

Order Entry and Item Import

a) direct entry of different line items

The screenshot shows the FAG Schaeffler online catalog interface. At the top, there are logos for FAG and SCHAEFFLER. Below the logos, there is a navigation bar with 'Location-Account Number' (TESTBUY 18702) and 'Catalogs: Schaeffler Online Katalog'. A progress bar shows four steps: 1. Add Items To Order, 2. Review Order, 3. Shipping Options, and 4. Submit Order. The 'Order Type' is set to 'Weekly Order'. The 'Purchase Order Number*' field is empty. The 'Search' section on the left includes options for 'Part Number' (Exact Match, Contains, Starts with) and 'Catalog Keyword'. The 'Store Navigation' menu on the left has 'Order Entry' highlighted with a red circle. The main content area shows 'Standard Entry' selected, with a 'Requested Date' of 25.05.2012. A table lists three line items:

Quantity	Part Number
10	6200-c
15	hk1010-b

Below the table, there is a checkbox for 'Check Pricing & Availability' which is checked. There are buttons for 'Clear Items' and 'Add To Order +'. The 'Store Navigation' menu on the left also includes 'Pricing & Availability', 'Order Status', 'Repeat Orders', and 'Quotes'.

Different parts with quantity required (and price reference if applicable) can be entered there line by line. If the box for Pricing & Availability is checked, the request will be done automatically when the items are added to the order..

b) Import of Excel files or direct paste of line items.

The screenshot shows the FAG Schaeffler online catalog interface for import of Excel files or direct paste of line items. The layout is similar to the previous screenshot, but the 'Standard Entry' section is replaced by two options: 'Browse to Select a File to Upload' and 'Paste in Items and quantities'. The 'Browse to Select a File to Upload' option has a 'Durchsuchen...' button and a checkbox for 'Check Pricing & Availability'. The 'Paste in Items and quantities' option has a 'Paste Instructions' button and a checkbox for 'Check Pricing & Availability'. The 'Store Navigation' menu on the left has 'Order Entry' highlighted with a red circle. The 'Store Navigation' menu also includes 'Pricing & Availability', 'Order Status', 'Repeat Orders', and 'Quotes'.

There are two kinds for import of items:

- on the left side excel files can be imported into the system.
- on the right side line items can directly be pasted from any external files.

In each case instructions are available via the Instructions button.

c) Shopping Lists

The screenshot shows the Schaeffler online catalog interface. At the top, there are logos for FAG and SCHAEFFLER. Below the navigation bar, there are buttons for '1. Add Items To Order', 'Review Order', 'Shipping Options', and 'Submit Order'. A search sidebar on the left contains options for 'Part Number' and 'Catalog Keyword'. The main content area displays a table of repeat orders with columns for 'Repeat Order Name (sort)', 'Date Created', and 'Add to Order' actions. The 'Store Navigation' menu on the left has 'Order Entry' highlighted with a red circle.

When lists for repeat orders are available they can be used here for new orders. Just select a repeat order from the list, open it and select line items with quantity.

d) Scheduled Release

Per line item it is possible to split the requested date to different ones with different quantities.

The screenshot shows the Schaeffler online catalog interface. At the top, there are logos for FAG and SCHAEFFLER. Below the navigation bar, there are buttons for '1. Add Items To Order', 'Review Order', 'Shipping Options', and 'Submit Order'. A search sidebar on the left contains options for 'Part Number' and 'Catalog Keyword'. The main content area displays a table of line items with columns for 'Quantity', 'Requested Date', and 'Release Number'. The 'Store Navigation' menu on the left has 'Order Entry' highlighted with a red circle. A red circle highlights the 'Cart: 1 Item(s)' indicator in the top right corner, with a red arrow pointing to it from the text below.

When line items have been added through the above methods (a to c), the number of line items in the cart is always displayed.

If endcustomers are setup, they can be selected everywhere where the partnumber may be entered.

Teilenummer

Price Reference