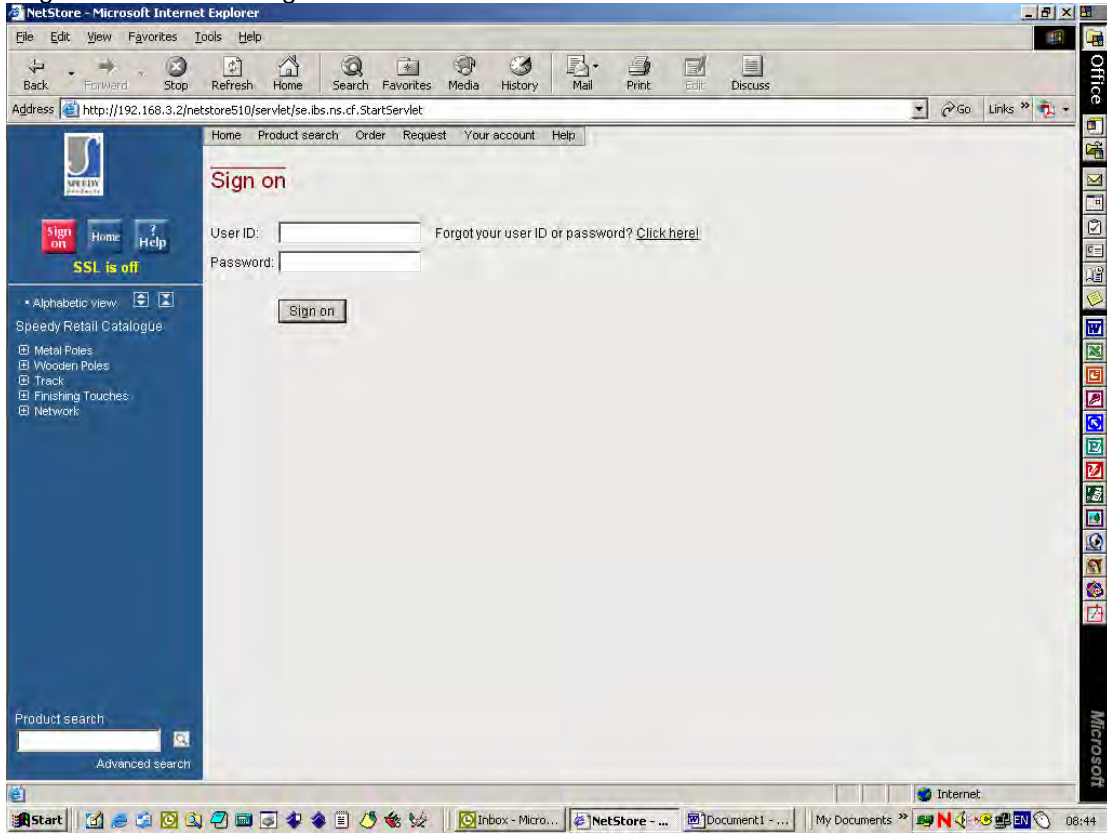
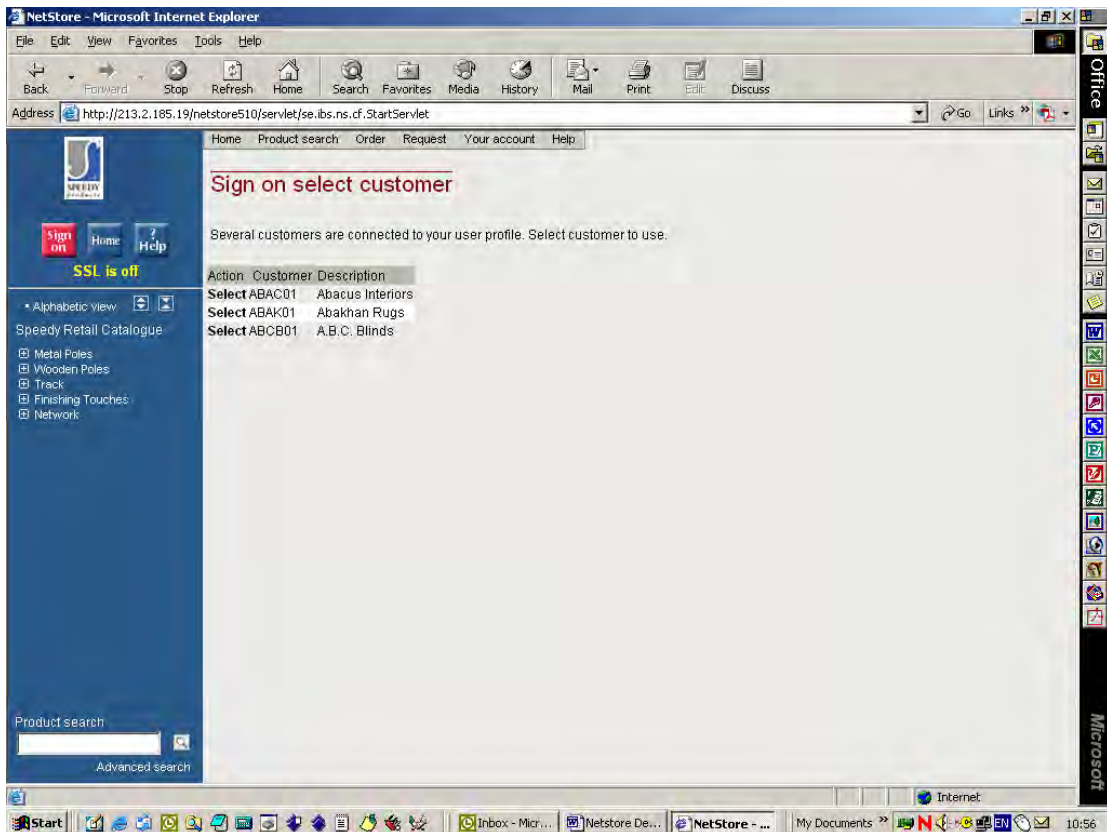


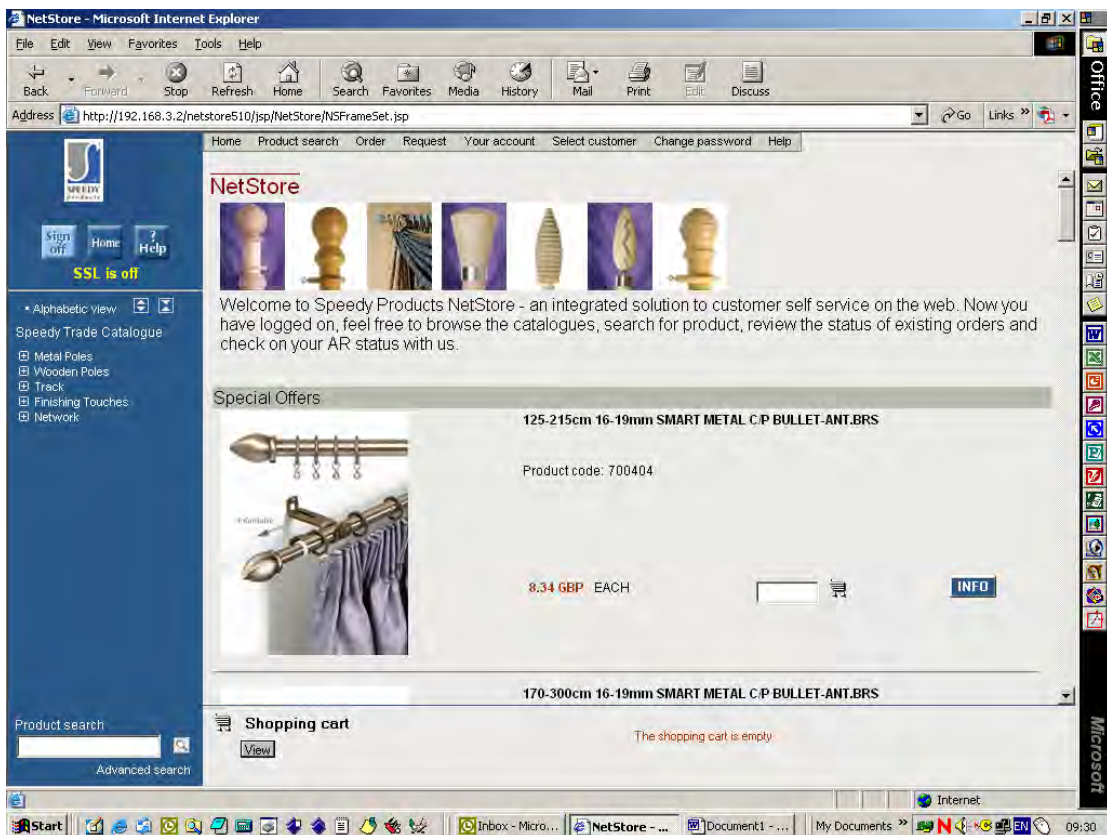
This is the welcome screen. You can view the Special Offer page and look through the Retail Catalogue. To view the your Trade Catalogue and prices, and to raise an order, click the RED "Sign On" button and login.



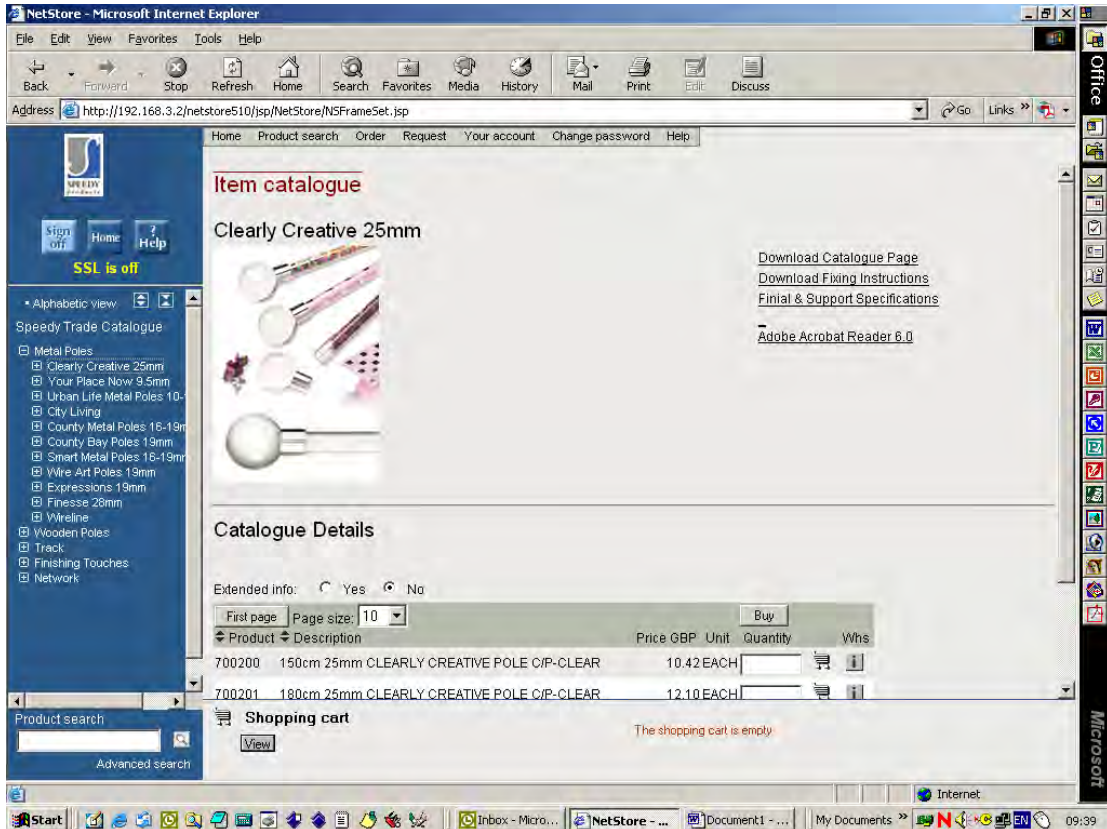
This is the Sign on page. Enter your unique User ID and Password to login.



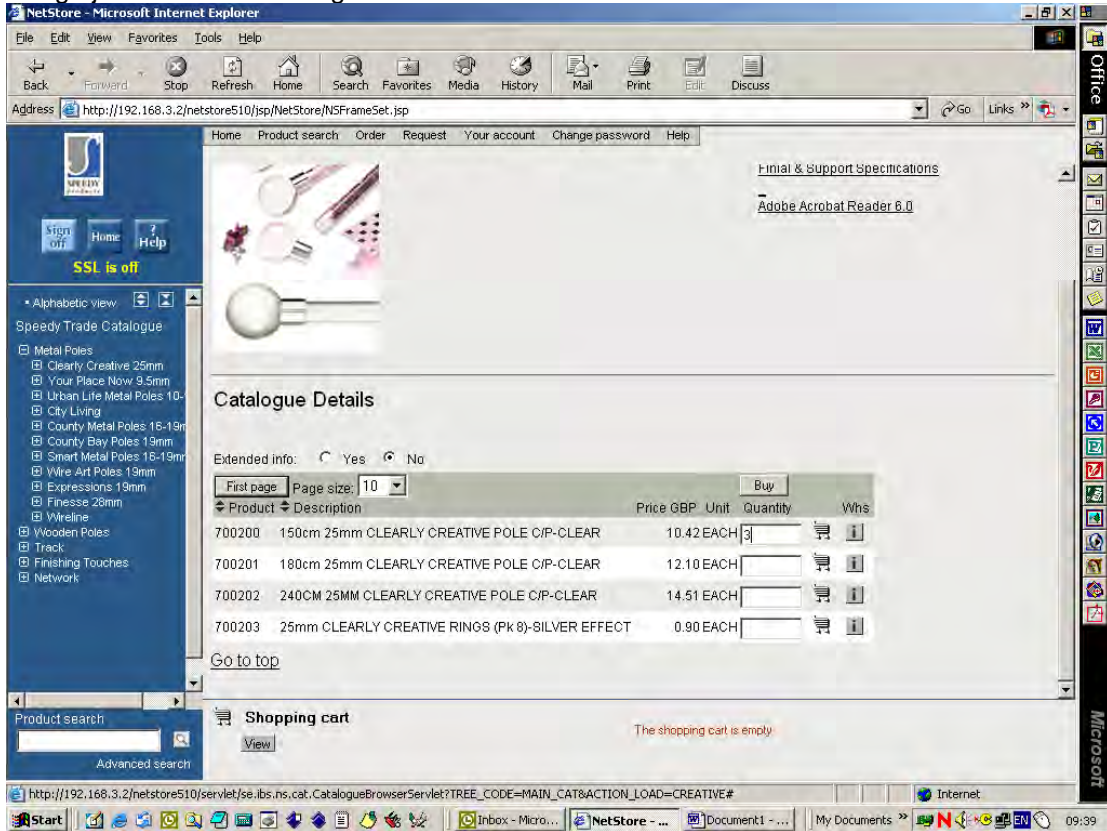
If you have more than 1 company or outlet associated with your login then you will be presented with a list to choose from.



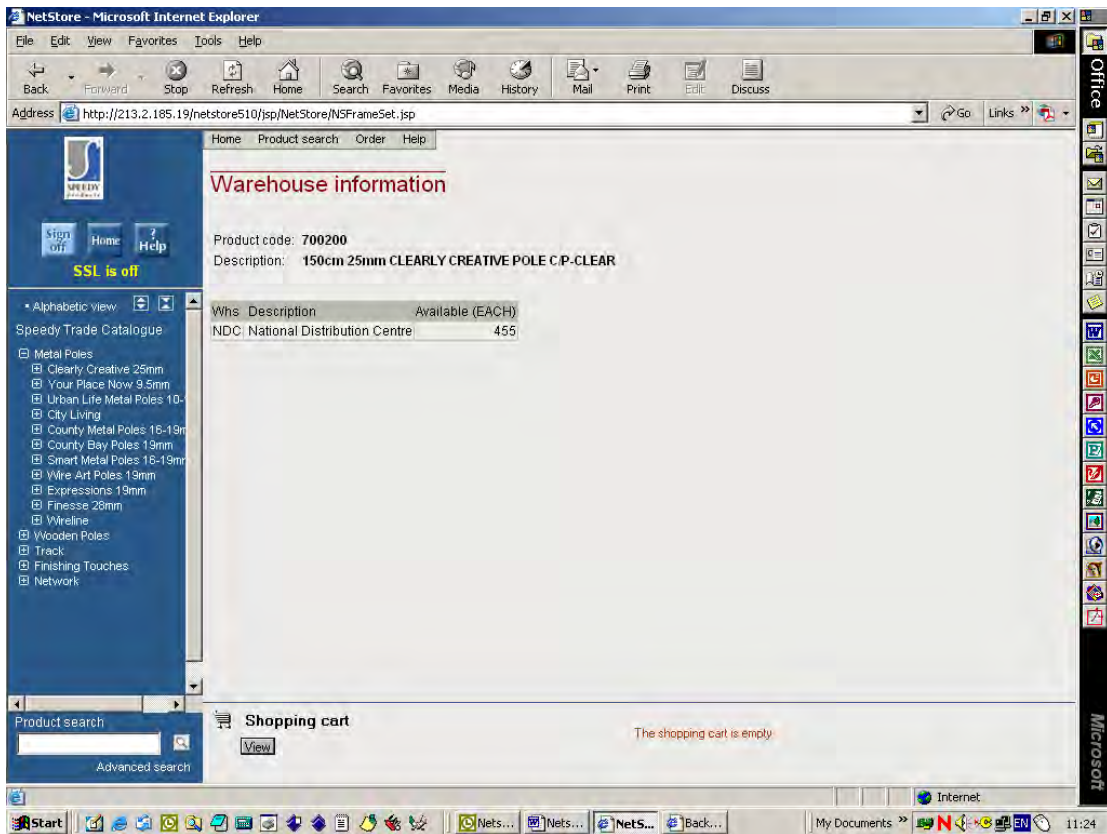
When you have successfully logged in you will see your price list and the Trade Catalogue together with your empty shopping cart.



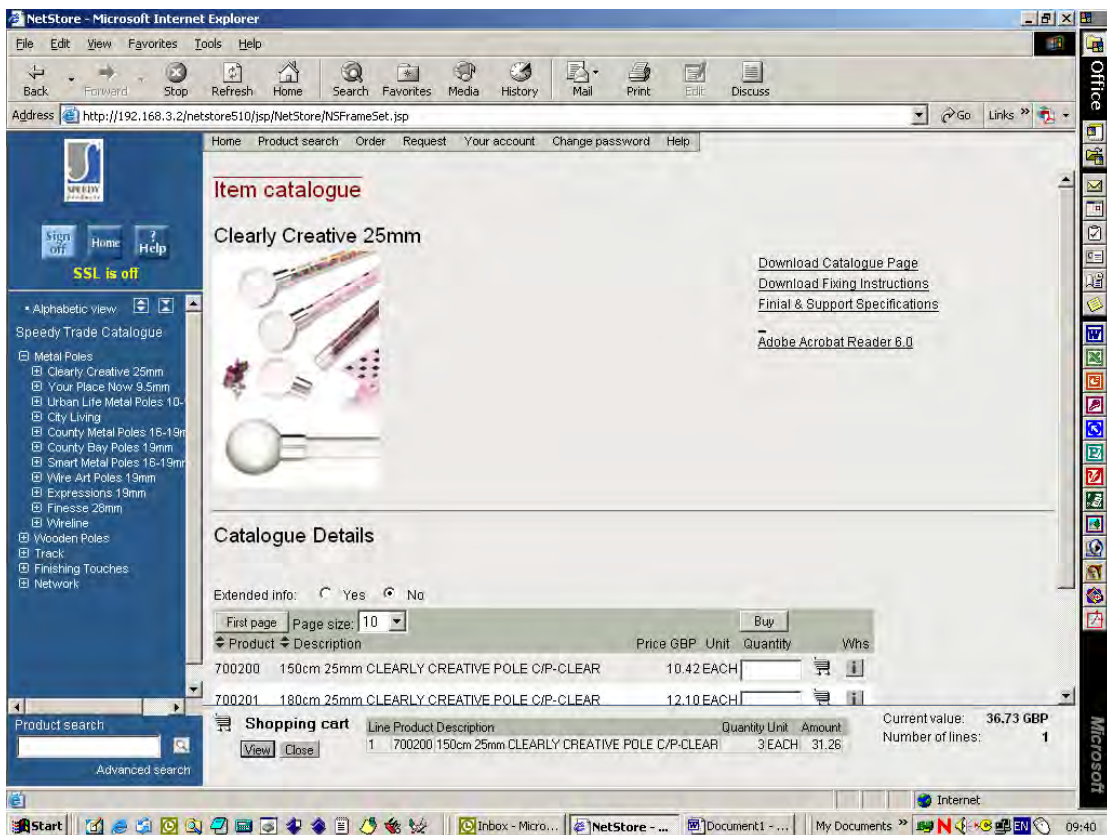
You can expand any particular Product Category shown on the left hand side of the screen to show the Product Range by clicking on the + sign. To view the individual products in that Range just click on the Range Name.



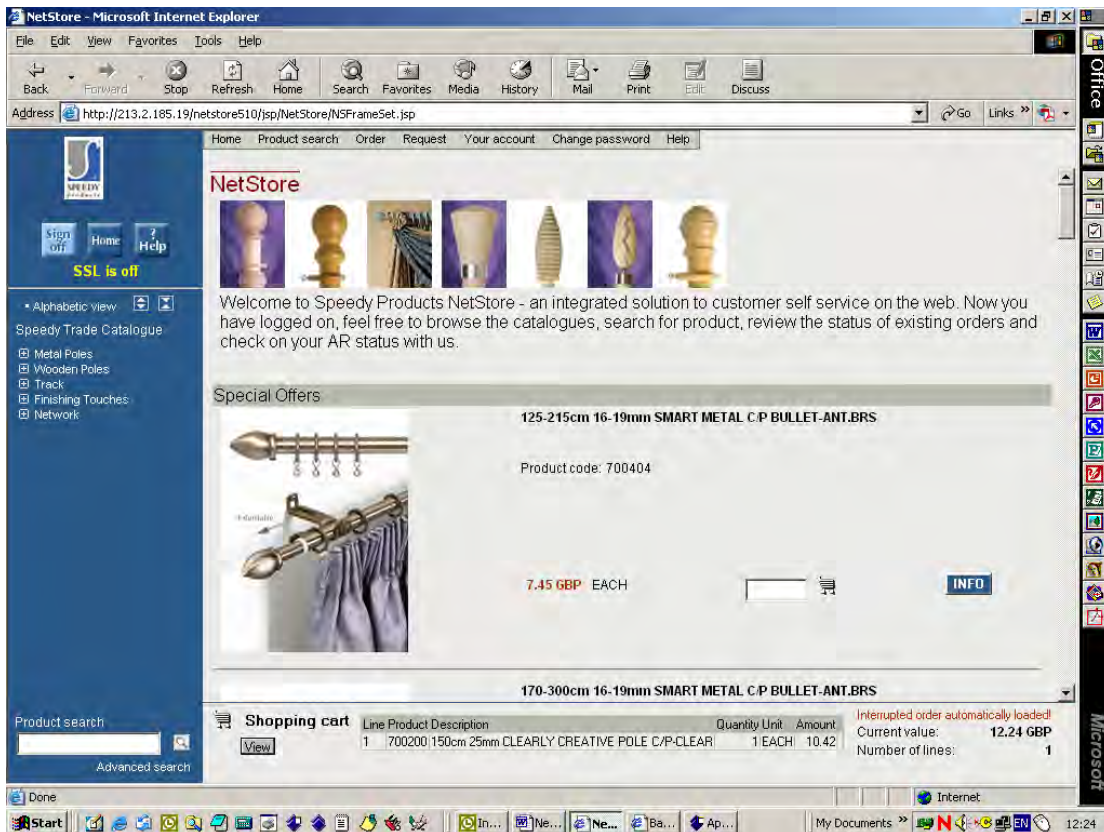
The Products, their Product Codes and prices are displayed. To add any item to your shopping cart, just enter the number and click the shopping cart symbol.



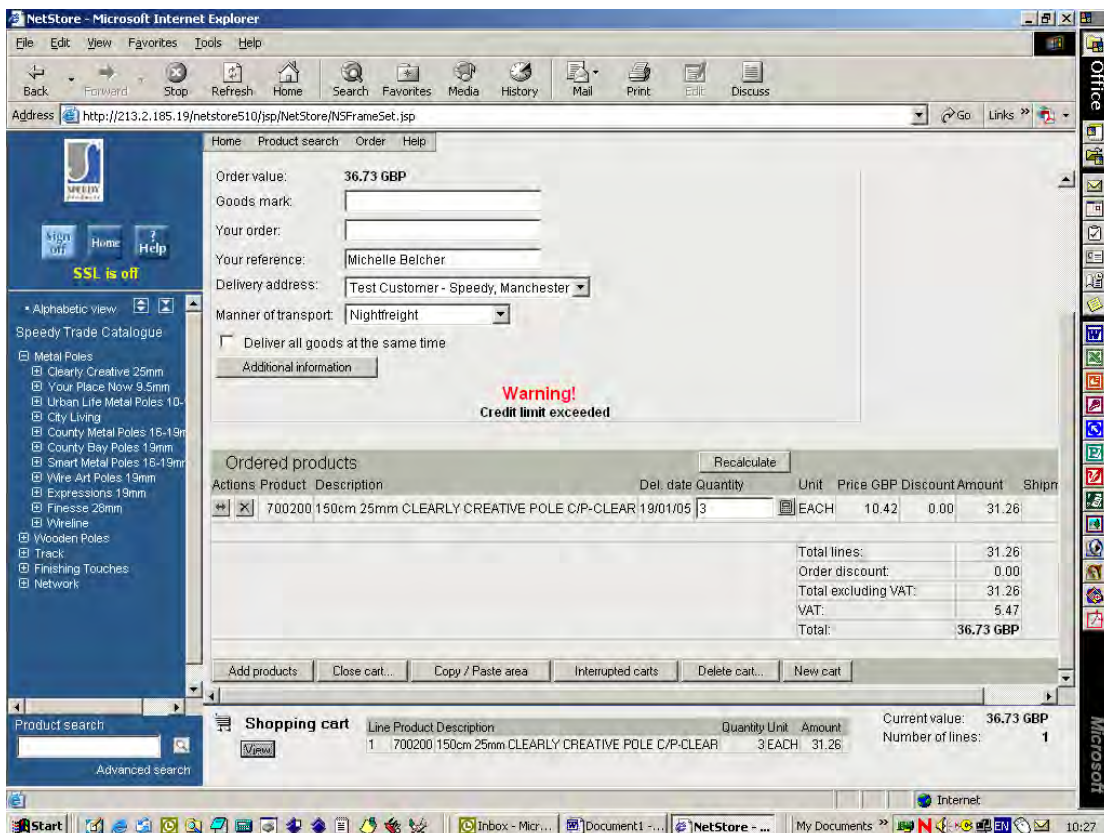
If you wish to check stock availability click on the Warehouse Information symbol - *i*
 Click the Browser Back Button to return to the previous screen.



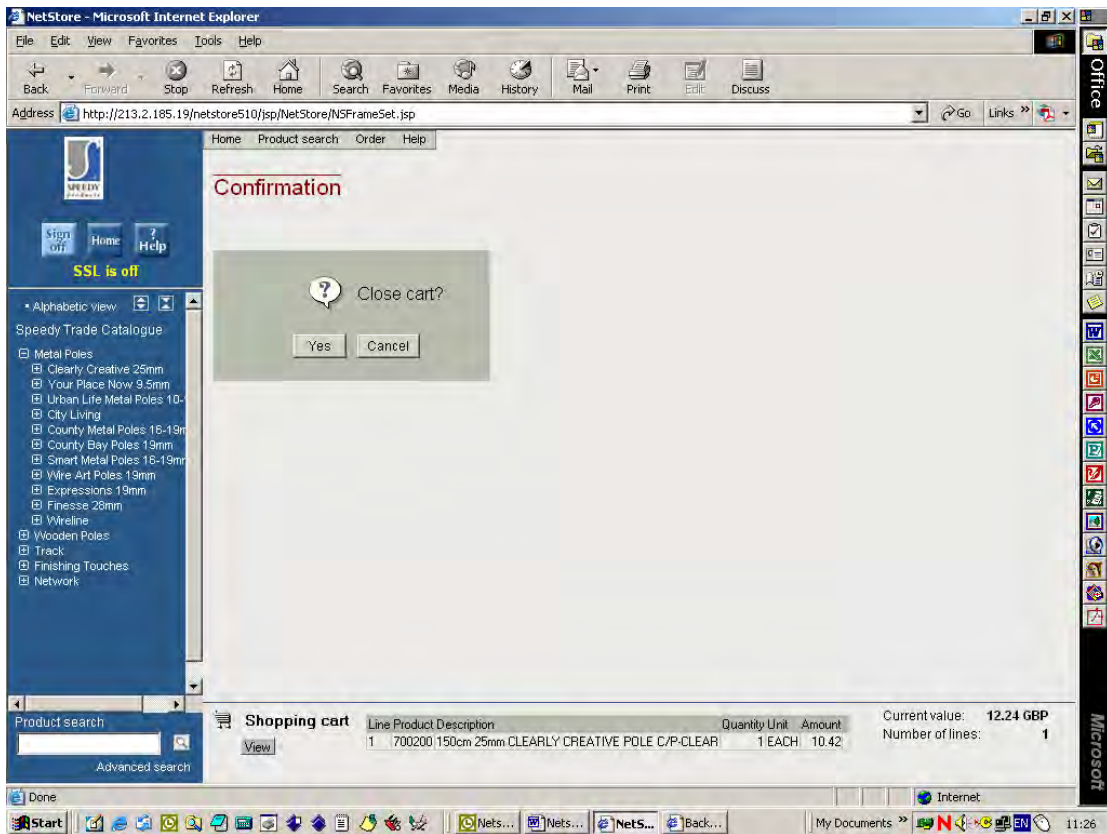
The items you have chosen will appear in your cart at the bottom of the screen. The last 10 items selected will be shown.



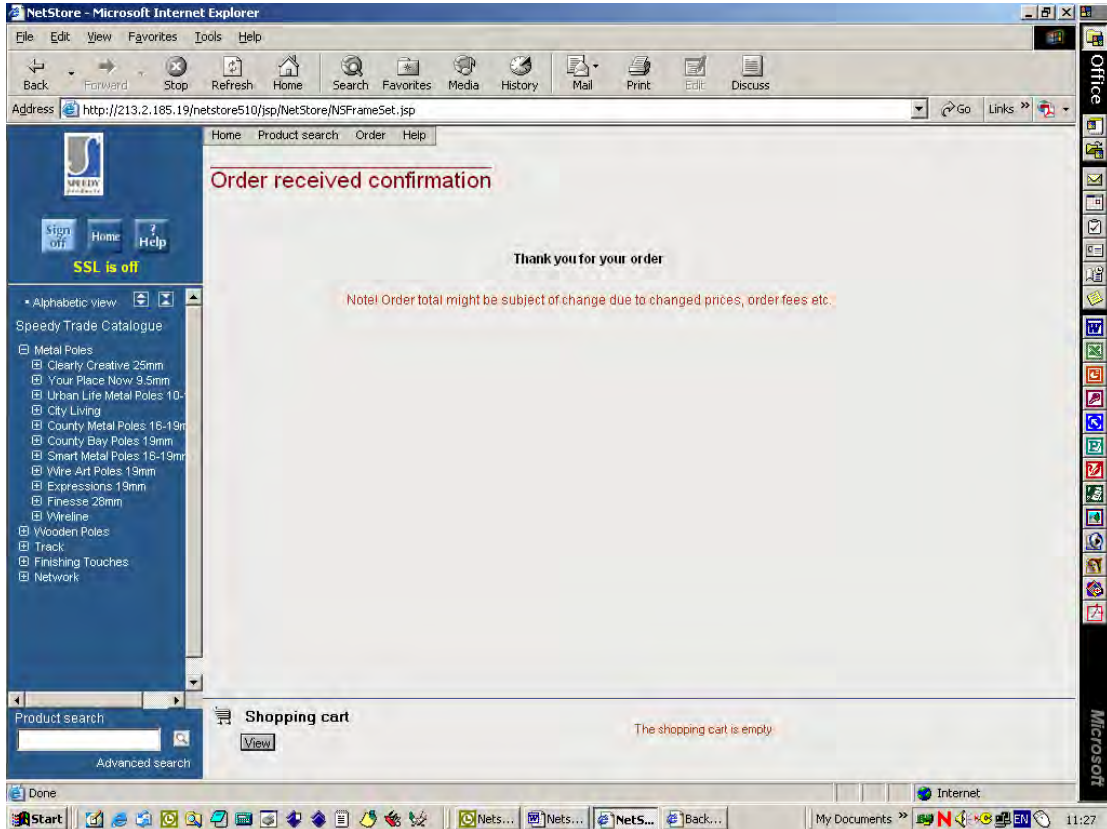
If you accidentally quit the program or the session times out due to prolonged inactivity, and interrupted cart will be saved and reloaded next time you login.



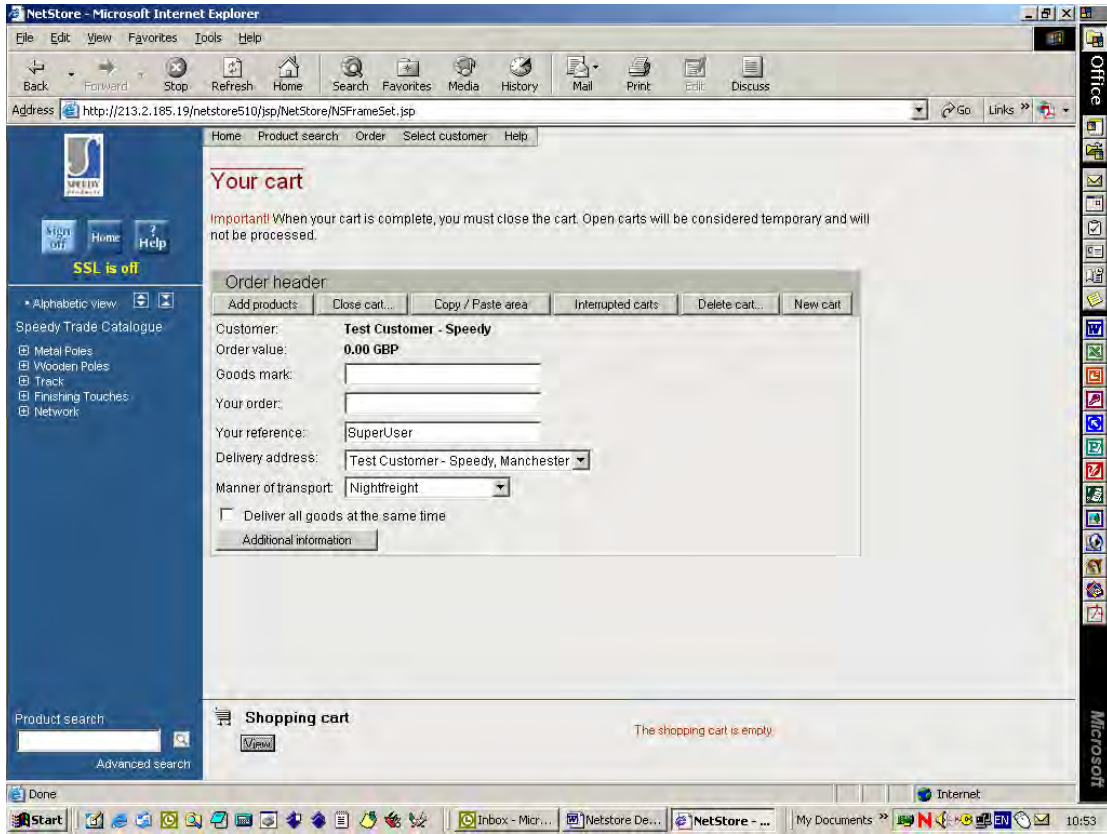
When you have completed your shop click the VIEW button. You will then see the completed order including any discount and VAT. Click CLOSE to accept.



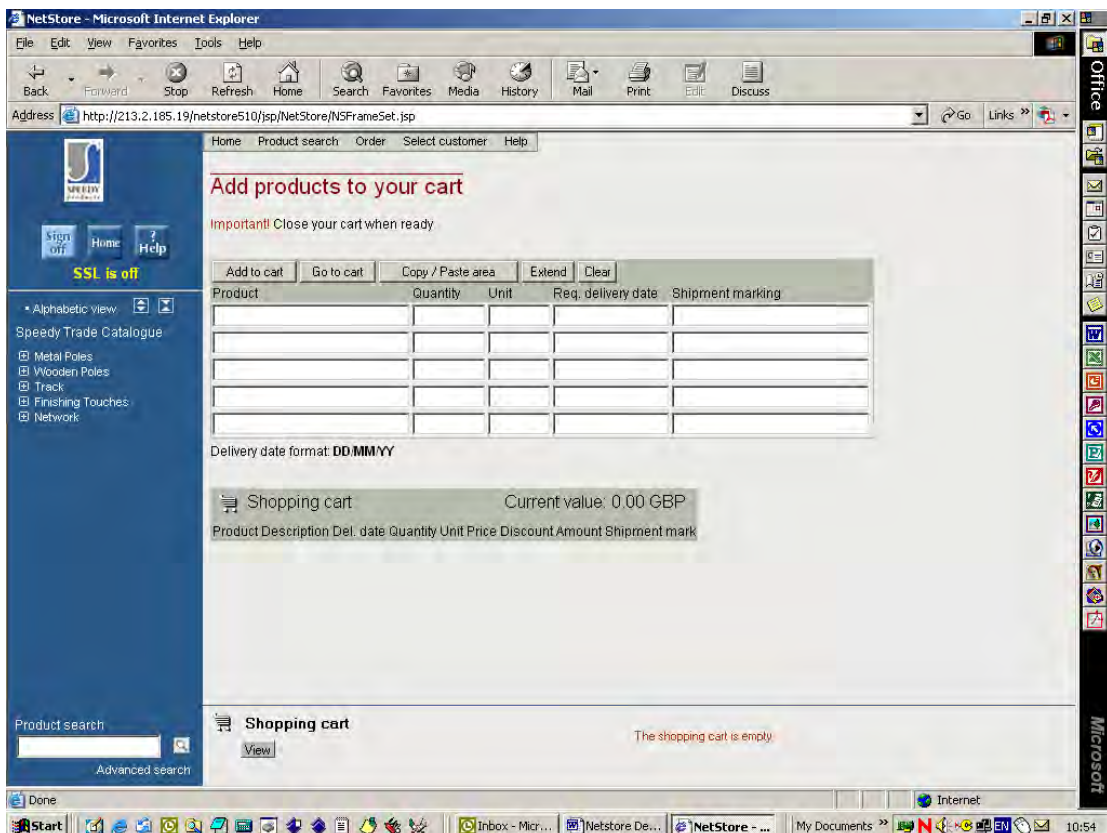
You then have a second chance to Cancel the order or to Accept it.



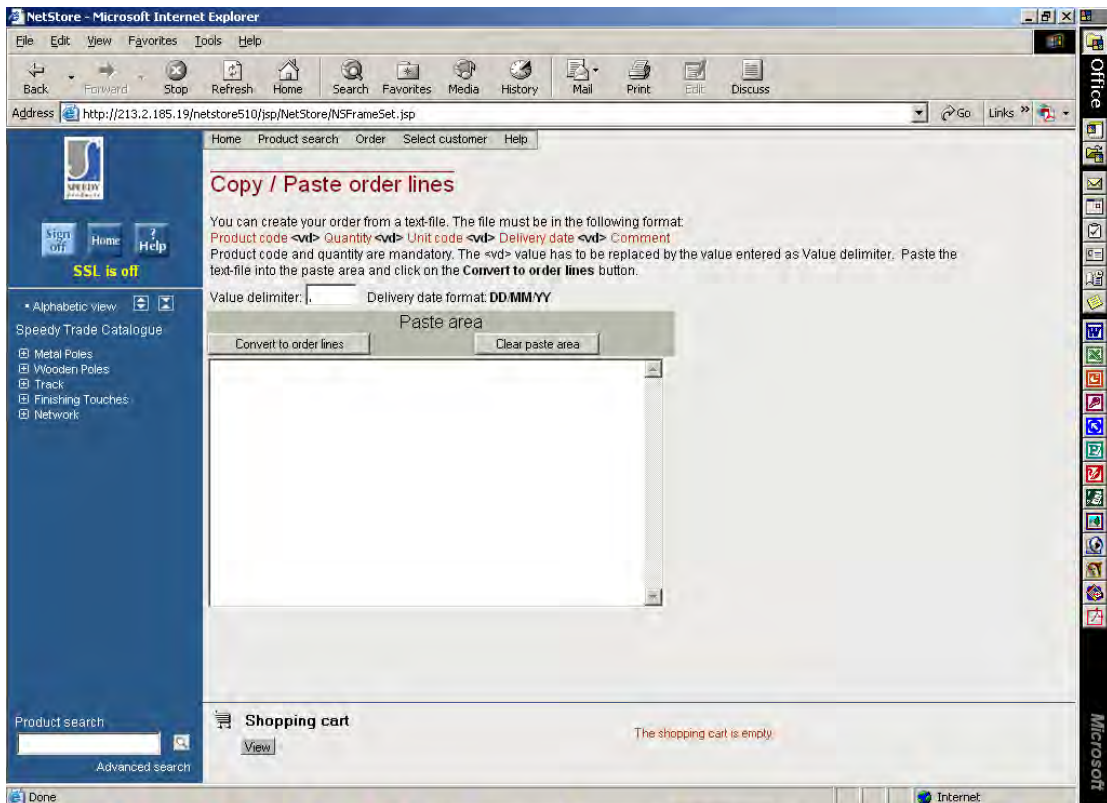
When accepted you will see this screen which confirms your order has been received into the system. You may then Sign Off by clicking the BLUE Sign Off button.



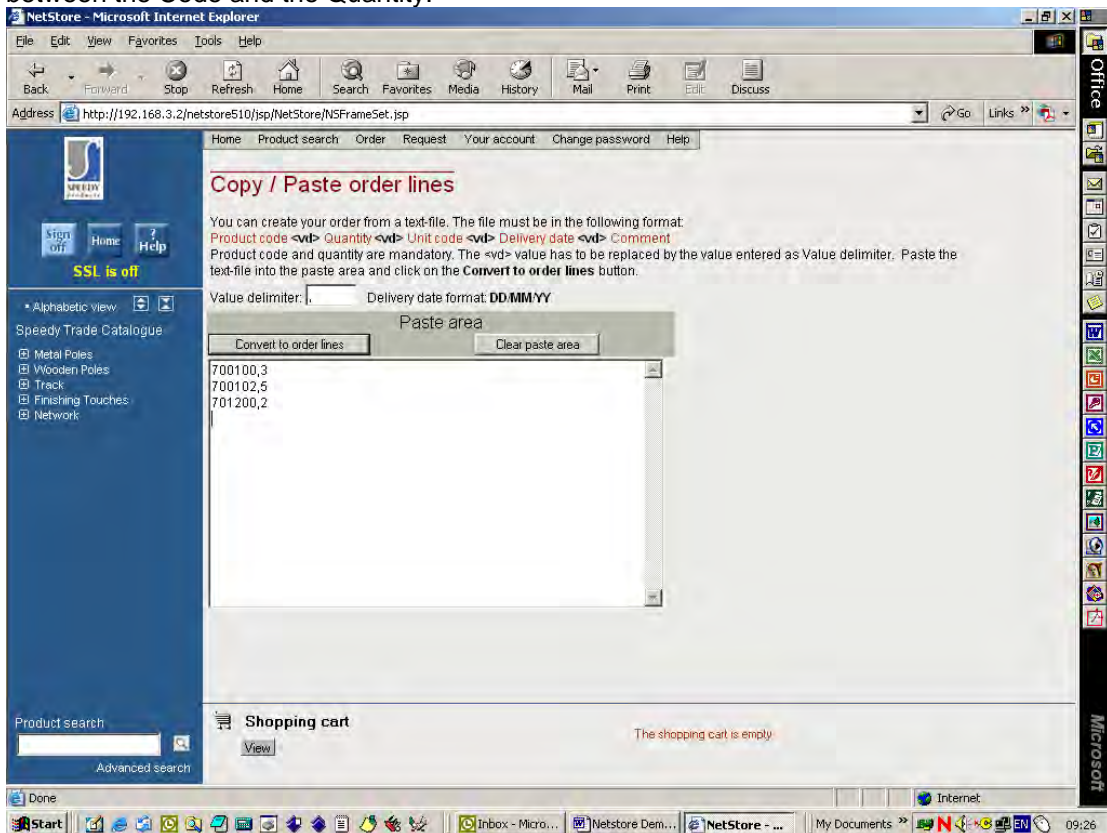
By clicking on the View Cart button before selecting any products you can use alternative methods of entering your order. Click Add Products.



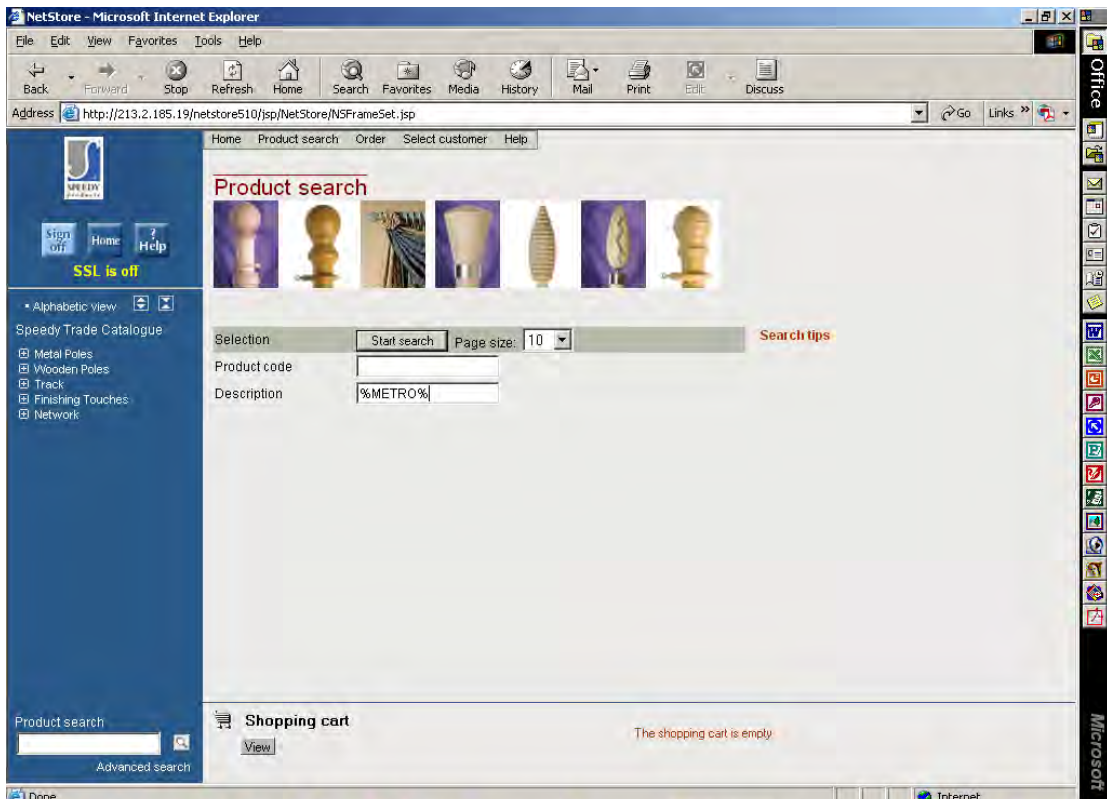
You will then get this new order entry screen. This is for customers who know which Product Codes to order. You only need to enter information into the Product Code and Quantity boxes.



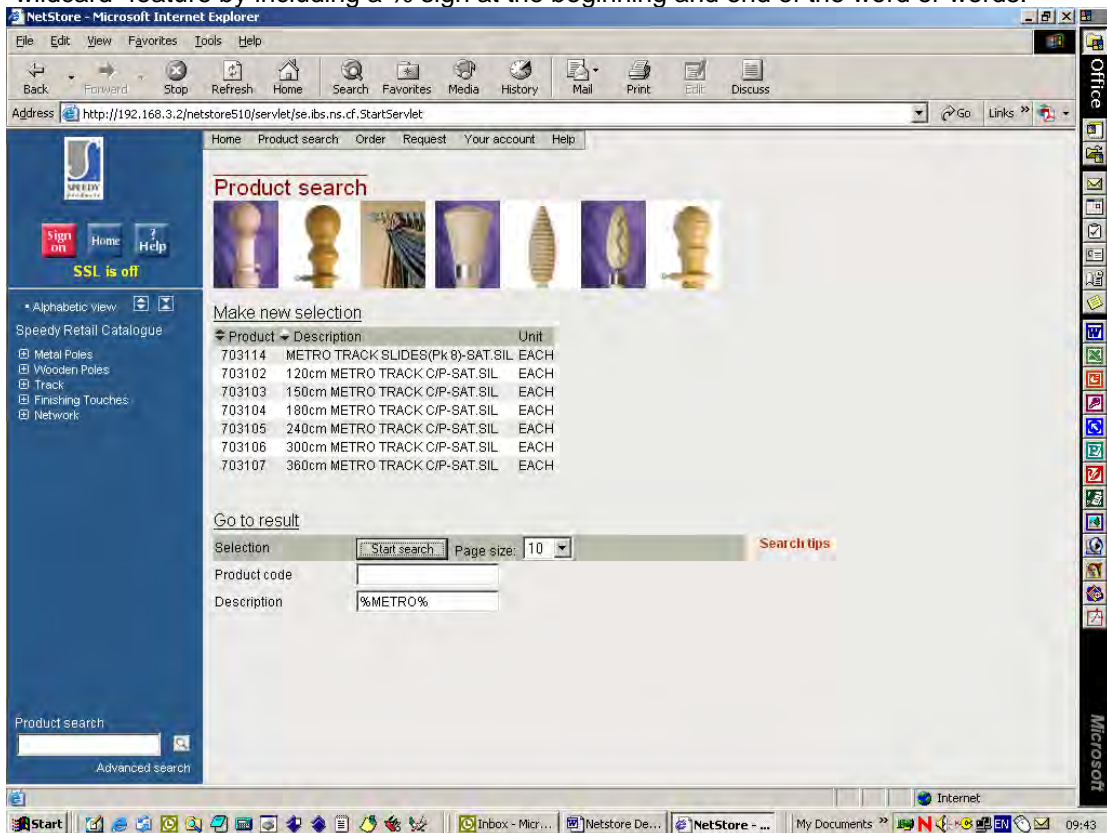
Alternatively by selecting the Copy/Paste Area Option you can transfer your Product Code and Quantity data directly from a text document such as Word. You need to place a **comma** between the Code and the Quantity.



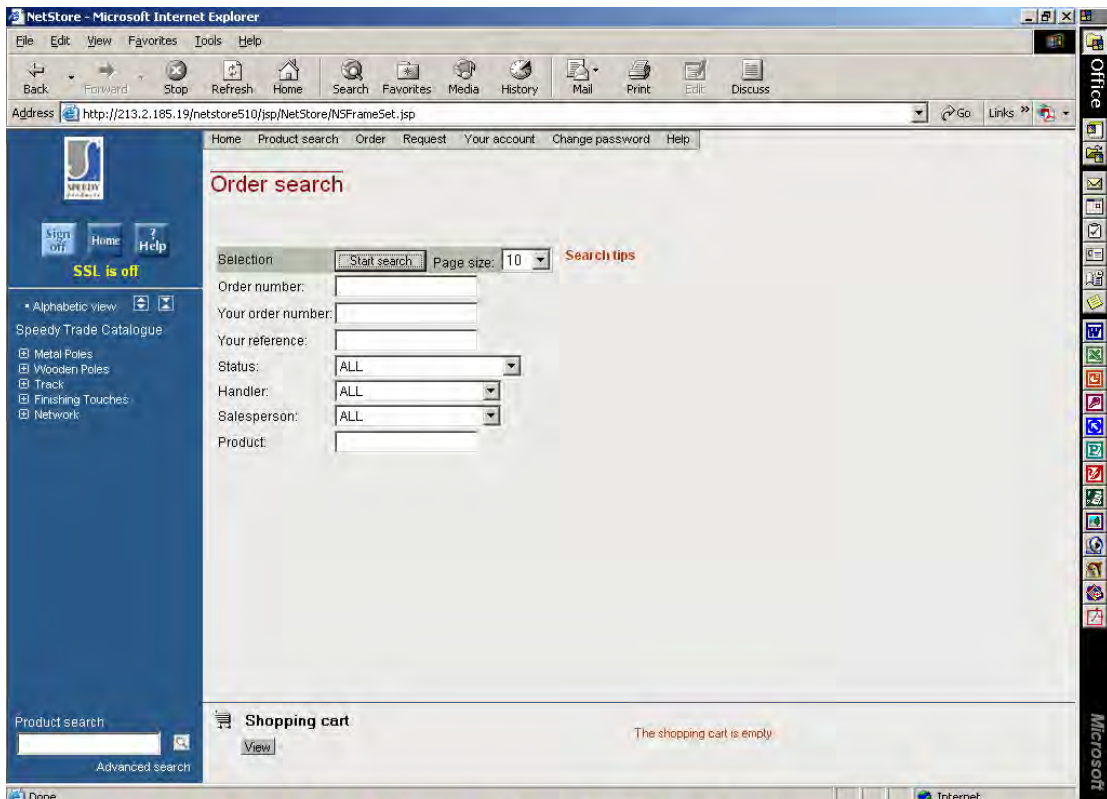
When completed click the "Convert to Order" button. Information can also be transferred from a spreadsheet such as Excel by exporting to text as a .csv file.



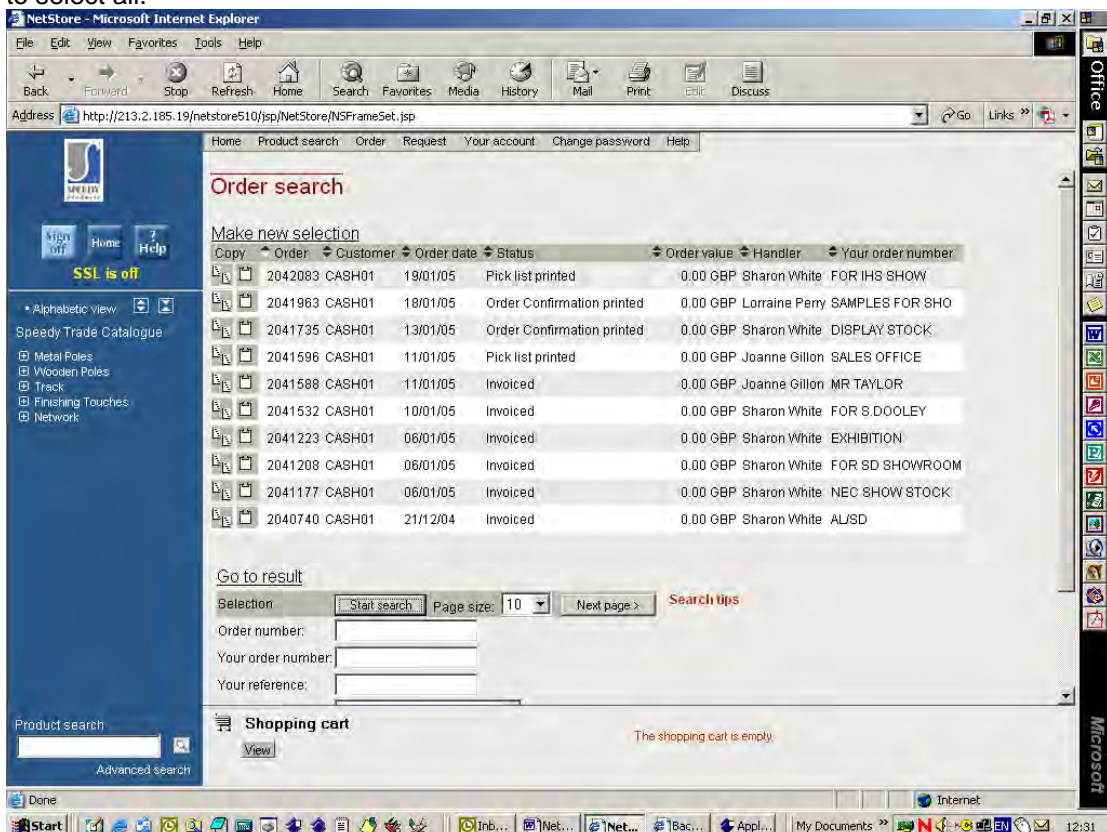
Reviewing the Catalogue can be assisted by our Search facility. Enter either a Product Code or Description and click the “Start Search” button. When entering a part description use the “wildcard” feature by including a % sign at the beginning and end of the word or words.



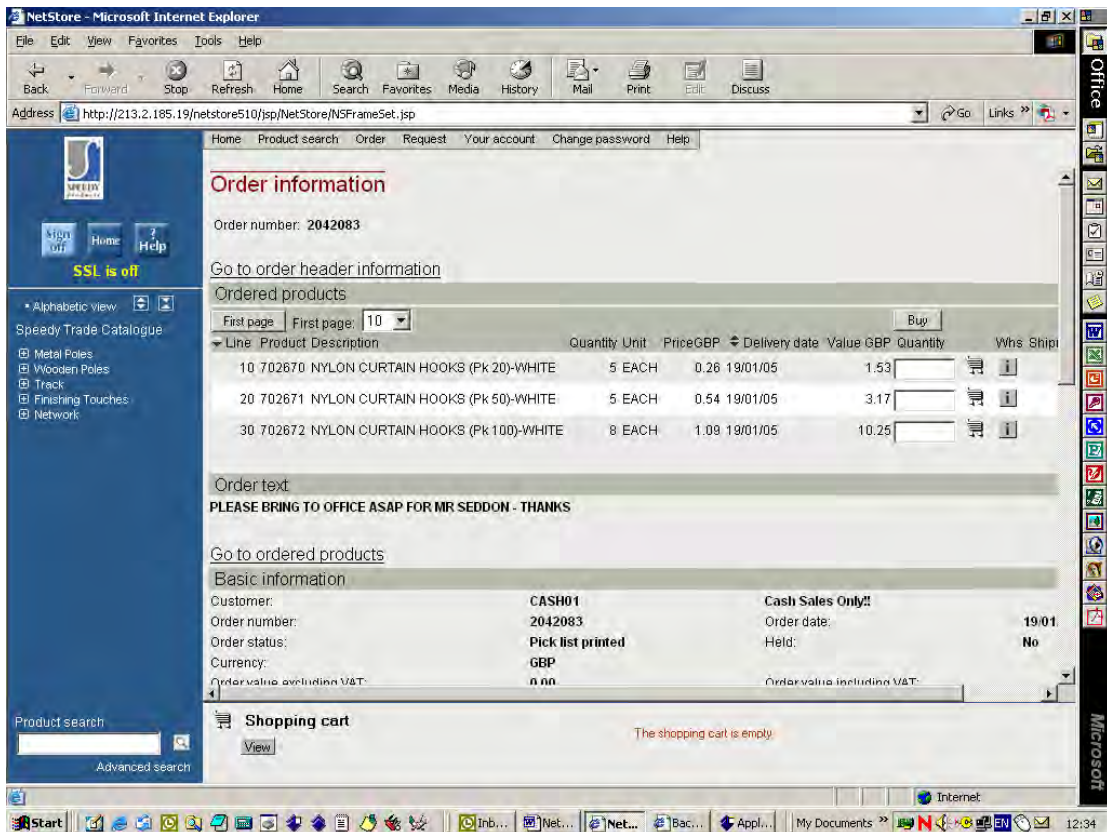
The screen displays up to 10 items per page by default. This can be changed if there are many items to select from.



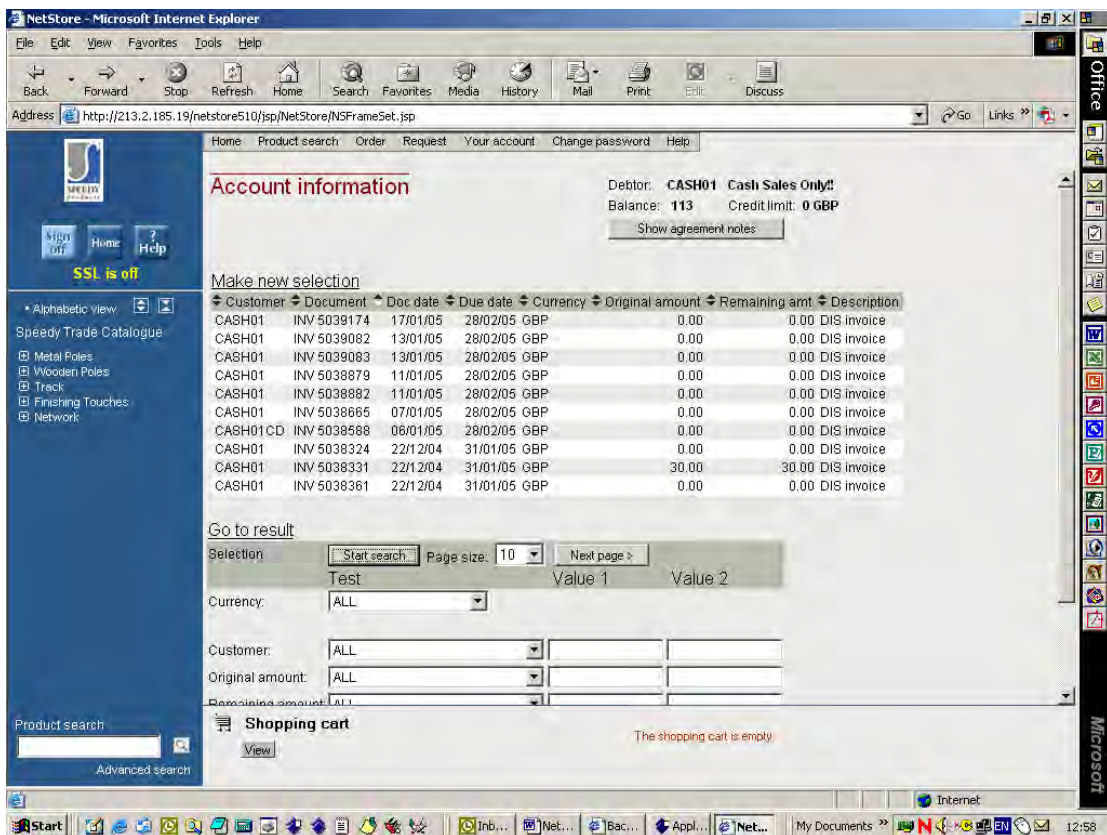
As a customer you are also able to review any order or orders in the system. Go to the "Order" tab at the top of the page and select "Search". Select a specific order or leave blank to select all.



You may also select a specific Order from this screen and view individual product lines as shown below. Old orders may be copied and pasted from here to make new orders.



From this screen it is also possible to create a new order for the specific lines in an old order. These facilities are particularly useful and time saving when repeat orders are common.



A customer may also view their Account Details by clicking the "Your Account" button.