

Wist Website Tutorial



A Higher Class of Service!

Welcome to Wist Office Products!

www.wist.com



LOGIN AT WWW.WIST.COM

Enter your *Account Number*

Type in *Your User Name*

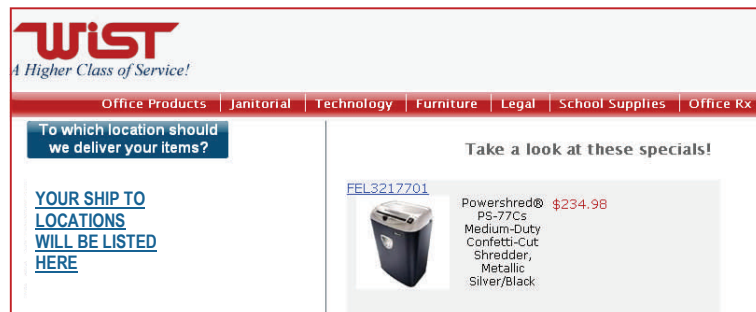
Type in *Your Password*

Click on the *Login* button

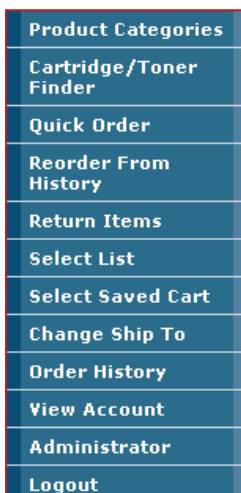
If you do not have a login,
forgot your login or password,
type your email address in the text box provided.

SHIPPING LOCATION

Shipping location is where you want
your office supplies delivered.



To choose a location:
click the link with your delivery location.



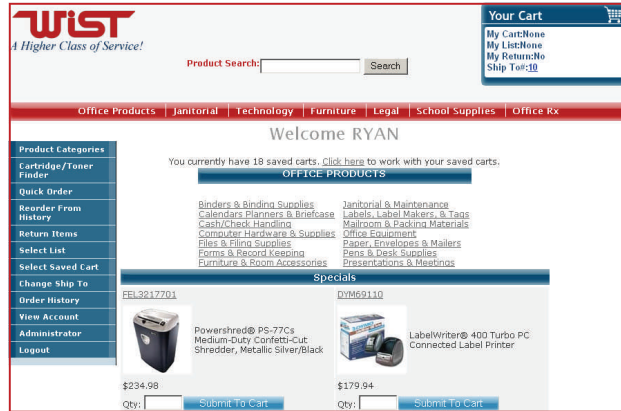
NAVIGATION BAR

Simply click on the *Product Categories* button to navigate.

SEARCH ENGINE

Click on the *Product Categories* to search for specific items, or use the *Product Search Box*. You can type in the product name, part number or manufacturer.

Example:
Type mailing labels, Avery
or type in part # AVE5311.
Click on the *Search* button to start the search.

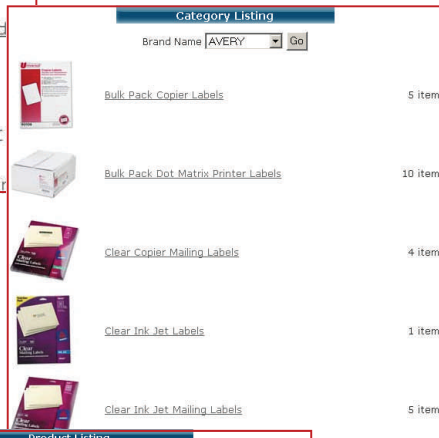


Use specific keywords to identify your product. This will narrow down the number of items found.



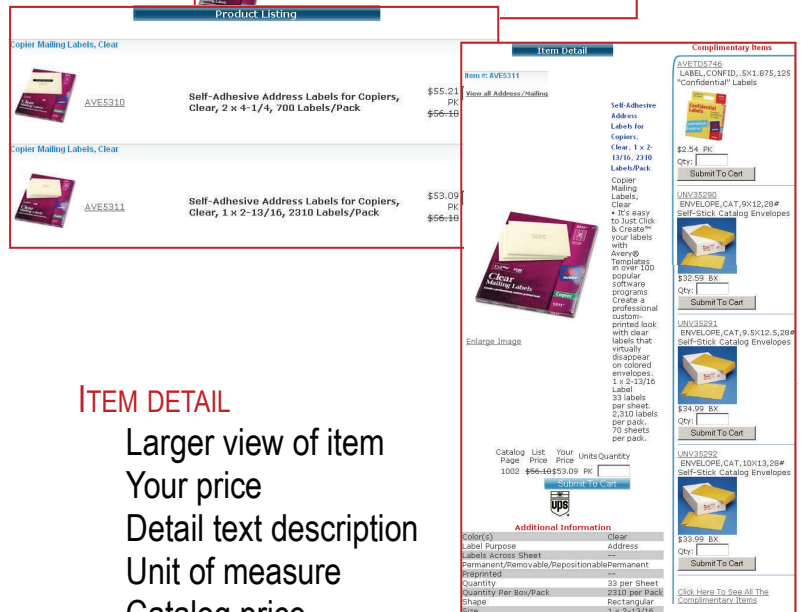
CATEGORY LISTING

Product Search locates all items that match your criteria and returns a list of categories. Don't see what you're looking for? Click on the *Category Listing* to continue your search.



PRODUCT LISTING

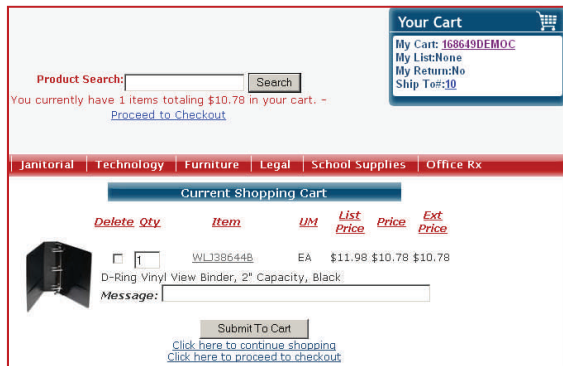
Once you have located your item, click on the link to see a detailed product description. The Quantity Box shows your Price and the Unit of Measure.



ITEM DETAIL

Larger view of item
Your price
Detail text description
Unit of measure
Catalog price
Additional item information

The *Submit to Cart* button saves your items until you're ready to check out.



Click on *My Cart* at any time to view your order.

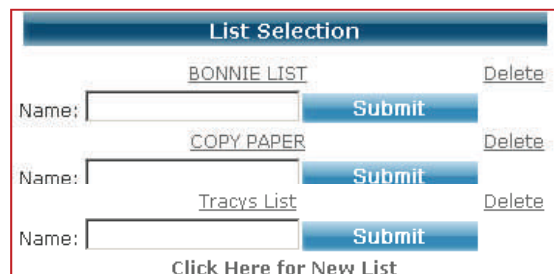
WORK WITH MY CART

The Shopping Cart holds your selected items until you proceed to checkout. You can add or remove items by checking the delete box prior to sending to checkout.

HOW TO CREATE A LIST

Our website allows you to create and save a list of your frequently ordered items. You can create multiple lists and name them in relation to the product, or a specific department, employee, etc. Click on *Select List* to create a new list. Click on *Click Here* for New List. Type in your *frequently ordered items and quantity*. Click on *Submit to List* button.

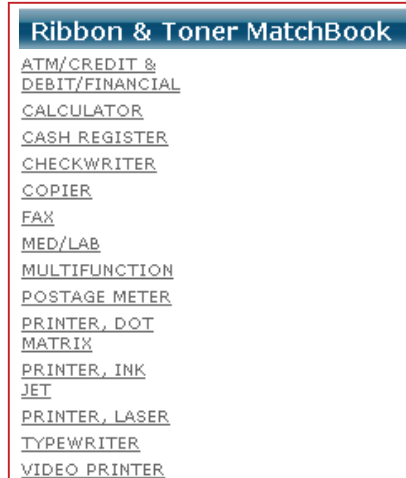
Creating a list saves you time. This screen allows you to create a list, add or delete items, save a list or submit the list to the Cart.



HOW TO ADD ITEMS TO AN EXISTING LIST

Click on *Select List* to modify an existing list. Choose the list you want to modify. At the bottom of the screen, click on *Click Here to Add Items to Your List*. Type in your *frequently ordered items and quantity*. Click on *Submit to List* button.

Cartridge/Toner Finder



CARTRIDGE/TONER FINDER

Click on *Cartridge/Toner Finder*. Select the *type of cartridge, toner or ribbon* you need. Select your machine's *brand name*. Select your machine's *model*.

QUICK ORDER

Use Quick Order
when you know the items you want to order.
Enter the *item # and quantity*.

Click on *Submit to Cart* to finish your order.

Item #	Qty	Message

Submit To Cart

Current Shopping Cart

Delete	Qty	Item	UM	List Price	Price	Ext Price
<input type="checkbox"/>	1	WLJ386448	EA	\$11.98	\$10.78	\$10.78

D-Ring Vinyl View Binder, 2" Capacity, Black

Message:

Submit To Cart

Check Out

[Click here for printer friendly version](#)

Qty	Item	Description	UM	Price	Total
1	WLJ386448	D-Ring Vinyl View Binder, 2" Capacity, Black	EA	\$10.78	\$10.78

SubTotal: \$10.78
Shipping: \$0.00
Handling: \$0.00
Tax: \$0.00
Total: \$10.78

[Click here to edit cart](#)

This order will be shipped to:

Name:
Address 1:
Address 2:
Address 3:
City:
State:
Zip:

Phone:
Fax:
PO: *Required
Email:

Ordered by

Name: *Required
Or Select Name From History Select Name *Required
Attention:

NET 30 MC 8765 MC

One Time Credit Card

Discover Discover MasterCard Visa

Card Number Cvv2 Expiration Date /

Save One Time Credit Card Information

Check Out

CHECK OUT SCREEN

Your Selected Items
Total Cost (including shipping & tax)
Delivery Location
Email Address
Purchase Order
Payment Method

Click on *Check Out* button
to finish.

ORDER CONFIRMATION

Order number confirms your purchase.
Email notification is sent
to User and/or Approver.

Thank you for your order. Your order number(s) are as follows: 691948

[Click here](#) to keep shopping

Note:
Orders will not be placed
until approved.

APPROVER INSTRUCTIONS

An approver is set up to receive email notifications
when requisitioners click on
the *Proceed to Checkout* button.
Follow the instructions in the email notification.

**THANK YOU FOR CHOOSING WIST OFFICE PRODUCTS
FOR ALL YOUR OFFICE PRODUCT NEEDS.**

If you have any questions or to report website problems,
you may email orders@wist.com
or phone our customer service department at 800.999.WIST.

Phone 480.921.2900 • 800.999.WIST (9478) • Fax 480.921.2121 • 800.955.7404
107 W. Julie Drive • Tempe, AZ 85283 • PO Box 24118 • Tempe, AZ 85285