

Timken Store Quickstart Guide

TO HELP YOU SAVE TIME AND IMPROVE EFFICIENCY.



Welcome to Timken Store, your one-stop, eCommerce site of The Timken Company. In a few simple steps, you will be connected to Timken to check price, availability, submit orders and check order status. **Timken Store is designed to make your job faster and easier.**

At Timken, we're committed to improving customer service and we're committed to conducting more business via the Internet. Don't wait on hold when you can handle your account online. **These quick instructions can make it easier for you to tap into the power of Timken Store.**

- Online catalog with user-friendly search
- Current pricing and availability
- Choose your method of delivery
- Import an external order file
- Save orders as repeat orders
- Schedule future orders
- Track orders in a variety of ways
- Technical parts information
- Password protected

QUICK AND EASY STEPS:

Go to www.PTplace.com and click the “**Sign up for an Account**” button to receive a username & password.

ORDER ENTRY

1. Click on **Order Parts**.
2. Enter your purchase order number in the box. Change the **Ship Date** if date requested is other than today. Type in **Quantity** and **Part Number**.
3. Click the **Add To Cart** button.
4. Once you confirm all items are correct, click the **Go To Shipping** button at the bottom of the page.
5. Review your shipping information.
 - a. Click the **Add A New Address** link to change your ship to address, if applicable.
 - b. Select **Order Priority Options**, if applicable.
 - c. Select **Carrier And Shipment Method**, if applicable.
 - d. Select **Freight Payment Method**, if applicable.
6. Click **Finalize Order** for a final view of your order. If you wish to alter your order, click the **Shipping Information** button and make your changes.
7. When your order is complete, click the **Submit Order** button.
8. Your order will process.
9. View the order confirmation screen and print it if you need a record for your files.
10. You will receive two confirmation emails detailing your order, unless you have chosen in your profile not to receive these.

PRICING AND AVAILABILITY

1. Click on the **Price & Availability** link.
2. Type in **Quantity** and **Part Number** in the spaces provided.
3. Click on the **Add To Pricing And Availability** button. Net price and available inventory is shown for various Timken stocking centers. To see additional availability information click the **Show Availability Details** link.
4. If you wish to order selected items, click on the **Add Selected Lines To Cart** button. Uncheck the check box for those items you do not wish to order.
5. If you'd like to search for more items, click the **Add More Items** button.
6. After your selected items have been added to your order, click the **Go To Cart** button. Then proceed to Step 4 in Order Entry.

ORDER STATUS

1. Select **Order Status**.
2. Enter your purchase order number in the field provided and click the button marked **Search**.
3. For a more general search, click the **Show Advanced Search** link, fill in as many fields as you wish and then click on the button marked **Search**.
4. Scroll down the page to view the results of your search.
5. To view the details of your order, click on the link corresponding to your **Purchase Order Number**.
6. A new page will display with detailed part number status information. Scroll down the screen to review your results in full.

For more information, email timkenstore@timken.com.

TIMKEN

The Timken team applies their know-how to improve the reliability and performance of machinery in diverse markets worldwide. The company designs, makes and markets bearings, gear drives, automated lubrication systems, belts, brakes, clutches, chain, couplings, linear motion products and related industrial motion rebuild and repair services.

www.timken.com

Stronger. By Design.