

OnTimeParts.com Tutorial: Checkout

Intelligrated attempted to make the checkout process as streamlined and intuitive as possible. At any time you can click on the “Cancel” button, which will return you to your Cart, or you can click on the “Back” button, which will return you to the previous step in the checkout process. A summary of your checkout is provided in the right-hand sidebar for your convenience.

- Once you have all the parts in your Cart at the appropriate quantities and you are ready to proceed to checkout, click on the “Checkout” button:

Shopping Cart

[Continue Shopping](#) **Actions** [Save Cart](#) [Checkout](#)

✔ Your Store cart expires on 25-DEC-2014. Please save this cart if you intend to use it beyond this date

	Part Description	Unit Price / UOM	Quantity	Price	Remove
	Part #: 140038160 MDRTR197-I-16BF SST 32.5IR--TR16.00 <input type="text" value="Please enter your part reference info here..."/>	\$31.22 / Each	<input type="text" value="1"/>	\$31.22	
	Part #: 51021301 510 PAD DRIVER W/WEAR IND Cross Reference Number(s): 000058, 000055, 888505, AD7034040, 22224100, 978357, 7041183, 17041183, 000055P, 7034040 <input type="text" value="Please enter your part reference info here..."/>	\$5.63 / Foot	<input type="text" value="50"/>	\$281.50	

[Recalculate](#) **Sub-Total:** \$312.72
Shipping and Handling: \$--
Tax: \$28.14
Total: \$340.86

[Continue Shopping](#) **Actions** [Save Cart](#) [Checkout](#)

- Once you click on “Checkout”, you will be taken to the first of three steps in the Checkout process: Shipping Information.

Checkout: Shipping Information

* Indicates required field

Cancel

Actions

Save Cart



Go

Next

Ship To

* Ship To Address: **804 Park Drive**
Miami Beach, FL
UNITED STATES

Change Address

* Ship to Customer: **XYZ Packaging & Distribution**

* Ship to Contact:

Shipping Details

* Shipping Method:

UPS GRD

Shipping Instructions:

Packing Instructions:

Freight Terms

Prepay And Add

Intelligrated will cover shipping costs, and add the shipping charge to your invoice.

Bill My Account

The shipping charges will be billed to the shipping account number provided below.

Bill Third Party

The shipping charges will be billed to the shipping account number provided below.

Cancel

Actions

Save Cart



Go

Next

- In the first section of the Shipping Information page you'll need to verify the Ship To Address.

Checkout: Shipping Information

* Indicates required field

Cancel Actions Save Cart  Go Next

Ship To

* Ship To Address: 804 Park Drive
Miami Beach, FL
UNITED STATES [Change Address](#)

* Ship to Customer: XYZ Packaging & Distribution

* Ship to Contact:

- Ship To Address: This should contain the address you would like your parts shipped to.
- If the address populated is correct, move onto the next section. If the address populated is not the correct Ship To Address, click on the “Change Address” button.

Checkout: Shipping Information

* Indicates required field

Cancel Actions Save Cart  Go Next

Ship To

* Ship To Address: 804 Park Drive
Miami Beach, FL
UNITED STATES [Change Address](#)

* Ship to Customer: XYZ Packaging & Distribution

* Ship to Contact:

- From this page, you can search by existing address zip codes, browse through the already-existing addresses (you will have to change pages if there are more than 20 already-existing addresses on file for your account) or create a new address if the correct Ship To address doesn't already exist as an option for your account.

Ship to Customer: **XYZ Packaging & Distribution**

Cancel

Select

Ship to Contact: **Luke Hankins**

Search

Country: United States

Search by Zip:

Go

Results

Create Address

Previous 1 - 20 Next 20

Select	Address	Address Type	Primary
<input checked="" type="radio"/>	804 Park Drive Pacolma, CA 91331-2528 UNITED STATES	Ship To	<input checked="" type="checkbox"/>
<input type="radio"/>	550 South Main Street XYZ Packaging & Dist Door #1 Forest Park, GA 30297-2512 UNITED STATES	Ship To	<input type="checkbox"/>
<input type="radio"/>	4543 Beautiful Drive Memphis, TN 38128-2703 UNITED STATES	Ship To	<input type="checkbox"/>

- If you search by zip code, enter the zip code and click “Go”:

Search and Select: Ship to Address

Ship to Customer: **XYZ Packaging & Distribution** Cancel Select

Ship to Contact: **Bruce Wayne**

Search

Country: United States

Search by Zip: x Go 

- If there is a match it will be returned in your results.

Search and Select: Ship to Address

Ship to Customer: **XYZ Packaging & Distribution** Cancel Select

Ship to Contact: **Luke Hankins**

Search

Country: United States

Search by Zip: Go

Results

Create Address

Select	Address	Address Type	Primary
<input checked="" type="radio"/>	123 Main Street Akron, OH 44310-3502 UNITED STATES 	Ship To	

Cancel Select

- If you don't know the zip code, browse through the available pages to search for the correct Ship To address.

Ship to Customer: **XYZ Packaging & Distribution**

Cancel

Select

Ship to Contact: **Luke Hankins**

Search

Country: United States

Search by Zip:

Go

Results

Create Address

Previous 1 - 20 Next 20

Select	Address	Address Type	Primary
<input checked="" type="radio"/>	804 Park Drive Pacolma, CA 91331-2528 UNITED STATES	Ship To	<input checked="" type="checkbox"/>
<input type="radio"/>	550 South Main Street XYZ Packaging & Dist Door #1 Forest Park, GA 30297-2512 UNITED STATES	Ship To	<input type="checkbox"/>
<input type="radio"/>	4543 Beautiful Drive Memphis, TN 38128-2703 UNITED STATES	Ship To	<input type="checkbox"/>

- If you can't find the appropriate address listed, click on the "Create Address" button.

Ship to Customer: **XYZ Packaging & Distribution**

Cancel

Select

Ship to Contact: **Luke Hankins**

Search

Country: United States

Search by Zip:

Go

Results

Create Address

◀ Previous 1 - 20 Next 20 ▶

Select	Address	Address Type	Primary
<input checked="" type="radio"/>	804 Park Drive Pacolma, CA 91331-2528 UNITED STATES	Ship To	<input checked="" type="checkbox"/>
<input type="radio"/>	550 South Main Street XYZ Packaging & Dist Door #1 Forest Park, GA 30297-2512 UNITED STATES	Ship To	<input type="checkbox"/>
<input type="radio"/>	4543 Beautiful Drive Memphis, TN 38128-2703 UNITED STATES	Ship To	<input type="checkbox"/>

- Fill out the fields that are required as indicated by the asterisk.

Create Ship To Address

[Cancel](#) [Apply](#)

Contact Name: Bruce Wayne

* Country: United States

Company Name: XYZ Packaging... 

* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

* City:

County:

* State:

* Zip:

* Indicates required fields [Cancel](#) [Apply](#)

- Once you have completed the form, click “Apply” to save your new Ship To address and to return the checkout process.

Create Ship To Address

[Cancel](#) [Apply](#)

Contact Name: Luke Hankins

* Country: United States

Company Name: XYZ Packaging.. 

* Address Line 1: 123 Sesame Street

Address Line 2:

Address Line 3:

Address Line 4:

* City: NEW YORK

County:

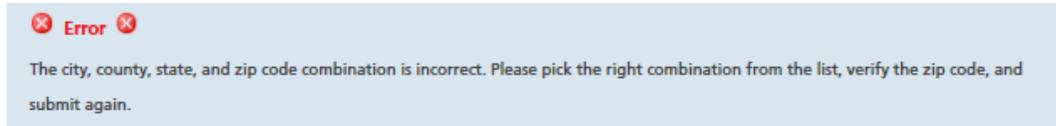
* State: NY

* Zip: 10003

* Indicates required fields [Cancel](#) [Apply](#)



- Intelligrated utilizes a special verification that will only allow validated combinations of city, county, state and zip. If you enter a combination that is not recognized, you will receive an error and will be asked to verify your information based off of the choices in the dropdown.



Create Ship To Address

A screenshot of the "Create Ship To Address" form. At the top right are "Cancel" and "Apply" buttons. Below them is the text "Contact Name: Bruce Wayne". A red dashed arrow points to a dropdown menu labeled "Please select a location." with the text "Select..." and a dropdown arrow icon. The form is otherwise empty.

- Once you have corrected the Ship To address information, click on the “Apply” button again.

A screenshot of the "Create Ship To Address" form. At the top are three tabs: "Shipping Information" (highlighted in orange), "Billing and Payment Information", and "Review and Place Order". Below the tabs is an error message box with the text: "Error" in red with a red 'x' icon on either side, followed by "The city, county, state, and zip code combination is incorrect. Please pick the right combination from the list, verify the zip code, and submit again."

Create Ship To Address

A screenshot of the "Create Ship To Address" form. At the top right are "Cancel" and "Apply" buttons. Below them is the text "Contact Name: Bruce Wayne". A red dashed arrow points to a dropdown menu labeled "Please select a location." with the text "Select...". The dropdown menu is open, showing "NEW YORK, NEW YORK, NY, Zip Code Range: 10003 to 10003" as the selected option. Below the dropdown is the text "Country: United States".

- If you are going to begin shipping to this new address on a regular basis, contact Intelligrated at 877-315-3400 option #2 to have this address available for future use on OnTimeParts.com.

- Next, you'll need to verify the Ship To Contact:

Checkout: Shipping Information

* Indicates required field

Cancel Actions Save Cart Go Next

Ship To

* Ship To Address: 804 Park Drive
Miami Beach, FL
UNITED STATES [Change Address](#)

* Ship to Customer: XYZ Packaging & Distribution

* Ship to Contact: Bruce Wayne
513-682-5815
bruce.wayne@wayneent

- Enter the name of the person who should be notified when the part arrives on your site, along with their phone number and email address. If there is not a designated person to receive the part, please enter your contact information.
- After you have successfully chosen your Ship To information, you will return to the Shipment Information page where you will select your Shipment Method and enter any Shipping or Packing Instructions in the Shipping Details section:

* Ship to Customer: Parker Hannifin

* Ship To Address: Parker Hannifin [Change Address](#)

* Ship to Contact: Bruce Wayne
513-682-5815
bruce.wayne@wayneent

123 Sesame Street
NEW YORK, NY 10003
UNITED STATES

Shipping Details

* Shipping Method:

- Factory Choice
- FedEx 2D
- FedEx 2D AM
- FedEx 1st Overnight
- FedEx Freight 3D
- FedEx Ground
- FedEx Priority Overnight
- FedEx Std Overnight
- Other/Third Party Carrier
- UPS 2D
- UPS 2D AM
- UPS 3D
- UPS GRD**
- UPS NDA
- UPS NDA (Sat)
- UPS NDA Early AM
- Will Call

Shipping Instructions:

Packing Instructions:



*Please note that your Shipment Methods will be based on total order weight and cubic volume to determine whether it ships parcel, LTL or full truckload.

- Below is a glossary describing each of these Shipping Methods:

Shipping Method	Description
Factory Choice	Intelligrated's shipping department determines the most cost efficient shipment method
FedEx 2D	Second business day delivery
FedEx 2D AM	Second business day delivery typically by 10:30 a.m.
FedEx 1st Overnight	Next business day early morning delivery between 8 and 10 a.m.
FedEx Freight 3D	Delivery in 3 business days
FedEx Ground	Delivery based on distance to destination (1-5 business days)
FedEx Priority Overnight	Next business day delivery typically by 10:30 a.m.
FedEx Std Overnight	Next business day delivery typically by 3 p.m.
Other/Third Party Carrier	Customer has a preferred carrier other than those listed
UPS 2D	Second business day delivery
UPS 2D AM	Second business day delivery typically by 10:30 a.m.
UPS 3D	Delivery in 3 business days
UPS GRD	Delivery based on distance to destination (1-5 business days)
UPS NDA	Next business day delivery typically by 10:30 a.m.
UPS NDA (Sat)	Next business day delivery on a Saturday
UPS NDA Early AM	Next business day delivery as early as 8:00 a.m.
Will Call	Customer picks up order from Intelligrated's warehouse



- Once you've made your selection and entered any Shipping or Packing Instructions, it's time for the last section of the Shipment Information page, Freight Terms.

Freight Terms

Prepay And Add Intelligrated will cover shipping costs, and add the shipping charge to your invoice.

Bill My Account The shipping charges will be billed to the shipping account number provided below.

Shipping Account #

Shipping Company Name

Shipping Method

Bill Third Party The shipping charges will be billed to the shipping account number provided below.

Shipping Account #

Account Holder Name

Shipping Company Name

Shipping Method

- Select the appropriate method in which you want the freight to be paid for based off of the options presented. A description of each option is provided.
- If you select either Bill My Account or Bill Third Party, all of the fields applicable to that section become required.
- Once you've selected your Freight Terms, click on the "Next" button.

Freight Terms

Prepay And Add Intelligrated will cover shipping costs, and add the shipping charge to your invoice.

Bill My Account The shipping charges will be billed to the shipping account number provided below.

Shipping Account #

Shipping Company Name

Shipping Method

Bill Third Party The shipping charges will be billed to the shipping account number provided below.

Shipping Account #

Account Holder Name

Shipping Company Name

Shipping Method

 Actions 



- The second page of checkout is the Billing and Payment Information page.

Checkout: Billing and Payment Information

* Indicates required field

Cancel

Actions

Save Cart



Go

Back

Next

Bill To

* Bill To Address: 123 Sesame Street
New York, New York
10003
UNITED STATES

Change Address

* Bill To Customer: XYZ Packaging & Distribution

* Bill To Contact: Bruce Wayne
513-682-5815
bruce.wayne@wayneent

Payment

If you have a purchase order, please enter PO Number:

- Invoice
 Credit Card

Please enter the following information for your new credit card

Card Holder Name:	Street Address:	Postal Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Type:	Number:	Expiration:
American Express	<input type="text"/>	12 2014
		Security Code:
		<input type="text"/>

Cancel

Actions

Save Cart



Go

Back

Next

- In the first section of the Billing Information page you'll need to verify the Bill To Address information.

Checkout: Billing and Payment Information

* Indicates required field

Cancel Actions Save Cart  Go Back Next

Bill To

* Bill To Address: 123 Sesame Street [Change Address](#) * Bill To Customer: XYZ Packaging & Distribution
New York, New York * Bill To Contact: Bruce Wayne
10003
UNITED STATES
513-682-5815
bruce.wayne@wayneent

Payment

If you have a purchase order, please enter PO Number:

- Invoice
 Credit Card

Please enter the following information for your new credit card

Card Holder Name: Street Address: Postal Code:
Type: Number: Expiration: Security Code: 

Cancel Actions Save Cart  Go Back Next

- If this address is the correct Bill To Address, move on to the next section. If this address is not correct, click on the “Change Address” button.

Checkout: Billing and Payment Information

* Indicates required field

Cancel Actions Save Cart  Go Back Next

Bill To

* Bill To Address: 123 Sesame Street [Change Address](#)
New York, New York
10003
UNITED STATES

* Bill To Customer: XYZ Packaging & Distribution
* Bill To Contact:

Payment

If you have a purchase order, please enter PO Number:

- Invoice
 Credit Card

Please enter the following information for your new credit card

Card Holder Name:	Street Address:	Postal Code:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Type:	Number:	Expiration:	Security Code: 
<input type="text" value="American Express"/>	<input type="text"/>	<input type="text" value="12"/> <input type="text" value="2014"/>	<input type="text"/>

Cancel Actions Save Cart  Go Back Next



- From this page, you can search by zip code or page through the existing Bill To addresses for your account. This process is identical to selecting a new Ship To Address. Follow the same steps to select a new Bill To Address.
*Note that the option of "Create Address" is not available during the Billing portion of checkout. If a new Bill To Address needs to be created, please contact Intelligrated at 87-.315-3400 option #2.

Search and Select: Bill to Address

Bill to Customer: XYZ Packaging & Distribution

Cancel Select

Bill to Contact: Luke Hankins

Search

Country: United States

Search by Zip: Go

Results

Previous 1 - 20 Next 20

Select	Address	Address Type	Primary
<input checked="" type="radio"/>	1045 National Blvd Cincinnati, OH 45246 UNITED STATES	Bill To	<input checked="" type="checkbox"/>
<input type="radio"/>	1776 State Street Philadelphia, PA 19149 UNITED STATES	Bill To	<input type="checkbox"/>
<input type="radio"/>	501 East High Street Oxford, OH 45056 UNITED STATES	Bill To	<input type="checkbox"/>

- Next, you'll need to verify the Bill To Contact:

Checkout: Billing and Payment Information

* Indicates required field

Cancel

Actions

Save Cart



Go

Back

Next

Bill To

* Bill To Address: 123 Sesame Street
New York, New York
10003
UNITED STATES

Change Address

* Bill To Customer: XYZ Packaging & Distribution

* Bill To Contact: Bruce Wayne
513-682-5815
bruce.wayne@wayneent



- If the contact information is correct, then move on Payment section. If it is incorrect, please enter the name, phone and email address of the correct contact.
- Once your Bill To section is complete, it's time to choose your Payment.

Payment

If you have a purchase order, please enter PO Number:

Invoice

Credit Card

Please enter the following information for your new credit card

Card Holder Name:

Street Address:

Postal Code:

Type:

American Express

Number:

Expiration:

11 2014

Security Code: ⓘ

- Enter a PO Number or your name if you do not have a PO number for this purchase.

- If you select the Invoice option for payment, The PO Number becomes a required field.

Payment

If you have a purchase order, please enter PO Number:

Invoice
 Credit Card

Please enter the following information for your new credit card

Card Holder Name:	Street Address:	Postal Code:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Type:	Number:	Expiration:	Security Code: ?
<input type="text" value="American Express"/>	<input type="text"/>	<input type="text" value="11"/> <input type="text" value="2014"/>	<input type="text"/>

- If you select the Credit Card option then all the fields necessary for a credit card purchase become required fields.

Payment

If you have a purchase order, please enter PO Number:

Invoice
 Credit Card

Please enter the following information for your new credit card

Card Holder Name:	Street Address:	Postal Code:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Type:	Number:	Expiration:	Security Code: ?
<input type="text" value="American Express"/>	<input type="text"/>	<input type="text" value="11"/> <input type="text" value="2014"/>	<input type="text"/>

- After you've entered your payment information, click the "Next" button to move on to the last page in Checkout: Review and Place Order.
- The Checkout: Review and Place Order page provides a summary of your order and the choices you made thus far in the checkout process.

Checkout: Review and Place Order

Cancel Actions Save Cart Go Back Place Order

Customer Information			
Customer: XYZ Packaging & Distribution Luke Hankins luke.hankins@intelligrated.com			
Shipping Information	Billing and Payment Information		
Ship To: Luke Hankins Change XYZ Packaging & Distribution 123 Sesame Street NEW YORK, NY 10003 UNITED STATES	Bill To: Luke Hankins Change 1045 National Blvd Cincinnati, OH 45246 UNITED STATES		
Shipping Method: UPS GRD	Payment Type: Invoice		
Shipping Instructions:	Purchase Order No: Tutorial		
Packing Instructions:			
Shipment Priority: <input type="checkbox"/> Check here if you would like to Ship Complete			
Part Description	Unit Price / UOM	Quantity	Price
 Part #: 51021301 510 PAD DRIVER W/WEAR IND Cross Reference Number(s): 000058, 000055, 888505, AD7034040, 22224100, 978357, 7041183, 17041183, 000055P, 7034040	\$4.50 / Foot	50	\$225.00
Recalculate		Sub-Total: \$225.00 Shipping and Handling: \$9.94 Tax: \$19.97 <hr/> Total: 254.91	

- You are given one last opportunity to change any of the information found on the Shipping Information or Billing and Payment Information pages by clicking on the “Change” button.

Checkout: Review and Place Order

Cancel Actions Save Cart  Go Back Place Order

Customer Information	
Customer: XYZ Packaging & Distribution Luke Hankins luke.hankins@Intelligrated.com	
Shipping Information	Billing and Payment Information
Ship To: Luke Hankins Change XYZ Packaging & Distribution 123 Sesame Street NEW YORK, NY 10003 UNITED STATES	Bill To: Luke Hankins Change 1045 National Blvd Cincinnati, OH 45246 UNITED STATES
Shipping Method: UPS GRD	Payment Type: Invoice
Shipping Instructions:	Purchase Order No: Tutorial
Packing Instructions:	
Shipment Priority: <input type="checkbox"/> Check here if you would like to Ship Complete	

- By clicking on either of the “Change” buttons, you will be redirected back to the applicable page within Checkout to change the existing information.



- In the Shipping Information page, you now have the option to select whether or not you want your order to Ship Complete, meaning that the order will not ship unless all parts on the order are available to send in one shipment. If you do not check this box, your parts will ship as they become available, which could mean that you may receive your order in multiple shipments.

Checkout: Review and Place Order

Cancel Actions Save Cart  Go Back Place Order

Customer Information	
Customer: XYZ Packaging & Distribution Luke Hankins luke.hankins@intelligrated.com	
Shipping Information	Billing and Payment Information
Ship To: Luke Hankins Change XYZ Packaging & Distribution 123 Sesame Street NEW YORK, NY 10003 UNITED STATES	Bill To: Luke Hankins Change 1045 National Blvd Cincinnati, OH 45246 UNITED STATES
Shipping Method: UPS GRD	Payment Type: Invoice
Shipping Instructions:	Purchase Order No: Tutorial
Packing Instructions:	
Shipment Priority: <input type="checkbox"/> Check here if you would like to Ship Complete	

- Once your order has no other changes that need to be made, click on the “Place Order” button to process your order.

Checkout: Review and Place Order

Cancel Actions Save Cart Go Back Place Order

Customer Information				
Customer: XYZ Packaging & Distribution Luke Hankins luke.hankins@intelligrated.com				
Shipping Information		Billing and Payment Information		
Ship To: Luke Hankins Change XYZ Packaging & Distribution 123 Sesame Street NEW YORK, NY 10003 UNITED STATES		Bill To: Luke Hankins Change 1045 National Blvd Cincinnati, OH 45246 UNITED STATES		
Shipping Method: UPS GRD		Payment Type: Invoice		
Shipping Instructions:		Purchase Order No: Tutorial		
Packing Instructions:				
Shipment Priority: <input type="checkbox"/> Check here if you would like to Ship Complete				
Part Description		Unit Price / UOM	Quantity	Price
 Part #: 51021301 510 PAD DRIVER W/WEAR IND Cross Reference Number(s): 000058, 000055, 888505, AD7034040, 22224100, 978357, 7041183, 17041183, 000055P, 7034040		\$4.50 / Foot	50	\$225.00
		Recalculate	Sub-Total: \$225.00	
		Shipping and Handling: \$9.94		
		Tax: \$19.97		
		Total: 254.91		



- Once you've done that, you will be given a confirmation message that includes your order number. You will also receive an order acknowledgement via email within one business day to notify you that your order has been received.

 **Confirmation** 

Your order number is: 6175157

Please print this page and keep it for your records. You will receive an order acknowledgement within one business day. If there is a revision to the quantities available or ship date, you will be notified at that time.

[Continue Shopping](#)

- Click on the “Continue Shopping” button to return to the homepage.