# **Maurey Manufacturing Corporation**

www.maurey.biz (Order Entry Instructions / My Account Information)

Welcome to Maurey Manufacturing Corporation's new business web site. Designed to make order entry easier than ever before with the ability to store your own Favorites list, multiple order line entry, and easier checkout.

Below, you find the basic order entry instructions for the new website. We will cover both how to access the site and how to use your "My Account" access to help you manage your orders.

### **ACCESSING THE WEBSITE & LOGGING IN:**

**Step 1**. To access the new website, please point your browser at www.maurey.biz. Once the page loads you should select "Authorized distributors" – "Distributor Login" from the Toolbar Menu.

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Main Maurey Products 1. Access Website	Authorized Distributors Distributor Locator Maurey News Maurey FAQ A Maurey Distributor  Log Into MyAccount Username / Email: Password: Log In Register   Forgot Password   Activate Account My Account Main	Account Log In          2. Log In



Step 2. Then enter your username and password (existing usernames and passwords are unchanged) - click "log in".

The Maurey Distributor Service Center Page will open as shown in Figure 2.

### **MAUREY DISTRIBUTOR SERVICE CENTER PAGE:**

Order entry will be discussed in detail on the following step but we first wanted to introduce you to some areas on the distributor service center page



Figure 2

Item 1 - "**My Order History**" use to view your order details & tracking information if available. See your order history. View or print copies of your orders. Order tracking is not available at this time but will be coming soon. We will notify you when this option becomes available.

Item 2 - "My Settings" use to edit your Maurey Web Profile. Change your password. Update your company information.

Item 3 - "Shopping Cart Help and More on Privacy" use to review our Privacy Policy or if you need help using the cart.

Item 4 - "Contact Us" use if you need assistance with your order.

### **ORDER ENTRY INSTRUCTIONS**



Figure 3

Step 1. Click on "Check Stock & Place Orders" to enter a new order.

The Maurey Transmission Products Distributor Catalog page will open as shown below in Figure 4.





**Step 2.** You may search products by Maurey Stock Code, Industry Standard Stock Code, or Stock Description. Select the tab "Exact match" if you wish to limit your search to an exact match for your search criteria. Choosing "Contains" will return all Stock Codes and Stock Descriptions that contain your requested search criteria.

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Instructions Maurey Split	Shown stock available is no guarantee of shipping availability. All stock quantities shown are subject to prior sales. All orders will be confirmed within 24 hours.	$\backslash$
Maurey Spirt Barrel Sheaves and Bushings	Shown stock available is no guarantee of shipping availability. All stock quantities shown are subject to sales. All orders will be confirmed with 24 hours.	) prior
1764	Search Products By Maurey Sto match" if you wish to limit your s all Stock Codes and Stock Descri	5. Click "GO"
	Do not enter spaces when searching for Industry Standard Stock Codes. For example: To search for a "2 $1/2$ " - enter the criteria as "2150X1/2".	150 X
	Remember to check our new AK and BK stock also.	

**Step 3**. Enter the item for which you would like to search. Do not enter spaces when searching for Industry Standard Stock Codes. For example: To search for a "2150 X 1/2" - enter the criteria as "2150X1/2".

**Step 4.** Enter the default Warehouse you would like to search. If no stock is available in that location you can check quantities in all locations after the initial search results are shown. This is discussed further later in this document.

**Step 5.** Clicking on the "GO" Icon. will perform the search you requested and show you the details. Please see Figure 6 on the next page for an example of this single Stock Code lookup.

### EXAMPLE OF A STOCK LOOKUP PAGE:



Figure 6

Item 1. For example: Here a 215012 has been selected and searched. The database returns you the:

Maurey Stock Code Industry Standard Stock Code Bulk Stock Code

Item 2. Quantity in Inventory (in this warehouse)

Item 3. Your Price

Item 4. Weight of the part

Item 5. Qty to Order (Enter Quantity you wish to order)

**Item 6.** Add to Favorites (Click "Add" to Add this item to your "favorites list" or if button says "Added" the it is already on your "Favorites" Page)

Item 7. Search All Warehouses (Click to check available Stock in All warehouses for this Stock Code).

NOTE: You can click "Add To Cart" at any time in the ordering process to add this item or items to your Shopping Cart.

### SEARCH MULTIPLE STOCK ITEMS

Step 1. To search for multiple stock items simply select the "Multiple Stock Search" button.

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ulk Stock# 15012BX 150X1/2 15012	# Part Description 2150 X 1/2 PULLEY			Page 1 of 1				Add To Favorites	Check Other Locations Search All

**Step 2.** The Maurey Transmission Products Multiple search page will open. (Figure 8) You may enter up to 8 stock Codes to Search. Enter the type search to perform. "Exact Match" or "Contains". You must enter a minimum of 2 Stock Codes.



## Multiple Stock Code Search Return Results Shown Below

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Figure 9

### Search "My Favorites"

You can also use your "**My Favorites List**" for stock codes that you routinely check. Stock Codes to search may be added to this list from any search list by clicking on the "**Add To Favorites**" button.

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http://www.maurey.biz/e		PACKAGED STOCK. PRICING IS AVAILABLE UPON REQUE SES OF THESE ITEMS WILL BE AT YOUR REGULAR DISTRI		Search All Warehouses
		Figure 10		

If your default warehouse selection does not return the results you wish for you order qty, You can select "Search All"

You will see the following screen that contains the inventory matrix for all Maurey Warehouses.

### **Finalizing Your Order**



#### Figure 11

### To order from this page you would simply:

**1.** Select the warehouse location. The matrix shows quantity available by warehouse location. A description at the top of the page shows where each warehouse is located along with its corresponding warehouse code. For example the warehouse code for "3P" is our Pennsylvania Warehouse.

- 2. Enter the quantity you wish to order.
- 3. Click "Add To Cart"
- 4. Complete Check Out Process

Note: Click the "Go Back" button if you wish to cancel this operation and return to your original search window.

Our goal is the make online ordering a easier process and help you manage and track your orders. You can now view your orders through your "My Account" portal and within the coming months we will be adding the ability to get your shipment tracking information. Please let us know if you have any problems using the new site or any suggestions on how to make our site even better.

Sincerely,

Maurey Manufacturing