

Ordering Samples and purchasing parts from www.heyco.com

- 1) Search for the Heyco part number that you want to sample or purchase.
- 2) Hover your mouse over the part number and click on “sample” or “buy” when it appears.
- 3) A new box will appear at the top of the screen. Use the pulldown under the quantity column to select the number of samples that you would like to receive or enter the number of parts you would like to purchase.
- 4) Click on “Add to Cart”.
- 5) Once you are finished adding parts to your cart click on “Go to Cart”.
- 6) Click on “Proceed to Checkout” if you are satisfied with the items that show in your cart.
- 7) If it is the first time you are using this new system you will need to “Create an account”. (the sign on information that you used under the old system will NOT work). Returning users can sign in under the registered users section.
- 8) Enter your shipping and billing addresses and click “continue”.
- 9) Select your shipping method and click “continue”. If you choose a shipping method other than US Mail, you will need to either enter a credit card or your carrier account number on the next screen. Once entered, click “continue”.
- 10) Review your information and once satisfied, click “Confirm and Place Order(s)”.
- 11) You will receive a web reference number which is your order number.

Tracking your order

- 1) Add any part to your cart and click on “Go to Cart”.
- 2) Click on “Log On” located on the upper right side.
- 3) Under Registered Users enter your user name and password
- 4) Click on “My Account” on the upper right side.
- 5) Click on “Order History”
- 6) You will see your orders and can see the status of the orders under the order history column. You can see additional information related to your order by clicking on the order number or the Shipment field if the order is showing as shipped.

Thank you.