

User Guide



CustomerPortal Support at your Fingertips

METTLER TOLEDO

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How to Access the CustomerPortal

1. Visit the secure **METTLER TOLEDO CustomerPortal** website at: <https://us.store.mt.com>
Prior to October 2018, the beta test site will be available at: <https://beta-us.store.mt.com>

You can access the CustomerPortal using any computer, tablet, or mobile device with an Internet connection. You may want to bookmark this site for easy access in the future.

2. Enter your username and password then click the **Login** button.

If you forgot your password, select the "Forgotten Password" option at the login screen and enter the email address associated with your account. You will receive an automated email with updated credentials.

You cannot self-register for an account on the site. If you need assistance logging in or recalling your email address, please contact us at labinsidesales@mt.com.

3. After you log on, you will see the main CustomerPortal homepage.

CustomerPortal User Settings

1. Creating a New User or Deleting an Existing Profile

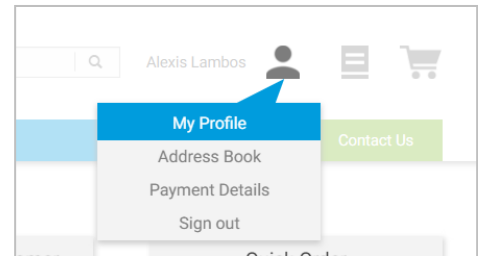
If you would like to add new users to the CustomerPortal from your organization, please request new user profiles at labinsidesales@mt.com.

For users who are no longer part of your company, please notify us at labinsidesales@mt.com to request the user account be deleted.

2. Account Settings

How do I change my account settings?

From any page, click person icon displayed in the upper right hand corner of the screen. Then, click "My Profile." Here you can edit your profile information, change your password or change which account you are using on the store.





3. Managing Addresses/Payment Information

From any page, click person icon in upper right hand corner and click Address Book/Payment Details. Here you can manage the shipping addresses and credit cards associated with your account. For billing address, you will see all available options for your account from our system.

You cannot add a billing address online. Please contact us at 1-800-METTLER in order to add a new address.

Shipping Addresses				Billing Addresses
Search for list				NEW ADDRESS
Company	Street	City	Country	
Test Home Address	1512 1/2 Chesapeake Ave	Columbus Ohio 43212-2184	USA	 SET AS DEFAULT
Test Trillium	1150 Dearborn Dr	Columbus Ohio 43085-4766	USA	 SET AS DEFAULT
Mettler Toledo US E-Store	1900 Polaris Pkwy	Columbus Ohio 43240-4035	USA	 DEFAULT ADDRESS

Credit Card	Expiration Date	
Visa ending in 8619	12/2056	
Amex ending in 0003	12/2034	

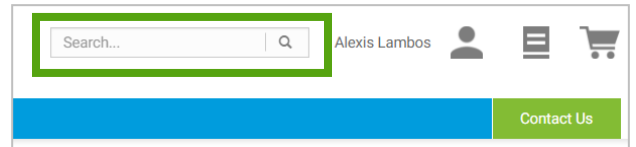
[ADD NEW CREDIT CARD](#)

Placing an Order

How to place an order:

1. Search by Product Number/Description

- Enter the item number or description in the Search box in the top right hand corner
- Select the item you want to purchase
- Enter the quantity
- Add the item to your cart
- Go to cart for checkout or continue shopping



2. Search by Product Category

- Select the Products drop-down at the top of the page
- Select the Product Category for the item you wish to purchase
- On the Product Category page on the left hand side there are Filters which allow a user to narrow the search fields
- Or you may scroll through the list of products to find the item you wish to purchase
- Once you find the item, click the item name to take you to the Product Detail page
- Enter the quantity
- Click "Add to Cart"
- Go to cart for checkout or continue shopping

3. Quick Order

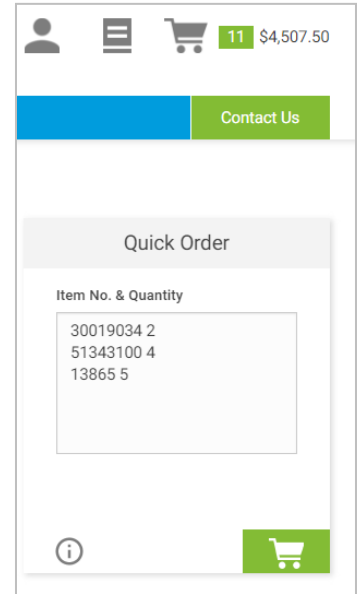
As a frequent and experienced user, you can speed up your ordering by using our Quick Order functionality found on the homepage and the checkout page.

Manual entry:

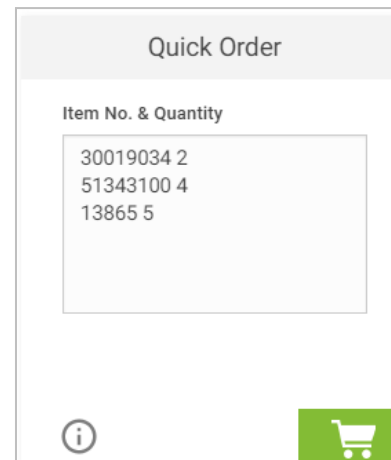
- Enter item number and quantity separated by a number sign (#), space, or comma
- Press Enter to add the next item on a new line
- Click 'Add to Cart'
- Go to cart for checkout or continue shopping

Using an Excel File as source:

- List the item numbers you want to add to cart on Column 1 and maintain respective quantities in Column 2
- Copy and paste into Quick Order Entry
- Click 'Add to Cart'
- Go to cart for checkout or continue shopping



	A	B
1	30019034	2
2	51343100	4
3	13865	5
4		



Wish List

1. How to create a Wish List

If you order the same product(s) throughout the year, a Wish List can be created to store your favorites to place on future orders.

Create a list:

- Go to Lists icon the upper right hand corner
- Select Wish List
- Select Create New Wish List
- Select List Type (Private or Shared meaning others at your account can view it)
- Enter List Name
- Save

Adding products to a list:

- Once the Wish List is created, go to Private/Shared List
- Select the Wish List Name to add product(s)
- Add products by entering the product(s) numbers and quantity in the Quick Product Entry
- Select the blue 'Add to Wishlist' button
- You can also add products from the Product Detail pages by clicking the blue List button and "Add to Wishlist"

Placing an order from a Wish List:

- Go to the List icon in the upper right hand corner and select 'Wish List'
- Select the Wish List you wish to order
- Click on the Add to Cart icon
- Go to the Cart to complete the order

List Name	Number of Items	Date Created					
My Wish List	1	07/26/2018			DETAILS		

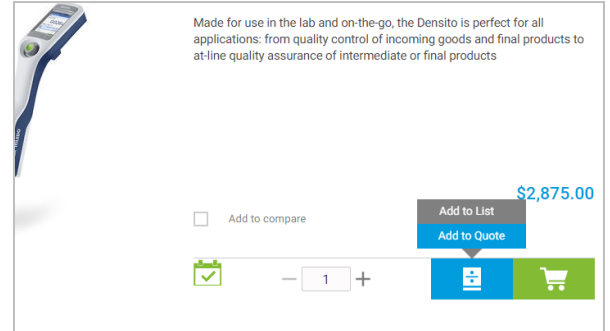
Self-Service Quote

1. How to create a Self-Service Quote

You can add items for future purchase to a quote that you can share with others at your organization. When you are ready to purchase, you can easily convert this quote to an order.

Create a quote:

- Add a product to a self-service quote on the Product detail page by clicking the blue List icon then 'Add to Quote'
- Click 'Self-Service Quote' and you will navigate to your Quote Cart
- Proceed through the cart process to validate and generate self-service quote
- You will receive an email confirmation



View your created quotes:

- Go to the List icon in the upper right hand corner and click 'Quote List'
- Click 'Open Quotes' on the Quote History page
- Click arrow icon under 'Quote Confirmation' to view the PDF document
- Click on the 'Quote No. or Details' to view details

Reference No.	Quote No.	Created	Valid until	Amount	Status	Quote Confirmation
test	0900178959	07/26/2018	08/25/2018	\$20,480.00	Open	
test ss quote 7/24	0900178189	07/24/2018	08/23/2018	\$5,135.00	Open	

Navigation icons: DETAILS, Add to List, Add to Quote, and Shopping Cart.

Converting your quotes to an order:

- Click on the 'Add to Cart' icon on Quote History Page
- On Quote Details page, review information and 'Convert to Order'

Pricing

1. Pricing

As a CustomerPortal user, how can I access account-specific pricing?

Once you have logged in, your pricing should reflect all static agreements and discounts associated with your account.

Some limited-time promotions may require you to specify a campaign code or other information when placing your order.

You may contact us directly regarding pricing questions at 1-800-METTLER.

Order Management

1. Order Confirmations

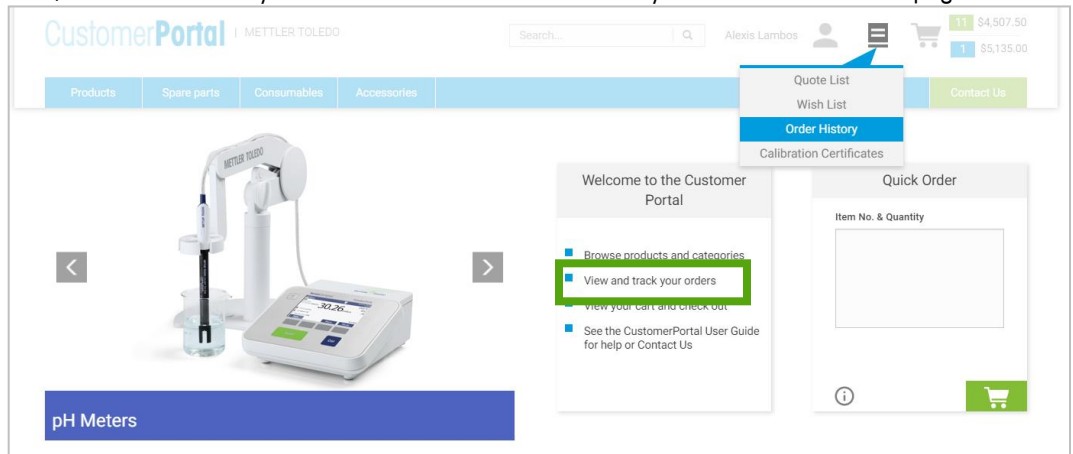
When/how will I receive my order confirmation?

You should receive an order confirmation email shortly after placing your order. If you have not received a confirmation within 1 business day, please call us at 1-800-METTLER.

2. Order History

How do I view my order history?

From any page, mouse over the list icon displayed in the upper right hand corner of the screen. Then, click "Order History". You will also find 'View and track your orders' on the homepage.



3. Tracking

How do I track current orders?

Locate your order in the order history (see above) and view the order details for tracking information.

FAQs

1. Checkout

At checkout, what should I add to the 'Your Reference Number' field?

This field is for your internal reference only, so you may use a Purchase Order number (if paying by purchase order), or Company Reference number (if paying by credit card), etc.

The screenshot shows a form field for 'YOUR REFERENCE NUMBER'. The label is 'YOUR REFERENCE NUMBER' with a blue square icon. Below the label is the text 'Enter Number*' and an empty input field.

2. Payment

What are my payment options?

Purchase Orders and Credit Cards are accepted through the CustomerPortal. The payment options available to you online are those that you have set up with us on your standard account.

3. Quick Order

How do I use the Quick Product Entry box?

For instructions on how to use the Quick Order entry box, click the blue "i" icon at the top of the box or see answer 3 under Placing an Order.

4. Billing and Shipping Addresses

Can I change my billing or shipping addresses online?

The screenshot displays two main sections: Delivery and Payment. The Delivery section is highlighted with a green border and contains the following fields:

- DELIVERY ADDRESS:** Mettler Toledo US E-Store, 1900 Polaris Pkwy, Columbus, Ohio 43240-4035, USA. Includes an EDIT button.
- DELIVERY OPTION:** UPS Ground 1-5 day.
- REQUESTED DELIVERY DATE:** Ship when ready (with a clock icon).
- DELIVERY PAYMENT:** Prepaid. Includes an EDIT button.

The Payment section is also highlighted with a green border and contains the following fields:

- PAYMENT TYPE:** Radio buttons for Invoice Payment (selected) and Card Payment.
- BILLING ADDRESS:** Mettler Toledo US E-Store, 1900 Polaris Pkwy, Columbus, Ohio 43240-4035, USA. Includes an EDIT button.

When checking out, you have the option to choose your billing and shipping addresses. For billing address, you will see all available options for your account from our system. **You cannot add a billing address online. Please contact us at 1-800-METTLER in order to add a new address.**

Regarding shipping addresses, you will see all available options for your account from our system. You may also specify a new shipping address and select whether or not to save the address to your profile for future use.

5. Shipping Label Format

What fields print out on the shipping label?

The shipping label prints in the format as shown below. The only field which is not present on the shipping label is Company Name 3. This field will only be shown on the order confirmation; therefore, it should only be used for your internal reference.

Company Name 1
 Company Name 2
 Address Line 1
 Address Line 2

Address Line 3
City, State Zip Code

6. Shipping Method

What shipping options are available?

DELIVERY OPTION	REQUESTED DELIVERY DATE	DELIVERY PAYMENT
<input type="text" value="UPS Ground 1-5 Day"/>	<input type="radio"/> Ship when ready ⓘ <input type="checkbox"/> Request consolidated delivery ⓘ Requested Delivery Date	<input checked="" type="radio"/> Prepaid <input type="radio"/> Collect

Shipping options vary depending on product.

Daily order cutoff times exist for each shipping method (see next section for specifics).

Only one shipping method may be selected for an entire order of in-stock products. If you wish to ship portions of your order using different methods, please submit separate orders.

See Terms and Conditions for complete details.

What are the daily cutoff times for each shipping method?

UPS:

- 6:00 PM EST for items shipping via ground: **orders should be submitted no later than 5:45 PM EST**
- 7:00 PM EST for items shipping via priority method (NDA, 2nd day, etc.): **orders should be submitted no later than 6:45 PM EST**

FedEx:

- 3:00 PM EST for items shipping via ground: **orders should be submitted no later than 2:45 PM EST**
- 6:00 PM EST for items shipping via priority method (NDA, 2nd day, etc.): **orders should be submitted no later than 5:45 PM EST**

LTL:

- 3:00 PM EST for same-day shipping: **orders should be submitted no later than 2:45 PM EST**

"Request consolidated delivery": what does this mean?

"Request consolidated delivery" is an option in the Shipping Method box. When selected, this notifies METTLER TOLEDO that you prefer all items to ship in the same delivery *if possible*. Please note that this is not a guarantee of consolidated delivery. For items that are shipped from different locations, it may not be possible to consolidate all packages, in which case you will receive multiple deliveries.

www.mf.com

For more information