

Instructions for Using Trans Can Imports Live On-Line Order Page <http://www.transcanimports.com>

Dealer Log-In

1. Log-in box - User ID# = _____. Enter your TCI Customer number here Tab **(not Enter)** to move to the Password Box
2. Password box is the Admin Password that was assigned to you. Password = _____
(Please note - if you wish to change this password for any reason please contact us directly.)
3. Move the Cursor to Log-in Button to enter the On-line Order Page

Welcome to the On-Line Order Page

Your now are directly in our Order Page. You may proceed with an immediate on-line order. If you wish to check stock click the Advance Search/Check Stock button on the left-hand side of this page. **When you are navigating in our On-line Order Page please use the buttons provided on each page rather than using the internet navigator tool bar.**

Advanced Search/Check Stock - This option is ideal for checking stock.

1. If you know the TCI part number please enter it in the Part# box. **(easiest)** You may also enter a manufacturer's part number here. The Key Word Search, searches by the first 2 digits of our part number.
2. Once you complete a stock check and wish to order the product, click the item part number. A screen will then pop up with a buy option. Within the buy option you may enter the quantities you want. Then press buy. Now press the order form button to see your order.

How to Place an Order

1. Cursor defaults to the Product box key in a TCI part number to start your order.
2. Enter the quantity and press buy. An order line with the item will now appear at the top of you page. Quantities can be updated at any time. Press the part number under product, key in the new quantity and update your cart. Press the order form button to return to your order. To delete a line check the del box at the end of the product line and hit delete line below. **If, after entering a part number an error message reading "This product is not yet available on the web", use the Search button towards the bottom of the page and enter the part number in the Part Number box and press go.**

Note - Stock Status column, "In Stock" means that there is a minimum quantity of 6 AFS. A specific quantity is indicated when quantities AFS are less than 6. The first amount in the Stock Status column is the quantity available at your "local" warehouse (e - Edmonton; r - Richmond). The second number is the quantity available at other warehouse . Anytime you exceed what is available in your local warehouse, a red warning block will appear in the stock status. This does not affect your order and the remainder stock (if stock is available) will be transferred from the secondary warehouse or a backorder will be created.

3. Once the order is complete click the "Checkout" button. Take time to review you order before proceeding to "next step". In the next screen enter any special shipping instructions. **Please note that we strive to ship same day on all order received by 3:00 PM. If an order is received after 3:00 P.M. and same day shipment is needed, please contact TCI Customer Service at 1-800-661-9438.**

4. Your default carrier appears automatically on your order. If a different option is required enter it now by making a different selection from the "Carrier" box. If your desired option does not appear please click other and specify your preferred method in the "Shipping Instructions".

5. **Please enter your PO# now. All orders must have a PO in order to be processed.**

6. Press submit order. An order number will be assigned and recorded at the top of the page.

Note - You can save your information as a quote now or at any time during the order process. When you save as a quote, a quote number will be allotted and noted at the top of the page. Please note that as a quote the inventory is not assigned and can be sold to another dealer at any time.

To change a quote into an order, Log back into the TCI On-line Order page. Click Quotes on the Left-hand side of the page. This time a message will come up "Confirm Revise Order. You are currently updating an order. Do you want to leave the current order and select another?" Enter yes then click on the quote number that was assigned. Proceed through the checkout process as described above.

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