

**WesTrac**



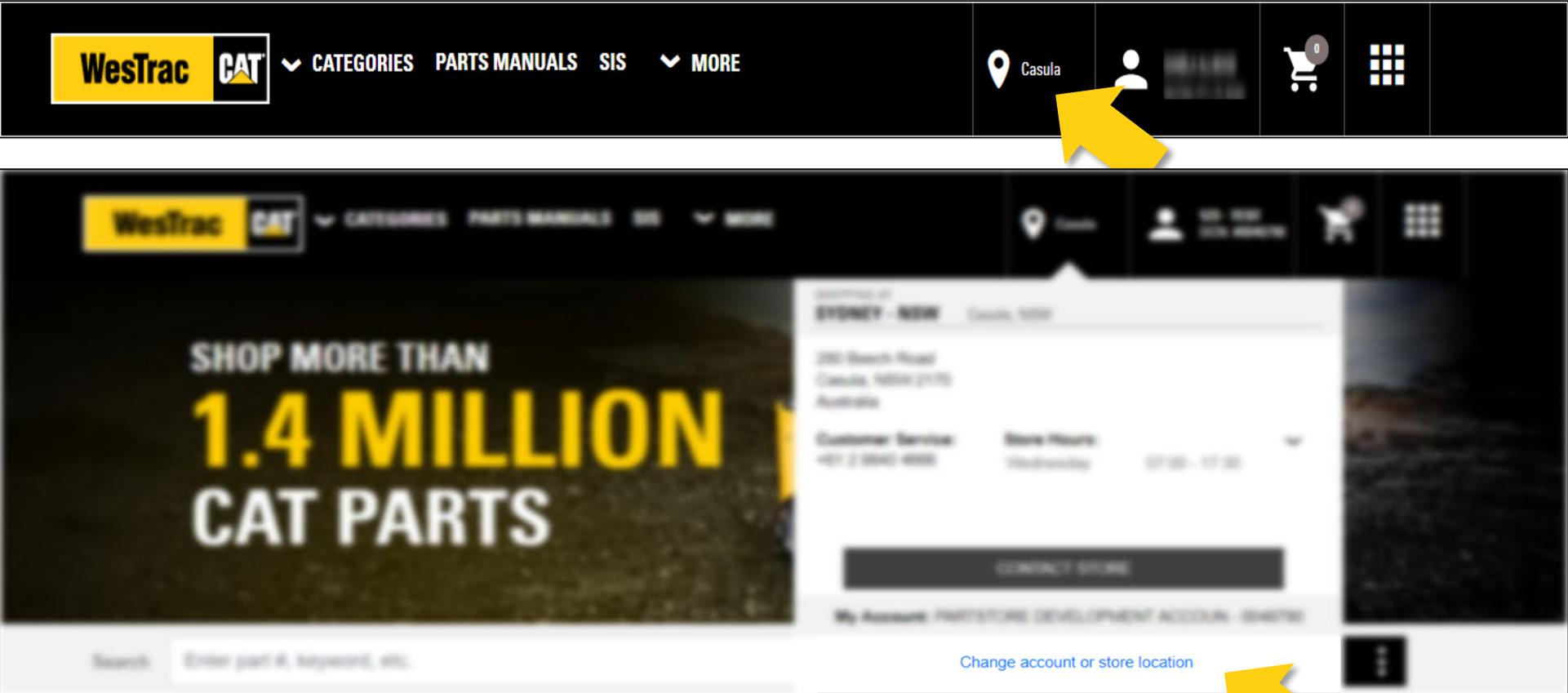
**SHIPPING GUIDE**

**CLICK &**

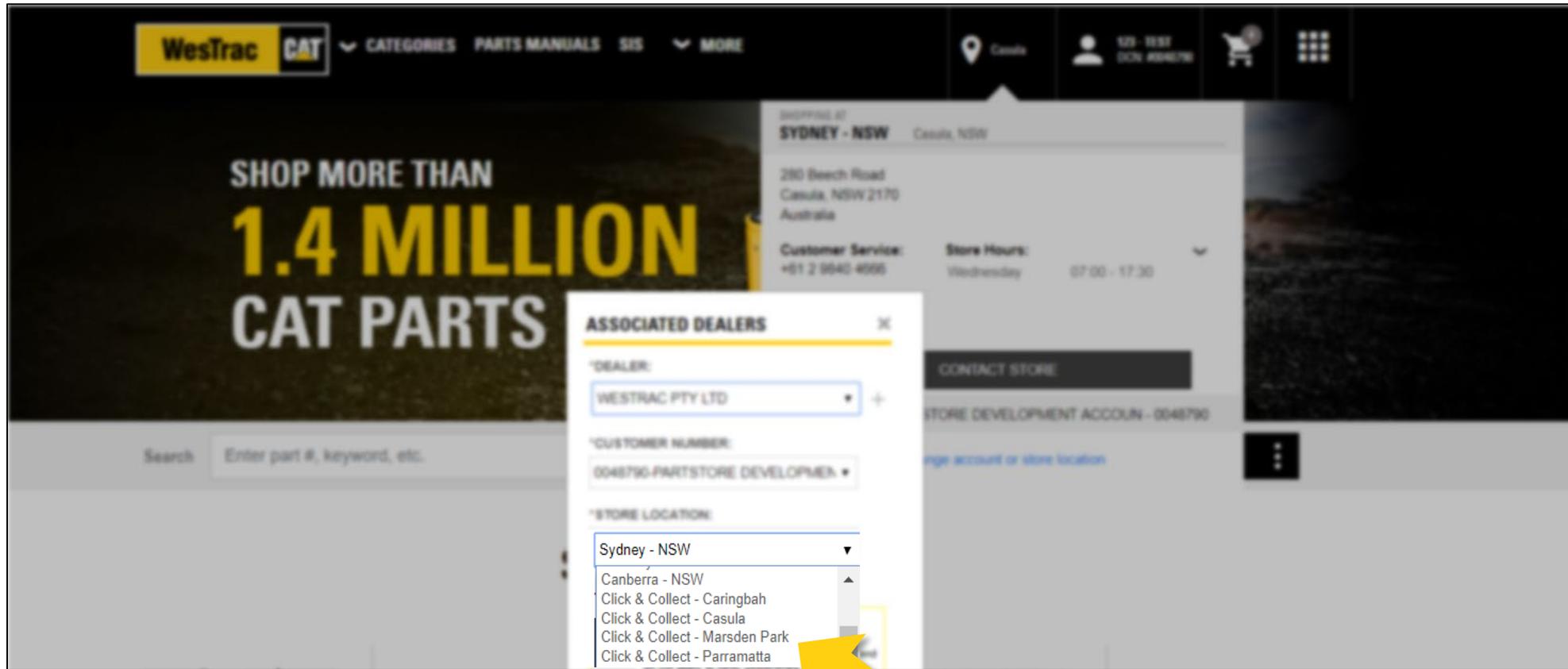
**COLLECT LOCKERS**

**THE EASIEST WAY TO ORDER AND PICK UP PARTS**

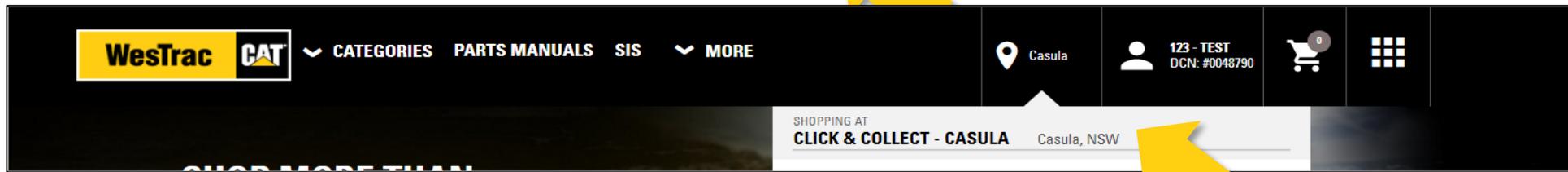
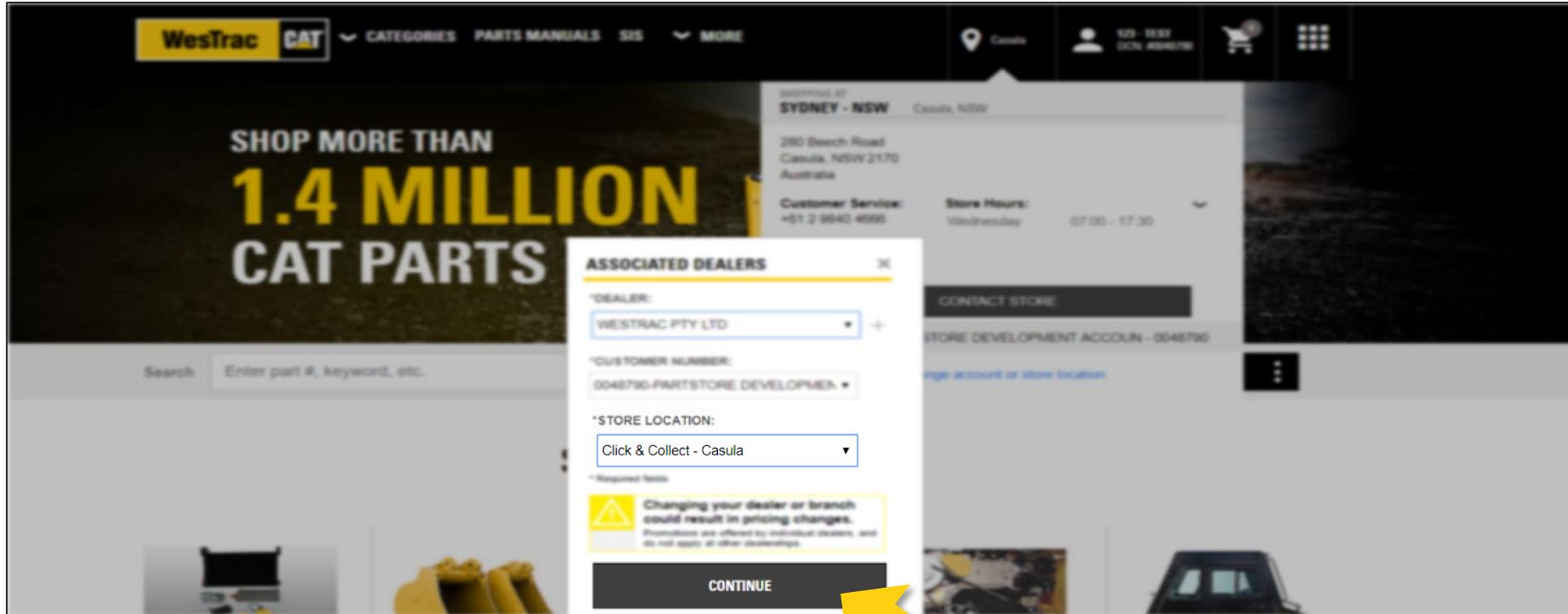
- 1) Check Location link displays one of the Click & Collect locations -If it doesn't, please follow the below instructions
- 2) On the main screen Click Location link
- 3) Click Change account or store location



#### 4) Select the store



- 5) Click CONTINUE
- 6) The store name will update at the top of the page



7) After selecting your order, on the Shipping & Billing page – The address will appear under **PICK UP**

**WesTrac** **CAT** CATEGORIES SIS QUICK ORDER PARTS MANUALS MORE Casula Profile Shopping Cart Grid

**CONFIRM YOUR PICKUP/DELIVERY – PAYMENT OPTIONS MOVED TO THE NEXT STEP!**

[Shopping Cart](#) [Pickup & Delivery](#) [Summary & Payment](#)

## PICKUP & DELIVERY

**PICKUP & DELIVERY INFORMATION** [CONTINUE TO SUMMARY & PAYMENT](#)

**PICK UP** **DELIVERY**

**Store Address**  
Click & Collect - Casula  
280 Beech Road  
Casula, NSW 2170  
Australia  
+61 1300 881064

**\*Pickup Method:**  
.

**Special Instructions:**  
Enter special instructions here.

Total Weight: 0.1 lbs

**CALCULATE FREIGHT**

**ADDITIONAL ORDER DETAILS**

\* Request By Date:

Purchase Order Number:

[Upload Attachment](#)

[Enter Promotion Code](#)

\* Ordered By:

\* Email Address:

\* Phone Number:

[BACK](#) [CONTINUE TO SUMMARY & PAYMENT](#)

## 8) Click CONTINUE TO SUMMARY & PAYMENT

**WesTrac** **CAT** ▼ CATEGORIES SIS QUICK ORDER PARTS MANUALS ▼ MORE Casula Profile Shopping Cart Grid

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[BACK](#) [CONTINUE TO SUMMARY & PAYMENT](#)

## 9) The Summary & Payment page will appear ► Verify all details and:

- If Order Information, Shipping/Pick Up and Delivery Information /Payment Information and Pickup and Delivery Information are correct – click **PLACE ORDER**
- If any changes are required, click **Pickup & Delivery** and make changes

The screenshot displays the 'SUMMARY & PAYMENT' page in the WesTrac CAT system. The page is divided into several sections:

- ORDER INFORMATION:** ACCOUNT NUMBER (I48700 - PARTSTORE DEVELOPMENT ACCOUN), DEALER STORE (Click & Collect - Casula), REQUEST BY DATE (30/09/20), ORDERED BY (Tes User, test.user@email.com, 04131234567).
- PAYMENT INFORMATION:** BILLING METHOD\* (Dealer Credit), BILLING ADDRESS (PARTSTORE DEVELOPMENT ACCOUN T, 15 HYNNE ROAD, WA 6055, Australia), PURCHASE ORDER NUMBER (Optional) (test order).
- PICKUP AND DELIVERY INFORMATION:** PICKUP METHOD (-), PICKUP STORE LOCATION (Your items can be picked up at the following location: 280 Beech Road, Casula, NSW 2170, Australia, +91 1300 881094).
- ITEMS IN YOUR ORDER:** A table with columns for Quantity, Item, Weight, Availability, Unit Price (AUD) (Excludes GST), and Total Price (AUD) (Includes GST). One item is listed: 1) 1 BC-3059 O-Ring (Non returnable part), 0.1 lbs, 1 In Store, \$14.41, \$14.41.
- Summary & Payment:** A table showing the order totals: ORDER SUBTOTAL: \$14.41 AUD, Shipping/Miscellaneous: \$0.00 AUD, Total Tax: \$1.44 AUD, GST: \$1.44 AUD, ORDER TOTAL: \$15.85 AUD.

At the bottom right of the page, there are two buttons: 'CREATE QUOTE' and 'PLACE ORDER'. A yellow arrow points to the 'PLACE ORDER' button.