



GUN ACCESSORY SUPPLY™

Firearm Accessories & Sport Optics
Since 1983

Getting Started with the GAS B2B Website

Dear Valued Customer,

Thank you for your interest in our brand new B2B website. By logging onto www.GunAccessorySupply.com, you will have access to current inventory and pricing. You will be able to check stock, place stocking and drop ship orders as well as check past purchases, print invoices and check your open A/R.

Below is an overview of the most commonly used functions of our B2B website. The instructions within are designed to get you started. Please feel free to contact us as any time if you are unable to find something or if you find something is not working the way you would like it to. Please send all questions and comments to Web@GunAccessorySupply.com. Someone will be monitoring this mailbox Monday through Friday 8am to 4:30pm Pacific Time.

Thank you again for your continued business!

Gun Accessory Supply

Obtaining a Sign In ID:

If you already have an account with us:

Locate your Customer ID off of any invoice or packing list you have received from us. If you do not have your Customer ID please contact Customer Service at the (209) 845-3940 or CS@GunAccessorySupply.com.

Click on "Sign In" located at the top right-hand side of the page.

Click on "Register Now." Fill in all required information. You will need to know your customer id number. This number is available on any packing list or invoice you have received from us. If you are unable to locate this number, please contact customer service by email at CS@GunAccessorySupply.com or at (209) 845-3940.

P.O. BOX 1228

OAKDALE, CA

95361-1228

(209) 845-3940

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Info@GunAccessorySupply.com



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After you complete the required information, click on “Submit.” Your account should be available to you immediately. If you have any problems with this process please contact Web@GunAccessorySupply.com.

If you DO NOT already have an account set up with us:

Click on “New Dealer” located at the top right-hand side of the home page. Fill in all of the required information and submit.

You will receive access to our website after we are able to establish you as a “true” dealer. You can expedite this process by faxing a copy of your business license, resale certificate and/or FFL to (209) 845-3950 ATTN: Web. Please note that those doing business in California must provide a valid California Resale Certificate.

Once you have been established as a dealer, you will receive a confirmation email letting you know that you have been granted access to our B2B site. If, at any time, you have questions or concerns, please contact Web@GunAccessorySupply.com.

Logging into the B2B website:

Click on “Sign In” located at the top right-hand side of the page.

Enter your email address and password and click on “Submit.”

You are now logged into the B2B site with full access to inventory & pricing as well as your account information.

Shopping on the B2B website:

There are three easy ways to look for an item located on the left-hand side of the screen:

The search function allows you to look for an item based on item id, description, etc. The advanced search function allows you to go more in depth to find exactly what you are looking for.

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The product categories allow you to drill down through several categories and subcategories in order to enable you to shop for an item when you are not exactly sure what you are looking for.

The quick order pad is an excellent way to look up and order items for which you already have the item id. Simply enter the item id into the quick order pad and the quantity desired. You will be taken to your shopping cart screen where you can get more info on the product, including price and availability, as well as quickly order this item and check out.

Using Shopping Lists:

Do you find that you order the same group of items over and over? Do you have a wish list that you would like to save and come back to? The shopping list feature of our B2B website allows you to store a number of shopping lists and come back to them later.

Click on “My Shopping List” located at the top of the screen. Create as many shopping lists as you would like and name them however you wish. You can add to your shopping lists from any of the item information screens as well as from your shopping cart.

At any time you can order any or all of the items on any of your shopping list by returning to “My Shopping List.”

Placing an order:

Once you have selected the items you wish to purchase and have added them to your shopping cart, you are ready to check out.

Selecting Shipping Method:

When you are ready to check out, you will be taken to a shipping information screen. It is very important at this point to determine if your order will be coming to your location or will be drop shipped to your customer.

If the order is coming to your location, please select a shipping method that **does not** say “for Drop Shipments” after the description. For example, select “UPS Ground” instead of “UPS Ground for Drop Shipments.” If you do not select the correct shipping method, you may inadvertently be charged a drop ship fee.

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If your order is a drop shipment, it is very important that you choose a shipping method that **does** say “for Drop Shipments” after the description. For example, select “UPS Ground for Drop Shipments” instead of just “UPS Ground.” If you do not select the correct shipping method, your package will be shipped with **OUR** information instead of yours. This includes all packing slips & shipping labels.

We have created our list of shipping methods based on the ones most commonly used by our customers. Other shipping methods may be available. If you would like to ship your order via a shipping method that is not listed on the Shipping Method drop down box, please enter “UPS Ground” and put in a note stating which method you would like to use. We will then change the shipping method on our end to get your package out correctly.

Selecting a Shipping Location:

If you are having your order sent to you and you have multiple shipping locations already in our database, you may use the drop down menu to select from the locations currently entered into our system.

If you would like to ship your order to a location not on the drop down list or if your order is a drop shipment, please select “Free Form Address” and enter the shipping information in the boxes on the right. **PLEASE NOTE:** If you are sending a drop shipment, you will have to delete the information in the “Company” box of the ship to information on the right. If you do not, this information will appear on your packing lists and shipping labels.

Using Your Customer’s Email Address for Tracking Information:

UPS can automatically email your customer their tracking information for drop shipments. All you need to do is provide us with your customer’s email address. To do this, please put the email address in Address Line 1 of the Ship To information. **PLEASE DO NOT USE THE BOX MARKED EMAIL ADDRESS! THIS BOX IS FOR YOUR EMAIL ADDRESS ONLY!** Using this box for your customer’s email address will cause the system to automatically generate and order confirmation with YOUR pricing and send it to your customer. We are working to have this box removed but at this time it is still active.

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Selecting a Payment Method:

After you enter your shipping information, please scroll down to the payment information field. There are only two options available: "Pay by Invoice" and "Pay by Credit."

Select "Pay by Invoice" if:

- You have open Net 30 terms already established with us
- You usually order via COD Cash or Check
- You want to pay by CHAX (If you are paying by CHAX, please make a note in the "Notes" section with your intention to pay by CHAX if this is not your typical payment method)
- You are a credit card customer and already have your credit card information on file with us

Select "Pay by Credit" ONLY if:

- You are an established credit card customer who is using a different card than the one on file (Please note that you may be requested to fill out a credit card authorization form for the additional card if one is not already on file)

PLEASE NOTE THAT YOU MUST ALREADY BE ESTABLISHED AS A CREDIT CARD CUSTOMER IN ORDER TO PAY WITH YOUR CREDIT CARD. PLEASE DO NOT ATTEMPT TO PAY FOR YOUR ORDER ON A CREDIT CARD UNLESS YOU HAVE CONTACTED CUSTOMER SERVICE FIRST.

Entering a Purchase Order Number:

You can enter a purchase order number beneath the Payment Method drop box. **Please note** that if your account is set up to require purchase order numbers, you will not be allowed to check out unless you have entered a PO number.

Checking out:

Once you have selected your shipping and payment information, you are ready to submit you order.

Select "Submit Order" on the bottom right-hand side of the screen. This will take you to an order confirmation screen. Please carefully verify all order information. If you need to change any information, please use the "Back" button on your browser.

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If all of the information is correct, please select "Submit Order." You will then be able to print up your order information. You will also receive an order confirmation email.

Checking Your Account Information:

Click on "My Account." From here you can print invoice and check your open A/R. You can also review your purchase history, open orders, suspended orders and open quotes. This information is available for export into Microsoft Excel.

From "My Account" you can also check and edit your login information and your personal information.

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