

1. How do I place an **EMERGENCY** order for a part that I want to pick up at a **branch store**?

- (1) Select “Pick Up In Store”. [The Pickup Method and Pickup Instructions will default to “WILL CALL”, and the Store Address will confirm the location for the current order.]
- (2) Enter any Special Instructions in the field on the right, if necessary.

SHIPPING & BILLING

SHIPPING / PICKUP INFORMATION

1
2

1
2

PICK UP IN STORE

SHIP TO ME

***Pickup Method:**
WILL CALL

Pickup Instructions:
WILL CALL

Total Weight: 3.97 lbs

Special Instructions:

Test Cindy Walpe

PROCEED TO ORDER SUMMARY

2. How do I place an **ECONOMY** order for a part that I want to pick up at a **branch store**?

- (1) Select “Ship to Me”.
- (2) Set the Shipping Method to “WILL CALL”.
- (3) Set the Shipping Instructions to “PCC Economy”. [Placing an economy order may result in longer delivery times, but it prevents emergency charges from being applied.]

SHIPPING & BILLING

SHIPPING / PICKUP INFORMATION

1
2

1
2

PICK UP IN STORE

SHIP TO ME

*** Shipping Method:**
WILL CALL

Shipping Instructions:
PCC Economy

Total Weight: 3.97 lbs i

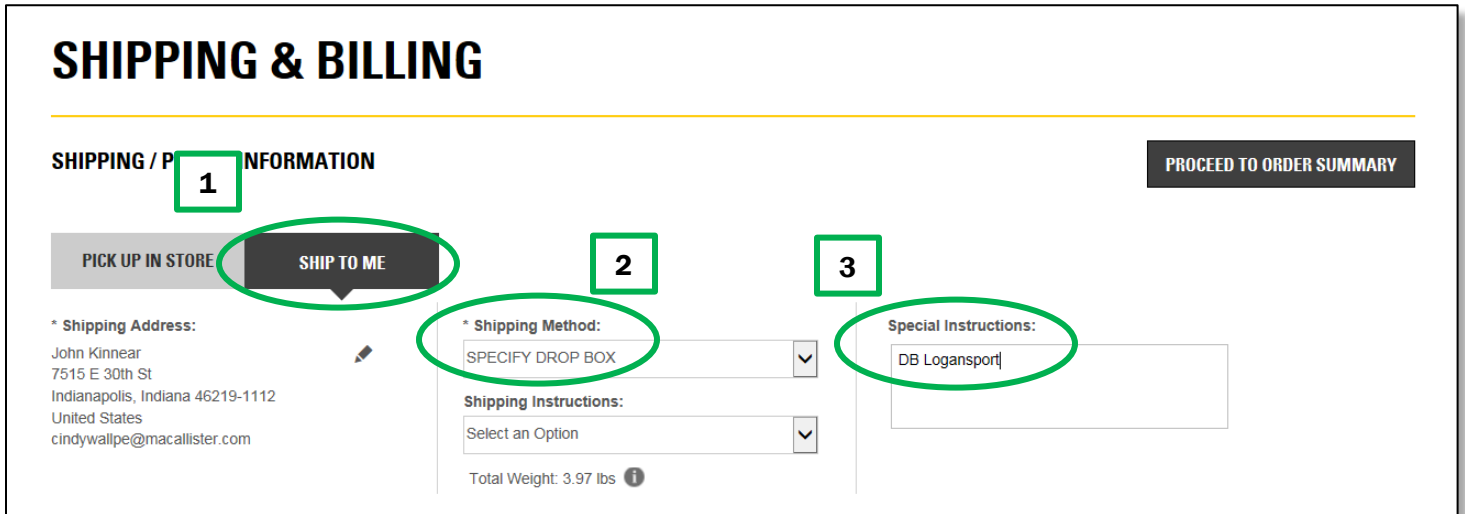
Special Instructions:

|

PROCEED TO ORDER SUMMARY

3. How do I place an EMERGENCY order for a part that I want to pick up at a drop box location?

- (1) Select “Ship to Me”.
- (2) Set the Shipping Method to “Specify Drop Box in Special Inst”.
- (3) Enter the desired drop box in the Special Instructions field.



SHIPPING & BILLING

SHIPPING / PICKUP INFORMATION PROCEED TO ORDER SUMMARY

1

PICK UP IN STORE **SHIP TO ME**

* Shipping Address:
John Kinnear
7515 E 30th St
Indianapolis, Indiana 46219-1112
United States
cindywallpe@macallister.com

* Shipping Method:
SPECIFY DROP BOX

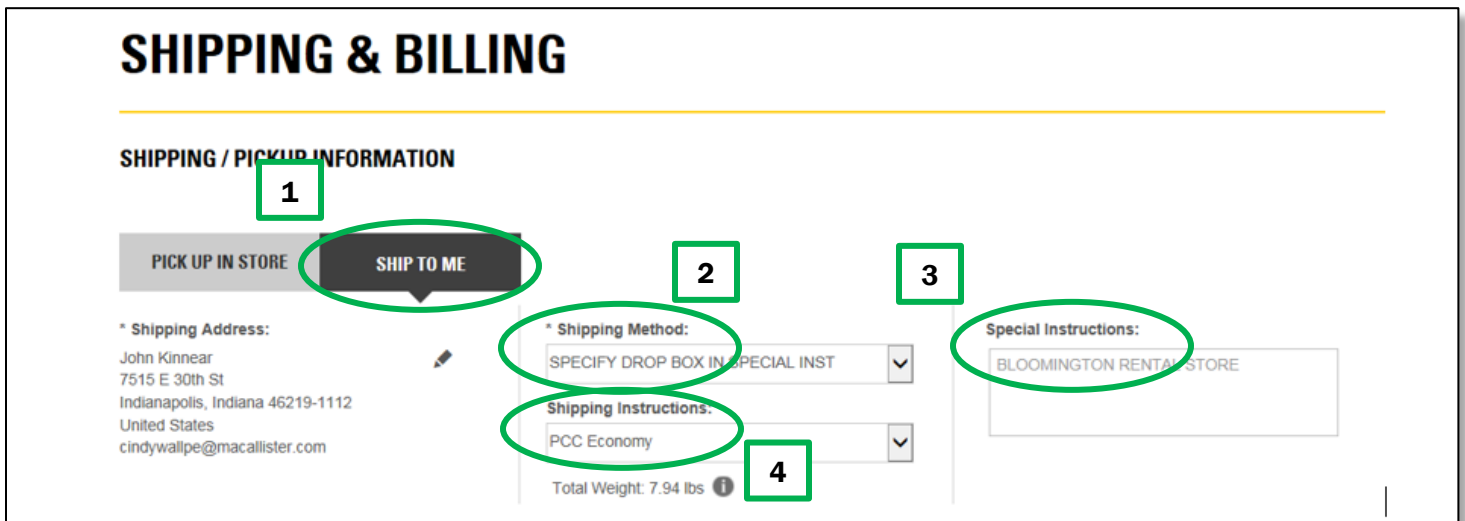
Shipping Instructions:
Select an Option

Special Instructions:
DB Logansport

Total Weight: 3.97 lbs

4. How do I place an ECONOMY order for a part that I want to pick up at a drop box location?

- (1) Select “Ship to Me”.
- (2) Set the Shipping Method to “Specify Drop Box in Special Inst”.
- (3) Enter the desired drop box in the Special Instructions field.
- (4) Set the Shipping Instructions to “PCC Economy”. [Placing an economy order may result in longer delivery times, but it prevents emergency charges from being applied.]



SHIPPING & BILLING

SHIPPING / PICKUP INFORMATION

PICK UP IN STORE **SHIP TO ME**

* Shipping Address:
John Kinnear
7515 E 30th St
Indianapolis, Indiana 46219-1112
United States
cindywallpe@macallister.com

* Shipping Method:
SPECIFY DROP BOX IN SPECIAL INST

Shipping Instructions:
PCC Economy

Special Instructions:
BLOOMINGTON RENTAL STORE

Total Weight: 7.94 lbs

5. How do I place an EMERGENCY order for a part that I want shipped directly to me?

- (1) Select “Ship to Me”.
- (2) Select appropriate Shipping Method, such as “SHIP UPS NEXT DAY AIR”.
- (3) Select appropriate Shipping Instructions, such as “UPS – NEXT DAY AIR(DIRECT)”. [Be sure to select an option with the word “DIRECT” included, if you want any backorders to be shipped directly from CAT.]

SHIPPING / PICKUP INFORMATION **PROCEED TO ORDER SUMMARY**

1 PICK UP IN STORE | **SHIP TO ME** **2**

* Shipping Address:
John Kinnear
7515 E 30th St
Indianapolis, Indiana 46219-1112
United States
cindywallpe@macallister.com

* Shipping Method:
SHIP UPS NEXT DAY AIR

Shipping Instructions:
UPS - NEXT DAY AIR(DIRECT) **3**

Total Weight: 3.97 lbs ⓘ

Special Instructions:

SHIPPING / PICKUP INFORMATION **PROCEED TO ORDER SUMMARY**

PICK UP IN STORE | **SHIP TO ME**

* Shipping Address:
John Kinnear
7515 E 30th St
Indianapolis, Indiana 46219-1112
United States
cindywallpe@macallister.com

Select an Option
PCC Order
UPS - NDA SATURDAY(DIRECT)
UPS - NEXT DAY AIR
UPS - GROUND
UPS - NEXT DAY AIR EARLY AM
UPS - NEXT DAY AIR(DIRECT)
UPS - GROUND(DIRECT)
UPS - 2nd BUSINESS DAY (DIRECT)
UPS - NDA SAT. EARLY AM (DIRECT)
UPS - NEXT DAY AIR SATURDAY
UPS - NDA EARLY AM (DIRECT)
UPS - 2nd BUSINESS DAY
UPS - NDA SAT. EARLY DELIVERY
PCC Economy

* Billing Method:
Select billing method

Purchase Order Number:
Test Cindy Wallpe

Special Instructions:

Upload Attachment

6. How do I prevent my orders from being entered as C.O.D. orders?

(1) Select “Dealer Credit” in the Billing Method field. [If necessary, this can be set as a default response for your account.]

The screenshot displays the checkout process. At the top right is a button labeled "PROCEED TO ORDER SUMMARY". Below this is the "SHIPPING / PICKUP INFORMATION" section. It features two tabs: "PICK UP IN STORE" and "SHIP TO ME", with "SHIP TO ME" being the active tab. Under "SHIP TO ME", there are three main areas: 1) Shipping Address: John Kinnear, 7515 E 30th St, Indianapolis, Indiana 46219-1112, United States, cindywallpe@macallister.com. 2) Shipping Method: A dropdown menu set to "SHIP UPS NEXT DAY AIR". 3) Shipping Instructions: A dropdown menu set to "UPS - NEXT DAY AIR(DIRECT)". Below these is "Total Weight: 3.97 lbs" with an information icon. To the right is a "Special Instructions" text area. Below the shipping section is the "BILLING / PAYMENT INFORMATION" section. It includes a dropdown menu for "Select billing method" with options "C.O.D" and "Dealer Credit". The "Dealer Credit" option is highlighted with a blue bar and a mouse cursor. To the right of this dropdown is a "Purchase Order Number" field containing "Test Cindy Wallpe" and an "Upload Attachment" link. A green box with the number "1" is placed to the left of the "Billing Method" dropdown, and a green oval highlights the "Dealer Credit" option.