



# RexelNOW Web Order Entry

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Quick User Guide

Ver.4 - 7/29/2011

## RexeNOW Web Order Entry - Account Registration

RexelNOW is available to customers of certain Rexel branches. Please contact your local representative, to see if it is available to you.

To register to order from the RexelNOW website, please fill out the form below and return it to your Rexel representative. You will be notified when the setup is complete and you can then access the site to place your orders.

**Rexel Branch Location:** \_\_\_\_\_

**Rexel Branch Manager:** \_\_\_\_\_

**Rexel Sales Rep:** \_\_\_\_\_

Customer Account Name: \_\_\_\_\_

Customer Account #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

WOE Login Name: \_\_\_\_\_

*Customer initial login name*

WOE Password: \_\_\_\_\_

*Customer initial password*

Account Inquiry Needed:  Yes  No  
*Does this user need access to company financials?*

Decision Maker for the company (SuperUser): \_\_\_\_\_  
*Does this user have authority to set up other buyers?*

Have the ability to create Ship To's: \_\_\_\_\_

Have the ability to edit Ship To's: \_\_\_\_\_

## User Guide for the RexelNOW Web Order Entry System

The URL address to access RexelNOW is [www.rexelusa.com](http://www.rexelusa.com)

Then follow the links under the tab Web Orders > RexelNOW

The below screen should appear for you to enter your login name and password.

The screenshot shows the RexelNOW web application interface. At the top, there is a navigation bar with links: Main, My Account, My Product Groups, My Carts, Checkout, and Logoff. Below this is a search bar with a 'GO' button and a 'Quick Pad' section with input fields for 'Part #1', 'Part #2', and 'Part #3', each followed by a 'GO' button. On the right side, there is a 'Shopping Cart' summary showing 'Items in Cart : 0' and 'Subtotal : \$ 0.00'. The main content area is titled 'Authorization' and features a yellow banner with the text 'If you already have an account, enter your ID and password'. Below this, there are two input fields: 'Web Order Entry ID:' and 'Password:'. A link 'Forgot your ID or password? Click here.' is provided. There are two checkboxes: 'Save my login and password' (checked) and 'Bypass login screen completely next time' (unchecked). At the bottom of the form are 'SEND' and 'CLEAR' buttons. The footer contains the text 'powered by eclipse' and '© Eclipse Inc., 2001. All Rights Reserved.'

The home or main page is a help screen on how to search for product, add product to your cart and for each of the navigation areas. The top navigation bar has the areas listed that are available for you to use. You can either click on an area or use the drop down menu within the area to access information. Within each area is a help menu that is accessible also.

You may email the “Webmaster” with questions or problems; just click on the Webmaster link at the bottom of the webpage.

The screenshot shows the Rexel website homepage. At the top, there are navigation tabs: Main, My Account, My Product Groups, My Carts, Checkout, and Logoff. Below these are sections for Shipping Address, Shipping Info, Required Info, and Shopping Cart. A search bar is located below the shipping information, with a 'GO' button and 'Reorder Pad' and 'Quickpad' buttons. The main content area is divided into several sections: 'Products' (with a list of categories on the left), 'Finding Products', 'Adding Products', 'My Account', 'My Product Groups', 'My Carts', and 'Checkout'. A footer section contains the text 'Your services & solutions provider', the RexelNOW logo, and a 'powered by eclipse' logo. A red arrow points to the search bar, another red arrow points to the 'Webmaster' link in the footer, and a third red arrow points to the 'Reorder Pad' button.

There are several ways to search for product. On the far left hand side of the main page is a search by product type; you can also search for material by manufacturer. You may perform product search in the “search” field by entering any of the following to search for product; product keyword, your customer part number, part of the product description, & product ID number. If too many results display, use the **Narrow your results** search field to enter additional search criteria. For example, enter additional keywords.

The Reorder Pad allows repeat customers to navigate through products purchased in the last 365 days within RexelNOW. To use this feature click on “Reorder Pad” a list of material will appear that you can navigate through till you find the product you want to order.

The Quick Pad gives you the option to either click on “Quick Pad” or enter up to three products in the fields next to the word Quick Pad. When you click on the word “Quick Pad” a page will return for you to enter product by product keyword, your customer part number, part of the product description, & product ID number. You will also have a field for quantity. With the fields next to the word “Quick Pad” you can enter up to three products using the same method above except only a quantity of one will appear for you to place in your shopping cart.

The screenshot shows the Rexel website interface. At the top, there are navigation tabs: Main, My Account, My Product Groups, My Carts, Checkout, and Logoff. Below these are sections for Shipping Address, Shipping Info, Required Info, and Shopping Cart. A search bar is located below the shipping information, with a 'GO' button and a 'Quickpad' button. The main content area features several tiles for 'Finding Products', 'Adding Products', 'My Account', 'My Product Groups', 'My Carts', and 'Checkout'. A footer contains the text 'Your services & solutions provider' and the RexelNOW logo.

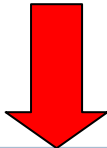
Use the web site to create your own product groups. If you regularly buy certain products, add them into a custom product group to speed your ordering by eliminating repetitive searches. You can also create a product group that contains all the products on a bid.

To create a product group in web commerce:

- From the **My Product Groups** menu, select **Create A New Product Group** to display the My Product Group NEW page.
- Enter the new product group name, and click **Go**.

To add items to a group:

- Search for an item using the above search options OR select a product category from the left side of the page and follow the drill-down path.
- Once you have found the item(s) that you want to add, select the checkbox(s) and click Add Checked Items to My Product Groups.
- Your selected items will be automatically added once you choose a group.



Navigation: Main | My Account | My Product Groups | My Carts | Checkout | Logoff

**Shipping Address** 212 A MID-TECH DRIVE WEST YARMOUTH, MA 02673  
**Shipping Info** Ship Via : Customer Pick UP Ship Date : 03/11/2010  
**Required Info** Required Date : 03/11/2010 Required Info : None  
**Shopping Cart** Items in Cart : 0 Subtotal : \$ 0.00

Search  
 Reorder Pad 
 Quickpad 
 Part#1  Part#2  Part#3

**Lighting Fixtures & Access** ► **General Lighting & Fixtures** ► **Pendant Lighting**

1 - 9 of 179 Items Page 1 2 3 4 5 6 7 8 9 10 >>

Narrow your results:   Sort By...

**ITEMS**
  **ITEMS TO PRODUCT GROUP**
  **ITEMS TO CART**

Quantity	Select Image	Item (Y/N)	Description	Min Qty	Your Price
<input type="checkbox"/>	ea	<input type="checkbox"/>	II SGL 5101-07 40W 120V CANDELABRA TORPEDO THREE LIGHT MAJOR HOUSE HALL FOYER FIXTURE	1	\$ 214.286 EA
<input type="checkbox"/>	ea	<input type="checkbox"/>	II SGL 5104-07 60W 120V CANDELABRA TORPEDO SIX LIGHT MAJOR HOUSE HALL FOYER FIXTURE	1	\$ 568.571 EA
<input type="checkbox"/>	ea	<input type="checkbox"/>	II SGL 5116-02 40W 120V CANDELABRA THREE LIGHT BRASS HALL FOYER FIXTURE	1	\$ 153.571 EA
<input type="checkbox"/>	ea	<input type="checkbox"/>	II SGL 5233-02 60W 120V CANDELABRA TORPEDO SIX LIGHT HALL FOYER FIXTURE	1	\$ 211.429 EA
<input type="checkbox"/>	ea	<input type="checkbox"/>	II SGL 6008-01 100W 120V MEDIUM A SINGLE LIGHT CLASSICO BRASS OUTDOOR PENDANT	1	\$ 141.429 EA
<input type="checkbox"/>	ea	<input type="checkbox"/>	II SGL 6008-26 100W 120V MEDIUM A SINGLE LIGHT CLASSICO OUTDOOR PENDANT	1	\$ 110.000 EA
<input type="checkbox"/>	ea	<input type="checkbox"/>	II SGL 6020-15 150W 120V MEDIUM A SINGLE LIGHT WHITE PENDANT	1	\$ 114.286 EA
<input type="checkbox"/>	ea	<input type="checkbox"/>	II SGL 6022-15 150W 120V MEDIUM A SINGLE LIGHT WHITE PENDANT	1	\$ 145.571 EA
<input type="checkbox"/>	ea	<input type="checkbox"/>	II SGL 6023-02 100W 120V MEDIUM A SINGLE LIGHT NEW CASTLE CLASSIC OUTDOOR PENDANT	1	\$ 95.714 EA

**ITEMS**
  **ITEMS TO PRODUCT GROUP**
  **ITEMS TO CART**

View Items as Thumbnails # of Items to Display 9

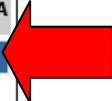
For slower connections, we recommend you keep the # of Items to Display down to a minimum.

**Know what you want but can't find it?**  
 Chances are we can place a special order. [Click here to enter non-stock product info](#)



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Your services & solutions provider

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You can also click on any of the products listed on the description field to drill into the item to get availability, or add the item to your product group, or give that product a custom part number.

Main	My Account	My Product Groups	My Carts	Checkout	Logoff		
 ELECTRICAL & DATA COMM SUPPLIES	<b>Shipping Address</b> ⓘ 2900 EATON RD HAMILTON, OH 45013-9735	<b>Shipping Info</b> ⓘ Ship Via : Customer Pick UP Ship Date : 04/27/2011	<b>Required Info</b> ⓘ Required Date : 04/27/2011 Required Info : PO #	<b>Shopping Cart</b> ⓘ Items in Cart : 0 Subtotal : \$ 0.00			
	<b>Search</b> ⓘ <input type="text"/> <b>GO</b>		<b>Reorder Pad</b> ⓘ <b>Quickpad</b> ⓘ	<input type="text" value="Part#1"/> <input type="text" value="Part#2"/> <input type="text" value="Part#3"/> <b>GO</b>			
<b>Products</b> Browse By Manufacturer Conduit & Raceway Control & Automation Data Comm Distribution Equipment Fittings & Boxes General Products Hardware Heat & Ventilation Lamps, Lightbulbs, & Lamp Access Lighting Fixtures & Access Lighting Controls & Timers Personal Safety Terminations, Ground, Splices Tools & Testers Wire, Cord & Cable Wiring Devices	<b>Narrow Your Results for SYL</b>						
	1 - 12 of 342 Items <span style="float: right;">Page <b>1</b> 2 3 4 5 6 7 8 9 10 &gt;&gt;</span>						
	Narrow your results: ⓘ <input type="text" value="SYL"/> <b>GO</b> <span style="float: right;">Sort By... ▾</span>						
	<input checked="" type="checkbox"/> <b>COMPARE ITEMS</b>		<input checked="" type="checkbox"/> <b>ADD ITEMS TO PRODUCT GROUP</b>		<input checked="" type="checkbox"/> <b>ADD ITEMS TO CART</b>		
	Quantity	Select Item	Image (Y/N)	Description	Min Qty	Available	Your Price
	<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 15A15/CL-130V CLR A15 MED LAMP	1	65 EA	\$ 3.246 EA
	<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 15A15/CL/RP-120V MED LAMP	1	10 EA	\$ 1.614 EA
	<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 15A15-120V IF A15 MED LAMP	1	5 EA	\$ 1.080 EA
	<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 15A15-130V IF A15 MED LAMP	1	149 EA	\$ 0.580 EA
	<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 40A15/SL-120V MED LAMP	1	15 EA	\$ 2.419 EA
<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 40A15/IF/BL-120V IF APPL LAMP	1	24 EA	\$ 1.086 EA	
<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 40A15-120V HITEMP MED LAMP	1	290 EA	\$ 0.530 EA	
<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 40A15/CL/BL-120V HITEMP LAMP	1	103 EA	\$ 0.990 EA	
<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 25G16.5/BL-120V CAND GLB LAMP	1	0 EA	\$ 1.058 EA	
<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 40A15/1-250V IF MED APPL LAMP	1	39 EA	\$ 3.527 EA	
<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 60A/Y/RP-130V INCAN LAMP	1	12 EA	\$ 1.974 EA	
<input type="text"/>	ea <input type="checkbox"/>	<input type="checkbox"/>	SYL 60A/Y/RP-120V INCAN LAMP	1	34 EA	\$ 1.496 EA	
<input checked="" type="checkbox"/> <b>COMPARE ITEMS</b>		<input checked="" type="checkbox"/> <b>ADD ITEMS TO PRODUCT GROUP</b>		<input checked="" type="checkbox"/> <b>ADD ITEMS TO CART</b>			
View Items as Thumbnails <span style="float: right;"># of Items to Display <input type="text" value="12"/> ▾</span>							
For slower connections, we recommend you keep the # of Items to Display down to a minimum.							
Know what you want but can't find it? Chances are we can place a special order. <a href="#">Click here to enter non-stock product info</a>							
Subscribe here for special e-mail sales & promotions!			Your services & 				

[Main](#)   [My Account](#)   [My Product Groups](#)   [My Carts](#)   [Checkout](#)   [Logout](#)

**REXEL**  
 ELECTRICAL & DATA COMM SUPPLIES

**Shipping Address** ⓘ  
 2900 EATON RD  
 HAMILTON, OH 45013-9735

**Shipping Info** ⓘ  
 Ship Via : Customer Pick UP  
 Ship Date : 04/27/2011

**Required Info** ⓘ  
 Required Date : 04/27/2011  
 Required Info : PO #

**Shopping Cart** ⓘ  
 Items in Cart : 0  
 Subtotal : \$ 0.00

Search ⓘ  
 Reorder Pad ⓘ   Quickpad ⓘ   Part#1   Part#2   Part#3  

**Products**   ▶ **Narrow Your Results for SYL ▶ Part #20542**   [More Information Help](#) ⓘ

Browse By Manufacturer   << Item 7 of 342 >>

**Product Description**  
 SYL 40A15-120V HITEMP MED LAMP  
 Your Price: \$ 0.530 EA  
 Status: Stock  
 Total Availability: 290 EA  
 Quantity  ea  
     
[Hide Custom Part Numbers and Availability](#)

**Product Image**

Custom Part Numbers ⓘ	Availability by Branch	
None Assigned Enter a New Custom Part Number <input type="text"/> <input type="button" value="ADD"/>	<b>Branch</b>	<b>Availability</b>
	2677 Solon Hub	27 EA
	3105 RDC	57 EA
	3114 S. Rockville	33 EA
	3116 Harrisonburg	49 EA
	3117 Warrenton	35 EA
	3119 Culpeper	2 EA
	3129 Ashland	1 EA
	3136 Fredericksbu	2 EA
	3170 Lancaster	10 EA
	3197 Richmond	4 EA
	3354 Timonium	6 EA
	3356 Owings Mills	1 EA
	3503 Portsmouth	6 EA
	3504 Newport News	6 EA
	3903 Cheektowaga	38 EA
	3906 Jamestown	13 EA
	<b>Total Availability:</b>	<b>290 EA</b>

Now that you know how to search or build product groups you can add items to a shopping cart using all of the following ways:

- Using preset product categories.
- Using the Reorder Pad, this is a list of your previous purchases.
- Using your own custom product groups.
- Using the Quickpad to enter product numbers.
- Searching for products using a product number, description, or keyword.

While reviewing the cart contents, you can do any of the following:

- Change an order quantity.
- Remove an item.
- Add more items.
- Proceed to checkout.
- Delete the cart.
- Save the cart.

To view your shopping cart contents:

- From the **Checkout** menu, select **Review Cart**.
- From **My Carts**, click **View Saved Carts** to view and select previously saved shopping carts.
- From **My Carts**, click **View Current Cart** to view the items in your current shopping cart.
- Add an item to your shopping cart.

To change an item's order quantity:

- Display the Review Items in Cart page.
- Enter a new number in the **Qty** field.
- Click **Update**.

To remove an item from your cart:

- Display the Review Items in Cart page.
- Change the item's order **Qty** field to **0**.
- Click **Update**.

You can fill your shopping cart with items, then save the cart to review or check out at a later time.

To save a shopping cart:

- From the **My Carts** menu, select **Save Current Cart**.

To retrieve a saved cart:

- From the **My Carts** menu, select **View Saved Carts**.
- A list displays, showing all your saved carts.
- Select a cart and click its **Go** button.

You can delete a saved shopping cart.

- From the **My Carts** menu, select **View Saved Carts**.
- A list displays, showing all your saved carts.
- Inspect the carts carefully to ensure you are not deleting a cart you need.

- Click the **Select Cart** check box next to each cart you want to delete.
- Click **Delete Selected Carts** at the bottom of the page to remove the shopping carts.

**Main**   **My Account**   **My Product Groups**   **My Carts**   **Checkout**   **Logout**

**REXEL**  
ELECTRICAL & DATACOM SUPPLIES

**Shipping Address** ⓘ  
212 A MID-TECH DRIVE  
WEST YARMOUTH, MA 02673

**Shipping Info** ⓘ  
Ship Via : Customer Pick UP  
Ship Date : 03/11/2010

**Required Info** ⓘ  
Required Date : 03/11/2010  
Required Info : None

**Shopping Cart** ⓘ  
Items in Cart : 0  
Subtotal : \$ 0.00

Search ⓘ  **GO**   **Reorder Pad** ⓘ   **Quickpad** ⓘ   Part#1   Part#2   Part#3   **GO**

**Products**  
Browse By Manufacturer  
Conduit & Raceway  
Control & Automation  
Data Comm  
Distribution Equipment  
Fittings & Boxes  
General Products  
Hardware  
Heat & Ventilation  
Lamps, Lightbulbs, & Lamp Access  
Lighting Fixtures & Access  
Lighting Controls & Timers  
Personal Safety  
Terminations, Ground, Splices  
Tools & Testers  
Wire, Cord & Cable  
Wiring Devices  
Subscribe here for special e-mail sales & promotions!  
 **GO**  
View our privacy statement

▶ **My Carts** ▶ **View Saved Carts**

Please select from the list below: [My Carts Help](#) ⓘ

Title:  **GO**    *Select Cart*

Date: 03/10/2010   Time: 12:43pm EST

**1 Items in Cart**

Qty	Item Description	Unit Price	Ext Price
1 ea	APP UNIL75N 3/4IN 90DEG UNIL ELBOW UNION	22.34 EA	22.34
		<b>Subtotal</b>	22.34

Prices are subject to change.

**Comments**

**Update Selected Carts**   **Delete Selected Carts**

Your services & solutions provider


**RexelNOW**  
Rexel National Online Warehouse

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When the order is complete its time to submit your order. On the Cart page at the bottom are two buttons: **Standard Checkout** and **Express Checkout**. **Please do not use Express Checkout** this feature uses information from your last web order automatically. Within Standard Checkout a page will appear with a list of fields for information that will be needed to process your order correctly.

[Main](#)   [My Account](#)   [My Product Groups](#)   [My Carts](#)   [Checkout](#)   [Logoff](#)

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ELECTRICAL & DATA/COM SUPPLIES

**Shipping Address** ⓘ

212 A MID-TECH DRIVE  
WEST YARMOUTH, MA 02673

**Shipping Info** ⓘ

Ship Via : Customer Pick UP  
Ship Date : 03/11/2010

**Required Info** ⓘ

Required Date : 03/11/2010  
Required Info : None

**Shopping Cart** ⓘ

Items in Cart : 1  
Subtotal : \$ 22.34

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**Products**

[Browse By Manufacturer](#)

[Conduit & Raceway](#)

[Control & Automation](#)

[Data Comm](#)

[Distribution Equipment](#)

[Fittings & Boxes](#)

[General Products](#)

[Hardware](#)

[Heat & Ventilation](#)

[Lamps, Lightbulbs, & Lamp Access](#)

[Lighting Fixtures & Access](#)

[Lighting Controls & Timers](#)

[Personal Safety](#)

[Terminations, Ground, Splices](#)

[Tools & Testers](#)

[Wire, Cord & Cable](#)

[Wiring Devices](#)

**Checkout** [Checkout Help](#) ⓘ

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**Required Date:** 03/11/10


**1 Item on Order**

Qty	Unit of Measure	Item Description	Line Item Comment	Unit Price	Ext Price
1	ea (1)	APP UNIL75H 3/4IN 90DEG UNIL ELBOW UNION	<input type="text"/>	22.341 EA	22.341
<b>Subtotal</b>					<b>22.34</b>

**Comments** ⓘ

- To modify quantities, click Update. To remove a product from your cart, enter 0 in the Quantity Field, then click Update
- To check out, click on "Standard Checkout." You will be asked for additional information before your order is submitted.
- To check out using default information you have entered in your [Account Options](#), click "Express Checkout." Your order will be submitted immediately.

*Your services & solutions provider*



**RexelNOW**  
Rexel National Online Warehouse

Any testing is within our **production** environment!! If you **do not** want an order to be processed for shipment; you **MUST** add a statement in the Comments section that this is a **TEST CART ONLY – DO NOT PROCESS**.

For questions or troubleshooting issues, please email the "Webmaster" or contact your Rexel representative.