

The tool of the trade

westburne.ca

**Your Quick User Guide To Westburne.ca
Web Features**

The tool of the trade

westburne.ca



Your guide to understanding Westburne.ca

JOBLIST



A joblist is a list of products you can create and save. A list could be a frequently ordered group of products that you often need or expect to re-order in the future, or a list of products you require for a particular job or project.

FAST ORDER



In a hurry? Save time using Fast Order. With this feature, you can skip searching for a product and directly enter specific part numbers on our online form, upload your own CSV file, or copy and paste from any excel file.

EASY-TO-SHOP CATALOGUES



Our interactive catalogues provide detailed product information, high-quality images, and seamless navigation to help you find exactly what you need. Click on the "Catalogues" tab to start browsing and add products directly to your cart.

QUOTE TO CART



Quote customization is now available (cherry picking, updating quantity, changing P.O or delivery address). When the quote is ordered by the customer on the web, a new web order is created. You can find your web order number under the order history page.

MOBILE APPLICATION



Customers can access their web account on the go by downloading the mobile application - perfect for those working on the road or on construction sites. Plus, with the barcode scanner, you can quickly look up pricing, view stock availability and place an order all from your smartphone.

STOCK AVAILABILITY



If you have a web account linked to your Westburne Trade Account number, you can view the inventory of all the branches in your region, ensuring that we've got everything you need when placing an order for delivery and/or pick-up.

ORDER HISTORY



With a Westburne web account, you have 24/7 access to all previous orders and invoices from the past two years, whether purchased in-branch or online. You can view the status of your orders, and search by date, invoice number, P.O number or order amount.

LIVE CHAT



Our National Service Centre team can assist our customers by answering any questions you may have. Chat instantly with one of our product experts by clicking on the LiveChat button located on the right side of any page on Westburne.ca.

COMPANY MANAGEMENT



With a Westburne web account, individuals that are set up as admin have the option to create web logins for their employees, manage delivery addresses, update profile information, approve new users, set up order approval process and much more.

AUTO TRADE ACCOUNT



New customers can now apply for a Westburne Trade Account directly from our website. The process allows for a quick online credit check. Once approved, you will be issued a new trade account number and web account on the spot.

BRANCH STOCK

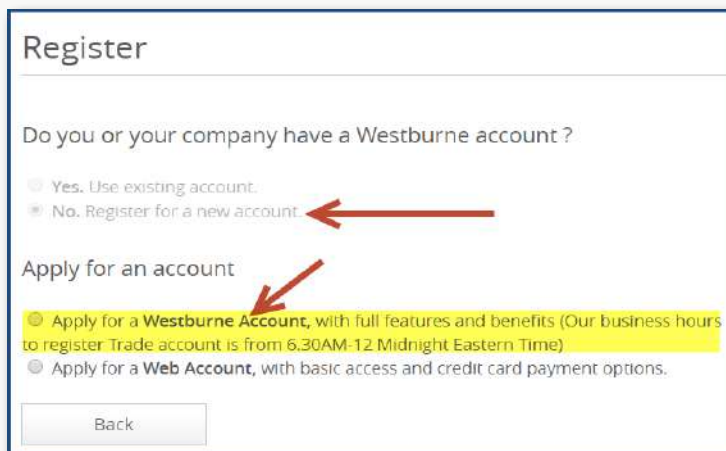


You can now filter products based on branch stock to display only items that are currently available in the selected branch, making it easier for you to find and purchase the products you need.

How to apply for your credit account

STEP 1:

FROM THE HOMEPAGE CLICK ON **REGISTER**. SELECT **NO. REGISTER FOR A NEW ACCOUNT** THEN CHOOSE **APPLY FOR A WESTBURNE ACCOUNT**.



Register

Do you or your company have a Westburne account ?

Yes. Use existing account.

No. Register for a new account.

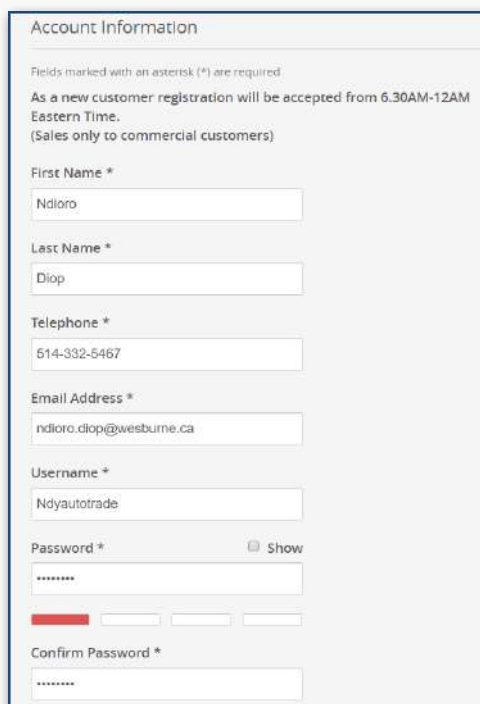
Apply for an account

Apply for a **Westburne Account**, with full features and benefits (Our business hours to register Trade account is from 6.30AM-12 Midnight Eastern Time)

Apply for a **Web Account**, with basic access and credit card payment options.

STEP 2:

ENTER YOUR PERSONAL INFORMATION & COMPANY ADDRESS



Account Information

Fields marked with an asterisk (*) are required.

As a new customer registration will be accepted from 6.30AM-12AM Eastern Time.
(Sales only to commercial customers)

First Name *

Ndioro

Last Name *

Diop

Telephone *

514-332-5467

Email Address *

ndioro.diop@westburne.ca

Username *

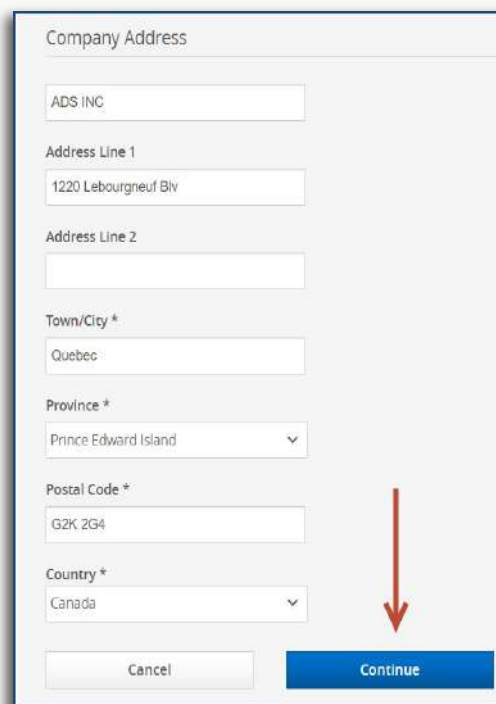
Ndyautotrade

Password *

.....

Confirm Password *

.....



Company Address

ADS INC

Address Line 1

1220 Lebourgneuf Blv

Address Line 2

Town/City *

Quebec

Province *

Prince Edward Island

Postal Code *

G2K 2G4

Country *

Canada



How to apply for your credit account

STEP 3:

ACCEPT TO SUBMIT TO A CREDIT CHECK BY CHECKING THE BOX

Please note that you must have a good credit score standing and your company information must match the information at the credit bureau in order for your credit check to be approved.

Account Information

Confirm Company Details

Company Name
ADS INC.

Company's visiting address
ADS INC.
1220 BOUL LEBOURGNEUF,
QUEBEC,
Quebec,
G2K2G4

I accept that Westburne will submit a credit check. A copy of the credit check will be sent to the company's signatory.

Back Confirm

Account Information

Confirm Company Details

Company Name
ADS INC.

Company's visiting address
ADS INC.
1220 BOUL LEBOURGNEUF,
QUEBEC,
Quebec,
G2K2G4

I accept that Westburne will submit a credit check. A copy of the credit check will be sent to the company's signatory.

Back Confirm

Please wait while we verify company credit score.

STEP 4:

ONCE YOUR CREDIT CHECK IS APPROVED, YOU WILL BE INVITED TO CHOOSE YOUR MANAGING BRANCH (THIS FIELD IS MANDATORY)

Company Signatory
Ndioro Diop

Company Name
ADS INC.

Visiting address
ADS INC.
1220 BOUL LEBOURGNEUF,
QUEBEC,
Quebec,
G2K2G4

Branch Selection | [Select branch](#)

Understanding your local branch will allow us to identify a local representative to process your application and act as your account manager.

Search pickup locations

- Laval
- Anjou
- Cable Centre
- Drummondville
- Edmundston
- Granby
- Joliette
- Jonquière
- Longueuil
- Montreal

Showing 1 - 10 of 21 results

1 2 3 >

Select



How to apply for a credit account

STEP 5:

AGREE TO THE TERMS & CONDITIONS THEN CLICK ON **CONFIRM**. A NEW TRADE ACCOUNT NUMBER & WEB ACCOUNT WILL BE AUTOMATICALLY CREATED.

Email & Privacy

Email address for invoice
ndioro.diop@westburne.ca

Email address for order confirmation
ndioro.diop@westburne.ca

By registering, you agree to our terms & conditions

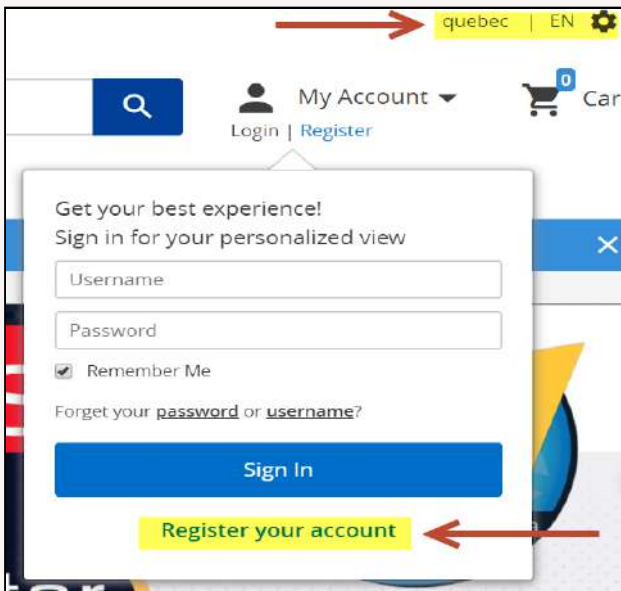
Live Chat Fast Order Branch Locator Feedback Clearance Rockwell Training Account : ADS INC. | ontario

All I'm looking for My Account Ndiro Diop My Cart 0 Items

Browse Products eServices Solutions About Us

Your account :81466 has been setup successfully.

Congratulation! Your trade account and web account have now been created.
If you have any questions about our products & services, please contact your local Westburne branch by visiting westburne.ca/store-finder or by calling our National Service Center at 1-866-585-3338.



1. Make sure you are in the right division web page and click on **Register**.
2. If you have a Trade Account number with Westburne select **YES**. If you don't have a Trade Account number, please refer to the guide "Trade Account".
3. Once you've clicked on **YES**, enter your Account Number and Postal Code. *Please note that the postal code and account number must match the information we have on record (ie: your billing address).*
4. Fill out the form with your information and click on **Register**.
5. Contact your account manager or email us at webinfo@westburne.ca to validate your new web account.


A screenshot of the 'Register' form, step 2. The title is 'Register'. Below the title is the question 'Do you or your company have a Westburne account?'. There are two radio button options: 'Yes. Use existing account.' and 'No. Register for a new account.'. A yellow box highlights the 'No. Register for a new account.' option, with a red arrow pointing to it.

A screenshot of the 'Register' form, step 3. It shows the 'Yes. Use existing account.' and 'No. Register for a new account.' options. Below this is the text 'Use your existing Westburne trade account' and 'Not sure what to do? Call 1-866-585-3338 for help in creating an account'. There are two input fields: 'Account Number' with the value '50328' and 'Postal code' with the value 'H4T1X7'. Both fields are highlighted in yellow with red arrows pointing to them. At the bottom are 'Continue' and 'Cancel' buttons.

A screenshot of the 'Register' form, step 4. It shows the registration details form. Fields include: 'First Name' (John), 'Last Name' (Electric), 'Email Address' (johnelectric@gmail.com), 'Telephone' (514-332-5467), 'Username' (johnelectric), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). There are green progress bars below the password fields. At the bottom, there is a checked checkbox for 'By registering, you agree to our terms & conditions' and a green 'Register' button highlighted in yellow, along with a 'Cancel' button.

1

Your Price /C



THOMAS & BETTS
C170 CONNECTOR
Mfr Number: C170
Product code: THSCI70
C170 CONNECTOR

✓ 1011 Available for delivery
✓ 120 Available for pickup at ANJOU
View Branch Stock >

Quantity EA Min: 1 / EA


Add to cart

1. Log into your account, search for your product and click **Add to cart**.

2

Your cart

Select All to Delete Reverse Order

ITEM	Availability	ITEM PRICE	Quantity	Total
 C170 CONNECTOR Product code: THSCI70 Brand: THOMAS & BETTS Mfr Number: C170	✓ 1011 Available for delivery ✓ 120 Available for pickup at ANJOU	\$119.39/ C Min: 1 EA	<input type="text" value="1"/>	\$1.19

Order Totals

Subtotal:	\$1.19
Tax	\$0.18
Total	\$1.37

Continue Shopping **Checkout**

2. Click on **My Cart** and then on **Checkout**.

3

ORDER DETAILS

P.O. Number

Shipping Details

Delivery Pickup

Delivery Address:
3560 rue Sarleton,
Saint Laurent,
Québec,
H4R 0K5

Pick a Different Address

Delivery Branch:
Laval

Product Total \$1.19
Delivery / Surcharge \$0.00
Tax \$0.18
Total \$1.37

Promo Code Apply

Only one code per order

Place Order

Add Order Notes

3. Enter a P.O. Number, choose your shipping option – **Delivery** or **Pick up** – and then click on **Place Order**.

You will receive an email confirmation with a summary of your purchase and an order confirmation number. To inquire about your order, please contact your local Westburne branch by visiting westburne.ca/store-finder or by calling our National Service Center at 1-866-585-3338



YOUR HOW TO GUIDE

HOW DOES QUOTE TO CART WORKS



Customer calls his Westburne account manager for a quote



The account manager enters the quote in our system and sends it to the customer's web account



Customer logs into his Westburne.ca web account to view his quote



Customer adds the quote to his cart and places his order online

To access your quotes online, simply log into your web account and click on "My Quotes" located under **My Quick Links**, **My Account** or on the **Thin Promo Banner** on the homepage.

The screenshot displays the Westburne web account interface. At the top, the Westburne logo and navigation menu are visible. The main content area is divided into several sections:

- My Quick Links:** A list of links including "Quotes", "Order History", "Saved carts", "My Account", "Invoices", "Joblists", and "Fast Order". A red arrow points to the "Quotes" link.
- My Account:** A list of links including "My Account", "My Company", "Order History", "Invoices", "My Quotes", "My Joblist", "Saved Cart", and "Logout". A red arrow points to the "My Quotes" link.
- Thin Promo Banner:** A banner at the bottom of the page with a yellow background and a question mark icon, labeled "My Quotes View all quotes". A red arrow points to this banner.

Other visible elements include a search bar, a user profile dropdown for "Gilles Filiatrault", and various service links like "Branch Locator", "Website Features", "Westburne Support", and "Mobile application".



YOUR HOW TO GUIDE

Within the quote page, you can search for a specific quote by filtering by name, number, status or date. For each quote, you will see **the quote number, the quote name, its status, its request and expiration dates and the quote's total amount.**
To view a specific quote simply click on the quote number.

Your Account | **My Quotes**

Profile
Address Book
Saved Carts
My Quotes
Order history
Joblists

Quote Name: [dropdown] | Search by Quote # or Name [input] [search icon] [Clear]

Status: [dropdown] | From: 03/03/2019 [calendar icon] | To: 05/02/2019 [calendar icon]

206 results found | Display: 10 [dropdown] | 1 2 3 4 >

Quote 8796556	Total : \$673.85	>
Quote Name : STEVE POIRIER	Status : QTE Request Date : 04/30/2019 Expiration Date: 05/10/2019	
Quote 8795850	Total : \$2,397.14	>
Quote Name : GL100-ITF	Status : QTE Request Date : 04/30/2019 Expiration Date: 05/10/2019	
Quote 8795751	Total : \$878.97	>
Quote Name : GLPRS	Status : QTE Request Date : 04/30/2019 Expiration Date: 05/10/2019	



YOUR HOW TO GUIDE

Click on **select all** to add all the products to your cart or individually select the ones you want to add.

Expiration Date : 10/05/2024

Add Selected Product(s) to Cart

Your Quoted Products(2)

Select All



BQ2B020 DISJONCTEUR 208V 2 POLES 20 A
Product Code: NTEEATEMPQ016

Total: \$35.36
This product will be procured.

Quantity:
 EA
Min:1



BQ1B015 DISJONCTEUR 120V 1 POLE 15A
Product Code: NTEEATEMPQ017

Total: \$43.98
This product will be procured.

Quantity:
 EA
Min:1


Leave a message

Add Selected Product(s) to Cart






YOUR HOW TO GUIDE

Please note that **a quote can now be modified online**. You can now add/remove products, edit quantities or change shipping information for a quote.







 Your cart contains quoted products. You will be able to modify shipping details and P.O number at checkout.

Shopping Cart

[Request quote](#)   

Select All Remove Reverse Order of Products

Total \$466.74 [Checkout](#)

Products (3)	Availability	Qty/Unit Price	Total
<input type="checkbox"/>  QUOTED PRODUCT 1769-BA ALLEN BRADLEY Product code: RAWEATEMPQO230 My Quote #1911383	This product will be procured.	- 3 +  Min: 1 EA	\$326.61
<input type="checkbox"/>  QUOTED PRODUCT BQ2B020 DISJONCTEUR 208V 2 POLES 20 A Product code: NTEEATEMPQO16 My Quote #1941289	This product will be procured.	- 1 +  Min: 1 EA	\$35.36
<input type="checkbox"/>  QUOTED PRODUCT	This product will be procured.	- 2 + 	\$43.98



YOUR HOW TO GUIDE

To complete your purchase, click on **Place Order**. You will receive an email with your order confirmation number. Please note that your **quote number is now your the web order number**. Be sure communicate this number to your Westburne representative when inquiring about your order.

Order Details

P.O. Number *

Shipping Details

Delivery Pickup

! Some products are on back order. How should they be delivered?

Partial Full

Delivery Address:
643 chemin de la Haute-Rivière,
Châteauguay,
Quebec,
J6J 5W6
[Pick a Different Address](#)

Delivery Branch:
Montreal

Payment Details

Payment Method : Trade Account

Order Summary

Product Total	\$673.85
▼ Delivery / Surcharge	\$0.00
▼ Tax	\$100.91
Total	\$774.76

Promo Code

Only one code per order

Order Number: 8805787

Thanks for your order!
You will also receive a confirmation email with the details of your order

Order placed by: Ndy entreprise	Payment Method: Trade Account
----------------------------------------	--------------------------------------

Shipping Type: Delivery

Delivery Address:
Ndy entreprise
643 chemin de la Haute-Rivière,
Châteauguay,
Quebec,
J6J 5W6

Order Totals

Product Total	\$673.85
▼ Delivery / Surcharge	\$0.00
▼ Tax	\$100.91
Total	\$774.76

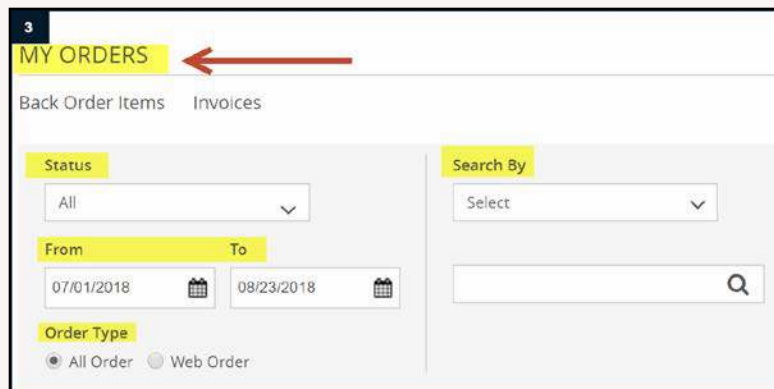
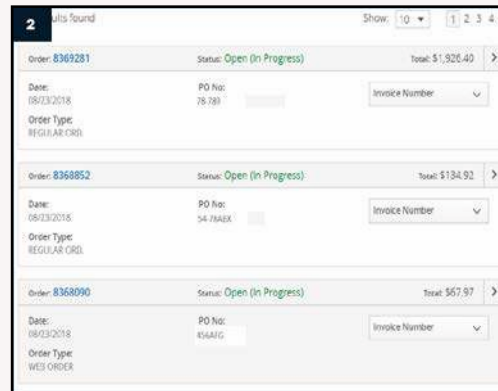
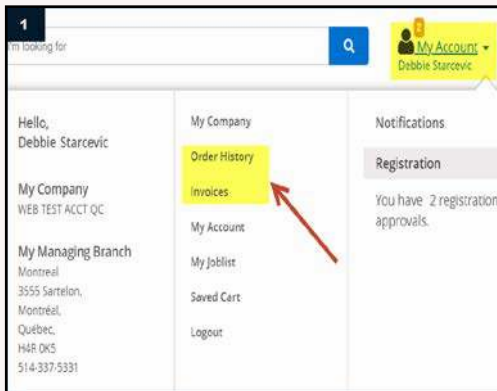
JOBLIST: Allows you to create and save a list of your most purchased items or products needed for a specific project. From a product list page or product detail page, click on **Add to Joblist**. Select an already created joblist or create a new one. Click on **My Joblist** under Quick Links on the homepage to view all of your saved joblists.

FAST ORDER: Allows you to quickly order multiple items at once by importing an excel sheet or typing the product codes in the online form. Click on **Fast Order** on top of the homepage and upload your excel sheet. Be sure to use our template form to upload your file.

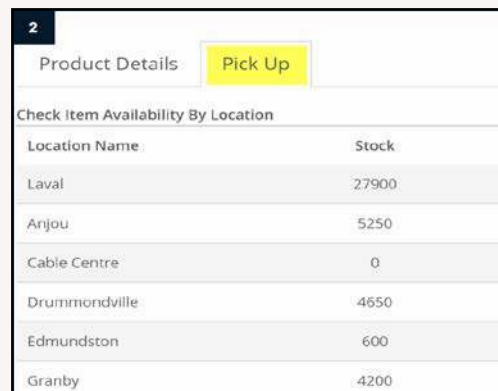
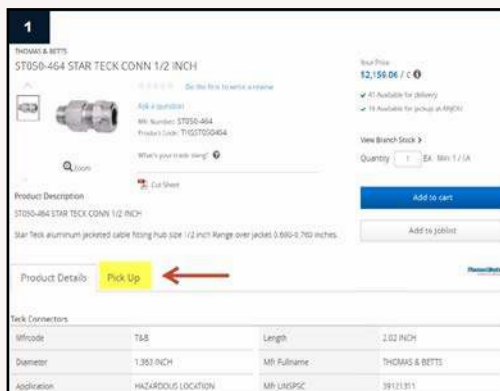
Product Code	Quantity
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Product Code	Quantity	Item
THS5710	20	5710 LIQ-TIGHT NEOPR K.O.PLUG 1/2"
THSST050464	20	ST050-464 STAR TECK CONN 1/2 INCH
THSC7C	1	C7C COVER COMP SLEEVE "D" DIE BLACKBURN

ORDER HISTORY: Allows you to view your past orders and invoices made online or in stores and check the status of an order. Click on **Order History** or **Invoices** under My Account and use the filters to find a specific order.



STOCK AVAILABILITY: Allows you to view branch inventory in real time. From any product detail page, click on **Pick up** to view stock availability in all branches within your region.





THE WESTBURNE MOBILE APP

with you at all times!

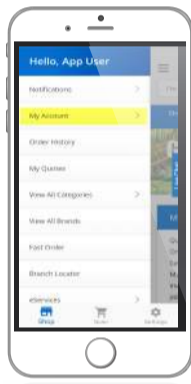


With the Westburne Mobile App, you are sure to have the largest Westburne branch in your pocket. Whether at an appointment, on a work site, on the road or simply at your office, you can instantly source over a million products from our online catalogue with your smartphone or tablet 24/7.

Looking for a specific item? Get real time stock availability from over 100+ branch locations nationwide, and place your order right from the palm of your hand.

ACCESS YOUR WESTBURNE ACCOUNT ON THE GO

View previous orders/invoices from the past 2 years, create custom joblists, share saved carts and much more.



PLACE ORDERS FASTER WITH THE BARCODE SCANNER

Scan a product's barcode to instantly look up pricing, view product attributes and place an order.



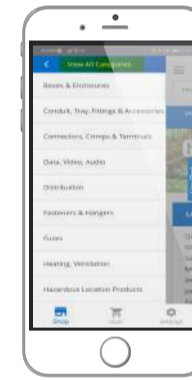
VIEW & REQUEST QUOTES FROM THE APP

Get quotes instantly online and place your order by adding your quote directly into your cart.



SEARCH PRODUCTS AT ANY TIME

Look up product feature, image, specsheet and more by browsing our categories, our brands or by entering your specific part number.



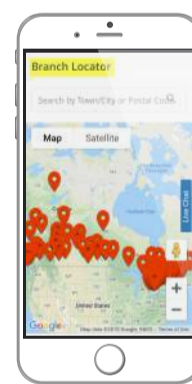
CHECK STOCK AVAILABILITIES IN REAL TIME

View our live inventory at any time for any products at any branch



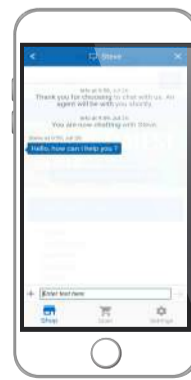
FIND YOUR NEAREST BRANCH VIA BRANCH LOCATOR

View branch details, get directions, hours of operations and click to call.



LIVE CHAT WITH ONE OF OUR EXPERTS:

Our product experts can help answer any questions about our products, our services, our delivery options and more.



Download the Westburne.ca App today on iOS or Android

