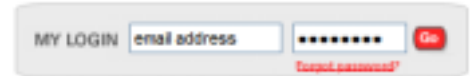


Logging In

1. Type the address **www.wablink.com** within your Internet Browser window.
2. Look for the login box on the top, right side of your screen.
3. Enter your email address and password in the login box then press **Go**.




**Note, email addresses and passwords are case sensitive.*

To Change Your Password

1. After logging in, select **Change Password** from the top, right hand side of your screen.
2. Enter your **Old Password** then the password you want to use in the **New Password** and **Confirm Password** boxes and press submit.

To View Pricing & Part Detail Information

1. Type the part number you wish to look up then press the **Find** button. If the part number is specific to your company, select the **Customer** button before pressing Search.



To Request a Quote

1. Select **Request Quote** from the main menu, enter the items you'd like pricing on, add any comments then press **OK** to submit.

If you have unpriced items in your shopping cart that you'd like a quotation on:

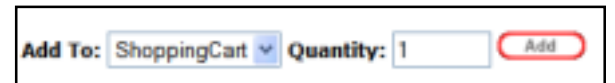
- Click on **Items**, found to the right of **View Cart** on the upper, left hand corner of your main menu. Select the items you want to obtain a quotation on, press the RFQ button, any comments then press **OK** to submit.

To Add to Your Cart

1. Perform a Product Search using the Product Search box at the top of your screen.

If you see the Product Detail screen:

- Enter the quantity you'd like to order and push the "Add" button.



If you see a listing of multiple parts:

- Select the items you'd like to add to your cart by clicking your mouse within the Select box to the left of the item then press the **Add to Cart** button.



**Note, you can obtain a listing of parts by category by selecting "Product List" on the main menu.*

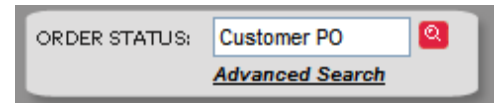
To Obtain Technical Information


1. Click **Technical Information** from the top main menu. This will open a new browser where you can access Parts Catalogs, Outline Drawings, O & M Files, Instructional Leaflets and Service Bulletins.



To Obtain Order Status

1. Enter your Purchase Order in the Order Status search box at the top of your screen then press the search button.



ORDER STATUS: 
[Advanced Search](#)

- OR -

If you wish to look up order status using different search criteria, click **Advance Search** within the Order Status menu, enter your search criteria then press **Find**.

**Note, your screen will refresh to show the specific order you searched for or a list of orders containing the search criteria. To open an order from the Order List select the View button, located to the left of Order Date.*


To request to expedite your order:

- Select the item you wish to expedite by clicking your mouse in the expedite box located within the same row as the item then press the **Expedite** button. A form will appear. Add comments and push submit.

To view shipment tracking information:

- Click on the **Quantity Shipped** to view Shipment Details then click on the **Tracking Number** (if hyperlinked) or **View Packing Slip** for additional information.

To Place an Order

If your company has multiple subsidiaries, select the one you wish to place an order for from the **Select Customer** drop down box. 

If you have items in your cart:

1. Select **# Items**, found to the right of **View Cart** on the top left hand corner of your screen.
2. Select the items you wish to order by clicking in the box to the left of the Part Number then, once you have selected all that you wish to order, select **Create Order**.

**Your screen will refresh to show the Order Online screen with the items that were selected in your shopping cart.*

- Follow step 2 - 6 below to complete the order.

If you do NOT have items in your cart:

1. Select Order Online from the top menu bar on your screen.
2. Enter the part numbers and quantities for the items you wish to order in the spaces provided.
**Push recalculate to get additional lines for part numbers and to see the pricing.*
3. Select your **Ship To** address and add any applicable shipping instructions.
4. Select the **Bill To** account you wish to use or enter your credit card information. Note, if ordering on account, enter your PO number.
5. Press Submit.
6. An Order Confirmation screen will appear. Review your order. Press Confirm if the order is correct or Edit to modify the order.

**Note, you must push Confirm to complete the order.*