

Submitting Purchase Orders Online:

1. Set up a customer account: <https://westviewgroup.ca/my-account/>
2. Search for products by name or item number [here](#).
 - For example, to order #178 Setting Block, you can either enter "178" or "setting block" in the search function, and it will yield [this result](#). Alternatively, you can browse all of our products by selecting a category (e.g. Casement, Operators, etc.).
3. Select item features and options (size, colour, etc.) and quantity.
 - Note that the quantity you indicate for your order is the **number of boxes**, not the total number of items. The quantity per box for each individual item is noted on each product's page. For example, if each box contains 1,000 pieces and your quantity ordered is 2, we will send 2 boxes (e.g. 2,000 pieces).
4. Add items to cart and proceed to check out.
 - While the system functions like a basic "add to cart" application on any online merchant, *we do not receive payments online*. Instead of paying upon order we will invoice you, as always, once your order is processed and completed.
5. To make a payment, you can mail a cheque or call to submit a credit card number.