

A NEW ECOMM PLATFORM TO NAVIGATE? LET'S TAKE THIS STEP BY STEP.

Welcome to our new eCommerce platform. This email tells you how to get started. We'll only cover what's needed to get you up and running - and we'll do it in a few easy steps.



You may want to print this email for quick reference, because in a minute you'll be in your new MyScanSource account.

STEP

1

ACCESS THE NEW ECOMM PLATFORM

From www.scansourceposbarcode.eu, click the **Sign-In** button in the upper right-hand corner of your screen.

STEP

2

CHECK OUT YOUR MYSCANSOURCE DASHBOARD

Don't miss the drop-down menu when you hover over your user name that should appear in place of the Sign-In button. It includes a resources tab with FAQs, how-to-videos, and more ... including your sleek new MyScanSource dashboard! From here, you can also:

- Manage other users within your organization
- View order information associated with your account including:

Invoices
Tracking numbers
Serial numbers

STEP

3

SHOP FOR YOUR PRODUCTS

You're ready to shop? We told you this would be easy. Simply click the **Shop-By** button in the main navigation.

- Shop by product type, manufacturer, or using specific part numbers.
- Is the inventory available? Check by part number, in real time!
- **Look!** You can see your pricing next to each part.

STEP 4 > MAKE SOME DECISIONS

Will you be the only administrator for your company's eCommerce account?

YES: You are responsible for setting up additional users (right now you are the only one who can access your company's new eCommerce functionality)

NO: Set up another user(s) and give them admin rights

- Hover over your **User Name** in the upper right-hand corner of your screen
- Click **Manage Users**
- Click **Add a New User**
- Enter the email address of the user you wish to assign admin rights to
- Check all options under **User Permissions**
- Notify the user that his/her new credentials were just set up

STEP 5 > TAKE NOTE

Next time you access your MyScanSource account (and activate the eCommerce functionality within the website) simply click the **Sign-In** button.

Only ScanSource POS and Barcode has the new eCommerce platform. If you purchase online from our other ScanSource business units, you will continue to use Fast Catalog for your purchases from them.

Have questions or need assistance?

If you are having trouble signing in to your MyScanSource account, please contact your ScanSource sales rep.

Once you have signed in, help is available at any time. Either contact your ScanSource Account Manager during business hours, or else click the **Help** button in the top right-hand corner of your screen. Next, fill out a brief form, and someone from our support team will reach out to you as soon as possible! Support is available from 8:30 am – 8:30 pm ET, Monday through Friday.

And remember, while you still have access to your dedicated ScanSource sales rep, our new eCommerce platform empowers you to manage your account, get answers to your customers' questions even faster, and place orders online. **Ready? Let's put this new platform in motion!**