

Swagelok eStore Quick Reference Guide

User-Friendly Guide to Shopping for Swagelok Products Online

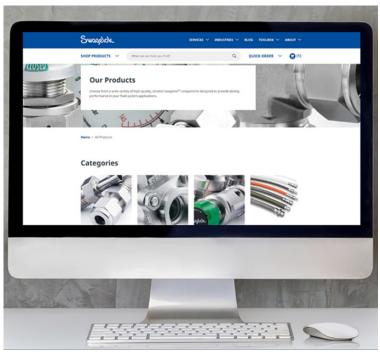


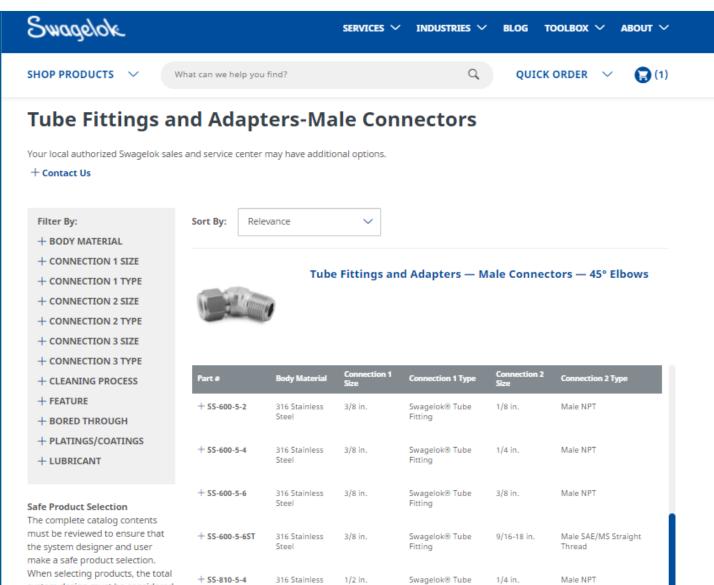
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We hope you will find this guide useful in helping you navigate and shop for Swagelok products online.

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system design must be considered





How to Register

Click on **Log in or Register** in the top right corner of the page. Then click **Register**. The registration page will open.

Complete the 6 sections of information and select **Register**:

- Professional Information
- Industry
- Location
- Select Your Sales and Service Center
- Account Information
 - Use your email that you would like all customer communication to come to.
 - Select a password.
- Accept our Site polices + RECAPTCHA

Once submitted, you will receive an email verification to complete.

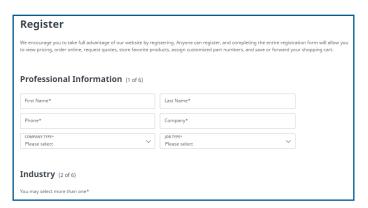
Confirm your account by clicking the link. It will direct you to the Swagelok website to login.

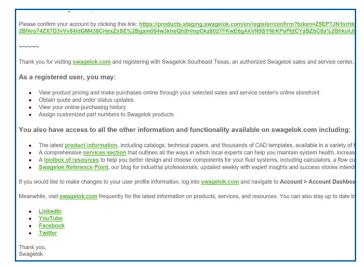
Enter your login information. Once logged in, you will now be able to access pricing and other details for your account.

In your top header, click on **Account** to confirm important details related to your account. You will also see the service center that you are logged in with.

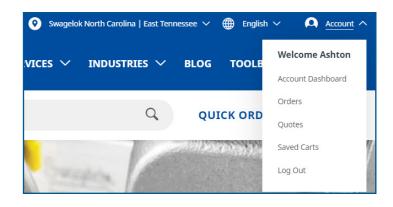
- Once you click Account, select Account Dashboard to review important details about your account (Shipping, Billing, Favorites, etc.)
- If you want to review your orders, select My Orders.
- If you want to review your quotes, select My Quotes.
- If you want to review saved carts from paused or past transactions, select **Saved Carts**.
- To logout, select Log Out.











Searching for Products

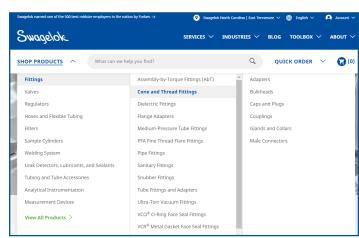
You can locate Swagelok products in different ways:

If you know the part number, you can type it in to the 'search bar' in the upper middle and click 'search icon'.



Alternatively, click on **Shop Products** in the upper left and select one of the drop-down categories.

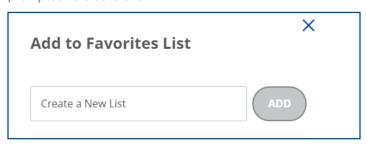
Within each product line, you can narrow down your search. For example, click 'fittings' then 'tube fittings and tube adapters' then 'straights'. You can narrow it down even further by selecting the body material, end connection size, and end connection type displayed on the left.

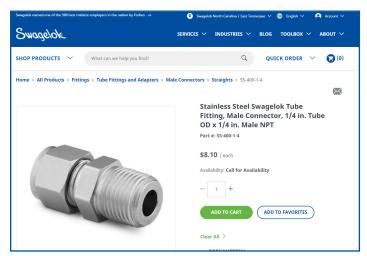


Adding Parts to Favorites

You can Favorite a part, by landing on the part detail page and clicking Add to Favorites.

If you have not created a Favorites List yet, you will be prompted to create one.



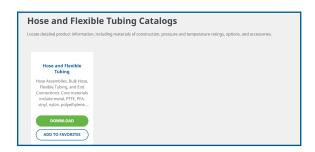


Finding Product Catalogs

Click Shop Products and select the category you are looking for.

Scroll down the page until you see the section listing all applicable catalogs.

Alternatively you can use the search bar to search for a topic or specific products, then choose downloads to see all available downloads including catalogs.





Adding Parts to Shopping Cart

You can add parts to your shopping cart in two ways:

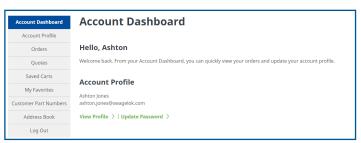
Option 1: When you have found the product you are looking for, click **Add to Cart**. Pricing will display (if logged in) for 1 piece and any volume discounting will be applied in cart and in popup when added to cart.

Option 2: You can add parts from your favorites found by clicking on **Account** in the top header, then **Account Dashboard**. Select **My Favorites**.

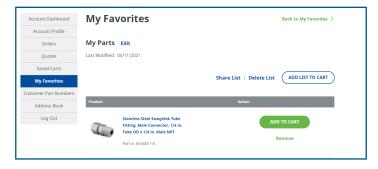
You will see any favorites lists you have created on this screen. Click on the list you would like to add parts from.

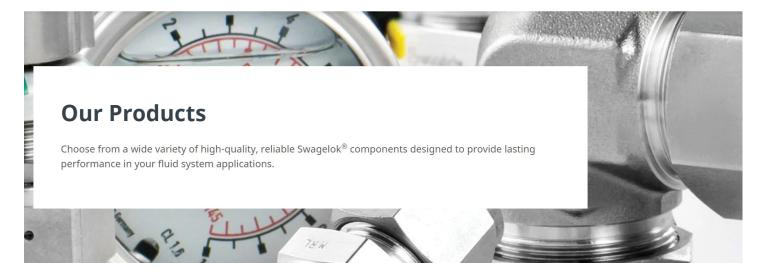
Your list of favorite parts will appear. From here you can either choose to add the full list to your cart or add individual parts to your cart by clicking the **Add to Cart.**











Adding Parts to a Quote or Order

Three are three different methods you can take to create a quote or order:

- Using the Shop Products icon
- Using the Search Bar
- Using Quick Order

Tip: Looking for a part and can't find it in the catalog or via search? Adding the part number in the quick order will allow you to include it on a quote or order.



Adding Parts to a Quote or Order Using Shop Products

Using the **Shop Products** function is best if you are looking for a product but do not know the exact name or part number.

Select **Shop Products** and review the categories from the drop down. They are organized by our most popular products.

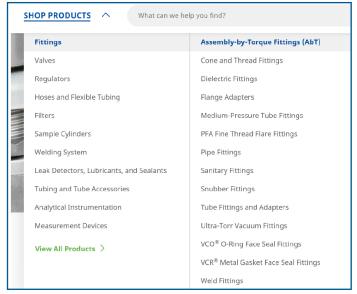
As you mouse over the product options, you will see subcategories, listed in alphabetical order.

You can select either a category or subcategory to search for a product.

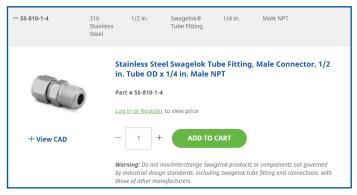
Once you have selected a subcategory, you can begin to use the filters on the left-hand side of the navigation to narrow down results of a product. You can add or takeaway filters, and the product will update on the left-hand side in real time.

When you have found your product, select the + next to the part number to expand the details, and click **Add to Cart**.

Note: You must be logged in to view pricing.





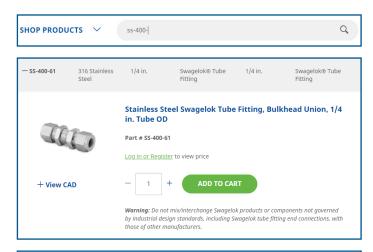


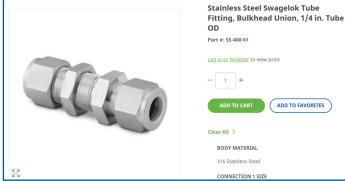
Adding Parts to a Quote or Order Using Search Bar

To add products to a quote or order using the **search bar**, type in the part number or description and press the magnifying glass.

All search results will display. When you have found the product you are looking for, select the + next to the part number to expand the details, and click **Add to Cart**.

For a more detailed description of the product, click on the blue product description and you will hit the product detail page. From here you can **Add to Cart** as well as **Add to Favorites** if it's a common part you purchase often.





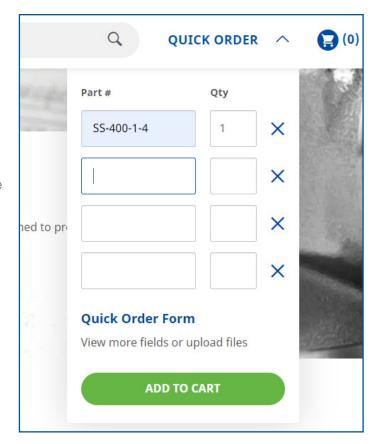
Adding Parts to a Quote or Order Using Quick Order

The **Quick Order** function is best used for quickly adding parts to the cart when you know the order number. You can add them via the short list table, quick order form, or by uploading a CSV file.

Click on **Quick Order**. Enter your part number and quantities needed in the dropdown. Once finished, click **Add to Cart**.

If you need to add more than four parts, click on **Quick Order Form**. This will expand the number of items that can be added to the table (shown below). Click **Add to Cart** once complete.

Quick C	Order			
Enter a list of part	t numbers and the q	uantity you need, or upload a file	containing that informa	tion to quickly add items to your cart.
Order by Enter	ing Part Number	s and Quantities		Order by Uploading a List of Parts
Part #	Qty	Note (Optional)		Enter the part numbers and quantities of the products you need (descriptions and notes ar
			×	optional), then upload the file. Save time by using our sample template.
			×	<u>↓</u> CSV Template
			×	Import from file
			×	File extensions allowed: .csv Your csv file must include "part #" and "qty" columns. In the first line of the file, please include a header.
			×	
			×	CHOOSE FILE

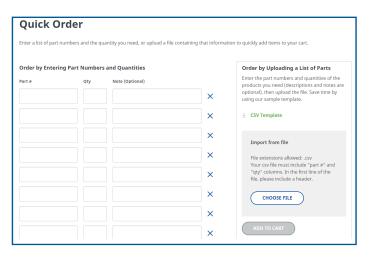


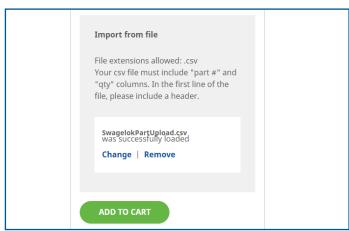
Uploading Parts to a Quote or Order Using a CSV File

To upload a CSV file of parts you would like to order, click on **Quick Order**, then select **Quick Order Form**.

Enter the part numbers and quantities of the products you need (descriptions and notes are optional), then upload the file. Save time by using our sample template which can be downloaded by clicking **CSV Template**.

To upload the completed file select **Choose File**. Once uploaded, select **Add to Cart**.





Requsting a Quote

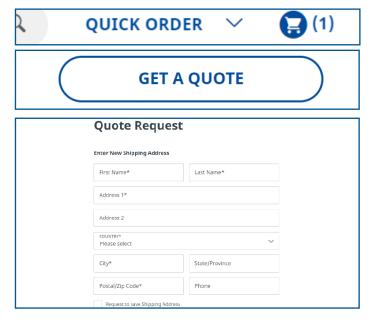
When you are ready to submit your quote, click **View Cart** or hit the **Cart icon**.

Select Get a Quote.

Complete the Quote Request form then select **Submit Quote Request**.

Once submitted, you will receive a quote confirmation.





Placing an Order

When you are ready to submit your quote, click **View Cart** or hit the **Cart icon**.

Select **Checkout** from the Shopping Cart page.

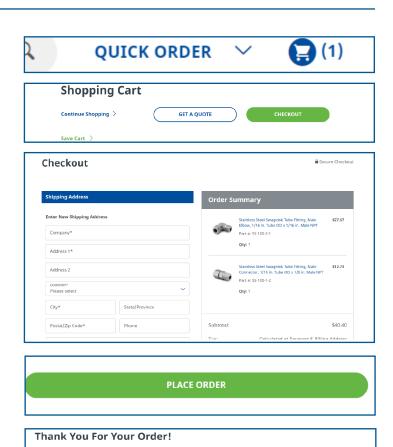
Complete the Checkout form.

Note: Please include any shipping details or additional requests to ensure your order is delivered correctly.

Once you review and complete your order details, select **Place Order**.

You will then arrive at the order confirmation page. Our Customer Service team will review the order and update you on when your product will arrive based on stock availability.

Note: You will not be able to submit an order for items that do not have prices. You will only be able to submit quotes for those types of orders. A Swagelok Customer Service Representative will return the quote to you with pricing for approval.





Your Temporary Order Number: 0000039082

If you have any question regarding your quote, please contact us.