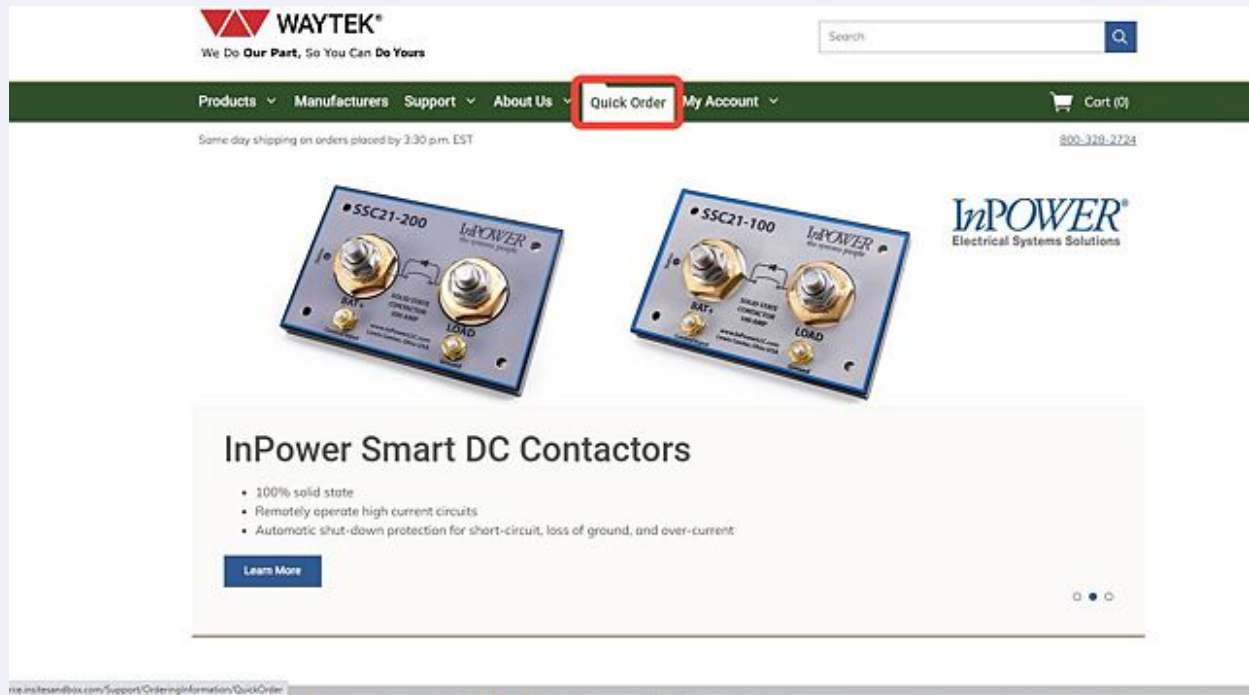# Quick Order Manual

1 Click on Quick Order.

2 Using the search field, start typing in part number, manufacturer part number, product name or description.

3 You will see a list of items open below the search bar as you type. This list will narrow down to the product you need as you continue to type.

4 Use the Qty field to enter the amount you wish to add to your order, or use the arrows to add or subtract qty from your order.

5 Once you have confirmed you have the correct part and enter the correct qty, click on the "Add to Order".
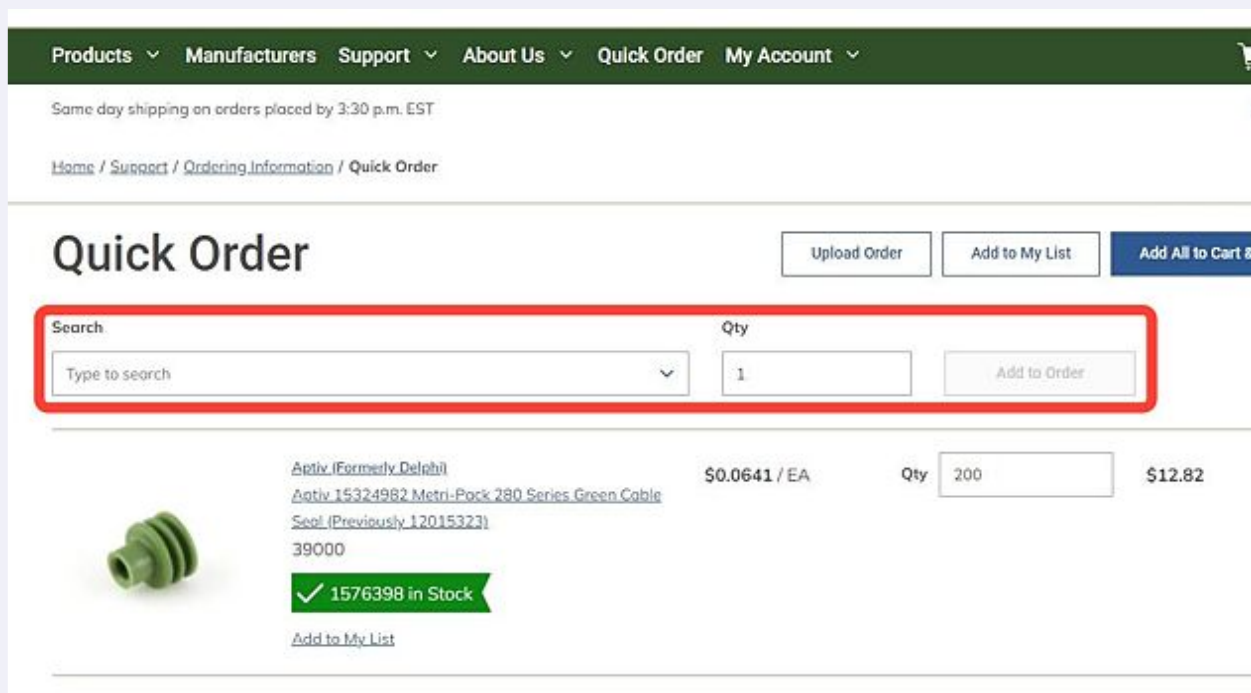
6

You should see a green notification confirming your product was added. You should also see the item appear below the search field as an item on your order.
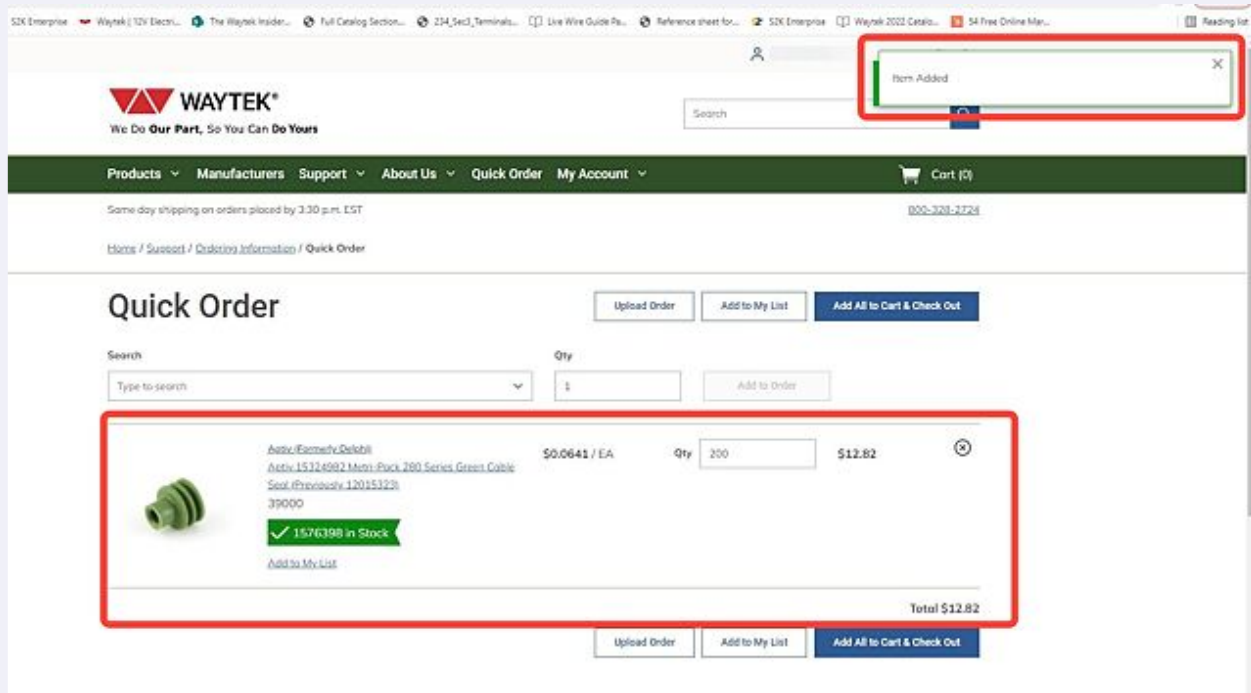
7

Continue to search and add items to complete until you have all the products you need.

8 When you have completed all the entries to your quick order, you can either add this order to your list, or if you are ready to complete your order, click "Add All to Cart & Check Out".

9 Your quick order items should now be in the cart and ready to checkout.