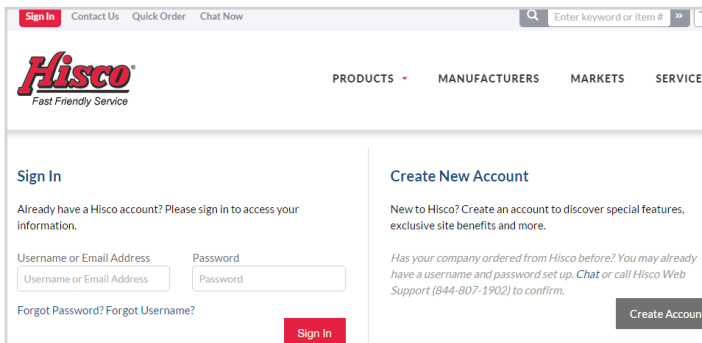
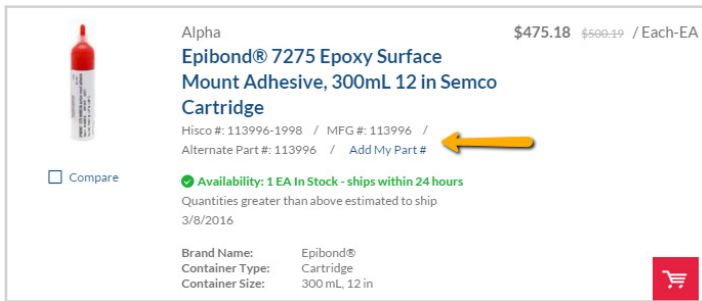


1 To add your own part number

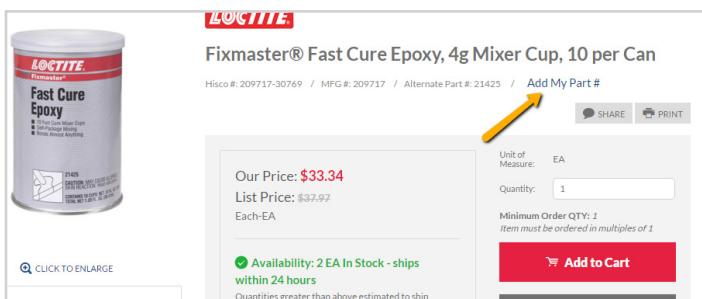
Step 1:
Sign in to your Hisco.com account.



Step 2:
Locate the desired item on either its product page or product list page, and click its blue "Add My Part #" link.



Or

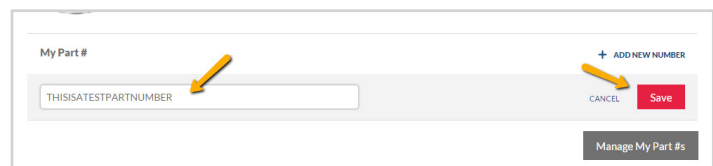


My Part #s allows you to assign your company's unique part numbers to the products you purchase frequently on Hisco.com, so you can find them quickly without having to contact a Hisco CSR.

Step 3:
Click the blue "ADD NEW NUMBER" link.



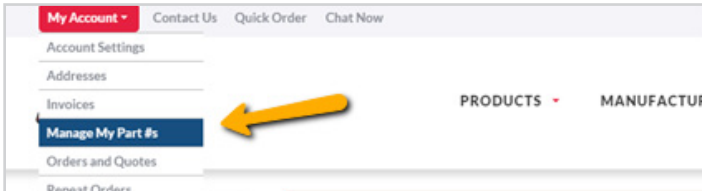
Step 4:
Enter your company's internal part number in the field provided, and click the red "Save" button. The product with its new number will be saved in "Manage My Part #s" located in the My Account drop-down menu. You will be able to search by your company's part number in 24 hours.



2 To edit your own part number

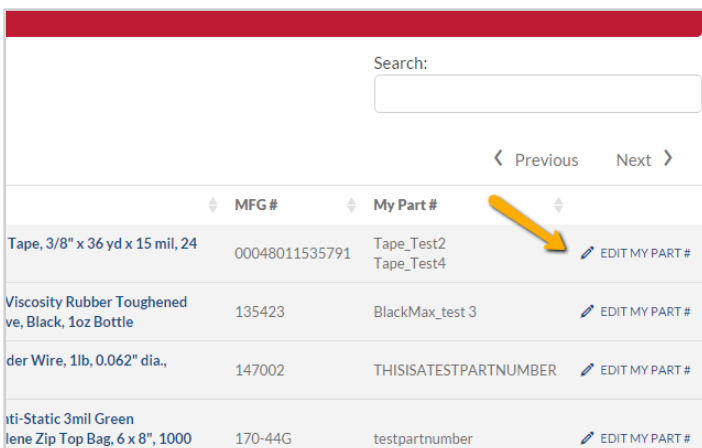
Step 1:

Sign in to your Hisco.com account, and select “Manage My Part #s” from the My Account drop-down menu.



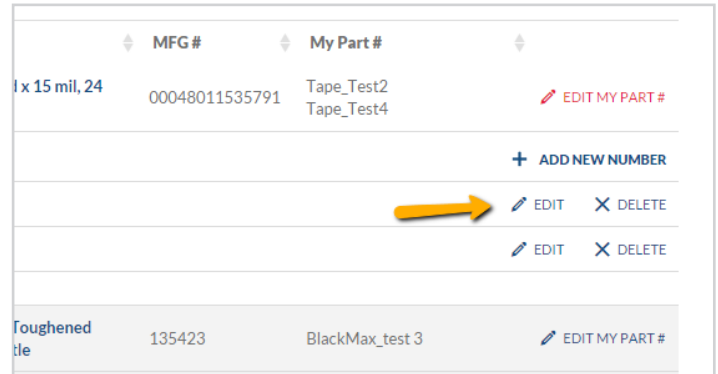
Step 2:

Locate the desired item, and click its blue “EDIT MY PART #” link.



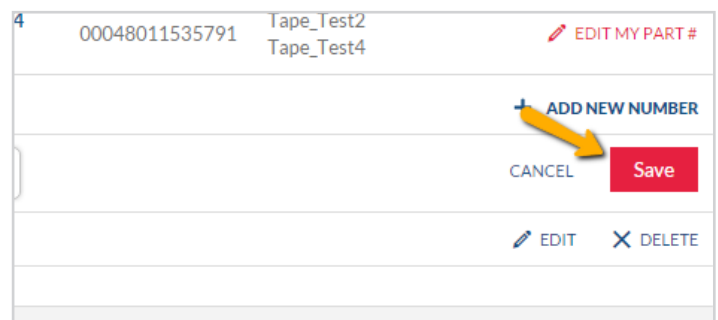
Step 3:

Click the blue “EDIT” button.



Step 4:

Edit your part number in the field provided, and click the red “Save” button.



You may also edit your part number from the item’s product page or product list page by clicking the blue “Edit My Part #” link and completing steps 3 and 4 immediately above. The product with its new number will be saved in “Manage My Part #s” located in the My Account drop-down menu. You will be able to search by your company’s part number in 24 hours.