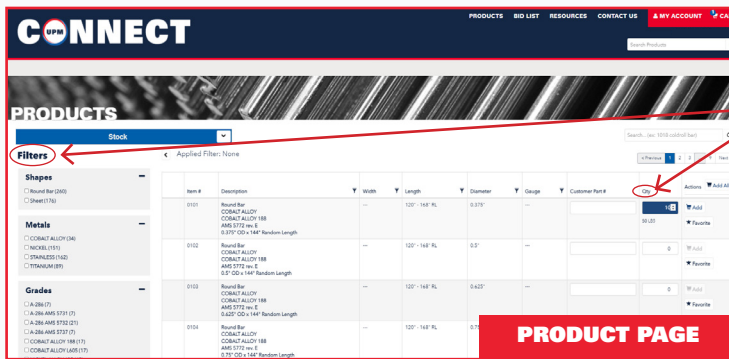
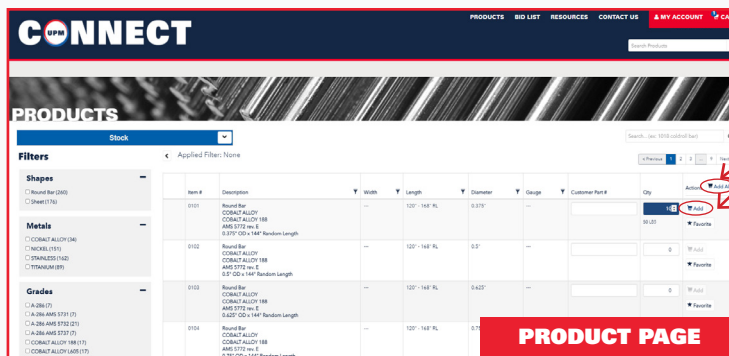


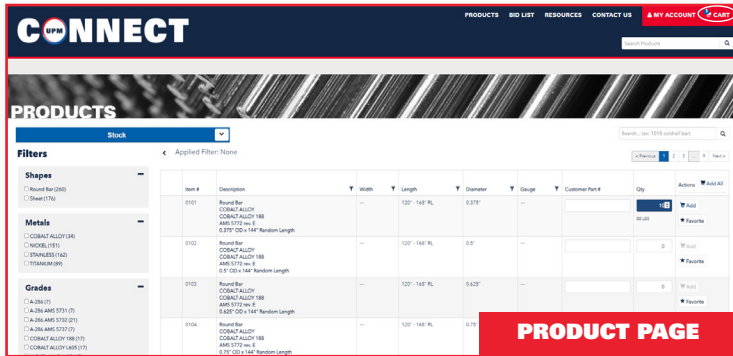
1. Select the **SHOP CONNECT** button located on the dashboard to view products by **Metal Type or Metal Shape** or choose the **PRODUCTS** option from the top menu to view the full list of products available.



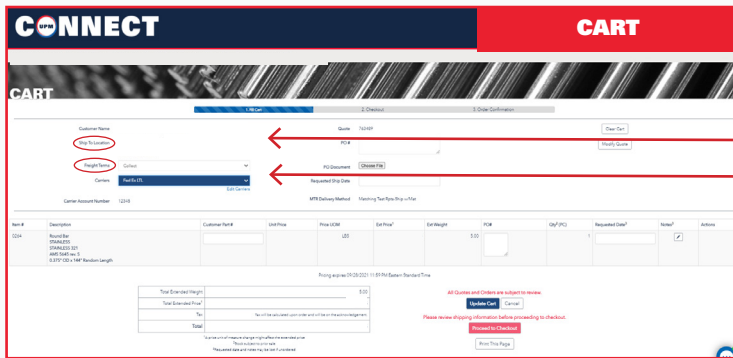
2. Use the filtering options on the left to refine your search. Filter by **shape, metal, grade, and specification**. On a tablet or mobile device these filtering options will be located at the top.
3. Enter the quantity desired.



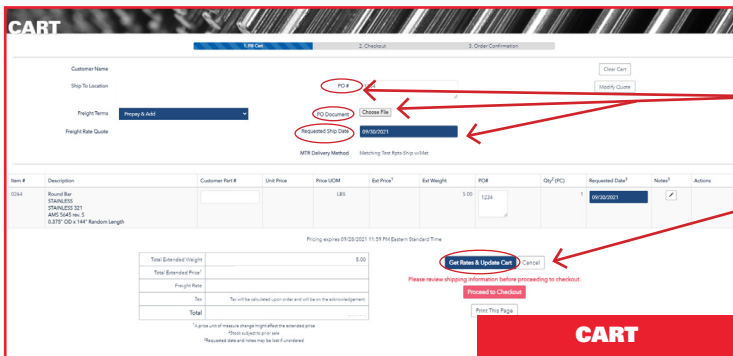
4. Click the **ADD** button to add the selected product to the cart. If multiple products have been selected with quantities entered, click **ADD ALL**.
5. Add additional products by removing filters and selecting **new metal shapes, metals, grades or specifications**.



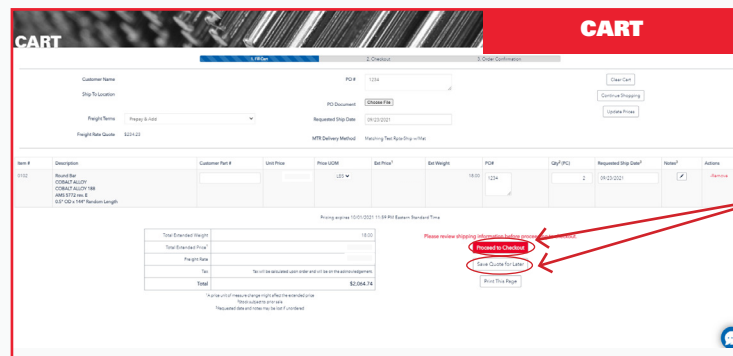
1. To **CHECKOUT** or **SAVE A QUOTE**, click on the **CART** icon located in the top right of the menu.



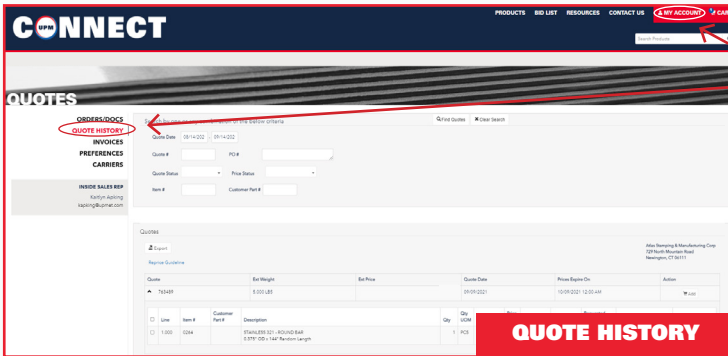
2. To checkout, make sure all information for the **SHIPTO** location is correct, **select freight terms** and **choose your carrier** if needed.



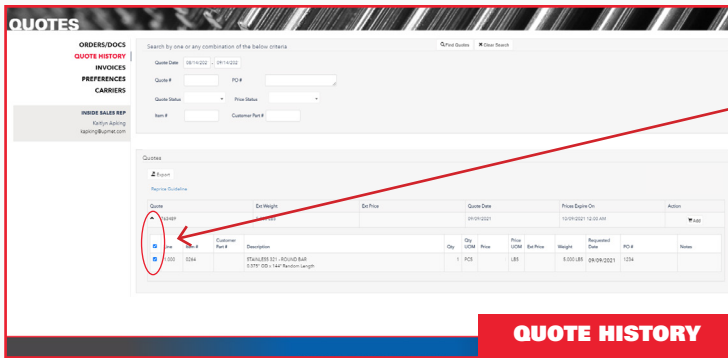
3. From there, enter the **PO number**, **attach PO document**, and **requested ship date**. After complete, click **GET RATES & UPDATE CART** or just **UPDATE CART**.



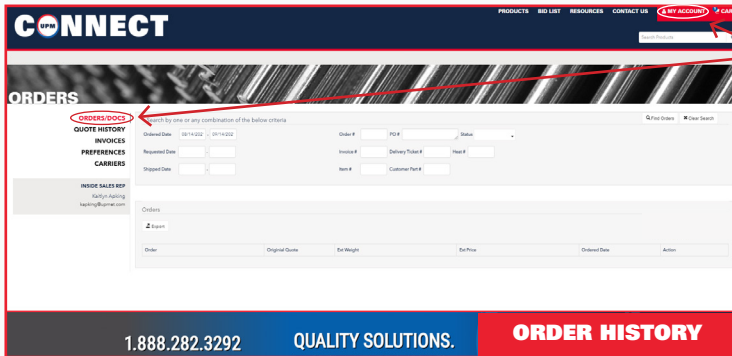
4. You will then have the option to click the **PROCEED TO CHECKOUT** or the **SAVE QUOTE FOR LATER** button. For saved quotes, pricing is valid for 30 business days and is subject to prior sales.



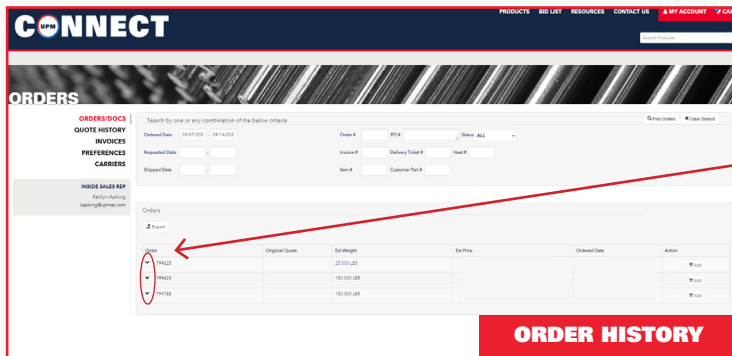
1. From the top menu select **MY ACCOUNT** to go into your user profile. From there select the option **QUOTE HISTORY**.
2. Scroll down to view recent quotes or enter the search criteria in any of available fields listed at the top.



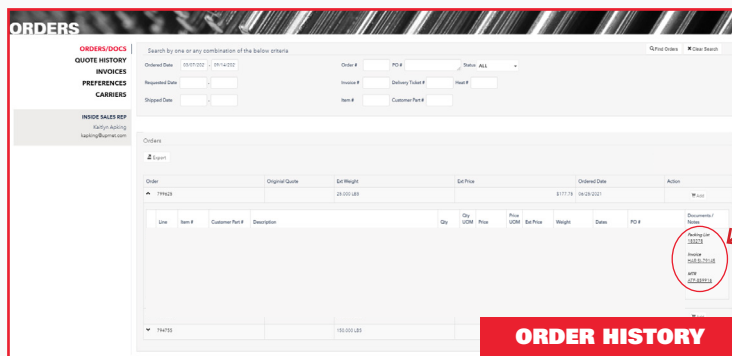
3. Select the drop down arrow to the left of the quote to view the lines of each quote.
4. Select the checkbox next to each line of the order then click the **ADD** button to add the items into your cart.
5. Add additional products by removing filters and selecting new metal shapes, metals, grades or specifications.



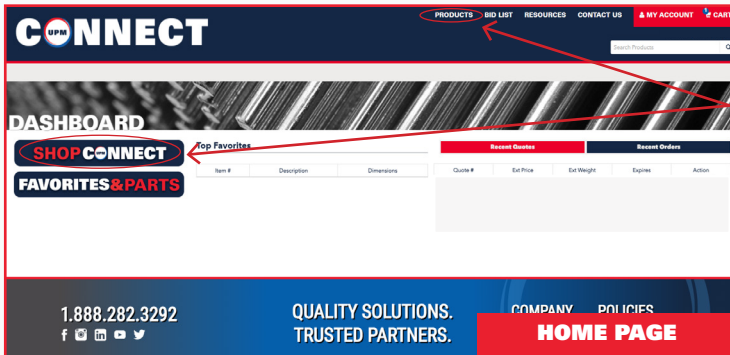
1. From the top menu select **MY ACCOUNT** to go into your user profile. From there select the option **ORDERS/DOCS**.
2. Scroll down to view recent orders or enter the search criteria in any of available fields listed at the top.



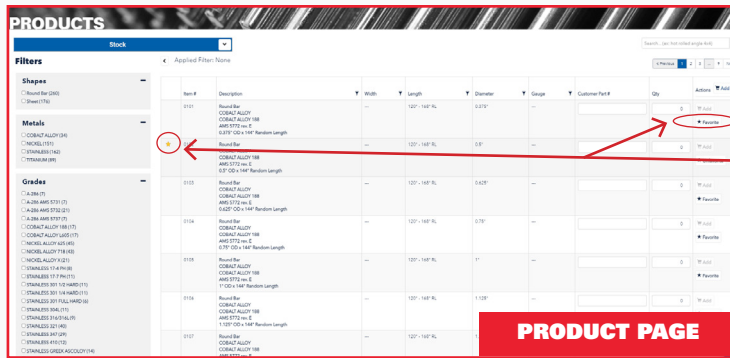
3. Select the drop down arrow to the left of the order number to view order details and all relevant documents.



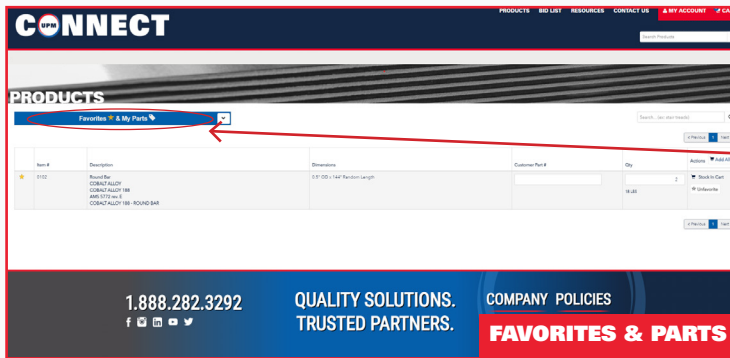
4. In the far right hand column you can see the packing slip, invoice and MTR for the order selected. Click the link to view each document. From there you can also print them as PDF's.



1. Select the **SHOP CONNECT** button located on the dashboard to view products by **Metal Type** or **Metal Shape** or choose the **PRODUCTS** option from the top menu to view the full list of products available.



2. From here, choose the one that you would like to **FAVORITE** by selecting the **FAVORITE** button in the right hand column of the product.



3. To view all favorites for easy ordering click the **STOCK** drop down arrow and choose **FAVORITES AND MY PARTS** from the list. From there you will be able to see all of your favorites and parts that have been saved to your profile.