



We invest in your success with products,
pricing, and service you can trust!

Navigating the New Smalley & Company Website

April 2021

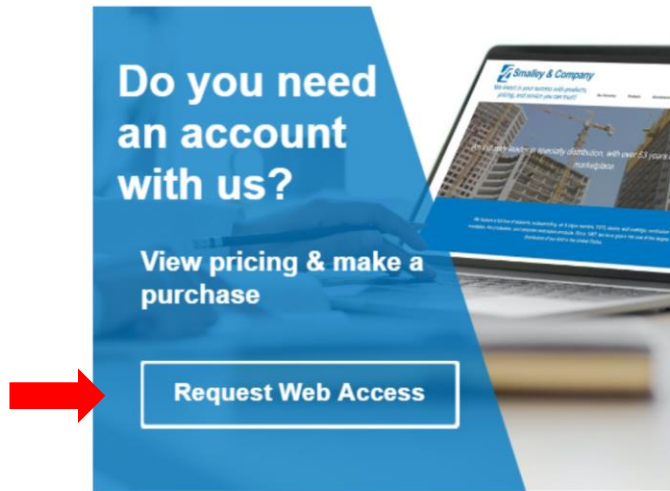
SMALLEY & COMPANY | 861 S. Jason St., Denver, CO 80223

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How to Request an Account

- Click on the Do You Need an Account image

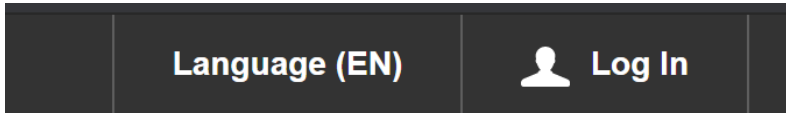


- Fill out the form, providing the information needed to create an account
- In the comment section please write: Request for Account

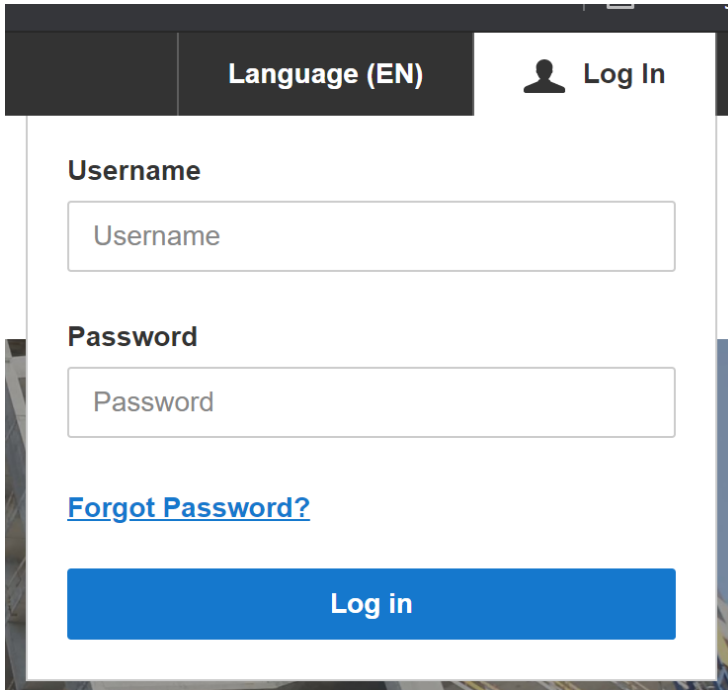
- Click on the blue Submit button

Logging into the website

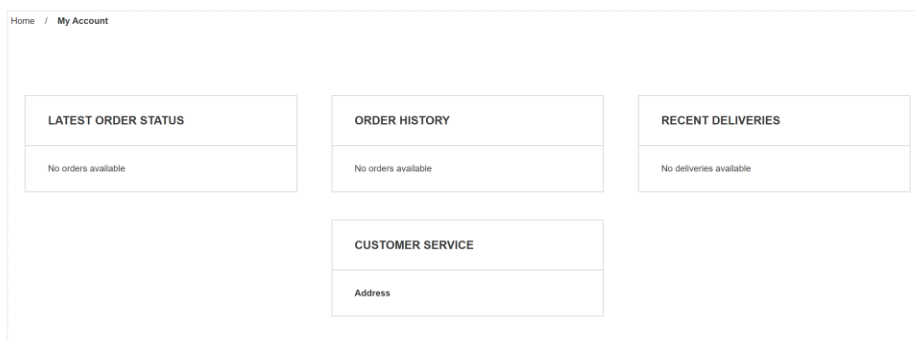
- On the top right, click on log in



- Enter your credentials and click the blue log in button

A screenshot of the login form. It has a white background and is overlaid on a dark navigation bar. The form contains two input fields: 'Username' and 'Password'. Below the password field is a blue link that says 'Forgot Password?'. At the bottom of the form is a prominent blue button with the text 'Log in' in white.

- You will see your My Account dashboard once you login



- You can click on the Smalley & Company logo or the top navigation bar to view additional webpages



[Our Company](#)

[Products](#)

[Manufacturers](#)

[Find A Branch](#)

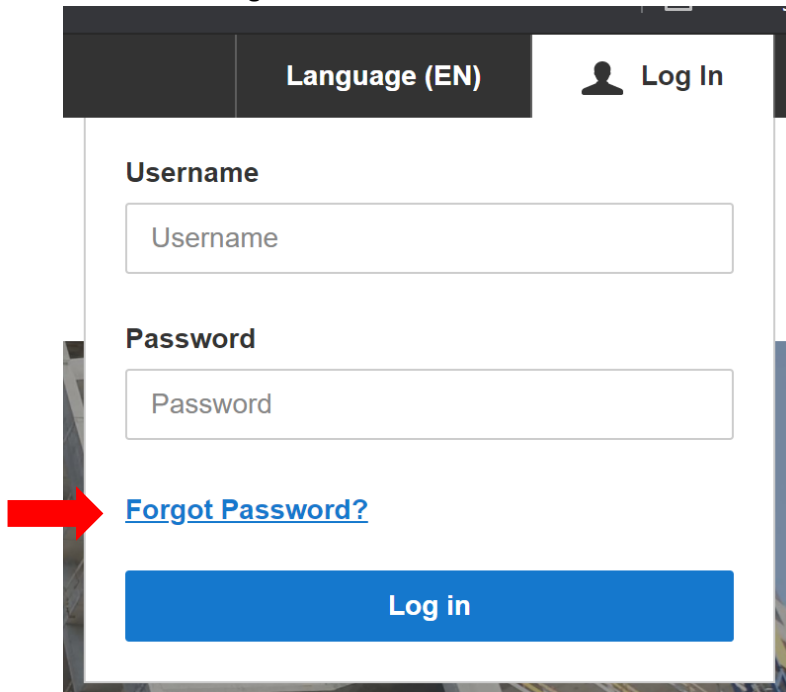
[Services](#)

[Contact](#)

[My Account](#)

Forgot Password?

- Click on the Forgot Password link



The screenshot shows a login form with a dark header. On the left, it says 'Language (EN)'. On the right, there is a user icon and 'Log In'. Below the header, there are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue link labeled 'Forgot Password?'. A red arrow points to this link. At the bottom of the form is a blue button labeled 'Log in'.

- On the password recovery page, type in your email address as the username and the text verification

Password Recovery

Username

Text Verification *

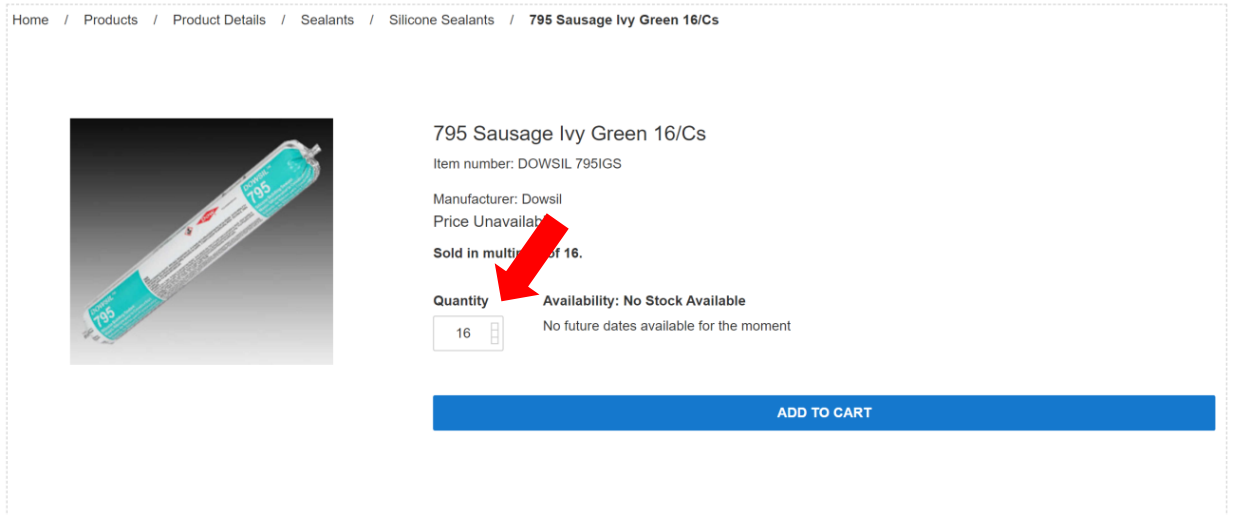
[Refresh](#)



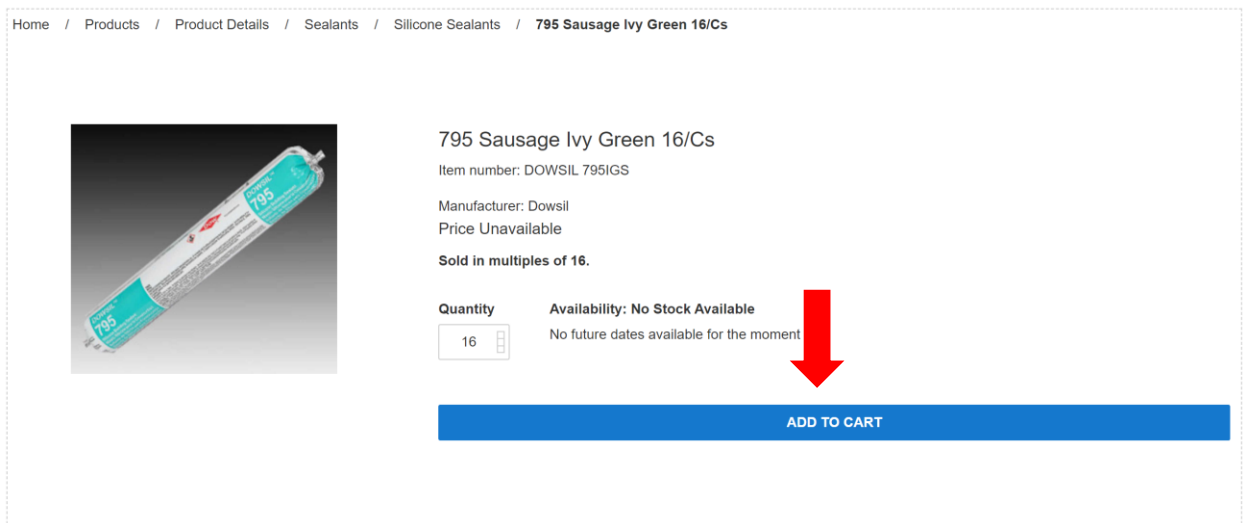
- Click on the Send New Password button
- An email will be sent to you asking you to create a new password
- Follow the link on the email to create a new password
- An email confirming you updated your password will be sent
- Once the new password is created, you can log into your account

Creating an Online Purchase

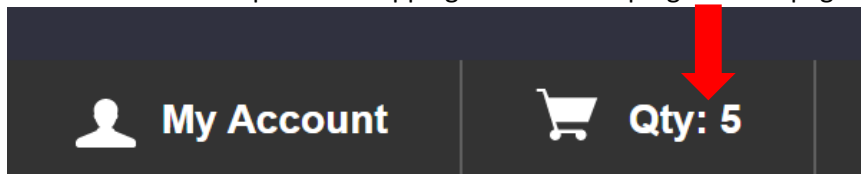
- To make a purchase, you'll need to find the product you want to purchase
- Click the item to see the product details page – this page shows the description of the item
- Add the quantity you want to purchase



- Click on the Add To Cart button



- The item will show up in the shopping cart on the top right of the page



- Click on the cart to either view your cart or to check out

- There are multiple Ship Via Methods you can choose from
- Select a Ship Via Method – there are multiple Ship Via Methods you can choose from



Shipping Information

Ship Via Method (Required)
If selecting OUR TRUCK ship via please note that Smalley and Company has a minimum order amount required.

LTLCarrier ▲

CustPickUp

LTLCarrier

Our Truck

UPS 800-749

UPS2ndDayAir

UPS3rdDay

UPSCollect

ORDER SUMMARY

1 Total Product, 5 Total Quantity

Subtotal -

Total -

BACK

CONTINUE TO DELIVERY

- Your company’s shipping address will auto-populate with what account shows as the address



Shipping Information

Ship Via Method (Required)
If selecting OUR TRUCK ship via please note that Smalley and Company has a minimum order amount required.

LTLCarrier ▼

Shipping Address

- Click on Continue To Delivery

STEP 1: SHIPPING STEP 2: DELIVERY STEP 3: PAYMENT STEP 4: REVIEW STEP 5: CONFIRMATION

Shipping Information

Ship Via Method (Required)
If selecting OUR TRUCK ship via please note that Smalley and Company has a minimum order amount required.

LTLCarrier

CustPickUp

LTLCarrier

Our Truck

UPS 800-749

UPS2ndDayAir

UPS3rdDay

UPSCollect

ORDER SUMMARY

1 Total Product, 5 Total Quantity

Subtotal —

Total —

CONTINUE TO DELIVERY

- The shipping date will automatically set to the date that you created the purchase
- Please note that we don't ship items the day of the purchase
- Will call is available same day for stock items

STEP 1: SHIPPING **STEP 2: DELIVERY** STEP 3: PAYMENT STEP 4: REVIEW STEP 5: CONFIRMATION

Shipping Date

04/19/2021

Final shipping dates are subject to change based on availability.

- Will call is available same day for stock items.
- LTL, UPS, and common carriers to ship out by the end next business day for stock items.
- Smalley truck delivery dates dependent on geographical location.

Please check with customer service at your local Smalley & Company branch.

ORDER SUMMARY

1 Total Product, 5 Total Quantity

Subtotal —

Total —

BACK TO SHIPPING

CONTINUE TO PAYMENT

- Click on Continue To Payment

STEP 1: SHIPPING STEP 2: DELIVERY STEP 3: PAYMENT STEP 4: REVIEW STEP 5: CONFIRMATION

Shipping Date

📅 04/19/2021

Final shipping dates are subject to change based on availability.
- Will call is available same day for stock items.
- LTL, UPS, and common carriers to ship out by the end next business day for stock items.
- Smalley truck delivery dates dependent on geographical location.
Please check with customer service at your local Smalley & Company branch.

ORDER SUMMARY

1 Total Product, 5 Total Quantity

Subtotal —

Total —

[BACK TO SHIPPING](#)

[CONTINUE TO PAYMENT](#)

- On the payment page, select your billing address on the drop-down menu and the payment option

STEP 1: SHIPPING STEP 2: DELIVERY STEP 3: PAYMENT STEP 4: REVIEW STEP 5: CONFIRMATION

Payment

BILLING ADDRESS

Select address ▼

AVAILABLE PAYMENT OPTIONS

Invoice

Credit Card

ORDER SUMMARY

1 Total Product, 5 Total Quantity

Subtotal —

Total —

[BACK TO DELIVERY](#)


[CONTINUE TO REVIEW](#)

- Click on the Continue To Review button

STEP 1: SHIPPING STEP 2: DELIVERY **STEP 3: PAYMENT** STEP 4: REVIEW STEP 5: CONFIRMATION

Payment

BILLING ADDRESS

Select address 

AVAILABLE PAYMENT OPTIONS

Invoice


Credit Card

ORDER SUMMARY

1 Total Product, 5 Total Quantity

Subtotal -

Total -



BACK TO DELIVERY

CONTINUE TO REVIEW

- On the Review page scroll down to the Record Keeping section
- Enter your Purchase Order Number

RECORD KEEPING

Need to add information for your records?

Purchase Order Number *

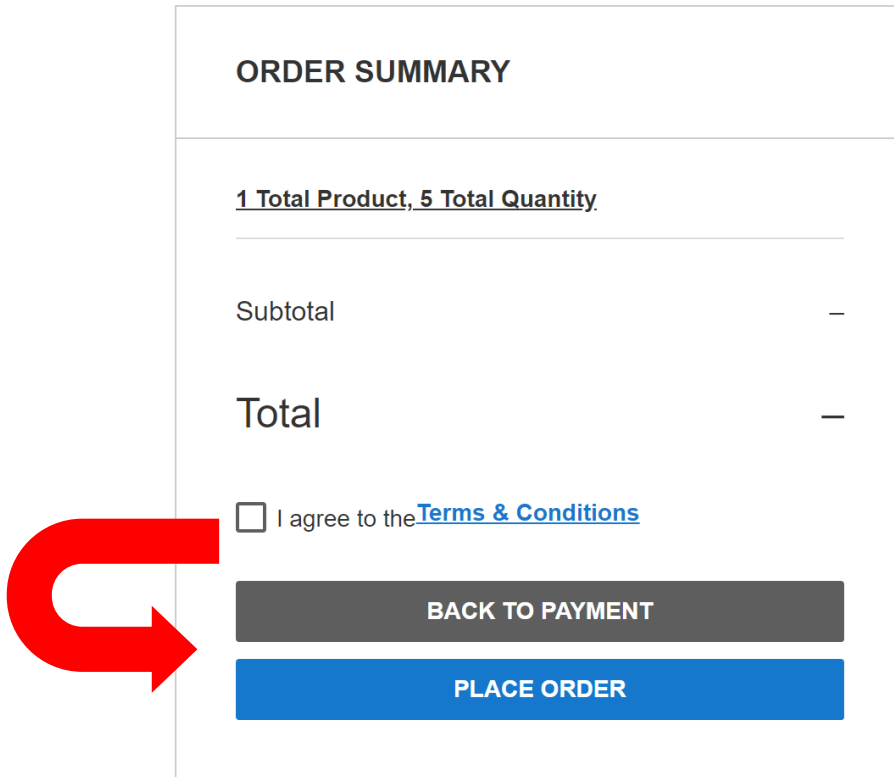


Notes 

My favorite smaller products

[More](#)

- Click on the agree to Terms & Conditions and the Place Order button



ORDER SUMMARY

1 Total Product, 5 Total Quantity.

Subtotal —

Total —

I agree to the [Terms & Conditions](#)

BACK TO PAYMENT

PLACE ORDER

- Your order has been placed

Your order has been placed. Thank you!

You will receive a confirmation email shortly.

- *Will call is available same day for stock items.*

- *LTL, UPS, and common carriers to ship out by the end next business day for stock items.*

- *Smalley truck delivery dates dependent on geographical location.*

Please check with customer service at your local Smalley & Company branch.

- You will receive an email notification mentioning your order is pending

- You can view your order history or continue shopping by clicking on the buttons shown below

ORDER SUMMARY

1 Total Product, 5 Total Quantity

Subtotal	—
Total	—

[VIEW ORDER HISTORY](#)

[CONTINUE SHOPPING](#)

How to View and Search Products

- You can view products by clicking on one of the categories on the homepage, clicking on the products tab or the search icon


The screenshot displays the Smalley & Company website homepage. At the top left is the company logo, which includes a blue square icon with a white stylized 'S' and the text 'Smalley & Company'. Below the logo is the tagline: 'We invest in your success with products, pricing, and service you can trust!'. To the right of the logo are two navigation links: 'Our Company' and 'Products'. A red arrow points down to the 'Products' link. Below these links is a 'Shop by Category' section with four category tiles: 'Air & Vapor Barriers' (with a red arrow pointing to it), 'Coatings', 'Concrete Restoration & Protection', and 'Continuous Insulation'. At the bottom of the page is a navigation bar containing 'Contact', 'My Account', and a search icon. A red arrow points to the search icon.

Smalley & Company
We invest in your success with products, pricing, and service you can trust!

Our Company **Products**

Shop by Category

- Air & Vapor Barriers**
- Coatings**
- Concrete Restoration & Protection**
- Continuous Insulation**

Contact **My Account** 

Contact Us

Please contact our support team with questions about the website.

Phone Number: (800) 777-6656

Email: weborders@smalleyandcompany.com

Find A Branch: www.smalleyandcompany/find-a-branch