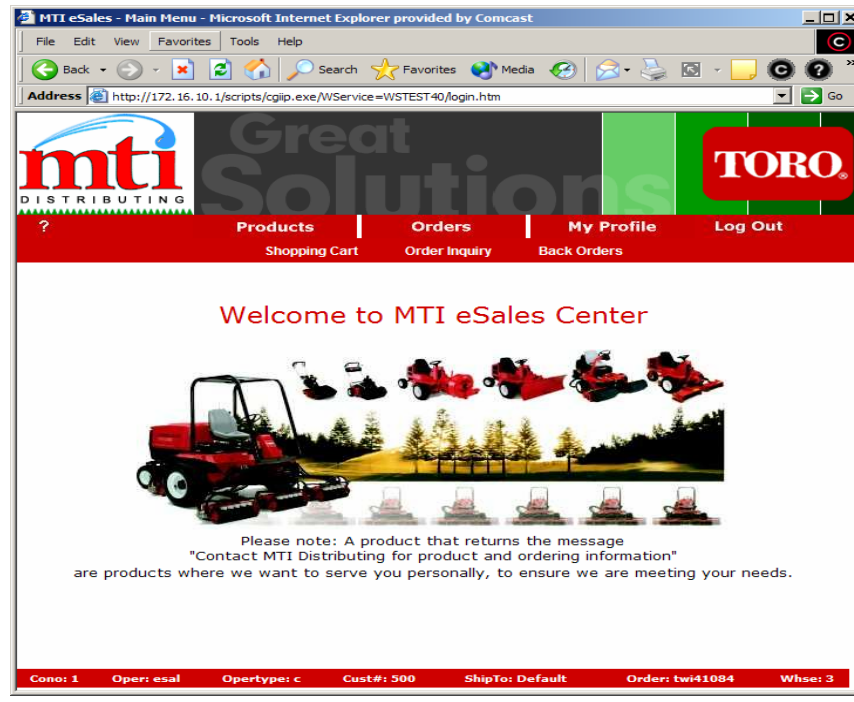


MTI eSales - Internet Ordering System

Quick Reference Guide



On-line ordering!



Check availability!



Verify pricing!



Get tracking info!



View account balance!

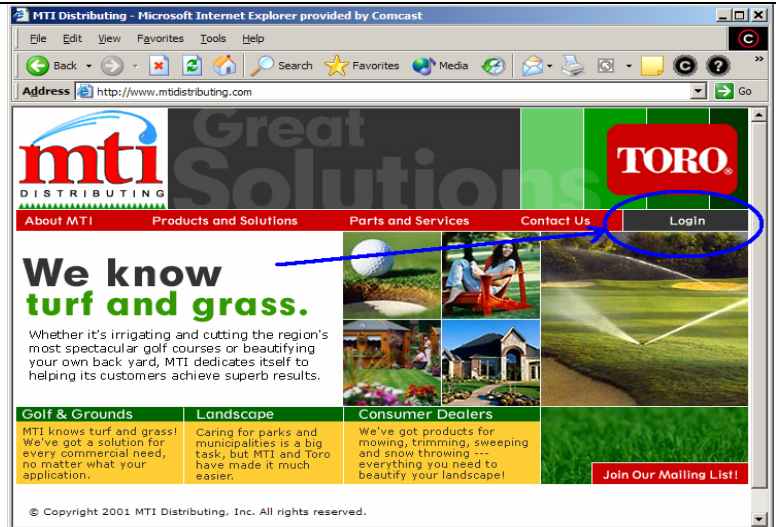


Count on it.

Go to the MTI web site.

www.mtidistributing.com

From the home page, click on the red 'Login' button in the left column.



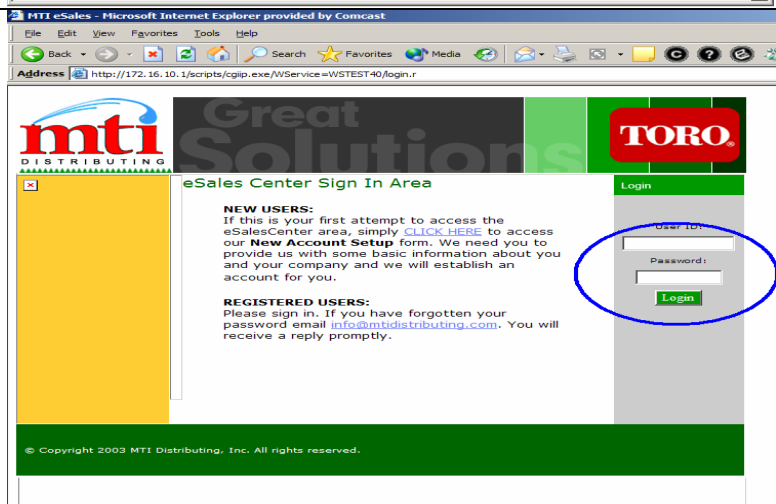
Logging In:

Enter your 'User ID': _____
Hit Tab.

Enter your 'Password': _____

Click once in the 'Login' box to continue.

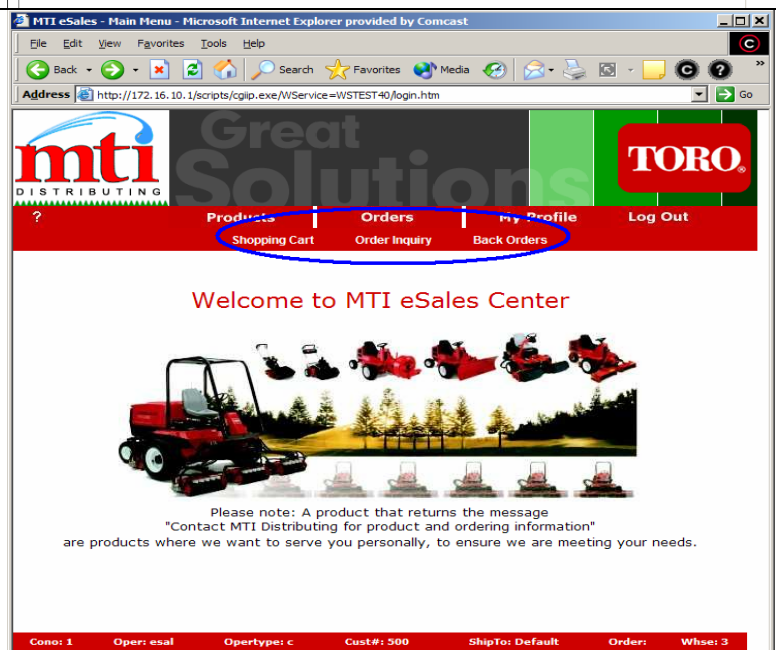
If you forgot or need to change your password please call MTI Distributing at (800)362-3665.



Starting an Order:

Move your mouse cursor over 'Orders' in the red menu bar to activate and change the option list.

Click once on 'Shopping Cart' to view & order.

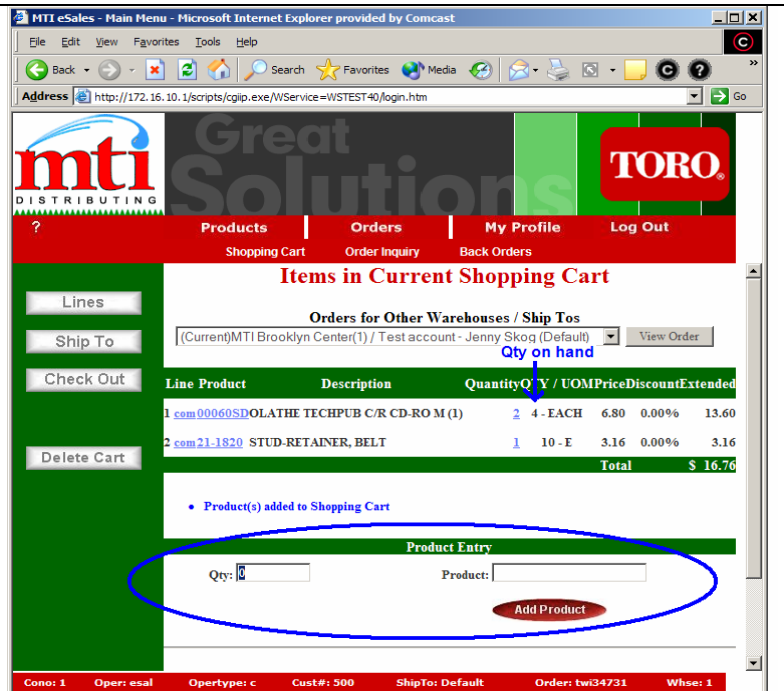


Adding products to your shopping cart:

Enter the desired quantity and the product number in the designated fields. Click on the 'Add Product' button or the enter key to add this item to your shopping cart. The screen will refresh and allow you to add more products.

Availability: QTY/UOM, shows the available units in stock to order from and the unit of measure that must be purchased.

Once all products have been added, click on 'Proceed to Shipping Info' to continue.



Removing products from your shopping cart:

To remove a product in your shopping cart, click on the **blue linked** product or qty of the line item you want to delete.

In the 'Order Quantity' field, replace the quantity with "0" and click on 'Update' to accept your changes.

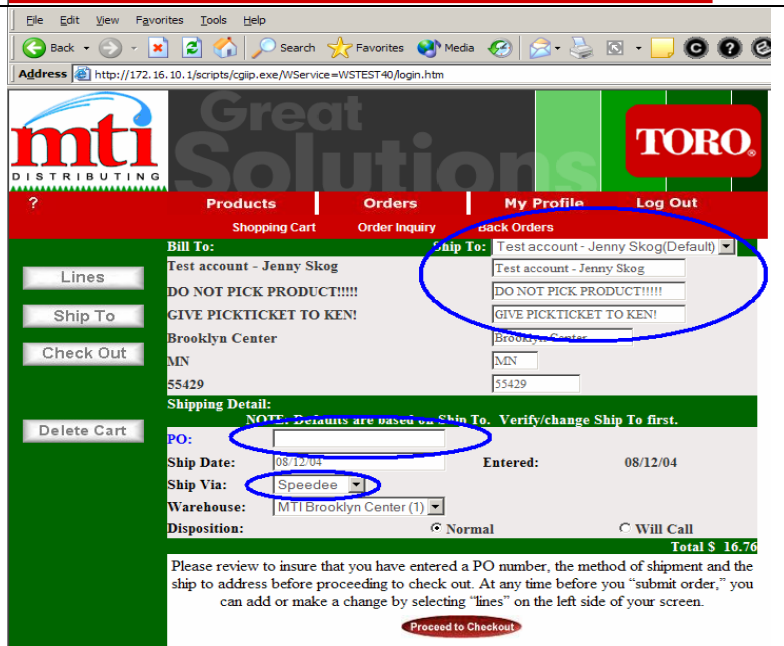


Shipping Information:

Choose a 'Ship To' address, 'Ship Via' and insert purchase order information if needed.

If your company has been setup to require a PO, the instructions in **blue** will warn you to provide this information.

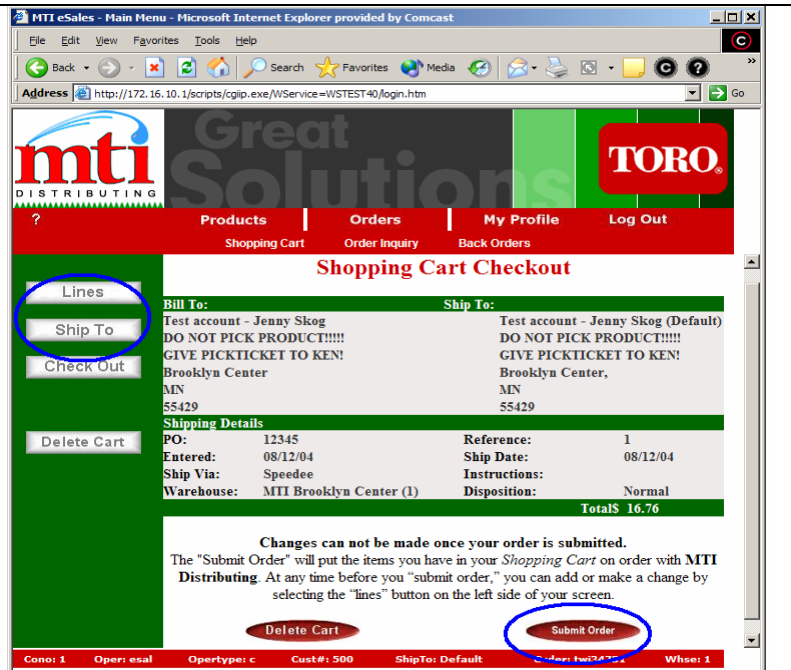
Click on 'Proceed to Checkout', to continue.



Submitting your order:

This screen is your last chance to add or make changes to your order. Verify your order's 'Ship to' 'Bill To' and 'Ship Via'. If you need to verify or add more items click on the 'Lines' button to view your ordered items. Click on the 'Ship to' button to review your shipping information.

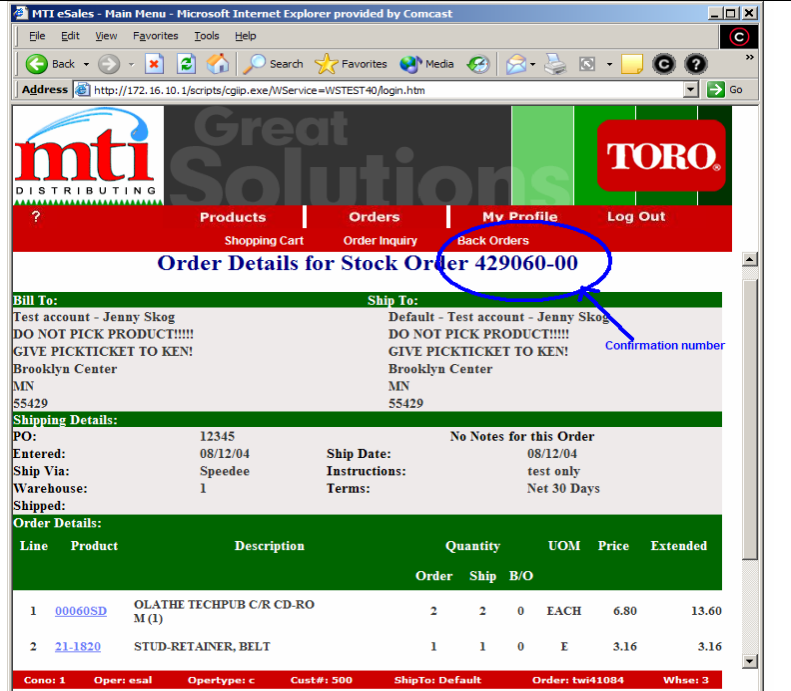
If all is correct click on 'Submit Order' to order your products. Your next screen displays your order number to reference.



Order Confirmation:

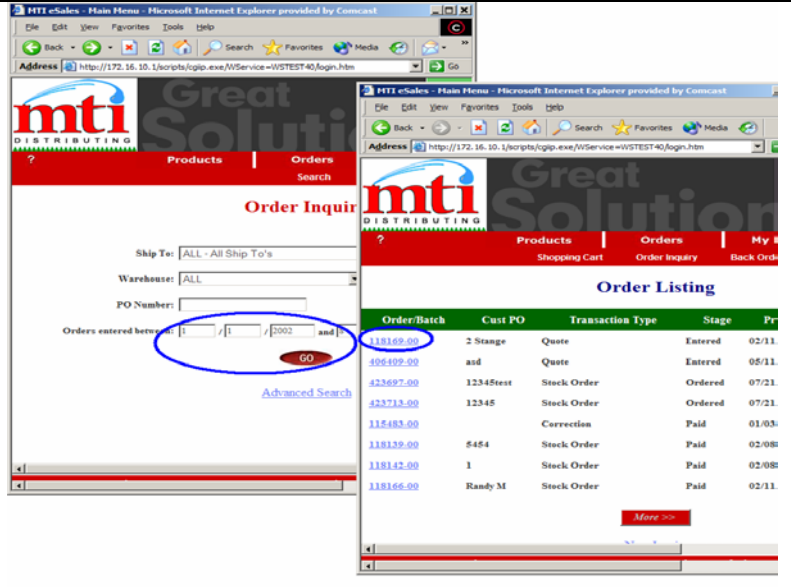
After submitting your order a confirmation screen appears with your order number.

**** Freight is not calculated until the order is shipped. Freight will be added per shipping policies. Please refer to your invoice for the exact amount owed.**



Order Inquiry:

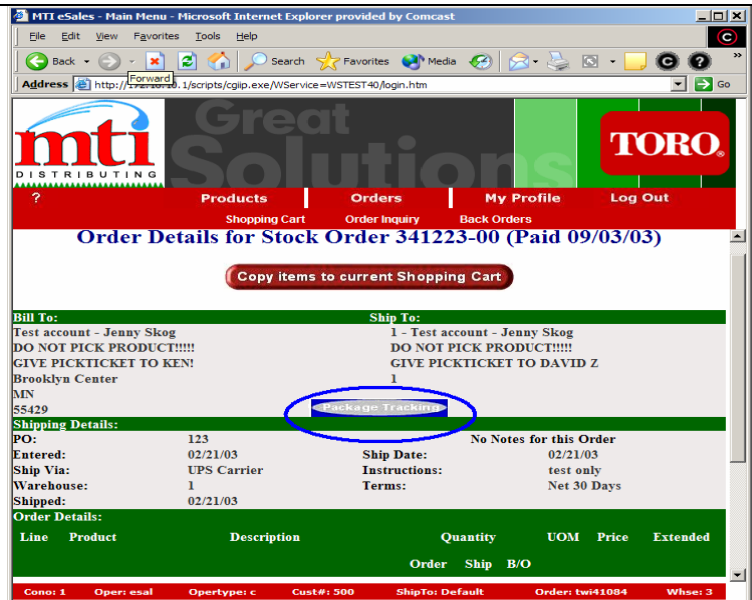
By going into 'Order Inquiry' from the 'Orders' option on the top of the red bar, you can search for your orders by Order date range or customer PO Number. Click on the **blue order number** of your choice to view the 'Order Details' screen for that order.



Order Tracking Information:

After you have used the 'Order Inquiry' option to find your order and your order has a tracking number this can be viewed in the Order Details screen, by clicking on the blue and gray, 'Package Tracking' button.

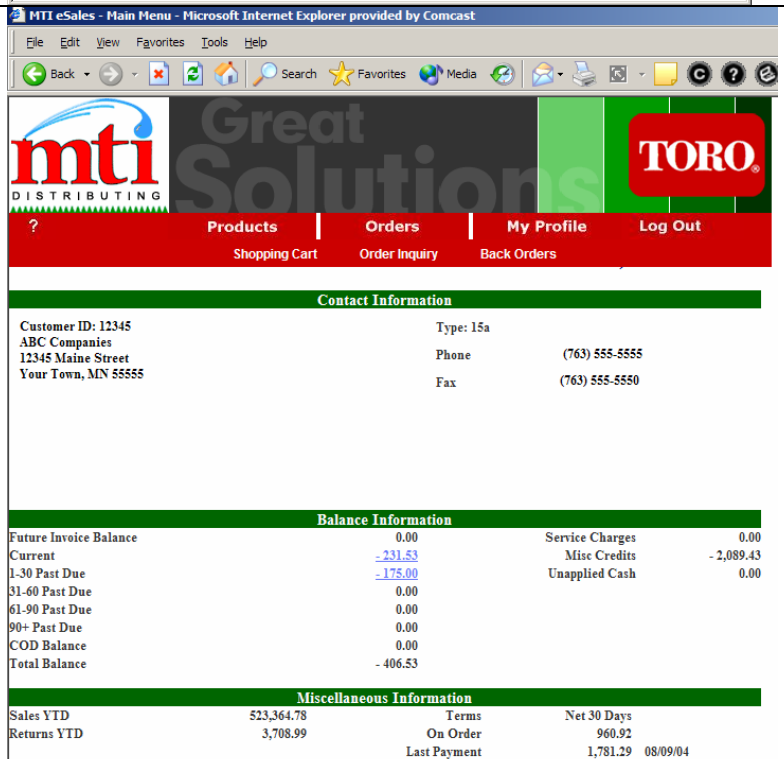
*** Not all shipping companies provide a tracking number.*



Account Information:

By dragging your mouse cursor over 'My Profile' on the top red bar, click 'Account' option to see the status of your account and view previous invoices.

View previous invoices by clicking on the [blue](#) linked amount to drill down to the invoice level.



Product Search:

Drag your mouse over 'Products' on the top red bar click on 'Search' to access the product search screen. In the 'Keywords' box, type in a word, item number or part of a part number, click on 'GO' and you will get a list of items that match your request.

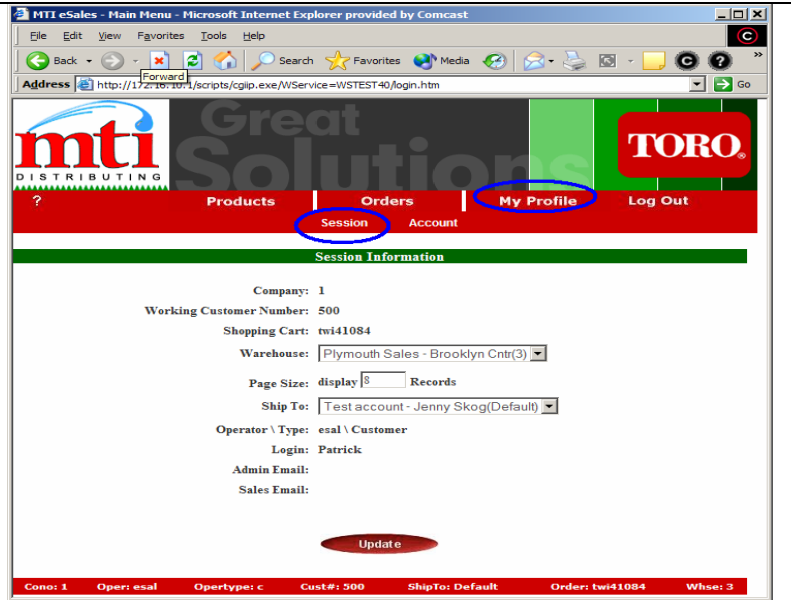
Clicking the 'Category' button on the left, allows you to search by category for your product. Select the category drop down list, choose a category and click on 'Go' to get your results.



Configuration Information:

To view your user setup configuration, click 'My Profile' and click 'Session' to view customer number, ship to, operator type, login id, and email address.

If you cannot see the operator email address, click the 'Update' button to view the current settings.



Other Tips & Functions

- **Help** - Online help can be viewed by choosing the '?' on the top left hand side of the red bar. Please call the MTI Distributing office at (800) 362-3665 for further assistance.
- **Remove a product** - To remove a product in your shopping cart, click on the product or qty and change the qty to zero.
- **Availability** - QTY/UOM, shows the available units in stock to order from and the unit of measure that must be purchased.
- **Shopping Cart** - You can only have one shopping cart per ship to, at a time. The system will save your shopping cart until you check out and submit your order.
- **Orders** - You can view your previous orders or back orders by going to the 'Orders' tab on the top of the red bar and then choose 'Order Inquiry' or 'Back Orders'. Then select a date range to view orders.
- **Login Information** - login information is shown on the bottom red bar of the web pages, through out your eSales session.
- **Logging Out** - To safely exit the e-Sales ordering system and save your shopping cart changes, Log out by clicking on the 'Log Out' button on the right of the top red bar.
- **Changing your password**: You will need to call Plymouth Sales to make arrangements to change your password.



4830 Azelia Ave. North, Suite 100
Brooklyn Center, MN 55429-3665
Phone: (763) 592-5600 - (800) 362-3665
Fax: (763) 592-5700

www.mtidistributing.com