



MKS Online Ordering Tutorial

With MKS's new online ordering system, you have access to all features of your previous client portal plus additional capabilities such as browsing products and pricing online, creating product groups to streamline recurring purchases, and placing orders online. Follow the Quick Start Guide below for a high-level overview of how to access information and place an online order, and be sure to check out the Additional Features for more tips and tricks on how to maximize your efficiency by ordering online with MKS.

Quick Start Guide

Logging In

You must be an established customer with MKS in order to view pricing and place orders online. **If you do not have an account, you can browse available products but cannot place an order.** To create an account, reference the "If you do not have an MKS account" section below.

If you do have an account with MKS, you can register as a new user online and immediately be linked to your company account and begin placing orders.

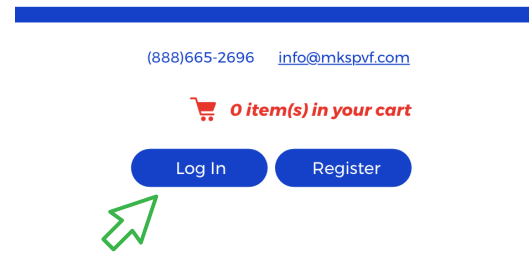
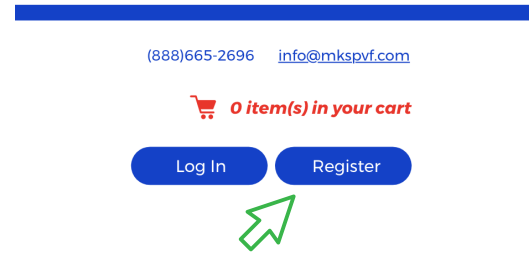
To register as a new user:

Even though you already have a customer account with MKS, you will have to register personally as a new user the first time you use the new website.

1. Click Register in the top right corner. The "Existing Customer" tab will be selected by default on the registration form.
2. Enter your MKS account number, a previous invoice number, your personal information, and a pass word. Your email address entered here will serve as your User ID when logging in.
3. Click "I Accept" to complete registration.
4. You are now logged in and can begin placing orders.

To log in on future occasions:

1. Click Login in the top right corner.
2. Enter your email address and password. If you click "Remember my Login", your browser will auto-fill your username and password when you return to the site.
3. Click Login.
4. Select the location where you will generally want your orders shipped. This is so that MKS can provide accurate shipping estimates. You can change the Ship To location later when actually placing an order.





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If you do not have an MKS account:

If you are not an established customer with MKS, you still have the ability to browse products as explained in the next section, but you will not be able to do the following:

1. View pricing information.
2. Add items to your cart/place an order.

If you would like to place an order with MKS, you can register as a new customer online and an MKS staff member will be in touch to set up your account.

To register as a new customer:

1. Click Register in the top right corner.
2. Choose the appropriate New Commercial Customer or New Retail Customer tab.
3. Enter the requested information and click "I Accept".
4. An MKS staff member will contact you to set up your account.

Viewing Your Client Dashboard

Under the My Accounts button near the top right corner of the screen, you can access and edit all of your saved account information. Click on My Accounts then choose the relevant dropdown menu item to change your contact information, view your open and completed orders, view your invoice history, etc.

You can also access new features such as your product groups and saved carts under this menu. See the Additional Features section below for more detailed instructions on using these new features.

Browsing Products

You can view products either by browsing the Products tab or by searching the product in the top center search bar.

To search a product:

1. Enter the product name, part of the name, the manufacturer product number, or the MKS product number in the search bar at the top of the screen.
2. If multiple products match your search, you can browse them on the results page. If only one product matches your search, you will be taken directly to that product.



To browse products:

1. Click the Products tab on the top navigation.
2. Select a product category or brand to browse available products.

Viewing products:

On each product's page, you can view a product image, description, specifications, features, and any additional product documents available.



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Placing an Order

1. On each product you want to purchase, enter the desired quantity and click Buy Now. The item will be added to your cart.
2. Click on the red cart icon in the top right corner and then click "Checkout" in the bottom right corner of the dropdown box.
3. After reviewing your cart on the checkout page, click Checkout at the bottom of the screen.
4. Enter your billing, shipping and order information, clicking "Next" between each step. After reaching and reviewing the Item Details step, click "Submit Order".
5. After submitting your order you will receive a confirmation message and an order reference number.

Additional Features

Saved Carts

The Saved Cart feature allows you to save a group of products you have added to your cart and complete the order later. Saved carts will remain saved in your account even after you've placed the order, so you can also save a frequent order and easily replicate it in the future.

Saving a cart:

1. Add items to your cart as you would to place an order. Click on your cart in the top right corner and click the red Checkout button at the bottom of the dropdown box.
2. At the bottom of the checkout screen, instead of clicking "Checkout", click "Save Cart".
3. Type a name for your saved cart and hit Enter to save. Or, if you have an existing saved cart that you would like to add these items to, click on that saved cart's name.

Accessing & ordering saved carts:

1. To view your saved carts, click My Accounts and select My Saved Cart from the dropdown menu. From the Products page or your Account Dashboard, you can also access your saved carts from the left menu under the section labeled Your Account.
2. When you click My Saved Cart from either location, you'll see a list of the carts you've saved. Click on any cart name to view the items in that saved cart.
3. To order items from this saved cart, check the Select box in the far right column on all products you want to order. If you want to order all products, click "Select All" at the top of that column.
4. Click on the box underneath the cart name that says "Update Selected Items" and choose "Add Selected Items to Cart".
5. Go to your cart and complete the checkout process.



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Product Groups

With the new Product Groups feature, you can save a group of products that you often purchase together for easy ordering in the future. Product groups are similar to saved carts but can be built and organized differently; you may prefer one or the other or choose to use both.

Creating product groups:

1. Navigate to a product by browsing or searching as described above.
2. Click “My Product Groups” next to “Add to Cart”.
3. To create a new product group, type a name for your group into the white text box and hit the Enter key. This will create a group and add your first product to the group.
4. To add more products to your product group, navigate to another product and click “My Product Groups” again. Now the group you just created will appear in the gray dropdown menu. Select the name of the existing product group to add this product.

Accessing & ordering product groups:

1. To view your product groups, click My Accounts and select My Product Groups from the dropdown menu. From the Products page or your Account Dashboard, you can also access your product groups from the left menu under the section labeled Your Account.
2. When you click on My Product Groups from either location, you’ll see a list of the groups you’ve created. Click on any group name to view the items in that product group.
3. To order items from this product group, check the Select box in the far right column on all products you want to order. If you want to order all products in the group, click “Select All” at the top of that column.
4. Click on the box underneath the product group name that says “Update Selected Items” and choose “Add Selected Items to Cart”.
5. Go to your cart and complete the checkout process.

Quick Order Pad

Another new feature to help streamline your ordering process is the Quick Order Pad. With the Quick Order Pad, you can enter or upload a list of part numbers and quantities to add to your cart rather than having to search each product individually.

1. Under My Accounts, choose Quick Order Pad.
2. There are three methods available for creating a quick order: Speed Entry, Copy Paste, or File Upload. You can enter up to 20 rows per quick order (i.e. 20 part numbers, regardless of the quantity of each part ordered).



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Speed Entry:

1. On the Speed Entry tab, you can type or paste a product's MPN, MKSPN, or UPC and the desired quantity into the designated columns.
2. Click "Add To Cart". If the part numbers are recognized, those products will be added to your cart.
3. Go to your cart and complete the checkout process as described previously.

Copy Paste:

1. On the Copy Paste tab, you can copy a list of part numbers and quantities into the text box using either of the following formats:
Quantity,Part# OR Quantity Part#.

For example:

1,Part#1	OR	1 Part#1
1,Part#2	OR	1 Part#2
2,Part#3	OR	2 Part#3

Note: Like on the Speed Entry tab, you can use the MPN, MKSPN, or UPC as the "part number".

2. Click "Add To Cart". If the part numbers are recognized, those products will be added to your cart.
3. Go to your cart and complete the checkout process as described previously.

File Upload:

1. In an Excel document, label the first column Key Word and the second column Quantity. You can also download a sample upload template from the File Upload tab on the Quick Order Pad.
2. Enter the part number (MPN, MKSPN, or UPC) in the Key Word column and the quantity desired in the Quantity column.
3. Click the Choose File field to select your file from your computer, or drag and drop your file into that field. Click Upload. If the part numbers in your spreadsheet are recognized, those products will be added to your cart.
4. Go to your cart and complete the checkout process as described previously.

Viewing Material Test Reports (MTRs)

Material Test Reports are now available for registered users to view and download directly from our website - no need to contact your MKS rep for access. Simply log in to your online account, go to the MTR Search tab at the top of the screen, and search an MTR by any portion of the heat number. MTRs are available as PDFs and can be previewed and downloaded directly from the search results page.