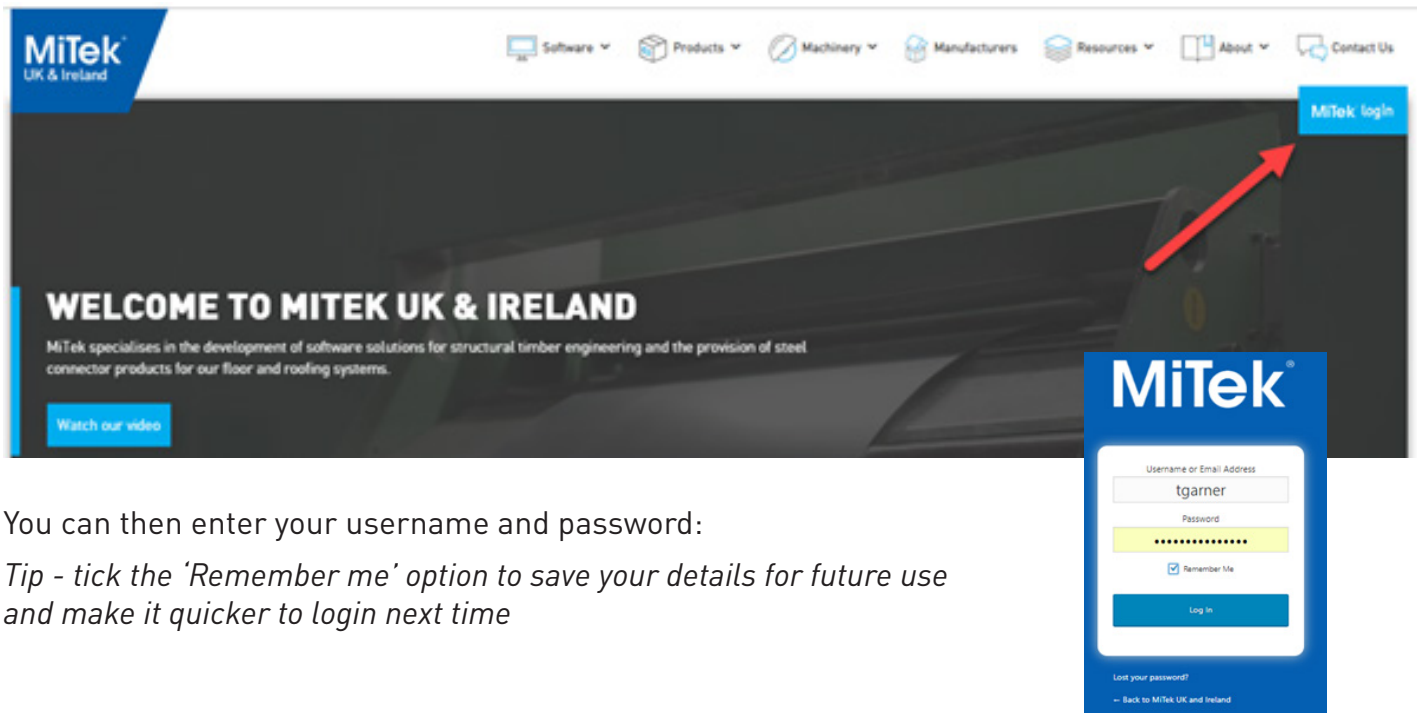


This is a brief guide to placing orders for MiTek products using the eStore. The eStore is a very simple to use online shop for ordering MiTek connector plates and Posi-Strut webs and is the easiest way to place orders with MiTek.

You will need a MiTek account in order to use the store. To register for an account please either speak with your TSM, or email info@mitek.co.uk asking for an account.

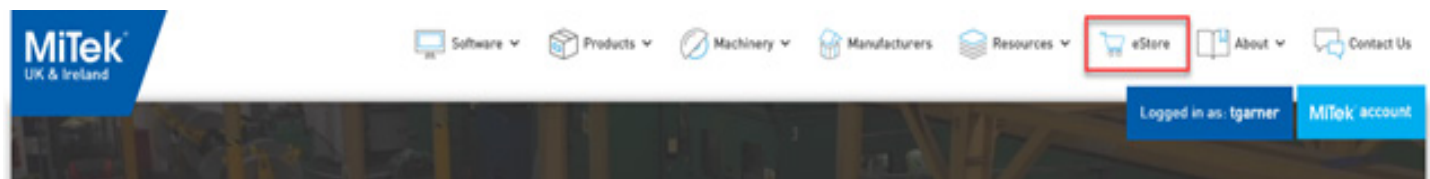
From the www.mitek.co.uk homepage click the MiTek login button on the top right of the page:



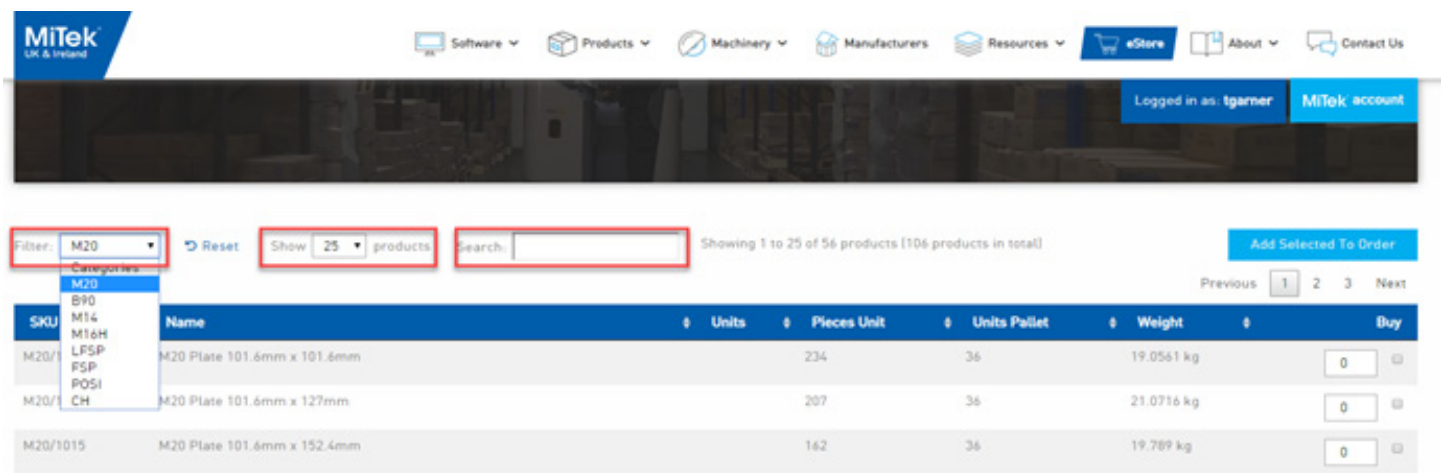
You can then enter your username and password:

Tip - tick the 'Remember me' option to save your details for future use and make it quicker to login next time

After login you will see the eStore icon has appeared in the menu. Click the icon to enter the store:



Once in the eStore you can use the Filter, Show and Search tools to easily navigate the store:



Filter lets you choose between the various categories of MiTek products, separated by plate range, Posi-Strut webs and Chevrons.

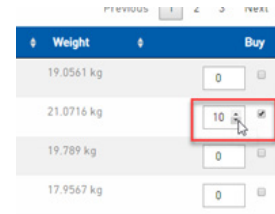
Show lets you control how many items appear on the screen. Selecting All will display the entire range for the category chosen.

Search allows you to search by any part of the item description, including size or product code

To add items to your cart, first enter the quantity of each item that you require.

This can be done either by typing the number or using the arrows on the qty box.

You will notice that the Buy check box is ticked automatically when you input a qty.

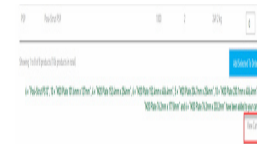


Continue adding items until your order is complete and then then press the 'Add Selected To Order' button at the bottom of the page:

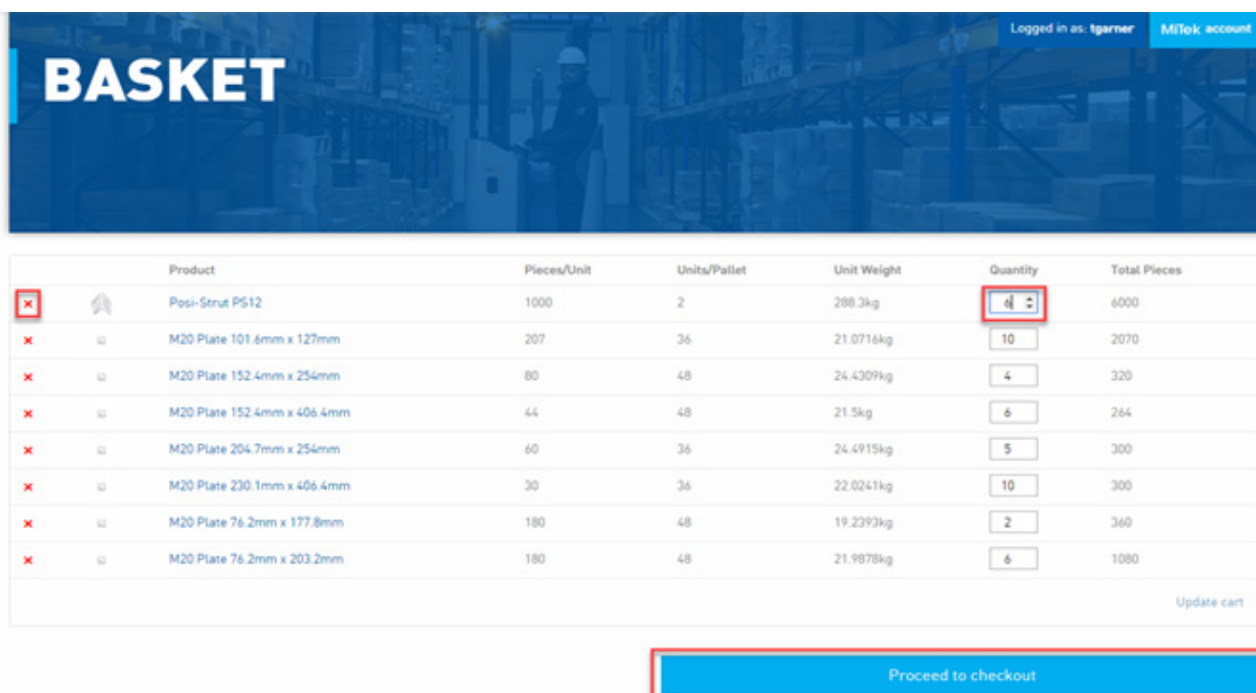


Tip – you are able to select items from multiple categories and pages before hitting the 'Add Selected To Order' button.

Once all items that you require have been added use the 'View Cart' option to look at your basket and checkout:



On the Basket page you will see a summary list of the products you've added to the order:

A screenshot of the MiTek eStore Basket page. The page has a blue header with the word 'BASKET' in white. Below the header is a table listing the items in the basket. The table has columns for Product, Pieces/Unit, Units/Pallet, Unit Weight, Quantity, and Total Pieces. The first row is 'Posi-Strut PS12' with a quantity of 6000. The second row is 'M20 Plate 101.6mm x 127mm' with a quantity of 10. The third row is 'M20 Plate 152.4mm x 254mm' with a quantity of 4. The fourth row is 'M20 Plate 152.4mm x 406.4mm' with a quantity of 6. The fifth row is 'M20 Plate 204.7mm x 254mm' with a quantity of 5. The sixth row is 'M20 Plate 230.1mm x 406.4mm' with a quantity of 10. The seventh row is 'M20 Plate 76.2mm x 177.8mm' with a quantity of 2. The eighth row is 'M20 Plate 76.2mm x 203.2mm' with a quantity of 6. At the bottom right of the table is an 'Update cart' link. Below the table is a large blue button labeled 'Proceed to checkout'.

You can use the Red X to remove an item, or use the Quantity field to amend a quantity before pressing the 'Proceed to Checkout' button to continue and place the order.

The Checkout page will show your Billing details. You can use the 'Ship to a different address' option to input a different delivery address if required. You can enter any special notes in the Notes field by simply typing in the box:

The screenshot shows the checkout page with a blue header containing the word "CHECKOUT" and a user login status "Logged in as: tgarner MiTek account". Below the header, there are two main sections: "Billing details" and "Ship to a different address?". The "Billing details" section includes fields for "First name" (sim), "Last name" (garner), "Company name (optional)" (MiTek Industries Ltd), and "Country" (United Kingdom [UK]). The "Ship to a different address?" section has a checkbox and a text input field for "Order notes (optional)".

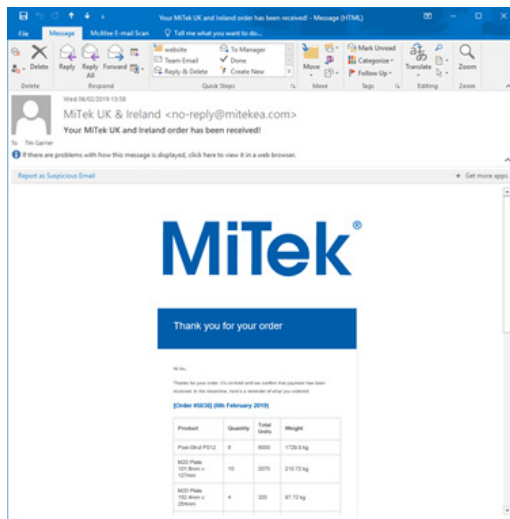
Lower down the checkout page you will see an order summary. Below that, you can select the shipping method you require, enter your PO Number and finally press the purple 'Place order' button to submit the order to MiTek:

The screenshot shows the "Your order" section of the checkout page. It lists several products: "Post-Strut PS12 x 6", "M20 Plate 101.6mm x 127mm x 10", "M20 Plate 152.4mm x 254mm x 4", "M20 Plate 152.4mm x 406.4mm x 6", "M20 Plate 204.7mm x 254mm x 5", "M20 Plate 230.1mm x 406.4mm x 10", "M20 Plate 76.2mm x 177.8mm x 2", and "M20 Plate 76.2mm x 203.2mm x 6". Below the product list, there are shipping options: "Standard Delivery (minimum 2 days) [STD]", "Custom Collection [COLL]", and "Next Day [ND]". A "Place order" button is visible at the bottom right.

You will then see an order confirmation screen with details of your order and an Order Number

The screenshot shows the order confirmation screen. At the top, it says "Thank you. Your order has been received." Below this, there is a table with order details: "ORDER NUMBER: 5036", "DATE: 6th February 2019", "EMAIL: tgarner@mittek.co.uk", "TOTAL: £280.34", and "PAYMENT METHOD: Purchase Order". The "ORDER DETAILS" section lists the same products as the checkout page. Below this, there is a "Purchase Order Details" section with fields for "PO Number" (123456) and "PO Note".

Finally, you will receive an acknowledgement of order to the email address linked to your account:



Your order is complete!

