

**Beckwith Electric's
WebStore**

CUSTOMER QUICKGUIDE

ISSUED: MAY 18, 2005
REVISION 4

The Beckwith eCommerce Site

This site has two main functions:

- An information function allowing Beckwith employees, sales reps and existing customers to view their purchasing and sales history. Customers can check RMA status and view any current shipments along with the carrier used and tracking numbers.
- The on-line store features our base products. We have some links to interactive worksheets that will allow you to enter configuration options and we will continue to add more. From this information, we will be able to configure a unit and work with you to ensure correctness.

In addition, when you view past purchasing history, you will be given the opportunity to click on any order and reorder the same unit, same or different quantity, if the unit is available on the web store.

The following pages give specific information for logging onto and navigating the site. It may be easier for you to print them out for reference.

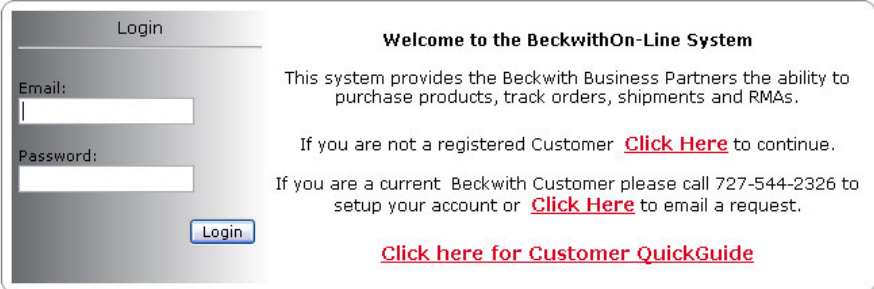
Logging in to the Beckwith Electric Co., Inc. eCommerce website:


The address of our webstore is:

<http://www.beckwithelectric.com/ebeckwith>

Once you're on this site, it's a good idea to add it to your favorites and put in the title that it's Beckwith Webstore – so you can easily log onto the site.

The logon screen will look something like this:



BECKWITH ELECTRIC  **CO. INC.**

Login

Email:

Password:

Welcome to the BeckwithOn-Line System

This system provides the Beckwith Business Partners the ability to purchase products, track orders, shipments and RMAs.

If you are not a registered Customer [Click Here](#) to continue.

If you are a current Beckwith Customer please call 727-544-2326 to setup your account or [Click Here](#) to email a request.

[Click here for Customer QuickGuide](#)

There are two functions on this site. One is for information and the other is for purchasing Beckwith products.

If you are unable to log onto this site, please call Beckwith Electric Co., Inc. at 727-544-2326 for assistance.

If you are a customer and have obtained a logon, you can enter your ID (email address) and password and you will have access to your company's information.

If you enter the website as "non-registered" customer, you will see only the webstore.

After you log on, the next page you see will be a category page:




Store | Logoff


Categories Products View Cart Check Out

Product Search


Part Number go Description go




Autodaptive Controls




Wireless Products




Protective Relays



Excitation Products



Transformer & Regulator Controls



Beckwith Systems Engineering

You can select a tab for a particular function or you can click on any one of the category pictures to access a particular type of product.

You can always return to a previous screen by clicking the back arrow or by clicking on any of the tabs.

Store | Logoff

Categories **Products** View Cart Check Out

Product Search

Part Number go Description go

RMA | Store | RMA | Store | Order Tracking | Order Tracking | User Management | Logoff

Parts Entry **Categories** Products View Cart Check Out

Product Search

Part Number go Description go

RMA | Store | RMA | Store | Order Tracking | Order Tracking | User Management | Logoff

Select Order | Order Lines | Shipments | Invoices

Purchase Order

Part Number

Sales Order

Invoice No

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

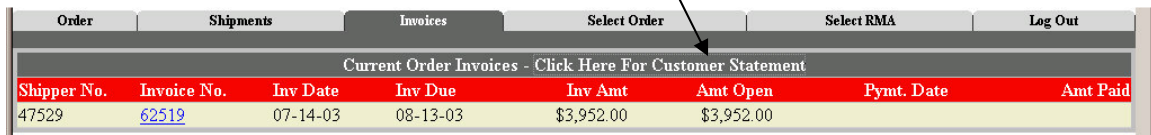
Sales Order	Purchase Order	Date
39021	159123	11-10-04
36512	143391	02-19-04
36491	143551	02-17-04
36448	MASTERCARD	02-12-04
36336	142532	02-02-04
32578	125338MF	10-10-02
30730	121490MF	02-21-02
26076	111539MB	08-16-00
25673	110782MB	06-27-00
17682	97-04494-GRP	09-15-97
14380	96-04086-GRP	07-09-96
13972	8FA-ADVISORY	05-24-96
12915	96-01731-G-JR	02-12-96
11559	95-04677-G-MF	09-06-95
10367	95-02646-G-RP	04-20-95

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If you are logging in with a password, you will see a listing of your company's order history along with the purchase order numbers and the dates of these orders. You can change the sort from ascending to descending by clicking on the column heading over the Sales Order Number or the purchase order number.

You can look at the detail for any order by clicking on either the order number or the purchase order number.

Statements: When you are on the “Invoices” page, you will see a place where you can click to look at a statement of your account.



Order	Shipments	Invoices	Select Order	Select RMA	Log Out		
Current Order Invoices - Click Here For Customer Statement							
Shipper No.	Invoice No.	Inv Date	Inv Due	Inv Amt	Amt Open	Pymt. Date	Amt Paid
47529	62519	07-14-03	08-13-03	\$3,952.00	\$3,952.00		

When you are finished, please click on the Log Out tab.

If you find you need more information, or any of these directions are not clear, please note your problems or concerns and we'll correct or address them. Your feedback is important to us.

Please send any comments to informationsystems@beckwithelectric.com

Thank you for your time.