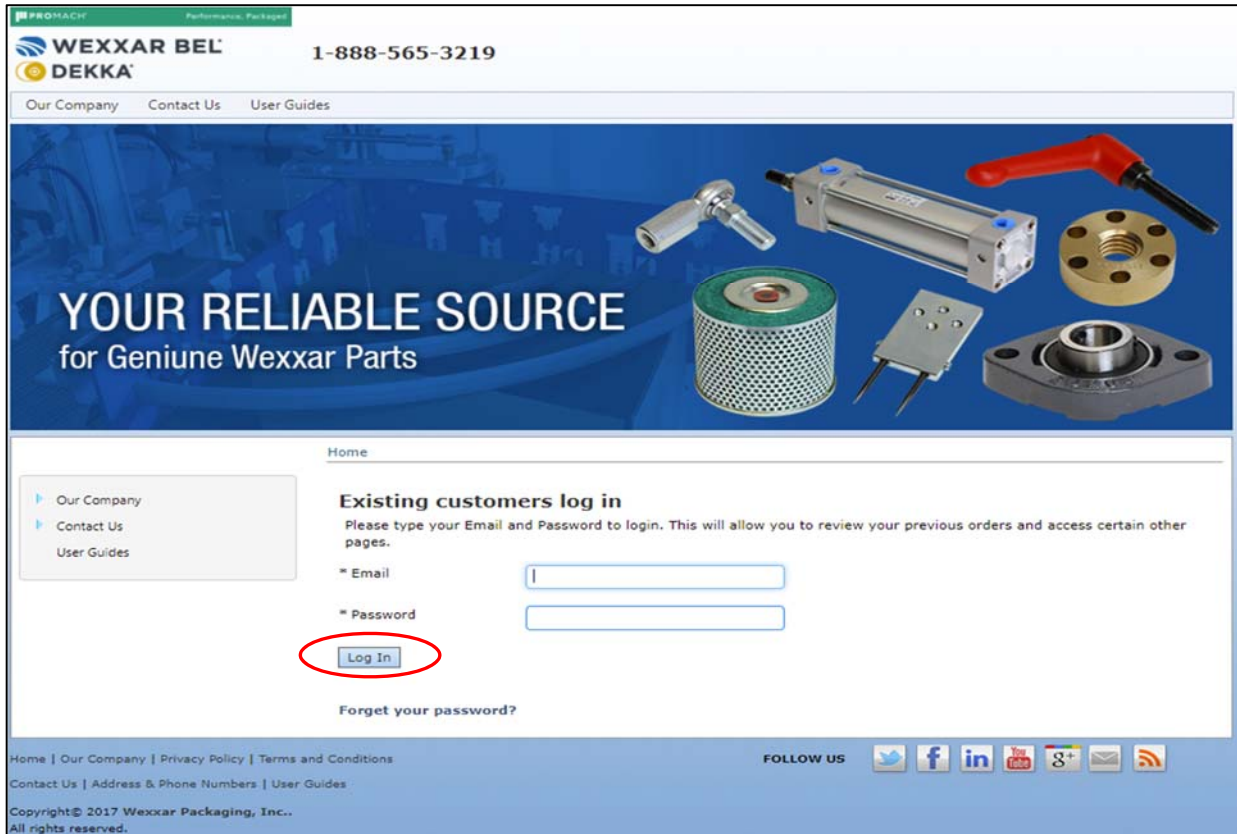
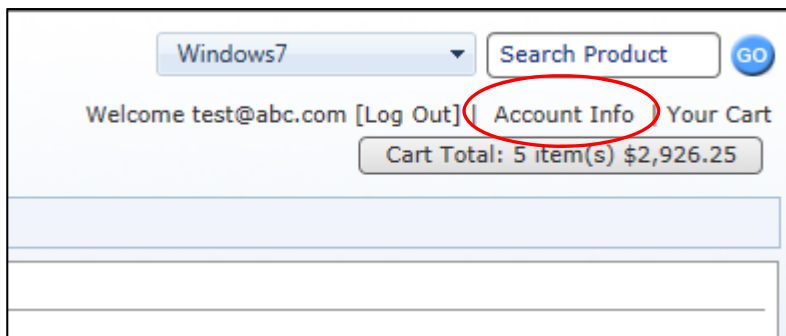


## Procedure for Wexxar iShop Purchase Agents Creation

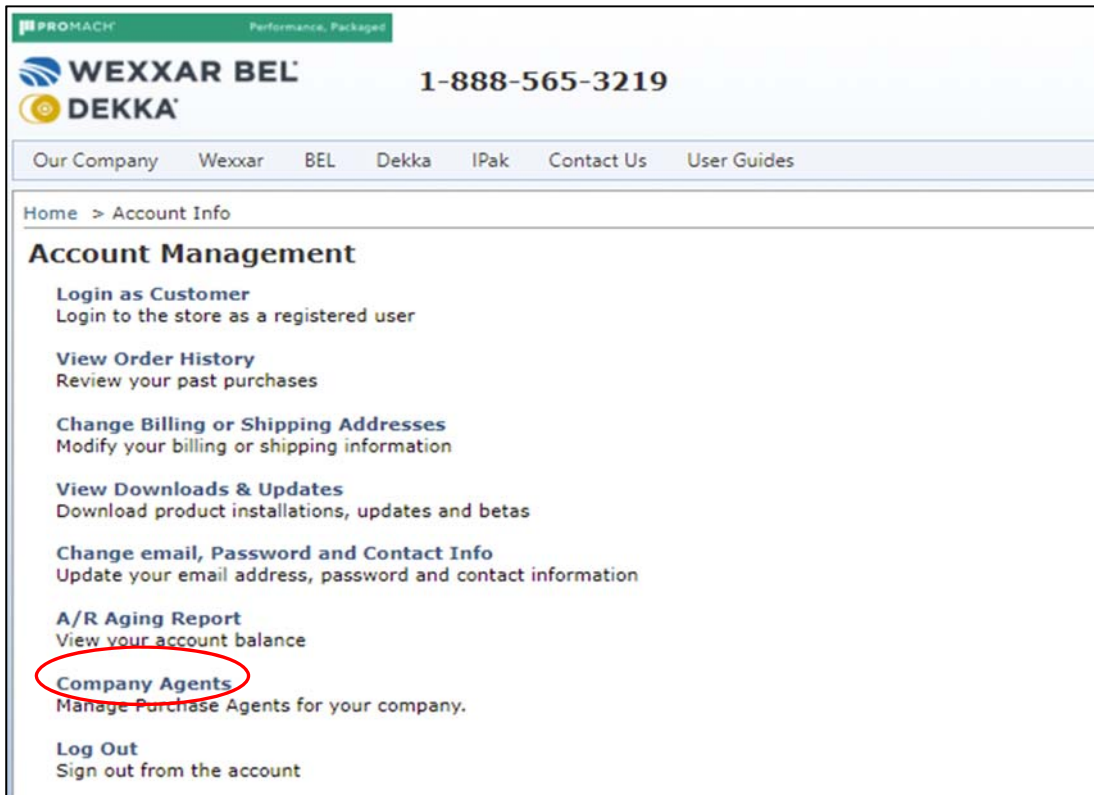
1. Go to the Wexxar iShop Parts homepage (<https://parts.promachinc.com/wexxar/publicstore/default.aspx>) to enter your Email and Password provided by Administrator, and then press the “Log In” button.



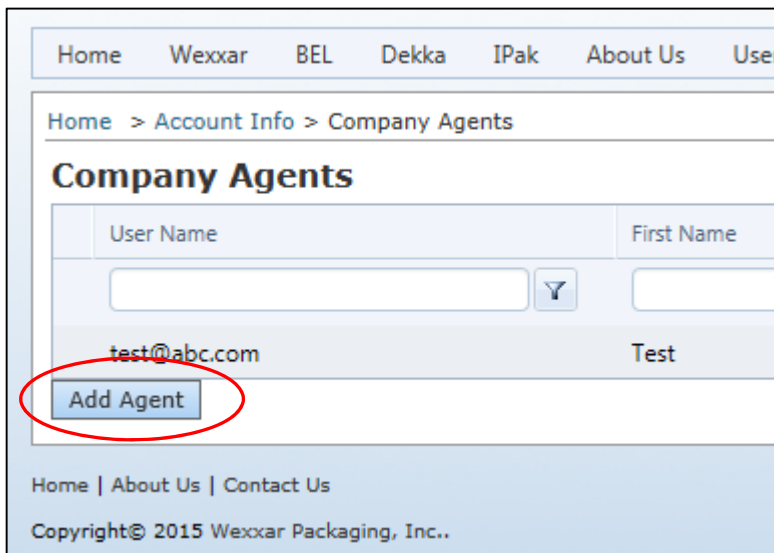
2. Once you login then go to “Account Info”.



- Under Account Management, click on the “Company Agents” link to manage purchase agents for your company.



- Click “Add Agent” button to add the purchase agents.



5. Enter the new purchase agent's Email Address, First and Last Name and select the Purchase Agent Roles that the person will have available (\*\*Hold the Ctrl key down to make multiple role selections). Then, click the Create Agent button to add the new agent.

Guidelines for purchase agent roles:

- Agent Admin – This person is able to perform all of the company agent roles. This person also controls the account permissions of other company agents and is able to enable or disable company agent accounts.
- Maintain Address – This person is able to make changes to the available shipping addresses.
- View All Orders – This person is able to view past orders and new orders that have been placed.
- Place Orders – This person is able to view available parts and place parts orders.
- View A/R Aging – This person is able to view the account balance report
- Customer Portal – This person is able to view selection and prices of parts, but is unable to place an order. (Not available in Wexxar iShop)

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Home > Account Info > Company Agents > Agents

### Create a Purchase Agent for your company

Please enter an email address and name below. After creating the account the Agent will be able to log in:

- A system generated password will be sent to their email address
- When the agent logs in they will be asked to change their password
- The agent will have the permissions that you assign

\* **Email Address:**

\* **First Name:**

\* **Last Name:**

**Purchase Agent Roles:**

(Hold Ctrl key down to make multiple selections)

**Create Agent**

6. On the Company Agents page, you can enable or disable a company agent by clicking on the “Enable/Disable” link. When a company agent is disabled a checkmark appears in the “Disabled” field for that agent.

