)



CORE 365

Core 365 Ladies' Fusion ChromaSoft Pique Polo (CE112W)

Part #: 64065261 | MFG #: CE112W

Out of Stock

\$31.95 / EA

 6 oz./yd² / 210 gsm, 100% polyester pique.
ChromaSoft™ technology combines the colorfastness of cationic dyes with soft cotton-feel performance...
[Read full description](#)

Select options

Clear Selection

COLOR: BLACK



SIZE

SMALL



SPECIFY NAME TO BE EMBROIDERED

1

Add to Cart

Share

[Description & Documents](#)
[Specifications](#)

Once you have selected your product, if your name is required you will need to type the business approved name* in the embroidered name section.

Once you have typed your name add to Cart!

TIP: Check for spelling, what you type is what you will receive!

* Some business only user first name, some first name & last name. Chandler is not responsible for incorrect names provided.

Cart

Fulfillment Method

Ship Pick Up

1 Item

Save Order Add All to List Remove All



Remove

CORE 365
Core 365 Adult Fusion ChromaSoft
Performance T-Shirt (CE111)

Part #: 63974363
MFG #: CE111

In Stock

SPECIFY NAME TO BE EMBROIDERED: JESS

Add Notes

PRICE
\$21.55 / EA

QTY

1

SUBTOTAL
\$21.55

Order Summary

Subtotal \$21.55

Checkout

Back to Top

To review your cart and move on to checkout go to Cart in the top right corner and it will bring you to a cart page to review your items. This is where you can update the quantities and make changes to the order. If everything looks good and you are ready to checkout click **Checkout**.

Tip: Secondary check for spelling if your name is embroidered to avoid mistakes!

Home → Checkout - Shipping

[← Back to Cart](#)

Checkout - Shipping

Fulfillment Method

Ship to Address Pick Up

Billing Address | [Select Saved Address](#)

KBS HEAD OFFICE
300 UNION ST
PO BOX 1200
SAINT JOHN, NB E2L 4G7
CA

Shipping Address | [Select Saved Address](#)

ICS CHARLOTTETOWN 5520
38 MCCARVILLE ST
CHARLOTTETOWN, PE C1E 2A6
CA

Order Summary

Subtotal	\$21.55
Shipping & Handling	\$0.00
PEHST	\$3.23
Total	\$24.78

[Continue](#)

The next screen during checkout is the shipping screen. Ensure that the correct address for shipping is chosen along with billing.

If it is correct click **continue!**

TIP: If you are part of a catalog program, the choices may be preset for what you have as shipping and billing options.

Checkout - Review & Submit

Billing Address

KBS HEAD OFFICE
300 UNION ST
PO BOX 1200
SAINT JOHN, NB E2L 4G7
CA

Shipping Address

ICS CHARLOTTETOWN 5520
38 MCCARVILLE ST
CHARLOTTETOWN, PE C1E 2A6
CA

Order Summary

Subtotal	\$21.55
Shipping & Handling	\$0.00
PEHST	\$3.23
Total	\$24.78

Place Order

Shipping Details

Select Carrier *

MIDLAND COURIER

Select Service *

MC REGULAR

Attention To / Pickup Phone Number

You can start typing here

You have \$500.00 Allowance available.

You can use your Allowance to pay for your order, either in full or partially.

Enter amount

Apply

You can see you available allowance balance here.

The last screen to complete is to add the payment method!

Depending on your program, available payment methods are:

- credit card
- purchase order
- budget allowance

If you have an allowance, this is where you can apply it to your order (if applicable). If you exceed the amount, you will need to enter your credit card details for the balance.

If you have any E-store questions please contact
estore@chandlersales.com

If you made a mistake in your order or have changes
to be made, please contact us right away at
businesssupport@chandlersales.com

We are here to support you!