

## HOW TO GET A QUOTE THRU THE WEBSITE

We've created an easy, time-saving way for customers to get a price quote from their Würth Baer Supply sales representative through the website without placing a single phone call.

Many times a customer wants to order a product through our website that they've never bought before. When they don't think the price of that product is competitive enough, they may contact their sales representative to get a price quote. Usually this takes the form of a phone call directly to the sales representative, an email, or a call to Customer Service. All of these methods take time either through waiting on the phone, waiting to get an answer or waiting to speak to the right person to get the information.

We've simplified the way a customer can get a quote right through our website without ever picking up the phone. Every logged in customer's account is linked to their sales representative. You can then gather your products of interest and email them right to your sales representative with a message and then continue shopping on our site.

To setup a quote request through the website, follow these steps:

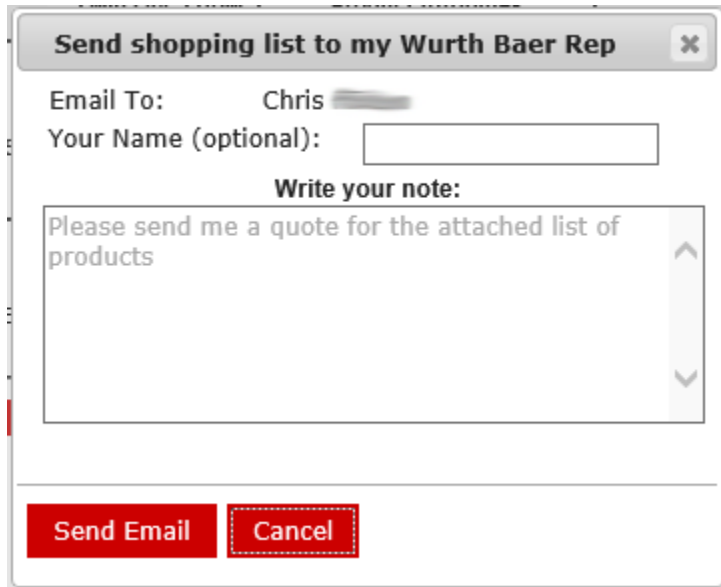
1. Log into your website account at [www.wurthbaersupply.com](http://www.wurthbaersupply.com).
2. Using the search function, find the product(s) you'd like to request a price on.
3. When you find one, click the checkbox to the left of the item.
4. Then, we're going to utilize our **Shopping List** functionality by clicking the **> Add to list** button.
5. On the **Confirm Items To Be Added to Shopping List** screen, type "For Quote" into the text field.
6. Click the **> Add to list** button next to the field to create a new Shopping List called "For Quote".
7. Repeat steps 2-4 for the next item, if applicable.
8. Instead of creating a new list for the next item, on the **Confirm Items To Be Added to Shopping List** screen, we'll select the "For Quote" list from the dropdown list. This will allow us to add additional items to the "For Quote" Shopping List we've already created.
9. After you've added as many items to the list as you would like a price quote on, click the Shopping List link at the top of the site in the light gray bar.

The **View Shopping Lists** screen appears.

10. Locate the "For Quote" list among your Shopping Lists and click the red "For Quote" List Name to open the list.

11. Click the checkboxes next to the items in the list you want to get a quote on.
12. Click the **➤ Email my rep** button above or below the list.

The **Send Shopping List to my Würth Baer Rep** popup box appears.



This message box should already be addressed to your Würth Baer Supply Sales Representative. The items you checked are linked behind the scenes to send to your sales representative.

13. Type your name in the *Your Name* field so your sales representative knows who to contact back.
14. Type a quick note in the *Write your note* field to your sales representative telling him what you need.
15. Click the **Send Email** button to send an email to your sales representative with your note and the items you checked on the list. Within moments of you clicking **Send Email**, your sales representative receives the message in his InBox and can respond to you as soon as he is available.

The items you added to the "For Quote" shopping list remain in the list until you clear them out. You may leave them in the list until a later date or do a little cleanup now.

To remove the list items and prepare the list for your next quote request, simply click the **Remove** link below the image on each line of the Shopping List. Click **Ok** on the confirmation message and the items are removed.