

Save time and money with the Bernard Building Center Web Store. Your invoices, pricing and much more are now just a click away.

Key Features and Benefits



View Account Information

See a detailed view of your purchase activity. Zero in on the right information with easy search, filter and sort capabilities.



Browse Products and Pricing

Shop by department and see stock levels in real-time. Get product pricing instantly, accessible at any time, including evenings and weekends.



Create Quotes and Place Orders

Add items to your cart and complete orders or submit directly for quotes in our secure environment.



Download Invoices and Statements

View and download digital copies of your invoices and statements. Cut down on paperwork and keep track of jobs and customer billing more easily.

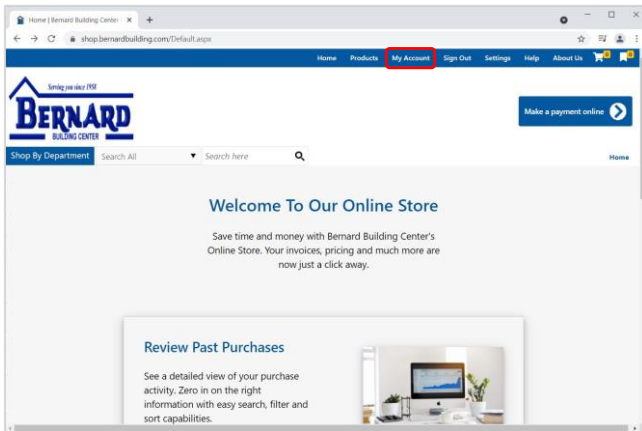
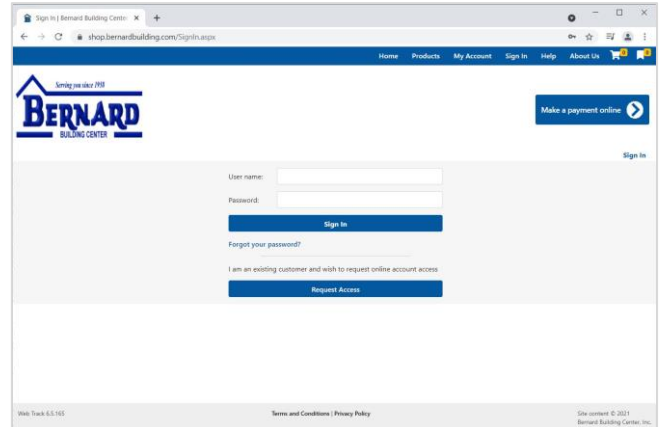
Sign Up and View Your Account



To begin, visit shop.bernardbuilding.com

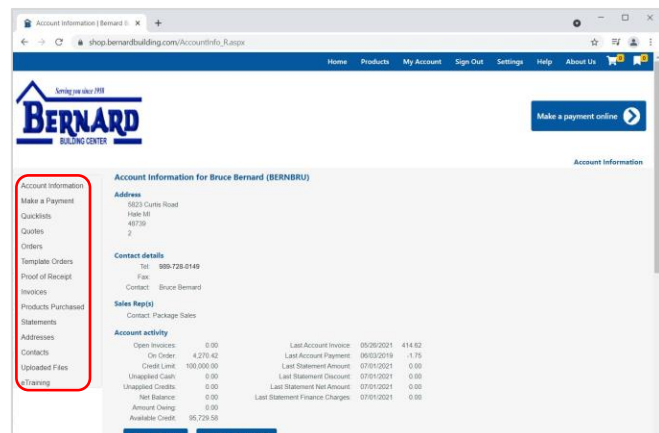
Sign in using your web store username and password.

If you don't have an account yet, click the 'Request Access' button.

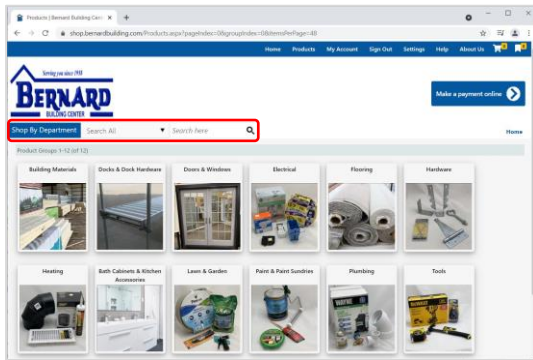


Click the 'My Account' button on the top navigation bar to access your account information.

For additional information, use the left navigation panel to view your order history, make a payment, review quotes, and more.

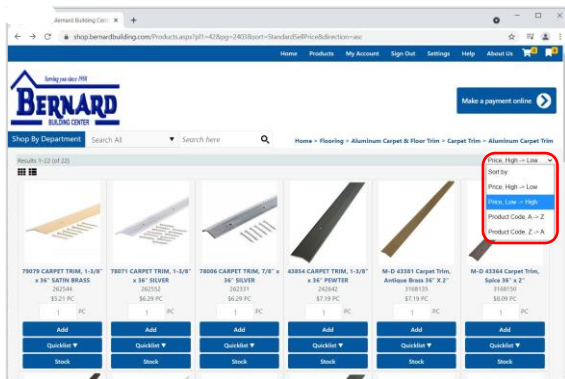
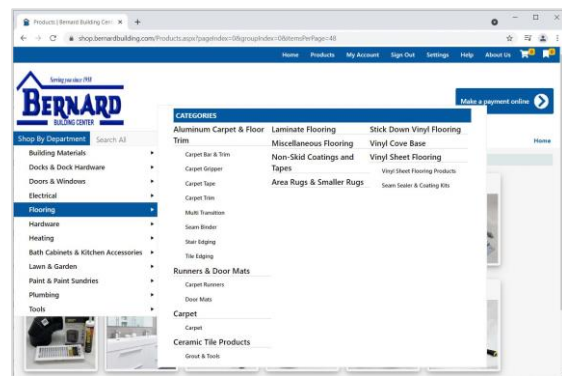


Browse Products and Pricing



From the products page, use the search menu to find products by keyword or browse by department.

Hover over the 'Shop by Department' button and then over the department of your choice to view various product subcategories.

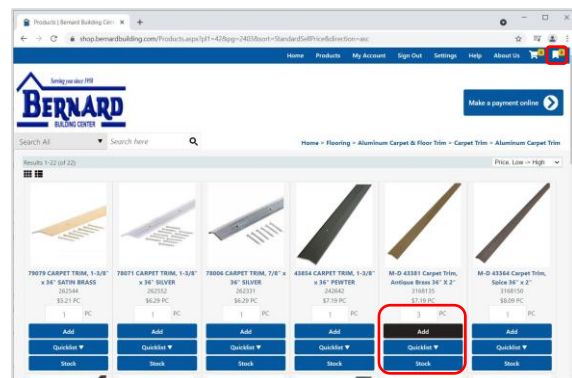


While browsing, use the right-hand menu to sort products by price or product code.

To add products to your cart, type in the desired quantity and click 'Add'.

You can also create Quicklists for frequently ordered items. These can be saved and exported to Excel for project estimating purposes.

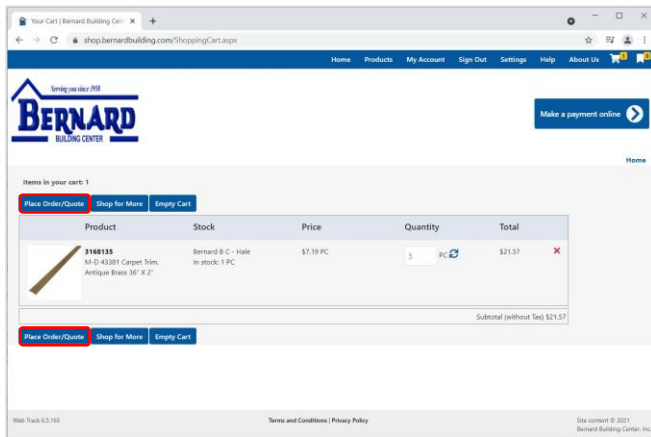
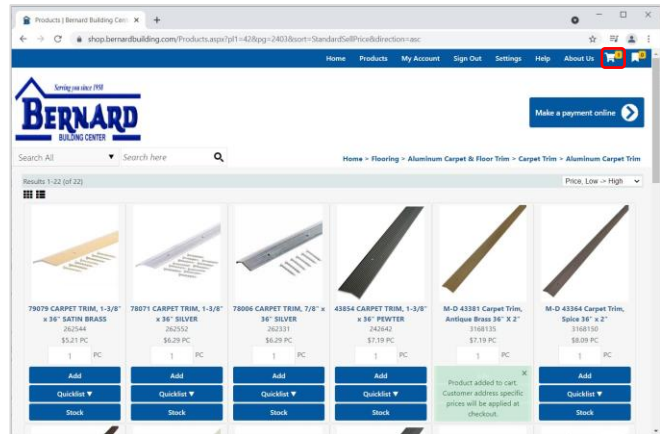
To view Quicklists, click the icon on the top right.



Submit Quotes and Orders



To check out or submit your cart for a quote, click the cart icon in the top navigation bar.

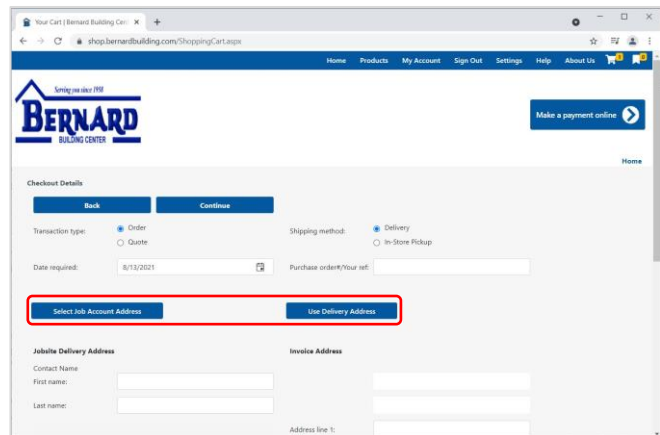


Review your items and click 'Place Order/Quote'.

Enter your details into the checkout form.

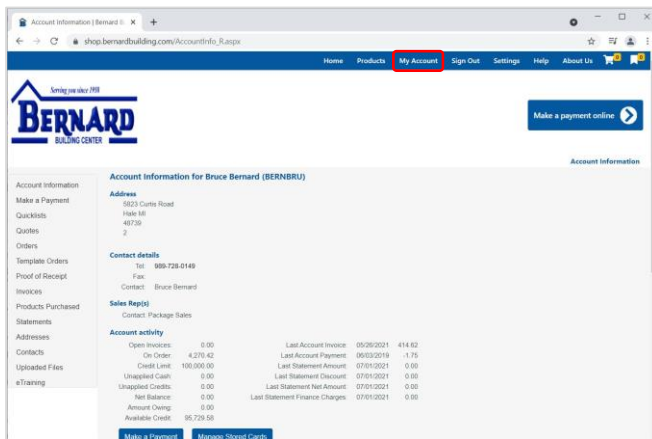
If you have an address on file, click the 'Select Job Account Address' and 'Use Delivery Address' buttons.

Ensure that your contact information is accurate so we can reach you!



We will fulfill your order or review your quote and get back to you shortly.

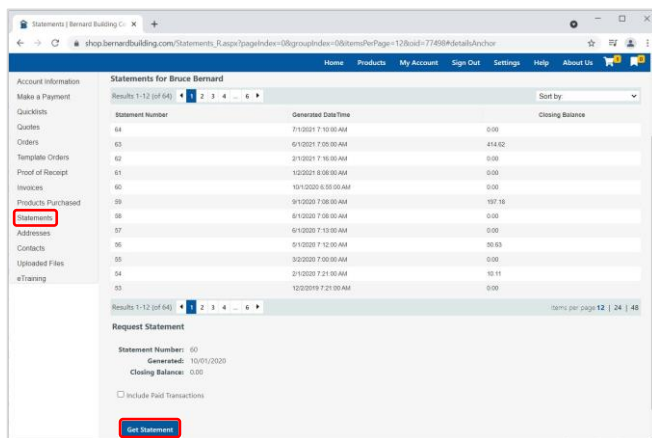
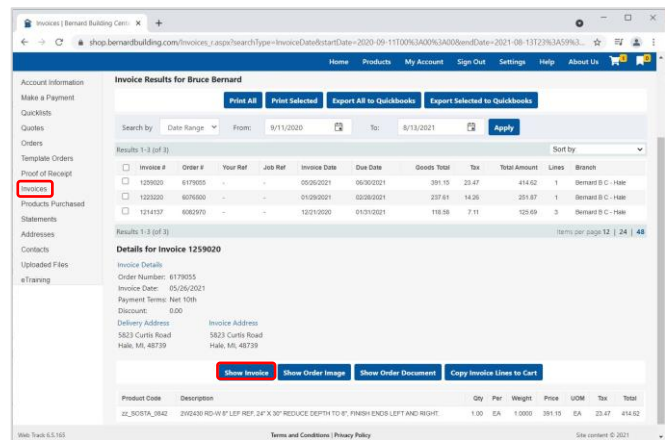
Get Invoices and Statements



Begin on the My Account page, which can be accessed by selecting **'My Account'** from the top navigation bar.

To access your invoices, choose **'Invoices'** from the left navigation panel.

Click on an invoice number to see more details. Click **'Show Invoice'** to access a copy that can be downloaded or printed.



To access your statements, choose **'Statements'** from the left navigation panel.

Click on a statement number and then the **'Get Statement'** button to access a copy that can be downloaded or printed.