



# Kargear.com Cotton Candy User Guide

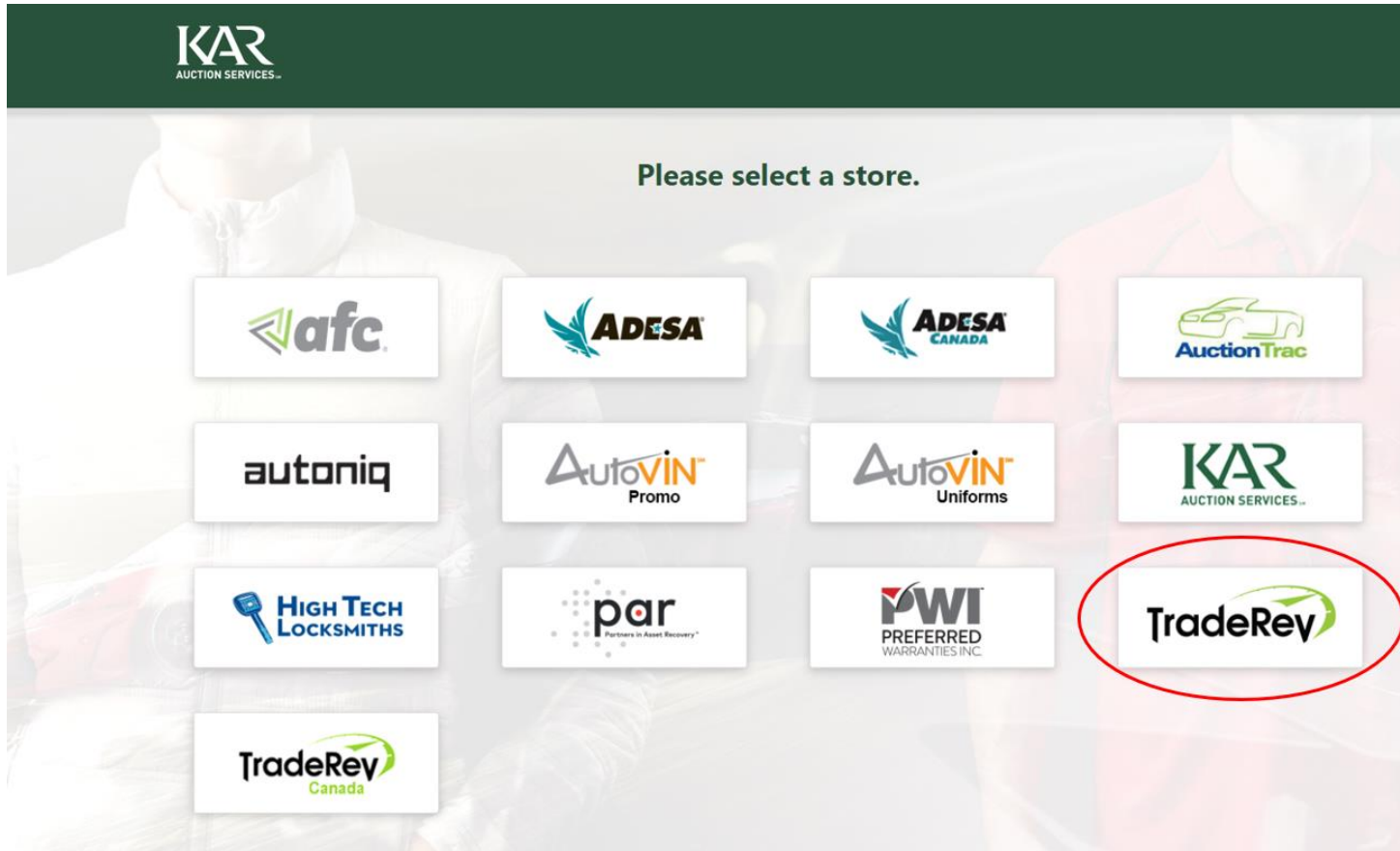
## Contents

Accessing the Stores .....	2
My Account .....	4
Contact Information.....	5
Site Navigation .....	6
Top Menu.....	6
Product Search.....	7
Main Category Menu .....	7
Side Menu .....	8
Category Page .....	8
Product Details.....	9
Wishlist.....	10
Product Details Features.....	10
Cart/Checkout .....	12
Checkout (Billing/Shipping).....	13
Checkout (Order Summary/Payment) .....	14

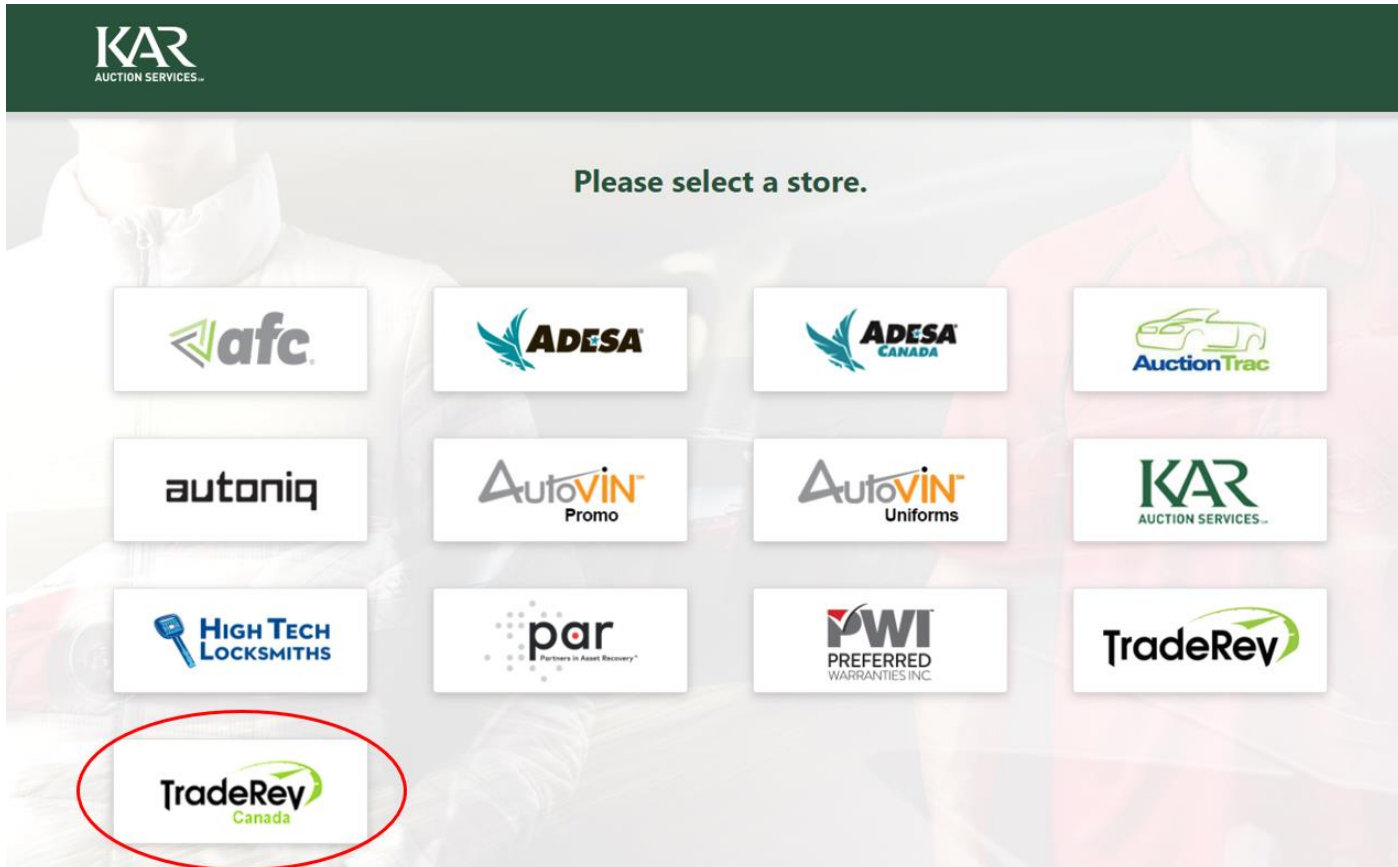
## Accessing the Stores

1. Select Your Brand from the Tiled Landing Page [www.kargear.com](http://www.kargear.com)

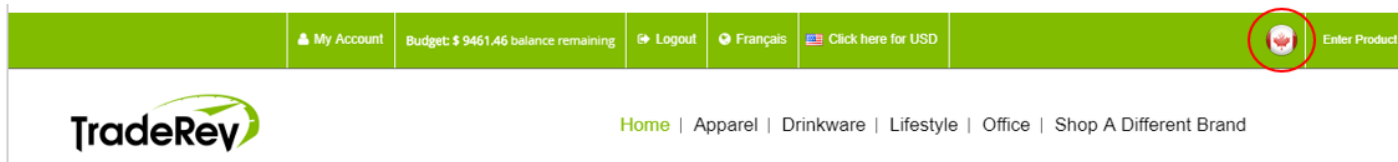
For TradeRev US:



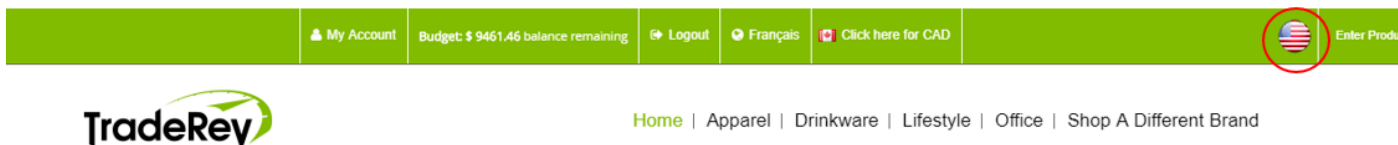
Or for TradeRev Canada:



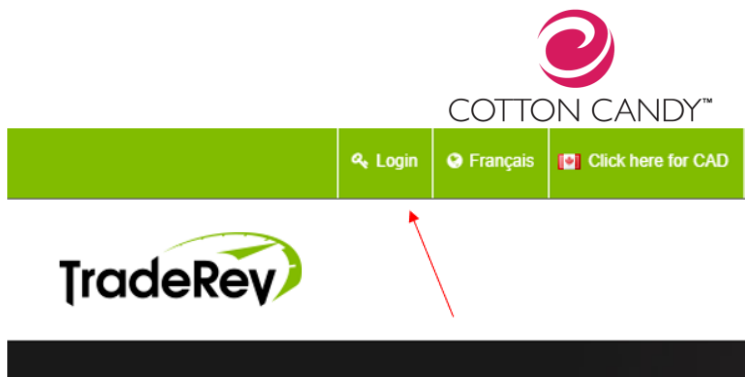
An icon on the top right of the landing page will indicate whether you are shopping TradeRev Canada:



Or TradeRev USA:



2. Login in the top left corner of the site



3. Your access will be your corporate email and first time login password. If you did not receive your account registration email with temporary password please reach out to [service@cottoncandy.com](mailto:service@cottoncandy.com)

## My Account

Once you have logged in you will land in the 'My Account' Page.

**If this is your first time logging in** please complete the registration process by changing your password and entering all address related required fields.

Products

> All Products

Apparel

> Headwear

> Men's

> Women's


> Drinkware

> Lifestyle

> Office

MY ACCOUNT

Additional Information


[Order History](#)

Contact Information

Email (serves as a login) \*

First Name \*

Last Name \*

Password \*

Confirm password \*

Company Name

Company Title

Telephone

Fax

Toll-Free Telephone

Toll-Free Fax

## Contact Information

**Password Change:** To change your password, simply type in a new password in the box and hit save at the bottom of the form.

Contact Information

Email (serves as a login) \*

First Name \*

Last Name \*

Password \*

Confirm password \*



COTTON CANDY™

Completing your profile setup. In order to purchase for the first time you will need to finish your profile setup by adding in your billing and shipping information. After you submit this information it will be saved to your customer record on all stores.

Billing Information

☐ Copy from Contact Information

First Name	*	SER
Last Name	*	Login
Company Name		
Title		
Email		service@cottoncandy.com
Telephone		9057958181
Toll-Free Telephone		
Fax		
Toll-Free Fax		
Address Line 1	*	TEST
Address Line 2		
City	*	TEST
Country/Territory	*	-- Select One --
Postal Code	*	60606

You can simply copy the information into your Shipping Fields by checking off 'Copy from Billing Information' in the top right corner of the form.

Shipping Information

☒ Copy from Billing Information

## Site Navigation

### Top Menu

On the top menu of all sites you will see 'My Account' 'Logout' 'Français' 'Click here for CAD' and Product Search.



My Account will allow you to view your account credentials/change your password, view order history, and view reports (Super User Feature).

Français allows you to toggle French

Click here for CAD allows to access the TradeRev Canadian site

### Product Search

Site product search can be done by text, SKU, and Price. The below image shows what the results would look like when typing in 'Jacket'.

#### SEARCH

Text:

SKU:  ☐ Exact Match ☒ Partial Match

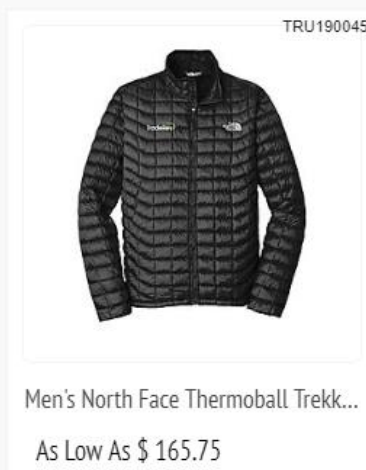
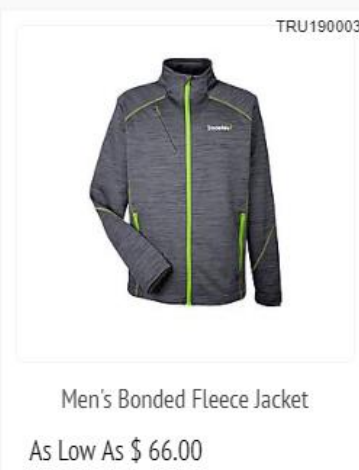
Price:  -

[New search](#)

Sort by: **Name A-Z** ▼

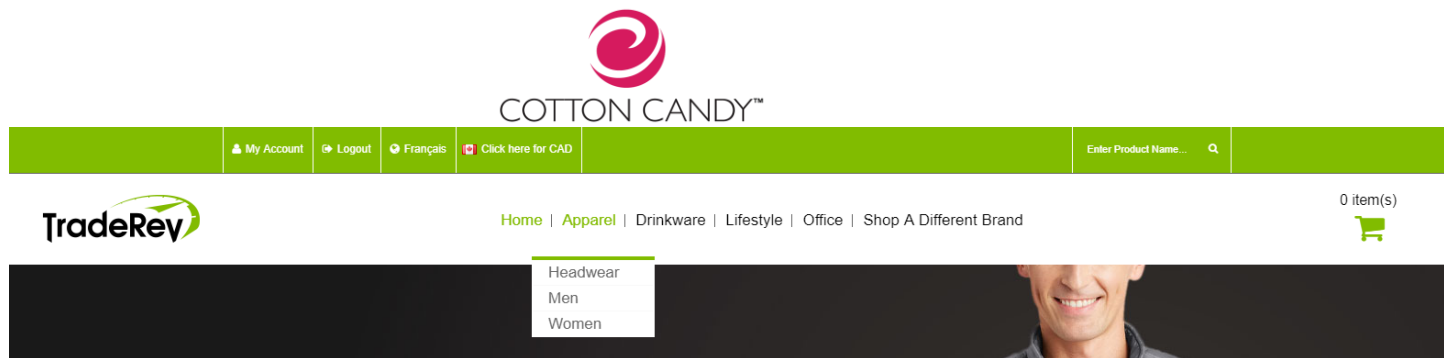
< **1** >

Display: **30** ▼



### Main Category Menu

You can access products by using the top navigation menu and drop down sub-categories.

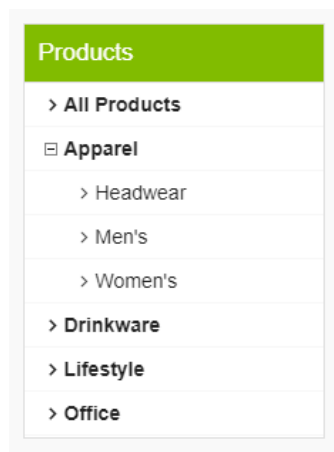


If at any given time you want to go back to the brand tile page click on ‘Shop a Different Brand’ in the far right of the top menu.

Home | Apparel | Drinkware | Lifestyle | Office | **Shop A Different Brand**

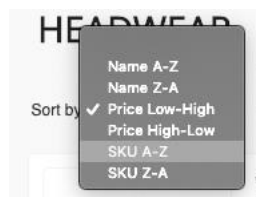
### Side Menu

You also have the option to change categories or sort by price range in the side navigation menu that is fixed on all pages.



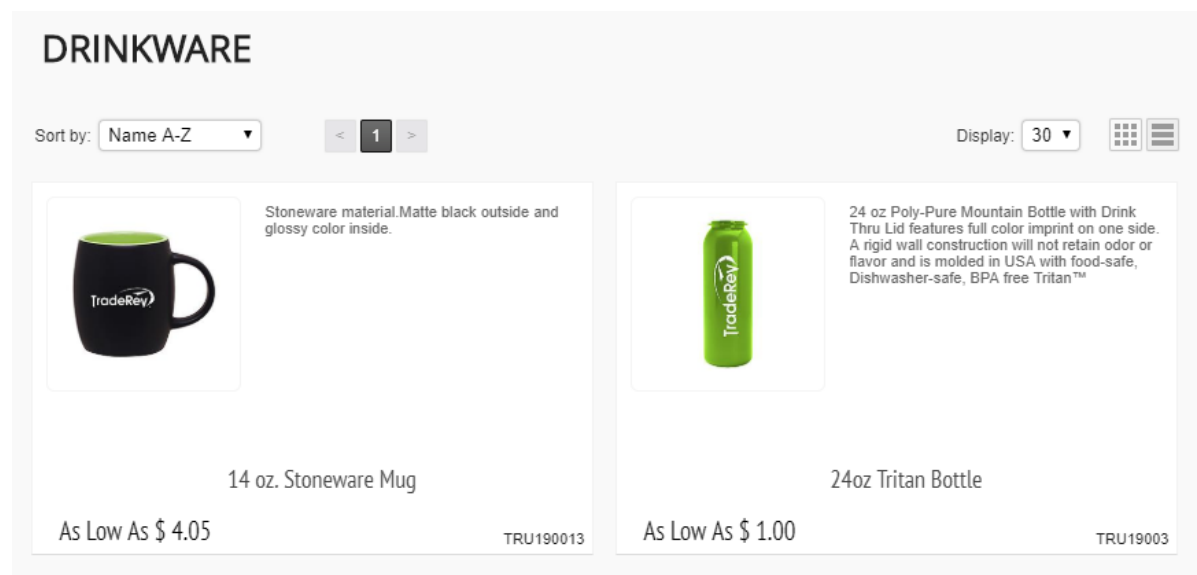
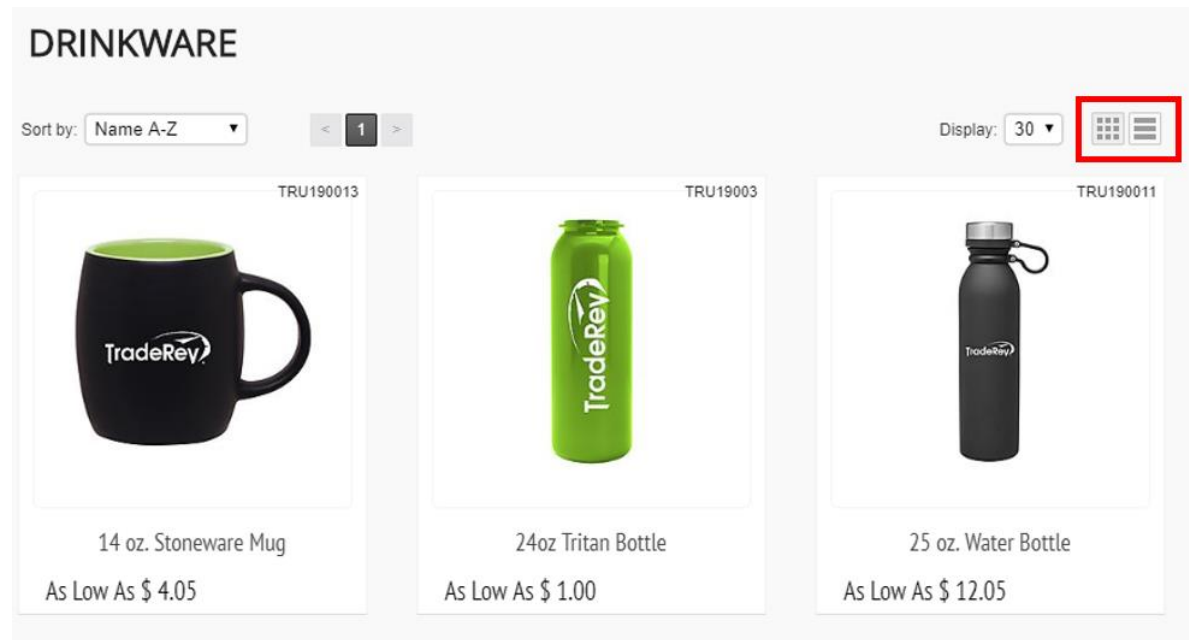
### Category Page

In the product category page, you will notice a few elements to allow for an easy shopping experience. Below the category name you will see Sort by: filters. These filters include Alpha sorting, Price sorting and SKU Sorting.





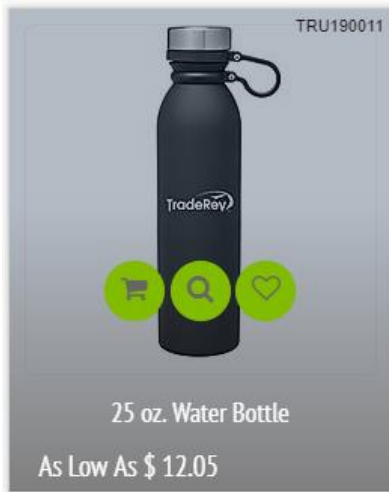
Default category view will be to display image tiles however you can switch to a detail mode which includes product descriptions very easily in the top right corner. The second image below demonstrates what the detail view would look like.



## Product Details

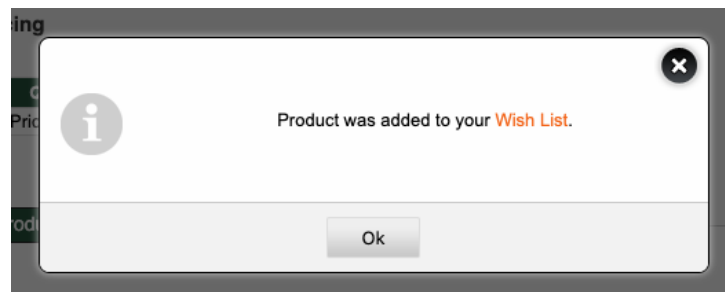
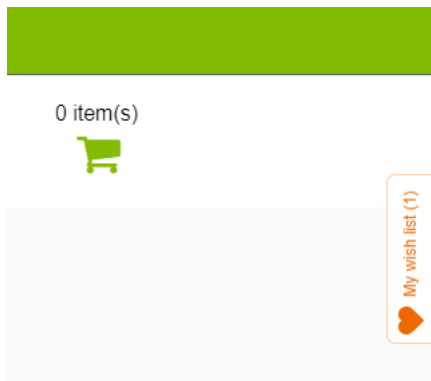
Within a Product category page you will see three icons on hover.

- The first (cart) icon will direct to the product details page for ordering.
- The second (magnifier) icon will zoom in on a larger product image.
- The third icon (heart) will add the product to your Wishlist.



## Wishlist

To view your Wishlist, click on the Orange 'My Wishlist' sticky nav that appears on the right hand side of the website. *This will not appear until you have added something to your Wishlist.*



## Product Details Features


Within a product details page you will see a number of different features for a seamless buying experience.

1. In the top right corner you will see arrow icons that flip to the next product. On hover you will also see a drop down of images for a simple navigation.

- In all apparel pieces you will see a collapsible size guide. Simply click [click here](#) to expand.
- For all Brand on Demand items, you will see a graduated pricing table. Your lowest qty displayed will be the minimum order quantity. If you have not met the minimum the system will notify you (image 2 below).

## MEN'S FILL ZIP FLEECE JACKET - RIVER BLUE

Products / Apparel / Men's Fill Zip Fleece Jacket - River Blue



### Men's Fill Zip Fleece Jacket - River Blue

KAR190015

This super soft and warm jacket is as comfortable as it gets for fall excursions. Contrast rolled top collar, zippered chest pocket, revers front zippered pockets with tricot lining, open cuffs and an open hem. Embroidered logo on right chest. Made of 12-ounce, 100% polyester.

Please [click here](#) for size guide.

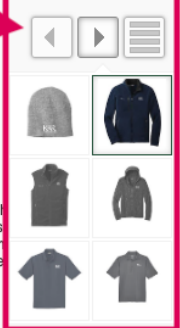
All measurements are in inches

	S	M	L	XL	2XL	3XL	4XL
Chest	35-37	38-40	41-43	44-46	47-49	50-53	54-57

**Pricing**

Qty	12-47	48-71	72-143	144+
Price (USD)	\$ 48.00	\$ 47.00	\$ 46.00	\$ 45.00

Next Product Quick View



Expandable Size Guide

Graduated Pricing Table

**Pricing**

Qty	12-47	48-71	72-143	144+
Price (USD)	\$ 48.00	\$ 47.00	\$ 46.00	\$ 45.00

**Product Options**

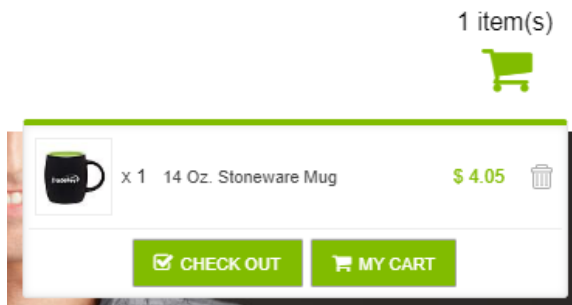
Size:

SML MED LRG XLG 2XL 3XL 4XL

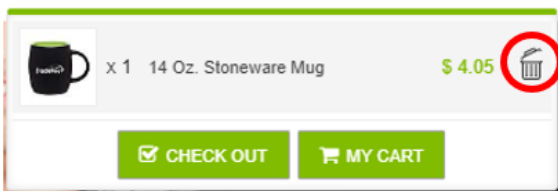
The Minimum Combined Quantity for this product is 12 units. You have entered 1 item(s). You need an additional 11 to add to your cart.

## Cart/Checkout

In the top right corner of all sites you will see a shopping cart icon. On hover, you will see a quick summary of the items in your cart.



You can make quick deletions to your order by clicking on the garbage can as displayed below.



If you click on ' My Cart you will see the full expanded cart where you can review all items and make quantity adjustments.

## CART

Image	Name, Description	Quantity	Unit Price	Subtotal
	14 oz. Stoneware Mug	<input type="text" value="1"/>  	\$ 4.05	\$ 4.05
				Products total: \$ 4.05

CONTINUE SHOPPING

☒ CHECK OUT

### Checkout (Billing/Shipping)

If you are satisfied with your cart, click check out to continue through the ordering process. Billing and Shipping information will be pre-populated with the information in your 'My Account'. If this is your first time logging in you will be prompted to submit this information before completing your checkout process.

## BILLING & SHIPPING

### Billing Information

First Name: **Tech**  
 Last Name: **Tester**  
 Company Name: **Cotton Candy**  
 Company Title: **Cotton Candy**  
 Email: **techteam@cottoncandy.com**  
 Telephone: **9058582600**  
 Address Line 1: **2600 Argentia Road**  
 City: **New York**  
 Territory: **NY**  
 Country: **US**  
 Postal Code: **10016**

### Shipping Information

First Name: **Tech**  
 Last Name: **Tester**  
 Company Name: **Cotton Candy**  
 Company Title: **Cotton Candy**  
 Email: **techteam@cottoncandy.com**  
 Telephone: **9058582600**  
 Address Line 1: **116 Bellevue Square**  
 City: **Bellevue**  
 Territory: **WA**  
 Country: **US**  
 Postal Code: **98004**

Click to modify information  [Modify Billing / Shipping Information](#)

## SHIPPING OPTIONS

Please select an option

Method	Service	Expected delivery	Surcharge	Rate	Total Price	
FedEx	Priority Overnight	2019-05-07	\$ 0.00	\$ 114.84	\$ 114.84	<input type="radio"/>
FedEx	Fedex 2 Day	2019-05-08	\$ 0.00	\$ 51.32	\$ 51.32	<input type="radio"/>
FedEx	Fedex Ground		\$ 0.00	\$ 16.18	\$ 16.18	<input type="radio"/>
UPS	UPS Ground		\$ 0.00	\$ 16.91	\$ 16.91	<input type="radio"/>

 BACK

 CANCEL

CONTINUE

[Checkout \(Order Summary/Payment\)](#)

Billing & Shipping will have a notice that Canadian orders should be placed through the TradeRev Canada site and US orders should be place from the TradeRev US site



COTTON CANDY™

## BILLING & SHIPPING

**\*\*Please ensure you are checking out from the appropriate website.\*\***

Canadian Orders should be placed from the [TradeRev Canada Site](#)

US Orders should be placed from the [TradeRev US Site](#)

If you are shopping TradeRev Canada you will be prompted for a credit card for payment:

**Payment Methods**

<input type="radio"/>	CAD Credit Card
<input type="radio"/>	USD Credit Card

If you are shopping TradeRev US you will be prompted to pay with a credit card or your budget amount:

**Payment Methods**

<input type="radio"/>	Budget
<input type="radio"/>	CAD Credit Card
<input type="radio"/>	USD Credit Card

Upon successful payment collection, you will see the below message to confirm your order is complete. Shortly after, you will receive an order confirmation email to your contact email listed on My Account.

**CHECKOUT COMPLETE**

Order was submitted successfully



Thank you for your order you placed with the KAR.  
Complete order details are listed below.

#### Order Confirmation

**Order ID:** 155099

**Order Date:** 2019-05-06 17:25:07

**KAR**

223 West Jackson Blvd. Suite 505

Chicago, IL 60606, USA

Phone: 9058585895

Email: [techteam@cottoncandy.com](mailto:techteam@cottoncandy.com)

#### Bill to:

Tech Tester, Cotton Candy

Cotton Candy

2600 Argenta Road

New York, US/NY, 10016

Phone: 9058582600

Email: [techteam@cottoncandy.com](mailto:techteam@cottoncandy.com)

#### Ship to:

Tech Tester, Cotton Candy

Cotton Candy


116 Bellevue Square

Bellevue, US/WA, 98004

Phone: 9058582600

Email: [techteam@cottoncandy.com](mailto:techteam@cottoncandy.com)

#### Payment details:

Method	Amount	Status	Detail	Time		
Cost Center	\$ 134.81	Pending	Adesa US - Charlotte - CHAR1		2019-05-06 17:25:07	
	Product		Quantity	Price	Fees	Total
	Knit Skull Cap - Athletic Heather Oxford		12	\$ 8.55		\$ 102.60
	SKU: KAR190022					

Products Total:	\$ 102.60
Shipping Total:	\$ 16.18
Taxes total:	\$ 13.85
Tax on shipping:	\$ 2.18
Order Total:	\$ 134.81

#### Additional Order Information:

Is your purchase for an event: No

Please enter your event code:

Comment: