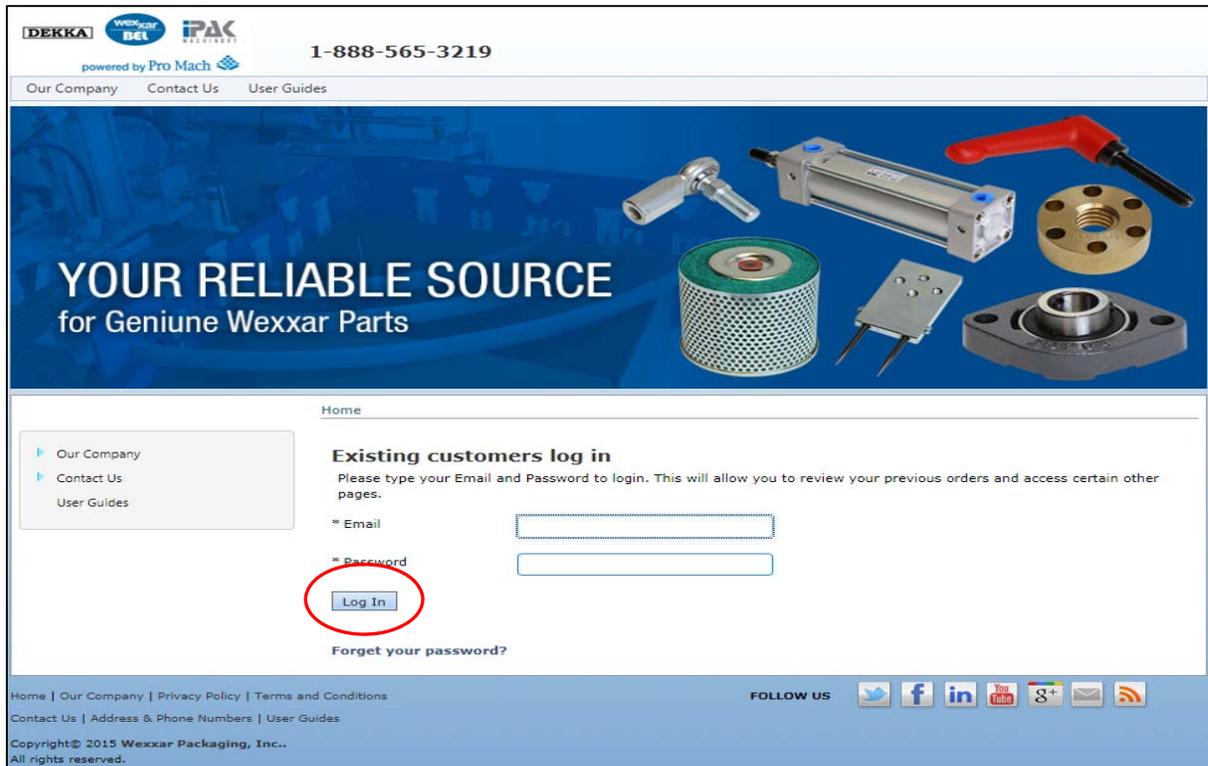


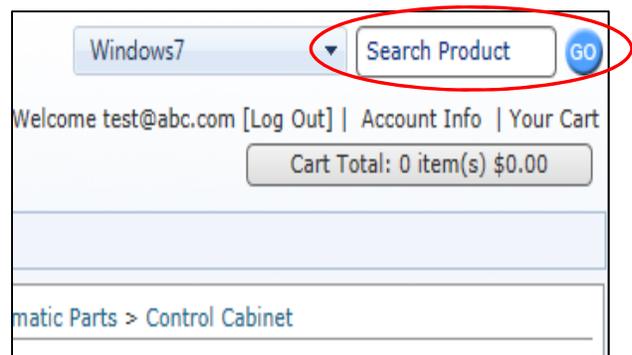
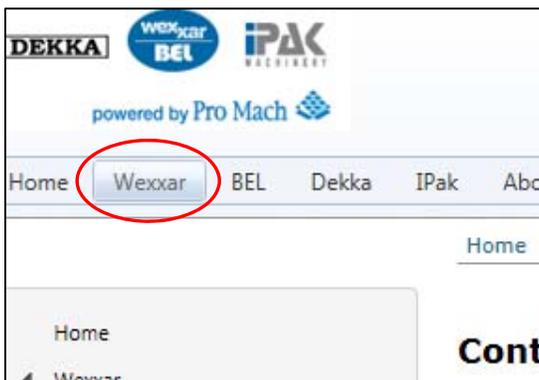
## Procedure for Wexxar iShop Parts Ordering Process

### Place an order using website catalog ordering:

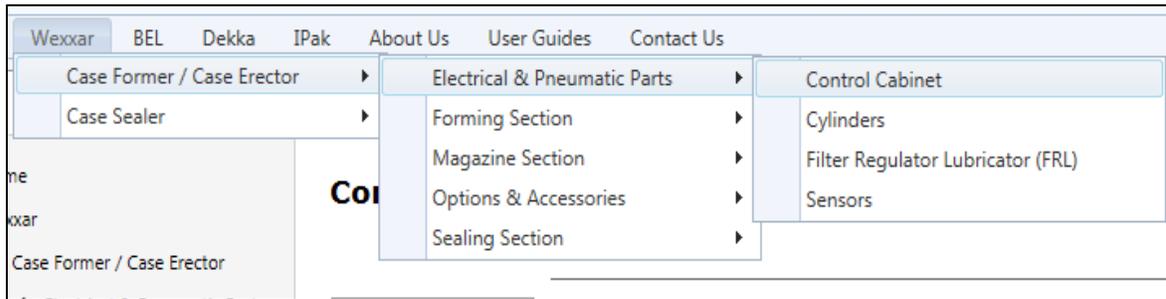
1. Go to the Wexxar iShop Parts homepage (<https://parts.promachinc.com/wexxar/publicstore/default.aspx>), then enter your Email and Password provided by Administrator, and press the “Log In” button.



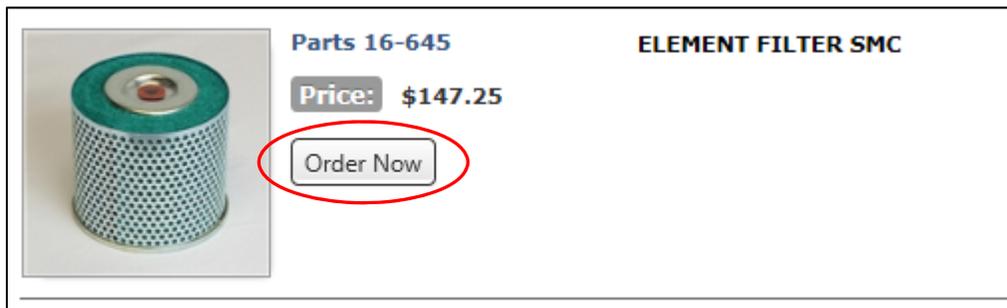
2. Go to the parts menu heading. Alternatively use the search box to search for the item using the part number or item description then skip to step 4.



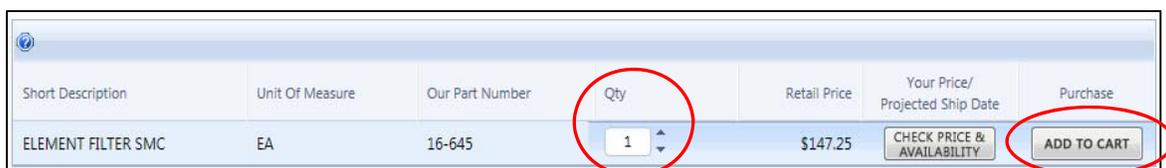
3. Select the category of the machine you are searching for; either Case Former / Case Erector, or Case Sealer, etc..... Then, select the sub-category (Forming Section, Magazine Section, etc....) for the specific parts you are searching for, Control Cabinet, Cylinders, Sensors, etc...



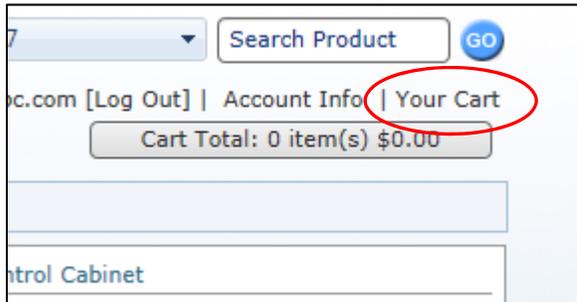
4. Find the part you are looking for, based on the part number, image or description provided, then click “Order Now” to begin the ordering process.



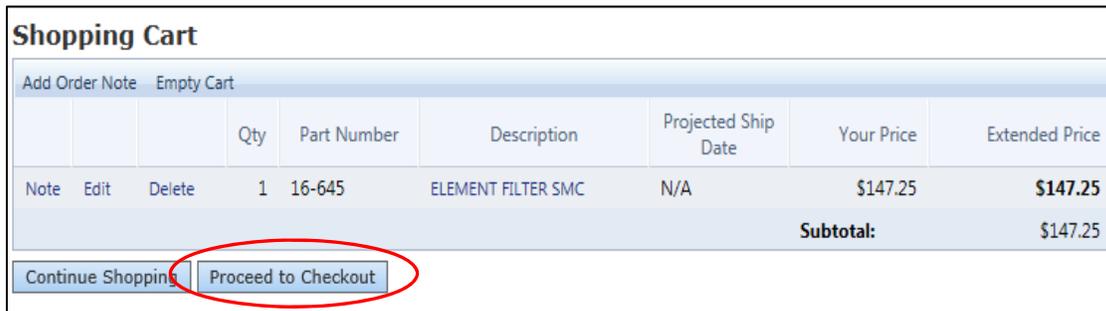
5. Select the quantity of the part you would like to order, and then click the button “ADD TO CART” to add the item to your cart.



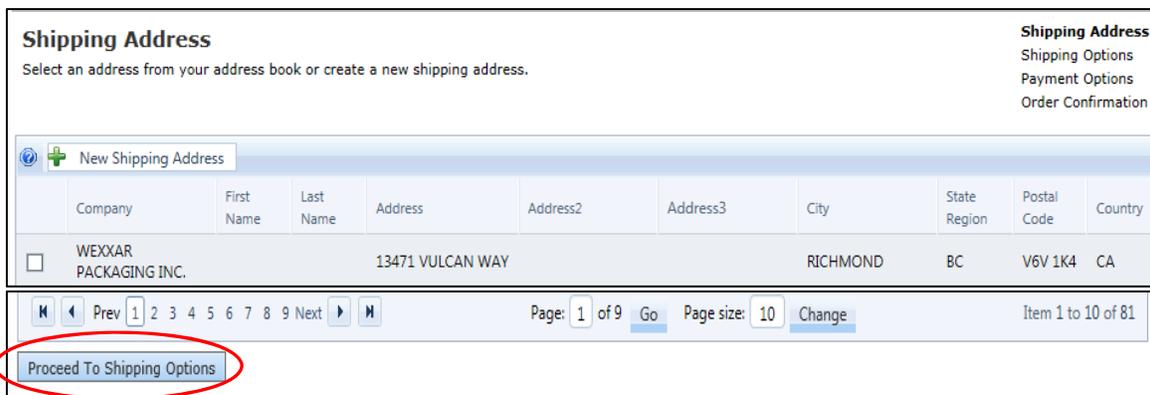
6. Go to the “Your Cart” link to edit your order, search for additional parts for your order.



7. Press the “Proceed to Checkout” button to finalize your order.



8. On the shipping address page you can either select an existing shipping address or enter a new shipping address and press the “Proceed to Shipping Options” button.



9. Select the Shipping Options you would like to use, then click “Next” button to the next step.

**Shipping Options**

Shipping to WEXXAR PACKAGING INC., 13471 VULCAN WAY, RICHMOND, BC, CA , V6V 1K4

**Shipping Options: (\*\* Fedex Prepaid and Add only \*\*)**

\* - Your actual freight charge will be calculated at time of shipment and invoiced accordingly.

FEDEX ECONOMY INTL

FEDEX PRIORITY OVERNIGHT INTL

<< Back   Next

10. At the Payment Options, your have to fill in your Email Address and PO Number for the checkout process. Optional, you may upload a PO document with your order.

**Payment Options**

\* **Email Address:**

We will notify you about the status of your order using this email address.

**Payment Options:**

Purchase Order

\* PO Number:

You may upload a PO with your order:

<< Back   Next

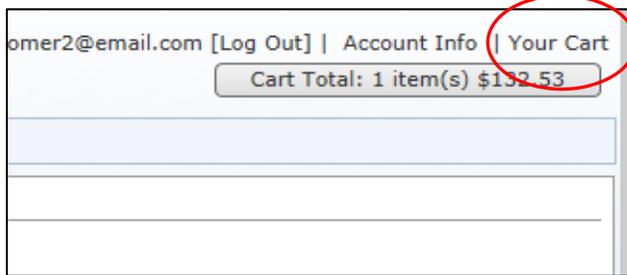
11. Confirm the information on the order confirmation screen before finalizing the order. If everything fine, then read and agree the Terms and Conditions by clicking the box. After that, the Place Order button will be available for you to click.

Order Confirmation			Shipping Address
<b>Order email:</b> customer2@email.com			Shipping Options
			Payment Options
			<b>Order Confirmation</b>
<b>Bill to:</b> WEXXAR PACKAGING INC. 13471 VULCAN WAY RICHMOND, BC V6V 1K4 CA 604-930-9368 (fax)		<b>Ship to:</b> WEXXAR PACKAGING INC. 13471 VULCAN WAY RICHMOND, BC V6V 1K4 CA 604-930-9368 (fax)	
<b>Your Payment Information:</b> Method: Purchase Order PO Number: PO1234		<b>Shipping Method:</b> Ground Shipping	
<b>Qty</b>	<b>Our Part #/Your Part #</b>	<b>Items Ordered</b>	<b>Price</b>
1	16-645/16-645	ELEMENT FILTER SMC	\$132.53
			Subtotal: \$132.53
			Taxes: \$16.29
			Additional Charges: \$0.00
			Est. Shipping & Handling: \$7.65
			<b>TOTAL: \$156.47</b>
<input type="button" value=" &lt;&lt; Back"/>	<input type="button" value=" Place Order"/>	<input checked="" type="checkbox"/> I agree to the: Terms and Conditions	

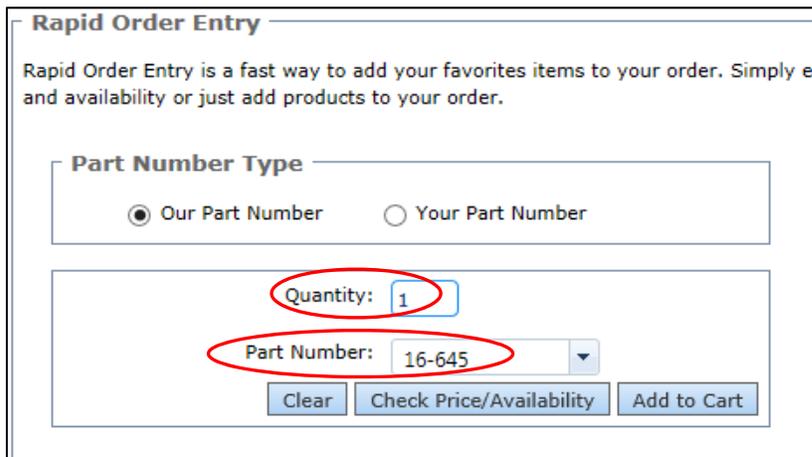
\*\*\* Limitations – If part of your order is unavailable in the online catalog, please place your entire order through our parts department (1-888-565-3219 or [parts@wexxar.com](mailto:parts@wexxar.com)) with a new PO.

## Place an order using part numbers with Rapid Order Entry:

1. Go to the "Your Cart" link.

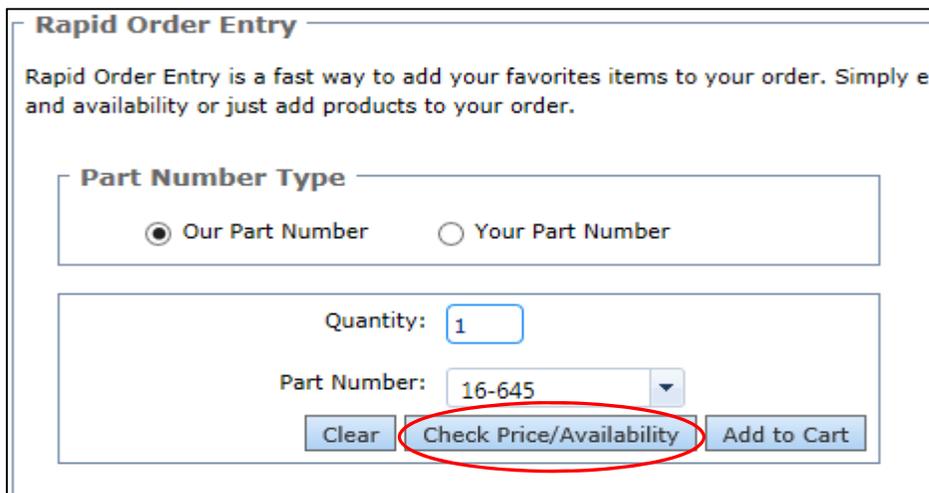


2. Under the Rapid Order Entry section, you can set up an order by using the Part Number. Enter the quantity of the part you would like to order at the "Quantity" field, and then enter the part number in the "Part Number" field.



A screenshot of the 'Rapid Order Entry' form. The form title is 'Rapid Order Entry'. Below the title is a descriptive sentence: 'Rapid Order Entry is a fast way to add your favorites items to your order. Simply enter the part number and availability or just add products to your order.' Underneath is a 'Part Number Type' section with two radio buttons: 'Our Part Number' (selected) and 'Your Part Number'. Below that are two input fields: 'Quantity' with the value '1' and 'Part Number' with the value '16-645'. Both fields are circled in red. At the bottom are three buttons: 'Clear', 'Check Price/Availability', and 'Add to Cart'.

3. Press the "Check Price/Availability" button to check availability, projected ship date and price.



A screenshot of the 'Rapid Order Entry' form, identical to the previous one. The 'Quantity' field contains '1' and the 'Part Number' field contains '16-645'. The 'Check Price/Availability' button is circled in red.

4. The Price and Availability will show on the right hand side. Either Press the “Add to Cart” button to select the item, or press the “Clear” button to search for a different item.

**Rapid Order Entry**

Rapid Order Entry is a fast way to add your favorites items to your order. Simply enter the quantity, part number and shipping date into the form. You can check price and availability or just add products to your order.

**Part Number Type**

Our Part Number     Your Part Number

Quantity:

Part Number:

**Price and Availability**

**Description:**        **Parts 16-645**  
**ELEMENT FILTER SMC**

Your Price:            \$147.25

Extended Price:      \$147.25

Projected Ship Date:   N/A

5. Press the “Proceed to Checkout” button to finalize your order.

**Shopping Cart**

Add Order Note    Empty Cart

			Qty	Part Number	Description	Projected Ship Date	Your Price	Extended Price
Note	Edit	Delete	1	16-645	ELEMENT FILTER SMC	N/A	\$147.25	<b>\$147.25</b>
							<b>Subtotal:</b>	\$147.25

6. On the shipping address page you can either select an existing shipping address or enter a new shipping address and press the “Proceed to Shipping Options” button.

**Shipping Address**

Select an address from your address book or create a new shipping address.

**Shipping Address**  
Shipping Options  
Payment Options  
Order Confirmation

New Shipping Address

Company	First Name	Last Name	Address	Address2	Address3	City	State Region	Postal Code	Country
<input type="checkbox"/> WEXXAR PACKAGING INC.			13471 VULCAN WAY			RICHMOND	BC	V6V 1K4	CA

Page: 1 of 9    Go    Page size: 10    Change    Item 1 to 10 of 81

7. Select the Shipping Options you would like to use, then click “Next” button to the next step.

**Shipping Options**

Shipping to WEXXAR PACKAGING INC., 13471 VULCAN WAY, RICHMOND, BC, CA , V6V 1K4

**Shipping Options: (\*\* Fedex Prepaid and Add only \*\*)**

\* - Your actual freight charge will be calculated at time of shipment and invoiced accordingly.

FEDEX ECONOMY INTL

FEDEX PRIORITY OVERNIGHT INTL

<< Back   Next

8. At the Payment Options, your have to fill in your Email Address and PO Number for the checkout process. Optional, you may upload a PO document with your order.

**Payment Options**

\* **Email Address:**

We will notify you about the status of your order using this email address.

Payment Options:

Purchase Order

\* PO Number:

You may upload a PO with your order:

<< Back   Next

9. Confirm the information on the order confirmation screen before finalizing the order. If everything fine, then read and agree the Terms and Conditions by clicking the box. After that, the Place Order button will be available for you to click.

Order Confirmation			Shipping Address
<b>Order email:</b> customer2@email.com			Shipping Options
			Payment Options
			<b>Order Confirmation</b>
<b>Bill to:</b> WEXXAR PACKAGING INC. 13471 VULCAN WAY RICHMOND, BC V6V 1K4 CA 604-930-9368 (fax)		<b>Ship to:</b> WEXXAR PACKAGING INC. 13471 VULCAN WAY RICHMOND, BC V6V 1K4 CA 604-930-9368 (fax)	
<b>Your Payment Information:</b> Method: Purchase Order PO Number: PO1234		<b>Shipping Method:</b> Ground Shipping	
<b>Qty</b>	<b>Our Part #/Your Part #</b>	<b>Items Ordered</b>	<b>Price</b>
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			Additional Charges: \$0.00
			Est. Shipping & Handling: \$7.65
			<b>TOTAL: \$156.47</b>
<input type="button" value=" &lt;&lt; Back"/>	<input type="button" value=" Place Order"/>	<input checked="" type="checkbox"/> I agree to the: Terms and Conditions	

\*\*\* Limitations – If part of your order is unavailable in the online catalog, please place your entire order through our parts department (1-888-565-3219 or [parts@wexxar.com](mailto:parts@wexxar.com)) with a new PO.