



USER GUIDE

Cart Checkout

The myDVG Customer Portal makes it easy to browse products, manage your cart, and place orders online. This guide walks you through the complete cart checkout process — from finding a product to confirming your order — so you can shop with confidence.

This guide is for customers who have an existing myDVG account and are ready to place an order through the portal.

GETTING STARTED

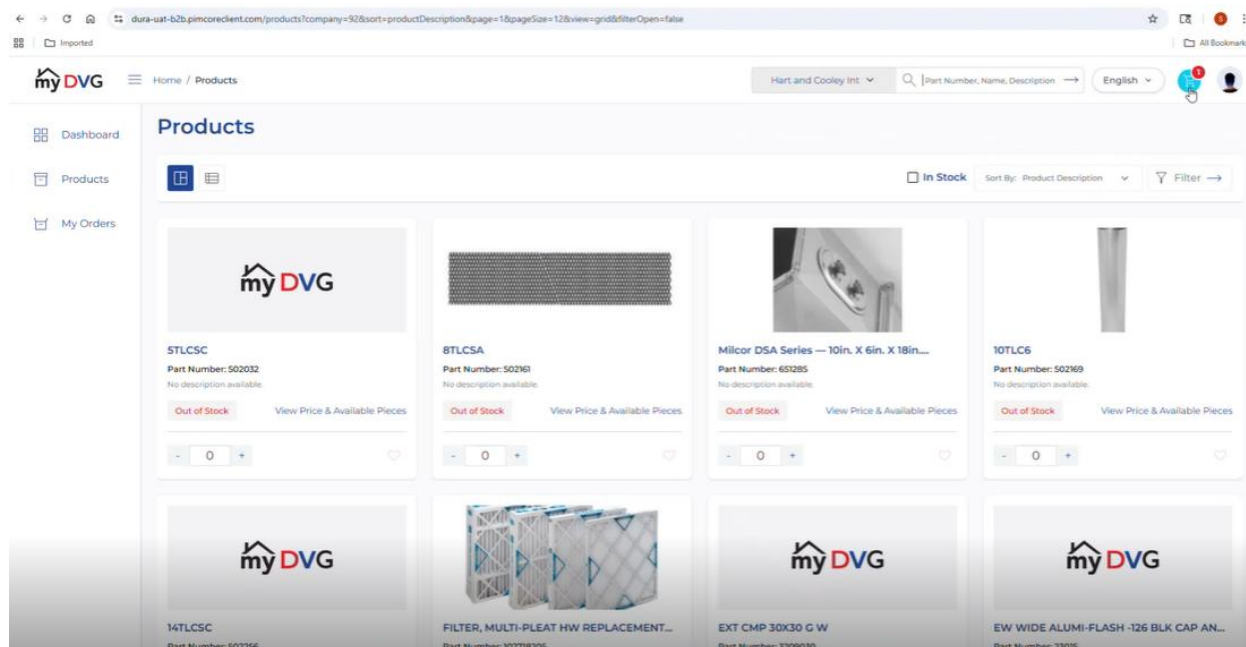
Before you begin checkout, make sure you have:

- An active myDVG Customer Portal account
- Your Purchase Order (PO) number ready
- Your shipping and billing addresses saved in your account profile
- If using your own carrier: your carrier account number, billing zip code, and carrier name

Once you're logged in to the portal, you're ready to start shopping.

BROWSING & SEARCHING FOR PRODUCTS

Navigate to the **Products** page to view available items. Use the **search box** at the top of the page to find products by part number, name, or description.

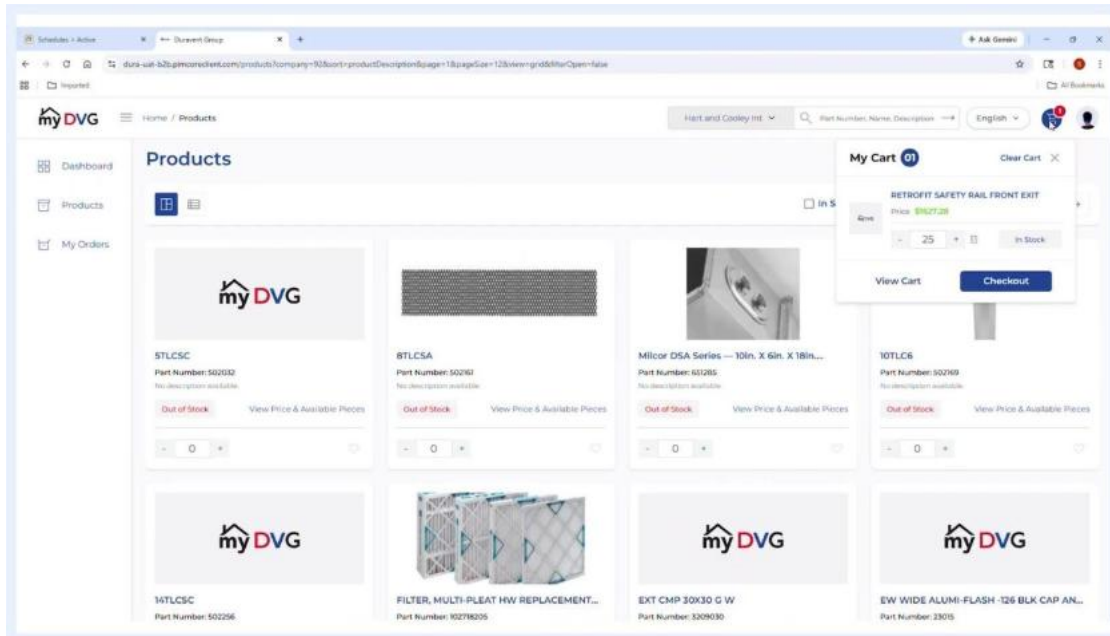


MANAGING YOUR CART

When you're ready to review your selections, click the **cart icon** in the top-right corner of the screen. A dropdown appears showing the items currently in your cart, including product name, quantity, unit price, and total.

From the dropdown, you can:

- Click **View Cart** to review your items before proceeding
- Click **Checkout** to go directly to the checkout flow

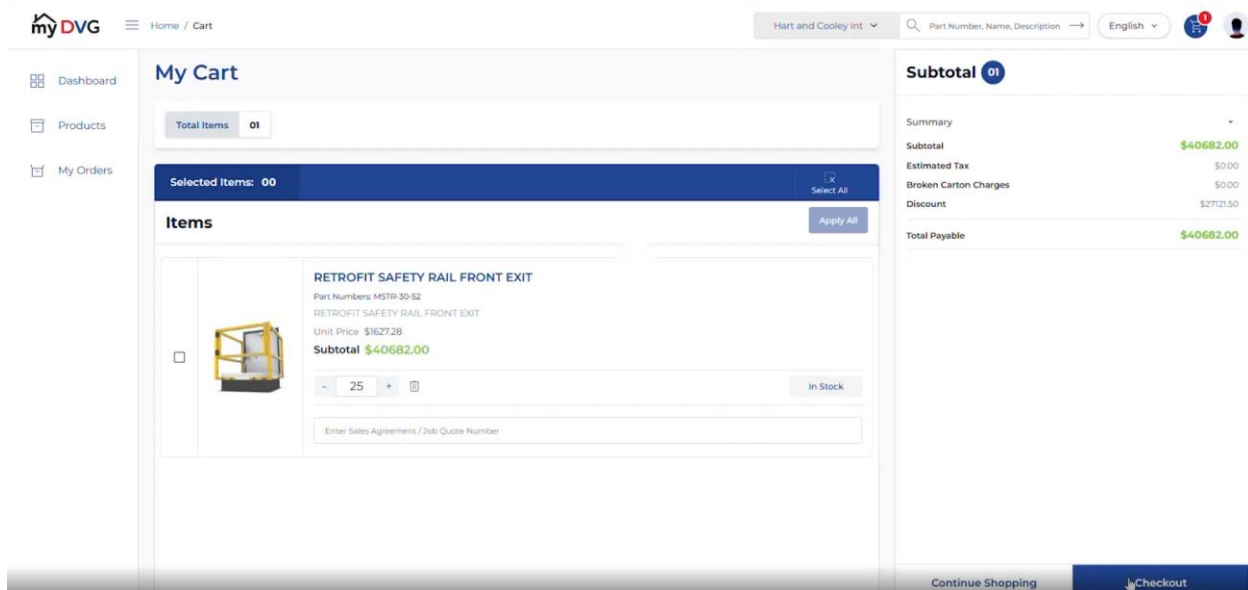


REVIEWING YOUR CART

On the **Cart** page, verify your items, quantities, and pricing before continuing. Confirm the following values are correct:

- **Subtotal**
- **Discount** (if applicable)
- **Total Payable**

When everything looks right, click **Checkout** to move to the next step.



COMPLETING CHECKOUT

Step 1: Confirm your addresses

Your default shipping and billing addresses load automatically. To use a different shipping address, hover over **Change Address** and select an alternative address from your account profile.

The screenshot displays the myDVG Checkout interface. On the left, a sidebar contains links for Dashboard, Products, and My Orders. The main content area is titled 'Checkout' and is divided into two columns for address confirmation. The 'Shipping Address' column shows details for AIREFCO INC at 18091 SW LOWER BOONES FERRY ROAD, TIGARD, OR 97224, US, with a 'Change Address' link. The 'Billing Address' column shows details for AIREFCO INC at 18755 SW TETON AVE, TUALATIN, OR 97062, US. Below these, the 'Shipping Methods' section includes a 'Purchase Order' field and two radio button options: 'Duravent Owned' (selected) and 'Ship It Collect'. A 'Note' field is also present. On the right, a 'Subtotal' section shows a 'Summary' table with five rows of item details. At the bottom right, there are 'Continue Shopping' and 'Place Order' buttons.

myDVG Home / Checkout English

Checkout

Shipping Address

AIREFCO INC
18091 SW LOWER BOONES FERRY ROAD
TIGARD, OR
97224, US
saikien@hartcool.com 6166568285
[Change Address](#)

Billing Address

AIREFCO INC
18755 SW TETON AVE
TUALATIN, OR
97062, US
saikien@hartcool.com 6166568285

Shipping Methods

Standard Freight terms apply. If you are unsure of your freight PPA levels, please contact customer service for more information.

Purchase Order *

Please Enter, Purchase Order Number

☒ Duravent Owned ⓘ

☐ Ship It Collect ⓘ

Note

Note

Subtotal 01

Summary

[Continue Shopping](#) [Place Order](#)

Step 2: Enter your Purchase Order number and shipping method

Fill in your **Purchase Order** number in the required field.

The screenshot shows the myDVG Checkout page. On the left is a sidebar with links to Dashboard, Products, and My Orders. The main content area is titled 'Checkout' and contains two address sections: 'Shipping Address' and 'Billing Address', both for 'AIREPCO INC'. Below these is the 'Shipping Methods' section, which includes a 'Purchase Order*' field and two radio button options: 'Duravent Owned' (selected) and 'Ship It Collect'. A 'Note' field is also present. On the right, a 'Subtotal' summary shows a subtotal of \$40682.00, with taxes and discounts listed. At the bottom right are 'Continue Shopping' and 'Place Order' buttons.

Then select your preferred shipping method:

- **Duravent Owned** — the default option; Duravent arranges shipping on your behalf
- **Ship It Collect** — use this if you want to ship using your own carrier account
 - If you select **Ship It Collect**, you will also need to provide:
 - **Account Number**
 - **Billing Zip Code**
 - **Carrier Name** (for example, FEDEX)

This screenshot shows the 'Shipping Methods' section of the checkout page with 'Ship It Collect' selected. The 'Purchase Order*' field contains 'TEST SA 03162016'. Below the shipping method options are three required fields: 'Account Number*', 'Billing Zip Code', and 'Carrier Name'. The 'Account Number*' field is empty. The 'Billing Zip Code' field contains '123456'. The 'Carrier Name' field contains '4289-4480'. A 'Note' field is also present. The right sidebar shows the same 'Subtotal' summary as the previous screenshot. The 'Continue Shopping' and 'Place Order' buttons are at the bottom right.

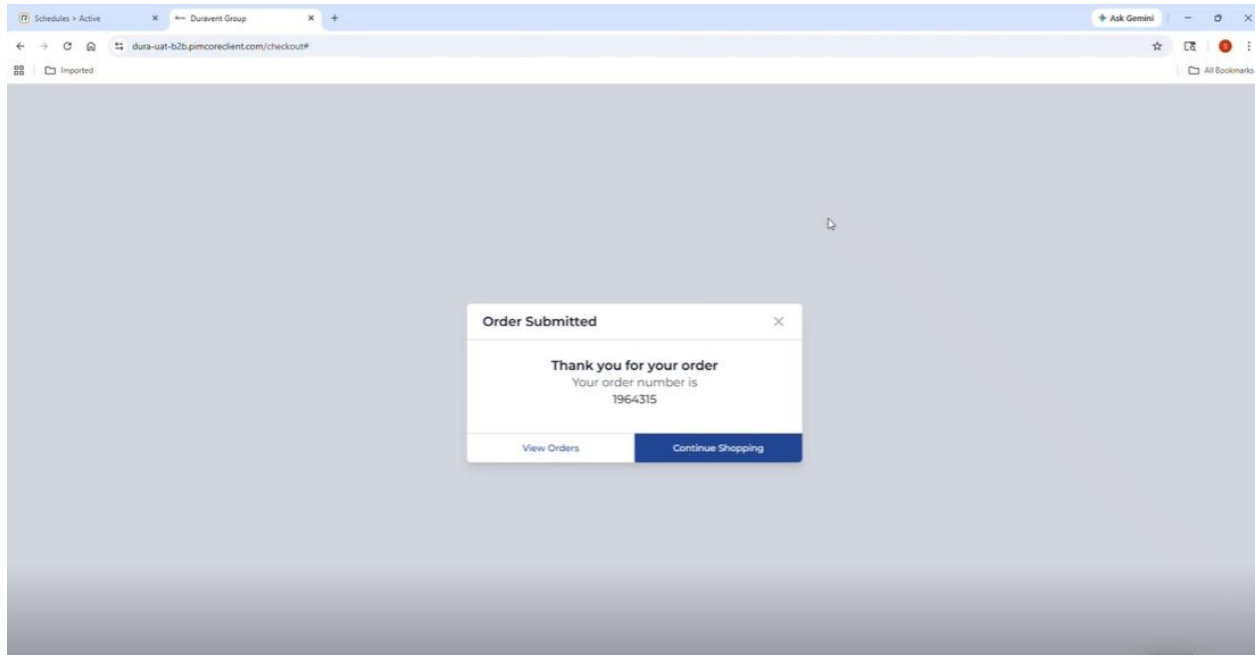
Use the **Note** field to include any special shipping instructions, such as requesting a complete shipment.

Step 3: Place your order

Review all the information you've entered, then click **Place Order** in the bottom-right corner of the checkout page.

ORDER CONFIRMATION

After submitting, a confirmation pop-up appears with your assigned order number.

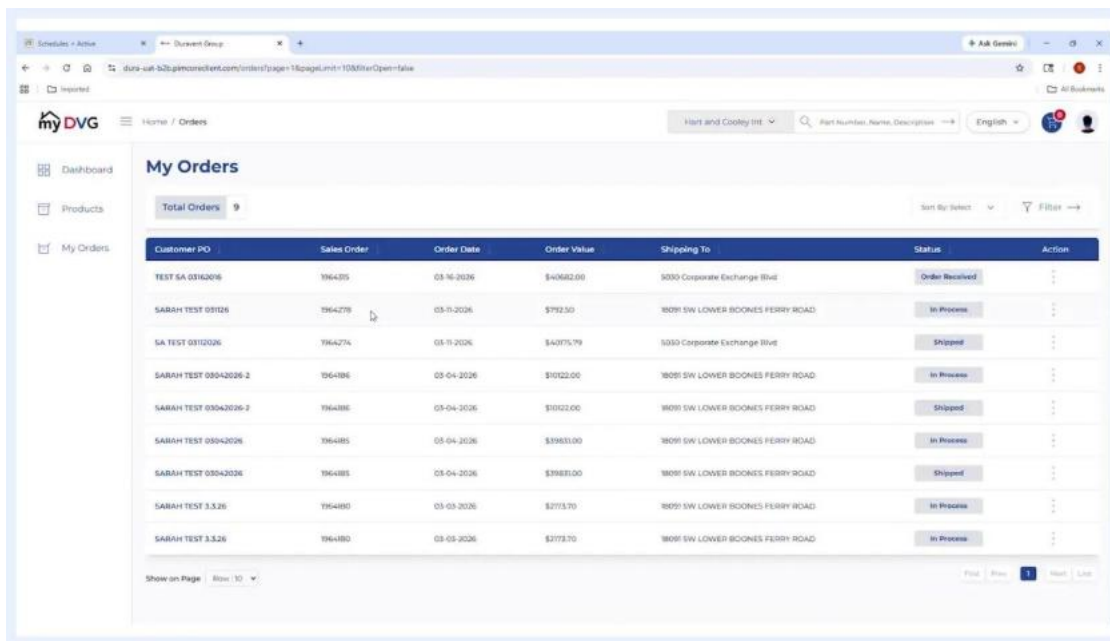


From here you can:

- Click **View Orders** to go directly to your order history
- Click **Continue Shopping** to return to the Products page



Tip: Note your order number from the confirmation pop-up so you can reference it later.



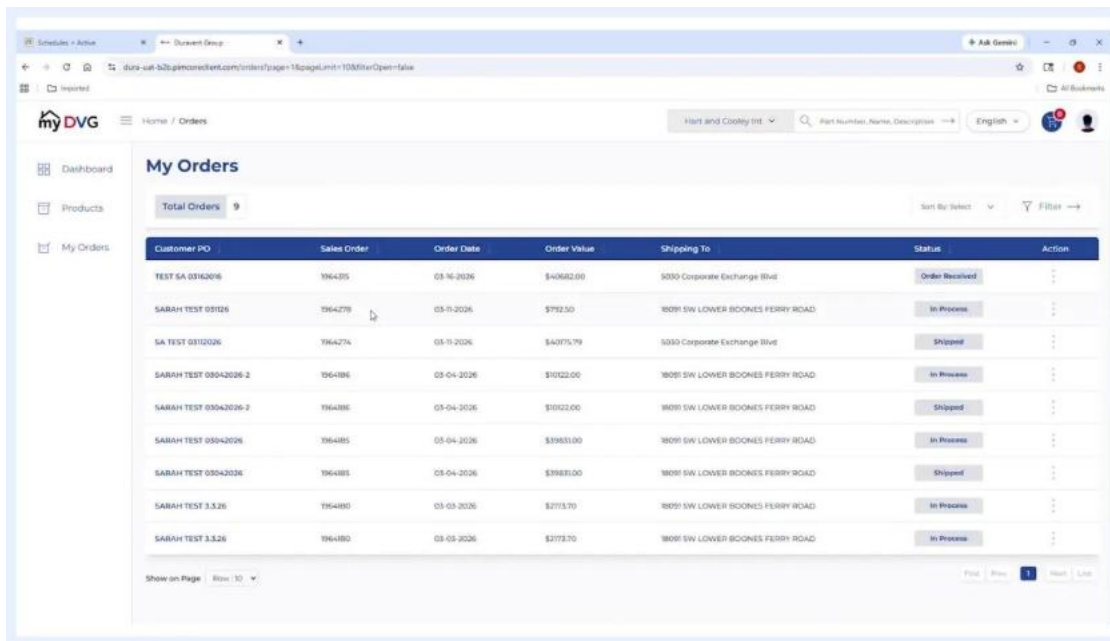
The screenshot shows the 'My Orders' page in the myDVG system. The page has a sidebar with navigation links for Dashboard, Products, and My Orders. The main content area displays a table of orders. The table has columns for Customer PO, Sales Order, Order Date, Order Value, Shipping To, Status, and Action. There are 9 orders listed, with statuses ranging from 'Order Received' to 'In Process' and 'Shipped'.

Customer PO	Sales Order	Order Date	Order Value	Shipping To	Status	Action
TEST SA 03162016	1964375	03-16-2026	\$40682.00	3030 Corporate Exchange Blvd	Order Received	
SABAH TEST 031026	1964278	03-11-2026	\$792.50	8091 SW LOWER BOONES FERRY ROAD	In Process	
SA TEST 03102026	1964274	03-11-2026	\$4075.79	3030 Corporate Exchange Blvd	Shipped	
SABAH TEST 03042026-2	1964186	03-04-2026	\$10122.00	8091 SW LOWER BOONES FERRY ROAD	In Process	
SABAH TEST 03042026-2	1964186	03-04-2026	\$10122.00	8091 SW LOWER BOONES FERRY ROAD	Shipped	
SABAH TEST 03042026	1964185	03-04-2026	\$39831.00	8091 SW LOWER BOONES FERRY ROAD	In Process	
SABAH TEST 03042026	1964185	03-04-2026	\$39831.00	8091 SW LOWER BOONES FERRY ROAD	Shipped	
SABAH TEST 3.3.26	1964180	03-03-2026	\$2773.70	8091 SW LOWER BOONES FERRY ROAD	In Process	
SABAH TEST 3.3.26	1964180	03-03-2026	\$2773.70	8091 SW LOWER BOONES FERRY ROAD	In Process	

VERIFYING ORDER STATUS

Go to the **My Orders** section to confirm your order appears in the list. Your new order should show a status of **Order Received**, along with details including:

- Customer PO number
- Sales Order number
- Order date
- Order value
- Shipping address



The screenshot shows the 'My Orders' section of the myDVG web application. The page has a sidebar with 'Dashboard', 'Products', and 'My Orders' (selected). The main content area displays a table of orders. The table has columns: Customer PO, Sales Order, Order Date, Order Value, Shipping To, Status, and Action. There are 9 orders listed. The first order is 'TEST SA 03162016' with status 'Order Received'. The other orders have statuses like 'In Process' or 'Shipped'.

Customer PO	Sales Order	Order Date	Order Value	Shipping To	Status	Action
TEST SA 03162016	Y064375	03-16-2026	\$40682.00	5030 Corporate Exchange Blvd	Order Received	View
SABAH TEST 031026	Y064278	03-10-2026	\$792.50	8091 SW LOWER BOONES FERRY ROAD	In Process	View
SA TEST 03102026	Y064274	03-10-2026	\$4075.79	5030 Corporate Exchange Blvd	Shipped	View
SABAH TEST 03042026-2	Y064886	03-04-2026	\$1022.00	8091 SW LOWER BOONES FERRY ROAD	In Process	View
SABAH TEST 03042026-2	Y064886	03-04-2026	\$1022.00	8091 SW LOWER BOONES FERRY ROAD	Shipped	View
SABAH TEST 03042026	Y064885	03-04-2026	\$39831.00	8091 SW LOWER BOONES FERRY ROAD	In Process	View
SABAH TEST 03042026	Y064885	03-04-2026	\$39831.00	8091 SW LOWER BOONES FERRY ROAD	Shipped	View
SABAH TEST 3.3.26	Y064880	03-03-2026	\$2773.70	8091 SW LOWER BOONES FERRY ROAD	In Process	View
SABAH TEST 3.3.26	Y064880	03-03-2026	\$2773.70	8091 SW LOWER BOONES FERRY ROAD	In Process	View

ADVANCED FEATURES

Using the "Ship It Collect" option

If your organization uses a preferred carrier, selecting **Ship It Collect** during checkout lets you route the shipment through your own carrier account. You'll need to supply your **Account Number, Billing Zip Code, and Carrier Name** at the time of checkout. This information is entered on the same checkout page as your PO number and shipping method selection.

Adding special shipping instructions

The **Note** field on the checkout page accepts free-text instructions that will accompany your order. Use this field to communicate specific requirements, such as requesting that your order ships as a single complete shipment rather than in multiple parts.

SETTINGS & CONFIGURATION

Managing saved addresses

The portal automatically loads your default shipping and billing addresses at checkout. You can maintain multiple addresses in your account profile, making it easy to switch shipping destinations at the time of order using the **Change Address** option on the checkout page.



Note: Address management is handled through your account profile. Ensure your addresses are up to date before placing an order to avoid checkout delays.

FAQ

Q: What if my shipping address isn't listed during checkout?

Addresses are pulled from your account profile. If the address you need isn't available, update your profile before starting checkout, then return to place your order.

Q: Can I change my order after clicking Place Order?

The source material does not cover order modification after submission. Contact your myDVG account representative if you need to make changes to a submitted order.

Q: What does "Order Received" status mean?

It confirms that your order has been successfully submitted and received by the system. You can view this status in the **My Orders** section.

Q: What information do I need for "Ship It Collect"?

You'll need your carrier **Account Number**, **Billing Zip Code**, and **Carrier Name** (for example, FEDEX).

Q: Where can I find my order number after placing an order?

Your order number appears in the confirmation pop-up immediately after you click **Place Order**. You can also find it in the **My Orders** section of the portal.