

# Qiklink

## Qiklink Order Instruction

---

### Sign In

1. Ensure your computer is connected to the internet
2. Log on to the Qiklink web address  
**http://qiklink.nationalparts.com.au/qiklink**  
Press enter

Note: It is recommended to make this your default web page. To do this:

Tools

Internet Options

The General section of Internet Options will appear

In the Home Page section, click on the Use Current button

Click on "Apply" at the bottom of the page

Click on "OK"



Now every time you open Internet Explorer, the Qiklink page will appear.

3. Click on SIGN IN at the top right hand corner of the Qiklink web page.
4. The "Sign In To Your Account" box will appear
  - Type in your user ID
  - Type in your password
  - Click on the "Sign In Now" button
  - The welcome page will now appear




Please sign into your account.

**User ID**

**Password**

**Log in Automatically**

 **Sign In Now**

[Change Password](#)

If you have any problems with signing in, please contact the Helpdesk on 1300 553 551



## Order Entry

Once signed in, click on ORDER underneath the National Parts/Qiklink logos. This will allow you to access the Order Entry section. The Shopping Basket page will load.

To add items to the Shopping Basket:

1. Type the quantity required in the Quantity Field, press TAB
2. Type in the item required (by part number)
3. Click ADD

The page will refresh and the item will appear in the Shopping Basket along with any messages relevant to the stock ie. whether the item(s) are on backorder and the expected delivery time(s).

Doggy SIGN OUT  
[CATALOG](#) [ORDER](#) [SPECIALS](#) Search :

[ORDER ENTRY](#) | [ORDER STATUS](#) | [HELP](#)

<b>Customer #:</b> 1 <b>Order #:</b> 10058	<b>Purchase OrderNumber #:</b> <input type="text"/> <b>Order Total:</b> \$5.56
---	---

<b>Name :</b> PRICE AND AVAIL (ONLY) <b>Outstanding Balance :</b> \$0.00 <b>Address :</b> DO NOT PICK, Give To DOGGY DO NOT SHIP CONFIRM, Give To DOGGY . Australia	<b>Primary Warehouse :</b> 30 - Melbourne <b>PartSupply :</b> Y <b>Multi Branching :</b> Y <b>Backorders :</b> N <b>Substitutes :</b> Y
---	---

### Shopping Basket

[Sort by PartNumber](#)   [Show Retail Price](#)

Remove	PartNumber	Description	Quantity	Price	Subtotal	Message	BO	DC	Deliver
<input type="checkbox"/>	Z9	Oil Filter Ryco (L30001)	<input type="text" value="1"/>	\$5.56	\$5.56				30 1 days

*Note: All prices are exclusive of GST*

[Change Part Number/Quantity order](#)

<b>Quantity:</b> <input type="text"/>	<b>Part Number:</b> <input type="text"/>	<input type="button" value="Add"/>
---------------------------------------	--	------------------------------------

*Check P/A before addition.*

To add further items, repeat the process above.

Note: You can also change the format of the default Order Page by clicking "Change Part Number/Quantity Order" directly above the order entry box. This will change the appearance of the order entry box so that Part Number will represent the first column and Quantity will follow as the second column.

[Change Part Number/Quantity order](#)

**Part Number:**  **Quantity:**

*Check P/A before addition.*

However, if you will be placing a larger order and don't want to continually refresh the page between items, there is an alternative.

**To place larger orders:**

1. Click on the Order Entry button underneath the National Parts/Qiklink logos and the Multiple Entry Screen will appear.
2. Type in required quantities of part numbers (pressing Tab to move between the different fields).
3. Once you have entered the parts you require, you can check the pricing and availability of the items by ticking the "Check P/A Before Addition" box. This will give you feedback as to whether the parts are in stock and will also list their prices.

**ORDER ENTRY | ORDER STATUS | HELP**

Add items to shopping basket

[Change Part Number/Quantity order](#)

PartNumber	Quantity
z9	1
w804	1
t123	2
db2ad	1

*Check P/A before addition.*

4. Click on Add to Basket.

- The next screen will allow you to review your order and will also show up invalid part numbers.

If a part number is invalid or hasn't been entered fully, the word "Search" will appear next to the part number. Click on Search and a box will appear listing all items containing the part number you entered. You can then select the correct item by clicking on the relevant part number. The Order window will refresh and the word Search will have disappeared.

If you decide you don't want an item from the list, you can de-select it by removing the tick under the "Add" column.

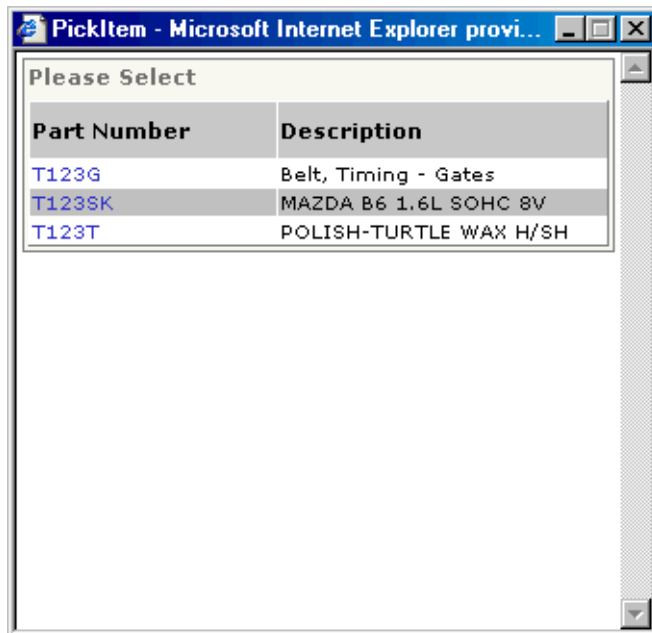
[ORDER ENTRY](#) | [ORDER STATUS](#) | [HELP](#)

Add To Shopping Basket [Back](#)

[Show Retail Price](#)

Add	PartNumber	Description	Quantity	Price	Subtotal	Message	BO	DC	Deliver
<input checked="" type="checkbox"/>	W804	Pump, Water - PowerMax	<input type="text" value="1"/>	\$39.11	\$39.11			30	1 days
<input checked="" type="checkbox"/>	T123 Search		<input type="text" value="2"/>	\$0.00	\$0.00	Item is invalid			
<input checked="" type="checkbox"/>	DB2AD	Disc Pads, Bendix - Advance	<input type="text" value="1"/>	\$33.92	\$33.92			30	1 days
<input checked="" type="checkbox"/>	Z9	Oil Filter Ryco (L30001)	<input type="text" value="1"/>	\$5.56	\$5.56			30	1 days

**ADD TO BASKET** *Note: All prices are exclusive of GST*



- Once satisfied with your order, click on "Add to Basket"
- You will be returned to the Order Entry screen where you have the option to add more items. If not, click on the Shopping Basket icon under the National Parts/Qiklink logos.

Your Shopping Basket is reviewed on this screen and you can remove or add more items if necessary.

8. Add your purchase order number at the top of the page.

[ORDER ENTRY](#) | [ORDER STATUS](#) | [HELP](#)

<b>Customer #:</b> 1 <b>Order #:</b> 10058	<b>Purchase OrderNumber #:</b> <input type="text"/> <b>Order Total:</b> \$100.06
---	---

<b>Name :</b> PRICE AND AVAIL (ONLY) <b>Outstanding Balance :</b> \$0.00 <b>Address :</b> DO NOT PICK, Give To DOGGY DO NOT SHIP CONFIRM, Give To DOGGY  Australia	<b>Primary Warehouse :</b> 30 - Melbourne  <b>PartSupply :</b> Y <b>Multi Branching :</b> Y <b>Backorders :</b> N <b>Substitutes :</b> Y
--	---

**Shopping Basket**

[Sort by PartNumber](#)   [Show Retail Price](#)

Remove	PartNumber	Description	Quantity	Price	Subtotal	Message	BO	DC	Deliver
<input type="checkbox"/>	W804	Pump, Water - PowerMax	<input type="text" value="1"/>	\$39.11	\$39.11				30 1 days
<input type="checkbox"/>	DB2AD	Disc Pads, Bendix - Advance	<input type="text" value="1"/>	\$33.92	\$33.92				30 1 days
<input type="checkbox"/>	Z9	Oil Filter Ryco (L30001)	<input type="text" value="1"/>	\$5.56	\$5.56				30 1 days
<input type="checkbox"/>	T123T	POLISH-TURTLE WAX H/SHELL 473M	<input type="text" value="2"/>	\$7.95	\$15.90				30 1 days
<input type="checkbox"/>	Z9	Oil Filter Ryco (L30001)	<input type="text" value="1"/>	\$5.56	\$5.56				30 1 days

*Note: All prices are exclusive of GST*

[Change Part Number/Quantity order](#)

**Part Number:**    **Quantity:**   

*Check P/A before addition.*

9. Click on "Submit Order".

10. The order has now been placed and you will be given a Shopping Basket Number. Please keep this number in a safe place as it is your reference when following up on your order in the Order Status screen.

<b>Shopping Basket</b> <b>Your order 10058 has been submitted</b>
--

## Order Status

The Order Status screen lists all open and completed orders and gives you an overview of where orders are at. It also lists credits and shows you a history of transactions all on the one screen.

1. To enter the Order Status screen, click on ORDER directly under the National Parts/Qiklink logos.
2. The Shopping Basket screen will load.
3. Click on ORDER STATUS at the top of the screen and the Order Status page will load.
4. Your latest order will appear at the top of the page listing: Order Date, Purchase Order, Shopping Basket ID, National Parts Reference, Dollar Amount of Order, Status of Order, and Type of Order.

The status of your order will either be at Open or Completed stage. If in Open status, the order is at Pick Slip whilst Completed is at Invoice stage.

5. Click on the Order Date to view the actual order. You can print the order out by clicking on "Printable Version". This will open another screen showing the order in a printable version. Click on "Print" to print the order. Close the window by clicking on the X in the top right hand corner and click on the back arrow to return to the Order Status screen.

[ORDER ENTRY](#) | [ORDER STATUS](#) | [HELP](#)

### Order Status (TEST DATA)

<b>Name :</b> PRICE AND AVAIL (ONLY)	<b>Primary Warehouse :</b> 30 - Melbourne				
<b>Outstanding Balance :</b> \$0.00					
<b>Address :</b> DO NOT PICK, Give To DOGGY DO NOT SHIP CONFIRM, Give To DOGGY  . Australia	<table border="1"> <tr> <td><b>PartSupply :</b> Y</td> </tr> <tr> <td><b>Multi Branching :</b> Y</td> </tr> <tr> <td><b>Backorders :</b> N</td> </tr> <tr> <td><b>Substitutes :</b> Y</td> </tr> </table>	<b>PartSupply :</b> Y	<b>Multi Branching :</b> Y	<b>Backorders :</b> N	<b>Substitutes :</b> Y
<b>PartSupply :</b> Y					
<b>Multi Branching :</b> Y					
<b>Backorders :</b> N					
<b>Substitutes :</b> Y					

Date	Customer PO No	Basket ID	NP Order No	Amount	Status	Type
13/03/05	10058	10058	11072471	100.06	Open	QIKLINK
13/03/05	EBCD 2	10057	11072321	222.15	Open	QIKLINK
12/03/05	EBCD	10052	11072081	213.91	Open	QIKLINK
11/03/05	DON'T CANCELL GIVE TO DOG	10040	11065622	7.88	Open	QIKLINK
10/03/05	10038	10038	11064397	31.20	Open	QIKLINK
10/03/05			11064211	10.08	Open	PHONE
09/03/05			11052237	5.56	Open	PHONE
18/02/05			10953216	86.84	Open	PHONE
15/02/05			10926820	13.44	Open	PHONE
15/02/05			10926568	55.26	Open	PHONE
15/02/05			10925456	12.27	Open	PHONE
15/02/05			10923888	83.76	Open	PHONE
10/03/05			11061599	-72.62	Completed	PHONE
07/03/05	5969387	10011	639153	0	Completed	PHONE
04/03/05	JENNY	10011	11031379	273.77	Completed	EDI (Normal)
25/02/05			10989322	35.12	Completed	PHONE
22/02/05			633458	0	Completed	*** ERROR ***
22/02/05			633457	0	Completed	*** ERROR ***
22/02/05			633456	0	Completed	*** ERROR ***