

Step 1:

Login to Landis Web Portal using credentials provided in E-Mail.



If you have not received your portal credentials or are unable to login contact your account manager for assistance.

Step 2:

Click the “Enter Orders” button located in your main navigation bar.



Step 3:

Enter you “Ordered By” address information. These fields typically contain your company’s name and address data.

Home	View Cart	Manage Orders	Manage Account	Logout
Please Enter the Ordered By Address Information.				
Friday - February 3, 2017	Login Information test test test, test test			
Shopping Cart Items in Cart: 0 - \$0.00 View Cart		<input checked="" type="checkbox"/> Use Login Info <input type="button" value="Submit"/>		

By unselecting the “Use Login Info” button you can enter customer Ordered By address information.

Home	View Cart	Manage Orders	Manage Account
Please Enter the Ordered By Address			
Friday - February 3, 2017	<input type="checkbox"/> Use Login Info <input type="button" value="Clear"/>		
Shopping Cart Items in Cart: 0 - \$0.00 View Cart		Name <input type="text" value="test"/>	
		Company <input type="text"/>	
		Title <input type="text"/>	
		Address 1 <input type="text" value="test"/>	
		Address 2 <input type="text"/>	
		Address 3 <input type="text"/>	
		City <input type="text" value="test"/>	
		State <input type="text" value="test"/>	
		Zip/Postal Code <input type="text" value="test"/>	
		Country <input type="text"/>	
		Phone <input type="text"/>	
		Fax <input type="text"/>	
		Email <input type="text"/>	
		<input type="button" value="Submit"/>	

Step 4:

Enter your “Shipping Address” information, this is the final destination address for your order. The required fields to ship your order are highlighted. You can also alternatively use the “Search” button to search for a previously entered address.

Home	View Cart	Manage Orders	Manage Account
Friday - February 3, 2017			
Please Enter the Shipping Address Information.			
Shopping Cart Items in Cart: 0 - \$0.00 View Cart		Ordered By test test test, test test Edit Clear	
Name	<input type="text"/>		
Company	<input type="text"/>		
Title	<input type="text"/>		
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>		
Zip/Postal Code	<input type="text"/>		
Country	<input type="text"/>		
Phone	<input type="text"/>		
Fax	<input type="text"/>		
Email	<input type="text"/>		
		Search	Submit

Step 5:

Locate an item you would like to add to the order in the shopping cart and enter the quantity ordered in the textbox.

Home	View Cart	Manage Orders	Manage Account	Logout	
Friday - February 3, 2017		(7 records) Display <input type="text" value="5"/> per Page			
Shopping Cart Items in Cart: 0 - \$0.00 View Cart					
Find an Item <input type="text"/> Search					
Categories					
<input type="checkbox"/>	B00UNQT2LO	0L--1HBO--RUU7 - CARTON OF 4	55 Each	<input type="text"/>	Add To Cart
<input type="checkbox"/>	B010MI6TKO	KV--2XIB--ZI25 - CARTON OF 6	39 Each	<input type="text"/>	Add To Cart
<input type="checkbox"/>	B01DX1TORC	STAINLESS STEEL - CARTONS OF 4	92 Each	<input type="text"/>	Add To Cart
<input type="checkbox"/>	B01DX1TQDO	STAINLESS STEEL AND BLACK - CARTON OF 4	99 Each	<input type="text"/>	Add To Cart

Step 6:

After entering the order quantity for an item, click the “Add to Cart” button to add the item (s) to your cart.

Home	View Cart	Manage Orders	Manage Account	Logout
Friday - February 3, 2017 (7 records) Display 5 per Page				
Shopping Cart Items in Cart: 0 - \$0.00 View Cart				
Find an Item <input type="text"/> <input type="button" value="Search"/>				
Categories				
<input type="checkbox"/>	B00UNQT2LO	0L--1HBO--RUU7 - CARTON OF 4	55 Each	<input type="text"/> <input type="button" value="Add To Cart"/>
<input type="checkbox"/>	B010MI6TKO	KV--2XIB--ZI25 - CARTON OF 6	39 Each	<input type="text"/> <input type="button" value="Add To Cart"/>
<input type="checkbox"/>	B01DX1TORC	STAINLESS STEEL - CARTONS OF 4	92 Each	<input type="text"/> <input type="button" value="Add To Cart"/>
<input type="checkbox"/>	B01DX1TQDO	STAINLESS STEEL AND BLACK - CARTON OF 4	99 Each	<input type="text"/> <input type="button" value="Add To Cart"/>

Step 7:

Once you have added all items ordered to your cart, you can proceed to “Check Out”. Click the “Check Out” button on the left side of the screen.

Home	View Cart	Manage Orders	Manage Account	Logout
Friday - February 3, 2017 (7 records) Display 5 per Page				
Shopping Cart Items in Cart: 10 - \$0.00 View Cart <input type="button" value="Check Out"/>				
Find an Item <input type="text"/> <input type="button" value="Search"/>				
Categories				
<input type="checkbox"/>	B00UNQT2LO	0L--1HBO--RUU7 - CARTON OF 4	55 Each	<input type="text"/> <input type="button" value="Add To Cart"/>
<input type="checkbox"/>	B010MI6TKO	KV--2XIB--ZI25 - CARTON OF 6	39 Each	<input type="text"/> <input type="button" value="Add To Cart"/>
<input type="checkbox"/>	B01DX1TORC	STAINLESS STEEL - CARTONS OF 4	92 Each	<input type="text"/> <input type="button" value="Add To Cart"/>
<input type="checkbox"/>	B01DX1TQDO	STAINLESS STEEL AND BLACK - CARTON OF 4	99 Each	<input type="text"/> <input type="button" value="Add To Cart"/>

Step 8:

Select domestic or international based on the destination address. All orders outside of the continental United States and territories are considered international shipments in the Landis Web Portal.

Home	View Cart	Manage Orders	Manage Account	Logout
Additional Information <input checked="" type="checkbox"/> Domestic <input type="checkbox"/> International Select Carrier: --Select-- Select Service Level: --Select-- <input checked="" type="checkbox"/> Prepaid <input type="checkbox"/> Bill Third Party				
Comments <input type="text"/>				
PO Number <input type="text"/>				
Reference # <input type="text"/>				
<input type="button" value="Submit"/>				

Step 9:

Select the carrier and service level that the order will ship on. The use of the “Best Way” carrier alerts the Landis shipper to rate shop your order for the lowest priced carrier and method. Using the “LTL” carrier alerts both your account manager and the warehouse that the order is to be palletized.

Home	View Cart	Manage Orders	Manage Account	Logout
Additional Information				
<input checked="" type="checkbox"/> Domestic <input type="checkbox"/> International				
Select Carrier: --Select--				
Select Service Level: --Select--				
<input checked="" type="checkbox"/> Prepaid <input type="checkbox"/> Bill Third Party				
Comments				
PO Number				
Reference #				
Submit				

Step 10:

Select “Prepaid” or “Bill Third Party” check boxes depending on the account you would like the shipment to be billed on.

Home	View Cart	Manage Orders	Manage Account	Logout
Additional Information				
<input checked="" type="checkbox"/> Domestic <input type="checkbox"/> International				
Select Carrier: --Select--				
Select Service Level: --Select--				
<input checked="" type="checkbox"/> Prepaid <input type="checkbox"/> Bill Third Party				
Comments				
PO Number				
Reference #				
Submit				

Step 11:

Enter the order PO/Reference Number and any order Comments that you may have, once complete click the “Submit” button.

Home	View Cart	Manage Orders	Manage Account	Logout
Additional Information <input checked="" type="checkbox"/> Domestic <input type="checkbox"/> International				
Select Carrier: <input type="text" value="--Select--"/>				
Select Service Level: <input type="text" value="--Select--"/>				
<input checked="" type="checkbox"/> Prepaid <input type="checkbox"/> Bill Third Party				
Comments				
<div></div>				
PO Number <input type="text"/>				
Reference # <input type="text"/>				
<input type="button" value="Submit"/>				

Step 12:

Finally you will see an order splash screen that displays all of your order and shipment data. Confirm that line items and shipment settings are correct and click “Submit Order” button. You have not submitted your first order in the Landis Web Portal!

Home	View Cart	Manage Orders	Manage Account	Logout					
Friday - February 3, 2017	Order Summary			My Account Information - EDIT					
Shopping Cart Items in Cart: 10 - \$0.00 View Cart	<table><thead><tr><th></th><th>Quantity:</th></tr></thead><tbody><tr><td>B00UNQT2LO 0L--1HBO--RUU7 - CARTON OF 4</td><td>10</td></tr></tbody></table>				Quantity:	B00UNQT2LO 0L--1HBO--RUU7 - CARTON OF 4	10	<div>test</div>	
	Quantity:								
B00UNQT2LO 0L--1HBO--RUU7 - CARTON OF 4	10								
Shipping Address Information AMAZON 550 OAK RIDGE RD HAZELTON PA 18202									
Comments									
Ordered By Address Information test test test test test									
Shipping Options UPS Ground-Prepaid									
PO Number									
Reference #									
Bill Third Party									
<input type="button" value="Submit Order"/> <input type="button" value="Cancel Order"/> <input type="button" value="Modify Order"/>									