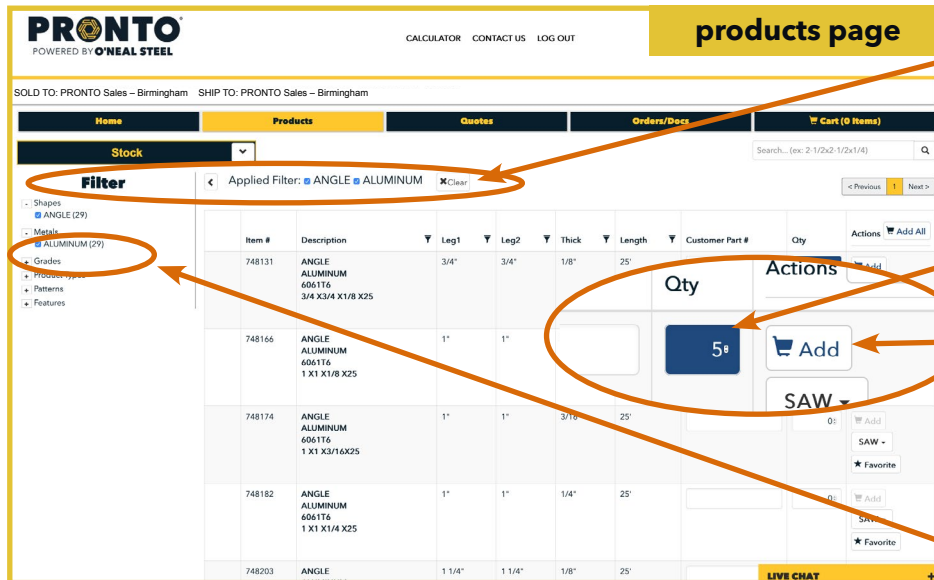


1. Search for products by **Metal Type** or **Shape** (Home tab)

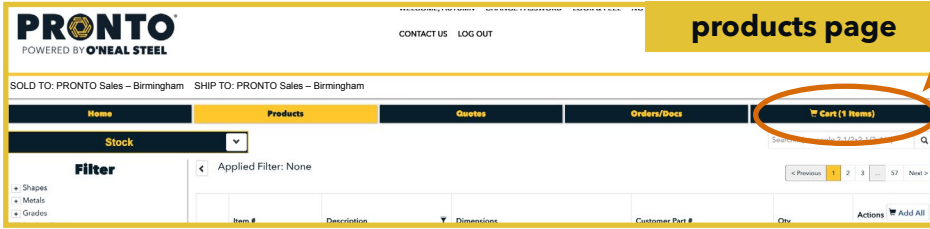


2. Use the filtering options on the left and top to refine the product search (**Products** tab)

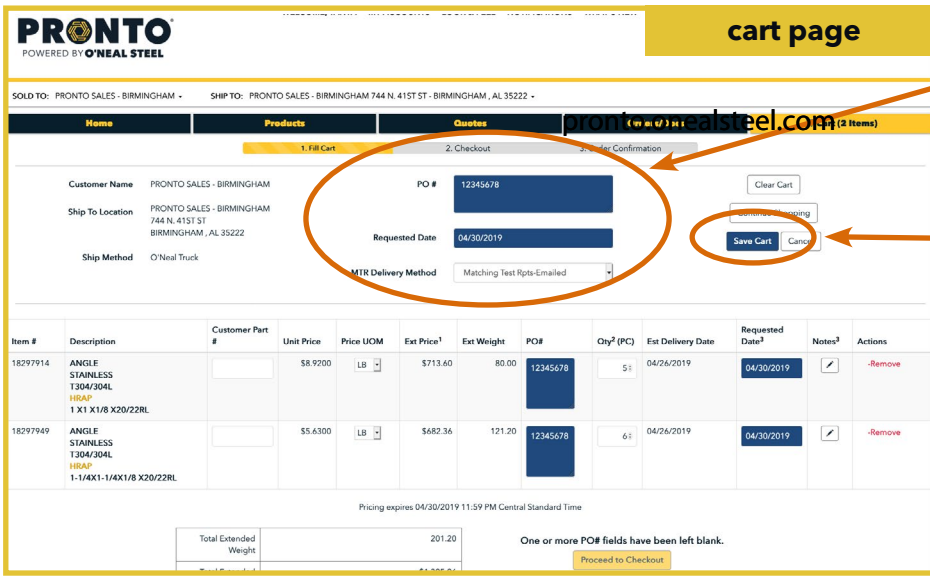
3. Enter quantity desired

4. Click the **ADD** button to add selected product to cart. If multiple products have been selected, click **ADD ALL**

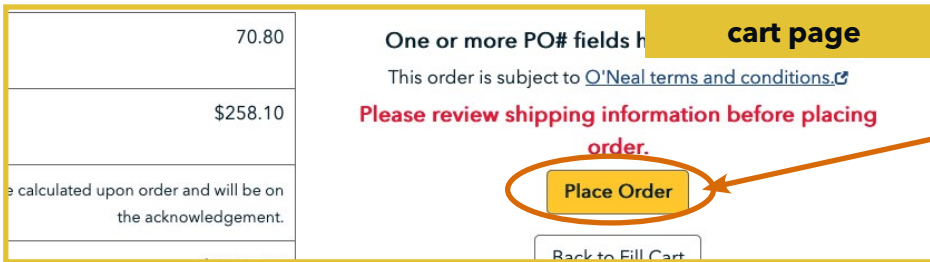
5. Add *additional* products by removing filters and selecting new metal types and shapes



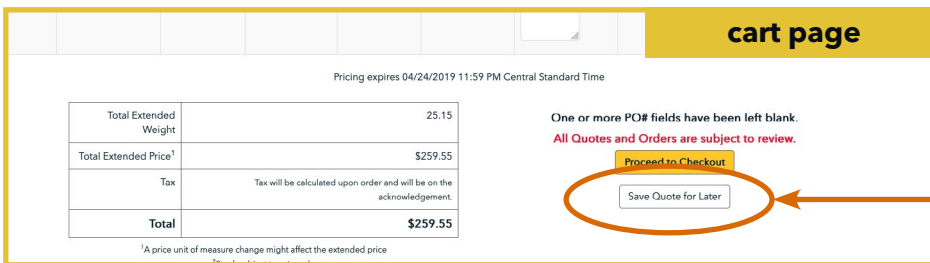
6. To CHECKOUT or SAVE QUOTE, Click on the CART tab



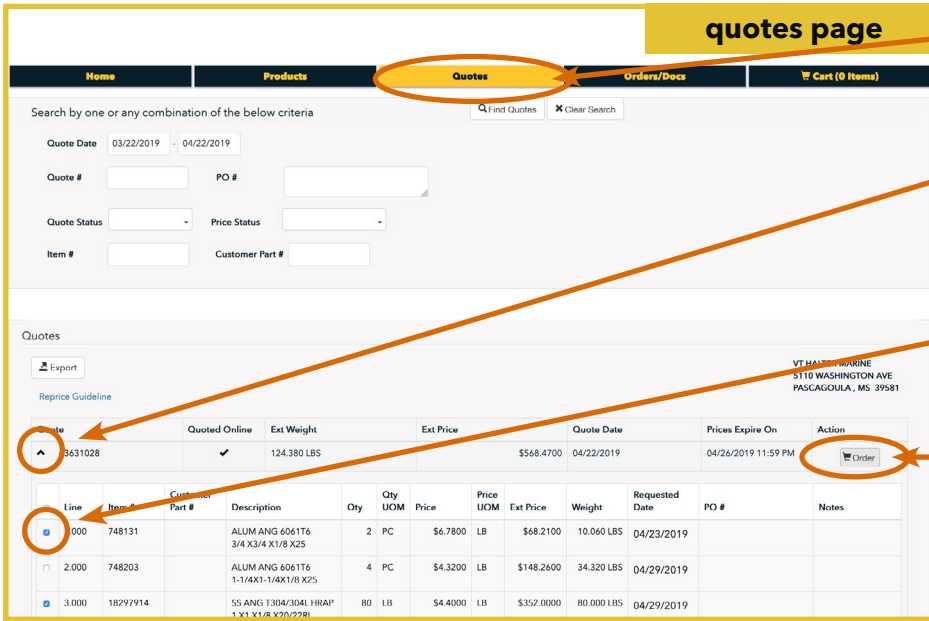
TO CHECK OUT (Cart tab) Once you've selected the CART tab (above step), enter PO #, Requested Date, and Delivery Method. Then click blue SAVE CART button.



You will then have the option to click the PLACE ORDER button.

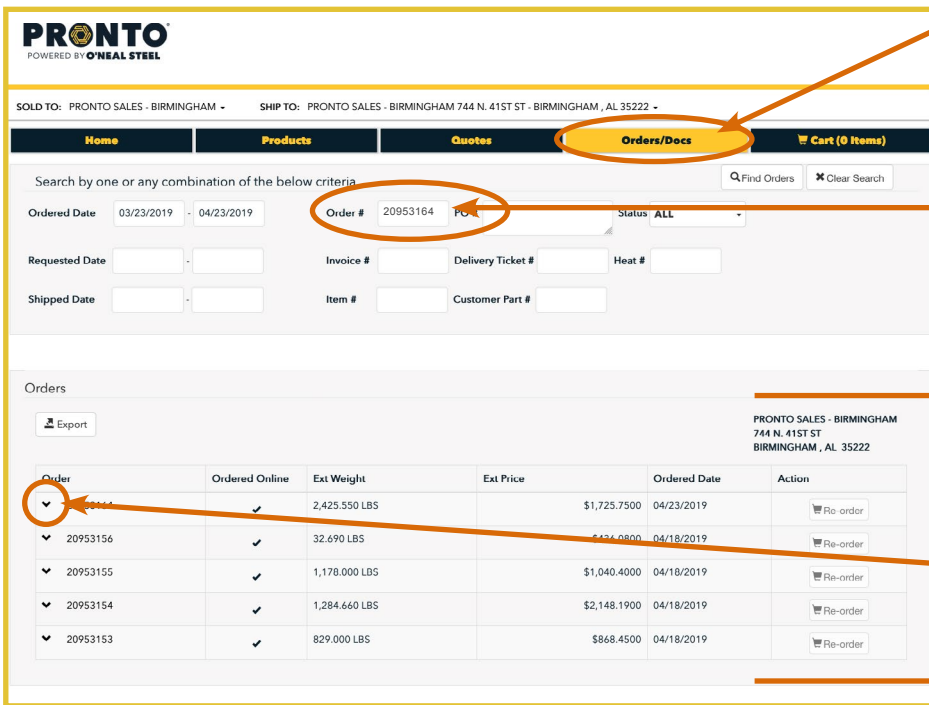


TO SAVE QUOTE (Cart tab) Click SAVE QUOTE FOR LATER button



1. Select the QUOTES tab
2. Select the dropdown arrow to view the lines of each quote
3. Select the check box next to each line of the order
4. Click ORDER button to add items to your cart

**HOW TO RETRIEVE ORDERS & DOCUMENTS**



1. Select the ORDERS/DOCS tab
2. Enter the Order Number
3. Available documents are listed under "Orders" Section
4. You can click on the small arrow to the left of the order number to view the order contents