## **Send Orders**

Sending orders is processed in 4 steps. The first step for entering all items is described in the tutorial *'Order Entry and Item Import'*.



The shopping cart is reviewed in step 2. The cart can be opened from other sections by clicking directly on the cart icon on top right side.

All data can be reviewed and changed as necessary.

	G						SCHAEFFLER
ocation-Account Number	Catalogs: Schaeffler	Online Katalog					Cart: 1 Item(s)
rtesTBUY 18702 rder Type Weekly Order 👻	1. Add Items To Orde 1 Purchase Order Number*		ew Order Shipping Options 3	Submit Order			
	Part Number	Quantity	Ship From : Stock Quantity (Package Type)	Weight	List Price	Net Price	Extended Price Show All Detail
earch Part Number	1 0 6200-C	10	Warehouse: 2,745 (1 per box) 💌	0.031 kg	EUR 7,72	EUR 1,47 🛈	EUR 14,70 Detail
C Exact Match C Contains	Requested 1 25.05.2012		nt	Description: Rillen	kugellager 62, Hauptabn	nessungen nach DIN 625	-1
Starts with	Approx. Order Weight: 0.3	1 kg					Total Net Price: EUR 14,
Part Number Go Can't find your part? Use Advanced Search Catalog Keyword Go	Add More Items Clear Order		Аррју	Apply Changes Changes with Pricing and Availabilit Repeat Orders	2		Go To Shipping
Neutration	Delete all line items from the first step of the Ord		g the Clear Order button below. Choosing Clear Order will	return you to Save Line Items for Select if applicable			
ore Navigation Order Entry	X Clear Order	ser undy process.		[ Select II applicable	- <u>1</u>		
Pricing & Availability							
Order Status							
Repeat Orders	-						
Quotes	1						

Changing the shipping data is possible in step 3. the default ship address is displayed, changes can be done via the button **Edit Adress**.

			/
		Ouse Account Address Location-Account Number: TESTBUY ~ 18702	
Location-Account Number TESTBUY 18702 Order Type Weekly Order Search	1 (2 3) Shipping Options Ship-to Address Testbuyer SG	Ship To: Testbuyer SG Industriestr. 1 Herzo, . 91074 DEU	
Part Number     Contains     Contains     Goratiss     Jart Number     Go     Gant Number     Go     Gant find your part?     Use AdVanced Search     Gatalog Keyword     Go	Industriestr, 1 Herzo, - 91074 DEU (The default address for this account ) Click Here to Edit Address. Mark for Carrier & Shipment Method		Cancel S
Store Navigation Order Entry Pricing & Availability Order Status Repeat Orders Quotes	Review Order  Clear Order  Delete all line items from your order by clicking the Clear Order button below. Choosing Clear Order will return you to the first step of the Order Entry process.  X Clear Order	Express Order Submittal R To submit your order without viewing the summary, click the Submit Order button. To Request a quote on the items in your cart, click the Request A Quote button. Send email confirmations to Informas schicking@schaeffler.com Purchase order knuber	
• Administration		Submit Order	

Orders can be sent in step 3 from the button Submit Order If a summary of the complete order data is required choose Display Summary .

	Items To Order	5 1	Review Order	Shipping Options	S	Submit Order			
	(1)		(2)	(3)		(4)			
	Information								
				the "Submit Order" button at unless you've selected not to u				mation of your subr	hittal immediately,
Tes Ind	To Address tbuyer SG ustriestr. 1 'zo, . 91074 DE	Ŭ			Cus	stomer Number:	18702		
Tes Ind	ng Summary to Address itbuyer SG ustriestr. 1 'zo, . 91074 DE	Ú.							
	Ma	rk for:							
80		riority: Norm							
Ca	rrier & Shipment M Freight Pay		agreement						
Ed	lit Shipping								
	in sinkbing								
Ite	em Summary								
	10			antity (Package Type)	Weight	List Price	Net Price		Show All Detail
E	Requested Da		/arehouse (1 per bo	) )	0.031 kg	GBP 5,98	GBP 0,86 <b>0</b>	GBP 8,60	
	04/26/2012	te Commen			Description	n: Kadiai bali bea	rings 62, main o	limensions to DIN 6	15-1
pro	x. Order Weight: (	).31 kg						Total	Net Price: GBP 8,60
Ed	lit Order								
r t	he order h	as beer		mmary of all the	data will b		ed.		/
١dd	Items To Order		Review Order	Shipping Option		Submit Order			
	1 Confirmation						/		
0	• Thank You	. Your Order	has been success	fully completed.			_/		
der old-1 Tes	Confirmation	Your Order		fully completed.	Cu	stomer Number:	18702	ſ	Start A New Order
der old-1 Tes Ind	Confirmation • Thank You, Information To Address tbuyer SG			fully completed.	Cus	stomer Number:	18702	ĺ	Start A New Order
der Indi Her ippil	Confirmation • Thank You, Information To Address touyer SG ustriestr, 1	U		fully completed.	Cu	stomer Number:	18702	ſ	Start A New Order
der Indi Her Tes Indi Her Tes Indi	Confirmation • Thank You, Information To Address tbuyer SG ustriestr, 1 zo, · 91074 DE ng Summary to Address tbuyer SG ustriestr, 1 zo, · 91074 DE	U		fully completed.	Cur	stomer Number:	18702	•	Start A New Order
der Tes Ind Her Tes Ind Her	Confirmation • Thank You, Information To Address tbuyer SG ustriestr, 1 zo, · 91074 DE ng Summary to Address ustriestr, 1 zo, · 91074 DE Ma Order Pa	U U rk for: riority: Norm	has been success	fully completed.	Cu	stomer Number:	18702	Í	Start A New Order
ler Indi Her ppi Indi Her	Confirmation • Thank You. Information To Address tbuyer SG ustriestr. 1 zo, · 91074 DE ng Summary to Address ustriestr. 1 zo, · 91074 DE Ma Order Pr rrier & Shipment M	U U rk for: riority: Norm ethod: Not S	has been success al Order elected	fully completed.	Cu	stomer Number:	18702	ſ	Start A New Order
bld-1 Tes Indi Her ppil her Ca	Confirmation • Thank You. Information To Address tbuyer SG ustriestr. 1 zo, . 91074 DE ng Summary to Address tbuyer SG ustriestr. 1 zo, . 91074 DE Ma Order Pu rrier & Shipment M Freight Pay	U U rk for: riority: Norm ethod: Not S	has been success	fully completed.	Cu	stomer Number:	18702	•	Start A New Order
old-1 Tes Indi Her Ppil Indi Her Ca	Confirmation • Thank You. Information To Address tbuyer SG ustriestr. 1 zo, · 91074 DE ng Summary to Address function ustriestr. 1 zo, · 91074 DE Ma Order Pa rrier & Shipment M Freight Pay tem Summary	U rk for: riority: Norm ethod: Not S rment: acc to	al Order elected o agreement						
ler Indi Her ppi Her Ca	Confirmation • Thank You, Information To Address tbuyer SG ustriestr, 1 zo, · 91074 DE ng Summary to Address function to Address ustriestr, 1 zo, · 91074 DE Ma Order Pa rrier & Shipment M Freight Pay tem Summary Part Number	U rk for: riority: Norm ethod: Not S ment: acc to Quantity	al Order elected o agreement Ship From : Stoc	k Quantity (Package Type)	v	Yeight	List Price	Net Price GBP 0.85 0	Extended Price
ler Indi Her ppi Her Ca	Confirmation • Thank You. Information Inf	U rk for: riority: Norm ethod: Not S rment: acc to	al Order elected o agreement Ship From : Stoc Warehouse (1 p	k Quantity (Package Type)	<b>v</b> 0.	Veight	List Price GBP 5,98	Net Price GBP 0,86 ① dimensions to DIN 6	Extended Price GBP 8,60
ler Ider Indi- Ind	Confirmation • Thank You. Information To Address tbuyer SG ustriestr. 1 zo, · 91074 DE mg Summary to Address tbuyer SG ustriestr. 1 zo, · 91074 DE Ma Order Pi rrier & Shipment M Freight Pay tem Summary Part Number 0 6200-C Requested D 04/26/2012	U rk for: riority: Norm ethod: Not S yment: acc to Quantity 10	al Order elected o agreement Ship From : Stoc Warehouse (1 p	k Quantity (Package Type) er box)	W 0. Descriptio	Veight .031 kg nr: Radial ball be:	List Price GBP 5,98	GBP 0,86 🛈	Extended Price GBP 8,60
der old-Tes Indi Her ippil Her Car	Confirmation • Thank You. Information Inf	U rk for: riority: Norm ethod: Not S yment: acc to Quantity 10 ate Commen	al Order elected b agreement Ship From : Stoc Warehouse (1 p	k Quantity (Package Type) er box) Net price o	<b>v</b> 0.	Veight .031 kg nr: Radial ball be:	List Price GBP 5,98	GBP 0,86 🛈	Extended Price GBP 8,60