## BENDIX ECOMMERCE – How to use the Quick Order Form

BENDIX ECOMMERCE TEAM NOVEMBER 20, 2020

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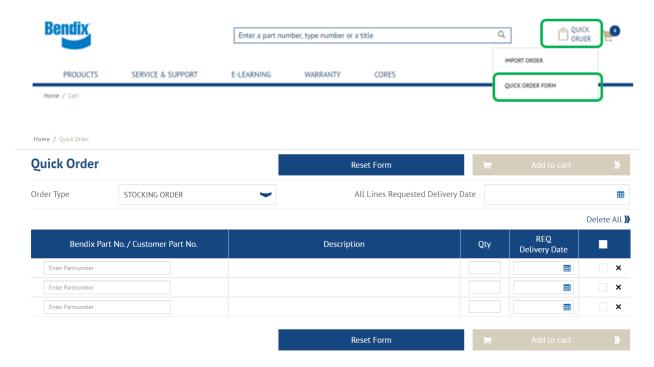
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## Bendix eCommerce – Ordering

As a customer you can place an order several different ways. Using the Quick Order Form, Import Order Template, or from navigating through the pages as you are looking for products.

## How to use the Quick Order Form

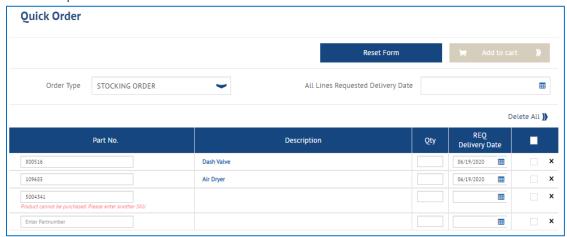
After logging into the site, you can get to the QUICK ORDER form two ways, on the main homepage under the QUICK ORDER Icon or from MY ACCOUNT dashboard.



Fill in the Quick Order form with the exact Bendix part number / customer part number, Quantity requested, and requested delivery date

Change the Order Type, if need be

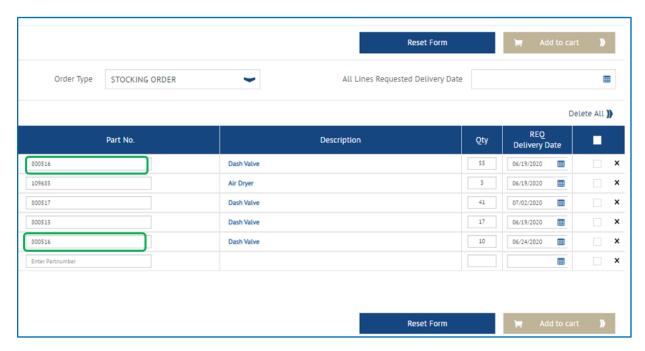
Enter complete Part numbers and hit Enter, the Description and Requested Delivery Date will be automatically populated. If you cannot purchase a product, a red error message will be displayed under the part number.



When you reach the third line on the form, more lines will be automatically populated.

Update the Quantity and individual Requested Delivery Dates for each line item individually. Or change the 'All Lines Requested Delivery Date' for a Stocking Order.

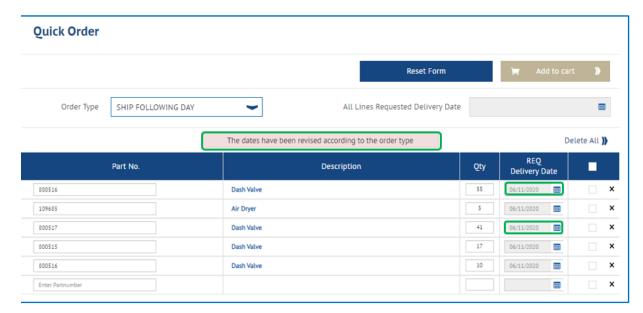
For similar part numbers with different delivery dates and quantities, the items can be entered on different lines and will be kept separate in the cart.

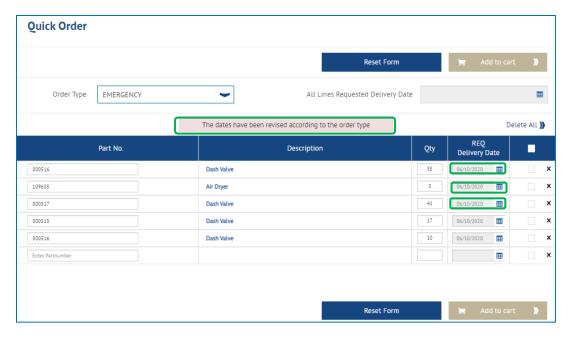


You have the option of change your Order Type before you add the quick order to your cart.

- Stocking Order Will populate seven days from when you entered your order
- Ship Following Day Will populate two days from when you entered your order
- Emergency Orders Will populate the same day you create your order

Weekend are not included in the date calculations.

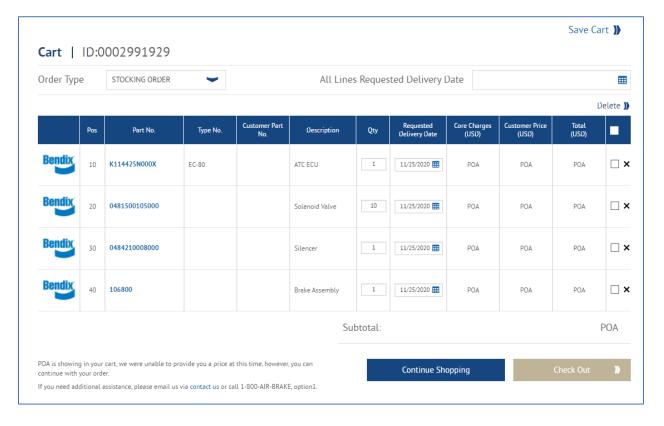




Once you are completed you can click on Add to cart

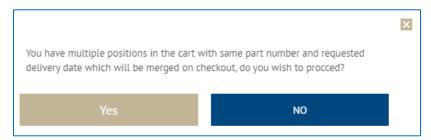
This Cart page will show you all the items added to your cart

- You can change your order type
- You can change the order Qty or change the requested delivery date by line items
- You can apply the same requested delivery date to all line items
- You can save your cart for later
- You can delete lines



Once you are happy with your cart, you can proceed to the checkout process.

You may see the following pop message if you have the same part number with the same requested delivery dates. The system will merge them together before sending you to the check page



If you do not want to merge them together click on No and change the requested delivery date for one of the items.

By clicking on 'Yes' you will be redirected to the Checkout page.

Follow the Checkout Process