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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

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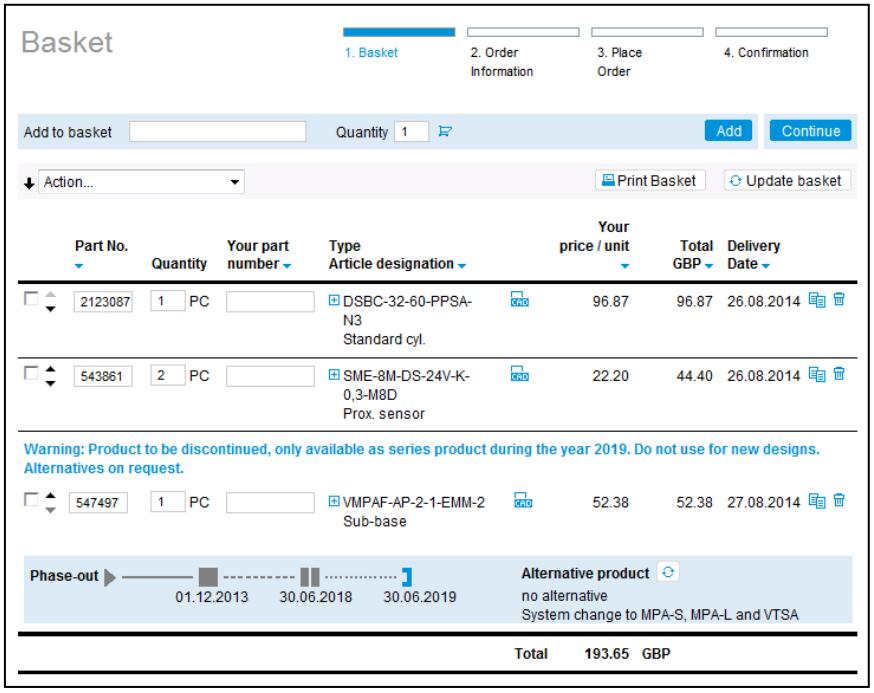
Basket



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

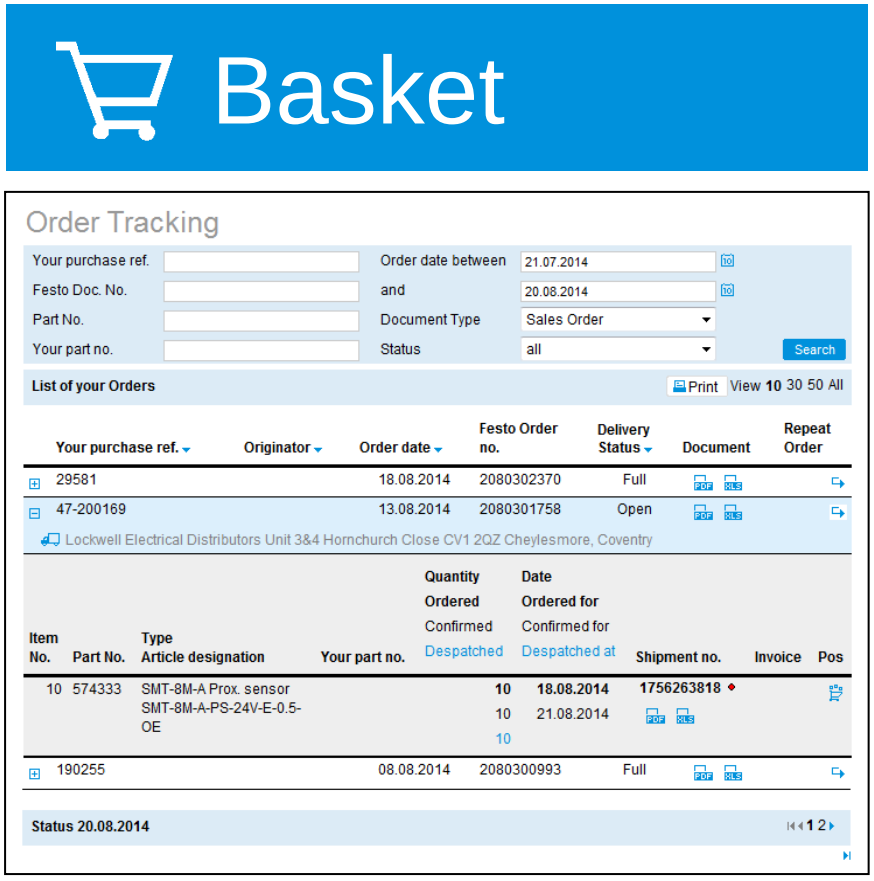
Benefits:

- 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



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

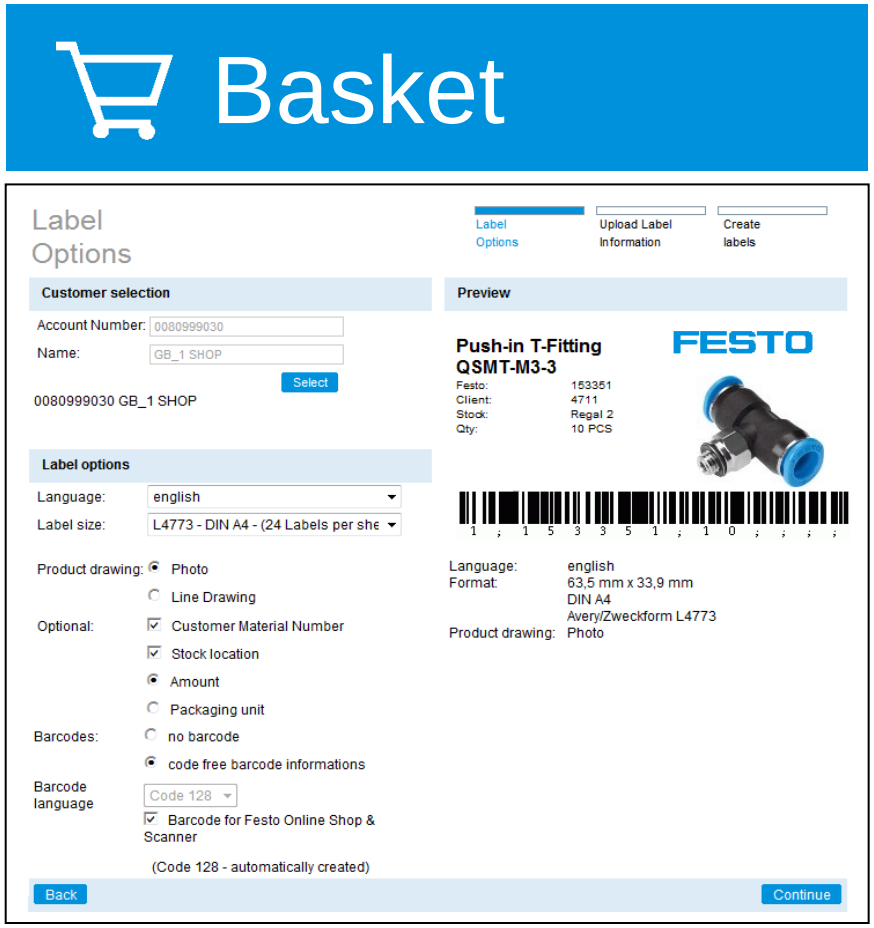
Benefits:

- 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



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

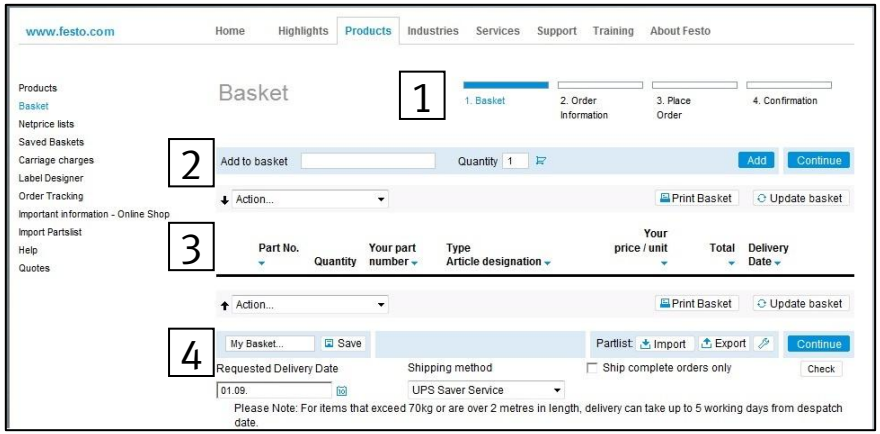
The following information can be incorporated:

- 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

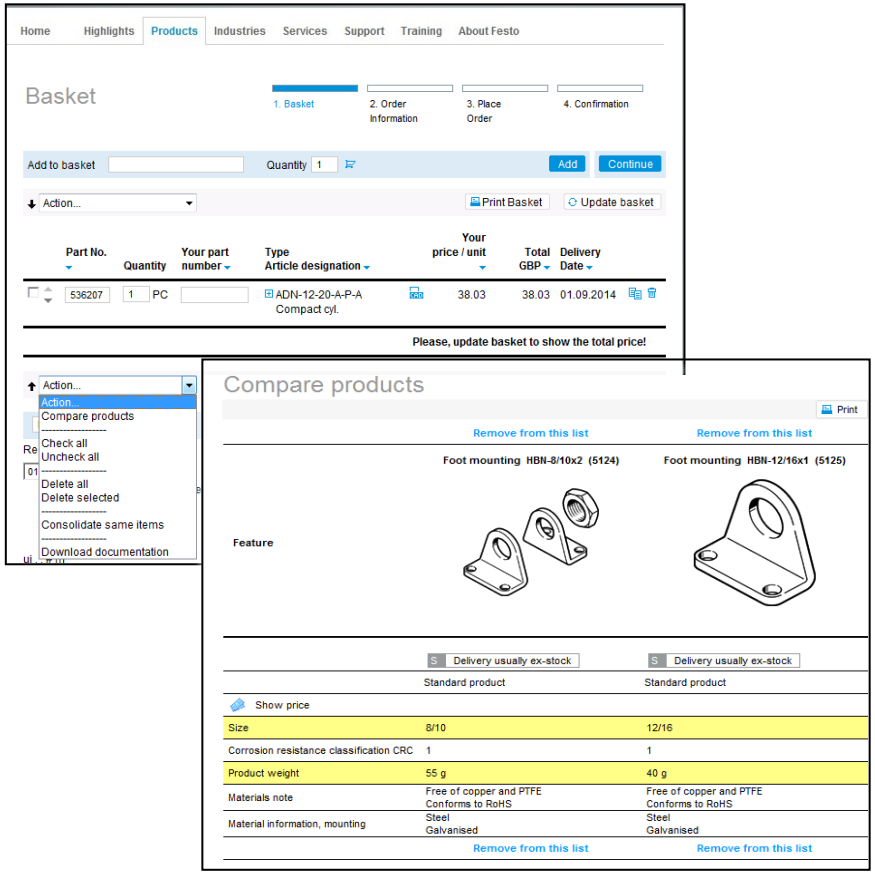


1. "Display ordering steps"
2. Direct entry of part numbers in basket
3. The basket shows price and availability for all products added to the basket.
4. Many other functions, including:
   - Save baskets
   - Change delivery date
   - Import and export parts lists in csv format (Excel)

Benefit:

•All important information and functions at a glance

Ordering — Basket overview



Other actions such as

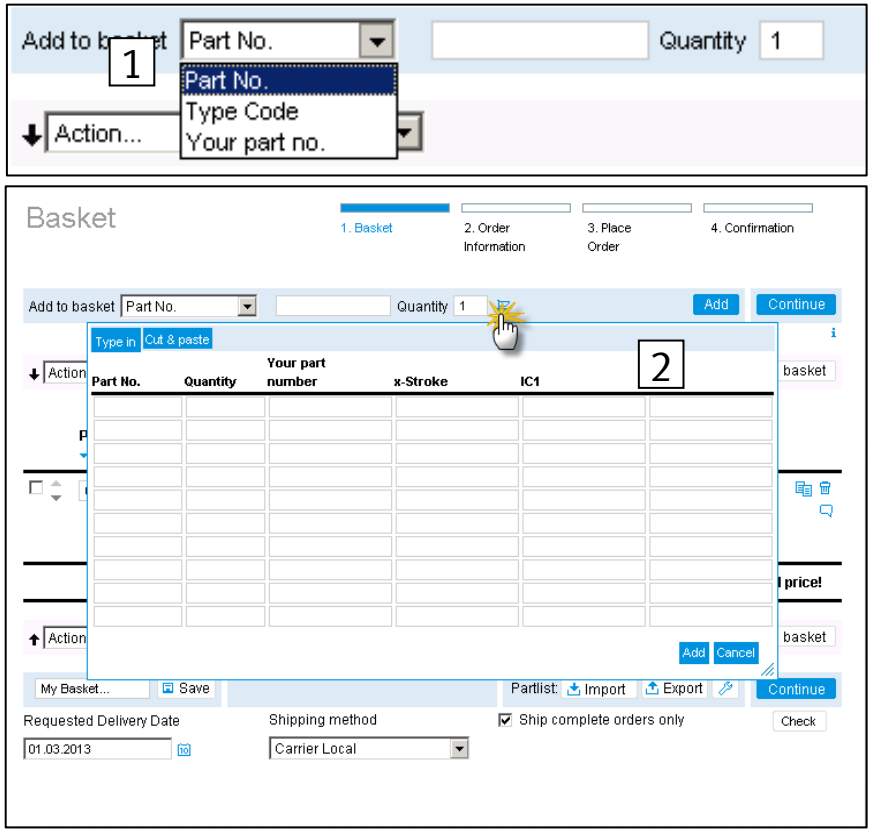
- Product comparison
- Combine identical items
- …

can be selected.

Benefit:

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

Ordering — Adding products to the basket



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:

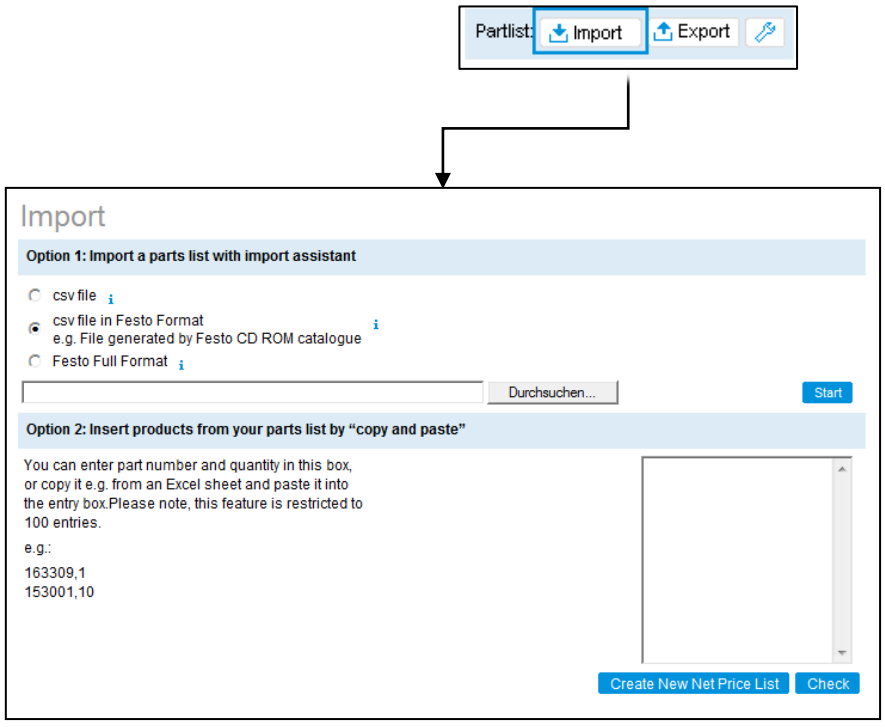
•The price and availability of products can be checked very quickly

Exit

IMPORTING PARTS LISTS

Ordering — Importing parts lists

Importing parts lists (csv.files)



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

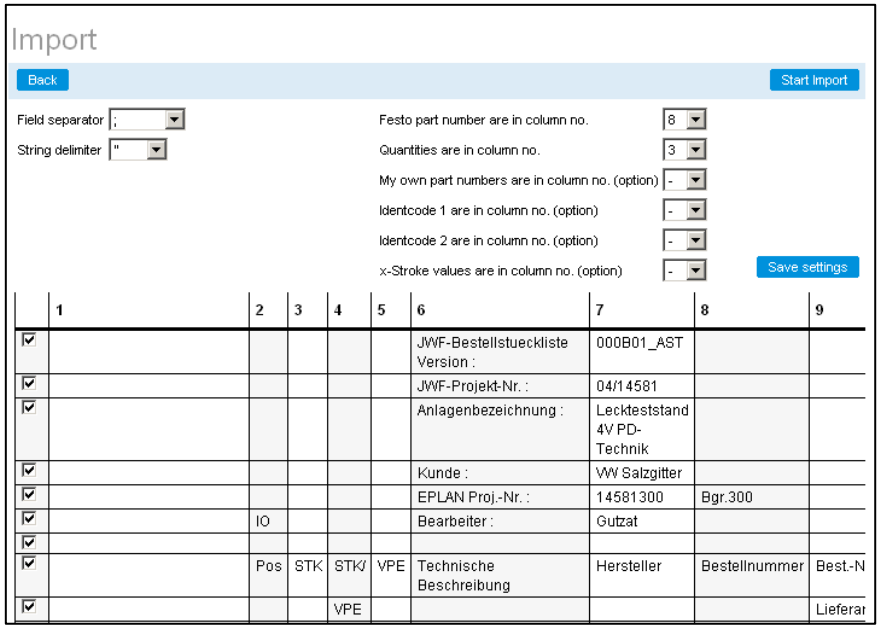
Benefits:

- 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



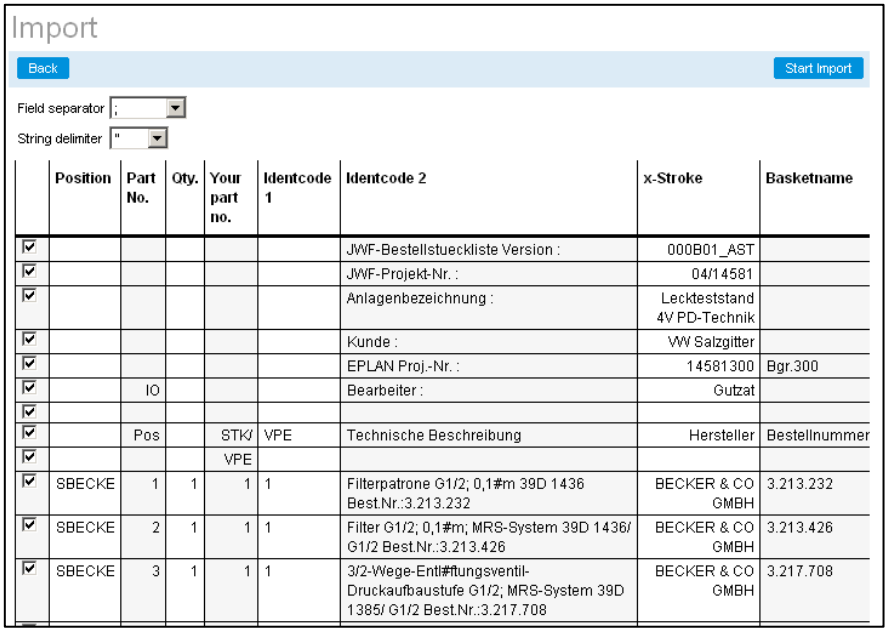
	1	2	3	4	5	6	7	8	9
☑						JWF-Bestellstueckliste Version :	000B01_AST		
☑						JWF-Projekt-Nr. :	04/14581		
☑						Anlagenbezeichnung :	Lecktestst and 4V PD-Technik		
☑						Kunde :	VW Salzgitter		
☑						EPLAN Proj.-Nr. :	14581300	Bgr.300	
☑		IO				Bearbeiter :	Gutzat		
☑									
☑		Pos	STK	STK/	VPE	Technische Beschreibung	Hersteller	Bestellnummer	Best.-N
☑				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
☑						JWF-Bestellstueckliste Version :	000B01_AST	
☑						JWF-Projekt-Nr. :	04/14581	
☑						Anlagenbezeichnung :	Leckteststand 4V PD-Technik	
☑						Kunde :	VW Salzgitter	
☑						EPLAN Proj.-Nr. :	14581300	Bgr.300
☑		IO				Bearbeiter :	Gutzat	
☑								
☑		Pos		STK/	VPE	Technische Beschreibung	Hersteller	Bestellnummer
☑				VPE				
☑	SBECKE	1	1	1	1	Filterpatrone G1/2; 0,1#m 39D 1436 Best.Nr.:3.213.232	BECKER & CO GMBH	3.213.232
☑	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
☑	SBECKE	3	1	1	1	3/2-Wege-Entl#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

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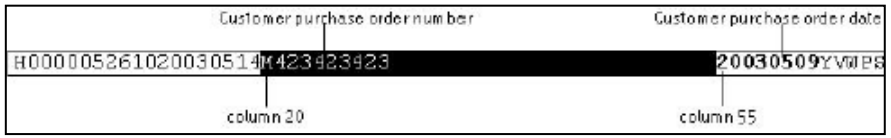
Ordering — Importing parts lists

Import – Option 1:

csv file with header data

```
H002001413420120206                                    20120206YVWP
I000000000000006211 0000000012000                                000010
I000000000000000000000000000001000                                000020
I000000000000000000000000000001000                                000030
I000000000000000000000000000001000                                000040
I000000000000000000000000000001000                                000050
I000000000000000000000000000001000                                000060
I000000000000000000000000000001000                                000070
I000000000000000000000000000001000                                000080
I000000000000000000000000000001000                                000090
I000000000000000000000000000001000                                000100
```



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

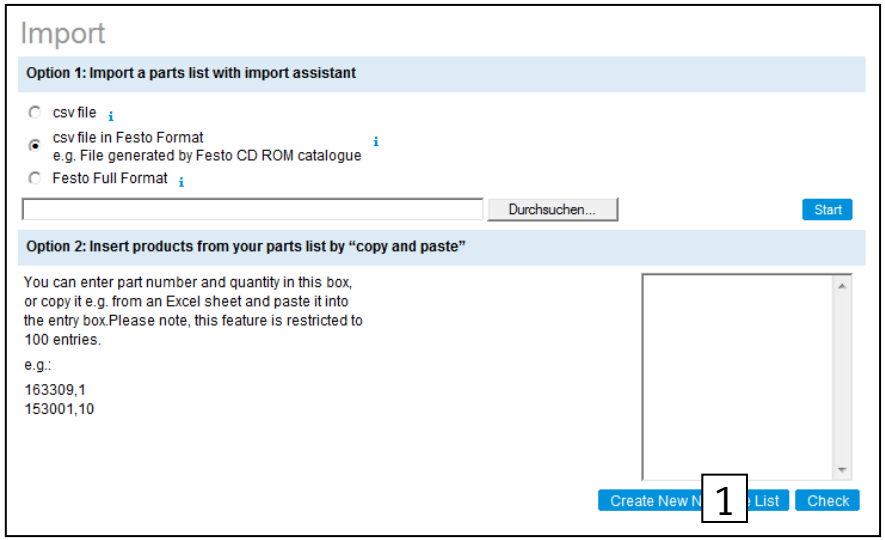
Benefit:

- 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"



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.

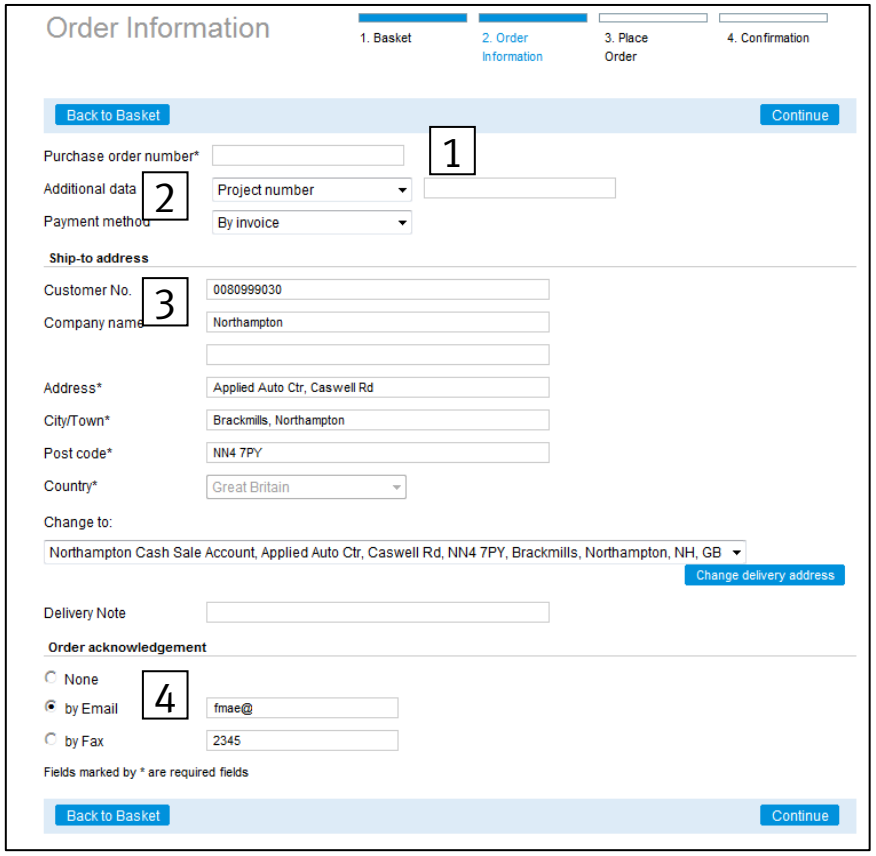
Benefit:

- Quick data transfer is also possible without a csv file

Exit

INITIATING ORDERS, REQUESTED DELIVERY DATE, QUOTATION OPTIONS

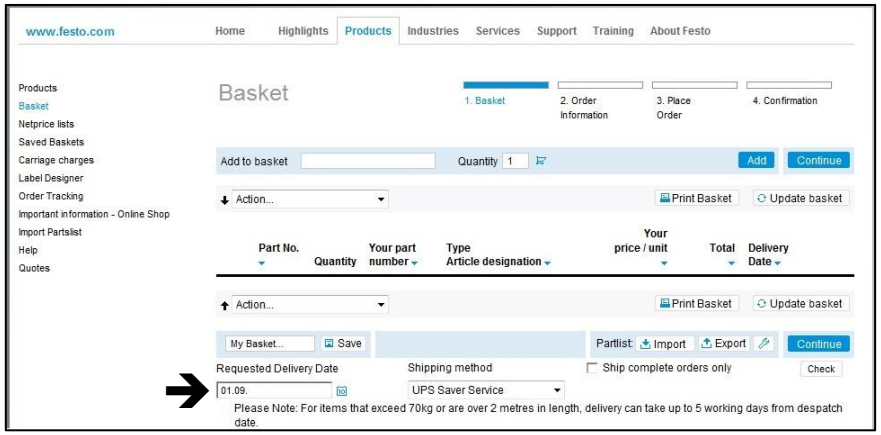
Ordering — Triggering the order process



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



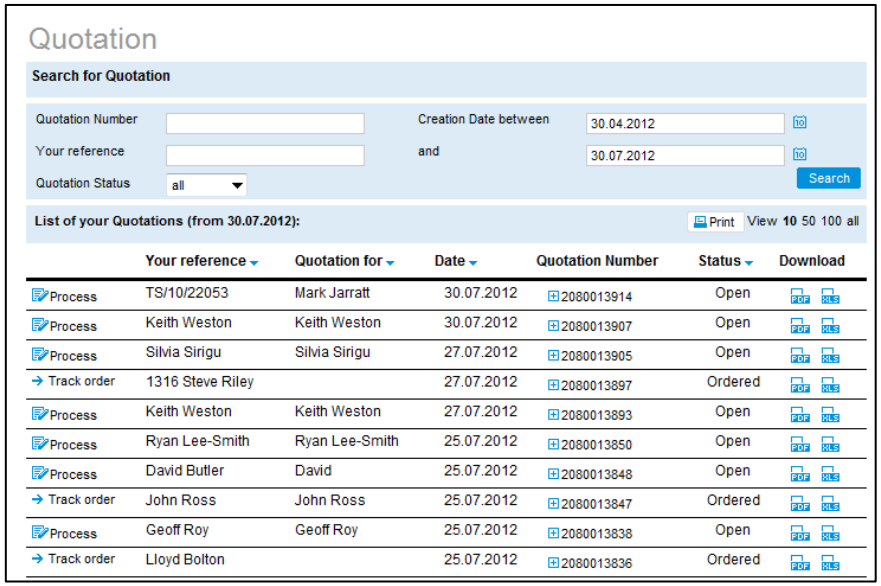
Check online whether you can receive your delivery before our proposed delivery date or set a date in the future.

- 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



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

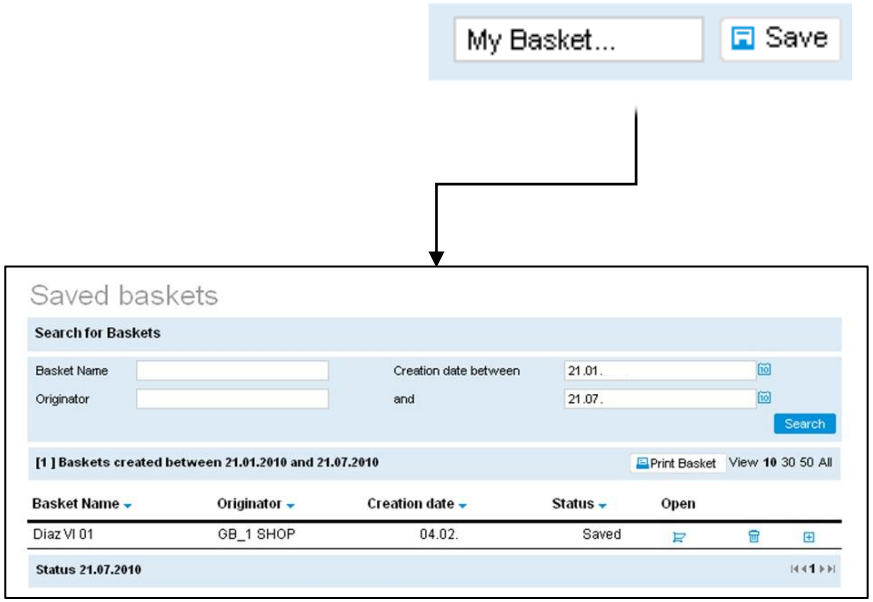
Benefit:

- Status overview of all quotations entered

Exit

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

Ordering — Saving baskets



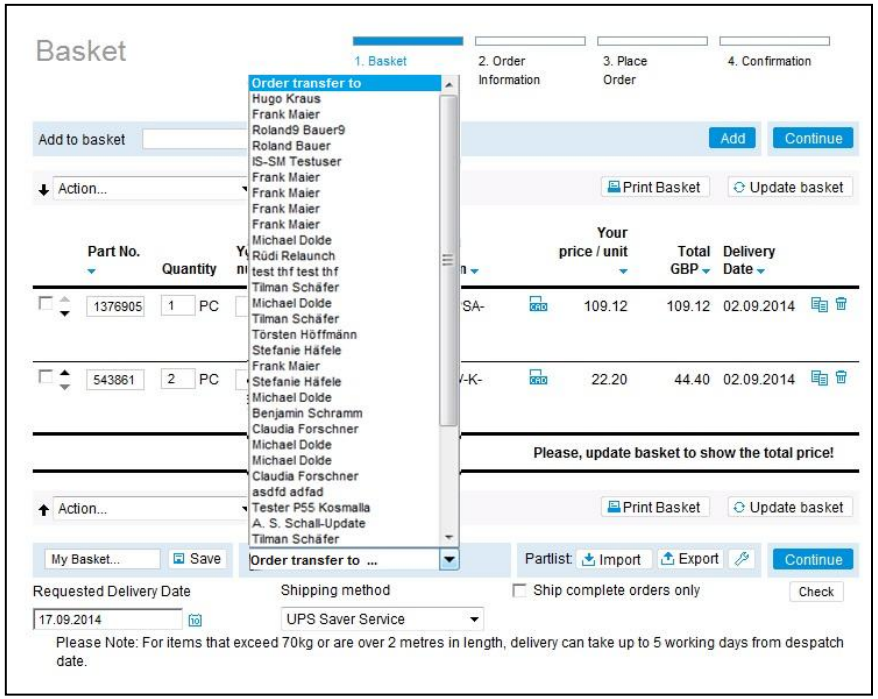
Parts lists can be saved, simply enter the name and click Save.

- 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

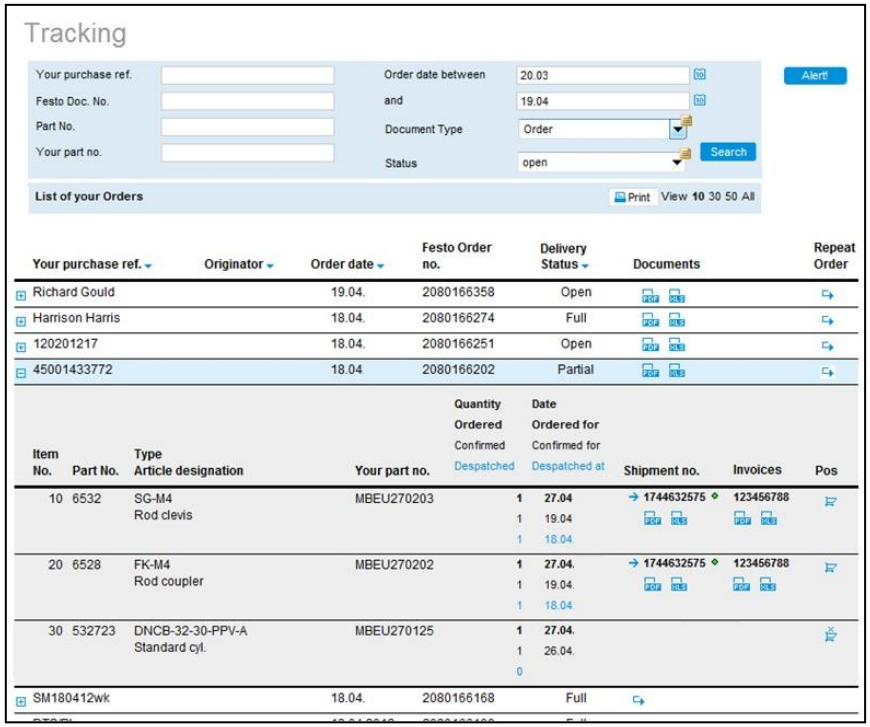
Ordering — Forwarding basket to authorised purchaser



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



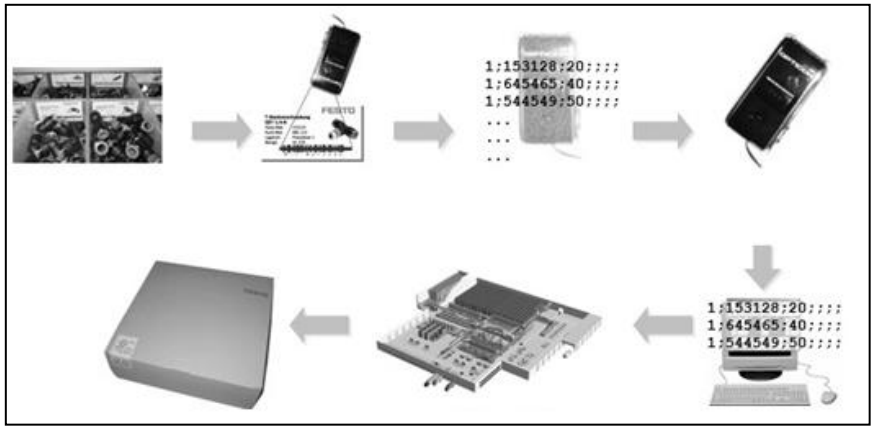
Displays the following documents from the last 30 days by default:

- 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



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

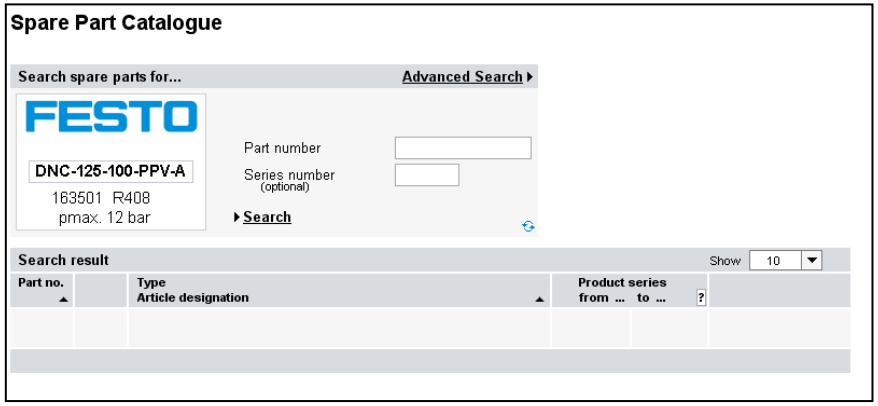
The following information can be incorporated:

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

Benefits:

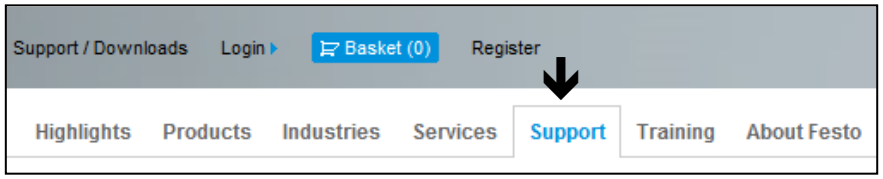
- Easy reordering via bar code scanner
- Fast allocation of repeat orders via the product image and storage location

Ordering — Spare parts



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