

HOW TO ADD CUSTOM PART NUMBERS

The Würth Baer Supply website allows users to define their own custom part numbers in place of our part numbers. These custom part numbers can be searched in My Purchases and Shopping Lists. The custom part numbers will also appear on packing lists and invoices making the items easier to identify and match in customer systems.

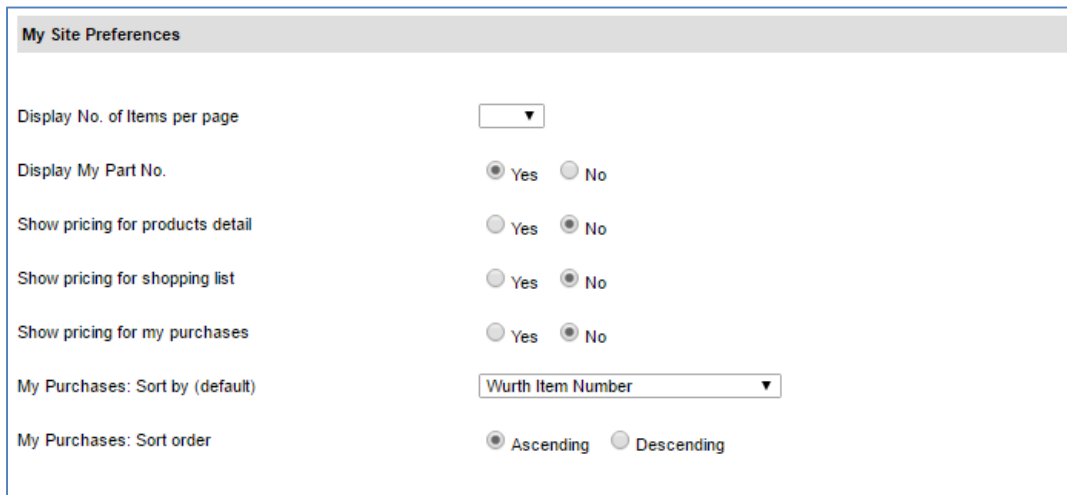
Turn on Custom Part Numbers Feature

The custom part numbers functionality is an add-on feature on the Würth Baer Supply website. The functionality must be turned on in the **My Preferences** page before custom part numbers are defined.

To turn on custom part numbers on your account, follow these steps:

1. Login to the Würth Baer Supply website, <http://www.wurthbaersupply.com>.
2. Click the **My Account** menu item on the charcoal gray bar at the top of the screen.
3. On the left side menu, click the **My Preferences** link at the bottom of the menu under the **My Site Preferences** heading.

The **My Site Preferences** screen appears.



The screenshot shows the 'My Site Preferences' interface. It includes a dropdown menu for 'Display No. of Items per page', radio buttons for 'Display My Part No.' (Yes is selected), 'Show pricing for products detail' (No is selected), 'Show pricing for shopping list' (No is selected), and 'Show pricing for my purchases' (No is selected). It also features a dropdown menu for 'My Purchases: Sort by (default)' set to 'Würth Item Number' and radio buttons for 'My Purchases: Sort order' (Ascending is selected).

4. Click the **Yes** radio button to the right of the **Display My Part No.** label. Changes are automatically saved.

Define Custom Part Numbers

To add custom part numbers, follow these steps:





1. Click on the **My Purchases** menu link at the top of the screen in the light gray bar.

The **My Purchases** screen appears but it now has an additional column labeled "Your Item #" and a new button at the top of the list called **> Change your Part #s**.

Items per page: 10 / 20 / 50 / 100 / ALL ⓘ

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> Add to cart **> Add to list** **> Add to proposal** **> Pricing & availability** **> Change your Part #s**

	Qty Req.	Item #	Min Qty	UoM	Product Attributes	Your Item #	Last Ship Date	Total Usage	
<input type="checkbox"/>		<input type="text"/>	JW11060	1	EA	Vendor: Jowat Corporation Size: 5 Gallon Color: White Dries: Opaque Box Quantity: 1 Each		12/13/16	5
<input type="checkbox"/>		<input type="text"/>	JW28090-44	44	LB	Vendor: Jowat Corporation Color: Natural Size: 44 lb		01/16/17	11616
<input type="checkbox"/>		<input type="text"/>	JW28220-44	44	LB	Vendor: Jowat Corporation Color: Natural Package Size: 44 lb.		12/14/15	176
<input type="checkbox"/>		<input type="text"/>	JW28861-44	44	LB	Vendor: Jowat Corporation Color: White Package Size: 44 lb. Plastic Bag		01/05/17	968
		Product no			Vendor: BLUE LINX				





2. Click the **> Change your Part #s** button.

The **Your Item #** column changes and now has enterable data fields in it. The **> Change your Part #s** button is replaced with a **> Save** button.

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> Add to cart **> Add to list** **> Add to proposal** **> Pricing & availability** **> Save**

	Qty Req.	Item #	Min Qty	UoM	Product Attributes	Your Item #	Last Ship Date	Total Usage	
<input type="checkbox"/>		<input type="text"/>	JW11060	1	EA	Vendor: Jowat Corporation Size: 5 Gallon Color: White Dries: Opaque Box Quantity: 1 Each	<input type="text"/>	12/13/16	5
<input type="checkbox"/>		<input type="text"/>	JW28090-44	44	LB	Vendor: Jowat Corporation Color: Natural Size: 44 lb	<input type="text"/>	01/16/17	11616
<input type="checkbox"/>		<input type="text"/>	JW28220-44	44	LB	Vendor: Jowat Corporation Color: Natural Package Size: 44 lb.	<input type="text"/>	12/14/15	176
<input type="checkbox"/>		<input type="text"/>	JW28861-44	44	LB	Vendor: Jowat Corporation Color: White Package Size: 44 lb. Plastic Bag	<input type="text"/>	01/05/17	968
		Product no			Vendor: BLUE LINX				

3. Enter a new part number for each item to customize in the **Your Item #** fields on the lines of the actual items.

For example, the first item **JW11060** can be changed to **GLUE-5-GAL** or **STICKY-BUCKET** to show how this works.

- After all part numbers have been set that need changing, click the **>Save** button to save those new item numbers to the system.





A popup message confirms the changes have been saved and the page changes back to normal except the **Your Item #** column is now populated with a searchable custom part number.

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[>Change your Part #s](#)

Qty Req.	Item #	Min Qty	UoM	Product Attributes	Your Item #	Last Ship Date	Total Usage
<input type="checkbox"/>	 JW11060 5 GALLON ASSEMBLY GLUE FAST SET	1	EA	Vendor: Jowat Corporation Size: 5 Gallon Color: White Dries: Opaque Box Quantity: 1 Each	STICKY-BUCKET	12/13/16	5
<input type="checkbox"/>	 JW28090-44 44LB BAG HOTMELT PELLETS CLEAR	44	LB	Vendor: Jowat Corporation Color: Natural Size: 44 lb		01/16/17	11616
<input type="checkbox"/>	 JW28220-44 44LB BAG HOTMELT PELLETS NATURAL	44	LB	Vendor: Jowat Corporation Color: Natural Package Size: 44 lb.		12/14/15	176
<input type="checkbox"/>	 JW28861-44 44LB BAG HOTMELT PELLETS WHITE	44	LB	Vendor: Jowat Corporation Color: White Package Size: 44 lb. Plastic Bag		01/05/17	968


When *STICKY* is typed in the search field at the upper right of the **My Purchases** list, our **STICKY-BUCKET** item is found quickly.

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Qty Req.	Item #	Min Qty	UoM	Product Attributes	Your Item #	Last Ship Date	Total Usage
<input type="checkbox"/>	 JW11060 5 GALLON ASSEMBLY GLUE FAST SET	1	EA	Vendor: Jowat Corporation Size: 5 Gallon Color: White Dries: Opaque Box Quantity: 1 Each	STICKY-BUCKET	12/13/16	5

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Custom Part Numbers may also be defined the same way as above on the **Shopping List** screens.

When you add this product to the Shopping Cart, your custom part number is now part of the product data and carries through the entire process.

Shopping Cart

To continue shopping, please use the Search field at the top of the screen or the left navigation menu.

[> Back](#)
[> Empty cart](#)

Item	Item # Description	Pkg Qty	UM	Qty Order	Qty Avail.	Qty B/O	Job Name	Coupon Promo Code	Ships From	Unit Price	Ext Price
 Remove	DI8771 SILICONE PLUS SEALANT CLEAR	1	CT	<input type="text" value="1"/>	0	1	<input type="text"/>		Guilderland Center, NY	\$7.4370	\$7.44
 Remove	JW11060 5 GALLON ASSEMBLY GLUE FAST SET - <u>STICKY-BUCKET MSDS</u>	1	EA	<input type="text" value="1"/>	1	0	<input type="text"/>		Guilderland Center, NY	\$172.6900	\$172.69
Sub-Total:											\$180.13

[> Save changes](#)