




HOW TO PLACE AN ORDER

1. Login to your account on our website, <http://www.wurthbaersupply.com>.
2. Add one or more items to the Shopping Cart to purchase.
3. In the Shopping Cart, there are multiple things to do and review.
 - i. In area **1**, we see the **Qty Ordered**, **Qty Available**, and, if applicable, the **Qty Backordered**. For example, the sandpaper has 50 discs ordered and 50 discs are available but the boring bit has 1 bit on order and 0 bits available. The Backordered item quantities are shown in **RED** to stand out.
 - ii. Area **2** shows the area of each line where a job name is added per line item allowing orders for multiple projects on the same order.
 - iii. Area **3** is the place where a single Job name is added on the entire order and a Purchase Order (PO) # is added.
 - iv. Area **4** is where coupon codes are applied to save on the order. Enter a code and click the **> Apply** button. To apply another code, simply overwrite the first code and click the **> Apply** button again. Each time a coupon code is applied to the order, the system tries to apply the code to each line of the order. If it applies, the savings are immediately reflected and the coupon code is shown next to the item above. Multiple coupon codes can be applied to each order but only one coupon code can apply to each item.

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	MM236UP400-6CS 20757 6 CLEAN SANDING DISC	50	EA	50	50	0			Vernon Hills, IL	1,1230 per EA \$56.15 for 50	\$56.15
 Remove	ABTH50070R BORING BIT SMM RIGHTHAND	1	EA	1	0	1			Vernon Hills, IL	\$26.6136	\$26.61
 Remove	FG171-1 TITEBOND KIT/BATH SIL SEALANT CLR 10.1OZ	1	CT	1	0	1			Vernon Hills, IL	\$9.1740	\$9.17
Sub-Total:											\$91.93

[> Save changes](#)

Job Name: 3

PO #:

Promo / Coupon Code: [> Apply](#)  4

Type a name to create a new [Proposal](#) for these items or add to an existing one: [> Save](#)

Add these items to an existing [Shopping list](#) or enter a name to create a new list: [> Save](#)

Note: Don't forget to enter your Promo code above.

[> Checkout](#)

4. After reviewing the order, adding coupons, or adding job names to the order, we click the **> Checkout** button.


The Checkout **Step 1 – Billing / Shipping Information** screen appears.

If needed, we adjust the **Shipping Address** for the order here and select a different **Shipping Method** if the default isn't how this shipment should be shipped. The *Default delivery type* is noted below.

We also add any **Comments or Special Instructions** to the order here.

Step 1 — Billing / Shipping Information Checkout process **1** **2** **3**

Bill-to Address: ORSY PRESENTATION CUSTOMER, 909 FOREST EDGE DR, VERNON HILLS, IL 60061-3106

Ship-to Address:
Override the address below or [Click here to paste an address.](#) 

Company: *

Address 1: *

Address 2:

City: *


Country : ▼

State: ▼ *

Zip: *

Comments/Instructions:
(255 char limit)

Schedule Future Delivery Date:
Most orders are processed and shipped the same day. If you need a future delivery date, click the calendar icon and select a date.*

 [Reset date](#)

* If your order is being delivered via Our Truck the requested delivery date might be altered to fit our routing schedule.

Shipping Method
Please choose your preferred shipping option. Not all shipping options are available to all destinations. There are extra charges for hazardous shipments. If the option you prefer is not available, the next fastest method will be chosen. Use Default delivery type if you normally receive shipments via Würth Baer Supply delivery truck.

Würth Baer Supply Company processes orders and ships during our standard business hours only, Monday - Friday. Orders placed on a weekend day will be processed the following Monday.

See actual freight charges for Next Day/Second Day Air on the next screen.

- Note: If Next Day or Second Day Air are selected, the entire order will be quoted this shipping method. If only select items need to be shipped expedited, please remove the item(s) from your cart and place a separate order for them or, put a comment for our Customer Service Representatives to manage this change for you in the Special Shipping Instructions field above.

Cut off time: All orders received on business days by 4:00 pm local time will be processed and shipped same day or in accordance with our truck delivery schedule.

Use my default delivery type **Note:** Your default delivery type: UPS Ground

UPS Ground

UPS 2nd Day Air

UPS Next Day Air

Will Call/ Customer Pick Up

> Next

- Click the **>Next** button to move forward.

The Checkout **Step 2 – Order Information** screen appears.

Step 2 — Order Information
Checkout process 1 2 3




Bill-to Address:
 ORSY PRESENTATION CUSTOMER
 909 FOREST EDGE DR
 VERNON HILLS, IL 60061-3106

Job name: JobAlpha
 PO #: 123456
 Promo/Coupon Code: BP1798C

Ship-to Address:
 TEST CUSTOMER
 909 FOREST EDGE DR
 VERNON HILLS, IL 60061-3106

Delivery date: As soon as possible.
 Ship complete:
 Shipping method: Default Delivery Method

Special Shipping Instructions:

Item # Description	UM	Qty Order	Qty Avail.	Qty B/O	Job Name	Coupon Promo Code	Ships From	Unit Price	Ext Price
 MM236UP400-6CS 20757 6 CLEAN SANDING DISC	EA	50	50	0			Vernon Hills,IL	\$1.12 per EA \$56.15 for 50	\$56.15
 ABTH50070R BORING BIT 5MM RIGHTHAND	EA	1	0	1			Vernon Hills,IL	\$26.61	\$26.61
 FG171-1 TITEBOND KIT/BATH SIL SEALANT CLR 10.1OZ	CT	1	0	1			Vernon Hills,IL	\$9.17	\$9.17
								Sub-total:	\$91.93
								Shipping:	\$13.00
								COD Charge:	\$21.50
								Sales Tax:	\$7.60
								Order Total:	\$134.03

> Applicable sales tax states

Please complete the following information:

*** Required Field**

Pay with your credit card to avoid COD charges.

Default Payment Method on file: COD/Check on Delivery
 Credit Card

>Submit order
>Cancel order

- Review the details of the order, the shipping costs, sales tax (if applicable) and other fees.
- At the bottom of this page, we select the **Default Payment Method** or we select to pay by *Credit Card*. Clicking the *Credit Card* radio button reveals a space to enter credit card information or select a credit card that is already stored on file for future use.
- When everything is ready and looks good on the order, we click the **>Submit order** button to complete the order.

The order is submitted to our backend systems for processing.

An **Order Summary** appears on the screen with the order number filled in. Take note of the order number for future reference.

The order will be reviewed by an order processor for any **Special Instructions** or potential issues and released for processing.