

### Welcome to Fluke E-Store

This E-Store Instruction Manual contains basic information about placing and managing orders through E-Store. If this manual does not answer your question(s), contact your dedicated Customer Support Team directly.

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1. Registering in E-Store

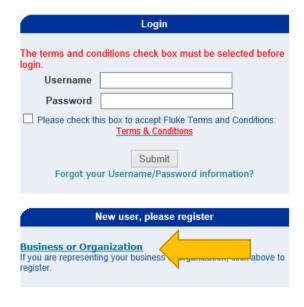
In order to register in E-Store, go to:

### www.flukeestore.com

You should have received from your dedicated Customer Support Team:

- Customer number
- Customer name
- This instruction manual
- .csv upload template

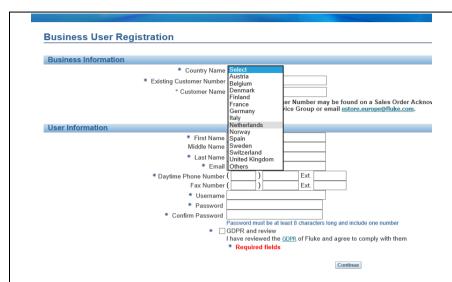
If any of the above is missing, contact your CS Team.



 ${\it Click \ Business \ or \ Organization \ under \ New \ user}.$ 

Fill in the registration form.





If your country does not appear on the **Country Name** list, choose **Others**.

**Existing Customer Number** – fill in the customer number you have received from the CS Team. **Customer Name** – fill in the customer name you have received from the CS Team. Attention: the Customer name must be exactly the same as received from the CS Team, including capital letters and special characters. It is best to copy-paste.

Do not forget to review the GDPR and tick the mandatory box.

Once all mandatory fields are complete, click **Continue**. The following screen will appear:

- Thank you for registering as a business user, your registration request is in process.
- · After receiving notification of registration approval, please sign in again to gain full access to the store.

Login

### You may click Login.

You will receive a Welcome to Fluke E-Store - Your Registration has been forwarded for Approval email.

Send an email to the CS Team that you have submitted your registration. The Team will make sure that your registration is approved as soon as possible, so that there is no delay.

After your registration is approved, you will receive a *Fluke E-Store Registration Approval Status* email. From now on you can place orders in E-Store.

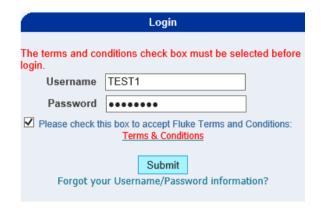


### 2. Logging into E-Store

In order to log into E-Store, go to:

www.flukeestore.com

Fill in your username and password, and check the **Terms and Conditions** box after reviewing the terms and conditions. Click **Submit**.



If you have forgotten your password, you can:

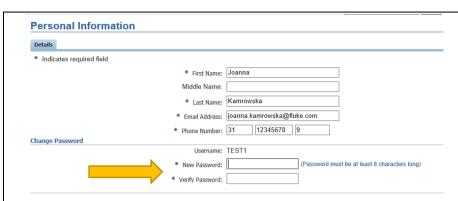
- Go to your mailbox and find the *Welcome to Fluke E-Store* e-mail, which contains your login details.
- If you can't find the e-mail, click **Forgot your Username/Password information?** You will receive new login details. We strongly advise you to change your password upon logging in.

Changing your password

If you want to change your password, click on **Profile** in the top right corner:







Type in your new password, and repeat the same in **Verify Password**. Click **Apply**. A confirmation box will appear above *Personal Information*:



3. Before you place your first order – address setup

Before you can place your first order, you will need to set up your billing and delivery addresses. You cannot provide any bill-to and ship-to address. They must be the same as already known by Fluke, therefore you only need to choose them from an existing list.

Click on **Profile** in the top right corner. Click on **Address** on the left-hand side.



You will see address *Preferences* for your account:





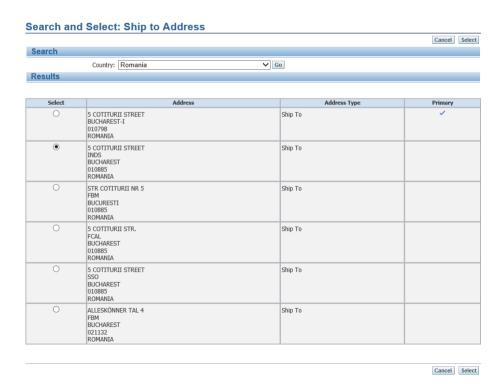
Click **Select Address**. Attention: you need to select an address separately for Shipping and separately for Billing.

After clicking Select Address you will be taken to Search and Select: Ship to Address.



From the **Country** list choose your county and press **Go**.

If more than one address appears on the list, contact your dedicated Customer Support Team to verify which is the correct address. Do not choose any, as choosing the wrong one may result in order processing issues.





Once you have selected the correct address, click **Select**. The address will be saved on your account for all orders.



Proceed to selecting the Billing Address by clicking **Select Address**. Choose your country from the list and press **Go**. Choose the correct Bill-to address. If more than one address appears on the list, contact your dedicated Customer Support Team to verify which is the correct address. Do not choose any, as choosing the wrong one may result in order processing issues.

Once both addresses are selected, you will see both appear in your *Order Preferences*. Before you start ordering, click **Apply**. This will save your address settings.



After clicking **Apply**, you will see a confirmation in red:

# Orders Orders

Personal information updated. Select Home or desired product tab to begin shopping.

Should you have any doubts while setting up your address preferences, call your dedicated Customer Support Team for assistance.

4. Placing your order

Before you start placing your orders through the Fluke E-Store, mind the following details.

The following types of orders cannot be placed via the Fluke E-Store:

- dual use products (e.g. any thermal camera above 9 Hz),
- orders which require extra certification,
- products with additional calibration service,

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- custom-made products,
- orders with special discount, special payment terms or special shipping agreements,
  - orders with credit card payment.

These orders need to be sent to your dedicated Fluke Customer Support Team.

Fluke E-Store is used by customers of Fluke Industrial, Fluke Calibration, Fluke Networks.



You may order only the products which your Fluke contract allows you to order. Should you be a customer of all 3 Fluke companies, then you may order from all 3 portfolios.

We strongly request that you place separate orders for each Fluke division. Do not mix products from multiple divisions on one order. Mixing will result in issues in order processing.

a. Adding items to cart and searching for items

To place your order, log into E-Store. Click on the Fluke division you will be ordering from. In the example below we are ordering from Fluke Industrial.



You will see different product categories you may choose from. Choose the category you are interested in:



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Accessories + Software

Digital + Visual Thermometers

Electrical Testers

Power Quality Tools

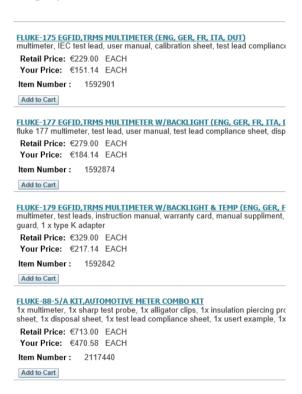
• Thermal Imagers

Vibration Testers

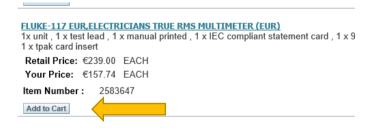


Value Brands

We picked *Digital Multimeters*. What we see is a list of available products in this category. You should see a list as well.

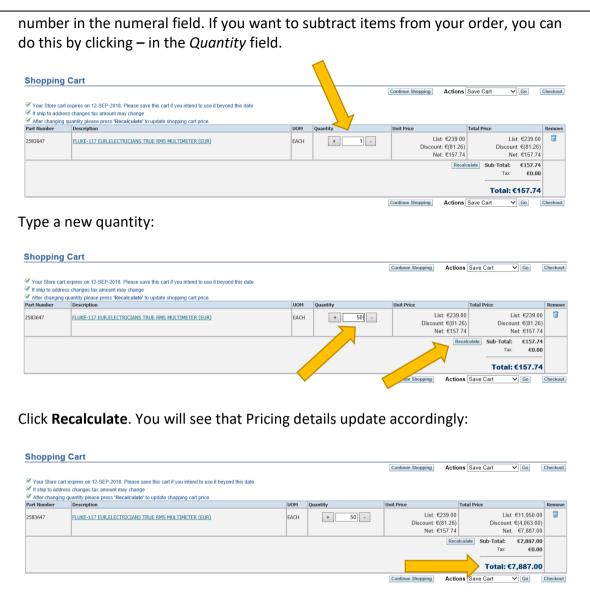


When you see an item you want to order, click Add to Cart.



You will be taken to your shopping cart. Here you can add more pieces of the same product to your order by clicking + in the *Quantity* field. You can also type a new





To keep on shopping, you can click **Continue Shopping** or search for an item in the *Quick Model/Item Search* on top of the page:



### Tip: always use %item number% format.

If you see an item you would like to add to your cart, you can also click on the name of the item, instead of clicking **Add to Cart** immediately.



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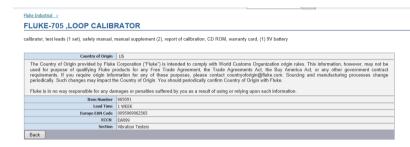
FLUKE-705 ,LOOP CALIBRATOR calibrator, test leads (1 set), safety manual, I

Retail Price: €744.00 EACH Your Price: €528.24 EACH

Item Number: 665091

Add to Cart

The link will take you to the product page:



Here you may find the following information:

- Country of origin (with disclaimer)
- Item number
- Standard lead time
- EAN Code
- ECCN
- Product section

This page also allows you to add to cart the total quantity you need. Place your cursor in the numeral field on the right-hand side, type the necessary quantity and click **Add to Cart**.



You will be taken to your cart page:



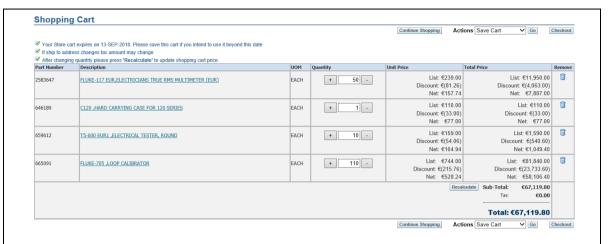
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### b. Uploading items using Excel

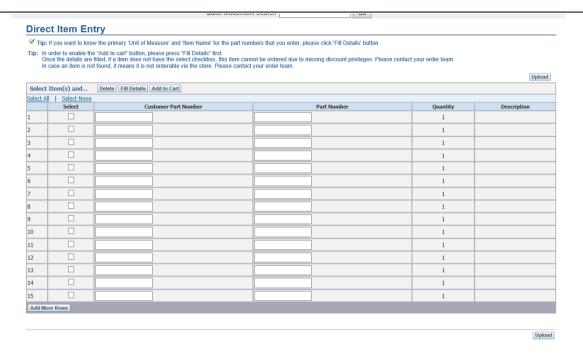
It is possible to upload items to your cart using a simple Excel .csv template. It is an alternative to adding items manually, which we strongly recommend.

Go to home screen. Click Direct Item Entry on the right-hand side.



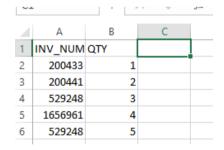
You will be taken to the following form:





Before we proceed with uploading, it is necessary to prepare the .csv file. You should have received a template from your Customer Support Team. If not, please request it. Save it somewhere on your PC for future use.

The template consists of column **A INV\_NUM** – Fluke Oracle item number, and column **B QTY** – the quantity you wish to order.



The data you see in the template file is an example to follow. Overwrite it if you want to upload your order. Start by placing the first item number you want to order in cell A2 and its quantity in cell B2, and continue until you have a complete order. Save the file. Go back to E-Store, to the **Direct Item Entry** form. On the right-hand side you may see the **Upload** button. Click on it. You will see an upload screen.



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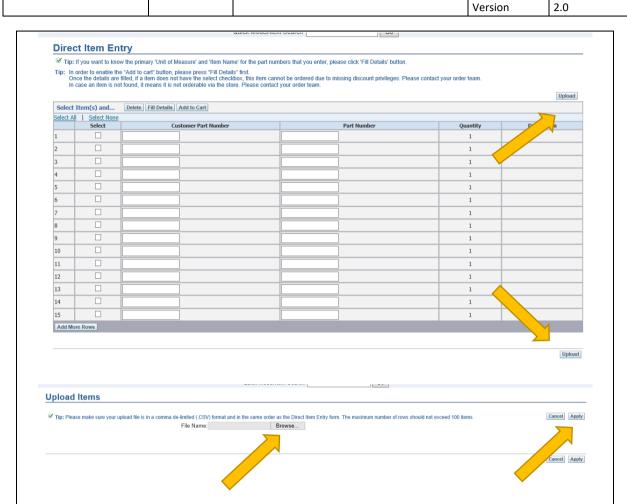
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Click **Browse** and locate the .csv file which you have saved a moment ago. Click **Apply**. After a moment the form should show items which you have just uploaded:

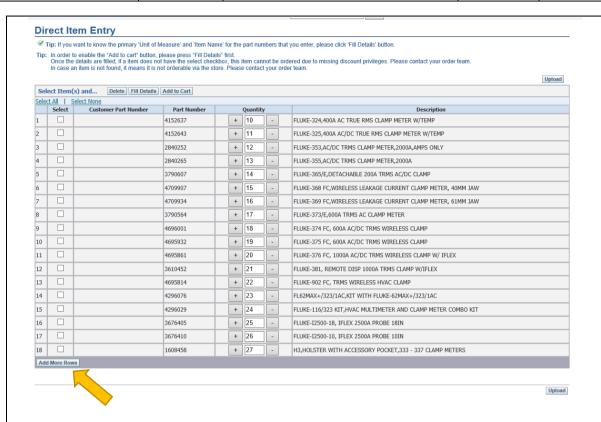


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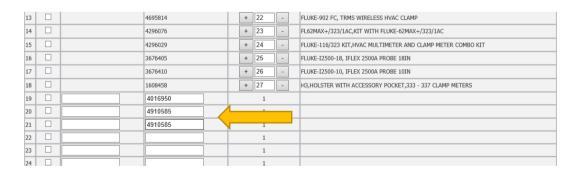
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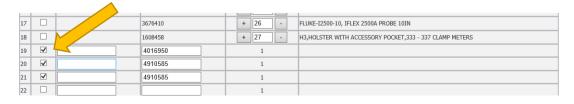
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The items are not yet added to your cart. They are only ready for review. Check if everything is correct. If you have forgotten an item, you can click **Add More Rows**. Extra rows will appear for you to use. In the *Part Number* column, you can paste the Fluke Oracle number of the item you have forgotten. You can type or paste in more than one row:



When done, select the lines which you have added just now by ticking the check box on the left-hand side.





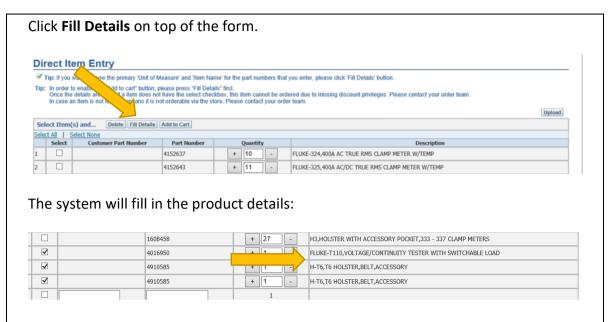
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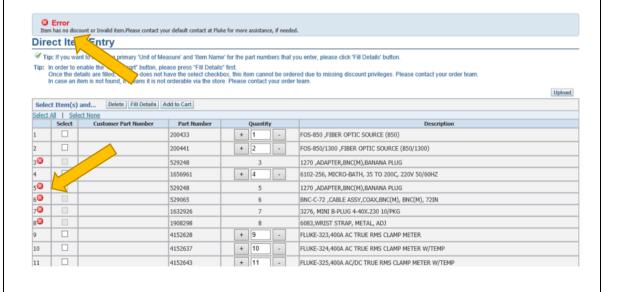
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If you wish to change the quantities of the items or delete a line, you can do so also at this stage. Once your order is complete, select the filled in lines and click Add to Cart. You will be taken to your cart screen where your order will be ready to submit.

### Attention

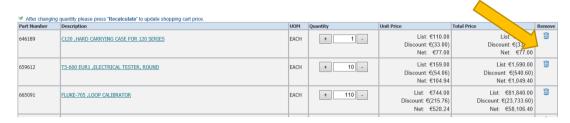
Should there appear an error message after uploading, as in the example below, click on Home, and then go back once again to Direct Item Entry. Go to your .csv file and remove the items which were flagged with an error. These cannot be ordered through E-Store. Contact your Fluke Customer Support Team, and place a standard order for these items.





### c. Removing items from cart

You can remove items from your cart by clicking the bin icon in the *Remove* column.

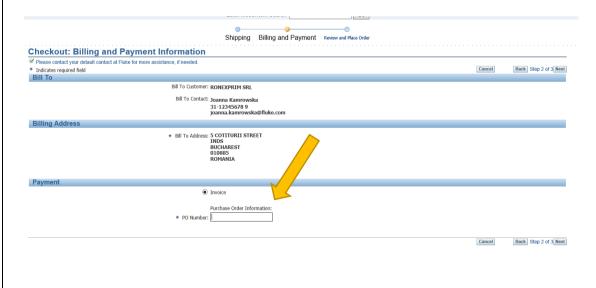


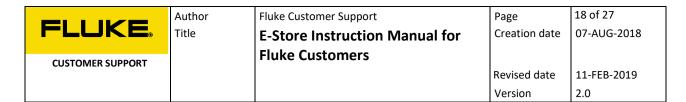
### d. Submitting your order

When your order is ready, click **Checkout** at the top and bottom of your cart. You will see *Shipping Information* page. There is no need for you to make any changes. The address you see here is the same one you have provided as your default Ship-to. **Freight Terms** and **Shipping Method** are defaulted by Fluke. Click **Next**.



You will see Billing and Payment information page. The bill-to data is the same as defaulted by you for your account in E-Store. The default payment method is *Invoice*. Put your Purchase Order reference in the **PO Number** box. This field is mandatory.





At the Checkout you can review your complete order and make last necessary changes. If everything is correct, click Place Order. After a moment you will see a confirmation on the screen. Note the Fluke order number, starting with a 6.

# **Order Confirmation** Thank you for placing your order with Fluke. A Sales Order Acknowledgement will be sent to you. Fluke order number: 618064227 To review details of the order and order status, please select the orders icon in the top right section of the page. e. Special requirements If for your order: You have extra discounts agreed with your Fluke account manager. You want the order to be shipped completed, not partially. You must tick the following box(es) in your check-out options: Shippin

### Checkout: Review and Place Order

✓ Please contact your detault contact at Fluke for more assistance, if needed.
Please check this box for a no partial shipment
Special discount agreement for this order exists
Check only if special discount has been agreed upfront for this order.
After being submitted, your order will be checked manually by customer support agent.

When any of these boxes is checked, your order will not be booked automatically, but will be reviewed by a Customer Support Assistant. In case of extra discount agreement, Fluke Customer Support Team will reach out to you for further data. Your original PO will be necessary.

### f. Minimum order value and fee

It is highly likely that you have a minimum order value (MOV) specified by Fluke. Any order booked in E-store below MOV will have extra charges applied automatically. To know what your MOV and small order handling fee is, contact your dedicated Customer Support Team.

### 5. Order acknowledgement

The sales order acknowledgement will be sent automatically to the e-mail defaulted for your company account at Fluke. It may be that it will be a different e-mail address



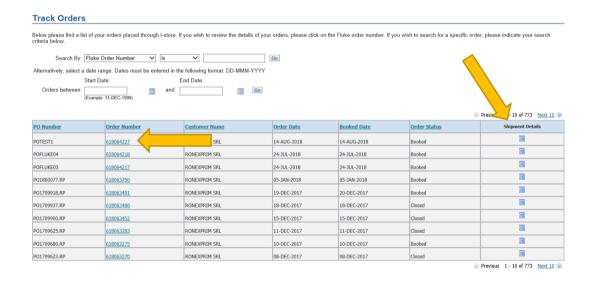
than the address which you have used to create your account in E-Store. To find out which e-mail address receives order acknowledgements as default, contact your dedicated Fluke Customer Support Team.

If you wish to know the status of your order, have the Fluke order number starting with a 6 at hand. An order placed via E-Store will always be processed on standard terms, and standard lead time. If you require extra assistance, contact your Fluke Customer Support Team directly.

### 6. Order history

To check your order history, log into the Fluke E-Store. Click on **Orders** on your right-hand side. You will see a *Track Orders* page. This is an overview of your orders placed with Fluke, not only E-Store, including Fluke Industrial, Calibration and Networks.

You will see a list of orders:

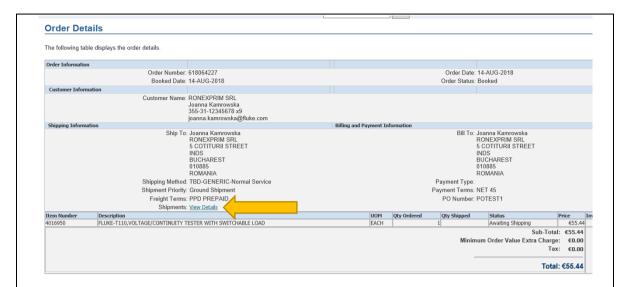


Click on the Order Number to see more details.



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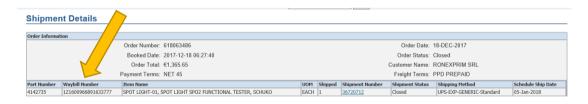
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Click on *Shipments*: **View Details**. You will see the status of your shipment and the scheduled shipping date.

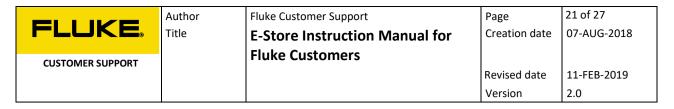


If an order has been shipped, you will find the tracking number in the *Waybill Number cell*:



### 7. Cancelling an order

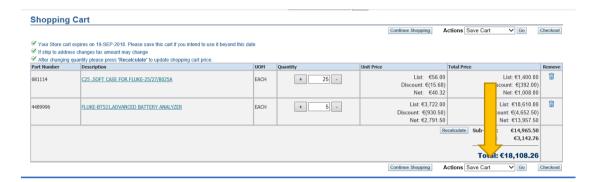
You cannot cancel an order directly in E-Store. To cancel an order, contact your dedicated Fluke Customer Support Team. Attention: if the order has been shipped, it cannot be cancelled anymore. Certain items, if not shipped, but already manufactured to your order and in transit to our warehouse, also cannot be cancelled.



### 8. Additional features of E-Store

### a. Saving your cart

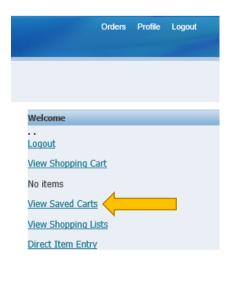
If you are working on an order and for some reason you are forced to take a break, you can save the cart you have been creating, and resume work later. To do this, go to your cart. At the top and bottom of your cart you can see a drop-down menu. Select **Save Cart** and click **Go**.

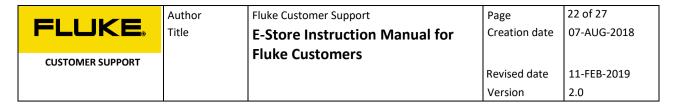


### Give the cart a name. Click Apply.



You can go back to your saved cart at any moment. To do this click **View Saved Carts** when on home page:





When saving your cart, you don't have to create a new one, you can also combine it with your previous saved cart. To do this instead of selecting **Cart Name** and giving it a new name, select **Add to Existing Cart**, click **Apply**.



No new cart will be saved, the items you were saving will be added to the existing saved cart which you have selected.

Click on the Cart Name if you want to resume working on your cart.

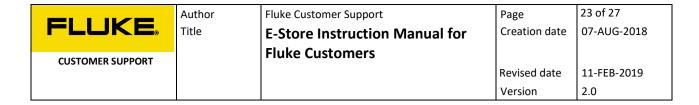


				Ch	eckout Actions Update Cart V Go
Customer Information					
	Customer: TEMPCO S.A.  123-12334566 7  joanna kamrowska@fluke.com				
Part Number	Description	UOM	Quantity	Unit Price	Total Price
681114	C25 ,SOFT CASE FOR FLUKE-25/27/8025A	EACH	25	List: €56.00 Discount: €(15.68) Net: €40.32	Discount: €(392.00
1489996	FLUKE-BT521.ADVANCED BATTERY ANALYZER	EACH	5	List: €3,722.00 Discount: €(930.50) Net: €2,791	
					Sub-Total: €14,965.50 Tax: €3,142.70

From **Actions** drop down menu, select **Update Cart** and click **Go**. The saved cart will become your active cart. You can now either immediately proceed with **Checkout** or keep adding new items to the cart. If you click on **View Saved Carts**, you will see that the cart which you activated will now have a symbol as your current active cart:



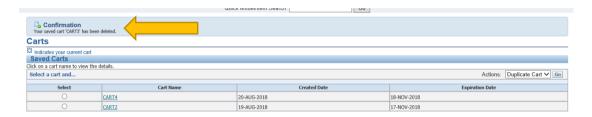
If at any point of working in your cart, you want to save it again, you can do so through **Actions**  $\rightarrow$  **Save Cart**  $\rightarrow$  **Go**. You do not need to give the cart you are saving a new name, you can use the old one.



If you want to delete your saved cart, go to **View Saved Carts**. Select the cart you want to delete. In **Actions** select **Delete Cart**, click **Go**.



Click **Yes** to confirm that you want to delete your cart. You will receive a confirmation:



You can also delete your saved cart directly in the cart. Click on the cart name, and proceed: Actions  $\rightarrow$  Delete Cart  $\rightarrow$  Go.

In case you need it, you can also duplicate your saved cart by going to **View Saved** Carts  $\rightarrow$  Select Cart  $\rightarrow$  Actions  $\rightarrow$  Duplicate Cart  $\rightarrow$  Go or by clicking on the saved cart's name, and: Actions  $\rightarrow$  Delete Cart  $\rightarrow$  Go.

When a saved cart is activated and placed as an order it will automatically disappear from the **View Saved Carts** list.

### b. Saving to list

It is possible to create a shopping list in E-Store and save it for later use. A shopping list is different from a saved cart. A shopping list does not disappear after items have been ordered. If you are ordering the same products from Fluke on a regular basis, it is a good idea to create a template shopping list for future use.

To save a list start adding items to your cart. When done, go to your cart. Go to Actions  $\rightarrow$  Save To List  $\rightarrow$  Go.



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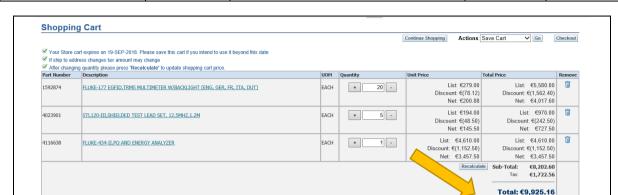
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Actions Save To List Go Checkout

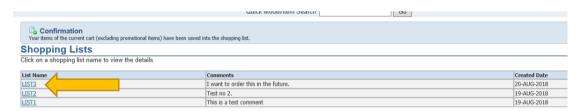
Continue Shopping



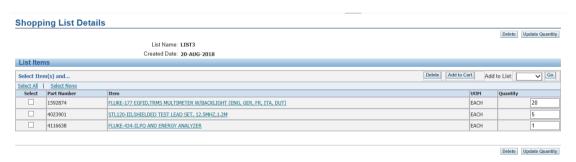
Give the list a name. You can also insert comments. Click Apply.



You will see an overview of all your saved Shopping Lists:



Click on the name of the list you have saved. You will be taken to the list screen:



To add items from this list to the cart, select items which you want to add and click **Add to Cart**.



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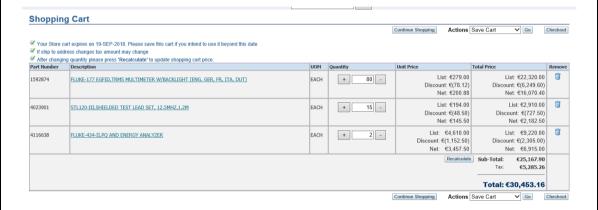
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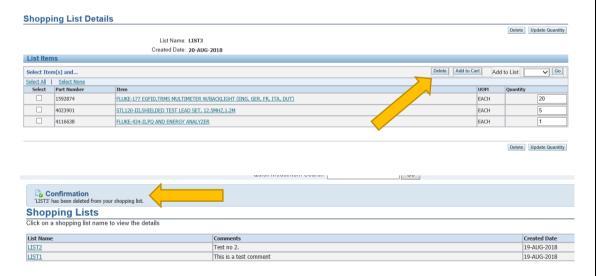
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You will be taken directly to your cart where the items will now have been moved:



When you order the items from your saved *Shopping List*, the list won't disappear. If you want to delete the saved *Shopping List*, go to **View Shopping Lists**, click on the list name. Immediately click **Delete**, and then confirm **Yes**. The list will be deleted.



It may be that you want to add more items to an existing *Shopping List*. In that case start adding items to your cart. When done, go to your cart, **Actions**  $\rightarrow$  **Save To List**  $\rightarrow$  **Go**.



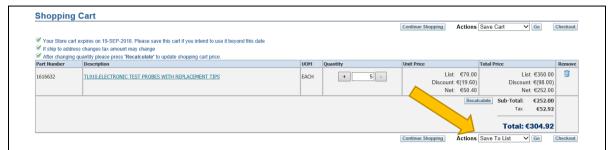
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Instead of selecting **New List**, select **Add to an Existing List**, select the list to which you want to add the item(s). Click **Apply**.

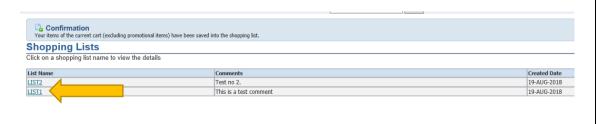


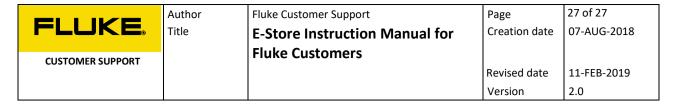
You will be taken to the overview of *Shopping Lists*, where you can check if the item has been added to the correct list.

The last option is to replace an existing list with a new one. When you have gathered in your cart all items which you would like to save as a *Shopping List*, go to **Actions**  $\rightarrow$  **Save to List**  $\rightarrow$  **Go**. Select **Replace an Existing List**, and from the drop-down menu select the list you want to replace. Click **Apply**.



You will be taken to the overview of *Shopping Lists*, where you can check that the items in the old list have been replaced with new items. The name has not changed.





When you are saving items as a shopping list, adding to an existing shopping list or replacing an old shopping list, the saved items will not disappear from your current cart. After saving a list, go to **View Shopping Cart** and **Actions**  $\rightarrow$  **Delete Cart**  $\rightarrow$  **Go**.

If next time you want to order something by using your saved *Shopping List*, go to the home screen and click on **View Shopping Lists**.



You will see an overview of your saved Shopping Lists:



#### 9. Other

If you have doubts or questions, contact your dedicated Customer Support Team. If you come across an error, take a screenshot, and report it to your Customer Support Team.