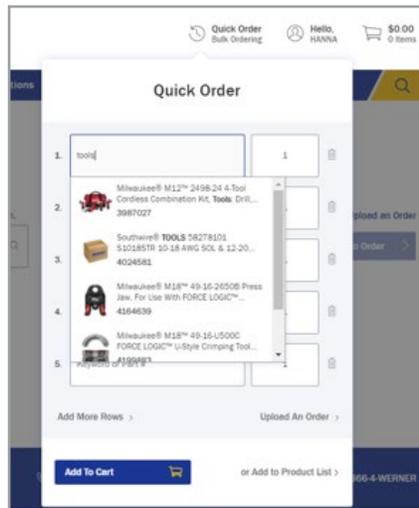


QUICK ORDER

STEP ONE

Once you login to your account, you will see “Quick Order” in the upper right-hand corner. If you hover over “Quick Order,” you will see an overlay pop-up that allows you to quickly type in a part number or keyword to find a product. You can enter manufacturer part numbers, customer part numbers, Werner part numbers, or general search terms. If you enter a search term, give it a second to populate. You will be given a handful of results based on what you searched, and you can then select the correct one.



[Continue >](#)

STEP TWO

Once you have all the parts added that you need, you can either add them all directly to your cart, or add them to a product list. For detailed instructions on product lists, please view [Website Guide: Creating & Utilizing Product Lists](#).

The screenshot shows a 'Quick Order' overlay with a list of 5 items. Each item has a text input field for the part name, a quantity field set to '1', and a trash icon. The items are:

- Milwaukee® M12™ 2498-24 4-Tool Cordless
- RACO® 1245 Grounding Bonding Locknut, 1
- 4562
- 1124522
- Keyword or Part #

At the bottom of the list are links for 'Add More Rows >' and 'Upload An Order >'. A red box highlights the 'Add To Cart' button (with a shopping cart icon) and the text 'or Add to Product List >'.

STEP THREE

If you would like to add more than 5 products at a time, click “Add More Rows >” at the bottom of the overlay

This is a close-up of the bottom section of the Quick Order overlay. It shows the 'Keyword or Part #' input field with '1' in the quantity field and a trash icon. The 'Add More Rows >' link is highlighted with a red box. Below it are the 'Add To Cart' button and the 'or Add to Product List >' text.

NOTE: Quick Order can also be accessed by clicking (instead of hovering) on “Quick Order” in the top right corner. That will bring you to the Quick Order page, where you will have the same capabilities, but you will only be able to search one product at a time.

The screenshot shows the main 'Quick Order' page. At the top, there are navigation links '< Home' and '< Quick Order'. Below the title 'Quick Order', there is a sub-header: 'To add an item to your quick order form, search by keyword or item # then click on the item.' Below this is a search bar with the placeholder 'Enter keyword or item #' and a magnifying glass icon. To the right of the search bar are fields for 'QTY' and 'U/M' with a dropdown arrow. Further right is an 'Upload an Order' link and a blue 'Add to Order >' button.

[Continue >](#)

As you search for items and click the “Add to Order” button on the screen, the items will accumulate below. Once you have all of the items that you need, you will again be able to add them all to your cart or add them to a product list.

< Home < Quick Order

Quick Order

To add an item to your quick order form, search by keyword or item # then click on the item.

Enter keyword or item #

Order Lines

Item Description	QTY	Price/Unit	Total
 Milwaukee® M12™ 2498-24 4-Tool Cordless Combination Kit, Tools: Drill, Impact Driver, Reciprocating Saw, 12 VDC, 1.5 Ah Lithium-Ion, Keyless Blade Mfr Part #: 2498-24 Werner Part #: 398T027 Out of Stock Est. Available: 2-5 Days + Product List	<input type="text" value="1"/>	\$9.99 / EA	\$9.99 <input type="button" value=""/>
Total: \$9.99			

[Continue >](#)

BULK ORDERING

STEP ONE

Bulk ordering, or a bill of materials upload, can be accessed by hovering over “Quick Order” in the top right corner, and clicking “Upload An Order >” at the bottom of the overlay pop-up

The screenshot shows a 'Quick Order' overlay pop-up. At the top, it says 'Quick Order Bulk Ordering' and 'Hello, HANNA'. The main area is titled 'Quick Order' and contains a table with four rows. Each row has a 'Keyword or Part #' input field, a quantity field set to '1', and a trash icon. Below the table are two buttons: 'Add More Rows >' and 'Upload An Order >'. At the bottom, there are two options: 'Add To Cart' with a shopping cart icon, and 'or Add to Product List >'.

STEP TWO

You will then be brought to a page titled “Order Upload.” First, you will need to start with the Order Upload Template

The screenshot shows the 'Order Upload' page. It has a title 'Order Upload' and a subtitle 'Upload an Excel (.xls or .xlsx) or CSV (Comma-Separated Values) file to quickly add items to your cart.' There is an 'Upload File' button, a file selection area showing 'No file selected.', and a checkbox for 'First row is column headings'. An 'Upload Order >' button is at the bottom. To the right, under 'Instructions', there are five numbered steps. Step 1 mentions 'Order Upload Template' which is highlighted with a red box in the original image.

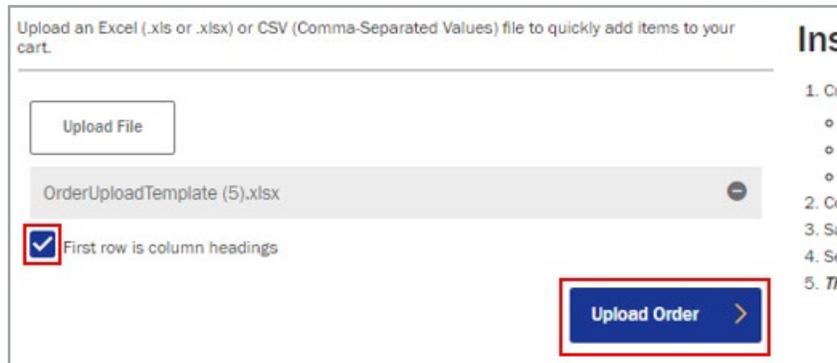
Instructions

1. Create a spreadsheet (or start with our **Order Upload Template**) with the following:
 - o First column - add item #s or customer part #s.
 - o Second column - add quantities (optional).
 - o Third column - add unit of measure (optional).
2. Column headings can be added in the first row (optional).
3. Save the file in XLS, XLSX or CSV format.
4. Select the file to upload and click Upload Order.
5. *There is a file maximum of 500 rows.*

[Continue >](#)

STEP FIVE

Once the file is uploaded, click the “Upload Order” button. Please make sure to check the “First row is column headings box” before hitting “Upload Order.”



Upload an Excel (.xls or .xlsx) or CSV (Comma-Separated Values) file to quickly add items to your cart.

Upload File

OrderUploadTemplate (5).xlsx

First row is column headings

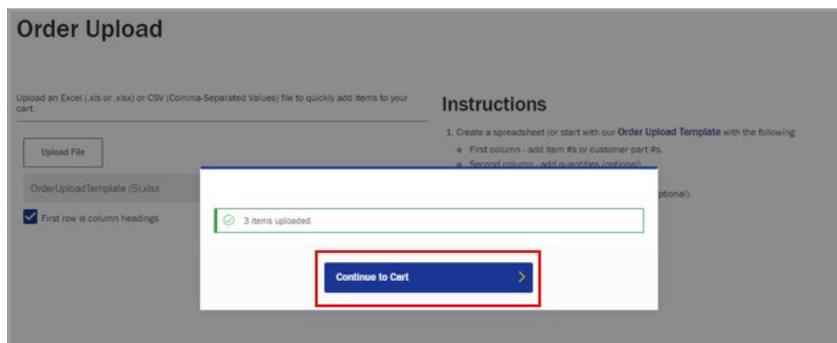
Upload Order >

Instructions

1. Create a spreadsheet (or start with our [Order Upload Template](#) with the following:
 - o First column - add item #s or customer part #s.
 - o Second column - add quantities (optional).

STEP SIX

Once the file is loaded, the items will be added right to your cart and you will be able to go to your shopping cart to view them and ensure that all of the correct parts were added



Order Upload

Upload an Excel (.xls or .xlsx) or CSV (Comma-Separated Values) file to quickly add items to your cart.

Upload File

OrderUploadTemplate (5).xlsx

First row is column headings

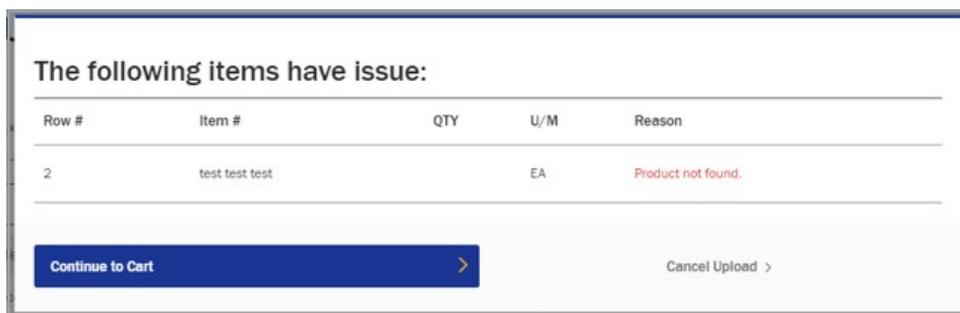
3 items uploaded.

Continue to Cart >

Instructions

1. Create a spreadsheet (or start with our [Order Upload Template](#) with the following:
 - o First column - add item #s or customer part #s.
 - o Second column - add quantities (optional).

NOTE: If you were to have a part number in your spreadsheet that did not match a product on the website, you will be given an error message letting you know which part numbers were not found. You can either cancel the entire upload altogether, or “Continue to Cart” where all of the parts that matched will be in your cart.



The following items have issue:

Row #	Item #	QTY	U/M	Reason
2	test test test		EA	Product not found.

Continue to Cart >

Cancel Upload >