



# NAVIGATION GUIDE

## Existing Customers

Revision 3 – 4.11.19



### Easy

No more faxes, phone calls, e-mails  
Just a few clicks!



### Convenient

Available anywhere, anytime, any device - 24/7



### Reliable

Authentic best in class products from the brand you trust.

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## 1. Sign into Pall.com

- Simply click on the “SHOP SIGN IN” link on the left top of the site.

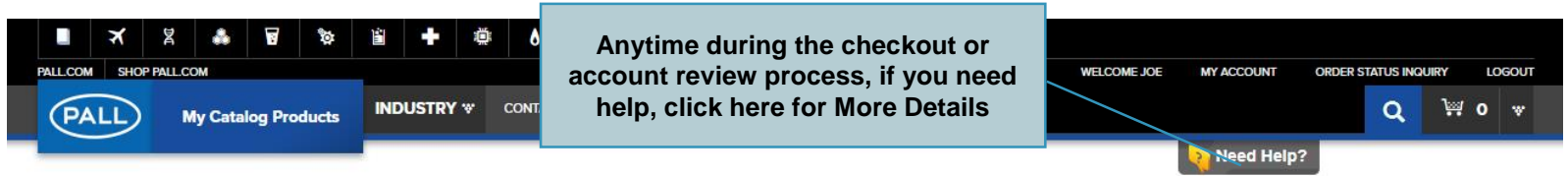
The image shows a screenshot of the Pall.com website. At the top, there is a navigation bar with the Pall logo, "My Catalog Products", "INDUSTRY" (with a dropdown arrow), "CONTACT US", and a search bar. On the right side of the navigation bar, there are links for "SHOP SIGN IN" (circled in red) and "REGISTER FOR SHOP". Below the navigation bar is a grid of 12 industry categories, each with a representative image and a label: Biotech, Food & Beverage, Laboratory, Medical, Aerospace, Chemicals & Polymer, Oil & Gas, Industrial Manufacturing, Microelectronics, Power & Utilities, Kleenpak® Presto, and VacuCap® Filtration Devices.

- Type in your username and password. There are many benefits to signing up for an account. If you don't already have an account, find out how to register for an account and maintain your profile.
- First Time Customer: <https://shop.pall.com/us/en/register>
- Existing Customer – Sign up for Portal: <https://www.pall.com/en/landing/request-account.html>

The screenshot shows the Pall website's login interface. At the top, there is a navigation bar with the Pall logo, 'Pall Products', 'INDUSTRY', and 'CONTACT US'. A search bar is also present. The main content area is split into two sections. On the left, a white box contains the heading 'WELCOME PALL RETURNING USER' and a prompt to sign in with email and password. It includes input fields for 'Email' and 'Password', a 'Submit' button, and a 'Forgot password' link. Below this is a link to 'Create a Pall account here'. On the right, a large blue banner features a 3D padlock icon, an airplane icon, and the text 'HAVE A PALL AEROSPACE ACCOUNT?' with a 'Click here to login' link. The background of the banner shows a white airplane flying through a blue sky with clouds.

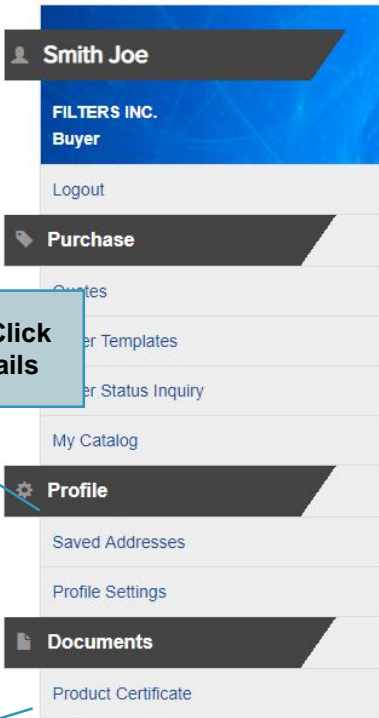
## 2. My Account Dashboard

- My Account Dashboard provides the buyer to gain easy access to multiple features provided for ease of engagement and shopping on Pall Customer Portal.



Anytime during the checkout or account review process, if you need help, click here for More Details

HOME / MY ACCOUNT / OVERVIEW



Manage your Profile. Click here to find more details

Hi, Joe Smith (FILTERS INC.)  
Welcome back!

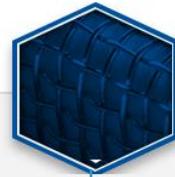
Everything you need to track your orders and more information and more is right here.

Track Order Status and Shipment Status. Click here to find more details

Place Multi-Line Order using Product Id or Excel Upload. Click here to find more details



OPEN ORDERS



MY CATALOG



QUOTES/CONTRACTS



QUICK ORDERS



ORDER TEMPLATES

Your personalized catalog created based on your purchase history, open quotes, contracts and curated list of products. Click here to find more details

Review all Quotes and Contract Active with Pall and place order using them. Click here to find more details

Note: Your account information will only be used in accordance with our Privacy Policy.

Find Product Quality Certificates. Click here to find more details


Save recurring Orders in a Template and Reorder using the template in few simple clicks. Click here to find more details

### 3. Order Status Inquiry

- Clicking on Order Status Inquiry shows by default all open orders from the past 12 months. The order status will show all orders from all channels of purchase i.e. Online, Phone, E-Mail, Fax or EDI.

#### Order List

There may be a delay of up to 6 hours for new orders to show up on this list


 Print/Save Order List

Order Number/PO

Search Ship to Party Name or Address

Status:

Date:

ORDER NO.	ORDER DATE	PURCHASE ORDER	SHIP TO PARTY	STATUS 	ORDER TOTAL
0003106000	19-Dec-2018	FL13327	FILTERS INC., NEW YORK	SUBMITTED	347.92 USD
0003075968	21-Nov-2018	FL13247	FILTERS INC., TEXAS	INPROCESS	62,650.77 USD

- You can filter by your purchase order number, Pall's Order Number, Ship to Addresses, Order Status and look back at orders going back as far as past 24 months,

Order Number/PO

Search Ship to Party Name or Address


Status:

Date:

ORDER NO.	ORDER DATE	PURCHASE ORDER	SHIP TO PARTY	STATUS	ORDER TOTAL
0003106000	19-Dec-2018	FL13327	FILTERS INC., N	SUBMITTED	347.92 USD
0003075968	21-Nov-2018	FL13247	FILTERS INC., TEXAS	INPROCESS	62,650.77 USD

- Clicking on Order Number will take you to order details, where you can find out when the order is expected to be delivered. If the order is shipped, tracking number will be populated. Clicking on the tracking number will take you to the shipment carriers website and to see where your shipment is currently.

## Order Detail

 Print/Save Order Details

Order No.	Purchase Order	Order Date	Status	Order Total
0003075968	FL13247	21-Nov-2018	INPROCESS	62,650.77

**Invoice Address**  
 FILTERS INC  
 RANCHO CORDOVA  
 PO BOX 1718

**Shipping Address**  
 FILTERS INC  
 RANCHO CORDOVA  
 HWY 50 AND HAZEL AVE, BLG 05019

**Purchaser**  
 FILTERS INC., TEXAS

**Payment**  
 Invoice

ITEM #	ITEM DESCRIPTION	PRICE	QTY	UOM	TOTAL	STATUS	
10	Product ID: PFT02510UTM3	48.23	300	EA	14,469.00	Complete Shipped	
	<b>Details</b>	<b>Delivery #</b>	<b>QTY</b>	<b>UOM</b>	<b>Ship Date</b>	<b>Tracking #</b>	<b>Invoice Status</b>
		8003158013	300	EA	19-Dec-2018	<a href="#">4746888370</a>	Invoiced

## 4. Quotes & Contracts

- Clicking on Quotes icon or Quotes link on the side menu will take page that will show you all active quotes and contracts that you have with Pall.

### Quotes

TYPE	QUOTE #	SKUS	VALID FROM	VALID TO	QUANTITY	ITEM PRICE	END CUSTOMER NAME
Quote	<a href="#">0020588164/10/001</a>	TA4632	07/10/18	12/12/19	20	\$ 90.00	
Contract	<a href="#">0060072899/10/001</a>	BPOEX10P1PWE	01/01/18	31/12/18	50	\$ 4.00	
Contract	<a href="#">0060072902/10/002</a>	FLHF20010M3F300	01/01/18	31/12/18	100	\$ 401.00	

- Clicking on Quote Number will take you to quote detail page, using which you can add the item to cart at the quoted price.





## Quote Details - 0020588164/10/001

Quote #: 0020588164/10/001  
Quantity: 20  
Valid: 10/07/2018 - 12/12/2019

### Your Quote Items

DESCRIPTION	QTY.	PRICE
 0.2 µm, 60 mm (supplied with individually attached tubing for each filter device), gamma-irradiated (10/pkg) Product ID TA4632	<input type="text"/>	\$ 90.00




[Add Quote to Cart](#)

[Back to Quotes](#)



## 5. My Catalog

- Clicking on My Catalog icon or the My Catalog link on the side menu will take you to a curated list of SKUs that has been put together based on your historical purchases, open quotes, contracts, negotiated price list



**PALL** My Catalog Products INDUSTRY CONTACT US Search   0 

**Category** -

My Catalog   
 Filter Inc. 

**Product Type** -

Air (2)  
 Bag (7)  
 Biopharm (3)  
 Cellular (1)  
 Filter (1)  
[Show All](#)



**Product Use** -

Clarification (1)  
 Classification (1)  
 Filling (1)  
 Filter (1)  
 Filtration (1)  
[Show All](#)

20 Items  
 Items per page 15 | 30 | 45 |  
 Sort by: Product ID desc

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**0.2 µm, 60 mm (supplied with individually attached tubing for each filter device), gamma-irradiated (10/pkg)**

	PRODUCT ID TA4632	UNIT OF MEASURE BOX	MIN ORDER QTY 1	PRICE <b>\$ 99.99</b>
	LEAD TIME 2 Week(s)	LIST PRICE <b>\$ 170.86</b>		<input type="text" value="QTY"/> 

[Quote Pricing](#)


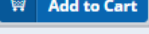
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**30K (1/pkg)**

	PRODUCT ID OS30T12	UNIT OF MEASURE EA	MIN ORDER QTY 1	LIST PRICE <b>\$ 806.00</b>
				<input type="text" value="QTY"/> 


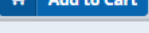
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**Junior MCY4463 Emflon PFR Filter 0.2µm**

	PRODUCT ID MCY4463PFRPH4	UNIT OF MEASURE EA	MIN ORDER QTY 1	PRICE <b>\$ 790.00</b>
	LEAD TIME 2 Week(s)	LIST PRICE <b>\$ 800.00</b>		<input type="text" value="QTY"/> 

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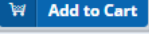
**FLHF200-10M3F 300**

	PRODUCT ID FLHF20010M3F300	UNIT OF MEASURE EA	MIN ORDER QTY 1	PRICE <b>\$ 600.00</b>
	LEAD TIME 7 Week(s)	LIST PRICE <b>\$ 670.00</b>		<input type="text" value="QTY"/> 

[Volume Discounts](#) [Quote Pricing](#)

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**4" dia x 14" length, 1 micron nominal, Collar/Sealing : Polypropylene Polyloc**

	PRODUCT ID BPONG1P4P	UNIT OF MEASURE EA	MIN ORDER QTY 50	PRICE <b>\$ 2.00</b>
	LEAD TIME 1 Week(s)	LIST PRICE <b>\$ 3.24</b>		<input type="text" value="QTY"/> 

[Volume Discounts](#)

- In you have negotiated a price list with Pall, the price shown in your listing will be your price

**Your Negotiated Price**

**Junior MCY4463 Emflon PFR Filter 0.2µm**



<b>PRODUCT ID</b> MCY4463PFRPH4	<b>UNIT OF MEASURE</b> EA	<b>MIN ORDER QTY</b> 1
<b>LEAD TIME</b> 2 Week(s)	<b>LIST PRICE</b> <b>\$ 800.00</b>	


**PRICE**  
**\$ 790.00**

QTY

[Add to Cart](#)

- If you have an open quote with Pall, you can see the quote from the “My Catalog” Listing.

**0.2 µm, 60 mm (supplied with individually attached tubing for each filter device), gamma-irradiated (10/pkg)**



<b>PRODUCT ID</b> TA4632	<b>UNIT OF MEASURE</b> BOX	<b>MIN ORDER QTY</b> 1
<b>LEAD TIME</b> 2 Week(s)	<b>LIST PRICE</b> <b>\$ 170.86</b>	

**PRICE**  
**\$ 99.99**


QTY

[Add to Cart](#)

[Quote Pricing](#)

- If you click on the “Quote Pricing” link, you can see reference the quote to make a purchase. In the reference example below the customer has a negotiated price of \$99.99 and a special quoted price of \$90 per unit for a limited time.

**0.2 µm, 60 mm (supplied with individually attached tubing for each filter device), gamma-irradiated (10/pkg)**



<b>PRODUCT ID</b> TA4632	<b>UNIT OF MEASURE</b> BOX	<b>MIN ORDER QTY</b> 1
<b>LEAD TIME</b> 2 Week(s)	<b>LIST PRICE</b> <b>\$ 170.86</b>	

**PRICE**  
**\$ 99.99**

QTY

[Add to Cart](#)



[Quote Pricing](#)

**QUOTE & CONTRACT PRICING**



TYPE	QUOTATION #	COMPANY	EXPIRATION DATE	UOM	PRICE
Quote	0020588164/10/001		12/12/19	BOX	\$ 90.00

[Add to Cart](#)



- If the SKU offers volume based pricing, you can see the price tiers by clicking “Volume Discount” link,

<b>FLHF200-10M3F 300</b>				<b>PRICE</b>	
	<b>PRODUCT ID</b> FLHF20010M3F300	<b>UNIT OF MEASURE</b> EA	<b>MIN ORDER QTY</b> 1	<b>\$ 600.00</b>	
	<b>LEAD TIME</b> 7 Week(s)	<b>LIST PRICE</b> <b>\$ 670.00</b>		<input type="text" value="QTY"/>	
				<a href="#">Volume Discounts</a>	<a href="#">Quote Pricing</a>

- You can also see the lead time for the SKU based on your Primary Address registered with Pall.

<b>5um, Polyester, Size 2, Non-Inserted Felt, Welded Seam, Fuzzy Finish, Polypropylene Polyloc Ring</b>				<b>PRICE</b>	
	<b>PRODUCT ID</b> BPENF5P2PWE	<b>UNIT OF MEASURE</b> EA	<b>MIN ORDER QTY</b> 50	<b>\$ 890.00</b>	
	<b>LEAD TIME</b> 3 Week(s)	<b>Lead Time is based on your main address.</b>		<input type="text" value="QTY"/>	

- Sometimes you will see some SKUs enabled in your catalog that we have curated for you, those parts will only show list price.

<b>0.1 µm, 32 mm (50/pkg)</b>				<b>LIST PRICE</b>	
	<b>PRODUCT ID</b> 4651	<b>UNIT OF MEASURE</b> PAC	<b>MIN ORDER QTY</b> 1	<b>\$ 153.73</b>	
	<b>LEAD TIME</b> 2 Week(s)			<input type="text" value="QTY"/>	

## 6. Ordering Online

### Step 01. Adding to Cart

- You can add SKUs to your cart in multiple ways

#### i. Search & Add to Cart:

- Key in the SKU you are looking for in the search. Type in quantity in the quantity field and click on Add to Cart button. Cart Icon on the top right-hand corner will slide down to shown what you have added to cart.

The screenshot displays the Pall Corporation website interface. At the top, there is a navigation bar with the Pall logo, 'My Catalog Products', 'INDUSTRY', 'CONTACT US', and a search bar. The search bar contains the text 'Search'. To the right of the search bar, there is a shopping cart icon with the number '10' next to it. Below the navigation bar, the page shows search results for 'FLHF20010M3F300'. On the left side, there is a 'Refine Search' section with filters for 'Category' and 'Product Type'. The main content area shows 'Search Results for "FLHF20010M3F300" - 1 item'. Below this, there is a table with product details for 'FLHF20010M3F300'. The table includes columns for 'PRODUCT ID', 'UNIT OF MEASURE', 'MIN ORDER QTY', 'PRICE', and 'LIST PRICE'. The 'PRICE' column shows '\$ 600.00' and the 'LIST PRICE' column shows '\$ 670.00'. There is a quantity input field with the value '10' and an 'Add to Cart' button. A 'VIEW CART' button is also visible. Annotations with callout boxes point to the search bar, the quantity input field, and the shopping cart icon.

**Search**

**Qty you want**

**Cart Slide down and cart count indicating you have added 10**

PALL.COM | SHOP.PALL.COM

WELCOME JOE | MY ACCOUNT | ORDER STATUS INQUIRY | LOGOUT

PALL My Catalog Products

INDUSTRY CONTACT US Search

HOME / SEARCH RESULTS: FLHF20010M3F300

**Refine Search**

Category -

My Catalog (1)

Product Type -

Filters (1)

Gas (1)

Grade (1)

W (1)

Search Results for "FLHF20010M3F300" - 1 item

1 Item

Items per page 15 | 30 | 45 |

Sort by: Best Match

FLHF200-10M3F 300

PRODUCT ID	UNIT OF MEASURE	MIN ORDER QTY	PRICE
FLHF20010M3F300	EA	1	\$ 600.00
LEAD TIME	LIST PRICE		
7 Week(s)	\$ 670.00		

10 Add to Cart


Volume Discounts Quote Pricing

VIEW CART



- If you want to reference a quote, you can do the same thing i.e. search for the part number, however instead of adding to cart directly click on link “Quote Pricing”, it will slide open below another “Add to Cart” Button referencing the quote. You can add to cart using that button.

0.2 µm, 60 mm (supplied with individually attached tubing for each filter device), gamma-irradiated (10/pkg)



<b>PRODUCT ID</b> TA4632	<b>UNIT OF MEASURE</b> BOX	<b>MIN ORDER QTY</b> 1
<b>LEAD TIME</b> 2 Week(s)	<b>LIST PRICE</b> \$ 170.86	

PRICE  
\$ 99.99

QTY

[Quote Pricing](#) **Click Here**

**Add to Cart**

QUOTE & CONTRACT PRICING						
TYPE	QUOTATION #	COMPANY	EXPIRATION DATE	UOM	PRICE	
Quote	0020588164/10/001		12/12/19	BOX	\$ 90.00	

**Quote Number**

**Quoted Price**

**Qty you want**

**Add to Cart with Quote Reference**

ii. **Add to Cart via Quick Order**

- [Refer Quick Order](#)

iii. **Add to cart via Order Template**

- [Refer Order Template](#)

iv. **Add to cart from Quote or Contract**

- You can add a SKU to the cart by navigating to the quote screen using the Quotes icon or Quotes link on the side menu on your account dashboard. Pull up the quote for the SKU, key in the qty and click on the “Add Quote to Cart” button.

**Quotes**

TYPE	QUOTE #	SKUS	VALID FROM	VALID TO	QUANTITY	ITEM PRICE	END CUSTOMER NAME
Quote	0020588164/10/001	TA4632	07/10/18	12/12/19	20	\$ 90.00	
Contract	0060072899/10/001	BPOEX10P1PWE	01/01/18	31/12/18	50	\$ 4.00	
Contract	0060072902/10/002	FLHF20010M3F300	01/01/18	31/12/18	100	\$ 401.00	


**1. Click here to open the Quote**

DETAILS


### Quote Details - 0020588164/10/001

Quote #: 0020588164/10/001  
 Quantity: 20  
 Valid: 10/07/2018 - 12/12/2019

**Your Quote Items**

DESCRIPTION	QTY.	PRICE
 0.2 µm, 60 mm (supplied with individually attached tubing for each filter device), gamma-irradiated (10/pkg) Product ID TA4632	<input type="text"/>	\$ 90.00

Back to Quotes



0.2 µm, 60 mm (supplied with i...  
**\$ 900.00**  
 QTY 10

**VIEW CART**

**4. Cart will slide down indicating you qty in cart**

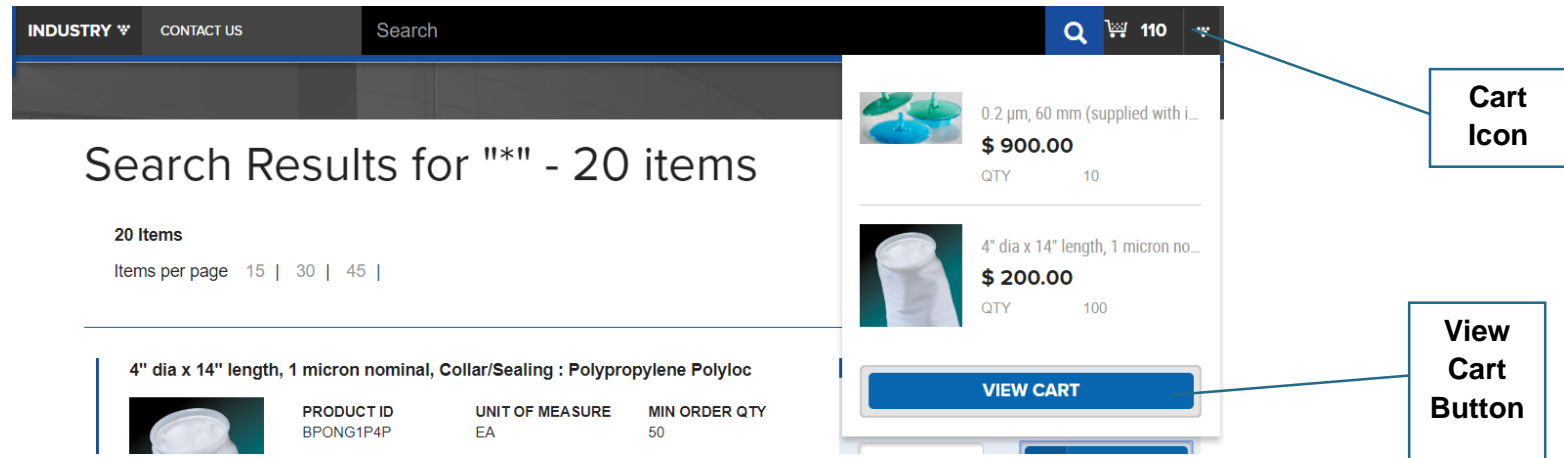
**2. Key in Qty**

**Add Quote to Cart**

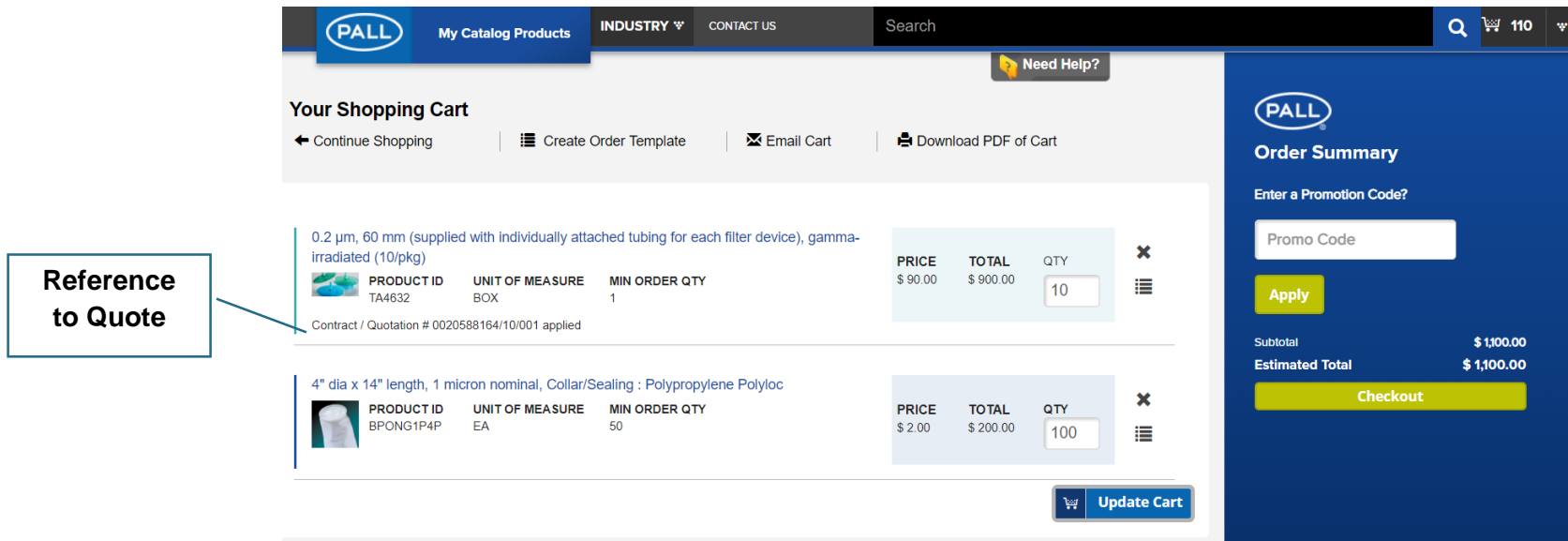
**3. Click on the button**

**Step 02. View Cart**

- Once you have completed adding your purchase into your cart, you can view you cart by either clicking on the cart icon or the "VIEW CART" button.




- Cart with show the details of SKUs added to the cart and your price. If the SKU was added with reference to a quote. The details of quote will be show in the cart. You can initiate checkout by clicking on "Checkout" button.






### Step 03. Check Address


- Validate your primary addresses (Company Address, Invoice Address, Payer Address) in our record.
- Provide your ship to address.
- If the ship to address is missing from the drop down. You can request for one to be added by calling our customer service.
- Continue to Checkout




ADDRESSES



SHIPPING



PAYMENT




REVIEW

#### Addresses

**NOTE: WE DO NOT SHIP TO P.O BOX.**

<p><b>Company Address</b></p> <p>FILTERS INC 5625 CHAPMAN PLACE CASPER Wyoming 82604-1941 United States 1-307-472-7722</p>	<p><b>Invoice Address</b></p> <p>FILTERS INC 5625 CHAPMAN PLACE CASPER Wyoming 82604-1941 United States 1-307-472-7722</p>	<p><b>Shipping Address</b></p> <p>FILTERS INC 5625 CHAPMAN PLACE CASPER Wyoming 82604-1941 United States 1-307-472-7722</p>
--	--	---

\* Please contact customer service at **610-646-6981** to add a new shipping address.



**Order Summary**

**Shipping Address**

FILTERS INC  
5625 CHAPMAN PLACE  
CASPER  
Wyoming  
82604-1941  
United States  
1-307-472-7722

---

Subtotal \$ 7,493.85

Estimated Total \$ 7,493.85

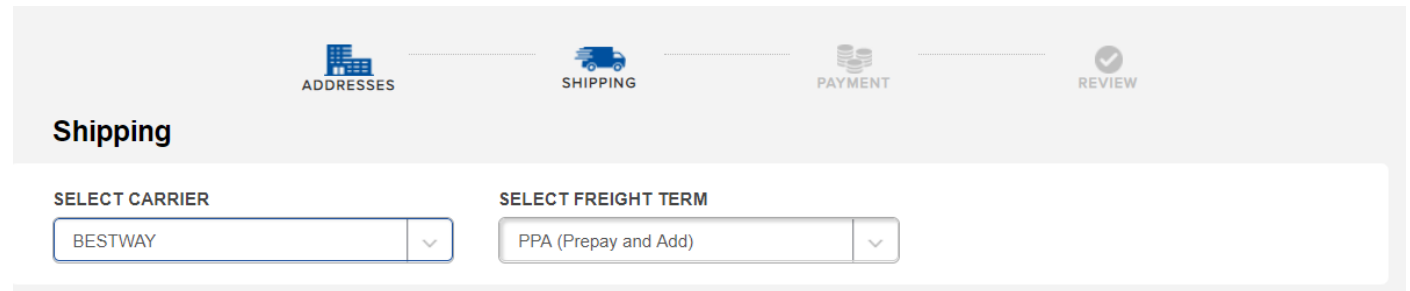
**Continue Checkout**

[Read our Security & Privacy Policy](#)

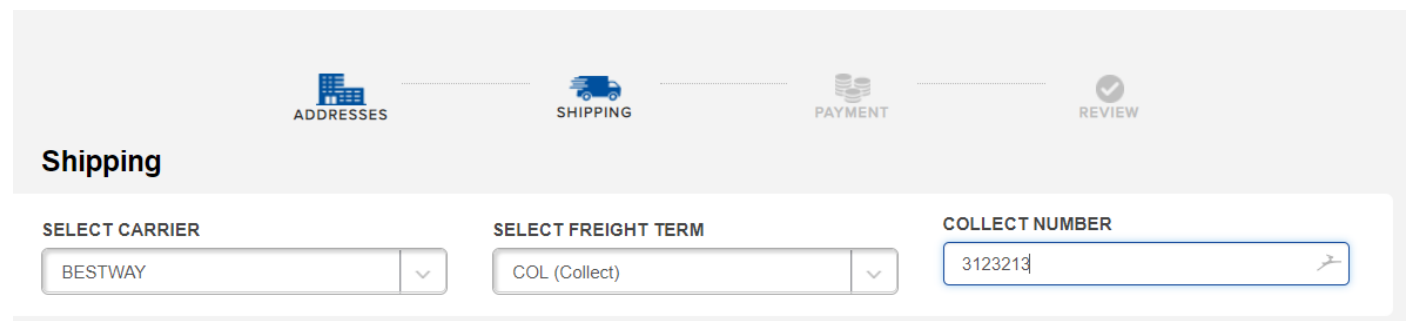
## Step 04. Shipping Details.

Shipping has three sections

- First section is to select your carrier & freight terms.
  - **Carrier:**
    - BEST WAY – Best way to ship it to you based on our available carriers
    - or Pick a Carrier of your choice (FEDEX, UPS etc) and type of shipment (ground, two business days etc.).
  - **Freight Term**
    - Prepay and Add – Pall pays for the shipment and adds it to the invoice.
    - Collect – Provide your collect number and pall will charge it to that number.



A screenshot of a shipping form interface. At the top, there is a progress bar with four steps: ADDRESSES, SHIPPING, PAYMENT, and REVIEW. The SHIPPING step is highlighted. Below the progress bar, the word "Shipping" is displayed. The form contains two dropdown menus: "SELECT CARRIER" with "BESTWAY" selected, and "SELECT FREIGHT TERM" with "PPA (Prepay and Add)" selected.



A screenshot of a shipping form interface, similar to the one above. It features the same progress bar with "SHIPPING" highlighted. Below the progress bar, the word "Shipping" is displayed. The form contains three input fields: "SELECT CARRIER" with "BESTWAY" selected, "SELECT FREIGHT TERM" with "COL (Collect)" selected, and "COLLECT NUMBER" with the value "3123213" entered.

- Second section is to provide your “Purchase Order” Number or some order reference based on your system of record and any special shipping instructions that you want to give us about the order.

**ENTER AN ORDER REFERENCE ID**

You can enter an ID for your own book keeping. It will appear on your invoice and packing slip.

**ADD SPECIAL SHIPPING INSTRUCTIONS**

Please ship with attention to Ms Jenny

Your message: 217 characters remaining.

- Third section captures details around shipment of goods,
  - You can choose a complete delivery of the entire order by checking the “Complete Delivery” check box or
  - You can have it delivered to you as soon as partial stock is available by checking the “Delivery When Stock Available”. It can be checked at order level or line level. If checked at order level, order lines will be split and shipped partially as soon as any stock becomes available. If you want it to be done for a certain SKU line and not for others, you can check “Delivery When Stock Available” check box for the line and leave others blank.
  - You can request for a desired date by when you need the shipment by filling in the requested delivery date.
  - Confirm date shown by when we can ship you the goods (this include time to ship goods to your location).

**Order Shipping Details**

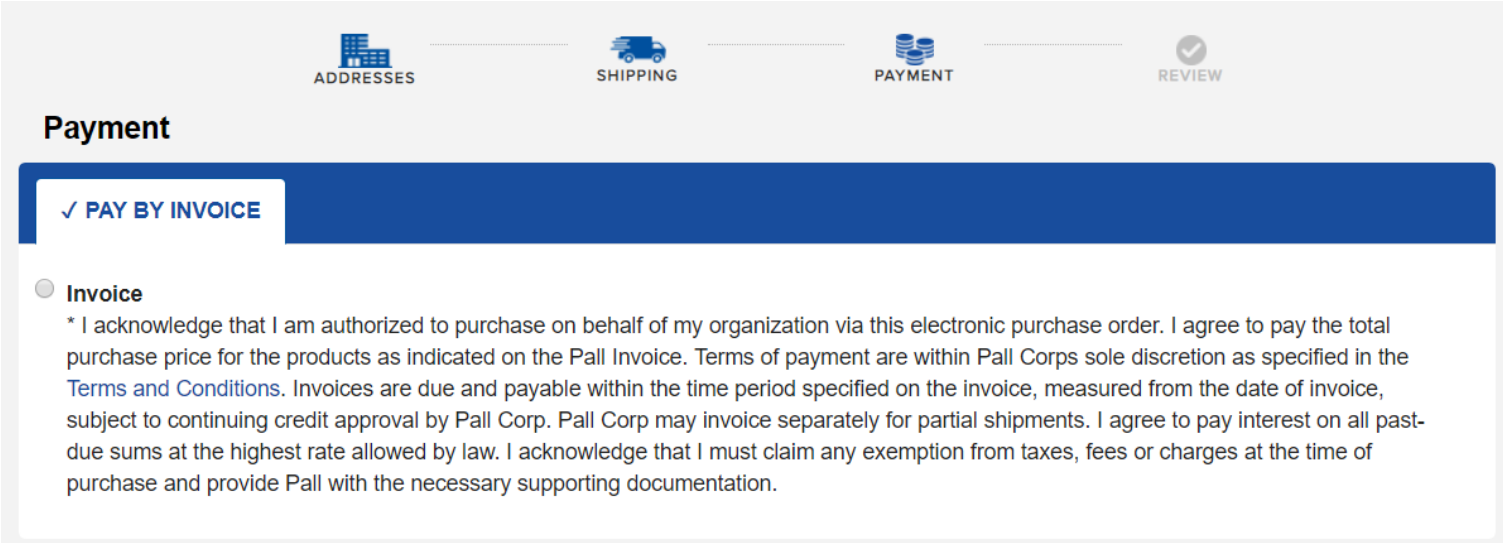
Requested Delivery Date   Complete Delivery  Delivery when stock available

MATERIALBESCHREIBUNG	UNIT OF MEASURE	CONFIRM DATE	
Feedline accessory kit (1/pkg) Product ID: 4623	EA QTY 12	2019-01-11 REQUESTED DELIVERY DATE 2019-01-11	<input type="checkbox"/> Delivery when stock available
Glass filter funnel with sidearm support assembly and flask (1 L funnel with 4 L flask) (1/pkg) Product ID: 4012	EA QTY 10	2019-01-11 REQUESTED DELIVERY DATE 2019-01-11	<input type="checkbox"/> Delivery when stock available

- Once you have completed filling up details in the shipping page, you can continue to checkout to the next step

## Step 05. Payment

- This step requires to acknowledge and agree to the payment terms and that you are authorize by your organization to buy from Pall.



ADDRESSES      SHIPPING      PAYMENT      REVIEW

### Payment

✓ PAY BY INVOICE

Invoice

\* I acknowledge that I am authorized to purchase on behalf of my organization via this electronic purchase order. I agree to pay the total purchase price for the products as indicated on the Pall Invoice. Terms of payment are within Pall Corps sole discretion as specified in the [Terms and Conditions](#). Invoices are due and payable within the time period specified on the invoice, measured from the date of invoice, subject to continuing credit approval by Pall Corp. Pall Corp may invoice separately for partial shipments. I agree to pay interest on all past-due sums at the highest rate allowed by law. I acknowledge that I must claim any exemption from taxes, fees or charges at the time of purchase and provide Pall with the necessary supporting documentation.

## Step 06. Review & Submit.

- In this step, you review your order completely in one single page with all the preference you have selected in earlier steps to confirm before submitting the order.
- Upon submission, the order gets directly created in our system for further processing and your will be taken to a receipt page. You will also receive an e-mail momentarily confirming the submission of your order.
- You will receive another e-mail within 24 hrs confirming your order with confirmed delivery dates.

## 7. Promotions

- As part of our loyalty program, you might periodically receive promotions with discount for your order. Typically, this promotion can be activated using a promotion code. You can apply the promotion to your cart using the promo code box in your cart.

The screenshot displays the 'Your Shopping Cart' page. At the top, there are navigation links: 'Continue Shopping', 'Create Order Template', 'Email Cart', and 'Download PDF of Cart'. A 'Need Help?' button is also visible. The cart contains two items:

Item Description	PRODUCT ID	UNIT OF MEASURE	MIN ORDER QTY	PRICE	TOTAL	QTY
4" dia x 14" length, 1 micron nominal, Collar/Sealing : Polypropylene Polyloc	BPONG1P4P	EA	50	\$ 2.00	\$ 100.00	50
Junior MCY4463 Emflon PFR Filter 0.2µm	MCY4463PFRPH4	EA	1	\$ 790.00	\$ 9,480.00	12

At the bottom right of the cart, there is an 'Update Cart' button. On the right side, the 'Order Summary' panel shows the 'Estimated Total' as \$9,580.00. A 'Promotion Code' box is highlighted with a green circle, containing the code 'PALLB2B10', with an 'Apply' button next to it. Below the code box, the 'Subtotal' is shown as \$9,580.00 and the 'Estimated Total' is also \$9,580.00. A 'Checkout' button is located at the bottom of the summary panel.

- Once you apply the promotion code to the cart, based on the type of promotion you will be able to see it applied to your cart as shown below.



### Your Shopping Cart


[← Continue Shopping](#) | [☰ Create Order Template](#) | [✉ Email Cart](#) | [📄 Download PDF of Cart](#)

4" dia x 14" length, 1 micron nominal, Collar/Sealing : Polypropylene Polyloc			
PRODUCT ID	UNIT OF MEASURE	MIN ORDER QTY	
BPONG1P4P	EA	50	
<b>PRICE</b>	<b>TOTAL</b>	<b>QTY</b>	<b>X</b>
\$ 2.00	\$ 90.00	50	☰
	<del>\$-100.00</del>		

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Junior MCY4463 Emflon PFR Filter 0.2µm			
PRODUCT ID	UNIT OF MEASURE	MIN ORDER QTY	
MCY4463PFRPH4	EA	1	
<b>PRICE</b>	<b>TOTAL</b>	<b>QTY</b>	<b>X</b>
\$ 790.00	\$ 8,532.00	12	☰
	<del>\$-9,488.00</del>		

[🛒 Update Cart](#)



### Order Summary

Enter a Promotion Code?  
Your Promotional Discount has been applied.

Promo Code  [Apply](#)

Subtotal **\$ 8,622.00**  
Estimated Total **\$ 8,622.00**

[Checkout](#)

## 8. Quick Order

- If you know exactly which SKUs you are purchasing and you do not want to search them and add them to cart individually, there is a much easier way by using quick order. You can type in the SKU and qty, using the Quick Order screen which can be accessed using “Quick Order” icon or the “Quick Order” link in “My Account Dashboard”, and simply add them to cart.

### Quick Order & Order by File

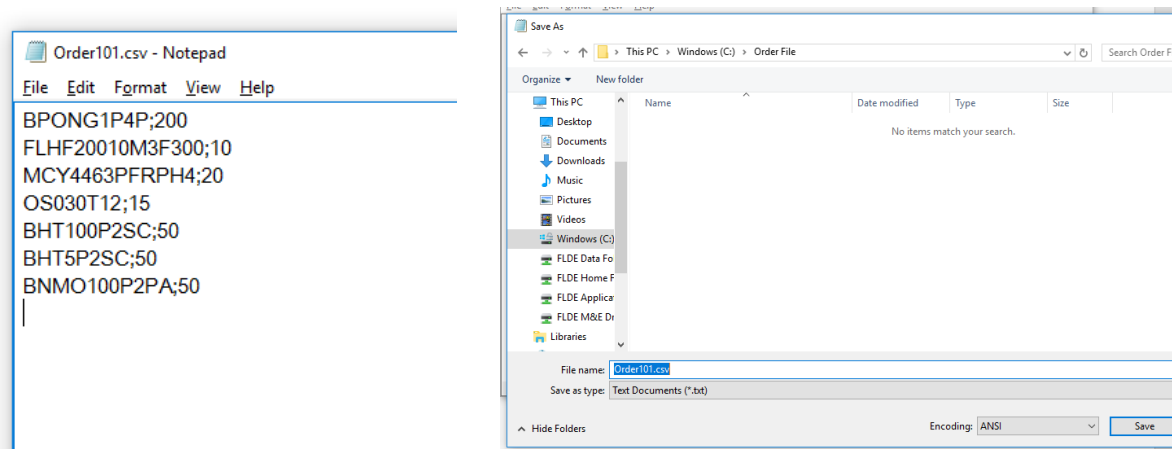
#### Add multiple products to the cart by their Product ID!

Enter product ID, variation and quantity to add multiple line items to the cart at once.

PRODUCT ID	QUANTITY	
<input type="text" value="BPONG1P4P"/>	<input type="text" value="200"/>	<input type="button" value="Remove"/>
<input type="text" value="FLHF20010M3F300"/>	<input type="text" value="10"/>	<input type="button" value="Remove"/>
<input type="text" value="MCY4463PFRPH4"/>	<input type="text" value="20"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

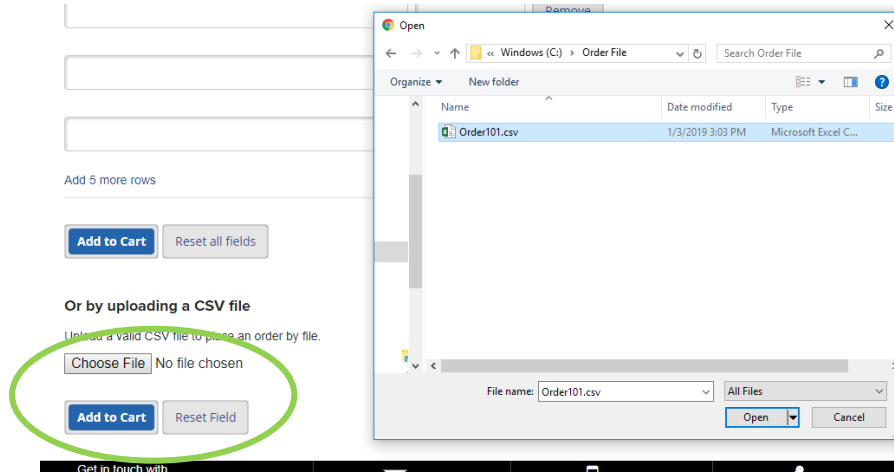
[Add 5 more rows](#)

- If you happen to have too many SKUs to order and typing them is a concern, you can add them to cart using “Order by File”. Using the CSV import, you can import a large number of products into your cart in a single step, just by providing a CSV file. The CSV file must use the syntax <ProductID;QuantityInteger>. You can follow the below example, save the file as .csv



- Access quick order screen using “Quick Order” icon or the “Quick Order” link in “**My Account Dashboard**”, and simply upload the file from your computer as shown below and **add to cart**.





## 9. Order Templates

- The order templates feature allows the user to collect products in a special product list to order them frequently. Order templates can be managed (create, update, delete) in the My Account Dashboard. Order templates can be added to the cart completely and the cart can be saved into an order template.
- **How to create an Order template:** If you frequently buy a list of products, you can create an order template using your cart by simply clicking on the button “Create Order Template”.



**Your Shopping Cart**

← Continue Shopping | **Create Order Template** | Email Cart | Download PDF of Cart

PRODUCT ID	UNIT OF MEASURE	MIN ORDER QTY	PRICE	TOTAL	QTY
4" dia x 14" length, 1 micron nominal, Collar/Sealing : Polypropylene Polyloc BPONG1P4P	EA	50	\$ 2.00	\$ 100.00	50
FLHF200-10M3F 300 PALL FLHF20010M3F300	EA			\$ 600.00	1
30K (1/pkg) OS030T12	EA	1	\$ 806.00	\$ 806.00	1

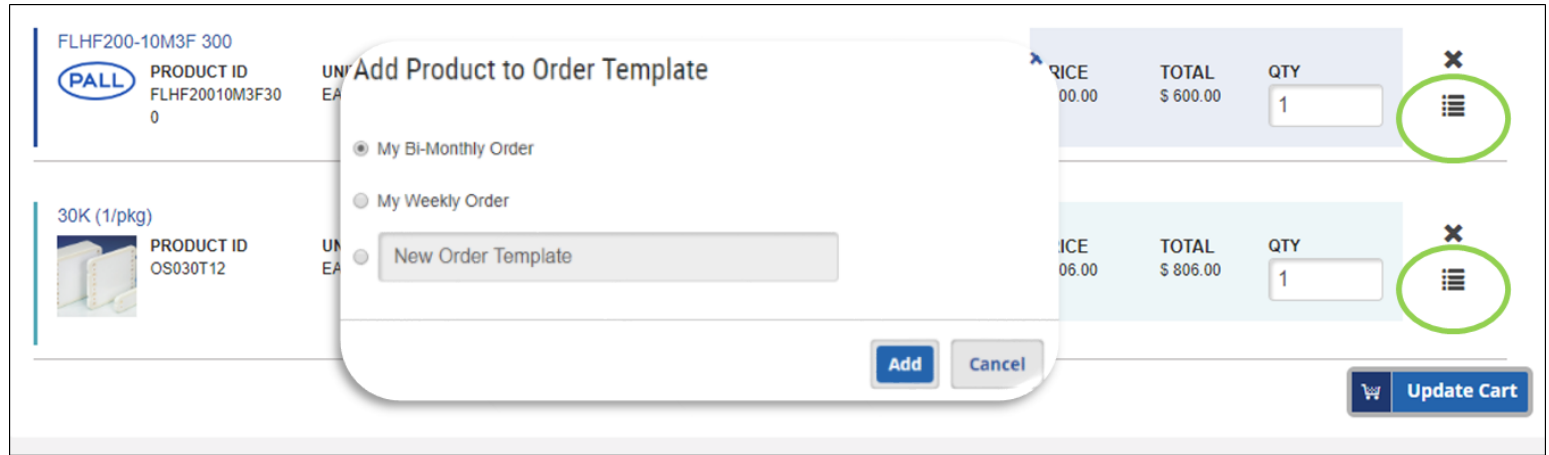
**Create Order Template from Cart**

Template Name:

**Create** **Cancel**

**Update Cart**







- You can also choose to create an order template using only a product line item in your cart or add a part to an existing template by clicking on the button as shown below



- **How to access Order template:** You can access your order templates by Clicking on Order Template icon or the My Catalog link on “My Account Dashboard”. Here you can update, delete or add your order template to the cart.

## Order Templates

[Add Order Template](#)

TEMPLATE NAME	CREATED	MODIFIED	NO. OF ITEMS	
My Bi-Monthly Order	Jan-03-2019	Jan-03-2019	3 Items	  
My Weekly Order	Jan-03-2019	Jan-03-2019	1 Items	  

**Add to Cart**      **Edit Template**      **Delete**



## 10. Product Certificates

- You can access product quality certificates for the product you purchased by clicking on the link “Product Certificate” in your “My Account Dashboard”. Provide the part number, lot number etc. to access the certificate.

### Certificate Finder

**Pall Part Number**

**Batch / Lot Number**

**Certificate Reference** Optional

All
▼

**Customer Purchase Order Number** See Instructions

**I acknowledge that I have read and agree to the**  
[Website Terms & Conditions of Use](#)

➔
Find Certificates

We provide several certificates types for different products depending on customer and product requirements. These can be found using the certificate finder on the left.

**Certificates for Pall products can be found using the certificate finder on the left**

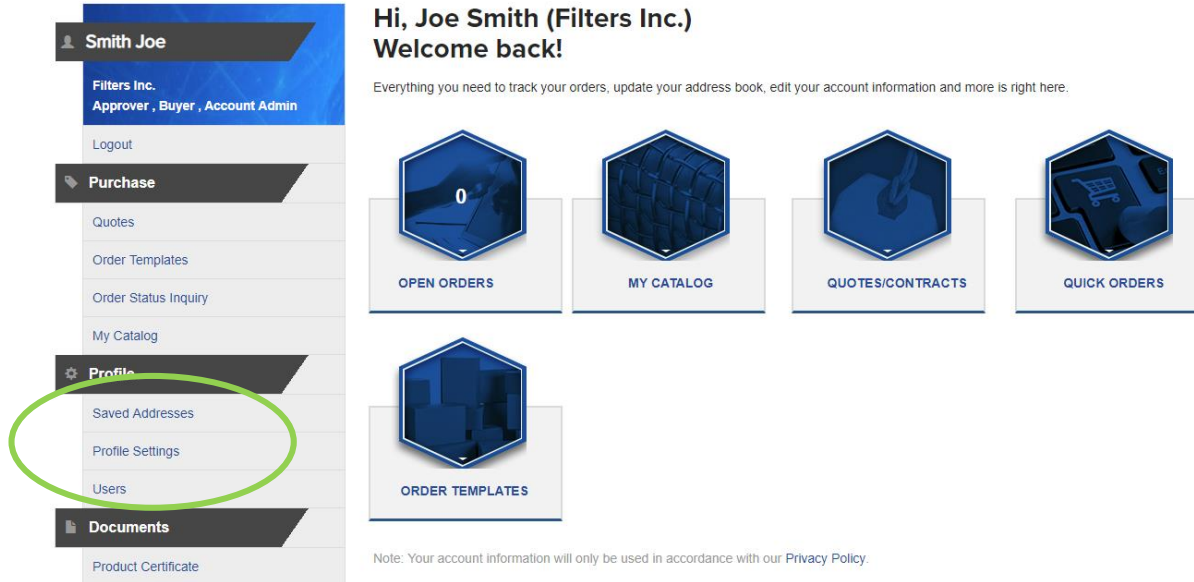
1. For general product certificates that we make available, please enter the Pall part number and the batch number, which you can find on our delivery note, invoice or product label.
2. If you know which certificate type you require select from the drop down menu in "certificate type" or leave as "all" and we will show you which certificates are available.
3. Click on the green "find certificate" button and we will display the certificates we have below.
4. Click on download button to open/save a pdf copy to your computer.

**Customer specific certificates**

1. If we provide you with a certificate unique to your order, then we need your purchase order number to validate your request.
2. Enter pall part number, batch number and your Purchase Order number (we will quote it on our paperwork to you) in "customer PO" field.
3. Click on the green "find certificate" button and we will display the certificates we have below.
4. Click on download button to open/save a pdf copy to your computer.

If your certificate is not available, or any other issue please get in touch with Pall using the "CONTACT US" tab above, or at Pall at [www.pall.com/contact](http://www.pall.com/contact) or through your normal Customer Service contact.

## 11. Managing Profile



**Hi, Joe Smith (Filters Inc.)**  
**Welcome back!**

Everything you need to track your orders, update your address book, edit your account information and more is right here.

**Profile**

- Smith Joe
- Filters Inc.
- Approver , Buyer , Account Admin
- Logout

**Purchase**

- Quotes
- Order Templates
- Order Status Inquiry
- My Catalog

**Profile**

- Saved Addresses
- Profile Settings
- Users

**Documents**

- Product Certificate

**OPEN ORDERS**

**MY CATALOG**

**QUOTES/CONTRACTS**

**QUICK ORDERS**

**ORDER TEMPLATES**

Note: Your account information will only be used in accordance with our [Privacy Policy](#).

### i. Saved Address:

- You can look up for all saved address for your organization in Pall by click on this link. If you want to add or update an existing address, please request by clicking on “Need Help?” button.

### ii. Profile Settings & Password:





- You can view your organization’s profile and your profile in this section. You can also change password for your account using this profile setting.

### iii. Users (Adding Another Buyer or User to Your Account):

- If you are an account admin within your organization, you will be able to see this link in your profile. This link helps you to create and managed account for other Pall eCommerce users within your organization.
- Clicking on the link will take you to the page show below, where you can review all the users within your organization who have access to the site. You can delete them or edit their access.

**Users**

Edit User
Delete User
Add User

	PENDING ORDERS	ROLE(S)		
Lilly Page	0 order(s)	Buyer		
Joe Smith	0 order(s)	Approver Buyer Account Admin		

- You can add a new user by click on the Add users button, provide their credentials and assign permission and click on create user button. User with “Account Admin” permission will be able to add other users.

### Create New User

\* REQUIRED FIELD

Salutation

First Name \*

Last Name \*

Login \*

Email \*

Department

Active

Phone

Fax

Role(s):  Buyer  Account Admin

Permission(s):

- Create Quotes
- Manage Purchases
- View cost objects

**Users with "Buyer" will have all access except ability to manage users**

**Users with "Account Admin" role will be able managers users.**

## 12. Asking for Help

- If in case you need help navigation our website, we are always here to help you. Please click on the link “Need Help”

The screenshot shows the Pall website interface. At the top right, the 'Need Help?' button is highlighted with a green circle. The main content area is titled 'NEED HELP' and provides assistance for checkout, ordering, and account login. It includes contact information for customer service: Phone +1-610-458-9500, Monday-Friday 8:30AM-5:00PM EST. Below this is an email inquiry form with fields for First Name, Last Name, Email Address, Phone (Optional), Inquiry Type, and a Question text area. A 'Submit' button is located at the bottom right of the form. The left sidebar shows the user profile for Smith Joe, a Buyer at Filters Inc., with options for Purchase, Profile, and Documents. The bottom of the page features a note: 'Note: Your account information will only be used in accordance with our Privacy Policy.'