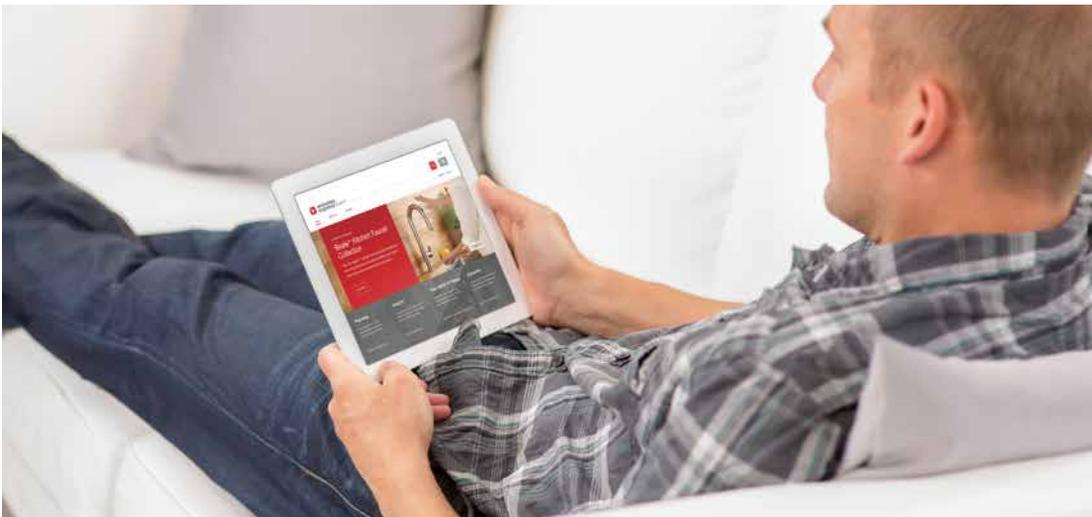




wolseley  
express.com

# Quick Tips

Getting Started with Wolseley Express



# The all new Wolseley Express!

What's in it for you:



**Check product inventory** at multiple locations

**Use Express Lists** to access the most popular items – one of our most popular site features!

## Shop online 24/7

Link your credit and project accounts using **Switch Accounts** allowing you to toggle between accounts from a single sign on.

**Take FREE online training** with our eLearning portal

**Manage your own users** to provide custom levels of access to your employees

**My Wolseley** let's you easily track all your account activities in one convenient location!

Have quotes delivered to your desktop or mobile device using **Web Quotes** and quickly process as an order

**Access to account specific pricing**- work out estimates for jobs on your time – no waiting at the counter for pricing

**Download My Ordered Products** with your 12 month order history

**View and print invoices and statements** using Invoice Gateway

Make ordering fast and easy with **barcode labels and scanners**



is the leading plumbing and HVAC/R eCommerce website, offering the largest product selection with many convenient account and management tools. Work on the go with any mobile device with 24/7 access to your account.

# Getting Started

## How to Register

You will need to have a Wolseley Canada credit account to access Wolseley Express.

If you have an existing credit account but are not set up for Wolseley Express please follow these steps:

1. Go to **wolseleyexpress.com**.
2. Choose **'Sign in/Register'** at the top right portion of the page to start the process.
3. Choose **'I have an existing credit account with Wolseley.'**
4. Fill in the customer information on the registration form supplied and choose **'I accept.'**
5. The form will then be sent to our Credit team for processing and approval. Once we have confirmed this information you will receive an email where you can complete your profile by setting up your password. Please note this can take up to 3 business days.\*

\*subject to credit approval

turn for  
more tips



# My Wolseley

Your customized 24/7 account portal lets you easily track all your account activities in one convenient location!

**Orders** – Track date of purchase, cost of order, and status of in progress, shipped and delivered

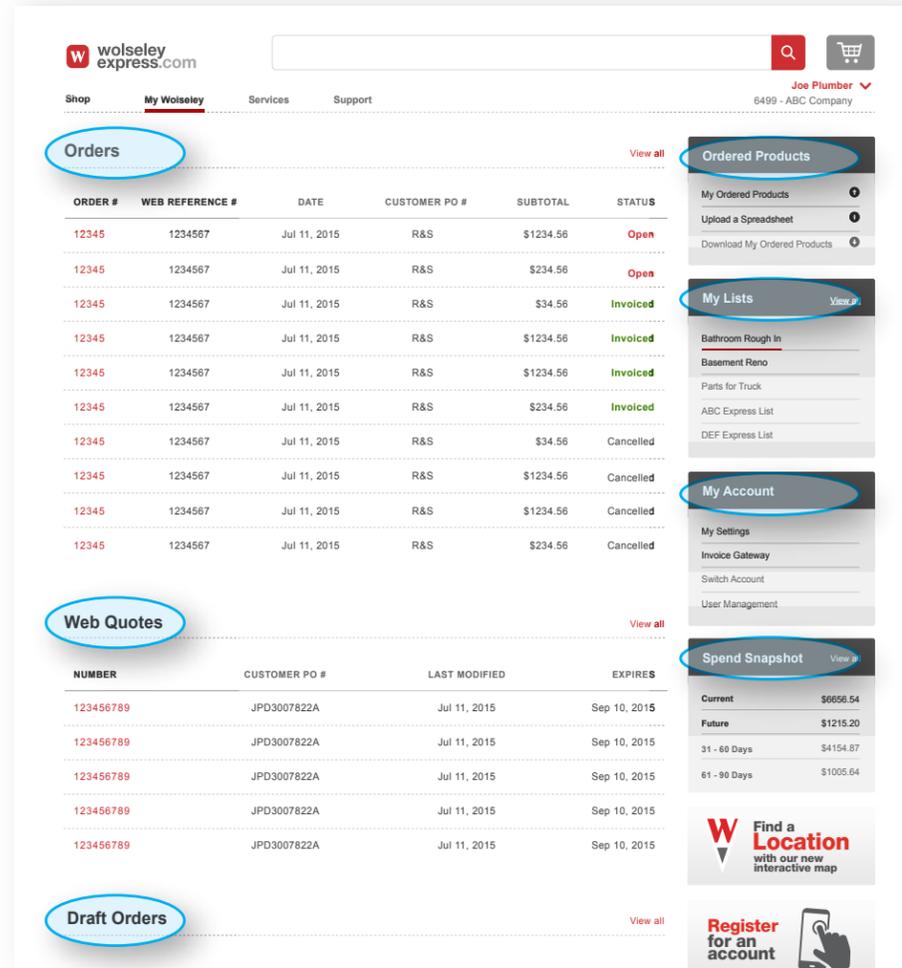
**Lists** - easily view and access your own custom lists or use our prepared Express Lists

**Web Quotes** – quickly tunnel into web quotes sent by the branch and easily convert to an order

**Draft Orders** – build a shopping cart and save for later use

**My Ordered Products** – download a list of all ordered products to create a custom list or upload a custom spreadsheet to place an order

**My Account** – manage your settings, view invoices and statements, switch to view other accounts, and manage multiple users on your account



## Web Quotes

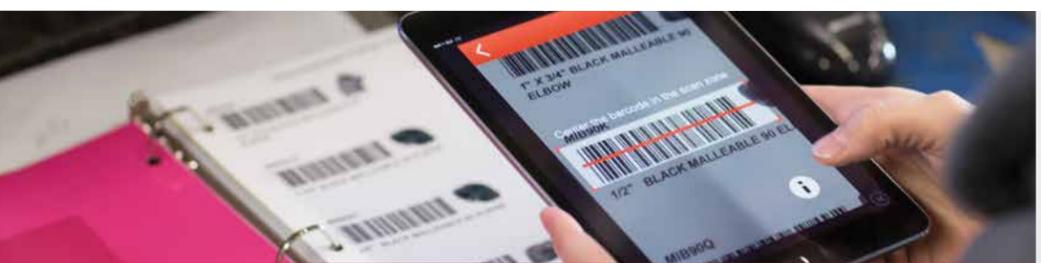
Saving you time & improving how you do business

Want a faster and easier way to convert Wolseley quotes into immediate orders? You can now receive custom quotations on your desktop or mobile device, review and then process to an immediate online order.

### Benefits to Web Quotes

- Quotes stored in one central location
- Enjoy same competitive pricing you receive at the branch
- Saves you time getting orders processed
- Improved order accuracy

If you have an account with Wolseley Express - you can get started today. Ask your branch or sales rep for more details.



## Ask how our Barcode & Scanning solution can improve your ordering process

Use the Wolseley Express barcode scanner to scan and order items you stock regularly. Our team can work with you to custom barcode your warehouse or trucks with labels generated from Wolseley Express. Three different barcode labels are available.

**Want to order stock on the go?** We can put together a custom binder that can be used to order products you use the most.

**Want to get started?** Contact one of our ebusiness team members:

Atlantic  
atlantic@wolseleyexpress.com

Southern Alberta & Midwest  
samw@wolseleyexpress.com

Quebec  
quebec@wolseleyexpress.com

Northern Alberta & BC  
nabc@wolseleyexpress.com

Ontario  
ontario@wolseleyexpress.com

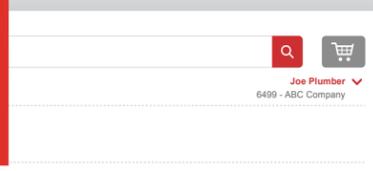
## Using Custom & Express Lists

Create custom lists of products you use most OR use our Express lists featuring our most popular items.

### Suggested ways you can create lists and use lists:

- Start with products you already order by downloading 'My Ordered Products'
- Save a list from shopping cart
- Create lists from your existing orders
- Work with a Sales Rep to create lists
- Download an Express list and customize as needed
- Plus - use lists to create barcode labels with a click of a button!

**NEW! Now you can share lists within your group of users making it easy for all to access!**



## Use Wolseley Invoice Gateway to view and print invoices + statements

All Wolseley Express Users automatically qualify for these great features:

- View invoices and statements from one or multiple accounts
- Use search and sort feature to locate specific documents
- Save and download multiple invoices into single pdf file
- Export account information into various accounting packages

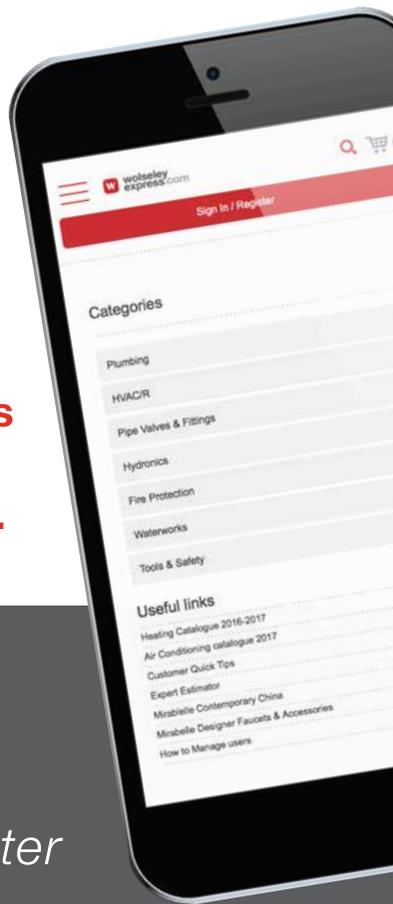


**Want to get started?**  
Contact your local credit rep at [credit@wolseleyexpress.com](mailto:credit@wolseleyexpress.com)

# work on-the-go

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On the jobsite or at your desktop – use Wolseley Express to find products fast and place orders using any mobile device.



 **wolseley  
express.com**

Let us help you *work smarter*