



## United Electric's On-Line Store "QUICK TIPS"

### *Look up open bids/open orders*

Click on "my account", "open bids/open orders". This will bring up all open bids and orders within the default date range shown at the top of the page. This date range can be adjusted by the user. From this screen you can also search by job name/number or PO number by using the search box at the bottom of the page. The system will only bring up an exact match, so sometimes less is more. Ex: "Lan" instead of "Lancaster", or 1386 for PO# 13865-321.

### *Look up orders that have shipped*

Click on "my account", "order history". This will bring up all shipped orders within the default date range shown at the top of the page. This date range can be adjusted by the user. From this screen you can also search by PO number using the search box at the bottom of the page. The search will look at all shipped orders, not just with the date range set at the top of the page.

### *Find an individual product*

At any screen, you can use the main search box at the top of the page to look for products. Type in either a part number or a description and click on the "go" button beside the search box. This will bring up any products that contain those part numbers or descriptions. The system looks for an exact match, so once again, using just part of the description or part number usually works best. Ex: key in qo120 if you are looking for a SQD QO120 20 amp circuit breaker. After bringing up a list of items, you can refine your search by using the additional search box that will be located just above the list of items. This search box will use whatever you put in it, to just search the list of items that has already been brought up.

### *Bring up a list of items purchased*

From any screen, click on the "reorder pad" button located just to the right of the main search box. This will bring up a list of items that your company has purchased from United Electric in the last year. You can then use the "narrow your results" search box to just look in this list.

### *Change your password*

Click on "my account", "edit users". Scroll down the page to the password box, change your password, and then click "submit". Eclipse may require you to fill out other sections of this page. If so, follow the on screen instructions, and then click "submit".

### *Bring up a specific order using your PO # or our order number*

If order has shipped: Go to "my account", "order history". Scroll down to the bottom of page and enter your PO# in the search box and click "go". If the order has not shipped: Go to "my account", "open orders". Scroll down to the bottom of page and enter your PO# in the search box and click "go".

### *Place an order using WOE*

Once you find the item you want, use your mouse to click the "select item" box beside the item and the quantity needed.

Once you view your cart, you must use STANDARD CHECKOUT and change the order status from BID to one of the other statuses.

### *Can I view any orders placed?*

When looking at open orders or order history, you will see all items ordered with United, not just the ones placed via the web.