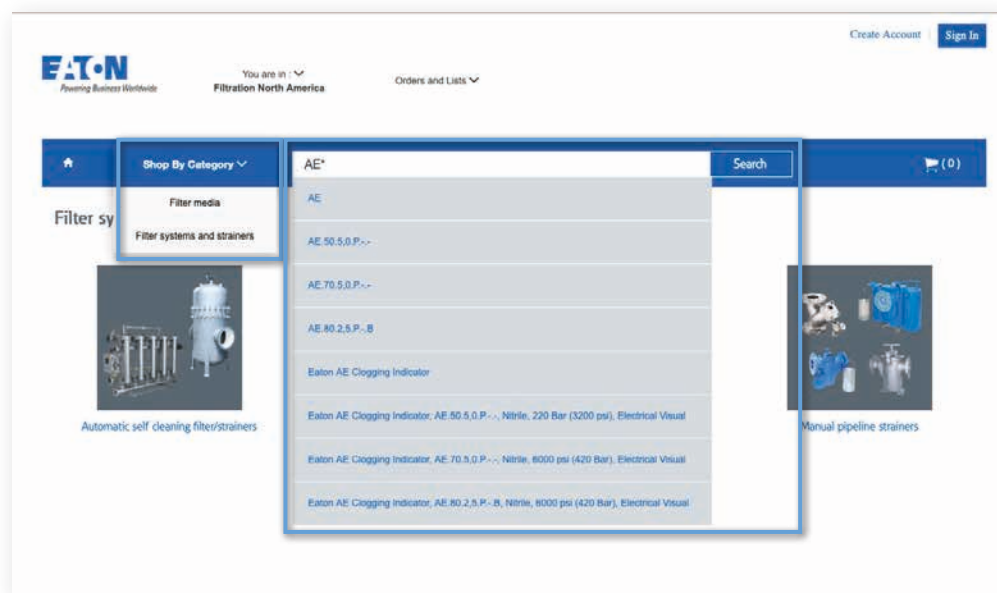


Order Center Quick Start Guide

1. Shopping for Filtration products

Access Order Center: filtration-store.eaton.com



By using different search options in Order Center

Easily find Product information of Filtration products by searching product name, category, part number, model code or competitor part number using one of the following options:

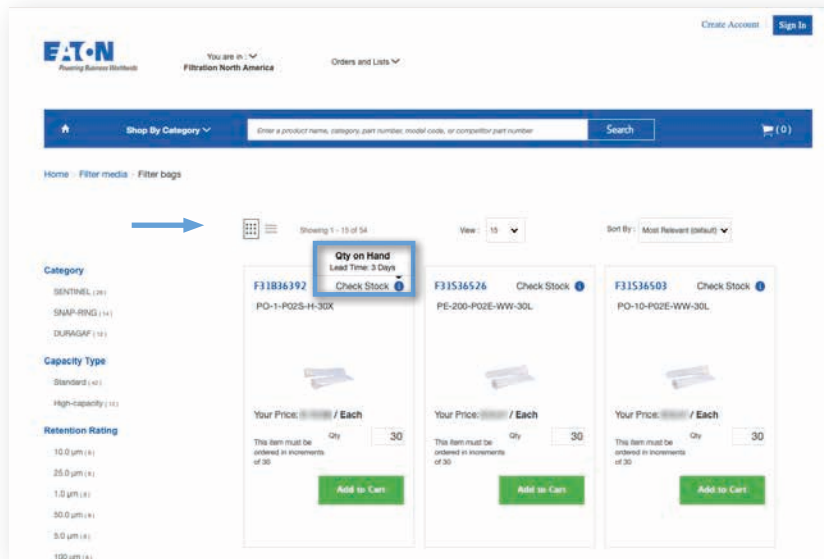
Option 1 Use Shop by Category drop down to narrow down your search based on the type of product you need.

Option 2 Use the search bar to type complete or partial (by using the wildcard: *) product name, category, part number, model code or competitor part number. Matches or partial matches will display in the drop-list. Press Enter to view all options or click on a specific product to view its details.

Then adding to your cart

Independently of how you find your product, the Add to Cart button will be available in search result lists and in product detail pages. Click on it to buy the product.

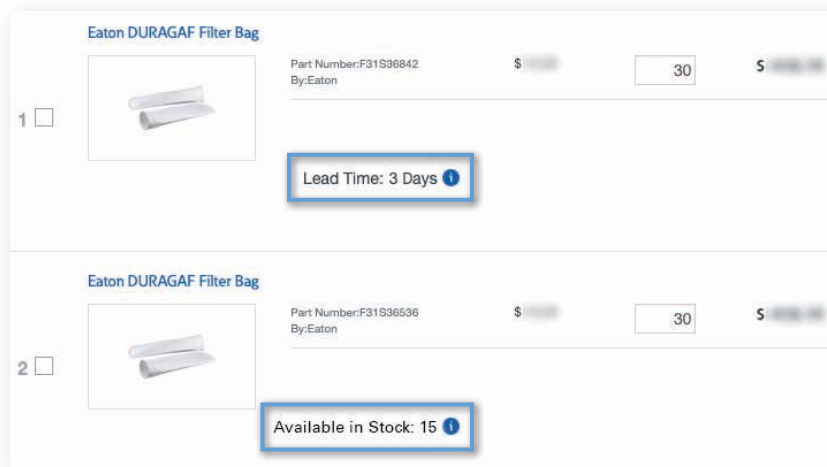
2. Viewing Product Availability



Option 1 From search results
On the search results list, click the Check Stock (i) icon to view if there is on-hand stock or what is the lead time. **TIP!** On the top left of the results list, click the tiles or list views to see the results in a different layout.

Option 2 From product details page
Click the product number or the image to view the product details. From the products detail page, click Check Stock (i) icon to view availability of the product.

Option 3 From shopping cart
For items already placed in the shopping cart, availability is displayed in the item line.

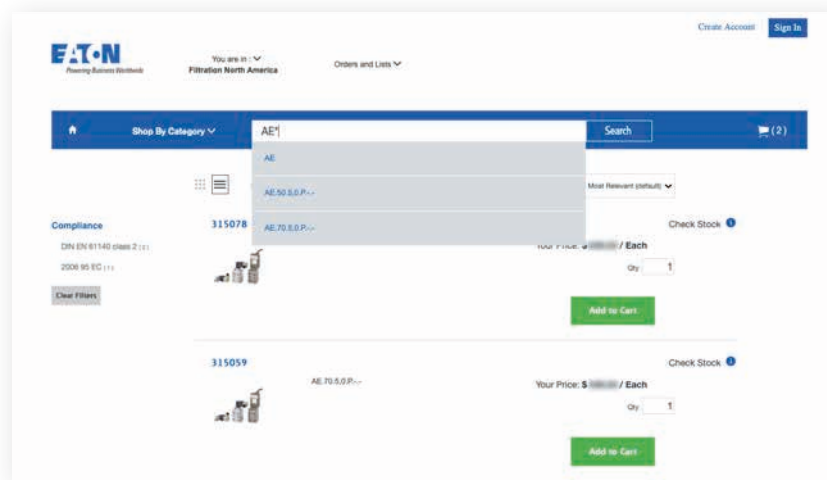


3. Checking Prices

From Search Results

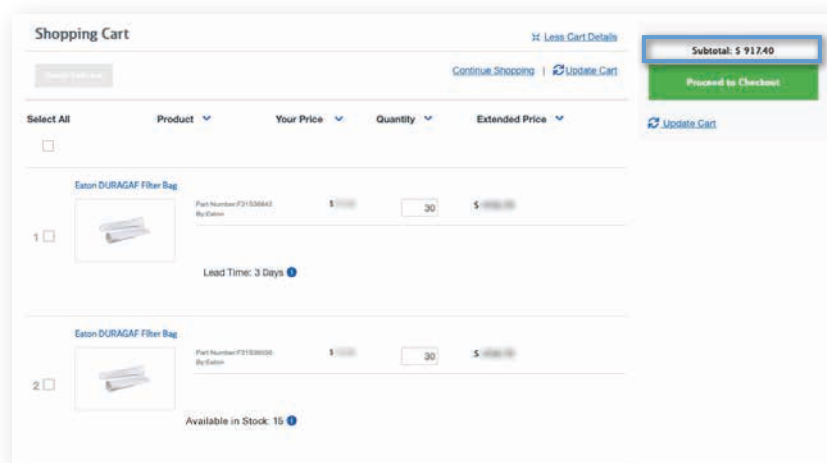
For a single product, enter its name or part number into the search box. The returned result will show its list price together with a customer specific price (where applicable).

For variations of a base product, multiple items and their prices can be returned using a wildcard search i.e. entering **AZ-2-D*** will display AZ-2-D80, AZ-2-D63 etc. Results can then be toggled by grid or list view.



For Items Added to Cart

Order Center keeps a running sub-total for all items added to the shopping cart. List price and customer price are shown for each item, while changing the quantity for a given product will initiate the order sub-total to be automatically recalculated.



4. Placing a standard order

Using “Shop by Category” or “Search” to find your product(s)

Step 1 Click the Part # link or product image to view detailed specifications and stock availability.

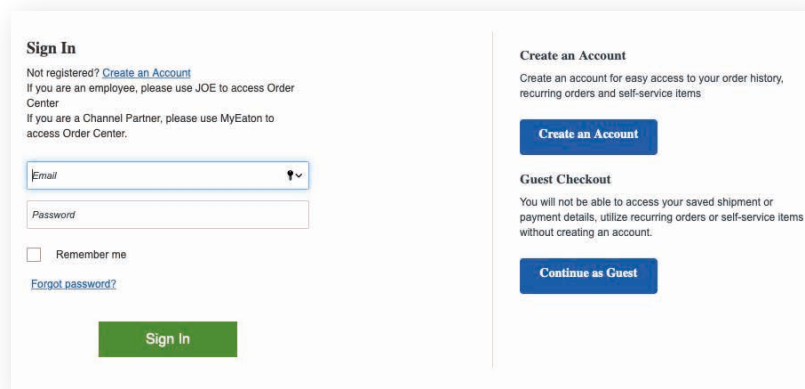
Step 2 Enter the Qty required and click Add to Cart.

Step 3 Repeat to add more products. The contents of your shopping cart can be checked by clicking:



Step 4 From cart, click “Proceed to Checkout”.

Step 5 If you are not Signed In, Order Center will offer three options: Sign In, Create an account or Continue as a Guest.

A screenshot of the Order Center login page. On the left, under "Sign In", there are fields for "Email" and "Password", a "Remember me" checkbox, and a "Forgot password?" link. A green "Sign In" button is at the bottom. On the right, under "Create an Account", there is a "Create an Account" button. Below that, under "Guest Checkout", there is a "Continue as Guest" button. Text explains that creating an account provides access to order history and recurring orders, while guest checkout does not.

Eaton recommends you **Sign In** or **Create an Account**. This provides several benefits, including:

- View status of open orders
- View order tracking numbers
- View past orders
- Repeat past orders (copy previous orders to the cart)
- Optional saved shipping addresses and credit card information for faster future checkout

Step 6 Follow the prompts to complete the Checkout.

5. Checking Order Status

Use the Orders and Lists menu to access the Order search

Signed in

If you are signed in, the Order Dashboard will open, and show see all your orders of the last 1 year.

- Use the calendar fields to change the search time range. Keep in mind results will be limited to 1y after the start date of the range.
- To find a specific order, type the Confirmation or Order number in the search field.

Order Dashboard

Perform a search on your orders to get the latest information.

2022-03-14 2022-04-12 Enter Confirmation or Order # Search

Order Date	Order Status	Reference Number	Order Value
2022-04-07	Submitted	Confirmation # D5719	\$ 4,286.4

As guest

If the order was placed as a guest, type the email used to place the order and the order number to see the details.

The order details will be easily accessible

The search results list shows:

- **Order Date** is the date when the order was placed.
- **Order Status** will show "Open", "Closed" or "Cancelled"
- **Reference Number** will show the Confirmation and Order Number, once available

Click the order number hyperlink to:

- View the Order Acknowledgement PDF
- View Billing / Shipping Information
- View Product / Delivery Details
- **Download** Order Documents
- Copy Order to your cart by clicking **Repeat this Order**

6. Additional Information

This Quick Start Guide is a generic instruction for Filtration. If you have questions or wish to learn more, please contact your Customer Service at FiltrationStore@Eaton.com