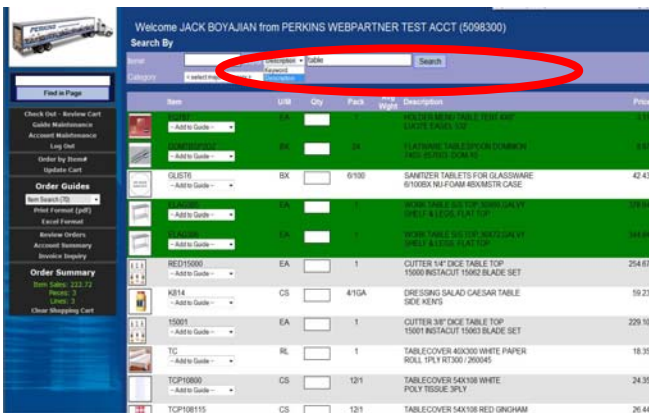


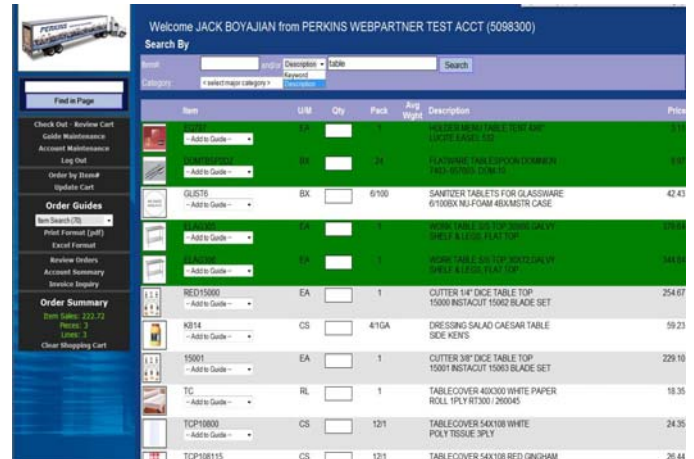
1. Password Change Rollout – We will be periodically requiring customers to change passwords. A message will appear on the login screen. The message reads “you must change your password before continuing. You can not use your customer number



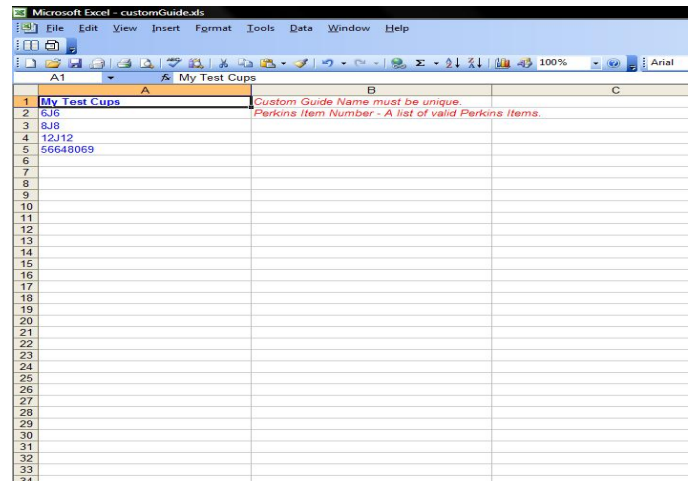
2. In the Search by section at the top of the WPP screen there has been a change. You can now search for items by Keyword or Description. Keyword search includes the vendor name. The Description search only looks for items that have the search word in the description.



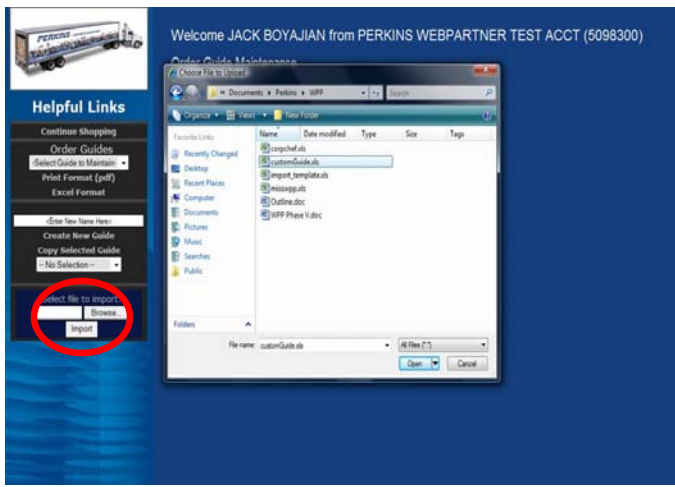
3. You will now have the ability to add an item to your existing order guides from the web search screen. When you search for an item, each item has a dropdown box allowing you to choose a guide to add the item to.



4. Add a new guide using excel – The customer can now create an order guide in excel and import it into their order guides list. The excel guide must have a unique name. The new guide can not have the same name of a guide that already exists. Valid Perkins item numbers must be used.



5. Import your guide – To import the guide you must go to the left hand menu and select Guide Maintenance . Then select the file that You would like to import by clicking browse. Find the file that you created in Excel once it is selected click import and the guide will be inserted into your guide list.



6. Continue Shopping link - There is a new link on the left hand menu called Continue shopping. It will only appear when the customer leaves their order guide to go into item search. Customer can use this link to bring themselves back to the last valid order guide they were in.

