T P CONN - S

Utility To Check Stock And Order Parts Through An Internet Connection

Overview Of TP Connect:

Your supplier has provided you a link to install this utility, **TPCONN**, which will grant you access to check stock availability and order parts electronically through an internet connection directly to your supplier (without the need of a website or login).

Along with this utility, your supplier must also provide you with your account Login Name and Account Number as set up on their server for you. In addition, two other parameters including the Server's IP address and Socket Number are given to you, although they will probably already be set for you via the installation program.

TP Connect provides you the following functions ...

1. Check stock availability and view interchanges directly (real-time) with your supplier's live inventory data.
2. Place on-demand or stock orders any time without the need of a phone call.
3. Option for providing your Purchase Order number and, if needed, a message or instructions about the order (such as "Hold for pick-up").
4. Provides a fast connection directly to your supplier *without* the need to login.

Installation Instructions

Step 1: Running the installation procedure

When you click to download the installation procedure, the next step will depend on the browser you are using, the version of the browser and the operating system you are currently running.

With Windows Explorer, you will usually begin to run the installation program immediately, while other browsers, such as Google Chrome and Firefox, it will download the installation file "TPCSETUP.EXE" to a folder and then you must run it from within that folder.

When the installation begins, you will most likely see an UNKNOWN PUBLISHER SECURITY WARNING message. Go ahead and click RUN on this pop-up.

Step 2: Start The TP Connect Setup

Click the OK button to proceed with the setup.

Step 3: Verify Installation Location

It is recommended that you install the software in the default directory of ..
C:\TPCONN
If this is ok with you, simply click the pictured icon.

*If you must for some reason install to a different drive letter or directory, click **Change Directory** and manually select the location for the program to be installed. However, the automatic short-cut placement on your desktop will not function and you will have to create a short-cut manually.*

Step 4: Verify Program Group

When you get the pop-up box as shown here, simply click on **CONTINUE**. There is no need to install it to another group.

Step 5: Follow Through With The Installation

Depending on the version of operating system you are running, you may see one or more message indicating that a file being installed is older than one already on your system. If you see any of these messages, simply click **KEEP** .

NOTE: On some systems, the setup program can not automatically create a short-cut icon on your desktop right at install time. In this case, simply use Windows Explorer to browse to the install directory (i.e. C:\TPCONN) and manually start TPCONN.EXE.
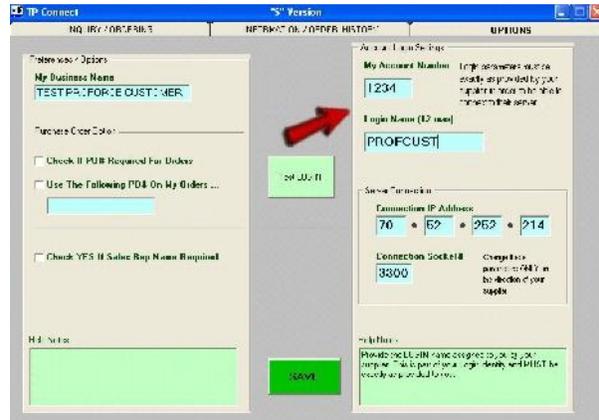When TP CONN is run for the first time it will then create a desk-top short-cut icon for you.

In order to now use **TP Connect**, you must first set up your Login Information. Proceed to the next section on instructions to accomplish this.

Setting Up Login Information

Before you can use **TP Connect**, you must first perform a one-time set-up of crucial information about your account and the connection to your supplier.

The first time you start the utility you will receive a message telling you that the options are invalid and you will have the opportunity to provide your login information.

The **Login Name** and **My Account Number** must be correct based on how your supplier set up your connection. The Login Name IS CASE sensitive.

The Server IP is also provided by your supplier. This is the IP Address which TPConn uses to connect to via the internet. Once set, this is usually very rarely changed, and only at the advice and guidance of your supplier.

The **Connection Socket#** is the Internet "channel" that TPConnect will use to communicate with your supplier and MUST be set as directed by them.

Preferences / Options:

"My Account Long Name" : Simply a longer description of your account name. This is not checked by your supplier but simply provides them a better description of your business name.

Purchase Order Options:

If your business uses PO numbers when submitting orders to your supplier, check the box ..
" PO# Required For Orders"

If you use a "standing PO#" (the same purchase order number for maybe a week or a month or so), check the box ..
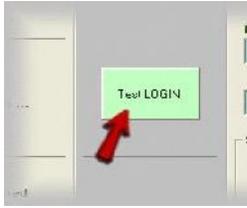"Use The Following PO #..."
.. And fill in the PO# in the box below. If later the number changes, just come back to the setup screen and enter the new number.

If you wish to force your counter sales reps to provide their name on any order (or if your supplier deems it necessary), check the box for "Sales Rep Name Required".
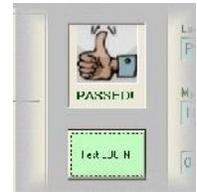
Remember to click the [SAVE] button when all entries are complete.

NOTE: Either SAVE button saves ALL options on the entire screen.

 Finally, test the connection by clicking on you can now click on the Test LOGIN button. If you have your login information correct, and of course your supplier has you defined in their system, you should next see the "PASSED" thumbs-up icon, which indicates that you were successful logging into your supplier's system.

By setting these login credentials one-time in TP Connect setup, this means that this point on you never have to type User Name and Password before using TP Connect - which makes it much faster and easier to use.

Setting Up Additional Work-Stations

If you have additional Windows work-stations you would like to have TP Connect installed on, simply repeat the installation procedure from those stations.

If you had used the previous generation of TP Connect before, you will see that on the new "S" version there is no longer a need to have unique "Station ID" indicators - and all stations will use the exact account number and login name supplied to you. Neither do you need "Delay Factor" or "Active/Passive" mode buttons. Simply put, the new "S" version of TP Connect is a far better and more reliable technology.

You can also save the installation procedure downloaded from the Internet to a portable flash drive and use that to install other computers as well.

Using TP Connect

Once the Login settings are saved, using TP Connect is actually quite simple. And the best thing is, you never need to use a login or password to begin inquiries. When you provide a part number for inquiry, TP Connect automatically sends your login information at the same time.

To begin an inquiry (or an order), simply type in the Part Number Inquiry field the part number you are looking for.

(Product Line Codes are not required).

Then either press [Enter] or click the "View Stock" button.

(Part numbers are NOT case sensitive).

If you are not currently logged in to your supplier, you will be automatically.

If a valid number is found, you will get a response screen similar to the one shown here.

T   Since your account information is part of your login parameters, you will see your NET price for each item as well as the suggested LIST price.

T   If the "STOCK" column shows the word "CALL!" you might wish to verify verbally with your supplier about the availability of that item.

To check another item:
Simply type a new number in the Part Number Inquiry field.

To View the results of the last inquiry:
Simply click on the VIEW STOCK button without having type a Part Number

To Place A Part On Order:

Т   Click on the line item to order . The part
        number will appear in the "Part Number
        To Order" field

Т   Type the QTY to order (if not already
        correct) and click the ORDER button.

Т   Clicking the ORDER button will bring up
        the "My Order" screen.

To Add Another Part To The Order:

Simply click on the **Part Number Inquiry** field and begin a new inqiry.
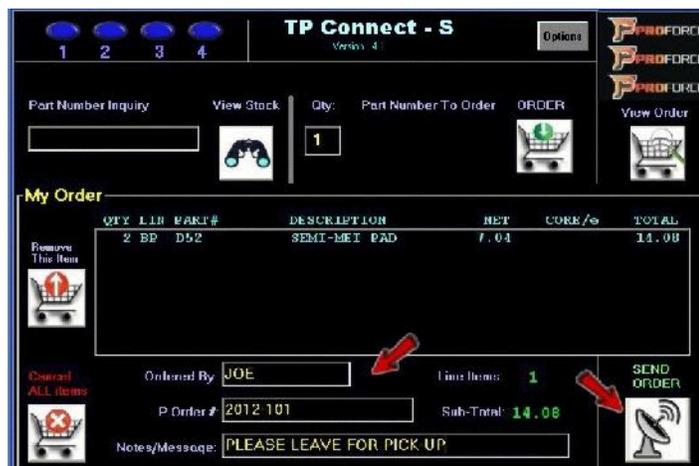
To Place An Order:

Make sure that you fill in the fields that are pertinent to your order, such as Ordered By, PO# etc.

If you wish to leave a message to your supplier regarding the order, type it in the
"Notes/Message" field.

The Sub-Total is the total of the order WITHOUT TAXES.

Click on the **SEND ORDER** button when you are ready to submit the order.

Т   If a required field, such as PO#
        is empty, you will be prompted
        to provide this information
        before the order can be sent.
Т   After the order has been
        submitted, you will be
        assigned an ORDER
        NUMBER. This will be your
        reference number for the order.
        Note that it is NOT your actual
        invoice number, which will be
        assigned when your supplier
        finishes the order.
Т   Your supplier will be immediately notified electronically the instant you place the order.

Incomplete Shopping Cart:

If for any reason, you close TP Connect with items in your shopping cart (items to be ordered), these items are NOT lost but kept in a file. The next time you start TP Connect, you would get a message that these items were found.

You can now decide if you wish to continue with this order OR delete these items by simply answering the prompt.

(Note: In the previous versions of TP Connect leaving the program would cause all items in your cart to be cleared.)

TP Connect Connection Lights:

You will notice that there are four numbered lights on the top-left of TP Connect. These indicate the Socket (or channel) that TP Connect found

available to talk with your supplier's computer system (like a free telephone line). They are simply to show you the status of TP Connect's communication with your supplier.

Additional Notes Using TP Connect:

1.   To cancel an order, simply click the **CANCEL ALL ITEMS** button on the order screen.

2.   Once an order is submitted, it can not be cancelled through TP Connect. You must call your supplier to have them cancel the order.

3.   If you have any other technical issues or suggestions about TP Connect, please provide them directly to your supplier.

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