

LE BOULANGER E-COMMERCE GUIDE for CUSTOMERS

Go to: <https://www.leboulanger.com>

HOW TO LOGIN

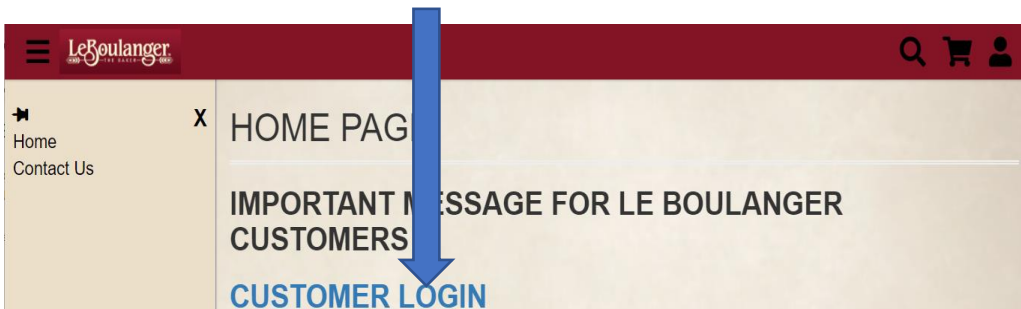
- On the homepage, click on the ORDER link from the menu list at the top of the Home Page.



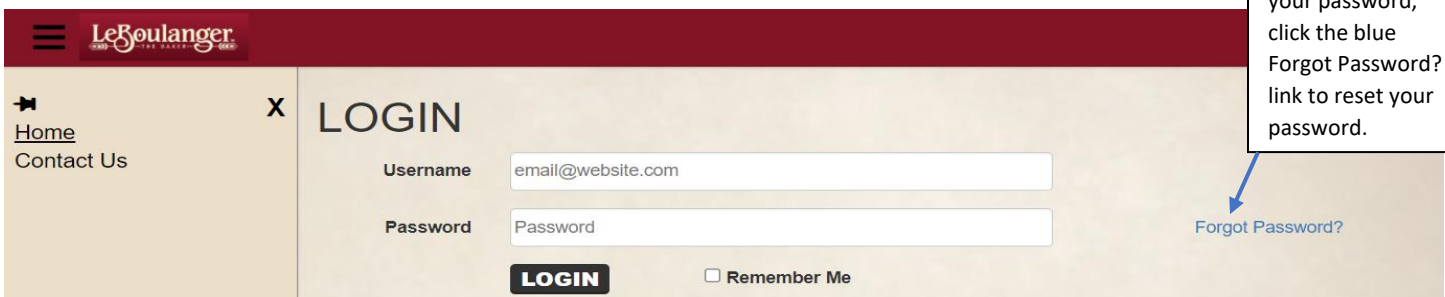
- On the Order page, click on the Customer Log In link.



- On the HOME page click the CUSTOMER LOGIN link.




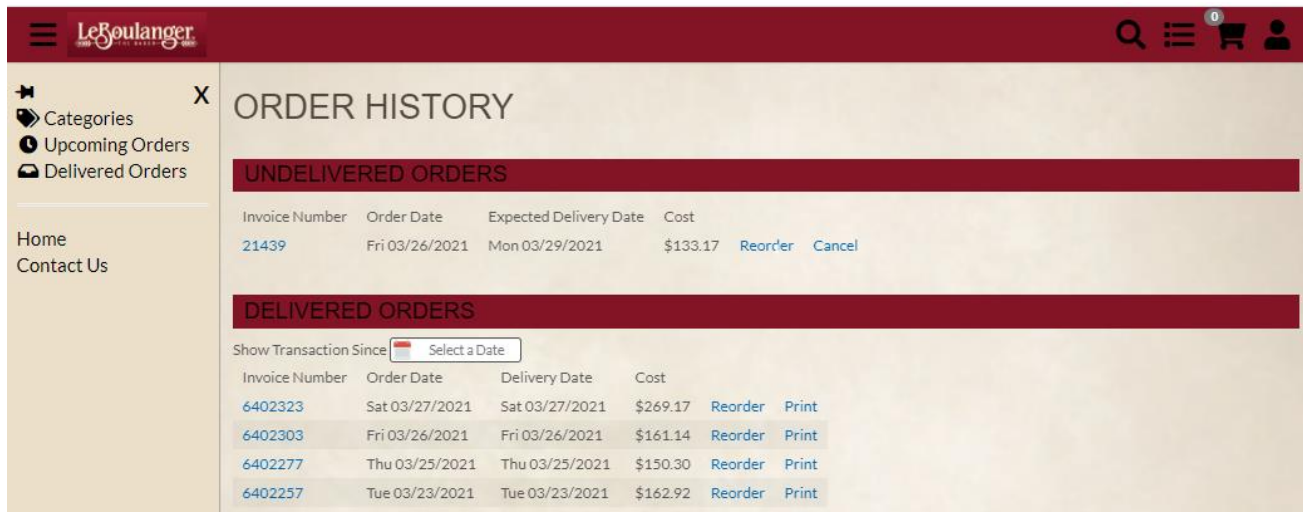
- Enter your Username and Password and click Login.



The first page you will see after logging in is your ORDER HISTORY. This is a list of all orders that have been delivered to you and any undelivered orders that you have in the system.

On your ORDER HISTORY page you can:




- View invoices for UNDELIVERED ORDERS.
- Cancel or adjust UNDELIVERED ORDERS.
- Reorder identical orders from upcoming and delivered orders.
- Print invoices from previously delivered orders.
- View Standing Orders by clicking on the three dot/lines  in the top right corner of the page.



Invoice Number	Order Date	Expected Delivery Date	Cost		
21439	Fri 03/26/2021	Mon 03/29/2021	\$133.17	Reorder	Cancel

Invoice Number	Order Date	Delivery Date	Cost		
6402323	Sat 03/27/2021	Sat 03/27/2021	\$269.17	Reorder	Print
6402303	Fri 03/26/2021	Fri 03/26/2021	\$161.14	Reorder	Print
6402277	Thu 03/25/2021	Thu 03/25/2021	\$150.30	Reorder	Print
6402257	Tue 03/23/2021	Tue 03/23/2021	\$162.92	Reorder	Print

HOW TO ADJUST OR VIEW AN UNDELIVERED ORDER:

1. Click the Invoice Number of the undelivered Order you wish to view or adjust.
2. If you do not need to adjust the order, click Confirm Date  top left corner of the ORDER DETAILS screen. The ORDER DETAILS window will close.
3. If you wish to edit the order, click Edit  at the bottom of the ORDER DETAIL SCREEN.
4. Adjust quantity (Qty) using the + - signs or enter the total Qty to order in the Qty box.
5. To delete an item click Remove, this will remove the item from the order.
6. Confirm Order Quantities.
7. Click the Shopping Cart icon  top right corner of your window.
8. Enter the Delivery Date for the order you are adjusting in the top left corner.
9. Reconfirm order quantities are accurate.
10. Click PLACE YOUR ORDER.
11. You will receive an email confirming your order.


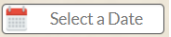
FOR CUSTOMERS PLACING FIRST TIME ONLINE ORDERS

After adjusting order online, email your order quantities to wholesale@leboulangier so customer service can confirm the online order was place correctly.


Click the  symbol top right corner to logout.

HOW TO PLACE A NEW ORDER:

If you wish to create a new order:

1. Click on the Shopping Cart icon  in the upper right-hand corner of your window.
2. Click CONTINUE SHOPPING.
3. Click ADD TO CART on the items you wish to order. After adding items to cart you can adjust the quantity you wish to order by clicking the + or – buttons.
4. Click on the Shopping Cart icon again.
5. Select a Delivery Date  top left corner under CHECKOUT.
6. Review the items you added to your cart and make any changes by clicking the red X button to delete any items you wish remove, and the + or – buttons to change the quantities of the items you wish to order.
7. Click PLACE YOUR ORDER when you are ready to complete your order.

If you would like to reorder the same items from a previous delivery:

1. Click the blue Reorder link next to the order from your Order History that you wish to reorder.
2. Select a Delivery Date  top left under CHECKOUT.
3. To make any changes, delete any items you don't wish to reorder by clicking the red X button to delete any items you wish to remove, and the + or – buttons to change the quantities of the items you wish to reorder.
4. Click PLACE YOUR ORDER when you are ready to complete your order.


PLEASE KEEP IN MIND THAT YOU WILL NOT BE ABLE TO PLACE AN ORDER FOR SUNDAYS OR WEDNESDAYS, AS WE DO NOT DELIVER ON THESE DAYS.

HOW TO REVIEW AND PRINT ORDER DETAILS:


1. On your Order History page, select the blue Invoice Number links next to each order to view the invoice for that order.
2. Click the PRINT button at the bottom of the page.
3. Select the printer you wish to print to and click Print.

You can also select the blue Print link next to each order on your Order History page.

HOW TO SEARCH FOR AN ITEM:

1. Click on the Magnifying Glass icon in  the upper right-hand corner of the page.
2. Type the item you wish to search for and click the Magnifying Glass icon again, or press Enter on your keyboard.

HOW TO REVIEW YOUR ACCOUNT INFORMATION:

1. Click on the icon that looks like a person  in the upper right-hand corner of the page.
2. Click Update Account to view your contact information and change your password.
3. Click Logout to logout of your account.

If you have any questions regarding your account or how to place an order online, please do not hesitate to contact us. You can view our contact information by clicking Contact Us on the left-hand side of the page.