

How do I send Parlec a order request?

Once you have the desired item displayed on the screen, click the check off box “Add To Order Request” and adjust the quantity as needed. All items are defaulted to a requested quantity of 1. After you are done with a page – click the red button “Add To Order Request” and the items will be added to your request. Now you can continue to look for other items.

How do I see my request?

In the upper left is a white box that displays the number of items and the value in your request. There is a button that can be used to view your request or to logout of the system.

Can I change the order quantity on the request? What if I decide I do not want an item that is already on the request?

While you are viewing the request, you can change the quantity and then select “Update Request”. If you want to remove an item from your request, check the “Remove” box at the left side of the item and then select “Update Request”.

How do I complete my Order Request?

While you are viewing your Order Request, select the “Complete Request”. Fill in the requested information. Your PO# is a required field. The Ship To PO # is not required, but the field is available for you to use. All required fields have an “*”. You must select a Shipping Method from the drop down list. After you have completed the form select “Submit Order Request”. You will see an order request summary page. If you have entered a valid e-mail address, within a few minutes you will receive an e-mail Order Request Confirmation that can be easily printed. If you prefer, you can use the “Print Now” button. Your printer will need to be configured for landscape orientation.

How will I know when my order request has been received and entered?

A fax confirmation will be sent to you after the order request is processed by Parlec’s Sales Team.

Can I order more of an item than is available?

Yes, when you receive your fax confirmation you will see the assigned due date.

Remember to use the special notes section for your unique requirements.

Ex: Please ship the two you have on hand today and the balance of 8 more as they become available.