



WAYTEK®

Quick Ordering Copy & Paste Guide

The Quick Ordering Copy & Paste function makes it easy to enter multiple part numbers and quantities at once, saving you time when placing orders.

1. What You'll Need

- A list of the part numbers (SKUs) you want to order.
- The quantity for each part.
- Access to the Quick Order page on our website.

2. Preparing Your List

Your list should be in a simple, two-column format:

- Column 1: Part number (SKU)
- Column 2: Quantity

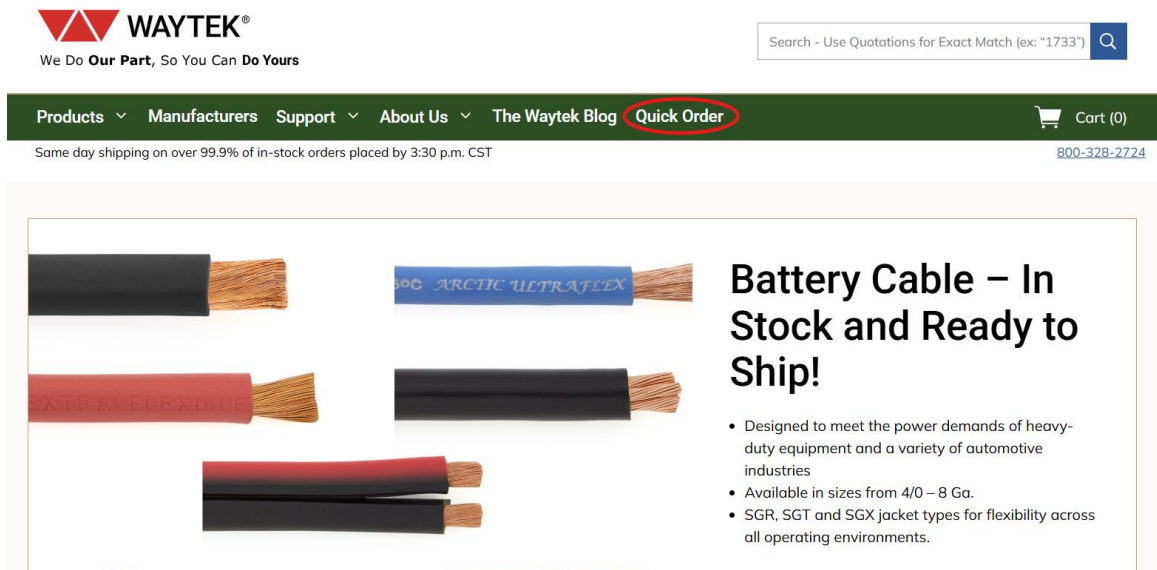
Example:

```
100234 5
200987 10
300452 2
```

✓ You can copy this from Excel, Google Sheets, or any text file.

3. Using the Quick Order Tool

1. Go to the Quick Order page.



2. Look for the Copy & Paste option.

The image shows the 'Quick Order' page on the Waytek website. The 'Quick Order' link in the top navigation bar is highlighted. The page has a header with the Waytek logo and tagline. Below the navigation bar, there's a search bar and a 'Copy & Paste' instruction box that says 'Copy & Paste or type list in box below in the following format Product#, Qty (ex: 39000,100)'. There are also buttons for 'Upload Order' and 'Add to Order'. The main content area has a search bar with a dropdown arrow, a 'Qty' input field, and a large text area for pasting the order list.

3. Paste your prepared list directly into the box.
4. Click Add to Order. The system will automatically recognize the part numbers and quantities.

4. Reviewing Your Order

- After pasting, you'll get a notification that your items have been added to the cart.
- From there, you will be brought to the cart page.
- Double-check that all part numbers are correct.
- Adjust quantities if needed.
- If an item cannot be found, you'll see an error message so you can correct it.

5. Pro Tips

- Keep part numbers clean: no extra spaces, dashes, or formatting.
- Use tab or space to separate part numbers and quantities.
- For large orders, break your list into smaller sections to make review easier.

6. Troubleshooting

- Invalid Part Number? Verify the SKU on our product catalog.
- Error on Paste? Make sure your list is in the correct format.
- Need Help? Contact customer support and share your order list for assistance.

 That's it! In just a few clicks, you can place bulk orders quickly and accurately using the Copy & Paste function.