



INTRO TO ONLINE ORDERING

THINGS TO CONSIDER



ORDER DETAILS

- Purchase Order No.
- Parts List
- Requested Ship date
- Shipping Address
- Shipping Method
- Partial shipments allowed (YES/NO)
- Quotation No. (if applicable)

ORDERING TIPS

- Online ordering is always fastest option for orders to reach production floor
- Always check order confirmations
- Field device orders can only be processed downstream with the FD vendors when accounts are not in "shipment hold" status (which needs to be cleared first)