



Web Order Entry - Overview

A series of pages leads you through the steps for creating and submitting an order to your supplier's Eclipse system.

Authorization Page

On this page you enter your Web Order Entry ID and password.

- Enter your Web Order Entry ID and password in the respective fields, and then click on the SEND button.
- If you make a mistake, click on the CLEAR button to erase the contents of the two fields so you can start over again.

Search

On this page you click a selection button or enter one or more key words describing the item you want to order. Then you launch the search. The page is used to display a specified list of products on the Search Results page from which you can select one or more specific items to order. There are four ways to create a list:

- Click on the **Product Line** button to display a list of product lines from which you can select one. The Search Results page displays a list of each product in the selected product line.
- Click on the **Product Families** button to display a list of product families from which you can select one. The Search Results page displays a list of each product in the selected product family.
- Click on the **What You Buy** button to display a list of products you have ordered in the past on the Search Results page.
- Enter one or more keywords that will be used to search your supplier's product data base, and then click on the **SEARCH** button. The Search Results page displays a list of all items that match the keywords.
 - If you know an Eclipse product number, type the product number preceded by a period (for example, type .1409) to display just that product on the Search Results screen.
 - A keyword can be a word or partial word.
 - Separate multiple keywords with spaces.
 - Multiple keywords can be entered in any order.
 - For example, you can enter "delta faucet" or "faucet delta".

- The more specific your keywords are, the shorter the table of search results will be.
- For example, a search with the keyword "faucet" finds 108 matching items, a search with the keywords "faucet delta" finds 52 items, and a search with the keywords "faucet delta kitchen" finds 4 items.

Action Buttons

Three buttons are used to search products without using keywords.

Product Lines

Click on this button to display a list of product lines from which you can select one. The Search Results page will display a table listing all the items in the selected product line. From this table you can select the specific items you want to order.

Product Families

Click on this button to display a list of product families from which you can select one. The Search Results page will display a table listing all the items in the selected product family. From this table you can select the specific items you want to order.

What You Buy

Click on this button to display a list of the products you have ordered in the past in a table on the Search Results page. From this table you can select the specific items you want to order.

Two buttons are used to leave the search function and display a different page.

Shipping Information

Click on this button to view (and modify, if necessary) the Shipping Instructions page.

Review Order

Click on this button to display the Order Review page, showing the items that are currently placed on your order.

Two buttons are used to search products using keywords.

SEARCH

Click on this button to start a search using the keywords you entered. The Search Results page will display a table listing all the items in the product data base that contain your keywords in the item description. From this table you can select the specific items you want to order.

CLEAR

Click on this button to erase the key words currently entered, so you can start over again.

Product Line

This page displays a list of all the product lines in your supplier's product data base. The products in the line you select will be listed on the Search Results page. The page also displays a field labeled Search for Product Lines. You can type a word or partial word in the field and click on the Search button to shorten the list of Product Lines to just those that contain the data you entered in their name or description.

Table of Matching Items

You can view 20 lines of the table at a time. Each line of the table lists a Product Line and its Description.

A message at the top of the table indicates how many items are in the table and which lines of the table you are currently viewing.

Selecting a Product Line

Click on a Product Line to select it. The Search Results page will be displayed, listing the products in the selected Product Line.

Action Buttons

Click one of the following buttons to start a new search, display a different section of the table, view the shipping information, or review the current order:

New Search

Click on this button to return to the Search page, where you can do a new search.

Show Next 20

Click on this button to display the next 20 lines of the table of product lines. Click on the Back button in the menu to move backwards through the table.

Shipping Information

Click on this button to view (and modify, if necessary) the shipping information that will be used for this order.

Review Order

Click on this button to display the current order.

Product Family

This page displays a list of all the product families in your supplier's product data base. The products in the family you select will be listed on the Search Results page.

Table of Matching Items

You can view 20 lines of the table at a time. Each line of the table lists a Product Family and its Description.

A message at the top of the table indicates how many items are in the table and which lines of the table you are currently viewing.

Selecting a Product Family

Click on the Product Family name to select it. The Search Results page will be displayed, listing the products in the selected Product Family.

Action Buttons

Click one of the following buttons to start a new search, display a different section of the table, view the shipping information, or review the current order:

New Search

Click on this button to return to the Search page, where you can do a new search.

Show Next 20

Click on this button to display the next 20 lines of the table of product families. Click on the Back button in the menu to move backwards through the table.

Shipping Information

Click on this button to view (and modify, if necessary) the shipping information that will be used for this order.

Review Order

Click on this button to display the current order.

Search Results

This page displays a list of all the items in your supplier's product data base matching the selection button you clicked or the key words you entered on the Search page. From this list you select items to order by entering quantities next to the items. The ordered items are placed in an order file when you exit this page.

Table of Matching Items

You can view 10 lines of the table at a time. Each line of the table represents a matching item and displays the Item Description, Availability, List Price and Your Price (determined by the information stored in your supplier's Eclipse system), and a field labeled More Info. If additional information about the item is available, click on the highlighted word in that field.

A message at the top of the table indicates how many items are in the table, which lines of the table you are currently viewing, and how many items are currently on order.

Ordering an Item

To order an item, enter a quantity in the Qty field for that item. The item will be added to the order when you exit this page.

Action Buttons

Click one of the following buttons to start a new search, display a different section of the table, view the shipping information, review the current order, or erase all the items currently ordered:

New Search

Click on this button to return to the Search page, where you can do a new search. If you have entered quantities for any items on this page, the items will be added to your order.

Show Next 10

Click on this button to display the next 10 lines of the table of items. Any quantities that have been entered will be saved. Click on the Back button in the menu to move backwards through the table.

Shipping Information

Click on this button to view (and modify, if necessary) the shipping information that will be used for this order.

Review Order

Click on this button to display the current order.

Clear All Quantities

Click on this button to erase all items on the order and return to the Search page.

Shipping Information

This page displays the default shipping information for your ID. You can modify or add to the information on this page.

To proceed after viewing or modifying this page, click on one of the following buttons:

Action Buttons

New Search

Click on this button to return to the Search page, where you can enter selection criteria for a new search.

Review Order

Click on this button to display a summary of the current order.

Clear All Quantities

Click on this button to erase all items on the order and return to the Search page.

Order Review

This page displays a current copy of your order. From this page you can search for and add more items to the order or you can submit the order to your supplier's Eclipse system.

You can make changes to the quantity of any ordered item. You can delete an item from the order by changing the quantity to zero. When the page is refreshed (click the Review Order button again), any line item with a quantity of zero will be deleted.

To proceed, click on one of the following buttons:

Action Buttons

New Search

Click on this button to return to the Search page, where you can search for and select more items to add to your order.

Shipping Information

Click on this button to view (and modify, if necessary) the shipping information that will be used for this order.

Review Order

Click on this button to refresh this page. If you changed any quantities to zero, those line items will be deleted from the order.

Clear All Quantities

Click on this button to erase all items on the order and return to the Search page.

Submit Order

Click on this button to submit your completed order to your supplier's Eclipse system.

Submitted Order

This page appears when you submit your order to your supplier's Eclipse system. This page displays the Eclipse Order Number assigned to your submitted order and a copy of the order. If you want a printed copy of this order for your records, you must print this page now. After you exit this page there is no way to re-display or print it.

Print the Order

Before leaving this page, you should record the order number and print a copy of the order for your records. To print the order, click on File in the menu bar and select the Print... option.

Note: After leaving this screen, you will not be able to retrieve a copy of or print this order from the web site.

Actions

You can start a new order or exit Web Order Entry by clicking one of the following underscored actions:

Start New Order

Click this action to begin creating another order. The Web Order Entry - Search Page is displayed.

Exit to Homepage

Click this action to exit the Web Order Entry application.