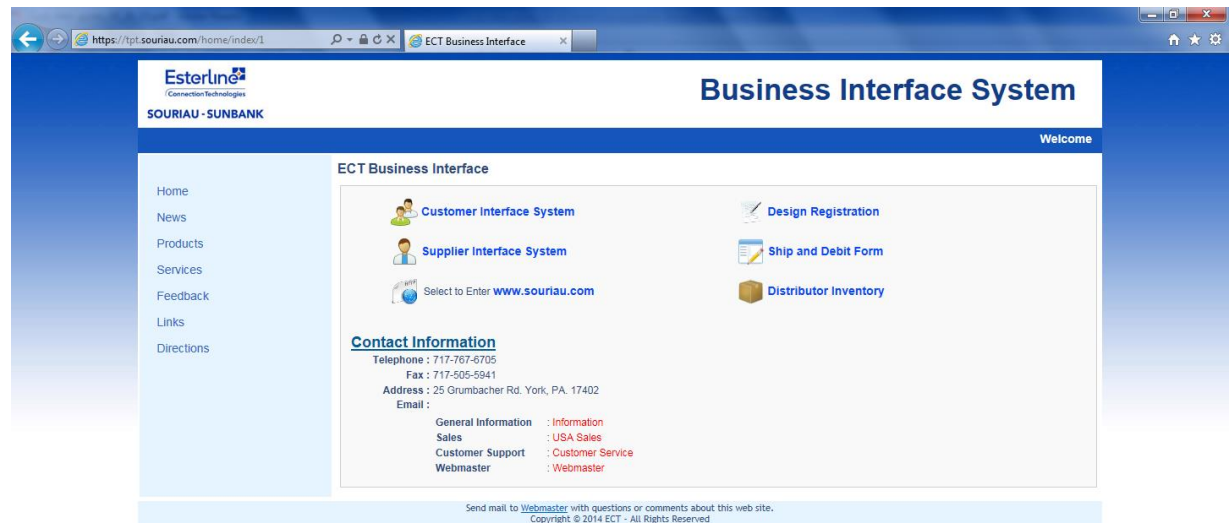# *ECT Business Interface System Instructions*

1.) STARTING SCREEN

❖ From this Screen select 'Customer Interface System' to access Souriau's new web based customer interface.

❖ 'Souriau.com' – Links to Souriau's Corporate web site.

❖ Other Options:
  ➢ 'News' – Will keep you posted of changes in the system and any other updates
  ➢ 'Products' – Links to our product catalogs
  ➢ 'Services' – Links to specified Souriau Departments.
    ▪ Technical Support
      • E-Mail Link to Department
    ▪ Pricing
      • SPR/SD form available and E-mail Link to Department
    ▪ Samples
      • Sample request form available and E-mail Link to Department
  ➢ 'Links' – Link to Adobe Website to Download reader if required

ECT Business Interface System Instructions

2.) Customer Interface Login Screen

❖ From this Screen you will need to enter your assigned 'User Name' and 'Password'.

➢ You may select the 'Save Password' option box to have a cookie set to remember your password.

❖ Once you have entered your user name and password you may hit enter or click on the 'Login' button.

❖ Note: If you have any problems logging in, please use the E-mail link to the helpdesk and describe your problem.

ECT Business Interface System Instructions

3.) Main Customer Interface Screen
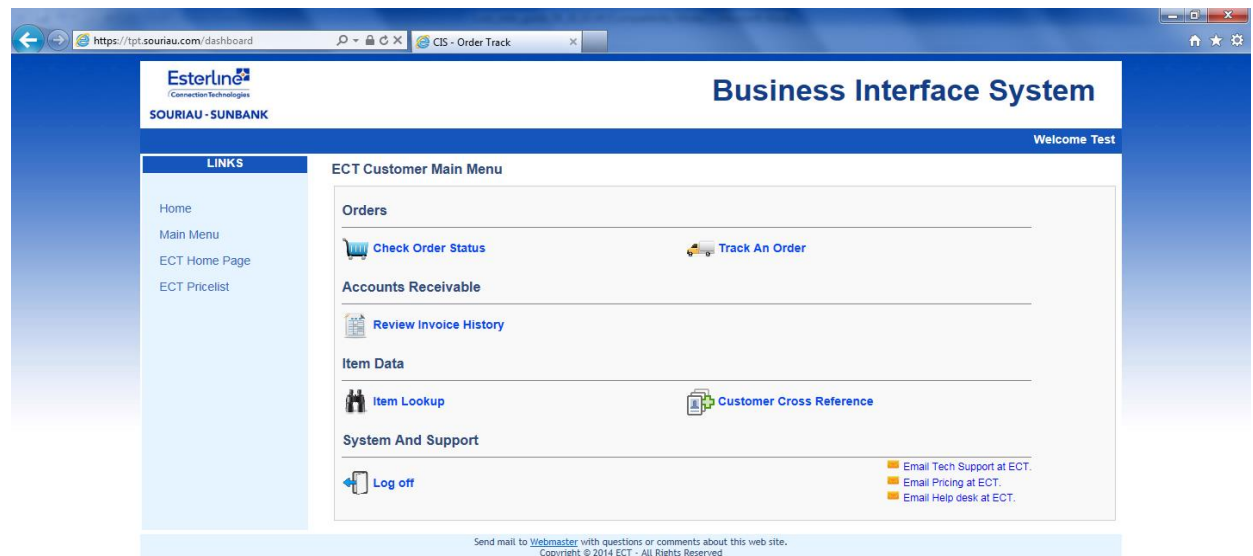
- ❖ Screen Options
  - ➢ Orders
    - ▪ 'Check Order Status' – Allows user to view current status of all **open** orders placed with Souriau USA.
    - ▪ 'Track an Order' – Allows user to view status of orders and track shipments as required from Souriau USA.
  - ➢ Accounts Receivable
    - ▪ 'Review Invoice History' – Allows user to view all invoicing history and orders that they relate to.
  - ➢ Item Data
    - ▪ 'Item Lookup' – Allows user to bring up minimal item data.

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  - ➢ System & Support
    - ▪ 'Log Off' – Used to exit the customer interface system.
    - ▪ E-Mail options for both technical support and pricing at Souriau USA.
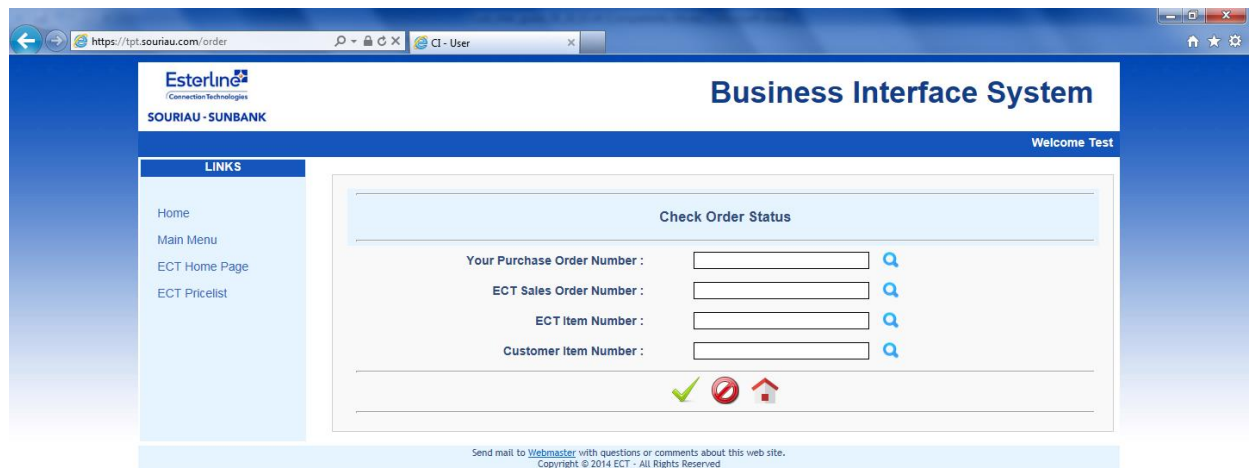- ❖ 'ECT Pricelist menu' – Allows user to view current pricing and delivery information on Souriau Items

ECT Business Interface System Instructions

4.) GENERAL NAVIGATION

- ❖ 🔍 'Look-Up Button' – Used to perform Look Ups for the field
- ❖ ✔️ 'Submit Button' – Used to Submit Requests to System
- ❖ 🚫 'Clear Button' – Used to clear present data for new inquiry
- ❖ 🏠 'Home Button' – Used to return to main menu
- ❖ 🔙 'Last Page' – Used to return to last page viewed

5.) Check Order Status Screen

- ❖ **This Screen will return data for Open Sales Orders Only**

- ❖ From this screen you may enter your purchase order number, Souriau's sales order number, an item number or your customer number to retrieve information on Order Status.

- ❖ You may also use the 🔍 'Look-Up' button to search for your information in any of the option fields.

- ❖ Once information has been selected, press ✔️ 'Submit' button to retrieve Data.

ECT Business Interface System Instructions

5.) Check Order Status Screen (Con't)
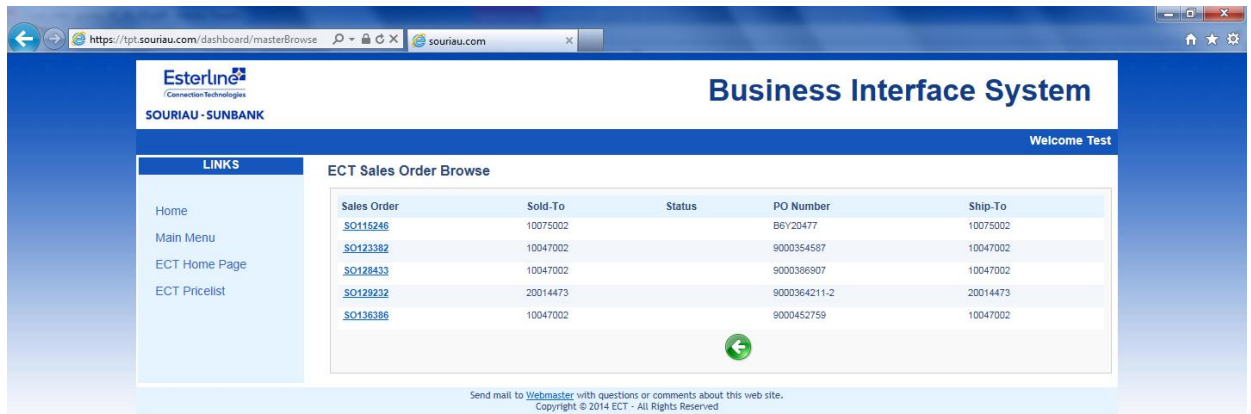
- ❖ If your search or look-up criteria was based on any other than Souriau's Sales Order Number, you will see a screen similar to the one above
- ❖ This screen displays all Souriau Sales orders related to your search criteria
- ❖ Simply select the Sales Order you wish to review by clicking on the link
    - ➤ You will then be sent back to the main selection screen
    - ➤ At this point click on the 'Submit' button

6.) Track an Order Screen
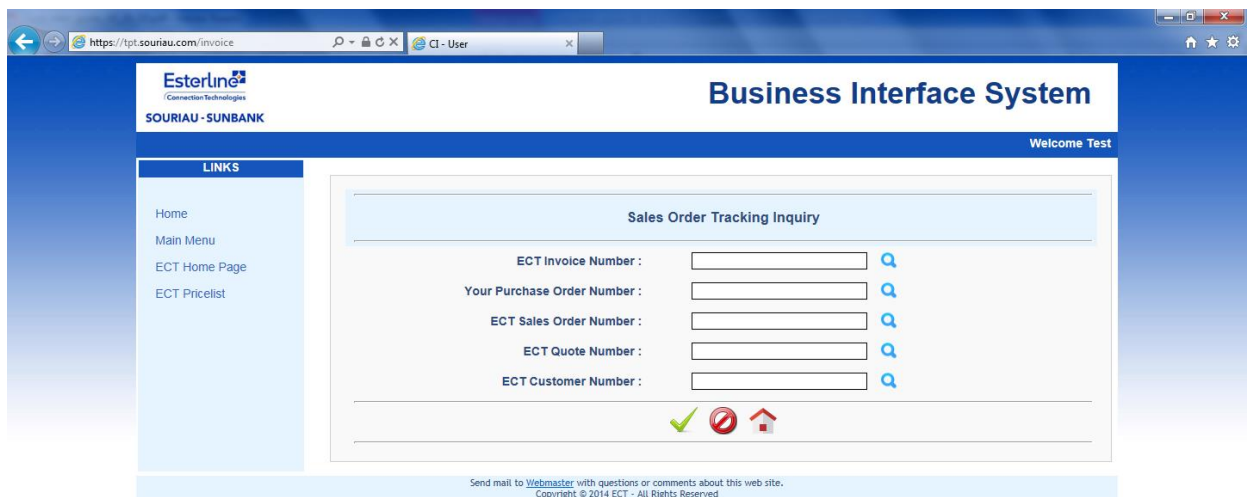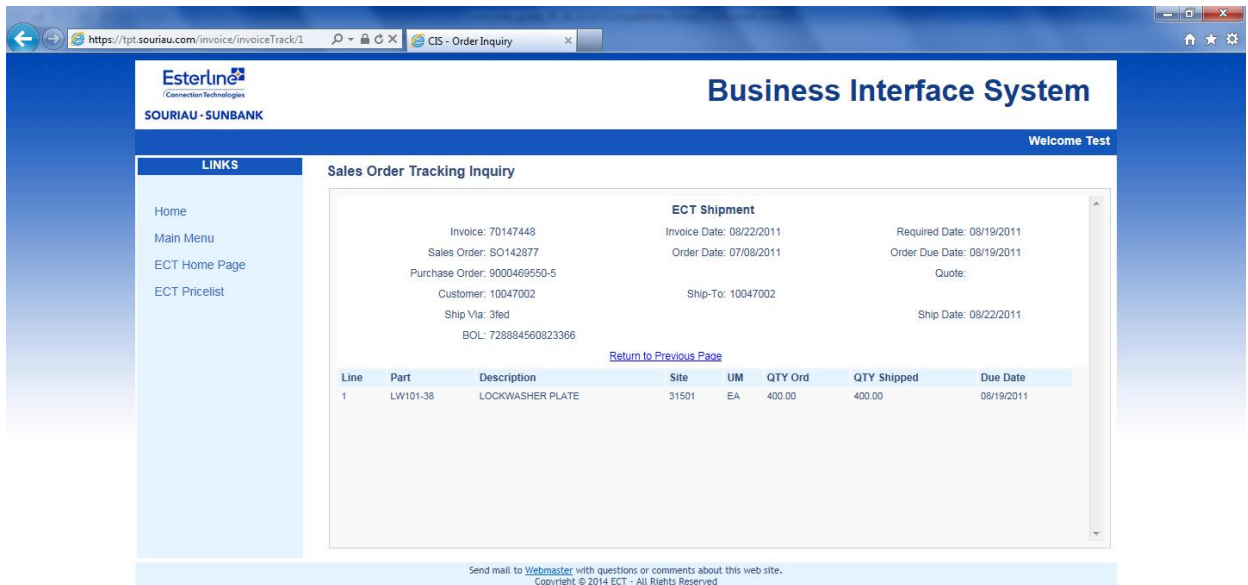
- ❖ **This Screen will return all Shipping Information for Selection Criteria**.
- ❖ From this Screen you can search by Invoice Number, Purchase Order Number, Sales Order Number, Quote Number or Customer Number.

- ❖ You may also use the 🔍 'Look-Up' button to search for your information in any of the option fields.

ECT Business Interface System Instructions

❖ Once information has been selected, press ✔ 'Submit' button to retrieve Data.

7.) OUTPUT OF SALES ORDER STATUS AND TRACK AN ORDER SCREENS

❖ This Output has up to two sections
  ➢ Section 1 – Souriau Shipments
    ▪ Details all shipments against selection criteria
    ▪ 'BOL:' number is link to carriers web site for tracking purposes. This link will open in a new window.
  ➢ Section 2 – Open Sales Order Lines
    ▪ Details all open lines and Quantities based on selection criteria.
    ▪ Due Date is Souriau's current order Due Date
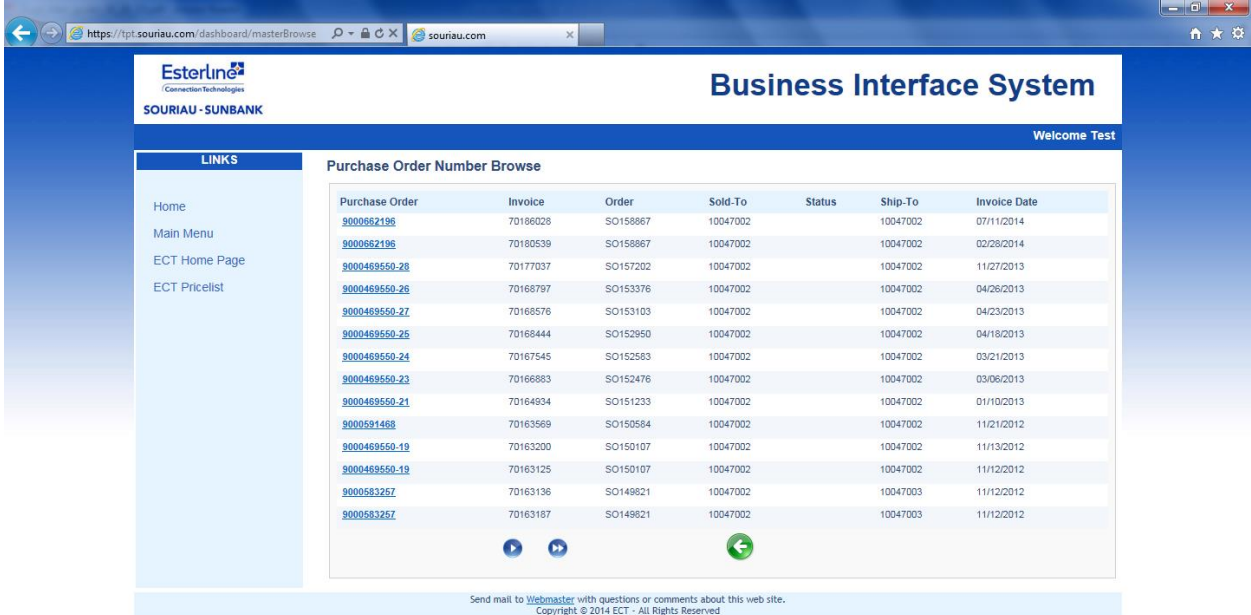 ➢ 'Return To Previous Page' can be used to return to selection criteria page.

8.) REVIEW INVOICE HISTORY

- ❖ This Screen Allows the User to Review Invoicing Information based on Selection Criteria
- ❖ You may enter the Invoice Number, Sales Order Number, Item Number or Purchase Order Number as Criteria.
- ❖ As with the other screens you may search for the information you need with the 'Look-Up' button.
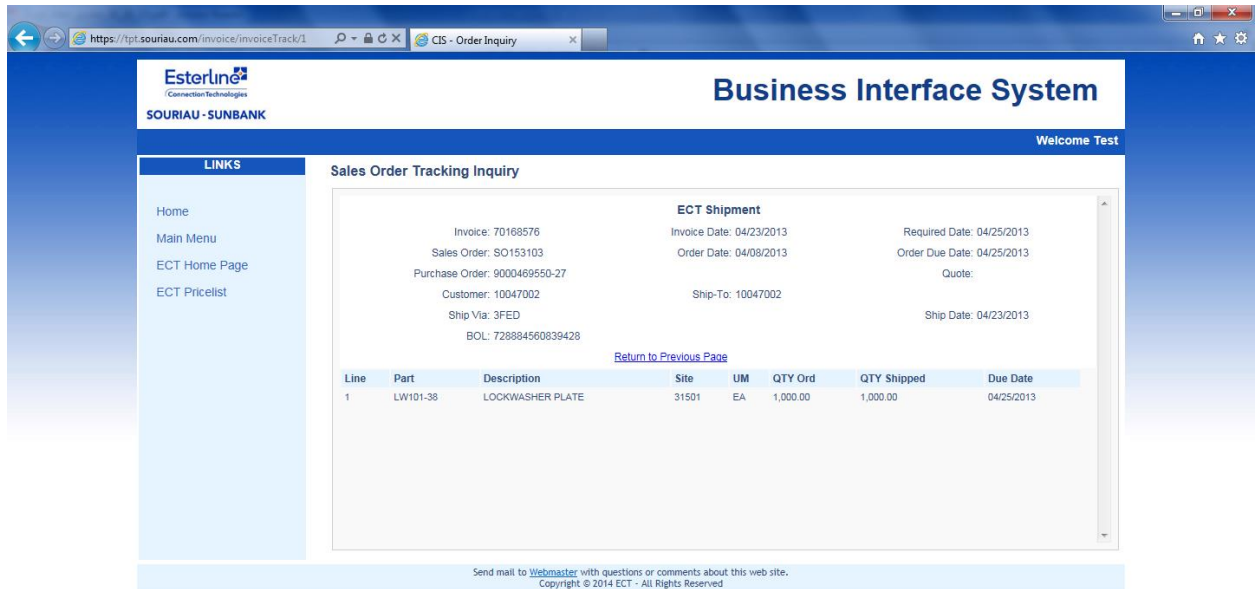
8.) REVIEW INVOICE HISTORY (CON'T)

- ❖ If you choose to use the 'Look-Up' Function you will see a screen similar to the one above, based on your look up field.
- ❖ Select the item you would like to review by clicking on it.
  - ➢ You will be returned to the selection criteria screen
  - ➢ On the select criteria screen click the 'Submit' button to retrieve the required information.

NOTE: **You may have multiple selection screens until the invoice you need to review is selected. Simply continue as described above until desired output is seen.**

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9.) OUTPUT FROM REVIEW INVOICE HISTORY

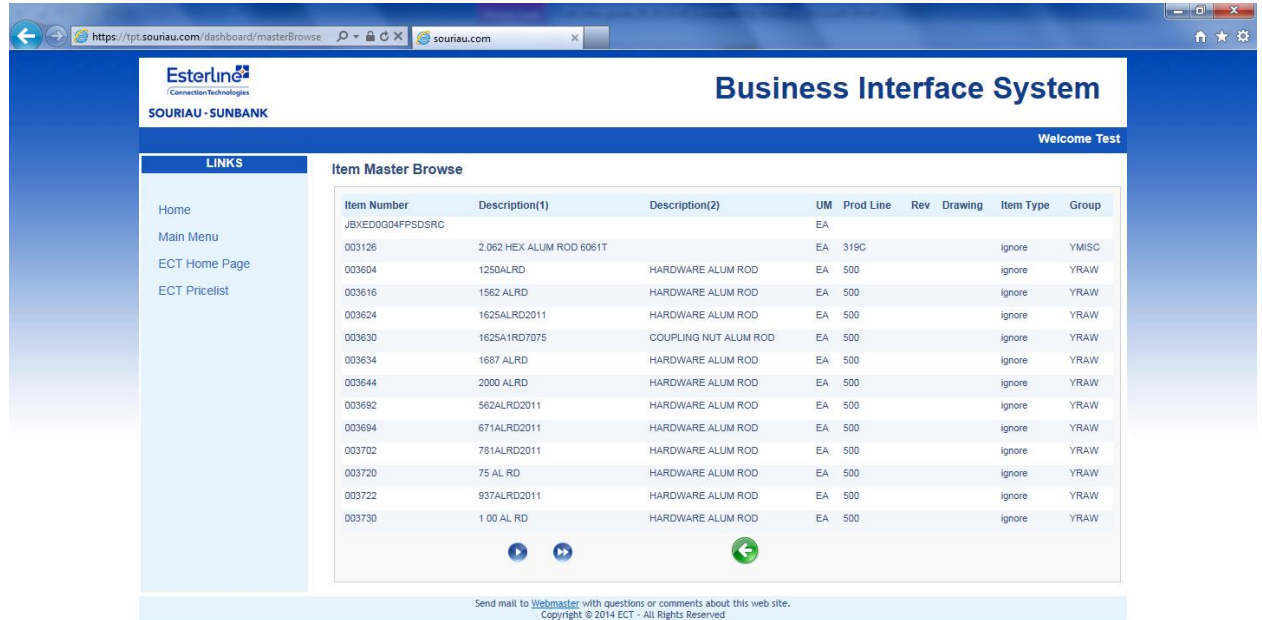❖ Output is the same as described in section 7 of this document

10.) ITEM LOOKUP SCREEN
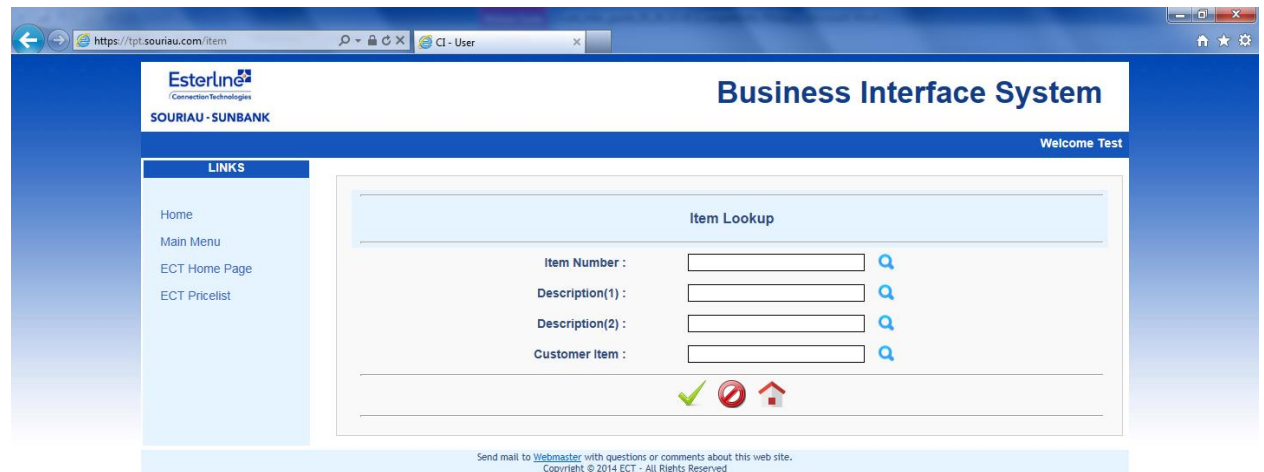
- ❖ This is a simple item look up screen
- ❖ Either enter or 'Look Up' the item or description you are after for selection criteria

ECT Business Interface System Instructions

11.) OUTPUT OF ITEM LOOKUP SCREEN

- ❖ Returns Basic Item Data as shown above
- ❖ Simply use 🔙 'Return' button to return to selection criteria screen

ECT Business Interface System Instructions

12.) PRICING SCREEN

❖ Click on the link 'ECT Pricelist' (marked red in the below screen) to display pricing screen
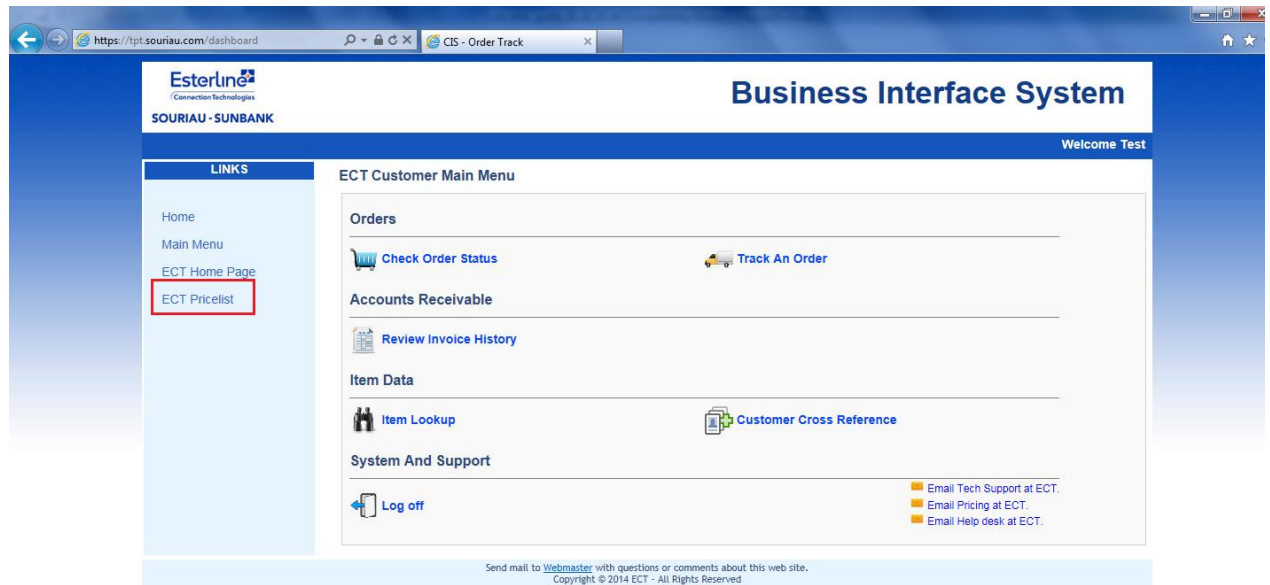
❖ The Pricing Screen has been designed to return all applicable pricing based on customer.

❖ On this Screen Distributors and OEM's need only enter the Souriau Part Number you require. MREP's have the option to select a specific customer for pricing and contract information.
   ➢ You may also look up the part using the 'Look Up' tool
   ➢ MREP's may also use the customer name browse to select the customer

❖ Projected Inventory values are the amount of inventory we have available to promise by the week ending listed. This number already takes into consideration existing sales orders, allocated inventory, etc. It is a 'live' number and will change as additional requirements come into the system.

❖ If either Pricing or the Item Number you need is not available, we have provided E-Mail links to the respective departments within Souriau USA. Please use these links and describe what you need from Souriau in the body of the E-mail.

13.) There are also links to Pricing and Customer Support on the Main Page.

ECT Business Interface System Instructions

14.) For Issues, Concerns, Improvements or Related Topics Please contact:

Alfred Hernández at Souriau USA

E-Mail: AHernandez@souriau.com
Phone: