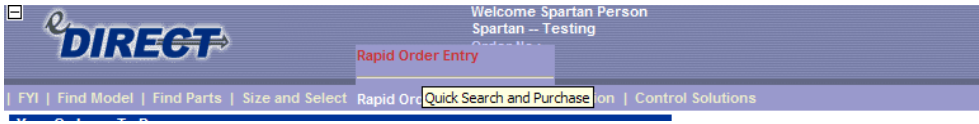


# e-Direct Ordering Easy Entry Process

1. After you have logged in select **Rapid Order Entry**.



2. Enter the part numbers and quantity, then select **GO** button.

1. Search by:  Item List  Partial Item

2. Clear Item List

Enter list of part numbers and quantities then click Go:

1.        2.        3.

Select	QTY	Item No.	Consumer List	Stock
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	67CFR-362	\$110.00	2325

3. This shows you the Item No, End User price, Spartan Controls Edmonton stock, and an item description.

- Verify, then click **Add to Order**.
- To see order click **View Order**.



4. Now you have your order details. Here you can make changes, or select **Proceed**.

FYI | Find Model | Find Parts | Size and Select | Rapid Order Entry | Documentation | Control Solutions

Recalc Price/Add Tag    Proceed    **Spartan -- Testing Pricing**

Add Item    Cancel Order    Print

Part No.	Type	Tag/Ref	Quantity	Unit Price	Price Protection	Unit Price	Volume Break	Volume Price	Extended Price
<input checked="" type="checkbox"/> 67CFR-362	67	<input type="text"/>	<input type="text" value="1"/>	110.00	22.73%	85.00		85.00	85.00

Total Unit Price:	\$110.00
Total Price Protection*:	\$25.00
Your Total Price:	\$85.00
GST:	\$5.95
Grand Total:	\$90.95

5. Last step, enter final shipping and invoicing details then click **Send Order**.

FYI   Find Model   Find Parts   Size and Select   Rapid Order Entry   Documentation   Control Solutions		
<input type="button" value="Send Order"/> <input type="button" value="Reset"/> <input type="button" value="Print"/>		
<b>Header Details:</b> Click the <input type="checkbox"/> icon to hide/display header details.		
P.O.number: Verbal	Requisition number:	Requested delivery date: 2004-12-03 (YYYY-MM-DD)
<b>Invoice Address: 14382</b> Select from list:		<b>Shipping Address : 14385</b> Select from list:
Cust.: Spartan Controls Ltd	Cust.: Spartan Controls Ltd	
Address1: 305 - 27 ST SE	Address1: 3 - 350 MacAlpine CR	
Address2:	Address2:	
City: Calgary Country: CA	City: Fort McMurray Country: CA	
Province: AB Postal/Zip Code: T2A 7V2	Province: AB Postal/Zip Code: T9H 4B1	
Cust.FName: Luke Cust.LName: Kaliel	Ship to contact: Albert	
Cust.Phone: (780)402-4017 Cust. Fax:	Carrier: DHL Express (Canada) Ltd - Loon <input type="button" value="Use Default"/>	
Cust. E-mail: someone@spartan.ab.ca	Carrier Acct:	
<input type="radio"/> Plain Text Msg. <input checked="" type="radio"/> HTML Text Msg.	Delivery Instructions:	
Mark package: 10-20 Wellsite	Payment Method: Pre-Paid & Allow <input type="button" value="Use Default"/>	

6. Final Confirmation

FYI   Find Model   Find Parts   Size and Select   Rapid Order Entry   Documentation   Control Solutions	
<b>Order Confirmation</b>	
<p>Thank you for submitting your order.</p> <p>A sales person will confirm your ship date and order number.</p> <p>Your transaction number is PO: Verbal - Order No.: 87768 - 3/12/2004 15:34.</p> <p>You will receive a copy of this order via email.</p>	