## **Procedure for Wexxar iShop Parts Ordering Process**

## Place an order using website catalog ordering:

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

Our Company Contact Us	User Guides
YOUR RI for Geniune V	ELIABLE SOURCE Vexxar Parts
	Home
Our Company     Contact Us     User Guides	Home  Existing customers log in Please type your Email and Password to login. This will allow you to review your previous orders and access certain other pages.  * Email  Password  og In Forget your password?

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.

WEXXAR BEL' 1-	Windows7    Search Product   Welcome test@abc.com [Log Out]   Account Info   Your Cart
Our Company Wexxar BEL Dekka	Cart Total: 0 item(s) \$0.00
	matic Parts > Control Cabinet

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...

Wexxar BEL Dekka	IPak A	bout Us User Guides Contact	Us	-
Case Former / Case Erector	r 🕨 🕨	Electrical & Pneumatic Parts		Control Cabinet
Case Sealer	•	Forming Section	►	Cylinders
me		Magazine Section	►	Filter Regulator Lubricator (FRL)
Coi		Options & Accessories	•	Sensors
oxar		Sealing Section	►	
Case Former / Case Erector				

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.

Parts 16-645	ELEMENT FILTER SMC
Price: \$147.25	
Order Now	
]	

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.

0						
Short Description	Unit Of Measure	Our Part Number	Qty	Retail Price	Your Price/ Projected Ship Date	Purchase
ELEMENT FILTER SMC	EA	16-645	1 \$	\$147.25	CHECK PRICE & AVAILABILITY	ADD TO CART

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

7 🔹 Search Product 💿	
c.com [Log Out]   Account Info   Your Cart	>
Cart Total: 0 item(s) \$0.00	
itrol Cabinet	

7. Press the "Proceed to Checkout" button to finalize your order.

Shop	oping	Cart						
Add O	rder Note	e Empty C	art					
			Qty	Part Number	Description	Projected Ship Date	Your Price	Extended Price
Note	Edit	Delete	1	16-645	ELEMENT FILTER SMC	N/A	\$147.25	\$147.25
							Subtotal:	\$147.25
Conti	nue Sho	ppin <b>g</b> F	Proceed	to Checkout	)			

8. On the shipping address page you can select a shipping address from your address book and press the "Proceed to Shipping Options" button.

Ship Select	oping Addre a shipping addres	CSS is from your ad	dress book l	pelow.					Shipping Shipping ( Payment ( Order Sun	Address Options Options nmary
0										
	Company	First Name	Last Name	Address	Address2	Address3	City	State Region	Postal Code	Country
	WEXXAR PACKAGING INC			13471 VULCAN WAY			RICHMOND	BC	V6V 1K4	CA
K	Prev 1 2 3	4 5 6 7 8	9 Next 🕨	н	Page: 1 of 9	Go Page size: 1	0 Change		Item	1 to 10

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: customer2@email.com	
We will notify you about the status of your order u	using this email address.
Payment Options:	
Purchase Order	
* PO Number:	P01234 ×
You may upload a PO with your order:	Upload PO Document
< 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 Confirmat Order email: customer	<b>ion</b> 2@email.com			Shipping Address Shipping Options Payment Options <b>Order Confirmation</b>
Bill to: WEXXAR PACKAGING IN 13471 VULCAN WAY RIC CA 604-930-9368 (fax)	C. HMOND, BC V6V 1K4	Ship to: WEXXAR PACKAGING INC. 13471 VULCAN WAY RICH CA 604-930-9368 (fax)	10ND, BC V6V 1K4	
Your Payment Inform Method: Purchase Order PO Number: PO1234	ation:	Shipping Method: Ground Shipping		
Qty	Our Part #/Your Part #	Items Ordered		Price
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
< Back Place Order	I agree to the: Terms and Conditions		TOTAL:	\$156.47

\*\*\* 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 <u>parts@wexxar.com</u>) with a new PO.

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

1. Go to the "Your Cart" link.

$\frown$
omer2@email.com [Log Out]   Account Info   Your Cart Cart Total: 1 item(s) \$132.53

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.

Rapid Order Entry
Rapid Order Entry is a fast way to add your favorites items to your order. Simply e and availability or just add products to your order.
Part Number Type
Our Part Number O Your Part Number
Quantity: 1
Part Number: 16-645
Clear Check Price/Availability Add to Cart

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

Rapid Order Entry					
Rapid Order Entry is a fast way to add your favorites items to your order. Simply er and availability or just add products to your order.					
Part Number Type					
Our Part Number O Your Part Number					
Quantity: 1					
Part Number: 16-645					
Clear Check Price/Availability Add to Cart					

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.

apid Order Entry oid Order Entry is a fast way to add your favorites items to your order. Simply enter the I availability or just add products to your order.	quantity, part number and shipping da	te into the form. You can check pric
Part Number Type	┌ Price and Availa	bility
Our Part Number     O Your Part Number	Description:	Parts 16-645 ELEMENT FILTER SMC
Quantity: 1 Part Number: 16-645 Clear Check Price/Availability Add to Cart	Your Price: Extended Price: Projected Ship Date:	\$147.25 \$147.25 N/A

5. Press the "Proceed to Checkout" button to finalize your order.

Shop	Shopping Cart								
Add O	rder Note	e Empty C	art						
			Qty	Part Number	Description	Projected Ship Date	Your Price	Extended Price	
Note	Edit	Delete	1	16-645	ELEMENT FILTER SMC	N/A	\$147.25	\$147.25	
							Subtotal:	\$147.25	
Conti	Continue Shopping Proceed to Checkout								

6. On the shipping address page you can select a shipping address from your address book and press the "Proceed to Shipping Options" button.

Ship Select	oping Address a shipping address fr	<b>5</b> rom your ad	dress book t	elow.					Shipping Shipping Payment Order Sur	Address Options Options nmary
0										
	Company	First Name	Last Name	Address	Address2	Address3	City	State Region	Postal Code	Country
	WEXXAR PACKAGING INC.			13471 VULCAN WAY			RICHMOND	BC	V6V 1K4	CA
K	Image:         Image: <thimage:< th=""> <thimage:< th=""> <thimage:< td="" th<=""></thimage:<></thimage:<></thimage:<>									
Procee	ed To Shipping Option	ns								

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: customer2@email.com	
We will notify you about the status of your order u	using this email address.
Payment Options:	
Purchase Order	
* PO Number:	P01234 ×
You may upload a PO with your order:	Upload PO Document
<< 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 Confirmat	<b>©email.com</b>			Shipping Address Shipping Options Payment Options <b>Order Confirmation</b>
Bill to: WEXXAR PACKAGING INC 13471 VULCAN WAY RICI CA 604-930-9368 (fax)	2. HMOND, BC V6V 1K4	Ship to: WEXXAR PACKAGING INC. 13471 VULCAN WAY RICH CA 604-930-9368 (fax)	MOND, BC V6V 1K4	
Your Payment Informa Method: Purchase Order PO Number: PO1234	ition:	Shipping Method: Ground Shipping		
Oty	Our Part #/Your Part #	Items Ordered		Price
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
< Back Place Order	I agree to the: Terms and Conditions		TOTAL:	\$156.47

\*\*\* 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 <u>parts@wexxar.com</u>) with a new PO.