

<p>Access VIP Cart</p>	<p>The VIP Cart is only accessible after parts have been added to the cart from either the Single Line Price screen or the Multi Line Price screen. For more information on how to use these screens, refer to the Single Line Price / Material Information and/or Multi-Line Price / Material Information quick reference guides which can be found in the VIP Training Library.</p> <p>☞ Note: Not all users have security access to the VIP Cart functionality.</p> <p>When part(s) have been added, access the VIP cart from either:</p> <ol style="list-style-type: none"> 1. The VIP Services section, click on the View Cart link. <div data-bbox="310 453 894 1262" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>VIP Services</p> <ul style="list-style-type: none"> Sample Requests Order Status Open Orders Shipped Orders Single Line Price / Material Information View Cart Multi Line Price / Material Information Price Request Price / Quote Search No Part Loaded Competitor Cross Reference Quality Notification Create Quality Notification Search Customer Sold To Search RoHS Certificate of Compliance Environmental Request Environmental Request Search </div> <p>2. Any VIP screen, click on the VIP Cart button located in the top right corner of the screen.</p> <div data-bbox="305 1352 1471 1486" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>The screenshot shows the Molex website header. On the right side, there is a navigation area with the text "jerusha.metzger@molex.com Logout VIP Services". Below this, there are two buttons: "My Parts (0 items)" and "VIP Cart (2 items)". The "VIP Cart (2 items)" button is circled in red, and a black arrow points to it from the right.</p> </div> <p>☞ Note: If a part is added to the cart from the Single Line Price screen, the user is automatically redirected to the VIP cart.</p>
<p>VIP Cart Order Details</p>	<p>The Order Details screen is the first section displayed in the VIP cart. Information entered in this section applies to all line items in the order. Ship-to and carrier information can be changed per line item in the VIP Cart Summary section.</p> <p>Complete the order details by filling in the following fields:</p> <p>☞ Note: All fields marked with * are required.</p>

The screenshot shows the 'Order Details' form with the following fields and callouts:

- A:** Customer sold to: 0000104198 (dropdown)
- B:** Customer ship to: (text field with magnifying glass icon)
- C:** Shipping Instructions (hyperlink), Carrier: Default (dropdown), Route: Default (dropdown), Carrier Account Number: (text field)
- D:** Request Date: 15.03.2018 (calendar icon)
- E:** ZF Partner: (text field with magnifying glass icon)
- F:** PO Number: test (text field)
- G:** Reference Mark: (text field)
- H:** Ship Complete Order: (checkbox)

Important section text:

Use this section to set ship-to information for ALL PARTS in the order.

Ship-to and carrier information can be changed per line item in the 'Cart Summary' section.



Selecting 'Default' for carrier and route will use customer's default shipping instructions already established with Molex.

Standard ground will be used for customers who do not have pre-established shipping instructions

* Required

*Please note, if the carrier account number is incorrect/invalid, this may delay your shipment

*Date range cannot exceed 180 days

Element	Description
A. Customer Sold-to	Defaults to the main customer number. If user has been set up with multiple accounts, this field displays as a dropdown list. Choose appropriate account from dropdown.
B. Customer Ship-to*	Enter ship-to number or click on the magnifying glass  to search for and select a ship-to number using the find ship-to location screen.
C. Shipping Instructions, Carrier, Route, Carrier Account Number	Select carrier and route from dropdown menus. If the default carrier and route is selected, the VIP order will ship via current account routing instructions which can be viewed by clicking on the <i>Shipping Instructions</i> hyperlink. If a carrier other than default is selected, a carrier account number must be entered. ☞ Note: Shipment may be delayed if the given carrier account number is incorrect or invalid. ☞ Note: Some accounts are set up to only display the default option. If this is the case and the VIP order needs to deviate from current account shipping instructions, contact the account Customer Service Representative.
D. Request Date*	Enter or select a request date from the dropdown calendar. ☞ Note: The earliest available date is two days in the future.
E. ZF Partner	If applicable, enter the contract partner number or click on the magnifying glass  to search for and select a ZF partner number using the contract partner search screen.
F. PO Number*	Enter the purchase order number.
G. Reference Mark	If applicable, enter additional information to be included with the order.
H. Ship Complete Order	If a checkmark is entered in the box, the order will not ship until all line items are filled and available for shipment.

VIP Cart Summary

From the **Order Details** screen, scroll down to view the **VIP Cart Summary**. In this section, line item information can be changed, removed, or duplicated and additional parts can be added to the VIP cart. The below steps provide more details.

Note: It is important to always click on the **UPDATE/VALIDATE** button to refresh any changes made to a specific line item.

- To add or change line item order details, including shipping information:

VIP Cart Summary

Line	Dup	Remove	Material Number	Eng. No. Old PN	Description	Order Quantity (PCS)	Lead Time (Days)	Price Per/Net Value (EUR)	Ship To	Carrier Route	Update Line Item Details	PO Line Item	ZF Partner
10	<input type="checkbox"/>	<input type="checkbox"/>	39000038	5556T	MiniFit Term Crp Fem Bs Tin 18-24 5556T	16000	25	6.78 per 1000/108.48	104198	Default	Update		10818835
20	<input type="checkbox"/>	<input type="checkbox"/>	3061022	1625-2R2	062 Rec Mnt	10000	45	93.34 per 1000/933.4	104198	Default	Update		10818835
30	<input type="checkbox"/>	<input type="checkbox"/>	2098109	1973-2A (P901)L	093 Male GrdPin Term Loose 14-18	12000	65	41.78 per 1000/501.36	104198	Default	Update		10818835

Total Net Value: 1543.24

REMOVE ALL UPDATE/VALIDATE ADD MORE PARTS VALIDATE AND PROCEED

- To revise the line item quantity, type new value in the order quantity field and click on the **UPDATE/VALIDATE** button.
- Clicking the *Update* hyperlink will open a new window where the following fields can be revised for the designated line item: carrier, route, carrier account number, request date, or reference mark. Make changes to applicable field(s) and click the Save button.

LINE-ITEM INFORMATION

Material Number	Eng No. Old PN	Description	Order Quantity	Molex Net Value(USD)
39000038	5556T	MiniFit Term Crp Fem Bs Tin 18-24 5556T	16000	108.48

Carrier:

Route:

Carrier Account Number*:
*Please note, if the carrier account number is incorrect/invalid, this may delay your shipment

Request Date*:
*Date range cannot exceed 365 days

ZF Partner:

Reference Mark:

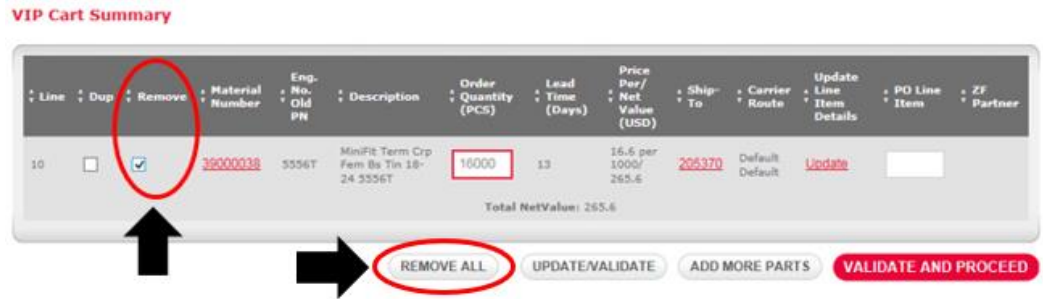
SAVE

- To change the line item ship-to or ZF partner number, click on the hyperlink to search and select a new ship-to location or contract partner.

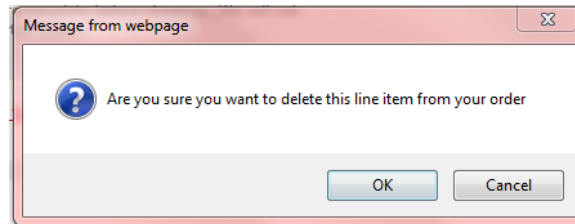
Note: If line item ship to information is not visible, click the **UPDATE/VALIDATE** button.

- To remove line item(s) or all line items:

- To remove individual line item(s), put a checkmark in the *Remove* box. To remove all line items, click on the **REMOVE ALL** button.



- b) The following message will display. Click "OK" to delete the selected line from the order. If the *Remove All* button was selected, all line items will have a checkmark in the *Remove* box.



- c) Click **UPDATE/VALIDATE** to complete the line deletion.

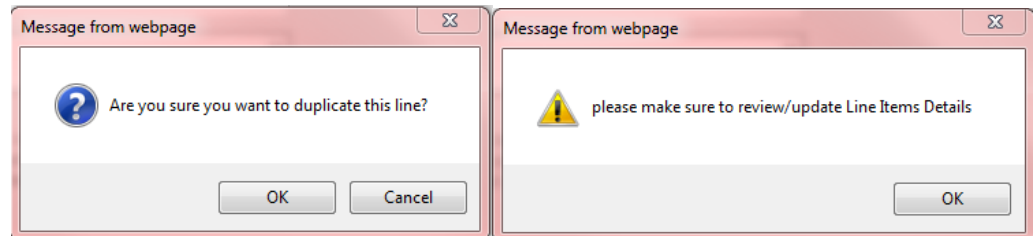
Note: When the *Remove All* button is selected, the button *Deselect All* will display. If the *Remove All* was selected in error, click on the *Deselect All* button to uncheck all line items.

3. To duplicate a line item:

- a) Put a checkmark in the *Dup* box located next to the line item number to be duplicated.



- b) The following two messages will display. Click "OK" to duplicate the selected line item and then "OK" to make sure to review/update line item details.



- c) Click **UPDATE/VALIDATE** to complete the line duplication.

- d) The duplicate line is now populated in the VIP Cart Summary under the line item that was duplicated.

VIP Cart Summary

Line	Dup	Remove	Material Number	Eng. No. Old PN	Description	Order Quantity (PCS)	Lead Time (Days)	Price Per/Net Value (USD)	Ship-To	Carrier Route	Update Line Item Details	PO Line Item	ZF Partner
10	<input type="checkbox"/>	<input type="checkbox"/>	39000038	5556T	MiniFit Term Crp Fem Bs Tin 18-24 5556T	16000	13	16.6 per 1000/ 265.6	205370	Default Default	Update		
11	<input type="checkbox"/>	<input type="checkbox"/>	39000038	5556T	MiniFit Term Crp Fem Bs Tin 18-24 5556T	16000	13	17.6 per 1000/ 0.02	205370	Default Default	Update		

Total NetValue: 265.62

REMOVE ALL UPDATE/VALIDATE ADD MORE PARTS VALIDATE AND PROCEED

- Clicking on the **ADD MORE PARTS** button will return the user to the Single Line Price screen where an additional part can be searched and added to the order.

VIP Cart Summary

Line	Dup	Remove	Material Number	Eng. No. Old PN	Description	Order Quantity (PCS)	Lead Time (Days)	Price Per/Net Value (EUR)	Ship-To	Carrier Route	Update Line Item Details	PO Line Item	ZF Partner
10	<input type="checkbox"/>	<input type="checkbox"/>	39000038	5556T	MiniFit Term Crp Fem Bs Tin 18-24 5556T	16000	25	6.78 per 1000/ 108.48	104198	Default Default	Update		10818835
20	<input type="checkbox"/>	<input type="checkbox"/>	3061022	1625-2R2	062 Pwr Conn Receptacle Pnl Mnt 2Ckt	10000	45	93.34 per 1000/ 933.4	104198	Default Default	Update		10818835
30	<input type="checkbox"/>	<input type="checkbox"/>	2098109	1973-2A (P901)L	092 Male GrdPin Term Loose 14-18	12000	65	41.78 per 1000/ 501.36	104198	Default Default	Update		10818835

Total NetValue: 1543.24

REMOVE ALL UPDATE/VALIDATE ADD MORE PARTS VALIDATE AND PROCEED

- When items in the VIP Cart Summary are finalized, click on the **VALIDATE AND PROCEED** button.

Order Preview

Use the **Order Preview** screen to review and validate all line items in the order, including part numbers, quantities, pricing, customer request date, ship-to, carrier, and route. If order changes are needed, click on the **BACK TO VIP CART** button to return to the VIP Cart Summary where changes can be made. To add additional part numbers to the order, click on the **ADD MORE PARTS** button. If no order changes are needed, click on the **SUBMIT ORDER** button to submit the VIP order.

Order Preview

Customer sold to:

Customer bill to:

This order is eligible for expediting on 09/12/2013

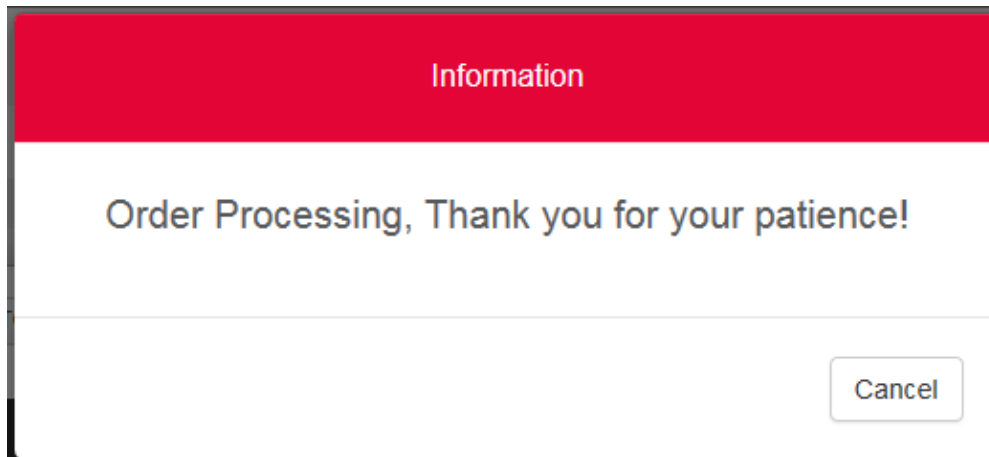
Reference Mark:

Material Number	Eng. No. Old PN	Description	Order Quantity (PCS)	Lead Time (Days)	Net Value (USD)	PO Line Item	CRD	ZF Partner	Customer PO
39000038	5556T	MiniFit Term Crp Fem Bs Tin 18-24 5556T	24000	12	398.4		09/19/2013	10843303	test
Ship to: 201143, 5300 AVION PARK DRIVE,HIGHLAND HEIGHTS,OH. Carrier: Default Route: Default Account: 12333 Reference Mark:									
39000038	5556T	MiniFit Term Crp Fem Bs Tin 18-24 5556T	24000	12	398.4		09/19/2013	10843303	test
Ship to: 201143, 5300 AVION PARK DRIVE,HIGHLAND HEIGHTS,OH. Carrier: Default Route: Default Account: 12333 Reference Mark:									

Total NetValue: 796.8

BACK TO VIP CART ADD MORE PARTS SUBMIT ORDER

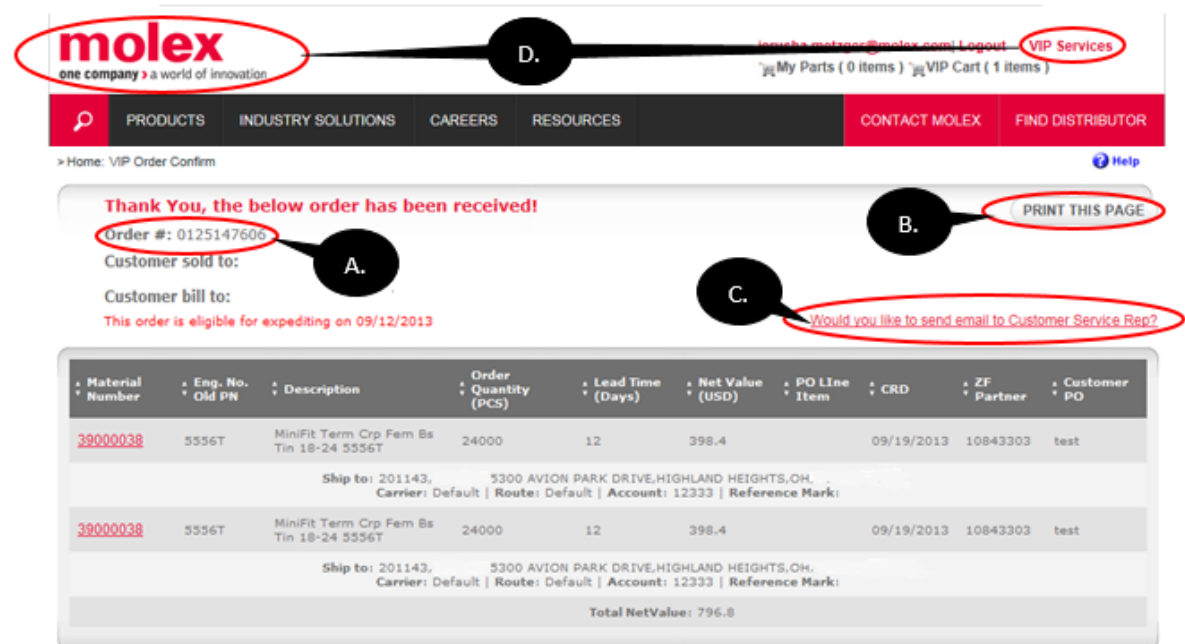
Note: When the submit button is clicked, the following message will indicate that the order is being processed.



Order Confirmation

The **Order Confirmation** screen displays when a VIP order has been successfully submitted. In addition, an email confirmation is sent to the VIP user who submitted the order.

Below is an explanation of the details and functionality available on this screen:



a) This is the order confirmation number.

b) Click on the [PRINT THIS PAGE](#) button to print a PDF of the order confirmation.

Note: The order confirmation PDF functionality is not available for all accounts.

c) Click on the hyperlink to send an email to the Molex Customer Service Representative linked to the customer account number.

a) Use the VIP Services menu in the top right to select a new VIP page or click on the Molex logo in the top left to return to the VIP homepage.