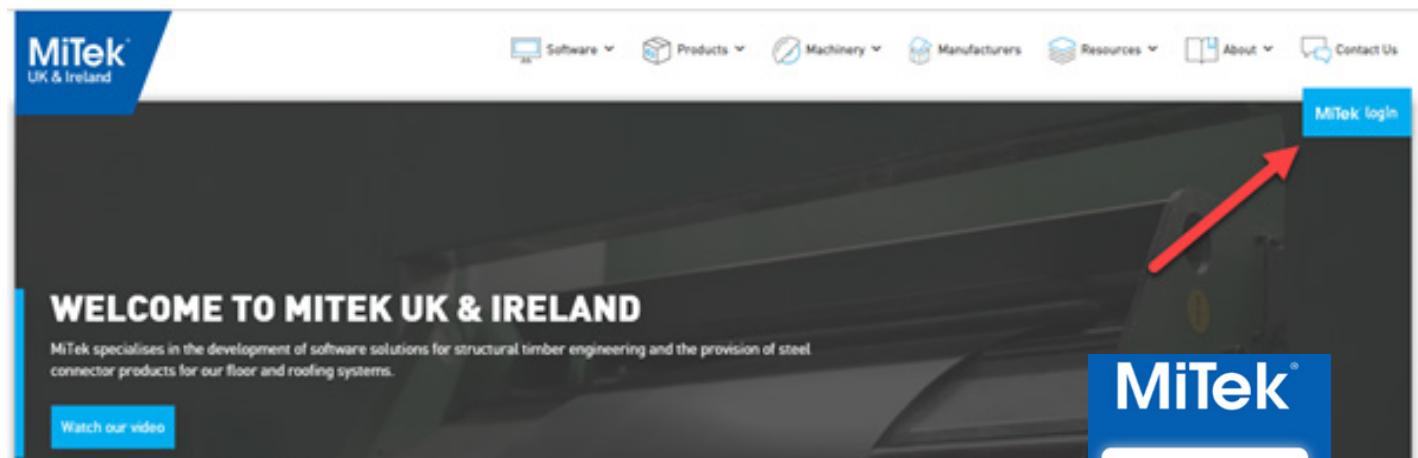


# MiTek® eStore Instructions

This is a brief guide to placing orders for MiTek products using the eStore. The eStore is a very simple to use online shop for ordering MiTek connector plates and Posi-Strut webs and is the easiest way to place orders with MiTek.

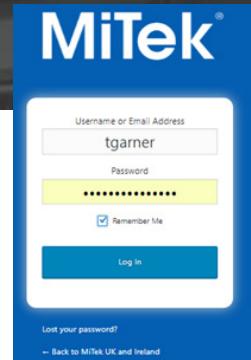
You will need a MiTek account in order to use the store. To register for an account please either speak with your TSM, or email [info@mitek.co.uk](mailto:info@mitek.co.uk) asking for an account.

From the [www.mitek.co.uk](http://www.mitek.co.uk) homepage click the MiTek login button on the top right of the page:

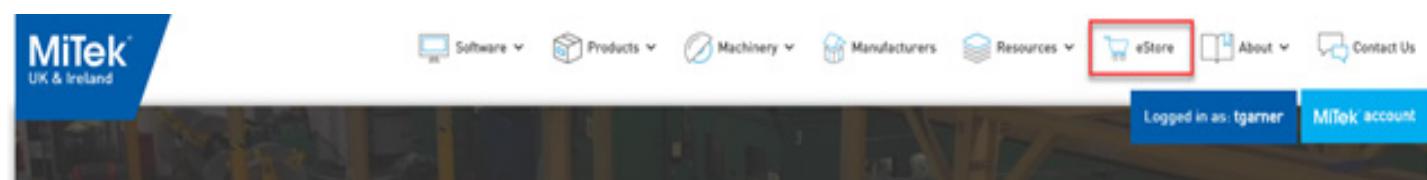


You can then enter your username and password:

*Tip - tick the 'Remember me' option to save your details for future use and make it quicker to login next time*



After login you will see the **eStore** icon has appeared in the menu. Click the icon to enter the store:



Once in the eStore you can use the Filter, Show and Search tools to easily navigate the store:

A screenshot of the MiTek eStore product listing page. At the top, there are filter options for "Filter: M20" (highlighted with a red box), "Categories: M20, B90, M14, M16H" (highlighted with a red box), and "Show: 25 products" (highlighted with a red box). There is also a "Search:" input field (highlighted with a red box). The main area shows a table of products with columns for Name, Units, Pieces Unit, Units Pallet, Weight, and Buy. The first few rows show M20 Plate 101.6mm x 101.6mm, M20 Plate 101.6mm x 127mm, and M20 Plate 101.6mm x 152.4mm. The "Buy" column contains input fields for quantity. Navigation buttons for "Previous" and "Next" are at the bottom right.

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**Filter** lets you choose between the various categories of MiTek products, separated by plate range, Posi-Strut webs and Chevrons.

**Show** lets you control how many items appear on the screen. Selecting All will display the entire range for the category chosen.

**Search** allows you to search by any part of the item description, including size or product code

To add items to your cart, first enter the quantity of each item that you require.

This can be done either by typing the number or using the arrows on the qty box.

You will notice that the Buy check box is ticked automatically when you input a qty.

Continue adding items until your order is complete and then press the 'Add Selected To Order' button at the bottom of the page:



*Tip – you are able to select items from multiple categories and pages before hitting the 'Add Selected To Order' button.*

Once all items that you require have been added use the 'View Cart' option to look at your basket and checkout:

On the Basket page you will see a summary list of the products you've added to the order:

	Product	Pieces/Unit	Units/Pallet	Unit Weight	Quantity	Total Pieces
<input checked="" type="checkbox"/>	Posi-Strut PS12	1000	2	288.3kg	<input type="button" value="+ -"/>	6000
<input checked="" type="checkbox"/>	M20 Plate 101.6mm x 127mm	207	36	21.0716kg	<input type="button" value="+ -"/> 10 <input type="checkbox"/>	2070
<input checked="" type="checkbox"/>	M20 Plate 152.4mm x 254mm	80	48	24.4309kg	<input type="button" value="+ -"/> 4 <input type="checkbox"/>	320
<input checked="" type="checkbox"/>	M20 Plate 152.4mm x 406.4mm	44	48	21.5kg	<input type="button" value="+ -"/> 6 <input type="checkbox"/>	264
<input checked="" type="checkbox"/>	M20 Plate 204.7mm x 254mm	60	36	24.4915kg	<input type="button" value="+ -"/> 5 <input type="checkbox"/>	300
<input checked="" type="checkbox"/>	M20 Plate 230.1mm x 406.4mm	30	36	22.0241kg	<input type="button" value="+ -"/> 10 <input type="checkbox"/>	300
<input checked="" type="checkbox"/>	M20 Plate 76.2mm x 177.8mm	180	48	19.2393kg	<input type="button" value="+ -"/> 2 <input type="checkbox"/>	360
<input checked="" type="checkbox"/>	M20 Plate 76.2mm x 203.2mm	180	48	21.9078kg	<input type="button" value="+ -"/> 6 <input type="checkbox"/>	1080

Proceed to checkout

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You can use the Red X to remove an item, or use the Quantity field to amend a quantity before pressing the 'Proceed to Checkout' button to continue and place the order.

The Checkout page will show your Billing details. You can use the 'Ship to a different address' option to input a different delivery address if required. You can enter any special notes in the Notes field by simply typing in the box:

The screenshot shows the 'CHECKOUT' page. Under 'Billing details', fields include First name (tim), Last name (garner), Company name (optional) (MiTek Industries Ltd), and Country (United Kingdom [UK]). To the right, there's a section for 'Ship to a different address?' with a checkbox and a note input field containing 'Enter any notes here by typing in the box'.

Lower down the checkout page you will see an order summary. Below that, you can select the shipping method you require, enter your PO Number and finally press the purple 'Place order' button to submit the order to MiTek:

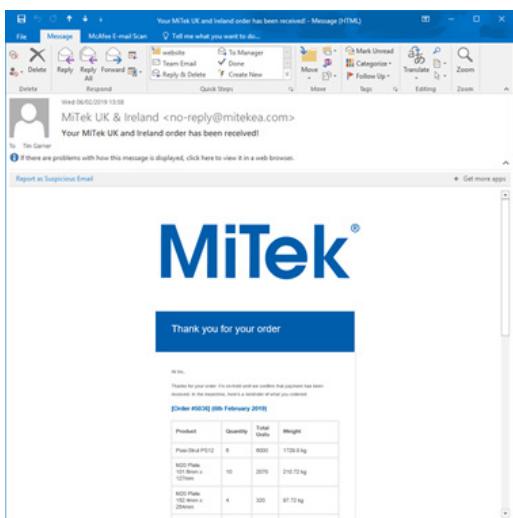
The screenshot shows the 'Your order' section with a detailed product list. Below it is a 'Shipping' section with three options: Standard Delivery (minimum 2 days) [STD] (selected), Custom Collection [COLL], and Next Day [ND]. At the bottom right is a purple 'Place order' button.

You will then see an order confirmation screen with details of your order and an Order Number

The screenshot shows the 'ORDER DETAILS' section with a table of order items and a total weight of 2680.34 kg. It also shows a 'Purchase Order Details' section with a PO Number (123456) and a note field. At the bottom, there are 'BILLING ADDRESS' and 'SHIPPING ADDRESS' sections, both containing the same contact information: tim.garner@mitek.co.uk and MiTek Industries Ltd.

# MiTek® eStore Instructions

Finally, you will receive an acknowledgement of order to the email address linked to your account:



Your order is complete!

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