HOW TO USE MY PURCHASES

The My Purchases screen is a comprehensive list of all products your company has purchased online or offline from us in the last 12-15 months. It is one of the easiest ways to repurchase items you've purchased from us in the past.

It is a dynamic list in that it will constantly change as your buying habits change. If you stop buying an item for a year, it will automatically fall off the list keeping it always current.
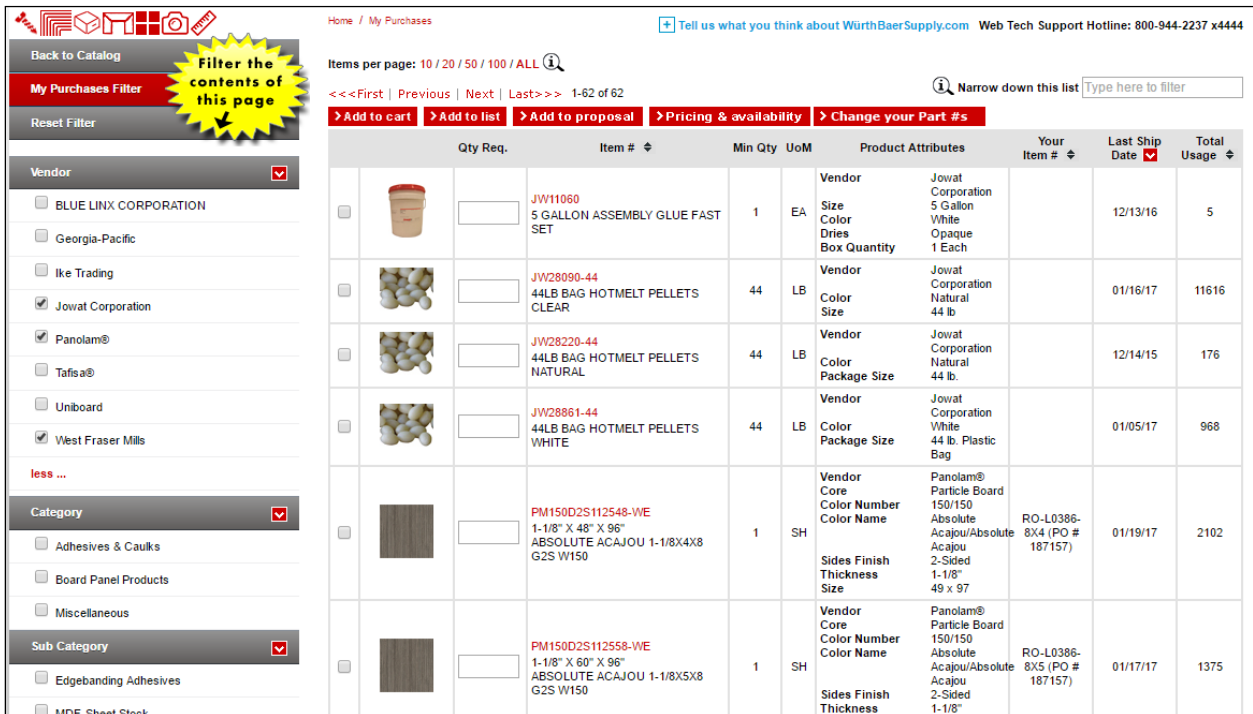
Items that are a special order that you have already purchased in the past may appear in the list as well allowing you to repurchase those items directly from the website rather than calling in a special order to customer service saving you time and keeping your costs lower.

The **My Purchases** page shows each product purchased as well as last purchase date and your total usage for the last 12 months.

The **My Purchases** page is also one of the points in our system where custom part numbers are set. See our article on **How To Add Custom Part Numbers** for more information.

To use My Purchases:

1. Login to the Würth Baer Supply Company website, http://www.wurthbaersupply.com.

2. Click the **My Purchases** link at the top center of the website in the light gray bar.

3. Sort the list columns by clicking any table header containing the up/down black arrows, ⬍.

4. Filter the list down by *Vendor*, product *Category* and *Sub Category* quickly by clicking the checkboxes at left.

5. Or, find a specific product quickly by typing characters into the ⓘ🔍 **Narrow down this list** [Type here to filter] field at the top right of the screen. This field begins narrowing down the product list as soon as you start typing characters.

6. Once you find a product to reorder, click the checkbox immediately next to the item(s) and the 🔴**Add to cart** button.

    To add an item to a Shopping List, click the 🔴**Add to list** button.

    To add an item to a Proposal, click the 🔴**Add to proposal** button.