1. To get started, visit http://www.shop.murrinc.com

2. If you have already registered for an account, enter your User Name and Password in the green box on the left of the page or click on “Login” in the upper right corner and enter your information there.

3. If you do not have an account and would like to set one up, click on “Open Account” at the bottom of the green box or you can click on “Login” in the upper right corner and then click on “Open Account” at the bottom of the box that pops up.

4. Fill in all of the required information on the “Open Account” page. Please use 123456 for the “VAT ID No” field. You do not need to fill in the “Murrelektronik account no.” field. That will be added to your account by Customer Service. When you have finished filling in all of the fields, answer the security question at the bottom of the page and submit your information. It will take approximately 48 hours for your account to be linked to your negotiated pricing. All other features (Data Cart, Email Cart) will be active immediately.
1. Make sure you are logged in to the shop. See previous page for login instructions.

2. Once the page has loaded, you can either type an Article Number into the search box at the top of the page or you can browse by product category.

3. The results of your search will appear on screen. Current availability (in our US and German warehouses) and net pricing for the item will be displayed. To get more information about the item, click on the green “To The Product” button at the bottom of the box.

4. Current availability (in our US and German warehouses) and list pricing for the item are displayed on the details page as well. Use the tabs in the center of the page to see a detailed description and technical info for the product. For data sheets, approvals and more, click on the “Downloads” tab.
5. To start a new search, simply type your next Article number into the box at the top of the page and click “Search” or click on one of the four product groups.

Search Using Partial or Modified Article Numbers:

- **Example 1:** Entering 7000-12221 in the search field will produce results showing all part numbers using form 12221

- **Example 2:** Entering 7000-12221-014 in the search field will produce results showing all part numbers using 7000-12221 and cable type 014

- **Example 3:** Replacing part of a part number with an asterisk will produce all possible results for the portion of the part number being replaced. Examples of using the asterisk include:
  - 7000-12221-***0500 - Results will show all part numbers using form 12221 that are 5m long
  - 7000-12221-614**** - Results will show all lengths of part number 7000-12221-614
  - 7000.*****-6140500 - Results will show all cordsets in cable type 614 that are 5m long

Other Important Information:

- For parts you want to ship either “Air” or “Priority”, please call your Inside Sales representative to verify availability.

- At this time, orders placed through the online shop are shipping “Ground”. Priority shipping is not available for online shop orders.
Generating an Approval List

1. Approval Lists can be helpful in a variety of situations. To create one for your next order, start by clicking on “Create Approval List” in the “Approval Lists” box underneath the image on the product page.

2. You will be taken to the “Create Approval List” page where you will be asked to name your list. Once you have given the list a name, click on the green “Create Approval List” button.

3. The screen will refresh and you will see the list you have just created. You are now ready to add products to your list.

4. To add a product to your Approval List, simply select the list you want to add the part to from the drop down menu and then click the green “Save in List” button. There is no limit to the number of parts you can add to a list.
5. To view/edit your Approval Lists, click on “My Account” at the top of any page in the shop and select “Approval Lists” at the bottom.

6. The “Approval Lists” page will load and you will see the options to manage, view, delete products and delete the list entirely under each list you have created. On this page you will also be able to create new lists and see lists created by others that you have been invited to view.

**Using the Data Cart**

1. The Data Cart is a quick and easy way to get CAD files, approvals and more with a single click. To see what information is available for a particular product, click on the green “Downloads” tab in the middle of the page. To use the Data Cart to collect and download that information, click on “Download to the Data Cart” underneath the green “Add to Cart” button on the right of the product information page. You will receive a confirmation message at the top of the page letting you know the items were successfully added to the Data Cart.

2. You can view your Data Cart at any time by clicking on the “Data Cart” button in the upper right corner of any page.
3. When the page loads, you will see all of the items, grouped by individual product, that are available for download. If you do not need all of them, you can filter for specific file types by using the drop down at the top of the page. Once you have made your selection, click on the green “Download” button.

*** The Data Sheet that you are downloading is not a true data sheet like you would get from our Tech department. It is simply the information found for that product in our General Catalog. To receive a true data sheet, email 2techsupport@murrinc.com

4. When the dialog box pops up, enter the “Check Code” in the box at right, click to agree to both statements and click submit. A link will be emailed to you to download your documents.

5. When you receive your email, you have 24 hours to click on the link to download your documents.
1. If you are unsure which part you should order, you can do a product comparison. To add products to a comparison chart, click on “Product Comparison” in the center of the page.

2. When you are ready to view the comparison, click on “My Account” at the top of the page and select “Product Comparison”.

3. You can add as many parts to the comparison as you like but you will only see three in the side by side comparison. To change the position of a part click on the green “Move” button above the part. To remove a part from the comparison, click on the red “Remove” underneath the availability status.
1. When you are ready to check out, click on the “Cart” in the upper right hand corner of any page.

2. A dialog box discussing potential adjustments to pricing and shipping will pop up. Click “Close” to dismiss it.

3. When your cart loads, verify that you have everything you need in the correct quantities and click on “Checkout”. If you need to remove an item, click on the red circle with the white x next to the quantity box for the item you wish to remove. If you need to change the quantity, type a new number in the quantity box and click on the green circle with the check mark.

4. Verify the shipping address. You will have to type something into the message box. If you do not need a reference note, simply type a “-” in the box. If the items you are ordering are part of a quote, please enter that quote number in the “Offer/Contract” box. You can only apply one quote to an order.

Then click “Next”
5. At this time, all payments are being done via Invoice. Make sure the button is checked and click “Next”.

6. A dialog box discussing potential adjustments to pricing and shipping will pop up. Click “Close” to dismiss it.

7. On the final screen, you will be given the opportunity to verify that all information is correct. You will also be asked to give your order an “Internal Order Number” and you will be asked if your order should ship complete. If that answer is yes, please click “Yes” in the box.

Then click “Order Now”.

8. Your order has been placed and you will receive a confirmation via email shortly.