



Electrical - Lighting - Automation - DataComm

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Web Access User Manual

October 2010

The order entry process is very much the same as other web order entry systems.

- Step 1) Sign-in to the website
- Step 2) Search for the items
- Step 3) Add Items to Cart
- Step 4) Checkout
- Step 5) Determine method of payment
- Step 6) Place order

From your Internet Browser, navigate to our home page at www.sydist.com
Step 1) Sign-In to Web Access. Click on the Web Access picture or the words “Sign-in” in the left column.



Enter your Login ID and password. (not case sensitive) Then click on SEND.

Authorization - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://igate.sydnt.com/eserv/eclipse.ed?FORMNAME> Go Google Search Web 16 blocked AutoFill Options

Main My Account My Product Groups My Carts Checkout Logoff

Search GO Quick Pad Part #1 Part #2 Part #3 GO Shopping Cart
Items in Cart : 0
Subtotal : \$ 0.00

► Authorization
If you already have an account, enter your ID and password.

Web Order Entry ID:

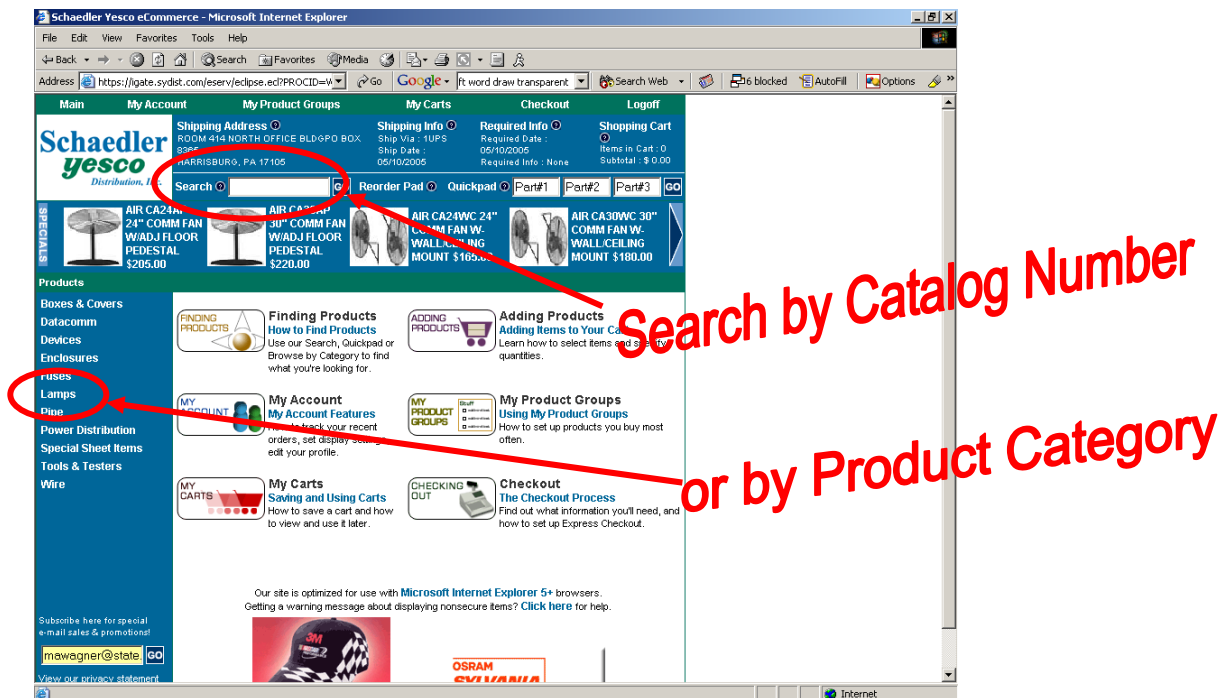
Password:

Forgot your ID or password? [Click here.](#)

Save my login and password
 Bypass login screen completely next time

Internet

Step 2) Search for the items



The most popular search is by Catalog Number. This number can be:

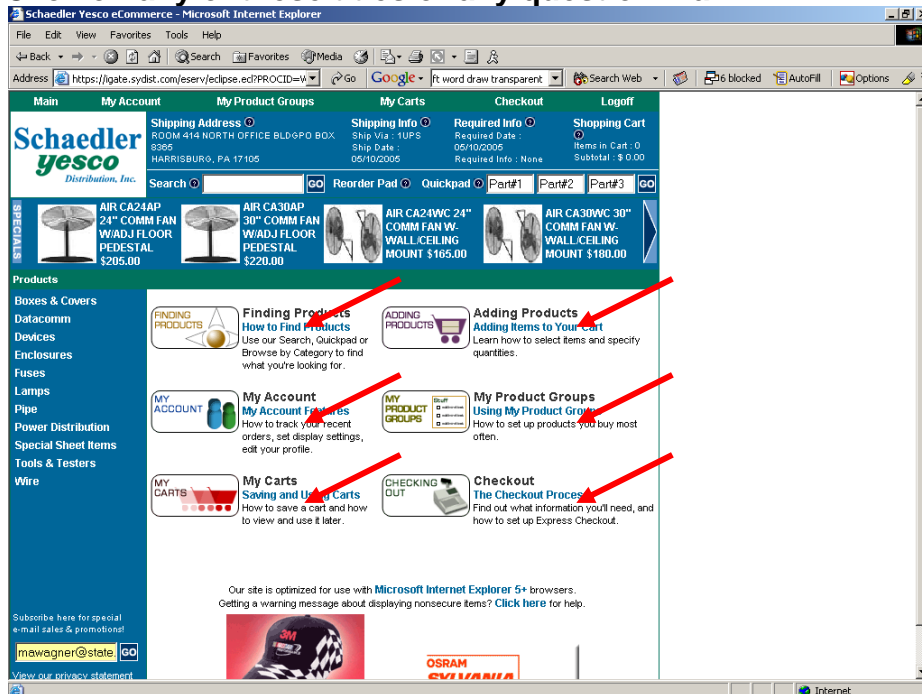
- 1) upc#
- 2) vendor catalog# or id#
- 3) any word or words in the description
- 4) your custom part#
- 5) a competitor's catalog#

The more specific item detail you enter the more accurate the search. If you enter too much, the search may not find anything. In that case, enter less.

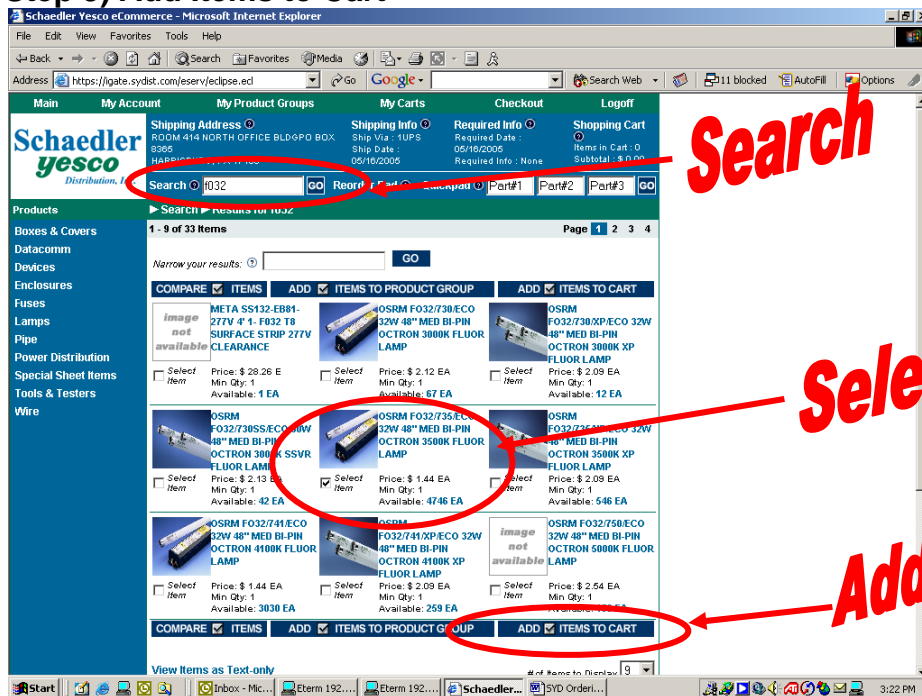
Punctuation does not count. We ignore things like dots, dashes, & slashes, except in your custom part#. If you enter a custom part# like 123-456, then you must include the - in your search.

Is it an O or a 0? If you search for an item that contains the letter O and do not get the results you expect, try the number 0 in its place.

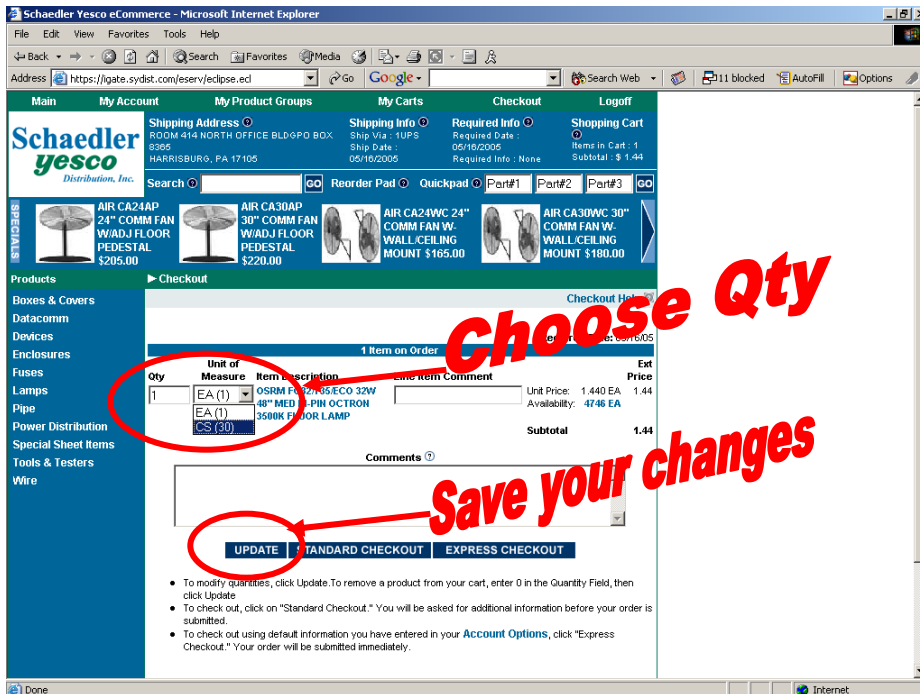
Help is available throughout the system.
Click on any of these titles or any question mark.



Step 3) Add Items to Cart



I'm looking for a FO32/735/ECO.
Search for fo32 and get 33 items.
If you search for fo32735 you would get 3 items.
Select the item by clicking the box next to Select Item.
Then click on Add Items to Cart.
Also know that you can click on the item description to get more information about the item.



Each time you add an item to your cart, the system will take you to the order confirmation screen. On this screen you will want to adjust your quantities. Use the Unit of Measure drop down box to see how many items are in a case. Whenever possible and practical, please order case quantities. You must click on **UPDATE** to save your changes to this screen.

Changing the quantity to 0 and clicking on **UPDATE** will remove the item from the Cart.

Continue searching and adding items until you have everything

Step 4) Checkout – Item Review

Shipping Address: ROOM 414 NORTH OFFICE BLDG PO BOX 8395 HARRISBURG, PA 17105

Shipping Info: Ship Via: 1UPS Ship Date: 05/16/2005 Required Info: None

Required Date: 05/16/2005

Items in Cart: 3 Subtotal: \$ 218.39

Search: [input] [GO] Reorder Pad [input] Quickpad [input] Part#1 [input] Part#2 [input] Part#3 [input] [GO]

Products: > Checkout

Boxes & Covers
Datacomm
Devices
Enclosures
FUSES
Lamps
Pipe
Power Distribution
Special Sheet Items
Tools & Testers
Wire

3 Items on Order Required Date: 05/16/05

Qty	Unit of Measure	Item Description	Line Item Comment	Unit Price	Ext Price
1	CS (30)	OSRM F032/35.ECO 32W 48" MED BL-PIN OCTRON 3500K FLUOR LAMP		1.440 EA	43.20
1	EX (10)	ADV VEL-2540-SC-351 BALL ELEC 2-F30/F40 277V 110 T12		16.410 EA	164.10
1	CS (48)	OSRM 100A-130V 100W A19 MED 130V IF INC LAMP		0.231 EA	11.09
				Availability:	7 CS
				Subtotal	218.39

Comments [input]

UPDATE [input] **STANDARD CHECKOUT** EXPRESS CHECKOUT

To modify quantities, click Update. To remove a product from your cart, enter 0 in the Quantity Field, then

Click on **CHECKOUT** at the top of the screen.

Review the items on the order.

Line items comments and order comments can be entered, optional.

Click on **STANDARD CHECKOUT** to continue.

Step 4) Checkout – Shipping Info

The screenshot shows a web browser window with the URL <https://gate.sydsm.com/eserv/eclipse.ecd>. The page header includes the Schaedler Yesco logo and navigation links. The main content area is titled 'Shipping Information For the Current Order' and contains the following fields:

- Address 1:** ROOM 414 NORTH OFFICE BLDG BOX 8365, HARRISBURG, PA 17105
- Address 2:** PO BOX 8365
- City:** HARRISBURG
- State:** PA
- Zip:** 17105
- Phone:** 717-787-3249
- Email:** mwagner@state.pa.us
- Purchase Order #:** (empty)
- Release #:** (empty)
- Ordered By:** Mary Wagner
- Order Status:** Bid
- Ship Via:** TUPS
- Required Date:** 05/16/05

Red arrows point to the Purchase Order #, Release #, Order Status, and Continue with Checkout buttons.

Verify your Shipping Address.

A PO# entry is always helpful, even if you are ordering by P-card.
The PO# might be 4TH FLR PROJ

Release# - optional, to put an order on hold for approval type in **HOLD**

If your agency requires approvals and you are releasing the order, enter your name here.

Order Status choices are:

Bid, Ship When Available, Ship Item Complete, Ship When Complete

- Orders placed in **Bid** status will be reviewed by our customer service team and released unless you instruct us to **HOLD** the order for approval
- Orders placed in **Ship When Available** status will ship as the material becomes available in any quantity, possibly 1 item at a time.
- Orders placed in **Ship Item Complete** status will ship as each item becomes completely available. If you ordered 10 of an item we will not ship until 10 are available.
- Orders placed in **Ship When Complete** status will not ship until all items are available to ship

No need to change the Ship Via, our warehouse will determine the best way to ship the material to you.

Lastly, Click on **Continue with Checkout**

Step 5) Determine method of payment

The screenshot shows the Schaedler Yesco eCommerce checkout page. The page is titled "Schaedler Yesco eCommerce - Microsoft Internet Explorer". The address bar shows "https://gate.sydnet.com/eserv/eclipse.ed?TRACKNO=". The page has a blue header with navigation links: Main, My Account, My Product Groups, My Carts, Checkout, and Logout. Below the header, there is a shipping address section, a shipping info section, a required info section, and a shopping cart section. The shipping address is "ROOM 414 NORTH OFFICE BLDG PO BOX 8385 HARRISBURG, PA 17105". The shipping info is "Ship Via : 1UPS Ship Date : 05/16/2005". The required info is "Required Date : 05/16/2005 Required Info : None". The shopping cart is "Items in Cart : 3 Subtotal : \$ 218.39".

Below the shipping and cart information, there is a search bar and a "Reorder Pad" section. The "Reorder Pad" section has three tabs: "Part#1", "Part#2", and "Part#3". Under "Part#1", there are four product listings:

- AIR CA24AP 24" COMM FAN W/ADJ FLOOR PEDESTAL \$205.00
- AIR CA30AP 30" COMM FAN W/ADJ FLOOR PEDESTAL \$220.00
- AIR CA24WC 24" COMM FAN W. WALL CEILING MOUNT \$165.00
- AIR CA30WC 30" COMM FAN W. WALL CEILING MOUNT \$180.00

Below the product listings, there is a "Products" section with a "Credit Card Info" sub-section. The "Credit Card Info" section has a "Select a payment method" dropdown and a "Checkout Help" link. Below this, there is a table of credit cards on file:

Payment Method	Credit Card Number	CVV ID	Expiration Date	Name on Card	
Visa	**** * 0499	123	07 / 06	Mary Wagner	Edit

Below the table, there is a "Billing Address" section with a "Click here if same as Shipping Address" checkbox and a "More Information" link. The "More Information" link has a dropdown menu with options: "Shipping Policy", "Return Policy", and "Privacy Statement". Below the "Billing Address" section, there are "Place Order" and "Pay without Credit Card" buttons. Three red arrows point to the "Edit" link, the "Billing Address" section, and the "Place Order" button.

Previously used credit cards can be selected and reused with only an entry of the CVV ID.

If your credit card is not stored you can enter it for this order. NOTE: After entering your credit card information, you must log off before entering your next order.

Step 6) Place order

If the order is to be paid by a credit card, select the credit card to be used and click on **Place Order**.

If the order is to be billed to a PO#, click on **Pay without Credit Card**

Step 6) Place order – continued

Order Submitted

Thank you for your order

Your order number is: **S1849822**

Shipping Address		Billing Address	
PA DEPT OF GEN SERV-BUR OF PURCHASE ROOM 414 NORTH OFFICE BLDG PO BOX 8365 HARRISBURG PA 17105		COMM OF PA -CENTRAL SERVICES COMPTROLLER OFFICE PO BOX 2769 HARRISBURG PA 17105	

Shipping Instructions		Order Details	
		Order Date:	05/18/2005
		Required Date:	05/18/2005
		Ship Date:	05/18/2005
		Ship Via:	1UPS
		Ordered By:	Mary Wagner
		Phone #:	717-787-3249
		PO #:	TESTING
		Release #:	HOLD
		Status:	Blid

Qty	Item Description	Your Price	Ext Price
1CS	OSRM F032/735/ECO 32W 48" MED BI-PIN OCTRON 3500K FLUOR LAMP	1.440 EA	43.20
1BX	ADV VEL-2S40-SC-3S BALL ELEC 2-F30F40 277V T10 T12	16.410 EA	164.10
1CS	OSRM 100A-130V 100W A19 MED 130V IFC LAMP	0.230 EA	11.04
Subtotal			218.34
Tax			0.00
Freight			0.00
Handling			0.00
Discount			-4.36
Order Total			213.98

Your Discount is Comprised of a Cash Discount of 4.36 if paid by 06/10/2005

[Click here for a printer friendly version of this page](#)

After placing your order the system will respond with your order number.

Printing your order is optional. It is not required for us to process your order. When you see your order number (the S#) we have your order and will process it.

This document is not intended to explain the entirety of the Web Access System. Knowing these steps will allow you to enter an order. Please look around the system. Any questions can be directed to our Customer Service Staff.