



## How to Navigate the wescoturf.com Website



# Register

## How to Register:

- Click Login/Register in upper right corner



**Registration Questions?**  
[webmaster@wescoturf.com](mailto:webmaster@wescoturf.com)  
941-487-6808

- Click Create an Account button

### New Online Customer

**BUSINESS?** Please review our **TERRITORIES SERVED** page before creating an account.  
**HOMEOWNER?** No account is needed. Visit our **TORO DEALER LOCATOR** to purchase products & parts.



- Enter Email address and click Verify button

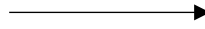
Email \*

- If your email is already associated with an online account, you will receive a message:
  - Existing user registration found. Please contact website support: [webmaster@wescoturf.com](mailto:webmaster@wescoturf.com) or 941-487-6808
    - If you forgot your password, click Reset/Setup Password to reset
- **IMPORTANT: Before you can shop, your online account must be validated and setup**
- Welcome email sent to you once online account is validated

## Login

- Click Login/Register in upper right corner
- Enter username / email address
- Enter password



### Existing Online Customers

If you have an online account with Wesco Turf, please log in.

LOGIN/REGISTER

[Reset / Setup Password](#)

- Website will now show your landing page with quick links

## Forgot Password?

- Click 'Reset/Setup Password' from Login/Register page and follow the prompts and check your email.

**Login Questions?**  
[webmaster@wescoturf.com](mailto:webmaster@wescoturf.com)  
941-487-6808

### Reset / Setup Password

Please enter your username (which is usually your email) below and we'll send you a new password.

Username / Email \*

\* Required Fields

SUBMIT

[<< Back to Login](#)

## Landing Page after Logging In

- Custom links appear at main part of landing page for common tasks and items of interest

### COMMERCIAL CUSTOMERS

#### ORDER PARTS

[Quick Order Entry](#)  
[PartSmart Look-up](#)  
[Toro Master Viewer](#)

#### PARTS REFERENCE

[Toro Parts Manuals](#)  
[Club Car Parts Manuals](#)  
[Bernhard Parts Manuals](#)  
[Salsco Parts Manuals](#)  
[Contact Parts Support](#)

#### WHAT'S NEW

[MVP Kits](#)  
[Edgeseries Reels](#)  
[PX Hydraulic Fluid](#)

#### IRRIGATION HELP

[Board Exchange](#)  
[Warranty Request](#)  
[Catalogs](#)

### DEALERS

#### ORDER PARTS

[Quick Order Entry](#)  
[Load Dealer Order](#)  
[Toro Master Viewer](#)  
[PartSmart Look-up](#)  
[Briggs & Stratton Manuals](#)  
[Kohler Manuals](#)

#### ORDER EQUIPMENT

[Quick Order Entry](#)  
[Equip Marketing Guide](#)

#### PARTS REFERENCE

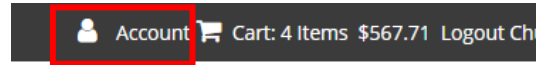
[Toro Parts Manuals](#)  
[Contact Parts Support](#)

#### JUST FOR DEALERS

[Sales Recap](#)  
[Load Dealer Order](#)  
[Equip Marketing Guide](#)  
[Claim Form PDF](#)  
[Claim Form Excel](#)  
[Toro Merch & Literature](#)

# Account Section

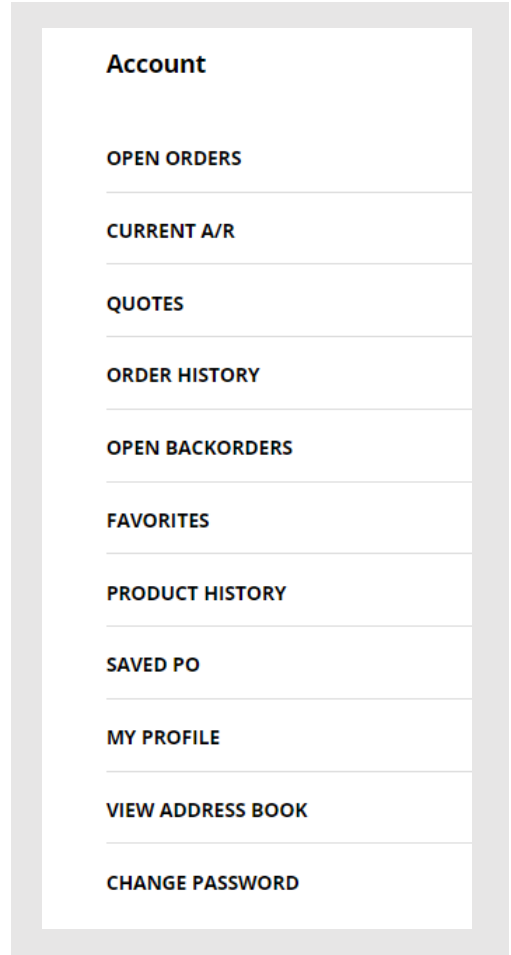
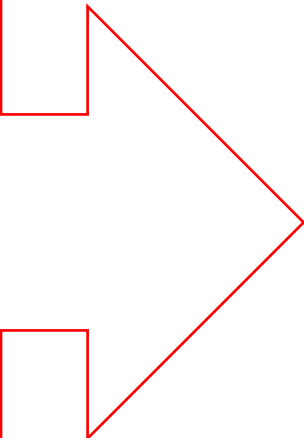
- Once logged in, click Account in upper right →



- See Open Orders**
  - Login/Account/Open Orders
- View & Print Invoices (Current A/R)**
  - Login/Account/Current A/R
  - Click on Invoice #
  - Opens a pdf
- View & Print Quotes**
  - Login/Account/Quotes
- View Order History**
  - Login/Account/Order History
- View Open Backorders**
  - Login/Account/Open Backorders
- Manage Favorites**
  - Login/Account/Favorites
- Match a Part to an Order**
  - Login/Account/Product History
- Manage PO Numbers**

*Add and edit saved PO numbers*

  - Login/Account/Saved PO
- Edit Contact Info**
  - Login/Account/My Profile
- View Bill-to & Ship-to Addresses**
  - Login/Account/View Address Book
- Change Password**
  - Login/Account/Change Password





[Home](#) [Service](#) [Used Equipment](#) [New Equipment](#) [Irrigation](#) [Order Parts](#) [About](#) [Contact](#) [Service Request](#)

## **SPECIFIC TO COMMERCIAL CUSTOMERS**

### ***Shop for Parts***

- [Login/Order Parts](#)

### ***Browse Equipment***

- [Click New Equipment](#)

### ***Shop for Irrigation***

- [Click Irrigation](#)

### ***Submit a Service Request***

- [Click Service Request](#)

## **SPECIFIC FOR DEALERS**

### ***Shop for Parts***

- [Login/Order Parts](#)

### ***Shop for Equipment***

- [Login/New Equipment](#)

### ***Submit a Service Request***

- [Click Service Request](#)

### ***Load Dealer Order***

- [Login/Order Parts/Load Dealer Order](#)

### ***View Sales Recap***

- [Login/Just for Dealers/View Sales Recap](#)
- [Just for Dealers links also presented on landing page after logging in](#)

### ***View Equipment Marketing Guide***

- [Login/Just for Dealers/Equipment Marketing Guide](#)
- [Just for Dealers links also presented on landing page after logging in](#)

## **SPECIFIC FOR DEALERS (continued)**

### ***Download Claim Form PDF***

- [Login/Just for Dealers/Claim For PDF](#)
- [Just for Dealers links also presented on landing page after logging in](#)

### ***Download Claim Form Excel***

- [Login/Just for Dealers/Claim Form Excel](#)
- [Just for Dealers links also presented on landing page after logging in](#)

### ***Find Toro Merch & Literature***

- [Login/Just for Dealers/Toro Merch & Literature](#)
- [Just for Dealers links also presented on landing page after logging in](#)

## **SPECIFIC FOR IRRIGATION**

### ***Exchange an Irrigation Board***

- [Irrigation/Helpful Links/Board Exchange](#)
- [Irrigation Help links also presented on landing page after logging in](#)

### ***Submit a Warranty Request***

- [Irrigation/Helpful Links/Warranty Request](#)
- [Irrigation Help links also presented on landing page after logging in](#)

### ***View Irrigation Catalogs***

- [Irrigation/Helpful Links/Catalogs](#)
- [Irrigation Help links also presented on landing page after logging in](#)

### ***Request Service***

- [Service/Irrigation Service](#)

## Shopping for Parts

- You must be logged in to view and purchase parts

Non-logged in visitors can see the following items under Order Parts:

- Login/Register
- Toro Master PartsViewer
- Toro Manuals
- Toro Operator & Safety Training
- Toro Education & Tech Reference
- Club Car Manuals
- Board Exchange Program
- Contact Parts Support

Once logged in, you will land on a custom landing page specific to your needs.

### Commercial (Golf, SF&G, Irrigation)

- Additional items added to the top Order Parts menu item:
  - Quick Order Entry
  - Parts Lookup (PartSmart)

### Dealer

- Additional items added to the top Order Parts menu item:
  - Quick Order Entry
  - Load Dealer Order
  - Parts Lookup (PartSmart)
- Just for Dealers added to the top menu
  - View Sales Recap
  - Load Dealer Order
  - View Equipment Marketing Guide
  - Download Claim Form PDF
  - Download Claim Form Excel
  - Find Toro Merch & Literature

## Manage PO Numbers

- Account/Saved PO
- Choose 'Purchase Order' from 'Add Payment Method' dropdown
- Taken to new screen to add PO name (optional) and PO Number

Add Payment Method

#### New Purchase Order

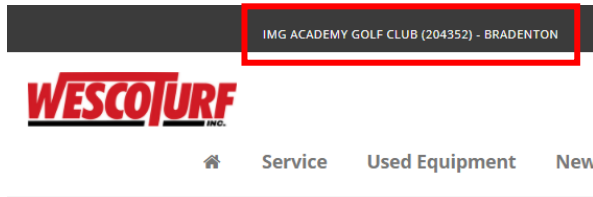
Name (Optional)

PO Number

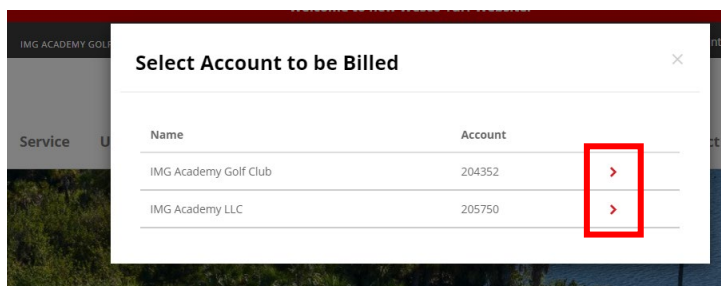
Enabled

## Bill-To Account Selection

- Helpful if you manage multiple bill-to locations and purchase on behalf of those locations
- Once logged in, click your account name in the top left



- A popup appears
- Select the account to be billed by clicking on the red arrow



## Favorites

Create a favorites list from a shopping cart

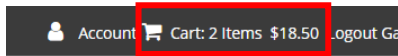
- Simply build a cart and click 'CREATE FAVORITE'
- Name your list of favorite items
- You now have a saved list in your favorites
- Items are retained in your current cart as well for purchase or you can 'CLEAR CART'

Access Favorites List

- Click **Account** in top right corner
- Click **FAVORITES** in sidebar
- See list of favorites
  - Managing favorites
    - Setting default
      - Click the Edit button
    - Clone
    - Delete
      - Can delete favorite list that is not the default
  - Click favorite name
    - Can add items on the list to your cart individually or add to other or new favorites lists

# Shopping Cart

- Click Cart: # Items \$ in upper right corner



- Printable View available >> use back button or cart to get back to Shopping cart screen
- Can Create Favorites from shopping carts for items purchased often
  - Can have multiple favorites lists that are easily editable
- Future Feature: Promo Codes
- Items with pricing tiers will display button to show pricing tiers to get better pricing for increased quantity

## Shopping Cart



\$500 Parts Order  
Qualifies for  
**FREE SHIPPING**

Sort

**Printable View**



**BLADE-ATOMIC**

104-1301

DELETE

UPDATE

FAVORITE



\$14.32

SHOW PRICING TIERS

Total \$14.32

0 in stock



**TINE-NEEDLE, 8MM X 7.38**

100-3621

DELETE

UPDATE

FAVORITE



\$4.18

SHOW PRICING TIERS

Total \$4.18

218 in stock

### Promo Codes

Enter your promo code if you have one.

APPLY PROMO

CONTINUE SHOPPING

CREATE FAVORITE

CLEAR CART

Cart total: \$18.50

CHECKOUT



# Checking Out

## Order Review Tab

Order Review	Payment	Order Complete
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<b>1</b> Buyer Information <a href="#">Edit</a> Wesco GOLFSERVICE (941) 377-6777 partsgolf@wescoturf.com	Billing Address <b>4</b> COUNTRY CLUB AT HEATHROW CONCERT HEATHROW, LLC 1200 BRIDGEWATER DR HEATHROW, FL 32746	Shipping Address <b>5</b> <b>Choose Shipping Address</b> COUNTRY CLUB AT HEATHROW 1100 MAINTENANCE POINT LAKE MARY, FL 32746
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<b>2</b> Shipping Method: UPS Ground	<input type="checkbox"/> <b>3</b> Ship Complete
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PRODUCT	DESCRIPTION	AVAILABILITY	PRICE	QTY	TOTAL
119-8268	BLADE KIT-FLAT BLADE	0 in stock	\$351.54	6	\$2,109.24
137-0830	BEDKNIFE-EDGEMAX LOWCUT 18IN		\$102.80	1	\$102.80

<b>6</b> Shipping Notes <input type="text"/>	<b>Total: \$2,212.04</b> * Tax and shipping will be shown on invoice <b>7</b> <input type="checkbox"/> I agree to the <b>Terms and Conditions</b>
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<input type="button" value="SUBMIT AS QUOTE"/>	<input type="button" value="PROCEED TO PAYMENT INFORMATION"/>
--	---

**8**                      **9**

- 1. Buyer Information**  
You may click Edit to modify your name, phone and email for the submitted cart only; does not modify your stored user information.
- 2. Shipping Method**  
Choose shipping method  
During registration you can request this to be defaulted to Customer Pickup in Sarasota.
- 3. Ship Complete**  
Check box for Shipping entire order complete in one shipment from Stock. Order will not be processed by parts department until all items received.
- 4. Billing Address**  
Cannot be edited
- 5. Choose Shipping Address**  
Shows options if you are setup for multiple locations. Address must display here before checking out.
- 6. Shipping Notes**  
Use only for special handling or by instruction. This stops automated order processing and requires review by customer service.
- 7. Terms and Conditions**  
Must agree to terms and conditions in order to use 'submit as quote' and 'proceed to payment info' buttons.
- 8. Submit as Quote**  
Generate quote that can be converted to order when requested. Helpful when pricing needs to be locked in for short time. Option immediately submits quote, no option to cancel. Quote detail screen will display with ability to email quote or add item(s) to your current cart. Quote number can be referenced if you call customer service to have quote converted to an order.
- 9. Proceed to Payment Information**

# Order Complete Tab

## Confirmation Information

Thank you for placing your order! Your order number is 21167583  
Order Date: 4/6/2021

You can view your order status at any time by checking your [My Open Orders](#).

View product terms and conditions below for details on delivery of products that you have ordered.

You can also view terms and conditions for this order, at any time, by checking Order History. We recommend you print this page for your records.

## General Information

Buyer Information  
Kayle FisherB2B

kayle.fisher1970@yopmail.com

Shipping Information

Shipping Method: UPS Ground

Ship Complete

### Shipping Notes

TESTING ONLY

Billing Address

CYPRESS KNOLL GOLF & COUNTRY CLUB  
82 ETHAN ALLEN DRIVE  
PALM COAST, FL 32164

Payment Information

Purchase Order: test

Shipping Address

CYPRESS KNOLL GOLF COURSE  
53 EASTHAMPTON BLVD  
PALM COAST, FL 32164-6260

PRODUCT	DESCRIPTION	QTY	SHIPPED	B/O	PRICE	TOTAL
98022	BLADE KIT (2 BLADES, 42" DECKS)	1			\$56.34	\$56.34

Merchandise Total: \$56.34

\* Tax and shipping will be shown on invoice

# Getting Support

## Parts Support

- [parts@wescoturf.com](mailto:parts@wescoturf.com)
- From the main menu select: Order Parts/Contact Parts Support
- In footer under Helpful Links click Parts Support

## Parts Return Policy

- In footer under Helpful Links click Parts Returns

## Service Support

- From the main menu select: Contact
- Select Equipment Service in the Department dropdown menu and submit form
- Service department phone numbers also available in left sidebar

## Accounting Support

- [ar@wescoturf.com](mailto:ar@wescoturf.com)
- From the main menu select: Contact
- Select Accounts Payable or Accounts Receivable / Credit in the Department dropdown menu and submit form
- Accounts Receivable email and phone number is available in left sidebar

## Go Paperless

- In footer under Helpful Links click Go Paperless

## Request ACH Form

- In footer under Helpful Links click ACH Form Request

## Website Support

- [webmaster@wescoturf.com](mailto:webmaster@wescoturf.com) or 941-487-6808
- From the main menu select: Contact
- Select Webmaster in the Department dropdown menu and submit form
- Webmaster email and phone number is available in left sidebar