

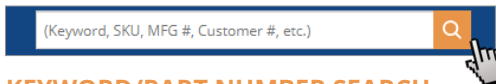
## Access WESCO From Your System

Log in to your account on **Buy.WESCO.ca**. If you do not have a log in, contact your sales rep.



By logging into the site, you have access to your contract pricing, current inventory, product information, and online ordering.

## Find Items



### KEYWORD/PART NUMBER SEARCH

1. The Keyword/Part Number Search can be found on all pages.
2. In the search field, enter the Keyword or Part Number for which you are searching.
3. Click the search icon to view results.



WESCO®

# Digital Solutions

## Product Search Results

Contract price and product availability are shown in the Search Results, Quick View and Product Detail screens.

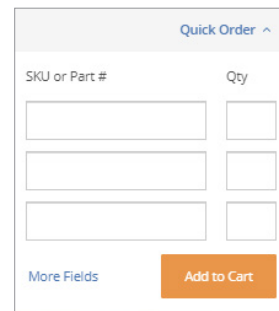
Price	Availability
\$21.374	National: 171

## Quick Order Entry

If you know the item you wish to order, the numbers and desired quantities can be entered in the Quick Order form and added directly to your Shopping Cart.



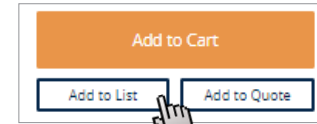
1. Click the **“Quick Order”** tab at the top right.



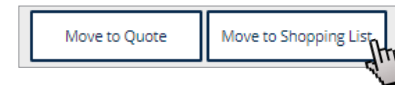
2. Enter each **Part Number** and **Quantity**.
3. Click **“More Fields”** to enter more than three items.
4. When all data has been entered, click the **“Add to Cart”** button.

5. Review your Shopping Cart and proceed to Checkout.

## Shopping Lists



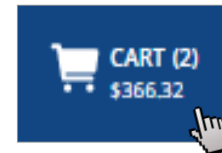
You can create Shopping Lists to store frequently purchased items or items typically bought together. Items can be added to an existing or new Shopping List from item details.



You can upload a list under the Shopping List section in the Admin Center or create Shopping Lists from a Shopping Cart during the checkout process as well.

## Shopping Cart

Your Shopping Cart is where you put the items you want to purchase.



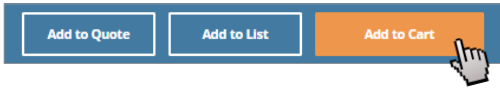
### VIEW YOUR CART

1. Click on the **“Cart Contains”** icon in the upper left corner of any screen.

## Shopping Cart (con't)

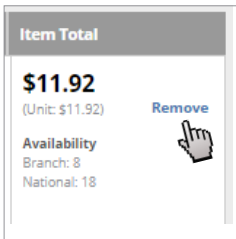
### ADD ITEMS TO YOUR CART

1. Once you have located the item desired, enter how many you want in the Quantity field.
2. Click the **"Add to Cart"** button. The cart in the upper right hand corner will update accordingly.



### Or:

1. Open a Shopping List or active quote and checkmark the items you want to add to your cart.
2. Click the **"Add to Cart"** button.



### DELETE ITEMS FROM YOUR CART

On the Shopping Cart screen, click the **"Remove"** for each item that you want to delete.

### Or:

Click the **"Remove Items"** on the bottom right after the item list to remove all items.

## Checkout

To begin the Checkout process, click the **"Proceed to Checkout"** button in the Shopping Cart.

1. Order through PO or Credit Card, entering the appropriate information.

Payment, Shipping, & Billing Information

Continue

Choose to pay by purchase order or credit card

Payment

Payment Type  
Purchase Order

PO/Ref#  
123456

Charge Code

2. Select your **Shipping Method**.
3. Enter your **Shipping Address**. You can add additional shipping addresses into your Address Book under My Account to save for later use.
4. Enter your Purchase Order Billing Address if it is different than the Shipping Address; otherwise, check the **"Use Shipping Address"** box.

Billing

Use Shipping Address

Select an Address  
Please Select

Add New Edit

\* First Name

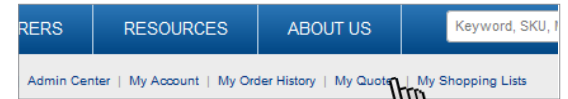
5. Click **Continue**.

6. Next, review your order. If

you need to make changes, click **"Edit Cart;"** otherwise, click **"Place Order."**

## Quotes (optional)

The quote system allows you to add non-catalog items to the Shopping Cart or request a price for large quantities of items found on the site.



### SUBMIT AN RFQ

1. Access the Quote function by clicking on **"My Quotes."**



2. Click **"Request a Quote"** to start a new RFQ.

### RETRIEVE A QUOTE

You will receive an email informing you that a Quote is ready for you. The email will include the Quote (RFQ) ID Number.

Search for the Quote using the search criteria under My Quotes.

My Quotes

Request a Quote

Search your RFQs and Quotes using any combination of criteria below:

RFQ ID: [ ] Submit Date Range: From [ ] To [ ]

WESNET Inquiry #: [ ] Quote Date Range: From [ ] To [ ]

Quote Name: [ ]

Quote Status: [ ]

Search

Click on the appropriate Quote to view it.

RFQ ID	Submit Date	Status	WESNET Inquiry #	Customer	Quote Name	# of Item Lines	Total Price	Delete
00078004		New		One Wesco	TEST	4		✕
00078073	2015-10-15	Submitted		ecommerce@OneWesco@wesco.com	TEST - DEMO	1		✕

Once the quote is final, you can:

- Add to Cart to place the order
- Add to new RFQ