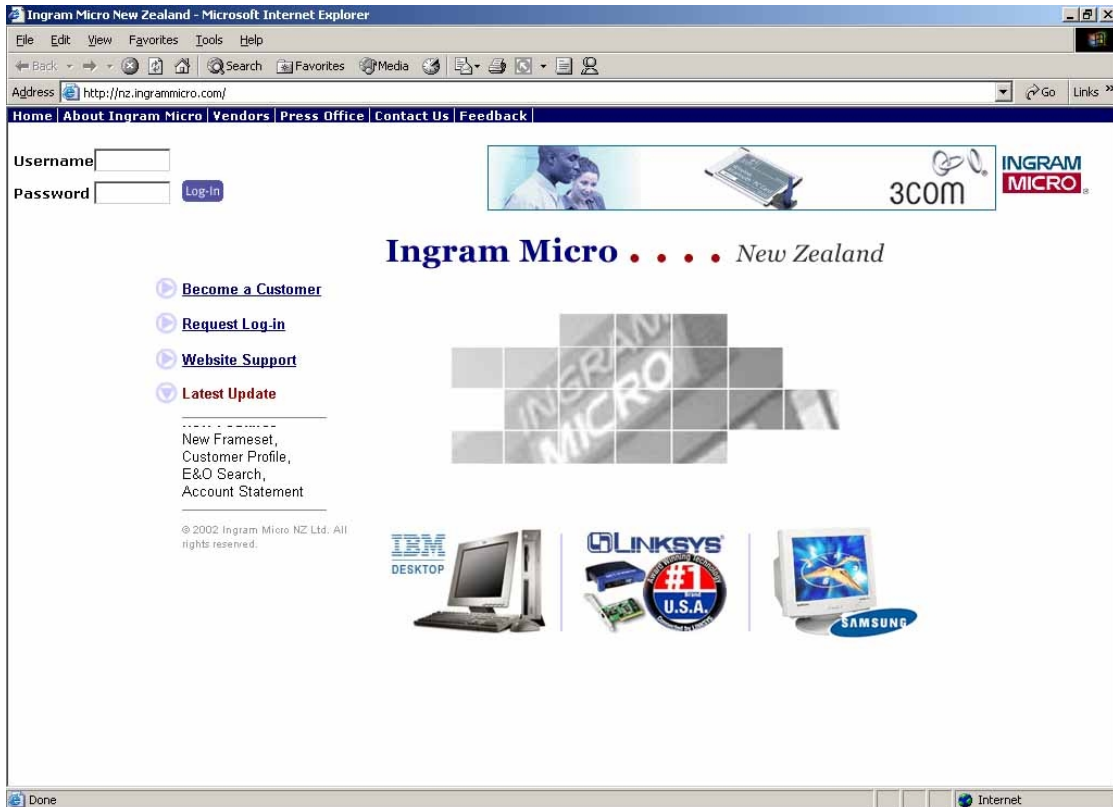


www.ingrammicro.co.nz

The www.ingrammicro.co.nz website is designed to make your life easier and even more productive. It provides you with much more than just the ability to make purchases or check pricing and availability 24 hours a day. This guide will show you how to get the most from our website.



Logging In

From the Ingram Micro Home Page you can LOGIN to our website. Simply go to the top left of the Home Page and enter your USERNAME and PASSWORD. Then click the LOGIN button.

This will then take you through to our Reseller Page.

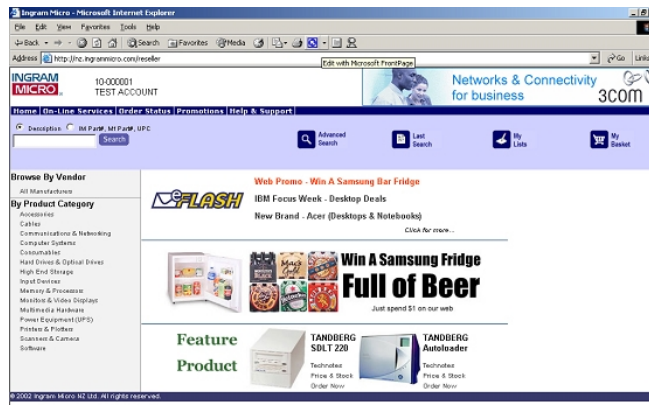
To view any pricing information you will need a Username and Password. The reason for this is so that only accredited Resellers (and NOT End Users) can see wholesale pricing information. That is why you need an Account with us before you can receive a web Username and Password.

If you don't already have one, you can request a Username and Password Login for our website from the Home Page.



Reseller Home Page

Now that you have Logged in you will see the Reseller Home Page of our website, from here you can access everything on our website.



Menu

Along the top of the Reseller Home Page you can see a navy menu bar with the following clickable links.



HOME

RESELLER HOME - this will return you to this Reseller Home Page

LOGOUT - will log you out and return you to the Home Page

ON-LINE SERVICES

ORDERING - Takes you to your Shopping Basket from which you can place an order.

RMA This takes you RMA (Returns) Page where you can request a new RMA or check the status of existing RMA's

ORDER STATUS

QUICK ORDER STATUS - Lets you search for an order by the following time periods: Today, Yesterday, Last 7days or Last 30 days. When you find an order you can check its status, which will be ON-ORDER, SHIPPED, HOLD or BACK-ORDER. You can also view invoices from this page.

ADVANCED ORDER STATUS This screen provides you with more detailed search criteria. So you can look up an order and see its status using an exact date (or date range) or a dollar value. You can also search for and view invoices from page.

ACCOUNT STATISTICS - this shows your order history by SKU or Product Category.

STATEMENT - this shows you a list of all your invoices over a date range or range of invoice numbers. To view an invoice in full use the Quick / Advanced Order Status screens.

PARCEL TRACKING - if you know the number of your parcel you can enter it and trace it here.

PROMOTIONS

eFLASH - lets you view all our eFlash emails containing the latest promotions

CLEARANCE - lets you view a list of discounted clearance SKUs

HELP & SUPPORT

FEEDBACK - online feedback form

CONTACT US - all our contact details

SITE HELP - a detailed help menu

Searching for Products

On the sky blue bar immediately below the menu you will see several buttons. From left to right SEARCH, ADVANCED SEARCH, MY LISTS and MY BASKET. We will now cover using these buttons.



QUICK SEARCH

In the text box on the far left of the screen simply type in any keywords, such as 'Intel Motherboard', 'Samsung Monitor', or a Manufacturer Part Number or Ingram Micro SKU. Then click on the SEARCH button.

ADVANCED SEARCH

For a more detailed search click the ADVANCED SEARCH button. This will then let you undertake a more defined search by including some of the following information in your search.

The first section gives the option to choose a Category, Sub-Category, or Manufacturer. Simply click on the link you would like, highlighting the choice(s) in the drop down menu and press the SELECT button to add to your search criteria.

If you want to remove a category, simply highlight the selection you would like to remove and press DESELECT.

Following this you can enter a 'From - To' price range to improve the quality of the results displayed.

Another feature to help keep you up to date with new products available is the option to look at all New Products - Since Yesterday, Last Week, or Last Month (these are items new to the Ingram Micro NZ product database).

You also select how many products to be displayed on each page, either 10, 20, or 50 items. Or you can export up to 1000 products to a .CSV file, which can be opened using most spreadsheet applications.

When you have finished selecting your search criteria just click on the SEARCH button at bottom right hand corner of the screen.

BROWSE SEARCH

On the far left of the Reseller Home Page is the gray 'Browse Menu'. You can browse through this menu either by Manufacturer or by Product Category to search for a particular product.

By clicking on the links you are taken to a menu of sub-categories, the number in brackets beside the sub-category shows you how many search items found under that sub-category.

You can follow the sub-category link to select a specific manufacturer or you have the option to view all results for the selections made so far.

For example you might do the following search:

Monitors and Videos → 17in Monitors → Samsung → list of products
Category → sub-category → Manufacturer → list of products

Alternately you could search by manufacturer at the top

Samsung → Monitors and Video Displays → 17in Monitors → list of products

Once you have reached the list of products from the Browse menu, there is a search trail at the top of the screen showing the selections made. By clicking on any of the selections in this trail you can return to that stage of the search menu to make an alternative selection if desired.

Search Results

We have endeavored to show search results in an easy-to-read format, containing all the information that you will require.

The information shown in a table format with SKU, Manufacturer / Part Number, Product Description and Batch Price / Availability. The Batch price and availability will be from the close of business the previous day. Real-Time Pricing and Availability information is displayed by clicking on Batch Price link.

The column that you have chosen to sort results by will be coloured yellow, by default it will normally be the product field. But by clicking on any of the column headings you can re-sort your results by that column.

For each individual SKU or product the following three columns are marked with links, which when clicked on perform the following functions:

1. SKU - adds the item to your shopping basket (or order)
2. Description - displays the TechNote for this item.
3. Batch Price - shows Real-Time Price and Availability of the item

Search Results

[Refine Search](#)

You Searched For:

keyword(s): "Intel Motherboard"

Product Groups Found
[ALL PRODUCT GROUPS](#) [CHASSIS](#) [MOTHERBRDS/PROCES](#)

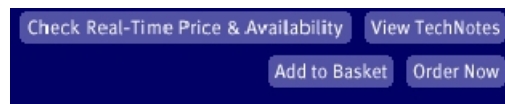
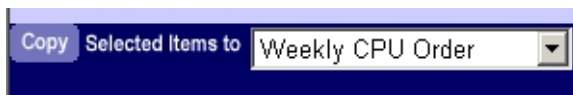
Items Found: 43 Tip: Click on Column titles to sort results/Click on Batch Price for Real Time Price & Availability

Displaying: 1-43 Page: 1

SKU (Replacement)	MANUFACTURER Manufacturer Part#	Product	Batch Price(Excl.GST) NZD Availability	
MOTHERBRDS/PROCES				
110A194	INTEL BCR1UABPW8	1U ATA BACKPLANE BASEBOARD TO BACKPLANE ATA CABL	140.00 5	<input type="checkbox"/>
110A286	INTEL BLKD845B0SE	BILLING 478PIN SOCKET ATX AUDIO DDR SDRAM USB	220.00 48	<input type="checkbox"/>
A21273	INTEL BOXD845B0G	BILLINGS NOCPU 478PIN SOCKET ATX AUDIO FOR DDR SDRAM	236.00 29	<input type="checkbox"/>
A21272	INTEL BOXD845B0L	BILLINGS NOCPU 478PIN SOCKET ATX AUDIO LAN FOR DDR SDRAM	266.00 4	<input type="checkbox"/>

By selecting a product(s) in the tick box on the far right of the search screen and using the buttons at the bottom of the search results you can also perform the following functions:

- COPY [SELECTED ITEMS TO SELECTED LISTS] - see Shopping List section for more details
- ADD TO BASKET - adds the item to your shopping basket and places a basket icon next to SKU
- ORDER NOW - Same as Add to Basket, but also takes you to the first step of the order process.



VIEW TECHNOTES

By clicking on the description of a product in a search you will be taken to a TechNotes screen. These contain comprehensive technical information on products and usually a product image as well. There are TechNotes for over 70% of our products. We are sure you will find TechNotes to be very informative and helpful.

Shopping Lists

The third button along on the sky blue bar near the top is the MY LISTS button, which refers to your Shopping Lists.

Using Shopping Lists is a great way to speed up ordering or the checking pricing and availability. So for example you might like to set up a shopping list containing the a range of Processors and another with a range of Motherboards that you most frequently buy from us.

When you first use the www.ingrammicro.co.nz site you will have 15 empty and unnamed lists to use. You can either search for the products you would like to put in your lists using the one of search methods, or if you know the Ingram Micro SKU you may type this directly into your shopping list.

At the top right of your list you can overtype the default name assigned to the list renaming it. Likewise simply overtype the quantities you require for each product.

ADDING PRODUCTS TO A SHOPPING LIST

From a search results page you can add products to your shopping list by checking the tick box for the individual SKU. Then at the bottom left of the page click the COPY [SELECTED ITEMS TO] selecting a Shopping List from the drop down menu.

OR you can simply go to your shopping list and enter the SKU of products you wish to add.

From the Shopping List screen, you can remove items from your shopping list, make a note of quantities you would like.

When you have finished updating/creating your personalised list, simply click on the SAVE CHANGES button to update the page. Your shopping list will then be saved so that, wherever you access it from, you will always see your customised lists.

Shopping Baskets / Ordering

You can check a product from a list of Search Results or a Shopping List and choose ORDER NOW, which will take you directly to your shopping basket. Alternately at anytime you can go to your Shopping Basket my clicking on the MY BASKET button at the right on the sky blue panel along the top of your page.

STEP 1: Shows you a list of the products in your Shopping Basket. Here you can review the details of the products you are ordering checking the Quantity, SKU, Product Description, and Price.

To update your order with any changes make sure you click the ADD TO BASKET button.

STEP 2: This section requires you to enter a P.O. Number (of your choice) and your email address. You also have the option of including an End-User P.O. Number for your reference purposes. Once you have done this click ORDER.

This will take you to a new page with the following Steps:

STEP 3: Confirm your Shipping and Billing Addresses, you can also select whether you would like partial shipment if some of the products are not in stock.

STEP 4: Select a Carrier using the drop down menu. In the comments field you can also include a personalised message to be printed on the packing slip sent with your order.

STEP 5: Review your order.

Finally you can click on SUBMIT ORDER , and your order will be processed.

You will see a confirmation screen which will tell you the 9 digit Ingram Micro Purchase Order / Invoice number. You can use this number to check the status of your order as covered in the Order Status section.