

Ordering in the Online Shop



Introduction

Basket overview

Importing parts lists

Initiating orders, requested delivery date,
quotation options

Saving and forwarding baskets,
document tracking, creating bar code labels

Software support – Process step: Ordering in the Online Shop

[Exit](#)
[Home](#)

Basket

Basket

1. Basket | 2. Order Information | 3. Place Order | 4. Confirmation

Add to basket Quantity

↓ Action...

Part No.	Quantity	Your part number	Type Article designation	Your price / unit	Total GBP	Delivery Date
2123087	1	PC	DSBC-32-60-PPSA-N3 Standard cyl.	96.87	96.87	26.08.2014
543861	2	PC	SME-8M-DS-24V-K-0,3-M8D Prox. sensor	22.20	44.40	26.08.2014
547497	1	PC	VMPAF-AP-2-1-EMM-2 Sub-base	52.38	52.38	27.08.2014

Warning: Product to be discontinued, only available as series product during the year 2019. Do not use for new designs. Alternatives on request.

Phase-out 01.12.2013 — 30.06.2018 — 30.06.2019

Alternative product no alternative
System change to MPA-S, MPA-L and VTSA

Total 193.65 GBP

The basket contains many functions that make your work easier. From the basket, you can view the following information at a glance:

- Part number and quantity
- Product description
- Price and availability
- Important notes about the product directly above the relevant item
- Additional information about products that are being phased out

Benefits:

- No need to wait for a requested quotation, and prices and availability are immediately visible
- Prompt notifications about products that are to be phased out

Software support – Process step: Ordering in the Online Shop

[Exit](#)
[Home](#)


Order Tracking

Your purchase ref.	Order date between	21.07.2014	
Festo Doc. No.	and	20.08.2014	
Part No.	Document Type	Sales Order	▼
Your part no.	Status	all	▼

[Search](#)

List of your Orders [Print](#) [View 10](#) [30](#) [50](#) [All](#)

Your purchase ref. ▼	Originator ▼	Order date ▼	Festo Order no.	Delivery Status ▼	Document	Repeat Order		
29581		18.08.2014	2080302370	Full				
47-200169		13.08.2014	2080301758	Open				
Lockwell Electrical Distributors Unit 3&4 Homchurch Close CV1 2QZ Cheylesmore, Coventry								
Item No.	Part No.	Type Article designation	Your part no.	Quantity Ordered Confirmed	Date Ordered for Confirmed for	Shipment no.	Invoice	Pos
10	574333	SMT-8M-A Prox. sensor SMT-8M-A-PS-24V-E-0.5- OE		10	18.08.2014	1756263818		
				10	21.08.2014			
				10				
190255					08.08.2014	2080300993	Full	

Status 20.08.2014 [«](#) [»](#) [1](#) [2](#) [»](#)

Special functions that we offer:

- Import parts lists for directly using data from your own system
- Order tracking, including for fax and phone orders
- Download complete documentation

Benefits:

- Importing parts lists eliminates the risk of typing errors and incorrect orders
- Delivery status can be viewed quickly and easily at any time, optimising project management
- You receive all documents for your order with one download + language selection

Software support – Process step: Ordering in the Online Shop

Exit

Home

Basket

Label Options

Customer selection

Account Number:

Name: Select

0080999030 GB_1 SHOP

Label options

Language:

Label size:

Product drawing: Photo
 Line Drawing

Optional: Customer Material Number
 Stock location
 Amount
 Packaging unit

Barcodes: no barcode
 code free barcode informations

Barcode language: ▼



Barcode for Festo Online Shop & Scanner
(Code 128 - automatically created)


Label Options
Upload Label Information
Create labels

Preview

Push-in T-Fitting QSMT-M3-3

Festo: 163351
Client: 4711
Stock: Regal 2
Qty: 10 PCS



1 ; 1 5 3 3 5 1 1 0 ; ; ; ;

Language: english
Format: 63,5 mm x 33,9 mm
DIN A4
Avery/Zweckform L4773

Product drawing: Photo

Back
Continue

The Barcode Designer in the basket helps you to create bar code labels that optimise your logistics.

The following information can be incorporated:

- Customer material number
- Product illustration
- Festo part number
- Storage location

Benefits:

- Easy reordering via bar code scanner
- Fast allocation of repeat orders via the product image and storage location

Ordering in the Online Shop – Overview of the basket

The screenshot shows the 'Basket' page on the Festo website. It includes a navigation menu at the top with links like Home, Highlights, Products, Industries, Services, Support, Training, and About Festo. On the left, there is a sidebar with links for Products, Basket, Netprice lists, Saved Baskets, Carriage charges, Label Designer, Order Tracking, and Important information. The main content area is titled 'Basket' and features a progress indicator with four steps: 1. Basket, 2. Order Information, 3. Place Order, and 4. Confirmation. Below this, there is an 'Add to basket' form with a quantity selector and 'Add' and 'Continue' buttons. An 'Action...' dropdown menu is also present. A table lists items in the basket with columns for Part No., Quantity, Your part number, Type Article designation, Your price / unit, Total, and Delivery Date. At the bottom, there are options to 'My Basket...', 'Save', 'Partlist: Import', 'Export', and 'Continue', along with a 'Requested Delivery Date' field and a 'Shipping method' dropdown set to 'UPS Saver Service'. A note at the bottom states: 'Please Note: For items that exceed 70kg or are over 2 metres in length, delivery can take up to 5 working days from despatch date.'

1. "Display ordering steps "
2. Direct entry of part numbers in basket
3. The basket shows price and availability for all products added to the basket.
4. Many other functions, including:
 - Save baskets
 - Change delivery date
 - Import and export parts lists in csv format (Excel)

Benefit:

- All important information and functions at a glance

Ordering — Basket overview

Exit

Home

Home Highlights **Products** Industries Services Support Training About Festo

Basket

1. Basket 2. Order Information 3. Place Order 4. Confirmation

Add to basket Quantity 1

Action...

Part No.	Quantity	Your part number	Type Article designation	Your price / unit	Total GBP	Delivery Date
536207	1	PC	ADN-12-20-A-P-A Compact cyl.	38.03	38.03	01.09.2014

Please, update basket to show the total price!

Other actions such as

- Product comparison
- Combine identical items
- ...

can be selected.

Compare products

Remove from this list Remove from this list

Foot mounting HBN-8/10x2 (5124) Foot mounting HBN-12/16x1 (5125)

Feature	Foot mounting HBN-8/10x2 (5124)	Foot mounting HBN-12/16x1 (5125)
Size	8/10	12/16
Corrosion resistance classification CRC	1	1
Product weight	55 g	40 g
Materials note	Free of copper and PTFE Conforms to RoHS	Free of copper and PTFE Conforms to RoHS
Material information, mounting	Steel Galvanised	Steel Galvanised

Remove from this list Remove from this list

Benefit:

- Product differences are visually highlighted for fast analysis
- Better overview for consolidating common parts

Ordering – Adding products to the basket

The screenshot illustrates the 'Add to basket' process in two ways:

- Method 1 (labeled '1'):** Shows the 'Add to basket' form with a dropdown menu open. The dropdown options are 'Part No.', 'Type Code', and 'Your part no.'. A mouse cursor is positioned over the 'Part No.' option.
- Method 2 (labeled '2'):** Shows the 'Basket' page with a table for adding items. The table has columns for 'Part No.', 'Quantity', 'Your part number', 'x-Stroke', and 'IC1'. A mouse cursor is clicking the 'Add' button next to the 'Quantity' field.

At the bottom of the interface, there are fields for 'My Basket...', 'Save', 'Partlist: Import Export', 'Continue', 'Requested Delivery Date' (01.03.2013), 'Shipping method' (Carrier Local), and a 'Check' button.

Products can be added to the basket as follows:

- **Festo part number (1)** → Immediate verification of price and availability
- **Type code (1)** → Open catalogue search
- **Customer part number (1)** (provided that the customer part number has been entered in the system by Festo)
- **Quick entry (2)** → Fast method of adding several items to the basket with one update

Benefit:

- The price and availability of products can be checked very quickly

IMPORTING PARTS LISTS

Ordering – Importing parts lists

Importing parts lists (csv.files)



Import

Option 1: Import a parts list with import assistant

csv file [i](#)
 csv file in Festo Format [i](#)
 e.g. File generated by Festo CD ROM catalogue
 Festo Full Format [i](#)

Option 2: Insert products from your parts list by "copy and paste"

You can enter part number and quantity in this box, or copy it e.g. from an Excel sheet and paste it into the entry box. Please note, this feature is restricted to 100 entries.

e.g.:

163309,1
153001,10

Three options are available for csv format:

- Modified csv file
- csv file in Festo format
- csv file with header information (Festo Full Format)

Existing parts lists in Excel can be saved as a csv. file, and configurable products can be imported as long as the ident code is known

Benefits:

- Minimises the risk of typing errors that can cause incorrect orders
- Interfaces to in-house systems can be easily used

Ordering – Importing parts lists

Import – Option 1:

Modified csv file

Import

[Back](#) [Start import](#)

Field separator : Festo part number are in column no.

String delimiter Quantities are in column no.

My own part numbers are in column no. (option)

Identcode 1 are in column no. (option)

Identcode 2 are in column no. (option)

x-Stroke values are in column no. (option) [Save settings](#)

	1	2	3	4	5	6	7	8	9	
<input checked="" type="checkbox"/>						JWF-Bestellstueckliste Version :	000B01_AST			
<input checked="" type="checkbox"/>						JWF-Projekt-Nr. :	04/14581			
<input checked="" type="checkbox"/>						Anlagenbezeichnung :	Leckteststand 4V PD- Technik			
<input checked="" type="checkbox"/>						Kunde :	VW Salzgitter			
<input checked="" type="checkbox"/>						EPLAN Proj.-Nr. :	14581300	Bgr.300		
<input checked="" type="checkbox"/>			IO			Bearbeiter :	Gutzat			
<input checked="" type="checkbox"/>			Pos	STK	STK/	VPE	Technische Beschreibung	Hersteller	Bestellnummer	Best.-N
<input checked="" type="checkbox"/>				VPE						Lieferar

1. The file structure is displayed in preview
 - Select the column in which the Festo **part number** appears
 - Select the column which has the **quantity** in your list
 - Select the column on which the **configuration code** appears
2. Save settings to reuse same format
3. Click "Start import" → File is checked
4. Non-Festo part numbers are displayed in red and selection is removed
5. Click "Start import" again
6. Close window and click "Update basket"

Ordering – Importing parts lists

Import – Option 1: csv file in Festo format

Import

[Back](#) [Start Import](#)

Field separator :

String delimiter :

	Position	Part No.	Qty.	Your part no.	Identcode 1	Identcode 2	x-Stroke	Basketname
<input checked="" type="checkbox"/>						JWF-Bestellstueckliste Version :	000B01_AST	
<input checked="" type="checkbox"/>						JWF-Projekt-Nr. :	04/14581	
<input checked="" type="checkbox"/>						Anlagenbezeichnung :	Leckteststand 4V PD-Technik	
<input checked="" type="checkbox"/>						Kunde :	VW Salzgitter	
<input checked="" type="checkbox"/>						EPLAN Proj.-Nr. :	14581300	Bgr.300
<input checked="" type="checkbox"/>						Bearbeiter :	Gutzat	
<input checked="" type="checkbox"/>						Technische Beschreibung	Hersteller	Bestellnummer
<input checked="" type="checkbox"/>		Pos			STK/ VPE			
<input checked="" type="checkbox"/>	SBECKE	1	1	1	1	Filterpatrone G1/2; 0,1#m 39D 1436 Best.Nr.:3.213.232	BECKER & CO GMBH	3.213.232
<input checked="" type="checkbox"/>	SBECKE	2	1	1	1	Filter G1/2; 0,1#m; MRS-System 39D 1436/ G1/2 Best.Nr.:3.213.426	BECKER & CO GMBH	3.213.426
<input checked="" type="checkbox"/>	SBECKE	3	1	1	1	3/2-Wege-Ent#ftungsventil- Druckaufbaustufe G1/2; MRS-System 39D 1385/ G1/2 Best.Nr.:3.217.708	BECKER & CO GMBH	3.217.708

Importing files with a predefined format

- Column 1 → Position
- Column 2 → Part number
- Column 3 → Quantity
- Column 4 → Customer part number
- Columns 5,6 → Ident. code

for example, can also be a file from Festo catalogue on DVD

Ordering – Importing parts lists

Import – Option 1: csv file with header data

1	H002001413420120206	20120206YVWP
2	I0000000000000000062110000000012000	000010
3	I00000000000000000000000000000001000	000020
4	I00000000000000000000000000000001000	000030
5	I00000000000000000000000000000001000	000040
6	I00000000000000000000000000000001000	000050
7	I00000000000000000000000000000001000	000060
8	I00000000000000000000000000000001000	000070
9	I00000000000000000000000000000001000	000080
10	I00000000000000000000000000000001000	000090
11	I00000000000000000000000000000001000	000100

Customer purchase order number	Customer purchase order date
H000005261020030514M423423423	20030509YVWP
column 20	column 55

When header information is imported, important general information such as the customer name, customer number, requested delivery date, etc., is also imported.

Benefit:

- The ordering process is simplified when you define the default format in your own system and directly import header information.

Ordering – Importing parts lists

Import – Option 2:

Data transfer by "copy and paste"

Import

Option 1: Import a parts list with import assistant

csv file [i](#)
 csv file in Festo Format [i](#)
 e.g. File generated by Festo CD ROM catalogue [i](#)
 Festo Full Format [i](#)

Option 2: Insert products from your parts list by "copy and paste"

You can enter part number and quantity in this box, or copy it e.g. from an Excel sheet and paste it into the entry box. Please note, this feature is restricted to 100 entries.

e.g.:

163309,1
153001,10

1

The part number and quantity can be easily entered in the field (1) using "copy and paste". The part numbers are separated with a tab, comma and semicolon. The entries can then be quickly and easily transferred to the basket.

Benefit:

- Quick data transfer is also possible without a csv file

INITIATING ORDERS, REQUESTED DELIVERY DATE, QUOTATION OPTIONS

Ordering – Triggering the order process

Order Information

1. Basket 2. Order Information 3. Place Order 4. Confirmation

[Back to Basket](#) [Continue](#)

Purchase order number* **1**

Additional data **2** Project number

Payment method

Ship-to address

Customer No. **3**

Company name

Address*

City/Town*

Post code*

Country*

Change to:

[Change delivery address](#)

Delivery Note

Order acknowledgement

None

by Email **4**

by Fax

Fields marked by * are required fields

[Back to Basket](#) [Continue](#)

Users with ordering authorisations can complete the ordering process in just a few clicks.

1. Entry of order reference
2. Definition of project number, cost centre or other data to support internal processing
3. The delivery address from the customer master is displayed
4. Selecting order confirmation

Ordering — Requesting the preferred delivery date

www.festo.com Home Highlights **Products** Industries Services Support Training About Festo

Products
Basket
Netprice lists
Saved Baskets
Carriage charges
Label Designer
Order Tracking
Important information - Online Shop
Import Partslist
Help
Quotes

Basket

1. Basket 2. Order Information 3. Place Order 4. Confirmation

Add to basket Quantity 1

↓ Action...

Part No.	Quantity	Your part number	Type	Article designation	Your price / unit	Total	Delivery Date
↑ Action... <input type="button" value="Print Basket"/> <input type="button" value="Update basket"/>							

My Basket... Partlist:

Requested Delivery Date Shipping method Ship complete orders only

Please Note: For items that exceed 70kg or are over 2 metres in length, delivery can take up to 5 working days from despatch date

Check online whether you can receive your delivery before our proposed delivery date or set a date in the future.

- Enter the preferred delivery date in the field provided
- Select delivery type
- If necessary, check "Ship complete orders only"
- Click "Check" to display current availability in the basket

Benefit:

- Quick and easy scheduling of your order for optimal logistics and warehouse processes.

Ordering – Quotation function

Quotation

Search for Quotation

Quotation Number Creation Date between

Your reference and

Quotation Status [Search](#)

List of your Quotations (from 30.07.2012): [Print](#) [View 10](#) [50](#) [100](#) [all](#)

	Your reference	Quotation for	Date	Quotation Number	Status	Download
Process	TS/10/22053	Mark Jarratt	30.07.2012	2080013914	Open	
Process	Keith Weston	Keith Weston	30.07.2012	2080013907	Open	
Process	Silvia Sirigu	Silvia Sirigu	27.07.2012	2080013905	Open	
Track order	1316 Steve Riley		27.07.2012	2080013897	Ordered	
Process	Keith Weston	Keith Weston	27.07.2012	2080013893	Open	
Process	Ryan Lee-Smith	Ryan Lee-Smith	25.07.2012	2080013850	Open	
Process	David Butler	David	25.07.2012	2080013848	Open	
Track order	John Ross	John Ross	25.07.2012	2080013847	Ordered	
Process	Geoff Roy	Geoff Roy	25.07.2012	2080013838	Open	
Track order	Lloyd Bolton		25.07.2012	2080013836	Ordered	

You can also find all of your quotations online: A quotation can have the following status:


- **Open** means that the quotation can be ordered by clicking on the "Process" button
- **Ordered** means that the quotation has already been ordered You can click "Track order" to view the order status in Order Tracking at any time.
- **Expired** means that the quotation has expired and can no longer be ordered
- **Rejected** means that the quotation has been rejected and is therefore closed

Benefit:

- Status overview of all quotations entered

**SAVING AND FORWARDING BASKETS,
DOCUMENT TRACKING, CREATING BAR CODE LABELS**

Ordering – Saving baskets

My Basket...  Save




Saved baskets

Search for Baskets

Basket Name Creation date between 21.01. to

Originator and 21.07. to

[1] Baskets created between 21.01.2010 and 21.07.2010 View 10 30 50 All

Basket Name	Originator	Creation date	Status	Open
Diaz VI 01	GB_1 SHOP	04.02.	Saved	  

Status 21.07.2010 << 1 >>

Parts lists can be saved, simply enter the name and click Save.

- If the name already exists, you will be asked whether you want to overwrite the parts list that has already been saved.
- A save confirmation is immediately displayed at the top of the screen
- Saved baskets can easily be reused; simply click "Saved baskets" and enter the relevant search criteria

Benefit:

- Frequently needed products can be easily saved and quickly reused

Ordering — Forwarding basket to authorised purchaser

Basket

1. Basket 2. Order Information 3. Place Order 4. Confirmation

Order transfer to

Add to basket

Action...

Part No.	Quantity	Unit	Your price / unit	Total GBP	Delivery Date
1376905	1	PC	109.12	109.12	02.09.2014
543861	2	PC	22.20	44.40	02.09.2014

Please, update basket to show the total price!

My Basket... Save

Requested Delivery Date: 17.09.2014

Shipping method: UPS Saver Service

Ship complete orders only

Please Note: For items that exceed 70kg or are over 2 metres in length, delivery can take up to 5 working days from despatch date.

This functionality is only available to Online Shop users without ordering authorisation.

- In the basket, the customer sees a list of all authorised Online Shop users who are registered under the same customer number, including the customer him/herself.
- You can select the authorised user and click "Continue" to send the basket and an e-mail notification to the authorised user.
- The relevant purchaser simply has to log on to "Saved baskets" to view all the baskets forwarded to that user.

Order – Document tracking

Exit
Home

Tracking

Your purchase ref. Festo Doc. No. Part No. Your part no.

Order date between 20.03 and 19.04 Document Type Order Status open

List of your Orders View 10 30 50 All

Your purchase ref.	Originator	Order date	Festo Order no.	Delivery Status	Documents	Repeat Order
Richard Gould		19.04.	2080166358	Open		
Harrison Harris		18.04.	2080166274	Full		
120201217		18.04.	2080166251	Open		
45001433772		18.04.	2080166202	Partial		

Item No.	Part No.	Type Article designation	Your part no.	Quantity Ordered		Date Ordered for		Shipment no.	Invoices	Pos
				Confirmed	Despatched	Confirmed for	Despatched at			
10	6532	SG-M4 Rod clevis	MBEU270203	1	27.04	1	19.04	→ 1744632575 123456788		
				1	18.04					
				1	18.04					
20	6528	FK-M4 Rod coupler	MBEU270202	1	27.04	1	19.04	→ 1744632575 123456788		
				1	19.04					
				1	18.04					
30	532723	DNCB-32-30-PPV-A Standard cyl.	MBEU270125	1	27.04	1	26.04			
				0						
				0						

SM180412wk 18.04. 2080166168 Full

Displays the following documents from the last 30 days by default:

- Orders (with order position and status)
- Order confirmation for download as pdf or csv
- Invoices with download functionality

Benefit:

- Order status can be checked any time, even for phone and fax orders

Ordering — Creating bar code labels

**Push-in T-Fitting
QSMT-M3-3**

Festo: 153351
Client: 4711
Stock: Regal 2
Qty: 10 PCS



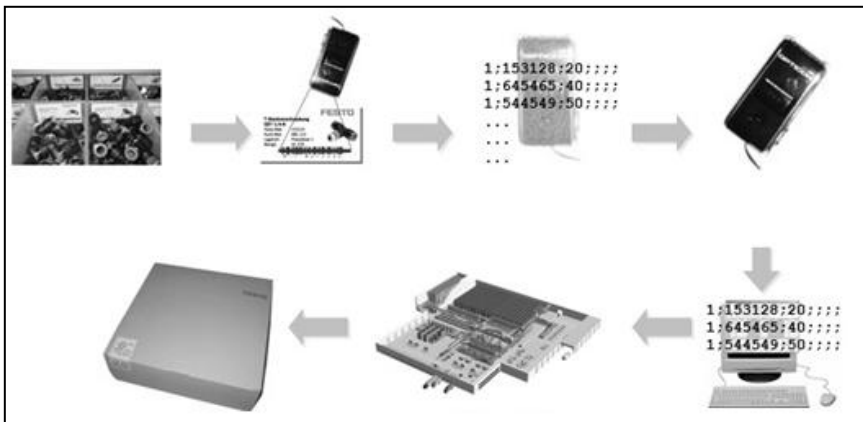



1 ; 1 5 3 3 5 1 ; 1 0 ; ; ; ;

The Barcode Designer in the basket helps you to create bar code labels that optimise your logistics.

The following information can be incorporated:

- Customer material number
- Product illustration
- Festo part number
- Storage location



Benefits:

- Easy reordering via bar code scanner
- Fast allocation of repeat orders via the product image and storage location

Ordering — Spare parts

Spare Part Catalogue

Search spare parts for... [Advanced Search](#)

FESTO

DNC-125-100-PPV-A
163501 R408
pmax. 12 bar

Part number

Series number (optional)

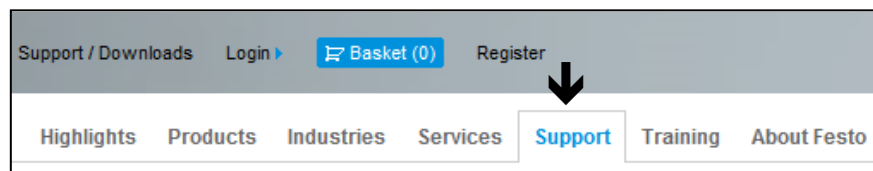
[Search](#)

Search result Show 10

Part no.	Type Article designation	Product series from ... to ...	?

1. You can select spare parts online from our spare parts catalogue and easily order them from our Online Shop.
2. You can save exploded views and parts lists as PDFs or print them out
3. You can determine which spare parts can be used for an application

The spare parts catalogue can be found in the Support tab under "Commissioning and after sales"



Benefits:

- Many Festo products can be repaired very cost-effectively
- Exploded views and parts lists can be accessed directly so you don't have to search for them separately