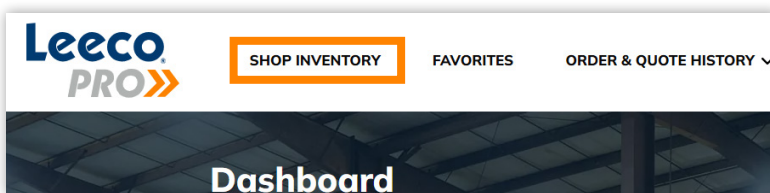


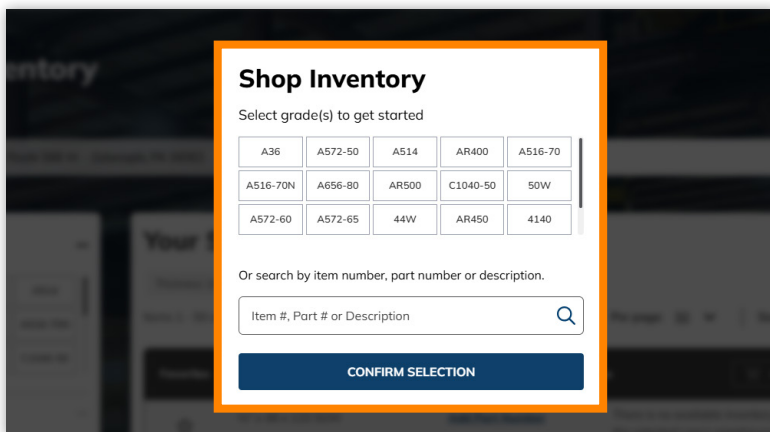
New to Leeco Pro? This guide walks you through browsing inventory and placing an order, and also covers time-saving features such as item “favoriting”, building and saving quotes and accessing order documents. Trouble logging in? Please view our [Troubleshooting Guide](#).

## Browsing Inventory



### 1. Shop Inventory

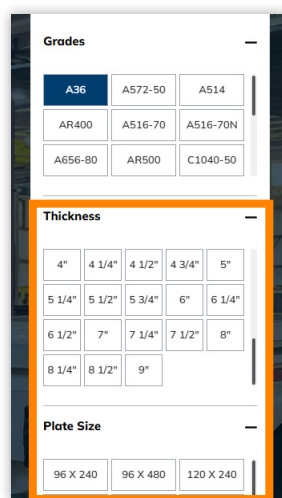
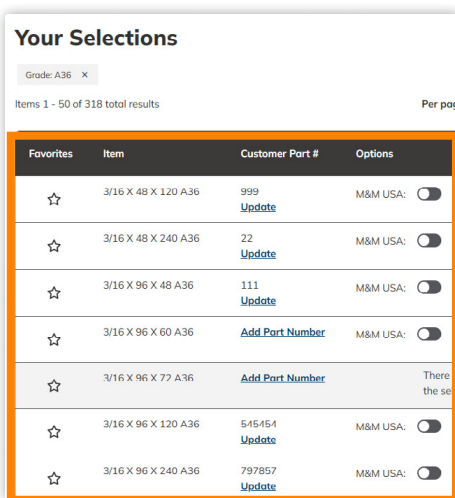
Select **SHOP INVENTORY** from the menu.



### 2. Confirm Selection

Choose the grades you want to browse.

Select one or multiple grades and tap **CONFIRM SELECTION** to continue.



### 3. Narrow Your Search

You can browse all results, or further narrow your search by thickness, full plate size, width and length.

## Browsing Inventory Cont.

part # Options **UPDATE ALL ITEMS IN CART**

M&M USA: ☐  4  **ADD TO CART**  
Ext. Weight: 1225 lbs

M&M USA: ☐  0  **ADD TO CART**

M&M USA: ☐  0  **ADD TO CART**

umber M&M USA: ☐  0  **ADD TO CART**

### 4. Add to Cart

Select the plus symbol or enter your desired quantity into the quantity box for each desired items, then tap the **ADD TO CART** button to add the item to your cart. If adding multiple items to your cart, select **UPDATE ALL ITEMS IN CART** to add all items with one click.

**Favorites**

Grades

A36	A572-50	A514
AR400	A516-70	A516-70N
A656-80	AR500	C1040-50

**Your Selections**

Items 1 - 4 of 4 total results

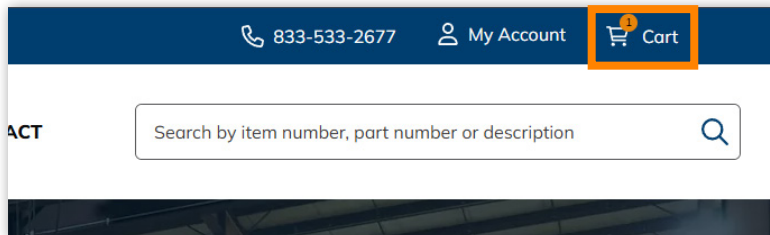
Favorites	Item	Customer Part #	Options
<input checked="" type="checkbox"/>	3/16 X 48 X 120 A36	<b>Add Part Number</b>	Blast M&M
<input type="checkbox"/>	1/4 X 48 X 120 A36	<b>Add Part Number</b>	Blast M&M
<input type="checkbox"/>	1/4 X 48 X 120 A572 GR 50	<b>Add Part Number</b>	Blast M&M
<input type="checkbox"/>	1/4 X 48 X 240 A36	<b>Add Part Number</b>	Blast M&M

### 5. Favorites

On the **SHOP INVENTORY** page, you can “Favorite” an item to display on your **FAVORITES** page. This streamlines your quoting or ordering process, keeping all the most relevant items in one place.

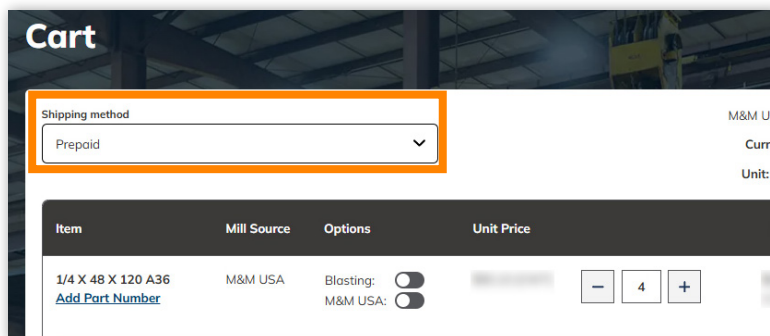
You can also add part numbers to certain items, which will associate that part number to the item until you remove it. Any added part numbers will carry over onto all quotes, orders placed and order documents.

## Checking Out / Saving a Quote



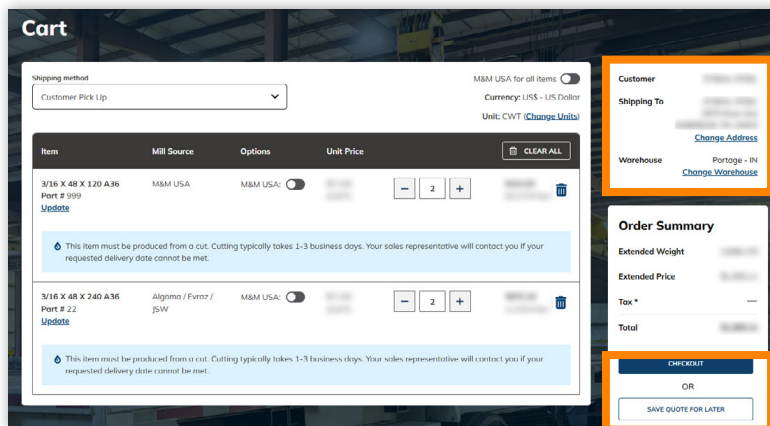
### 1. Cart

When ready to check out, click the cart icon in the upper right-hand corner.



### 2. Shipping Method

On the **CART** page, select the order shipping method. The shipping method will default to "Prepaid."

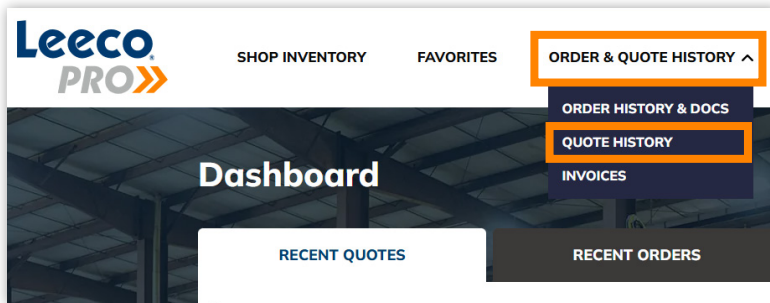


### 3. Verify & Check Out

Verify the accuracy of the cart items as well as the "Shipping To" address on the right side of the page.

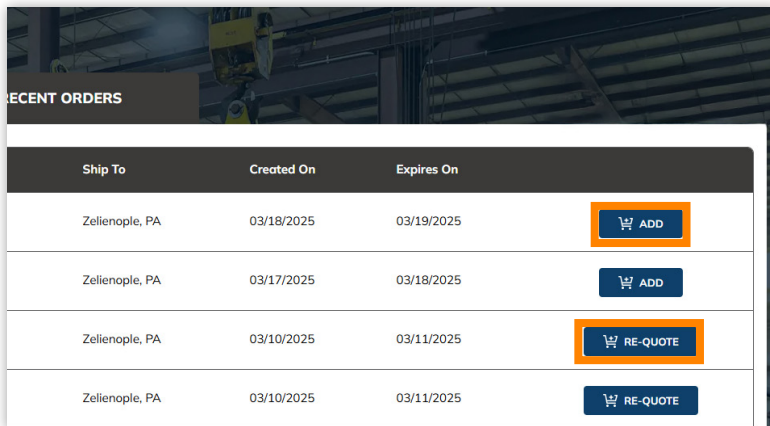
You can then choose to either **CHECK OUT** or **SAVE QUOTE FOR LATER**.

## Checking Out / Saving a Quote Cont.



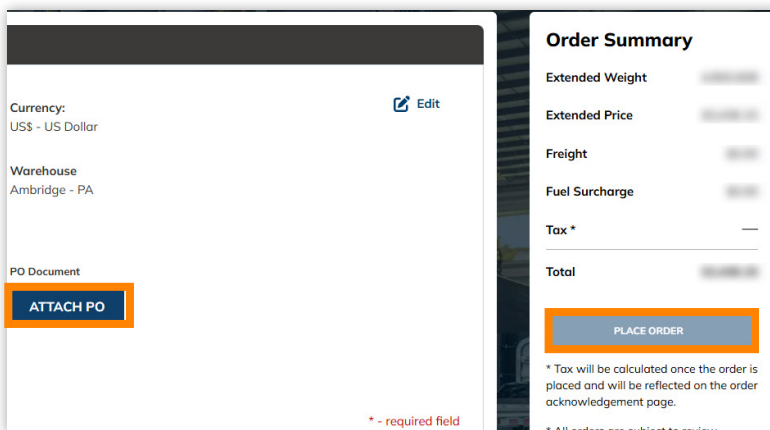
### 4. Quote History

When you save a quote, it will be saved under the **QUOTE HISTORY** page as well as in the **RECENT QUOTES** list on the “Dashboard.” You will also receive an email with a PDF of your quote details.



### 5. Re-quote or Add

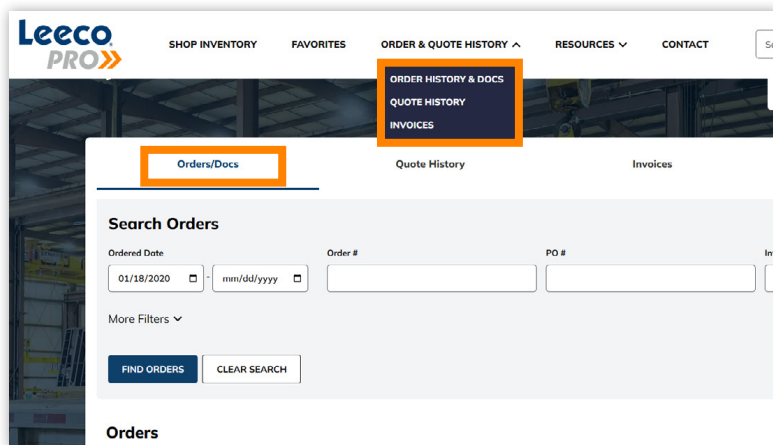
To turn a saved quote into an order, go to the “Dashboard” or the **QUOTE HISTORY** page, identify the quote you would like to order and select **RE-QUOTE** or **ADD** to add it to your cart. Quotes more than 24 hours old will need to be re-quoted for the most accurate pricing.



### 6. Place Order

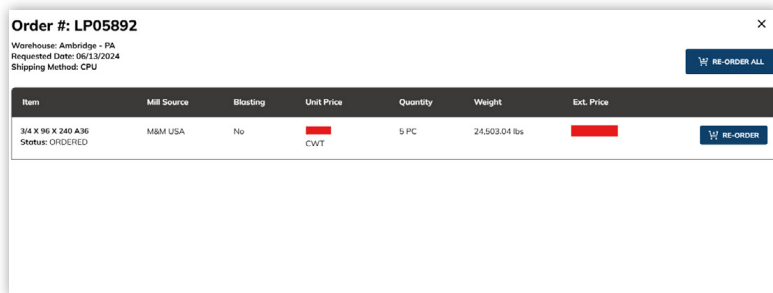
To order, simply select **CHECKOUT** on the “Cart” page. Enter your “Purchase Order #” and “Requested Date” and select **PLACE ORDER**. If you have a PO document, you may upload it on the checkout page prior to placing your order. You may also add any notes to the individual items.

## Managing Orders



### 1. Order Details

Upon placing the order, you will receive an order confirmation email. Online orders are instantly sent to Leeco's warehouse for fulfillment. Order details can be found under the **ORDER HISTORY & DOCS** page.



### 2. Order History & Docs

To view any documents related to your invoiced orders, go to **ORDER HISTORY & DOCS** page, find the order and expand the order to view available documents, which include invoices, BOLs and/or MTRs.