

# TriStar Webstore Portal Guide

## How do I Access the Portal?

- You must be logged into the [webstore](#) to access the portal.
- If you are **not logged in**, click on the "Sign in" link in the dark gray bar at the top of the page. From here you can [Sign In](#) or [Register](#).
- If you are **already logged in**, you can access the portal by clicking on the profile icon.
- If you have just created your account you will have **Guest** status and will only see limited information until we have verified your account and emailed you an authorization code. Once that happens **[within one business day]**, you will be able to see the full data set shown, at right.
- There is one authorization code per company, which all webstore-registered employees will use.

## Key Terms

- Guest Users** – These are individuals that place orders on the TriStar webstore but as-of-yet have not registered as a Customer and requested an authorization code. Once a guest user registers using their email address, they become a webstore Customer.
  - Customer** – Defined as an entity that has an external ID and can be found in TriStar's Accounts Receivable module as an Account. Each company has **only one** Customer.
  - Authorization Code** – This is a unique system-generated code assigned to each Customer. This code associates the customer with their Syspro-contracted pricing and allows access to the customer account portal. Without this code, all pricing shown will be guest pricing.
  - Registered Users** – These are individuals that have registered on the TriStar webstore and have been assigned to a Customer in Syspro. There can be multiple Registered Users against one Customer.
- When a new Customer is added to Syspro, they are automatically integrated to the Nomad webstore platform and an internal Authorization Code is assigned.

The screenshot shows the TriStar Account Portal interface. Callout boxes provide the following information:

- Search for products available to purchase on the webstore.** (Points to the search bar)
- Click to show items for which the Registered User has contract pricing.** (Points to the 'CONTRACT ITEMS' menu)
- Webstore and Portal FAQ.** (Points to the 'FAQ' menu)
- Site-wide link to account portal.** (Points to the 'Account Portal' link in the top right)
- View your shopping cart.** (Points to the shopping cart icon)
- Displays aging summary of open invoices.** (Points to the 'Account Aging' table)
- Click to display and pay open invoices.** (Points to the 'Pay' button)
- Displays statistics about your account.** (Points to the account summary statistics)
- Current saved addresses including the primary Bill-to Address.** (Points to the 'Saved Addresses' list)
- Enroll in paperless invoicing and electronic payments.** (Points to the 'Let's Go Paperless' section)
- Current open orders and order history.** (Points to the 'Orders' section)
- Payment options, payment history, and accounting requests.** (Points to the 'Payment Center' section)
- Communication and corporate business information.** (Points to the 'Contact Us' section)

**Account Portal**

**Customer Information**

**Customer Name:** Best Engineering Group  
**Customer Email:** jackdoe@besteng.com  
**Customer Number:** 0001111  
**Customer Contact:**  
**Customer Phone:** 555-347-4328

**Default Billing Address**

Best Engineering Group  
 171 Front Street  
 Shrewsbury, MA 01545

**User Information**

**Name:** Jack Doe  
**Email:** jackdoe@bestengineeringgroup.com

- Edit Your Account
- Change Your Password

**Account Aging**

Aging	Aging Value
Current	\$72,317.19
30 Days	\$59,327.27
60 Days	\$0.00
90 Days	\$0.00
120 Days	\$0.00
<b>Balance</b>	<b>\$182,057.90</b>

**Payment Center**

- Make A Payment
- Change Payment Method
- Payment History
- Request Open Terms
- Request Credit Limit Increase

**Orders**

- Open Orders
- Order History
- Cancelled Orders
- Invoice Query / Reprint
- Reorder An Item
- Request A Quote
- Blanket Orders
- Your Shopping Lists

**Let's Go Paperless**

- Paperless Invoicing**  
Sign up to receive your invoices via email.
- Electronic Payments**  
Send us payments electronically via bank transfer.

**Contact Us**

Contact Technical Support  
 Contact Accounting

Your TriStar Contacts:

- Outside Sales: Joe DiPasquale | joe@jdtokreps.com | (585) 704-7575
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