

ZenithShade

DEALER PORTAL — USER GUIDE

orders.zenithshade.ca

Everything you need to place wholesale orders online:
sign in, build window-by-window orders at live dealer pricing,
pay securely by bank debit, and track production status —
plus MSRP quoting accounts for your sales team.

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What's in this guide

Part 1 — For dealers (main account)

1. Sign in — no password needed
2. Your home page
3. Build your order, window by window
4. Review your windows and pricing
5. Delivery details — Project ID and address are required
6. Pay to confirm — secure bank debit (PAD)
7. Track your orders

Part 2 — Sales accounts (for your sales team)

8. What is a sales account?
9. Signing in and quoting at MSRP
10. Submitting an order for approval

Part 3 — Approving your team's orders (dealers)

11. Review and approve by paying

FAQ & support

Before you start: your portal login is the main email registered on your Zenith dealer account. If you are not sure which email that is, or you would like to change it, contact your Zenith rep.

Part 1 — For dealers (main account)

1. Sign in — no password needed

Go to orders.zenithshade.ca in any browser, on desktop or phone. Enter your registered dealer email **(1)** and press **Email me a code (2)**.

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Sign in

Enter the email registered with your Zenith dealer account. We'll email you a 6-digit code — no password needed.

1 Dealer email
you@yourstore.com

2 **Email me a code**

Not a dealer yet? [Apply at zenithshade.ca](#)

Within a minute you will receive a **6-digit code** by email. Type it in **(1)** — you are signed in. The code works once and expires after 10 minutes.

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Check your email

We sent a 6-digit code to kanxi.mao@gmail.com. It expires in 10 minutes and works once.

1 Sign-in code

6 2 4 0 7 5 |

Verifying...

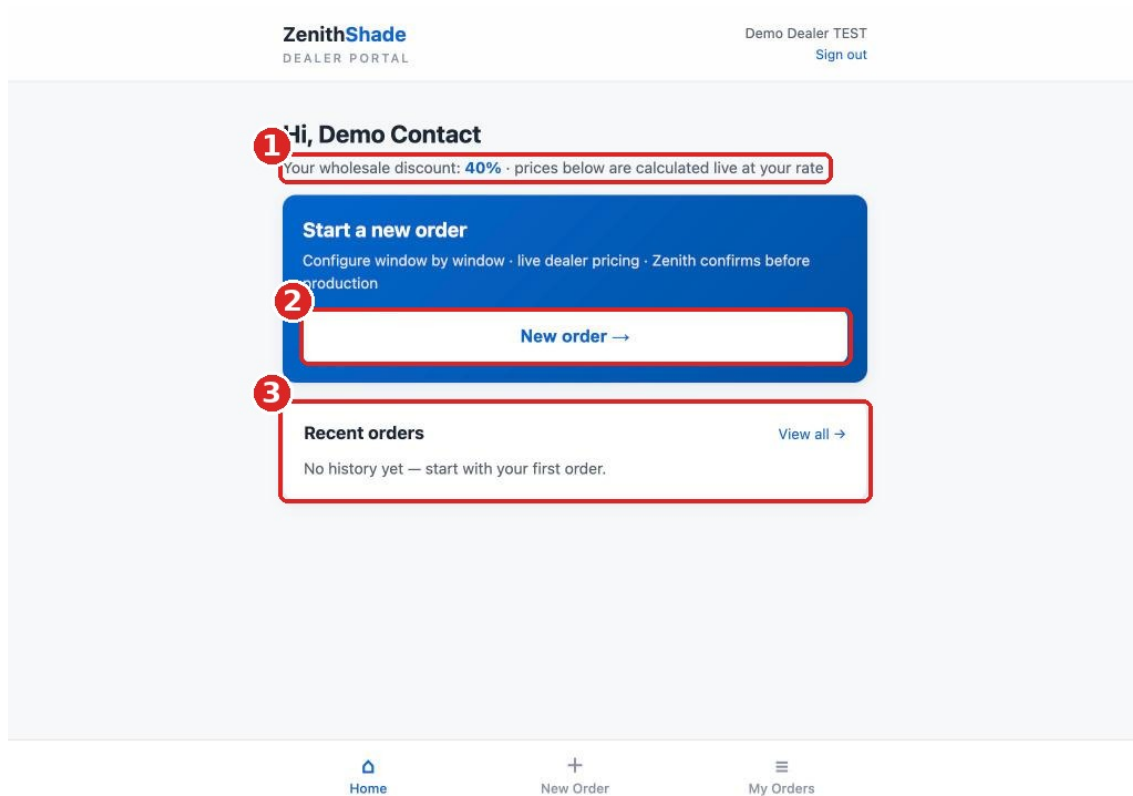
[Use a different email or resend code](#)

Not a dealer yet? [Apply at zenithshade.ca](https://zenithshade.ca)

Tip: if the email does not arrive, check your junk folder and mark it “Not junk” — after that, codes arrive in your inbox.

2. Your home page

Your wholesale discount is shown at the top **(1)** — every price in the portal is calculated live at your rate. Start a new order with **New order (2)**, or jump back into **Recent orders (3)**.



3. Build your order, window by window

Fill in one window at a time: room or location **(1)** (this is for your own reference), model **(2)**, width and height in centimetres **(3)**, cassette option **(4)** and control type **(5)**.

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Demo Dealer TEST
[Sign out](#)

Add a window

Fill in one window at a time — your dealer price updates live below

- Room / location
e.g. Living room bay window
- Model
Zebra · LR15061
- Size (cm)
Width cm Height cm
- Cassette
Cassette + fabric Cassette only No cassette
- Control
Chain Motorized +\$250 Spring

Pull side Chain length

This window, your price (40% off)
\$0.00

Add to order

As soon as the size is in, your dealer price appears at the bottom left **(1)**, already net of your discount. Press **Add to order** **(2)** when the window is configured.

Size (cm)
120 180

Cassette
Cassette + fabric Cassette only No cassette

Control
Chain Motorized +\$250 Spring

Pull side Chain length

This window, your price (40% off)
\$192.93

Add to order

Below the control type you can set the pull side **(1)**, chain length **(2)**, fabric colour **(3)** and quantity **(4)** — use quantity for several identical windows instead of re-entering them.

Zebra · LR15061

Size (cm)

120 180

Cassette

Cassette + fabric Cassette only No cassette

Control

Chain Motorized +\$250 Spring

1 Pull side

2 Chain length

3 Fabric colour

4 Quantity

Left Right Chain 90 cm

e.g. Off-white 1

This window, your price (40% off)

\$192.93

Add to order

4. Review your windows and pricing

Each window you add appears in the list **(1)** — remove or add more at any time. The summary **(2)** shows the MSRP subtotal, your dealer discount and **your price**. Press **Continue (3)**.

Your windows

1 window · review before submitting

1

Living room

LR15061 · 120x180 cm x1 · Cassette + fabric · Chain · Chain 90 cm
· Left pull

\$321.55

Remove

+ Add another window

2

MSRP subtotal

\$321.55

Dealer discount -40%

-\$128.62

Your price

\$192.93

Total (1 windows)

\$192.93

3

Continue

5. Delivery details — Project ID and address are required

Every order needs a **Project ID (1)** and the **installation address (2)**. The submit button stays greyed out **(3)** until both are filled in. End customer name and notes are optional but help production and delivery.

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Demo Dealer TEST
Sign out

Delivery details

Project ID and installation address are required to submit

1 Project ID *

e.g. PRJ-2026-018

2 Installation address *

Street, city

End customer name

e.g. Mr. Smith

Notes (optional)

Installation requirements, timing, etc.

← Back to list

Paid in full by bank debit (PAD) - production starts once payment clears

\$192.93

3 Submit & pay

Project ID is your own job/project reference (e.g. PRJ-2026-018). It follows the order through production and delivery, so you can match shipments to your projects.

Once both required fields are filled, **Submit & pay (1)** lights up. Pressing it saves your order and takes you straight to the secure payment page.

Delivery details

Project ID and installation address are required to submit

Project ID *

PRJ-2026-001

Installation address *

123 Main Street, Ottawa, ON

End customer name

TEST Demo Customer

Notes (optional)

Installation requirements, timing, etc.

← [Back to list](#)

Paid in full by bank debit (PAD) - production starts once payment clears

\$192.93

1

Submit & pay

6. Pay to confirm — secure bank debit (PAD)

Orders are paid in full up front — production starts once payment clears. Payment is by **Canadian pre-authorized debit (PAD)** on Stripe's secure checkout: your order summary is on the left **(1)**, the bank-debit form on the right **(2)**. The first time, you connect your business bank account and accept the debit agreement; after that it is a single click. Press **Pay (3)** to finish.

The screenshot displays a payment interface for ZenithShade Inc. On the left, a red box labeled '1' highlights the order summary: 'Zenith Shade wholesale order Q-2026-P006', 'CA\$192.93', and 'Dealer: Demo Dealer TEST - Full payment before production'. On the right, the page title is '或用加拿大预授权借记支付'. Below it is an email field with 'kanxi.mao@gmail.com'. A red box labeled '2' highlights the '支付方式' (Payment Method) section, which includes a bank icon, '加拿大预授权借记' (Canadian Pre-authorized Debit), '服务类型' (Service Type) with a dropdown set to '公司' (Company), and a '账户姓名' (Account Name) field. A red box labeled '3' highlights the blue '支付' (Pay) button. At the bottom, it says 'Powered by stripe' and has links for '条款' (Terms) and '隐私' (Privacy).

The payment page displays in your browser's language (shown here in Chinese; yours will appear in English or French).

Bank debits take up to 5 business days to clear. Your order shows “Processing” until then — nothing more to do. If you close the payment page without paying, the order is saved and you can pay any time from the order page.

If an order is still unpaid, open it under **My Orders** and use **Pay now (1)** whenever you are ready.

Main Street, Ottawa, ON

Windows (1 line, 1 unit)

Living room · LR15061 **\$321.55**
120×180 cm × 1 · Off-white
Cassette + fabric · Chain · Chain 90 cm · Left pull

MSRP subtotal **\$321.55**
[Dealer discount](#) **-40%**

Your price **\$192.93**

1

Payment required

Production starts once the order is paid in full. Pay securely by Canadian bank debit (PAD) — one-time setup, then a single click.

Pay now · \$192.93

Prices are locked at the moment your order is confirmed. Questions about this order?
Contact your Zenith rep and mention Q-2026-P006.

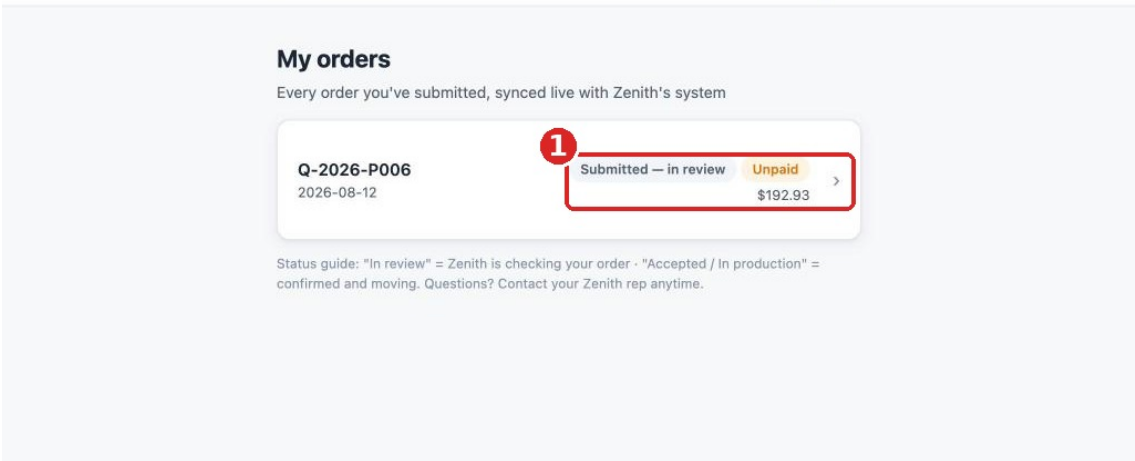
 Home

 New Order

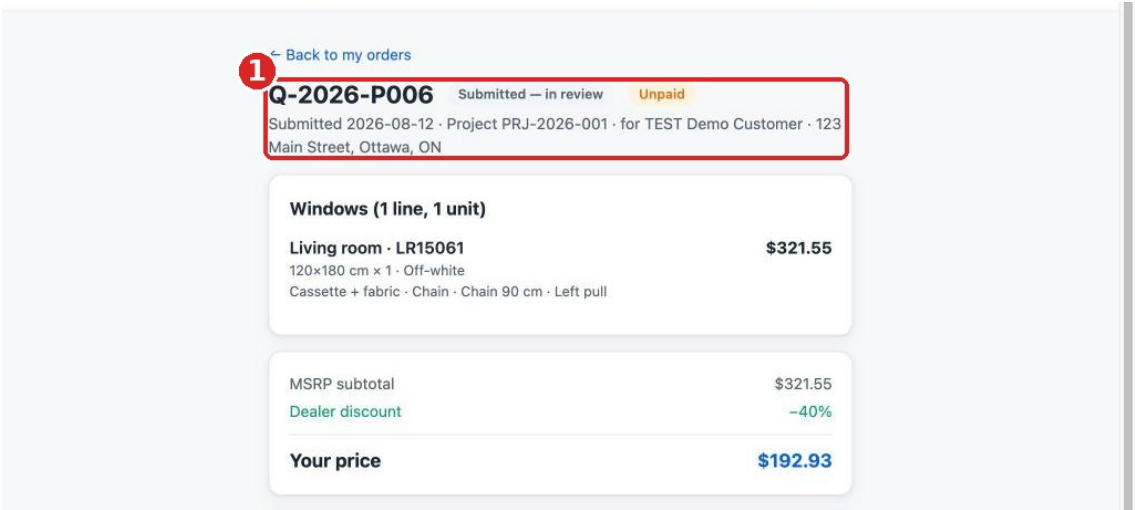
 My Orders

7. Track your orders

My Orders lists everything you have submitted, synced live with Zenith's production system. Each row shows the order status and payment status **(1)**.



Open any order for the full detail — status, payment, project, windows and pricing **(1)**. Status guide: **Submitted — in review** = Zenith is checking your order · **Accepted / In production** = confirmed and moving · your Zenith rep will keep you posted on shipping.



Part 2 — Sales accounts (for your sales team)

8. What is a sales account?

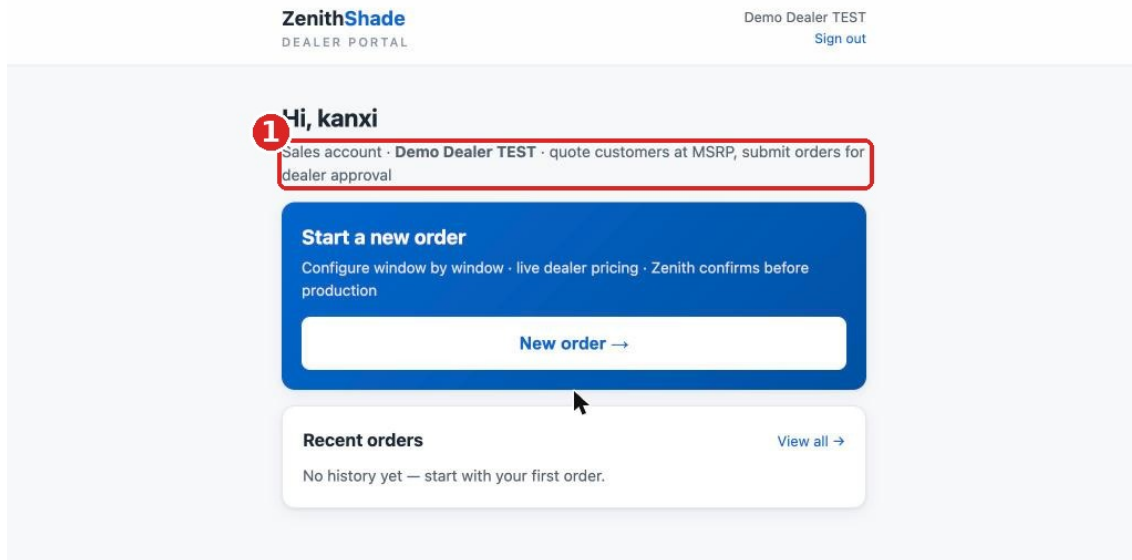
Your salespeople can have their **own portal logins** to quote customers on the spot — without seeing your wholesale discount. Sales accounts:

- See **MSRP pricing only** — ideal for quoting end customers.
- Can build complete orders and **submit them to you for approval**.
- Cannot pay or see dealer pricing — you stay in control of every order.
- See only their own submissions, not your full order history.

How to add sales accounts: simply email the list of your salespeople's email addresses to your Zenith rep. We register them under your dealer account, and they can sign in right away — same address, orders.zenithshade.ca, same 6-digit-code sign-in. To add or remove someone later, just tell your rep.

9. Signing in and quoting at MSRP

Sales sign in exactly like dealers, with their own email. The home page banner **(1)** confirms they are on a sales account of your dealership.



The order builder works the same, but the price bar shows **MSRP (customer quote) (1)** — the number to quote the customer. No discount, no dealer price anywhere.

Size (cm)

150

200

Cassette

Cassette + fabric

Cassette only

No cassette

Control

Chain

Motorized +\$250

Spring

Pull side

Chain length

1

This window, MSRP (customer quote)

\$696.59

Add to order

The review screen totals the quote at MSRP (1).

Your windows

1 window - review before submitting

Master bedroom

LR15061 - 150x200 cm x1 - Cassette + fabric - Motorized - Left pull

\$696.59

Remove

+ Add another window

1

MSRP subtotal

\$696.59

Customer quote (MSRP)

\$696.59

Total (1 windows)

\$696.59

Continue

10. Submitting an order for approval

Project ID **(1)** and installation address **(2)** are required, same as for dealers. Instead of a payment button, sales have **Submit for approval (3)** — it activates once the required fields are filled, and sends the order to you, the dealer, to confirm and pay.

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Demo Dealer TEST
[Sign out](#)

Delivery details

Project ID and installation address are required to submit

1 Project ID *
e.g. PRJ-2026-018

2 Installation address *
Street, city

End customer name
e.g. Mr. Smith

Notes (optional)
Installation requirements, timing, etc.

[← Back to list](#)

Sent to your dealer for approval & payment
\$696.59

3 [Submit for approval](#)

The confirmation shows the order number and what happens next **(1)**. The salesperson can track it under My Orders — they see only their own submissions.

1

Submitted: Q-2026-P007

Your order request has been sent to your dealer. They will review, approve and pay — you can track its status anytime under My Orders.

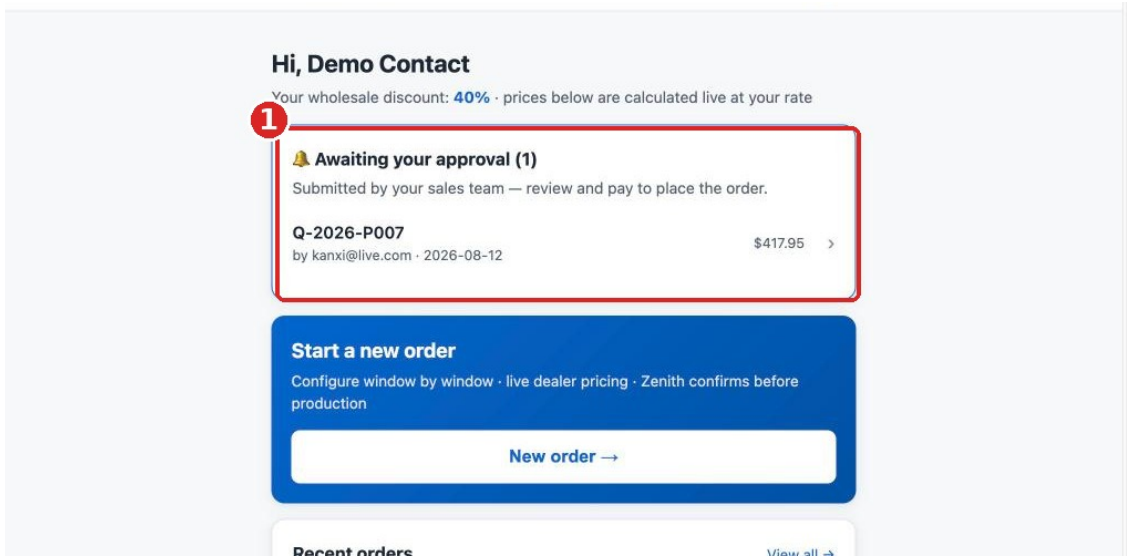
[View my orders](#)

[Start another order](#)

Part 3 — Approving your team's orders (dealers)

11. Review and approve by paying

When a salesperson submits an order, an **Awaiting your approval** card appears at the top of your home page (1), with who submitted it and your dealer price.



Open it to review the windows, project and pricing — at your dealer rate. The header shows the project and site (1), and the **Submitted by** line (2) tells you which salesperson sent it.

[← Back to my orders](#)

1

Q-2026-P007

Submitted — in review

Unpaid

Submitted 2026-08-12 · Project PRJ-2026-002 · for TEST Mrs. Smith · 456 Bank Street, Ottawa, ON

Windows (1 line, 1 unit)

Master bedroom · LR15061

\$696.59

150×200 cm × 1

Cassette + fabric · Motorized · Left pull

MSRP subtotal

\$696.58

Dealer discount

-40%

Your price

\$417.95

2

Submitted by kanxi@live.com — review the details above, then approve by paying below.

Payment required

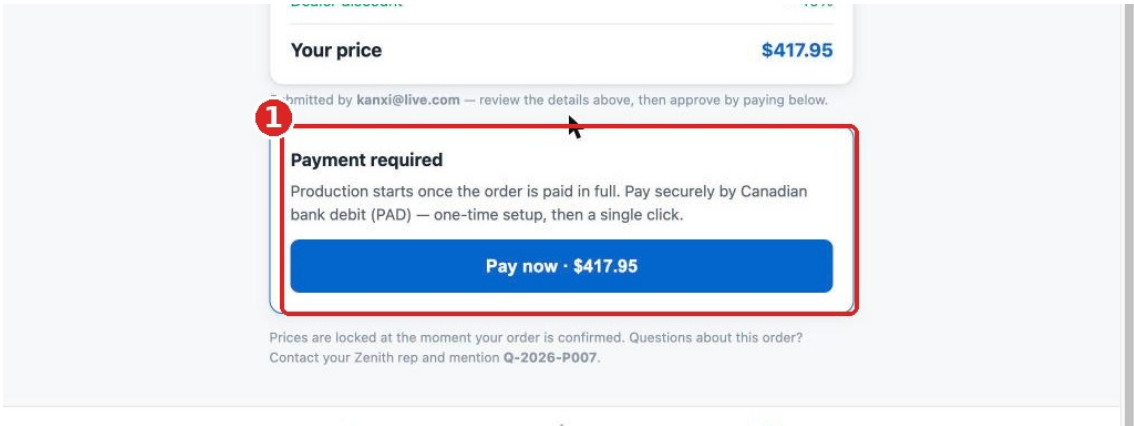
Production starts once the order is paid in full. Pay securely by Canadian bank debit (PAD) — one-time setup, then a single click.


Home


New Order


My Orders

Approving is simply paying: press **Pay now (1)**. The moment payment clears, the order is confirmed and moves to production. Until you pay, nothing is manufactured — submissions you don't approve just stay as drafts.



FAQ & support

I didn't receive my sign-in code.

Check your junk/spam folder first and mark the message “Not junk”. Codes come from zenithshade.ca and normally arrive within a minute. Still nothing? Confirm with your Zenith rep which email is registered on your account.

When does production start?

As soon as your payment clears. Card-free bank debit (PAD) takes up to 5 business days to clear; your order shows “Processing” in the meantime.

Can I change an order after submitting?

Contact your Zenith rep with the order number (e.g. Q-2026-P006) as soon as possible. Once an order is in production, changes may not be possible.

Why is the submit button greyed out?

Project ID and installation address are mandatory on every order. Fill both and the button activates.

How do prices work?

Prices are calculated live: MSRP minus your dealer discount. They are locked at the moment your order is confirmed.

How do I add or remove a sales account?

Email your Zenith rep the addresses to add or remove. Changes take effect immediately — no passwords to manage.

Is the payment secure?

Yes. Payments run on Stripe, a PCI-DSS Level 1 certified payment platform. Zenith never sees or stores your banking credentials.

Questions? Contact your Zenith rep anytime — mention your order number (Q-...) so we can help faster. · orders.zenithshade.ca