

Using OrderNet

First-time users:

Please register at www.ordernet.ca/iirocregister.asp. Your User ID and Password will be emailed to the address indicated within 24 hours.

To place an order:

- 1) Login with your User ID and Password at www.ordernet.ca.
- 2) Choose “Order Products” from the navigation menu.
- 3) Choose a product category, such as “Brochures,” and click on “Display.”
- 4) Click on an item description to display the detail and quantity selection page.
- 5) Select the desired quantity from the drop down box in the pricing grid and click “Continue.”
- 6) Click on “View/Process Order” to see all items in your order, and edit if necessary.
- 7) Click “Process Order” to see the Billing Information screen, which retrieves information from your profile. You have the option to change billing information for this order.
- 8) Depending on the products ordered, you may or may not be prompted for shipping information.
- 9) After verification of billing and shipping information, you will see the order summary page. (Note: your total may or may not include shipping costs. If shipping is not included, it will be reflected on your final invoice.)
- 10) Click “Continue” to see the Payment options page, and select your preferred payment option. Click “Continue” to see your payment confirmation screen.
- 11) Click “Continue” to see your order confirmation screen.

Your order has now been received by the order desk. A confirmation email will be sent to your email address detailing your order and your expected costs.

Users are encouraged to contact support if they are experiencing difficulties by choosing the send email option from the menu bar or by calling:

Fulfillment Coordinator, RR Donnelley, MIL: 416-847-8087
Technical Support (OrderNet Support): 905-839-4132