

Alamo Ag Customer Service Interface Guide

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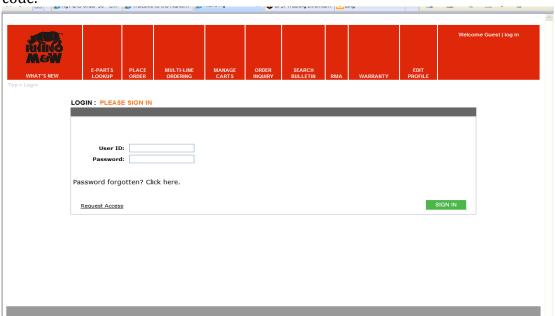
Logging On Guide

Logging On

This chapter shows you how to log on to the website.

- 1. Open your web browser URL of the site (<u>www.alamoag.com</u>) and press Enter to open the Login Screen.
- 2. Type your user ID in the User ID text box.
- 3. Type your password in the Password text box.
- 4. If you forgot your password, click on the Password forgotten link.
- 5. If you do not have a user ID and password, click on the Request Access link

Note: Normally your account number is your User ID and your password is your zip code.



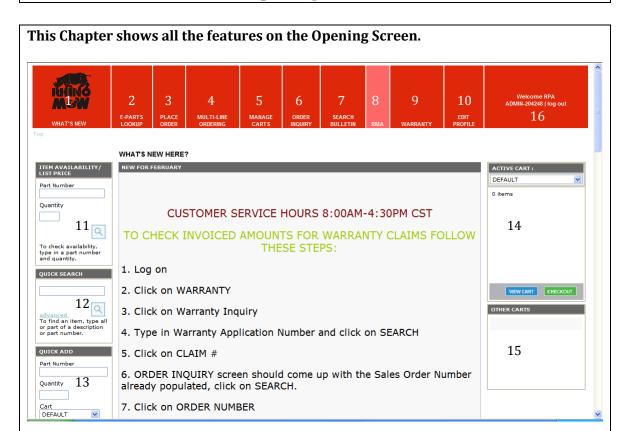
Request Access

- 1. To request access click on the Request Access link.
- 2. Read the Access Agreement.
- 3. Check the box to accept agreement and click Continue.
- 4. Fill out the required information and click Continue.



Opening Screen Guide

Opening Screen



- 1. What's New Click on What's New to refresh the screen.
- 2. E-Parts Lookup Click on E-parts Lookup to view Parts Manuals, Operator's Manuals, Part Number Search, etc.
- 3. Place Order Click on Place Order to start an order or continue on an existing order.
- 4. Multi-line Ordering Click on Multi-Line Ordering to add more than one part to your cart at one time.
- 5. Manage Carts Allows you to Add, Delete, Rename, and Submit Carts.
- 6. Order Inquiry Allows you to check on existing orders, get tracking, freight charges, back orders, etc.
- 7. Search Bulletins Allows you to view important Bulletins.
- 8. RMA Inquiry Click on RMA Inquiry to start an RMA and to view existing RMA's.
- 9. Warranty Click on Warranty to Register a product and to submit a warranty claim.
- 10. Edit Profile Edit Profile allows you to change personal information such as address, password, etc.
- 11. Item Availability Allows you to check if an item is available or backordered plus pricing.
- 12. Quick Search Allows you to search on a description or partial part number.
- 13. Quick Add Click on Quick Add to add a part number to an existing cart or new cart.
- 14. Active Cart Allows you to view or submit existing orders.
- 15. Other Carts Shows you all carts available.
- 16. Dealer Log Out



What's New Screen Guide

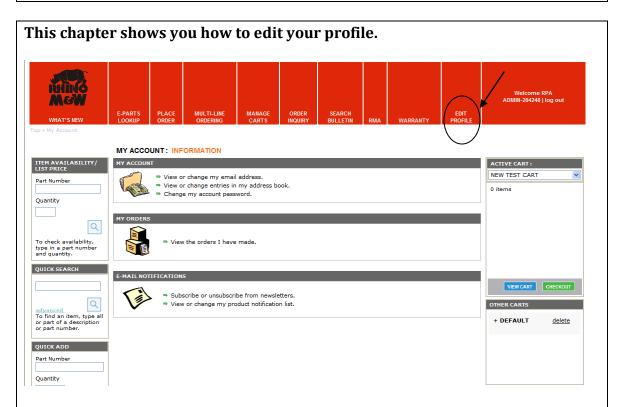
What's New Screen





Edit Profile Guide

Edit Profile



View or Change My Email Address

- 1. Click View or Change My Email Address. This will populate the email address submitted on all correspondence.
- 2. Type your email address and click Continue.

Change My Account Password

- 1. Click Change my account password.
- 2. Fill in the required information and click Continue.

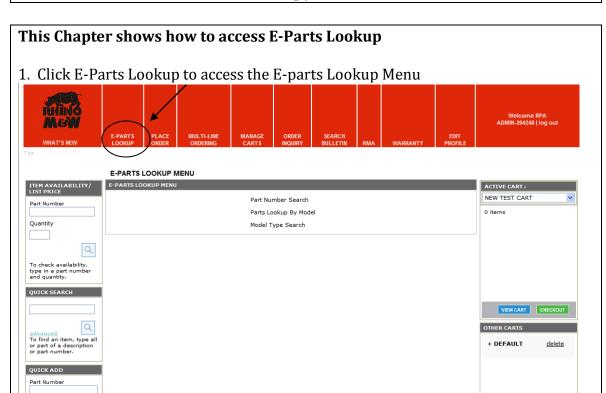
View the Orders I Have Made

- 1. Click View the Orders I Have Made.
- 2. Use the search criteria and click Search.



E-Parts Lookup Manuals Access Guide

E-Parts Lookup/Manual Access



2. In the E-Parts Lookup Menu you have three options; Part Number Search, Parts Lookup by Model, and Model Type Search.

Part Number Search – Search by Part Number, Item Description, and by Part List Description.

For Part Search Information see Parts Search Guide on page 21.

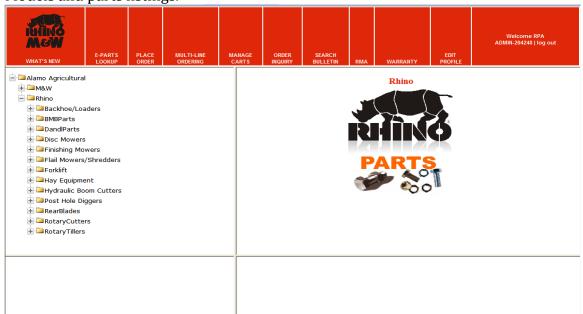
Parts Lookup By Model – Search for Model Type to find parts. For Part Lookup By Model see page 14.

Cart

Model Type Search – Search for Parts by using specific Models. For Model Type Search see Model Type Search Guide on page 19.

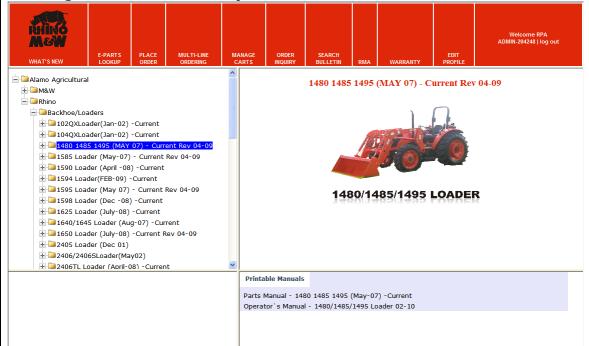
E-Parts Lookup/Manual Access

3. With the Parts Lookup by Model, you can use the navigation Tree to find Specific Models and parts listings.



Navigation Tree

The Navigation Tree is a text base browse function. Click on the Plus sign to expand the Navigation Tree to access the parts lists.



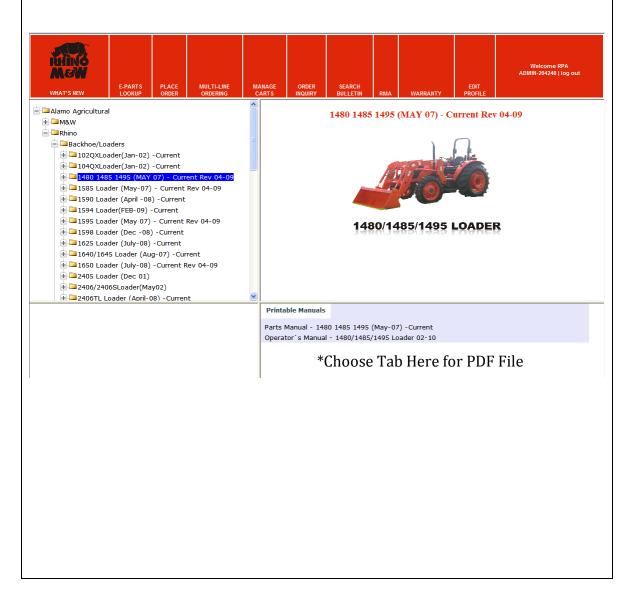
E-Parts Lookup/Manual Access

Product Line Information and Printable Manuals

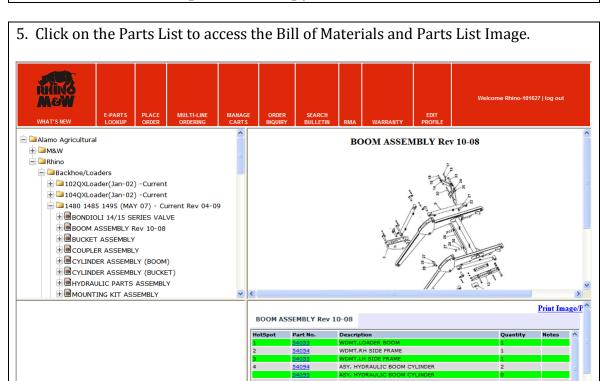
4. To access product line information including printable manual as well as service and technical information click on the product name itself.

Product Tabs

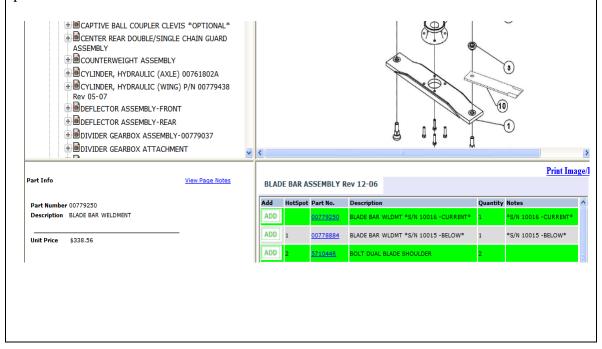
Product Line Information includes "Product Tabs". These tabs can include printable manuals, literature, service manuals, as well as other useful information in a PDF Format. To access this useful information simply click on the tab desired.



E-parts Lookup/Manual Access



For part information click on the part number. In the Specification Window to the left you will get specific information about the part you selected including the list price.

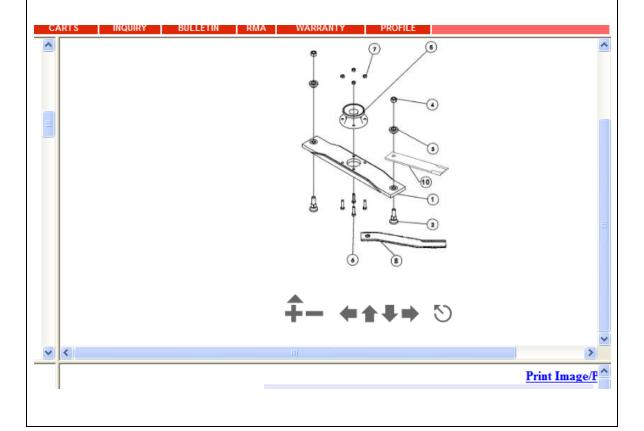


E-parts Lookup/Manual Access

Image Viewer

The Image Display Window has its own function including zoom function. **Note:** If you do not see these function buttons scroll down using the scroll bar to the right in the window.

- 1. Zoom These Buttons are used to zoom in (+) and out (-). You can also use the Ctrl Button and Shift Button to zoom in and out. These keys are located on the bottom left of your keyboard.
- 2. Pan These Buttons are used to pan through your image. You can also use your arrow keys located on your keyboard.
- 3. Reset The reset button will reset your image to the default size and position.
- 4. Zoom Slider This tool allows you to zoom in and out simply by clicking and dragging the slider to the left or right.
- 5. Print Image Allows you to print the parts diagram and parts listing.

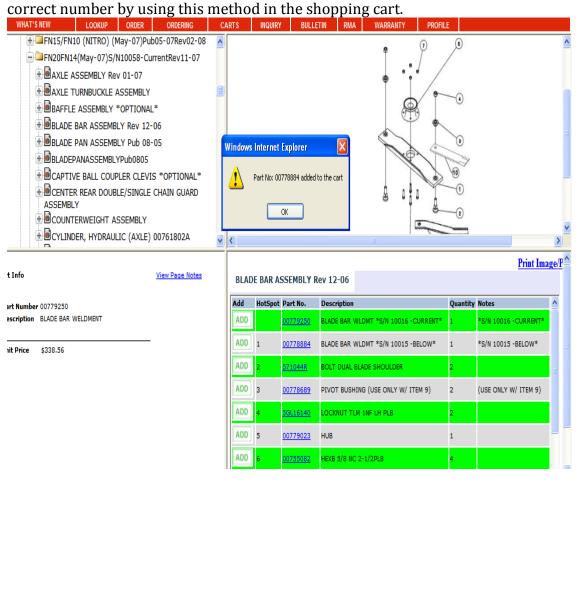


E-parts Lookup/Manual Access

Adding Parts to Active Cart

When you are ready to add a part to your active cart, simply click on the add button. This function will add the selected part number to your cart. This function will add the quantity listed on the Bill of Materials listing.

Note: If a part number supersedes, it will not automatically supersede to the





Model Type Search Guide

Model Type Search

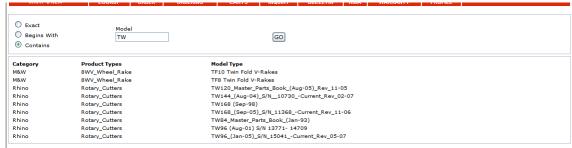
This option will allow you to look up parts for particular models by using various search options for Model Numbers.

1. From the E-Parts Lookup Menu, select Parts Lookup by Model.

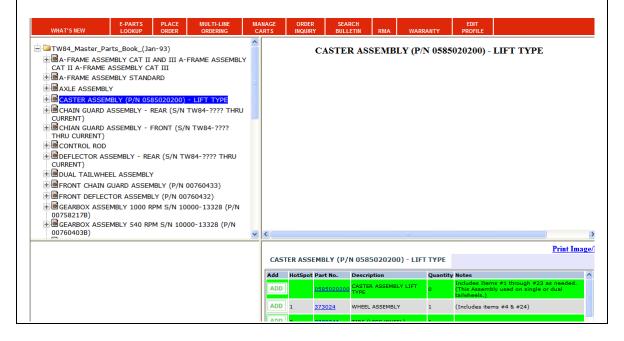


2. Choose a filter option. (Exact, Begins With, or Contains) and put in Model Information and hit **GO**.

Note: It is sometimes easier to use the Contains Filter and type in a partial Model Number as shown below.



3. Use the list generated to choose the correct parts manual. Click on that Manual under Model Type. This will open the parts online manual. Click the (+) symbol beside the manual name to expand the parts section. You can now use this manual as you did in the above chapters.





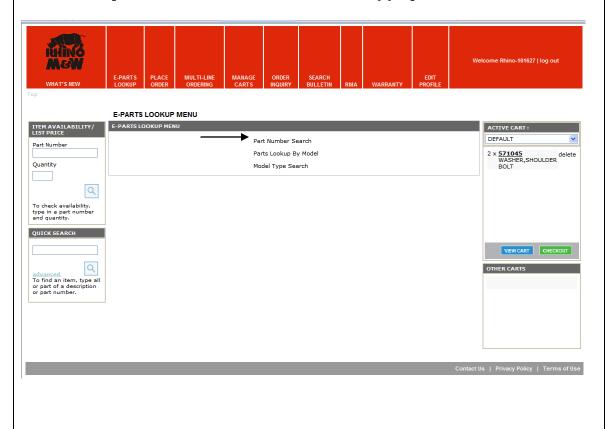
Parts Search Guide

Parts Search

This Chapter shows how to search for parts.

In the E-parts Lookup Menu click **Part Number Search** to search for parts.

Note: This option can be used to find which Unit(s) a part number is used.



Parts Search

In the Search Window you have three search options and three search filters.

Search Options

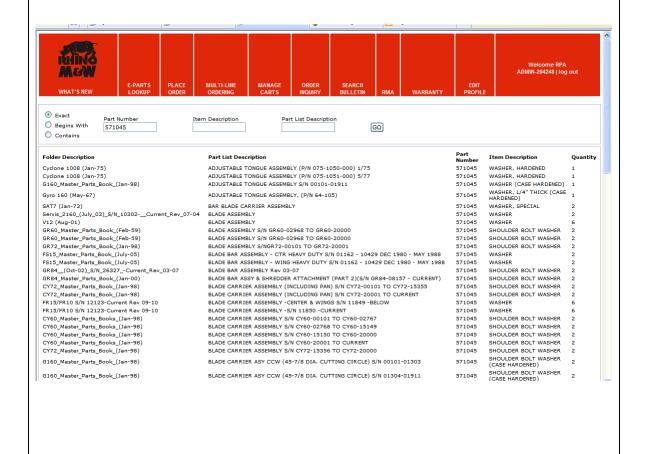
Part Number Item Description Part List Description

Search Filters

Exact Begins With Contains

To use the search function type in a part number, item description, part list description or a combination. Next select a search filter then click go. Your search results will populate as shown below.

To open a search result click on any link shown below.



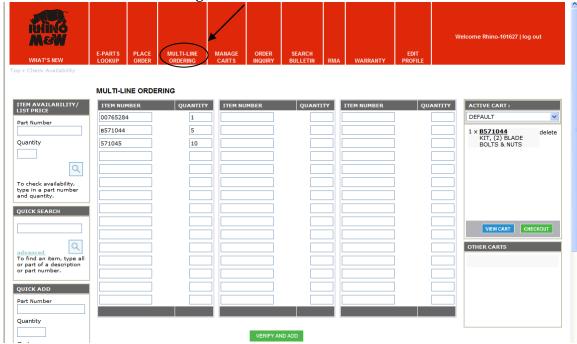


Place Orders Guide

This Chapter will show you how to place parts orders, view orders, save template orders, etc.

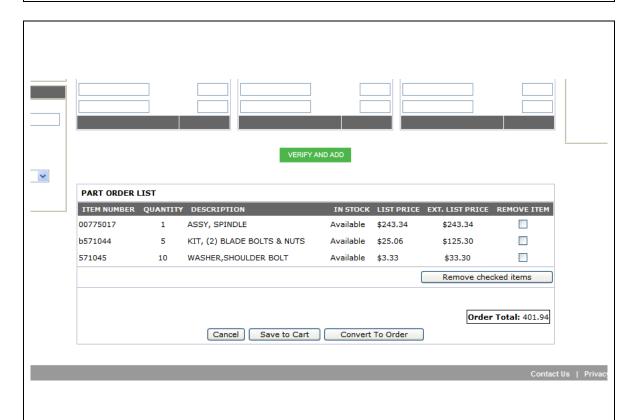
Multi-Line Ordering Tab

1. Select Multi-Line Ordering.



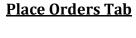
- 2. Enter Part Number
- 3. Hit TAB
- 4. Enter Quantity
- 5. Hit TAB
- 6. Continue entering part numbers and quantities until order is complete.
- 7. Once completed, or form is full (45 lines), Select **VERIFY AND ADD**, you can then add more lines as needed until order is completed.
- 8. Review messages and comments on Parts Order List and make changes if needed.

Note: Often you will be given a "Replace" option by stating the new part number and prompting you to select the newer number. However, if no replacement is offered, call Customer Service for the latest information.



- 9. Once all parts are listed and you have finished the Verify and Add Step select **CONVERT TO ORDER.**
- 10. Proceed to CHECK OUT
- 11. Follow the CHECK OUT procedures listed on pages 32 and 33.

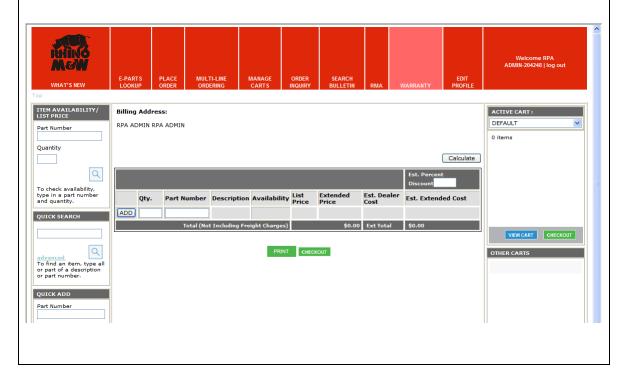
Note: If you leave the screen prior to Saving to Cart or Converting to Order, all information will be lost.



Note: This option is best when ordering only a few items, or adding a few items to cart at a time.

1. Click Place Order to access Parts Ordering.



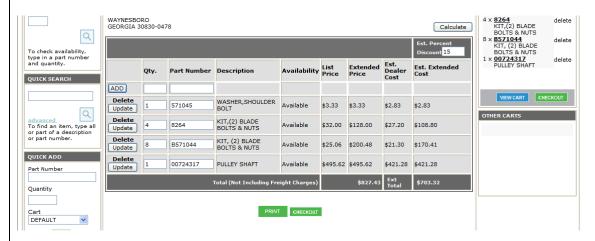


- 2. Click on the **Qty Field** to add your quantity amount. Then click your **TAB** Key.
- 3. Add your Part Number in the Part Number Field and click on your ENTER Key.
- 4. Continue adding part numbers until you have entered your entire order.

Note: These part numbers will be added to your default cart. And any part number that supersedes, will automatically change using this option..



5. To estimate your dealer cost, type in your discount in the **Est. Percent Discount Field**.



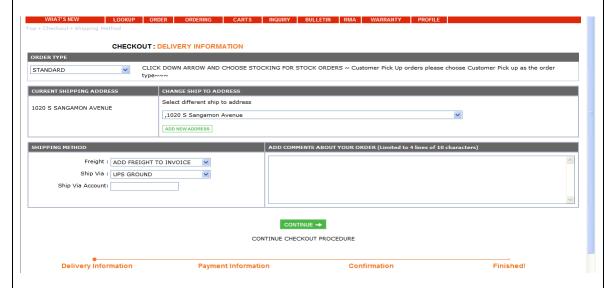
- 6. Click on Calculate.
- 7. Click on **Print** to print a copy of your order. (A new screen will open up and this screen will remain open as well)
- 8. Click on **CHECKOUT** to proceed.

DELIVERY INFORMATION

- 9. Choose your order type. **(You must select correct order type, Customer Service cannot change this after the order is placed.)**
- 10. Change your ship to address if needed.
- 11. Choose your shipping method.

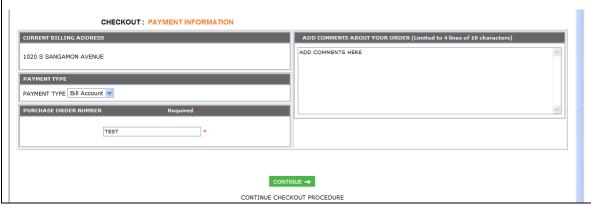
Note: Freight is always Add to Invoice unless 3rd Party Account is used. Ship Via Account is only used when 3rd Party Account is used. Input 3rd Party Account Number here. If not using 3rd Party Account, leave this section blank.

- 12. Add comments to your order if needed.
- 13. Click Continue to proceed to Payment Information.



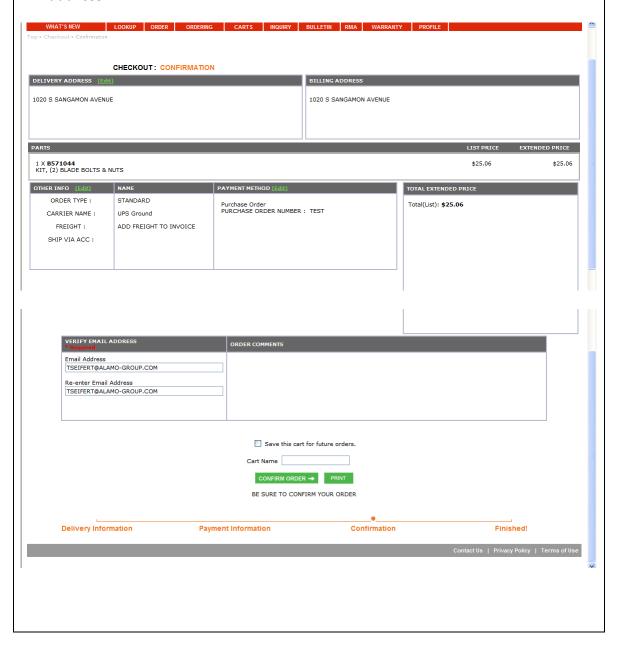
PAYMENT INFORMATION

- 14. Choose Payment Type.
- 15. Type in your Purchase Order Number (Required)
- 16. View your added comments, modify if needed.
- 17. Click Continue to proceed to confirmation.



Confirmation

- 18. Verify E-mail Address (can be changed if necessary).
- 19. Save the cart for future orders if needed.
- 20. Name Cart if saving for future orders.
- 21. Print (a new screen will open and you will not navigate from this page.)
- 22. Confirm Order.
- 23. Finished, an E-mail with your sales order number will be sent to your email address.





Quick Add Guide

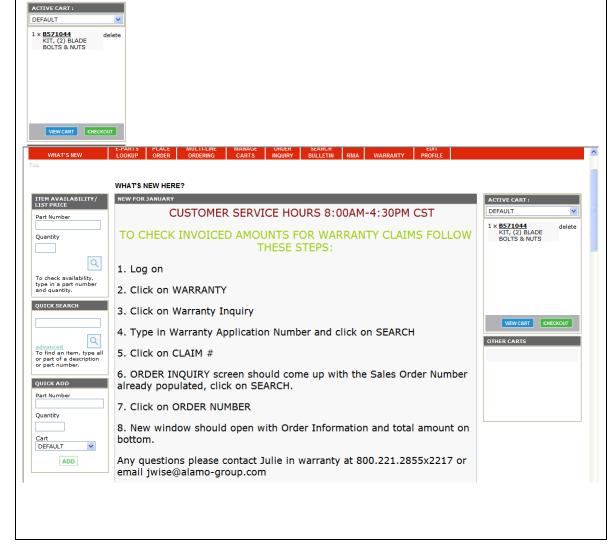
Quick Add

Quick Add will allow you to add a part to a cart and or create a new cart.

1. Type in a part number in the Part Number Field and Quantity into the Quantity Field.



2. Click on Add. This will add the part number into your active cart. You can view your part number in the Active Cart Area.





Item Availability Guide

Item Availability

Click on Item Availability to check if a part and quantity are available. Parts can also be added to the Active Cart from this screen.

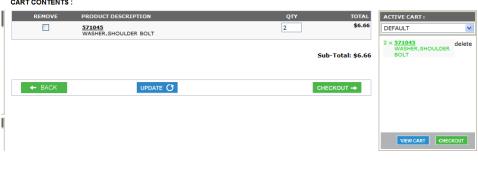
- 1. Type in a part number into the Part Number Field and quantity into the Quantity Field.
- 2. Click the Search Icon (magnifying glass).



- 3. Type in your estimated percent discount and click on Calculate if needed.
- 4. List Price.
- 5. Availability of Quantity Entered.



- 6. Click on **Add to Cart** or **Cancel** if needed.
- 7. Remove or change your quantities in the Cart Content and click **UPDATE**. CART CONTENTS:



Item Availability

8. Click on BACK to check availability of other part numbers.



9. Click on **CHECK OUT** when finished.

Superseding Items

If an item supersedes, you will get this screen.



Simply hit ADD TO CART if needed to add the new part number to your active cart.



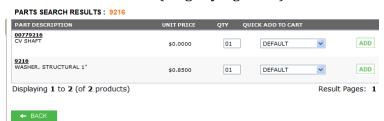
Quick Search Guide

Quick Search

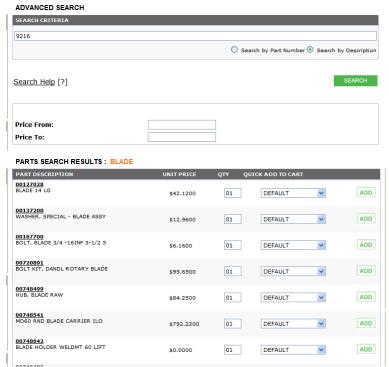
This feature is used as a "fuzzy" search. If you have a partial part number, it will pull up all part numbers that have this in it. (Ex. 9216)



- 1. Type in the part number you are inquiring about into the text box.
- 2. Hit the Search Icon (Magnifying Glass).



3. If you hit **advanced**, you can search for a description of the part number. (Ex. Blade) All Part Numbers that have "Blade" in the description will be shown.

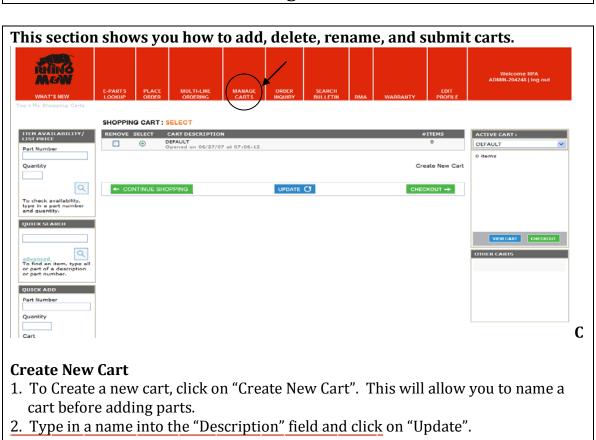


4. From this screen you can either **Add** the part to your cart or simply hit the **Back** button to perform other actions.



Manage Carts Guide

Manage Carts



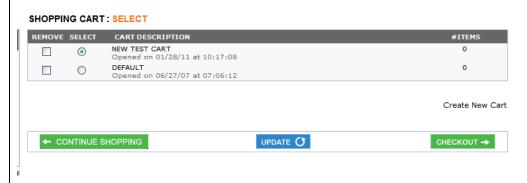


3. Your New Test Cart is now added to your SHOPPING CART.

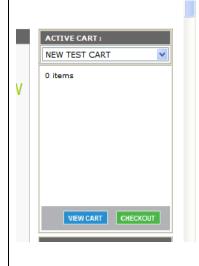


Manage Carts

To select your New Test Cart as your active cart, click on "SELECT" then click on "UPDATE".



Your New Test Cart is now your Active Cart. Any new part numbers added will be in your New Test Cart.

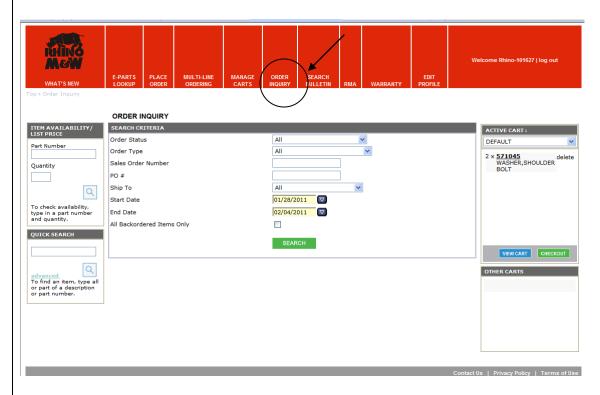




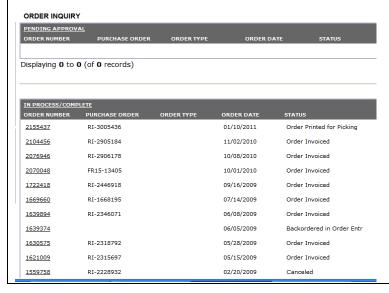
Order Inquiry

Order Inquiry

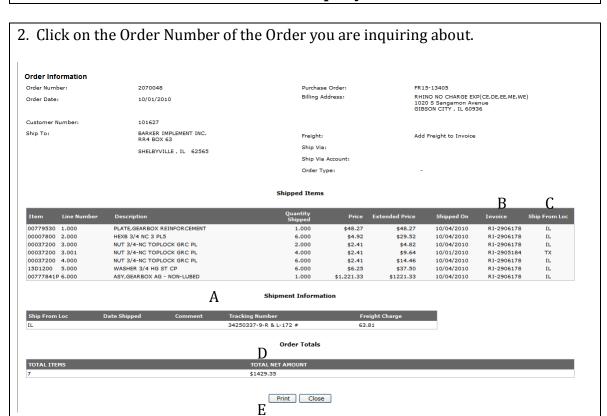
This Screen allows you to check on already existing orders, the order status, shipping information, tracking numbers, back orders, etc.



1. Fill in any of the search filters necessary and hit **SEARCH**. A list will populate with all of the orders that fit into your search criteria.



Order Inquiry



- 3. From this screen you can check status, shipping information (A), Invoice information (B), once parts have been invoiced, where parts shipped from(C) as well as Cost. Also available is the Net Amount of the Order (D) and Print (E) option.
- 4. If the package shipped UPS, you can click on the UPS Tracking Number in the Shipment Information Box, and a new window will open to the UPS Site and automatically track the package.

Note: This process is also used to check on Credits through RMA and Warranty. That process will be explained in those sections.



Bulletins Guide

Bulletins

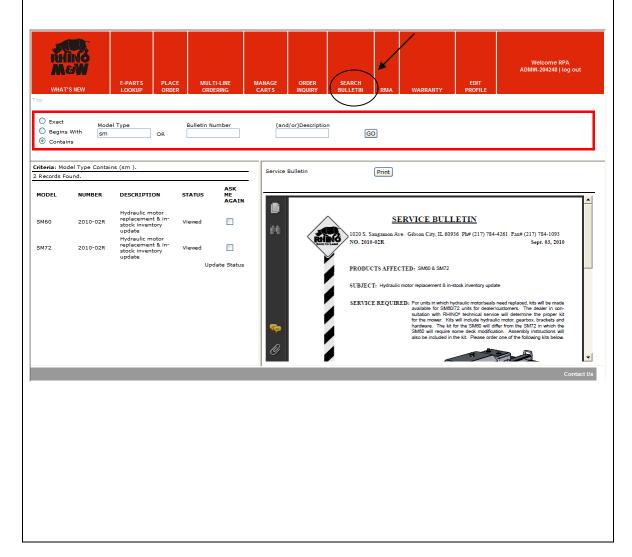
This section shows you how to search and print bulletins.

Opening Bulletins

- 1. After logging in if a bulletin immediately displays you are required to print and check the box acknowledging you have read the bulletin.
- 2. Click on the Update button.

You are not able to proceed to any other section until you have completed these steps.

Note: These bulletins contain important information including recalls, price changes, and service information.



Bulletin Search

Bulletin Search

In the search window you have three search options and three search filters.

Search Options

Model Type

Bulletin Number

(and/or) Description

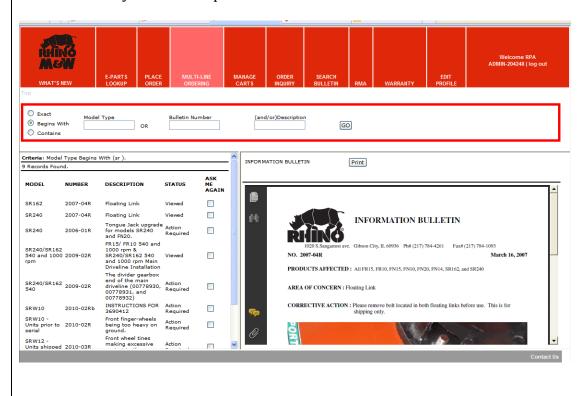
Search Filters

Exact

Begins With

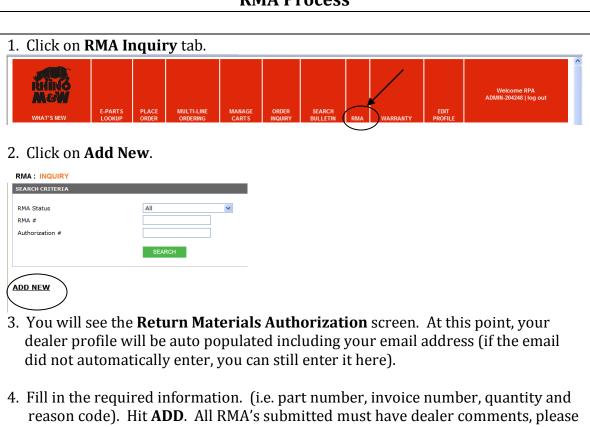
Contains

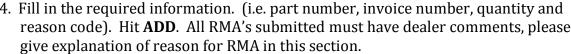
- 1. To use the search function type in a model type, bulletin number, description or a combination, select a search filter then click Go. Your search results will populate as shown below.
- 2. Use the print button to print the bulletin. To view a bulletin at a later time, check Ask Me Again and scroll down and click Update Status.
- 3. To open a search result click on the link under "Number" in the populated list for the bulletin you wish to open.

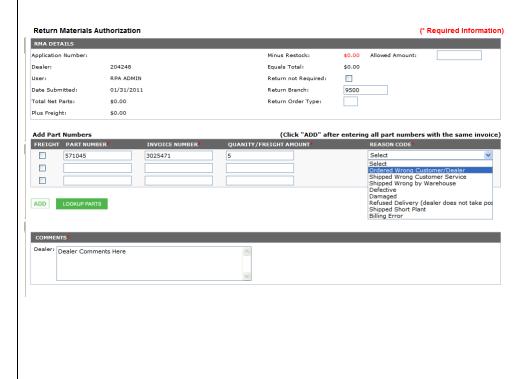




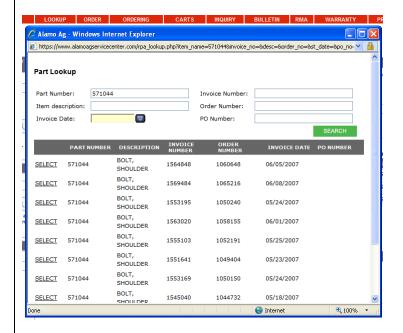
RMA Process Guide







5. If you only have a copy of the packing slip, you can do a search for the invoice by clicking on the Look up Parts option. Enter your order number or part number and click search. Click **Select** that is next to the part number you wish to return. This will populate your information into the Return Materials Authorization screen. Be sure to enter the **Quantity** and **Reason Code** after selecting part.



6. After adding the Reason Code, Click the **Add** Button and this will transfer down to the bottom tab where you see **Items on RMA**. You can add as many part numbers as you need to as long as you keep clicking the **Add** button after each one. You should get a comment stating your items were added successfully.





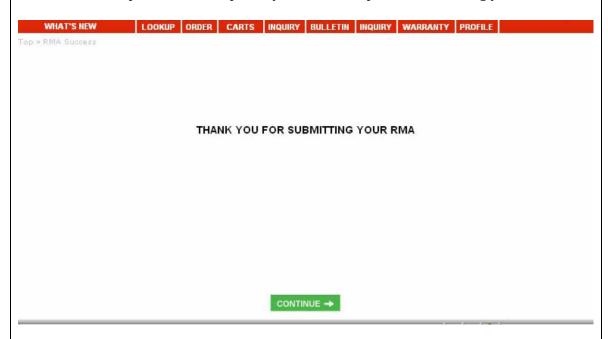
7. If you have freight, you are eligible to receive credit for, click on the box below the word Freight. This will give you a check mark and allow you to enter a freight amount. You will have to input the invoice number, freight amount and reason code. Click **Add**. This will add your freight amount at the bottom as well and give you the comment at the top "**Item added successfully**".



8. Once all of your information is filled in, you have entered your dealer comments and your email address is listed click **Submit.**



9. You will see a comment thanking you for your RMA. Click on continue to proceed to different options. At this point, you have completed submitting your RMA.



Once the Alamo Ag Administrator has reviewed and accepted your request you will receive an email (this will have a 7 digit authorization number on the top left hand corner) **THIS IS YOUR AUTHORIZATION FOR RETURN.** Please include a copy of this form in your return package.

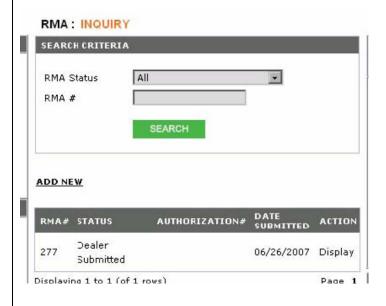
Checking RMA Status

1. Click RMA Inquiry tab.



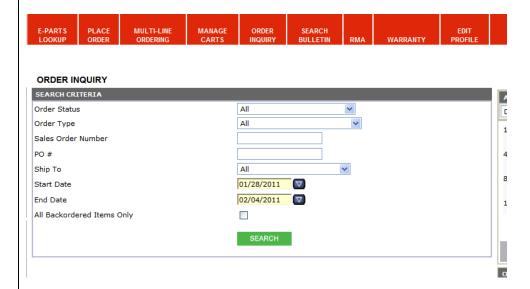
2. Click the search option, it will show any RMAs open for that dealer and their status. Once it has been approved and an RMA number is given, it will populate into the **AUTHORIZATION**# field. You can then view or print your RMA.

Note: Your RMA Status will have changed to "Awaiting Parts/Processing".



To Check for Credit on a RMA Return

- 1. Go to the Order Inquiry Screen.
- 2. Type the Authorization Number into the **Sales Order Number Field** and hit **SEARCH**.

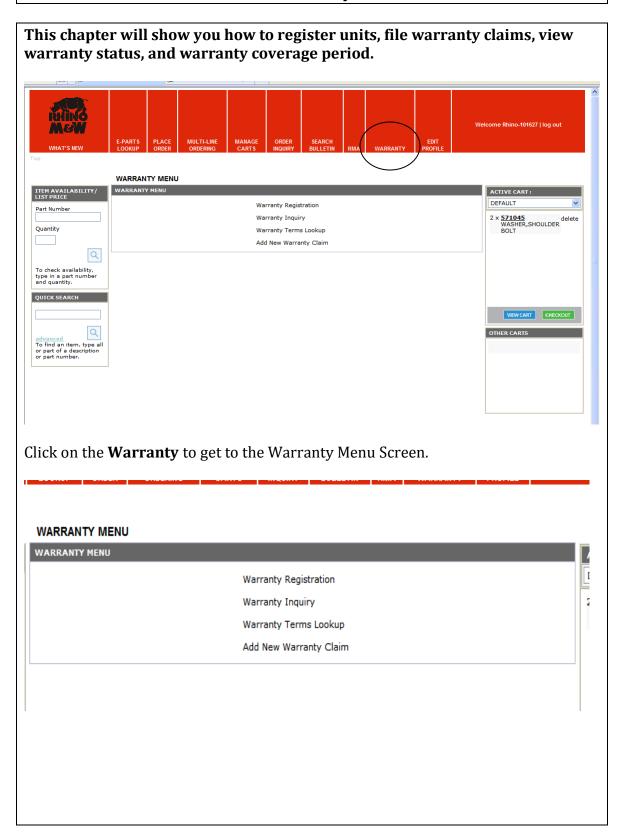


Double click the Order Number (Authorization Number) and you will see your final credit.

Note: This will work only after the credit has been invoiced.

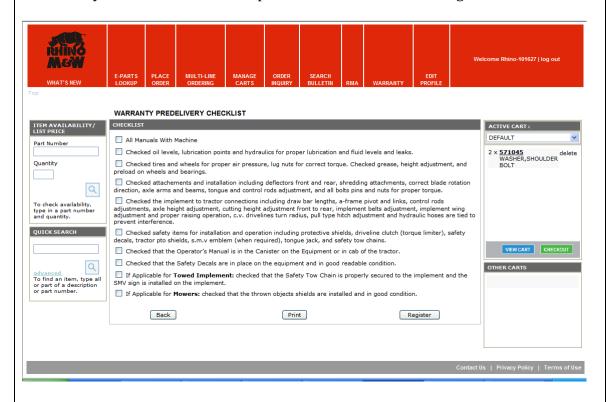


Warranty Guide



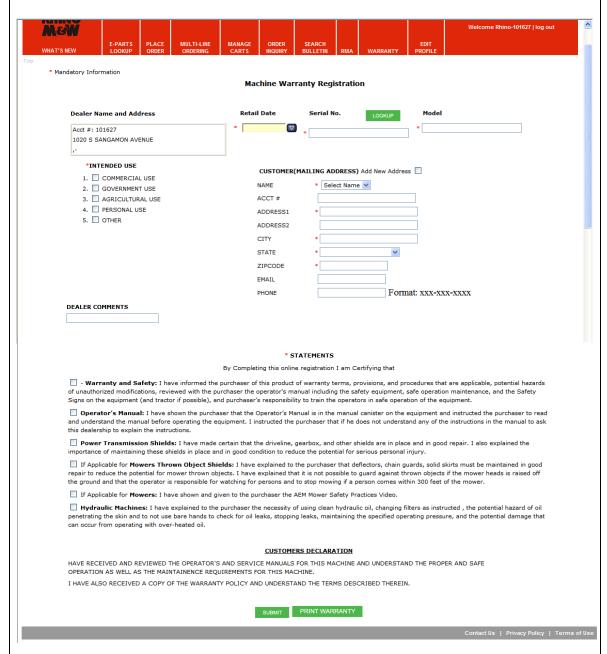
Warranty Registration

Predelivery Checklist must be completed before a unit can be registered.



Note: This Checklist can be printed for your convenience.

After completing all required information, click submit to process warranty registration. If you want a copy you must print before submitting or wait after 24 hours to print from Past Registration.

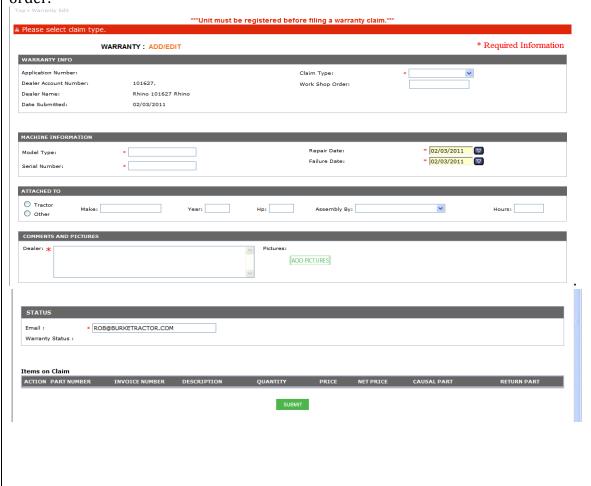


Note: Everything marked with an Asterisk (*) must be filled out including the check boxes to submit a Machine Warranty Registration.

Warranty Claim

A Warranty Claim can only be complete once the unit is registered. The dealer that registered the unit is the only dealer able to file a Warranty Claim. For a dealer that wishes to file a claim on a unit that was not registered by that dealer, please call the Warranty Administrator.

- 1. Select the appropriate Claim Type.
- OEM Claim Alamo warrants for one year from the purchase date to the original noncommercial, governmental, or municipal Purchaser and warrants for six months to the original commercial or industrial Purchaser, that the goods purchased are free from defects in material or workmanship. This includes the 5 year Gearbox or Extended Driveline Warranty as well.
- 90 Day Alamo warrants new replacement parts against defects in materials or workmanship for 90 days from the date of sale of the part.
- 2. Select your model type and serial number.
- 3. Date Repaired: Enter the date of last labor on the repair order.



- 4. Date of Failure: Enter date the failure occurred.
- 5. Equipment Attached to: If the product is an implement, provided the requested information about the power source. The Dealer should verify that Alamo recommendations are being met when determining warranty coverage when the tractor may have contributed to the failure.
- 6. Assembled by: Check the appropriate box for the party that assembled, installed, or mounted the product. In some cases, this information is critical to the settlement of the claim.
- 7. Hours in Operation: Enter the operating hours accumulated on the product. If the hours are not known, enter the estimated hours, followed by and "E".
- 8. Comments & Pictures: Use this area to describe the failure and the repair made to clearly establish responsibility and to justify the expenses being claimed. The information provided here should provide Alamo Ag with enough information to make a warranty decision. The information provided should include the User's complaint, what caused the failure, any resultant damage, and what you did to repair the failure. Any items not adequately explained will be disallowed. Attach Pictures to help aid in describing the failure or repair. Supplemental claims may be submitted if additional information is provided.
- 9. Add Part Numbers: List Part Number, Invoice Number, Quantity and Casual Part. Type **Yes** if the part is the casual part. Select **Add** after each part number entered. If the Alamo invoice number is not known, select **Lookup Parts** and a search screen will allow you to select the correct information.
- 10. Labor: List the quantity of hours and minutes. The Flat Rate Job Numbers are no longer required, but can be used as a guideline when listing the labor amount. The listed labor rate is the current labor rate the dealer has on file with Alamo Ag.
- 11. Freight: List any claimable freight charges.
- 12. Additional Claimable Expenses: List any claimable expenses that occurred, such as grease, oil, or small parts used from dealer stock where no invoice is available.

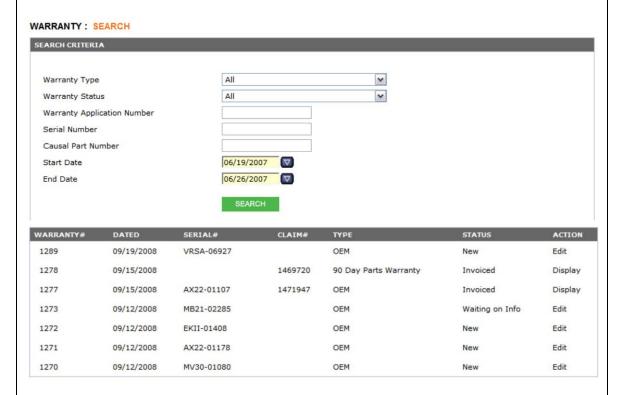


- 13. Status: Please provide your current email address. All warranty correspondence will be sent to this address.
- 14. When all required information is completed, click on **Submit** to complete and receive your claim number.

Note: At this point an email is sent to the Warranty Administrator notifying of the new warranty claim. Any change including completion of your warranty will be sent by email.

Warranty Inquiry

This is a general inquiry which allows you to search for warranty status. To do a general search, you may change the dates to the time frame you wish. For a specific application, put the Application Number in and hit **Search**.

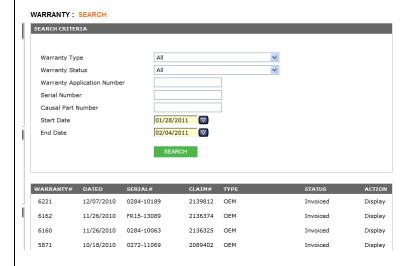


2. When the Warranty Inquiry is complete it will list the warranty claims that match your search options. Click on the Action to View or Edit the selected warranty claim.

Note: If the status is **Waiting on Info,** click on **Edit** and scroll down to read Factory Comments. You can then call the Warranty Administrator for further action.

To Check for Credit on a Warranty Claim

- 1. Click on WARRANTY
- 2. Click on Warranty Inquiry
- 3. Type in Warranty Application Number and click on SEARCH



- 4. Click on CLAIM #
- 5. ORDER INQUIRY screen should come up with the Sales Order Number already populated, click on SEARCH.

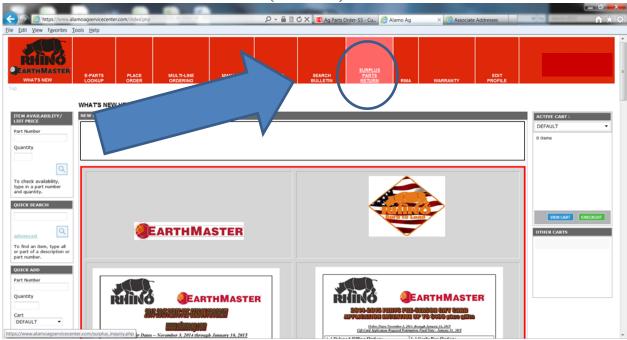


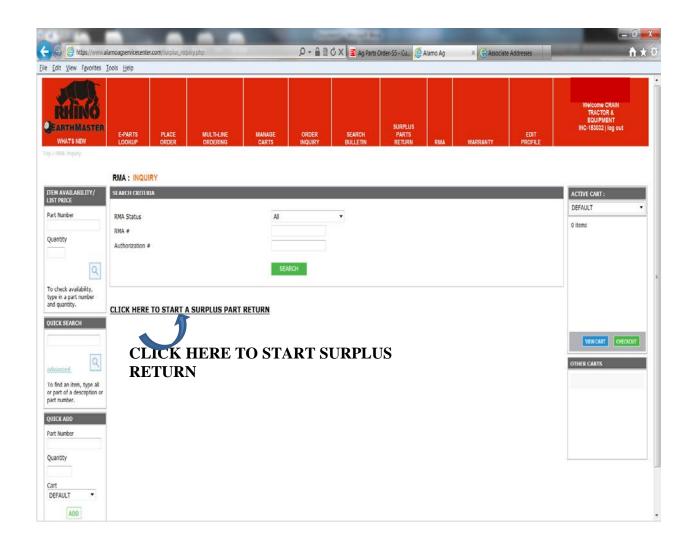
- 6. Click on ORDER NUMBER
- 7. New window should open with Order Information and total amount on bottom.

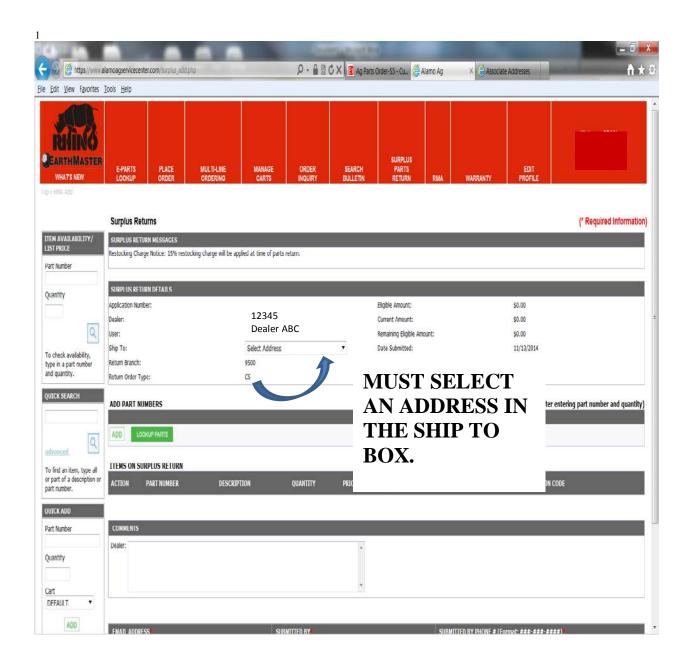
ENTERING SURPLUS RETURNS

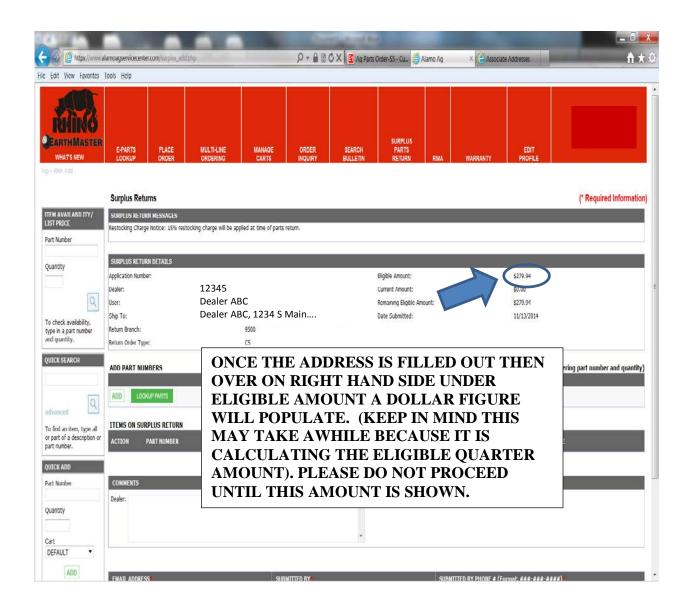


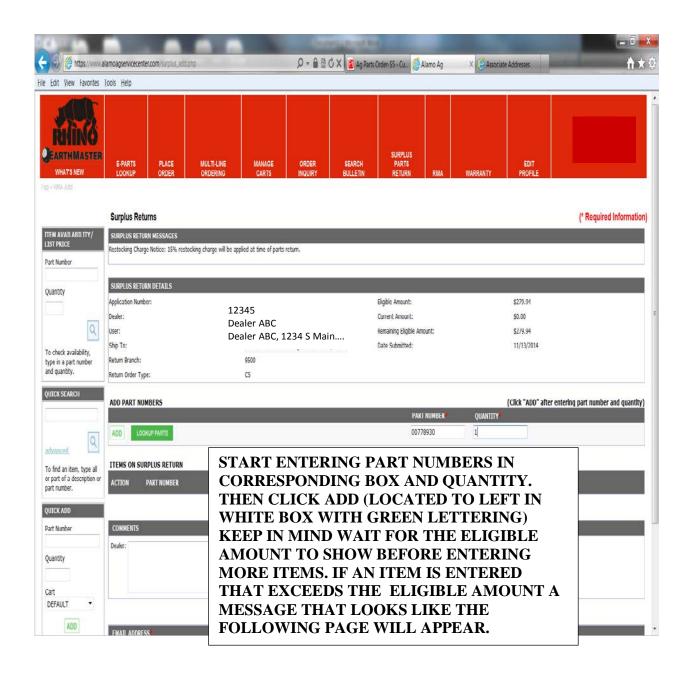
Click on SURPLUS PARTS RETURN (see below)

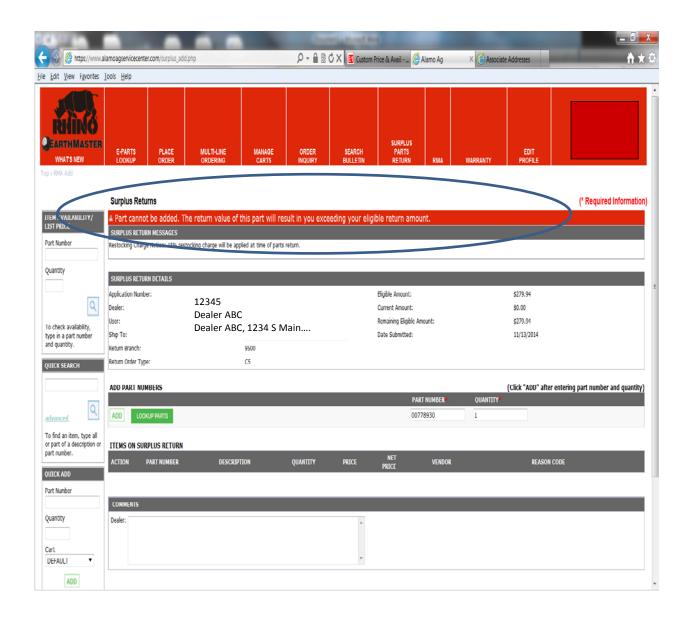


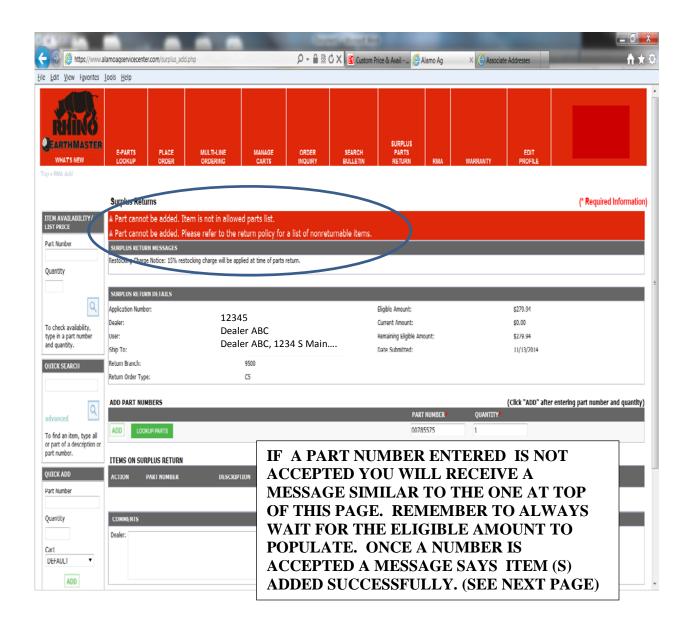


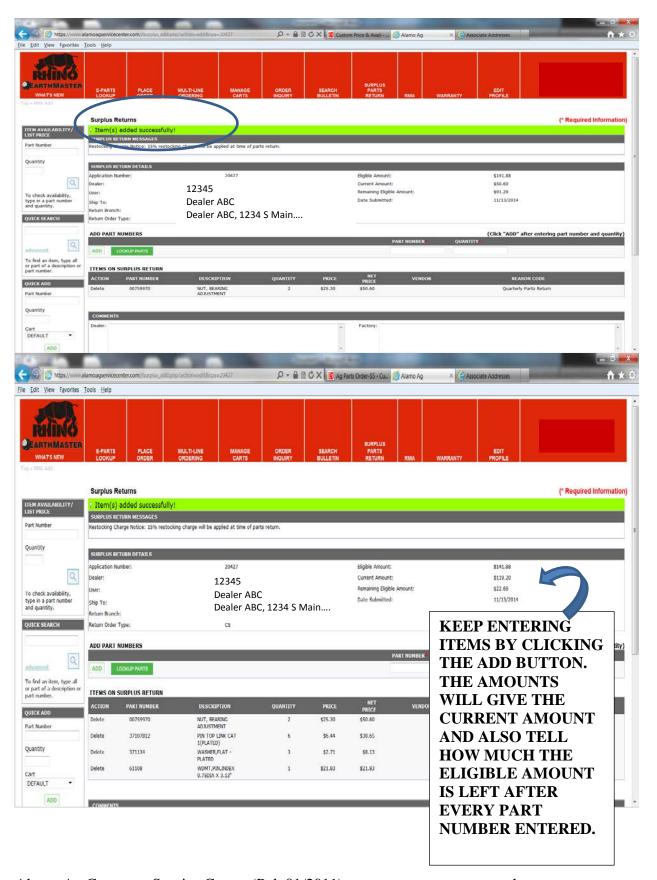


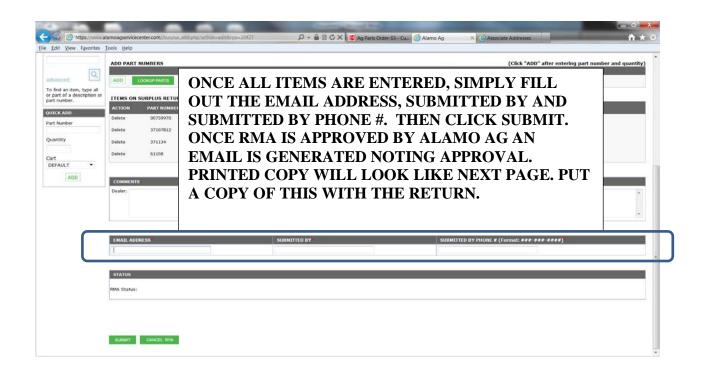












Alamo Agricultural Division

Return Materials Authorization

12345 DEALER ABC 1234 S MAIN ANYWHERE, US 12345

Authorization 3545036 #:

Application Number:

Application Date:

11/13/2014

Total Net Parts:

\$148.66

Plus Freight:

\$0.00

Minus Restock:

Allowed \$0.00

Amount:

\$148.66

Total: Return not

177 Required:

Return

9500 Branch:

PART NUMBER	DESCRIPTION	QUANITY	PRICE	NET PRICE	REASON CODE
00755625 00755625	HUB,BLADE COMER#0.139.7000.00		\$148.6615	\$148.66	Quarterly Parts Return

Dealer comments

Factory comments

Restocking Charge be applied at time of	Notice: 15% restocking charge w of parts return.	ill

Please Return Parts To:

ALAMO GROUP (IL) INC. W/G ALAMO GROUP 1020 S SANGAMON AVE GIBSON CITY, IL 60936

IMPORTANT NOTICE!!! PLEASE READ CAREFULLY!!!

- 1. Parts must be received on Alamo Dock prior to the 15th day of the last month of the current quarter (March, June, September, and December) or this claim wil be non-allowed and returned.
- 2. All parts must be returned freight prepaid and above RMA number must be clearly written on outside of pieces shipped (boxes, parts, etc.).
- 3. All parts will be subject to inspection, restock fee, and/or rework fee if applicable.
- 4. In the event that this claim is non-allowed, __ Return parts and bill my account for freight. __ Scrap parts. If these lines are left blank, parts will be disposed of at Alamo Group's discretion.
- 5. All hydraulic components must be returned with all parts plugged or capped to prevent contamination. Parts received with open ports will be non-allowed!!!

https://www.alamoagservicecenter.com/sumlus_print.php?rpa=20431

11/14/2014

