



IDEC Distributor Access

User Guide

<http://us.IDEC.com/IDA>

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Access - Administrator (Admin)

In order to access IDA, an User Administrator (Admin) must be designated by each Distributor. The Admin is responsible to activate and change user roles. The Admin is also responsible for deactivating employees when they leave or no longer need access to IDA.

Once the Admin has been assigned, they need to register for IDA by visiting <http://us.IDEC.com/IDA>. In New Registration section, enter an email address. Click on Admin Registration.

Note! An email address with a company domain must be used. Email addresses without a company domain will not be accepted. For example, email addresses ending in @yahoo, @gmail, etc. are not valid for IDA access.



Enter information requested and then click on Create Account.

The submitted registration will then be processed by IDEC. Within 48 hours the Admin will receive an email confirmation with user name and password.

Access - Regular Users

Once the Admin has been established by IDEC, then others can register for the site by visiting <http://us.IDEC.com/IDA>. After entering an email address in the New Registration section, click Regular User Registration. See page 4 for more information.



Note! An email address with a company domain must be used. Email addresses without a company domain will not be accepted. For example, email addresses ending in @yahoo, @gmail, etc. are not valid for IDA access.

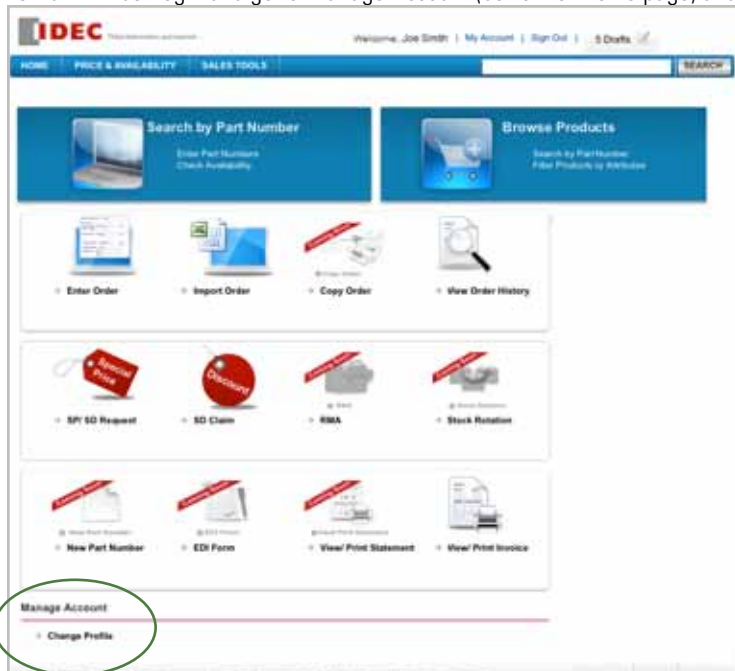
Note! An email will then be sent to the Admin assigned by the Distributor. The Admin must approve the requested access.

Manage Account / Change Profile

Administrators are registered by IDEC. Once an Administrator has been activated, they will be sent an email from IDEC with their user ID (email address) and password.

Note! All other users must be activated by their company's Administrator.

The Admin must login and go to Manage Account (bottom of Home page) and select Change Profile.



In order to activate a user's account, the Block Access check box must be unchecked. In the Change Profile screen, the User Role can be changed. After all changes are done, click Apply Updates.

Note! If a user is no longer with the company or their position has changed, it is the responsibility of the Administrator to deactivate that user by clicking on the Block Access check box.

Creating an Account

Fill in the requested information. Fields with asterisks are required. The Company field will automatically be filled in based upon the company domain used in the New Registration Email field. A User Role and Address must be selected from the drop-down menus. The check box indicating that the IDEC Privacy Policy has been read must also be selected before clicking on the Create Account button.

An email will then be sent to the Admin assigned by the Distributor. The Admin must approve the requested access. Please see Manage Accounts or Change Profile for details.

Create Account

Once your submission is approved by the Key Administrator, you will be granted access to IDA.

| | |
|--|---|
| Email: | joesmith@abccompany.com |
| First: * | <input type="text"/> |
| Last: * | <input type="text"/> |
| Title * | <input type="text"/> |
| User Role * | <input type="text" value="Select User Role"/> |
| Address * | <input type="text" value="Select Address"/> |
| Company: * | ABC COMPANY |
| Phone: * | <input type="text"/> |
| Fax: | <input type="text"/> |
| Password: * | <input type="password"/> |
| Confirm Password: * | <input type="password"/> |
| E News Opt In: | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> I have read and agree to the IDEC Privacy Policy, and to receive important communications from IDEC Electronically. | |
| <input type="button" value="Create Account"/> | |

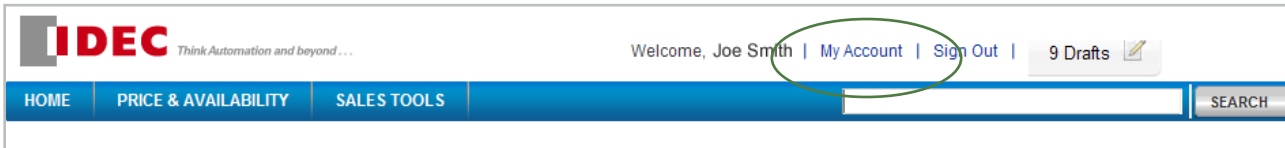
Users & Access Levels

- **Admin (Administrator)** - full access to IDA - view pricing and availability, create draft orders, enter and place orders, view order history, approve new users and deactivate users, create SP/SD request, file SD claim, order literature (ILC), sales tools
- **Accounting** - file SD claim, order literature (ILC), sales tools
- **Basic** - view availability, order literature (ILC), sales tools
- **Buyer** - view pricing and availability, view order history, create draft orders, enter and place orders, create SP/SD request, file SD claim, order literature (ILC), sales tools
- **Customer Service** - view pricing and availability, view order history, create projects, add product to projects, create SP/SD request, order literature (ILC), sales tools
- **General** - view pricing and availability, order literature (ILC), sales tools
- **RMA** - can process returns; view order history, enter RMA and stock rotation returns, order literature (ILC), sales tools
- **Sales Person** - view pricing and availability, view order history, create projects, add product to projects, create SP/SD request, order literature (ILC), sales tools
- **Super User** - view pricing and availability, create draft orders, enter and place orders, view order history, create projects, add product to projects, create SP/SD request, file SD claim, order literature (ILC), sales tools

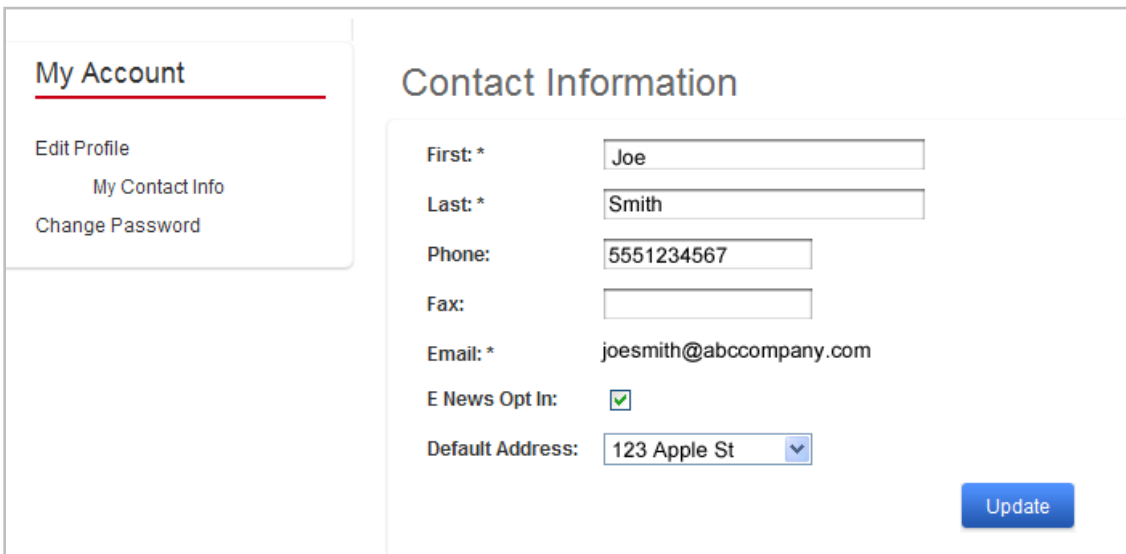
| Access | Accounting | Admin | Basic | Buyer | Customer Service | General | RMA | Sales Person | Super User |
|------------------------|------------|-------|-------|-------|------------------|---------|-----|--------------|------------|
| Approve New User | | √ | | | | | | | √ |
| Availability | Future | √ | √ | √ | √ | √ | | √ | √ |
| Create Draft Orders | | √ | | √ | | | | | √ |
| Create Projects | | √ | | | | | | √ | √ |
| Deactivate Users | | √ | | | | | | | √ |
| Enter/Place Orders | | √ | | √ | | | | | √ |
| IDEC Literature Center | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| Manage Accounts | | √ | | | | | | | |
| Order History | Future | √ | | √ | √ | | √ | √ | √ |
| Pricing | Future | √ | | √ | √ | √ | | √ | √ |
| RMA/Stock Rotation | | √ | | √ | | | √ | | √ |
| Sales Tools | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| SD Claim | √ | √ | | √ | | | | | √ |
| SP/SD Request | | √ | | √ | √ | | | √ | √ |

My Account

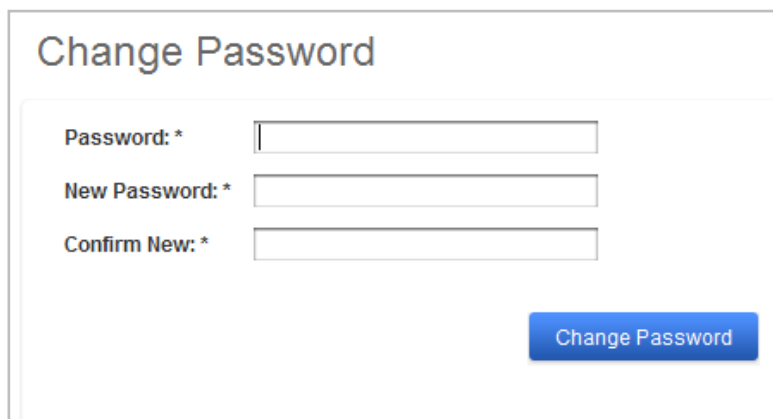
Click on the My Account link at the top of the page to access contact info and to change a password.



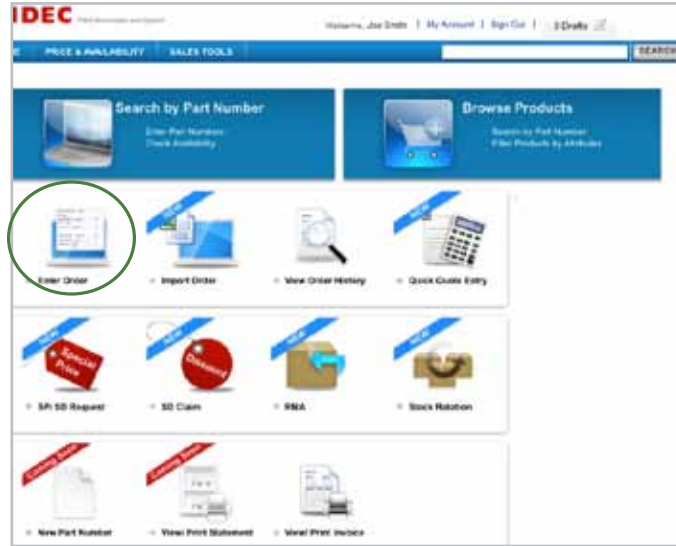
Using the navigation on the left click the link for My Contact Info to access name, phone number and address information. Make any necessary changes and click the Update button.



Click the Change Password link on the left navigation to modify the password. Enter the requested information and then click the Change Password button.



Enter Order



Select Enter Order from Home page.

The Direct Order Entry screen will open.

Required fields are marked with a red Asterisk (*). PO# is a required field unless a credit card is used for payment.

For orders over \$2,000, IDEC will pay the shipping costs (UPS ground). If order is to be shipped Collect, the account of the billing party must be entered in the Freight Account# field (Shipping Terms change to Collect).

Shipper Ref can be used for Collect orders. This field is sent to UPS and will appear on reference line 1 on the UPS statement.

If order is under \$100, a \$25 charge will be added to order before shipping.

Note! If FedEx Ground is chosen as the Shipping Service, then the order will be shipped Collect and an account number must be entered in the Freight Account# field.

Note! Available Credit Limit does not show the total credit limit, only the available credit balance.

If a Credit Card is used for payment, the billing address that applies to the credit card being used must be entered.

There are three ways to add products to a new order:

| Line# | Part | Qty | SP | Net Price | Extended Price | Available Date | Delete Line |
|-------|------|-----|----|-----------|----------------|----------------|--------------------------|
| 1 | | | | | | | <input type="checkbox"/> |
| 2 | | | | | | | <input type="checkbox"/> |
| 3 | | | | | | | <input type="checkbox"/> |
| 4 | | | | | | | <input type="checkbox"/> |
| 5 | | | | | | | <input type="checkbox"/> |
| 6 | | | | | | | <input type="checkbox"/> |
| 7 | | | | | | | <input type="checkbox"/> |
| 8 | | | | | | | <input type="checkbox"/> |
| 9 | | | | | | | <input type="checkbox"/> |
| 10 | | | | | | | <input type="checkbox"/> |

1. Enter an item in the Search Item box and click Search.

| Part# | Description | Unit Price | Replacement Part |
|----------------|-----------------------------|------------|------------------|
| FC5A-C16R1-V22 | PLC POWER PROGRAM V22 | \$195.00 | |
| FC5A-PMTS16E | PLC I/O 16CH Terminal Block | \$20.00 | |
| FC5A-PMTS16F | PLC I/O 16CH Terminal Block | \$20.00 | |
| FC5A-C16R2 | WorkShop Panel RLE CPU | \$199.00 | |
| FC5A-C16R3 | WorkShop Panel RLE CPU | \$199.00 | |
| FC5A-C16R4 | WorkShop Panel RLE CPU | \$205.00 | |
| FC5A-C16R5 | WorkShop Panel RLE CPU | \$200.00 | |
| FC5A-C16R6 | WorkShop Panel RLE CPU | \$200.00 | |
| FC5A-C16R7 | WorkShop Panel RLE CPU | \$200.00 | |
| FC5A-C16R8 | WorkShop Panel RLE CPU | \$200.00 | |
| FC5A-C16R9 | PLC I/O CPU Relay/Out | \$200.00 | |
| FC5A-C16R10 | PLC I/O CPU Relay/In | \$200.00 | |
| FC5A-C16R11 | PLC I/O CPU Relay/In | \$200.00 | |
| FC5A-C16R12 | PLC I/O CPU Relay/Out | \$200.00 | |
| FC5A-C16R13 | PLC I/O CPU Relay/Out | \$200.00 | |
| FC5A-C16R14 | PLC I/O CPU Relay/Out | \$200.00 | |

Item Search Result will show the parts that apply to the search parameter entered. Simply click the box in the column on the right of the table to add those parts to the order.

2. Enter a partial part number and a drop-down list of part numbers will open. Select a part number and it will be added to the order.

3. Enter the part number directly into the Part# field.

Note! Even when valid part numbers are entered, one of the following messages may appear:

Item is obsolete and has a replacement part. Click on the replacement part to replace the item typed in.

Item is obsolete and has no replacement or alternative parts. An inquiry can be sent to Tech Support by selecting Click Here.

Item doesn't exist in the system. A request can be sent to have that part number coded by selecting Click Here.

Once a quantity is entered, the Net Price, Extended Price and Available Date will automatically be filled in.

If a valid SP number is entered, the price will automatically change as long as the order requirements (minimum) are met and the SP hasn't expired.

| Line# | Part# | Qty | SP# | Net Price | Extended Price | Available Date | Delete Line |
|-------|--------------|-----|-----|-----------|----------------|----------------|--------------------------|
| 1 | FC5A-PMTS18E | 10 | | \$12.00 | \$120.00 | 01/02/2013 | <input type="checkbox"/> |
| 2 | FC5A-PMTK18E | 100 | | \$11.00 | \$1,020.00 | 11-21-2012 | <input type="checkbox"/> |
| 3 | FC5A-C16R2 | 6 | | \$213.00 | \$1,278.00 | 11-21-2012 | <input type="checkbox"/> |
| 4 | FC5A-D16RS1 | 1 | | | | | <input type="checkbox"/> |
| 5 | | | | | | | <input type="checkbox"/> |
| 6 | | | | | | | <input type="checkbox"/> |

Note! Ship and Debits are processed by accounting once a claim has been filed and proof of sale provided to IDEC.

If a part number is entered that is built by IDEC, then an Explode BOM button will show. Click on the Explode BOM button to see all products that are used.

| Line# | Part# | Qty | SP# | N |
|-------|--------------|-----|-----|---|
| 1 | FC5A-PMTS18E | 10 | | |
| 2 | FC5A-PMTK18E | 100 | | |
| 3 | FC5A-C16R2 | 6 | | |
| 4 | FC5A-D16RS1 | | | |
| 5 | HW1B-M1C01-G | | | |

Explode BOM

BOM List

| Part# | Description | Qty needed per assembled unit | |
|-----------|-------------|-------------------------------|-------------------------------------|
| HW-C01 | HW-C01 | 1 | <input checked="" type="checkbox"/> |
| HW-CB2C | HW-CB2C | 1 | <input checked="" type="checkbox"/> |
| HW1A-B1-G | HW1A-B1-G | 1 | <input checked="" type="checkbox"/> |
| HW1B-M0 | HW1B-M0 | 1 | <input checked="" type="checkbox"/> |
| HW9Z-RL | HW9Z-RL | 1 | <input checked="" type="checkbox"/> |
| TW-DB | TW-DB | 1 | <input checked="" type="checkbox"/> |
| HW9Z-LS | HW9Z-LS | 1 | <input checked="" type="checkbox"/> |

Clicking on the Add Item button will add all checked items to the order.

| Line# | Part# | Qty | SP# | Net Price | Extended Price | Available Date | Delete Line |
|-------|--------------|-----|-----|-----------|----------------|----------------|--------------------------|
| 1 | FC5A-PMTS18E | 10 | | \$12.00 | \$120.00 | 01/02/2013 | <input type="checkbox"/> |
| 2 | FC5A-PMTK18E | 100 | | \$12.00 | \$1,200.00 | 01/02/2013 | <input type="checkbox"/> |
| 3 | FC5A-C16R2 | 6 | | \$171.00 | \$1,026.00 | 11-21-2012 | <input type="checkbox"/> |
| 4 | FC5A-D16RS1 | 1 | | \$213.00 | \$213.00 | 11-21-2012 | <input type="checkbox"/> |
| 5 | HW-C01 | 20 | | \$2.81 | \$56.20 | | <input type="checkbox"/> |
| 6 | HW-CB2C | 20 | | \$0.52 | \$10.40 | | <input type="checkbox"/> |
| 7 | HW1A-B1-G | 20 | | \$0.14 | \$2.80 | | <input type="checkbox"/> |
| 8 | HW1B-M0 | 20 | | \$1.24 | \$24.80 | | <input type="checkbox"/> |
| 9 | HW9Z-RL | 20 | | \$0.26 | \$5.20 | | <input type="checkbox"/> |
| 10 | TW-DB | 20 | | \$0.13 | \$2.60 | | <input type="checkbox"/> |
| 11 | HW9Z-LS | 20 | | \$0.17 | \$3.40 | | <input type="checkbox"/> |

Total # of Lines: 11 Order Total: 2664.40

To delete an item from the order, click the Delete Line check box.

Note! The item will not be deleted until the order is submitted. Until then, the line item will be grayed out and will not be included in the Order Total.

| Line# | Part# | Qty | SP# | Net Price | Extended Price | Available Date | Delete Line |
|-------|--------------|-----|-----|-----------|----------------|----------------|-------------------------------------|
| 1 | FC5A-PMTS16E | 10 | | \$12.00 | \$120.00 | 01/02/2013 | <input type="checkbox"/> |
| 2 | FC5A-PMTK16E | 100 | | \$12.00 | \$1,200.00 | 01/02/2013 | <input checked="" type="checkbox"/> |
| 3 | FC5A-C16R2 | 6 | | \$171.00 | \$1,026.00 | 11-21-2012 | <input type="checkbox"/> |
| 4 | FC5A-D16RS1 | 1 | | \$213.00 | \$213.00 | 11-21-2012 | <input type="checkbox"/> |
| 5 | HW-C01 | 20 | | \$2.81 | \$56.20 | | <input type="checkbox"/> |
| 6 | HW-CB2C | 20 | | \$0.52 | \$10.40 | | <input type="checkbox"/> |
| 7 | HW1A-B1-G | 20 | | \$0.14 | \$2.80 | | <input type="checkbox"/> |
| 8 | HW1B-M0 | 20 | | \$1.24 | \$24.80 | | <input type="checkbox"/> |
| 9 | HW9Z-RL | 20 | | \$0.25 | \$5.20 | | <input type="checkbox"/> |

Available Date is when product is expected to be available to ship.

Note! IDEC Shipping Policy applies to orders placed with IDA.

To change the Requested Ship Date, click on the Add Line Details button at the bottom of the page.



Enter the revised Requested Ship Date and click Return to D.O.E.

| Line# | Part# | Request Ship Date |
|-------|--------------|-------------------|
| 1 | FC5A-PMTS16E | 11/21/2012 |
| 2 | FC5A-C16R2 | 1/15/2013 |
| 3 | FC5A-D16RS1 | 11/21/2012 |

[Return to D.O.E.](#)

Note! If you leave the Order Entry page without clicking Save to Draft or Submit, the order will not be saved.

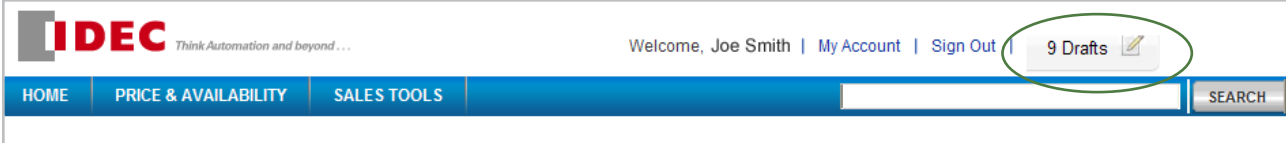
Save a Draft

To save an order as a draft, click on the Save as Draft button at the bottom of the Order Entry page.



The order will be saved with the PO# as the file name.

To access draft orders, click on the Draft button at the top of the page.



A list of Draft orders will open.

To open an order, click on the Purchase Order Number.

List of Drafts

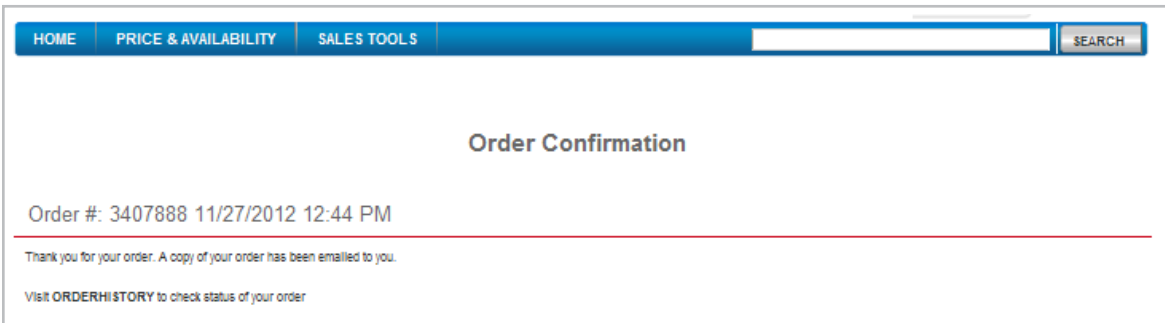
| Purchase Order Number | Date Created | Entered By |
|---------------------------|--------------|------------|
| 2365 | 17 Nov 2012 | Joe Smith |
| 2365 | 22 Nov 2012 | Joe Smith |
| P1237 | 17 Nov 2012 | Joe Smith |
| P101712 | 17 Nov 2012 | Joe Smith |
| po098321 | 21 Nov 2012 | Joe Smith |
| 123123332 | 21 Nov 2012 | Joe Smith |
| P0012345 | 21 Nov 2012 | Joe Smith |
| P009876 | 26 Nov 2012 | Joe Smith |
| 09876 | 26 Nov 2012 | Joe Smith |

Submit Order

Once all required information has been entered and the order is complete, click the Submit Order button at the bottom of the Order Entry page.



An Order Confirmation message will open with the order number.



To check on the status of the order visit Order History. For more information see page 14.

Import Order

Information from a previous order can be used to create a new order in Import Order.

Click on Import Order on the home page.



To locate part numbers that can be added to a new order, search by:

- **Items Purchased:** this will search for part numbers purchased within the date range specified.
- **Item:** enter a partial part number to find results that start with or contain those digits.
- **Product Series:** Selecting a product series will provide a list of all part numbers within that series that have been previously purchased.



Once the search criteria has been entered, click on Export to Excel. An excel spreadsheet will download based on the criteria entered. The information can then be modified to create a file that can be imported into IDA as a new order.

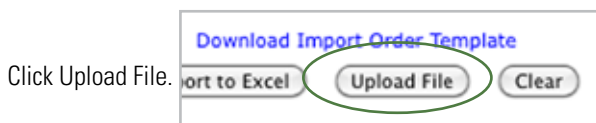


To create a new file, click on Download Import Order Template to download a blank form. Enter Part #, Qty, Customer Part #, Request Date and SP# (if there is one). Request Date is entered if it is a scheduled order, otherwise the current date will automatically be entered. Save file.

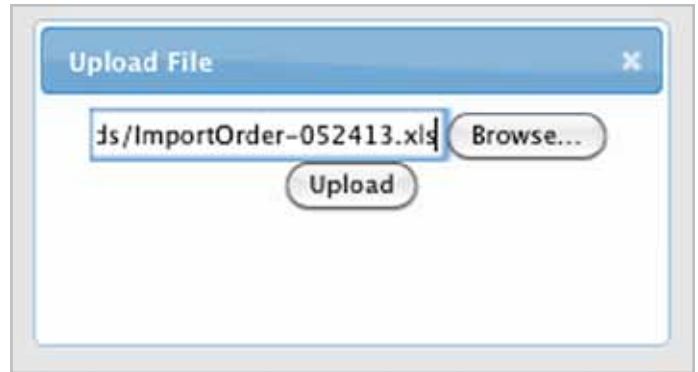


| | A | B | C | D | E |
|----|-------------------|-----|-------------------|--------------|-----|
| | Part# | Qty | Customer Part# | Request Date | SP# |
| 1 | | | | | |
| 2 | R-FH2BLRAC110120V | 10 | Z-FH2BLRAC110120V | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |

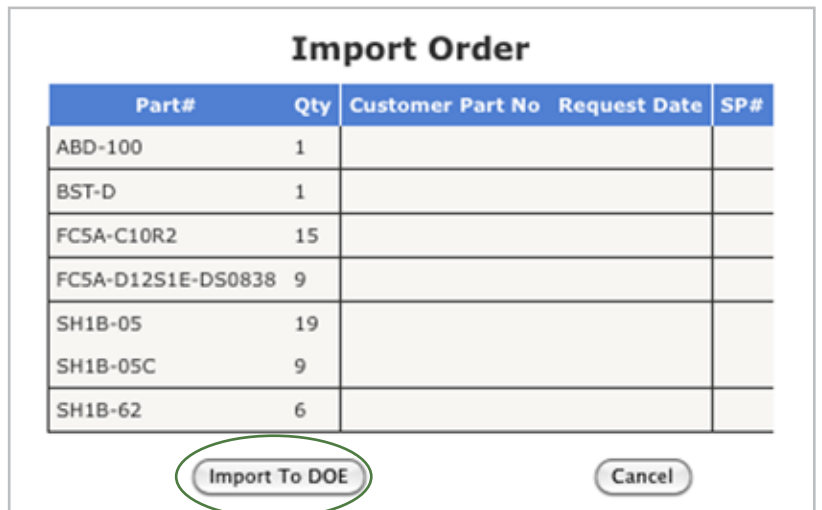
Note! To use the Customer Part Number function, email a list of customer part numbers and the IDEC equivalent to customer_xref@idec.com for set up prior to using this feature.



Enter the name of the file to Upload or click on the Browse button to locate the file. Click Upload.



The Import Order entry screen will open.



Click on Import to DOE to open the Direct Order Entry screen. See page 6, Enter Order for more information.

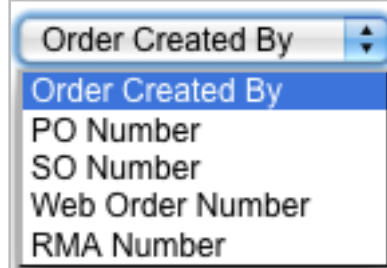
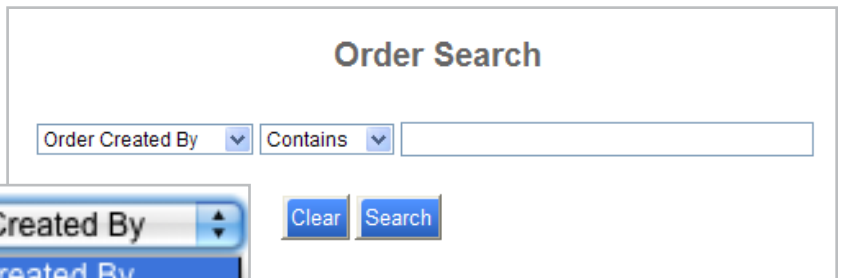
Order History



Click on View Order History on the home page.

Select how the order was created (PO Number, SO Number, Web Order Number or RMA Number).

Then enter the search parameters in the Search field and click Search.



Order Source:

- Back Ordered - product is on order
- In Process - product is in process and will be shipped shortly
- Completely Process - order is complete

Status:

- Open - Order has not been completely processed. Call IDEC Customer Service for details.
- Released - order has been released for processing

Clicking on the SO Number will bring up an order detail screen.

| SO Number | Pa Number | Web Order Number | Order Source | Status | Order Date | Ship To | Bill To | Order Total | Created By |
|--------------------------|----------------------|------------------|--------------|--------|------------|---------------|---------------|-------------|------------|
| 00001082 | 48673 | 3427888 | In Process | open | 11/27/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$10.82 | Joe Smith |
| 00001083 | TTST80 | 336590 | Back Order | open | 11/26/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$897.00 | Joe Smith |
| 00001085 | TTST81 | 339789 | Back Order | open | 11/26/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$215.82 | Joe Smith |
| 00001086 | TTST82 | 339790 | In Process | open | 11/26/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$249.82 | Joe Smith |
| 00001088 | TTST83 | 342285 | In Process | open | 11/26/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$1872.00 | Joe Smith |
| 00001087 | DRAPP TEST 112812 | 342286 | Back Order | open | 11/26/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$2.82 | Joe Smith |
| 00001089 | 112812TEST | 3427887 | Back Order | open | 11/26/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$2.82 | Joe Smith |
| 00001090 | 111 | 3427887 | In Process | open | 11/26/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$249.00 | Joe Smith |
| 00001098 | TTST82 | 336279 | Back Order | open | 11/24/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$183.00 | Joe Smith |
| 00001040 | TTST80 | 336280 | In Process | open | 11/23/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$116.40 | Joe Smith |
| 00001041 | TTST81 | 336281 | Back Order | open | 11/23/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$60.00 | Joe Smith |
| 00001043 | PC3214 | 336282 | In Process | open | 11/23/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$258.88 | Joe Smith |
| 00001042 | TTST82 | 336283 | In Process | open | 11/23/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$1482.88 | Joe Smith |
| 00001044 | TTST83 | 336284 | In Process | open | 11/23/2012 | EVERYTOWN, CA | EVERYTOWN, CA | \$802.88 | Joe Smith |

Order Details

Order Details

| | | | |
|--------------|-------------------|------------------|---------------------|
| Order# | S00027608 | Shipping | 123 Apple St |
| Web Order# | | | EVERYTOWN, CA 94089 |
| | | Attn to | Joe Smith |
| PO# | 28885100 | Billing | 123 Apple St |
| Order Date | 10/19/2012 | | EVERYTOWN, CA 94089 |
| Order Total | \$2009.72 | Shipping Agent | UPS |
| Status | Released | Shipping Service | UGN |
| Order Source | Partially Shipped | Freight Terms | SELLER |
| Entered By | Joe Smith | Shipper Ref | |
| Submitted By | | | |

| Line# | Part# | Qty Ordered | Qty Shipped | Qty Cancelled | Qty Open | Net Price | Request Date | Shipped Date | Expected Ship Date |
|--------|-----------------|-------------|-------------|---------------|----------|-----------|--------------|--------------|--------------------|
| 10000 | LD9A-000B | 1 | 1 | 0 | 0 | \$34.72 | 10/19/2012 | 10/22/2012 | |
| 20000 | LD9Z-6AC3 | 1 | 1 | 0 | 0 | \$1.24 | 10/19/2012 | 10/22/2012 | |
| 30000 | LD9Z-6ALB-G | 1 | 1 | 0 | 0 | \$16.74 | 10/19/2012 | 10/22/2012 | |
| 40000 | LD9Z-6ALB-R | 1 | 1 | 0 | 0 | \$16.74 | 10/19/2012 | 10/22/2012 | |
| 50000 | LD9Z-6ALB-Y | 1 | 1 | 0 | 0 | \$16.74 | 10/19/2012 | 10/22/2012 | |
| 60000 | RH1B-UDC24V | 88 | 88 | 0 | 0 | \$8.82 | 10/19/2012 | 10/22/2012 | |
| 70000 | RH1B-UTDC24V | 2 | 0 | 0 | 2 | \$4.77 | 10/19/2012 | | Check Date |
| 80000 | HG1K-SA12BEH-A3 | 2 | 2 | 0 | 0 | \$490.00 | 10/19/2012 | 11/05/2012 | |
| 90000 | HG9Z-TCM22 | 2 | 2 | 0 | 0 | \$59.50 | 10/19/2012 | 10/22/2012 | |
| 100000 | SY4S-85C | 18 | 18 | 0 | 0 | \$5.34 | 10/19/2012 | 10/22/2012 | |
| 110000 | LT7A-G | 1 | 1 | 0 | 0 | \$31.85 | 10/19/2012 | 10/22/2012 | |
| 120000 | LT7A-R | 1 | 1 | 0 | 0 | \$31.85 | 10/19/2012 | 10/22/2012 | |
| 130000 | LT7A-Y | 1 | 1 | 0 | 0 | \$31.85 | 10/19/2012 | 10/22/2012 | |
| 140000 | LT7B-D245B | 1 | 1 | 0 | 0 | \$44.85 | 10/19/2012 | 10/22/2012 | |
| 150000 | LT9Z-JL | 1 | 1 | 0 | 0 | \$32.50 | 10/19/2012 | 10/22/2012 | |
| 160000 | RH1B-UDC24V | 25 | 25 | 0 | 0 | \$4.26 | 10/19/2012 | 10/21/2012 | |

2 [Line Details](#) [Back](#)

Clicking on the Line# (1) will provide Extended Price and Invoice#.

Line Details

| Line# | Extended Price | Invoice# |
|-------|----------------|-----------|
| 60000 | \$918.68 | I00049467 |

[Back](#)

Line Details

| Line# | Extended Price | Invoice# |
|--------|----------------|-----------|
| 80000 | \$1400 | I00052663 |
| 190000 | \$0 | I00052663 |
| 160000 | \$217.25 | I00051703 |
| 180000 | \$0 | I00051703 |
| 10000 | \$56 | I00049467 |
| 20000 | \$2 | I00049467 |
| 30000 | \$27 | I00049467 |
| 40000 | \$27 | I00049467 |
| 50000 | \$27 | I00049467 |
| 60000 | \$918.68 | I00049467 |
| 90000 | \$170 | I00049467 |
| 100000 | \$167.52 | I00049467 |
| 110000 | \$49 | I00049467 |
| 120000 | \$49 | I00049467 |
| 130000 | \$49 | I00049467 |
| 140000 | \$69 | I00049467 |
| 150000 | \$50 | I00049467 |
| 170000 | \$0 | I00049467 |

[Back](#)

Clicking on the Line Details button (2) at the bottom of the page will bring up the details for all part numbers that have shipped.

Clicking the Shipped Date (3) will provide Shipped Date, Shipped Qty, Invoice# and Tracking Number.

| Shipped Dates | | | | | |
|---------------|----------------|--------------|-------------|-----------|--------------------|
| Line# | Part# | Shipped Date | Shipped Qty | Invoice# | Tracking Number |
| 60000 | RH1B-ULD-DC24V | 10/22/2012 | 68 | I00049467 | 1Z9893820391462754 |

If an item has not shipped, clicking the CheckDate (4) will bring up the estimated ship date.

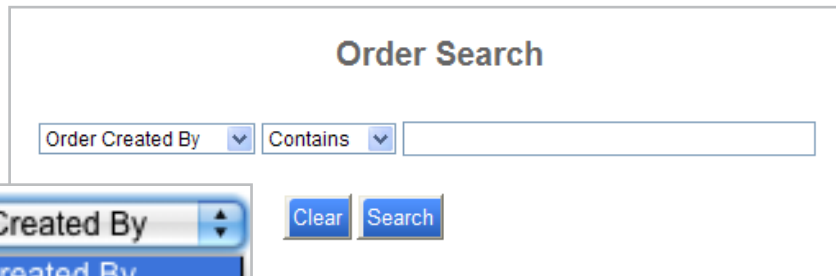


RMA History

To find out the status of a RMA Request, click on View Order History on the home page.



Select RMA Number.



Then enter the search parameters in the Search field and click Search.

Reason:

- WRONG PART - wrong part was ordered
- RESTCK N/C - restocking no charge
- I-RESTCK20 - restocking fee 20% (a regular return will automatically include 20% fee)
- I-CONSGNMT - consignment product return
- I-SHPG ERR - wrong part was shipped

Status:

- Open - RMA has not been completely processed. Call IDEC Customer Service for details.
- Released - RMA has been released for processing

Clicking on the RMA# Number will bring up the RMA detail screen.

Order Search

RMA Number : Contains : tr

Clear Search

RMA History

| RMA# | Orig_PO# | Reason | Req_Date | Submitted By | Recvyg From | Credit To | Estimated Credit | Status |
|-----------|----------|------------|------------|--------------|-------------|-----------|------------------|----------|
| SR0002127 | 362046 | | 05/24/2012 | BTEUTSCH | CONTROLCO | CONTROLCO | \$788.00 | Released |
| SR0002027 | | WRONG PART | 06/26/2012 | TELLIS | CONTROLCO | CONTROLCO | \$142.60 | Released |
| SR0001309 | 365557 | RESTCK N/C | 12/11/2012 | MPUNO | CONTROLCO | CONTROLCO | \$1,795.64 | Released |
| SR0002340 | 361132 | I-RESTCK20 | 08/21/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$280.00 | Released |
| SR0002341 | 361132 | I-RESTCK20 | 08/21/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$112.00 | Released |
| SR0002351 | 360595 | I-CONSGNMT | 09/16/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$885.28 | Open |
| SR0002352 | 360595 | I-RESTCK20 | 09/16/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$708.22 | Open |
| SR0002353 | 361132 | I-RESTCK20 | 09/16/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$14.00 | Open |
| SR0002354 | 361132 | I-RESTCK20 | 09/17/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$14.00 | Open |
| SR0002355 | 361132 | I-RESTCK20 | 09/17/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$14.00 | Open |
| SR0002356 | 361132 | I-RESTCK20 | 09/17/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$14.00 | Open |
| SR0002357 | 361132 | I-RESTCK20 | 09/17/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$14.00 | Open |
| SR0002358 | 361132 | I-RESTCK20 | 09/17/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$14.00 | Open |
| SR0002376 | 360908 | I-SHPG ERR | 11/26/2013 | Tamara Ellis | CONTROLCO | CONTROLCO | \$242.00 | Open |

RMA History Details

Authorized Qty: product quantity that is authorized to be returned

Qty Received: will be updated when IDEC has received returned product

Extended Price and Estimated Total Credit will vary if the 20% stocking fee applies.

RMA History Details

| | | | |
|-------------------|------------|------------------------|--------------|
| RMA# | SR0002341 | Receiving From | CONTROLCO |
| PO# | 361132 | Credit To# | CONTROLCO |
| Reason For Return | I-RESTCK20 | Requested By | Tamara Ellis |
| Order Status | Released | Requested Date | 08/21/2013 |
| | | Estimated Total Credit | \$112.00 |

| S.No | Part# | Authorized Qty | Qty Received | Unit Price | Extended Price | Credit Memo | Credit Date | CM Balance | CM Status |
|------|---------|----------------|--------------|------------|----------------|-------------|-------------|------------|-----------|
| 1 | SH1B-05 | 100.00 | 100.00 | \$1.40 | \$140.00 | CM00002554 | 08/21/2013 | \$140.00 | Partial |

[Back To RMA Order History](#)

SP/SD Request

To request a new SP (special price) /SD (ship and debit) or to find the status of a previously submitted request click on SP/SD Request on the home page.



To find a previously submitted request search by the SP/SD#, End User name or the Status of the request. Active or Non-active can also be selected to narrow down the search. To find a Draft SD Claim, under Status select Draft. Click Search to see the results.

SP/SD Request

SP/SD#

End User

Status

Active Only Non-active Only All

Note! All renewal SP/SD requests should be processed by using Edit features. Please do not create a new SP/SD request for renewals.

List of SP/SD

| SP/SD# | EnteredBy | One Time Request | End User | From Date | To Date | Status | View | Edit | Copy |
|--------------|-----------|------------------|-------------|-------------|-------------|------------|------|------|------|
| SP04302013-1 | Joe Smith | Yes | XYZ Company | 30 Apr 2013 | 11 Nov 2013 | DRAFT | View | Edit | Copy |
| SP04302013-5 | Joe Smith | Yes | XYZ Company | 30 Apr 2013 | 31 Oct 2013 | DRAFT | View | Edit | Copy |
| SP-0003068 | Joe Smith | | XYZ Company | 30 Apr 2013 | | In Process | View | Edit | Copy |
| SP-0003069 | Joe Smith | | XYZ Company | 30 Apr 2013 | | In Process | View | Edit | Copy |
| SP-0003070 | Joe Smith | | ABC Corp. | 30 Apr 2013 | | In Process | View | Edit | Copy |
| SP-0003072 | Joe Smith | | ABC Corp. | 30 Apr 2013 | | In Process | View | Edit | Copy |
| SP-0003073 | Joe Smith | | XYZ Company | 01 May 2013 | | In Process | View | Edit | Copy |
| SP-0003074 | Joe Smith | | XYZ Company | 01 May 2013 | | In Process | View | Edit | Copy |
| SP-0003079 | Joe Smith | | XYZ Company | 30 Apr 2013 | | In Process | View | Edit | Copy |
| SP-0003101 | Joe Smith | | XYZ Company | 07 May 2013 | | In Process | View | Edit | Copy |
| SP-0003105 | Joe Smith | | XYZ Company | 01 Jun 2013 | | In Process | View | Edit | Copy |
| SP-0003109 | Joe Smith | | ABC Corp. | 09 May 2013 | | In Process | View | Edit | Copy |
| SP-0003113 | Joe Smith | | XYZ Company | 10 May 2013 | | In Process | View | Edit | Copy |
| SP-0003114 | Joe Smith | | XYZ Company | 10 May 2013 | 30 Nov 2013 | In Process | View | Edit | Copy |
| SP-0003138 | Joe Smith | | XYZ Company | 23 May 2013 | 30 Nov 2013 | In Process | View | Edit | Copy |

Clicking on View will open a request. To modify a request, click on Edit and to create a new request based upon existing SP/SD information click Copy.

Note! Edit is not available for SP/SDs that are already in process, pending or approved one time requests.

Status will appear as one of the following:

- Draft - previously saved, not submitted
- In Process - submitted
- Pending final Approval - ready for approval
- Approved
- Rejected

To create a new request click on New SP/SD.

SP/SD# Contains

End User Select

Status Select

Active Only Non-active Only All

- Must select whether it is one-time request.
- Start date defaults to the current date. It can be changed to a future date as long as it is no later than one month from the current date. Past dates are not allowed for SPs. Start date can be earlier on a SD as long as it is not before the 1st day of the current month.
- End date defaults to 6 months from the start date, even if the start date is changed. End date can be changed as long as it is no later than 1 year from the current date. Past due dates are not allowed.
- Select Competitor.
- Select Reason request is being issued.
- Comments are a required field and justification must be entered.
- Please enter end user information on right side. All fields are required.
- Target Purchase Value should be the Opportunity size in dollars.
- Part number will be validated against our master part number list. NetPrice is automatically filled in once quantity is entered. Quoted price must be entered and is the S.P. price that Distributor pays to IDEC. Enter either Target Resale Price (price sold to end-user) or Dist GPM and the other field will be automatically entered.

SP/SD#

Distributor: ABC Company 555555-01

Entered By: Joe Smith

One-Time Request: Yes No

Start Date: 06/13/2013

End Date: 12/31/2013

Competitor: Select Competitor
 IC CONTROLS SQUARE D
 IC CONTROLS SQUARE D
 IC CONTROLS SQUARE D

Reason to Issue SP/SD: Select ReasonList

Comments/Justification:

End User:

Address:

City:

State/Zip: Select a State Zip

Country: UNITED STATES

Contact:

Email:

Status: DRAFT

Target Purchase Value:

| Part# | Min req Qty | NetPrice | Quoted Price | Annual Usage Qty | Target Resale Price | Dist GPM | Delete |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="X"/> |

If part number is a finished goods item the "Explode BOM" button appears and individual part numbers can be selected.

Explode Item(s)

| | Part# | Description | Quantity |
|--------------------------|----------|-------------|----------|
| <input type="checkbox"/> | APW-199 | Operator | 1 |
| <input type="checkbox"/> | LSTD-2R | LED Bulb | 1 |
| <input type="checkbox"/> | APW111LR | Lens | 1 |

If a project has been saved by a Customer Service or Sales Person user then it can be retrieved under GET Saved Project and items from that saved project can be added to a current SP request.

To save the request to finish at a later time, click Save Draft.

When finished, click Submit SP/SD and a number will be automatically assigned and appear on the upper left.

Note! For distributors who participate in the SP program, the number will start with the letters SP. For distributors who participate in the SD program the number will begin with the letters SD. For example, SP-0003068 is an SP number.

Once approved, an email is sent to the person who entered the request.

Note! SPs are applied at order entry and SDs (Ship and Debit) are applied by filing a SD Claim after product has shipped.

SD Claim

To file a new SD (ship and debit) claim or to lookup an previously submitted claim, click on SD Claim on the home page.



To search for an existing claim, enter the claim number and click Find.

To submit a new claim click on New Claim.



- Information on the top of the form will be automatically filled in except for Claim for Month. Select the month when product was shipped to end-user. The claim # will automatically be entered when form is submitted.
- To upload an Excel spreadsheet with the data please see next page.
- Enter part numbers
- Enter invoice # (distributor invoice to end-user).
- Select SD# from the drop-down list.
- Qty must not be less than min qty and must be less than product purchased within past two years or previous claims. Clicking on the ⓘ will show available for claim.
- Cost is calculated as average purchase cost over the past two years. Clicking on the ⓘ will show how the cost has been calculated. It is based on an the average cost of the parts purchased during that time period.
- Resale price is the price that was invoiced to end-user.
- Claim amount is the amount that will be credited to your account.

| Part# | Invoice# | SD# | End User | Min Req Qty | Qty | Cost | Resale Price | SD Price | Difference | Claim Amount | Delete |
|---------|----------|----------|--------------------|-------------|-----|--------|--------------|----------|------------|-----------------------------|--------------------------|
| HWVM-27 | 123 | SD-00000 | ZXY Energy Company | 50 | 50 | \$1.83 | | \$1.06 | \$0.77 | \$38.50 | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | select | | | | | | | | | <input type="checkbox"/> |
| | | | | | | | | | | Total Claim: \$38.50 | |

The SD Claim form can be saved and finished at a later time. Click Save Draft and a draft number will be assigned.

Once form is completed, clicking Submit Claim will submit claim to IDEC Accounting. Once credit has been approved and issued, notification will be sent to the person who filled out the form. IDEC Ship and Debit policy applies.

Note! Only click on Submit Claim once. It may take time to process. If you don't think that the claim was submitted, please contact IDEC Customer Service.

To upload an Excel spreadsheet that contains the data, click on Upload File at the bottom of the page.



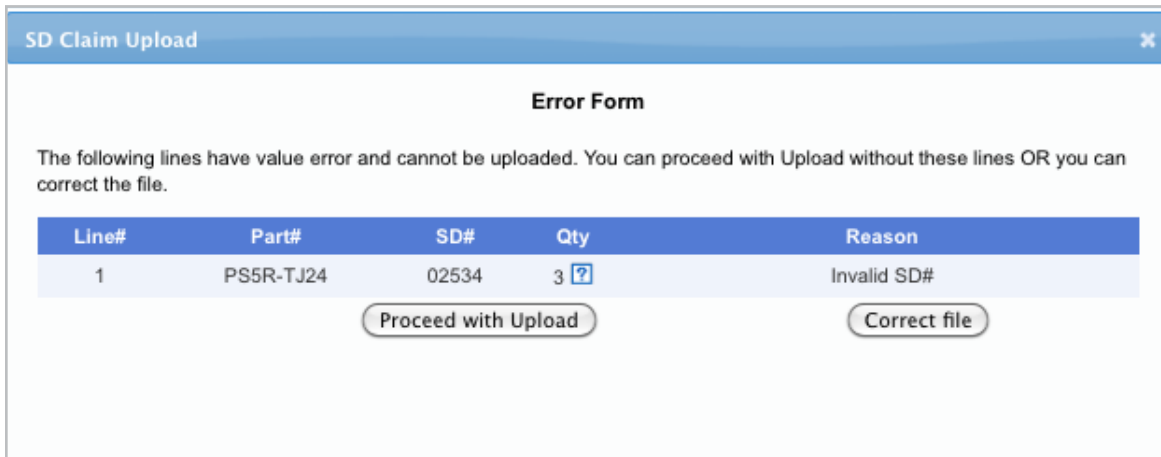
Click on Browse to locate the file on your computer. Then click Upload.

Note! Click on the Download sample SD Claim Excel link to download a blank form.



Note! Click on Download a Customer Xref Template to get a blank form that can be used to enter a list of customer part numbers and the IDEC equivalent. After emailing the list to customer_xref@idec.com for set up the Customer part number can be entered when placing an order.

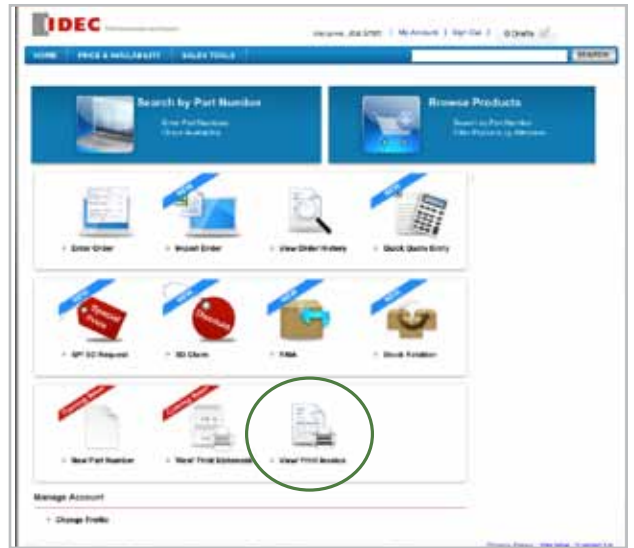
If there are any problems with the uploading process, an Error Form opens.



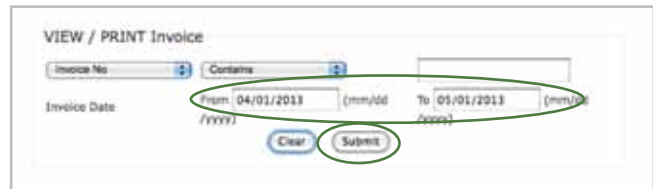
Clicking on the will provide additional information. Click Save or Submit Claim to continue.

View/Print Invoice

To download a PDF of an invoice, click on View/Print Invoice on the home page,



To locate an Invoice search by invoice number or date. After clicking Submit a results window will open with a list of Invoices.



To download a PDF of an invoice, click on the invoice number.

VIEW / PRINT Invoice

PO# Contains 0

Invoice Date From (mm/dd/yyyy) To (mm/dd/yyyy)

Clear Submit

| Invoice Number | Invoice Date | Tracking# | PO# | Invoice Amount |
|--------------------------|--------------|--------------------|--------|----------------|
| 10000653 | 10 Apr 2012 | 129893820270001060 | 360339 | \$9.22 |
| 10000873 | 11 Apr 2012 | 129893820170003195 | 360734 | \$2081.75 |
| 10000981 | 12 Apr 2012 | 129893820370004261 | 360595 | \$637.66 |
| 10001056 | 16 Apr 2012 | 129893820370005386 | 360669 | \$742.40 |
| 10001232 | 16 Apr 2012 | 129893820370007286 | 360363 | \$7.20 |
| 10001317 | 16 Apr 2012 | 129893820270009320 | 360339 | \$18.44 |
| 10001511 | 16 Apr 2012 | 129893820370010450 | 360595 | \$214.00 |
| 10001732 | 17 Apr 2012 | 129893820370012029 | 360735 | \$690.00 |
| 10002566 | 20 Apr 2012 | 129893820370021582 | 360907 | \$1635.78 |

RMA

To generate an RMA request, click on the RMA icon on the Home page.



Click on the Regular RMA button and the Regular RMA home page will open.



To search for product to add to the RMA use one of the following:

- Enter a Purchase Order (PO) Number
- Enter an IDEC Sales Order Number
- Enter an Invoice/Debit Memo Number
- Select a RMA Draft - if a previously entered RMA was saved as a draft then that number will appear in a drop down menu.
- Search for an Invoice by date
- Item # refers to product part numbers. A partial part number can be entered and a listing of orders that contain that part number will be generated.

Regular RMA

| | |
|--------------|--|
| PO# | <input type="text" value="360595"/> |
| IDEC SO# | <input type="text"/> |
| Invoice/DM # | <input type="text"/> |
| RMA Draft# | <input type="text" value="Select"/> |
| Invoice Date | From <input type="text"/> To <input type="text"/> |
| Item# | Contains <input type="text"/> |
| | <input type="button" value="FIND"/> <input type="button" value="Clear"/> |

Click the Find button and a listing matching your selected criteria will appear.

Check the line item(s) that contain the product you want to include in the RMA.

Click on Create RMA at bottom of page.

| Combine | Invoice# | InvoiceDate | PO# | SO# | Item# | Qty Authorized for Return |
|-------------------------------------|-----------|-------------|--------|-----------|--------------|---------------------------|
| <input checked="" type="checkbox"/> | I00000981 | 04/12/2012 | 360595 | S00001374 | GT3A-2AD24 | 2 |
| <input type="checkbox"/> | I00000981 | 04/12/2012 | 360595 | S00001374 | PS5R-SD24 | 10 |
| <input type="checkbox"/> | I00000981 | 04/12/2012 | 360595 | S00001374 | SX9Z-SS10 | 2 |
| <input type="checkbox"/> | I00000981 | 04/12/2012 | 360595 | S00001374 | SX9Z-SS2 | 1 |
| <input checked="" type="checkbox"/> | I00001511 | 04/16/2012 | 360595 | S00001374 | ASW210 | 25 |
| <input type="checkbox"/> | I00003949 | 04/25/2012 | 360595 | S00001374 | ABD411N-G | 10 |
| <input type="checkbox"/> | I00003949 | 04/25/2012 | 360595 | S00001374 | ABD411N-R | 5 |
| <input checked="" type="checkbox"/> | I00005698 | 04/30/2012 | 360595 | S00001374 | SX5L-SBN16B1 | 2 |

Note!

1. RMA requests have to match up with an original sales order. If the original sales order can't be located, please contact IDEC CUS.
2. All products for each RMA must be from the same Sales Order Number.

Select reason for return from the drop down menu.

- IDA-Consignment Product Return
- IDA-IDEC CSR Data Entry Error
- IDA-Restocking Fee 20% (a regular return will automatically include 20% fee)
- IDA-Shipping Error

Note! If product is defective contact IDEC Customer Service.

Enter Qty to Return for each line item. The Extended Price will be automatically entered based upon original purchase price.

New or Draft RMA

Reason for Return: Select
Select
 IDA-Consignment Product Return
 IDA-IDEC CSR Data Entry Error
 IDA-Restocking Fee 20%
 IDA-Shipping Error

Distributor: _____ PO#: 360595
 Entered By: _____ SO#: 500001374
 Invoice#: 10000981.100001511.100005698

| Line# | Item | Qty Authorized | Unit Price | Qty to Return | Extended Price | Delete |
|-------|--------------|----------------|------------|---------------|----------------|--------------------------|
| 1 | GT3A-2AD24 | 2 | \$34.68 | | | <input type="checkbox"/> |
| 2 | ASW210 | 25 | \$8.56 | | | <input type="checkbox"/> |
| 3 | SX5L-SBN16B1 | 2 | \$382.50 | | | <input type="checkbox"/> |

Total Amount to Return : **\$0.00**
 20% Restocking Fee : **\$0.00**
 Total Estimated Credit : **\$0.00**

Add More Part#
Back
Export to Excel
Save Draft
Submit for Approval
Preview RMA

RMA Search

Add More Part#

Back Export to Excel

PO#: 360595
 IDEC SO#: 500001374
 Invoice/DM #: _____
 Invoice Date: From _____ To _____
 Item#: Contains _____

FIND Clear

| Combine | Invoice# | InvoiceDate | PO# | SO# | Item# | Qty Authorized for Return |
|-------------------------------------|-----------|-------------|--------|-----------|--------------|---------------------------|
| <input checked="" type="checkbox"/> | 10000981 | 04/12/2012 | 360595 | 500001374 | GT3A-2AD24 | 2 |
| <input type="checkbox"/> | 10000981 | 04/12/2012 | 360595 | 500001374 | PSR-SD24 | 10 |
| <input type="checkbox"/> | 10000981 | 04/12/2012 | 360595 | 500001374 | SX9Z-SS10 | 2 |
| <input type="checkbox"/> | 10000981 | 04/12/2012 | 360595 | 500001374 | SX9Z-SS2 | 1 |
| <input checked="" type="checkbox"/> | 100001511 | 04/16/2012 | 360595 | 500001374 | ASW210 | 25 |
| <input type="checkbox"/> | 100003949 | 04/25/2012 | 360595 | 500001374 | ABD411N-G | 10 |
| <input type="checkbox"/> | 100003949 | 04/25/2012 | 360595 | 500001374 | ABD411N-R | 5 |
| <input checked="" type="checkbox"/> | 100005698 | 04/30/2012 | 360595 | 500001374 | SX5L-SBN16B1 | 2 |

Add Part

Clicking Add More Parts will open that sales order and additional line items can be selected.

An RMA can be Exported as an Excel file.

Back
Export to Excel
Save Draft
Submit for Approval
Preview RMA

| | A | B | C | D | E | F | G |
|----|-------|----------|-------------|------------|---------------|---|---|
| | Line# | Item | Qty Authori | Unit Price | Qty to Return | | |
| 1 | | GT3A-2AD | 2 | 34.68 | 1 | | |
| 2 | 1 | ASW210 | 25 | 8.56 | 10 | | |
| 3 | 2 | SX5L-SBN | 2 | 382.5 | 2 | | |
| 4 | 3 | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

Click Save draft and a draft number will be assigned which will come up when RMA Draft is selected from the RMA home page.

RMA has been saved successfully. The RMA No# : 5129381

Find RMA

Clicking Preview RMA will provide a summary of the RMA. (To save a copy of the RMA click Print Screen on your PC when viewing the Preview.)

Preview RMA [X]

Reason for Return IDA-Shipping Error **PO#** 360595
Distributor ABC COMPANY **SO#** 500001374
Enter By Joe Smith **Invoice#** I00000981,I00001511,I00005698

| Line# | Description | Qty Authorized | Unit Price | Qty to Return | Extended Price |
|-------|--------------|----------------|------------|---------------|----------------|
| 1 | GT3A-2AD24 | 2 | \$34.68 | 1 | \$34.68 |
| 2 | ASW210 | 25 | \$8.56 | 10 | \$85.60 |
| 3 | SX5L-SBN16B1 | 2 | \$382.50 | 2 | \$765.00 |

[Close]

[Save Draft] [Submit for Approval] [Preview RMA]

Clicking Submit for Approval will bring up a dialog box. Click OK.

Are you sure, You want to submit this RMA Order?

[Cancel] [OK]

A message appears with the RMA number.

RMA has been approved successfully.
The RMA No# is SR0002563

[Find RMA]

Once the RMA has been approved a notification email will be sent with directions on how to return the product. The status of the RMA can be tracked in View Order History.

Stock Rotation

Click the Stock Rotation icon on the Home page.

Stock rotations can be done twice a year.



Select the line items that contain the product that is to be returned. If only one line item is selected, click Open.

If several line items are selected, click Consolidate. The selected line items can then be viewed all on one page (the first Customer No# that was selected will then be assigned to the consolidated data).

Note! Once line items are consolidated, they cannot be unconsolidated.

Customer Address is the branch location where product was shipped to.

The authorized amount is the total amount that can be returned and is based on the past year's purchases. The actual product shown is the purchased amount for the past 18 months.

| Stock Rotation | | | | | | |
|-------------------------------------|--------------|----------------------------------|--------------|-----------------|--------|----------------|
| | Customer No# | Customer Address | Authorized\$ | Expiration Date | Status | Submitted Date |
| <input checked="" type="checkbox"/> | 030151-01 | 1169 KNOLLWOOD CIR | \$8978.07 | 09/30/2013 | DRAFT | |
| <input type="checkbox"/> | 030151-02 | 12110 PRICHARD FARM RD | \$11209.71 | 09/30/2013 | DRAFT | |
| <input type="checkbox"/> | 030151-04 | 505 CHADDICK DR | \$522.52 | 09/30/2013 | DRAFT | |
| <input checked="" type="checkbox"/> | 030151-05 | 3225 NEIL ARMSTRONG BLVD STE 700 | \$5348.69 | 09/30/2013 | DRAFT | |
| <input type="checkbox"/> | 030151-07 | 5230 PARK EMERSON DR STE F | \$1156.42 | 09/30/2013 | DRAFT | |
| <input type="checkbox"/> | 030151-09 | 2325 PARK LAWN DR STE F | \$1362.52 | 09/30/2013 | DRAFT | |
| <input checked="" type="checkbox"/> | 030151-10 | 1525 CAPITAL DR #110 | \$1406.75 | 09/30/2013 | DRAFT | |
| <input type="checkbox"/> | 030151-11 | 1532 AMERICAN WY | \$3698.40 | 09/30/2013 | DRAFT | |

Stock Rotation data is uploaded on the first day of the month that the stock is eligible for a return. The Expiration date is 60 days from the date of eligibility.

Status will show as DRAFT until a Stock Rotation request has been submitted. Then status will update.

| | | |
|----|-----------|------------|
| 13 | SUBMITTED | 09/18/2013 |
| 13 | DRAFT | |

List of product shows what parts can be returned.

Enter an amount in Qty to Return.

Note! The Qty Authorized can not be exceeded when entering the Qty to Return.

Clicking Save Draft allows you to save any changes made and return to the Draft at a later time.

Stock Rotation

Customer No#: 030151-01
 Distributor: ABC Company
 Branch: 123 Apple St, Everytown

Expiration Date: 09/30/2013
 Authorized Amount: \$15733.51
 Status: DRAFT

| Line# | Item | Qty Authorized | Unit Price | Qty to Return | Extended Price |
|-------|-------------|----------------|------------|---------------|----------------|
| 1 | AB6M-V2P-R | 420 | \$12.53 | 100 | \$1253.00 |
| 2 | AB6Q-M1-B | 30 | \$5.43 | 0 | \$0.00 |
| 3 | AB8Q-M1-B | 10 | \$4.23 | 0 | \$0.00 |
| 4 | ABD101N-R | 25 | \$9.53 | 0 | \$0.00 |
| 5 | ABD110N-BGR | 15 | \$9.00 | 0 | \$0.00 |
| 6 | ABD1BN-Y | 7 | \$0.10 | 0 | \$0.00 |
| 7 | ABD410N-G | 20 | \$12.90 | 0 | \$0.00 |
| 8 | ABD410N-R | 20 | \$18.60 | 0 | \$0.00 |
| 9 | ABD410N-Y | 84 | \$18.60 | 0 | \$0.00 |
| 10 | ABW101-BGR | 8 | \$6.52 | 3 | \$19.56 |
| 11 | ABW110-B | 1 | \$6.52 | 0 | \$0.00 |
| 12 | ABW110-BGR | 8 | \$6.52 | 0 | \$0.00 |
| 13 | ABW110-G | 4 | \$6.52 | 0 | \$0.00 |
| 14 | ABW110-S | 4 | \$6.52 | 0 | \$0.00 |
| 15 | ABW120-BGR | 50 | \$9.58 | 4 | \$38.32 |
| 16 | AL6H-LK2-R | 8 | \$1.66 | 0 | \$0.00 |
| 17 | AL6M-D4-A | 2 | \$4.00 | 0 | \$0.00 |

Total Amount to Return: \$1310.88

To view the Stock Rotation before it is submitted, click on Preview SR.

Stock Rotation Preview

Customer No# 030151-01
 Distributor ABC Company
 Branch 123 Apple St, Everytown
 Expiration Date 09/30/2013
 Authorized Amount \$15733.51
 Status DRAFT

| Line# | Item | Qty Authorized | Unit Price | Qty to Return | Extended Price |
|-------|------------|----------------|------------|---------------|----------------|
| 1 | AB6M-V2P-R | 420 | \$12.53 | 100 | \$1253.00 |
| 2 | ABW101-BGR | 8 | \$6.52 | 3 | \$19.56 |
| 3 | ABW120-BGR | 50 | \$9.58 | 4 | \$38.32 |

Total Amount to Return : \$1310.88

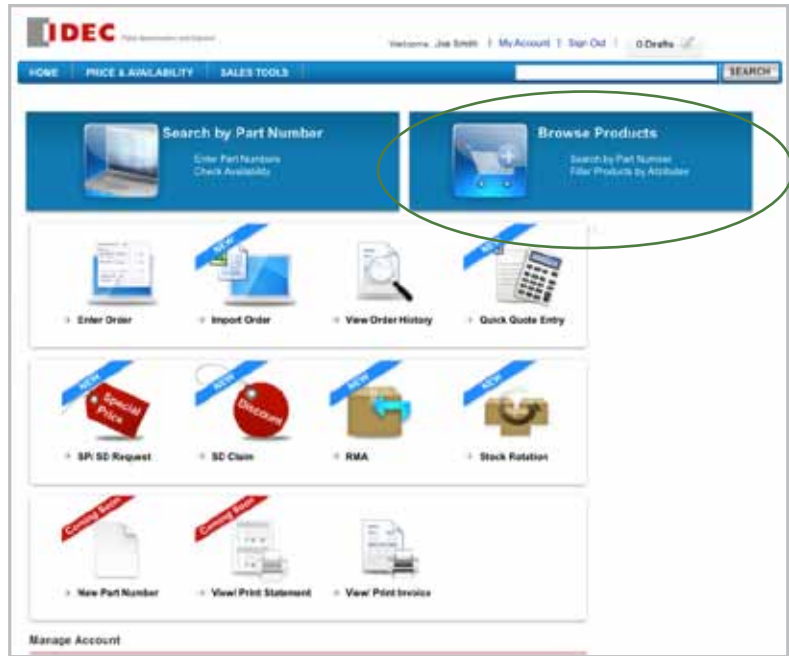
Once Stock Rotation is complete, clicking on Submit will bring up a dialog box. Click OK.

Are you sure to submit this Stock Rotation?

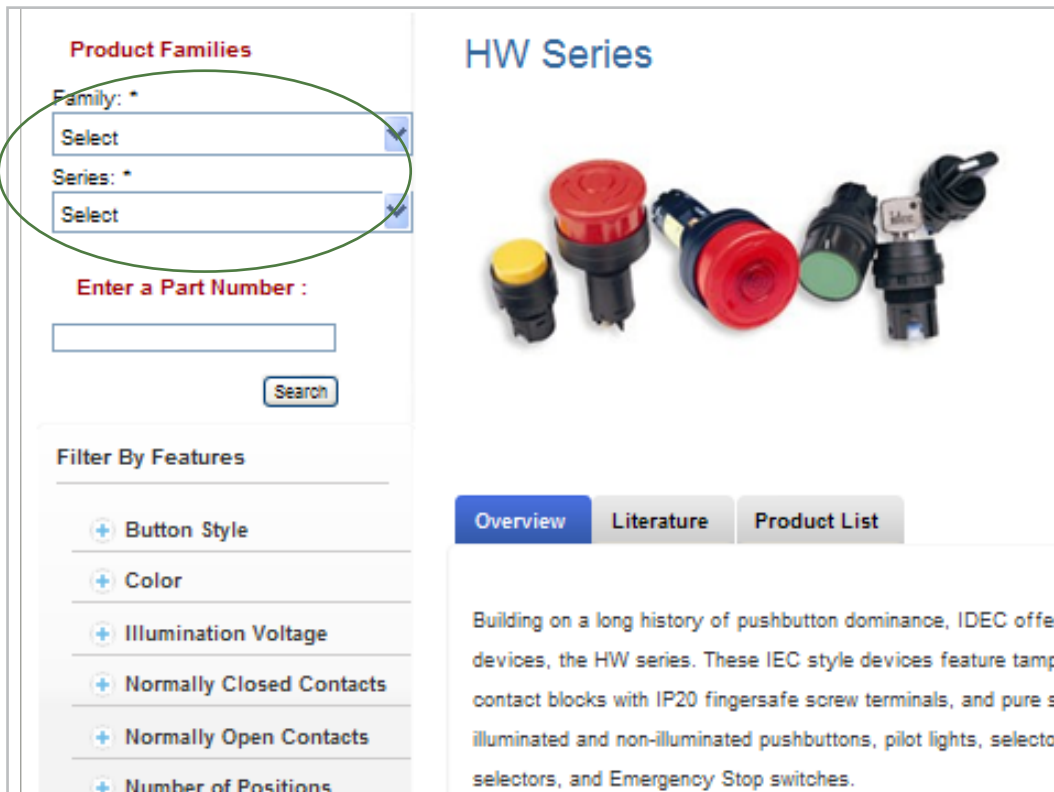
Once the Stock Rotation has been submitted, a notification email will be sent with directions on how to return the product.

Browse Products

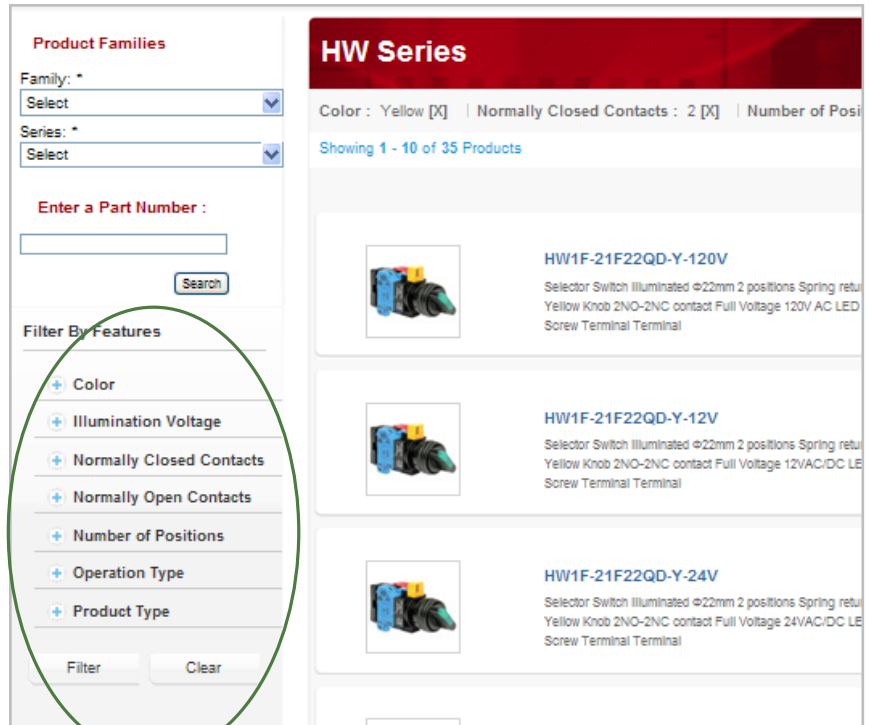
Click on Browse Products from the home page.



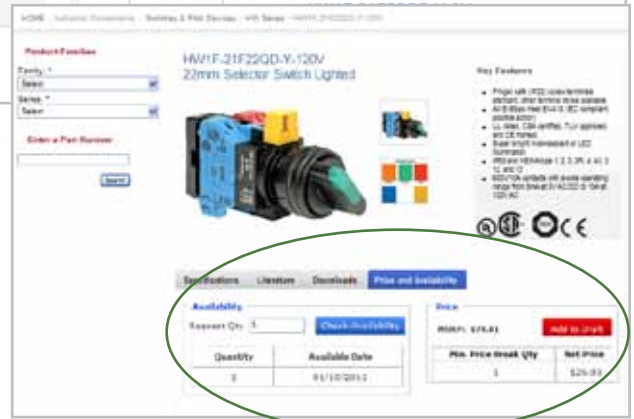
From the drop down menus select product family and series.



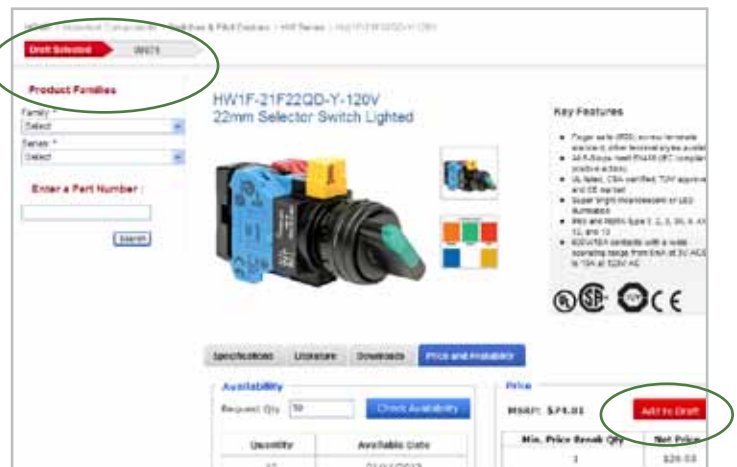
For many products, you can narrow your search parameters by using the Filter by Features function. Click on the + symbol to open the available features and select the required parameters. Then click the Filter button to see the results.



Clicking on a part number will bring up detailed information including Specifications, Literature and Downloads (CAD drawings, Approval Certificates, etc.). Select the Price and Availability tab and enter a quantity to see the availability for that particular part.



If a Draft order has been selected, clicking the Add to Draft button will add that product to the selected Draft.

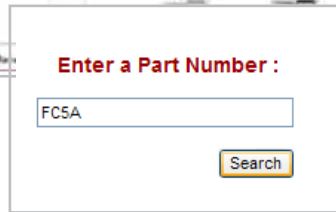
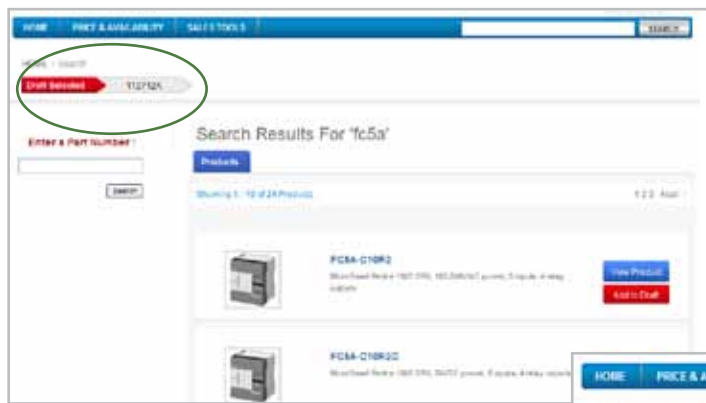


Search by Part Number / Price & Availability

Select either Search by Part Number on the home page or Price & Availability on the top navigation bar.



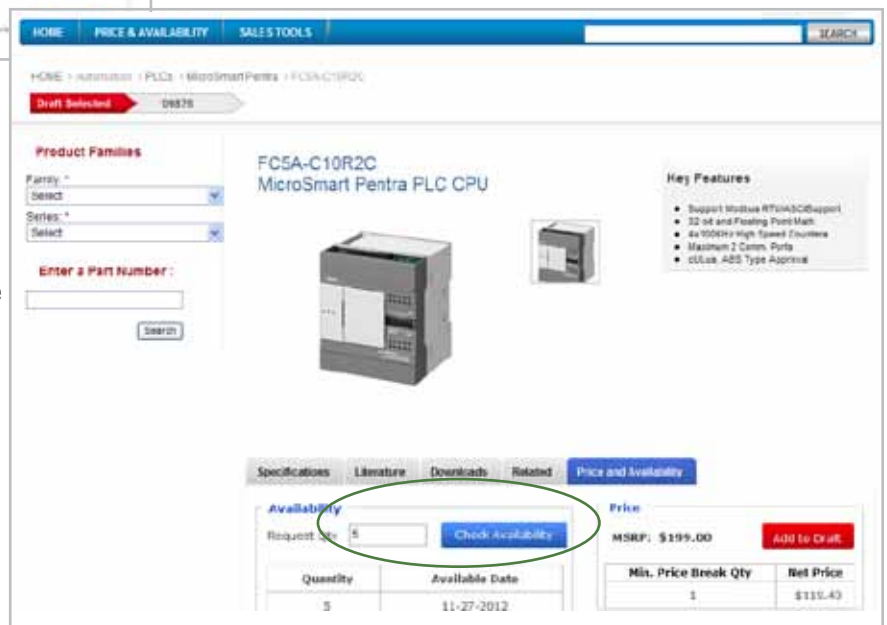
Enter a part number in the Search field and click the Search button.



From the results page you can View Product or add a product to a draft order by clicking the Add to Draft (if a draft order has been selected).

If you select a product and click View Product you can enter a quantity and check the Availability.

If a Draft order has been selected then the product can be added to that Draft by clicking Add to Draft.



Quick Quote Entry

To look up the pricing and availability on several part numbers at once, click Quick Quote Entry on the home page.



Enter part numbers with quantity and the price and available date will be shown.

| Quick Quote Entry | | | | | | | |
|-------------------|--------------|-------------|-----|-----|-----------|----------------|----------------|
| Line# | Part# | | Qty | SP# | Net Price | Extended Price | Available Date |
| 1 | HW1B-M1G01-G | Explode BOM | 10 | | \$5.94 | \$59.40 | 04-22-2014 |
| 2 | FC5A-C10R2 | | 3 | | \$179.10 | \$537.30 | 04-17-2014 |
| 3 | PSSR-A24 | | 5 | | \$32.70 | \$163.50 | 04-17-2014 |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

Total # of Lines: 3 Order Total: \$760.50

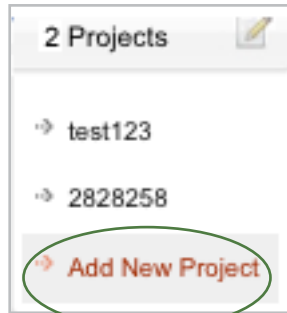
Projects

Projects can be created by Sales Person and Customer Service users.

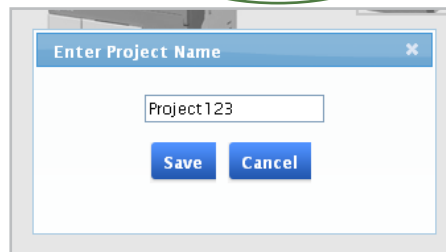
To create a new project, click on the Projects link on the top right of the Home page.



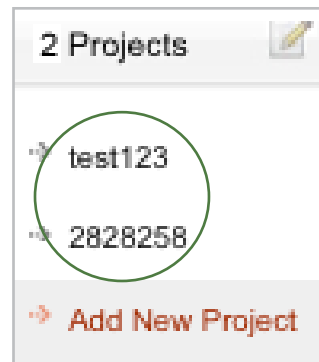
From the drop-down menu, click on Add New Project.



Enter the name of the project and click save.

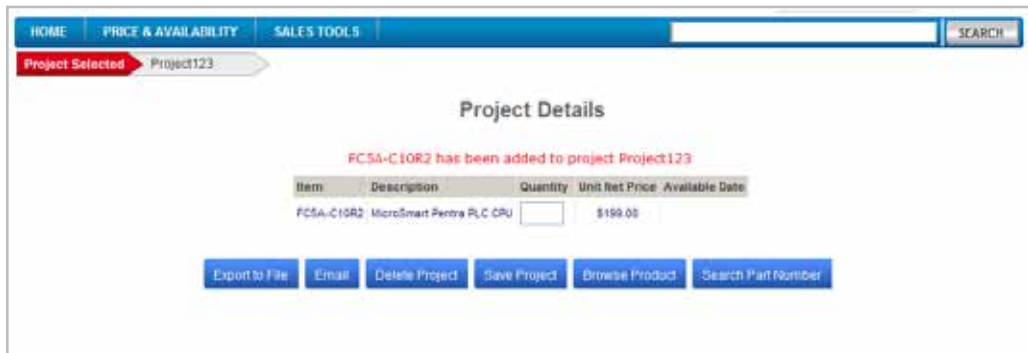
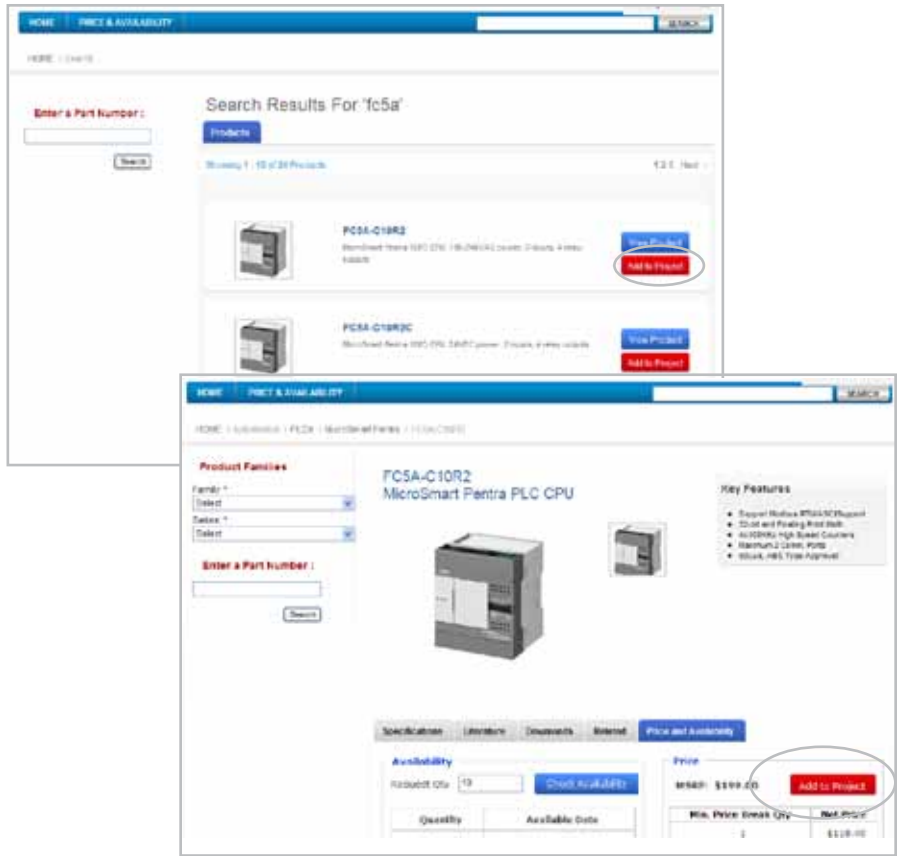


A Sales Person or Customer Service user can access an existing Project by clicking on the Projects link on the top right of the Home page and selecting the name of the project.



Note! A Buyer or Admin user can click on the "Get Saved Projects" from the bottom of the Order Entry page to add part numbers from a project to an order form. See page 35 for more information.

Product can be added to a Project by clicking the Add to Project button from either the Search Results page or from the Product details page.



Once a product has been added to a project, add in the quantity and click the Enter key to update pricing.

From the Project Details page, a project can be Exported to an Excel spreadsheet file, emailed, deleted or saved.



Converting a Project into an Order

Once a project has been created, a Buyer or Admin user can convert it to an order.

At the bottom of the Order Entry page click on Get Saved Projects.



Select a project from the list

Project List

| Project Name | Date Created | Entered By |
|--------------|--------------|------------|
| test123 | Nov 17, 2012 | test |
| onech | Nov 23, 2012 | test |
| lates | Nov 26, 2012 | test |
| Project123 | Nov 27, 2012 | Tamara |
| IDEC1 | Nov 27, 2012 | Tamara |
| asdfsdfad | Nov 28, 2012 | test |
| 2828258 | Nov 28, 2012 | test |

[Close Screen](#)

Click on the part numbers to be added to the order form and click Copy Order. The selected part numbers will then appear on the Order Entry form.

Project Details

| Item | Description | Quantity | Unit Net Price | Available Date |
|-------------------------------------|------------------------|-------------------------------|----------------------|----------------|
| <input checked="" type="checkbox"/> | FC3A-N16B3 | OpenNet Digital I/O Module | <input type="text"/> | \$189.00 |
| <input checked="" type="checkbox"/> | FC5A-C10R2 | MicroSmart Pentra PLC CPU | <input type="text"/> | \$199.00 |
| <input type="checkbox"/> | KIT-PENTRA-16-HG3G-AHP | PLC OI Kit 16 I/O Pentra HG3G | <input type="text"/> | \$1799.00 |

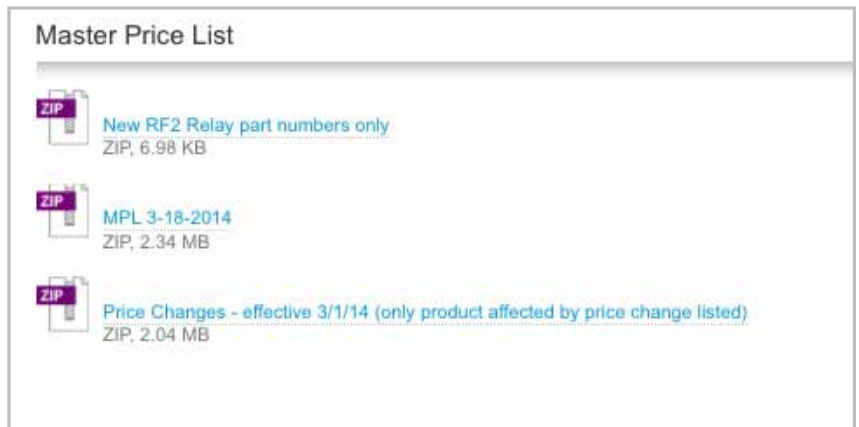
[Copy Order](#) [Cancel](#)

To access a variety of additional resources, click on the Sales Tools tab at the top of the home page.



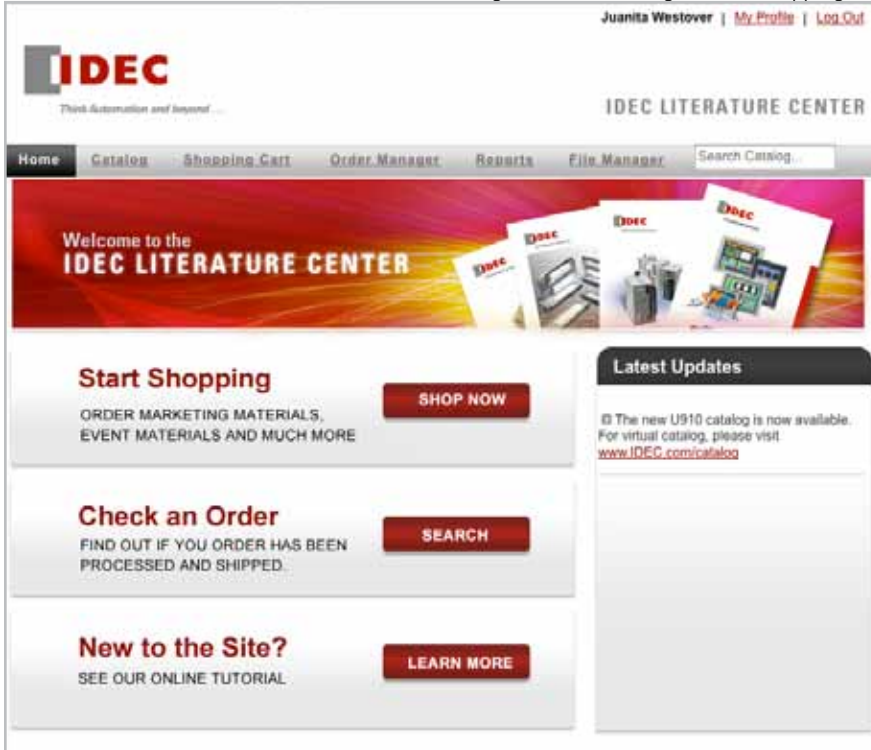
Master Price List

To download a copy of IDEC master product price list, in Excel format, click on the Master Price List from the Sales Tools page. An Excel spreadsheet showing only the latest pricing changes can also be downloaded.



ILC (IDEC Literature Center)

Visit the ILC to order brochures, datasheets, catalogs, etc. at no charge and no shipping fee.



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