

How to Place an Online Order Using Mingledorff's SINGLE SOURCE eCommerce Website

1. Ensure that your company has a Mingledorff's customer number.

Note: Your Mingledorff's customer number should appear at the top of the Credit or COD application you filled out with us or on any invoice/receipt that that you have signed.

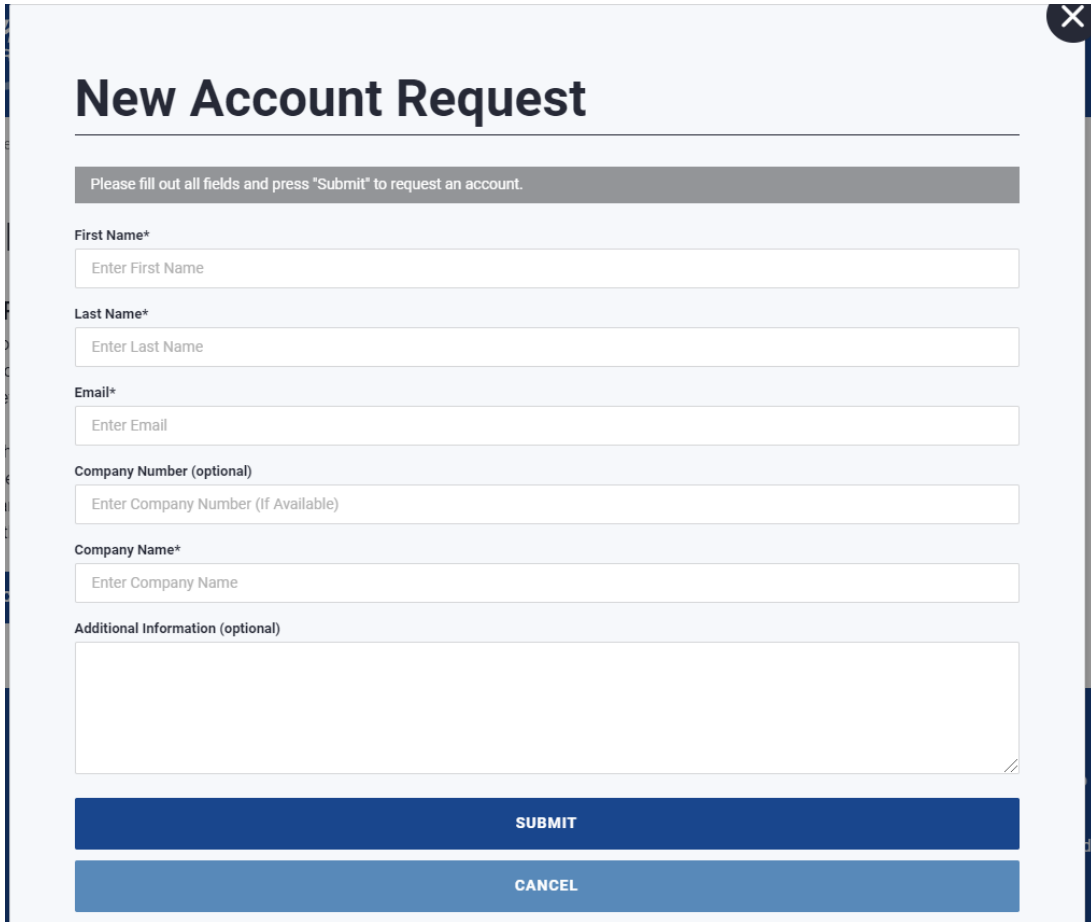
2. Register for a SINGLE SOURCE user account
 - a. Navigate to <https://singlesource.mingledorffs.com/MyAccount/AccountHelp>
 - b. Click on the "REQUEST ACCOUNT" button (highlighted below) and follow the instructions on the screen to create your user account– we will respond with an email link within 2 business days that will permit you to activate your SINGLE SOURCE user account and select your own password

Account Help

SINGLE SOURCE New Account Request

- You need an account to be able to log into SINGLE SOURCE.
 - Your WeatherZone (<http://portal.mingledorffs.com/>) account will not work in SINGLE SOURCE.
- You can only reset your password using the "Forgot Password?" link after you've already activated your SINGLE SOURCE account.
- Please speak with your TM to have them create your SINGLE SOURCE account.
 - If you don't have a TM assigned to your account, please request an account by pressing "Request Account" at the bottom of this page.
- We are able to transfer all existing SaveLists from WeatherZone to SINGLE SOURCE. Please ask your TM to initiate this transfer request.
- If you have any other questions, please contact your TM.

REQUEST ACCOUNT



The image shows a 'New Account Request' form. At the top right, there is a close button (X). Below the title, a grey bar contains the instruction: 'Please fill out all fields and press "Submit" to request an account.' The form consists of several input fields: 'First Name*' with placeholder 'Enter First Name', 'Last Name*' with placeholder 'Enter Last Name', 'Email*' with placeholder 'Enter Email', 'Company Number (optional)' with placeholder 'Enter Company Number (If Available)', and 'Company Name*' with placeholder 'Enter Company Name'. Below these is a large text area for 'Additional Information (optional)'. At the bottom, there are two buttons: a dark blue 'SUBMIT' button and a light blue 'CANCEL' button.

- c. If you are a COD customer then you will only be able to create pickup orders. If you would like to create delivery orders, then please contact our Credit Applications department at creditapplications@mingledorffs.com and set up a credit account.
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Once you've activated your SINGLE SOURCE account, you would have been set up as your company's Administrator.

- NOTE: You need to activate your account within 48 hours of receiving the activation email.

As your company's Administrator you have the ability to create additional accounts (Administrator, Buyer, Technician) for your company.

- NOTE: Please use a person's email address as their user name

Here are some useful links.

(1) Main page is <https://singlesource.mingledorffs.com>

(2) Your user name is your email address

(3) Help is available at <https://singlesource.mingledorffs.com/Help>

- Logging In & Switching Accounts
- Submitting issues with the Feedback Button
- Using the System Selector
- Product Info
- Searching Options
- Checking Out
- Order History
- Wishlists
- User Administration
- Order Uploads
- Creating Additional Accounts
- Outlook Subfolders and Rules
- *Note: additional videos and PDFs will be added here*

(4) Video log (VLOG) is available at <https://singlesource.mingledorffs.com/VLOG>

- SINGLE SOURCE TIPS: Pricebooks
- *Note: additional VLOGs will be added here*

(5) You can reset your password by selecting the Forgot Password link (see red rectangle) at the login page

- NOTE: You need to activate your account first – then the Forgot Password link will work

<https://singlesource.mingledorffs.com/MyAccount/SignIn>

Sign In

Username

Password

Remember Me

(6) You can provide feedback by pressing the Feedback button on the right side (see yellow rectangle below) of any page.

Submit Feedback

Topic

Sub Topic


Attachment(s) *Optional*

Issue Description

First Name

Last Name

Email

I'm not a robot 

NORDC-SS1-WEB2