

Overview

- Logging In
- Navigating
- Searching
 - a) Search by item Number
 - b) Search by Category
 - c) Search by Words (Name)
- Place an Order
- Invoices
- Back Orders
- Sign Out

Loging In

1. www.dimarcanada.com

2. Select "Dealer Login"



- 3. "Purchase Order Entry" page will open.
- 4. Enter User name and Password (provided by DIMAR)

DIMAR CANADA LTD.
Purchase order entry. Usemame: Password: Sign In
Copyright © 2009 Dimar Canada Ltd. Errors and Omissions Excepted Disclaimer: Dimar Canada Ltd. makes every effort to ensure that the information in this web site is current and accurate, but cannot accept responsibility or liability for any loss or damage suffered as a result of information contained herein.

5. If "Access denied!" appears:

- a) Check if you entered your Username and Password correctly. Note:
 - *Username may be lower or uper case letters.
 - *Password contains no spaces between letters, and may be lower or uper case letters
- b) Contact Dimar:

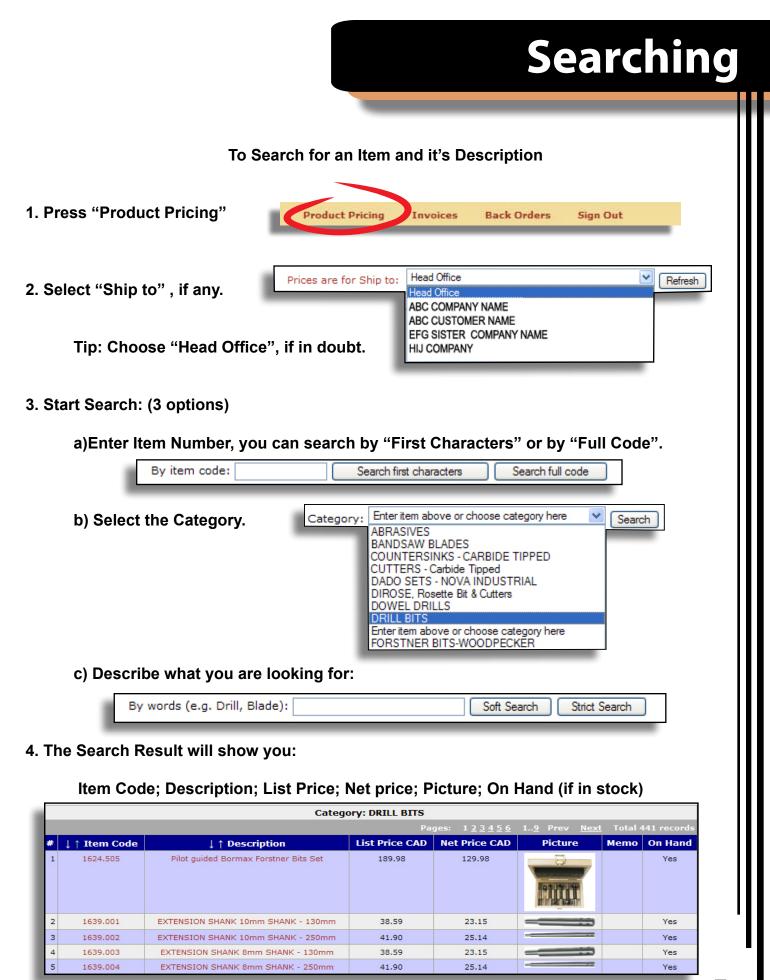
email: info@dimarcanada.com telephone: (905)-738-7919

	nase Order Entry. ccess denied!
Username Password	Sign in

Navigating

When you are Loged in successfuly, you will see your company name next to "Customer".

	Customer: Company name
Product P	Pricing Invoices Back Orders Sign Out
FIGULE	New Purchase Order
Purch	hase Orders List. 30 December 2012 - 30 January 2013
	You have 5 Options:
1. Place a new Pu	rchase order: New Purchase Order
2. Product Pricing	g: Here you can search for the product you need, using the Item number, category or just by typing in the description. The search will show you the item, description, List and Net Price and if this item is available (In stock).
3. Invoices:	Here you will see your invoices for previous shipped orders with shipping information and a Bill of Landing number (Tracking Number).
4. Back orders:	You ordered an Item, but didn't receive it, check, if it is on Back Order.
5. Sign out	



Searching

		a)	b)	C)		d)				
				\sum	(\sim					
	Category: DRILL BITS										
			Pa	ges: 1 <u>2 3 4 5 6</u>	1 <u>9</u> Prev <u>Nex</u>	t Total 4	41 records				
#	↓ ↑ Item Code	↓ ↑ Description	List Price CAD	Net Price CAD	Picture	Memo	On Hand				
1	1624.505	Pilot guided Bormax Forstner Bits Set	189.98	129.98			Yes				
2	1639.001	EXTENSION SHANK 10mm SHANK - 130mm	38.59	23.15			Yes				
з	1639.002	EXTENSION SHANK 10mm SHANK - 250mm	41.90	25.14			Yes				
4	1639.003	EXTENSION SHANK 8mm SHANK - 130mm	38.59	23.15			Yes				
5	1639.004	EXTENSION SHANK 8mm SHANK - 250mm	41.90	25.14	+*		Yes				

a) Item Code (Item Number) and Description - are clickable

Press on the Item Code or Description to open a Pop up Window with the more precise information on this item



b) List Price and Net Price

*Here you will see your very own Net cost per item. If quantity disconts are available, they will be shown here as well.

c) Picture is clickable

- d) "On Hand" this column specify, if we have this Item in stock.
- Note: "The Search Result List" may consist of *one item or several pages*. You can see how many pages came up on the dark grey line and it shows you as well the Total of records it found.



Place an Order
1. At the Home page press New Purchase Order to start filling in the order
 2. Enter Purchase Order Number (your PO#) 3. Select where you want to ship this order to, a) If you are shipping to your main address leave the "Head Office". b) If the "Ship To" name is not there, leave the "Head Office" and continue. Tip: Let us know, if a new "Ship To" address is required. We will add it for you. 4. Select "Ship Via" and choose the shipping method Enter any notes/instructions in to the "Memo" field Example: a) New Ship to Address in to the Memo field, if you have one. b) "Order a Bandsaw blade the measurment are: Length: 93" inch by width: 1/2" by 10 Tooth Per Inc Carbon" c) "Freighter's Collect no: 1234"; "Please ship ASAP"; d) "Please Send a Confirmation" e) "Pakage all tools"
New Purchase Order Entry:
Date 04 Feb/2013 P.Order # 122 Ship to Head Office Ship via LOOMIS V Other Required by 02/04/2013 CAD Add here any relevent text for this order CAD Amount: 0.00
5. Check the Required date and press CONTINUE

Place an Order

Adding Items to Your Purchace Order:

1. You have 3 options to look for it (see Pg 5-6 "Searching")



2. Select an Item from the Result list, by clicking on the "Name", "Description", "Picture":

		Select items i	from the list below	. Item co	de first ch	aracte	rs: 107R4-12			
#	# ↓ ↑ Item Code ↓ ↑ Description		↓↑ Category	List Price CAD	Net Price CAD	on P.O.	Picture	Memo	On Hand	
1	107R4-12	STRAIGHT 2 FLUT 1/2-1/4-3/4	ROUTER BITS-NOVA INDUSTRIAL	24.21	1 - 12.83 3 - 12.11				Yes	
2	107R4-12M	STRAIGHT METRIC BIT	ROUTER BITS-NOVA INDUSTRIAL	24.21	1 - 12.83 3 - 12.11				No	
3	107R4- 12S/F	STRAIGHT 1 FLUT 1/2-1/4-3/4	ROUTER BITS-NOVA INDUSTRIAL	23.97	1 - 12.70 3 - 11.99				Yes	

3. A new Pop Up window will open with the full Description of the item. Check the description and ENTER the QUANTITY into to the yellow field:

	Description STRAIGHT 1 FLUT 1/2-1/4-3/4
Add to Purchase Order Item Code: 107R4-12S/F Quantity Required by 02/07/2013	LIST Price CAD 23.97
4. Press "POST"	Ficture Ficture Ficture Ficture
5. Add another item by repeating step 1 to 4.	tipe and in the first example and the first
6. To view and check items you selected press:	View Selected Items

Place an Order

				Purchase Order Entry					
					Memo			CAD	
	Date 12 F	eb/2013		PACKAGE ALL TOO				Amount: 16	.37
	P.Order # 123				H	ST 13%: 2	.13		
	Ship to Hea	ad Office	~					Total: 18	.50
	Ship via LOO	OMIS 🗸 Other					~		
R	equired by 02/	12/2013		Add Items	Save Submit Print	Delete			
				Items					
	Item Code	Description	Qty	List Price CAD	Net Price CAD	Amount	+Taxes	Required	l by
#	Item Code		1	24.21	12.83	12.83	13 %	12 Feb/:	13
#	107R4-12	STRAIGHT 2 FLUT 1/2-1/4-3/4	1						

7. You can:

- a) Add more items
- b) Save your order to add items later;
- c) Delete your order
- d) Submit an order
- e) Print your order
- Add Items Save Submit Print Delete
- 8. To delete just one Item from your list:
 - a) Press on the "Item Code", the description will open up.
 - b) Below the yellow "Quantity" field there is a "Delete" button.

# 2. Item Code: BB-12	Message from webpage
Quantity 1 Required by 02/15/2013	Do you really want to delete this item? OK Cancel

8. When your order is ready press SUBMIT, to send the order to DIMAR Canada

Note: We will not recive your order before you press "Submit".



9. We will confirm your order by a return email. If you need to make any changes to the submited order - you must call us ASAP.

Invoices

Your Invoices are always available to you.

1. Select invoices from the top menu:

Purchase Orders Product Pricing Invoices Back Orders Sign Out

The page will display your invoices for the last month.

-		es until 02/14/2		for 12 n	-		5				
			Invoices Li	st for 1	5 Feb	ruary 20	13 - 14 Fe	bruary	2014.		
											Total 8 record
#	Invoice #	↓ ↑ Date	P.Order #	Items	Cur.	Amount	Discount	Paid	Balance	Ship to	Memo
1	204476	12 Dec/2013		2	CAD	32.93		32.93		Head Office	3
2	201251	15 Jul/2013		2	CAD	5.01		5.01		Head Office	
3	201218	12 Jul/2013		2	CAD	56.78		56.78		Head Office	** P/U- CASI

2. To find previous invoices, select the date:

Select Invoices until 01/30/2013 For 1 month V Select Get Invoice Statements

- 3. Select the Invoice number to view the items.
- 4. To print the invoice select <u>View / Print</u> button on the left corner of the screen. A seperate window will open with your invoice ready for printing. Press Print or Close Window

T di chube i	Orders Pr	oduct Pricing	Invoice			Out		e Print	ing - Win	ndows I	nternet Exp	olorer				
		Inv	oice # 1			Sub Total 106.19	C napar.	192.168.	.2.11/Dimar,	/GetInvo	piceFormPrint.d	im?~&IcCode=;	201218			
		Purchase O		18 Apr/2013	Terms COD			1	*		NOW	Woodwork	trial	HOOP	PECKER	Woodworking Professional Solutions
		Service and the service of the		Head Office	Items 1	Total 119.99			ΎΔ			ADA LTD.				ario • L4K 3
			mp to T	lead office				www.dim	narcanada.c	moc	Tel: (905) 73	38-7919 • Fax	c: (905) 738-	3933 • Emai		imarcanada.co G.S.T. R1013933
View / Print							Print	Close V	Vindow							
				Iter				old	CASH	SALE						
Item			S.Ord	ier B.O.L	. Qty											
Code	Descriptio	n P.Order #	#	#	Ordered)tv	to:			ches					Townice
		n #		#	Ordered		2ty		(DN Car		Terms 1	Invoice No.	Inv	voice Dat	
Code		n #	#	#	Ordered	Shipped B/	Account N		(itory No		Terms I COD	Invoice No. 2012			
Code	MELAMINE	ABRAHAM	# 22580	# 00 298440	Ordered	Shipped B/	Account N 2 4 2 2 4 2 2 4 2 4 2 4 9 2 4 9 2 4 9 2 4 9 2 4 9 1	lo. 104 Qty	(Terr	itory No	D.		2012		12 J	te ul/2013
Code 1 14-108 TN	MELAMINE SAW Se	ABRAHAM	# 22580 o@dimarc	# 00 298440 canada.com w Dimar Canad	Ordered	Shipped B/	Account N Account N 1 Qty Ordered Your P.O	lo. 104 Qty Shij	Terr Q pped B 12.13, Sa	itory No Qty II 3/0 ales Or	o. 1 tem No. der: 22792	COD	2012 n ding:	218 Unit Price	12 J	te ul/2013 Extended
Code	MELAMINE SAW Se	ABRAHAM	# 22580 0@dimarc : © 2005 very effor	# 00 298440 canada.com w Dimar Canad rt to ensure th	Ordered	Shipped B/	Account N Account N 1 Sweb s Current Vour P.O Shipping	lo. 104 Qty Shij	Terr Q pped B 12.13, Sa	2ty II 3/0 ales Or 2013, S	o. 1 tem No. der: 22792	COD Description 2, Bill of La	2012 n ding: Freight: \$	218 Unit Price	12 J Disc.	e ul/2013 Extended Price
Code	MELAMINE SAW Se	ABRAHAM	# 22580 0@dimarc : © 2005 very effor	# 00 298440 canada.com w Dimar Canad rt to ensure th	Ordered	Shipped B/ 1 1 comments about this i Omissions Excepted. on in this web site is co	Account N Account N 1 Qty Ordered Your P.O Shipping 1	lo. Qty Shij 0.# 07.1 1 Date:	(Terr Q pped B 12.13, Sa 12 Jul/2	2ty II 3/0 ales Or 2013, S	o. 1 tem No. rder: 22792 Shipped Via	COD Description 2, Bill of La P/U, PPD,	2012 n ding: Freight: \$	218 Unit Price	12 J Disc.	ul/2013 Extended
Code 1 14-108 TN	MELAMINE SAW Se	ABRAHAM	# 22580 0@dimarc : © 2005 very effor	# 00 298440 canada.com w Dimar Canad rt to ensure th	Ordered	Shipped B/ 1 1 comments about this i Omissions Excepted. on in this web site is co	Account N Account N 1 Ordered Your P.O. Shipping 1 ** P/U- C	Qty Ship 0.# 07.1 1 Date:	(Terr Q pped B 12.13, Sa 12 Jul/2 1	itory No 2ty II 3/0 ales Or 2013, S	o. 1 tem No. der: 22792 Shipped Via 103RP4-45	COD Description 2, Bill of La :: P/U, PPD, BEVEL BIT	2012 n ding: Freight: \$ T 45 DEG	218 Unit Price 50.00 50.2	12 J Disc.	e ul/2013 Extended Price
Code 1 14-108 TN	MELAMINE SAW Se	ABRAHAM	# 22580 0@dimarc : © 2005 very effor	# 00 298440 canada.com w Dimar Canad rt to ensure th	Ordered	Shipped B/ 1 1 comments about this i Omissions Excepted. on in this web site is co	Account N Account N 1 Ordered Your P.O. Shipping 1 ** P/U- C	Qty Ship 0.# 07.1 1 Date:	(Terr Q pped B 12.13, Sa 12 Jul/2 1	itory No 2ty II 3/0 ales Or 2013, S	o. 1 tem No. der: 22792 Shipped Via 103RP4-45	COD Description 2, Bill of La P/U, PPD,	2012 n ding: Freight: \$ T 45 DEG	218 Unit Price 50.00 50.2	12 J Disc.	e ul/2013 Extended Price 50

Back Orders

Items that you ordered, but were out of stock they are "Back Ordered".



1. Select Back Orders to view these items.

	/iew / Print			•	/2014 Total CAD \$ Shipped, B O - Back Order	r							
	Total 3 records												
#	Order #	↓↑ Order Date	Cust. P.O.	Dimar Code	Your Code / Description	Req. by	o	s	B O	Price			
1	22	26 Aug/13	82	JBL-3/16	hss jobber long 3/16" x 5 3/4"	26 Aug/13	1		1	\$			
				JBL-1/4	hss jobber long 1/4" x 6 1/8"	26 Aug/13	1		1	\$			
2	23:	27 Nov/13	11	WP1050COM	10" x 50t thin kerf combination	27 Nov/13	1		1	\$			
3	23:	04 Feb/14	20:	WP101CD819	woodpecker 3/4" template bit	04 Feb/14	2		2	\$			
							Т	ota	I3 re	ecords			

2. To print press: View / Print When the print Form will be ready press Print

		1	1		ndustrial M Solutions	TOO PECKER		rking ession Solutio	
		w.dimarcanada.o	To		 45 Tandem Road Fax: (905) 738-3933 				
_							G.S.T. R	10139	3338
F	Print Clo	ose Window							
					/2014 Total CAD Shipped, B O - Bac	k Order			
#	Order #				•	k Order Req. by	o s	B O	Price
# 1	Order # 22	Colu Order	mns: 0 - Cust.	Ordered, S - Dimar	Shipped, B O - Bac Your Code /			В О 1	Price \$
# 1	#	Colu Order Date	mns: 0 - Cust. P.O.	Ordered, S - Dimar Code	Shipped, B O - Bac Your Code / Description	Req. by	1		\$
	#	Colu Order Date	mns: 0 - Cust. P.O.	Ordered, S - Dimar Code JBL-3/16	Shipped, B O - Bac Your Code / Description hss jobber long 3/1	Req. by	1 1	1	\$ \$

Note: Please Press "Sign out" after you are done.