

WESCODirect.ca User Guide

WESCO Distribution, Inc. is the leading distributor for electrical maintenance, repair and operating (MRO) supplies, and is the nation's largest provider of integrated supply services.

The information contained herein is confidential in nature and considered proprietary to WESCO Distribution, Inc. It is intended for the exclusive use of the employees, contractors and agents of client companies. We request that no oral or written disclosure of such information be made without the prior written approval of WESCO Distribution, Inc.



Table of Contents

Catalog Search

1. Search By Keyword
2. Advanced Search
3. Product Category Drill Down
4. Advanced Filter

Quick Order

Shopping List

Shopping Cart

Checkout

Quote Functionality

Help



Catalog Search

There are two ways to search for items in the catalog:

- 1. Keyword Search** allows you to enter all or part of a part number or description.
- 2. Product Categories** allows you to drill down your search by categories.

The screenshot shows the WESCO Direct.ca website. The top navigation bar includes links for Home, Order History, My Account, and Branch Locator. Below the navigation bar, there is a session timeout message and a 'Your Cart' button. The main content area is titled 'Catalog Search & Quick Order'. On the left, there is a sidebar with contact information and a 'Help' section. The central search area has a 'Search for:' field with a dropdown menu, a 'Find It!' button, and a 'Search in:' section with radio buttons for 'Entire Catalog' and 'Lists & Quotes'. Below this, there is a 'Know the parts you need? Use Quick Order!' section with a table for selecting part numbers. On the right, there is a 'Product Categories' list with various categories like Boxes & Enclosures, Conduit, etc. A red box with the number '1' highlights the 'Search for:' field, and another red box with the number '2' highlights the 'Product Categories' list.

Catalog Search: Keyword

To use Keyword search:

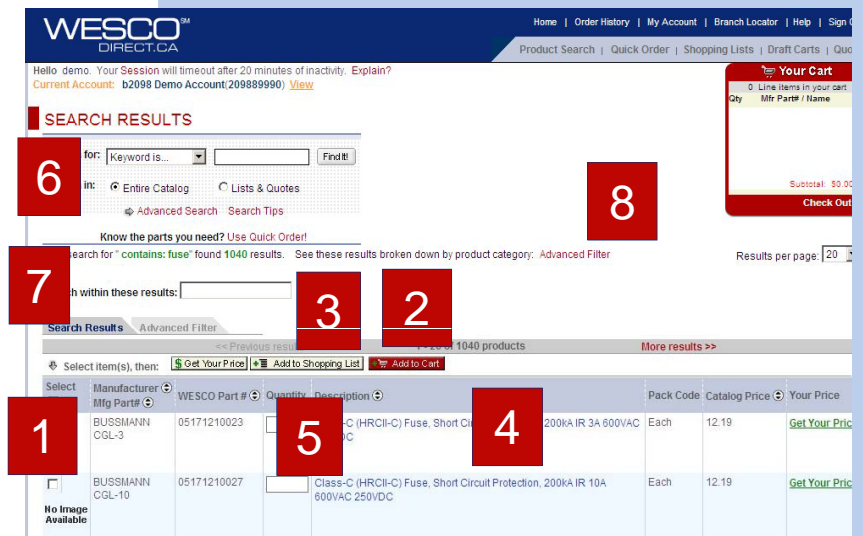
1. Click on arrow of “Search For” field.
2. Select search option.
3. Click in blank to enter information.
4. Click on “Find It.”

The screenshot displays the WESCO Direct.ca website interface. The top navigation bar includes links for Home, Order History, My Account, Branch Locator, and Help. Below this, a secondary navigation bar offers Product Search, Quick Order, Shopping Lists, and Draft Carts. The main content area is divided into two columns. The left column, titled 'Search & Quick Order', contains a search form with a 'Search for:' dropdown menu (labeled 1), a 'Search in:' dropdown menu (labeled 2), and a 'Find It' button (labeled 4). The right column, titled 'Product Categories', lists various product categories such as Enclosures, Raceway & Support Systems, Communications, Distribution Equipment, and more. The search form also includes a 'Select Part Number Type:' dropdown menu and a 'Add to Cart' button. The website footer contains contact information, including a phone number and email address, and a section for 'Try Our Helpful eTools'.

Catalog Search: Results

The user can:

1. Select an item.
2. Add to the Shopping Cart.
3. Add it to a Shopping List.
4. Click on the description to see more information about the item.
5. Check stock by clicking on the check mark next to the WESCO part number (this check appears next the items that are stocked).
6. Refine the search using Advanced Search.
7. Refine the search using "Search Within."
8. Refine the search using "Advanced Filter."
9. Filter items to show only "items stocked at branch" or "items stocked at branch and DC".



Catalog Search: Advanced Search

Advanced Search

1. Click on “Advanced Search.”
2. Click in blank field to enter information that corresponds with one of the following search options
 - *With All of the Words*
 - *With Any of the Words*
 - *With the Exact Phrase*
 - *Without the Words*

SEARCH RESULTS

Search for: WESCO Part # Find It!

Advanced Search Search Tips

Know the parts you need? Use Quick Order!

Search within these results: Find It!

Search Results Advanced Filter

<< Previous results 1 - 20 of 784 products More results >>

Product Categories TOP > WIRING DEVICES > SWITCHES, AC > AC SWITCHES, STANDARD

Select item(s), then: [Add to Shopping List](#) [Add to Cart](#)

Select	Cust Part#	Manufacturer Mfg Part#	WESCO Part #	Quantity	Description	Catalog Price
<input type="checkbox"/>		BRYANT 6801-L	78178600124	<input type="text"/>	AC Switches, Standard: Switch Type - Keyed Locking; Amps - 15A; Voltage - 347V; Operation - 1-Pole; Color - Brown; Grade - Industrial; Wiring - Back & Side	26.43
<input type="checkbox"/>		BRYANT 6801	78178613042	<input type="text"/>	AC Switches, Standard: Switch Type - Toggle; Amps - 15A; Voltage - 347V; Operation - 1-Pole; Color - Brown; Grade - Industrial; Wiring - Back & Side	15.72

ADVANCED SEARCH

Find results: with All of the words Find It!

with Any of the words

with the exact phrase

without the words

And: results from this Mfr.

Find: Mfr. Part # that Starts With Find It!

And: Mfr. Part # results from this Mfr.

UPC/EAN results from this Mfr.

WESCO Part # results from this Mfr.

Clear Values Search Tips Results per page: 20

© 2003 WESCO Distribution, Inc. Terms of Use Privacy Policy

Catalog Search: Advanced Search (Continued)

To use the “And” Search Option

1. Click on drop-down arrow of the “And” field.
2. Highlight either “Include Only” or “Exclude” to select.

The screenshot shows the 'Product Search' section of the WESCO Direct website. The 'ADVANCED SEARCH' section is highlighted. It contains a 'Find results:' section with four radio button options: 'with All of the words', 'with Any of the words', 'with the exact phrase', and 'without the words'. Below this is an 'And:' section with a drop-down menu currently set to 'include only'. A red box with the number '1' points to the drop-down arrow. Another red box with the number '2' points to the 'include only' text. To the right of the 'And:' section is a text input field for 'results from this Mfr.' with a 'Find It!' button. Below this is a 'Find:' section with a drop-down menu set to 'Mfr. Part#' and a 'that Starts With' section with a text input field and a 'Find It!' button. At the bottom, there is a 'Clear Values' button, a 'Search Tips' link, and a 'Results per page:' dropdown set to '20'. The footer includes '© 2003 WESCO Distribution, Inc.' and links for 'Terms of Use' and 'Privacy Policy'.

Catalog Search: Advanced Search (Continued)

To use the “Results From This Manufacturer” Search Option

1. Click in blank field to enter manufacturer name.

To use the “Find” Search Option

1. Click on drop-down arrow of the “Find” field.
2. Highlight the “Find” Search Option to select:

Mfr. Part #

UPC/EAN

WESCO Part #

Home | Sign In | Register | Branch Locator | Corporate | Help

Product Search

ADVANCED SEARCH

Find results: with **All** of the words
with **Any** of the words
with the **exact phrase**
without the words

And: include only results from this Mfr. _____

Find: Mfr. Part # that Starts With _____ Find It!

And: Mfr. Part #
UPC/EAN
WESCO Part # results from this Mfr. _____

Clear Values Search Tips Results per page: 20

© 2003 WESCO Distribution, Inc. Terms of Use Privacy Policy

Home | Sign In | Register | Branch Locator | Corporate | Help

Product Search

ADVANCED SEARCH

Find results: with **All** of the words
with **Any** of the words
with the **exact phrase**
without the words

And: include only results from this Mfr. _____

Find: Mfr. Part # that Starts With _____ Find It!

And: Mfr. Part #
UPC/EAN
WESCO Part # results from this Mfr. _____

Clear Values Search Tips Results per page: 20

© 2003 WESCO Distribution, Inc. Terms of Use Privacy Policy

Catalog Search: Advanced Search (Continued)

To use “Search Tips”

1. Click on “Search Tips” to obtain search tip information.
2. To read “Search Tips” use mouse to scroll up or down.

Home | Sign In | Register | Branch Locator | Corporate | Help

Product Search

ADVANCED SEARCH

Find results: with **All** of the words
with **Any** of the words
with the **exact phrase**
without the words

And: results from this Mfr.

Find: Mfr. Part # that Starts With Find It!

And: results from this Mfr.

Clear Values [Search Tips](#) Results per page: 20

© 2003 WESCO Distribution, Inc. Terms of Use | Privacy Policy

ADVANCED SEARCH

Find results: with **All** of the words
with **Any** of the words
with the **exact phrase**
without the words

And: results from this Mfr.

Find: Mfr. Part # that Starts With Find It!

And: result

Clear Values [Search Tips](#)

1 Line Item
Qty Mfr Part
12 1234
Busm

Check

SearchTips -- Web Page Dialog

Keyword:

All: (Used alone, this option functions the same as advanced keyword search.)

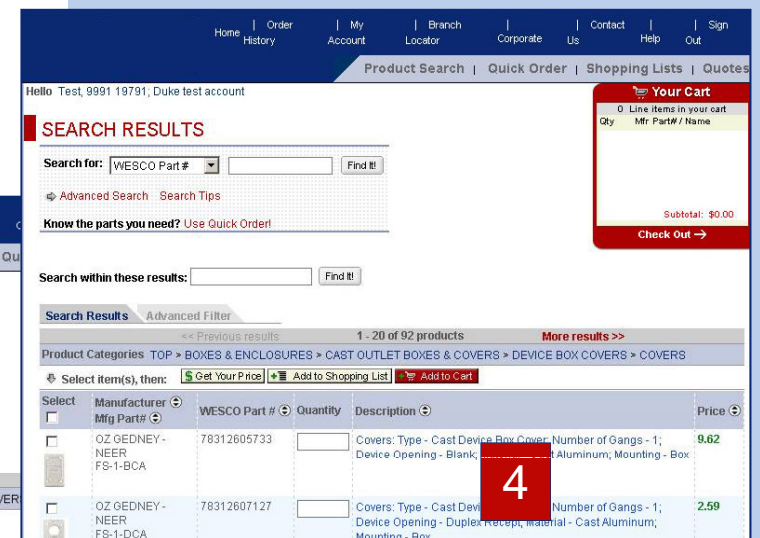
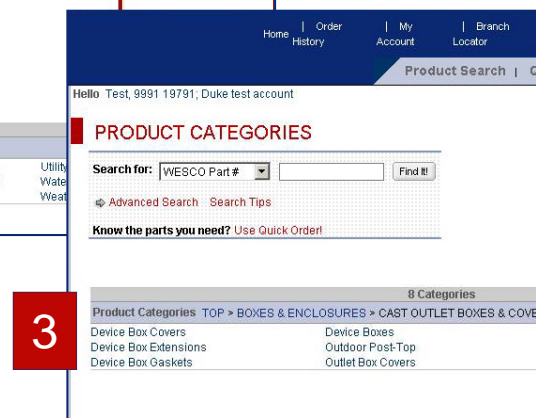
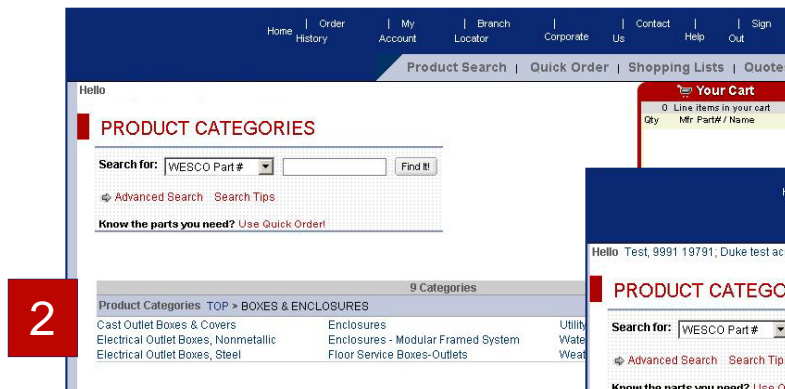
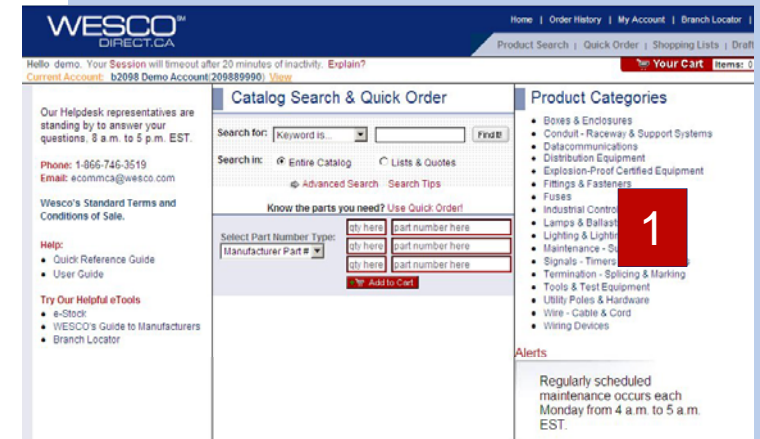
Any: Allows you to do more than one search at a time. Searching for "SFC-FUSE-CAB NDNF1-WH" (mfg part #'s with a space in between) gives a listing for both parts.

Exact phrase: Searching for "ballast voltage - 120" provides listings for ballasts of 120 volts. With the any option, results would also include listings with the word "ballast", or the word "voltage", or even "120" anywhere in its description. With the all option, results would include listings with "ballast," "voltage," and "120," but not necessarily in the desired order.

Catalog Search: Category Drill-Down

To use Category Drill-down

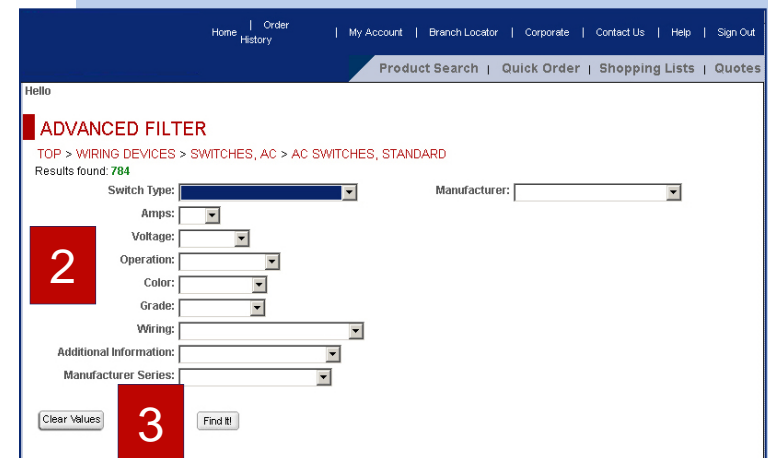
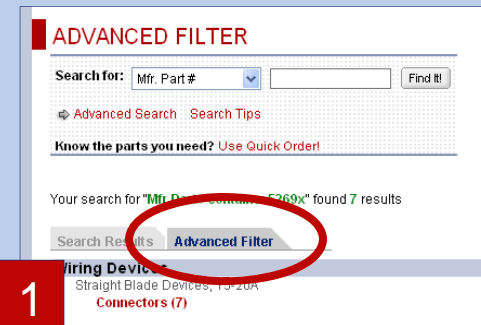
1. Click on a product category.
2. Click on a product subcategory.
3. Click on a product type.
4. Results will be displayed.



Advanced Filter

Advanced Filter allows you to further refine your search by specific product attributes

1. There may be one or more sub-categories of items (red text). Click on the one that most closely matches the product you are searching for.
2. Each of the product attributes has a drop-down menu with specific characteristics. Select as many attributes as appropriate and the list will be further refined.
3. Click on "Find it" to obtain results.



Quick Order

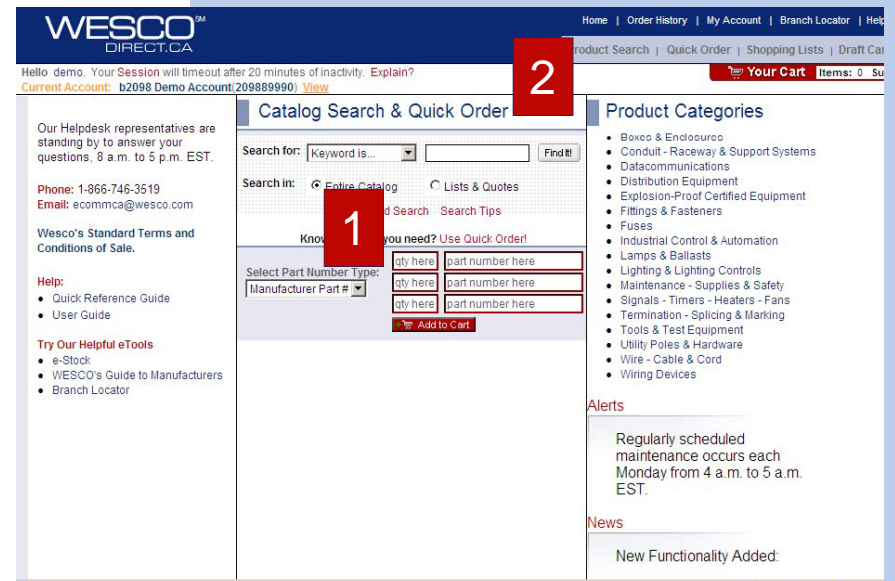
If you already know the part numbers of the items that you want to purchase, use the Quick Order Entry.

You can:

1. Access a condensed version of Quick Order from the Home Page

-OR-

2. Click on the Quick Order tab for a larger view.



Quick Order

To use Quick Order

1. Click on arrow of “Search For” field.
2. Click in blank “Item” field to enter item information.
3. Click in blank “Qty” field to enter quantity.
4. Click in “Req Date” to enter delivery date requirements.
5. Click in “Comments” blank to enter comments if appropriate.
6. Click on “Add More Lines” to add more lines to the form if necessary.

The screenshot shows the WESCODirect.ca Quick Order interface. At the top, there is a navigation bar with links: Home, Order History, My Account, Branch Locator, Corporate, Contact Us, Help, and Sign Out. Below this is a sub-navigation bar with links: Product Search, Quick Order, Shopping Lists, and Quotes. The main content area is titled "Hello" and "QUICK ORDER". It features a search bar with a dropdown menu labeled "WESCO Part #" and a "Find It!" button. Below the search bar are links for "Advanced Search" and "Search Tips", and a note: "Know the parts you need? Use Quick Order!". A section for entering item information includes a "Part" field with a dropdown menu labeled "Manufacturer Part #". Below this is a table with columns: Line, Item, Qty, Req Date (MM/DD/YYYY), Comments, Message, and Delete. The table has 7 rows. Callout 1 points to the search bar dropdown. Callout 2 points to the "Item" column. Callout 3 points to the "Qty" column. Callout 4 points to the "Req Date" column. Callout 5 points to the "Comments" column. Callout 6 points to the "Add More Lines" button. A "Your Cart" sidebar on the right shows 2 line items in the cart: SFC-FUSE-CAB, BUSSMANN, SGG0915, and DULMISON, with a subtotal of \$345.83 and a "Check Out" button.

Shopping List

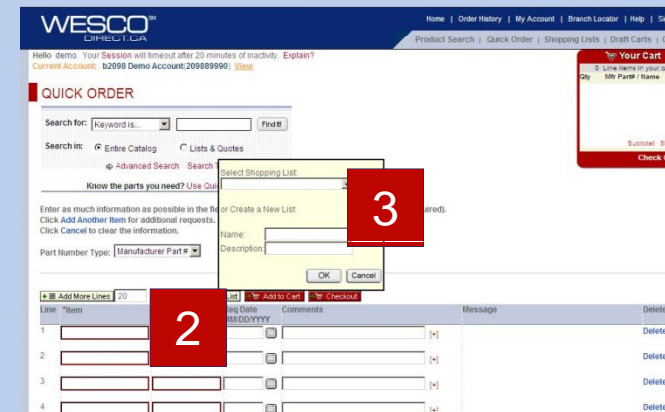
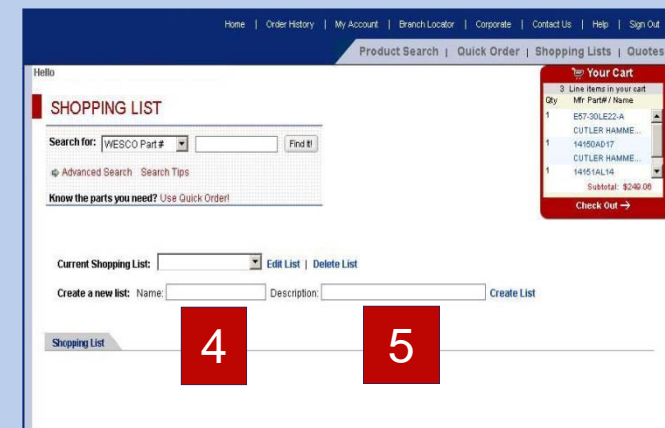
Save your frequently ordered items in a Shopping List to save time

If you are already on the “Product Detail” screen proceed to step 2.

To create a Shopping List

Method I – On the Fly

1. Click the box next to the item you wish to buy.
2. Click on “Add to Shopping List” button.
3. In the “Shopping List Picker” dialog box that appears click on “Add New” to create a new shopping list.
4. Click in the blank “Name” field to enter a name for the Shopping List.
5. Click in the blank “Description” field to enter description information.
6. Click on “Save” to save Shopping List information.



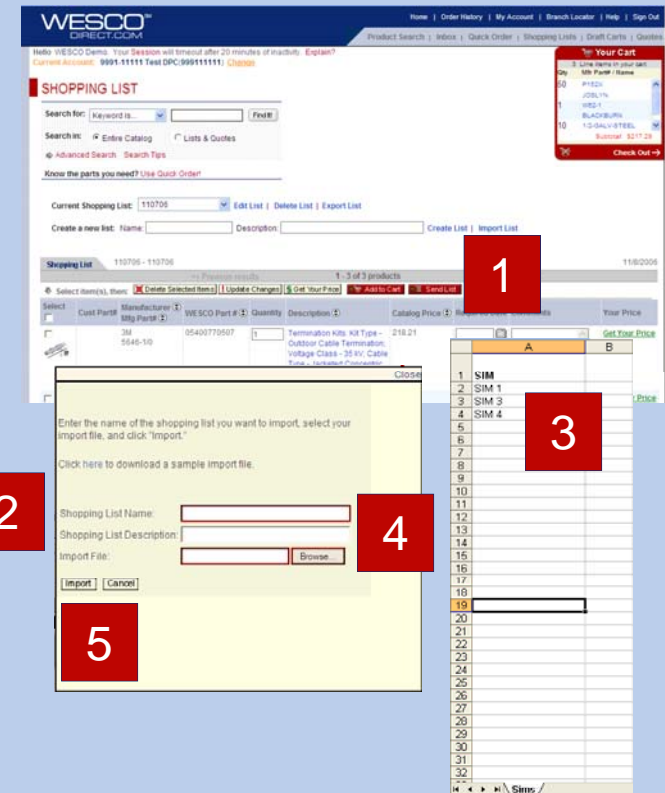
Shopping List

Method II – Using Quick Order

1. Enter items on Quick Order screen as described previously.
2. Click on “Add to Shopping List” button.
3. Create a name and optional description in the shopping list dialog box.

Method III – Using Import Shopping List Function

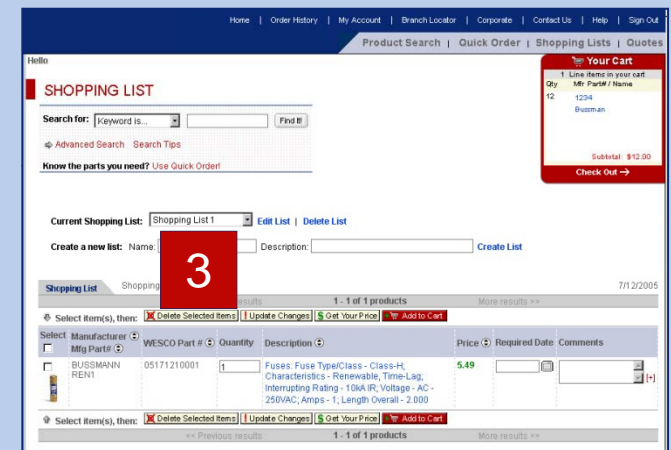
1. From the Shopping List page, click the [Import List](#) link.
2. Download an inventory template from the Import Shopping List dialog box.
3. Enter all SIM's to be imported, and save the spreadsheet.
4. Name the Shopping List, provide a description (optional), and use the Browse button to navigate to the location in which you saved the list in step #3.
5. Press the “Import” button.



Shopping List

To add an item to an existing Shopping List

1. Click the box next to the item you wish to buy.
2. Click on “Add to Shopping List” button.
3. Click the drop-down arrow of the “Current Shopping List” field to view all Shopping Lists.
4. Highlight the appropriate list name.
5. Click “OK” to add the item to the Shopping List.

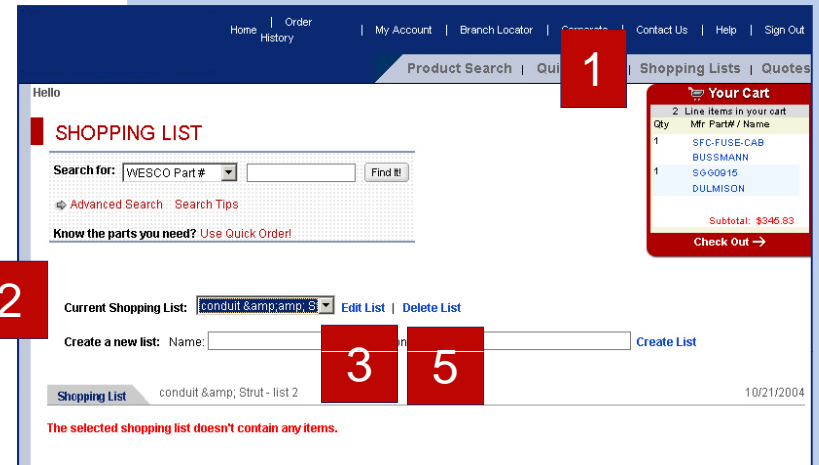


Shopping List

Use the Shopping List Screen to speed up your next order, edit your lists for future use, or to view what is currently on your list.

To View a Shopping List

1. Click on “Shopping List” on gray menu bar.
2. Highlight the Shopping List name to select and view that list.
3. Click on “Edit” to make changes to the Shopping List.
4. Click on “Update Changes” to update the Shopping List.
5. Click on “Delete” to delete the Shopping List.
6. To “Add to Cart” click on box next to the item to select it.



Shopping Cart

Hold the items you want to purchase in your Shopping Cart.

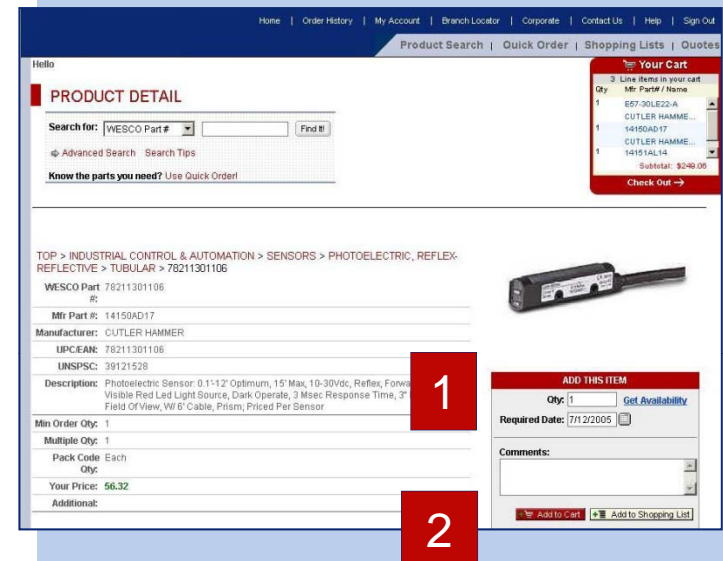
To add items to the Shopping Cart

1. Enter order quantity information in the blank “Quantity” field next to the item you wish to order
2. Click on “Add to Cart” to add item(s) to cart

You will receive a confirmation message once items are added to cart.

To delete items in the “Shopping Cart”

1. Click on “Clear Cart” on the “Shopping Cart” screen
2. Click on “OK” when asked if you are sure you want to delete the “Shopping Cart”



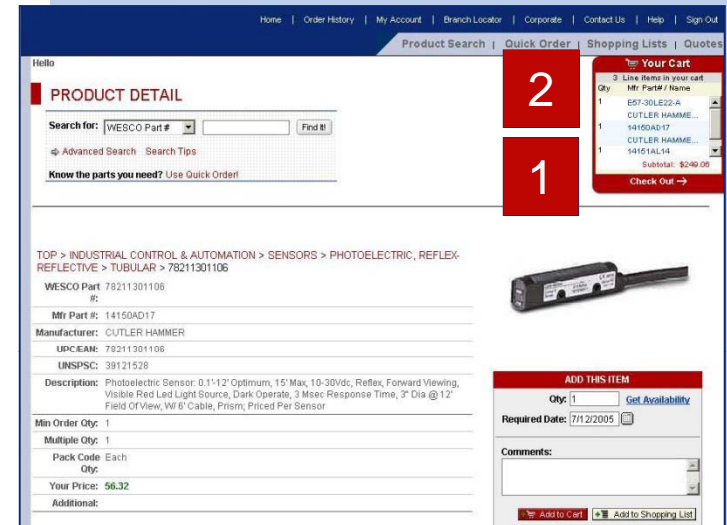
Shopping Cart

There are two ways to review items in your Shopping Cart

1. View the “Mini-Cart” in the upper right-hand corner of the home page for a preview of the items in the “Shopping Cart.”
2. Click on the “Manufacturer Part #” and “Name” to view the “Product Detail” screen

-Or-

Click on “Your Cart” to view the details of the items in the “Shopping Cart”



Shopping Cart

Use the “Draft Cart” when you want to hold an order to be completed at a later time. This feature allows you to work on multiple orders at one time.

To “Save” a “Draft Cart”

1. Click on “Save to Draft Cart” in the Shopping Cart screen to save the current Draft Cart.
2. The cart will be saved under a default Draft Cart name—“DraftCart#(Date).”
3. Click on “Edit” to rename the Draft Cart.
4. Click on “Save” to save with new name.

View Saved Draft Carts

5. Click on “Draft Cart” tab to view all saved Draft Carts.
6. Click on the drop-down arrow in the “Draft Cart” field.
7. Highlight the Draft Cart name to select the Draft Cart you wish to view.
8. Click on “Add to Active Cart” to move items from the Draft Cart to the Active Cart.
9. The Active Cart screen will be displayed.

Checkout

To Use “Checkout”

1. Click on “Checkout” to get Shipping/Payment form.

To Complete “Payment Method” Section

2. Click on drop-down arrow of “Payment Method” field. Highlight payment method choice to select it.
3. Click in blank “Charge Code” field to enter information if applicable.
4. Click in blank “PO/Ref #” field to enter information if applicable.
5. Click on drop-down arrow to show “Shipping Method” choices. Highlight “Shipping Method” choice to select it.
6. Click on drop-down arrow to show “Shipping Address” choices. Highlight “Shipping Address” choice to select it.

Home | Order History | My Account | Branch Locator | Corporate | Us | Contact | Help | Sign Out

Product Search | Quick Order | Shopping Lists | Quotes

Hello **Your Cart** Items: 1 SubTotal: \$5.49

SHOPPING CART

① Cart Summary ② Shipping/Payment ③ Processed

Active Cart Draft Cart

Click [Checkout](#) to continue processing your order. [Click here](#) to update highlighted prices.

1 [Checkout](#) [Clear Cart](#)

Cart Summary
Account #: 1546-60000

[Save to Draft Cart](#) [Continue Shopping](#) [Update Changes](#) [Get Your Price](#) [Add to Shopping List](#)

• Please note that prices of products in your order have been updated.

1. Fuses: Fuse Type/Class - Class-H, Characteristics - Renewable, Time-Lag, Interrupting Rating - 10kA IR, Voltage - AC - 250VAC, Amps - 1, Length Overall - 2.000	Qty: 1 Date Req/Avail: 7/13/2005 Comments: (+)	Extended Price: \$5.49 USD Your Price: \$5.49 USD
--	--	--

Mr. Part#: REN1
WESCO Part #: 05171210001
Manufacturer: BUSSMANN

[Remove Item](#)
[Check price/availability](#)

*(Subtotal excludes Shipping, Taxes and Non-Catalog Items) *Cart Subtotal: \$5.49 USD

[Save to Draft Cart](#) [Continue Shopping](#) [Update Changes](#) [Get Your Price](#) [Add to Shopping List](#)

Home | Order History | My Account | Branch Locator | Corporate | Us | Contact | Help | Sign Out

Product Search | Inbox | Quick Order | Shopping Lists | Quotes

Hello **Your Cart** Items: 20 SubTotal: \$141.86

SHIPPING/PAYMENT

① Cart Summary ② Shipping/Payment ③ Processed

[Back to Cart](#) [Finish!](#)

Payment and Shipping Information
Account #: 9991-19791

Payment Method: [another test](#) [Add new](#) | [Edit](#)

Charge Code:

PO/Ref #:

Shipping Method: [Wesco Delivery](#) [Add New](#) | [Edit](#)

Shipping Address: [ginaOctTest](#) [Add New](#) | [Edit](#)

Delivery Point/Location:

Bill to:
Test Company-Duke
123 Main Test
Pittsburgh, PA 15219
US
Email: gferrarraccio@wescodist.com

Ship to:
Test Company-Duke
123 Main Test
Pittsburgh, PA 15219
US

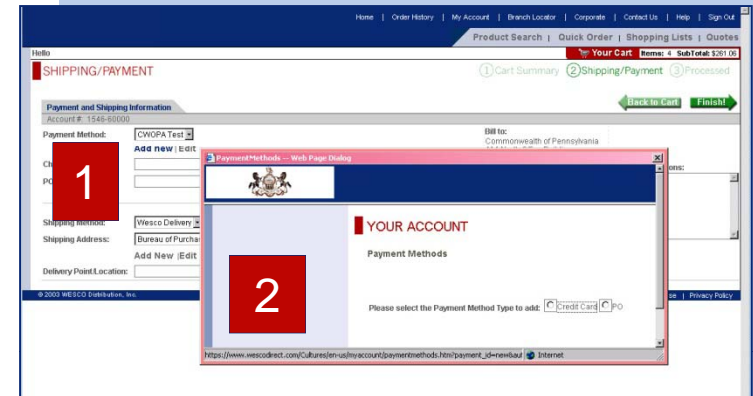
Special Instructions:

© 2003 WESCO Distribution, Inc. Terms of Use | Privacy Policy

Checkout (Continued)

To Add New / Edit Payment Information

1. Click on “Add New” under “Payment Method.”
2. Click on “Credit Card” or “PO” to enter or edit payment method
3. Click in field(s) to edit or enter information



YOUR ACCOUNT

Payment Methods

Please select the Payment Method Type to add: ☒ Credit Card ☐ PO

After editing your information, click the "Save" button. **Asterisks** indicate required fields.

*Credit Card Name:

*Name on Card:

*Card Number:

*Card Type:

*Expires: /

Default Payment Method: ☒ Yes ☐ No

*Billing Address:

*Description:

*Address 1:

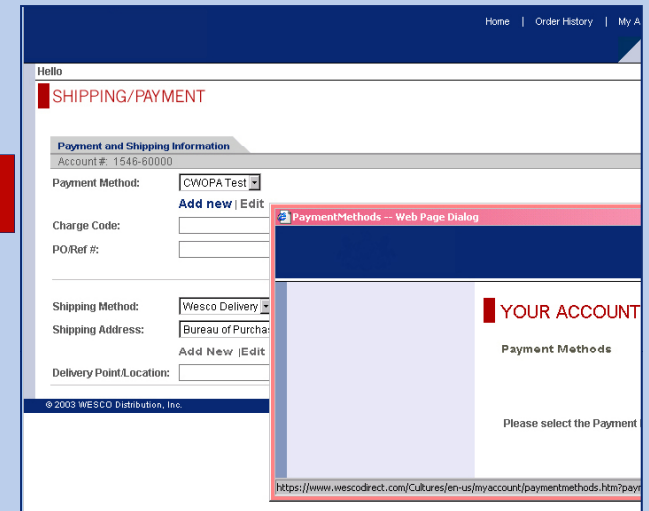
Checkout (Continued)

To Add a New Shipping Address or Edit Existing

1. Click on “Add New” or “Edit” as appropriate.
2. Click in blank “Add New” shipping address fields to enter or edit information
3. Click on “Yes” option of “Default Address” to make default address
4. Click on “Save” to save address

To Use “Delivery Point Location”

5. Click in blank “Delivery Point Location” field to enter delivery point location information



1

SHIPPING/PAYMENT

Payment and Shipping Information

Account #: 1548-60000

Payment Method: **Add new | Edit**

Charge Code:

PO/Ref #:

Shipping Method:

Shipping Address: **Add New | Edit**

Delivery Point/Location:

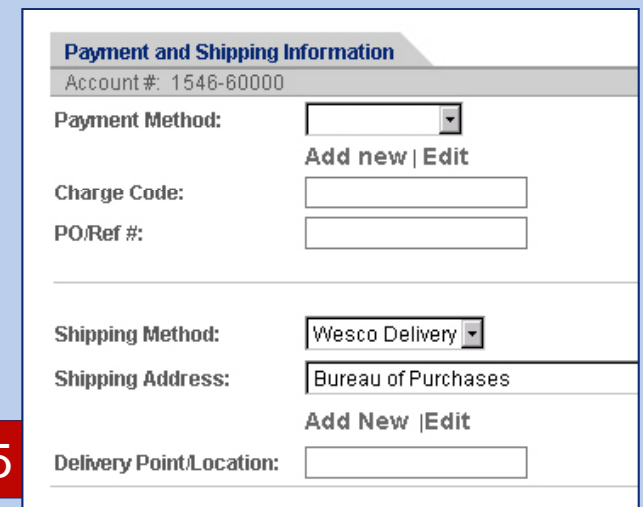
© 2003 WESCO Distribution, Inc.

YOUR ACCOUNT

Payment Methods

Please select the Payment

<https://www.wescodirect.com/Cultures/en-us/myaccount/paymentmethods.htm?pay>



5

Payment and Shipping Information

Account #: 1548-60000

Payment Method: **Add new | Edit**

Charge Code:

PO/Ref #:

Shipping Method:

Shipping Address: **Add New | Edit**

Delivery Point/Location:

Checkout (Continued)

To Use “Special Instructions”

1. Click in blank “Special Instructions” field to enter special instruction information

To “Finish”

2. Click on “Finish” once all applicable fields are complete
3. Click on “Print This Page” to print hard copy for record keeping
4. You will also receive an email confirmation

Home | Order History | My Account | Branch Locator | Corporate Us | Contact | Help | Sign Out

Product Search | Inbox | Quick Order | Shopping Lists | Quotes

Hello **Your Cart** Items: 20 SubTotal: \$141.86

SHIPPING/PAYMENT ① Cart Summary ② Shipping/Payment ③ Processed

[Back to Cart](#) [Finish!](#)

Payment and Shipping Information

Account #: 9991-19791

Payment Method: Bill to: Test Company-Duke
123 Main Test
Pittsburgh, PA 15219
US

Charge Code: Special Instructions:

PO/Ref #: Email: gferraccio@wescodist.com

Shipping Method: Ship to: Test Company-Duke
123 Main Test
Pittsburgh, PA 15219
US

Shipping Address: Add New | Edit

Delivery Point Location:

© 2003 WESCO Distribution, Inc. Terms of Use | Privacy Policy

Home | Order History | My Account | Branch Locator | Corporate Us | Contact | Help | Sign Out

Product Search | Quick Order | Shopping Lists | Quotes

Hello **ORDER PROCESSED** ① Cart Summary ② Shipping/Payment ③ Processed

This order has been acknowledged per the terms and conditions of WESCO Distribution, Inc.

[Print this page](#)

Cart Review

Account #: 1546-60000

Thank you for your order! Your Confirmation Number is **8662**

Ship To: Commonwealth of Pennsylvania
Billing Address: Commonwealth of Pennsylvania
414 North Office Building
Ordered By: Test Demo
PO/Ref#: 8662

Order Confirmation - WESCO Distribution, Inc. Order Total: \$5.70 USD

Order #	Date Ordered	PO/Ref #	Qty	Date Req/Avail	Comments	Extended Price	Last Price
1	07/13/2005	05171279684	1	07/13/2005		\$5.70 USD	\$5.70 USD

Mr. Part#: SARE-11
WESCO Part #: 05171279684
Manufacturer: BUSSEMAN
Cust Part#:

Payment Method: Billing Address: Test Company-Duke
123 Main Test
Pittsburgh, PA 15219
US

Ordered By: Jane Smith Ship To: Test Company-Duke
123 Main Test
Pittsburgh, PA 15219
US

Requested Ship Method: Wesco Delivery

Qty: 12
Date Req/Avail: 07/13/2005
Comments: --- 1234 Quote Item:
Quote ID# 20 --- 10
Amp fuse

Extended Price: \$12.00 USD
Your Price: \$1.00 USD

Subtotal: \$12.00 USD
Shipping: \$0.00 USD
*Total: \$12.00 USD

*Appropriate tax and shipping charges will be applied

Home | Order History | My Account | Branch Locator | Corporate Us | Contact | Help | Sign Out

Product Search | Quick Order | Shopping Lists | Quotes

Hello **ORDER PROCESSED** ① Cart Summary ② Shipping/Payment ③ Processed

This order has been acknowledged per the terms and conditions of WESCO Distribution, Inc.

[Print this page](#)

Cart Review

Account #: 1546-60000

Thank you for your order! Your Confirmation Number is **8662**

Ship To: Commonwealth of Pennsylvania
Billing Address: Commonwealth of Pennsylvania
414 North Office Building
Ordered By: Test Demo
PO/Ref#: 8662

Order Confirmation - WESCO Distribution, Inc. Order Total: \$5.70 USD

Order #	Date Ordered	PO/Ref #	Qty	Date Req/Avail	Comments	Extended Price	Last Price
1	07/13/2005	05171279684	1	07/13/2005		\$5.70 USD	\$5.70 USD

Mr. Part#: SARE-11
WESCO Part #: 05171279684
Manufacturer: BUSSEMAN
Cust Part#:

Payment Method: Billing Address: Test Company-Duke
123 Main Test
Pittsburgh, PA 15219
US

Ordered By: Jane Smith Ship To: Test Company-Duke
123 Main Test
Pittsburgh, PA 15219
US

Requested Ship Method: Wesco Delivery

Qty: 12
Date Req/Avail: 07/13/2005
Comments: --- 1234 Quote Item:
Quote ID# 20 --- 10
Amp fuse

Extended Price: \$12.00 USD
Your Price: \$1.00 USD

Subtotal: \$12.00 USD
Shipping: \$0.00 USD
*Total: \$12.00 USD

*Appropriate tax and shipping charges will be applied

Quote Functionality

The “Quote” feature allows you to submit a free-form Request for Quote for items that are either not currently available online or could not be found in a product search.

Your RFQ is sent to the appropriate WESCO Sales Contact(s).

Once the quote is finalized, you will receive an email notification. At that time, you may retrieve the quote.

The screenshot displays the WESCO Direct website interface. At the top, there is a navigation bar with links: Home, Order History, My Account, Branch Locator, Corporate, Contact Us, Help, and Sign Out. Below this is a secondary navigation bar with links: Product Search, Quick Order, Shopping Lists, and Quotes. The main content area is titled 'QUOTE REQUEST' and includes a search bar with a 'Find It!' button. Below the search bar, there are links for 'Advanced Search' and 'Search Tips', and a note: 'Know the parts you need? Use Quick Order!'. A 'Current Quote' dropdown menu is set to 'Final #20 - Gina's Quote'. Below this, there is a 'Create a new quote' section with fields for 'Name' and 'Description', and a 'Create Quote' button. A link 'Learn more about Request for Quote' is also present. The user information section shows: *Customer Name: Test Demo, *Phone Number: 4124544871, *Zip Code: 17125. A red banner indicates: '** This Quote expires on 8/6/2005'. Below this, a 'Quote' summary shows: Name: Gina's Quote, Created: 7/6/2005, Status: Final, and Quote #: 20 - 1 total items. An 'Add to Cart' button is visible. A table lists the items in the quote:

Select	Part #	SIM #	Part # Type	Manufacturer	*Qty (ea)	*Required Date	*Description	*Price (ea)	Comments
<input type="checkbox"/>	1234	132	Mfr Part #	Bussman	12	7/7/2005	10 Amp fuse	1.00	ster test

At the bottom of the table, it says: Quote #: 20 - 1 total items. The footer includes: © 2005 WESCO Distribution, Inc. and links for Terms of Use and Privacy Policy.

Quote Functionality

To create a new “Quote”

1. Click on “Quotes”
2. Click in blank Name field to enter “Quote” name
3. Click in blank Description field to enter “Quote” description
4. Click on “Create Quote”
5. Click in the blank Part # field to enter part number
6. Click on drop-down arrow of “Part # Type” box to select Part # Type
7. Click in blank Manufacturer field to enter manufacturer information
8. Click in blank Quantity field to enter quantity
9. Click in the blank Required Date field to enter date information
10. Click in the blank Description field to enter description information

Click on “Request Quote” when all of the “Quote” information has been entered. The Quote status will be listed as pending.

The screenshot shows the 'QUOTE REQUEST' form in the WESCO Direct.ca system. Red numbered callouts (1-10) are placed over the form fields to indicate the sequence of steps for creating a new quote. The form includes a search bar, a 'Create a new quote' section with fields for Name, Description, Part #, Part # Type, Manufacturer, Quantity, Required Date, and Description, and a table for adding items to the quote. The status of the quote is shown as 'Final'.

Part #	Qty	Part # Type	Manufacturer	Required Date	Description	Price (ex)	Comments
1234	132	Mfr Part #	Bussman	12	7/7/2005	10 Amp fuse	1.00

Please note that once the quote is finalized by the branch, you may only purchase the exact quantity for which you submitted the quote

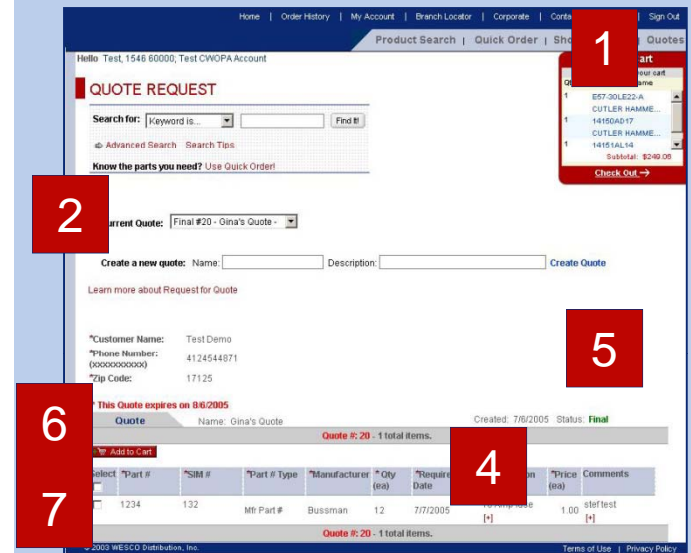
Quote Functionality

To view a finalized “Quote”

1. Click on “Quotes.”
2. Click on drop-down arrow of the “Current Quote” field.
3. Highlight a “Quote” name to select it.
4. The “Quote” will appear with a price assigned to the items.
5. Please note that the Quote status will be listed as final.
6. Click the check box (in the Select column) next to the item(s) to add them to the Shopping Cart.
7. Click on Add to Cart to add item(s) to Shopping Cart.

Please note that if the item does not have a check-box next to it, the item cannot be supplied by WESCO.

If you wish to purchase additional quantities or items after the quote has been finalized, please submit a new quote.

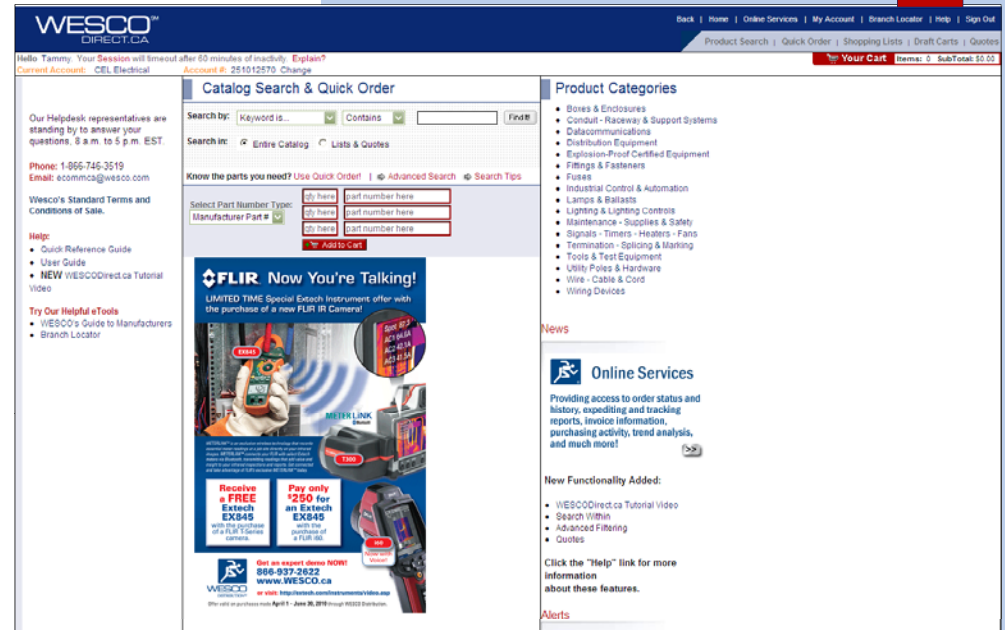


Help

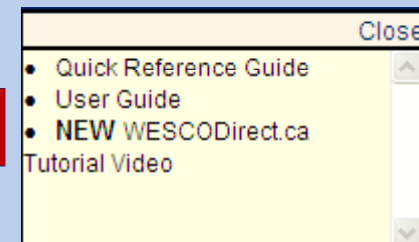
1

To Use Help

1. Click on “Help” to view help options
2. Click on the appropriate link to view the Quick Reference Guide, User Guide, or video tutorial.



2



Helpdesk hours: 8AM-5PM EST
ecommhd@wescodist.com

Phone: 866-746-3519

Fax: 412-454-2539