



## ORDER LITERATURE INSTRUCTIONS

### Place an order in 4 Easy Steps

- 1 Login
- 2 View Literature
- 3 Place Order
- 4 Check Out

1

#### Step 1 - Login

You can login to the MSA literature site by visiting:

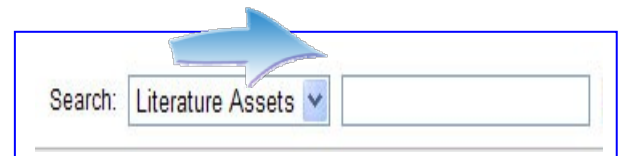
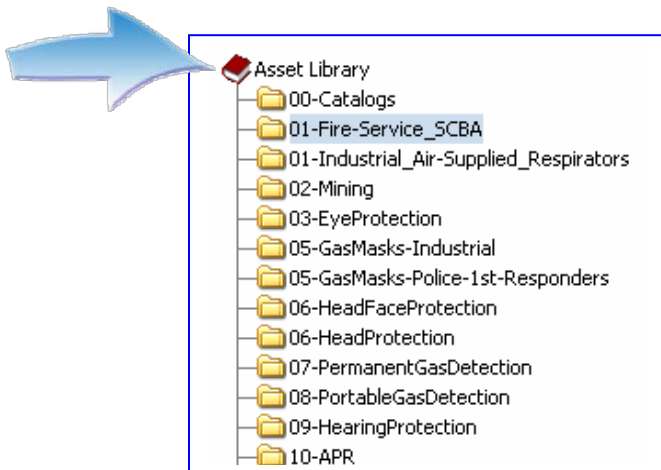
- [msasafety.com](http://msasafety.com) – MSA Safety home page, select Resources > Asset Library from the top menu.

2

#### Step 2 – View Literature

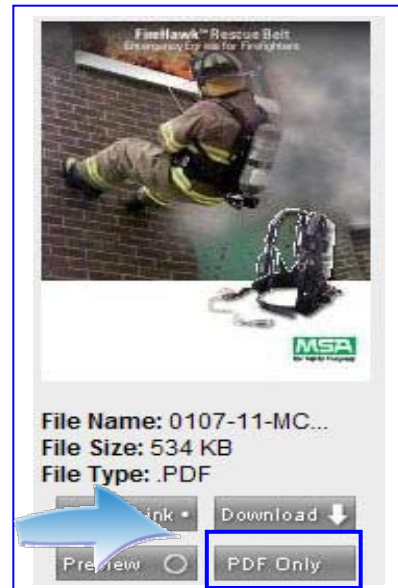
a. Select the “Literature” tab to view the literature:

- Click on the product folder on the left side of the screen under "Asset Library." OR
- Perform a quick search by typing in the literature number, text within the literature, or title of the literature within the Search field.



b. Select the appropriate button to perform the following functions:

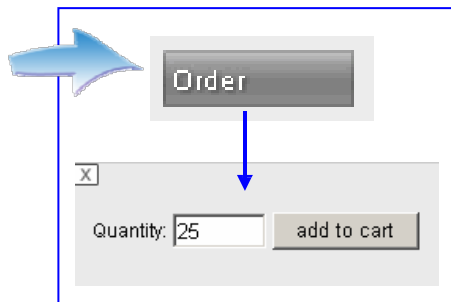
- Order – literature is available to order.
- PDF Only – literature is available to view, save, and print **ONLY**. It is **NOT** available to order.
- Create Link – copy and paste Asset Path.
- Download – open, save, and print literature.
- Preview – interactive PDF viewer.



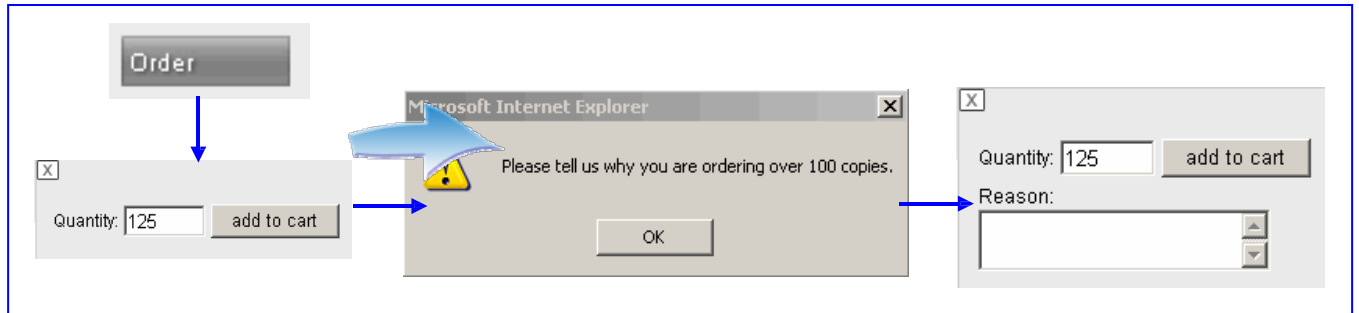
### 3

## Step 3 – Place Order

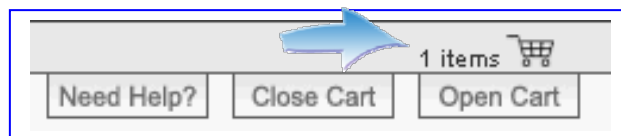
- a. **Add to Shopping Cart** – to add an item to your cart, click on the "Order" button (if available) below the literature image. A box will appear for you to enter the desired quantity. Select "add to cart" and the item will automatically be placed in your shopping cart. You must order in increments of 5.



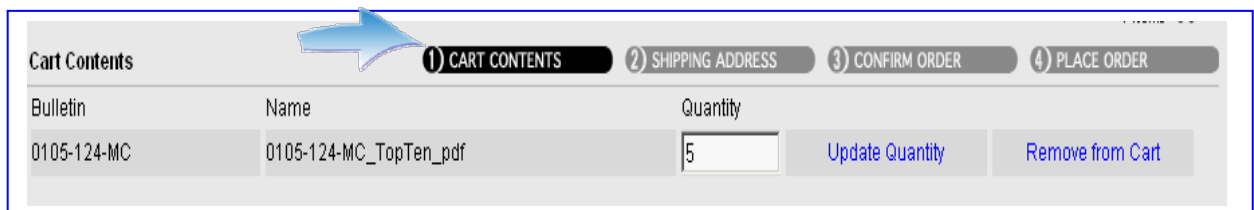
NOTE: If you enter more than 100 in the quantity field, a box will appear indicating that you need to include the reason why you are ordering over 100 copies. Type in the reason and select "add to cart."



- b. **Continue Shopping** – After you add an item to your shopping cart, you can continue shopping or proceed to checkout. To continue shopping, browse to the literature you are interested in by selecting the product folder (left side of screen.) Click on the corresponding "Order" button to add additional literature to your cart. HINT: To maximize your screen view, choose "Close Cart" to continue adding items. This will not empty your cart. It will simply minimize it on the screen.
- c. **Review your Shopping Cart** – The shopping cart at the top right side of the screen indicates the number of items in your cart. To review the cart contents, click the "Open Cart" button at the top right side of the screen.



- d. **Change contents of your Shopping Cart** - The cart contents screen will appear. From here you can make any changes to the item quantities, remove items one at a time, or empty your cart entirely.
  - To **Change a Quantity**, enter new quantity amount and click on "Update Quantity."
  - To **Remove Any Item(s)**, from your shopping cart, click on "Remove from Cart."
  - To **Continue Shopping**, click on the appropriate product folder on the left side of the screen.



## 4

## Step 4 – Check Out

a. **Complete the Order Information** - When you are satisfied with the contents of your cart, proceed to check-out as follows:

- Click on the "2) Shipping Address" button at the top of the screen to proceed with your order.
- Enter your contact and shipping information. Keep in mind that you can have the literature you requested sent directly to a customer by entering their contact information in the provided fields.

**IMPORTANT:** If you are placing an International order, select "International" from the drop down menu in the Country field.

- Choose your preferred method of shipping. Complete the Shipper Account Number if applicable.

**Note:** After you place an initial order, the shipping information will automatically be filled out for you.

**Shipping Address**

1) CART CONTENT 2) SHIPPING ADDRESS 3) CONFIRM ORDER 4) PLACE ORDER

Your Information	Shipping Address	Shipping Method
Name: Cecelia Weber	Recipient: Cecelia Weber	Shipping to the United States:
Email Address: cece.weber@msanet.c	Company: MSA	<input checked="" type="radio"/> Free Shipping via UPS Ground
Telephone: 724.776.8721	Address 1: 1000 Cranberry Woods	<input type="radio"/> 2-Day Shipping via UPS*
	Address 2:	<input type="radio"/> Overnight Shipping via UPS*
	City: Cranberry Twp.	* Requires Shipper Account number
	State / Province: PA	UPS Account Number: 0000
	Zip / Postal Code: 16066	or
	Country: USA	MSA Territory Number:

b. **Confirm the Order** - To have one final review of your order to ensure accuracy:

- Click on the "3) Confirm Order" button at the top of the screen.
- Review your order details.
  - To **Change Shipping Address**, select "Edit" and enter your changes. When finished, select "3) Confirm Order" button.
  - To **Change Cart Contents**, select "Edit" and enter your changes. When finished, select "3) Confirm Order" button.

Bulletin	Name	Quantity
0105-124-MC	0105-124-MC_TopTen_pdf	5

c. **Place the Order** – When you are ready to place your order:

- Click on the "4) Place Order" button at the top of the screen.

**Order Confirmation: 200844538**  
**Reference Number: 1218218612-20428292**

An order confirmation has been sent to the email address you provided: [cece.weber@msanet.com](mailto:cece.weber@msanet.com).

**SPAM Filter:** Make sure your SPAM filters allow messages from [literature@msanet.com](mailto:literature@msanet.com).

**Questions?** Please contact us at [literature@msanet.com](mailto:literature@msanet.com).

**Order Placed** – Your order has been placed and will go directly to MSA’s literature fulfillment center. For your convenience, you will receive an order acknowledgment to the email address you provided. When the order ships, you will receive a shipment confirmation by email with the details of your shipment that include:

- ✓ Order Number / Order Date / Reference Number
- ✓ Items Ordered
- ✓ Order / Shipping Information (number of cartons, weight, etc.)
- ✓ Shipping Method
- ✓ UPS Tracking Number\*

\*If tracking is available for your shipment method, a tracking link will appear in your email. Click on the link to track your parcel online.

For any questions regarding literature requests, please email: [marcomrequest@msanet.com](mailto:marcomrequest@msanet.com)