### How to order online



A step-by-step guide to get started

This handy step-by-step infographic will help you to easily order components online. rsonline.co.za



Is this infographic for me? If you order for your company via telephone, fax or email, this infographic will help you upgrade to easy online ordering.

# Start here

Have an RS Components credit account?



Keep the number handy



#### Online registration steps Create your personal online profile

- Open your Internet browser
- Go to rsonline.co.za

http://rsonline.co.za





### Provide

- Username
- Password (Confirm your password by re-typing it in the box provided)
- E-mail address

# **5** Link your personal online profile to your RS company account

- Enter your RS Contact Reference Number Use an RS invoice to locate your RS Contact Reference Number listed under **Contact No**.
- Company name Enter the first **15** characters of your company name as it is on your invoice.



| 6 Continue  |  |  |                                     |                  |
|---|--|--|-------------------------------------|------------------|
| Click Continue b  | oottom right.  |  |                                     |                  |
| https://za.rs-online.com/we   | eb/registration/reg  | jistrationPageOneAction.htm  | l?method=register                   |                  |
|   | Find   | Linecard All Products  | Our Brands Orders Trad              | e unters My Acco |
|   | Automation &<br>Cables   | Mechanical Products &<br>Tools   | IT, Test & Safety<br>Equipment      | 1                |
| Home > Registration Details   |  |  |                                     |                  |
| Registration Step 1 of 2  |  |  |                                     |                  |
| Choose a Username and password  | l  |  |                                     |                  |
| *= required field, please complete  |  |  |                                     |                  |
| Username *  | Please Note that both Username & Password are case sen                               |  |                                     |                  |
| Password *  | Please Note t  | that both Username & Password are ca   | ase sen                             |                  |
| Re-type your password *   | Please Note t  | that both Username & Password are ca   | ase sen                             | 1                |
| E-mail address *  | Please Note t  | that both Username & Password are ca   | ase sen                             |                  |
| Existing RS account customer?<br>Please enter your existing RS account details here to l<br>and manage your personal information on our website<br>details every time you order.<br>Use an RS Invoice to locate your RS Contact Referen-<br>field named RS Contact Reference Number below. Als<br>on your invoice into the Company Name field below. (I | and thus in our business<br>ce Number listed under Co<br>o enter the first 15 charac | system. This ensures correct contact and<br>ontact No. on the invoice. Enter this numb<br>sters of your Company Name exactly as it | delivery<br>er into the<br>is shown |                  |
| information please e-mail Database.ZA@rs-componer<br>RS Contact Reference Number  |  |  |                                     |                  |
| Company Name  |  |  |                                     |                  |
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#### Follow any additional instructions



Start ordering online: rsonline.co.za

An infographic from RS Components

