

 shop.loebelectric.com

E-Commerce Site User Guide



TABLE OF CONTENTS

<i>title</i>	<i>page</i>	<i>title</i>	<i>page</i>
How to use this guide	1	My Account page	28-39
Logging in to your account	2-4	My Account page overview	28
How to find the login page	2	Product and Order Management	28
How to log in	3	Account Review	29
Requesting a log-in/Creating a credit account	4	Viewing open orders	29
My Account landing page (introduction)	5	Viewing your order history	30
Locations	6	Searching through your orders	30
Driving directions to our stores	7	Order Invoice page:	
Help/frequently-asked questions page	8	viewing and emailing order invoices	31
Contact form	9	View and manage open bids	32
Searching for products	10-13	View and manage open back orders	33
Products page	10	Account Inquiry and Monthly Statement	34
Searching by keyword	11	Account Management	35
Searching by category	12	Manage your ship-to addresses	35
Searching by brand	13	Edit Profile: Change your	
Product listing page	14-15	contact information	36
Further refining your search results	15	Credit card management	37
Product detail page	16	Make a payment online	38
Product Groups: creating, managing,		Personal settings	39
and adding to product groups	17	Quick Start Guide	40
Wish List: create and manage a list of items		Index	41-42
for future purchases	18		
Customer part numbers	19		
Quick Pad and Reorder Pad	20		
Non-stock/special order form	21		
Shopping cart page	22		
Saved carts: Saving one or more			
shopping carts for later	23		
Checking out	24-27		
Confirming shipping information	24		
Selecting your payment method	25		
Paying with a credit card	25		
Paying with your Loeb Electric credit account	26		
Creating a material quote	26		
Verify and Place Order page	27		

HOW TO USE THIS GUIDE

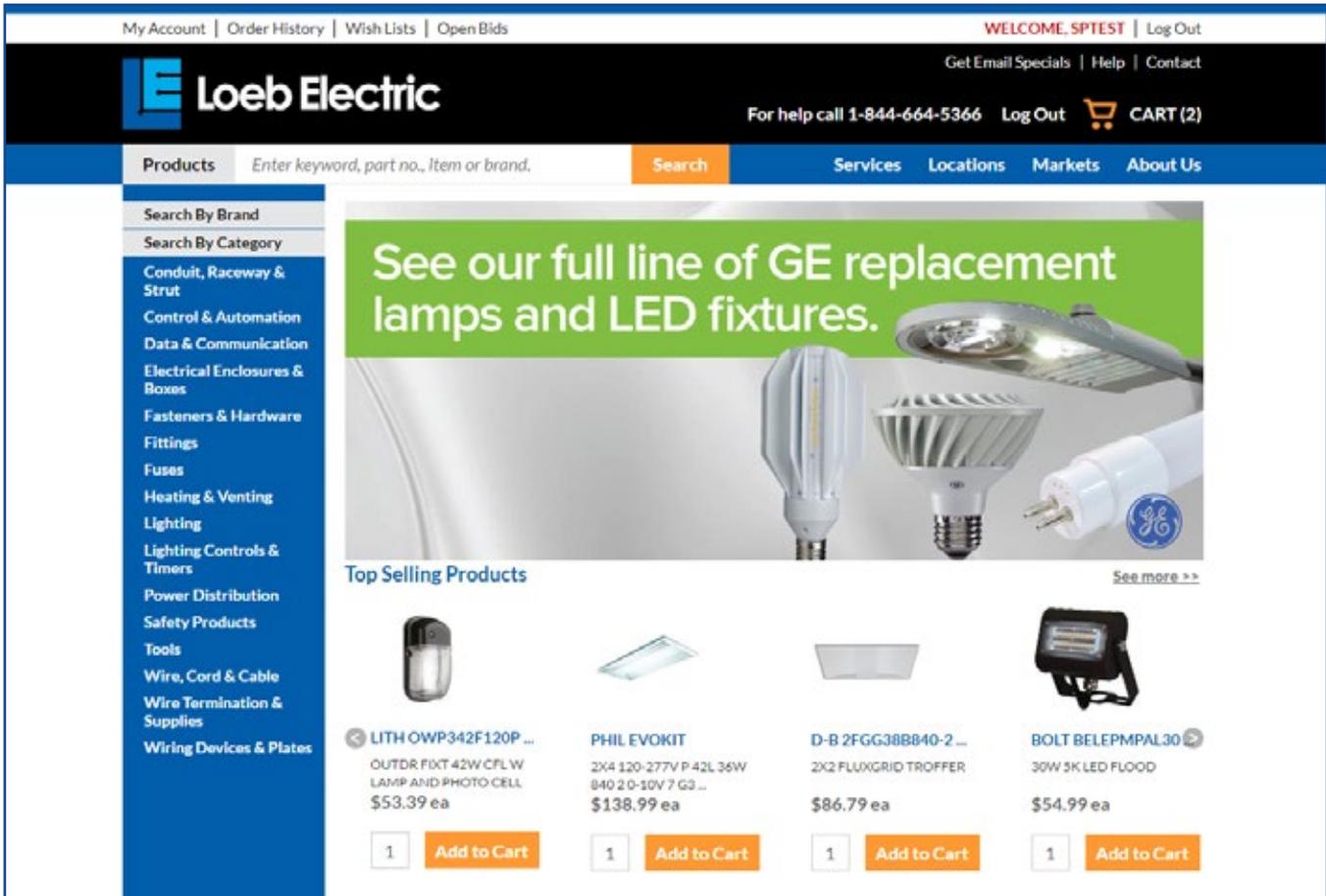
Welcome to the Loeb Electric e-commerce site! In this guide, you'll find a detailed walkthrough of the site's many features. From our robust product search tools to always-available account management, we hope you'll enjoy this powerful new addition to your shopping experience.

Each page of this guide features screenshots of the page being discussed. Follow the **blue boxes** and **arrows** that describe key features and instructions on how to use a particular feature.

Whenever you see a page number, you can click on it to go directly to that page. Click on the page numbers in the table of contents and index as well to skip to the page you want. To return to the table of contents from any page, click the bottom corner page number.



If you'd prefer to jump right into shopping, please see the **Quick Start Guide** on page [40](#). You can always browse the rest of this guide later when you're ready to explore our site. Additionally, you can contact your Loeb Electric sales representative if you have a question that isn't covered here. **Happy shopping!**



LOGIN

Logging in to your account

Log in to your account before shopping in order to use the site's features to the fullest. There are three ways to find the login page:

Click the red LOG IN link in the upper right corner

—OR—

Click the white "Log In" link next to the shopping cart icon in the upper right corner



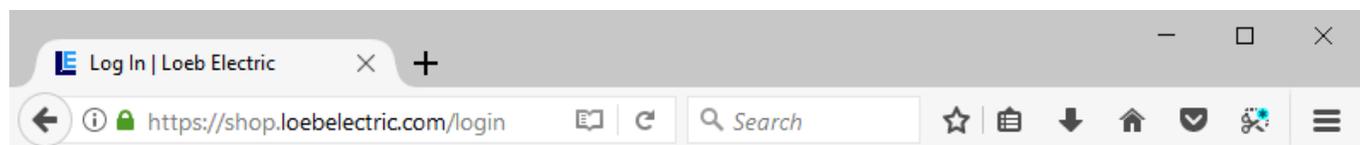
—OR—

Go directly to <https://shop.loebelectric.com/login>

Google Chrome:



Mozilla Firefox:



Internet Explorer:



LOGIN

Logging in to your account

Once you're on the login page, enter your user ID and password to log in.

The screenshot shows the Loeb Electric website's login page. At the top, there are navigation links for 'My Account', 'Order History', and 'Wish Lists'. The main header includes the Loeb Electric logo, contact information (1-844-664-5366), and a shopping cart icon showing 'CART (0)'. Below the header is a search bar with a 'Search' button and navigation links for 'Products', 'Services', 'Locations', 'Markets', and 'About Us'. The main content area is titled 'LOG IN' and includes a 'Please log in or create a new account to get started.' message. There are two input fields: 'User ID: johndoe' and 'Password:'. A 'Go' button is next to the password field. Below the password field is a 'Remember me' checkbox. A link for 'Forgot Your Password? We can email it to you.' is also present. A red link 'Continue as Guest? Click Here' is visible. A large blue box at the bottom of the page asks 'NEED TO CREATE A NEW ACCOUNT?'. Annotations with arrows point to the input fields and the 'Go' button, with text boxes saying 'Enter your user ID here', 'Enter your password here', and 'Then click "Go" to log in'. Another annotation points to the 'Forgot Your Password?' link with the text 'If you've forgotten your password, click here to ask us to email it to you'.

You'll need a Loeb Electric credit account before creating your web account.

If you already have a credit account and don't have a web login, go to shop.loebelectric.com/request-login (see page 4) to create your web account.

If you don't have a Loeb Electric credit account yet, go to shop.loebelectric.com/credit-application (see page 4) to download a credit application.

NOTE: While you can shop and complete an order as a guest, you'll need to pay for your purchase at checkout and your order won't be saved to an order history. Many of the e-commerce site's features require an account, so we highly recommend starting a Loeb Electric credit account if you don't have one already.

LOGIN

Creating your web account

REQUEST LOGIN

Current customers please request a web site login here. Please allow up to 48 hours for processing.

* Required Field

Enter your contact information

* Your Name

Job Title

* Phone Number

* Email

* Company Name

* Customer Number

* Address

* City, State, Zip

* Country

Your password must contain 8-14 characters.

* Password

* Verify Password

Additional Information

Indicate how you wish to communicate:

- Email
 Phone call back

SUBMIT REQUEST

Your information will be kept confidential and will only be used by Loeb Electric for internal purposes.

Thank you for your interest!

If you have a Loeb Electric credit account but no web login, go to shop.loebelectric.com/request-login.

Fill out the required fields (marked with *), then click the **Submit Request** button to complete your request.

Please allow up to 48 hours for processing before logging in.

Check your Loeb Electric invoices to find your customer number

BILL TO:
HOTEL NAME
ATTN: ACCOUNTS PAYABLE
1234 STREET NAME
SAN FRANCISCO, CA 94102

CUSTOMER NUMBER	CUSTOMER ORDER NUMBER	
24976	03078152203	MELAN
LINDA KENISON	BRS TRUCK 2	
DESCRIPTION		ORDER
HB030 HALF & HALF CREAMER CUPS (188)		

If you don't have a Loeb Electric credit account yet, go to shop.loebelectric.com/credit-application. Click **Download Credit Application**, then save and fill out the credit application PDF. Return the completed application by email to AR@loebelectric.com or fax to 614-246-4921.

[Home](#) > [Credit Application](#)

CREDIT APPLICATION

Download our Credit Application, and follow the instructions on how to return the completed form.

DOWNLOAD CREDIT APPLICATION

MY ACCOUNT

Managing your account

Once you're logged in, you'll be taken to your account management page. From here, you can manage your account at any time, anywhere: add, edit, and delete ship-to addresses, credit cards, product groups, custom part numbers, and saved carts, search your order history, check your account status, and more.

More in-depth information on account management starts on page [28](#).

Home > My Account

MY ACCOUNT

Welcome Sptest! [Log Out >](#)

Product and Order Management	Account Review	Account Management
<ul style="list-style-type: none">Wish ListCustomer Part NumbersProduct GroupsMy Saved CartsQuick PadReorder PadNon-Stock or Special Order form	<ul style="list-style-type: none">Pending OrdersOpen BidsOpen Backorders by ProductOpen OrdersOrder HistoryOrder SearchAccount InquiryMonthly Statement	<ul style="list-style-type: none">Manage Ship-TosEdit ProfileCredit Card ManagementPay OnlinePersonal Settings

If you want to return to the My Account page while shopping, you can either click on the **My Account** link in the upper left corner—

My Account | Order History | Wish Lists

WELCOME, SPTEST | Log Out

Get Email Specials | Help | Contact

Loeb Electric

For help call 1-844-664-5366 Log Out CART (0)

Products Enter keyword, part no., item or brand. Search Services Locations Markets About Us

—or go directly to <https://shop.loebelectric.com/myaccount>

Google Chrome:

My Account | Loeb Electr x

Secure | <https://shop.loebelectric.com/myaccount>

Mozilla Firefox:

My Account | Loeb Electric x +

<https://shop.loebelectric.com/myaccount> Search

Internet Explorer:

<https://shop.loebelectric.com/myaccount> My Account | Loeb Electric x

LOCATIONS

Where to find each Loeb Electric branch

Click on “Locations” in the blue navigation bar to see a map of all Loeb Electric store locations.

My Account | Order History | Wish Lists WELCOME, SPTEST | Log Out

Loeb Electric Get Email Specials | Help | Contact

For help call 1-844-664-5353 Log Out CART (0)

Products Search **Services** **Locations** Markets About Us

Home > Locations

LOCATIONS

Enter Address or Zip Code:

A LOEB ELECTRIC

1800 E 5th Ave
Columbus, OH 43219

Phone: 614-294-6351
[More Information](#)

B LOEB ELECTRIC

3981 Parkway Lane
Hilliard, OH 43026

Phone: 614-777-8600
[More Information](#)

C LOEB ELECTRIC

6300 Huntley
Worthington, OH 43229

See page 7 to learn how to obtain driving directions to our locations.

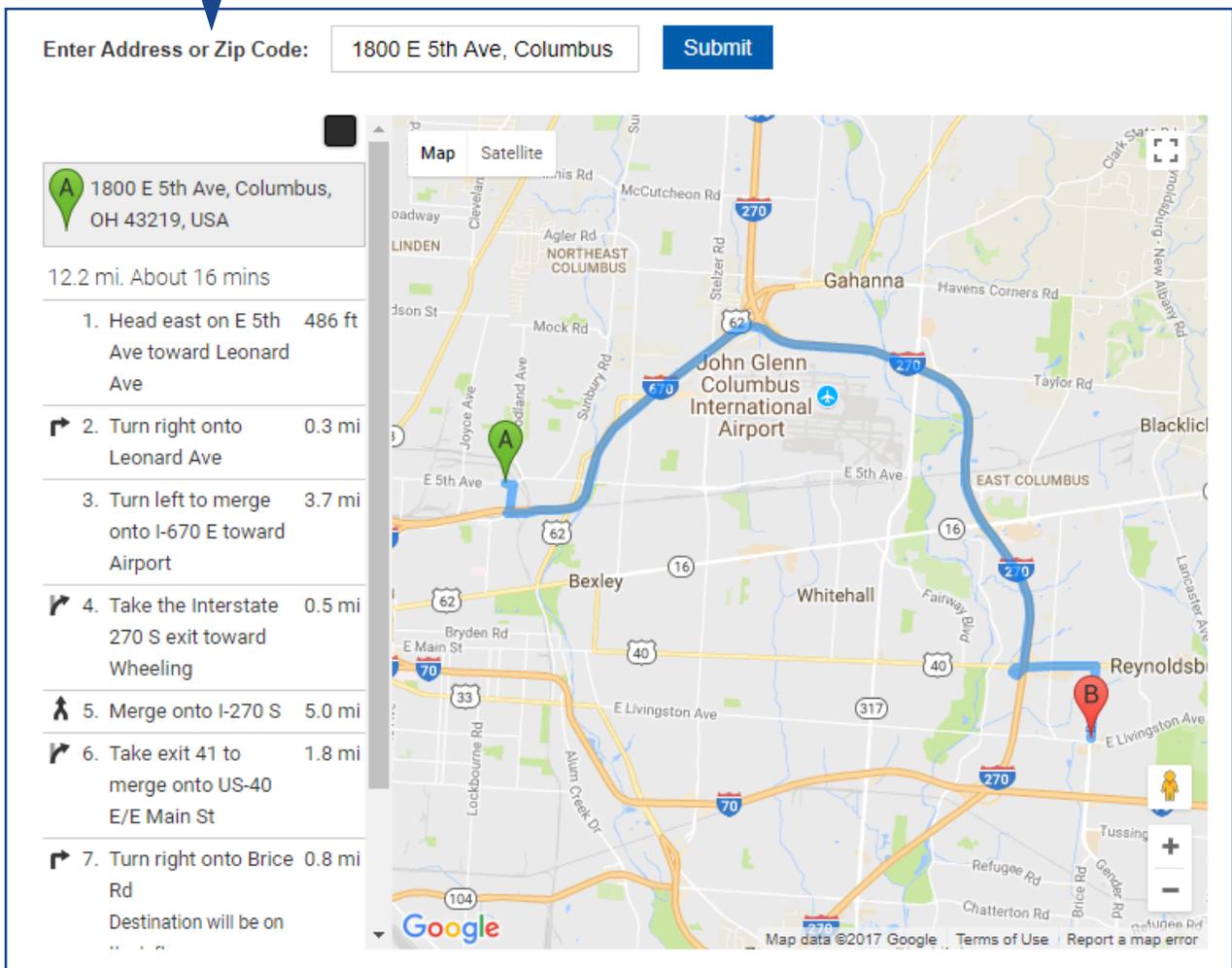
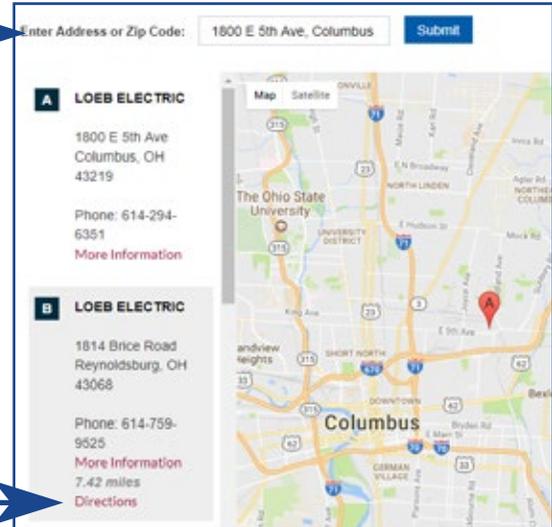
LOCATIONS

Driving directions to each Loeb Electric branch

Enter your street address here, then click **Submit**.
Your location will appear on the map.

Then, click on the red **Directions** link that appears under our store addresses.

A new map with directions from your address to the selected store location will appear.



HELP

Frequently-asked questions

Click on the **Help** link in the upper right corner to view our frequently-asked questions page.



Here, you'll find answers to the most common questions we've received about security, payment methods, shipping, items in stock, and tax exemption.

If you have a question not listed on the Help page, or would like more detailed information, contact us using our Contact form (see page 9).

If you'd prefer to talk to someone over the phone, you can call our main office at **1-844-664-5366**.

NOTE: Our office hours are 7:00 a.m. to 5:00 p.m. EST Mondays through Fridays.

Home > Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS

- How do I know it's safe to submit my credit card number?
- What methods of payment does Loeb Electric accept?
- How fast can Loeb Electric get my order to me?
- What happens if my order is lost or damaged?
- Will Loeb Electric sell my name and address to other companies?
- Can I order items that are not found in your website?
- Does Loeb Electric process Tax Exempt orders?

How do I know it's safe to submit my credit card number?

During the order process, if you choose to make your payment by credit card, you will enter a secured area of our web site. (A key, lock, or chain may appear in your browser's status bar to show that you are in a secure area.) In this secure area, your information will be encrypted using VeriSign and then processed electronically by Loeb Electric. But if you would like to submit your credit card information over the phone, simply contact one of our representatives at 1-844-459-3711 and someone will assist you.

What methods of payment does Loeb Electric accept?

You can pay for your order by check, money order, or by credit card (Visa, MasterCard, American Express). If you're a local customer to one of our distribution/showroom locations (New York Metropolitan area), you can pick up your items or have them shipped to you and pay for them at that time.

This is a secure web site. To add to the traditional security of credit card number encryption, we also require that you enter a CVV2, CVC2 or CID number when you use your credit card. CVV2 (Card Verification Value), CVC2 (Card Validation Code) and CID (Card Identification #) codes are a new authentication scheme established by credit card companies to help reduce fraudulent use of credit card numbers in Internet transactions. It consists of requiring a card holder to enter the CVV2, CVC2 or CID codes at transaction time to verify that the card is on hand. You can find these codes as shown below. If your credit card does not have one of the codes, please contact your credit card company to get a new credit card that will allow us to process your online credit card order in the most secure way possible. Visa and MasterCard cards have a 3-digit CVV2 and CVC2 security code. The security code is the last 3 digits of the number on the back of the card (see diagram below). Discover card has a 3-digit Card Member ID security code. The security code is the last 3 digits of the number on the back of the card (see diagram below). American Express credit cards have a 4-digit CID security code, and it's located on the front of the card in various areas.

How fast can Loeb Electric get my order to me?

Local Orders
You'll find that we are **VERY FAST!**
In fact, we will ship most orders the **SAME DAY!**

Custom Orders
Customers will be notified on the ETA for custom orders.

What happens if my order is lost or damaged?

Loeb Electric is careful packing and using sturdy shipping cartons, not to mention our experienced parcel prep team, means it's rare that an order is lost or damaged. But the delivery folk can lose a package and their machines can mangle them from time to time. If that happens, Loeb Electric runs a quick trace if the package is lost. If we can't find it, we'll immediately send a replacement. If an item arrives damaged, report the damage and we'll correct matters to your satisfaction.

Will Loeb Electric sell my name and address to other companies?

No! Any information you provide is used by Loeb Electric only to serve you in the best and most efficient way. We do not sell our mailing list to anyone. Period! For more information, please read our [Privacy Statement](#).

Can I order items that are not found in your website?

Yes! If you see it on another website, in a catalog, or anywhere else, Loeb Electric will do everything we can to get it for you. Please contact us.

Does Loeb Electric process Tax Exempt orders?

Yes! Please place the order as you would if you were paying tax. On the Shipping Information page please type "TAX EXEMPT" into the Shipping Instructions, then fax a copy of your current Tax Certificate. We will fax or email you an updated invoice. You can call us at 1-844-459-3711 or email us at account@LoebElectric.com to inform us that your order is tax exempt.

CONTACT

Submitting requests for detailed information

To ask us a specific question, click on the **Contact** link in the upper right corner to open our contact form.



Check the box related to your question: “Open Account” for questions about opening a credit and/or web account, “Product Information” for questions about the products Loeb Electric carries, “Credit/Accounting Inquiry” for questions about your account, and “Other” for all other questions. Then, enter your question in the **Questions or Comments** box.

Home > Contact Us

CONTACT US

Contact us for more information on our products and services!

* Required Field

Please select your areas of interest:

- Open Account
- Product Information
- Credit / Accounting Inquiry
- Other

Questions or Comments

Enter your contact information

* Your Name: John Doe

* Phone Number: 123-456-7890

* Email: johndoe@gmail.com

Company Name: Doe Electric

Address:

City, State, Zip:

Indicate how you wish to communicate:

- Email
- Phone call back

SUBMIT REQUEST >

Your information will be kept confidential and will only be used by Loeb Electric for our internal purposes of serving you.

Thank you for your interest!

Check the subject that matches your question— multiple subjects can be checked

Type in your question here

Enter your name, phone number, and email address

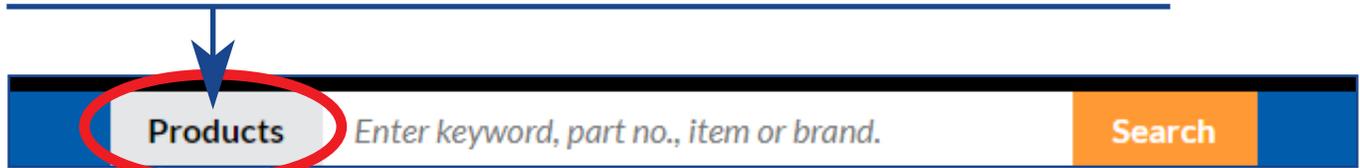
Indicate how you'd prefer to receive your answer

Click Submit Request to send your question

SEARCH

Finding products using the Products page

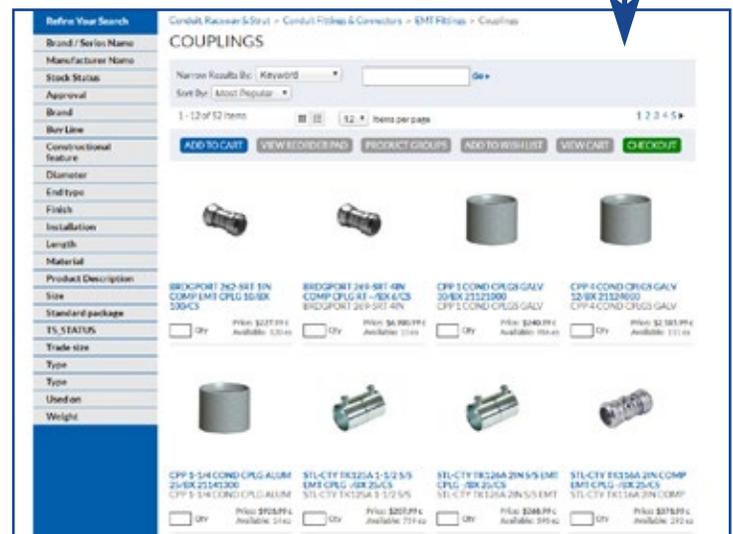
There are several ways to search for products on our e-commerce site. If you want an overview of every type of product Loeb Electric carries, click on **Products** next to the search bar in the upper left corner.



Click on any of the category links to be taken to a more refined listing. For this example, we'll go under "Conduit, Raceway & Strut" and click on "Conduit Fittings & Connectors."



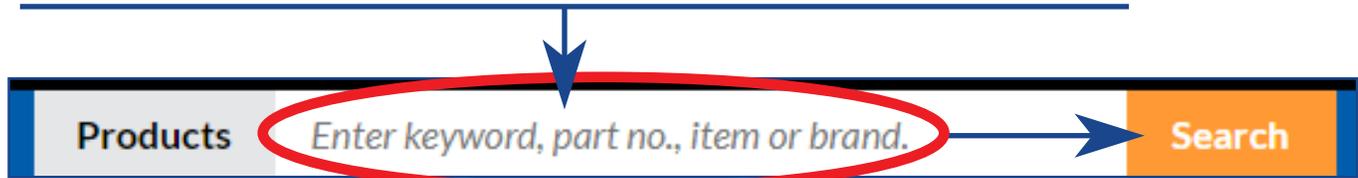
Click on links related to what you're looking for to continue refining your search. In this example, we'll go under "EMT Fittings" and click on "Couplings". Then, either refine your search using the drill-down on the left, click on a product to view its details, or enter the quantity of the item you would like to buy in the **Qty** box and click **Add to Cart**.



SEARCH

Finding products using a keyword search

If you want to search using a keyword, enter it in the search bar in the upper left corner and then click **Search**. For this example, we'll search for "led flood" to find all the LED flood lights Loeb Electric carries.



All the products that match the search keywords will appear. From there, you can either refine your search using the drill-down menu on the left, or select a product from the results.

If you want to add one of the displayed products to your cart right away, enter the quantity you would like in the **Qty** box and then click **Add to Cart**.

Refine Your Search

- Brand / Series Name
- Manufacturer Name
- Stock Status
- Ac voltage rating
- Approval
- Average hours
- Base type
- Battery included
- Battery size
- Beam spread angle deg
- Beam spread type
- Body material
- Brand
- Bury Line
- Color
- Color rendering index
- Color temperature in kelvin
- Distribution beam spread
- Door type
- Enclosure
- Epa
- Finish
- Fixture mounting size
- Fixture mounting type
- Frequency range
- Frequency rating
- Housing material
- Input current
- Intensity
- Item
- Lamp type
- Lamp wattage
- Lamp ballast voltage
- Length
- Lens type
- Life in hour
- Lumens per watt
- Maximum thd
- Mounting
- Number of batteries
- Power factor
- Product Description
- Shape designation
- Size
- TS_STATUS
- Thd
- Type
- Type
- Used on
- Voltage rating
- Voltage rating v
- Wattage
- Wattage w
- Weight

Search > Results for led flood

PRODUCT SEARCH RESULTS

Select from the products listed below or narrow or change your search criteria

Narrow Results By: Keyword Go

Sort By: Most Popular

1 - 12 of 23 Items 12 Items per page 1 2 >

ADD TO CART VIEW REORDER PAD PRODUCT GROUPS ADD TO WISH LIST VIEW CART CHECKOUT

<input type="text"/> Qty Price: \$132.99 ea Available: 4 ea	<input type="text"/> Qty Price: \$229.99 ea Available: 9 ea	<input type="text"/> Qty Price: \$299.99 ea Available: 11 ea	<input type="text"/> Qty Price: \$34.99 ea Available: 20 ea
<input type="text"/> Qty Price: \$54.99 ea Available: 22 ea	<input type="text"/> Qty Price: \$34.99 ea Available: 17 ea	<input type="text"/> Qty Price: \$54.99 ea Available: 24 ea	<input type="text"/> Qty Price: \$47.99 ea Available: 1 ea
<input type="text"/> Qty Price: \$84.79 ea Available: 9 ea	<input type="text"/> Qty Price: \$431.99 ea Available: 11/25/2017	<input type="text"/> Qty Price: \$670.99 ea Available: 15 ea	<input type="text"/> Qty Price: \$353.99 ea Available: 2 ea

ADD TO CART VIEW REORDER PAD PRODUCT GROUPS ADD TO WISH LIST VIEW CART CHECKOUT

1 - 12 of 23 Items 12 Items per page 1 2 >

Can't find what you are looking for?
Please fill out our non-stock/special order form and we'll get right back to you. Thanks!

SEARCH

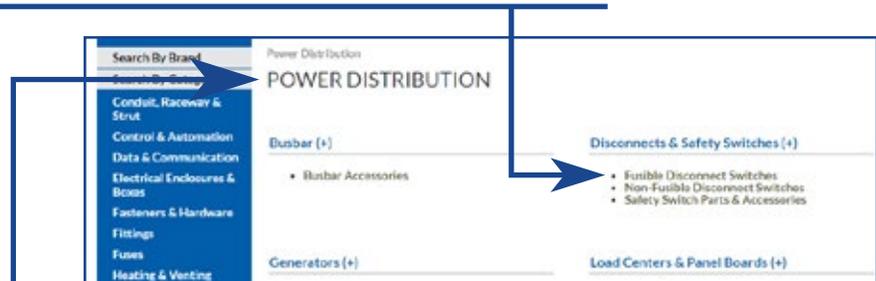
Finding products using the Search by Category menu

If you know what type of material you need, try searching by category. Click on **Search by Category** in the drill-down menu on the left to open a menu of all the types of materials we carry.

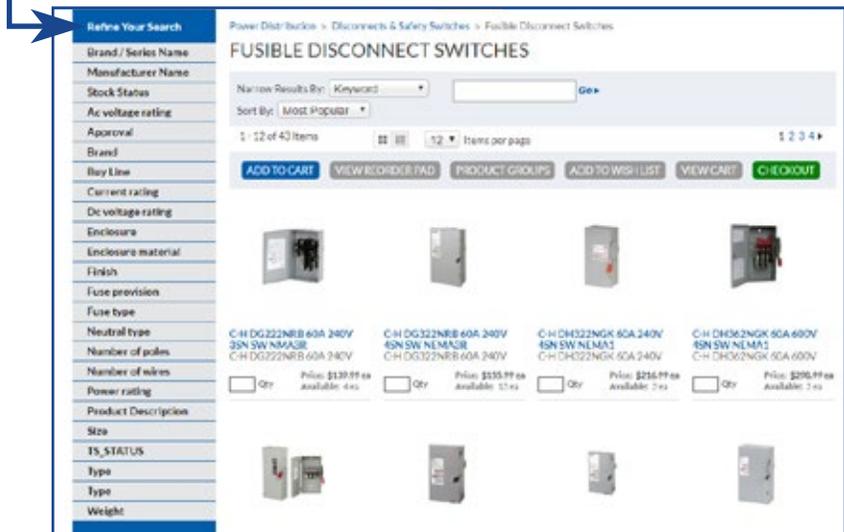


Then, click on the category that matches what you're looking for. In this example, we'll choose "Power Distribution".

This will take you to a more refined category listing, just like in the Products Page search. Click on the category that matches what you need. In this example, we'll go to "Disconnects & Safety Switches" and choose "Fusible Disconnect Switches".



All the products that match that category will be displayed. As before, you can then either refine your search using the drill-down menu to the left, click on an item to view its details, or enter the quantity you would like and then **Add to Cart**.



SEARCH

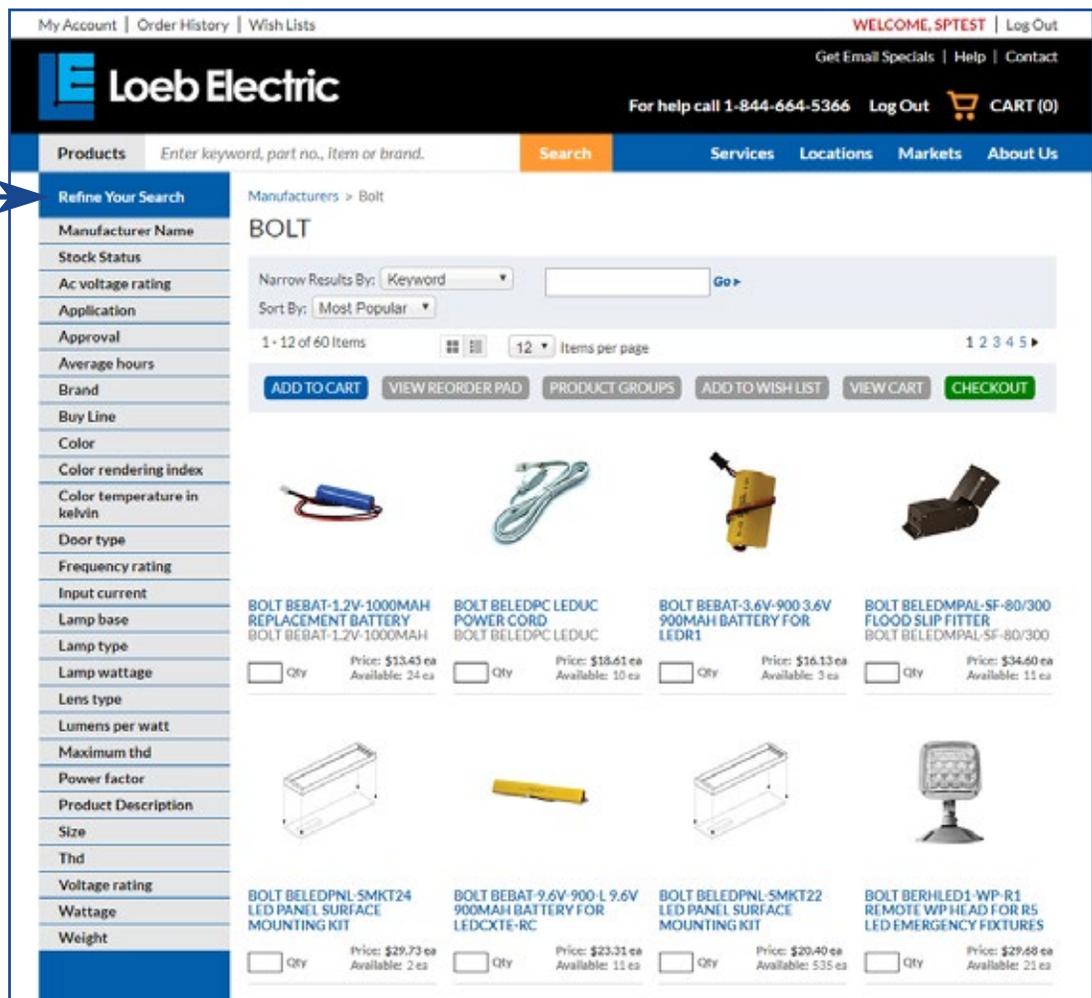
Finding products using the Search by Brand menu



If you want to see all the products we carry made by a certain manufacturer, try searching by brand.

Click on **Search by Brand** in the drill-down menu on the left to open a menu of all the manufacturer lines we carry. Click on a manufacturer listing. For this example, we'll choose "Bolt"

You'll then see a page listing all the products we carry made by the manufacturer you selected. As with the other search methods, you can then either refine your search using the drill-down menu to the left, click on an item to view its details, or enter the quantity you would like in the **Qty** box and click **Add to Cart**.



PRODUCT LISTING PAGE

Viewing your search results

After searching for products, you'll see several products matching your search criteria shown on one page. You can click on a product's name or photo to go to its product detail page (see page 16), or see additional product listing pages matching your search results by clicking on the page numbers located above the green **Checkout** button.

Click the page numbers to see more search results

Refine Your Search

Brand / Series Name

Manufacturer Name

Stock Status

Applicable standard

Approval

Brand

Buy Line

Hole size

Material

Number of holes

Product Description

Size

Standard package

TS_STATUS

Trade size

Type

Type

Used on

Weight

Wire size

Conduit, Raceway & Strut > Conduit Fittings & Connectors > Entrance Caps

ENTRANCE CAPS

Narrow Results By: Keyword [Go >](#)

Sort By: Most Popular

1 - 12 of 16 Items 12 Items per page

[ADD TO CART](#) [VIEW REORDER PAD](#) [PRODUCT GROUPS](#) [ADD TO WISH LIST](#) [VIEW CART](#) [CHECKOUT](#)

1 2 [▶](#)

<input type="text"/> Qty Price: \$770.99 c Available: 25 ea	<input type="text"/> Qty Price: \$811.99 c Available: 10 ea	<input type="text"/> Qty Price: \$55.29 ea Available: 8 ea	<input type="text"/> Qty Price: \$1,550.99 c Available: 55 ea
<input type="text"/> Qty Price: \$696.99 c Available: 4 ea	<input type="text"/> Qty Price: \$88.39 ea Available: 6 ea	<input type="text"/> Qty Price: \$530.99 c Available: 40 ea	

If you see the item you want already, add it to your cart right away by entering the quantity of the item you'd like to buy in the **Qty** box, then click the blue **Add to Cart** button. You can add items to your wish list (see page 18) or to a product group (see page 17) the same way: enter the quantity you would like in the **Qty** box, then click the **Wish List** or **Product Groups** buttons.

PRODUCT LISTING PAGE

Refining your search results

You can also change how the Product Listing page displays items using the toolbar located above the items. You can switch between Grid and List views (Grid is the default view), the amount of items displayed per page, and change how items are sorted.

Sort By: Select the order in which items are displayed. Choose from Most Popular, Closest Match, Description, Price, and Availability

1 - 12 of 16 Items 12 Items per page **Show 12, 30, or 60 items per page**

ADD TO CART **VIEW REORDER PAD** **PRODUCT GROUPS** **ADD TO WISH LIST** **VIEW CART** **CHECKOUT**

Add to Cart: Immediately add an item to your cart from the Product Listing page

View your Reorder Pad (see page 20)

Add items to your Product Groups (see page 17)

Add items to your Wish List (see page 18)

View all items currently in your cart

Check out when you're finished shopping

If you don't see the product you want, you can further narrow your search results using the **Refine Your Search** drill-down menu on the left, or narrow results by **keyword**.

Narrow Results by Keyword: Enter a keyword and click **Go** to display items matching your keyword.

Narrow Results By: Sort By:

Refine Your Search

- Brand / Series Name
- Manufacturer Name
- Stock Status
- Applicable standard
- Approval
- Brand
- Buy Line
- Hole size
- Material
- Number of holes
- Product Description
- Size
- Standard package
- TS_STATUS
- Trade size
- Type
- Type
- Used on
- Weight
- Wire size

Material

- Number of holes
- Product Description
- Size
 - 10.5 Inch L x 7 Inch H (1)
 - 11.75 Inch L x 8.5 Inch H (1)
 - 12.5 Inch L x 8.75 Inch H (1)
 - 2.05 Inch L x 2.99 Inch W x (1)
 - 3.15 Inch L x 4.5 Inch W x (1)
 - 3.64 Inch L x 2.8 Inch H (1)
 - 4.15 Inch L x 3.4 Inch H (1)
 - 4.61 Inch L x 3.32 Inch H (1)
 - 5.79 Inch L x 4.75 Inch H (1)
 - 6.9 Inch L x 5.75 Inch H (1)
- Standard package

Refine Your Search: Click on a menu item to expand it, and check any of the criteria that match what you're looking for. The page will then refresh to show your refined search results.

NOTE: If your searches return no results, you'll see a page where you can search for a specific keyword within certain categories.

Search Term(s):

Search Field: Search all fields or single field.

Match Mode: Match all search terms, any of the search terms, the exact term or a partial match on the search term (partial match on trailing text only).

PRODUCT DETAIL PAGE

View detailed product information

If you click on an item's picture or name from the Product Listing page (see page 14), you'll see the **Product Detail** page, where you can find all of that product's specific information. You can also add the item to your cart, wish list, and product groups from this page, or view your cart.

My Account | Order History | Wish Lists WELCOME, SPTEST | Log Out

Loeb Electric Get Email Specials | Help | Contact

For help call 1-844-664-5366 Log Out CART (0)

Products Search Services Locations Markets About Us

Home > Product Detail > Power Distribution > Load Centers & Panel Boards > Main Lug > C-H CH32L150D 150A LOADCENTER

C-H CH32L150D 150A LOADCENTER

C-H CH32L150D 150A LOADCENTER

Manufacturer: Eaton

Your Price: **\$112.99 / ea**

Columbus
3 ea

Quantity ea ADD TO CART VIEW CART CHECKOUT

ADD TO LIST CONTINUE SHOPPING »

ADD TO PRODUCT GROUP

MANAGE CUSTOMER PART NUMBER

Current item price

Item's availability at our store locations

Item photo: Move your mouse over the photo to zoom in

Item's unique features and benefits

Add item to your cart, wish list, product group, or view your cart or check out

Features / Benefits

- 1-Piece Silver Flashed Copper Bus Provides Superior Conductivity, Corrosion Resistance and Durability
- Tangential Center Knockout Provides Easier Installation for Conduit Applications
- Drywall Marking on Enclosure Indicates Proper Mounting Depth for Flush Applications
- Neutral Bus is Easily Removable for Sub Panel Applications
- Steel Backpan Provides Solid and Reliable Breaker Mounting 1-Piece Design for Stability and Durability
- Bonding Z Strap Provides Easy Field Conversion for Service Entrance Applications
- Larger Knockout Provides Easier Installation and Time Savings
- Lifetime Limited Warranty

PRODUCT DETAIL TABS:

Specifications: Product specs

Resources: Documentation such as instructions and spec sheets

Package Info: Weight information for shipping

Product Q&A: View questions and answers about the product

Create a custom part ID number (see page 19)

Change the quantity you want to add to your cart, wish list, or product group

Specifications	Resources	Package Info	Product Q+A
Appro			
Breaker			
Bus material		Silver Flash Plated Copper	
Circuit			
Current			
Enclos			
Enclos			
Feed			
Interrupting rating		10 Kiloampere	
Main wire size		4 AWG to 300 KCMIL (Aluminum/Copper)	
Maximum number of circuits		32	
Maximum number of spaces		(32) 3/4 Inch	
Neutral type		Insulated/Bondable Split	
Size		14-5/16 Inch W x 3-7/8 Inch D x 29-1/8 Inch H	
Type		Main Lug	
Voltage rating		120/240 VAC	

PRODUCT GROUPS

Adding products to custom Product Groups

If you find yourself frequently buying the same groups of items, create a **Product Group** to speed up your shopping time. Manage your products groups by going to the **My Account** page, then click **Product Groups** from the **Product and Order Management** section.

Home > My Account

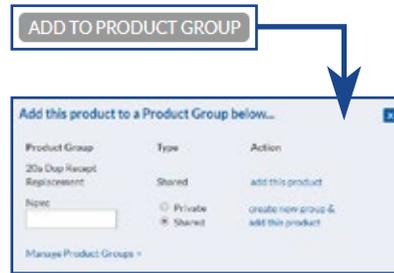
MY ACCOUNT

Welcome Sptest! [Log Out >](#)

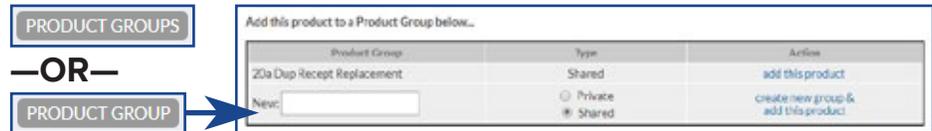
Product and Order Management

- Wish List
- Customer Part Numbers
- Product Groups
- My Saved Carts
- Quick Pad
- Reorder Pad
- Non-Stock or Special Order form

To add a product from the **Product Detail** page (see page 16): Click the gray **Add to Product Group** button, then click the **add this product** link next to the group you'd like, or create a new product group.



To add a product from the **Product Listing** page (see page 15) or **Shopping Cart** page (see page 21): Click the gray **Product Group(s)** button, then click the **add this product** link next to the group you'd like, or create a new product group.



Home > My Account > Product Groups

PRODUCT GROUPS

Save your favorite items and manage custom product groups here

[Print Friendly](#) **List of your current product groups**

Product Groups:

Name	Type	Action
20a Dup Receipt Replacement (4 items) common 20a dup receptacle kit	Shared	Edit Remove

Add a new Product Group:

Name: [Go >](#) **Create a new group**

Product Group Listing:

20a Dup Receipt Replacement (4 items)

Group: 20a Dup Receipt Replacement common 20a dup receptacle kit

Sort By: -- Select Option --

Your Part #	Order	Qty	Price	Product Description	Availability
<input type="checkbox"/>	1	<input type="text" value="1"/>	View Price	LEV T5820-W 20A 125V T/R DPLX RCPT RESI GRADE 10/BOX 50/CASE	
<input type="checkbox"/>	1	<input type="text" value="1"/>	View Price	STL-CTY 58C7 HANDYBOX/CVRF/DPLXRCPT -BX 25/CSM	
<input type="checkbox"/>	1	<input type="text" value="1"/>	View Price	RACO 670RAC 2-1/8D HANDYBOX 1/2 50/BX	
<input type="checkbox"/>	100	<input type="text" value="100"/>	View Price	IDEAL 30-071 GRY 71B WIRE NUT-100BX 100/BX 1000/CS	

[Check All](#) [Add To Cart](#) [View Cart](#) [Create Export Files](#)

Product Group help page link

Change the item quantity

You can add, edit, and delete product groups from **My Account > Product Groups** (see above). If you create a new group, the group's name will appear in the Product Groups list. You can then change its name, description, privacy setting, and subgroups, as well as remove items from the group.

To buy items from your product group, choose one of your product groups from the drop-down menu. Then, either check the items you want to buy, or click **Check All** to buy all the items in your group, then click **Add to Cart**. You can then either continue shopping, view your cart, or check out.

WISH LIST

Create and manage a list of items for future purchases

If you see an item you don't want to buy right now, but maybe you'll want in a future order, you can add it to your **Wish List**. To manage your wish list, go to **My Account** and click on **Wish List** under **Product and Order Management**.

NOTE: Even if you don't currently have anything in your wish list, you can still go to **My Account>Wish List**; the page will just tell you that your list is empty.

Home > My Account

MY ACCOUNT

Welcome Sptest! [Log Out >](#)

Product and Order Management

- Wish List
- Customer Part Numbers
- Product Groups

Home > My Account > Wish List

WISH LIST

Save your favorite items or product grouping here

Print Friendly

3 Item(s) in List

Qty	Unit of Measure	Product Description	Unit Price	Availability	Extended Price	Cart
<input type="text" value="1"/>	ea (1)	RACO 670RAC 2-1/8D HANDYBOX 1/2 50/BX	2.11 / ea	100 ea	2.11	<input type="checkbox"/> Add
<input type="text" value="1"/>	ea (1)	LEV 43115-75 BULK VELCRO 75FT/ROLL 1/BOX 10/CASE	74.79 / ea	5 ea	74.79	<input type="checkbox"/> Add
<input type="text" value="1"/>	ea (1)	L-		5 ea	53.89	<input type="checkbox"/> Add
					Subtotal	\$130.79

Change the quantities of items on your list and click Update List to save changes

Change the quantity to zero (0) and click Update List to remove an item from your list

Remove all items from your wish list

Check here and click Add to Cart when you're ready to buy an item from your wish list

View all items currently in your shopping cart

UPDATE LIST **—OR—** **REMOVE ALL ITEMS FROM YOUR WISH LIST**

RETURN TO SHOPPING **UPDATE LIST** **CLEAR LIST** **ADD TO CART** **VIEW CART**

Return to the Products page (see page 10) to continue shopping

View all items currently in your shopping cart

UPDATE LIST
To modify quantities, click Update List.
To remove a product from your list, enter 0 in the Quantity Field, then click Update List.

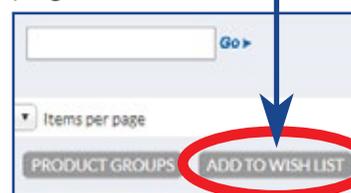
CLEAR LIST
To clear your list, click the Clear List button.

ADD TO CART
To add items to your shopping cart, select items using the Add checkbox and click the Add To Cart button.

VIEW CART
To view items currently in your shopping cart, Click the View Cart button.

While shopping, you can add items to your wish list from the **Product Listing** page (see pages 14-15) or the **Product Detail** page (see page 16).

From the **Product Listing** page



From the **Product Detail** page



CUSTOMER PART NUMBERS

Creating custom part numbers for frequently-ordered items

CUSTOMER PART NUMBERS

If you find yourself frequently ordering the same items, you can assign them a custom ID number so you can quickly pull them up the next time you shop our e-commerce site.

ARL BE2 2G BOX EXTENDER /BX 25/CS
ARL BE2 2G BOX EXTENDER /BX 25/CS
Manufacturer: Arlington Industries
Your Price: \$219.99 / c
Columbus
113 ea
Quantity 1 ea
ADD TO CART VIEW CART CHECKOUT
ADD TO LIST CONTINUE SHOPPING +
ADD TO PRODUCT GROUP
MANAGE CUSTOMER PART NUMBER
Customer Part Number
Your Part # [input field] Action update
Manage Customer Part Numbers >

From the **Product Detail page** (see page [16](#)), click the gray **Manage Customer Part Number** button to open the Customer Part Number entry field. Add a number you can easily remember (for this example, we'll use 10001), then click the blue **update** link to apply your custom number. The page will then refresh and show your new custom part number along with the other part information.

Manufacturer: Arlington Industries
Your Part #: 10001
Your Price: \$219.99 / c
Columbus
113 ea
Quantity 1 ea
ADD TO CART
ADD TO LIST
ADD TO PRODU
MANAGE CUSTL

The next time you shop, you can enter your customer part number in the product search bar in the upper left corner. When you click Search, it will take you directly to the part you've assigned that number to. You can also use your customer part numbers in the Quick Pad (see page [20](#)).

Products Enter keyword, part no., item or brand. Search

Manage your customer part numbers from **My Account>Product and Order Management>Customer Part Numbers**. From there, you can change your numbers or delete them.

Home > My Account
MY ACCOUNT
Welcome Sptest! Log Out >
Product and Order Management
Wish List
Customer Part Numbers
Product Groups
My Saved Carts
Quick Pad
Reorder Pad
Non-Stock or Special Order form

Home > My Account > Customer Part Numbers
CUSTOMER PART NUMBERS
Customer Part Number Assigned Products: Help
Delete Your Part Number Product Description
[checkbox] 10001 ARL BE2 2G BOX EXTENDER /BX 25/CS
[checkbox] 10002 ICC IC107B5GWH MODULE F-TYPE GOLD 50/BX 400/CS
[checkbox] 10003 FTG JC-12-S FJC56 12GAUGE STL JACK CHAIN 100/BX 100/CS
[checkbox] 10004 ARL 8091F SIDING BOX KIT /BX 25/CS
Update >
Create Export Files

QUICK PAD/REORDER PAD

Two ways to add parts to your cart quickly

There are two more tools to help you order items quickly: the Quick Pad and Reorder Pad. You can find these tools on the **My Account** page (see page [28](#)) under **Product and Order Management**.

QUICK PAD

If you know the Loeb Electric ID number of a part (found on your invoice), or if you've assigned a customer part number to an item (see page [19](#)), you can enter that number in the **Quick Pad** to pull it up and add it to your cart right away.

Go to **My Account > Product and Order Management > Quick Pad** and enter each item's ID; a description will then appear. Type in the quantity you'd like, then click **Add to Cart**.

NOTE: If you need more or fewer lines, change the number in the **#Lines** box and click **Update**.

Home > Quick Pad
QUICK PAD
Know exactly what you want? Enter the item numbers here.

Product	Qty	Description
<input type="text"/>	<input type="text" value="1"/>	
<input type="text"/>	<input type="text" value="1"/>	

Lines 2 Update > **ADD TO CART >**

Home > My Account > Quick Pad
QUICK PAD
Know exactly what you want? Enter the item numbers here.

Product	Qty	Description
212630	1000	WIRE THHN-10-BLU-19STR-CU 500PP 1000/CTN \$ ft. Available: 19000 ft
15486	2	IDEAL 45-120 TS 18-10 SOL STRIPPER 1/BX 1/CS \$ ea. Available: 17 ea

Lines 2 Update > **ADD TO CART >**

REORDER PAD

If you want to buy an item you'd bought in a previous order again, use the **Reorder Pad**. Go to **My Account > Product and Order Management > Reorder Pad**; a list of all the items you've bought and sent to a specific ship-to site will appear. You can search this list using keywords or click through each page of results. Once you find the item you want, enter a quantity in the **Qty** box and click either **Add to Cart**, **Product Groups**, **Add to List**, **View Cart**, or **Check Out**.

My Account > Reorder Pad
REORDER PAD
Reorder pad facilitates quick ordering from products you have purchased over the past year

Ship-To: Go >

Narrow Results By: Search String
Sort By: Description - A to Z

Search by keyword here

Select a ship-to location and click Go to search its order history

Add an item to one of your Product Groups (see page 17) by clicking here

Add an item to your Wish List (see page 18) by clicking here

Qty	Description
<input type="checkbox"/>	3MCT11NT50-C NATURAL 11IN NYLON CABLE TIE 100/BAG 1000/CS
<input type="checkbox"/>	3MCTANT30-C 6IN NY NAT CBL TIE 100/BX
<input type="checkbox"/>	CONDUIT 1-1/2 EMT 50/BNDL 1500/LFT Your#
<input type="checkbox"/>	CONDUIT 1-1/4 EMT 50/BNDL 2000/LFT Your#
<input type="checkbox"/>	CONDUIT 1-IN EMT 100/BNDL 3000/LFT Your#
<input type="checkbox"/>	CONDUIT 1/2 EMT 300/BNDL 7000/LFT Your#
<input type="checkbox"/>	CONDUIT 2-1/2 EMT 610/LFT Your#
<input type="checkbox"/>	CONDUIT 2-IN EMT 1200/LFT Your#
<input type="checkbox"/>	CONDUIT 3-1/2 EMT 370/LFT Your#
<input type="checkbox"/>	CONDUIT 3-IN EMT 510/LFT Your#
<input type="checkbox"/>	CONDUIT 3/4 EMT 300/BNDL 5000/LFT Your#
<input type="checkbox"/>	CONDUIT 4-IN EMT 1700/LFT Your#

1-12 of 3470 items
Top of Page

NON-STOCK/SPECIAL ORDER FORM

Request items not found in our store that you would like

If you couldn't find the product you wanted on our e-commerce site, you can submit a special order. Go to **My Account** and click **Non-Stock or Special Order Form** under **Product and Order Management**.

[Home](#) > [My Account](#)

MY ACCOUNT

Welcome Sptest! [Log Out](#) >

Product and Order Management

- [Wish List](#)
- [Customer Part Numbers](#)
- [Product Groups](#)
- [My Saved Carts](#)
- [Quick Pad](#)
- [Reorder Pad](#)
- [Non-Stock or Special Order form](#)

[Home](#) > [My Account](#) > Non-Stock or Special Order form

NON-STOCK OR SPECIAL ORDER FORM

Please describe the product you would like to see us carry or special order for you:

Brand

Category

Model #

Qty Needed

Description

Questions or Additional Comments

Enter your contact information

*Your Name

*Phone Number

*Email

Company Name

Address

City, State, Zip

Indicate how you wish to communicate:
 Phone call back
 Email

[SUBMIT REQUEST >](#)

Your information will be kept confidential and will only be used by Loeb Electric for our internal purposes of serving you.

Thank you for your interest!

Enter the item's brand (manufacturer), category (click on the **Search by Category** drill-down on the left to see which categories Loeb Electric uses), model number, quantity you would like, and a detailed description of the item. You can also enter any questions or additional comments about the item underneath your description.

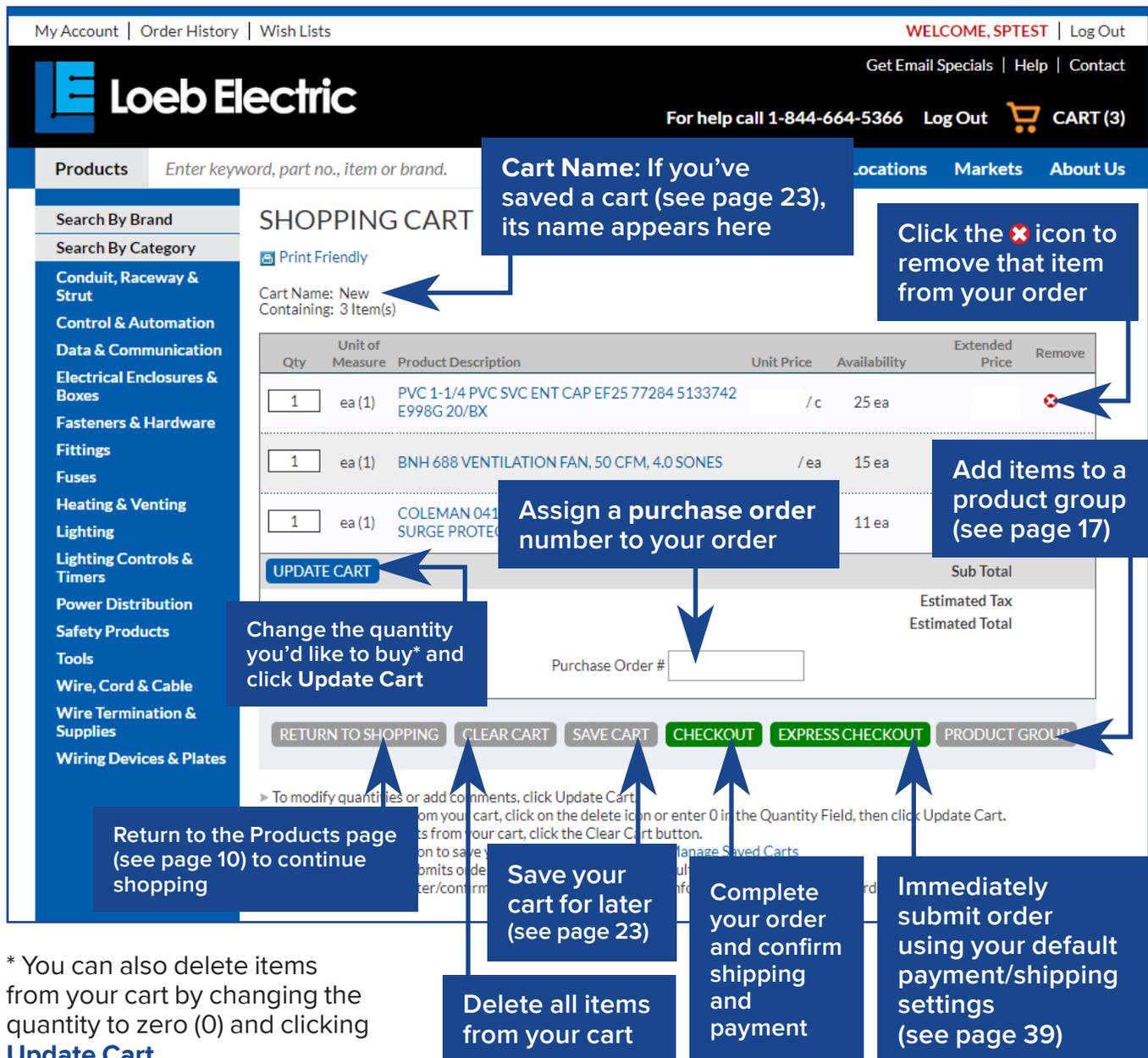
Then, enter your contact information and select how you would like Loeb Electric to contact you, then click **Submit Request** to complete your special order. A sales representative will contact you to update you on the status of your request.

SHOPPING CART PAGE

Reviewing your order

If you want to review your order before checking out, go to the Shopping Cart page by clicking the orange **Cart** icon in the upper right corner (), or the gray **View Cart** buttons on the product listing or product detail pages.

From this page, you can change the quantities of each item you want to buy, remove one or more items from your cart, add the items to a product group (see page 17), or save a cart (see page 23).



The screenshot shows the Loeb Electric Shopping Cart page. At the top, there are navigation links for 'My Account', 'Order History', and 'Wish Lists'. The Loeb Electric logo is on the left, and 'WELCOME, SPTEST | Log Out' is on the right. Below the logo, there are links for 'Get Email Specials', 'Help', and 'Contact'. A search bar is present with the text 'Enter keyword, part no., item or brand.'. The main heading is 'SHOPPING CART'. Below it, there are links for 'Print Friendly' and 'Cart Name: New Containing: 3 Item(s)'. A table lists items in the cart with columns for Qty, Unit of Measure, Product Description, Unit Price, Availability, Extended Price, and Remove. The items listed are: 1 ea (1) PVC 1-1/4 PVC SVC ENT CAP EF25 77284 5133742 E998G 20/BX, 1 ea (1) BNH 688 VENTILATION FAN, 50 CFM, 4.0 SONES, and 1 ea (1) COLEMAN 041 SURGE PROTECTOR. Below the table, there are buttons for 'UPDATE CART', 'Sub Total', 'Estimated Tax', and 'Estimated Total'. A 'Purchase Order #' field is also present. At the bottom, there are buttons for 'RETURN TO SHOPPING', 'CLEAR CART', 'SAVE CART', 'CHECKOUT', 'EXPRESS CHECKOUT', and 'PRODUCT GROUP'. Several blue callout boxes provide instructions: 'Cart Name: If you've saved a cart (see page 23), its name appears here' points to the cart name; 'Click the X icon to remove that item from your order' points to the remove icon; 'Assign a purchase order number to your order' points to the purchase order field; 'Add items to a product group (see page 17)' points to the product group button; 'Change the quantity you'd like to buy* and click Update Cart' points to the quantity field; 'Return to the Products page (see page 10) to continue shopping' points to the return to shopping button; 'Save your cart for later (see page 23)' points to the save cart button; 'Delete all items from your cart' points to the clear cart button; 'Complete your order and confirm shipping and payment' points to the checkout button; and 'Immediately submit order using your default payment/shipping settings (see page 39)' points to the express checkout button. A footnote at the bottom left states: '* You can also delete items from your cart by changing the quantity to zero (0) and clicking Update Cart.'

SAVED CARTS

Save one or more shopping carts for later

If you need to leave before you're finished shopping, or if you're in the planning phase of your project and aren't ready to check out yet, you can save your cart and come back to it later.

From the **Shopping Cart** page (see page 22), click on the gray **Save Cart** button underneath the cart contents. A new field will appear and prompt you to enter a name for your cart. Once you've entered a name and specified if it's a shared or private cart, click the blue **save cart >** link to save your cart.

SHIPPING CART

Print Friendly

Cart Name: New
Containing: 2 Item(s)

Qty	Unit of Measure	Product Description	Unit Price	Availability	Extended Price	Remove
1	ea(1)	NSI ZTL 124-510 LED LONG LIFE SERIES ADVANCED ELECTRONIC LED PHOTOCONTROL COMES WITH 15YR MANUFACTURER WARRANTY	35.99 / ea	11/04/2017	35.99	
1	ea(1)	BNH 744 RECESSED FAN/LIGHT, 70 CFM, 1.5 SONES, 6" WHITE TRIM, USE Z5W R30 OR BR30 BULB FOR STANDARD APPLICATIONS. FOR TUB/SHOWER APPLICATIONS, REQUIRES A PAR30L OR PAR30LN BULB (BULB NOT INCLUDED).	188.99 / ea	3 ea	188.99	

UPDATE CART

Sub Total: \$224.98
Estimated Tax: \$16.67
Estimated Total: \$241.65

Purchase Order # 12345

RETURN TO SHOPPING CLEAR CART **SAVE CART** CHECKOUT EXPRESS CHECKOUT PRODUCT GROUP

> To modify quantities or add comments, click Update Cart.
> To remove a product from your cart, click on the delete icon or enter 0 in the Quantity Field, then click Update Cart.
> To remove ALL products from your cart, click the Clear Cart button.
> Use the Save Cart button to save your shopping cart by name, Manage Saved Carts
> "Express Checkout" submits order immediately using your default settings Personal Settings
> Click "Checkout" to enter/confirm your shipping and payment information and submit your order.

RETURN TO SHOPPING CLEAR CART SAVE CART CHECKOUT EXPRESS CHECKOUT PRODUCT GROUP

> To modify quantities or add comments, click Update Cart.
> To remove a product from your cart, click on the delete icon or enter 0 in the Quantity Field, then click Update Cart.
> To remove ALL products from your cart, click the Clear Cart button.
> Use the Save Cart button to save your shopping cart by name, Manage Saved Carts
> "Express Checkout" submits order immediately using your default settings Personal Settings
> Click "Checkout" to enter/confirm your shipping and payment information and submit your order.

Save your current cart information below:

Cart Name: Cart Type: Shared Cart

Manage Saved Carts >

Top of Page

Home > My Account

MY ACCOUNT

Welcome Sptest! [Log Out >](#)

Product and Order Management

- Wish List
- Customer Part Numbers
- Product Groups
- My Saved Carts
- Quick Pad
- Reorder Pad
- Non-Stock or Special Order form

When you're ready to check out, bring up your saved cart by going to **My Account** and clicking on **My Saved Carts** under **Product and Order Management**. Click the blue **Open** button on the cart you want. The Shopping Cart page will then load with the contents of your cart, and you can add more items to the cart, clear it, or check out.

Shopping Cart > My Saved Carts

MY SAVED CARTS

My Saved Carts:

Name	Date	Action
Project 108.04.16 (4 Items)	08/04/2016	<input type="button" value="OPEN >"/> <input type="button" value="REMOVE >"/>
test cart (2 Items)	10/16/2017	<input type="button" value="OPEN >"/> <input type="button" value="REMOVE >"/>

You can delete a saved cart with the Remove button

My Saved Carts > Shopping Cart

SHIPPING CART

Print Friendly

Cart Name: test cart
Containing: 2 Item(s)

Qty	Unit of Measure	Product Description	Unit Price	Availability	Extended Price	Remove
1	ea(1)	NSI ZTL 124-510 LED LONG LIFE SERIES ADVANCED ELECTRONIC LED PHOTOCONTROL COMES WITH 15YR MANUFACTURER WARRANTY	35.99 / ea	11/04/2017	35.99	
1	ea(1)	BNH 744 RECESSED FAN/LIGHT, 70 CFM, 1.5 SONES, 6" WHITE TRIM, USE Z5W R30 OR BR30 BULB FOR STANDARD APPLICATIONS. FOR TUB/SHOWER APPLICATIONS, REQUIRES A PAR30L OR PAR30LN BULB (BULB NOT INCLUDED).	188.99 / ea	3 ea	188.99	

UPDATE CART

Sub Total: \$224.98
Estimated Tax: \$16.67
Estimated Total: \$241.65

Purchase Order # 12345

RETURN TO SHOPPING CLEAR CART SAVE CART CHECKOUT EXPRESS CHECKOUT PRODUCT GROUP

Your saved cart's name will appear here

CHECKING OUT

Confirm shipping information for your order

Once you click the green **Checkout** button from the **Product Listing** (see page 14), **Product Detail** (see page 16), or **Shopping Cart** (see page 22) pages, the **Shipping Information** page (below) will appear. If you're logged in, the page will automatically fill in your default ship-to information. You can then confirm the shipping information or change it. When everything looks correct, click **Continue to Billing** to proceed to the payment information page.

Shopping Cart > Shipping Information

SHIPPING INFORMATION

Please review your shipping info and fill in any * required fields.

* Email Address

* Name

* Phone

* Purchase Order #

Release #

* Address Line 1

Address Line 2

* City/Town

* State

Country

* Zip Code

* Choose your shipping method

Shipping Method

- Local Delivery 3 Day
- Local Delivery 2 Day
- Local Delivery Next Day
- Will Call Pick Up (Order by 2 pm for same day. After 5 pm orders ready at 10 am next day)
- UPS 2nd Day Air

Coupon Code [UPDATE >](#)

Shipping Instructions

[CONTINUE TO BILLING](#)

Enter the email address you would prefer Loeb use to contact you with any shipping questions/updates

Your name, or the name of your preferred contact

Preferred contact phone number

Your purchase order number for this order (you create this)

Physical address where you would like the order to arrive

NOTE: If you plan to pick up your order at one of our stores, use your default address; the form will still require this information to be filled out.

Select a shipping method; the price will update and the freight charge will appear on the Verify and Place Order page (see page 27)

If you have a coupon code, enter it here and click Update to apply it

Type special shipping instructions (i.e. "ask for Bob" or "leave at desk") in this box

Click here to proceed to billing (see page 25)

CHECKING OUT

Selecting your payment method

After confirming the shipping information for your order (see page 24), you'll then choose how you want to pay for it.

Shopping Cart > Shipping Information > Checkout

CHECKOUT

Select a payment method and fill in any *required fields.

- Submit for Bid Only
- Bill to my account
- Use a credit card

CONTINUE >

More Information

- Return Policy
- Terms of Use
- Privacy Policy

Callouts:

- Submit for Bid Only:** If your project is still in the bidding phase, choose **Submit for Bid Only** (see page 26)
- More Information:** View our return and privacy policies and terms of use here
- CONTINUE >:** Click Continue to go to the **Verify and Place Order** page (see page 27)
- Use a credit card:** Choose **Use a credit card** to make a one-time immediate payment with a credit card
- Bill to my account:** Choose **Bill to my account** to pay with your Loeb Electric credit account and generate an invoice

PAYING WITH A CREDIT CARD

If you select **Use a credit card**, a new form will appear under the payment methods.

If your billing and shipping addresses are different, uncheck the “Billing Address is the same as shipping” option and enter your billing address. Enter the name on the credit card you’re using, then click the **Enter Credit Card Number** button. Another form will appear.

Enter your credit card number and expiration date. Once the information is verified, click the gray **Place Order** button to proceed to the **Verify and Place Order** page (see page 27).

Shopping Cart > Shipping Information > Checkout

CHECKOUT

Select a payment method and fill in any *required fields.

- Submit for Bid Only
- Bill to my account
- Use a credit card

More Information

- Return Policy
- Terms of Use
- Privacy Policy

Billing Address is the same as shipping

Secure credit card payment
This is a secure SSL encrypted payment.

*Name on card
John Doe

Save this new credit card for future

ENTER CREDIT CARD NUMBER

OR if your billing address is different from the shipping address:

Shopping Cart > Shipping Information > Checkout

CHECKOUT

Select a payment method and fill in any *required fields.

- Submit for Bid Only
- Bill to my account
- Use a credit card

More Information

- Return Policy
- Terms of Use
- Privacy Policy

Billing Address is the same as shipping

Billing Address

*Address Line 1
742 Evergreen Terrace

*City
Springfield

*State
Ohio (OH)

*Zip
45424

Secure credit card payment
This is a secure SSL encrypted payment.

*Name on card
John Doe

Save this new credit card for future

ENTER CREDIT CARD NUMBER

Shopping Cart > Shipping Information > Checkout

CHECKOUT

Select a payment method and fill in any *required fields.

- Submit for Bid Only
- Bill to my account
- Use a credit card

More Information

- Return Policy
- Terms of Use
- Privacy Policy

Charge to a new credit card

Billing Address is the same as shipping.

Secure credit card payment
This is a secure SSL encrypted payment.

*Name on card
John Doe

Save this new credit card for future

vantiv
smarter. faster. safer. payments.

To complete your secure transaction enter credit card information below and click Place Order.

This secure payment service is provided by **vantiv**.

Card Information * Denotes a required field

*Card Number:

*Expiration: /

Address Information

Billing Address: John Doe 1800 E 5TH AVE COLUMBUS, OH 43219	Shipping Address: John Doe 1800 E 5TH AVE COLUMBUS, OH 43219
---	--

Place Order [Cancel and return to merchant](#)

For more information regarding Vantiv [click here](#).

CHECKING OUT

Selecting your payment method

PAYING WITH YOUR LOEB ELECTRIC CREDIT ACCOUNT

If you select **Bill to my account** and click **Continue**, you'll progress directly to the **Verify and Place Order** page (see page 27). The order will be billed to your account. You can then pay

off your balance at a later date by going to **My Account>Account Management>Pay Online** when you're ready to pay, or send yourself the invoice. See page 30 for more details about your order history, page 38 for details about online payment, and page 39 for information about default payment settings.

Home > My Account

MY ACCOUNT

Welcome Spstest! [Log Out >](#)

Product and Order Management

- Wish List
- Customer Part Numbers
- Product Groups
- My Saved Carts
- Quick Pad
- Reorder Pad
- Non-Stock or Special Order form

Account Review

- Pending Orders
- Open Bids
- Open Backorders by Product
- Open Orders
- Order History
- Order Search
- Account Inquiry
- Monthly Statement

Account Management

- Manage Ship-Tos
- Edit Profile
- Credit Card Management
- Pay Online
- Personal Settings

Click Pay Online to pay your credit account balance

SUBMIT FOR BID ONLY

If your project is still in the bidding phase, you can choose **Submit for Bid Only** to generate a detailed materials quote that includes itemized pricing and expected freight and tax charges. Once you click **Submit Quote**, you'll receive an email confirmation. You can later manage your open bids from **My Account>Account Review>Open Bids** (see page 32).

Shipping Information > Checkout > Verify and Place Order

VERIFY AND PLACE ORDER

Please confirm your order details below and click submit to complete your purchase

Shipping Address:
Doe Electric
742 Evergreen Terrace
Springfield, OH 12345-1234

Shipping Instructions:
**EMAIL: johndoe@gmail.com
FOR QUOTE ONLY

Payment Method: Submit for Quote Only

Billing Address:
Doe Electric
742 Evergreen Terrace
Springfield, OH 12345-1234

Quote Details:
Ship Via: Local Delivery 3 Day
Ordered By: John Doe
Phone #: 123-456-7890
PO #: 12345
Release #:

Description	Availability	Order Qty	Unit Price	Ext Price
GE F13TB/CW 12 IN PRE-IT FLUOR LAMP 24/CASE 30096 **WM	90 ea	1 ea	\$ /ea	\$
GE LED11DA19/827-1204/CASE 11328 DELISTED REPLACED BY 69117	10/22/2017	1 ea	\$ /ea	\$
GE LED12DP30RW63040-120 12W LED LMP 6/CASE 42131	220 ea	3 ea	\$ /ea	\$
GE LED15FM12-W-120-20433 12" FLUSH-MOUNT LED CEILING FIXTURE 2/CASE 20432	8 ea	4 ea	\$ /ea	\$
Subtotal				\$
Tax				\$
Freight				\$
Handling				\$
Total				\$

Notes:
All orders for storage or errors must be made at once, returns require written authorization and are subject to handling charges. Special orders are non-returnable. **Rest due invoices may be subject to 1.5% late charge.**

[MODIFY QUOTE](#) [SUBMIT QUOTE](#)

Click **Modify Quote** to return to the Shopping Cart page (see page 22)

Click **Submit Quote** to generate your material quote

Home > My Account > Order Confirm

ORDER CONFIRM

Thank you for your order. As soon as we begin processing you will be able to track the status online via the My Account page.

[Print Friendly](#)

Shipping Address:
Doe Electric
742 Evergreen Terrace
Springfield, OH 12345-1234

Shipping Instructions:
**EMAIL: johndoe@gmail.com
FOR QUOTE ONLY

Quote Confirmation

Your quote number is: 5100001234.1 Quote Date: 10/17/2017

Billing Address:
Doe Electric
742 Evergreen Terrace
Springfield, OH 12345-1234

Quote Details:
Ship Via: Local Delivery 3 Day
Ordered By: John Doe
Phone #: 123-456-7890
PO #: 12345
Release #:

Description	Availability	Order Qty	Ship Qty	Unit Price	Ext Price
GE F13TB/CW 12 IN PRE-IT FLUOR LAMP 24/CASE 30096 **WM	66 ea	1 ea	1 ea	\$ /ea	\$
GE LED11DA19/827-1204/CASE 11328 DELISTED REPLACED BY 69117	11/11/2017	1 ea	1 ea	\$ /ea	\$
GE LED12DP30RW63040-120 12W LED LMP 6/CASE 42131	151 ea	3 ea	3 ea	\$ /ea	\$
GE LED15FM12-W-120-20433 12" FLUSH-MOUNT LED CEILING FIXTURE 2/CASE 20432	4 ea	4 ea	4 ea	\$ /ea	\$
Subtotal				\$	\$
Tax				\$	\$
Freight				\$	\$
Handling				\$	\$
Total				\$	\$

Notes:
All orders for storage or errors must be made at once, returns require written authorization and are subject to handling charges. Special orders are non-returnable. **Rest due invoices may be subject to 1.5% late charge.**
Thank you for your order. An email confirmation has been sent to you.

[RETURN TO THE HOME PAGE](#)

Click **Return to the home page** to go back to the main page, shop.loebelectric.com

CHECKING OUT

Verify and Place Order page

Once you've entered your shipping information and confirmed your payment method, you'll see the **Verify and Place Order** page. You can review your shipping and billing addresses, shipping instructions, payment method, items being ordered, freight and tax charges, and any discounts applied.

If everything is correct, click the green **Submit Order** button to complete your order. If you need to change anything, click the blue **Modify Order** button to return to the **Shopping Cart** page (see page [22](#)).

Shipping Information > Checkout > Verify and Place Order

VERIFY AND PLACE ORDER

Please confirm your order details below and click submit to complete your purchase

Shipping Address: Doe Electric 742 Evergreen Terrace Springfield, OH 12345-1234	Billing Address: Doe Electric 742 Evergreen Terrace Springfield, OH 12345-1234
Shipping Instructions **EMAIL: johndoe@gmail.com	Order Details Ship Via: Local Delivery 3 Day Ship Branch: Ordered By: John Doe Phone #: 123-456-7890 PO #: 12345 Release #:
Payment Method: Bill to my account	

Description	Availability	Order Qty	Unit Price	Ext Price	
3M 1700C-VIOLET 3/4X66FT VNL TAPE 10/BX 100/CS	202 ea	1 ea	\$ /ea	\$	
				Subtotal	\$
				Tax	\$
				Freight	\$
				Handling	\$
				Total	\$

Notes:
All claims for shortage or errors must be made at once, returns require written authorization and are subject to handling charges.
Special orders are non-returnable.
Past due invoices may be subject to 1.5% late charge.

Click **Modify order** to return to the Shopping Cart page (see page [22](#)) and change your order

[< MODIFY ORDER](#) [SUBMIT ORDER >](#)

Click **Submit order** to complete and place your order

You'll then receive an email confirmation for your order at the email address you specified on the **Shipping Information** page (see page [24](#)). If you've paid with your Loeb Electric account, you can email yourself an invoice. See page [31](#) for details on sending invoices.

MY ACCOUNT PAGE

My Account landing page overview

To manage your account, click on the **My Account** link in the upper left corner of the website, or go to shop.loebelectric.com/myaccount. See page [5](#) for detailed instructions on how to find the **My Account** page.

There are three main subsections on the **My Account** page: **Product and Order Management**, **Account Review**, and **Account Management**.

PRODUCT AND ORDER MANAGEMENT

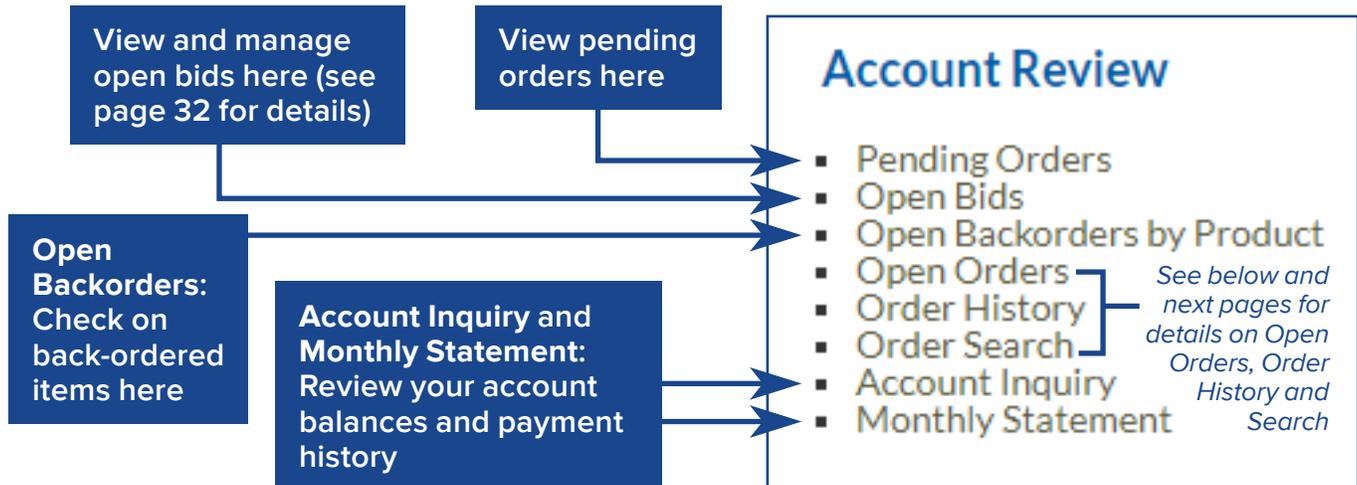
The Product and Order Management section deals with your wish list, product groups, saved carts, Quick and Reorder Pads, and the non-stock/special order form. To review these subjects, please see the following pages of this guide:

Wish List.....	18	Quick Pad	20
Customer Part Numbers...	19	Reorder Pad.....	20
Product Groups.....	17	Non-Stock or	
My Saved Carts	23	Special Order form	21

ACCOUNT REVIEW

Managing past and current orders

The **My Account>Account Review** subsection deals with your current and past orders and account status. You can search your order history by Loeb Electric invoice number, your PO numbers, part numbers, dates, and even keyword.



OPEN ORDERS

To view your currently-open orders, go to **My Account>Account Review>Open Orders**. You'll then see a page listing all of the orders in progress—orders that have not yet shipped—for a given ship-to address.

To see open orders for a different ship-to address, select an address from the **Ship-To:** drop-down menu above the list of orders, then click **Go**.

To view the contents of a specific order, click on the order's invoice number in the **Order #** column.

See page [31](#) for more details on order invoices.

The screenshot shows the 'OPEN ORDERS' page. A callout box points to the 'Ship-To:' dropdown menu with the text: **Choose a ship-to address here to see its open orders**. Another callout box points to the search bar at the bottom with the text: **Search for a specific order number or PO number here**.

Order Date	Order #	PO #	Amount	Status	Ship Date
10/03/2017	S1000001117.5			Open Order	10/19/2017
10/03/2017	S1000001117.4			Open Order	10/03/2017
09/29/2017	S1000001117.3			Open Order	10/27/2017
09/29/2017	S1000001117.2			Open Order	09/12/2017
09/29/2017	S1000001117.1			Open Order	09/29/2017
09/29/2017	S1000001116			Open Order	09/26/2017
09/27/2017	S1000001115			Open Order	09/27/2017
09/18/2017	S1000001114.7			Open Order	10/19/2017
09/15/2017	S1000001114.6			Open Order	10/17/2017
09/14/2017	S1000001114.5			Open Order	10/03/2017
09/12/2017	S1000001114.4			Open Order	10/14/2017
09/06/2017	S1000001114.3			Open Order	09/15/2017
09/05/2017	S1000001114.2			Open Order	09/29/2017
09/05/2017	S1000001114.1			Open Order	09/10/2017
09/01/2017	S1000001113			Open Order	09/21/2017
08/29/2017	S1000001112			Open Order	10/03/2017
08/28/2017	S1000001111.4			Open Order	08/28/2017
08/28/2017	S1000001111.3			Open Order	08/28/2017
08/28/2017	S1000001111.2			Open Order	08/28/2017
08/25/2017	S1000001111.1			Open Order	09/03/2017

ACCOUNT REVIEW

Order History and Order Search

ORDER HISTORY

To view your order history by ship-to address, go to **My Account>Account Review>Order History**. Similar to the Open Orders page, you'll see a page listing all of the **completed** orders—orders that have already arrived to their ship-to locations and/or invoiced or paid—for a given ship-to address.

To see the order history for a different ship-to address, select an address from the **Ship-To:** drop-down menu above the list of orders, then click **Go**.

To view the contents of a specific order, click on the order's invoice number in the **Order #** column.

See page [31](#) for more details on order invoices.

ORDER SEARCH

If you just want to search for a particular order, go to **My Account>Account Review>Order Search**. Here, you can use keywords to search among your order history, open orders and bids all at once.

Check which search items you want to look through, enter your search keyword in the **Advanced Order Search** box, then click **Search**.

Home > My Account > Order History

ORDER HISTORY

View the transactions for this Bill-To/Ship-To

Print Friendly Ship-To: [Dropdown] Go

Customer: Doe Electric Phone: 123-456-7890
Address: 742 Evergreen Terrace Springfield, OH 12345-1234

From: 09/05/2016 To: 10/05/2017 Go

Date	Net Invoice #	PO #	Amount	Status	Ship Date
10/05/2017	51000001120			Completed	10/05/2017
10/04/2017	51000001119			Invoiced	10/04/2017
10/04/2017	51000001118.2			Invoiced	10/04/2017
10/04/2017	51000001118.1			Invoiced	10/04/2017
10/04/2017	51000001117			Invoiced	10/04/2017
10/04/2017	51000001116			Invoiced	10/04/2017
10/04/2017	51000001115.5			Invoiced	10/04/2017
10/04/2017	51000001115.4			Invoiced	10/04/2017
10/04/2017	51000001115.3			Invoiced	10/04/2017
10/04/2017	51000001115.2			Invoiced	10/04/2017
10/04/2017	51000001115.1			Invoiced	10/04/2017
10/04/2017	51000001114			Invoiced	10/04/2017
10/04/2017	51000001113			Completed	10/04/2017
10/04/2017	51000001112.4			Invoiced	10/04/2017
10/04/2017	51000001112.3			Invoiced	10/04/2017
10/04/2017	51000001112.2			Invoiced	10/04/2017
10/04/2017	51000001112.1			Completed	10/04/2017
10/03/2017	51000001111.3			Invoiced	10/03/2017
10/03/2017	51000001111.2			Invoiced	10/03/2017
10/03/2017	51000001111.1			Invoiced	10/03/2017

Show Order Details >> Search by Order # or PO #: [Input] From: 09/05/2016 To: 10/05/2017 Go

[page 1 of 253] 1 2 3 4 5 6 7 8 9 10 View All

Callouts:
- "Choose a ship-to address here to see its open orders" points to the Ship-To dropdown.
- "Search between dates here (use either the top or bottom)" points to the date range filters.
- "Search for a specific order number or PO number here" points to the search input field.

Home > My Account > Order Search

ORDER SEARCH

search for orders by order number, purchase order, product and more

Search Pages:
 Open Orders Open Bids Order History

From: (mm/dd/yyyy) To: (mm/dd/yyyy)
09/17/2017 10/17/2017

Search Items:
 Order Number My Part Number
 P.O. Number Manufacturer Catalog Number
 Release Number Product Description

Advanced Order Search
[Input] **SEARCH**

Searching by Order Number or PO Number will generally give you the quickest results, while searching on other items will take longer since each individual invoice must be examined. Keep the date range as tight as possible for faster more targeted results.

ACCOUNT REVIEW

Order Invoice page: Viewing and emailing order invoices

From the **Open Orders** (see page [29](#)) or **Order History** (see page [30](#)) pages, or from your **Order Search** (see page [30](#)) results, you can view an online copy of an order's invoice. Click on the invoice number—listed in the **Order #** column of the Open Orders/Order History pages—to bring up the order's invoice.

You can email yourself a copy of the invoice by using the form at the bottom of the page. Type in the email address you want to send the invoice to, then click the blue **Email the order invoice** button to send.

My Account > Order History > Order Invoice

ORDER INVOICE

[Return to Order History](#)
[Print Friendly](#)

Columbus
1800 E 5TH AVE
COLUMBUS, OH 43219-2592

INVOICE

Invoice Date	Invoice Number
10/04/2017	S [REDACTED]

Please Remit Payment To:
LOEB ELECTRIC
1800 E FIFTH AVE
COLUMBUS, OH 43219-2592

BILL TO: [REDACTED] **SHIP TO:** [REDACTED]
ORDERED BY: [REDACTED] **SHIP BRANCH:** [REDACTED]

Customer Number	Purchase Order Number	Release Number	Salesperson	
[REDACTED]	5940-A3275		DSOMME	
Terms	Ship Via	Writer	Ship Date	Order Date
	Local Delivery Next Day	DMURDO	10/04/2017	09/29/2017
Ordered	Shipped	Product Description	Net Unit Price	Net Amount
1ea	1ea	C-H CHF120 1P 20A 120/240V C/B Your #		

Shipping Instructions:
If paid by 11/10/2017 you may deduct \$
Invoice is due by 11/25/2017

Notes:
We appreciate your business! If you have any changes to your
358-4952.

IMPORTANT! Please refer to the invoice # when paying an
authorization before you return any merchandise. Items ha
restocking fee. Past due amounts are subject to a service ch

Subtotal	
Tax	
Freight	
Handling	
Discount	
Total	

Copy the invoiced items to your cart if you want to buy them again

Add the invoiced items to a product group (see page 17)

Email an electronic copy of your order invoice to a specific email address you've entered

[COPY ITEMS TO SHOPPING CART >](#) [COPY ITEMS TO GROUP >](#) [EMAIL THE ORDER INVOICE](#)

If you want to re-order the items listed on the invoice, click the **Copy items to shopping cart >** button to add them to your cart.

If you want to copy the listed items to one of your product groups (see page [17](#)), click the **Copy items to group >** button. The page will prompt you to choose an existing product group or to create a new group to add the items.

ACCOUNT REVIEW

Open Bids: View and manage open bids

If you've checked out an order with **Submit for Bid Only** (see page 26), you can view the order under **My Account>Account Review>Open Bids**.

When you're ready to approve a bid, click on its bid number in the Bid # column of the Open Bids page to open its details. Review its details, add any approval comments you have in the **Bid Approval Comments** box, then click the blue **Approve Bid** button on the lower right.

If your project isn't going forward, or if you need to change your bid, you can deny the bid using the **Deny Bid** button on the lower left. The bid will then be removed from your Open Bids page.

NOTE: You can copy the items on your bid to your shopping cart, add them to a new product group, or email a copy of the material bid by clicking the corresponding buttons below the bid order details. Be sure to do this before approving or denying your bid!

Home > My Account > Open Bids

OPEN BIDS

View the open bids for this Bill-To/Ship-To

[Print Friendly](#)

Customer: Doe Electric Phone: 123-456-7890
Address: 742 Evergreen Terrace Springfield, OH 12345-1234

Date	Bid #	PO #	Amount	Status	Ship Date
10/17/2017	5101815449-1	12345		Open Bid	

Or you can search by Order # or PO #: [Go >](#)

[page 1 of 1]

[Create Export Files](#)

Click the bid number to open the Order Details page

My Account > Open Bids > Order Details

ORDER DETAILS

[Print Friendly](#)

BID

Bid Date	Bid Number
10/17/2017	5101815449-1

Attention Of:

Silver Client
1234 Main St.
City, ST 12345
000-000-0000 Fax 000-000-0000

Columbus
1800 E 5TH AVE
COLUMBUS, OH 43219-2592

QUOTE TO:
Doe Electric
742 Evergreen Terrace
Springfield, OH 12345-1234

SHIP TO:
Doe Electric
742 Evergreen Terrace
Springfield, OH 12345

ORDERED BY:
John Doe

SHIP BRANCH:
MAIN 10

Customer Number	Purchase Order Number	Release Number
0000	12345	

Terms	Ship Via	Writer
Net 10th Prox	Local Delivery 3 Day	JOHN

Ordered	Ship	Product Description	Availability	Net Unit Price	Net Amount
1 ea	1 ea	GE F13T8/CW 12-IN PREHT FLUOR LAMP 24/CASE 10098 **WM	66 ea	/ ea	
1 ea	1 ea	GE LED110-0A10-027 420 K/CASE 11000 DELISTED REPLACER		/ ea	
3 ea	3 ea	GE LED15-0A10-027 420 K/CASE 11000 DELISTED REPLACER		/ ea	
4 ea	4 ea	GE LED15-0A10-027 420 K/CASE 11000 DELISTED REPLACER		/ ea	

Shipping Instructions:
**EMAIL: johndoe@gmail.com

Note: Prices are valid 90 days from bid date. For subtotal only.

[Return to Open Bids](#)

[COPY ITEMS TO SHOPPING CART >](#) [COPY ITEMS TO GROUP >](#)

E-mail: [EMAIL A COPY OF THIS QUOTE >](#)

Bid Approval Comments:

[DENY BID >](#) [APPROVE BID >](#)

If you're ready to buy, click here to add all the bid items to your shopping cart

Add all bid items to a product group (see page 17)

Email an electronic copy of your bid (enter the receiving email address first)

Approve or deny your bid—your bid will be removed from the Open Bids page afterward

ACCOUNT REVIEW

View and manage open back orders

If you've placed a back order for an item—whether through the Non-Stock or Special Order Form page (see page 21), over the phone, or in person at one of our stores—you can monitor its progress by checking the **Open Backorders by Product** page. Go to **My Account>Account Review>Open Backorders by Product** to see a list of items you've put on back order.

To check on a particular back-ordered item, click on its order number in the **Order ID** column to open the **Order Details** page.

From the **Order Details** page, you can copy the items to your shopping cart if they are available (check the **Availability** column), copy the items to a product group (see page 17), or email an electronic copy of your back order.

NOTE: You can choose whether to pick up or have your back-ordered items shipped to you at the time you place your back order. If you need to change shipping, please contact your sales representative.

Home > My Account > Open Backorders by Product

OPEN BACKORDERS BY PRODUCT

Print Friendly Ship To: [dropdown] Go

Customer: Doe Electric 3-456-7890
Address: 742 Evergreen Terrace, Springfield, OH 43234

View All Or you can search by Order # or PO #: [input] Go

Qty	Description	Order Date	Order ID	Customer PO	Ship Date
350	SVC-DROP 2/0-3-ACSR-RUNCINA	10/17/2017	5100001111-2		11/15/2017
1	LEV MS602-BW DPST 60A 60VAC SW 1/BOX 10/CASE	10/17/2017	5100001111-1		11/11/2017
1	LEV PJ264-T WP4 T PB1/10/050 1/BOX 25/CASE Your # 12345	10/17/2017	5100001112-1		10/26/2017
4	CPP 2-1/2 COND 15 ELBOW EMT 22752500	10/16/2017	5100001113-1		11/06/2017
1	C-H CH32BPN150J 150A MAIN PLUG ON NEUTRAL LOADCENTER Your # 12346	10/16/2017	5100001111-14		10/21/2017
0		10/16/2017	5100001114-1		10/16/2017
1	C-H CHNLKF CNVTBL LD-CTR COVER	08/28/2017	5100001111-11		08/28/2017

[page 1 of 3] Create Export Files [View All]

My Account > Open Backorders by Product > Order Details

ORDER DETAILS

Print Friendly

ACKNOWLEDGEMENT

Order Date	Order Number
10/17/2017	5100001111

Order To:
Columbus
1800 E 5TH AVE
COLUMBUS, OH 43219-2592

BILL TO:
Doe Electric
742 Evergreen Terrace
Springfield, OH 12345

ORDERED BY: BILL SHIP BRANCH: MAIN 10

Customer Number	Purchase Order Number	Release Number	Salesperson		
0000			DSOMME		
Terms	Ship Via	Writer	Ship Date		
	OT 1 DAY		10/21/2017		
Ordered	Ship	Product Description	Availability	Net Unit Price	Net Amount
350 ft	350 ft	SVC-DROP 2/0-3-ACSR-RUNCINA	11/15/2017	/ m	

Shipping Instructions: OT SHOP DELIVERY ATTN: STEVE

Subtotal
Tax
Freight

Notes: as soon as available, estimated. Available immediately and we will be processing this order.

Return to Open Backorders by Product

E-mail: [input] EMAIL A COPY OF THIS ORDER

COPY ITEMS TO SHOPPING CART > COPY ITEMS TO GROUP

ACCOUNT REVIEW

Account Inquiry and Monthly Statement

If you need to check on the status of your account and/or your order payment history, check the Account Inquiry and Monthly Statement pages.

ACCOUNT INQUIRY

You can view your open account balances by going to **My Account>Account Review>Account Inquiry**. Choose a ship-to address from the **Ship-To:** drop-down menu and click **Go**, and its current balance information will appear. Choose a month from the **Month:** drop-down menu and enter the year you want to check, then click **Go** to see open balances from that time period. When you find the invoice you want, click on its number in the **Invoice #** column to view its details (see page 31).

MONTHLY STATEMENT

If you want to view your statement for the current month or past months, go to **My Account>Account Review>Monthly Statement**. Here, you can view your account activity over a given month: orders placed and paid, credits issued, debits, and the remaining balance.

The current month's statement appears by default; if you want to check previous months, select the month from the **Month:** drop-down menu, type in the year you want to check, and click **Go**. Your statement information for the month in question will then appear.

Home > My Account > Account Inquiry

ACCOUNT INQUIRY

Check your account balances

[Print Friendly](#) Ship-To: **Go**

As of 10/18/2017 Month: **October** Year: **2017** **Go**

Doe Electric		Open Balances		Statement Summary	
Terms		Future	\$	Prev Balance	\$
Credit Limit	\$	Current	\$	Payments/Credits	\$
Available Credit	\$	31-60	\$	Purchases/Charges	\$
Last Purchase	10/18/17* \$	61-90	\$	New Balance	\$
Last Payment	10/12/17* \$	91-120	\$		
MTD Purchases	\$	Over120	\$		
YTD Purchases	\$	Total	\$		
Payment Days					

1 2 3 4 5 6 7 8 9 10 **View All**

Open Balances Search by Invoice # or PO #: **Go**

Date	Invoice #	PO Number	Amount	Payment	Net Due	Age
05/01/2017	S100000014.001		\$	\$0.00	\$	Over120
05/03/2017	S100000013.002		\$	\$0.00	\$	Over120
05/04/2017	S100000013.001		\$	\$0.00	\$	Over120
05/24/2017	S100000012.001		\$	\$0.00	\$	Over120
06/20/2017	S100000011.002		\$	\$0.00	\$	91-120
06/21/2017	S100000011.001		\$	\$0.00	\$	91-120

[Show Order Details >>](#)

[page 1 of 56] 1 2 3 4 5 6 7 8 9 10 **View All**

[Create Export Files](#)

Home > My Account > Monthly Statement

MONTHLY STATEMENT

Check your account statement

[Print Friendly](#) Ship-To: **Go**

As of 10/31/2017 Month: **October** Year: **2017** **Go**

Doe Electric		Open Balances		Statement Summary	
Terms		Future	\$	Prev Balance	\$
Credit Limit	\$	Current	\$	Payments/Credits	\$
Available Credit	\$	31-60	\$	Purchases/Charges	\$
Last Purchase	10/18/17* \$	61-90	\$	New Balance	\$
Last Payment	10/12/17* \$	91-120	\$		
MTD Purchases	\$	Over120	\$		
YTD Purchases	\$	Total	\$		
Payment Days					

1 2 3 4 5 6 7 8 9 10 **View All**

Account Activity Search by Invoice #, PO, or Release #: **Go**

Date	Ref/Invoice #	PO Number	Description	Debit	Credit	Balance
10/18/2017	S100000014.001			\$	\$0.00	\$
10/18/2017	S100000011.004			\$	\$0.00	\$
10/18/2017	S100000013.001			\$	\$0.00	\$
10/17/2017	S100000012.001			\$	\$0.00	\$
10/17/2017	S100000011.001			\$	\$0.00	\$

[Show Order Details >>](#)

[page 1 of 12] 1 2 3 4 5 6 7 8 9 10 **View All**

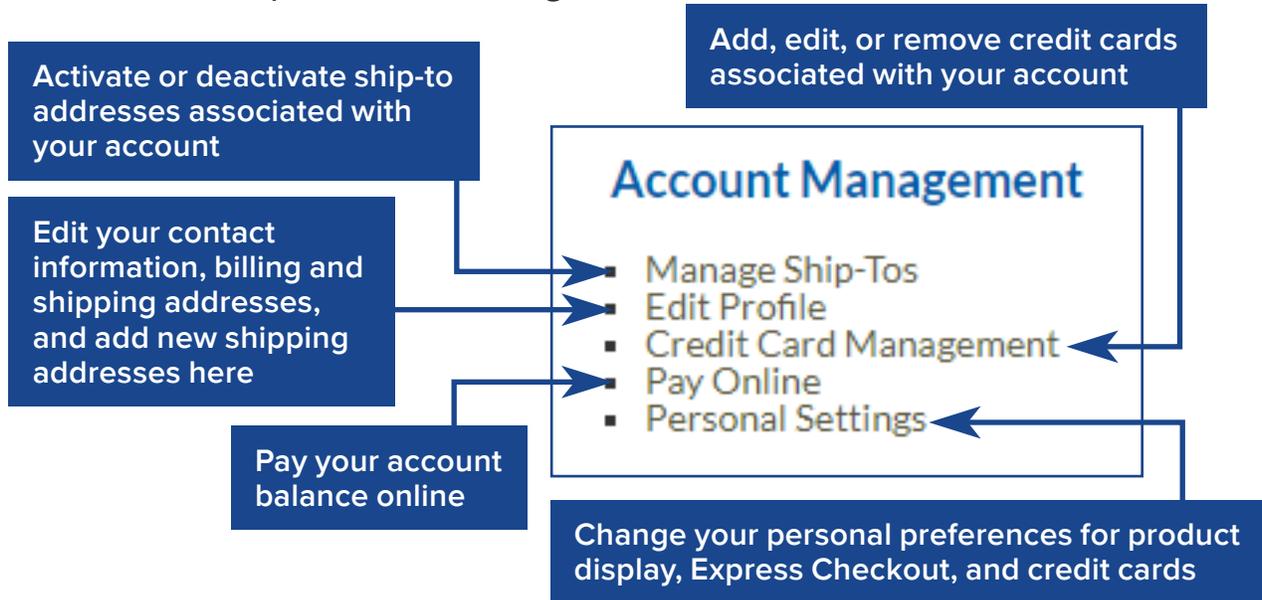
[Create Export Files](#)

NOTE: If you want to pay any of the invoices that appear on your Account Inquiry or Monthly Statement, you'll need to go to the Pay Online page (see page 38).

ACCOUNT MANAGEMENT

Managing payment and shipping settings

The **My Account>Account Management** subsection deals with your account details: contact information, ship-to addresses, credit card information, and personal settings.



MANAGE SHIP-TOS

To activate or deactivate ship-to addresses associated with your account, go to **My Account>Account Management>Manage Ship-Tos**. A list of your current ship-to addresses will appear. Check the **Active** box next to the ship-to addresses you'd like to make active, and uncheck the **Active** box next to the ship-to addresses you don't want to use.

Home > My Account > Manage Ship-Tos

MANAGE SHIP-TOS

Active	Your Display Name	Name	Address
<input checked="" type="checkbox"/>	<input type="text"/>	Ship-To Site 1	1800 E 5TH AVE COLUMBUS, OH 43219-2592

Click Update> to save your changes

Check to make a ship-to site active; uncheck to remove address from active ship-tos

NOTE: If you want to add more ship-to addresses to or delete addresses from your account, go to **My Account>Account Management>Edit Profile** (see page [36](#)).

ACCOUNT MANAGEMENT

Edit Profile: Changing your contact information

If you need to update your contact information, change your website login and/or password, or add a new ship-to address to your account, go to **My Account>Account Management>Edit Profile**.

Home > My Account > Edit Profile

EDIT PROFILE

View and change your user profile
Customer: Doe Electric #123456

* Required Field

NOTE: You can change your customer name (in the **Company Name** box), but not your customer number

Contact Information:

*First Name

*Last Name

Job Title

Company Name

Email Address

Confirm Email Address

*Daytime Phone
(format: 123-123-1234)

Fax

*Login

*Password (8-14 Characters)

*Verify Password

NOTE: If you're not changing your password, make sure your current password is entered in both the Password and Verify Password boxes when you click **Update**.

Change your login name

Change your password (must be at least eight [8] characters long)

Verify your new password

Billing Address:

*Address Line 1

Address Line 2

*City/Town

*State

*Zip Code

Edit your billing address

Shipping Address: [ADD NEW >](#)

Add or Select Ship-To

(Bill-To) Ship-To Site 1

--- Add New Ship-To ---

(Bill-To) Ship-To Site 1

Name

Address Line 1

Address Line 2

City/Town

State

Zip Code

Daytime Phone
(format: 123-123-1234)

NOTE: When you click **Add New**>, any information in the shipping address fields will be cleared so you can enter a new ship-to. Make sure to add a name, and click **Update**> to save your new ship-to.

Select an existing ship-to from the drop-down menu to edit its address

Click Update> to save your changes

ACCOUNT MANAGEMENT

Credit card management

To associate a credit card with your account, go to **My Account>Account Management>Credit Card Management**. Then, click on **Add new credit card>** to begin entering your credit card information.

Enter the name, street address, and ZIP code associated with the card, and the card's CVV (the 3-digit number on the back of the card, near your signature), then click **Enter credit card info>** to bring up the next form.

The credit card processing form will appear. Enter your credit card's number and expiration date, then click the gray **Place Order** button. The credit card app will verify your card information, and your credit card will then appear on the **Credit Card Management** page.

Home > My Account > Credit Card Management

CREDIT CARD MANAGEMENT

Manage your stored credit cards

There are currently no credit cards

Click here to add a credit card

ADD NEW CREDIT CARD >

My Account > Credit Card Management > Credit Card Update

CREDIT CARD UPDATE

Add/Update your credit card information

CVV:

Name on Card:

Street Address:

Billing Zip:

ENTER CREDIT CARD INFO >

NOTE: The information you enter here will appear as the **Billing Address** in the next form. The Vantiv credit card app will fill in the city and state based on the ZIP code you enter.

My Account > Credit Card Management > Credit Card Update

CREDIT CARD UPDATE

Add/Update your credit card information

CVV:

Name on Card:

Street Address:

Billing Zip:

NOTE: Once an active card is on file, its information will appear in this area. To remove the card, click the blue **DELETE** button next to its information.

vanitiv
smarter, faster, easier payments.

To complete your secure transaction enter credit card information below and click Place Order.

This secure payment service is provided by [Vantiv](#).

Card Information * Denotes a required field

*Card Number:

*Expiration: /

Address Information

Billing Address:

Shipping Address:

NOTE: The shipping address listed on your profile will appear here

Place Order [Cancel and return to merchant](#)

Click Place Order to save your changes

If you don't want to save the card after all, click Cancel to close the app without saving

ACCOUNT MANAGEMENT

Pay Online page: Submit a payment online

When you're ready to pay an invoice, go to **My Account>Account Management>Pay Online**. You'll see an overview of the balances associated with your selected ship-to and a list of invoices awaiting payment.

Home > My Account > Pay Online

PAY ONLINE

Ship-To: Go>

As of 10/31/2017

Customer	Open Balances	Statement Summary		
Doe Electric 742 Evergreen Terrace Springfield, OH 12345-1234	Current	\$	Prev Balance	\$
	31-60	\$	Payments/Credits	\$
	61-90	\$	Purchases/Charges	\$
	91-120	\$	New Balance	\$
	Over120	\$		
Total	\$			

Select All

Select	Date	Invoice #	PO Number	Total	Available Discount	Net Due	Payment Amount
<input type="checkbox"/>	05/01/2017	S100000011.001		\$	\$0.00	\$	<input type="text"/>
<input type="checkbox"/>	05/03/2017	S100000011.002		\$	\$0.00	\$	<input type="text"/>
<input type="checkbox"/>	05/04/2017	S100000012.001		\$	\$0.00	\$	<input type="text"/>
<input type="checkbox"/>	05/24/2017	S100000013.001		\$	\$0.00	\$	<input type="text"/>
<input type="checkbox"/>	06/20/2017	S100000012.002		\$	\$0.00	\$	<input type="text"/>
<input type="checkbox"/>	06/21/2017	S100000014.001		\$	\$0.00	\$	<input type="text"/>
<input type="checkbox"/>	06/22/2017	S100000015.001		\$	\$0.00	\$	<input type="text"/>
Total Payment				\$0.00			

Comments:

Check the boxes next to the invoice(s) you want to pay, or check **Select All** to pay them all at once. Enter the dollar amount of each invoice to be paid in the **Payment Amount** box(es), then click **Make Payment>** to progress to payment entry.

Enter the name of the person authorizing the payment, then either select one of the credit cards associated with your account, or select **Charge to a new credit card**. Click **Enter Credit Card Info and Process Payment** (if you're paying with a new credit card, enter the rest of the information and click **Place Order**) to complete your payment.

My Account > Pay Online > Online Payments

ONLINE PAYMENTS

*Payment Authorized By:

Charge to a new credit card

NOTE: If you've associated credit cards with your account, they will appear here

Billing Address:
Once you have entered your billing address information, click on the 'Enter Credit Card...' button. You will be redirected to the secure credit card processing site. When you complete the form, your credit card will be processed and the payment processed.

*Name on Card:

*Address Line 1:

*Zip Code:

My Account > Pay Online > Online Payments

ONLINE PAYMENTS

*Payment Authorized By:

Charge to a new credit card

Billing Address:
Once you have entered your billing address information, click on the 'Enter Credit Card...' button. You will be redirected to the secure credit card processing site. When you complete the form, your credit card will be processed and the payment processed.

*Name on Card:

*Address Line 1:

*Zip Code:

vantiv
smarter. faster. easier. payments.

To complete your secure transaction enter credit card information below and click Place Order.

This secure payment service is provided by [Vantiv](#).

Card Information * Denotes a required field

*Card Number:

*Expiration: /

Address Information

Billing Address: Shipping Address:

[Cancel and return to merchant](#)

For more information regarding Vantiv [click here](#).

ACCOUNT MANAGEMENT

Personal Settings: Change product display and Express Checkout settings

The **Personal Settings** page is where you can set the default shipment and billing settings used if you choose **Express Checkout** (see page [22](#)). Go to **My Account>Account Management>Personal Settings** to bring up this page.

Home > My Account > Personal Settings

PERSONAL SETTINGS

Select your preferences for product displays and purchases

PRODUCT DISPLAY SETTINGS - Adjust and save your default product display settings

Display Money Saver Alerts
 Yes
 No

EXPRESS CHECKOUT SETTINGS - Setting these defaults will allow you to zip through the ordering process (recommended for repeat customers).

Default Ship Via: Local Delivery 3 Day

Default Ship To: Ship-To Site 1, 742 Evergreen Terrace, Springfield, OH 12345

Default Payment Type: Bill my A/R

Default Shipping Instructions

Display Order Summary Page (before submitting order)
 Yes
 No

Receive Order Confirmation Emails
 Yes
 No

CREDIT CARD MANAGEMENT
Add, update or delete credit cards on file >>

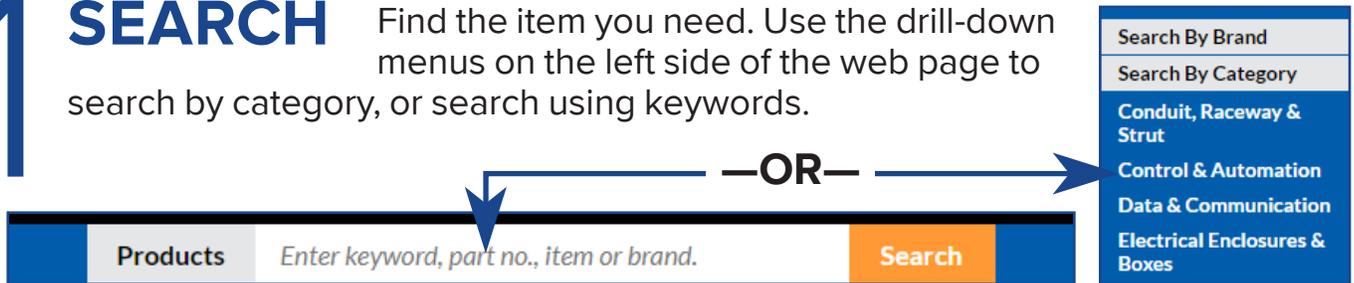
SAVE SETTINGS >

Callout Boxes:

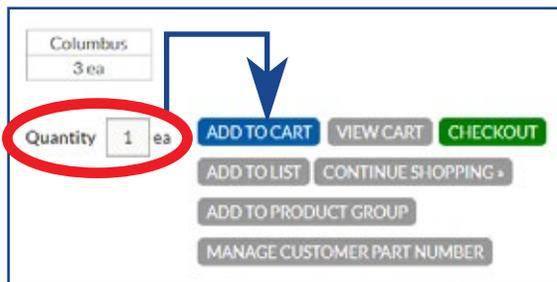
- Choose your default shipping method: Local Delivery 3, 2, or Next Day, Will Call Pick Up, Common Carrier, or FedEx Ground, 2nd Day, or Next Day Air
- Choose whether to show Money Saver alerts on the product listing page
- Choose your default ship-to site (all of your active ship-tos will appear here; see page 36 for details about adding sites)
- Choose your default payment method—if you've associated credit cards with your account, they'll appear here
- Specify default shipping instructions here (i.e. "leave at desk" or "ask for Bob")
- Choose to show the Verify and Place Order page (see page 27) before finalizing your order
- Choose whether to send a confirmation email to the address in your user profile whenever you place an order
- Add or edit credit cards associated with your account—this will take you to the Credit Card Management page (see page 37)
- When you're finished editing your settings, click Save Settings> to save and apply all your changes

Want to get shopping right away? Follow these easy steps:

1 SEARCH Find the item you need. Use the drill-down menus on the left side of the web page to search by category, or search using keywords.



2 ADD TO CART Once you've found the items you want, add them to your cart.



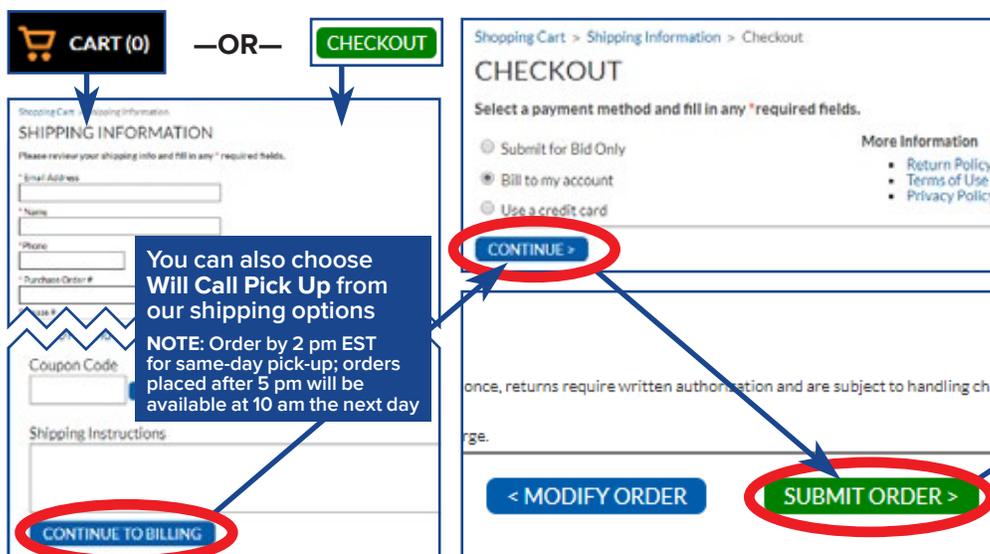
Enter the quantity of each item you want, then click **Add to Cart**.

◀ From the Product Detail page

From the Product Listing page ▶



3 CHECK OUT When you're finished shopping, click either the green **Checkout** button or the orange shopping cart icon to review your cart. Click **Checkout** again to confirm your shipping information, assign a PO number, select your shipping method, and enter shipping instructions (i.e. "leave at desk" or "ask for Bob").



Choose your method of payment and finalize your order. You'll receive an email confirmation of your order at the email address you gave with your shipping information.

DONE!

For more in-depth information, consult the rest of our E-Commerce Site User Guide or contact your sales representative.

INDEX

- A**
Account Inquiry page [34](#)
Account Review [29-34](#)
account management [35-39](#)
add credit card
 see “credit cards”
add item to cart
 see *following pages*:
 Open Backorders page [33](#)
 Open Bids page [32](#)
 Order Invoice page [31](#)
 Product Detail page [16](#)
 Product Groups page [17](#)
 Product Listing page [15](#)
 Wish List page [18](#)
add ship-to address
 see “ship-tos”
availability [16, 33](#)
- B**
back order
 see “Open Backorders page”
balance
 see “Account Inquiry page”
 or “Monthly Statement page”
bid
 see “Open Bids page”
bill
 for order: see “invoice”
 for account balance:
 see “Account Inquiry page”
 for statement:
 see “Monthly Statement page”
billing
 see “Monthly Statement page”
 or “Order History”
 or “Pay Online page”
bill to account [26](#)
buy
 see “add item to cart”
 or “Shopping Cart page”
- C**
credit account
 application [3, 4](#)
 how to open [4](#)
 pay with account [25, 26](#)
 view account balance
 see “Account Inquiry page”
credit cards
 add/edit/delete a card [37](#)
 pay with card:
 account balance [38](#)
 invoice [38](#)
 shopping cart [25](#)
 custom part/ID number
 see “Customer Part Numbers”
 customer number [4, 36](#)
 Customer Part Numbers [19](#)
- D**
deactivate ship-to
 see “Manage Ship-Tos page”
delete credit card
 see “credit cards”
delete item
 from product group [17](#)
 from shopping cart [22](#)
 from wish list [18](#)
- E**
edit information
 see “Edit Profile page”
Edit Profile page [36](#)
enter credit card
 see “credit cards”
enter payment
 see “Pay Online page”
 or “Select Payment Method”
- F**
find invoice
 see “Order History”
 or “Order Search”
find item
 see “search”
forgot password
 see “password”
- G**
group
 see “Product Groups page”
- H**
Help page [8](#)
- I**
internet payment
 see “Pay Online page”
invoice
 how to email a copy [31](#)
 how to pay [38](#)
 how to find
 see “Order History”
 or “Order Search”
 how to view [31](#)

- J, K, L**
Locations page [6-7](#)
Login page [2-4](#)
lost password
 see “password”
- M**
manage account [35-39](#)
Manage Ship-Tos page [35](#)
Monthly Statement page [34](#)
My Account page [5, 28](#)
My Saved Carts page [23](#)
- N**
Non-Stock or
 Special Order form [21](#)
- O**
online payment
 see “Pay Online page”
Open Backorders page [33](#)
Open Bids page [32](#)
Order History [30](#)
Order Invoice page [31](#)
Order Search [30](#)
- P**
password
 how to change [36](#)
 logging in [3](#)
 forgot [3](#)
payment
 see “Pay Online page”
Pay Online page [38](#)
Product Detail page [16](#)
Product Groups page [17](#)
Product Listing page [15](#)
Products page [10](#)
- Q**
quantity
 change item quantity:
 in product group [17](#)
 in shopping cart [22](#)
 on Product Detail page [16](#)
 on Product Listing page [14](#)
 on wish list [18](#)
questions
 frequently-asked [8](#)
 website support [8, 9](#)
Quick Pad [20](#)
quote
 see “Open Bids page”

INDEX

- R**
- recover password
 - see “password”
 - remove item
 - see “delete item”
 - Reorder Pad [20](#)
 - request
 - forgotten password
 - see “password”
 - invoice
 - see “invoice”
 - login [4](#)
 - out-of-stock items [21](#)
 - non-stock items [21](#)
 - review order
 - see “Verify and Place Order page”
- S**
- save credit card
 - see “credit cards”
 - saved carts [23](#)
 - search
 - by brand [13](#)
 - by category [12](#)
 - by customer part number [19](#)
 - by invoice number
 - see “Order Search”
 - by keyword [11](#)
 - by manufacturer [13](#)
 - by PO number
 - see “Order Search”
 - Select Payment Method [25, 26](#)
 - send invoice
 - see “invoice”
 - ship-tos
 - add/edit ship-to address [36](#)
 - deactivate ship-to address [35](#)
 - make ship-to address active [35](#)
 - set default ship-to [39](#)
 - Shopping Cart page [22](#)
 - special orders
 - see “Non-Stock or Special Order form”
- T, U**
- unpaid balance
 - see “Account Inquiry page”
 - or “Monthly Statement page”
 - unpaid invoices
 - see “Account Inquiry page”
 - or “Monthly Statement page”
 - user name
 - see “Login page”
 - or “Edit Profile page”
- V**
- Verify and Place Order page [27](#)
 - view
 - balance [34](#)
 - invoice [31](#)
 - items in cart [22](#)
 - items in product group [17](#)
 - items in wish list [18](#)
 - product details [16](#)
 - statement [34](#)
- W**
- Wish List page [18](#)
- X, Y, Z**