

How To:

Browse/Search for Products
Add Items to Cart
Place an Order

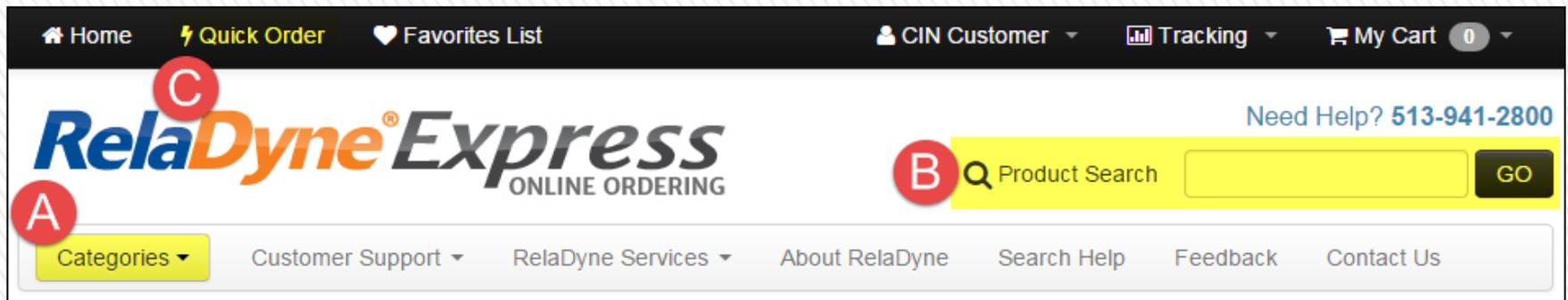
Before beginning this tutorial,
make sure you are logged in to RelaDyne *Express*.

Refer to the “How To Login” Tutorial at www.reladyne.com/order-online for a step-by-step guide.



1. Search for Products

- » There are many ways to easily search for products:
 - A. Browse for a product by *category* by clicking the “Categories” button
 - B. Search for a product using the “Product Search” feature
 - C. Click “Quick Order” to start building your list based on the SKU.



- » When searching for a product, you can search by
 - > SKU
 - > Manufacturer Number
 - > Product Name
 - > Product Description

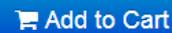


2. Add Items to Cart

» Once you have found your product within Search Results, you can:

> Click on the **Item Name** to view more details about the product

+ From this window, you can edit the quantity and



DMX SB 10W30 12/Q CS

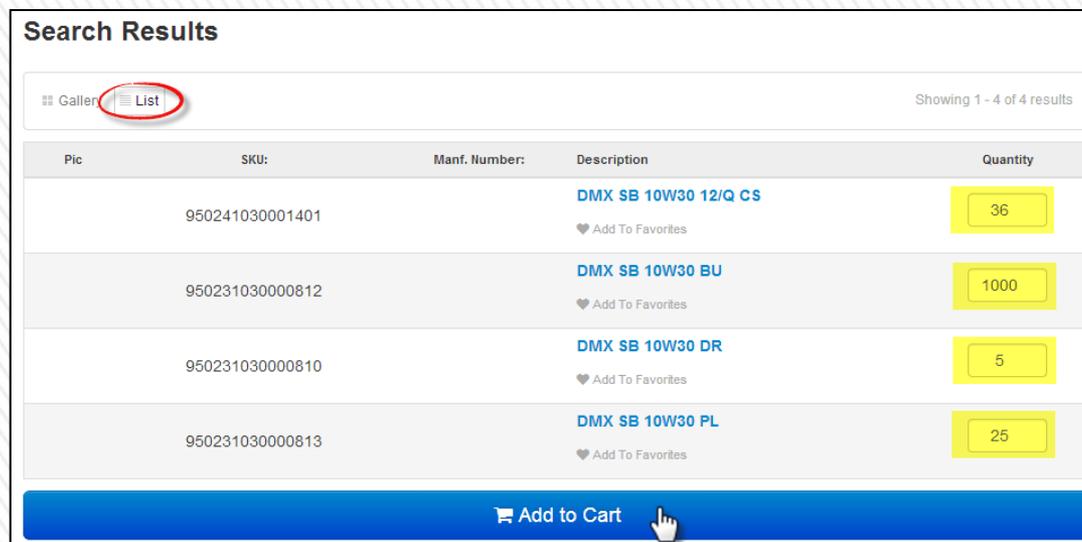
SKU: 950241030001401

[Options](#)



> Click on the “List” View within the Search Results window

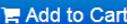
+ Doing so will allow you to edit the quantity and add the product directly to your cart.



Search Results

Showing 1 - 4 of 4 results

Pic	SKU:	Manf. Number:	Description	Quantity
	950241030001401		DMX SB 10W30 12/Q CS Add To Favorites	36
	950231030000812		DMX SB 10W30 BU Add To Favorites	1000
	950231030000810		DMX SB 10W30 DR Add To Favorites	5
	950231030000813		DMX SB 10W30 PL Add To Favorites	25



» After entering your quantities, click “Add to Cart”



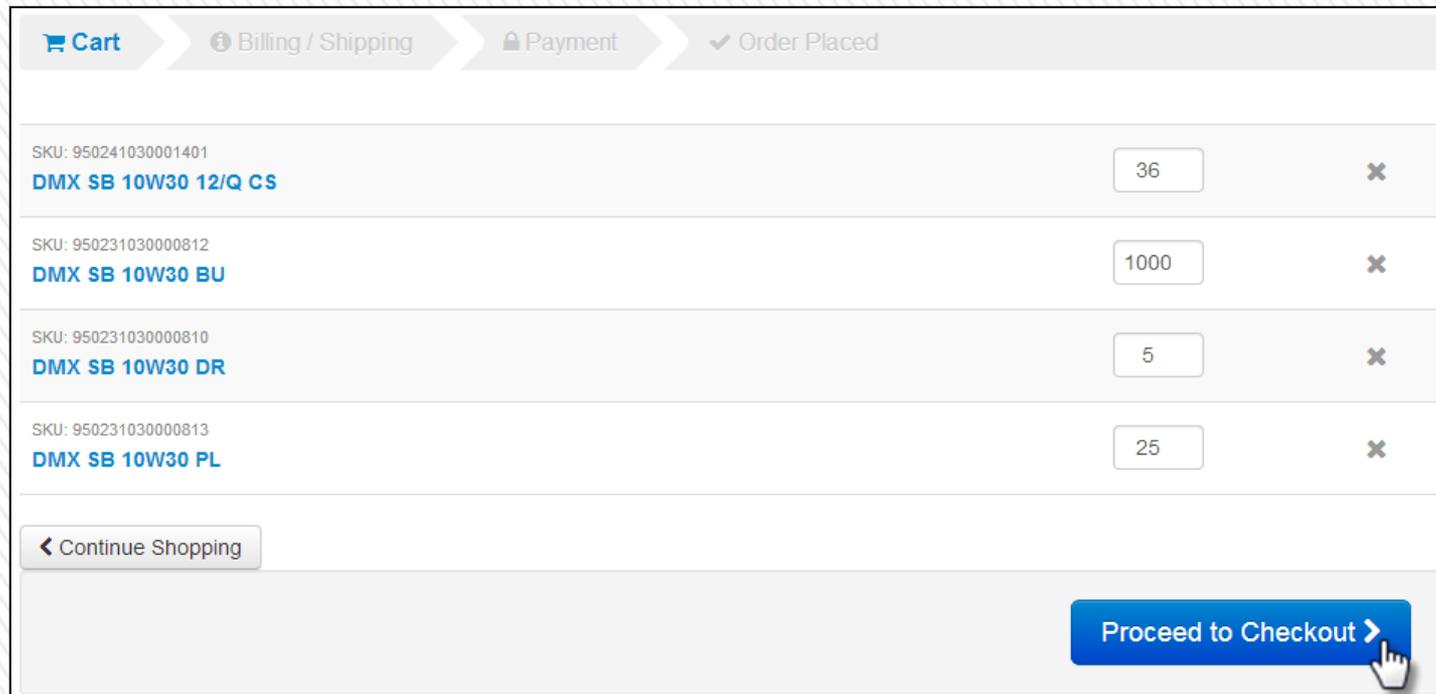
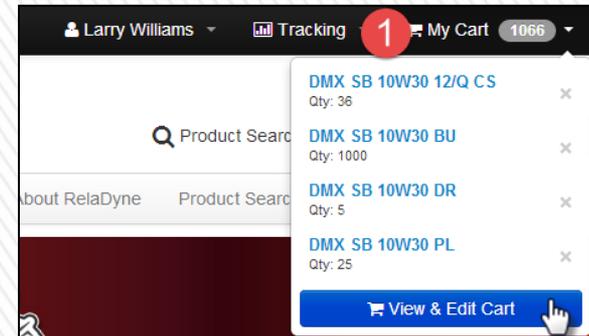
3. Place an Order

» View & Edit Your Cart

> When you are ready to checkout, Click “My Cart” at the top right of your screen, then click “View & Edit Cart”

> Review the items in your cart for accuracy

> Click [Proceed to Checkout >](#)



3. Place an Order

» Billing/Shipping

- > Your **Order Contact** information will be prefilled based on your Account Settings.
- > The **Bill to Account** information will be prefilled based on the account settings within RelaDyne's Accounting System. You will not be able to change this information.
 - + *If you need to make any changes to this information, contact your RelaDyne Sales Rep or Accounts Payable. [CLICK HERE](#) for a contact list of RelaDyne locations.*

- > Choose a **Shipping** location from the drop-down Address Book, or create a new one by filling out the required fields.
 - + *Hint: Check the list of ship-to's before creating one. It may already be there for you!*
 - + *Be sure to include all required information if adding a new shipping address.*

> Click

Save and Proceed

Shipping
Where should we ship your order?

Your Address Book 
Select from a saved shipping address, or create a new one by filling out the fields below.

Address Title (optional)
Give this address a title, so it's easy to locate next time.

Shipping Contact

Phone (optional)

Email (optional)

Shipping Address

Attention

Company Name

Street Address

Address 2 (optional)
Apartment, Suite, Building, Floor, etc.

Country ▼

City

State/Province ▼

ZIP/Postal Code



3. Place an Order

» Payment

- > Review your items and quantities one last time.
- > If required, include your **PO Number**
- > Provide **Comments** about the order in the “Comments” section if needed.

> Click



[Cart](#) [Billing / Shipping](#) [Payment](#) [Order Placed](#)

Order Line Items

Description	QTY
SKU: 950241030001401 DMX SB 10W30 12/Q CS	36
SKU: 950231030000812 DMX SB 10W30 BU	1000
SKU: 950231030000810 DMX SB 10W30 DR	5
SKU: 950231030000813 DMX SB 10W30 PL	25

All transactions are secure.

NOTE: Applicable fees and taxes will appear on your invoice.

PO Number Required

Comments

Example: requested ship date, special delivery instructions, etc.

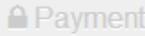
250 characters remaining



3. Place an Order

» Success!

> On this page, you can **print your order** by clicking 

 Cart  Billing / Shipping  Payment  **Order Placed**

 **Your order has been placed successfully**
We're sending an email receipt to you now.

Order #100067 placed on 8/20/2014 7:36:03 PM 

Order Details	
Payment Method	Bill Me
Purchase Order #	TEST2

Comments

No comments for this order.

Refer to the "Sales Orders and Invoices" Tutorial at www.reladyne.com/order-online for a step-by-step guide in accessing existing Sales Orders and Invoice Histories. 