

## **Procedure for Wexxar iShop Purchase Agents Creation**

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

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2. Once you login then go to "Account Info".

	Windows7	•	Search Product	
Welco	me test@abc.com	[Log Out]	Account Info	our Cart
		Cart Tota	al: 5 item(s) \$2,92	6.25

3. Under Account Management, click on the "Company Agents" link to manage purchase agents for your company.



4. Click "Add Agent" button to add the purchase agents.

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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 > Compa	ny Agents > Agents
Create a Purchase A	Agent for your company
A system generated passwor     When the agent logs in they     The agent will have the perm     * Email Address:	will be asked to change their password nissions that you assign
* First Name	Wexpel@dek.com
Thist Nume.	wexxar
* Last Name:	Bel
Purchase Agent Roles:	Agent Admin Maintain Address View All Orders Place Orders
(Hold Ctrl key down to make	multiple selections)

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.

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