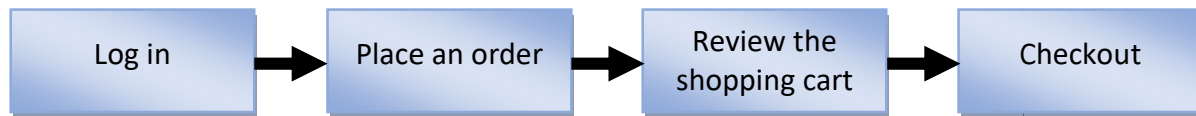


Welcome to your B2B Website guideline
Placing an order only takes a few clicks!



Log in into your account

1. Go to <https://annemariechagnon.com>
2. In the top menu, click on **Login**
3. Enter your username and password
4. Click on the **Login** button
You will be directed to the My Account home page.

On this page, you can also

- Create your account (the first time)
- Retrieve your username if forgotten
- Reset your password

On this page, you can modify your account information

NOTE: Creating an account gives you access to retail prices. To activate “retailer” account and privileges, it is required that you send an email to web@annemariechagnon.com with the email used and boutique name.


Place an order

1. In the top menu, click on ONLINE STORE
2. On the left menu, search and filter
 - by category
 - by collections, color, material, price
 - by the name or the SKU
3. Place the cursor on the style you are interested in.
 - a. The proposed color pleases you?
 - Add to the wishlist
 - Add to the shopping cart
 - b. To choose another color
 1. Click on **DETAILS**
 2. Click on the symbol close to the currently selected color
 3. Choose a color
 4. Click on **ADD TO CART** or **ADD TO WISHLIST.**

For a new search, clear each filter by clicking on the “x” located on its right side

Each time you click on **ADD TO CART** or , the quantity is increased by 1.


Review the shopping cart – IMPORTANT!

1. On the top right corner, click on 
2. Review the items list: style and color
 - And remove if needed
3. Review the quantity
 - And update if needed

 Click on the left side (images) of the page to go back to the ONLINE STORE


Checkout

1. Click on **CHECKOUT**
2. Confirm the order
 - a. If needed, add a note for each item
 - b. If needed, add a general note
 - c. If needed, **CHANGE SHOPPING CART**
 - d. Click on **NEXT** when ready
3. Verify your billing address
 - Click on **NEXT** when ready
4. Verify your shipping address
 - Click on **NEXT** when ready
5. Click on **ORDER** to officially send it.

 The default delay is 2 to 3 weeks. Use the global **note** to specify otherwise.

 Contact the studio if an address needs to be modified

- a. You will receive an email with all of the order details enclosed, including the images of each item ordered.
- b. The final invoice, including taxes and shipping fees, will be enclosed with the shipment.
- c. The payment will be made according to the terms on file.

 Contact the studio immediately if the information needs to be modified

THANK YOU FOR YOUR ORDER!

You may use this wonderful tool that is our B2B website, as often as you wish.

May you have a fruitful season!