Sensors Worldwide **BALLUFF**

Partner Extranet
Manual

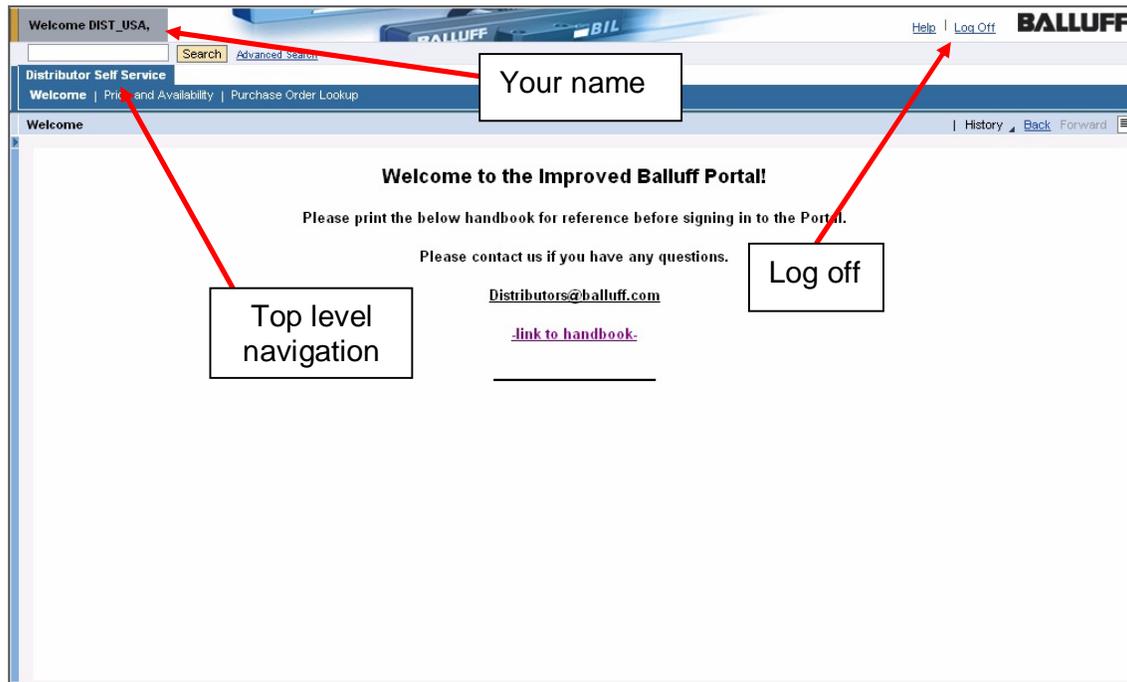(Release 2.0)

Index

Using the portal
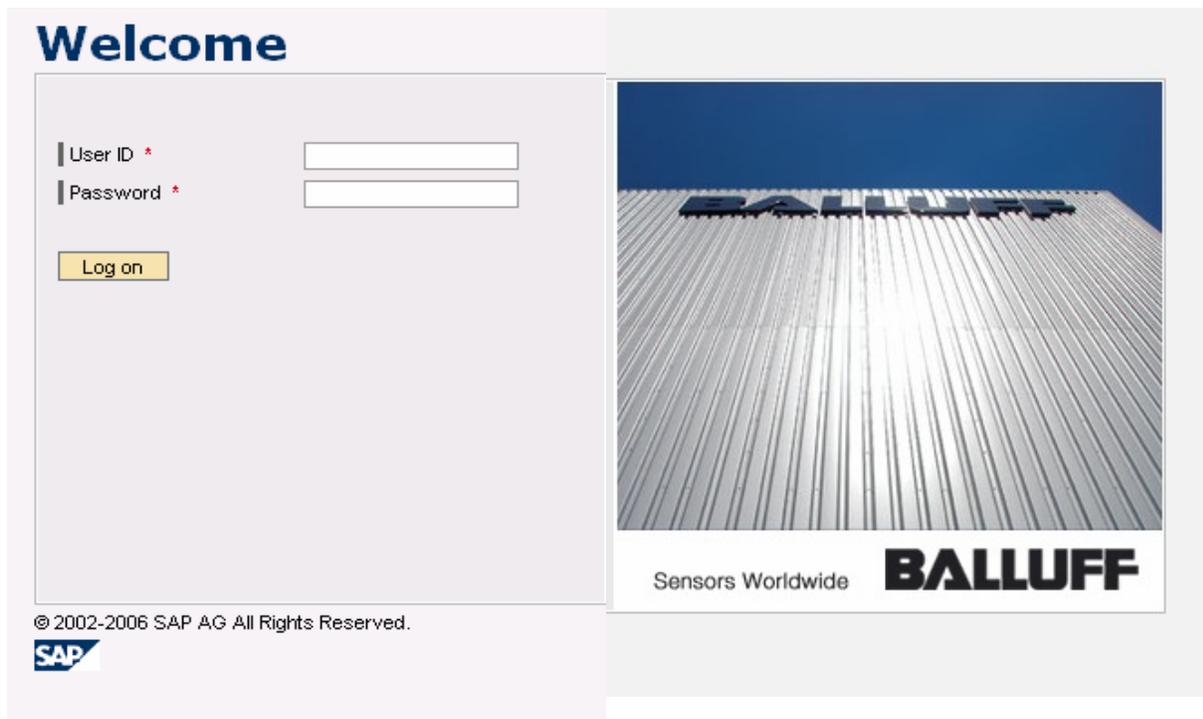
Log on

A username and password must be used to log on to the portal.
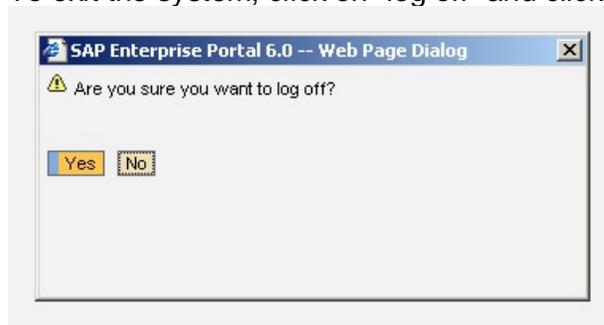
Main screen

This is the entry screen after you have logged on successfully to the portal.
In the upper left corner you should see your name.

Log Off

To exit the system, click on "log off" and click "Yes" in the pop-up.

This is necessary to make sure all sessions are closed and you are signed off properly from the system.

If the pop-up does not appear you probably have a pop-up-blocker activated that prevents the system from opening this window. Please ask your system administrator for help. This is a problem that can **NOT** be solved by Balluff.

Welcome

Distributor Self Service
Welcome | Price and Availability | Purchase Order Lookup

Welcome

Welcome to the Improved Balluff Portal!

Please print the below handbook for reference before signing in to the Portal.

Please contact us if you have any questions.

Distributors@balluff.com

-link to handbook-

In this screen you can find current information regarding distribution at Balluff.

Price and availability

In this application you have direct access to the warehouse information system and the pricing module. All data is real time and is exactly the same as what your Balluff customer service representative sees. The application consists of 4 modules:

Product selection

The first step is to select the product you are looking for.

Search by Balluff part # (ex. BES 516-325-G-E5-Y-S 4)

You can type in the part # like it appears in the catalog – all special characters (- _ . /) can be replaced by a blank. The system automatically reformats the string according to the requirements.

Example
Entry   Search

Part #
BES 516 325 G
à
Part #
*BES*516*325*G*

Part #
BES 516-325-G
à
Part #
*BES*516*325*G*

The next information you will need to provide is the date when you would like your delivery. The field is pre-filled with today's date which means immediate delivery.

You can either enter a different date or use the calendar to select a date.
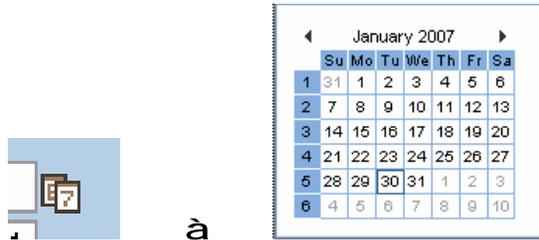
The last field contains the required quantity of the product you are looking for. It is prefilled with "1" – please adjust the quantity according to your needs

After you have filled in all required fields, click on "Submit" to start your request.

The result of your search is displayed in the "Material List"

		Part # (Warning)	Current Balluff Inc. Stock	Current Balluff GmbH Stock
	☐ Caution	BES 516-325-G-E4-Y-03	89 PC	
	☐	BES 516-325-G-E4-Y-05	137 PC	
	☐	BES 516-325-G-E4-Y-PU-05	5 PC	
	☐	BES 516-325-G-E4-Y-S 4-00,5	77 PC	
	☐	BES 516-325-G-E5-Y-S 4	1,389 PC	
	☐	BES 516-325-G-E5-Y-S 49	110 PC	
	☐	BES 516-325-G-S 4-C	1,360 PC	
	☐	BES 516-325-G-S 4-L	418 PC	
	☐	BES 516-325-SA96-G-S4-C	26 PC	

Row 1 of 9 (Scroll)

Warning: "Caution" shows you that in order to get this material you need help from customer service. Please call 1-800–543–8390

Stock: Shows you the actual available quantity

This screen does **NOT RESERVE** parts for you. Only your order will secure you the desired quantity. Because the data is generated in real time there is **NO GUARANTEE** that the parts will still be available if you place your order at a later time or date.

To get to the availability and pricing information click on the desired product.

You can always use the **back** button on the portal screen to select a different product from your search results, do not use the toolbar back button.

Availability

According to the date when you would like to obtain the products and the quantity you entered, there are two possible results:

1. The quantity of your requested product is in stock and the shipment will leave Balluff within the normal shipping times.

Availibility			
⇕ Req. Date	⇕ Shipping Date	⇕ Shipped Quantity	⇕ Plant
01/30/2007	01/30/2007	1 PC	Balluff Inc.

Row 1 of 1

2. The quantity of your requested product is **NOT** in. The system will show you the estimated date for delivery. Please reassure with your customer service representative whether there are options to get this product earlier.

Availibility			
⇕ Req. Date	⇕ Shipping Date	⇕ Shipped Quantity	⇕ Plant
01/30/2007	01/30/2007		Balluff Inc.
01/30/2007	01/31/2007	1 PC	Balluff Inc.

Row 1 of 2

The next screen will show you your valid price for the requested product:

Pricing

Pricing							
⇕ Line Item #	⇕ Part #	⇕ Quantity	⇕ Customer	⇕ Caution Note	⇕ Net Price	⇕ List Price	⇕ Purchase Order #
	BES 516-325-G-E4-Y-03	1 PC			49.70 USD	71.00 USD	

Row 1 of 1

If there are no special price quotations for this product you will see only your net price and the valid list price.

Quotations

In several cases you might have a special price quotation for some products referring to one of your customers.

Pricing								
⇕ Line Item #	⇕ Article #	⇕ Part #	⇕ Quantity	⇕ Customer	⇕ Caution Note	⇕ Net Price	⇕ List Price	⇕ Purchase Order #
	120505	BES M18MG1-PSC12B-S04G	1 PC			75.02 USD	121.00 USD	
70	120505	BES M18MG1-PSC12B-S04G	60 PC	Abc xyz		60.00 USD		27212932

Line item #

customer

net price

list price

Sales order #

Sales order: Gives you the number of the referring special price quotation where you can find the product at the shown **Line item number**

Customer: Gives you the name of the customer that is qualified for the special price.

Net price: Gives you the price you will have to pay

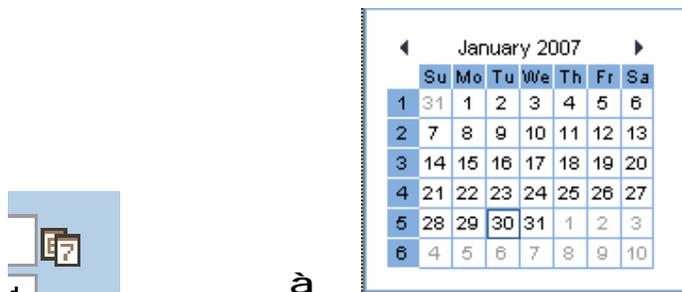**List price**: Gives you the valid list price, printed in the Balluff Price book.

Purchase Order Lookup

This application helps you to track your orders with Balluff and check which products have been shipped.

Input form

Input Form

Please select either purchase order # or sales order #

Purchase Order #   Sales Order #   SO #

Docum ent Date [   ] to [   ]   time period

PO #   Submit

You can search either by YOUR **PO#** (purchase order number) or by entering the number of the referring Balluff **SO#** (sales order number).

If you do not know the sales order number or the purchase order number you can also search over a certain **time period**, by entering the time frame when you placed your order. You can either enter date or use the calendar to select a date.

◀	January 2007				▶

	Su	Mo	Tu	We	Th	Fr	Sa
1	31	1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31	1	2	3
6	4	5	6	7	8	9	10

à

The following screenshot shows you the result of a search by time. If you enter a PO# or a SO# you will only see this specific order.

An order can have the status "Completed", "Being processed" or "Open".
The last column shows you the "ship to"

	Order Type	Order Date	Req. Delivery Date	Status	Sales Order #	Purchase Order #	Ship to
	Standard Order	02/02/2007	02/01/2007	Completed	27278576	1184211-00	SUNSOURCE
	Standard Order	02/02/2007	02/01/2007	Open	27278575	1184208-00	Xyz
	Standard Order	02/02/2007	02/01/2007	Being processed	27278574	1184212-00	Abc
	Standard Order	02/02/2007	02/01/2007	Completed	27278573	1184218-00	….
	Standard Order	02/02/2007	02/01/2007	Completed	27278565	1184174-00	
	Standard Order	02/02/2007	02/01/2007	Completed	27278564	1183989-00	
	Standard Order	02/02/2007	02/01/2007	Completed	27278563	1184178-00	
	Standard Order	02/02/2007	01/30/2007	Completed	27278507	1182701-00	
	Standard Order	02/02/2007	01/30/2007	Completed	27278493	1182935-00	
	Standard Order	02/02/2007	01/30/2007	Completed	27278492	1182722-00	

Row 69 of 79

If you select an order you can check the delivery by line item.

You can always use the [back] button on the portal screen to select a different order from your search results, do not use the toolbar back button.

Order Status

This table shows you the delivery status of our order by line item.
"Fully delivered" means, this item has been shipped completely.
"Partially delivered" means, some parts have been shipped.
"Not delivered" means, zero parts have been shipped.

Order status

	Part #	Net value	Quantity	Item #	Status
	BES 515-326-E5-T-S 4 BALLUFF INDUCTIVE	58.90 USD	1 PC	10	Fully delivered
	BES-516-114-G-S4-H BALLUFF PROX SWITCH	122.76 USD	2 PC	20	Not delivered
	C04BSL00VY100M BALLUFF CONNECTOR CABLE	54.56 USD	2 PC	30	Not delivered

Row 1 of 3

If you click on a "Not delivered" order you get the expected delivery date.

Delivery list

	Status	Delivery Date	Delivery Quantity	Delivery #	Item #	Plant
	Scheduled	02/14/2007	2 PC			Balluff Inc.

Row 1 of 1

If you click on a "Fully delivered" order you get the information about the shipping date and the tracking information.

Delivery list

	Status	Delivery Date	Delivery Quantity	Delivery #	Item #	Plant
	Completed	02/02/2007	1 PC	65851116	10	Balluff Inc.

Row 1 of 1

Parcel Service	Parcel ID	
UPS	12345678910111	tracking

Row 1 of 1

If you click on the tracking link you are transferred to the carrier tracking page.

External links may be provided for your convenience, but they are beyond the control of Balluff and no representation is made as to their content. Use or reliance on any external links and the content thereon provided is at your own risk. When visiting external links you must refer to that external websites terms and conditions of use.