



# How to Order Through Marketplace

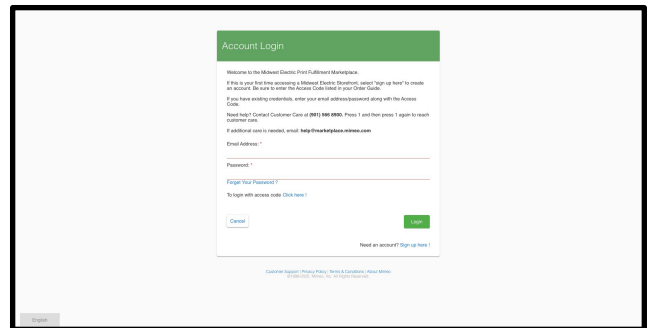
Get your Mimeo branded materials quickly and easily with this convenient online service. Just follow the instructions below to get started.

## 1 - Login

**New Users:** Click [HERE](#) to log in, or point your browser to

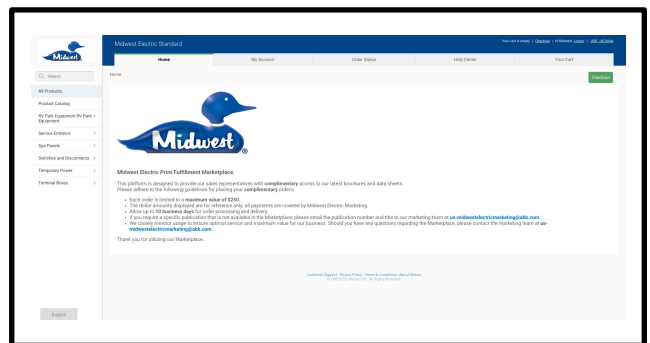
<https://marketplace.mimeo.com/midwestelectriccorp.>

Please following the instructions on the login screen. The access code is **midwest21**.



## 2 - Home Page

Be sure to read the instructions on the homepage for details concerning order processing and expedited orders. You will find a list of the available Midwest Electric Materials in the left side menu.

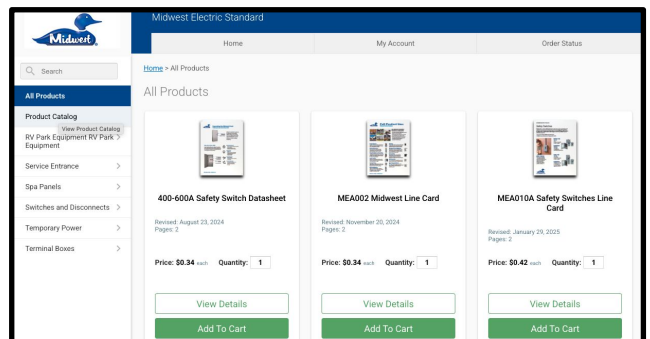


## 3 - Product Review / Add to Cart

Click on the **Title of the Document** for more information or enter a quantity and click **Add to Cart**.

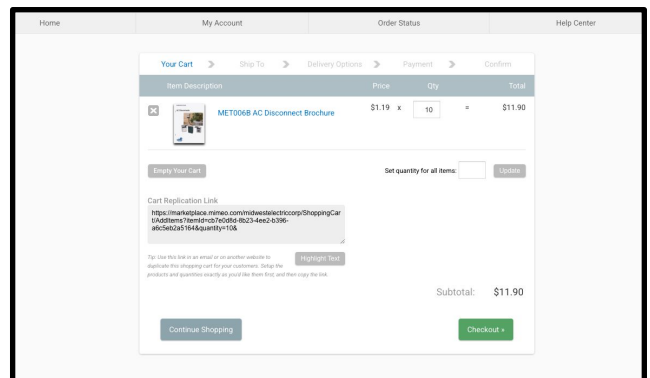
You can also use the navigation arrows to review the entire document.

Continue shopping, adding any additional materials needed.



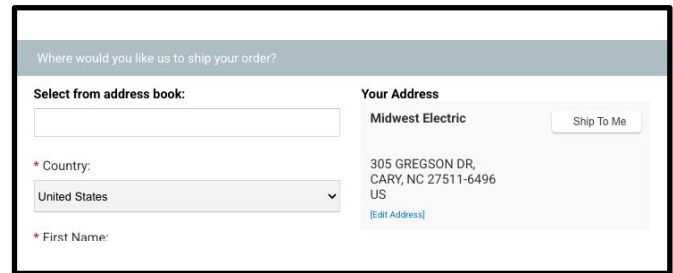
## 4 - Shopping Cart

Select **Checkout** from the navigation menu on the top of the screen. Adjust the quantity of each item needed and click on the **Checkout** button.



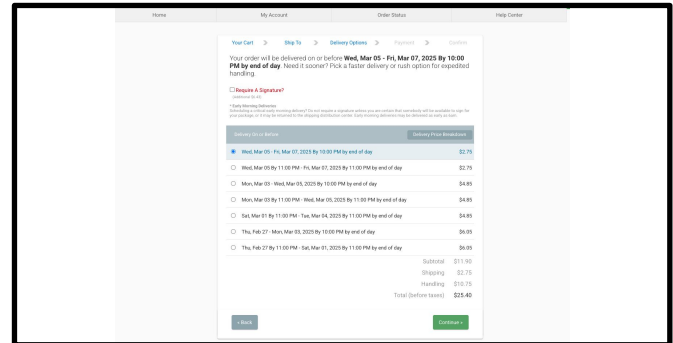
## 5 - Delivery

Enter a desired [Delivery Location](#) and click [Continue](#). You can choose to save the address for future orders.



## 6 - Shipping Options

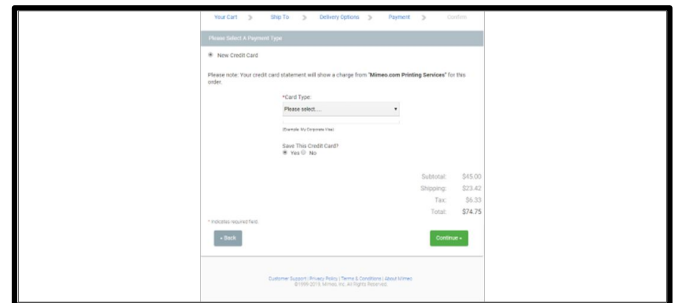
You can opt to "Require a Signature". Next, select a delivery option and click [Continue](#).



Delivery Option	Price
Wed, Mar 06 - Fri, Mar 07, 2025 By 10:00 PM by end of day	\$2.75
Wed, Mar 06 By 11:00 PM - Fri, Mar 07, 2025 By 11:00 PM by end of day	\$2.75
Thu, Mar 07 - Wed, Mar 08, 2025 By 10:00 PM by end of day	\$4.95
Thu, Mar 07 By 11:00 PM - Thu, Mar 08, 2025 By 11:00 PM by end of day	\$4.95
Fri, Mar 08 - Thu, Mar 09, 2025 By 10:00 PM by end of day	\$4.95
Fri, Mar 08 By 11:00 PM - Sat, Mar 09, 2025 By 11:00 PM by end of day	\$4.95
Sat, Mar 09 - Fri, Mar 10, 2025 By 10:00 PM by end of day	\$6.95
Sat, Mar 09 By 11:00 PM - Sat, Mar 10, 2025 By 11:00 PM by end of day	\$6.95
Subtotal	\$11.90
Shipping	\$2.75
Handling	\$10.75
Total (before taxes)	\$25.40

## 7 - Payment Information

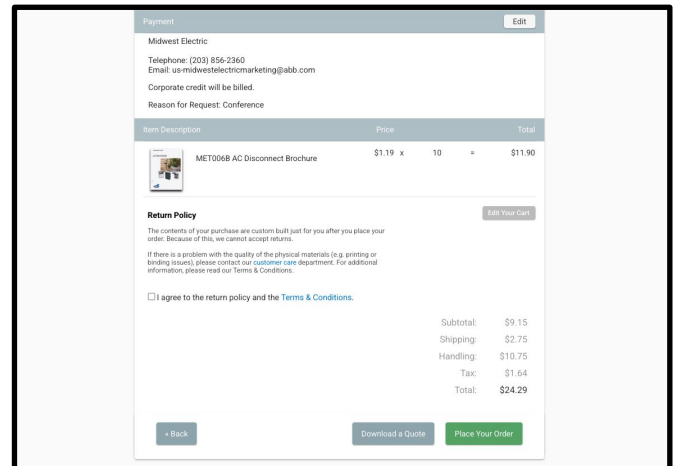
[Corporate Credit](#) will be selected by default. Select the reason for your request from the drop down before selecting [Continue](#).



Subtotal	\$15.00
Shipping	\$25.40
Tax	\$9.35
Total	\$49.75

## 8 - Order Summary and Submission

Review the details of your order, agree to the [Terms & Conditions](#) and click [Place Your Order](#).



Item Description	Price	Total
MET0068 AC Disconnect Brochure	\$1.19 x 10	\$11.90

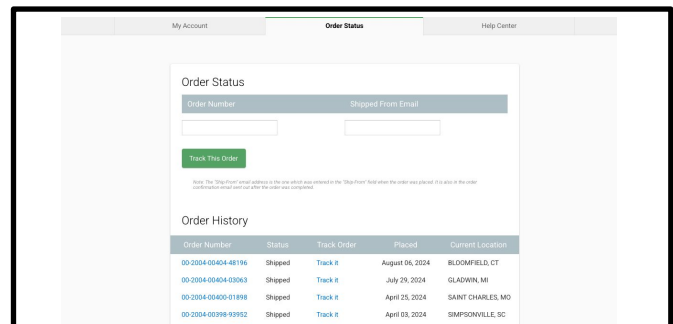
Subtotal	\$9.15
Shipping	\$2.75
Handling	\$10.75
Tax	\$1.64
Total	\$24.29

## 9 - Reorders, Tracking, & Receipts

Click on [Order Status](#) in the main navigation.

Select the order number to easily reorder the shipment or select [Download](#) to obtain a PDF version of your receipt.

Select [Track It](#) to track the status of your delivery.



Order Number	Status	Track Order	Placed	Current Location
00-2004-00404-48196	Shipped	<a href="#">Track It</a>	August 06, 2024	BLOOMFIELD, CT
00-2004-00404-03063	Shipped	<a href="#">Track It</a>	July 29, 2024	GLADWIN, MI
00-2004-00400-01898	Shipped	<a href="#">Track It</a>	April 25, 2024	SANT CHARLES, MO
00-2004-00399-82952	Shipped	<a href="#">Track It</a>	April 03, 2024	SAMPSONVILLE, SC