

Welcome to Rotor Clip's Online Services Tutorial



You will first be prompted to enter your user name and password. Your user name will always be the email address used to sign up for the service. After receiving your automatic password, you will be prompted upon your first log-in to change it to a more personal and secure one.

OK

Cancel

Online Order Entry System

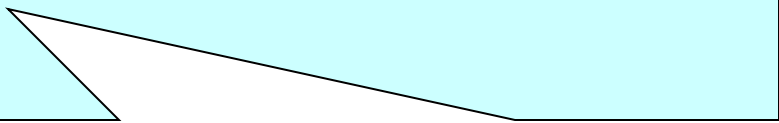
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This is the main page for navigating around the Online Services Site. Using the links above, you will be able to Place Orders; Check Stock and Lead Times, as well as view information on Posted or Pending Orders.

Let's try placing an order.





You can now choose to order by your part number or by a Rotor Clip part number

[Order by Rotor Clip Part Number \[?\]](#) | [Order by Your Part Number \[?\]](#)

After clicking on “Enter Orders,” you will be presented with this screen. You may order by either Rotor Clip’s part number or your own. Keep in mind that you will not be able to order by your own part number unless we have cross-referenced it in our system. Your Customer Service Representative will input this once you have placed a traditional paper order.

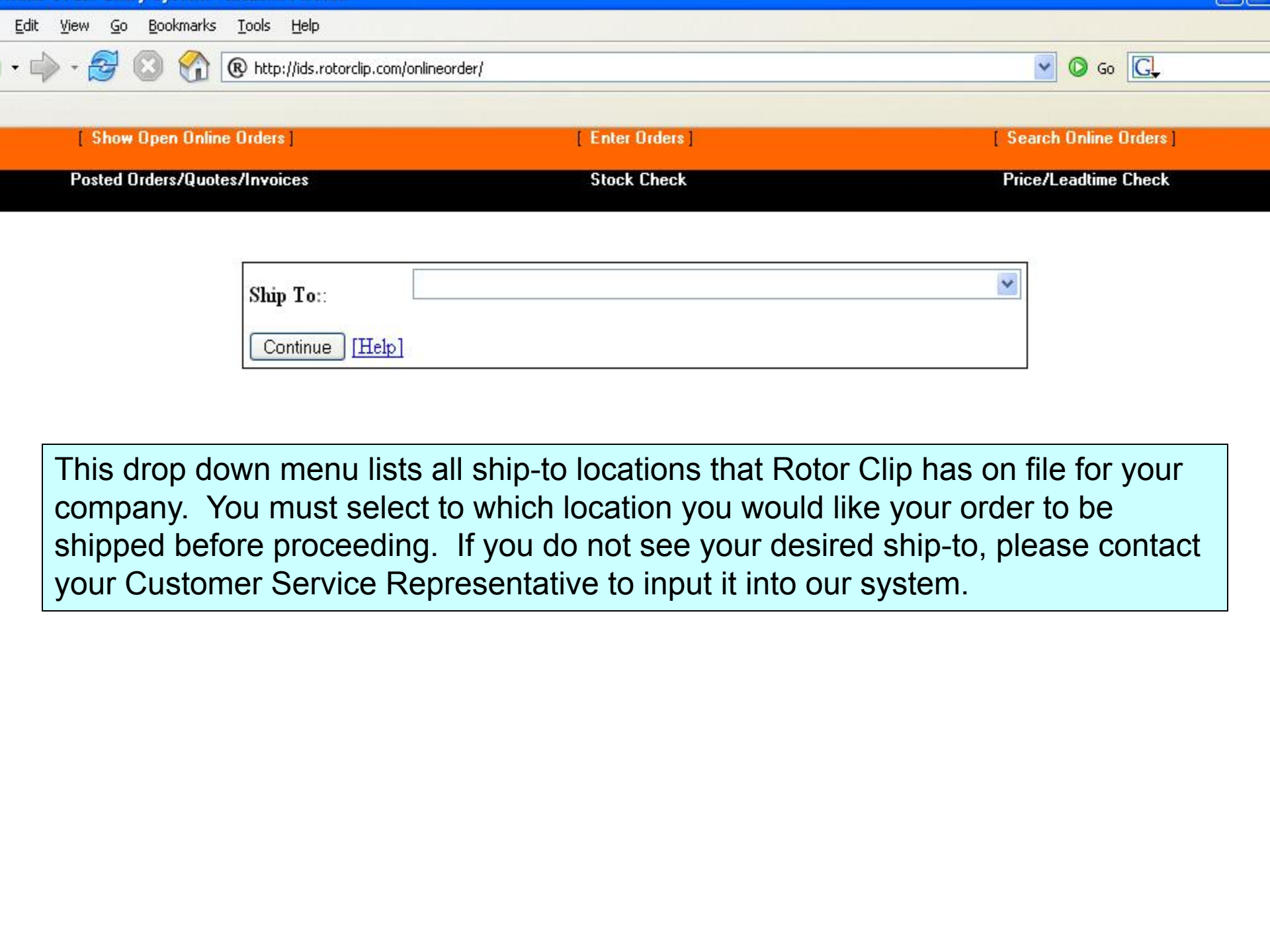
For now, we will order by Rotor Clip part number

Choose a Rotor Clip part number to begin the order entry process:

Rotor Clip Part Number:

- HO-50ST HPD*
- HO-50ST PA*
- HO-50ST PA B1M*
- HO-50ST PA PAK*
- HO-50ST PA S*
- HO-50ST PD*
- HO-50ST PD B1M*
- HO-50ST S*
- HO-50ST ZD*
- HO-50ST ZD B100*

Here we have begun a search for an HO-50ST base part. You can see all of the possible choices that have popped up. Once you have selected your part, click "Proceed."



Ship To:

[\[Help\]](#)

This drop down menu lists all ship-to locations that Rotor Clip has on file for your company. You must select to which location you would like your order to be shipped before proceeding. If you do not see your desired ship-to, please contact your Customer Service Representative to input it into our system.

We currently do not accept orders for Hose Clamps with a quantity over 100,000 through this system.
Contact [Rotor Clip](#) or call at (732) 469-7333 if you need to place an order over this limit.

We recommend all orders be placed in full box quantities.

Here you see the main order-entry screen. Notice that all of the information you have

Once you are happy with all of your selections, you may click "Submit Order" to proceed.

Let's go over the features shown.

Ship To:	9999
Address 1:	123 Main Street
Address 2:	
Address 3:	
Address 4:	
City, State Zip:	LOS ANGELES, CA 90058
Rotor Clip Part Number:	HO-50ST
Stock Available:	54,000
Box QTY:	25,000
Treat as Partial:	<input type="checkbox"/>
[Help]	
Quantity:	<input type="text"/>
Customer Part Number:	HO-50ST
Order Date:	09-26-2006
PO Num:	<input type="text"/>
[Help]	
PO Line:	<input type="text"/>
Ship Via:	PJAX <input type="button" value="v"/>
[Help]	
<input type="button" value="Submit Order"/>	

If the amount you

Finally, you may choose from a number of shipping methods here. Most private freight handlers, as well as major worldwide servers are listed.

re-enter it for each additional part.

Please fill in the information below.

We currently do not accept orders for Hose Clamps with a quantity over 100,000 through this system.
Contact [Rotor Clip](#) or call at (732) 469-7333 if you need to place an order over this limit.

We recommend all orders be placed in full box quantities.

The "Partial Order" is a feature which may be a little confusing at first. We will place one now to show you just how easy it can be.

Ship To:	
Address 1:	
Address 2:	
Address 3:	
Address 4:	
City, State Zip:	
Rotor Clip Part Number:	HO-50ST
Stock Available:	54,000
Box QTY:	25,000
Treat as Partial:	Yes
[Help]	
Quantity:	75000
Customer Part Number:	HO-50ST
Order Date:	09-27-2006
PO Num:	rc999
[Help]	
PO Line:	1
Ship Via:	PJAX
[Help]	
<input type="button" value="Submit Order"/>	

By choosing "Yes" from the "Treat as Partial" dropdown, we will accept what is currently available, and the remainder will be on order as a second line.

Order Summary

Rotor Clip Part Number: HO-50ST

Box QTY: 25,000

Customer Part Number: HO-50ST

Order Date: 09-27-2006

Proposed Due Date:

Available Quantity: 54,000

Remaining Quantity: 21000

Ship To:

Address:

Address1

Address2

Address3

Address4

City, State Zip

PO Num: rc999

PO Line: 1

Price Per (M): \$

Total Price: \$

Ship Via: P JAX

Before you accept the order, you will notice that 21,000 are still unaccounted for.

[Print This Page](#)

Order Summary

This phase of the order is successful, but if you notice, the order has not been fulfilled.

Order For:	Standard
Rotor Clip Part Number:	HO-50ST
Box QTY:	25,000
Customer Part Number:	HO-50ST
Order Date:	09-27-2006
Requested Date:	10-05-2006
Quantity:	54000
Ship To:	
Address:	
PO Num:	rc999
PO Line:	1
Price Per ():	
Total Price:	
Ship Via:	P JAX
Order Successfully Entered!	

You have not fulfilled the entire order please continue.

Please fill in the information below.

We currently do not accept orders for Hose Clamps with a quantity over 100,000 through this system.
Contact [Rotor Clip](#) or call at (732) 469-7333 if you need to place an order over this limit.

We recommend all orders be placed in full box quantities.

We're back on the order screen, and there's still ordering to be done.

Ship To:

Address 1:

Address 2:


Address 3:

Address 4:

City, State Zip:

Rotor Clip Part Number: HO-50ST

Stock Available: 0

Treat as Partial: 

Box QTY: 25,000

Quantity:

Customer Part Number:

Order Date:

PO Num:

PO Line:

Ship Via:

The remaining quantity has been automatically entered for you. By default, Treat as Partial. Also by default, the remainder is entered as Line 2 of your purchase order. By submitting this order, the entire quantity will have been ordered, and the order successfully fulfilled.

Online Order ID	Rotor Clip Part	Customer Part	Order Date	Requested Date	QTY	Ship To	PO Num	PO Line	Price Per	Total Price	Ship Via	Entered By	Processed
381	HO-50ST	HO-50ST	09-27-2006	10-05-2006	54,000		0000	1			PJX		

Confirm Delete:

Delete Order

File Edit View Go Bookmarks Tools Help

http://ids.rotorclip.com/onlineorder/

[Show Open Online Orders] [Enter Orders] [Search Online Orders]

Posted Orders/Quotes/Invoices Stock Check Price/Leadtime Check

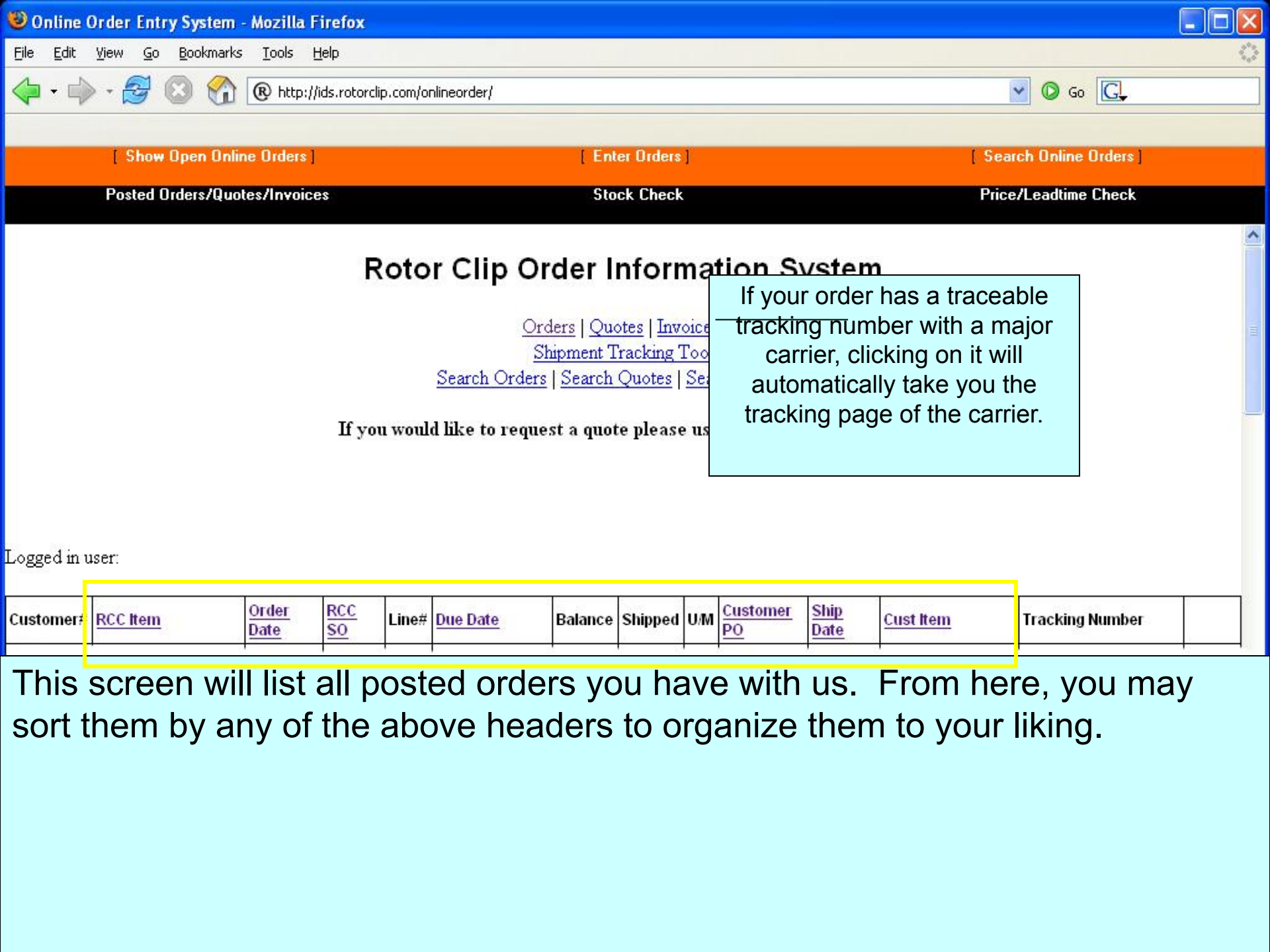
Online Order Entry System

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That was a look at “pending” orders. To look at **Orders/Quotes/Invoices** which have been entered into our system, click on “Posted Orders/Quotes/Invoices” at the top of the screen.



[Show Open Online Orders]

[Enter Orders]

[Search Online Orders]

Posted Orders/Quotes/Invoices

Stock Check

Price/Leadtime Check

Rotor Clip Order Information System

[Orders](#) | [Quotes](#) | [Invoices](#)

[Shipment Tracking Tools](#)

[Search Orders](#) | [Search Quotes](#) | [Search Invoices](#)

If you would like to request a quote please use the [Quote Request](#) link.

If your order has a traceable tracking number with a major carrier, clicking on it will automatically take you the tracking page of the carrier.

Logged in user:

Customer#	RCC Item	Order Date	RCC SO	Line#	Due Date	Balance	Shipped	UM	Customer PO	Ship Date	Cust Item	Tracking Number

This screen will list all posted orders you have with us. From here, you may sort them by any of the above headers to organize them to your liking.

Choose a Rotor Clip part number to begin the price check:

Rotor Clip Part Number:

Quantity:

Price/Leadtime Check

Part Number	Price Per U/M	QTY	U/M	Stock	Earliest Leadtime	Item Description
ho-25st pa	\$Price	50000	M	#	09-28-2006	INTERNAL HO-RING PHOS.

Here we have chosen to check on the price and lead time for the same part. The lead time for the needed quantity is listed.

Order Summary

(Online orders *only*)

In response to customer suggestions, Rotor Clip has added a new feature to our online system. By clicking "Order Summary" at the top, you will be presented with this screen. From here, you are able to get all information for a specific PO.

OID	Order Date	PO Num	Total Price	Entered By	Date Posted
3794	06-15-2007	34112 (Details)	6,695.81		06-15-2007
3509	06-02-2007	34022 (Details)	2,667.50		06-04-2007
3398	05-30-2007	34003 (Details)	1,400.69		05-30-2007
3219	05-17-2007	33908 (Details)	6,520.13		05-17-2007
3149	05-12-2007	33905 (Details)	4,001.46		05-14-2007
2981	05-09-2007	33877 (Details)	9,176.36		05-09-2007
2721	04/27/07	33816 (Details)	1,179.53		04-27-2007
2705	04/23/07	33792 (Details)	4,509.60		04-24-2007
2634	04/16/07	33773 (Details)	1,473.30		04-17-2007
2482	04/12/07	33753 (Details)	2,785.10		04-13-2007
2334	03/30/07	33660 (Details)	5,821.73		04-02-2007
2224	03/26/07	33619 (Details)	3,228.09		03-27-2007
2074	03/15/07	33552 (Details)	4,378.15		03-19-2007
2025	03/12/07	33515 (Details)	3,542.94		03-14-2007
1827	03/07/07	33492 (Details)	6,750.85		03-08-2007
1801	03/02/07	33466 (Details)	2,829.81		03-05-2007
1484	02/20/07	33380 (Details)	6,708.12		02-21-2007
1475	02/16/07	33354 (Details)	2,026.89		02-20-2007
1457	02/13/07	33322 (Details)	4,214.65		02-14-2007
1449	02/12/07	33316 (Details)	594.29		02-13-2007
1446	02/12/07	33308 (Details)	6,393.76		02-13-2007
1367	02/07/07	33275 (Details)	2,860.65		02-08-2007
1313	02/03/07	33238 (Details)	1,333.97		02-05-2007
1298	01/30/07	33221 (Details)	1,217.50		01-31-2007
1288	01/26/07	33211 (Details)	4,051.98		01-29-2007
1269	01/24/07	33193 (Details)	1,993.91		01-26-2007

PO Order Detail

[RETURN TO PREVIOUS SCREEN](#)

OID	Rotor Clip Part	Customer Part	Order Date	Ship By	QTY	Ship To	PO	Line	Price Per	Total Price	Ship Via	Entered	Processed
3805	SHR-39ST ZD	SHR-39-ST-ZD	06-15-2007	06-21-2007	5000	9999	34112	2	00029.82	149.10	DAL		06-15-2007
3804	SH-62SS	SH-62-SS	06-15-2007	06-21-2007	1000	9999	34112	3	00160.45	160.45	DAL		06-15-2007
3803	WHO-268ST ZD	N5002-268-ZD	06-15-2007	08-02-2007	5000	9999	34112	4	00513.99	2,569.95	DAL		06-15-2007
3802	C-25SS S	C-25-SS-S	06-15-2007	08-16-2007	10000	9999	34112	5	00033.98	339.80	DAL		06-15-2007
3801	SH-287ST PA	SH-287-ST-PA	06-15-2007	07-26-2007	1000	9999	34112	6	00357.08	357.08	DAL		06-15-2007
3800	SE-21SS S	SE-21-SS-S	06-15-2007	07-26-2007	50000	9999	34112	7	00036.00	1,800.00	DAL		06-15-2007
3799	RP-109	0109	06-15-2007	06-21-2007	1	9999	34112	8	00021.24	21.24	DAL		06-15-2007
3798	SH-100SS	SH-100-SS	06-15-2007	06-21-2007	1000	9999	34112	9	00248.10	248.10	DAL		06-15-2007
3797	TI-44SS	5005-44-H	06-15-2007	06-21-2007	10000	9999	34112	10	00090.43	904.30	DAL		06-15-2007
3796	DE-3.2ST PA	DE-3.2-ST-PA	06-15-2007	06-21-2007	10000	9999	34112	11	00006.95	69.50	DAL		06-15-2007
3795	A-100	A-100	06-15-2007	06-21-2007	1	9999	34112	12	00019.79	19.79	DAL		06-15-2007
3794	SE-31ST ZD S	SE-31-ST-ZD-S	06-15-2007	06-14-2007	5000	9999	34112	14	00011.30	56.50	DAL		06-15-2007

From here, you can see all information to your selected PO#. This becomes another good way to verify information, and can be printed out just as any other screen.

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There are many advantages to using this system. We hope that this little demonstration has shown you how easy it is to use.

Also, as you've seen, we take customer suggestions for improvement to heart. If you have any ideas, or would like to sign on for these features, please contact your Customer Service Representative.

Thanks for watching

<http://www.rotorclip.com>

