



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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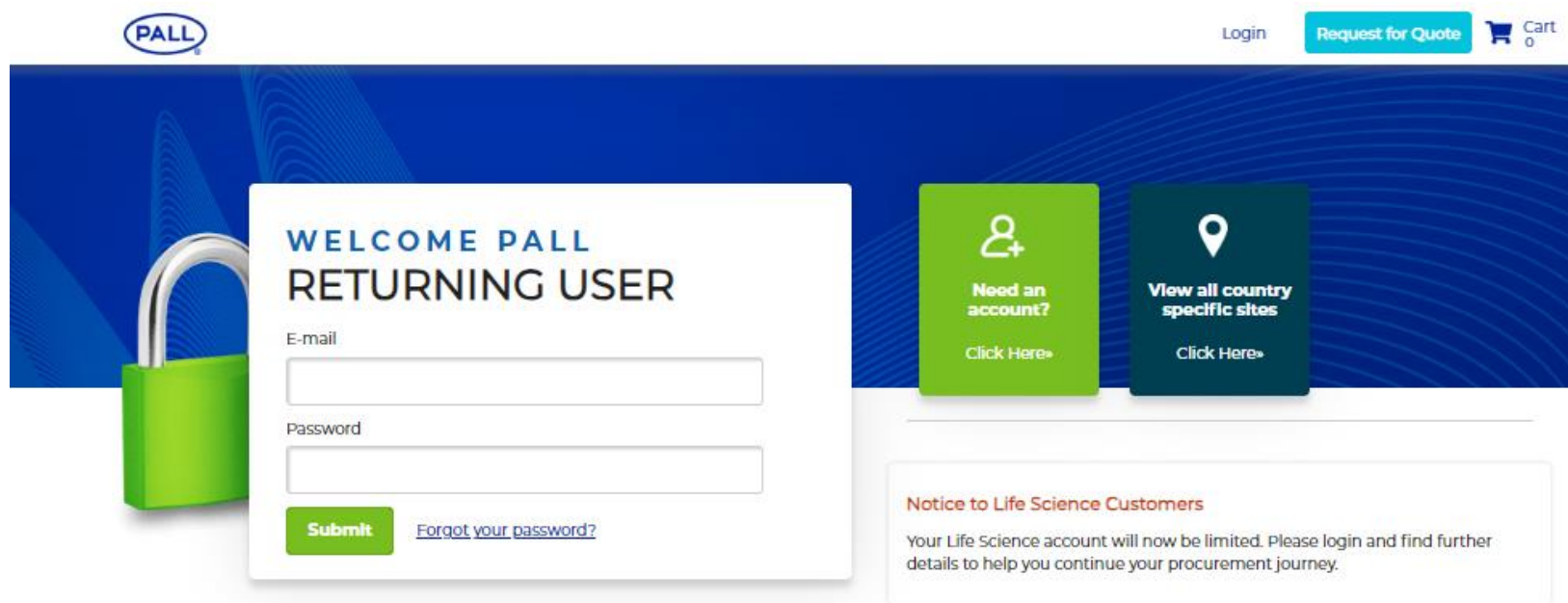
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1. Sign into Pall.com

Note – We have used screen shots from test environment of Australia eComm portal in this document. All details shown here are NOT actual & is for demo purpose only. The basic functionalities will be same for any other country.

- Please access the link to Sign up for Portal: <https://shop.pall.com/au/en/login>
- Type in your username and password.
 - Please Note - The initial/default user id will be provided to you separately by Pall via email. Password for such login id is default i.e., **pall1234**.



The screenshot shows the Pall.com login interface. At the top left is the Pall logo. On the right, there are links for 'Login', 'Request for Quote', and a shopping cart icon with '0' items. The main content area features a large green padlock icon on the left. The central focus is a white login box titled 'WELCOME PALL RETURNING USER'. It contains two input fields: 'E-mail' and 'Password'. Below the 'E-mail' field is a green 'Submit' button and a blue link for 'Forgot your password?'. To the right of the login box are two green buttons: 'Need an account? Click Here>' and 'View all country specific sites Click Here>'. Below these buttons is a white box with a red heading 'Notice to Life Science Customers' and the text: 'Your Life Science account will now be limited. Please login and find further details to help you continue your procurement journey.'

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.

The screenshot displays the Pall My Account Dashboard. At the top, there is a navigation bar with the Pall logo, a search bar, a 'GO' button, a 'Hello' greeting with a user icon, a 'Request for Quote' button, and a 'Cart' icon with a '0' item count. A 'Need Help?' button is located below the navigation bar. The main content area features a left sidebar with navigation options: 'Admin 1000039587', 'Smith Industries Buyer, Account Admin', 'Logout', 'Purchases' (with sub-items: Quotes, Order Status, My Catalog), 'My Profile' (with sub-items: Addresses, Profile Settings, Users), and 'Documents' (with sub-item: Product Batch Certificate). The main content area displays a welcome message: 'Hi, 1000039587 Admin (Smith Industries) Welcome back!' followed by a sub-header: 'Everything you need to track your orders, update your address book, edit your account information and more is right here.' Below this, there are five hexagonal icons representing different dashboard features: 'ORDER STATUS', 'MY CATALOG', 'QUOTES/CONTRACTS', 'QUICK ORDERS', and 'PRODUCT BATCH CERTIFICATE'. A note at the bottom states: 'Note: Your account information will only be used in accordance with our Privacy Policy.'

3. Order Status Inquiry

- Clicking on Order Status Inquiry shows by default all open, In Progress, Shipped, Rejected, etc. orders for the selected period. The order status will show all orders from all channels of purchase i.e., Online, Phone, E-Mail, Fax or EDI.

Admin 1000039587

Smith Industries
Buyer , Account Admin

Logout

Purchases

Quotes

Order Status

My Catalog

My Profile

Addresses

Profile Settings

Users

Documents

Product Batch Certificate

Order List

VIEW BY ORDER NUMBER
VIEW BY SHIP TO ADDRESS
VIEW BY PRODUCT ID

Order Number/PO

Status: All Filter By: Last 24 montl Date Range: From To [Clear All](#)

ORDER NO.	ORDER DATE	STATUS i	PURCHASE ORDER	ORDER TOTAL
0004522886	28-Jun-2023	SCHEDULED	test order 1	245.08 AUD
0004522863	27-Jun-2023	SCHEDULED	headerpo	2,409.00 AUD
0004522862	27-Jun-2023	SCHEDULED	Header PO1	2,409.00 AUD
0004522850	26-Jun-2023	SCHEDULED	test 1234	185.24 AUD
0004508590	09-Feb-2023	SHIPPED	00005840	4,669.28 AUD

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

Status:

All

Submitted

Scheduled

Shipped

Rejected

Partially Shipped

Filter By:

Last 6 month

Last 30 days

Last 3 months

Last 6 months

Last 12 months

Last 24 months

Date Range

[Clear All](#)

Clicking on Order Number will take you to order details, like – Order No, Purchase Order No, Order creation date, Order Status, Total order value etc.

- Addresses like – Shipping address, Invoice Address & Purchaser details (Name, email Id etc.)
- Attachment of Order Confirmation sent to customer after order creation.
- At item level one can see details like – Item No, Product/Material Number, Description, Order quantity, Unit price, Unit Of measure & total item value.
- Requested Date (Delivery date requested by customer), Committed Date (Delivery date committed/confirmed by system) where you can find out when the order is expected to be delivered.
- If the order is shipped, it will show the Shipped date along with Shipment method & tracking number. Clicking on the tracking number will take you to the shipment carriers' website and to see where your shipment is currently.
- We can also see the Delivery number (if it is created) and Invoice number (if it is created).
- This order status functionality is runtime i.e., once order is created or if any subsequent document is created, it will reflect on ePortal immediately & automatically.
- All Orders created through any other channels for ex. eComm portal, manually in SAP, through EDI, Ariba, etc. will reflect here.



Pall Corporation

Admin 1000039587

Smith Industries
Buyer, Account Admin

Logout

Purchases

Quotes

Order Status

My Catalog

My Profile

Addresses

Profile Settings

Users

Documents

Product Batch Certificate

Order No.	Purchase Order	Order Date	Status	Order Total
0004508590	00005840	09-Feb-2023	SHIPPED	4,669.28

Invoice Address
Smith Industries
BROWNS City
Road No 1

Purchaser
Karyl McKenzie
admin@clearcube.com.au

[Order Confirmation](#)

Shipping Address
 UNIT 3, 78 - 80 EASTERN ROAD
 BROWNS PLAINS
 4078
 AU

Item #	Item Description	Price	QTY	UOM	Total
000010	HCB314FRP39Z Supralon Elem Product ID: HCB314FRP39Z	2,022.40	2	EA	4,244.80

	Requested Date	19-Apr-2023	Committed Date	19-Apr-2023
Shipment 1 QTY: 2	Submitted	In Process	Shipped 15-Feb-2023	Invoices Sent

[Invoice](#)

Invoice	0099458848	Delivery Number	0000981104
GUI Number	0099458848	Shipping Method	SeaTrack - Road freight
Estimated Delivery Date	19-Apr-2023	Tracking #	70C25001208

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 along with product details, product price details, Expiry Date, End User details, etc.

Quotes


SHOW ONLY MY QUOTES

APPROVED QUOTES
REQUEST FOR QUOTES

Quote/PO Number RFQ Number Product ID Sort By

QUOTE/PO NUMBER 0021525433/10/001	QUOTE PO Test PO	COMPANY Global Infrastructure Pvt Ltd
EXPIRY DATE 01-Jan-2100	DOWNLOAD QUOTE Print Quote	

47 mm, in-line polycarbonate (1/pkg)

	Product ID 1119	UOM /EA	Min Order Qty 1
Delivery Unit 1			

QUOTE PRICE: 219 \$

QUOTED QUANTITY: 10

- The Quote/Contract can be searched by putting Quote/PO Number, by product Id, etc.

APPROVED QUOTES
REQUEST FOR QUOTES

Quote/PO Number RFQ Number Product ID Sort By

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, etc.
- User can see below details in “My Catalog.”
 - Product Id – Product/Part/Material Number
 - UOM – Unit of Measure of the material. Here we are showing UOM as for ex. 5/EA.
Here 5 indicates the Delivery Unit/Step quantity (order can be placed in quantity multiple of 5)
EA Indicates Unit of Measure for ex. EA, PAC, Box, Ft. etc.
 - Minimum Order Quantity (MOQ) – Order Quantity should be equal to or greater than this quantity. For ex. If MOQ is 10, then order quantity should be 10 or more than 10. System will not allow order quantity below 10 in this case.

The screenshot displays two product cards from the PALL catalog. Each card includes the PALL logo, product name, Product ID, UOM, and Min Order Qty. The first card is for 'ADAPTOR, BUY IH' (Product ID AA9500BFH) priced at 247 \$ /EA. The second card is for 'Filterelement DC 20 61x516 NBR Fleece' (Product ID 84038300) priced at 1.90 \$ /EA. Both cards feature a 'Check Availability' link, an 'Add to Cart' button, and a 'Get a Quote' link.

Product Name	Product ID	UOM	Min Order Qty	Price
ADAPTOR, BUY IH	AA9500BFH	1/EA	1	247 \$ /EA
Filterelement DC 20 61x516 NBR Fleece	84038300	1/EA	1	1.90 \$ /EA

- If you have a negotiated price list with Pall, the price shown in your listing as your price. Still if some wants to get a quote, he/she can request it through option “Get a Quote” as shown below.

ADAPTOR, BUY IH

Product ID: AA9500BFH | UOM: /EA | Min Order Qty: 1

Delivery Unit: 1

247 \$ /EA

Get a Quote

- If you have an open quote with Pall, In My catalog, you can see the quote against product along with Quote/Contract No, quote price, expiry date, End Username, etc.
- If there is no negotiated price available, then in that case, system is showing button ‘Geta Quote” (in blue color below)

47 mm In-line Filter Holder, Polycarbonate - 47 mm, in-line polycarbonate (1/pkg)

Product ID: 1119 | UOM: /EA | Min Order Qty: 1

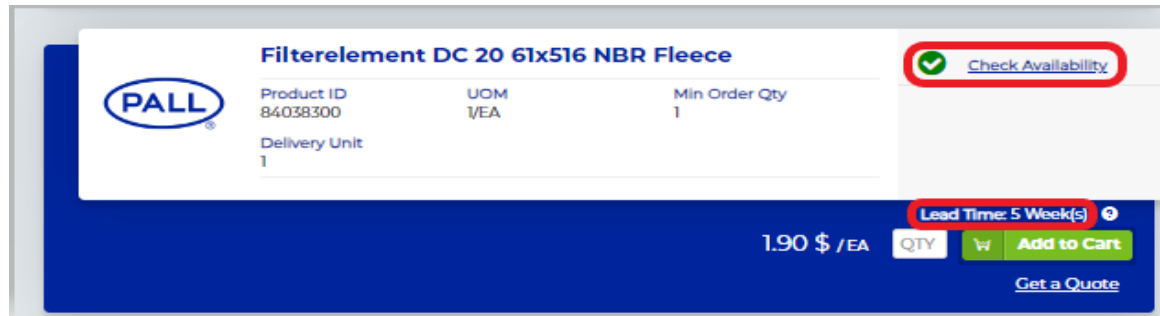
Delivery Unit: 1

Type	Quotation #	Exp Date	QTY	Price
Quote	0021525433/10/001	01-Jan-2100	10	219 \$ /EA

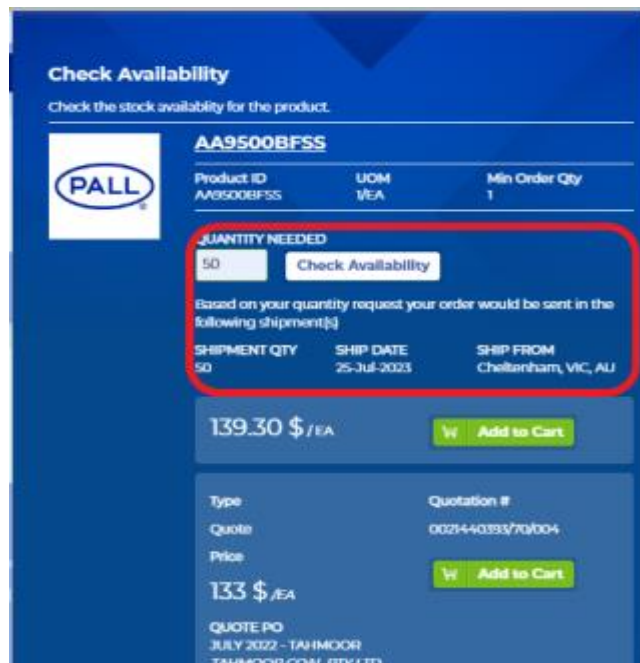
QUOTE PO
Test PO
Global Infrastructure Pvt Ltd

Get a Quote

- Lead Time - You can also see the lead time for the SKU based on your Primary Address registered with Pall.
- Check Availability – Buyer can also check the stock availability of material from here as shown below –
 - Click On “Check Availability” for the material for which you want to check the availability date for certain stock quantity.

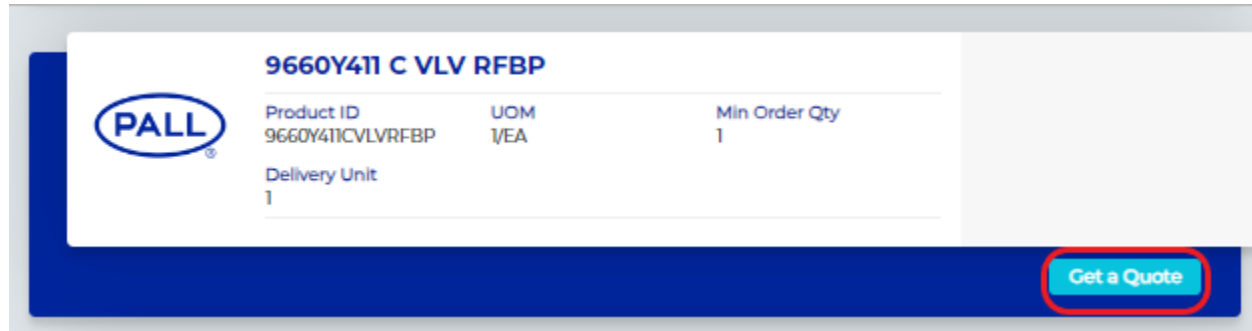


- Once clicked on “Check Availability” system will show a pop-up screen - Put Quantity & click on “Check availability” as shown below.
- Once done, system will show the estimated Ship Date on which the quantity can be delivered along with the location from which the quantity can be shipped as shown below.

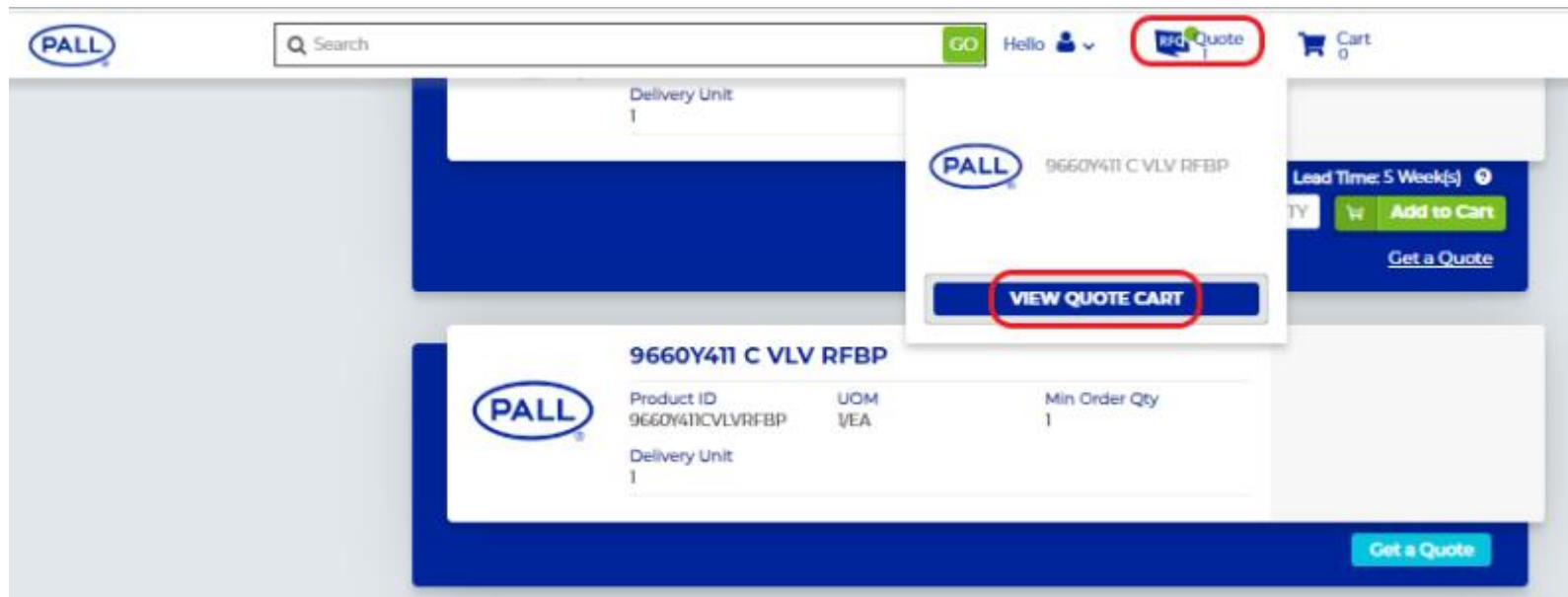


6. Get a Quote (RFQ - Request for Quote)

- For any product if No price is available, then the buyer can request for a quote for the price of the product by clicking on the “Get a Quote” button as shown below.



After clicking on “Get a Quote” button, the product will get added to the RFQ cart as shown below. Click on “View Quote Cart”



Below screen will appear & it will show details like –

- Addresses like customer address, Sales Representative address, End User address etc.
- Product Id, product description, UOM, Minimum Order quantity, etc.
- It will show default quantity as 1. If anyone want to change/update the material quantity, then can be updated in ‘Quantity’ field.
- If any buyer wants to add additional/new product in quote cart, it can be added through “Add Items to your Quote” as shown below.
- If anyone is not sure about the product id/material number but still want to request for a quote, then a free text/production description/specification can be entered in “Not sure which product you need?”

The screenshot displays the 'Your Quote Requests' interface. At the top, there are tabs for 'SHOPPING CART (0)' and 'QUOTE REQUESTS (1)'. The main content area is divided into sections for 'Contact Information', 'Address', 'Pall Representative', and 'End Customer Address'. Below these is a table of items with columns for 'PRODUCT ID', 'UOM', and 'MIN ORDER QTY'. A 'Quantity' field is highlighted with a red arrow and the text 'Add/Update Quantity here'. At the bottom, there are two sections for adding items: 'Add items to your quote' with a 'Product ID' field and an 'Add to Quote' button, and 'Not sure which product you need?' with a text area and an 'Add to Quote' button. Red arrows and text annotations highlight these areas.

- Add To Quote – By Clicking on “Add to Quote” button, you can add this material in RFQ cart & search for another material for which you want to do inquiry.
- Submit Quote Request – Once everything is added, buyer can accept the T & C & click on button “Submit Quote Request”. Through this, you can add the material in RFQ cart & finish the quote request by submitting the Inquiry.
- The RFQ will be submitted as shown below & addressed to Sales team for further processing.

- Once processed completely, the quotation will be created & price will be communicated to buyer/user.

Thank You.

We appreciate you taking the time to submit your quote request. We will get back to you as soon as possible. You will receive an e-mail confirming the quote request. You can track the status of your quote request in your Account Home in [Quote Section](#)

Quote Reference Number:
R0007754

[← Continue Shopping](#) | [RFQ Visit My Quotes](#)

Contact Information	Address	Pall Representative	End Customer Address
Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789	Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789	Han TALM Barry BROWNS City Australia TALMBarry.Han@scrambled.etc	

MATERIAL DESCRIPTION	UOM	PRICE	QTY
47 mm, in-line polycarbonate (1/pkg) Product ID: 1119	EA	NA	1

PALL
Thank You For Your Inquiry

We will contact you shortly.
While we review your request, Please use the links below to continue your shipping experience.

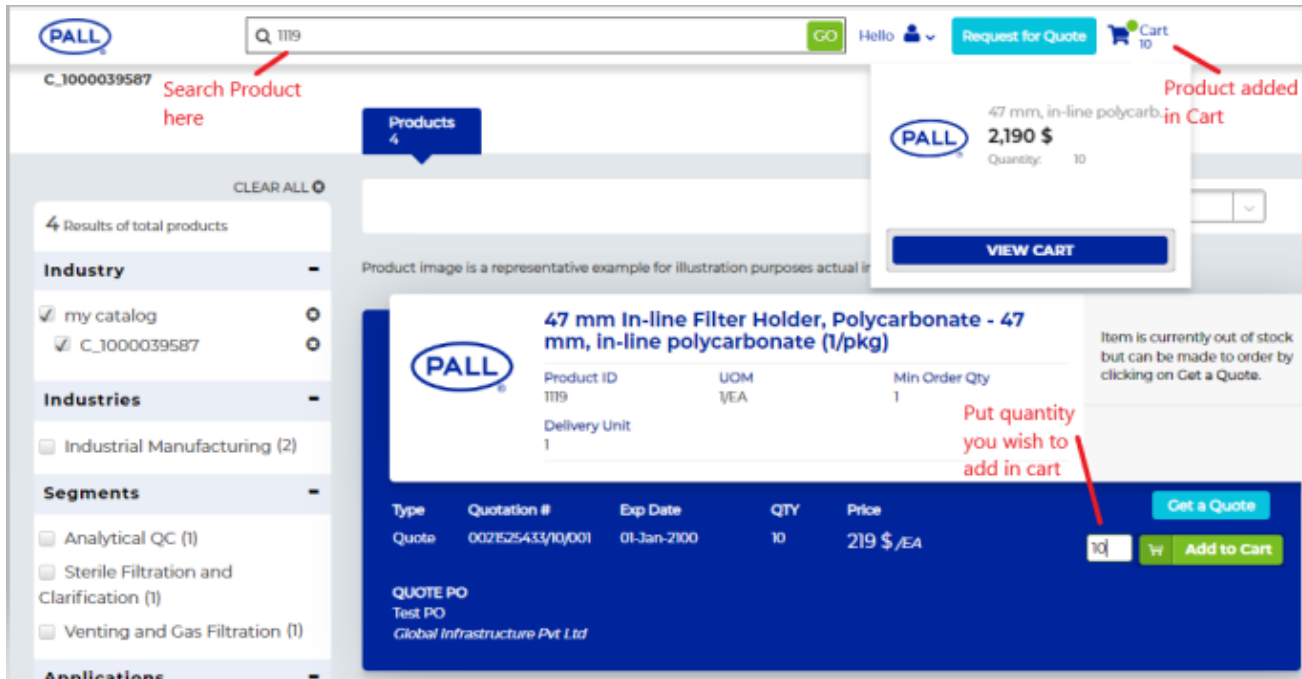
[← Continue Shopping](#)

[RFQ Visit My Quotes](#)

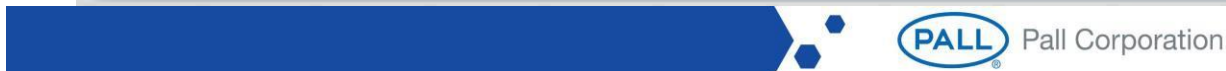
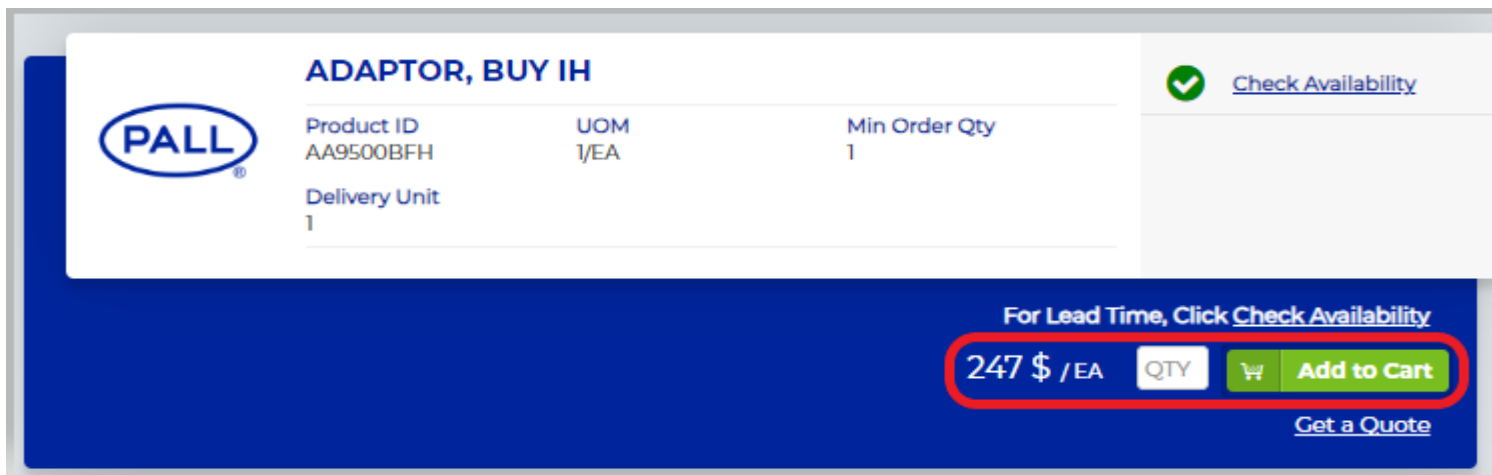
7. Ordering Online

Step 01. Adding to Cart

- You can add SKUs to your cart in multiple ways.
 - 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.



- If you want to add material through Customer Price, you can do the same thing i.e., search for the part number, however instead of adding to cart through quote/contract, add quantity against “Customer Price” & click on “Add to Cart” Button referencing the Customer Price. You can add to cart using that button.



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.

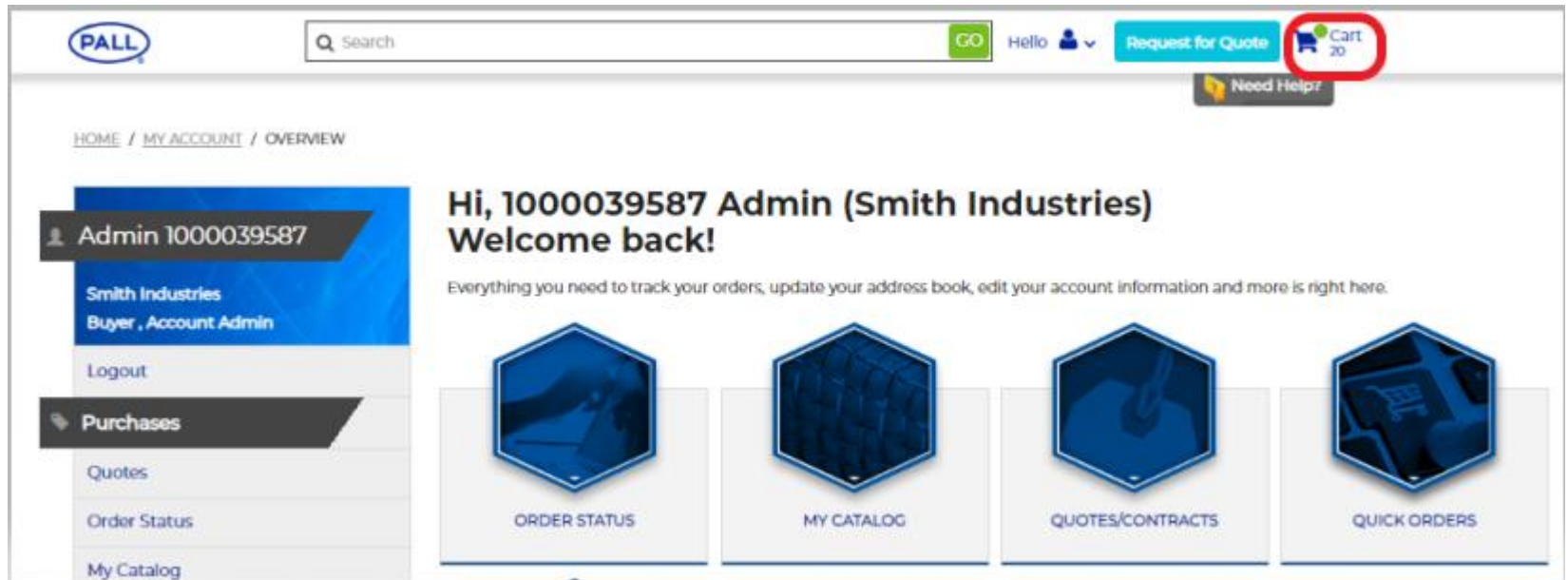
The screenshot shows the PALL account dashboard for Admin 1000039587 (Smith Industries). The dashboard includes a search bar, a 'Request for Quote' button, and a 'Cart' icon. The main content area displays a welcome message and five action tiles: ORDER STATUS, MY CATALOG, QUOTES/CONTRACTS (highlighted with a red border), QUICK ORDERS, and PRODUCT BATCH CERTIFICATE. The 'Quotes' link in the left navigation menu is also highlighted with a red border.

Pull up the quote for the SKU, key in the qty and click on the “Add to Cart” button.

The screenshot shows the PALL website interface. At the top, there is a search bar with a 'GO' button, a 'Hello' greeting, and a 'Request for Quote' button. A shopping cart icon in the top right corner shows 'Cart 20' and is circled in red. The main content area is titled 'Quotes' and includes a 'SHOW ONLY MY QUOTES' checkbox. Below this, there are tabs for 'APPROVED QUOTES' and 'REQUEST FOR QUOTES'. A search bar for quotes includes fields for 'Quote/PO Number', 'RFQ Number', and 'Product ID', along with a 'Sort By' dropdown and a 'Clear All' button. A summary table for the quote is displayed, showing 'QUOTE/PO NUMBER: 0021525433/10/001', 'QUOTE PO: Test PO', 'COMPANY: Global Infrastructure Pvt Ltd', 'EXPIRY DATE: 01-Jan-2100', and 'DOWNLOAD QUOTE: Print Quote'. A detailed view of the quote for '47 mm, in-line polycarbonate (1/pkg)' is shown, with a table listing 'Product ID: 1119', 'UOM: 1/EA', and 'Min Order Qty: 1'. A 'PALL' logo is also present. To the right of this table, the 'QUOTE PRICE: 219 \$' and 'QUOTED QUANTITY: 10' are displayed. A quantity input field containing '20' and an 'Add to Cart' button are circled in red.

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.



- Cart will 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 shown in the cart.
- Clear Cart – Can be used to clear (remove) all added products in single click.
- Update Cart – Can be used to update (change quantity, add/remove product, etc.) the cart. Once changes are done, click on Update Cart so that cart will update price & quantity accordingly.
- You can add, additional products to the existing cart through “Add an Item to Cart”, put quantity & click on “Add to Cart.”
- You can initiate checkout by clicking on “Checkout” button.
- Email Cart – You can email the cart to your registered email Id.
- Download PDF of cart – Cart can be downloaded in PDF format if required.

The screenshot displays the PALL e-commerce interface. At the top, there are navigation tabs for 'SHOPPING CART (20)' and 'QUOTE REQUESTS (0)'. The main section is titled 'Your Shopping Cart' and includes options like 'Continue Shopping', 'Create or Add to order template', 'Email Cart', and 'Download PDF of Cart'. A product listing for '47 mm, in-line polycarbonate (l/pkg)' is shown with a quantity of 20 and a total price of 4,380 \$. Below the product listing are buttons for 'Clear Cart' and 'Update Cart'. At the bottom of the cart section is an 'Add an Item to Cart' form with fields for 'PRODUCT ID', 'PRICE', and 'QTY', and an 'Add to Cart' button. On the right side, the 'Order Summary' panel shows a 'Subtotal' of 4,380 \$ and an 'Estimated Total' of 4,380 \$, with a prominent green 'Checkout' button.

Step 03. Check Address

- Validate your primary addresses (Company Address, Invoice Address, Shipping Address, Payer Address, Sales Rep) in our record.
- If there are multiple address, system will show drop down to select proper address.
- If any 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>Company Address</p> <p>Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789</p>	<p>Invoice Address</p> <p>Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789</p>	<p>Shipping Address</p> <p>Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Select a different address ▼ </div>
---	---	--

<p>Payer Address</p> <p>Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789</p>	<p>Pall Representative</p> <p>ANGELINI TALM Jeffrey BROWNS City Australia TALMJeffrey.ANGELINI@scrambled.etc</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Select a different address ▼ </div>
---	---

Order Summary

Shipping Address

Smith Industries
Road No 1
BROWNS City
Queensland
4229
Australia
07380056789

Subtotal	4,380 \$
Estimated Total	4,380 \$

Continue Checkout

[Read our Security & Privacy Policy](#)

Step 04. Shipping Details.

- This page captures details around shipment of goods,
 - You can request for a desired date by when you need the shipment by filling in the requested delivery date.
 - You can choose a complete delivery of the entire order by checking the “Complete Delivery” check box.
 - 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.
 - Distributor PO – Here PO number received from distributor can be maintained. This will flow as Sales Order line-item PO.
 - End User – This shows the name of End user for which the order is getting created.

- Additional Text – If you want to pass some internal shipping instructions, it can be entered here.
- Estimated Delivery date shown by when we can ship you the goods (this includes time to ship goods to your location).
- Order Ref Id – You can enter the Purchase Order No (Reference No) against the sales order.
- Upload Purchase Order Document (Optional Functionality) – You can upload the PO document (In PDF format only) with reference to which you are placing the order. The PO document attached here will reflect in sales order automatically created in ERP/SAP system.

PALL Search GO Currency: AUD Hello

Need Help?

ADDRESSES SHIPPING PAYMENT REVIEW

Shipping

Order Shipping Details

Requested Delivery Date Complete Delivery Delivery when stock available

MATERIAL DESCRIPTION	UOM	ESTIMATED DELIVERY DATE	TOTAL
47 mm, in-line polycarbonate (1/pkg) Product ID: 1119	EA	15-Aug-2023	4,380 \$
	QTY	REQUESTED DELIVERY DATE	<input type="checkbox"/> Delivery when stock available
	20	<input type="text" value="15-Aug-2023"/>	

DISTRIBUTOR PO

END USER Global Infrastructure Pvt Ltd

ADDITIONAL TEXT

ENTER AN ORDER REFERENCE ID *

UPLOAD PURCHASE ORDER DOCUMENT

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

PDF file format required (maximum file size: 5 MB).

PALL Order Summary

Shipping Address

Smith Industries
Road No 1
BROWNS City
Queensland
4229
Australia
07380056789

Subtotal **4,380 \$**

As applicable, shipping/tax costs are confirmed during checkout.

- 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.
- On this page, in the right blue box you will get idea about Subtotal amount, some additional charges (if applicable) like Minimum Order Surcharges, Tax amount, shipping charges etc.
- Once all charges have been reviewed, you can proceed to checkout through “Continue Checkout” button.

The screenshot displays the 'Payment' step of the checkout process. At the top, a progress bar shows four stages: ADDRESSES, SHIPPING, PAYMENT (current), and REVIEW. A 'Need Help?' button is visible in the top right. The main content area is titled 'Payment' and features a blue bar with '✓ PAY BY INVOICE'. Below this, there is a radio button selected for 'Invoice' with the text 'Already have an account with Pall? Pay by Invoice.' To the right, a blue sidebar titled 'Order Summary' contains the Pall logo and shipping address: 'Smith Industries, Road No 1, BROWNS City, Queensland, 4229, Australia, 07380056789'. Below the address is a table of charges:

Subtotal	4,380 \$
Sales Tax	438 \$
Total	4,818 \$

A green 'Continue Checkout' button is located below the summary table, and a link for 'Read our Security & Privacy Policy' is at the bottom of the sidebar.

Step 06. Review Order

- 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.
- You can review all details like – Product entered, quantity, unit price, all addresses, additional charges (tax, minimum order charges, etc.), requested date, estimated delivery date, PO number, etc.
- Once you feel, all data is correct or verification is successful, select the check box against “Agree with Terms & Conditions” & hit on “Submit Order” button next to it.



ADDRESSES
SHIPPING
PAYMENT
REVIEW

Review Your Order

Review the details of your order below and click "Edit" to make any changes. Click "Submit Order" to complete your purchase.

Company Address Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789	Shipping Address Edit Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789	Invoice Address Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789
Payer Address Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789	Pall Representative Edit ANGELINI TALM Jeffrey BROWNS City Australia TALMJeffrey.ANGELINI@scrambled.etc	

Shipping Method [Edit](#)
 Standard - 0 \$

Payment Method [Edit](#)
 Invoice

Order Reference ID [Edit](#)
 Test PO

Order Summary

Shipping Address
 Smith Industries
 Road No 1
 BROWNS City
 Queensland
 4229
 Australia
 07380056789

Subtotal	4,380 \$
Sales Tax	438 \$
Total	4,818 \$

I agree to the Terms & Conditions

Submit Order

Step 07. Order Receipt

- Upon submission, the order gets directly created in our system for further processing and you will be taken to a receipt page. On receipt page, you will see the Order No created in our ERP system along with details you entered/selected (for ex. product id, quantity, price, addresses, etc.) in earlier steps.

THANK YOU


Your order number is: 0004522908

We will e-mail amit_mulay@pall.com to keep you updated on the status of your order.

[← Continue Shopping](#) | [Print Receipt](#) | [My Account](#)

Shipping Address Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789	Invoice Address Smith Industries Road No 1 BROWNS City Queensland 4229 Australia 07380056789 amit_mulay@pall.com
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Payer Address Smith Industries Road No 1 BROWNS City 4229 Australia Fax 0738009555 07380056789	Pall Representative ANGELINI TALM Jeffrey BROWNS CITY Australia TALMJeffrey.ANGELINI@scrambled.etc
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Order Summary

Subtotal	4,380 \$
Sales Tax	438 \$
Total	4,818 \$

- Upon submission, system will also send order notification mail to buyer's email id. This mail can also be sent to few other members by adding their email id in CC.

Order Submitted - Pall



info@stage-shop.pall.com

To Mulay, Amit

Cc Baker, Nick

If there are problems with how this message is displayed, click here to view it in a web browser.

Order Submitted - Pall

Your order number is: **0004522908**

Your Order Reference Number is:

Test PO

Dear Amit Mulay,

Your order has been submitted!

Thank you for shopping at Pall.

We received your order on 30-Jun-2023.

Invoice Address

Smith Industries
Road No 1
BROWNS City
Queensland
4229
Australia
07380056789

Shipping Address

Smith Industries
Road No 1
BROWNS City
Queensland
4229
Australia
07380056789



Pall Corporation

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.
- Click on “Add 5 more rows” to add more lines.

Quick Order & Order by File

Add multiple products to the cart by their Product ID!

Product ID	UOM	Min Order Qty	PRICE	Quantity	
<input type="text" value="10RPN20"/>	1/EA	1	4,000 \$	<input type="text" value="10"/>	✕
<input type="text" value="36028PTBU14NPT"/>	1/EA	1	5,000 \$	<input style="border: 2px solid green;" type="text" value="10"/>	✕
<input type="text" value="Product ID"/>				<input type="text" value="QTY"/>	✕
<input type="text" value="Product ID"/>				<input type="text" value="QTY"/>	✕
<input type="text" value="Product ID"/>				<input type="text" value="QTY"/>	✕

[+Add 5 more rows](#)

Add to Cart



Pall Corporation

9. Order Templates

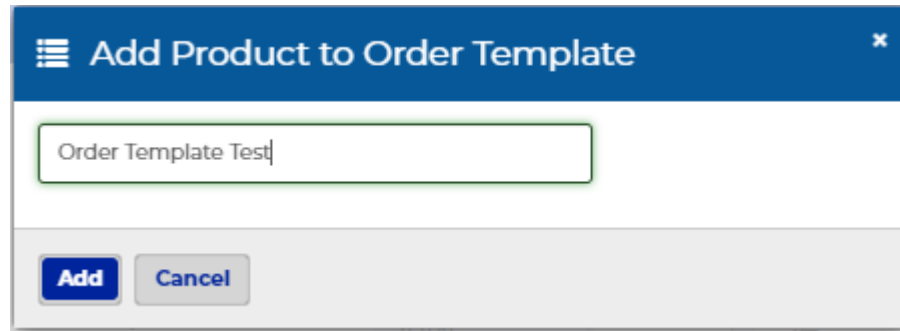
- The order templates feature allows the user to collect products in a special product list to order them frequently. Order templates can be managed (create, update, delete) in the My Account Dashboard. Order templates can be added to the cart completely and the cart can be saved into an order template.
- 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 Temple”.

The screenshot shows the 'Your Shopping Cart' interface. At the top, there are tabs for 'SHOPPING CART (20)' and 'QUOTE REQUESTS (0)'. Below the tabs, there are links for 'Continue Shopping', 'Create or Add to order template' (highlighted with a red box), 'Email Cart', and 'Download PDF of Cart'. The cart contains two items, both from Pall Corporation:

Item Description	Product ID	UOM	MIN ORDER QTY	PRICE	Quantity	TOTAL
47 mm, in-line polycarbonate (1/pkg)	1119	EA	1	178 \$	10	1,780 \$
47 mm, in-line polycarbonate (1/pkg)	1119	EA	1	300 \$	10	3,000 \$

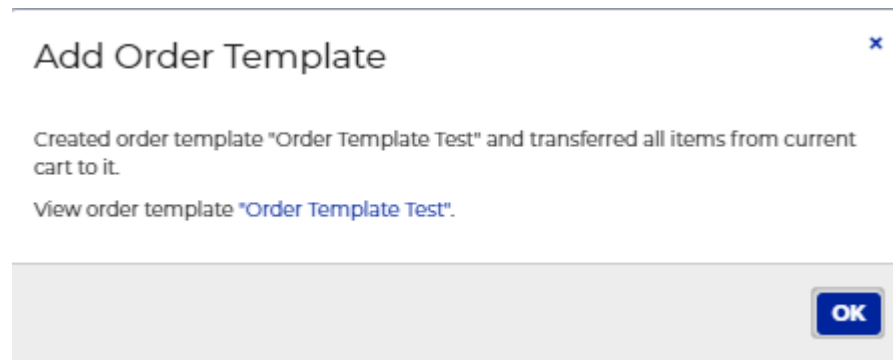
At the bottom of the cart, there are buttons for 'Clear Cart' and 'Update Cart'.

Pop up will appear as below. Add template name here & click on Add.



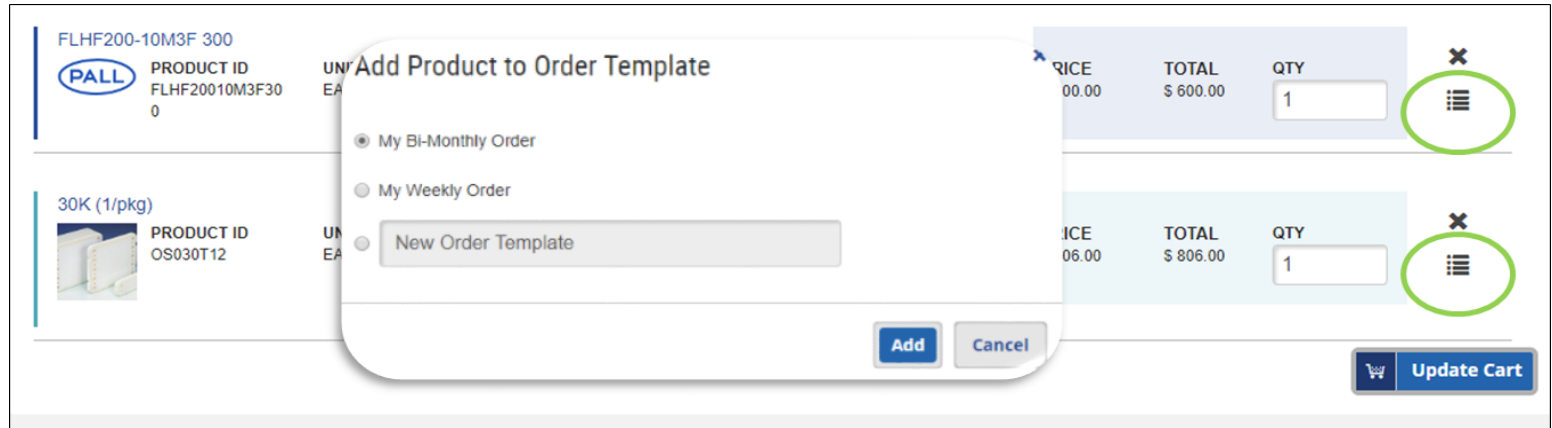
The screenshot shows a dialog box titled "Add Product to Order Template" with a close button (X) in the top right corner. Below the title bar is a text input field containing the text "Order Template Test". At the bottom of the dialog, there are two buttons: "Add" and "Cancel".

Order template will get created as below –

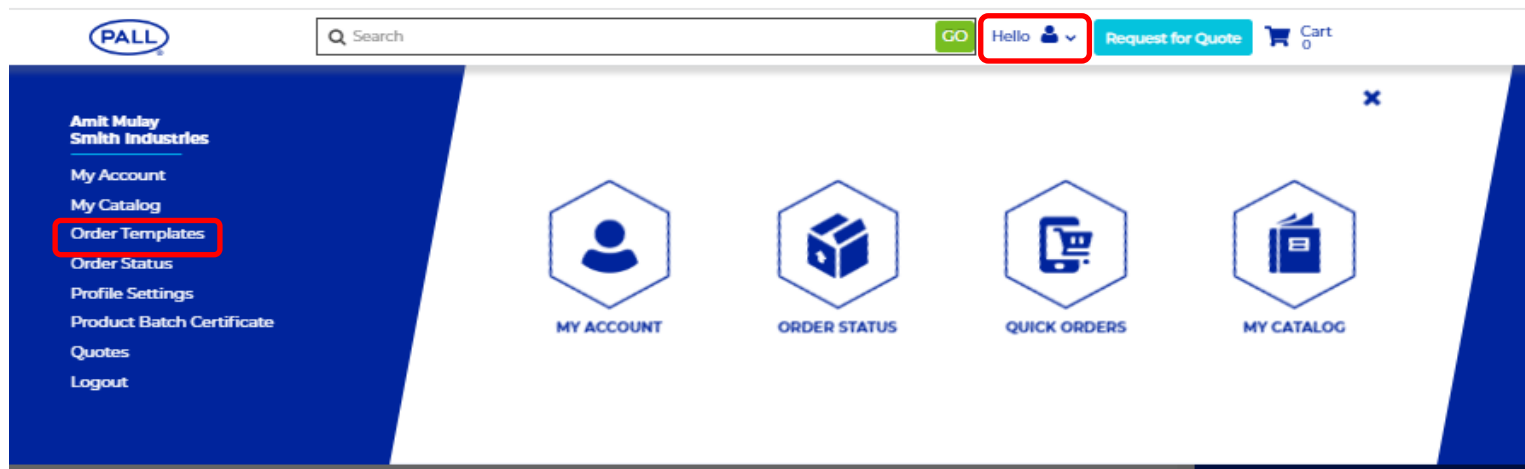


The screenshot shows a confirmation dialog box titled "Add Order Template" with a close button (X) in the top right corner. The main text reads: "Created order template 'Order Template Test' and transferred all items from current cart to it." Below this, there is a link: "View order template 'Order Template Test'". At the bottom right of the dialog, there is an "OK" button.

- 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	
Order Template Test	28/Jun/2023	28/Jun/2023	2 Items	

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.



GO


Hello 
 Quote
 Cart 30

Product Batch Certificate

We are currently able to provide several certificate types for different products depending on customer and product requirements, from the following sites of manufacture: From Life Science division. These can be found using the certificate finder on the left. All other Pall quality details and non-batch specific certificates may be found on [quality at Pall](#).

Are you looking for Life Science Certificates?

Life Sciences has moved to Cytiva. Click the link below to find batch certificates for Biotech, Laboratory and Medical products.
www.cytivalifesciences.com



Find Your Certificate

Material Number*	Batch Number*	Customer PO Optional	Certificate Type Optional
<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<input style="width: 95%; height: 30px;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">All ▼</div>

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

Search

Instructions

Batch Certificates For Pall Products

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 are available.

Customer Specific Product Batch 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.

[Email](#) [Call](#) [Social](#) [Locations](#)

11. Credit History

- Here, you can see the current credit history of the customer/distributor i.e., Open Order amount, Open delivery amount & the open Invoice amount as shown below.

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

ORDER STATUS	MY CATALOG	QUOTES/CONTRACTS	QUICK ORDERS
PRODUCT BATCH CERTIFICATE			
OPEN ORDER 12,13,30 AUD	OPEN DELIVERY 07,539 AUD	AR BALANCE 05,713,1 AUD	

12. Managing Profile

HOME / MY ACCOUNT / OVERVIEW

Mulay Amit
Smith Industries
Buyer , Account Admin

Logout

Purchases

Quotes

Order Status

My Catalog

My Profile

Addresses

Profile Settings


Users

Documents


Product Batch Certificate

Hi, Amit Mulay (Smith Industries) Welcome back!


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




ORDER STATUS




MY CATALOG



QUOTES/CONTRACTS



QUICK ORDERS



PRODUCT BATCH
CERTIFICATE

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 – Create User Id & Password for your buyers/users -

- If you are an account admin within your organization, you will be able to see the “Users” option in your profile. This helps you to create and managed account for other Pall eCommerce users/buyers within your organization.
- Clicking on the “Users”, 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.
- The administrator user Id provided to you initially, does not have the Buyer rights. You have to create a separate user id with Buyer role.

HOME / MY ACCOUNT / USERS

Admin 1000039587

Smith Industries
Buyer , Account Admin

Logout

Purchases

Quotes

Order Status

My Catalog

My Profile

Addresses

Profile Settings

Users

Documents

Users Add User

NAME ^ v	LOGIN	PENDING ORDERS	ROLE(S)	ACTIONS i
1000039587 Admin	a1000039587@pall.com	0 order(s)	Buyer Account Admin	
Dummy User	du@pall.com	0 order(s)	Buyer Account Admin	
Mohammed Aamir	nd-au@pall.com	0 order(s)	Buyer Account Admin	
Test User	test_user@pall.com	0 order(s)	Buyer Account Admin	
User Dummy	ud@pall.com	0 order(s)	Buyer Account Admin	

Continue Shopping

d. You can add a new user by click on the “Add User” button, provide their credentials as below –

- First Name – Buyer’s First Name
- Last Name – Last name of Buyer
- Username – User Id which will be used to login on eComm portal.
- Email Id – Actual email Id of buyer. On this email buyer will get notification once User Id is created.
- Role – Here we have different roles as described below.
 - a) Buyer – With this role, buyer can only place the order. He will not get permission to create any new user Id.
 - b) Account Admin – With this role, buyer can place order as well as he can create new user Id’s for another buyers.
 - c) View Only – With this, buyer can only view the portal. He/she will not get access to create order or new user Id.

Create New User

* REQUIRED FIELD

Salutation: Select Salutation

First Name*: Buyer First Name (Amit) ✓

Last Name*: Buyer Last Name (Mulay) ✓

Username*: User Id which is used to login on portal (arn_39587@pall.com) ✓

E-mail*: Buyer's actual email Id to get notification (arnit_mulay@pall.com) ✓

Department: [Empty]

Active

Phone: [Empty] ✓

Fax: [Empty]

Role(s): Select Role

Buyer View Only*


Account Admin

- Activate/deactivate cost objects
- Approve pending requisitions

Permission(s): [Empty]

Once done, please click on “Create User” below. User will get created as show below.

HOME / MY ACCOUNT / USERS

 **Admin 1000039587**

Smith Industries
Buyer , Account Admin

Logout










Purchases

Quotes



Order Status


Users

[Add User](#)

NAME ^ v	LOGIN	PENDING ORDERS	ROLE(S)	ACTIONS 
1000039587 Admin	a1000039587@pall.com	0 order(s)	Buyer Account Admin	 
Amit Muly	am_39587@pall.com	0 order(s)	Buyer Account Admin	  
Dummy User	du@pall.com	0 order(s)	Buyer Account Admin	  

Buyer will get an automatic email notification as shown below. He/she can set the password through link provided in notification & can login to the portal.

 info@shop.pall.com
To  Muly, Amit

 If there are problems with how this message is displayed, click here to view it in a web browser.

Please create your password now using this link:

[NEW PASSWORD](#)

If you cannot click the button, copy the following link and paste it to your browser's address input field.

<https://stage-shop.pall.com/au/en/newpassword?uid=nGqsEBaGpLgAAAGJYA0O1QvM&Hash=04fb189c-9824-4183-a359-108d47ed6ceb>

For security reasons this link expires in 30 days.

You can always change your password later under the Profile Settings section of your [Online Account](#).

The login for your account is your email am_39587@pall.com.

If you have any questions about shopping at Pall, please visit our online [helpdesk](#) or contact us at enable_ecom@pall.com.

13. Asking for Help

- If in case you need help navigation our website or in case of any issue, we are always here to help you.
- Please click on the link “Need Help” and call on country specific given number as shown below.
- You can also connect with our technical team through email ecomm@pall.com for any kind of technical issues or questions.

The screenshot shows the Pall Corporation website interface. At the top, there is a search bar, a 'Hello' dropdown, a 'Request for Quote' button, and a 'Cart' icon. A 'Need Help?' button is highlighted with a red box. Below the navigation, a user profile for 'Mulay Amit' is visible, including 'Smith Industries Buyer, Account Admin' and a 'Logout' button. A sidebar menu lists 'Purchases', 'Quotes', 'Order Status', 'My Catalog', 'My Profile', 'Addresses', 'Profile Settings', 'Users', and 'Documents'. The main content area features a 'NEED HELP' modal form with the following fields:

- NEED HELP** description
- Contact Customer Service
- Phone**: 1-800-ABC-WXYZ (Monday- Friday 8am-6pm EST)
- Email**: 8-24 HR EXPECTED RESPONSE TIME
- FIRST NAME
- LAST NAME
- EMAIL ADDRESS
- PHONE (OPTIONAL)
- INQUIRY TYPE (Select...)
- COUNTRY (Select...)
- QUESTION
- Submit

THANK YOU



Pall Corporation