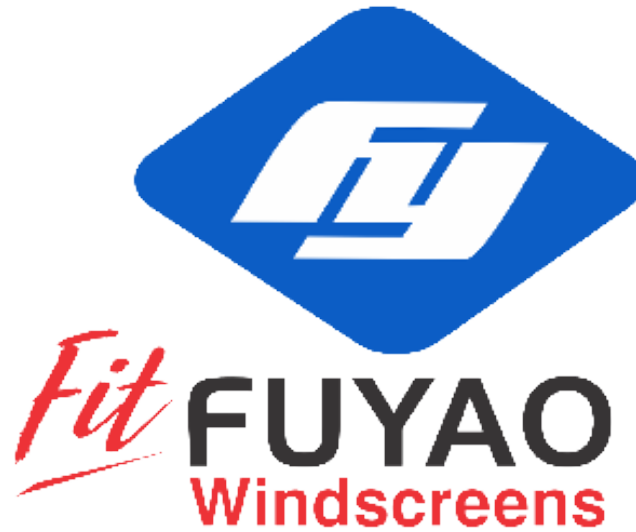




**STEP BY STEP GUIDE
TO USE
WINDSCREEN DISTRIBUTORS
CATALOGUE**

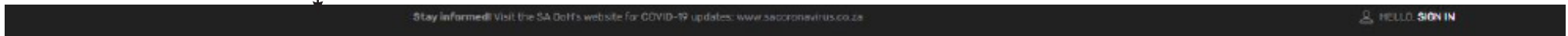


www.windscreen distributors.co.za

STEP BY STEP GUIDE

HOW TO LOG ONTO WEBSITE CATALOGUE

1. Go to website **www.windscreendistributors.co.za** and click on sign in to access login page
see image below...



2. Type in your username and password
see image below...

A screenshot of the login form. It has two input fields: 'Username or Email Address' with the value 'humfryn@gmail.com' and 'Password' with masked characters. Below the password field is a 'Remember Me' checkbox and a 'Log In' button. A red dashed arrow points from the text 'see image below...' to the login form. Below the form, there is a link for 'Lost your password?' and a link to 'Go to Windscreen Distributors'.

Type in username or email address & password
Click "remember me" to save password
Password reset link is sent to your email inbox

3. Select OTP delivery method
see image below...

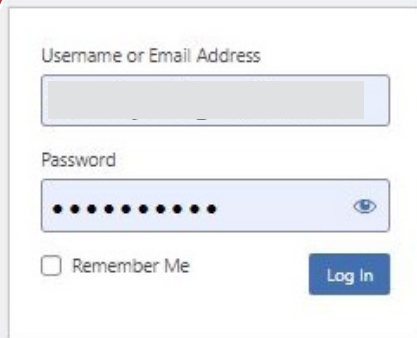
A screenshot of the 'Select OTP Delivery Method:' screen. It has two radio button options: 'Email: *****@gmail.com' (selected) and 'Mobile: 0*****000'. Below the options is a 'Send OTP' button. A red dashed arrow points from the text 'see image below...' to the 'Send OTP' button.

Select either to receive your OTP code via email
or SMS

STEP BY STEP GUIDE

HOW TO RESET PASSWORD

A



Username or Email Address

Password

☐ Remember Me

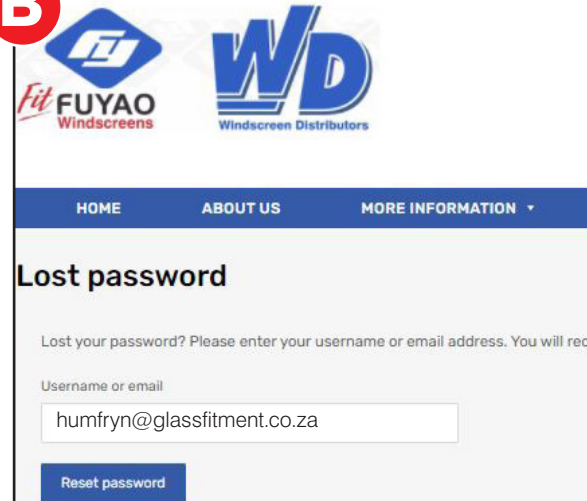
Log In

Lost your password?

— Go to Windscreen Distributors

Click link button
“Lost your password” to
send reset
password link to your
email inbox

B



Fit FUYAO Windscreens

WD Windscreen Distributors

HOME ABOUT US MORE INFORMATION ▾

Lost password

Lost your password? Please enter your username or email address. You will receive an email with instructions on how to reset your password.

Username or email

humfryn@glassfitment.co.za

Reset password

Lost password page
is loaded then type in
email address used to
Register...and click
“Reset Password”
, then open your email
inbox

C

Password Reset Request

Hi Humphrey,

Someone has requested a new password for the following account on Windscreen Distributors:

Username: Humphrey

If you didn't make this request, just ignore this email. If you'd like to proceed:

[Click here to reset your password](#)

Thanks for reading.

Windscreen Distributors — Built with [WooCommerce](#)

Open email with
link and click on **“Click
here to reset your pass-
word”** to open the page
to create new
password

D



Fit FUYAO Windscreens

WD Windscreen Distributors

HOME ABOUT US MORE INFORMATION ▾

Lost password

Enter a new password below.

New password *

Re-enter new password *

Save

Page to create password
is displayed and follow
prompts to
create new password
When you click on
“Save” there after you
will be redirected to the
home page and you
are logged in

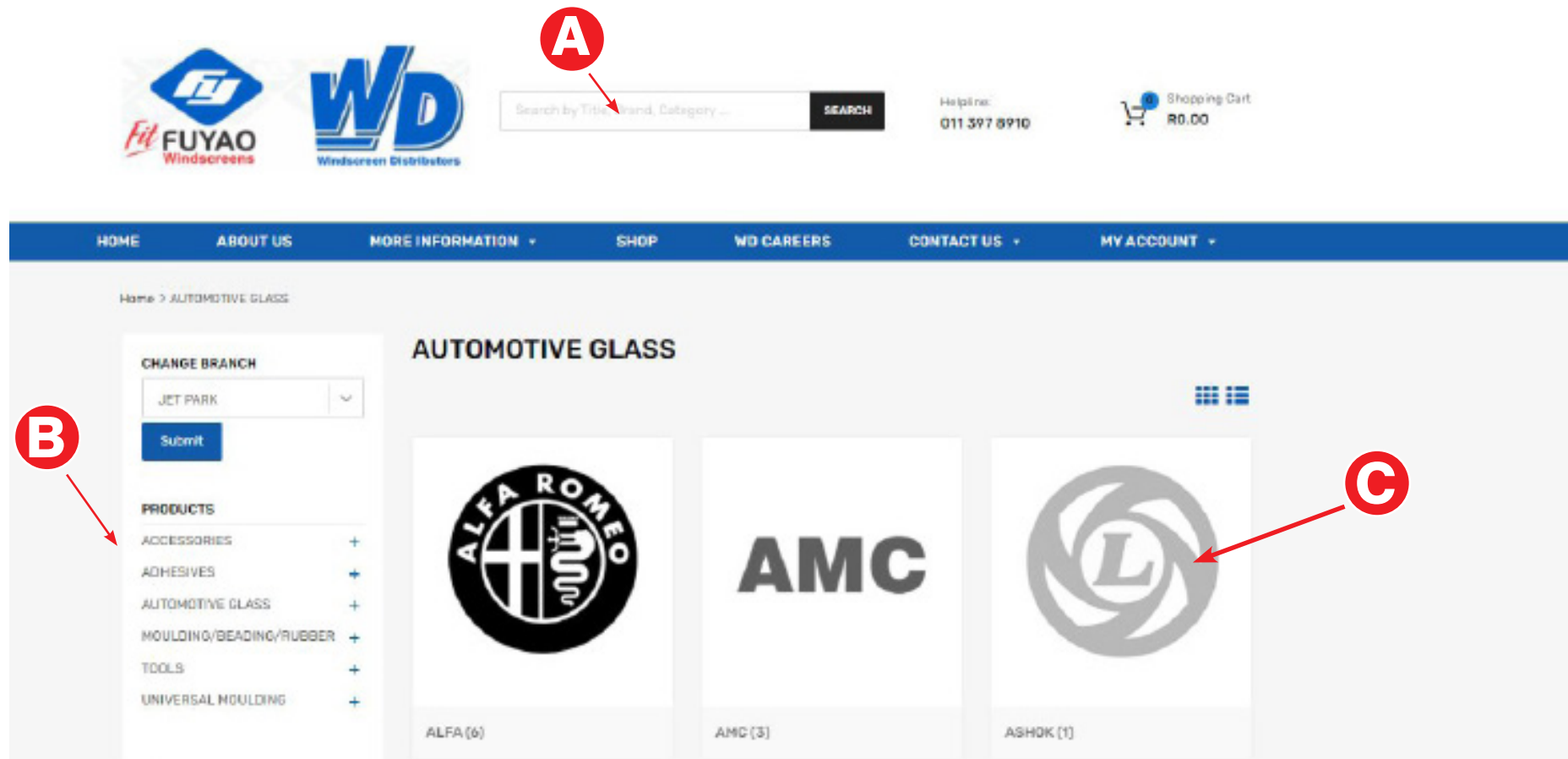
STEP BY STEP GUIDE

To find part numbers or specific parts to order online, choose options either A, B or C...

A= SEARCH OPTION BY TYPING IN PART OR SUPPLIER NUMBER & VEHICLE MAKE OR MODEL NAME

B= SCROLL DOWN OPTION BY CATEGORY TO FIND SPECIFIC VEHICLE MODEL DESCRIPTION

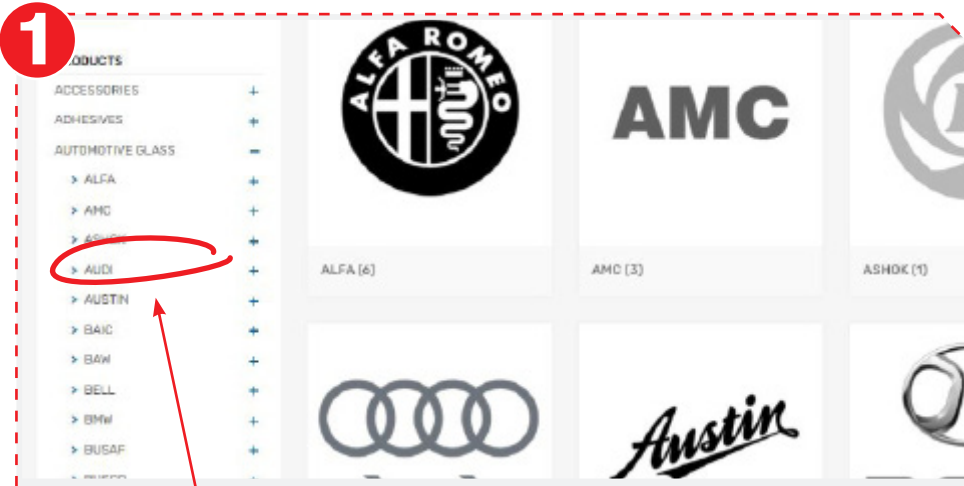
C= CLICK ON ICONS THROUGH TO FIND THE CORRECT VEHICLE MAKE & MODEL



STEP BY STEP GUIDE

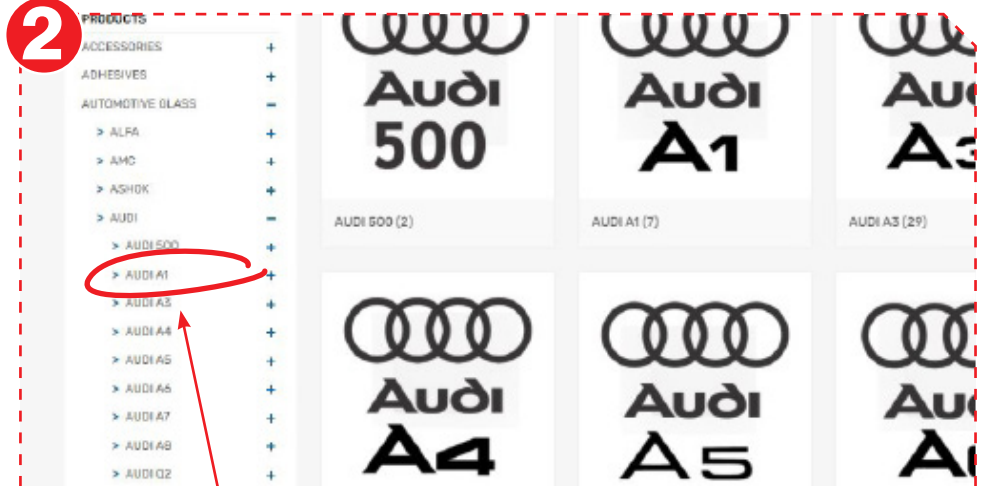
OPTION A: HOW TO SEARCH FOR PART NUMBER USING SIDE MENU

1



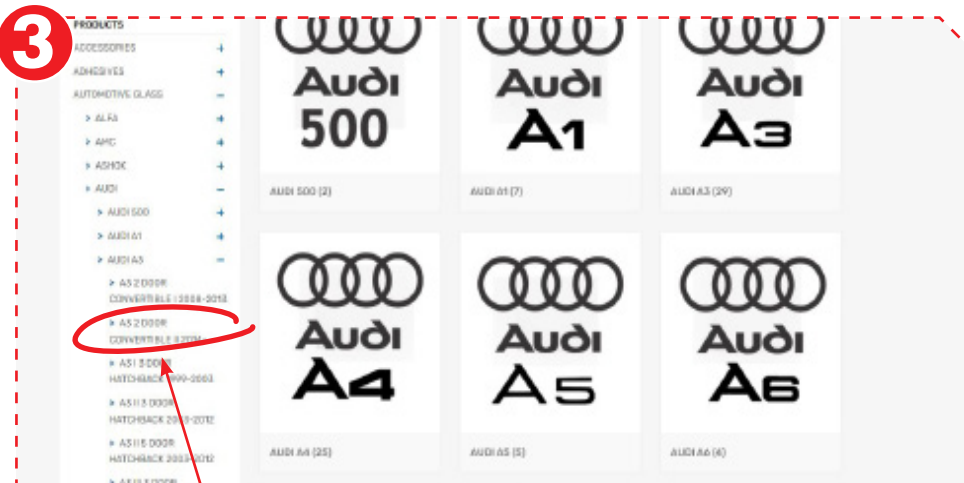
ON THE SIDE MENU CHOOSE VEHICLE MAKE IN THIS EXAMPLE AUDI IS SELECTED

2



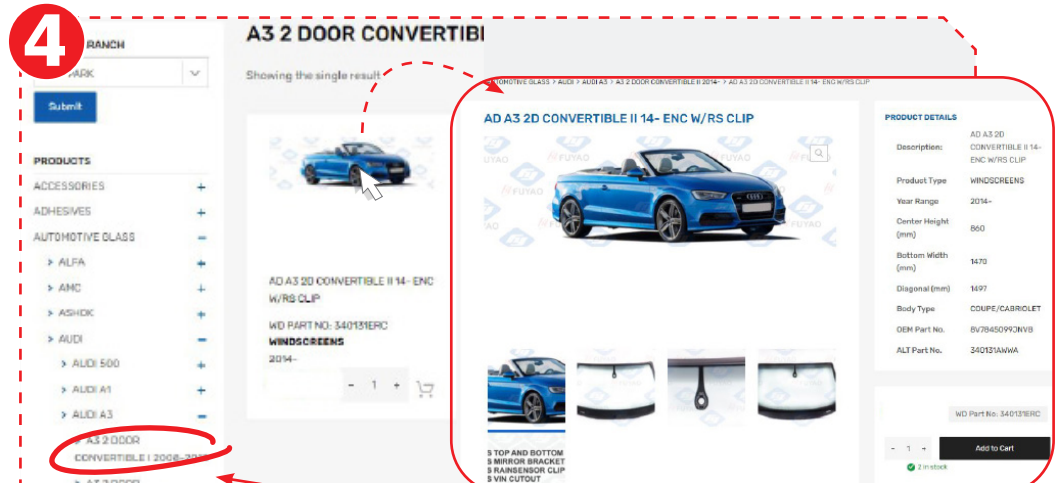
AUDI VEHICLE MAKE IS COLLAPSED & ALL AUDI MODELS ARE REVEALED FOR A MORE REFINED SEARCH

3



WHEN VEHICLE MAKE IS SELECTED THE VEHICLE MODEL SELECTION IS REVEALED WITH MORE INFORMATION

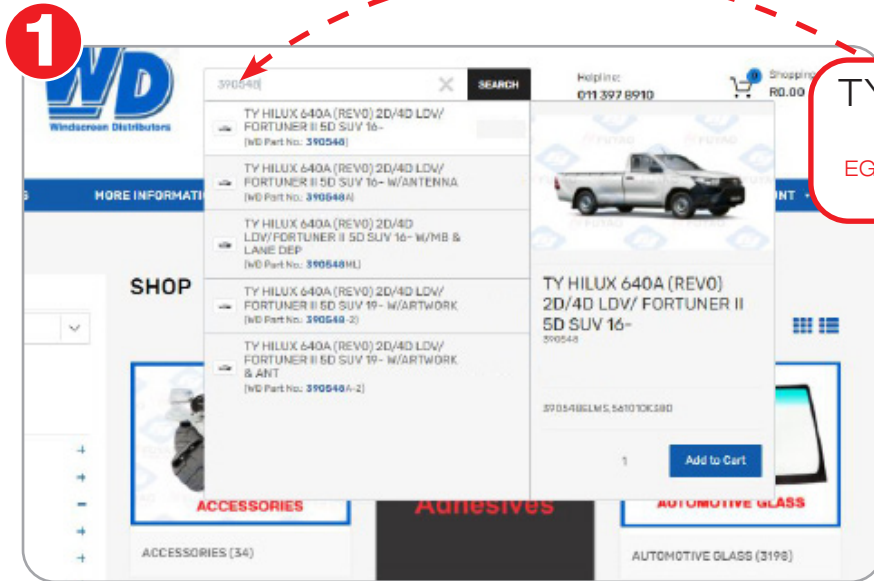
4



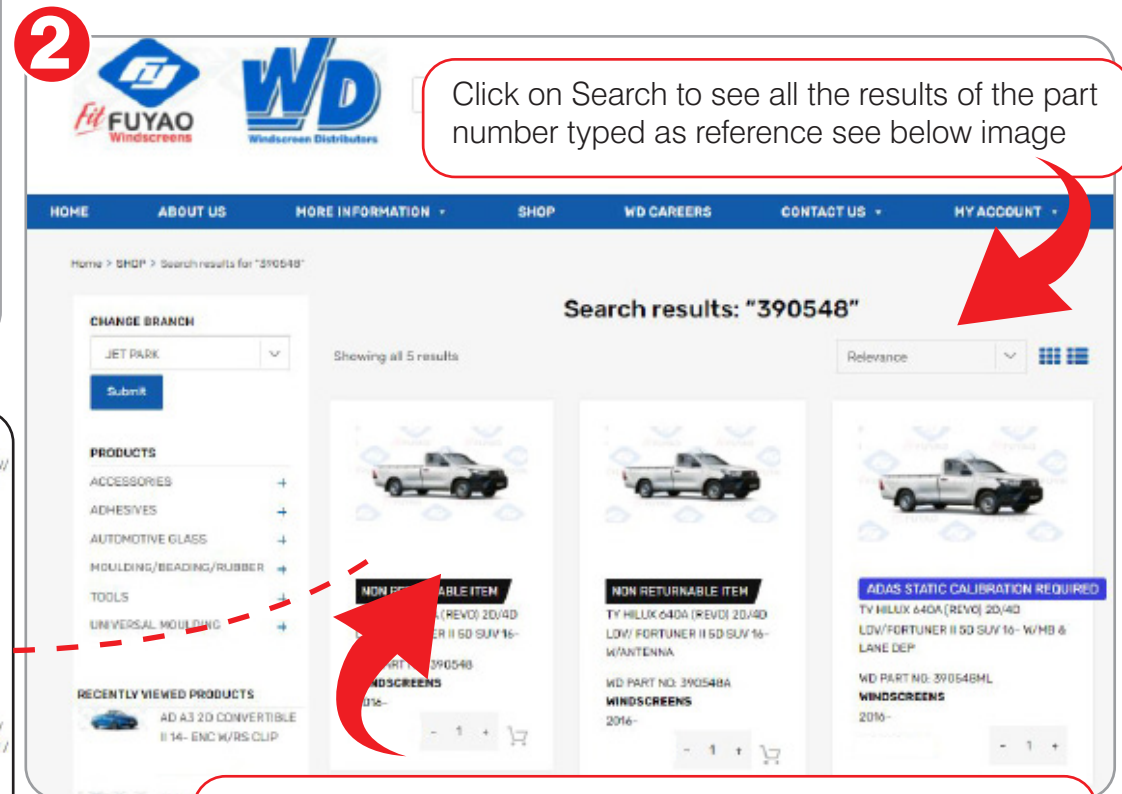
LAST STAGE OF CATEGORY IS REVEALED WHEN THE MODEL INFORMATION IS SELECTED TO REVEAL PRODUCT TYPE WITH MINIMAL INFORMATION

STEP BY STEP GUIDE

OPTION B: HOW TO SEARCH FOR PART NUMBER USING SIDE MENU



TYPE IN PART NUMBER, ALTERNATIVE PART NUMBER, VEHICLE MAKE OR MODEL
EG. 390548 SEARCH RESULT GIVES ALL PART NUMBERS RELATED TO PART NUMBER 390548



Click on Search to see all the results of the part number typed as reference see below image

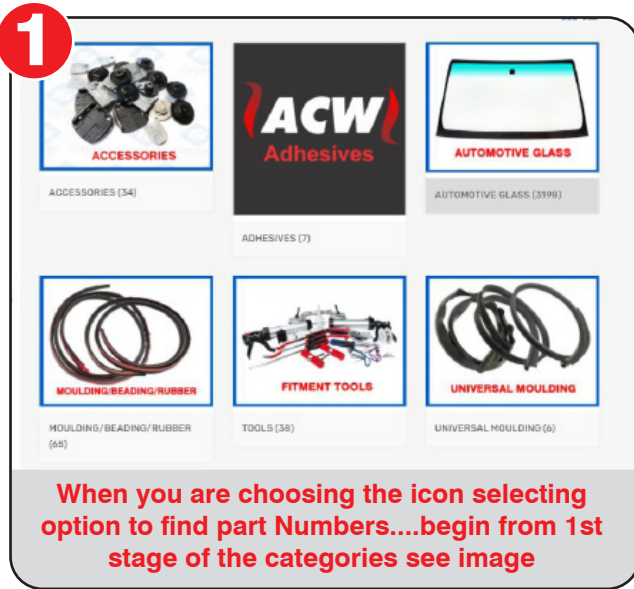


Click on the part number that you are looking for...

STEP BY STEP GUIDE

OPTION C: HOW TO SEARCH FOR PART NUMBER USING SIDE MENU

1



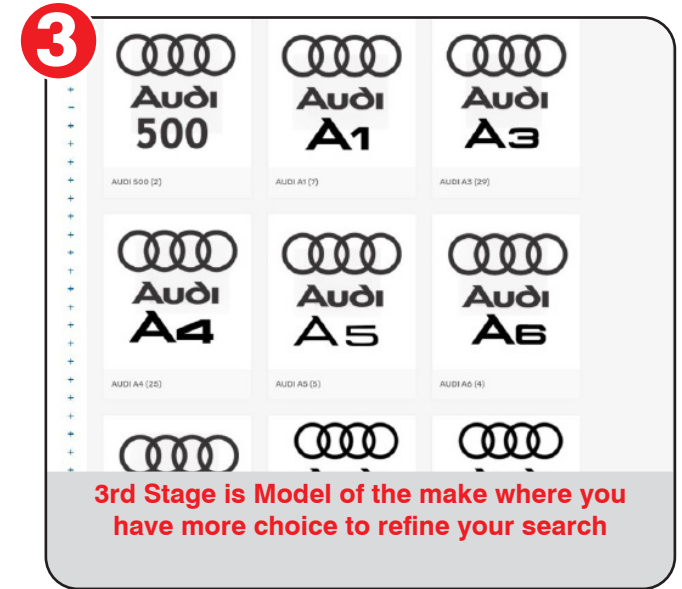
When you are choosing the icon selecting option to find part Numbers....begin from 1st stage of the categories see image

2



2nd Stage is of Manufacturer icons where you will choose Make of the vehicle

3



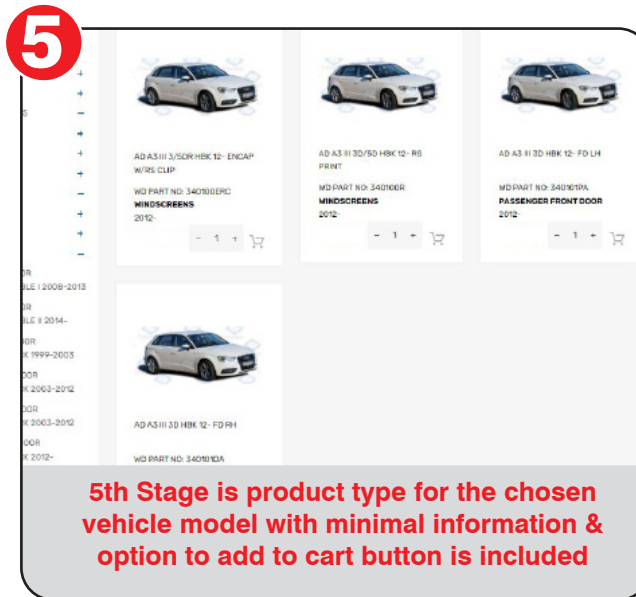
3rd Stage is Model of the make where you have more choice to refine your search

4



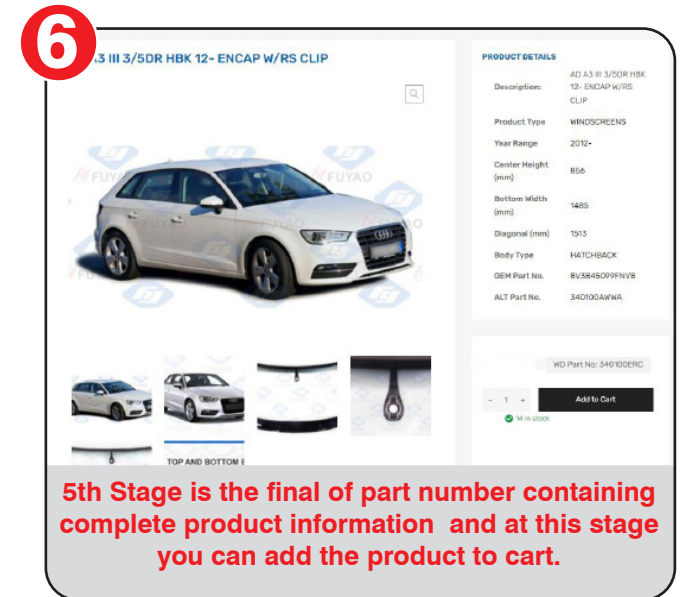
4th Stage is Model search refined further to give more options of the model.

5



5th Stage is product type for the chosen vehicle model with minimal information & option to add to cart button is included

6

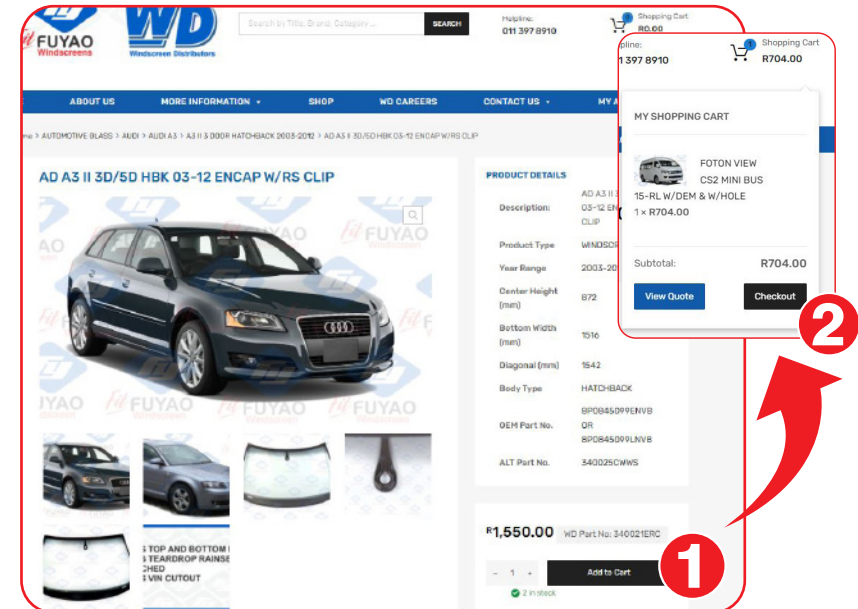


5th Stage is the final of part number containing complete product information and at this stage you can add the product to cart.

STEP BY STEP GUIDE

OPTION C: HOW TO PLACE ORDER ONLINE

1. On the part number you want to place an order for click on **"Add to Cart"** and "+" Is to increase the amount of the quantity
2. Hover over on the Shopping Cart & Click on **"View Quote"** button to review your order or click **"Checkout"** to get to the check out page
3. In the Shopping Cart page your order is reviewed and you can adjust Quantity or return to add more products see image
4. Click on Proceed to Checkout when you are happy with the order to ensure your information is filled in and remember to send the order to the sales person
5. Click on Place Order and it will be received by our sales team to process it



Cart Delete All

Product	Price	Quantity	Subtotal
 FOTON VIEW CS2 MINI BUS 15-RL W/DEM & W/HOLE	R704.00	- 1 +	R704.00

[Continue Shopping >](#) [Update cart](#)

CART TOTALS

Subtotal	R704.00
Shipping	Collection ☐
Shipping to 1234 street, Johannesburg, Khomas, 1, Namibia.	
Change address	
VAT	R105.60
TOTAL	R809.60

3 [Proceed to Checkout](#)

Billing details

Account Number *
test

First name *
Humphrey

Last name (optional)
Ndlovu

Company name (optional)
Windscreen Distributors

Street address *
1234 street

Apartment, suite, unit, etc. (optional)

Town / City *
Johannesburg

Country / Region *
Namibia

State / County *
Khomas

Your order

Product	Subtotal
 FOTON VIEW CS2 MINI BUS 15-RL W/DEM & W/HOLE x 1	R704.00
Subtotal	R704.00
Shipping	Collection ☐
VAT	R105.60
Total	R809.60

Payment Methods

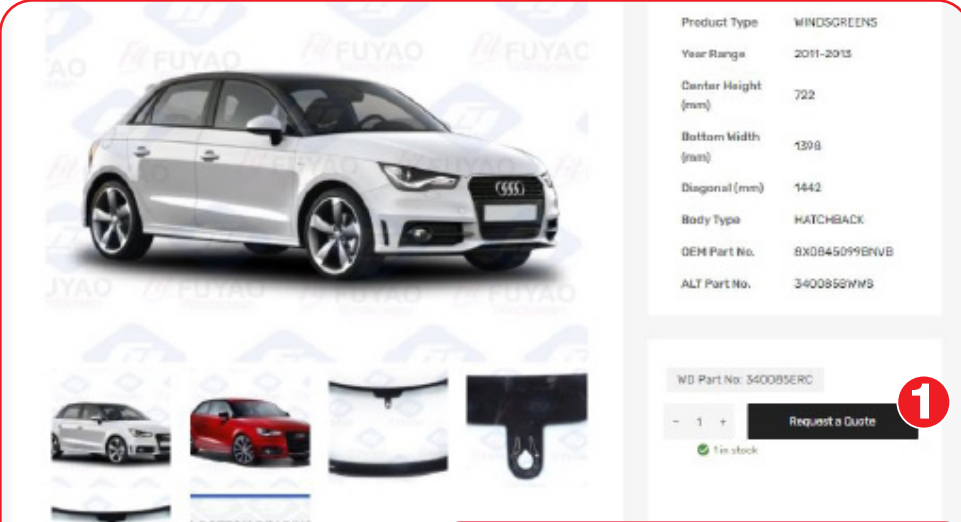
Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

☐ I have read and agree to the website terms and conditions.

5 [PLACE ORDER](#)

STEP BY STEP GUIDE

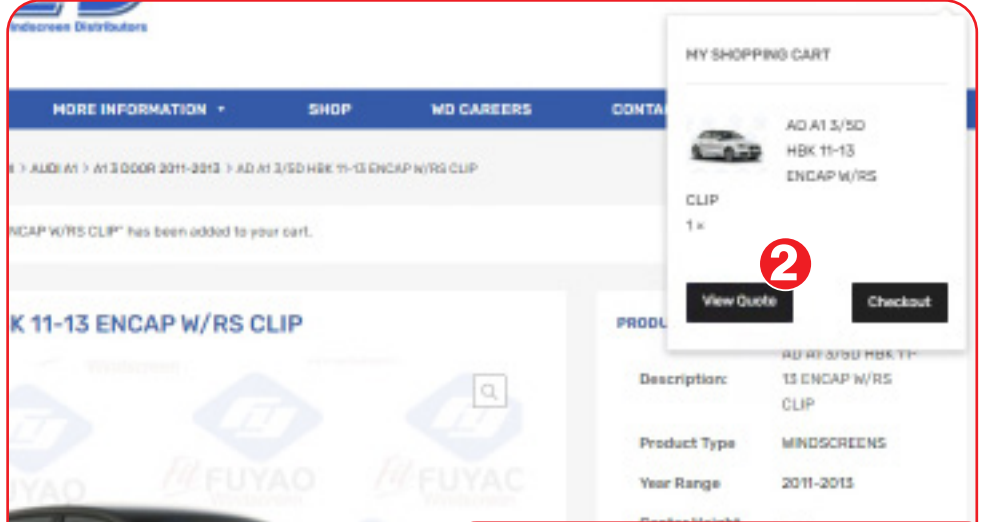
HOW TO REQUEST A QUOTE ONLINE



Product Type: WINDSCREENS
Year Range: 2011-2013
Center Height (mm): 722
Bottom Width (mm): 1398
Diagonal (mm): 1442
Body Type: HATCHBACK
DEM Part No.: 8X0845099BWB
ALT Part No.: 3400858WWS

WD Part No.: 3400858C
- 1 +
Request a Quote
In stock

1. CLICK ON "REQUEST A QUOTE" BUTTON TO ADD TO CART



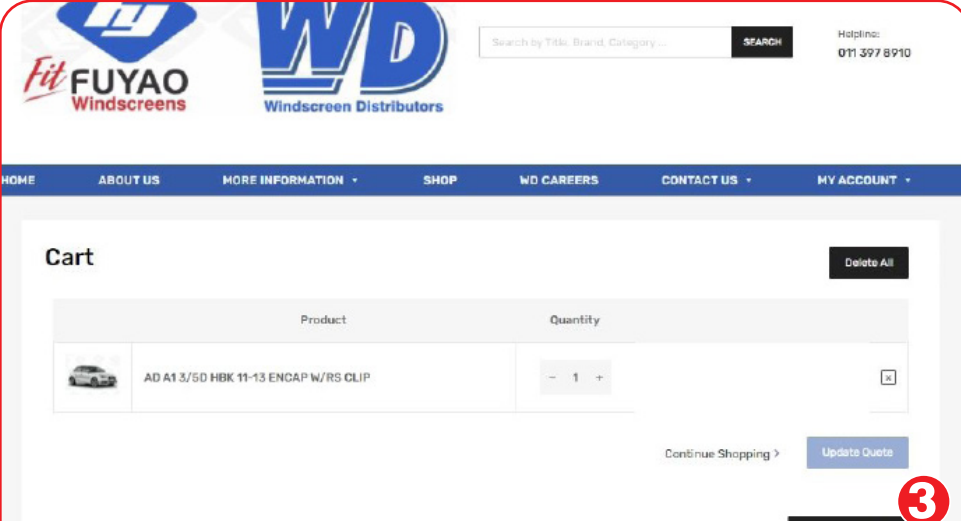
MY SHOPPING CART

AD A1 3/5D HBK 11-13 ENCAP W/RS CLIP

CLIP 1 x

View Quote Checkout

2. CLICK ON "VIEW QUOTE" BUTTON TO VIEW YOUR CART



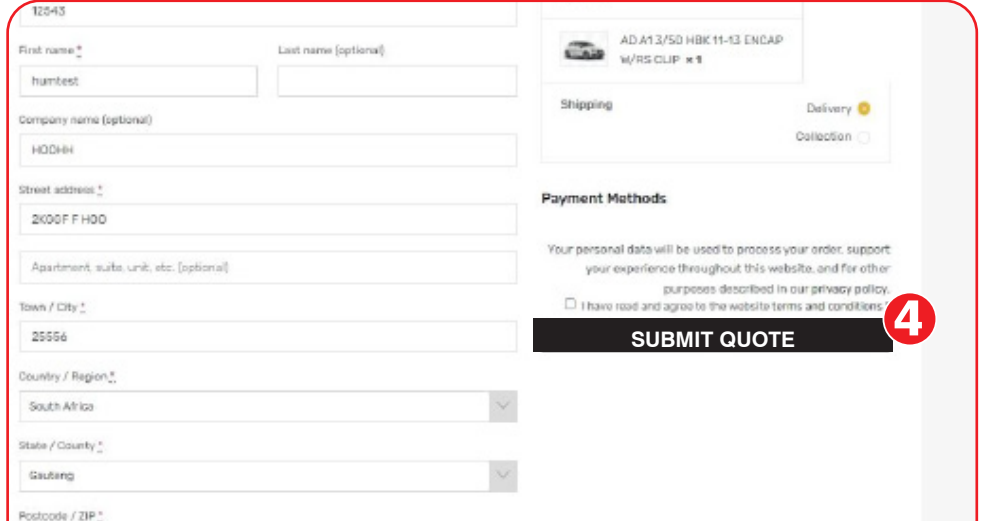
Cart

Product	Quantity
AD A1 3/5D HBK 11-13 ENCAP W/RS CLIP	- 1 +

Continue Shopping > Update Quote

Proceed to Quote

3. CLICK ON "PROCESSED TO QUOTE" BUTTON TO VIEW CHECKOUT PAGE



12345

First name *
humtest

Last name (optional)

Company name (optional)
H00H0

Street address *
2K00F F H00

Apartment, suite, unit, etc. (optional)

Town / City *
25556

Country / Region *
South Africa

State / County *
Gauteng

Postcode / ZIP *
1000

Shipping Delivery
Collection

Payment Methods

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our privacy policy.

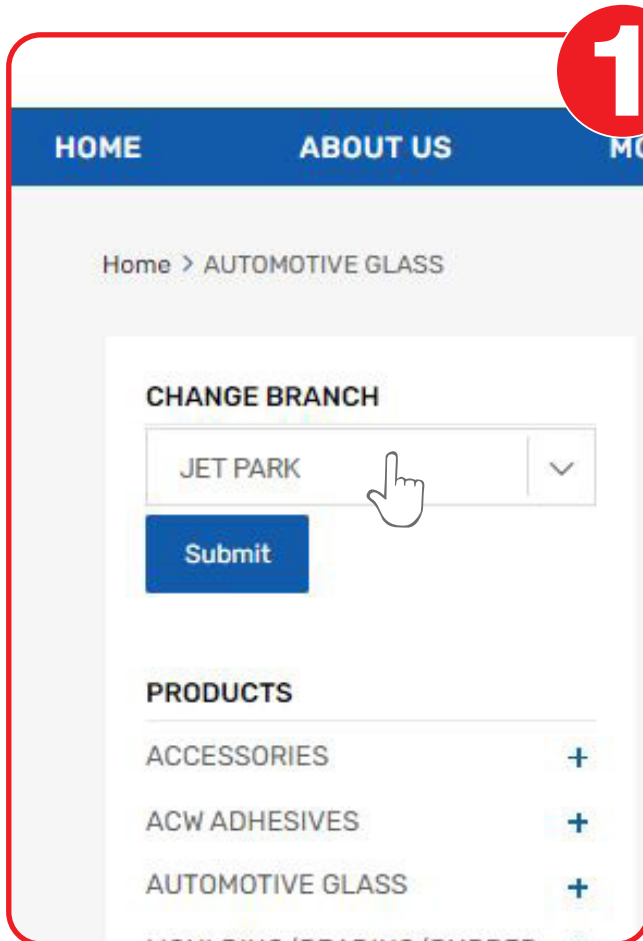
☐ I have read and agree to the website terms and conditions.

SUBMIT QUOTE

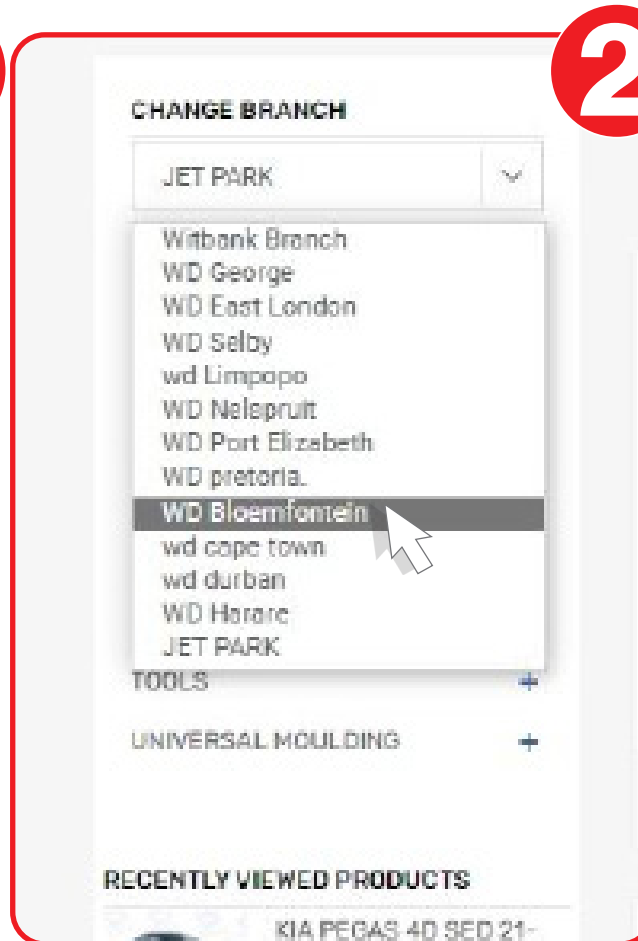
4. CLICK ON "SUBMIT QUOTE" TO SEND TO SALES REP TO PROCESS QUOTATION

STEP BY STEP GUIDE

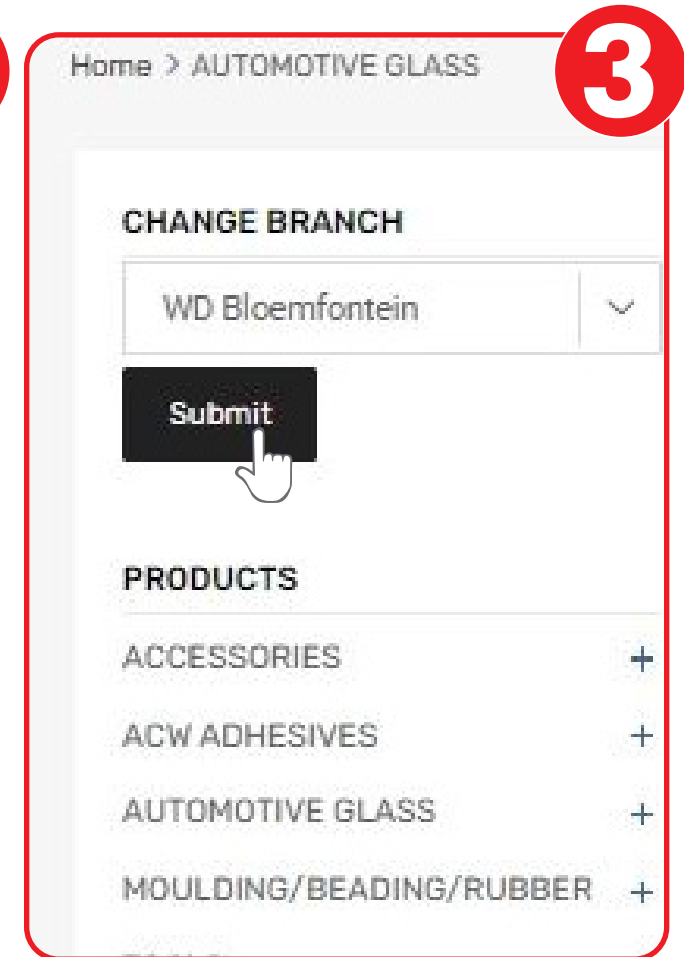
HOW TO CHANGE BRANCH ONLINE



1. HOVER MOUSE OVER THE
LEFT SEARCH BAR TO REVEAL
BRANCH OPTIONS



2. HOVER UP OR DOWN TO
SELECT BRANCH
NB: BRANCH ALLOCATION ON THE
CATALOGUE IS DUE TO A WD BRANCH
CLOSEST TO YOU



3. CLICK SUBMIT TO AFFECT &
SAVE BRANCH CHANGE

PLEASE NOTE

IF YOU ARE HAVING LOGGING ISSUES PLEASE OUR
SUPPORT TEAM (HUMPHREY) ON

011 397 8910 EXT 226

or email

design@windscreen distributors.co.za