



ESDC User Guide for Online Ordering



Create an Account

To create an account [click here](#).

The link will open this web page.



Employment and Social Development Canada

Username:

Password:

Login

[Create an Account](#) [Forgot Password](#)

Clicking on Create an Account will bring you to this page:





Employment and Social Development Canada

Your account with Employment and Social Development Canada (ESDC) will provide access to the online store. To register for an account, please complete the fields listed below. All fields with an asterisk (*) are mandatory. If you already have an account, please click [here](#) to log in.

* Username:

* Language:

* First Name:

* Last Name:

Company Name:

* Address 1:

Address 2:

Address 3:

* City:

* Country:

* State/Province:

* Postal Code/Zip:

* Phone:

* Email:

* Region:

* Password:

* Repeat Password:

Note: Passwords must contain:
1 uppercase letter
1 lower case letter
1 number
Minimum of 7 characters long

Submit Registration

User Personal Information

- Complete all fields with an asterisk.
- Choose a password by following the instructions on the left.
- When finished, click on [Send Registration](#).
- Your account must be approved before you can access the site.
- You will receive an email informing you that your account is approved; you can now access the online ordering site.

NOTE

All employees at headquarters be sure to select "NHQ".

Hello

You have been approved for use of the ESDC Kiosk and online store.

Please click [here](#) to login.

Once you are connected to <http://gilmore.ca/ESDCKiosk/en/Login.aspx> and you have logged in, click on the [Online Store](#) link. The page below is your homepage. From this page, you can conduct a search or access a category.

Employment and Social Development Canada
Emploi et Développement social Canada



Home Reports View Past Orders Logout No Orders to Approve

English

Browse

- Canada Student Loan Program
- Controlled Forms
- Dead Storage
- Disability Issues
- Homelessness Partnering
- Income Security and Social Development
- Learning Branch
- Literacy and Essential Skills
- Non Stock
- Print on Demand
- Service Canada
- Skills and Employment
- Social Security Tribunal
- Stock Forms
- Trades and Apprenticeship

Welcome: Implementation Test



Welcome to the Employment and Social Development Canada online ordering tool.

For questions or concerns regarding this site, please contact implimentationteam@gilmore.ca

Edit



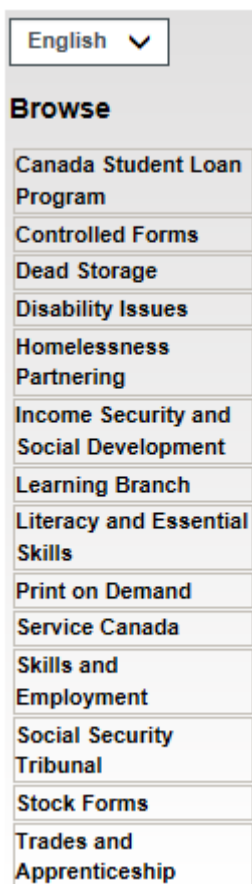
Security Feature

While you are using the web application, you will notice that the session expires after 20 minutes of inactivity. If you have items in your cart, they will be saved and you can continue with your order.

Browse Products

There are two ways to browse the products

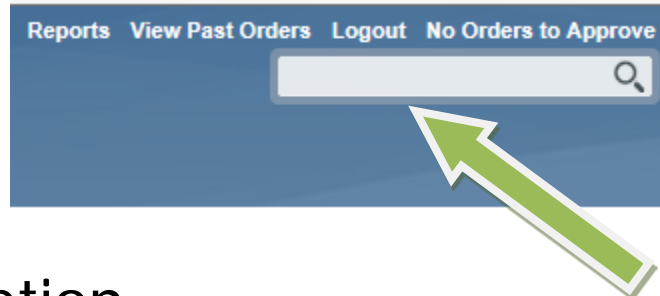
1.



Categories

- A list of categories for forms and publications is available on the left. You can select from the list to find an item.

- To carry out a search, enter a catalogue number (complete or part of #) or a keyword in the search field at the top right of the screen. Click on the magnifying glass.



Product Description

- Search for a product.
- Click on the catalogue number for the description and price.

Prices in CAD Results per page: 10 ▼

Product Code	Product Name	Description	Media Type	Quantity	Unit Of Measure
ADM-2070-01-14	(Bx 500) ENVELOPE 4 1/8 X 9 1/2 ESDC	(Bx 500) ENVELOPE 4 1/8 X 9 1/2 ESDC	ENVELOPE	0	500
SC-ADM-2070-10-05	(Bx 500) ENVELOPE - 4 1/8 X 9 1/2 - SC LOGO/(Bx 500) ENVELOPE - 4 1/8 X 9 1/2 - LOGO SC	(Bx 500) ENVELOPE - 4 1/8 X 9 1/2 - LOGO SC	ENVELOPE	0	500

Product Details

Product Name : (Bx 500) ENVELOPE 4 1/8 X 9 1/2 ESDC
Product Code : ADM-2070-01-14
Media Type : ENVELOPE
Product Status : ACTIVE
Language :
Description : (Bx 500) ENVELOPE 4 1/8 X 9 1/2 ESDC
Extended Description :
Date Available : April 26, 2016 04:53:05 PM EDT
Price : \$23.02
Unit Of Measure : 500
 Prices in CAD

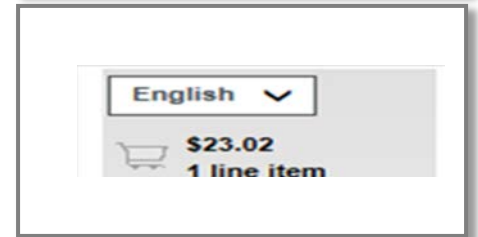
Back Quantity Add to Cart

Place an Order

To order a product

- Enter a number in the Quantity field.
- Click on Add to Cart.
- The product will be added to your cart.
- The total value of items in your cart will appear on the left in the category bar.

*Make sure to check the quantity of the item.



Overprint for envelopes

The process for printing an address on envelopes

- Contact the portal: NC-FORMS_PUBLICATIONS-FORMS_PUBLICATIONS-GD@hrsdcc.gc.ca.
- We will need to contact the supplier to get an estimate for the product requested.
- Once the price has been received by Gilmore, we will notify you by email to order the product.

Shopping Cart Items						
Product Code	Product Name	Description	Media Type	Quantity	Unit Of Measure	
ADM-2070-01-14	(Bx 500) ENVELOPE 4 1/8 X 9 1/2 ESDC	(Bx 500) ENVELOPE 4 1/8 X 9 1/2 ESDC	ENVELOPE	1	500	

Prices in CAD Subtotal \$23.02

[Clear Cart](#) [Update Cart](#)

Shipping Information			
Full Name:	Monya Cousineau	Address:	140 promenade du Portage
Company Name:	CFOB		Phase IV 1B306
Email Address:	monya.cousineau@hrsdcc-rhdcc.gc.ca	City:	Gatineau
Phone:	819-654-3209	Province:	Québec
Fax:		Postal Code:	K1A0J9
		Country:	Canada

[Edit Shipping Information](#)

Special Instructions
ROBERTA MONLIN - OVERPRINT

[Back](#) [Continue](#)

Ordering an Out-of-Stock Item

For an item that is out of stock, click on Order Quantity.

Product Code	Product Name	Description	Media Type	Quantity	Unit Of Measure
ISP-3518-2016-05-E	ALLOWANCE FOR THE SURVIVOR KIT		KIT	Request Quantity	
ISP-3518-2016-05-F	DEMANDE D'ALLOCATION AU SURVIVANT - KIT		KIT	0	1

- Enter the quantity desired.
- Once the item is available, the supplier will send an email to inform you.
- Then place the order as usual.

Quantity Adjustment					
The maximum orderable quantity for this product has been exceeded. Your order quantity has been adjusted accordingly You may request an email notification when stock is available.					
Product Code	Product Name	Ordered	Available	Requested Quantity	<input type="checkbox"/> Receive Notification
ISP-3518-2016-05-E	ALLOWANCE FOR THE SURVIVOR KIT	1	0	1	<input checked="" type="checkbox"/>


Email :

Shopping Cart

Changing your order

- The Add to Cart button will direct you to your cart.
- On this screen, you can add additional products to your cart, change the quantity or delete an item.
- To add an item, launch a new search or select a category.

Shopping Cart Items

Product Code ↕	Product Name ↕	Description ↕	Media Type ↕	Quantity ↕	Unit Of Measure ↕	
ADM-2070-01-14	(Bx 500) ENVELOPE 4 1/8 X 9 1/2 ESDC	(Bx 500) ENVELOPE 4 1/8 X 9 1/2 ESDC	ENVELOPE	1 ▲ ▼	500	

Canada Student Loan Program

Prices in CAD

Subtotal \$23.02

[Clear Cart](#) [Update Cart](#)

Shipping Information

Full Name:	Monya Cousineau	Address:	140 promenade du Portage Phase IV 1B306
Company Name:	CFOB	City:	Gatineau
Email Address:	monya.cousineau@hrsdc-rhdcc.gc.ca	Province:	Québec
Phone:	819-654-3209	Postal Code:	K1A0J9
Fax:		Country:	Canada

[Edit Shipping Information](#)

Special Instructions

ROBERTA MONLIN - OVERPRINT

[Back](#) [Continue](#)

When you have finished your purchases

- You can change the delivery address by clicking on [Change Delivery Address](#).
- If the address on the screen is correct, click [Continue](#).
- If you have chosen to change the delivery address, you will be directed to the following screen.

*** Required Field**

Shipping Address Book

Manage

Personal Address Book: Please Select ▼

Department Address Book: Your address book is currently empty ▼

Shipping Information

Full Name: Full Name *

Company Name: CFOB

Email Address: monya.cousineau@hrsdrc *

Phone: 819-654-1111 ✕ *

Fax:

Street address required (no P.O. Boxes):

Address: 140 promenade du Porta *

Phase IV 1B306

Country: Canada ▼ *

Province: Quebec ▼ *

City: Gatineau ▼ *

Postal Code: K1A ▼ 0J9 *

Clear Form

Save Personal Address

Save

Save Shipping Information Cancel

All fields with an asterisk are mandatory and must be completed.

- The Province, City and part of the Postal Code must be selected from the drop down list.
- You can save your addresses by entering a name in the Save in Your Personal Address Book. They will appear in your list under Personal Address Book at the top of the screen.
- You can make changes to, add or remove addresses from your personal address book by clicking the Manage button.
- Once you have completed the address for delivery, click the Save Shipping Information button.

Additional Information

Important Step

- You must enter a commitment number for any purchase with a monetary value. 10 digit number (e.g.: 1100001234).
- If you do not know your commitment number, contact your FMA (Financial Management Advisors).
- For orders without a monetary value (\$0.00), enter zeros in this field.
- In the Special Instructions box, you can enter instructions for this order.
- To go back to a previous step, use the Back button; otherwise, click on Continue for the next step.

* Required Field

Shipping Information			
Full Name:	Monya Cousineau	Address:	140 promenade du Portage Phase IV 1B306
Company Name:	CFOB	City:	Gatineau
Email Address:	monya.cousineau@hrsdc-rhdcc.gc.ca	Province:	Québec
Phone:	819-654-3209	Postal Code:	K1A0J9
Fax:		Country:	Canada

Additional Information	
Commitment Number-10 digits:	<input type="text" value="1100000000"/> *
<input type="button" value="Clear Form"/>	

Special Instructions

Order Summary

At this step, you have the opportunity to check the details of your order and the delivery address.

- If you need to make changes, use the Back button.
- Click on Continue to Payment Option.



Order Summary

Shipping Information

Full Name: Monya Cousineau Address: 140 promenade du Portage
Company Name: CFOB Phase IV 1B306
Email Address: monya.cousineau@hrsdc-rhdcc.gc.ca City: Gatineau
Phone: 819-654-3209 Province: Québec
Fax: Postal Code: K1A0J9
Country: Canada

Products

Product Code ↕	Product Name ↕	Price ↕	Quantity ↕	Amount ↕
ADM-2070-01-14	(Bx 500) ENVELOPE 4 1/8 X 9 1/2 ESDC	\$23.02	1	\$23.02

Subtotal: \$23.02
Shipping & Handling: \$0.00
Taxes: \$0.00
Total: \$23.02

Prices in CAD

Order Notes : Order placed by Monya Cousineau

[Back](#) [Continue to Payment Options](#)

Confirming Your Order

On this page, you must select a financial code for all orders that have a monetary value.

- This code must correspond to the financial code of the commitment number.
- If your order does not have a monetary value (\$0.00), you must still select a code, but there will be no charge to the cost center.
- In the [Select Financial Code](#) section, select the correct code that will be used to invoice the order.
- You can click on the [My Default Financial Code](#) box if you are still using the same financial code.
- Use the +/- to expand or decrease the financial code option box.
- If you selected a default financial code and want to select another, click on the + to see the list.

Billing Information

Full Name:	<input type="text" value="Monya Cousineau"/> *	Address:	<input type="text" value="140 promenade du Porta"/> *
Company Name:	<input type="text" value="CFOB"/>		<input type="text" value="Phase IV 1B306"/>
Email Address:	<input type="text" value="monya.cousineau@hrsdcc"/> *		<input type="text"/>
Phone:	<input type="text" value="819-654-1111"/> *	Country:	<input type="text" value="Canada"/> ▾ *
Fax:	<input type="text"/>	Province:	<input type="text" value="Quebec"/> ▾ *
		City:	<input type="text" value="Gatineau"/> ▾ *
		Postal Code:	<input type="text" value="K1A"/> ▾ <input type="text" value="0J9"/> *

Prices in CAD

Order Total: \$23.02

Payment Options

Financial Code

Financial Code Options

	Financial Code Number	Balance
<input type="radio"/>	0140 B001 220660 0140-1111 N-0000 553143	Not Applicable
<input type="radio"/>	0140 B001 100300 0140-1011 N-0000 553143	Not Applicable
<input type="radio"/>	0140 B001 200060 0140-1011 N-0000 553143	Not Applicable
<input type="radio"/>	0140 B001 200140 0140-1011 N-0000 553143	Not Applicable
<input type="radio"/>	0140-B001-202680-0140-1011-11000-532021	Not Applicable

Make this my default Financial Code

Terms & Conditions

BY PLACING THE ORDER I CERTIFY THAT I HAVE OBTAINED THE REQUIRED SPENDING AUTHORITY AS DELEGATED IN THE DEPARTMENTAL FINANCIAL SIGNING AUTHORITIES

[Click here to agree to these terms & conditions](#)

Order Email Confirmations

Full Name	Email Address	Email Source	Send
Monya Cousineau	monya.cousineau@hrsdcc-rhdcc.gc.ca	Billing, Shipping	Yes
<input type="text"/>	<input type="text"/>	Third Party	<input type="checkbox"/>

Shipping Email Confirmations

Full Name	Email Address	Email Source	Send
Monya Cousineau	monya.cousineau@hrsdcc-rhdcc.gc.ca	Billing, Shipping	Yes
<input type="text"/>	<input type="text"/>	Third Party	<input type="checkbox"/>

[Back](#)

The system allows you to send a confirmation email to another person when the order is placed and when the order is shipped.

- Enter the name and email address in the appropriate boxes and click Send.

The last step to place the order

- Select the box to accept the terms and conditions. The Submit Order button will appear once the box has been selected.

Order Confirmation Page

- Once the order is accepted, the system will show you the details of your order with the order confirmation number and an email will be sent automatically to the email addresses you provided earlier.

