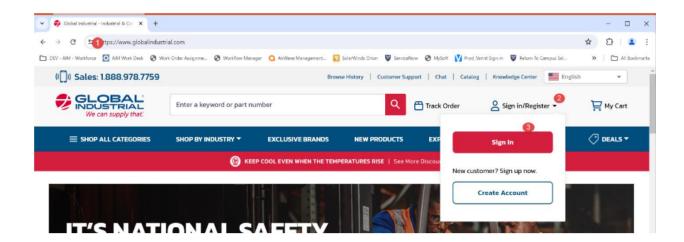
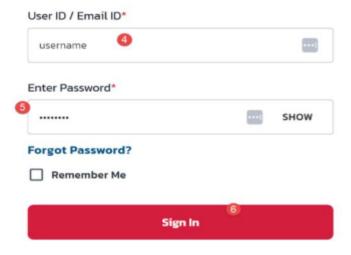
## How to place an order on the Global website

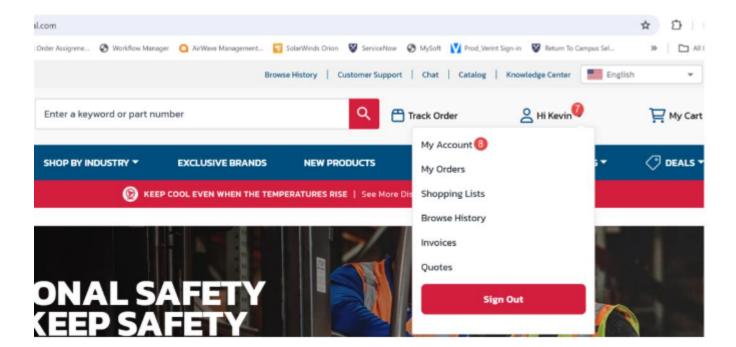
- 1. Go to www.globalindustrial.com
- 2. Click on Sign in/Register
- 3. Click on Sign In and enter Username/Password
- 4. If this is your first time signing in, please use the information provided by Global Industrial
- 5. Once you have successfully signed in, please change your password.



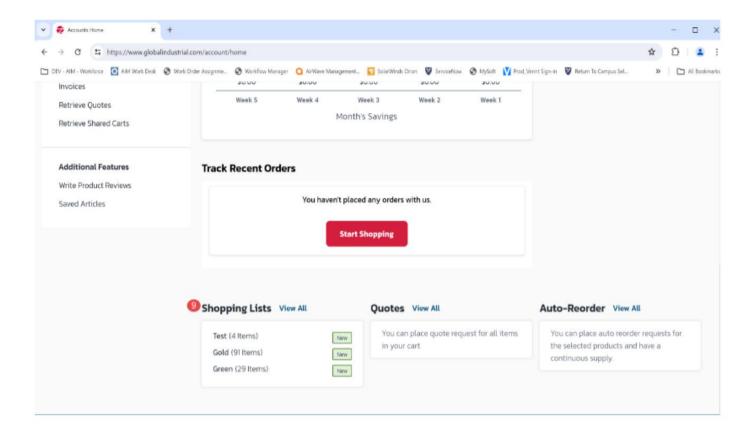
## **Sign In To Your Global Industrial Account**



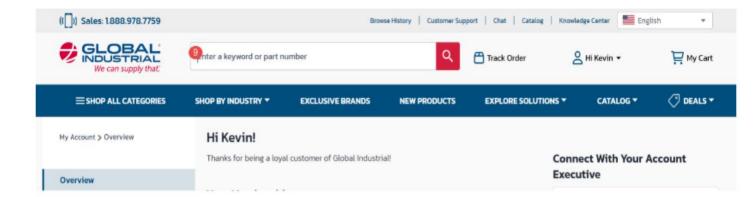
- 1. If you entered the information correctly
- 2. It will say Hi and your first name
- 3. Click on My Account



- 1. Once you are signed in click on my account
- 2. Scroll to the bottom of the page to shopping Lists
- 3. If you have the item# that matches the item you wish to purchase skip # 2



Enter the item number Here where it says key word or part number



Add items to your cart

When all items are chosen

Add to cart then choose checkout

When in doubt call Kevin your Global Industrial Account Manager

678-969-6618 or email at kmartin1@globalindustrial.com

