

SELF-HELP SERIES

01

**Register and start
buying online with RS**

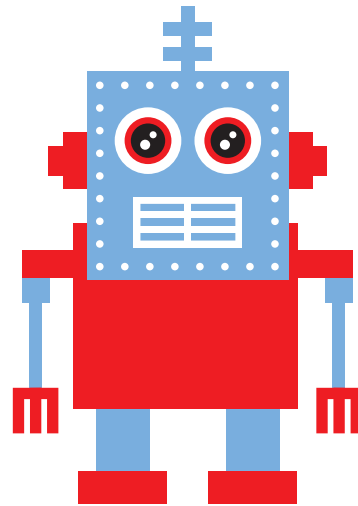


Register and start buying online with RS

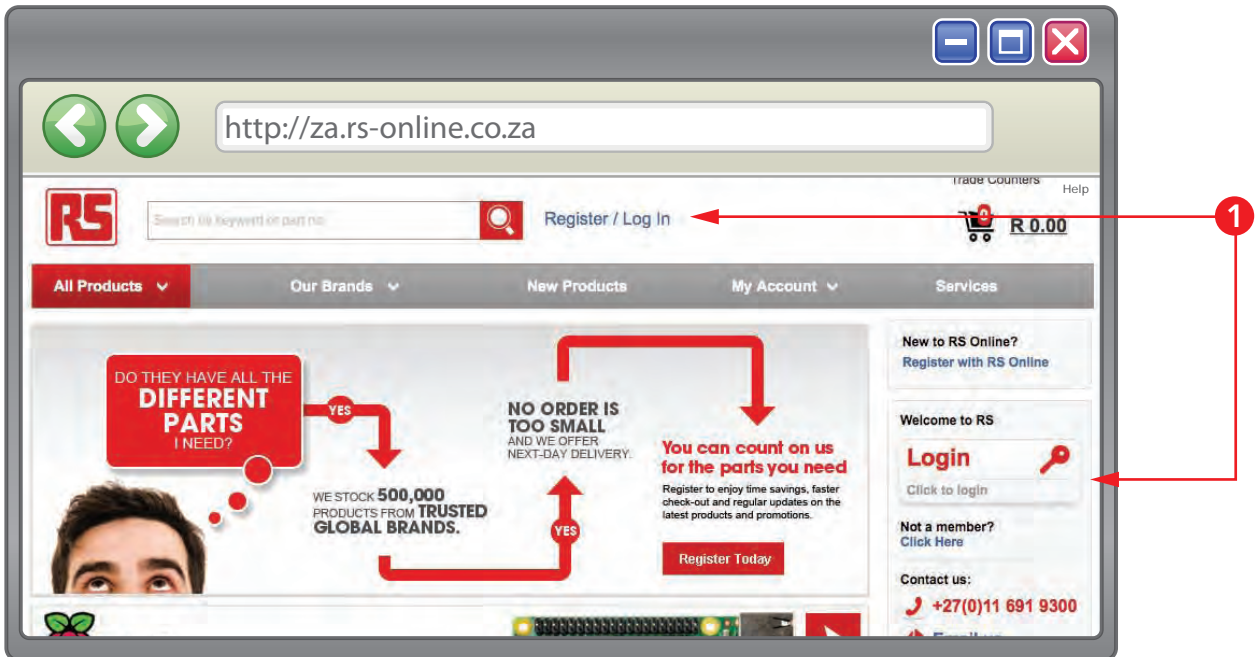
Welcome to the RS Self-Help series. With these tutorials you will learn how to set up a new online account, or convert your existing RS account into an online account.

You will then be shown the basics of managing your RSONline account, once set up.

So if you are ready - let's start!

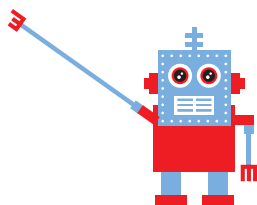


How to start buying



- 1 To be able to use all the features, while you buy with RSONline, you need to first register an account with RS, or log into your existing account. The "Register/Login" link appears in the centre of all the pages on za.rs-online.com.

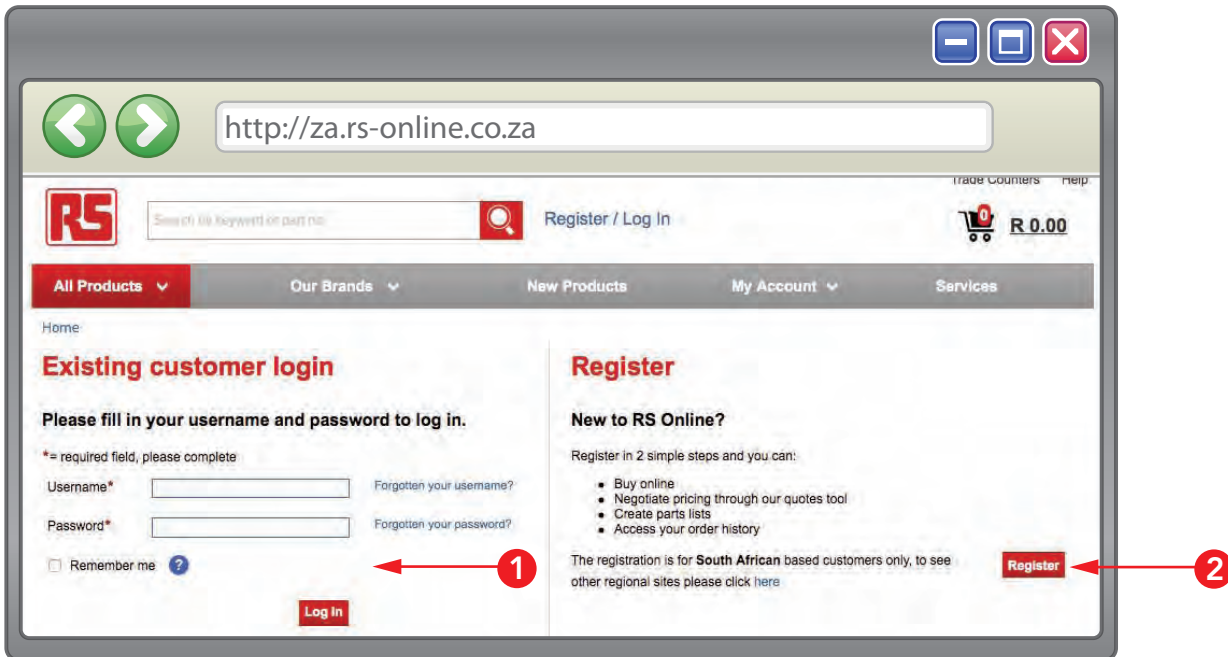
Go to page 2 for the next steps



QUICK TIP: Click on red text to go to section indicated, throughout the tutorials.

- * Should you require help setting up a credit account with RSONline, [go to page 8](#).

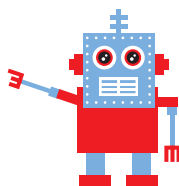
Have you registered before?



- 1 If you have an existing account with za.rs-online.com, you'll need to log in. If you have forgotten your username or password, don't worry. You can retrieve these, by clicking on either the "forgotten your username" or "forgotten your password" link and follow the on-screen instructions.
- 2 If you do not have an online account with RS, you will need to click on the "Register" button to create an account.

Go to page 3 for the next steps

QUICK TIP: Use bookmarks panel to the extreme left of this document for quick navigation.



Creating an online account

step 1

http://za.rs-online.co.za

RS Search by keyword or part no. Register / Log In R 0.00

All Products Our Brands New Products My Account Services

Home > Registration Details

Registration Step 1 of 2

Choose a Username and password

* = required field, please complete

Username * Please Note that both Username & Password are case sen.

Password * Please Note that both Username & Password are case sen.

Re-type your password * Please Note that both Username & Password are case sen.

E-mail address * Please Note that both Username & Password are case sen.

Existing RS account customer?

Please enter your existing RS account details here to link your web profile to your RS account and to allow you to in future control and manage your personal information on our website and thus in our business system. This ensures correct contact and delivery details every time you order.

Use an RS Invoice to locate your RS Contact Reference Number listed under Contact No. on the invoice. Enter this number into the field named RS Contact Reference Number below. Also enter the first 15 characters of your Company Name exactly as it is shown on your invoice into the Company Name field below. (Leave all boxes blank if you don't have a RS Account) For any errors in your information please e-mail Database.ZA@rs-components.com.

RS Contact Reference Number

Company Name

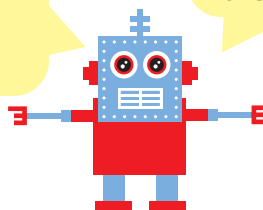
Continue

- 1 If you have never purchased from RS before, and need an online account, fill in this section (shown above) to create a new account.
- 2 If you already have an RS account, but have never used online ordering before, you need to fill in this section to link your existing account to your profile.

Continue to page 4 for the next step

QUICK TIP: A strong password should have at least 6 characters, consisting of letters and numbers.

QUICK TIP: Press the left arrow on your keyboard to navigate to previous page and the right arrow to go to the next page.



Creating an online account

step 2

http://za.rs-online.co.za

Register / Log In

R 0.00

All Products | Our Brands | New Products | My Account | Services

Home > Registration Details

Registration Step 2 of 2

Your details

*= required field, please complete

First name *
Surname *
Telephone no. *
E-mail address * erik.verster@gmail.com

Job and Product Interests

Getting to know our customers helps us.

What role do you play in your organisation?*
Which option best fits your area of technology? *
Where did you hear about RS On-line?

Notifications, Updates and Services

Please include me on e-mail updates about new products, services and special offers. You can unsubscribe at any time by unchecking the box.

Contact Address

The mailing address below will be used for marketing purposes only - you can add or select your delivery address for orders during checkout.

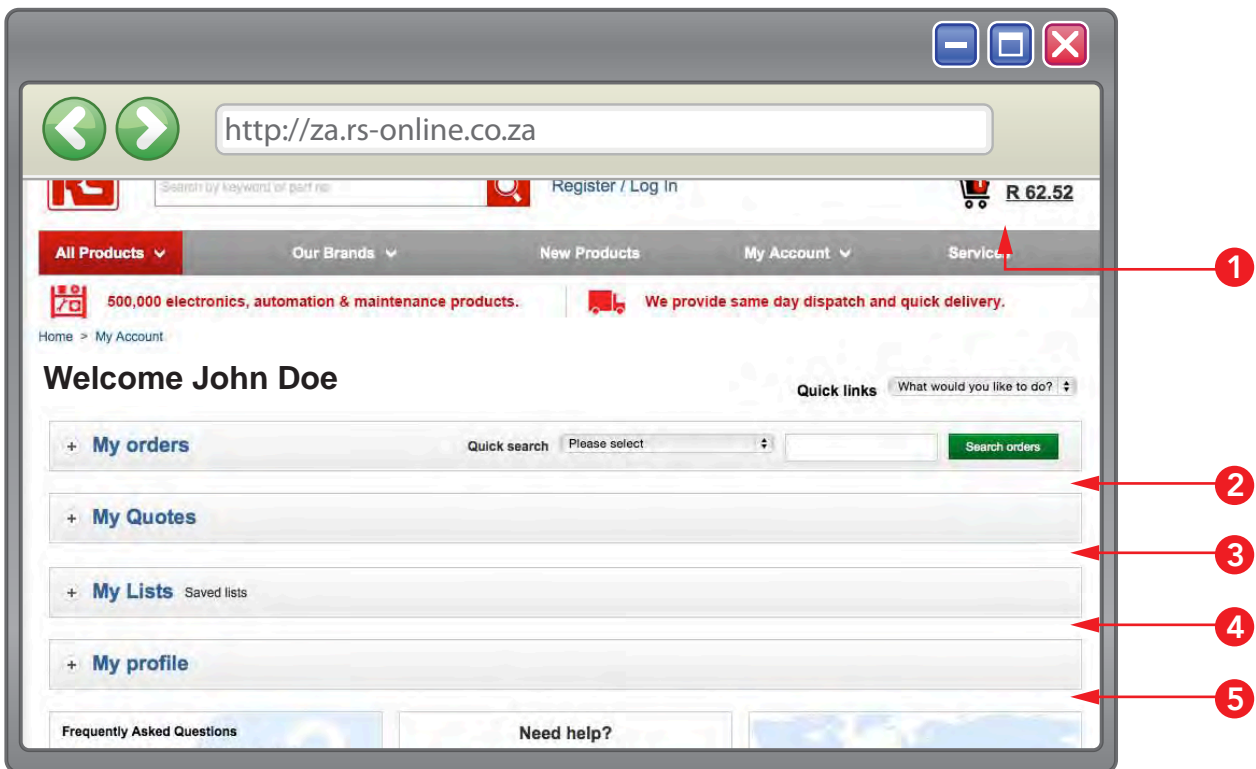
Company Name *
Building name/number *
Street
Town/City*
Region Select a country first.
Postcode
Country* Click here

We will send you an email confirming your registration details

Complete Registration

- 1 Fill in your personal details, select your job and product interests; these few bits of information are essential for us to provide you with the best possible service.
- 2 Indicate whether you want to receive updates by e-mail and fill out your address, so we can let you know about new products and special offers relevant to you.
- 3 Click on the "Complete Registration" button, once you are done.

Managing your account

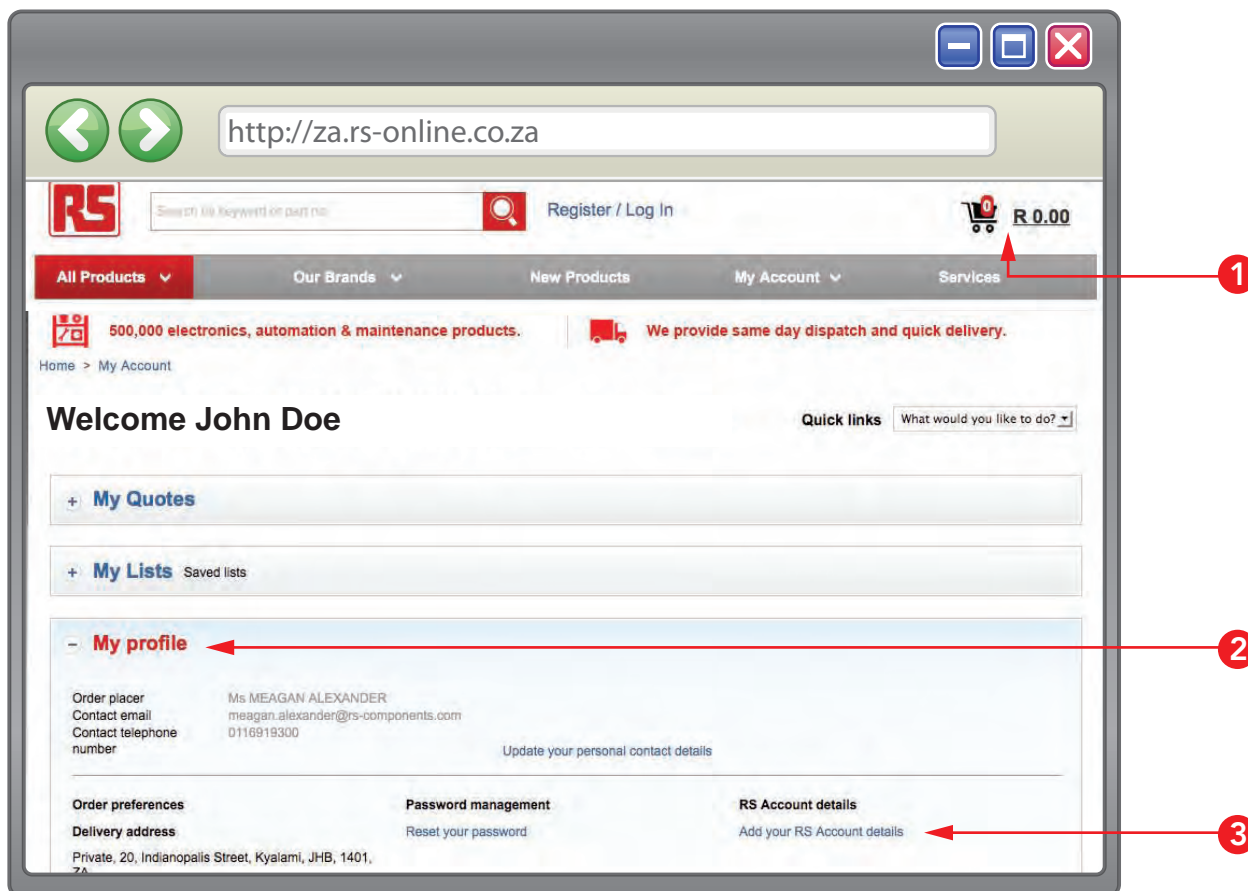


- 1 Once you have registered, it's important that you log out and log back in again, then click on "my account" tab at the top right to go directly to your account page. Here you can manage your orders, quotes, lists and your user profile.
- 2 **"My orders"**: View your orders, place the same order as you have done previously and request copy invoices for orders here.
- 3 **"My quotes"**: Search for existing quotes by date, by your RS quote reference number/name, create a new quote and redeem quotes.
- 4 **"My lists"**: Use this option to create saved lists so you can order quickly, to search your complete set of parts lists or create new parts lists.
- 5 **"My profile"**: Click on "My profile" to add/edit your RS account details, you can view or change your contact details, delivery address, password, username and credit card details and set order preferences here.

[Continue to page 6](#)

Linking your account

step 1

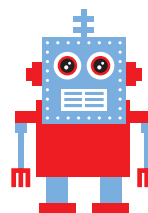


If you have always ordered telephonically, you will have to link your existing RS account to your online profile, so your online orders will be reflected on your existing account.

- 1 To begin linking your account, click on the “My Account” tab at the top right to go directly to your account page.
- 2 Click on the “My Profile” tab to expand it.
- 3 Click on the “Add your RS Account details” link.

Continue to page 7

To have easy and convenient access to your account, link your existing RS account to your online account.



Linking your account

step 2

RS Contact Reference Number* 741123456

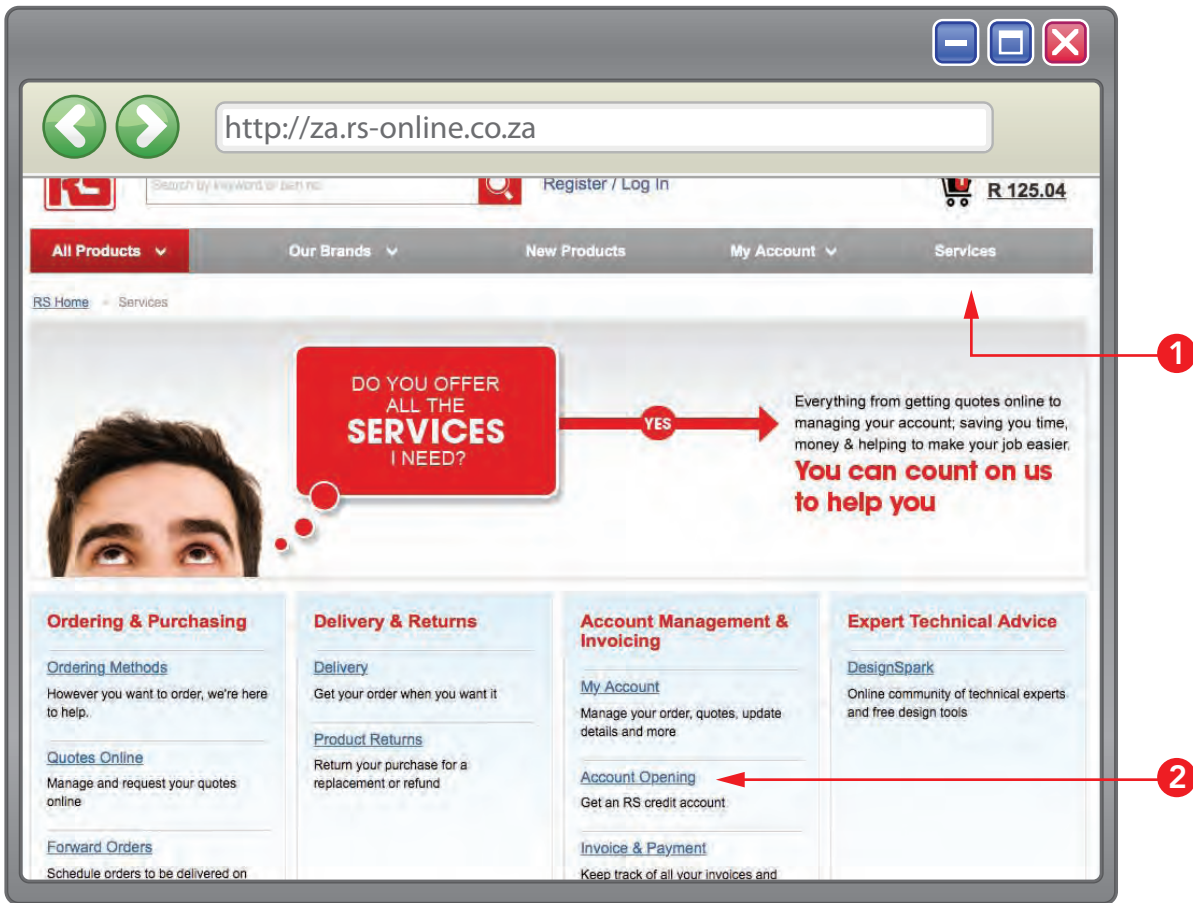
Company Name* John Doe

Continue

* = required field, please complete

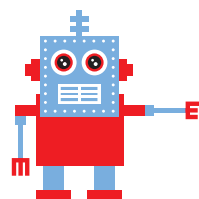
- 1 Enter your RS contact reference in this field. Your contact number will be on all your physical invoices and printed correspondence from RSONline.
- 2 Enter your company name in this field.
- 3 Click on the "Continue" button to proceed. You will be presented with the same screen as on page 4 of this guide. All your details should still be the same and you can just click on the "Complete registration" button, unless you want to change anything at this stage.

Applying for credit with RS



- 1 Should you require a credit account with RSONline you need to click on the "Services" tab at the top right of the page.
- 2 Select "Account Opening" from the menu on the left of the page.
- 3 You will have to fill out an online credit application form and submit it.

YOU DID IT! Now click on the red text to go directly to za.rs-online.co.za.



za.rs-online.com