

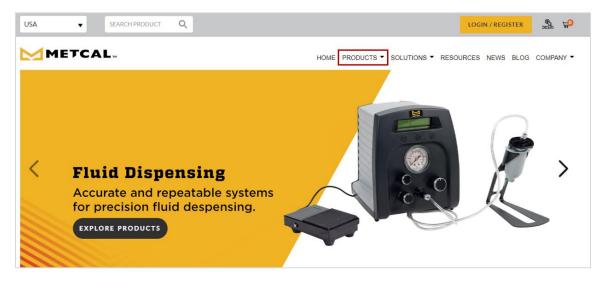
This user guide provides the steps for completing basic tasks such as logging in and entering an online order through Metcal.com and Techcon.com. For additional support, please contact OKI customer service.

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1. Getting Started with the METCAL/TECHCON Portal

1.1. From the Home page, click the **Products** link to navigate to the *Products* page.

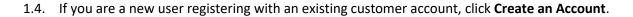


1.2. To log into the Portal, click the **LOGIN/REGISTER** button from the *Products* page.

USA	•	SEARCH PRODUCT	Q	LOGIN / REGISTER	DEMO	Ë₀
ME	тса	L m		HOME PRODUCTS - SOLUTIONS - RESOURCES NEWS BLOG	COMP	ANY -

1.3. If you are an existing customer, you should have received an email with login credentials and a temporary password to log in. After logging in, you will be prompted to create a new password.

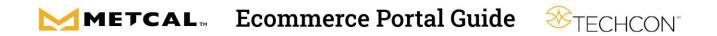
METCAL.		HOME
	Log In Sign in to continue with Metcal	
	Email Address Password	
	Remember me on this computer Forgot Password? LOG IN	
New GT Adjustable Temperature Soldering Systems	New to Metcal, <u>Create an Account</u>	



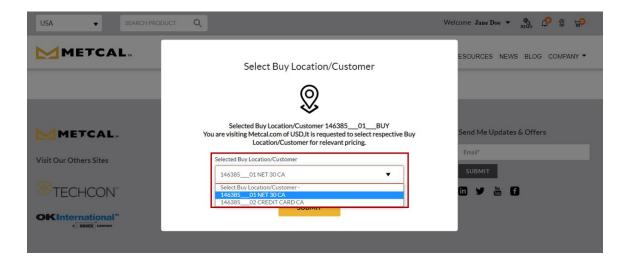
METCAL.	НОМЕ	
	Log In Sign in to continue with Metcal Email Address	
New GT Adjustable Temperature Soldering Systems	Password Remember me on this computer Forgot Password? LOG IN New to Metcal. <u>Create an Account</u>	

1.5. Complete the registration fields on the *Register With Us* page. Select the **Distributor** or **Customer** radio button, add your **name**, **email**, and **customer ID**. Your customer ID can be found on your sales order or invoice. (Note: If you are unsure of your customer ID number, contact OKI Customer Service). Select your **User Role** and complete the remaining fields. Once complete, click **Register**.

METCAL			
	Register	With Us Exis	ting User? <u>Log In</u>
\sim \land	Register to continue w	ith Metcal	
	Distributor O Cus	tomer	
	First Name*	Last Name*	
	Email*	Customer ID*	
	User Role		
mprove Air Quality with the Metcal BVX-201 Fume Extractor	Administrator	Buyer 🕜 Sales Representat	ve
	United States	✓ Select State*	~
	Business Address Line 1*		
	Business Address Line 2		
	City	Zip Code	
	Phone	English	× 1
	I would like to rece	ve Metcal Marketing emails	
		nto email notifications on or	ders
		REGISTER	



1.6. If your account has multiple Buy Locations, a dialog box displays **Select Buy Location/Customer**. Begin the order process by selecting a *Buy Location* from the drop-down.



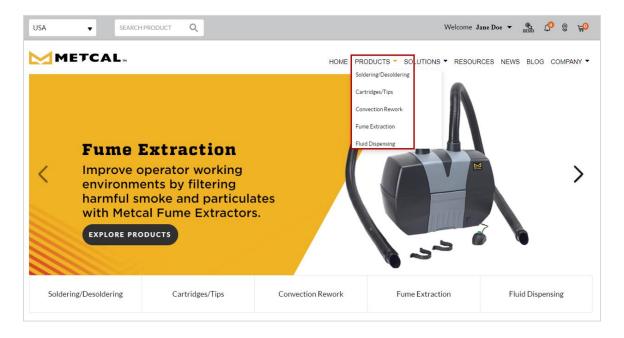
1.7. Click Submit.

tion/Customer
5)
5
omer 14638501BUY
is requested to select respective Buy for relevant pricing.
•
•

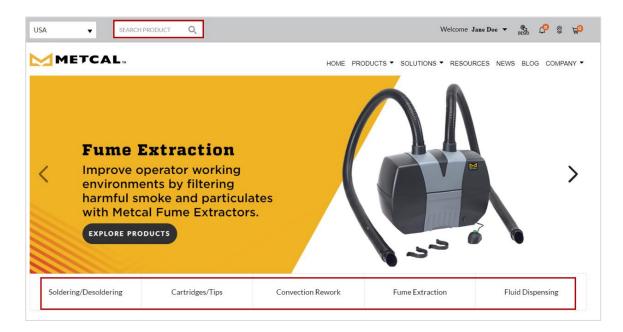


2. Finding a Product

2.1. The **Products** drop-down menu displays a list of product categories.



2.2. When in the Products section of the website, you can also use the **Search Product** field to search by an OKI part number. You may also search by product category along the bottom of the landing page.



METCAL Ecommerce Portal Guide 🛞 TECHCON



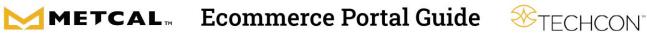
2.3. Once in your chosen product category, scroll or further filter your request to find the desired product.

METCAL			HOME PRODUCTS - SOLUTIONS -	RESOURCES NEWS BLOG COMPAN
e / Products / Cartridges/Tips				
By Category	*	Cartridges/Tips		
Products (2.391) Soldering/Desoldering (231) Cartridges/Tips (1.747)		1,747 list items		Part Name (A to Z)
Convection Rework (128) Fume Extraction (87)		/ *	~	
Soldering Type	>		*	*
System	>	CCV-BL100 CCV Soldering Rework Tip, Blade, (W x L), 10.0 mm x 9more	CCV-BL250 CCV Soldering Rework Tip, Blade, (W x L), 25.0 mm x 9more	CCV-BL350 CCV Soldering Rework Tip, Blade, (W x L), 35.0 mm x 9more
Geometry	>	\$ 69.40	\$ 81.00	\$ 81.00
Key Dimension(W/Ø/Type) m	m >	· ·	· · ·	
Max Temperature	>	¥~	V	
Length	>	CCV-BL400 CCV Soldering Rework Tip, Blade, (W x L), 40.0 mm x 9_more	CCV-BL500 CCV Soldering Rework Tip, Blade, (W x L), 50.0 mm x 9more	CFV-BL100 CFV Soldering Rework Tip, Blade, (W x L 10.0 mm x 9more
		\$ 115.00	\$ 145.00	\$ 69.40

3. Viewing a Product

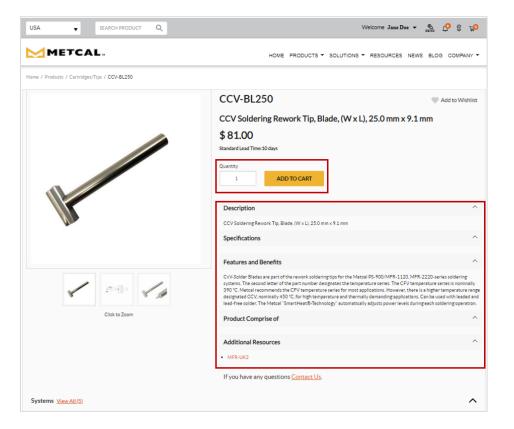
3.1. Once you find your product, you can click the product image for a full description or the **Quick** View button.

METCAL.		HOME PRODUCTS . SOLUTIONS	RESOURCES NEWS BLOG COMPANY
/ Products / Cartridges/Tips			
By Category	 Cartridges/Tips 		
Products (2,390) Soldering/Desoldering (230) Cartridges/Tips (1,747)	1,747 list items		Part Name (A to Z)
Convection Rework (128)			
Fume Extraction (87)			
E Fiuld Dispensing (178)			
Soldering Type	•	Quick View	``
	CCV-BL100	CCV-BL250	CCV-BL350
System	CCV Soldering Rework Tip, Blade, (W x L), 10.0 mm x 9_more	CCV Soldering Rework Tip, Blade, (W x L), 25.0 mm x 9more	CCV Soldering Rework Tip, Blade, (W x L), 35.0 mm x 9more
Geometry	> \$ 69.40	\$ 81.00	\$ 81.00
Key Dimension(W/Ø/Type) mm	· / *	· · · · ·	· · ·
Max Temperature	> ¥	Y	
	CCV-8L400	CCV-8L500	CFV-BL100
Length	 CCV Soldering Rework Tip, Blade, (W x 	CCV Soldering Rework Tip, Blade, (W x	CFV Soldering Rework Tip, Blade, (W x L).
	L), 40.0 mm x 9more	L), 50.0 mm x 9more	10.0 mm x 9more
	\$115.00	\$ 145.00	\$ 69.40





3.2. Click Description, Specifications, Features and Benefits, Product Comprise of and Additional Resources to display information about the product. You can also change the quantity or Add to Cart.



3.3. Some items require a request for a quote. Click Add to Quote Request and complete the required fields, then click Request a Quote.

		Add to Quote Reques	t
Iome / Products / Convection Rework / Convection Rework Accessorie	s / HN-81010	First name*	Last name*
	HN-B1010	Emai*	Phone number*
	Nozzle, Square, 10.0 mm X 10.0 mm \$ 0.00	Country	Company name*
	Standard Lead Time: 10 days	Please Select Product of Interest 2*	
	ADD TO QUOTE REQUEST		
	Description	Quanity*	
	Nozzle for HCT-1000 system	Message	
	Specifications	nossa Sa	
	Features and Benefits		
	Product Comprise of		nications from Melcal. mmunications at any time. For more information, please review
	Additional Resources	Printery Policy	
			REQUEST A QUOTE



4. Adding to Your Cart

4.1. Once you have placed your items in the cart, a pop-up box confirms the item has been added. You can **Keep Shopping** or **Go to Cart**. You can also view your cart by clicking the shopping cart icon at the top of any page within the portal.

USA 🗸 SEARCH PRO	Add to Cart	×
METCAL.	1 more item added to Cart	OG COMPANY ▼
Home / Products / Cartridges/Tips / CCV-BL29	CCV-BL250 CCV Soldering Rework Tip, Blade, (W x L), 25.0 mm x 9.1 mm \$ 77.90	Add to Wishlist
	Subtotal (1 item	s): \$ 77.90
	KEEP SHOPPING GO TO CART 1 ADD TO CART	
	Description CCV Soldering Rework Tip, Blade, (W × L), 25.0 mm × 9.1 mm	^

4.2. Change the quantity of your items, Add To Wishlist, Remove items, Empty Cart, Update Cart, or Add an Item to Cart using a product ID. Note: manually change the quantity by highlighting the current number of items and typing the correct number and pressing Enter. If you use the plus or minus signs, be sure to click **Update Cart** to refresh the screen and reflect the new quantity. Continue to check out by clicking **Proceed to Checkout**.

METCAL	HOME PRODUCTS · SOL	LUTIONS - RESOURCES NEW	/S BLOG COMPANY
My Cart (1)	Continue Shopping	Order Summary	
CCV-BL250 CCV Soldering Rework Tip, Blade, (W x L), 2:	\$77.90	Subtotal	\$ 77.90
\$ 77.90 (Standard Lead Time: 10 days)		Total Amount	\$ 77.90
ADD TO WISHLI REMOVE	т	Enter a Promotion Code?	
	EMPTY CART UPDATE CART	PROCEED TO CH	IF CKOLIT



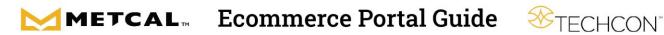
5. Checking Out

5.1. Change the Invoice Address and Shipping Address by selecting another saved address from the Select a different address drop-down or entering a new address by clicking + Add a New Address.

METCAL.			LIOCOUT
1 Addresses Shipping	3 Payment	4 Review	5 Receipt
Invoice Address	Shipping Address	Order Summar	у
SDISHBOOKT 1980 VALLEY VIEW STREET CYPRESS, 90630, United States E-Mail Address: Jdoe@Okinternational.Com	Select a different address	Subtotal Shipping charges v invoice if applicabl	\$ 324.00 vill be added at the time of e
Add a New Address I confirm that no direct or indirect shipments will be mad	us DISTRIBUTOR 1., 10800 VALLEY VIEW STREET, C	Tax ID Tax ID	Apply. \$ 324.00
Territories, South Sudan, Myanmar, & Crimea Ukraine.		Enter a Promotion C	
		CON <u>Continue Shopping</u>	TINUE CHECKOUT

5.2. If you have a resale certificate on file with OKI, the Tax ID field will pre-populate with your tax ID number. If it does not pre-populate, you will need to enter it in manually, then click Apply. You must mail your Resale Certificate to eorders@okinternational.com to update OKI records.

METCAL.				LOGOUT
1 Addresses Shipping	3 Payment	4 Review	5 Receip	t
	Shipping Address	Order	Summary	
10800 VALLEY VIEW STREET CYPRESS, 90630,	SALEM, 97314, United States Select a different address		ng charges will be added a if applicable	\$ 324.00 at the time of
 I confirm that no direct or indirect shipments will be made to Territories, South Sudan, Myanmar, & Crimea Ukraine. 	US DISTRIBUTOR 1, , 10800 VALLEY VIEW STREET, CYPRE	ss Total	Amount	\$ 324.00
		Entera	Promotion Code?	
			CONTINUE CHECK	OUT
		Continu	e Shopping	

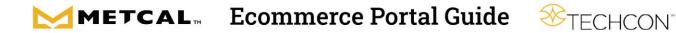




5.3. For the UK and EU webstore customers, all shipments outside of the UK require a valid VAT ID number. The VAT ID will be pre-populated with your VAT number (if you are a registered customer). Enter it manually if it does not pre-populate, then click Apply. No shipment outside the UK will be possible without a valid VAT number.

Please contact <u>Europe-orders@okinternational.com</u> if you have any questions.

Order Summary	
Subtotal	£ 98.00
Shipping charges will be added at th invoice if applicable	e time of
VAT ID VAT ID Apply	
Total Amount	£ 98.00
Total Amount Enter a Promotion Code?	£ 98.00

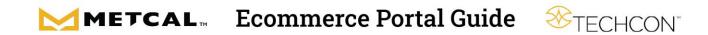


5.4. Once all items are in your cart and you are ready to check out, you must **check the box** to *confirm that no direct or indirect shipments will be made to: Cuba, Iran, North Korea, Sierra Leone, Palestinian Territories, South Sudan, Myanmar, & Crimea Ukraine* before you can continue to checkout. Click **Continue to Checkout**.

				eceipt
e Address	Shipping Address	Order	r Summary	
TRIBUTOR 1 VALLEY VIEW STREET SSS, 90630, IStates Address: Jdoe@Okinternational.Com a New Address	US DISTRIBUTOR 1 1905 LANA AVE NE SALEM, 97314, United States Select a different address + Add a New Address		al ng charges will be ado if applicable Tax ID	\$ 324.0 ded at the time of Apply.
	e made to : Cuba, Iran, North Korea, Sierra Leone, Palestinian ne	Total	Amount	\$ 324.0
tories, south south, right more, a crimed on an		Enter a	Promotion Code?	
nfirm that no direct or indirect shipments will be ritories, South Sudan, Myanmar, & Crimea Ukraiı				

5.5. Select a shipping option. Orders default to Use the default shipping method. You may also check the box to Add Packing Slip Message and complete the necessary fields. Click Continue Checkout to continue with the default shipping method.

Addresses	2 Shipping	3 Payment	4 Review	5 Re	eceipt
ELECT SHIPPING OPTIC	DN				
efault shipping method: 105				Order Summary	
 Use this default shipping 	g method			Subtotal	\$ 324.00
Provide new Shipping m	ethod				
				Shipping Cost	\$ 0.00
 Bill 				Shipping charges will be add invoice if applicable	ded at the time of
 Collect 				Tax ID Tax ID	Apply
					CHRAJ.
ENTER NEW DELIVERY	METHOD			Total Amount	\$ 324.00
Ex: UPS Ground					+ - - - - - - - - - -
Carrier will be XPO for freigh Shipping charges will be adde	t shipments or UPS for parcel shipments d at the time of invoice		1	Enter a Promotion Code?	

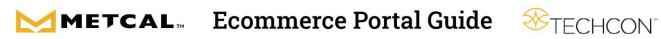


5.6. Click Provide new Shipping Method to select freight term. Selecting Bill allows you to Enter New Delivery Method (e.g., UPS Ground). Selecting Collect allows you to Enter New Carrier and Shipping Method and Enter Carrier Account #.

		Review	5 Re	eceipt
ELECT SHIPPING OPTION				
Default shipping method: 105		Orde	er Summary	
 Use this default shipping method Provide new Shipping method 		Subtot		\$ 324.00
SELECT FREIGHT TERM		Shippir	ng Cost ng charges will be add e if applicable	\$ 0.00 kine of
O Collect		Tax ID	Tax ID	Apply
ENTER NEW DELIVERY METHOD		Tetel	A	£ 224.00
Ex: UPS Ground		Iotal	Amount	\$ 324.00
Carrier will be XPO for freight shipments or UPS for parcel shipn Shipping charges will be added at the time of invoice	nents	Enter a	Promotion Code?	
Shipping charges will be added at the time of invoice			And a second	

5.7. If payment is by Invoice, you must provide a **PO number**. If payment is by Credit Card, a PO number is optional.

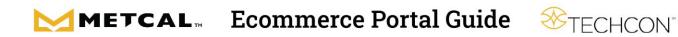
L 14		МЕТСА	L 14	
Shipping	3 Payment	Addresses	Shipping	3 Payment
		Payment		
				bmit your order in the next step.
	Shipping	Shipping Payment	Shipping 3 Payment Addresses Addresses Addresses Condit Card Payment Condit Card Payment You will be redirected to the Please enter your PO numbe	Shipping Payment Addresses Shipping Payment Credit Card Payment You will be redirected to the CyberSource Hosted Pay page after you su Please enter your PO number.





5.8. If only paying by Credit Card, you will be redirected to a secure site to provide credit card details.

Billing	Payment	Review	Receipt
Billing Information		Your Order	
	* Required field		
First Name *		Total amount	\$324.00
Last Name *			
Doe			
Address Line 1			
10800 VALLEY VIEW STREET			
Address Line 2			
City *			
CYPRESS			
Country/Region *			
United States of America	~		
State/Province			
California 🗸			
Zip/Postal Code			
90630			
	Next		
Cancel Order			



5.9. Complete the payment details by entering your **card type**, **card number**, **expiration month**, **expiration year**, and **CVN**. Click **Next** to review your order, payment information, and complete your payment.

Billing	Payment	Review	Receipt
Payment Details	* Required field	Your Order	
Card Type *	Mastercard	Total amount	\$324.00
Card Number * Expiration Month * Expiration Month Year CVN This code is a three or four digit number cards.	~		
Back Cancel Order	Next		

5.10. Review your order information. Click **Return to Cart** to make changes to your cart. If everything is correct, check the box next to I agree to the Terms and Conditions (you may click the Sales and Purchase links to review the terms and conditions), then click **Submit Order**.

				200001
METCAL				
Addresses Shipping	Payment	4 Review		5 Receipt
Review Your Order Information Review the details of your order below and make any changes if needed.		Return to Cart	Order Summar	v
Click "Submit Order" to complete your purchase. Please enter any special instructions here			0140104	/
Special Instructions			Subtotal	\$ 324.00
Special Instructions			Shipping Cost	\$ 0.00
			Sales Tax	\$ 0.00
PURCHASER US DISTRIBUTOR 1			Shipping charges w invoice if applicable	ill be added at the time of
Jane Doe jdoe@okinternational.com			Tax ID Tax ID	Apply
INVOICE ADDRESS	SHIPPING ADDRESS		Total Amount	\$ 324.00
United States	1905 LANA AVE NE SALEM, 97314, United States		Enter a Promotion Co	ode? Is & Conditions Sales Purchase
SHIPPING DETAILS Shipping Method : \$105	PAYMENT METHOD Credit Card Payment		SL Continue Shopping	JBMIT ORDER



6. Viewing Your Order

Viewing Your Order through My Account

6.1. You may view your order through the cart upon order completion. Click My Account at the bottom of the Order Summary.

Thank you for your Order Your order number Is: 00002504 Test PO for US Dist We will email jdoe@okinternational.com to keep you upd	ated on the status of your order.		Please send your exempti eorders@okinternational.	
PURCHASER US DISTRIBUTOR 1 Jane Doe jdoe@okimternational.com 123456789			Order Summary Subtotal Shipping Cost	\$ 899.00 \$ 0.00
INVOICE ADDRESS US DISTRIBUTOR 1 10800 VALLEY VIEW STREET CYPRESS, CA 90630, United States	SHIPPING ADDRESS US DISTRIBUTOR 1 10800 VALLEY VIEW STREET CYPRESS, CA 90630, United States		Sales Tax Shipping charges will be add invoice if applicable Tax ID	\$ 0.00 ed at the time of ABC2233
SHIPPING DETAILS Freight Term : Collect Shipping Method : FedEX 2nd Day Air Carrier Account # : 123456789	PAYMENT METHOD Invoice CUSTOMER PO NUMBER Test PO for USDist		Total Amount Account You can always access your account	\$ 899.00
CV-5210 80 Watt CV Advanced Soldering and R (Standard Lead Time: 10 days) \$ 899.00 QUANTITY: 1	ework System	\$899.00	CONTINUE SHOPPING	

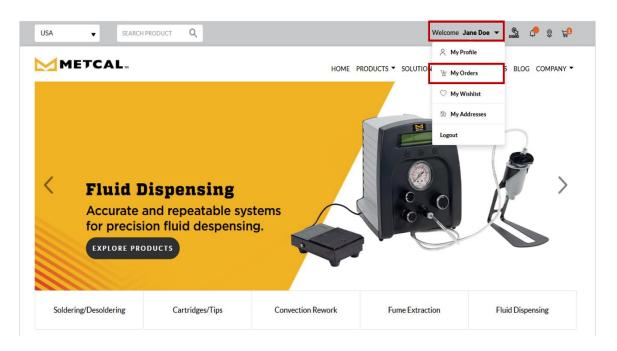




6.2. On the *My Account* page, you will see an overview of your *Most Recent Purchases*.

Home / My Account / Overview							
Hello	Hi, Jane Doe	(US DISTRI	BUTOR 1)			CONTINUE SHOPPING	QUICK ORDER
Jane Doe	Welcome Bac	k!					
(Buyer) (Customer ID: 146385) BuyLocation ID: 14638501	Everything you need to track	k your orders, update your	address book, edit your	r account inform	ation and more is	right here.	
日 Dashboard	Most Recent Alerts (0)/0)					
\씇 Purchase		,					
My Wishlist	Most Recent Pure	chases					View all
Order History	ORDER DATE	CUST. PO	ORDER NO.	ITEMS	STATUS	DESTINATION	ORDER TOTAL
、 外 My Profile	ONDERDATE	0001110	UNDERTIO.	TEHO	UNITOD		ONDERTOTAL
. A Accordination	09/27/21	Test PO for US Dist	WO00002504	1	Pending	US DISTRIBUTOR 1 10800 VALLEY VIEW	\$899.00
ഷം My Organization						STREET CYPRESS CA. 90630	
s ^s ^s Alerts				-		United States	

6.3. You may also view your order from the top of the home page. Click Welcome, then select My Orders from the drop-down menu.





7. Quick Order and CSV Upload Order Entries

Ordering with Quick Order

7.1. If you know the product number, you can do a Quick Order entry by clicking the Welcome link in the top right corner. Once on the My Account page, click on Quick Order.

USA	DUCT Q		Welcome US Distributor HCL 🔻 💼 🖉 😵 📌
METCAL.		HOME PRODUC	TS ▼ SOLUTIONS ▼ RESOURCES NEWS BLOG COMPANY ▼
Home / My Account / Overview	H: US Distributor HCL (US I	NGTDIDI	
US Distributor HCL (Buyer, Account Admin)	Hi, US Distributor HCL (US I Welcome Back!	JSIKIBU	
(Customer ID: 141234) BuyLocation ID: 14123402	Everything you need to track your orders, update your address b	oook, edit your accoun	t information and more is right here.
원 Dashboard 文字 Purchase	Most Recent Alerts (0 / 0)		
My Wishlist	No orders have been placed for this user.		
Order History 옷 My Profile			
ه، My Organization ه، Alerts	US Distributor Distributor Admin 26-Aug-2021 HCL	View all	Most Recent Wishlist Currently you don't have any wishlist.
	Note: Your account information will only be used in accordance	e with our <u>Privacy Po</u>	licy.

7.2. After clicking Quick Order, you will see the Quick Order page. Select the By Part Number tab to enter product IDs and quantities of each product, then Add to Cart.

METCAL			HOM	E PRODUCTS -	SOLUTIONS -	RESOURCES	NEWS B	LOG COMPANY
ome / Quick Order								
Quick Order								
Add multiple products to the cart by the	neir Product ID!	-						
BY UPLOADING A CSV FILE	BY PART NUMBER							
Enter product ID, variation and quant	QUANTITY	UNIT PRICE	LEAD TIME					
				 				
	3	0		â				
		0						
		0		â				
Add 5 more rows								



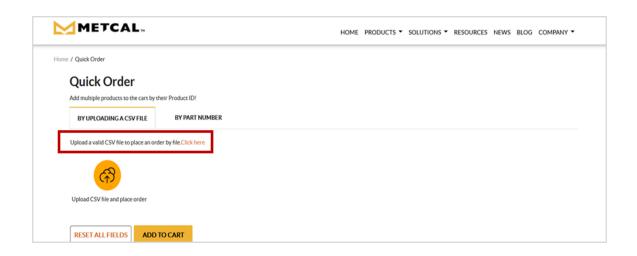
Ordering by Importing a CSV File

Importing a file can save time when you are placing a large order.

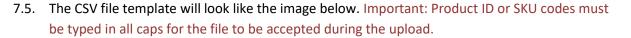
7.3. Navigate to the *Quick Order* page and click the **By Uploading A CSV File** tab.

METCAL			ном	E PRODUCTS •	SOLUTIONS •	RESOURCES	NEWS B	ILOG COMPANY
ome / Quick Order Quick Order								
Add multiple products to the cart by t	heir Product ID!							
BY UPLOADING A CSV FILE	BY PART NUMBER							
Enter product ID, variation and quant	tity to add multiple line items to the	cart at once.						
PRODUCTID	QUANTITY	UNIT PRICE	LEAD TIME	ACTION				
				Ē				
				 一				
				 一				
				Ê				
				۵ ش				
Add 5 more rows				ш				

7.4. You can upload your own CSV file or use the website template. To download the template, click the **Upload a valid CSV file to place an order by file. Click here** link.







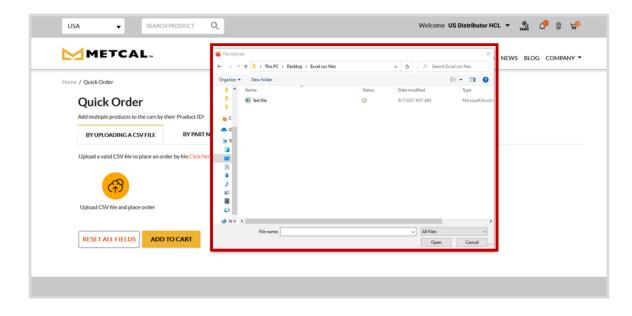
	e Insert															ය් Share	🖓 Con	nments
Paste ♂	Calibri B I U	• 11 • ⊞ •	→ A^	a* ≡ • =	= = ≫. = = ⊡	, sp Ξ 亩 ,	Gener \$~	al % 9	~ 00.00 0€ 00	Conditio Formattin	nal Forma g ~ Table	t as Cell	 Insert → Delete → Format → 	Σ ~ 	AZY Sort & Find &	Analyze Data		
Clipboard 🛛		Font			Alignment								Cells			Analysis		
C7 - I × √ fr																		
A	В	С	D	E	F	G	н	1	J	к		L I	M N	0	Р	Q	R	S
1 SKU	Quantity																	
2 39XM400																		
3 39XM137	73 5																	
4 39XM400	04 2																	
5 39XM132																		
6 39XM400	02 4																	
7																		
8																		
9																		
11																		
12																		
3																		
4																		
4																		
6																		
17																		
9																		
18 19 20																		
21																		
27 a	uickOrderTe	mplate	(+)								: [4						•

7.6. To upload your CSV file, click the *cloud icon* above **Upload CSV file and place order**.

METCAL.		HOME	PRODUCTS -	SOLUTIONS -	RESOURCES	NEWS B	.og company -
Home / Quick Order							
Quick Order							
Add multiple products to the cart by t	heir Product ID!						
BY UPLOADING A CSV FILE	BY PART NUMBER						
Upload a valid CSV file to place an ore Upload CSV file and place order	ler by file.Click here						
RESET ALL FIELDS ADD	TO CART						



7.7. From the window that appears, find the file you wish to upload, then click **Open**.



7.8. Your file name will appear below the cloud icon. Select **Add to Cart** to continue with your purchase.

USA SEARCH PRODUCT Q	Welcome US Distributor HCL 👻 🎂 📌 💈 🤿
METCAL	HOME PRODUCTS ▼ SOLUTIONS ▼ RESOURCES NEWS BLOG COMPANY ▼
Home / Quick Order	
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