Bearings Limited Online Storefront
Stock Check, Order Entry & Order Tracking Instructions

Screen Explanation

Home | **Advanced Search** | **Browse** | **New Items** | **Add Comment**

Home will take you back to the welcome screen that appeared when you logged in

Advanced Search will take you to a page that will allow you to search within different categories & sub categories. When you get to the sub-category level, you also have the ability to search by attributes, such as bore size, OD, Pitch, # of teeth…etc. This is not the fastest way to do a product search. To search a part number use the search box to the right. See Search Box below.

Browse will take you to a screen that shows the various categories of products we carry. You are able to see the subcategories & then a list of products within those sub categories. This is really not a good way to search for what you need, but rather to see what we carry.

New Items is a page where BL will list recently added stock items. This is a good place to see sizes that you might use, that you did not know we carried.

Add Comment is used when entering an order to add a comment to a line on the order or on the entire order. You have the ability to have the comment print on the documents you choose or not at all. Your comments might be ones that are reference that you want on your invoice, or they might be notes to the BL staff that you would not want on the invoice…etc. When entering an order, you also have a place to enter Special Instructions.

Search Box
(below)

search for: | Product ▾ | | Search | Search Tips

This box allows you to search for products or to search for an existing order by BL Order #, or by your Purchase Order #. You do not need to have entered the order online to search & find the order. This is also a useful way to find the order so you can get tracking information and/or proof of delivery.

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See **Searching** below for information & recommendations on how to best find what you are looking for

My Account
Edit Account
Order History
Account Summary
Open Invoices
Paid Invoices
Review Orders
Change Ship-to

Edit Account gives you the ability to change your password & password recall question.

Order History shows you a list of items you have bought in the past. You are able to set the parameter dates if the default does not provide you adequate data. By clicking on an item you will see sales statistics showing how many you bought each month & your average price.

Account Summary* shows you a summary of your purchases: Month-to-date, Year-to-date & Last Year purchases, the date of your First & Last Sale and the date of your Last Payment. As well, Open Order Value, and amounts due.

Open Invoices* shows you a list of open invoices with the date, age date, invoice amount, invoice balance last transaction date and days open invoices dispute codes.

Paid Invoices* shows a list of paid invoices.

Review Orders shows orders that you placed with BL, either online, or through a salesperson (by phone or fax). This will show you the order status, shipping dates & invoice dates & amounts. By going into an order, you are also able to track the order by clicking on the highlighted tracking # (UPS Shipments). In addition, you can print a copy of the order/invoice that includes the tracking information.

Change Ship-to allows you to change the default Ship-to for your orders. This will only appear if you have set up alternate Ship-to's. This is a very useful thing to do for repeat drop ships. Talk to you BL representative to set these up. You have the ability to change the Ship-to when you are checking out, either by manually entering a drop-ship address or by selecting from the list that your BL representative set up for you.

* These features are only available if you have been given accounting approval by your company.

Shopping Lists
Kraft
Doe Recycling

Shopping Lists shows you a list of previously created shopping lists. Users can create Shopping Lists to organize items for a later purchase, or to create lists of frequently purchased items. To create a shopping list, starting with the first item you want to add, click on the box **–Add to Existing/New Shopping List -** & select **Create Shopping List** from the drop down box. You will

need to name the Shopping List. Follow the same steps to add additional items, except select the Shopping name from the drop down box. You can create as many shopping lists as you would like.

Bearings Limited may also from time to time create Shopping Lists of items that are on special. These will be labeled appropriately & will not interfere with any shopping lists that users create on their own.

Wish List
BS 20M47.P4A.UM IBC
GEFZ 12S LS
POSB 6 LDK
TP-SUCFL205-16 BL
22212 KMC3W33 WG
View Wish List

Wish List

Users can add items to a Wish List. This is similar to a Shopping List except you do not have the ability have multiple Wish Lists. Items are added to Wish Lists in a similar way items are added to a Shopping List. From an item screen, click on the box, Add to Wish List.

Wish List can be used to organize items for a later purchase, or to create lists of frequently purchased items. Items will remain on the list until you delete them. The Wish List is a good place to keep an eye on back ordered items that you are waiting to arrive.

Searching (for Stock)

The most effective way to search for stock is to use the Product Search on the task bar (top center/right) shown below. The search database is loaded with over 100,000 interchanges to steer you to the equivalent item that BL has in stock.

search for:

| Product ▼ | | Search | Search Tips |

Product Search Instructions / Recommendations
(These recommendations can also be found by clicking on Search Tips next to the Search Box)

General
It is best to be as **unspecific** as possible; you will get greater # of results. For example, as a rule do not include cage or fit call outs such as C3, W33, M, TN, P5…etc. While you may get results, it is probable you will be not be seeing all relevant results (all results with those characteristics)

Special Characters & Spaces
Avoid the use of special characters such a dashes & slashes (-, /, *….etc.). The search engine typically ignores these. You may get results from your search, but you may be

missing other available part #s. Exception: Dashes can be used for mounted units & with Chain. For example: UCP205-16 & 40-1R.

As a rule do not add unnecessary spaces within the part # your search. Again, you may get results from your search, but you may be missing other available part #s.

Too Many Results
If the search returns too many results, try being more specific, but as noted above avoid the use of spaces & special characters. When searching for **popular ball bearings that are open** (non sealed & shielded), use the part number + space + open. For example: 6205 Open. This will narrow the search & remove most of non-relevant results.

Too Few or No results
As a rule do not add unnecessary spaces within the part # your search. If you do not get results, first make sure your part number does not include and special characters & then try the part number with all spaces removed

Interchanges
The database is loaded with over 100,000 interchanges to help you find the item you desire as well as direct interchanges. As a result, you may see search results that bear no resemblance to your searched item. In most cases these will be **interchanges** to the item you searched (or a variation of the item). Click on the Item Number to see a table of common interchanges under Product Details. Refer to this interchange list to confirm that the item we have available is compatible with the item you are looking for.

In some cases you may get results for complementing part numbers. For example, when searching the MR needle bearing series, you will also get results for the MI inner rings that get used with the MR you are searching.

In a small % of cases you will get search results that are unrelated to the item you are seeking. This is a result of a similar string a data behind the scenes & these should be ignored.

Order Entry (Shopping Cart & Check Out)

Orders from Multiple Locations **(BL Warehouses)**
When an item is added to your shopping cart, you will be able to see the shipping warehouse. This is identified by warehouse # for example *WH01*. See below for code to our warehouse numbers

It is possible to enter one order that will ship from multiple BL warehouses. At checkout, the system will automatically create 2 separate BL Sales orders. Both will be listed on top right of the Order Confirmation page.

WH01	Hauppauge, NY (11788)	WH05	Atlanta, GA (30336)
WH02	Houston, TX (77041)	WH06	Dallas, TX (75247)
WH03	Los Angeles (90670)	WH07	Columbus, OH (43125)
WH04	Chicago, IL (60440)		

Air Program Pricing:

Items that are eligible for our Air Programs (Next-Day-Air $5 & 2nd-Day-Free) will show both Ground (ship at your expense price) & Air Program price. However, when you add an item to the shopping cart, only the ground price will be shown. When you select one of our Air Programs **NDA $5 *Air or **2Day Free * Air from the Shipping Method box during check out, the prices of all items in the shopping cart will be updated to the Air Program prices.

If you have items in the cart that are not eligible for our Air Program, you will get an error message identifying which item (s) is/are not eligible. It is not possible to enter items shipping by different shipping methods on the same order.

Add Comment

You can add comments to your order that will appear after each part number (Line Comment), or will appear at the end of the order (Order Comment). You are also given the option of specifying if and where the comment will print (All Docs, Pick List, Invoice, and No Docs)

To add a Line Comment, when you add an item to the shopping cart, you will need to click on Add Comment on to Nav Bar at top & select Line Comment. This must be done before you add another item. Line Comments will appear after the last item that has been entered. If you forgot to add a comment to an item, you will need to remove the item & re-add it & add the comment.

An Order Comment can be added any time you are building a cart.

Special Instructions

Use this box for additional special instructions for the order.

For example: Use this box when the desired shipping method is not found on the pull down menu. Note: When doing this, please make sure to select "9 - see notes" in the shipping method box. Also, when selecting shipping method "3rd Party", use this box to specify what level of service (Ground, Red, Blue, etc.) and what account # to be billed.

Shipping Method

Use this pull down box to select a shipping method. Your default method in the BL system will be shown automatically. *(Contact your sales representative if you want this changed)*

Below is a brief summary of the options:

Z – FREIGHT COLLECT	BL will ship using freight collect. Please use the Special Instructions box to specify the carrier to use and include carrier account # to be used.
X – UPS COLLECT	UPS Ground, charges will be charged to your UPS Account. The UPS account number needs to be noted in the special instructions box if it is not on file with BL.
8 – PICKUP	BL will hold at the warehouse for Pick up by the distributor or distributor designee (customer will-call /freight forwarder…..etc.).
9 – SEE NOTES	Use this shipping method when the desired Shipping Method is not found on the pull down menu. When doing this, please make sure to specify what type of shipping method you desire and include account number to be charged.
4 – FEDEX GROUND	FEDEX Ground charges will be added to your invoice.
31 – 3DAY COLLECT	UPS 3DAY, charges will be charged to your UPS account. The UPS account number needs to be noted in the special instructions box if it is not on file with BL.
6 – **NDA $5	BL Air Program. Order will be shipped Next Day Air & your invoice will be charged $5.
7 – **2DAYFREE	BL Air Program. Order will be shipped Second Day Air for no additional charge.
30 – BLUE COLLECT	UPS Blue, charges will be charged to your UPS account. The UPS account number needs to be noted in the special instructions box if it is not on file with BL.

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1 – FEDERAL #1   FEDEX charges will be charged to your FEDEX account. The FEDEX account number needs to be noted in the special instructions box if it is not on file with BL.

H – 3 DAY   UPS 3DAY, charges added to your invoice.

16 – 3RD PARTY   UPS, charges will be to your UPS Account, but the shipment is a drop ship (not shipping to the billed party). The UPS account number will be needed if not on file with BL. Please specify if Red, Blue or Ground is needed.

25 – RED COLLECT   UPS Red, charges will be charged to your UPS Account. The UPS account number needs to be noted in the special instructions box if it is not on file with BL.

B – RED   UPS Red, charges added to your invoice.

A – UPS   UPS Ground, charges added to your invoice.

F – BLUE   UPS Blue, charges added to your invoice.

E – RED SAT   UPS Red for Saturday delivery, charges added to your invoice.

D – RED SAVER   UPS Red Saver, charges added to your invoice.