



USER'S GUIDE

A GUIDE IN THE USE OF WILCONET.
YOUR INTERNET WAREHOUSE FOR
STOCK CHECKS AND PLACING ORDERS
WITH WILCO SUPPLY.

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WHAT IS WILCONET ?

Wilconet is Wilco Supply's online order entry system that allows you to access Wilco Supply's computer to:

- 1) CHECK ORDER STATUS
 - a. CHECK BACKORDER STATUS
- 2) CHECK ACCOUNT STATUS
 - a. CHECK OPEN INVOICES
 - b. CHECK PAID INVOICES
 - c. UPS TRACKING OF ORDERS SHIPPED
- 3) CREATE USAGE REPORTS
- 4) CHECK PRODUCT AVAILABILITY & PLACE ORDERS

WHAT ARE THE SYSTEM REQUIREMENTS ?

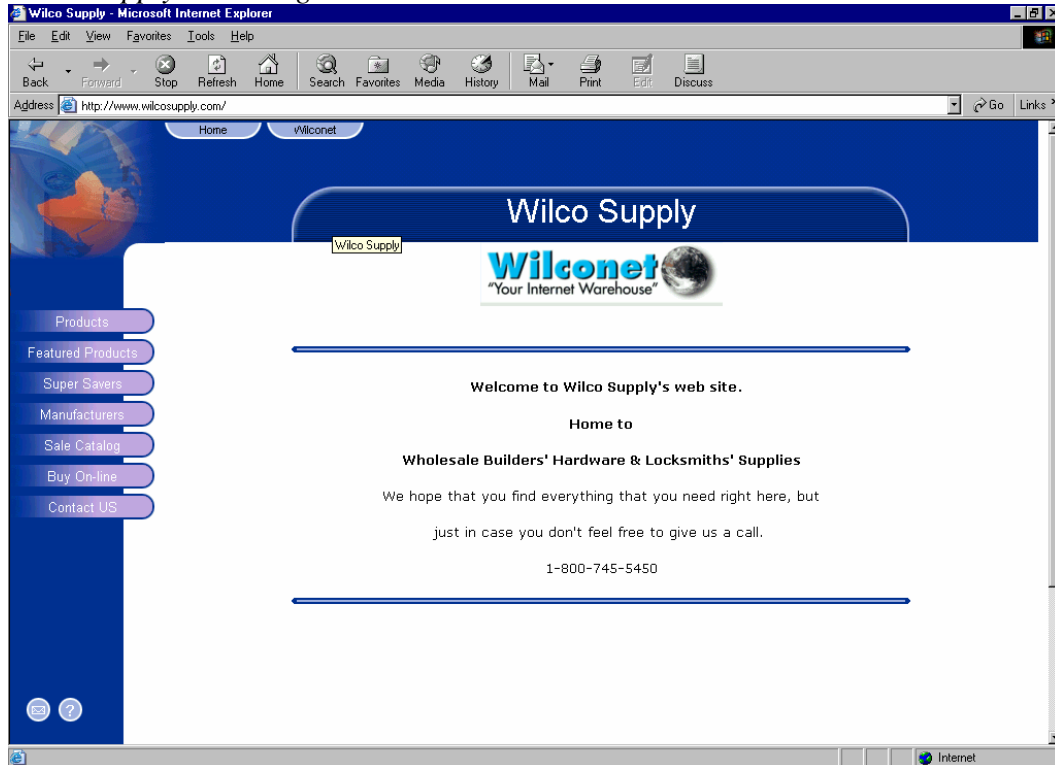
To access Wilconet you will need the following:

Windows '95 or higher
Pentium I processor or faster
28K modem or faster
Access to the Internet
Microsoft Internet Explorer or Netscape
User Account & Password

GETTING STARTED

Using Wilconet is as simple as logging onto the Internet and going to Wilco Supply's web site www.wilcosupply.com.

Wilco Supply Main Page



Once at the main page you will have several ways to enter Wilconet . You can click the Wilconet logo in the middle of the page or click the Buy Online tab on the left of the screen.

Note: If this is your first time trying Wilconet you will be prompted to allow a file called Jargon Reader to be installed. This is a small library file that should only take a minute to download. Just click on Yes to allow the install.

Notes: _____

LOGIN

Enter your **Customer ID** and **Password** and click **Login**.

If you do not already have your customer id and password please contact Wilco Supply at 800-745-5450 to obtain one. You can also login as a new user and the system will prompt you for some new user information.

Login Window

WILCO SUPPLY

WILCONET PROVIDES DISCOUNTS FOR ORDERS BEFORE 1 PM:
1 % for shipments of \$150 - \$999
2 % for shipments above \$1000
(excludes safes, oversize shipments, special/nonstock items,
backorders, freight and taxes)
(Applies to Value of Goods Shipped Only)
DISCOUNTS ARE IN ADDITION TO EVERYDAY LOW PRICES

Customer ID

Password

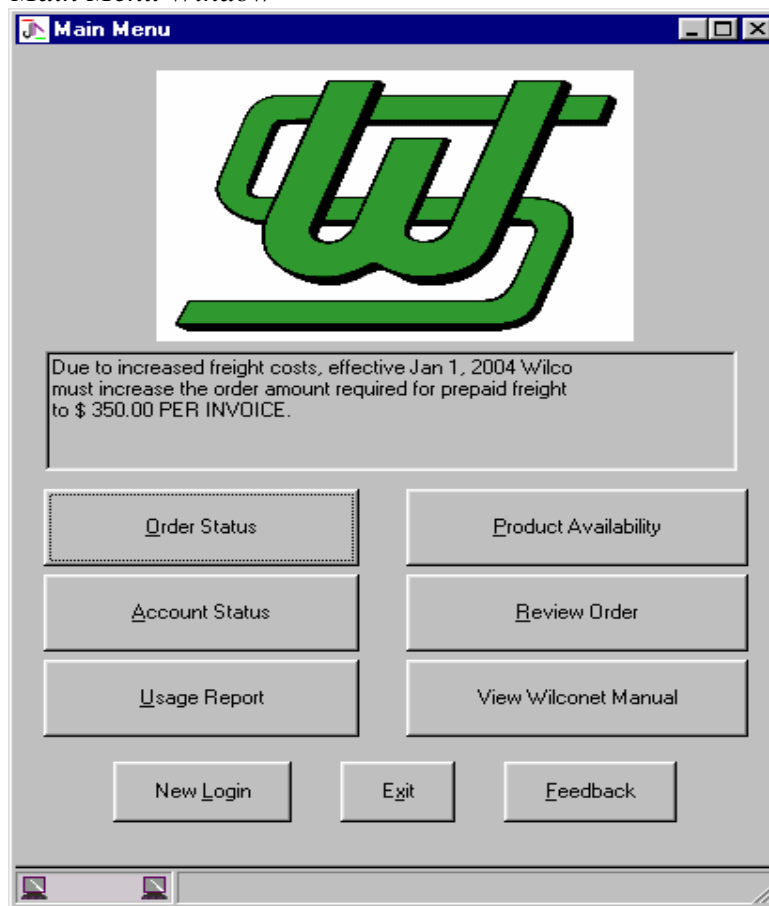
Notes: _____

THE MAIN MENU

After you have entered a valid **Customer ID** and **Password** and click **Login**. The **Main Menu** will appear with the following options:

CHECK ORDER STATUS
CHECK ACCOUNT STATUS
CREATE USAGE REPORT
CHECK PRODUCT AVAILABILITY
REVIEW ORDER
VIEW WILCONET MANUAL

Main Menu Window



Notes: _____

Order Status

The **Order Status** screen allows you to check the status of all open or backordered items. By highlighting and clicking **Order Detail** or double clicking an order you can display the detail of that order.

Order Status Window

Order Number	Order Date	Customer PO#	Order Status	# Shipments	# Lines
03B05117	02/05/2003	RGA#G002111	Picking	0	1
03B05120	02/05/2003	RMA#230380	Picking	0	1
03B05123	02/05/2003	RGA#KM2-4-7	Picking	0	1
03B05125	02/05/2003	RMA#7464-BCP-0054	Picking	0	1
03B05128	02/05/2003	RMA#0302001A	Picking	0	1
03B05129	02/05/2003	RMA#827907	Picking	0	1
03B05132	02/05/2003	RMA#827905	Picking	0	1
03B05133	02/05/2003	RGA#60768	Picking	0	1
03B05135	02/05/2003	RMA#230373	Picking	0	1
03B05155	02/05/2003	RMA#827982	Open	0	1
03B05156	02/05/2003	RGA#R2619-03	Open	0	1
03B05158	02/05/2003	CM#2015365	Open	0	1
03B05160	02/05/2003	CM#2015381	Open	0	1
03B03112	02/03/2003	ARM#318201	Ship Log	0	1
03A29003	01/29/2003		Picking	0	1
03A23017	01/23/2003		Open	0	0
03A13038	01/13/2003		Verify	0	3
02L16240	12/16/2002		Open	0	0
02L02071	12/02/2002	RMA 5580708	Ship Log	0	1
02K21199	11/21/2002		Open	0	1
02K05223	11/05/2002		Verifv	0	0

Notes: _____

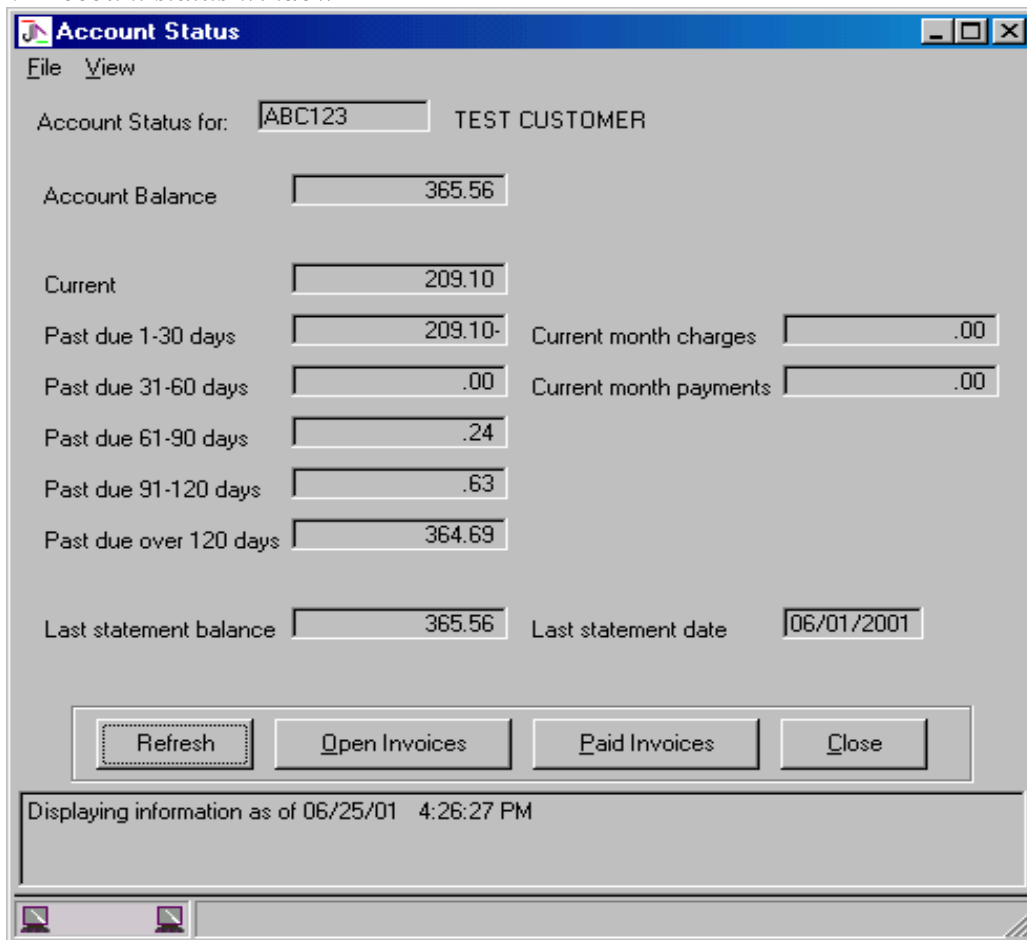
Account Status

The **Account Status** screen will allow an authorized user to view account status. This screen displays:

Account Balance
Current Balance
Past Due
Last statement balance
Last statement date

You will also be able to check **Open Invoices** and **Paid Invoices** see figure 1.2. By selecting a certain invoice and highlighting it you will then check invoice detail, such as items ordered, pricing, transaction detail and shipping info see figure 1.3.

1.1 Account status window



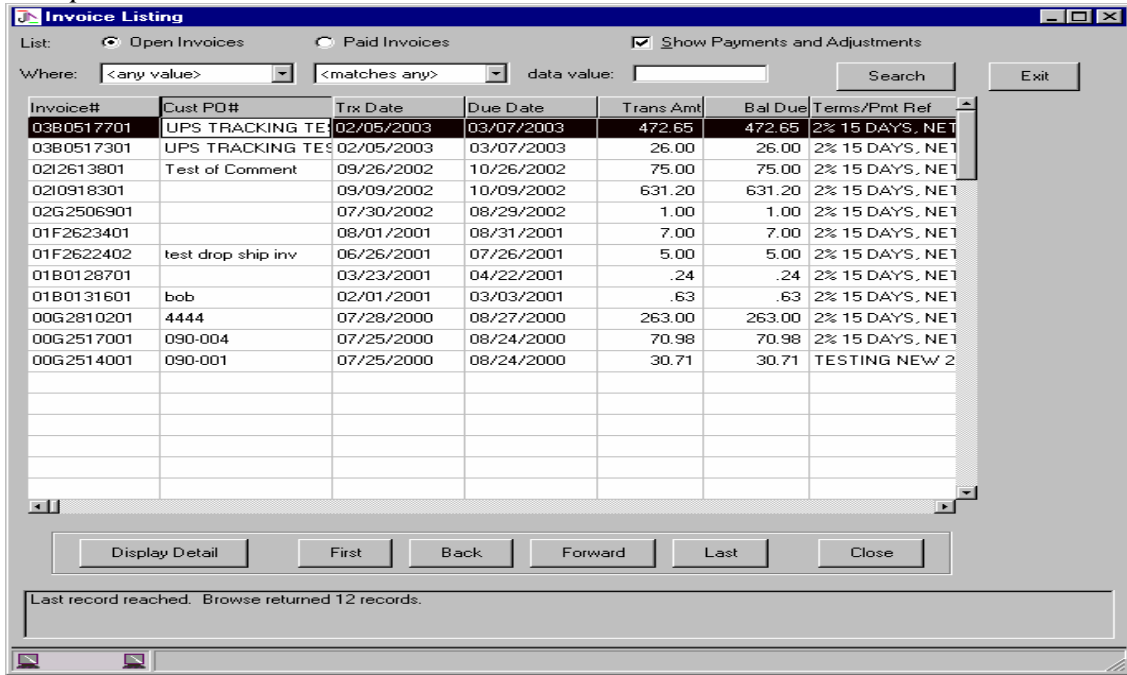
The screenshot shows a window titled "Account Status" with a menu bar containing "File" and "View". The main content area displays the following information:

Account Status for:	ABC123	TEST CUSTOMER	
Account Balance	365.56		
Current	209.10		
Past due 1-30 days	209.10	Current month charges	.00
Past due 31-60 days	.00	Current month payments	.00
Past due 61-90 days	.24		
Past due 91-120 days	.63		
Past due over 120 days	364.69		
Last statement balance	365.56	Last statement date	06/01/2001

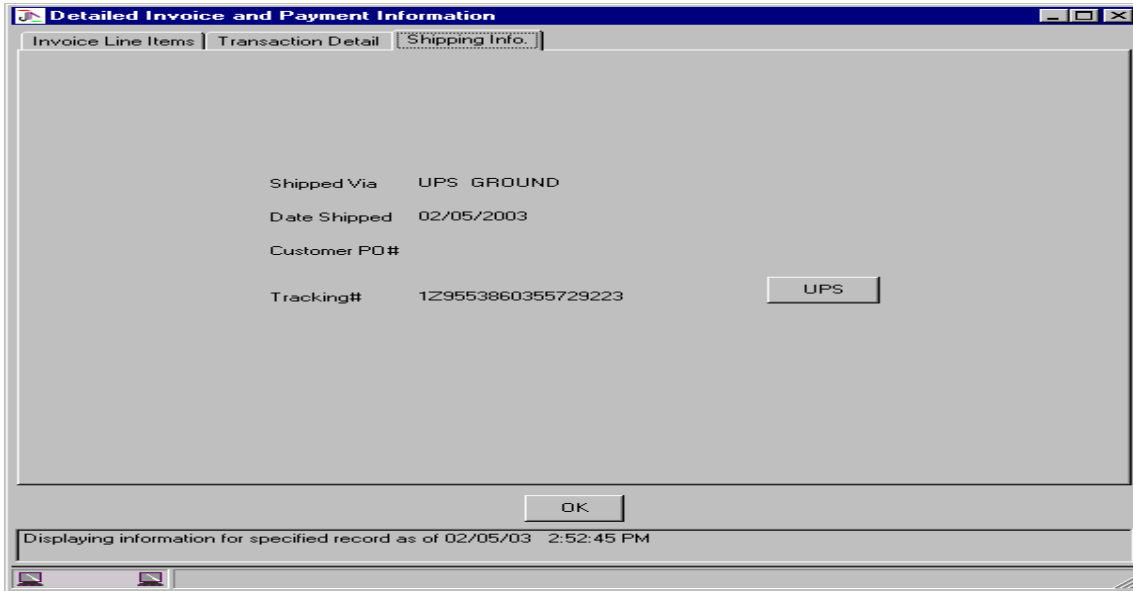
At the bottom of the window, there are four buttons: "Refresh", "Open Invoices", "Paid Invoices", and "Close". A status bar at the very bottom displays "Displaying information as of 06/25/01 4:26:27 PM".

Notes: _____

1.2 Open Invoice / Paid Invoice Window



1.3 Invoice Detail Window



From this window you can click **Shipping Info** and if this order was shipped on UPS you can click the UPS button and you can perform your own tracking on this package.

Notes _____

Results of UPS Tracking

UPS Package Tracking - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit Discuss

Address <http://wwwapps.ups.com/etracking/tracking.cgi?submit=Track&InquiryNumber1=1Z9553860355729223&TypeOfInquiryNumbe...> Go Links >>

UNITED STATES

ups

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TRACK SHIP RATES TRANSIT TIME PICKUP DROP-OFF SUPPLIES

TRACKING NUMBER | REFERENCE NUMBER

Tracking Summary

To see a detailed report for each package, please select the Detail button.

TRACKING NUMBER	STATUS		
1. 1Z9553860355729223	Delivered	Delivered on:	Feb 4, 2003 10:09 A.M.
<input type="button" value="DETAIL"/>		Delivered to:	CLOVIS, CA, US
		Signed by:	GAYTAN
		Service Type:	GROUND

Tracking results provided by UPS: Feb 5, 2003 5:54 P.M. Eastern Time (USA)

NOTICE: UPS authorizes you to use UPS tracking systems solely to track shipments tendered by or for you to UPS for delivery and for no other purpose. Any other use of UPS tracking systems and information is strictly prohibited.

[↑ Top of Page](#)

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Done Internet

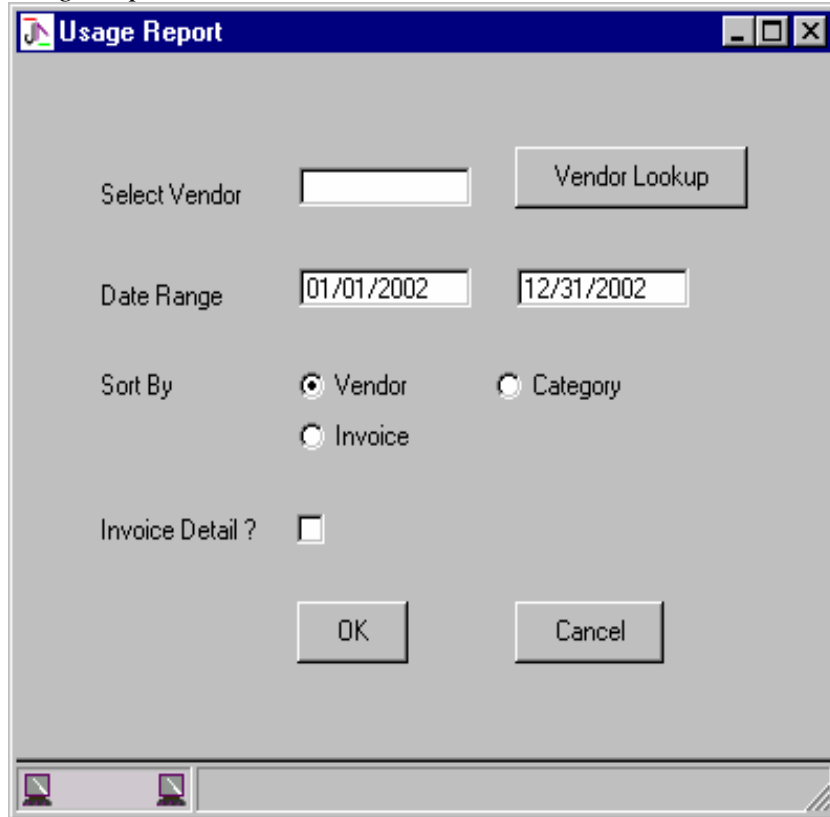
Notes: _____

USAGE REPORT

This feature will allow you to create a report showing items purchased from Wilco Supply. You can select a certain **Vendor** or leave it blank for all. Next you will need to input the **Date Range** you want the report to display. Now select the way you want the report to display, by **Vendor, Category** or **Invoice**.

If you would like the report to display Invoice Numbers just check the **Invoice Detail ?** Now click **OK** to start the report.

Usage Report Window



The screenshot shows a dialog box titled "Usage Report" with a standard Windows window border. The dialog contains the following fields and controls:

- Select Vendor:** A text input field followed by a "Vendor Lookup" button.
- Date Range:** Two date input fields. The first contains "01/01/2002" and the second contains "12/31/2002".
- Sort By:** Three radio button options: "Vendor" (selected), "Category", and "Invoice".
- Invoice Detail ?** A checkbox that is currently unchecked.
- Buttons:** "OK" and "Cancel" buttons at the bottom center.

At the bottom of the dialog, there are two small icons representing a printer and a refresh function.

Notes: _____

COMPLETED USAGE REPORT

	A	B	C	D	E	F	G
1	USAGE REPORT						
2	Vendor#: ALL VENDORS						
3	Date Range: 01/01/2002 - 12/31/2002						
4							
5	Vendor:						
6	Part#	Qty	Description	UOM	Total		
7	WSC SHIPPING LABEL	39	SHIPPING LABEL ONLY	Ea	75		
8	Total				75		
9							
10	Vendor: ADM000ADAMS RITE MFG CO INC						
11	Part#	Qty	Description	UOM	Total		
12	ADM 41 0811 02 08	-1	LOCK ONLY 8400 31/32 LHR	Ea	-30		
13	ADM 8421-28236	0	EXIT DEVICE	EA	30		
14	Total ADM000				0		
15							
16	Vendor: ILC000KABA ILCO CORP (C/C 601508)						
17	Part#	Qty	Description	UOM	Total		
18	ILC 15995 SC 26D OB	0	PART, CYL SCH "C" 26D 0-BIT KIK/DEEA		0		
19	ILC 15995 SE 26D OB	5	PART, CYL SCH "E" 26D 0-BIT KIK/DEEA		52		
20	Total ILC000				52		
21							
22	Vendor: SCH000Schlage Lock Co						
23	Part#	Qty	Description	UOM	Total		
24	SCH 11 085 626	2	DEADLATCH 2-3/8 "A"	EA	35.6		
25	SCH 11 096 626	-2	D/LATCH	EA	-35.6		
26	Total SCH000				0		
27							
28	Vendor: UNI000KABA ILCO CORP/UNICAN (C/C 2016919)						
29	Part#	Qty	Description	UOM	Total		
30	UNI LR1021S 26D 41	2	ENTRY, LEVER SCH IC LC RH/RHR 2	EA	631.2		
31	Total UNI000				631.2		
32							

Notes: _____

Check Product Availability

This screen allows you to check stock and pricing on all stock items. There are 4 ways to search for items and they are as follows:



Search By Item #



Search By Description



Search By Category



Search By Manufacturer


You will also be able to search for **Specials**, create a purchase **History**, **Review** your current **Order**, check **Order Status** and review a list of items on **Super Saver**.

Product availability window



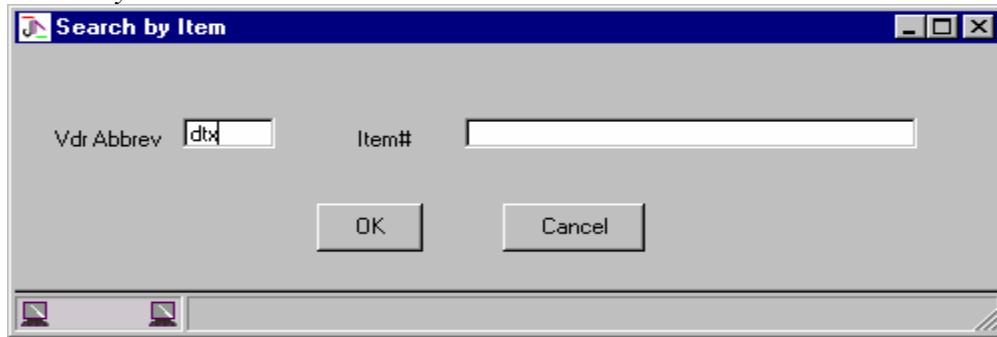
Notes: _____

Search by Item

By clicking the **Search By Item icon**  you will be asked for **Vdr Abbrev** or **Item#**. The Vendor Abbreviation is the 3 letter code that Wilco assigns each vendor, for example if you wanted to view all Schlage items you would enter SCH in the **Vdr Abbrev** field and click on OK. This will display all stock Schlage items that Wilco Stocks. You will find a list of **Vdr**

Abbrev by clicking the **Search by Manufacturer icon** .

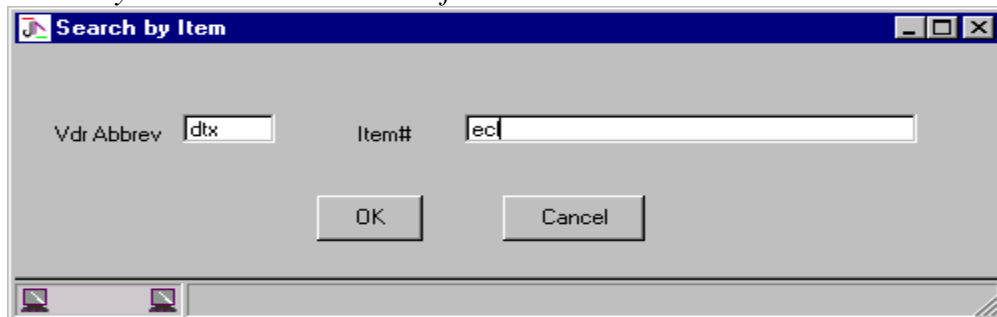
Search by Item Window with VdrAbbrev used



The screenshot shows a dialog box titled "Search by Item". It has two input fields: "Vdr Abbrev" containing the text "dtx" and "Item#" which is empty. Below the fields are two buttons: "OK" and "Cancel". The window has a standard Windows-style title bar and a taskbar at the bottom.

The search can be narrowed if you know the manufacturers part number or a portion of it. If you enter the **Vdr Abbrev** and a small portion of the part number the search will return only those items that start with the number you put in the **Item#** field. You can also skip the Vendor field and just enter the **Item#** and the search will return with all items that match the item number and sort it in Vendor order. (*Note: when entering the item number do not use spaces or dashes*)

Search by Item Window with both fields



The screenshot shows the same "Search by Item" dialog box. In this instance, the "Vdr Abbrev" field contains "dtx" and the "Item#" field contains "ec". The "OK" and "Cancel" buttons are visible below the fields.

Notes: _____

Product Listing

Sample of Search by Item Number

Item	Description	UOM	Sugg. Prc	Dealer Prc	Your Price	Qty Avail
DTX ECL2111K	CONV.KIT 6 TO 9V FOR ECL 230D	EA	52.50	38.50	38.50	2
DTX ECL230D	LOCK, LESS CYLINDER	EA	308.00	203.28	203.28	2
DTX ECL2425K	DBL STK F/ECL 2200	EA	15.50	11.36	11.36	2
DTX ECL435K	ADJ SURF L-BRACKET	EA	14.00	10.26	10.26	2
DTX ECL436K	guard kit f/strikes	EA	.00	0.00	0.00	1
DTX ECL437K	ADJUSTABLE SURFACE	EA	8.50	6.24	6.24	1
DTX ECL439K	STRIKE PLATE KIT	EA	7.50	5.50	5.50	8
DTX ECL475	BACK PLATE KIT	EA	31.50	23.10	23.10	1
DTX ECL498K	O/S PULL, WARN SIGN	EA	52.50	38.50	38.50	1
DTX ECL600	LOCK	EA	408.00	269.28	269.28	0
DTX ECL803040	DELAYED EGRESS EXIT DEVICE	EA	.00	0.00	0.00	1
DTX ECL805040	AC POWERED EXIT CONTROL DEVICE	EA	.00	0.00	0.00	1
DTX ECL8329K	KEY or CAM (used for O/S cyl ops)	PK	.00	0.00	0.00	18

Browse returned 13 records.
Last record reached.

From the Product Listing window you will see the following:

- Item #**
- Description**
- Unit of Measure**
- Suggested List Price**
- Dealer Price**
- Quantity Available**
- UPC Code**
- Manufacturer**
- Quantity Ordered**

By highlighting an item you can click the **Add Item** icon to add to your order. You can also double click the item or click the **Select Item** icon to view more product info.

Notes: _____

Product Info

The **Product Info** window will display all the information about the product and also allow you to do the following:

Check for Substitutes/Accessories
Show Picture “if available”
Add Item to Order

Product Info Window

The screenshot shows a window titled "Product Info/Order Review" with the following fields and values:

Item Number	DTX ECL-230D
Product Description	LOCK, LESS CYLINDER ALARM,EXIT ECL-230D DETE ECL230D EXIT CONTROL LOCK
Primary Category	elct
Secondary Category	alarm
Manufacturer	DETEX CORPORATION
UOM	EA
UPC Code	
Retail Price	308.00
Dealer Price	203.28
Catalog Page#	
Quantity Available	2
Cost for a quantity of	203.28

Buttons at the bottom: Substitutes/Accessories, Show Picture, Add Item to Order, Close.

Footer text: Displaying information for product number: DTX ECL-230D Price Type WPRC
Accessories available for this product

Notes: _____

Substitutes/Accessories

Substitutes/Accessories Window

Product Info/Order Review

SUBSTITUTES/ACCESSORIES

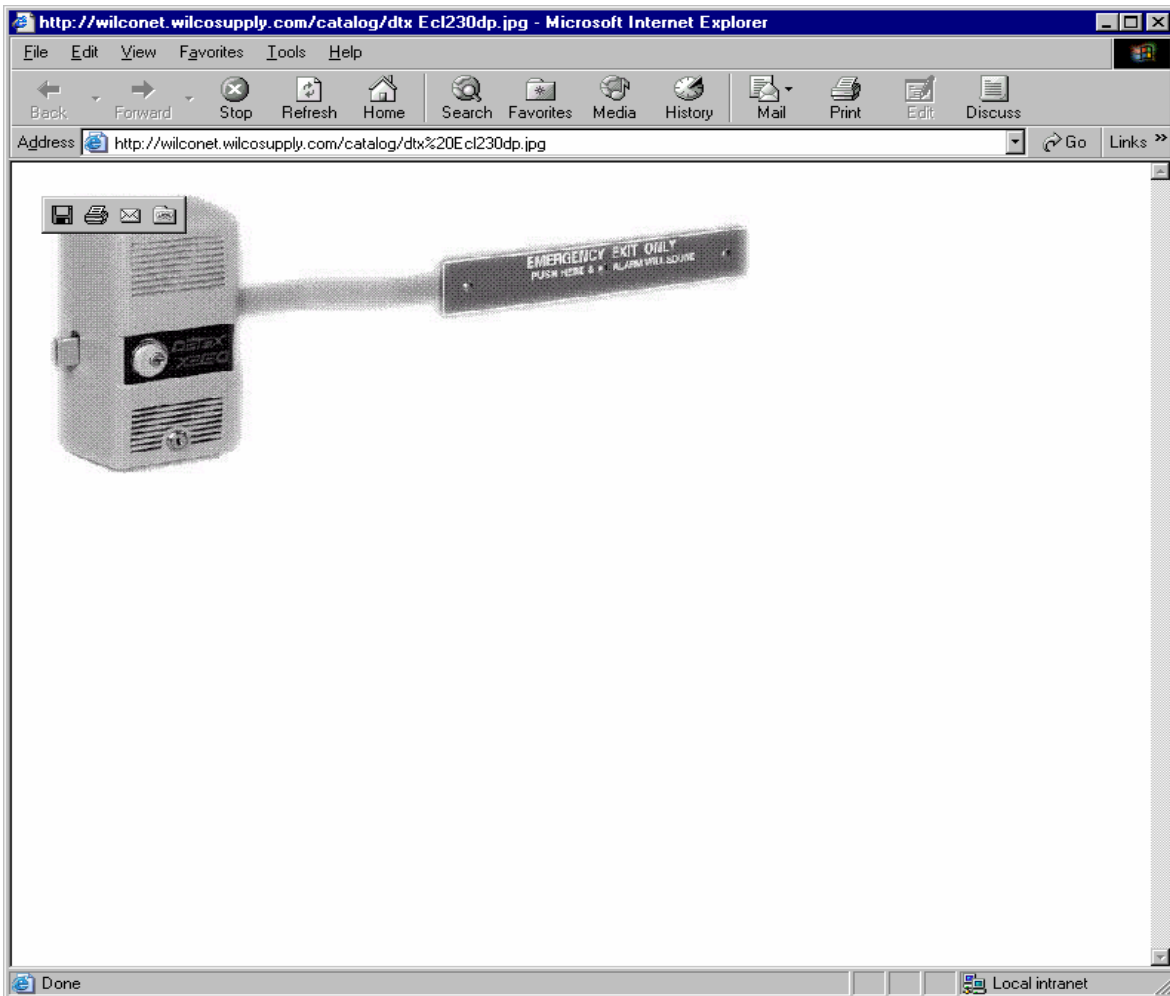
Item	Type	Description	UOM	Sugg. Price	Dealer Pri
AMJ 9500C-26D	ACC	RIM CYLINDER KA2	EA	12.00	6.
DTX 446K-1	ACC	DISC- 36"-42" PAN BAR ASSM	EA	0.00	0.0
DTX 446K-2	ACC	DISC 32"-36" PAN BAR ASSM	EA	0.00	0.0
DTX 446K-3	ACC	DISC 42"-48" PAN BAR ASSM	EA	0.00	0.0
DTX ECL-436K	ACC	guard kit f/strikes	Ea	0.00	0.0
DTX ECL-437K	ACC	ADJUSTABLE SURFACE	EA	8.50	5.0
DTX ECL-439K	ACC	STRIKE PLATE KIT	EA	7.50	5.0
DTX ECL-475	ACC	BACK PLATE KIT	EA	31.50	21.0
DTX ECL-498K	ACC	O/S PULL, WARN SIGN	EA	52.50	35.0
DTX VRA-143B-84	ACC	VERTICAL ROD ASSM	EA	247.00	164.0

Displaying information for product number: DTX ECL-230D Price Type WPRC
 Accessories available for this product

Notes: _____

Show Picture

Show Picture Window

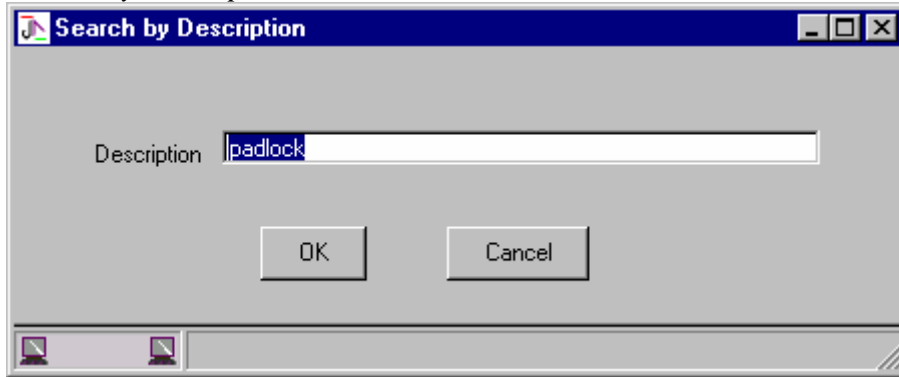


Notes: _____

Search by Description

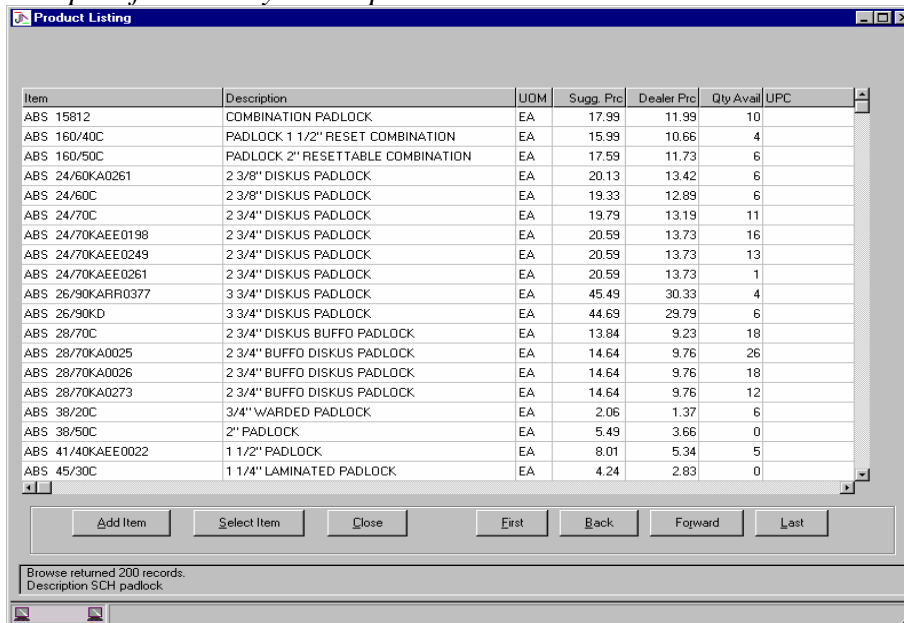
By clicking the **Search by Description icon**  you will be asked to enter text for Wilconet to search by. Enter the text and click on OK.

Search by Description Window



Once the search completes you will get a list of items that matched your search. You can then click the item you want and add it to your order by clicking the **Add Item** or click the item and then click on **Select Item** for a more **item detail**.

Sample of Search by Description



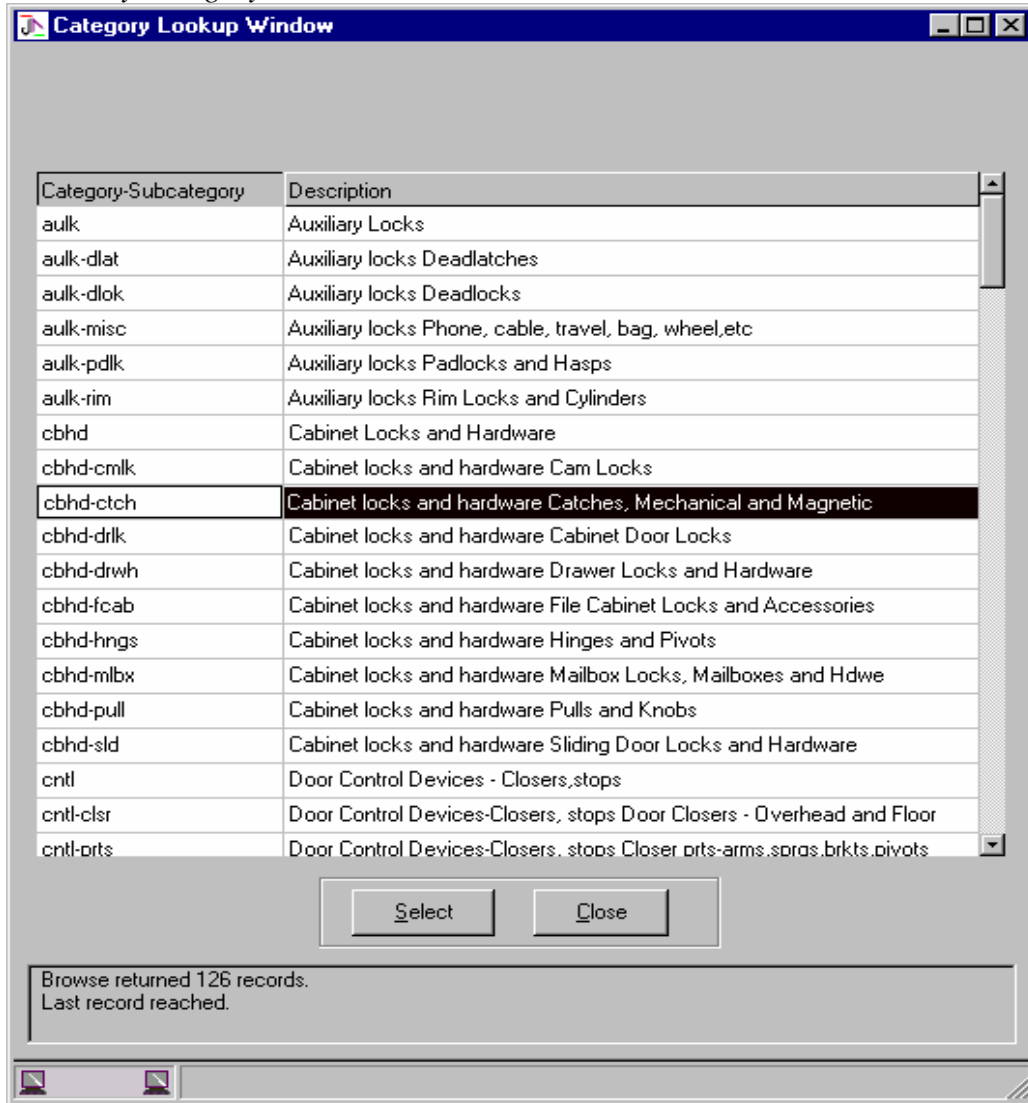
Item	Description	UDM	Sugg. Prc	Dealer Prc	Qty Avail	UPC
ABS 15812	COMBINATION PADLOCK	EA	17.99	11.99	10	
ABS 160/40C	PADLOCK 1 1/2" RESET COMBINATION	EA	15.99	10.66	4	
ABS 160/50C	PADLOCK 2" RESETTABLE COMBINATION	EA	17.59	11.73	6	
ABS 24/60KA0261	2 3/8" DISKUS PADLOCK	EA	20.13	13.42	6	
ABS 24/60C	2 3/8" DISKUS PADLOCK	EA	19.33	12.89	6	
ABS 24/70C	2 3/4" DISKUS PADLOCK	EA	19.79	13.19	11	
ABS 24/70KAEE0198	2 3/4" DISKUS PADLOCK	EA	20.59	13.73	16	
ABS 24/70KAEE0249	2 3/4" DISKUS PADLOCK	EA	20.59	13.73	13	
ABS 24/70KAEE0261	2 3/4" DISKUS PADLOCK	EA	20.59	13.73	1	
ABS 26/90KARR0377	3 3/4" DISKUS PADLOCK	EA	45.49	30.33	4	
ABS 26/90KD	3 3/4" DISKUS PADLOCK	EA	44.69	29.79	6	
ABS 28/70C	2 3/4" DISKUS BUFFO PADLOCK	EA	13.84	9.23	18	
ABS 28/70KA0025	2 3/4" BUFFO DISKUS PADLOCK	EA	14.64	9.76	26	
ABS 28/70KA0026	2 3/4" BUFFO DISKUS PADLOCK	EA	14.64	9.76	18	
ABS 28/70KA0273	2 3/4" BUFFO DISKUS PADLOCK	EA	14.64	9.76	12	
ABS 38/20C	3/4" WARDED PADLOCK	EA	2.06	1.37	6	
ABS 38/50C	2" PADLOCK	EA	5.49	3.66	0	
ABS 41/40KAEE0022	1 1/2" PADLOCK	EA	8.01	5.34	5	
ABS 45/30C	1 1/4" LAMINATED PADLOCK	EA	4.24	2.83	0	

Notes: _____

Search by Category

By clicking the **Search by Category icon**  you will be presented with a list of categories that you can search by. Simply click a category you want and click **Select**.

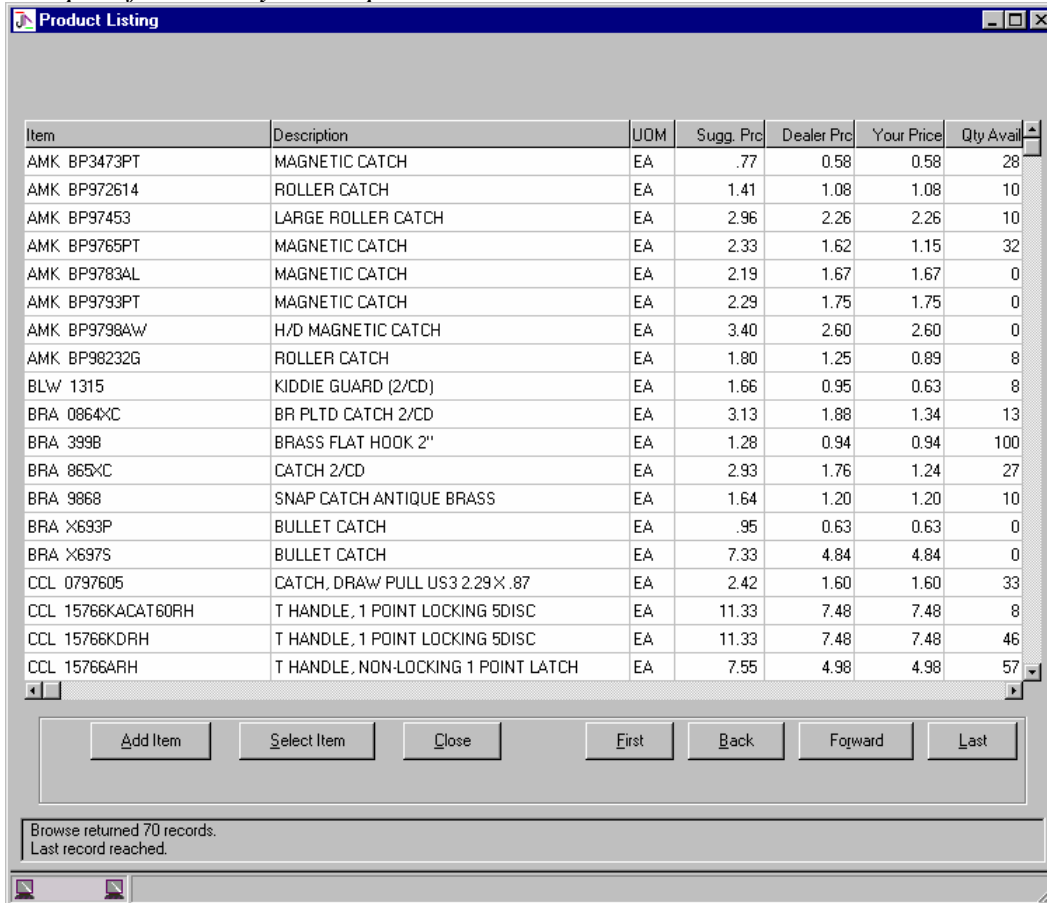
Search by Category Window



Notes: _____

Once the search completes you will get a list of items that matched your search. You can then click the item you want and add it to your order by clicking the **Add Item** or click the item and then click **Select Item** for more item detail.

Sample of Search by Description



Item	Description	UOM	Sugg. Prc	Dealer Prc	Your Price	Qty Avail
AMK BP3473PT	MAGNETIC CATCH	EA	.77	0.58	0.58	28
AMK BP972614	ROLLER CATCH	EA	1.41	1.08	1.08	10
AMK BP97453	LARGE ROLLER CATCH	EA	2.96	2.26	2.26	10
AMK BP9765PT	MAGNETIC CATCH	EA	2.33	1.62	1.15	32
AMK BP9783AL	MAGNETIC CATCH	EA	2.19	1.67	1.67	0
AMK BP9793PT	MAGNETIC CATCH	EA	2.29	1.75	1.75	0
AMK BP9798AW	H/D MAGNETIC CATCH	EA	3.40	2.60	2.60	0
AMK BP98232G	ROLLER CATCH	EA	1.80	1.25	0.89	8
BLW 1315	KIDDIE GUARD (2/CD)	EA	1.66	0.95	0.63	8
BRA 0864XC	BR PLTD CATCH 2/CD	EA	3.13	1.88	1.34	13
BRA 399B	BRASS FLAT HOOK 2"	EA	1.28	0.94	0.94	100
BRA 865XC	CATCH 2/CD	EA	2.93	1.76	1.24	27
BRA 9868	SNAP CATCH ANTIQUE BRASS	EA	1.64	1.20	1.20	10
BRA X693P	BULLET CATCH	EA	.95	0.63	0.63	0
BRA X697S	BULLET CATCH	EA	7.33	4.84	4.84	0
CCL 0797605	CATCH, DRAW PULL US3 2.29 X .87	EA	2.42	1.60	1.60	33
CCL 15766KACAT60RH	T HANDLE, 1 POINT LOCKING 5DISC	EA	11.33	7.48	7.48	8
CCL 15766KDRH	T HANDLE, 1 POINT LOCKING 5DISC	EA	11.33	7.48	7.48	46
CCL 15766ARH	T HANDLE, NON-LOCKING 1 POINT LATCH	EA	7.55	4.98	4.98	57

Browse returned 70 records.
Last record reached.

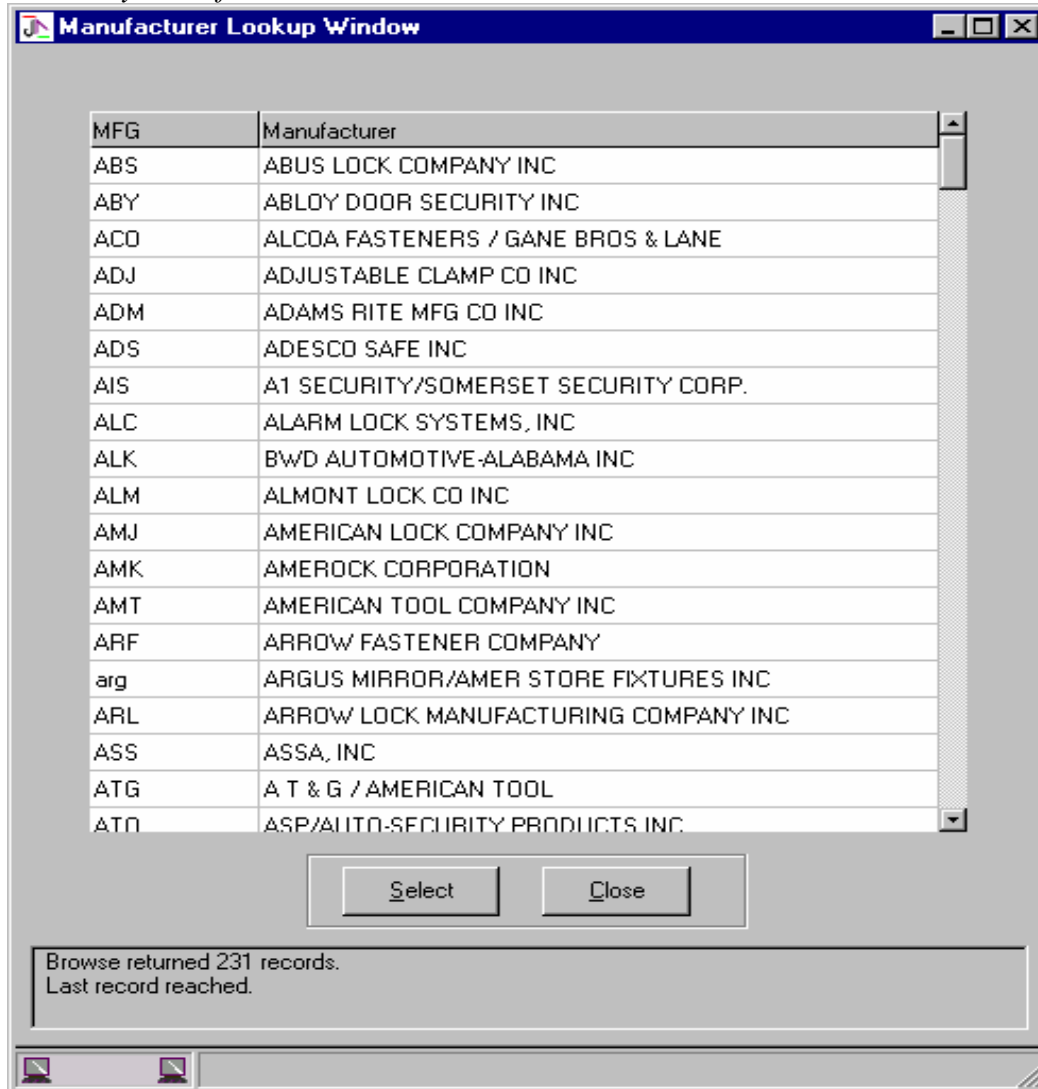
Note: Please note that all the search screens will only display the first 200 items. You must click the *Forward* button to display the next 200 items.

Notes: _____

Search by Manufacturer

By clicking the **Search by Manufacturer icon**  you will be presented with a list of manufacturers to choose from. You can double click the manufacturer you want to view or highlight the manufacturer and click **Select**.

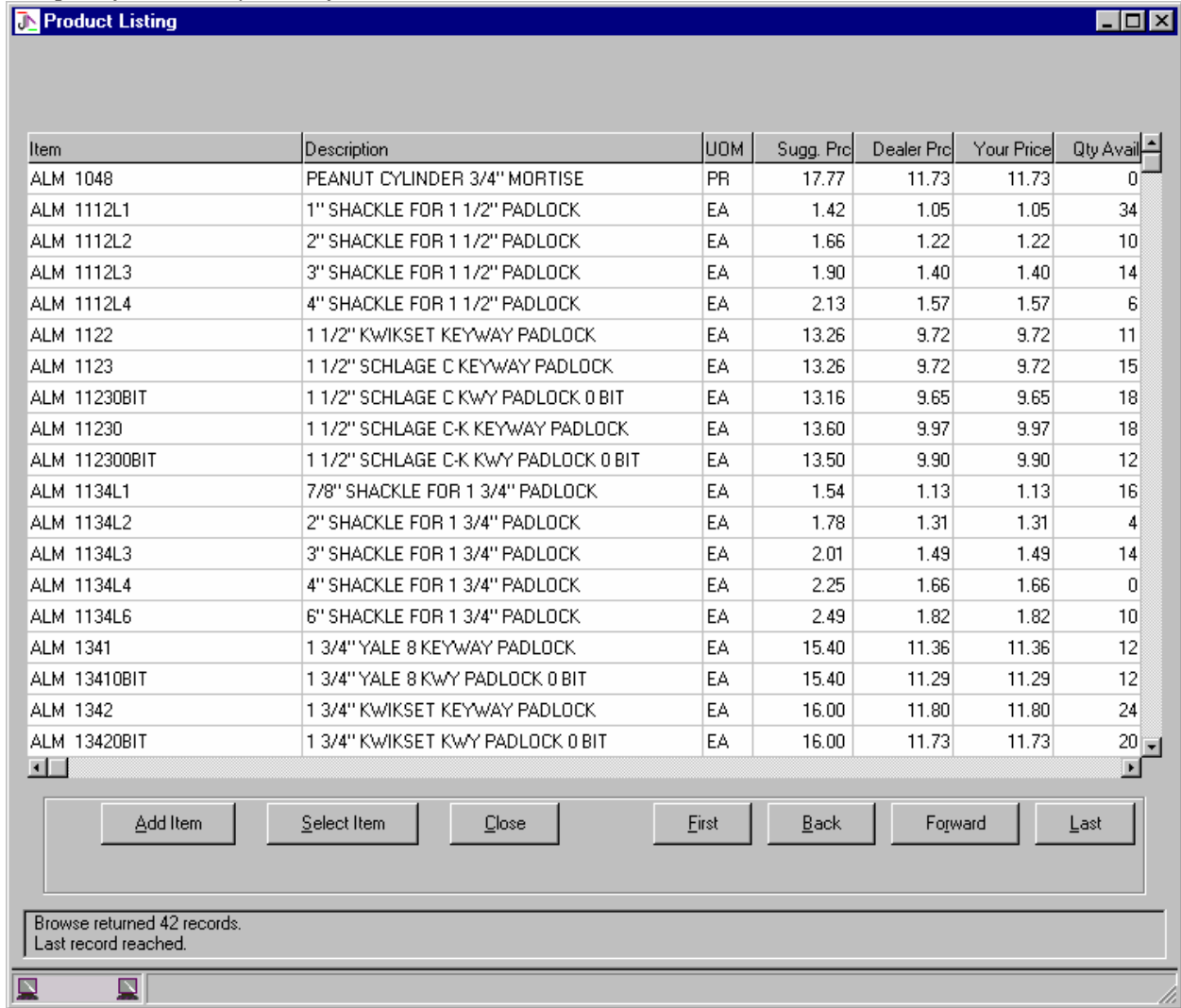
Search by Manufacturer window



Notes: _____

Once the search completes you will get a list of items that matched your search. You can then click the item you want and add it to your order by clicking **Add Item**. You can also highlight the item and click **Select Item** or double click the item for more item detail.

Sample of Search by Manufacturer



Item	Description	UOM	Sugg. Prc	Dealer Prc	Your Price	Qty Avail
ALM 1048	PEANUT CYLINDER 3/4" MORTISE	PR	17.77	11.73	11.73	0
ALM 1112L1	1" SHACKLE FOR 1 1/2" PADLOCK	EA	1.42	1.05	1.05	34
ALM 1112L2	2" SHACKLE FOR 1 1/2" PADLOCK	EA	1.66	1.22	1.22	10
ALM 1112L3	3" SHACKLE FOR 1 1/2" PADLOCK	EA	1.90	1.40	1.40	14
ALM 1112L4	4" SHACKLE FOR 1 1/2" PADLOCK	EA	2.13	1.57	1.57	6
ALM 1122	1 1/2" KWIKSET KEYWAY PADLOCK	EA	13.26	9.72	9.72	11
ALM 1123	1 1/2" SCHLAGE C KEYWAY PADLOCK	EA	13.26	9.72	9.72	15
ALM 11230BIT	1 1/2" SCHLAGE C KWY PADLOCK 0 BIT	EA	13.16	9.65	9.65	18
ALM 11230	1 1/2" SCHLAGE C-K KEYWAY PADLOCK	EA	13.60	9.97	9.97	18
ALM 112300BIT	1 1/2" SCHLAGE C-K KWY PADLOCK 0 BIT	EA	13.50	9.90	9.90	12
ALM 1134L1	7/8" SHACKLE FOR 1 3/4" PADLOCK	EA	1.54	1.13	1.13	16
ALM 1134L2	2" SHACKLE FOR 1 3/4" PADLOCK	EA	1.78	1.31	1.31	4
ALM 1134L3	3" SHACKLE FOR 1 3/4" PADLOCK	EA	2.01	1.49	1.49	14
ALM 1134L4	4" SHACKLE FOR 1 3/4" PADLOCK	EA	2.25	1.66	1.66	0
ALM 1134L6	6" SHACKLE FOR 1 3/4" PADLOCK	EA	2.49	1.82	1.82	10
ALM 1341	1 3/4" YALE 8 KEYWAY PADLOCK	EA	15.40	11.36	11.36	12
ALM 13410BIT	1 3/4" YALE 8 KWY PADLOCK 0 BIT	EA	15.40	11.29	11.29	12
ALM 1342	1 3/4" KWIKSET KEYWAY PADLOCK	EA	16.00	11.80	11.80	24
ALM 13420BIT	1 3/4" KWIKSET KWY PADLOCK 0 BIT	EA	16.00	11.73	11.73	20

Browse returned 42 records.
Last record reached.

Note: Please note that all the search screens will only display the first 200 items. You must click the *Forward* button to display the next 200 items.

Notes: _____

Review Order

By clicking the **Review Order** button you will be able to do the following:

- Change Ship to Address**
- Enter Your Purchase Order Number**
- Pay by Credit Card**
- Review Items on your Order**
- Add Items / Delete Items**
- Change Ship Method**
- Add Order Instructions**
- Save Order**
- Get Order**
- Submit Order**
- Void Order**

Review Order Window

The screenshot shows a software window titled "Product Info/Order Review". It contains the following fields and controls:

- Ship-to Address:** Name: TEST CUSTOMER, Address: WILCO SUPPLY, City: OAKLAND, St: CA, Zip: 94609, Country: USA. A "Shipto" button is next to the Name field.
- Customer Information:** Customer PO#: (empty), Account Number: abc123, Sales Contact: (empty), Credit Card: (empty). A "Payment Info" button is next to the Credit Card field.
- Table:** A table with columns: Item, Description, Qty Order, Qty Avail, Unit Price, Line Total. The table is currently empty.
- Ship Method:** A dropdown menu showing "UPS GROUND".
- Instructions:** A text area for entering order instructions.
- Summary:** Buttons for "Sub Total", "Sales Tax", and "Total", each followed by an empty input field.
- Options:** Radio buttons for "Cancel if not available" (selected) and "Backorder all items and ship when available". A note below says "For individual item backorder, add line item instruction".
- Buttons:** A row of buttons: "Save Order", "Get Order", "Submit Order", "Add Items", "Delete Item", "Void Order", "Close".
- Status Bar:** Displays "Displaying information for product number: ABS 28/70C Price Type base".

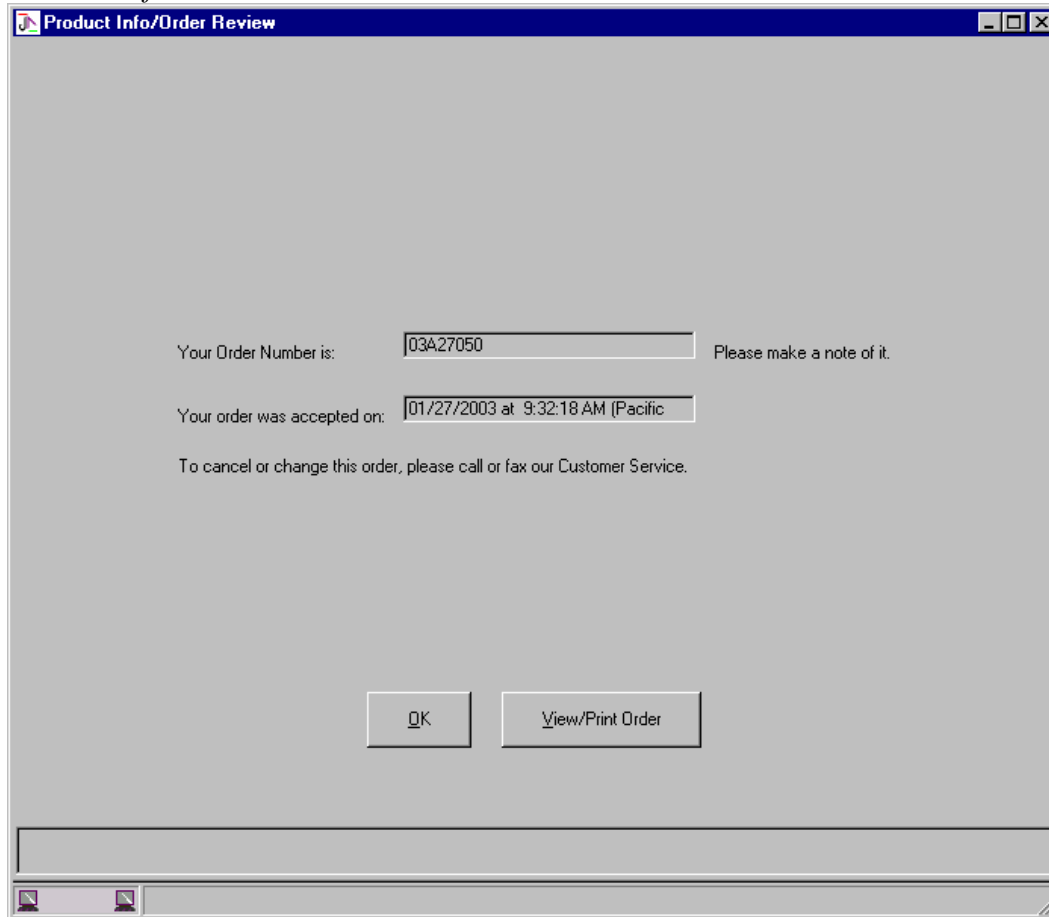
Note: You will need to assign a PO# to this order before you can submit it.

Notes: _____

Order Confirmation

This is will be your order confirmation. You will want to make a note of this number should you need to contact Wilco Supply about this order.

Order Confirmation Window



The screenshot shows a window titled "Product Info/Order Review". The window content includes:

- Text: "Your Order Number is:" followed by a text box containing "03A27050".
- Text: "Please make a note of it." positioned to the right of the order number box.
- Text: "Your order was accepted on:" followed by a text box containing "01/27/2003 at 9:32:18 AM (Pacific)".
- Text: "To cancel or change this order, please call or fax our Customer Service."
- Two buttons at the bottom: "OK" and "View/Print Order".

Note: You also have the option to **View/Print** a copy of the order you just placed by clicking in the **View/Print** button.

Notes: _____

Terms & Conditions

Prices: All prices are for immediate acceptance. “All products are sold in US\$ dollars”.

Return Policy: All discrepancies including shortages, filling errors or damaged goods must be reported within **5 days** from receipt of order.

Merchandise may be returned within **30days** from receipt of order with prior authorization by customer service and must be in original factory condition. Returns without prior authorization will be refused and sent back at sender’s expense.

All returns are subject to a **15% restocking charge**.

Special Orders are subject to Vendors Return Policy and applicable restock fee.

Defective merchandise is subject to inspection prior to credit being issued. All credits will be applied to your account, unless otherwise requested. Access/Electrical products are subject to factory inspection prior to credit being issued.

Privacy Policy: Wilco respects and is committed to protecting your privacy. Wilco will not pass along any personal information.

Security Policy: Your payment and personal information is always safe, our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the internet.

Thank you for choosing Wilconet . Please feel free to call with any questions or suggestions about the product.

