

Utilizing the Ericson Partner Portal



Rep. Agency Edition

By utilizing your Partner Portal account as our chosen Manufacturing Representative, you will have access to a wealth of information for the customer accounts in your territory. The NEW AND IMPROVED Partner Portal will give you access to Pricing & Availability, Orders, Shipments, Invoices, Account Terms Information, and so much more! **Let's get started:**

New Toolbar

Check out the NEW Website Toolbar in the yellow box above – available to all with and without a login.

Products	Industries	Government/GSA	Services
Drill into our part information with a series of menus and intuitive drop-downs. <i>(Pricing, lead-time, and on-hand qty will become available here if you are logged into a partner Portal account. More on this later!)</i>	Lists and Details of some of the industries that Ericson serves.	Contact info and details required for contract fulfillment.	Information regarding our layout service and custom item creation

Resources	Company	Magnifying Glass Icon	Yellow Door Icon
Provides links to our blogs, case studies, industry essentials, and white papers.	Provides links to our History, Contact info, Careers at Ericson, About us, and News.	Search for a known PN, or part of a known PN. NEW feature: Search for our competitor PN and get the Ericson equivalent!	Log in to your Partner Portal account.

The screenshot shows the Ericson website's navigation toolbar. It includes a search bar, a magnifying glass icon, and a yellow door icon. Callouts from the text blocks above point to these specific elements: 'Products' points to the 'Products' dropdown menu; 'Industries' points to the 'Industries' dropdown menu; 'Government/GSA' points to the 'Government / GSA' dropdown menu; 'Services' points to the 'Services' dropdown menu; 'Resources' points to the 'Resources' dropdown menu; 'Company' points to the 'Company' dropdown menu; 'Magnifying Glass Icon' points to the magnifying glass icon; and 'Yellow Door Icon' points to the yellow door icon.

Logging In

To log into the Partner Portal, click on this Icon:



Some notes about logging in:

Our existing rep agencies already have accounts created.

- Your user name is the first part of your email address.
- Your password was originally set and sent to you in a welcome email.
- Clicking forgot password will send you an email to reset your password. You also have the option to call customer service to manually reset it for you.
- Your email must match the one we have on file. If there is a different email you would like to use, please let us know.

Distributors are being granted access manually on a case by case basis. More to come on this soon!

NEW Partner Portal

Once you are logged in to the Partner Portal, your toolbar will look like this:

Portal Menu

My Account

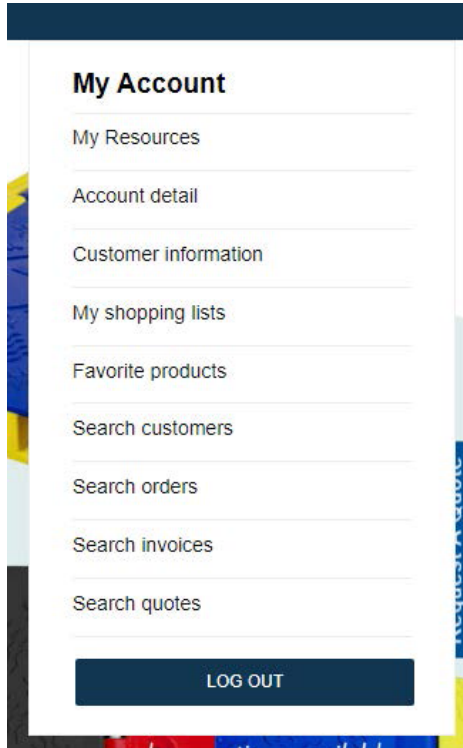
- My Resources
- Account detail
- Customer information
- My shopping lists
- Favorite products
- Search customers
- Search orders
- Search invoices
- Search quotes

LOG OUT

Your NEW Partner Portal Menu shown here on the left, can now be found under this gray icon

Partner Portal Menu

Let's review the sections of your new partner portal menu:



My Resources

This section is your reference library. Here you can find copies of our most recent product launch materials and links to blogs. All of our literature is supplied here, and organized by product type.

Account Detail

Your password and phone number can be updated here.

Customer Information

This section will show you the customer info for the account you are currently viewing, such as current address, minimum order requirements, credit terms, pricing tier, and restocking terms.

My Shopping Lists

Once they are created, you can find your shopping lists here.

Favorite Products

Our new website now offers the option to save favorites.

Search Customers

- Search for a customer by name, address, or account number.
- Any partial entry will begin to return results.
- Filter your search with multiple criteria by separating with a space. For example, searching "Wesc sag" will return the customer: Wesco-Saginaw.
- Once the customer you are looking for is located, tap on the 'SELECT CUSTOMER' button. The name in the top right will change, and you are now viewing the site as that account.

Search Orders

Search Invoices

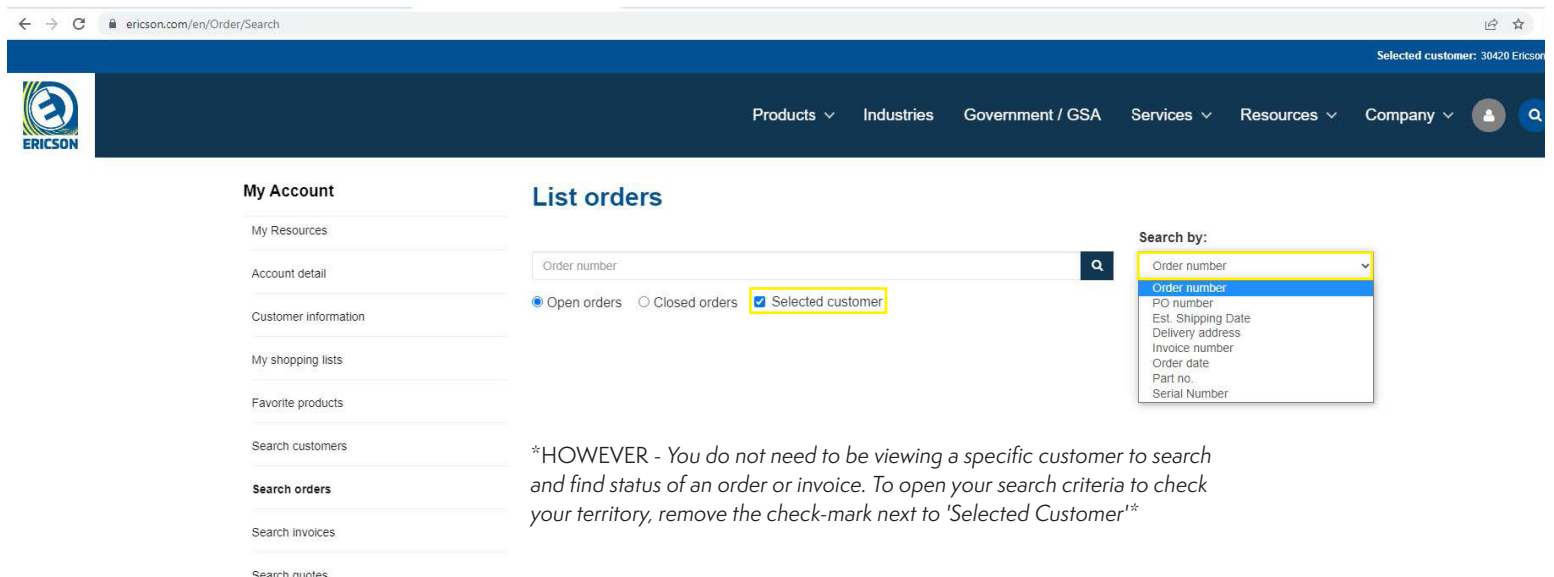
Search Quotes

NEW - Any of these search fields now give you multiple ways to search. Change your search criteria by selecting it under the search by drop down.

Search by Customer

Once you search a customer and begin viewing as that account, their account name will appear in the top right.

- Customer information screen will show details for the selected customer
- Product part number look up will show pricing for the selected customer
- Search orders, Search invoices, and Search quotes will default to selected customer



HOWEVER - You do not need to be viewing a specific customer to search and find status of an order or invoice. To open your search criteria to check your territory, remove the check-mark next to 'Selected Customer'

Viewing Products



Viewing products once logged in will show you Standard distributor cost, our on-hand qty, our average expected lead times, in addition to our new velocity icons visible to all:



Quick ship products are stocked items that often ship in 1 week or less.



Express build are common items that can often ship in 2-3 weeks.



Design Build items are built to order and on average ship in 3-5 weeks.

Contact your inside sales representative or (CustomerService@ericson.com) with any questions or issues.



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