

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:

Make sure the “Use Login Info” button is checked and submit your login credentials.

The screenshot shows the Landis Logistics website interface. At the top, there is a navigation bar with links: Home, View Cart, Manage Orders, Manage Account, and Logout. Below the navigation bar, the date "Friday - February 17, 2017" is displayed on the left. The main heading is "Please Enter the Ordered By Address Information." On the left side, there is a "Shopping Cart" box showing "Items in Cart: 0 - \$0.00" and a "View Cart" link. In the center, the "Login Information" section displays the address: "C/O LANDIS LOGISTICS, 2525 N 12TH STREET, READING, PA 19605". Below this address, there is a checkbox labeled "Use Login Info" which is checked, and a "Submit" button. At the bottom of the page, there is a dark blue footer with the Landis logo and the tagline "manage better and grow faster".

Step 4:

When it prompts you for the shipping address, click on the **EDIT** button to the right of the screen under “My account information”.

The screenshot shows the Landis Logistics website interface with the shipping address form. The navigation bar at the top is the same as in Step 3. The date "Friday - February 17, 2017" is still on the left. The main heading is "Please Enter the Shipping Address Information." On the left side, the "Shopping Cart" box remains. In the center, the "Ordered By" information is displayed: "C/O LANDIS LOGISTICS, 2525 N 12TH STREET, READING, PA 19605". Below this, there are "Edit" and "Clear" buttons. The shipping address form consists of several input fields: Name, Company, Title, Address 1, Address 2, Address 3, City, State, Zip/Postal Code, Country, Phone, Fax, and Email. At the bottom of the form, there are "Search" and "Submit" buttons. On the right side, there is a box labeled "My Account Information - EDIT" which is highlighted with an orange border. This box contains the text "C/O LANDIS LOGISTICS". At the bottom of the page, the Landis logo and tagline "manage better and grow faster" are visible.

Step 5:

The Name & Address Information screen shows credentials that you signed in with the first time you used Veracore. You can alter the address information and “submit” your changes.

Home	View Cart	Manage Orders	Manage Account	Logout
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Friday - February 17, 2017

Shopping Cart

Items in Cart: 0 - \$0.00
[View Cart](#)

Find an Item

Categories

Name & Address Information

Name

Company

Title

Address 1

Address 2

Address 3

City

State


Zip/Postal Code

Country

Phone

Fax

Email



manage better and grow faster