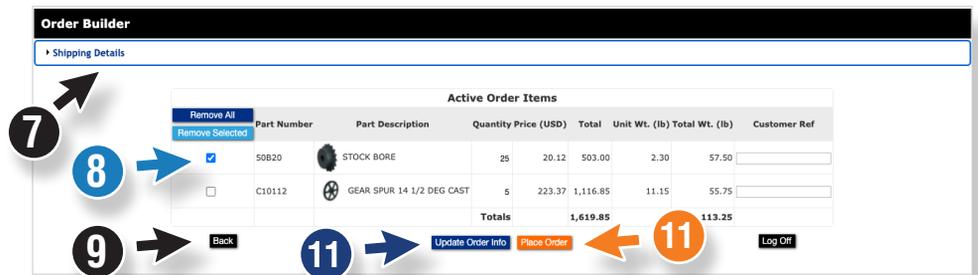
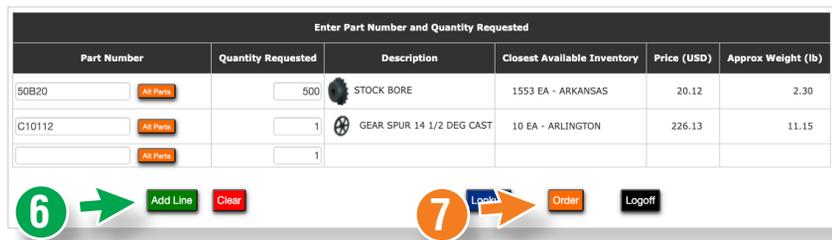
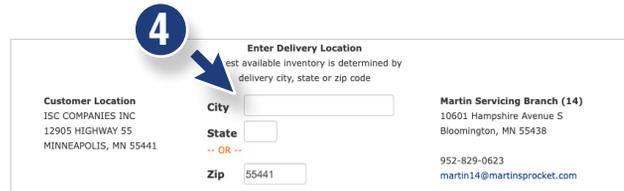
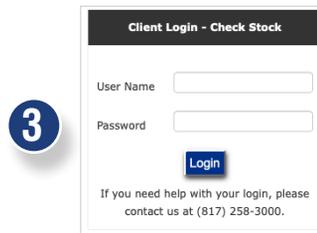




HOW TO: Check Stock & Add Items to Order

1. Start by clicking **My Account** located in the middle of the top header.
2. On the first section, under Customer Login, click **Check Stock**.
3. Sign in with your **User Name** and **Password**.
4. **Enter** city and state or zip code to see available inventory at the closest Martin facility to that delivery location.
5. Start by entering the part number and quantity needed then hit **ENTER** or click **Lookup** button to show available inventory.
6. To add another part number, click **Add Line**.
7. When you are ready, select the **Order** button.
8. Here you can edit shipping address, adjust quantities and/or remove items.
9. To add more items, click the back button to return to your cart.
10. To remove one line item, check the box next to the item and then click **Remove Selected**.
11. Once you have made changes, select **Update Order Info** and after reviewing the order click **Place Order**.





HOW TO: Check Stock & Add Items to Order with Product Search

- Another way to add products is to go to the **Product Search** and add items by clicking **Add to cart**. All items added will stay in the cart until removed/cleared by the user.
- Once done adding products from **Product Search**, click on **Cart** icon to go directly to **Check Stock**.
- Sign in with your **User Name** and **Password**.
- Enter** city and state or zip code to see available inventory at the closest Martin facility to that delivery location.
- The added part numbers from **Product Search** will be in the **Part Number** section, click **Lookup** button to show available inventory.
- To add another part number, click on **Add Line**.
- When you are ready, select the **Order** button.
- Here you can edit the shipping address, adjust quantities and/or remove items.
- To add more items, click the back button to return to your cart.
- To remove one line item, check the box next to the item and then click **Remove Selected**.
- Once you have made changes, select **Update Order Info**. And after reviewing the order click **Place Order**.

