



DESOUTTER 4.0

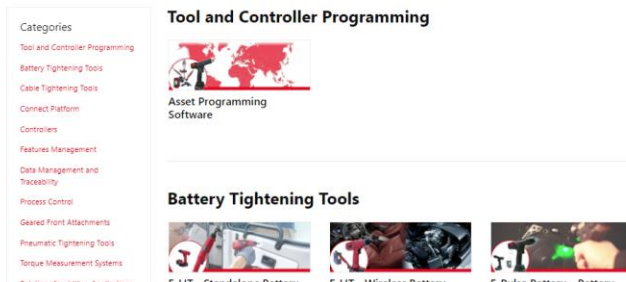
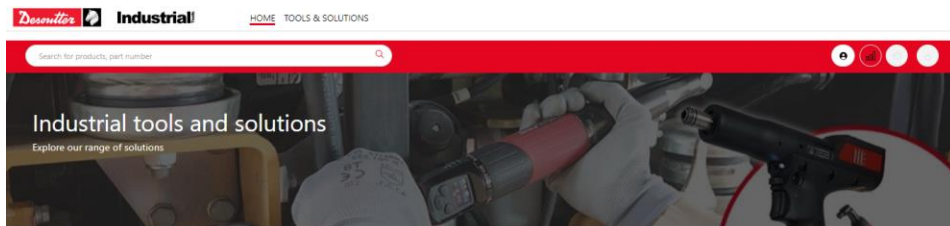
Accelerate your transformation

Desoutter Webshop User Guide

February 2022

Table of Contents

Webshop



- [Log In - Access the site / View My Profile](#)
- [Search for a Product](#)
 - [Desouttertools.com webshop site](#)
 - [WebShop – Product Search by Model/Number](#)
- [Check Price and Availability](#)
- Add Items to Your Cart
 - [Via Product Lookup](#)
 - [Via Quick Order](#)
- [Checkout](#)
 - [Shipping Address, Options and Notes](#)
 - [Payment](#)
 - [Review / Edit](#)
 - [Confirmation](#)
- [Use Order Tracking](#)

How to log in

The new Desoutter Webshop can be accessed via the link below

 <https://webshop.desouttertools.com/en-us/products>

 <https://webshop.desouttertools.com/en-ca/products>

 <https://webshop.desouttertools.com/es-mx/products>

- The log in button and other icons are shown on the top right-hand corner of the main screen:

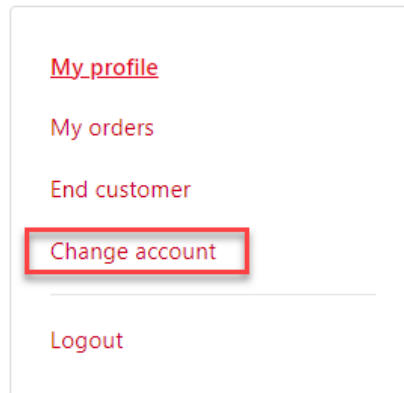


1. 1st icon is for Log In / View My Profile
2. 2nd icon allows User to compare selected products
3. 3rd icon links to Quick Order for easy ordering
4. 4th icon links to the User's order cart

1st icon – Log In / View My Profile



- Click the first icon to log into the Desoutter Tools Webshop



My profile

In My Profile, you can view your email, company information and personal information.
Please contact your customer center if you would like to update your profile.

E-mail

E-mail

your email address shown here

Company info

Company

your selected company name shown here

Personal info

Name

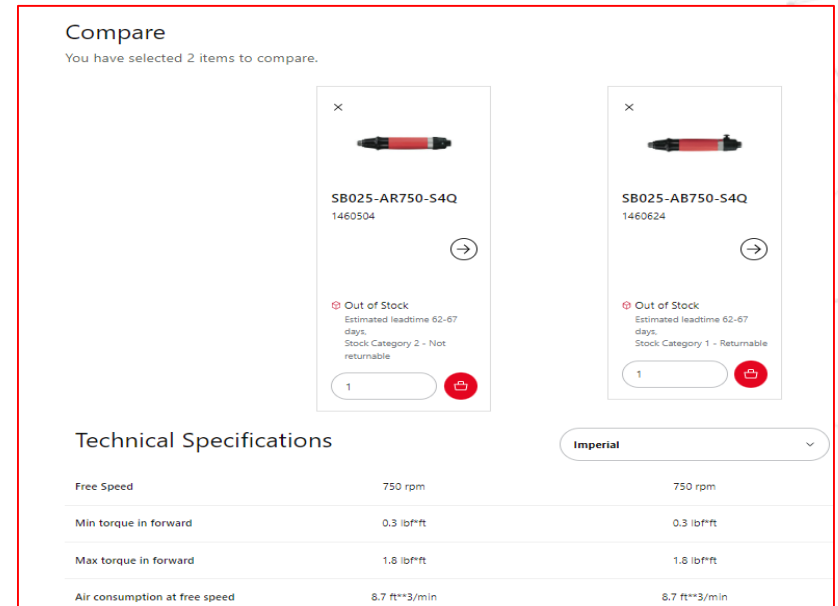
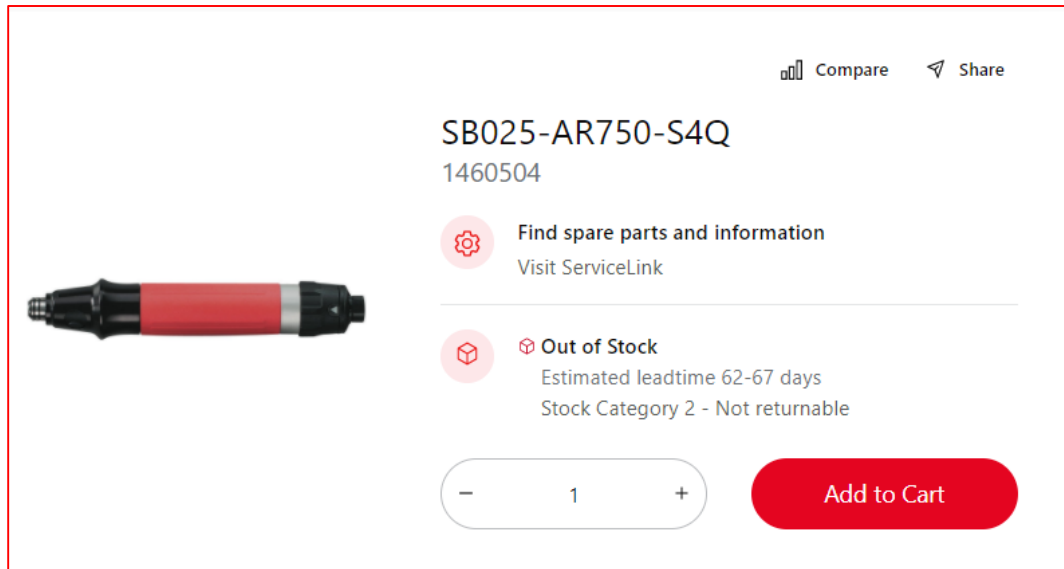
your name shown here

- After Log In, your user profile will display.
- From this screen, the user can view their current or past orders (See Order Tracking section)
- User can Change to a different Account (if multiple customer accounts are assigned to the user)

2nd icon - Compare selected products



- Click the second icon « Compare » allows the user to compare product specifications.
- Click Compare option next to the tool; the number of products to be compared will show in the icon; click the Compare icon and the selected items will display for review.



3rd icon – Quick Order for easy ordering



Quick Order

Add multiple products to the cart with part number

Part number	QTY	Your price	Stock
1 6151654450 ECS4, ECS-current controlled In-line screwdriver-1Nm to 4Nm, Hex 1/4F output	1		Out of Stock Estimated leadtime 47-52 days Stock Category 1 - Returnable
2 ECS4 ECS4, ECS-current controlled In-line screwdriver-1Nm to 4Nm, Hex 1/4F output	1		Out of Stock Estimated leadtime 47-52 days Stock Category 1 - Returnable
2152 COLLET 0.8MM 9/32X40THRD	1		In Stock 13 left Stock Category 3 - Not returnable
6159175950 CABLE SW PROGBOX BTOOL DESOUTTER	1		Low in Stock Only 4 left Stock Category 2 - Not returnable

Add another row

OR Upload a CSV file

Upload a valid CSV file to place an order

Choose a file to upload

Download a [SampleTemplate.csv](#)

Add to Cart

Clear

Total items: 4

Clear all

3

Add to Cart

- On the [Quick Order](#) screen, enter the material part number or model number in the part number field and quantity and Press Enter.
- Price and [Availability](#) for each order line will display.
- Click on [Add to Cart](#) to add the items to your cart.



- Click on the cart button to view the items in the cart before continuing to checkout.

3rd icon – Quick Order for easy ordering



- Entering items on the Quick Order screen can be done multiple ways:
 - User can enter the model number or item part number in the part number field;
 - User can copy / paste a list of part numbers and quantities from an excel sheet. If no quantity is entered, the default value will be 1.
 - Upload a list of part numbers and quantities via .csv file.
- Price and Availability will display
- Errant part numbers will display an error message 'not valid'. In this example, a trailing zero is missing.

Part number	QTY	Your price
<input type="text" value="615917595"/>	<input type="text" value="1"/>	
<div>The product ID 615917595 is not valid.</div>		



Part number	QTY	Your price
<input type="text" value="6159175950"/>	<input type="text" value="1"/>	
<div>CABLE SW PROGBOX BTOOL DESOUTTER</div>		




- If the product is out of production, the same error message of 'not valid' will appear and item cannot be ordered.

Product Availability

- Stock availability is shown in three levels:
 - **Green** = In stock
 - **Yellow** = Low quantity / below safety stock
 - **Red** = No stock available now
- Leadtime is displayed in days
- The stock category is an internal reference
- Product marked as Returnable may be returned (dependent on the specific conditions in the sales).

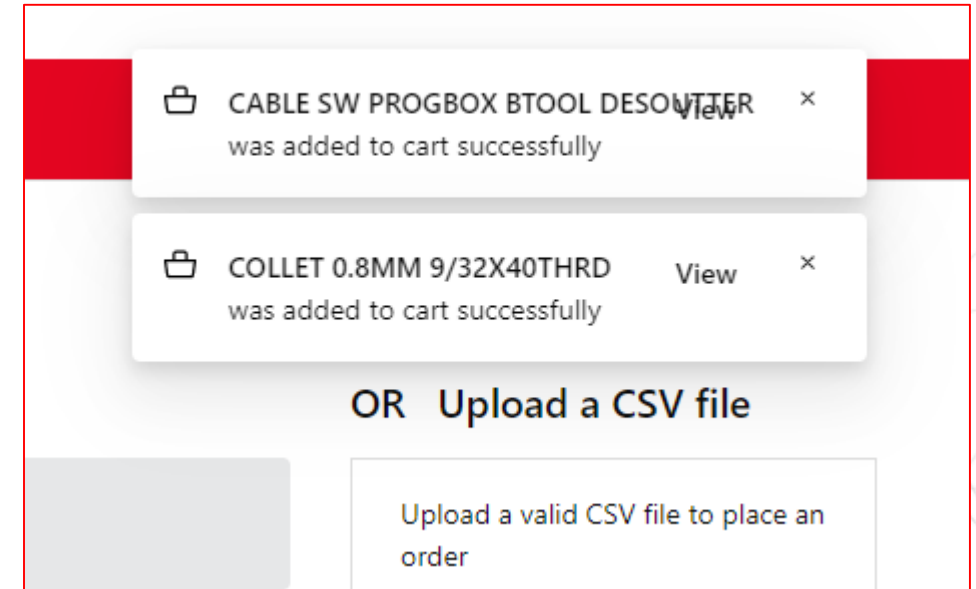
Quick Order

Add multiple products to the cart with part number

Part number	QTY	Your price	Stock
<input type="text" value="2152"/> COLLET 0.8MM 9/32X40THRD	<input type="text" value="1"/>		 In Stock 13 left Stock Category 3 - Not returnable
<input type="text" value="6159175950"/> CABLE SW PROGBOX BTOOL DESOUTTER	<input type="text" value="1"/>		 Low in Stock Only 4 left Stock Category 2 - Not returnable
<input type="text" value="6151654450"/> ECS4, ECS-current controlled In- line screwdriver-1Nm to 4Nm, Hex 1/4F output	<input type="text" value="1"/>		 Out of Stock Estimated leadtime 47-52 days Stock Category 1 - Returnable

Add to Cart

- When the Add to Cart button is clicked, a message will appear confirming each item has been added in the cart.
- After a few seconds, the message will disappear and the total quantity of items in the cart is appear in a bubble over the cart icon
- To view the items in the cart, click on the Cart icon.



4th icon - Order cart



2 items in your cart



DR750-P750-C13
1465074

item value will be shown here

- 1 +

⚠ Out of Stock

Estimated leadtime 32-37 days, Stock Category 1 - Returnable

Remove



COLLET 0.8MM 9/32X40THRD
2152

item value will be shown here

- 1 +

✅ In Stock

13 left, Stock Category 3 - Not returnable

Remove

Continue Shopping



Summary

Subtotal (2 items)

Estimated total
(Excluding VAT)

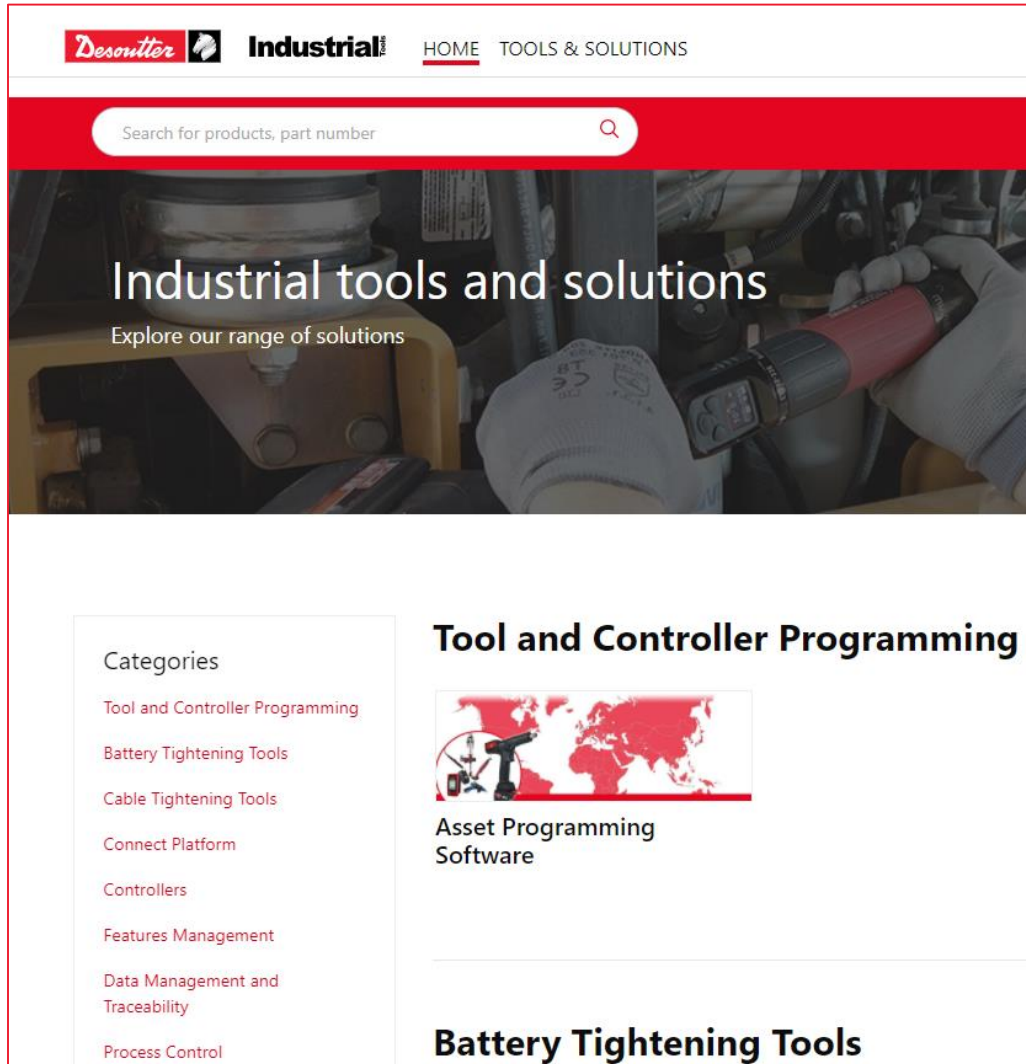
order value shown here

Checkout

Final price will be presented in the end of checkout

- After items have been added to the cart, click on the cart icon to see the items listed.
- If more items are needed, click the Continue Shopping button to return to the desouttertools.com Webshop Product Lookup.
- If quantity and value of the items in the cart are correct, click the Checkout button on the right of the screen to place your order for the items.

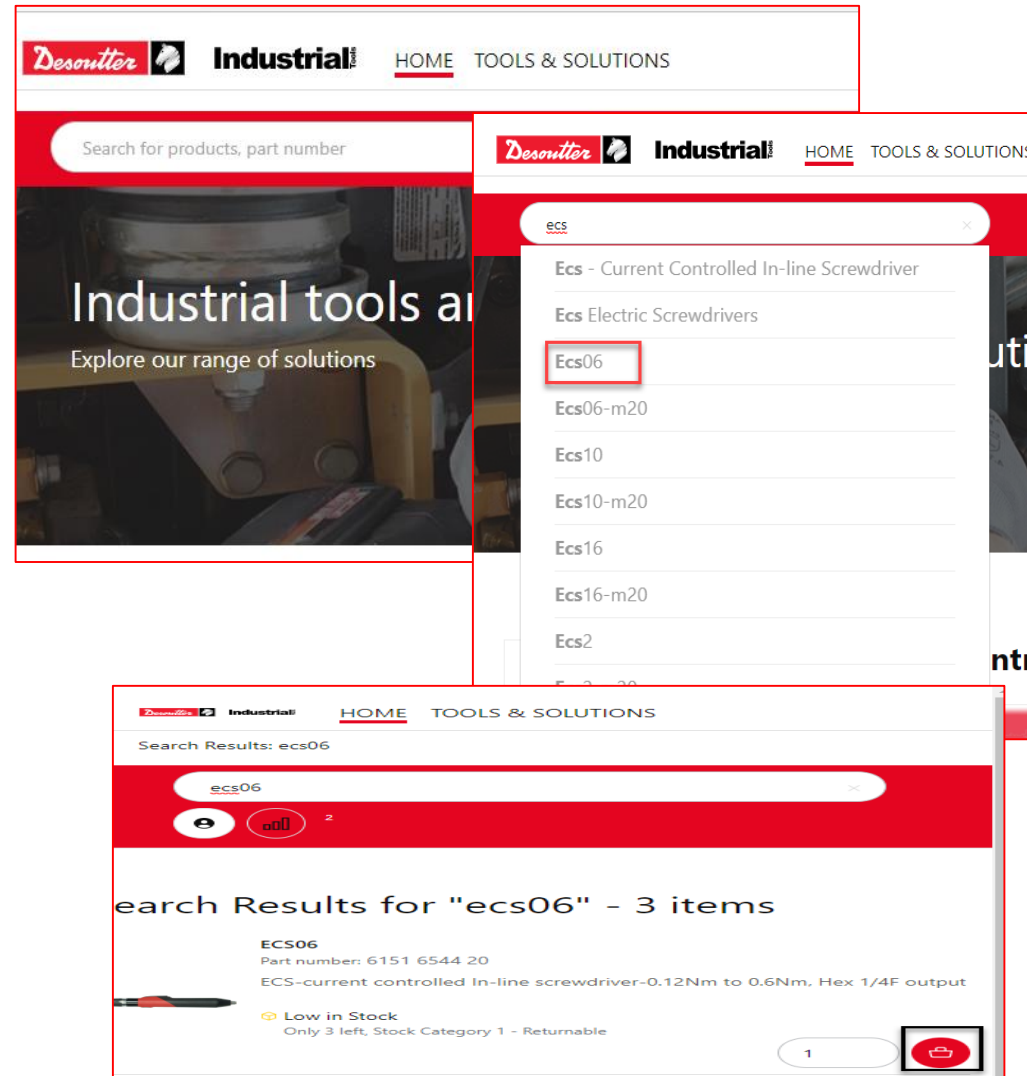
Product Search – via webshop.desouttertools.com website product page



- From the webshop.desouttertools.com website main page, users can search for product information using the Product Categories links shown.
- Click on the product category to see the products in that range.

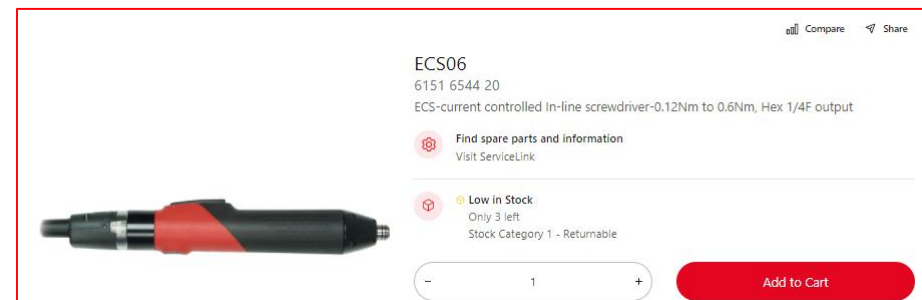
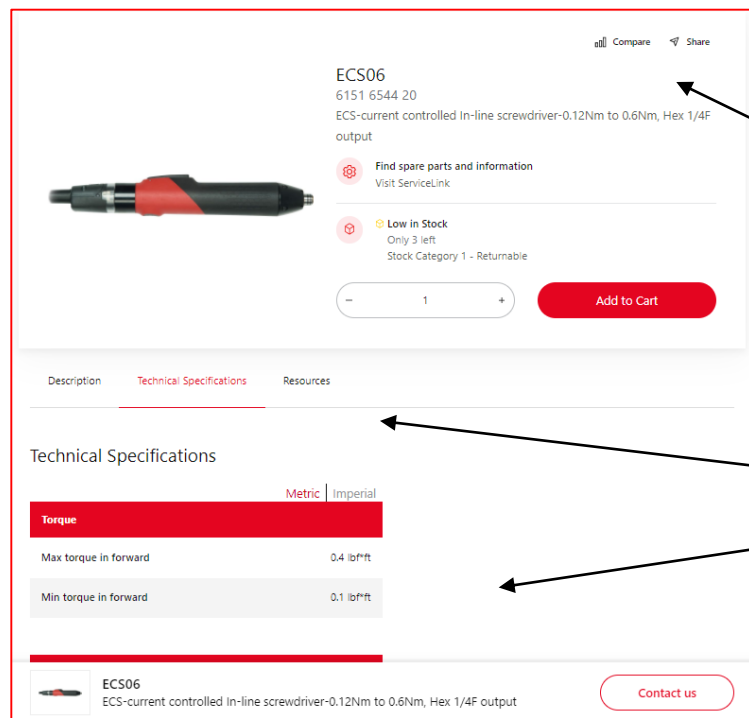
Product Search – by Model Name or Part Number

- From the desouttertools.com Webshop Products page, users can search for items using the Smart Search box.
- Type in either the part number (615xxxxxxx) or item model name (ecsXX) for a drop down selection. Then click to select.
- Click the cart button (in red) to add the item to your cart.



Product Selection

- Once displayed, an item can be added to the cart




- Additionally, product comparisons can be made by clicking the Compare button and using the Compare feature.
- If more information is needed, click on the tool. Additional product specifications and pictures will display.

Checkout

- After items and quantities have been added to the cart and reviewed.
- Click the Checkout button to continue to the ordering screens to place your order.

2 items in your cart



DR750-P750-C13
1465074

item value will be shown here

Out of Stock


Estimated leadtime 32-37 days, Stock Category 1 - Returnable

-

1

+

Remove



COLLET 0.8MM 9/32X40THRD
2152

item value will be shown here

In Stock

13 left, Stock Category 3 - Not returnable

-

1

+

Remove

Continue Shopping

Summary

Subtotal (2 items)

Estimated total
(Excluding VAT)

order value shown here

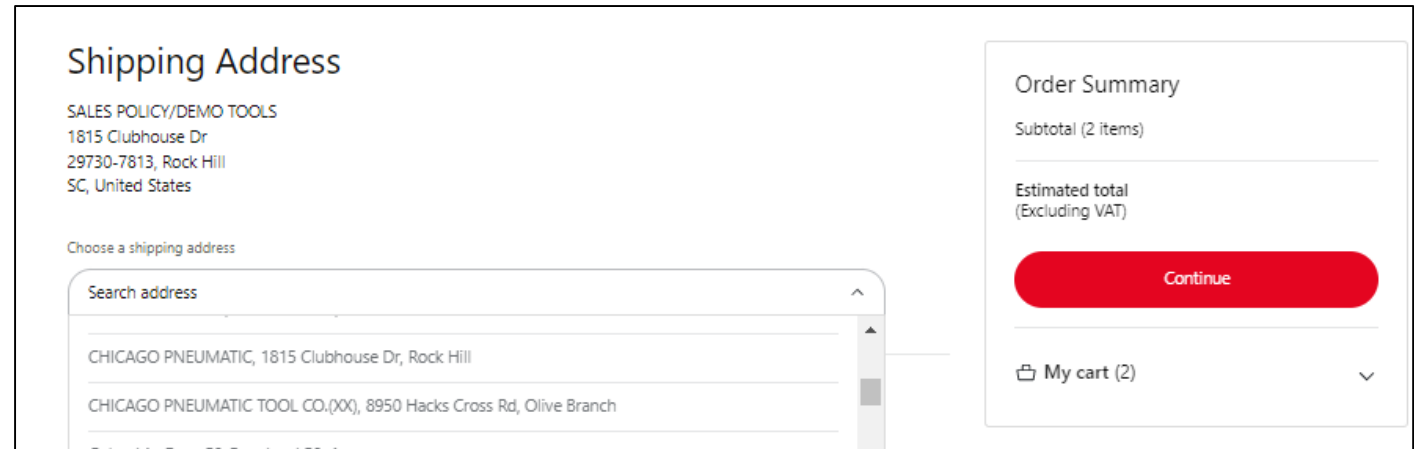
Checkout

Final price will be presented in the end of checkout

Shipping Address, Options and Notes - 1/2

- After clicking the Checkout button, the screen shown is for shipping validation.
 - In the **Shipping Address** section, review the default address shown. If needed, select a different address from the drop down section to change.
 - In the **Shipping Options** section, enter the purchase order number in the field.

Note: All orders default to Normal shipping urgency.



Shipping Address

SALES POLICY/DEMO TOOLS
1815 Clubhouse Dr
29730-7813, Rock Hill
SC, United States

Choose a shipping address

Search address

CHICAGO PNEUMATIC, 1815 Clubhouse Dr, Rock Hill

CHICAGO PNEUMATIC TOOL CO.(XX), 8950 Hacks Cross Rd, Olive Branch

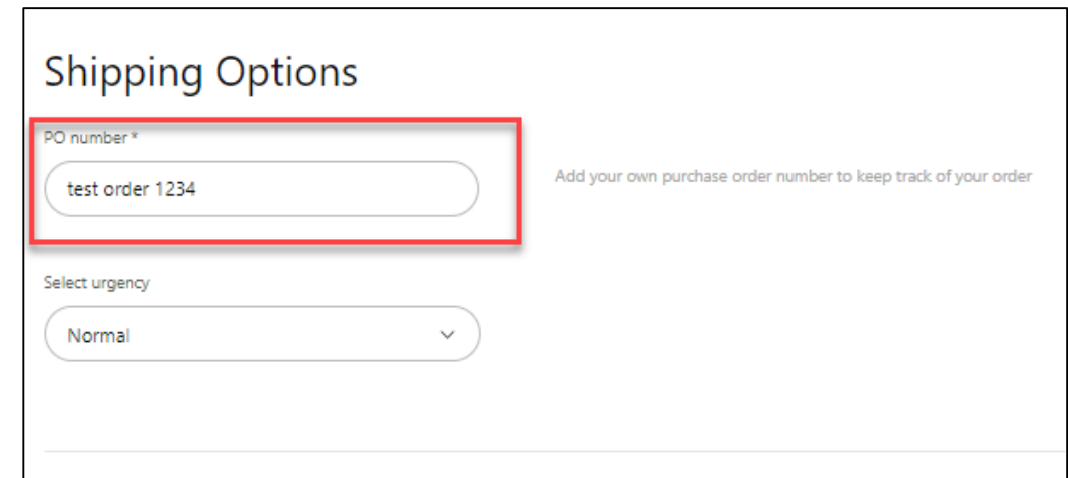
Order Summary

Subtotal (2 items)

Estimated total
(Excluding VAT)

[Continue](#)

[My cart \(2\)](#)



Shipping Options

PO number *

test order 1234

Add your own purchase order number to keep track of your order

Select urgency

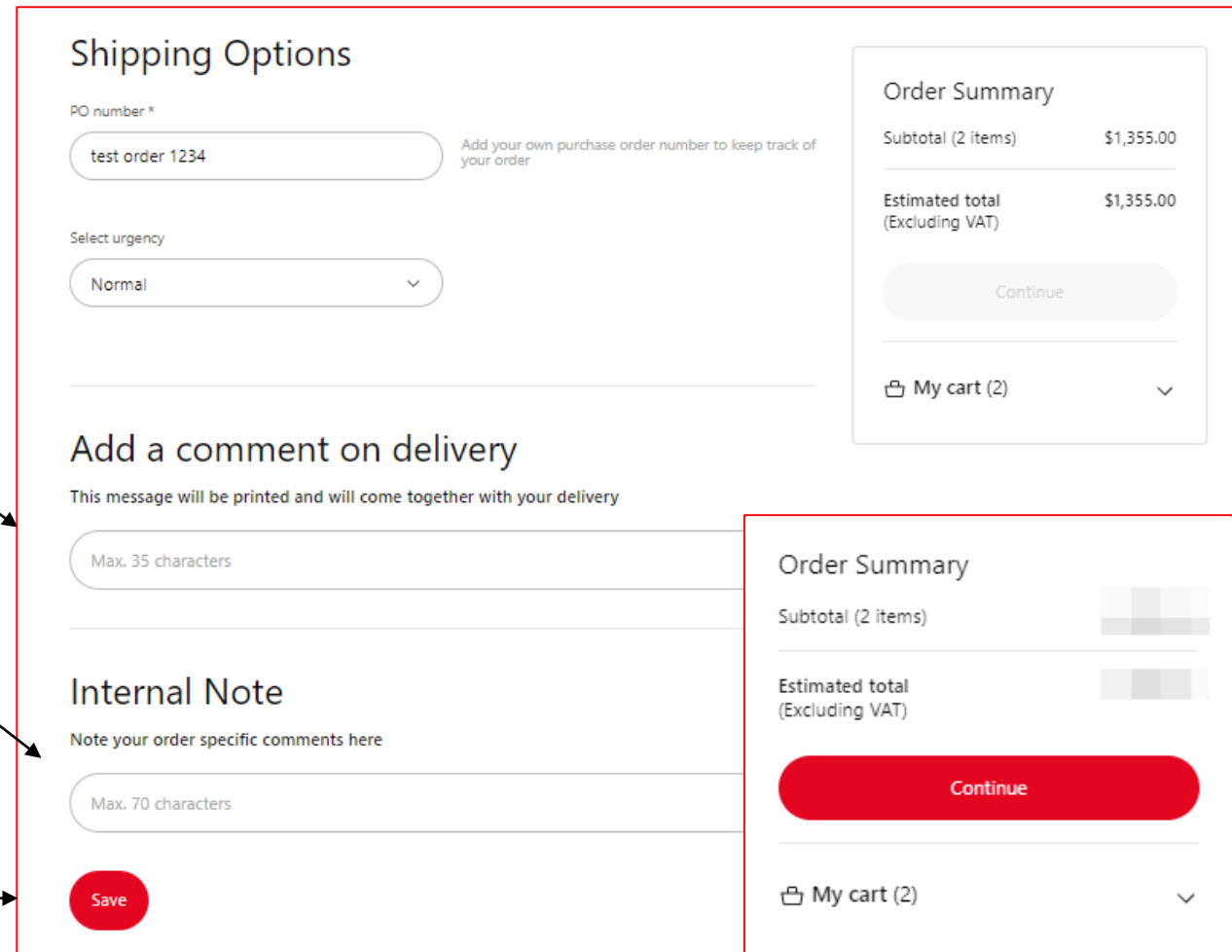
Normal

Shipping Address, Options and Notes - 2/2

After the PO is entered, there are two sections for notes:

- **Comment on Delivery** - (35-char) is used for adding special shipping instructions, end customer PO or Attn information. This information will print on the Shipping Notice.
- **Internal Note** – (70-char) is used for notes to the Customer Care Team (eg: Special Price Codes (SPCs) or order handling notes, etc).

After the necessary fields have been filled in, click the **Save** button to retain your data. The Continue option in **Order Summary** box will turn **red** to proceed to next screen.



Shipping Options

PO number *
test order 1234 Add your own purchase order number to keep track of your order

Select urgency
Normal

Add a comment on delivery
This message will be printed and will come together with your delivery
Max. 35 characters

Internal Note
Note your order specific comments here
Max. 70 characters

Save

Order Summary
Subtotal (2 items) \$1,355.00
Estimated total (Excluding VAT) \$1,355.00
Continue
My cart (2)

Order Summary
Subtotal (2 items)
Estimated total (Excluding VAT)
Continue
My cart (2)

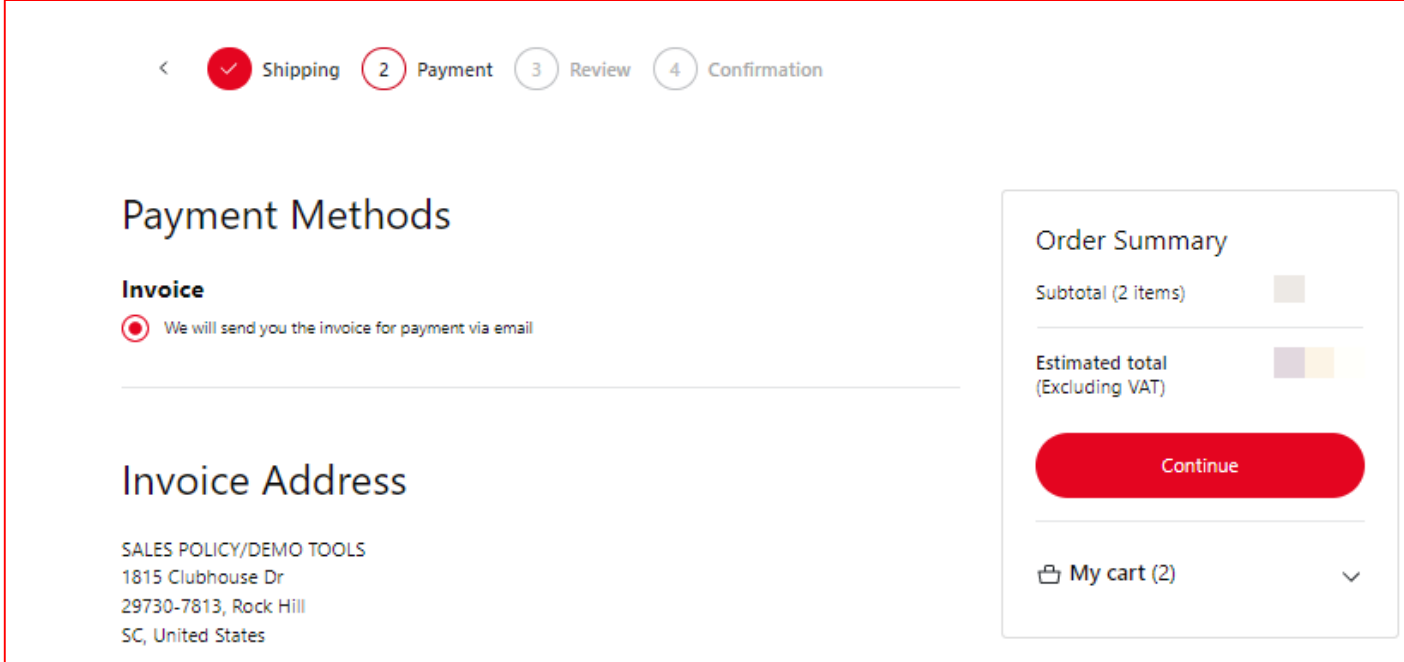
Payment

Next screen shows **Payment** section. The current section in the process is shown at the top of the screen with **red** checks indicating completion.

- **Payment Methods** – This section confirms invoice will be sent.
- **Invoice Address** – This section shows the invoice address.

Both fields are non-changeable.

Click the Continue option in **Order Summary** box to proceed to next screen.



< ☒ Shipping ☒ 2 Payment ☐ 3 Review ☐ 4 Confirmation

Payment Methods

Invoice

☒ We will send you the invoice for payment via email

Invoice Address

SALES POLICY/DEMO TOOLS
1815 Clubhouse Dr
29730-7813, Rock Hill
SC, United States

Order Summary

Subtotal (2 items)

Estimated total (Excluding VAT)

Continue

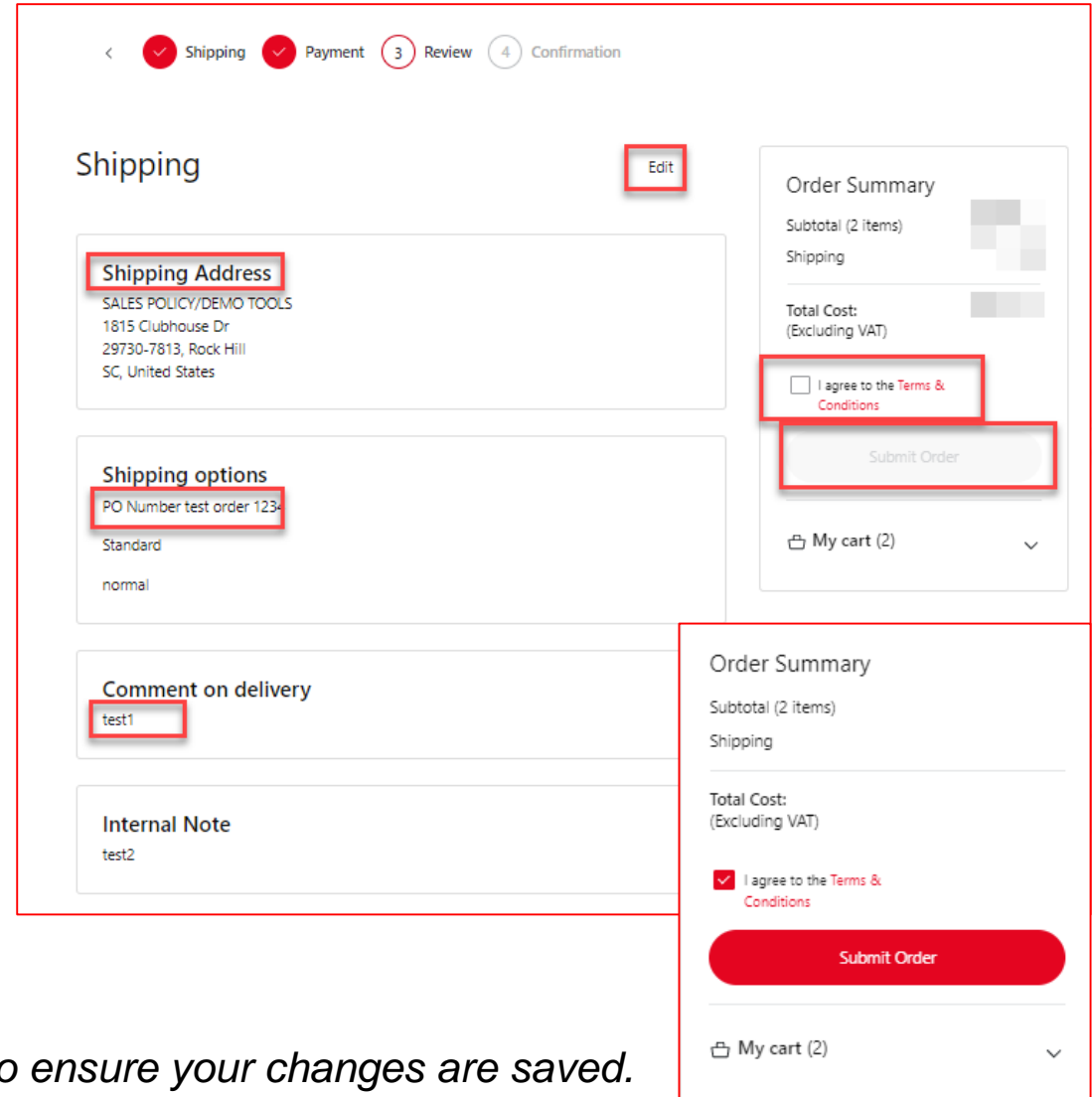
My cart (2)

Review / Edit

Next screen, **Review**, is the final screen and shows the data entered for the order (scroll down to bottom to see list of items ordered) for the user to verify before submitting the order.

- If the data is correct, tick the **Terms & Conditions** box. Click the **Submit Order** button when it turns **red** to submit.
- If the data shown is not correct, click the Edit button to go back to the **Shipping Address** section to review and change the data.
- Or click the **Cart** icon to change items and quantities, then click the **Checkout** button to proceed through the prior screens. The previously entered data should still be there.


Click the **Save** button when progressing through the screens to ensure your changes are saved.



Confirmation

- After Submit Order button is clicked, the screen will display a confirmation message indicating the order has been sent to our Customer Care Team for review and processing.
- The order will be visible in the order tracking section on Web Shop when processed. (See Order Tracking section)

[<](#) ✓ Shipping ✓ Payment ✓ Review ✓ Confirmation



Thank you for your order

Your order has been submitted. Our customer center will start processing your order immediately, we will send you the order confirmation shortly after it has been approved. You can use your own PO number test order 1234 to track this order.

Shipping

Shipping Address

SALES POLICY/DEMO TOOLS
1815 Clubhouse Dr
29730-7813, Rock Hill
SC, United States

Shipping options

PO Number test order 1234

Standard


normal

Order Summary

Subtotal (2 items)

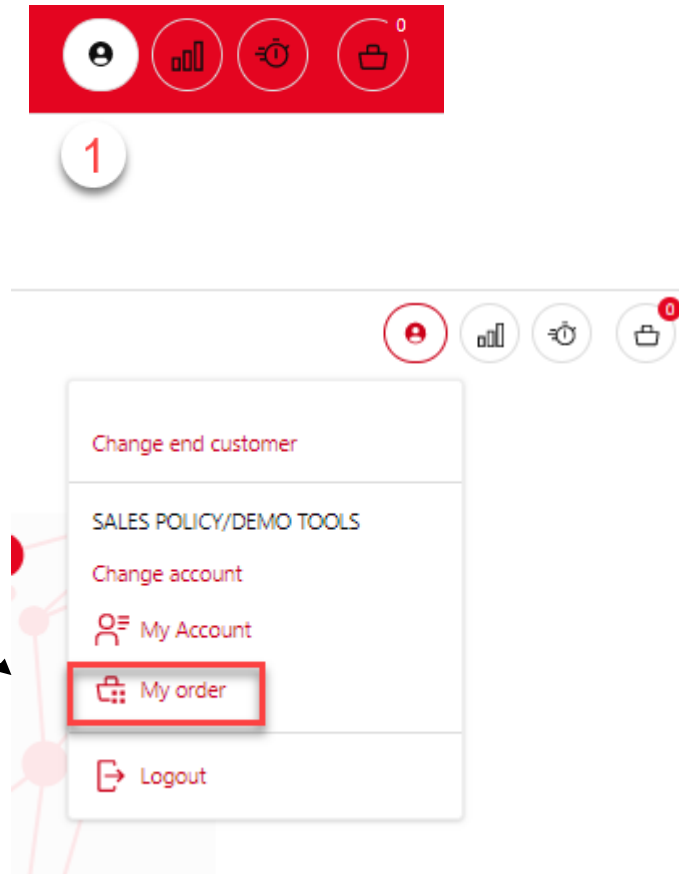
Total Cost:
(Excluding VAT)

[Back to shop](#)

 My cart (2) [▼](#)

Order Tracking

Order Tracking can be accessed by clicking the **User Account** button and selecting **My Orders** from the menu.



My Orders – 1/2


The **My Orders** section displays the most recent orders placed / processed.


Your orders can also be searched for by using the Search box or various filter options show above the listed orders.


Order list will show orders from the last few days. Orders not shown can be found using the Search PO field.


My orders


In my orders, you can track and view all your previous orders





Filter by date 


All order status 

End Customer 

Sort By 

Filter table results 

1/24/22 

2/7/22 

Order	PO Number	End Customer	Total	Status
0015036997 2/7/22	test order 1234	SALES POLICY/DEMO TOOLS	1 Item	Credit Blocked

My Orders – 2/2

- When selected, the various sections are displayed and more detail shown when each section dropdown arrow is clicked.
- When shipped, the shipment tracking information (with link) will display in the **Shipment** section.
- When invoiced, a pdf of the invoice will be available for download in the **Shipment** section.

< Order No. 0015036997

Status: Credit Blocked

Order created 2/7/22	PO Number test order 1234	End Customer SALES POLICY/DEMO TOOLS	Total
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Shipping option

Payment

Item list (1)

Subtotal (1 item)

Shipping

Total(Excluding VAT)

Back to Orders



More Than Productivity