

# Portal Instructions

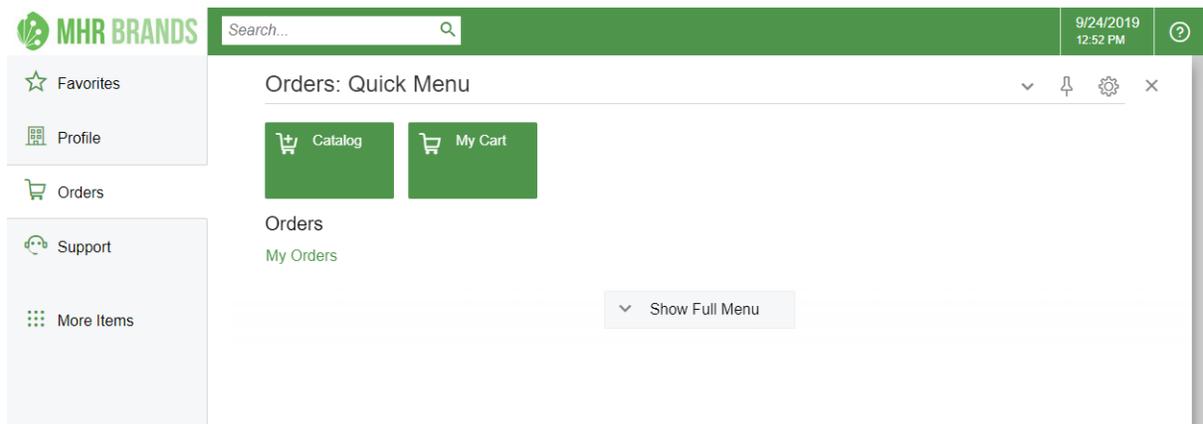
(Prefer video instructions? [Click here.](#))

1. Log in to the portal using your designated username and password.

<http://portal.ushempwholesale.com>



2. Click **Orders** and then **Catalog**



3. Locate the product you'd like to add by browsing the list or searching for a specific SKU in the Find Item field.

The screenshot shows the MHR BRANDS website interface. At the top, there is a search bar and a date/time stamp (9/24/2019 12:55 PM). A navigation menu on the left includes Favorites, Profile, Orders, Support, and More Items. The main content area is titled 'Catalog' and shows 'OPEN CART' and 'REFRESHHEADER'. Below this, it states 'Your cart is empty'. There are input fields for 'Find Item:' and 'Category:', and a 'Selection Total: 0.00 USD' with a checkbox for 'Show Available Items Only'. A table lists several products with columns for 'Add To Cart', 'Qty', 'Inventory ID', 'Price \* Uni', 'Total', 'This Warehouse', and 'Warehouse'. The first row is highlighted in green.

Add To Cart	Qty	Inventory ID	Price * Uni	Total	This Warehouse	Warehouse
<input type="checkbox"/>	0.00	<a href="#">AB-100-SE-30</a>	20.2500 EA...	0.00	301.00	MAIN
<input type="checkbox"/>	0.00	<a href="#">AB-150-SA-60</a>	22.0000 EA...	0.00	862.00	MAIN
<input type="checkbox"/>	0.00	<a href="#">AB-250-MO-120</a>	28.7500 EA...	0.00	164.00	MAIN
<input type="checkbox"/>	0.00	<a href="#">AB-CL-60</a>	15.0000 EA...	0.00	124.00	MAIN
<input type="checkbox"/>	0.00	<a href="#">AB-TO-60</a>	14.0000 EA...	0.00	113.00	MAIN
<input type="checkbox"/>	0.00	<a href="#">AV-500-CT-15</a>	21.5000 EA...	0.00	216.00	MAIN

4. Check the "Add To Cart" box, adjust the quantity, and click Add to Cart button

- a. Double-click on the quantity to change it – or you can change it later in your cart.
- b. **Repeat** this step until you've added all the products you need for the order.

This close-up shows the 'ADD TO CART' button circled in blue. Below it, the first row of the product table is shown, with the 'Add To Cart' checkbox and the quantity '4.00' also circled in blue. The inventory ID 'AB-100-SE-30' is visible next to the quantity.

5. Click Open Cart

The screenshot shows the MHR BRANDS website interface. The 'OPEN CART' button is highlighted in blue. The 'Selection Total' is now 20.25 USD. The product table shows one item added: 'AB-100-SE-30' with a quantity of 4.00 and a total price of 20.25.

Add To Cart	Qty	Inventory ID	Price * Uni	Total	TI
<input checked="" type="checkbox"/>	4.00	<a href="#">AB-100-SE-30</a>	20.2500 EA...	20.25	

**6. Verify everything looks correct and click Proceed to Checkout.**

- a. Click Continue Shopping if you need to add more products to your order
- b. Click Clear Cart if you would like to cancel out all products.

MHR BRANDS Search... 9/24/2019 1:01 PM

My Cart

PROCEED TO CHECKOUT CONTINUE SHOPPING CLEAR CART

Number of Items: 1.00 Subtotal: 20.25 Currency: USD

DELETE

Inventory ID	Description	Qty	Price	Unit	Total	This Warehouse	Warehouse
> AB-100-SE-30	Abinoid Botanicals Fa...	1.00	20.2500	EACH	20.25	301.00	MAIN

**7. Enter the Ship-To Info**

- a. **Make sure the "edit address" box is checked** (otherwise it will ship to you)
- b. Enter your customer's name and shipping address
- c. Note: Job title, phone and email lines are not necessary to fill out

**SHIP-TO INFO**

\* Location: MAIN - Primary Location  Edit Address

Company Name: Jon Snow

Job Title:

Phone 1:

Email:

Address Line 1: 904 Chicago Drive

Address Line 2:

City: jension

Country: US - United States of America

State: MI - MICHIGAN

Postal Code: 49428

## 8. Pick a shipping speed

- a. Click the magnifying glass icon and then double-click on the shipping speed.

The screenshot shows a 'SHIPPING INFORMATION' form with the following details:

Line Total:	20.25
Freight Price:	0.00
Tax Total:	0.00
Discount Total:	0.00
Order Total:	20.25 USD

Fields with red 'x' icons:

- Ship Via: [Empty field]
- Estimated Delivery Date:
- Ship Complete:
- Customer Order:

A 'Select - Ship Via' dialog box is open, showing a search bar and a table of shipping options:

Ship Via	Description
> USPS 1 CLS	USPS 1st Class1
USPS PR EX	USPS Priority Express
USPS PRIOR	USPS Priority

The magnifying glass icon in the 'Ship Via' field is circled in blue.

## 9. Enter something in the Customer Order field (for your reference only). We highly recommend entering the order number from your website, so you can look up orders easily in our system. However, it is up to you.

- a. Note: There is a comment section below the Customer Order field. The customer won't see your message, so it is for your reference only.

The screenshot shows the 'SHIPPING INFORMATION' form with the following details:

Line Total:	20.25
Freight Price:	8.00
Tax Total:	0.00
Discount Total:	0.00
Order Total:	28.25 USD

Fields with red 'x' icons:

- Ship Via: USPS 1 CLS - USPS 1st Class1
- Estimated Delivery Date: 10/3/2019
- Ship Complete: Ship Complete
- Customer Order: [Empty field]

The 'Customer Order' field is highlighted with a red border.

## 10. Click Continue.

**MHR BRANDS** Search...

Checkout

PASTE LINE RESET ORDER RECALCULATE DISCOUNTS FROM IMPORT VALIDATE CC PAYMENT OK RECALC

**CONTINUE** GO BACK TO CART RETURN TO SHIPPING DETAIL

SHIP-TO INFO

Location: MAIN - Primary Location

Edit Address

Company Name: Jon Snow

Job Title:

Phone 1:

Email:

Address Line 1: 904 Chicago Drive

Address Line 2:

City: jension

Country: US - United States of America

State: MI - MICHIGAN

Postal Code: 49428

SHIPPING INFORMATION

Line Total:	20.25
Freight Price:	8.00
Tax Total:	0.00
Discount Total:	0.00
Order Total:	28.25 USD

Ship Via: USPS 1 CLS - USPS 1st Class1

Estimated Delivery Date: 10/3/2019

Ship Complete: Ship Complete

Customer Order: 123456

11. Verify everything is correct and then click **Submit Order**.

**MHR BRANDS** Search...

Checkout

PASTE LINE RESET ORDER RECALCULATE DISCOUNTS FROM IMPORT VALIDATE CC PAYMENT OK RECALC

**SUBMIT ORDER** RETURN TO SHIPPING DETAIL

SHIPPING INFORMATION

904 Chicago Drive  
jension, MI, 49428, US

Jon Snow

Ship Via: USPS 1 CLS  
Delivery Date: 10/3/2019

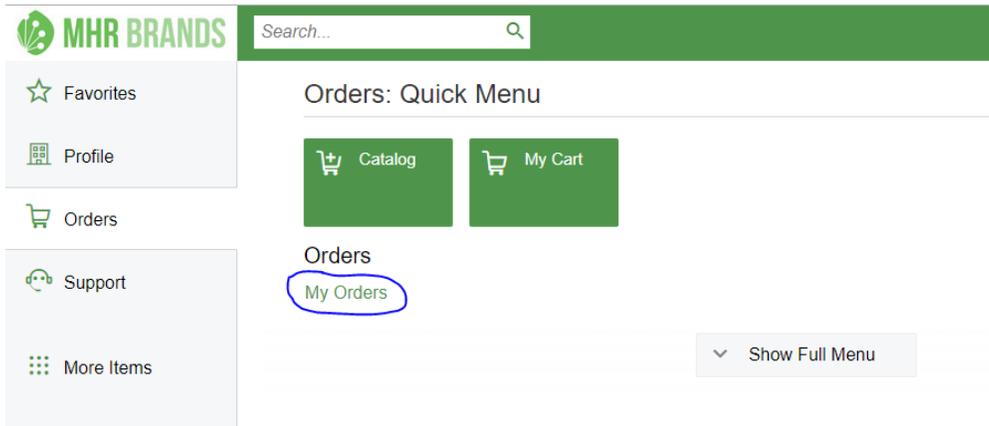
TOTALS

Cart Total:	20.25
Freight:	8.00
Tax Total:	0.00
Discount Total:	0.00
Total:	28.25 USD

Inventory ID	Description	Qty	Price	Unit	Discount Amt
> AB-100-SE-30	Abinoid Botanicals Face Serum 1oz/100mg 1	1.00	20.2500	EACH	0.000000

## Review Order History & Get Tracking Numbers

1. Click **Orders** and then **My Orders**



**2. Click on an order and click Track Shipment.**

- a. A popup will appear with the tracking number.
- b. If the popup doesn't appear, ensure popups aren't being blocked by your web browser. You may need to adjust settings to "allow popups on this webpage."

