Rexroth Store Manual Guest User

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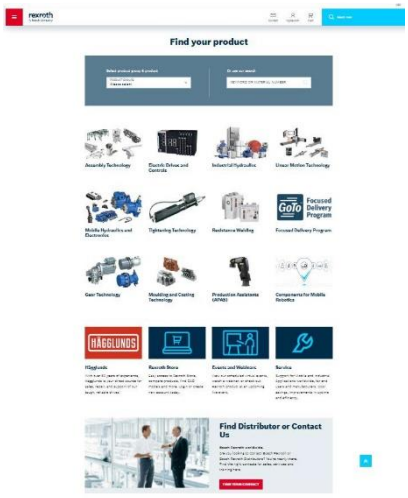
Section 1: Login

Login to the Rexroth Store
Via the website



Go to

DE: https://www.boschrexroth.com/en/de/
CH: https://www.boschrexroth.com/en/ch/
AT: https://www.boschrexroth.com/en/at/

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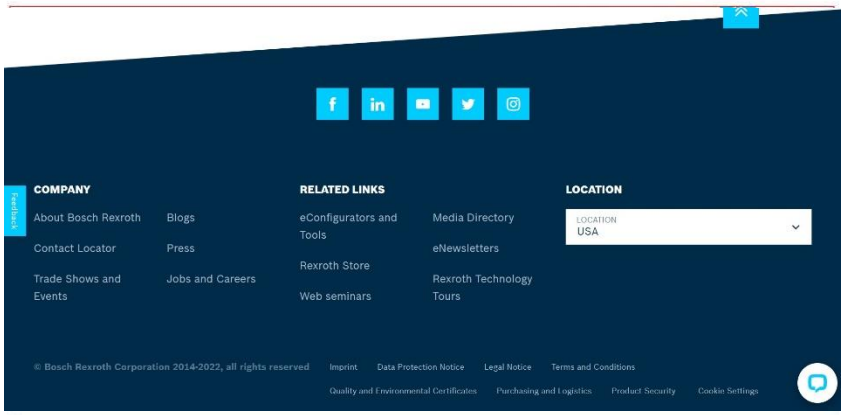
To get to the new platform, it is easiest to go via our websites
Germany: https://www.boschrexroth.com/en/de/ (to be added soon)
Switzerland: https://www.boschrexroth.com/en/ch/
Austria: https://www.boschrexroth.com/en/at/ (to be added soon)

Login to the Rexroth Store
Via the website



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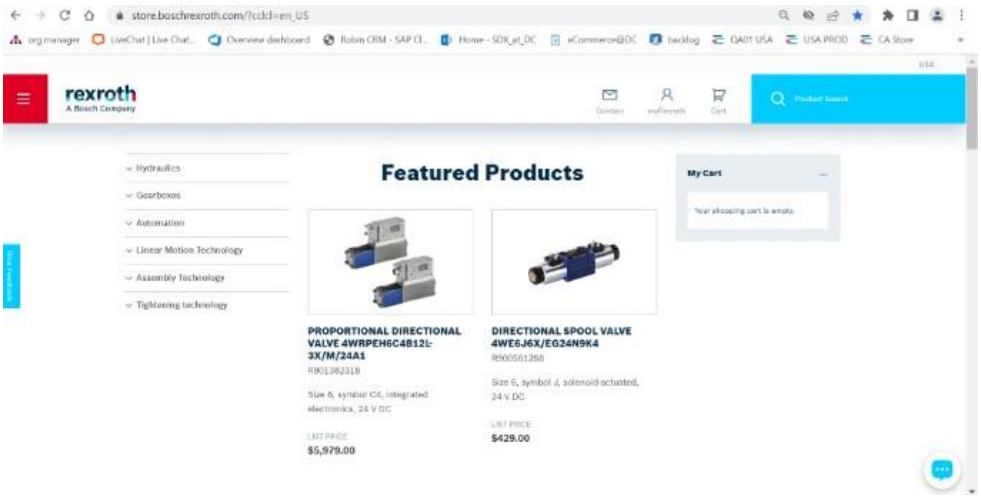
At the bottom of the home page, there is a link that you can access by clicking on Rexroth Store.

Login to the Rexroth Store
Go to MyRexroth



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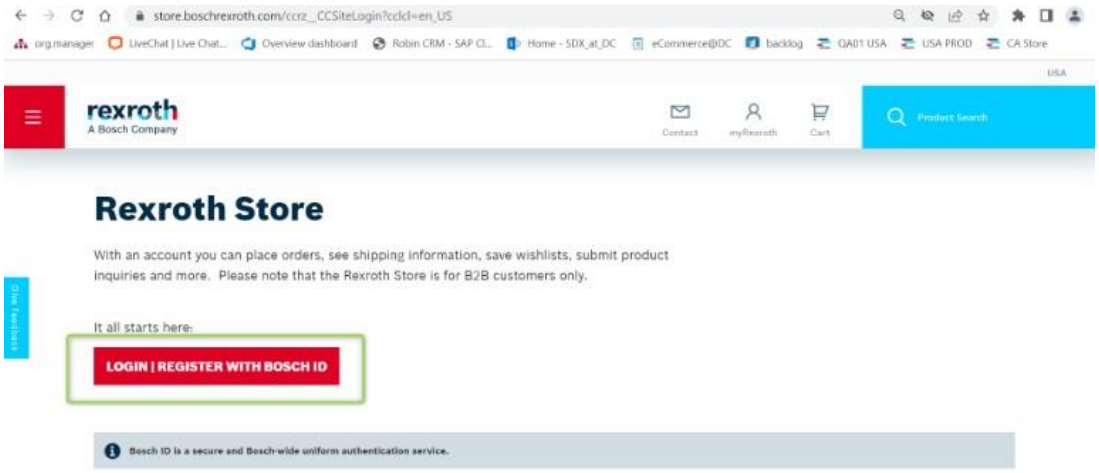
You have now entered the start page. It may be appropriate to add this page as a favorite for convenience purposes.

To log in to the Rexroth Store, go to the myRexroth link at the top of the page.

Login to the Rexroth Store
Register



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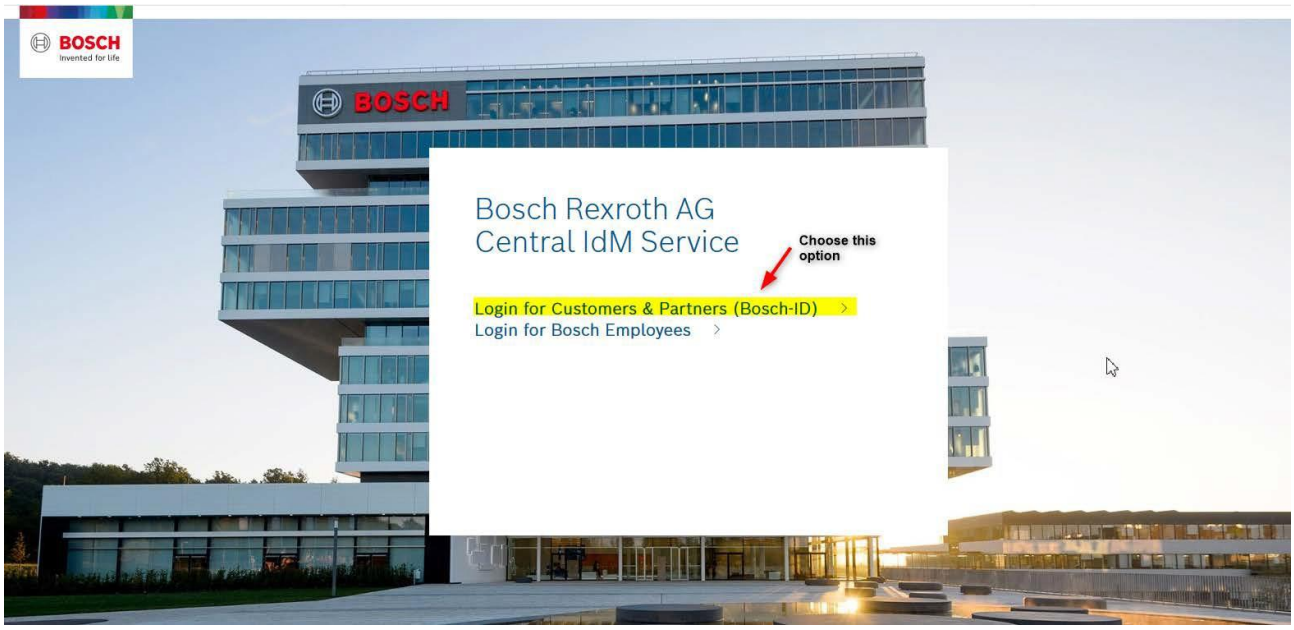
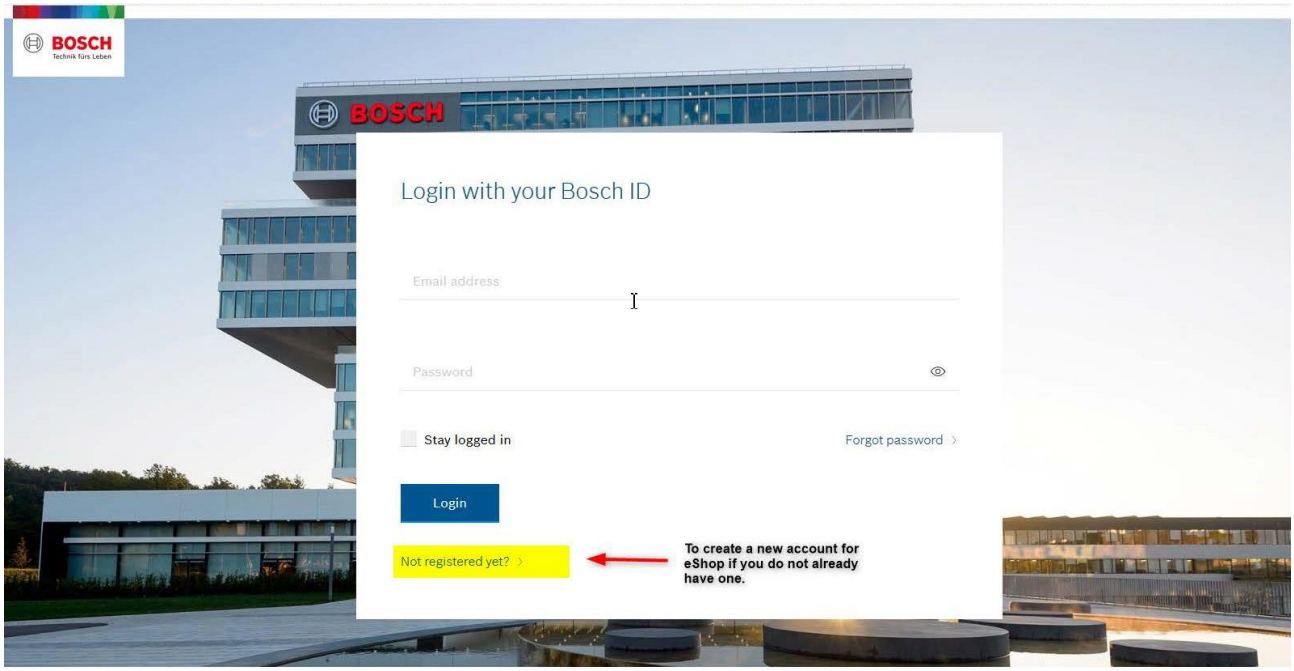
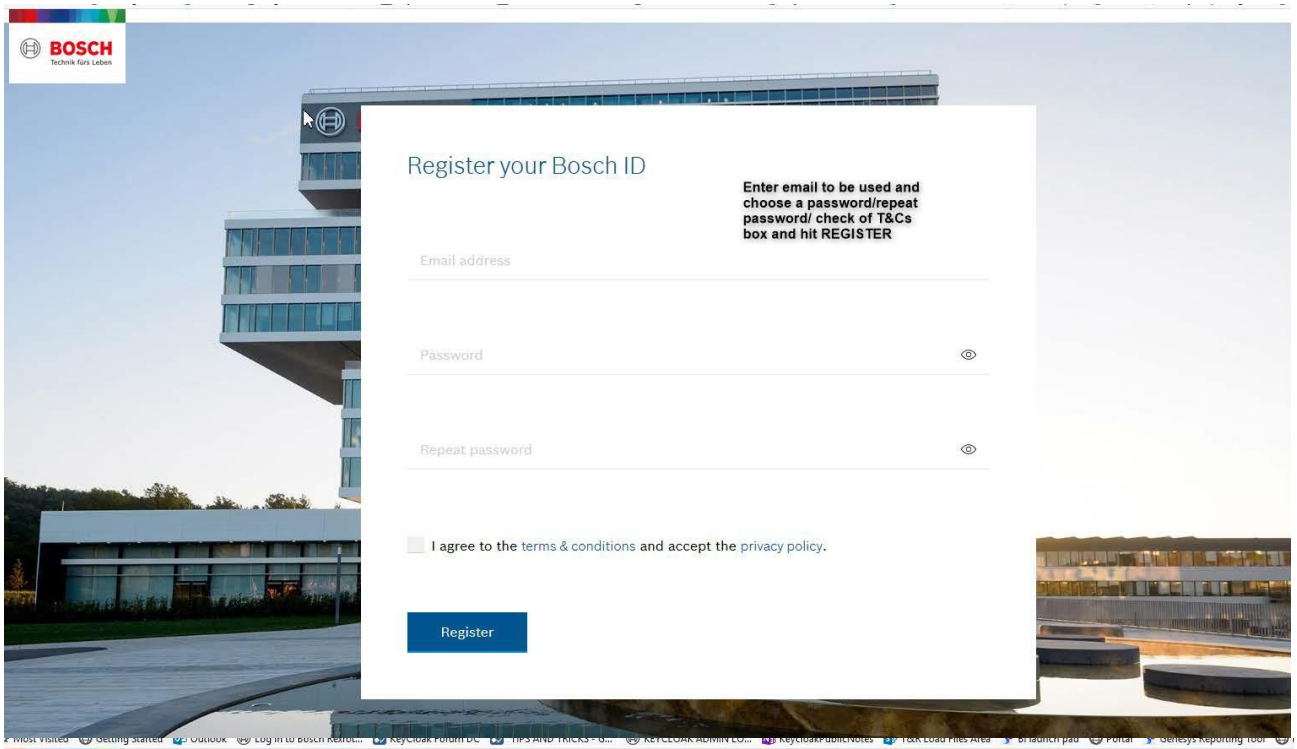
Here you will be greeted by a prompt to log in. Click on this to continue.

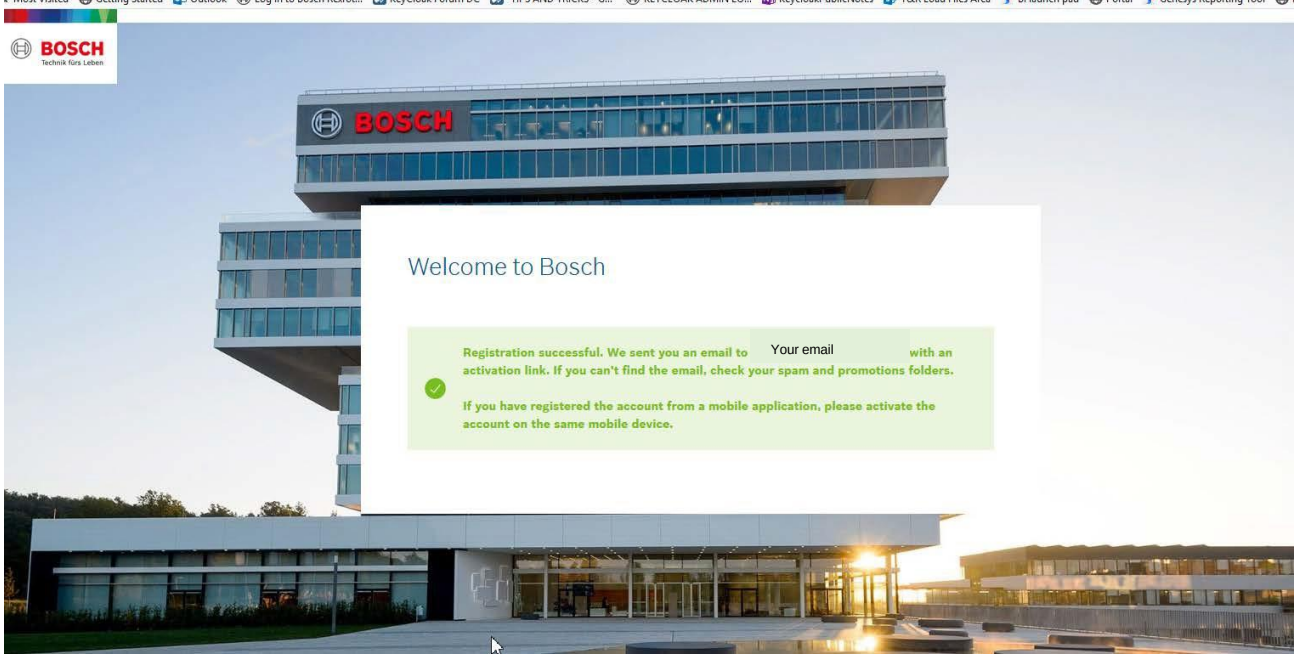
To login or register, follow the instructions on these next pages.



Hit "Not registered yet" to create a new Rexroth Store account and login.




BOSCH
Technik fürs Leben
Register your Bosch ID
Enter email to be used and choose a password/repeat password/ check of T&Cs box and hit REGISTER
Email address
Password
Repeat password
I agree to the terms & conditions and accept the privacy policy.
Register


BOSCH
Technik fürs Leben
BOSCH
Welcome to Bosch
Registration successful. We sent you an email to Your email with an activation link. If you can't find the email, check your spam and promotions folders.
If you have registered the account from a mobile application, please activate the account on the same mobile device.

Fri 2020-02-28 10:15 AM

Bosch Global User Team <noreply.myaccount@bosch.com>

Activate your Bosch ID

[redacted]

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Action Items

Welcome

Your Bosch ID – One Registration. Experience everything at Bosch.

Hello,

We are happy that you registered for a Bosch ID!

In order to complete your registration, please click on the following button:

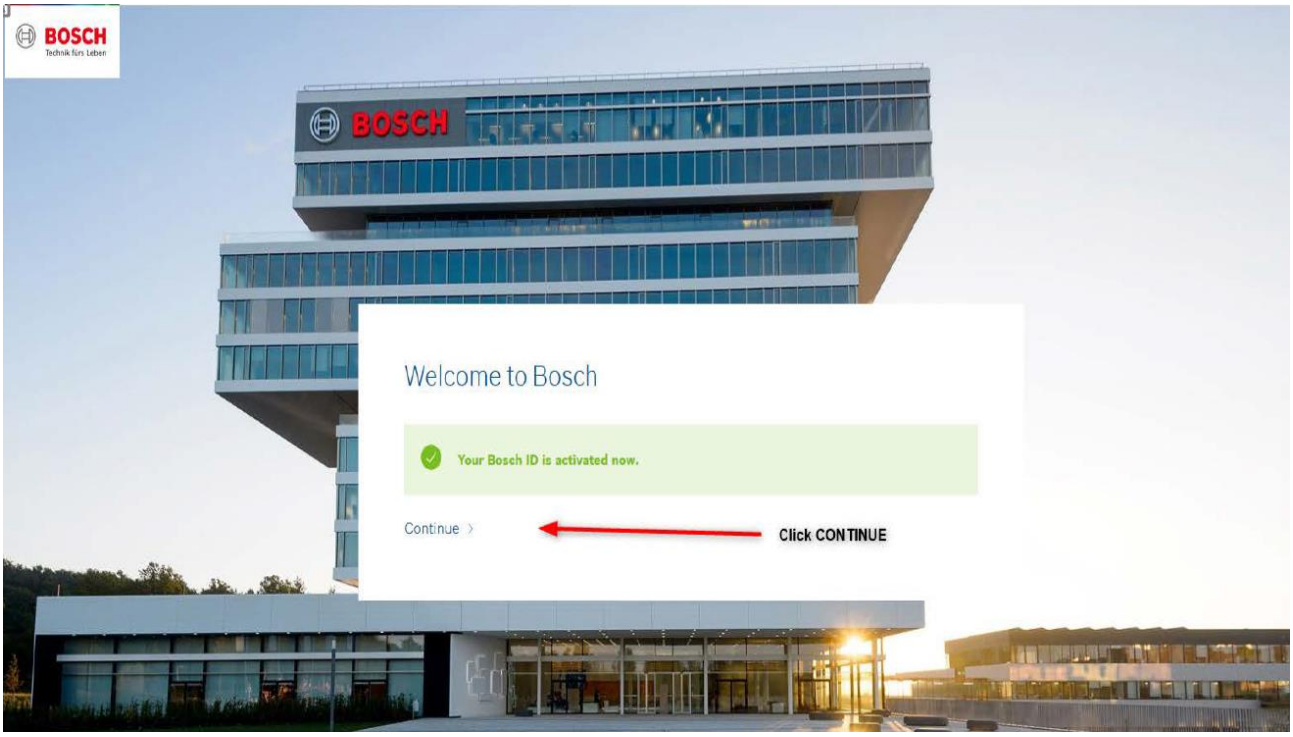
Activate account

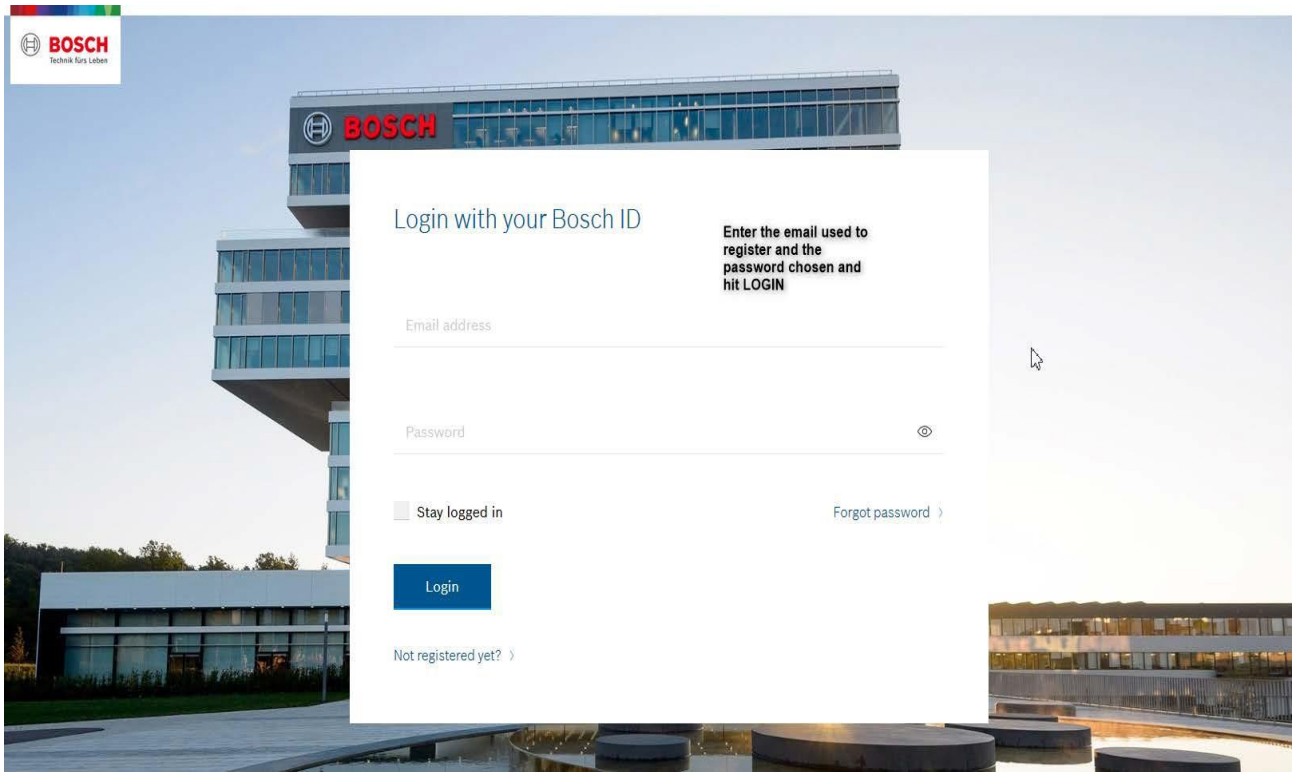
Click on ACTIVATE NOW

If you need help please contact the Bosch support of the application you want to use.

Your Bosch ID Team

Corporate Information Privacy Policy Legal Note Terms & Conditions





Once you hit "Login” you will be taken to the registration information page where you will need to complete your information and “Submit” to activate your account.

Your registration for digital offers of Bosch Rexroth AG

Basic Profile

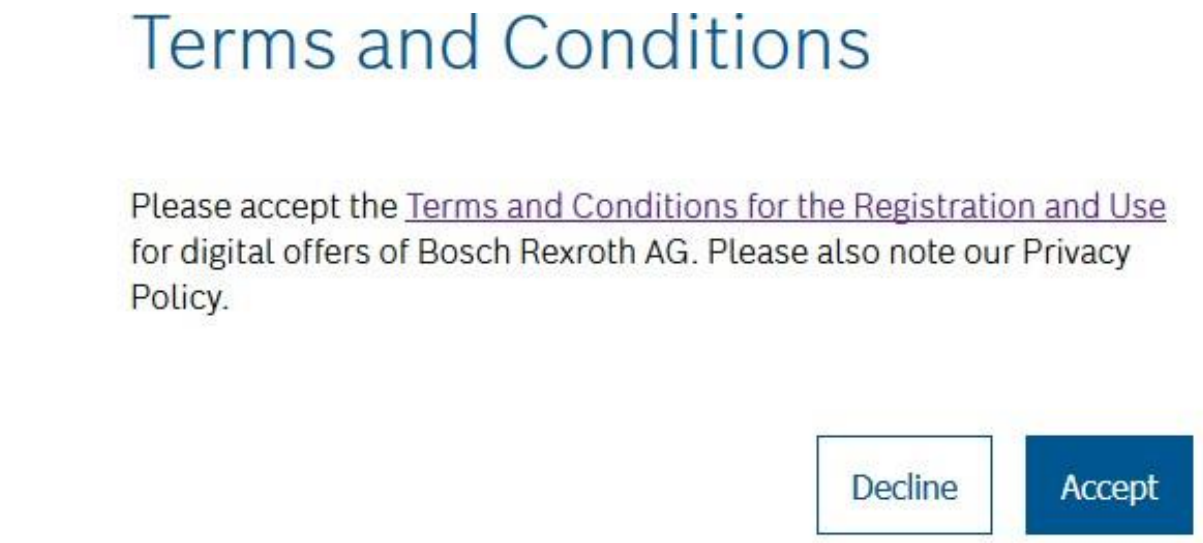
- First Name
- Last Name

- Country
- Language

German English

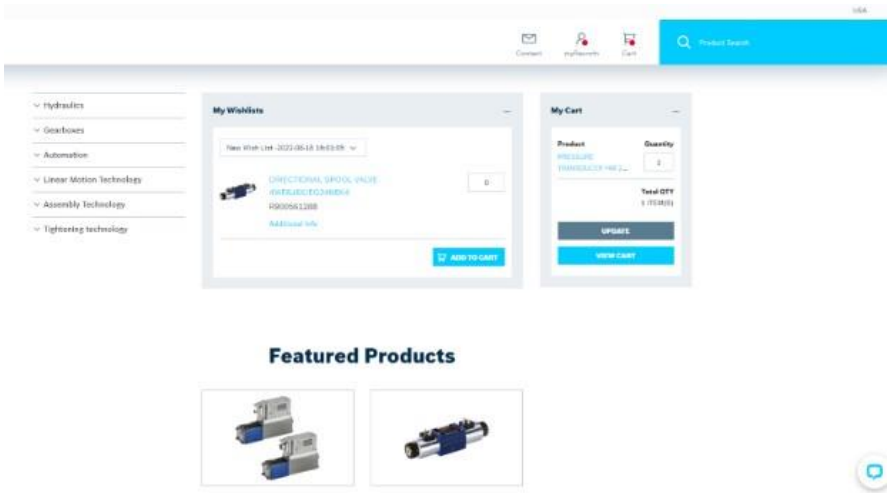
Proceed by filling out the form with the specified information.

Accept the T&Cs .



Once T&Cs are accepted, you will be brought into the Store and you will be logged in. To confirm, check to see if your name appears in the top left-hand corner of the screen. At this point you will have "guest permissions", that means you can easily request quotations from our Certified Excellence Partner network.

Login to the Rexroth Store
Home Page



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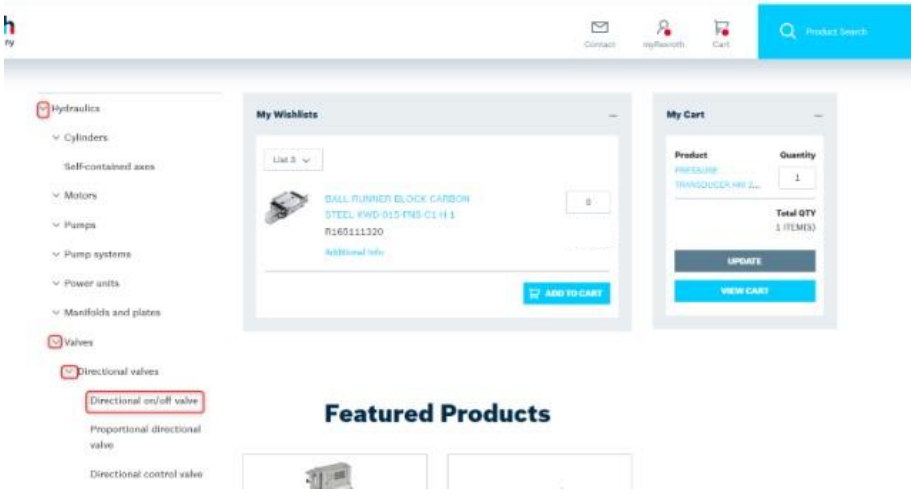
You will see a small red dot next to my Rexroth confirming that you are logged in and inside the Rexroth Store.

On the far left you will see our various product areas that you can click on.
On the far right, you will see products in your shopping cart that you have not yet ordered.
In the middle are your saved wish lists or shopping lists that you can open.

We start by looking at how to search for products.

Section 2: Search

Search Product
Browse the Category Tree



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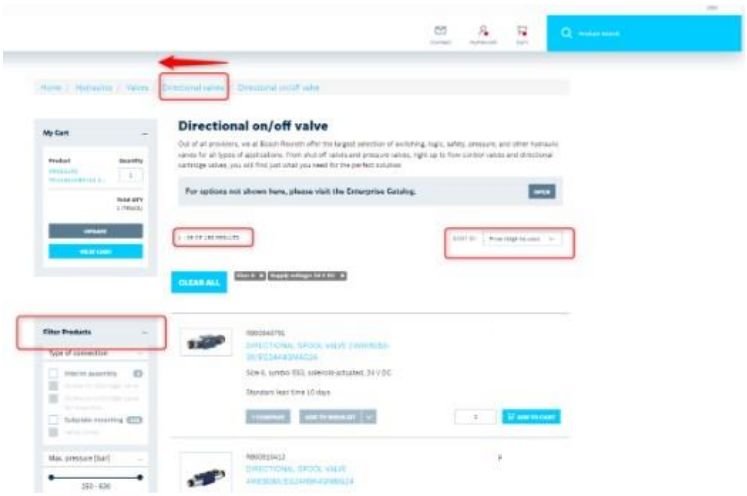
Browse the category tree to look for products in a category.

Search Product
View Product List Page



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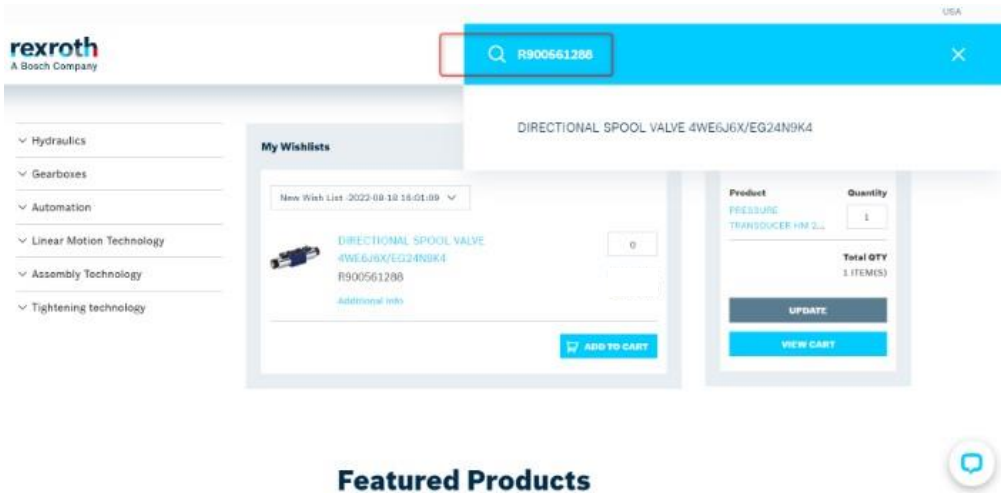
At the lowest node of a category, you will see a list of products. This list can be filtered using the filters on the left-hand side or sorted using the sorting options on the right.

Near the top of the page, there is a “breadcrumb” navigation menu that allows you to navigate “up” one or more levels in the menu structure.

Search Product
Search by full article number



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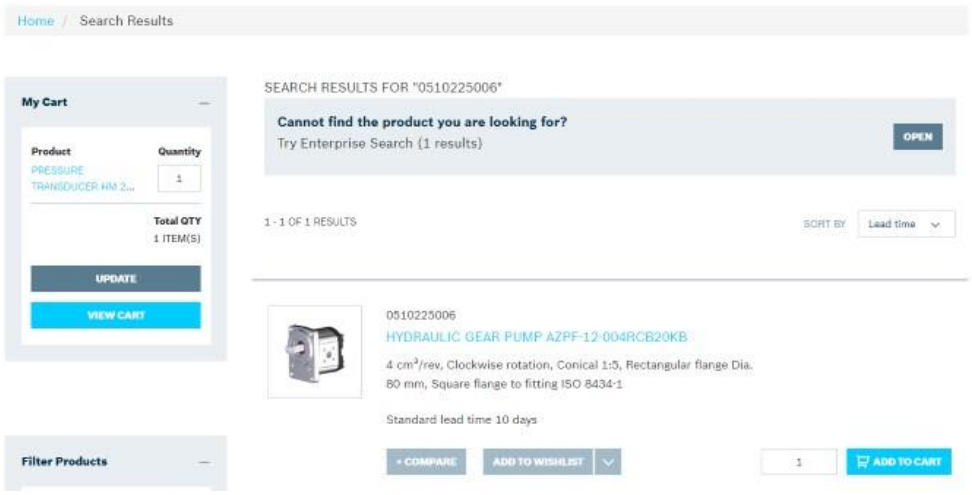
Quite often you may know what you are looking for. In the case that you have an article number on the product you want to search for then you can then enter the article number in the search box and search.

Search Product
List View



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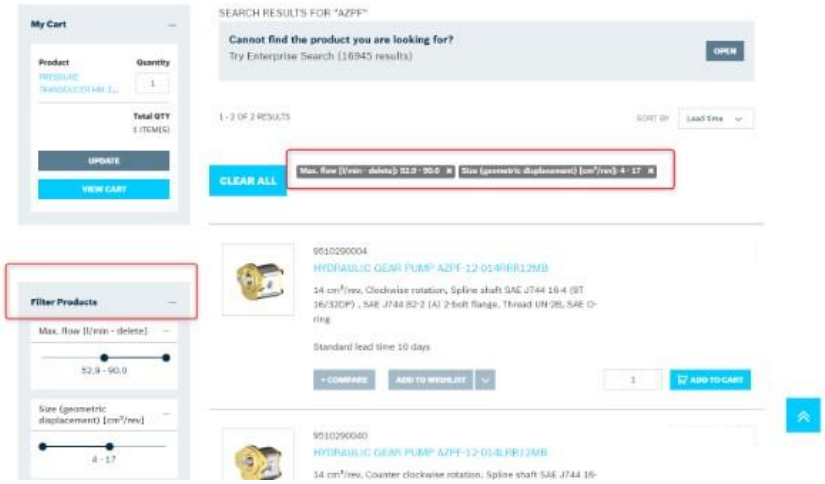
The selected product appears on the page. Here you can see an article number, name, a short description of the product, and the standard lead time for the product.

You can also choose to compare this product with others if you wish or add the product to a wish list.

You can also add the product to your shopping cart if you wish

The page also contains price information where your net price will be presented. In certain cases, information appears that you can get a price on request. In this case, you would put the item in the shopping cart and send a price request from there.

Search Product
Narrow Selection with Filter



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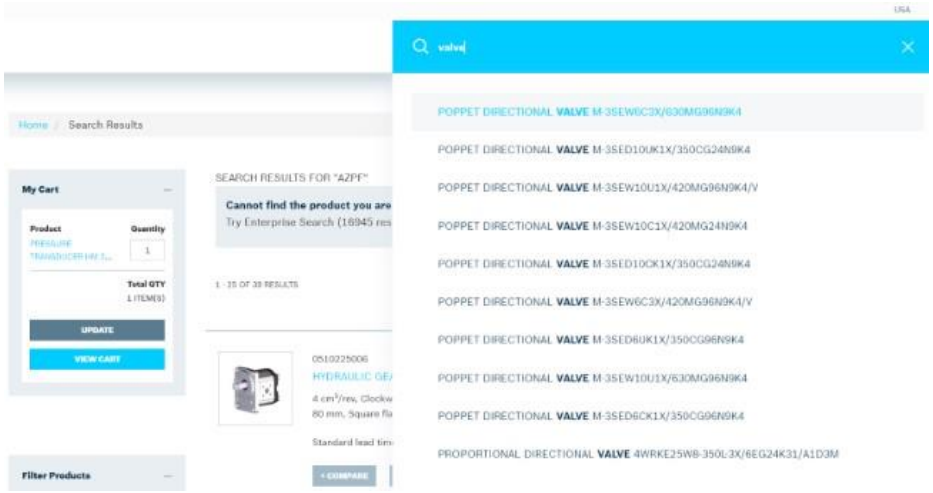
You can get several variations of the article and there can be lots of options to look through. To reduce the number in the list, you can use the filters on the left. Go to the various filters and click in your restrictions on what you are looking for in order to get a reduced list.

Search Product
Search by Name



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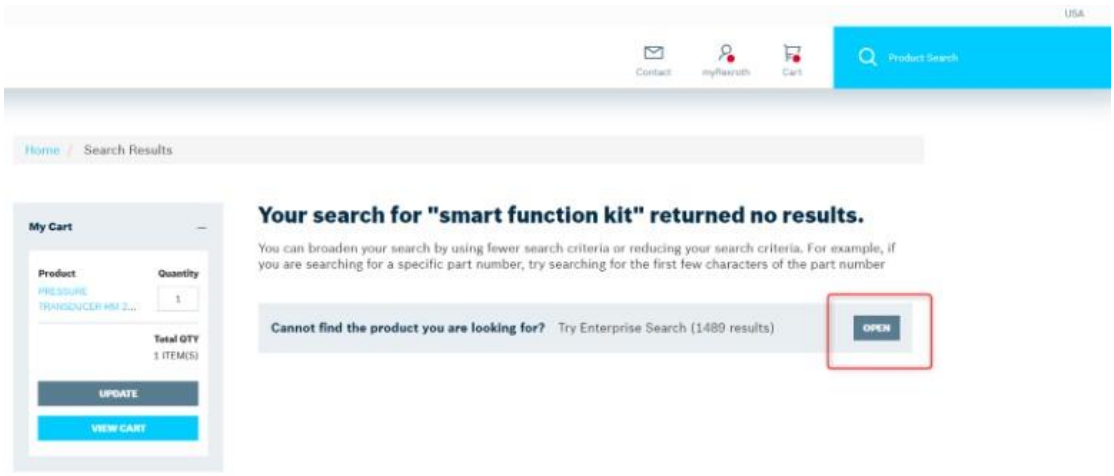
You can also search by name. As you type, a customized list of suggestions will appear. You can click on any of the suggestions or continue typing, as well as choose when you want to start the search.

Search Product
Enterprise Search



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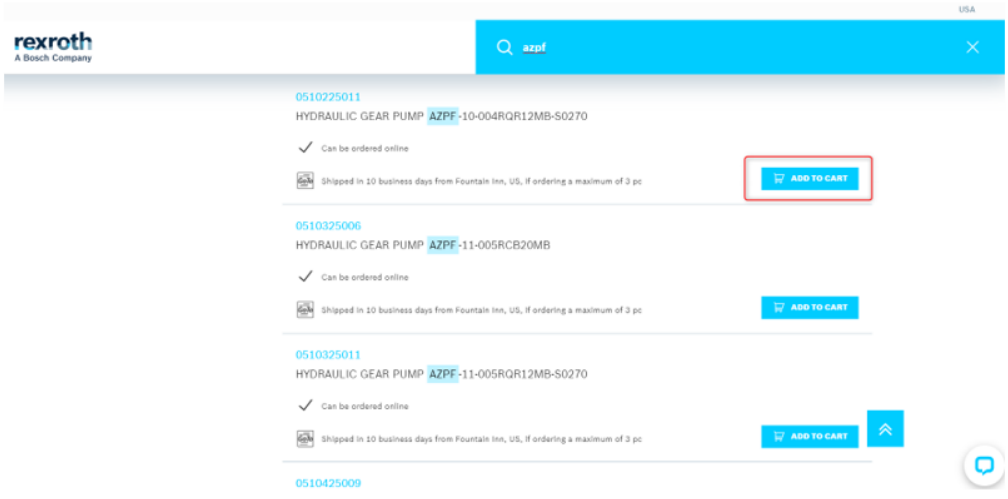
If you do not get a result on the article, it could be due to various reasons. There is a lot of material that we have in our systems that is not flagged for display in the Rexroth Store yet.

Try searching via "website search" which you will find at the top of the page. This search looks deeper into our systems.

Both separate search systems will be combined into one search system in 2023.

Search Product
Enterprise Search



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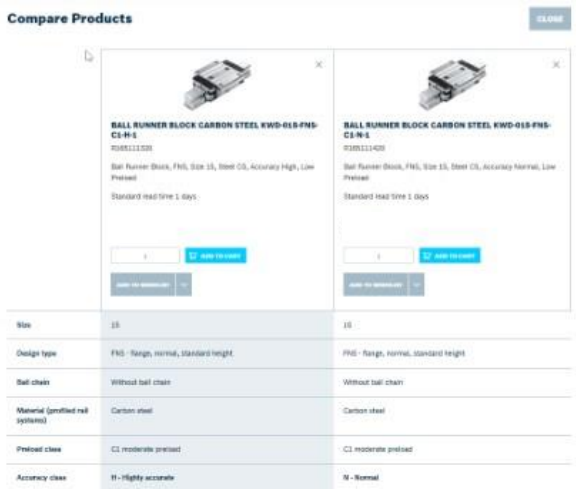
If you get a result with the Enterprise search, you can add this to the shopping cart as with the other materials.

Search Product
Compare Products



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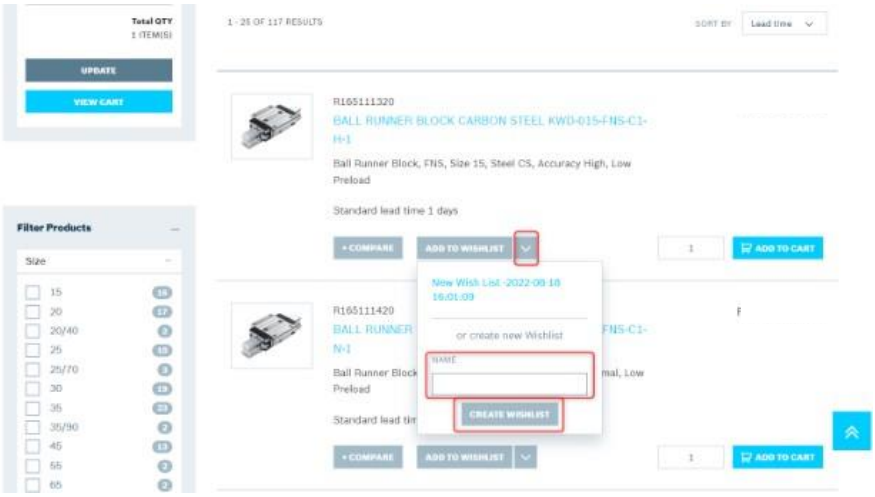
If you choose to compare products, you can see and compare up to 4 products at the same time.

If there is a difference between the products, this will be shown with the deviating feature written in bold. In this specific example, the difference is not visible in the picture.

Click close when you want to return.

Section 3: Wishlist

Wishlist
Add to Wishlist



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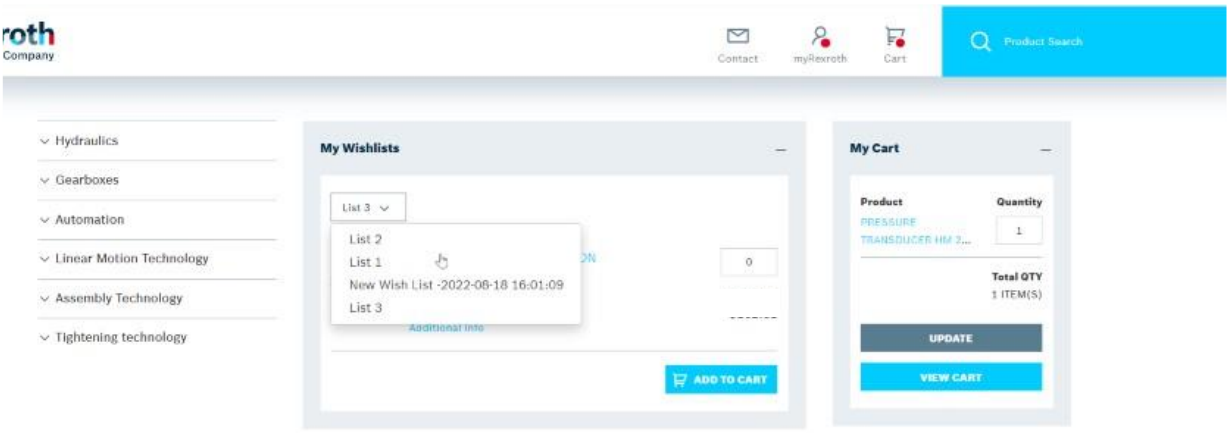
If you want to use a wish list, you start by clicking the arrow next to the "Add to shopping list" button. Give the list a name and then create the new list.

The shopping list is only available once you are logged in.

Wishlist
On the Home Page



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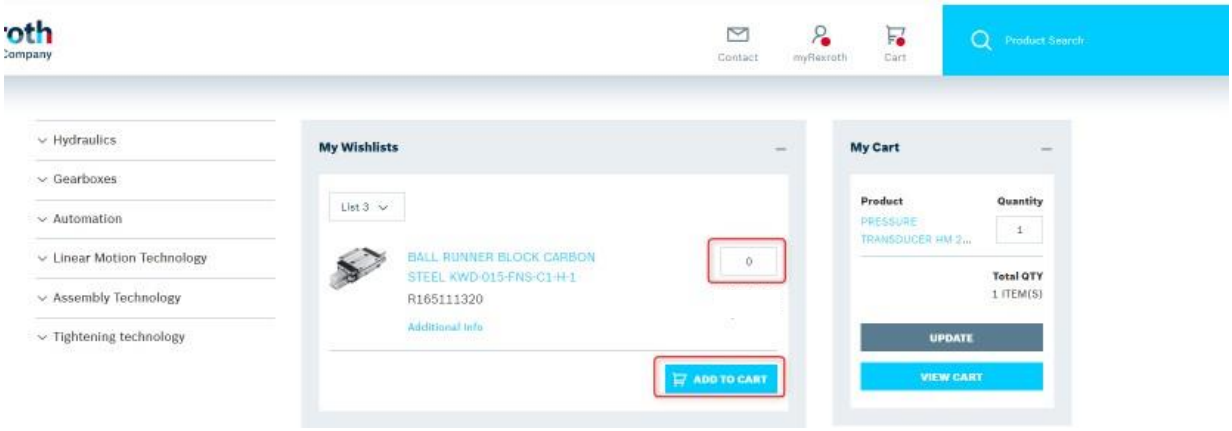
You can find the created shopping lists on the start page of the Rexroth Store.

If you click on the arrow, you will get a drop-down list where you can select the wish list you want to see.

Wishlist
Change quantity



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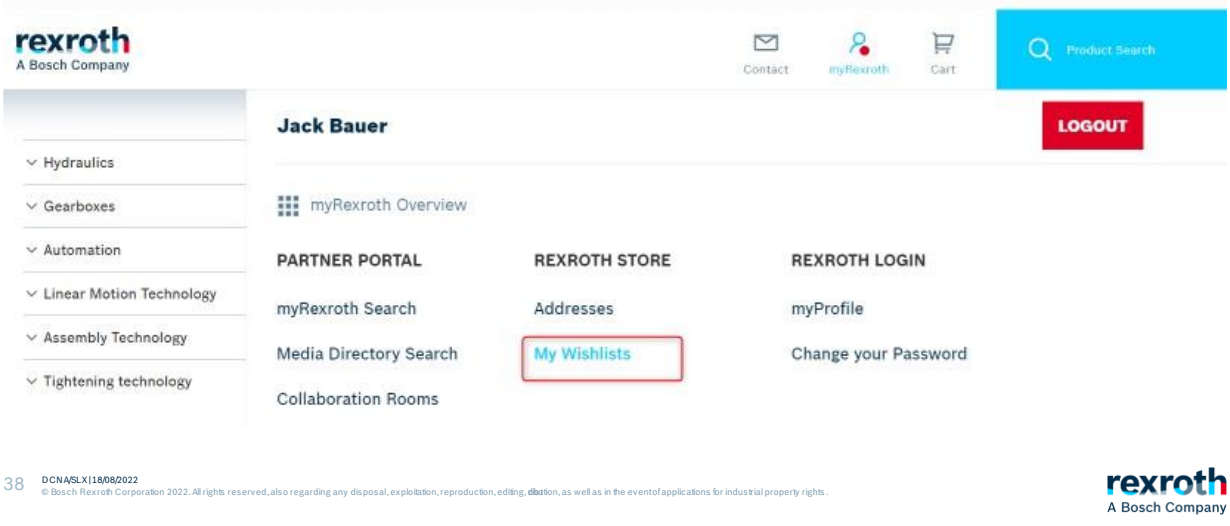
Check that the quantities are correct. You can then add the items to the shopping cart by clicking "Add to cart".

Wishlist
Find My Wishlists



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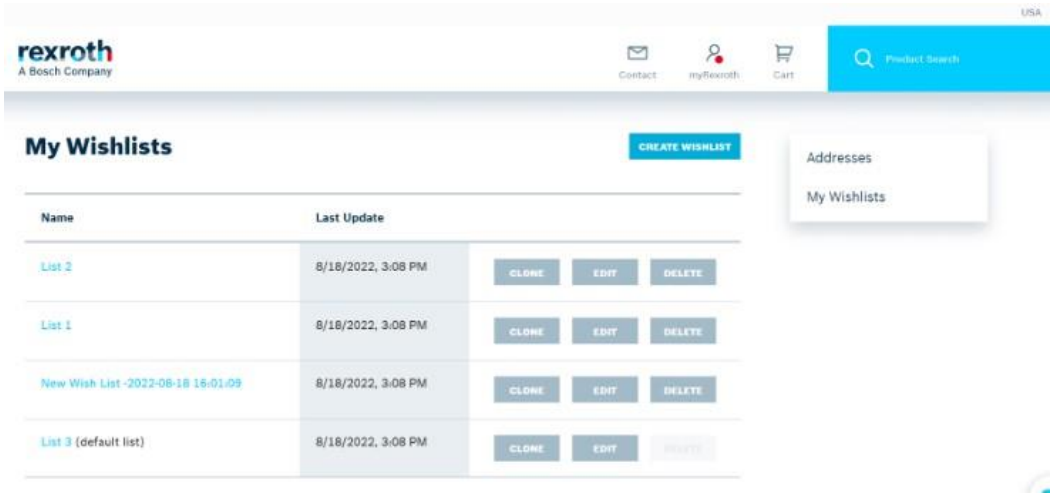
You can also access your wish lists via myRexroth.

To do so, click on MyRexroth and then "My Wish List" to access your shopping lists.

Wishlist
Manage Wishlist



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Here you can create new shopping lists. It is feasible to give it a name and perhaps a description of what kind of list it is.

If you want this to be your default list, click in the

box and save it to create the list.

You can also clone an existing list with all the

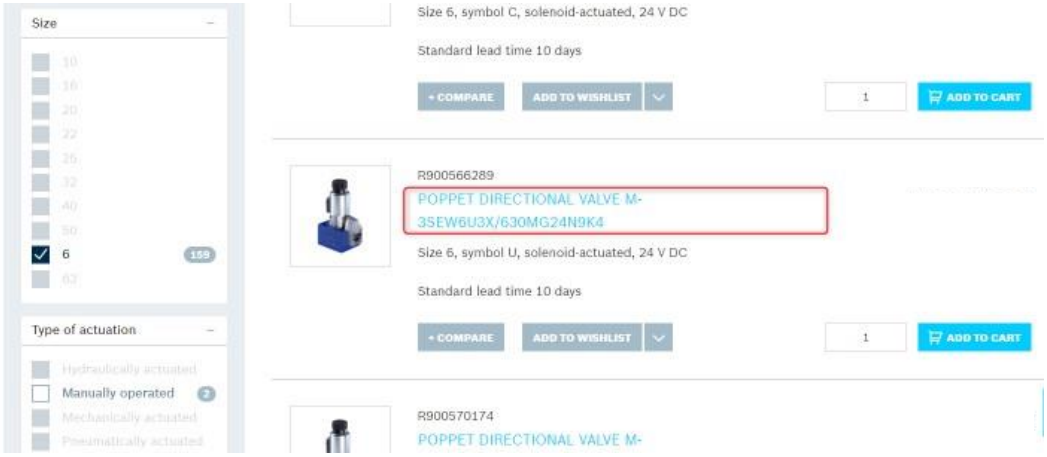
articles being in the copy of the original list.

If you want to change the name or description on the shopping list, click on "edit" and a pop-up box will appear.

When you want to delete a wish list that you no longer use, click on the "Delete" button.

Section 4: Product Information

Product Information
More Information



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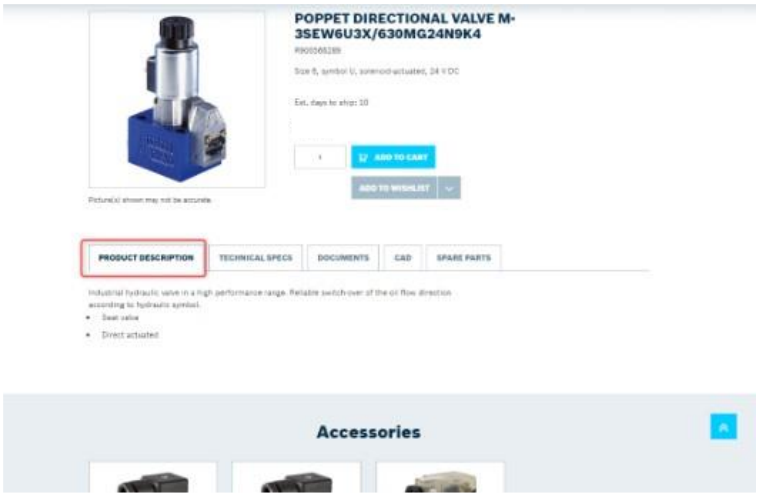
When you are on a list view, there is technical information hidden behind the product name. If you click on the name, you will then enter the product page.

Product Information
Product Description



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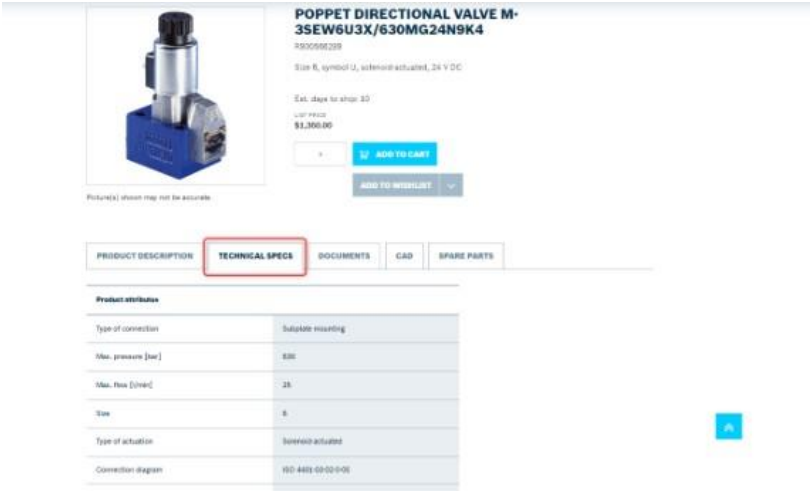
On the product page, you can see the ESTIMATED standard lead time of a product.

Along with the lead time, you also get up to 5 tabs containing information.
The first contains a product description of the product.

Product Information
Technical Specs



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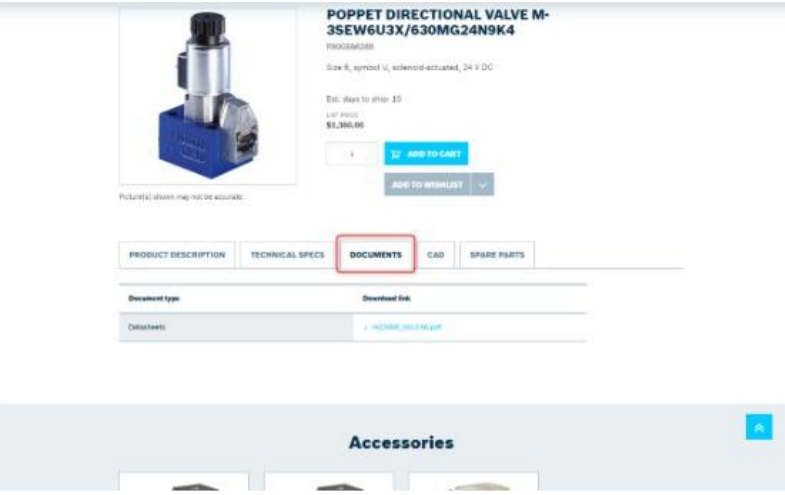
The tab after has the various technical specifications for the product.

Product Information
Documents



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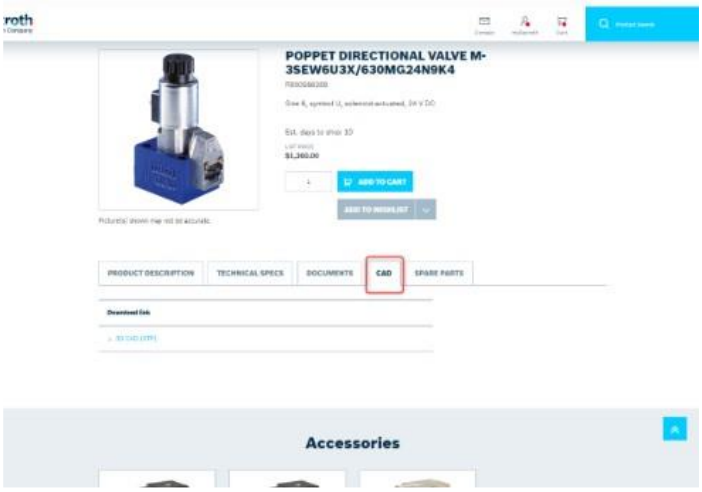
Under the 3rd tab, you will find documentation. It can be, for example, product catalogs and maintenance manuals, etc.

Product Information
CAD Files



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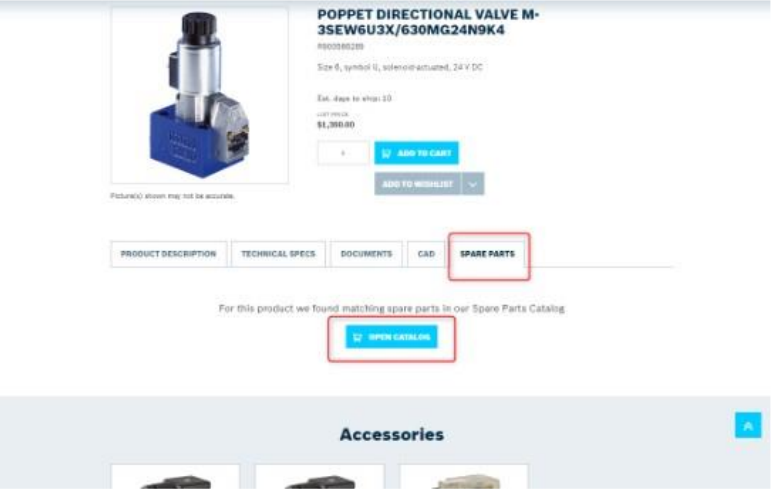
CAD files can be found under the fourth tab. There are normally several different formats on the files that you can choose from.

Product Information
Spare Parts



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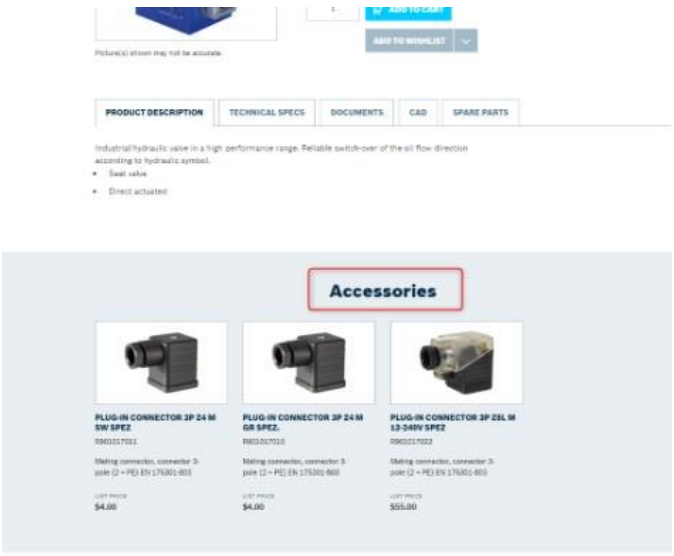
If a product has spare parts, or is a spare part to parent product, you can open the “Spare Parts Catalog” to see the matching parts information.

Product Information
Accessories



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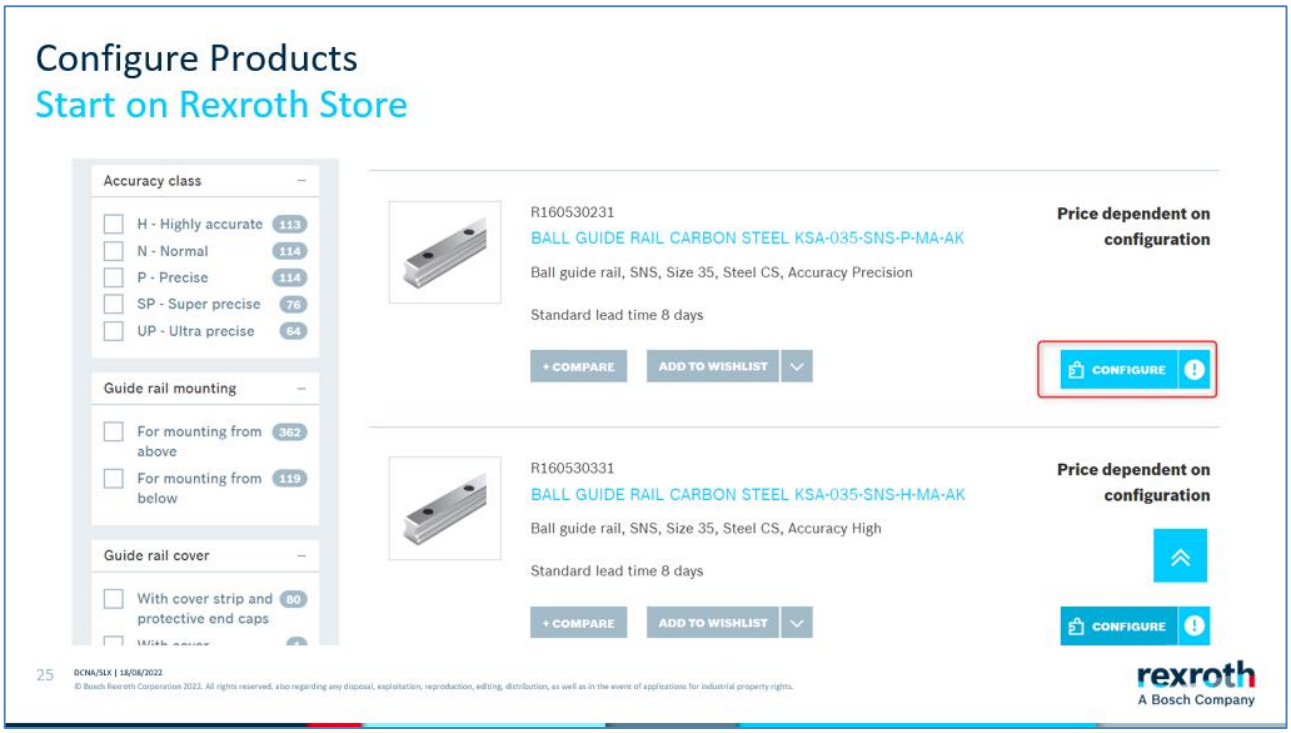
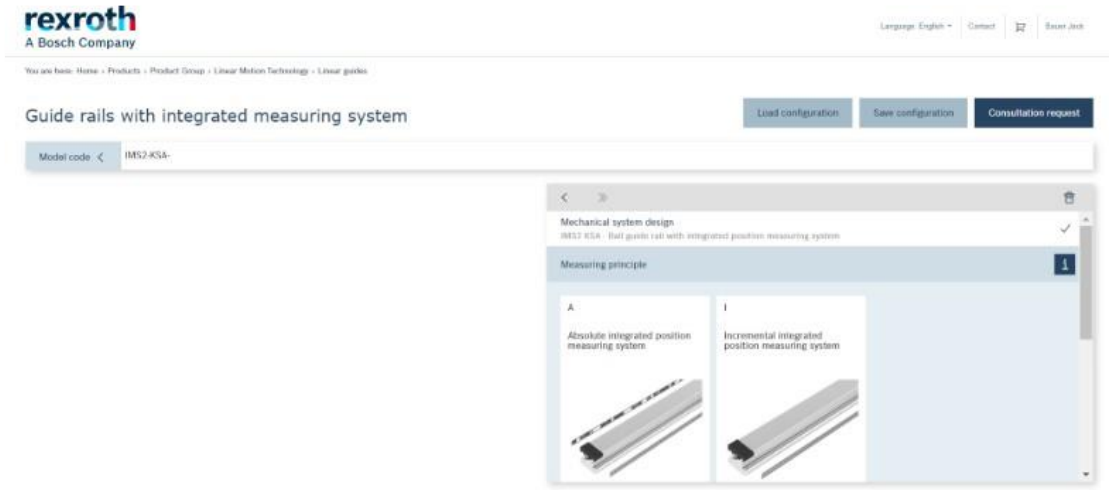
If a product has accessories assigned, they are shown in a carousel at the bottom of the product detail page. More accessories are being added over time.

Section 5: Configure Products



We offer several products that have different options or choices that must be specified for them to be possible to buy. When a material needs to be configured, a button appears that prompts you to configure the product. In this case, the length of the rail needs to be specified. Click the configure button.

Configure Products
Start on a Configurator



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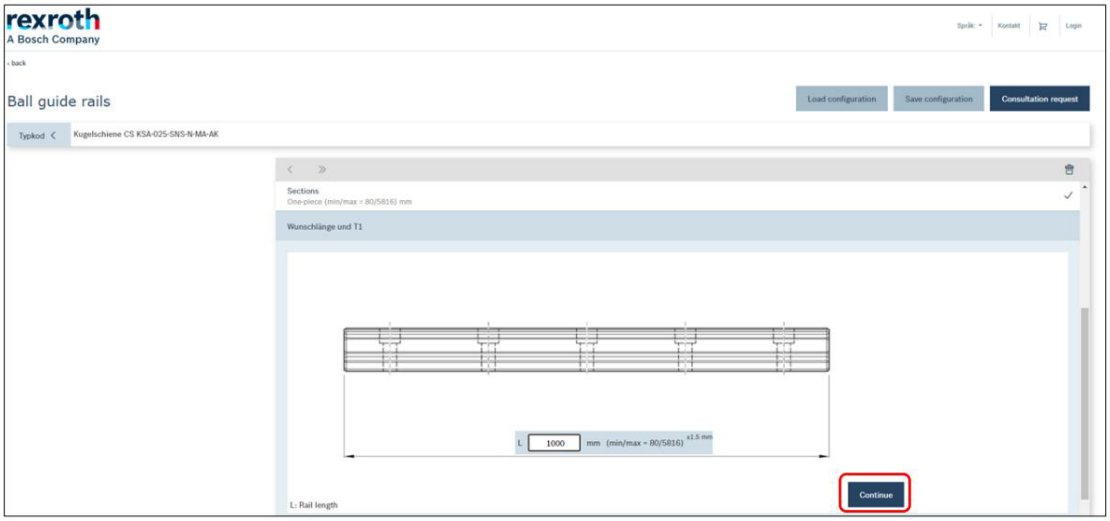
Configure product
Finish the configuration



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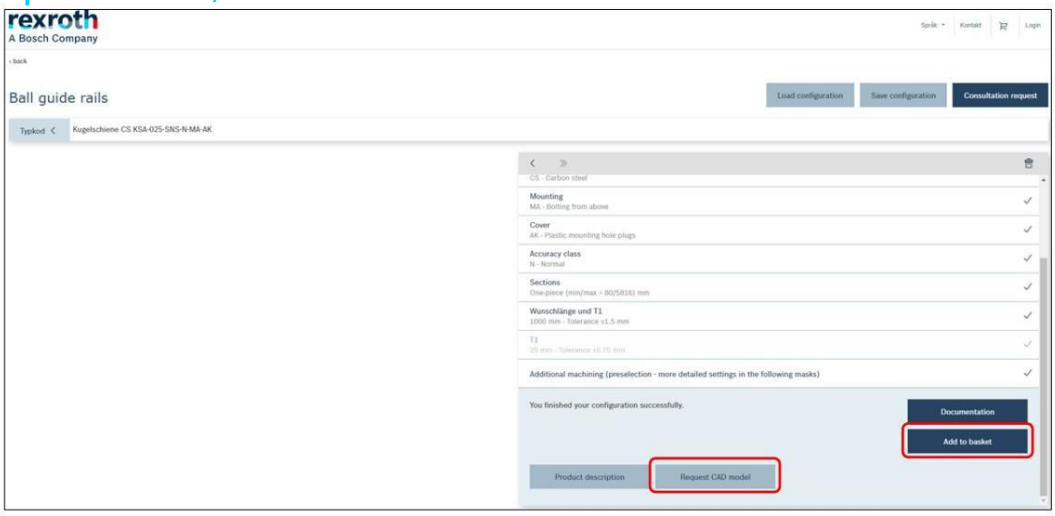
The configurator is a separate program; therefore, the layout looks a little different. Enter the length in the box and click continue. Depending on how many options need to be specified, new boxes will appear. Continue until you are through them all.

Configure product
Request CAD, and add to cart



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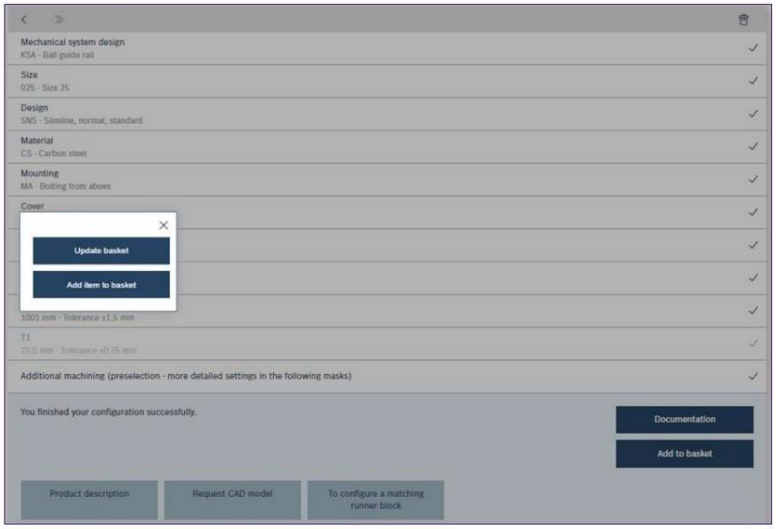
When you have gone through the choices, you will come to the last page where you can download a cad file of the product.

If you want to add the product to your shopping basket, click on "Add to basket".
If there is already a product in the shopping cart with the same article number, you will get a pop-up box asking if you want to add this as a new article to the cart or if you want to update the one that is already there.

If you want to create more articles with the same article number but with a different length, click on the line in the configurator where you want to make the change. You then click through the remaining steps in the configurator until you reach the end again. Add this to the shopping cart and select that you want to add this as a new product.

Configure product
Update or add new



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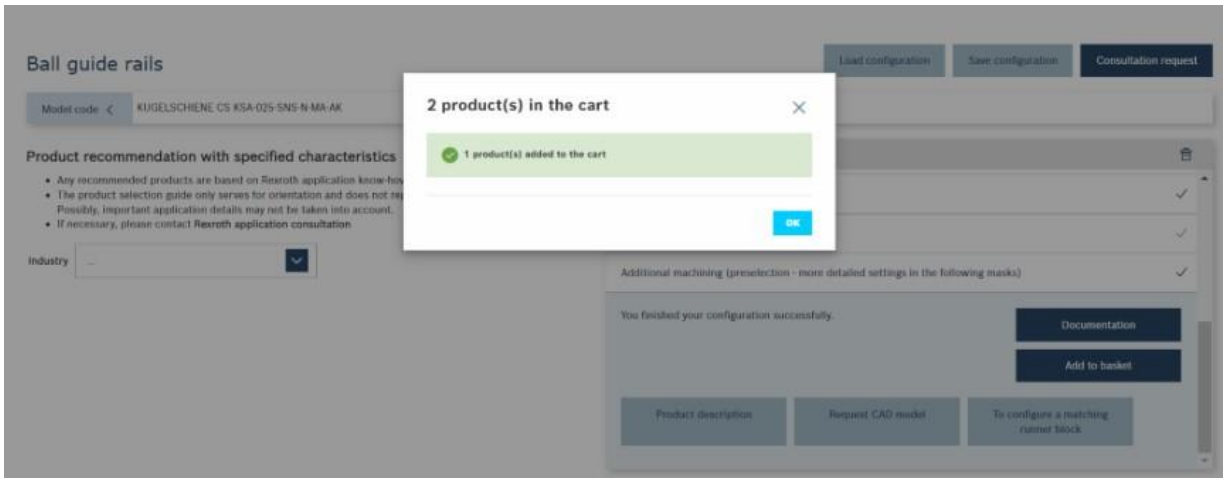
Sometimes a pop-up box appears asking if you want to update the product in the shopping cart or if you want to add an additional product. This functionality can be useful if you must configure several products that are the same except for, in this case, the length.

Configure Products
Materials are added to the Rexroth Store



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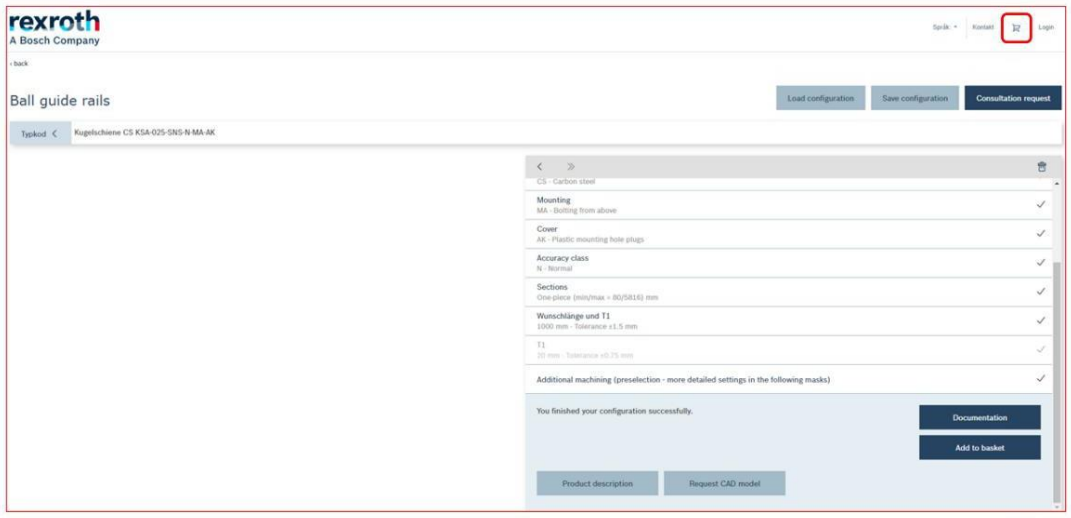
A pop-up will appear informing you that you have added products. Click "OK".

Configure product
Return to the Rexroth Store



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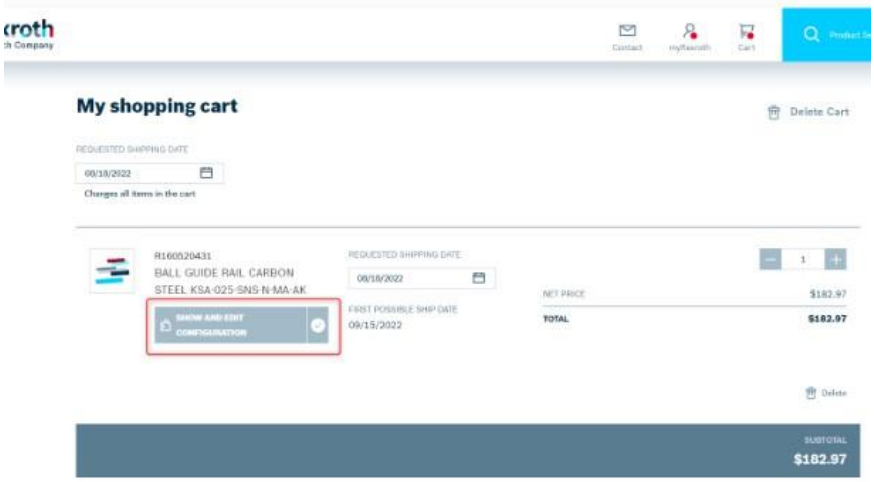
To return to the Rexroth Store, click on the small shopping cart icon in the top right corner.

Configure Products
Ability to adjust configuration



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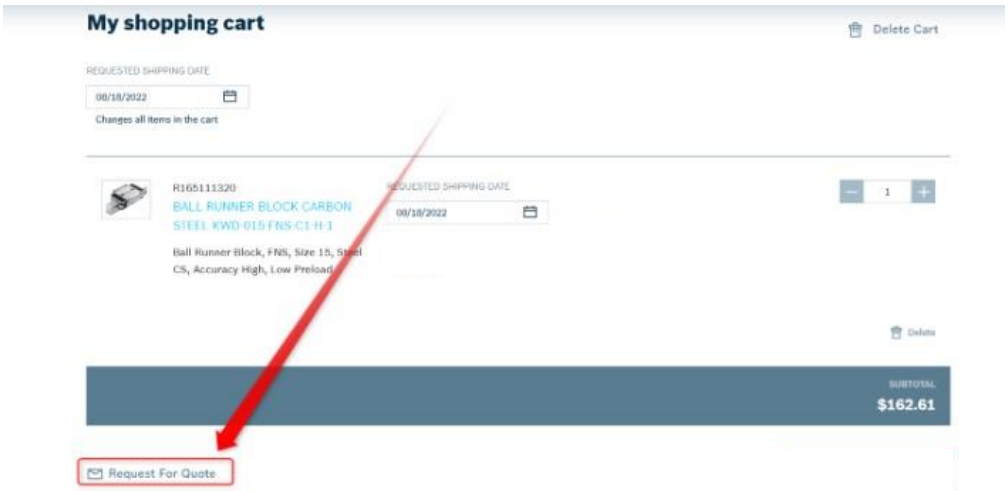
On the article, there is now a new button that you can use if you want to view or change the configuration of the product.

Section 6: Add to Cart to Quote

Add to Cart to Quote
Request a Quote



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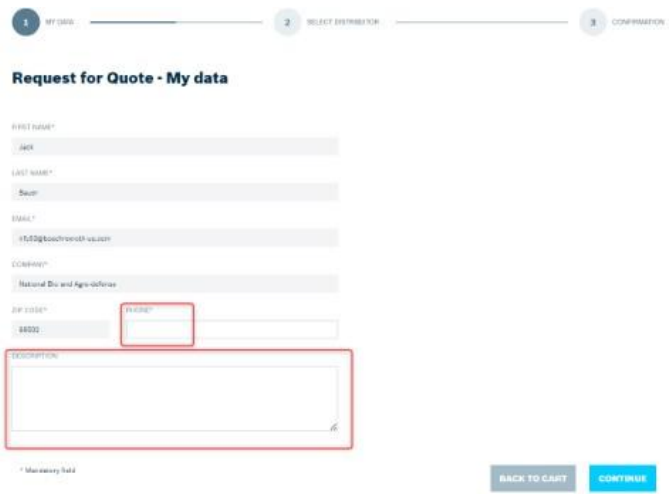
As a guest user you can only request a quote for the shopping cart.

Add to Cart to Quote
Fill in phone number and description



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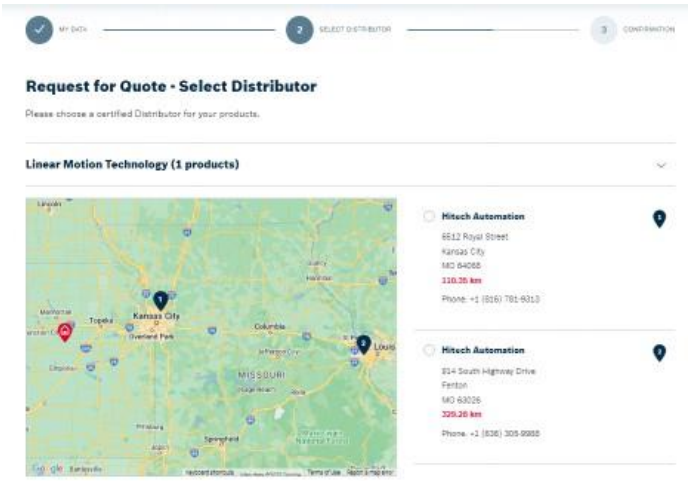
Your phone number is a mandatory field that you must fill in to proceed.

If you want to provide additional information, please write this in the box for description.
To get to the next step, click "Continue".

Add to Cart to Quote
Choose a Distributor



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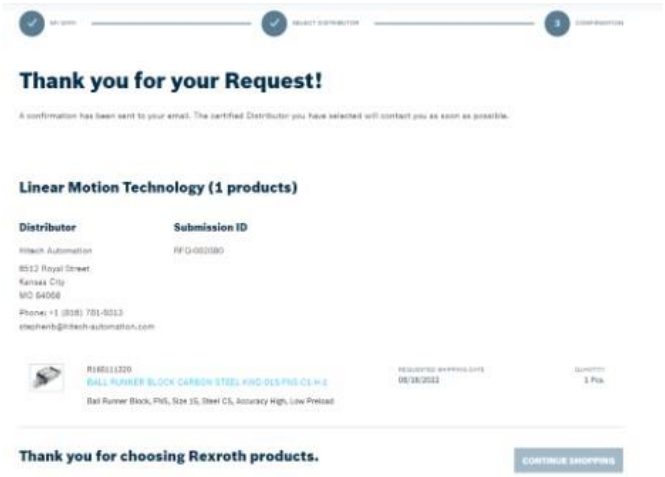
For each product area, you will receive a list of our Certified Distribution Partners who are specialists in the various areas. Select a Distribution Partner in each product area and then click on "Submit".

Add to Cart to Quote
The quotation request is confirmed



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You will see on this page that your request has gone through.

You will receive an email confirmation.

Your quote for the products will arrive via email soon.

Thank you for choosing Bosch Rexroth!

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Contacts for the Rexroth Store:

eshop@boschrexroth.de
+49 9352 184120

eshop@boschrexroth.at
+49 9352 184120

eshop@boschrexroth.ch
+41 55 4646464

Rexroth Store Manual Full User

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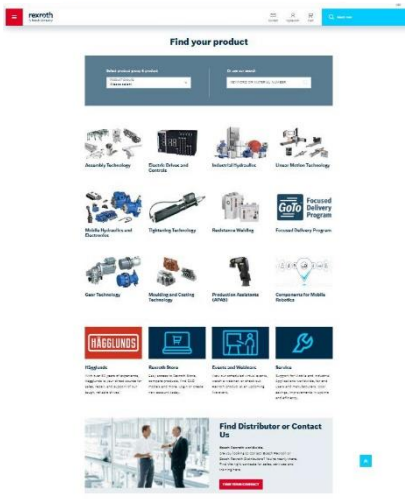
Section 1: Login

Login to the Rexroth Store
Via the website

Go to

DE: https://www.boschrexroth.com/en/de/
CH: https://www.boschrexroth.com/en/ch/
AT: https://www.boschrexroth.com/en/at/



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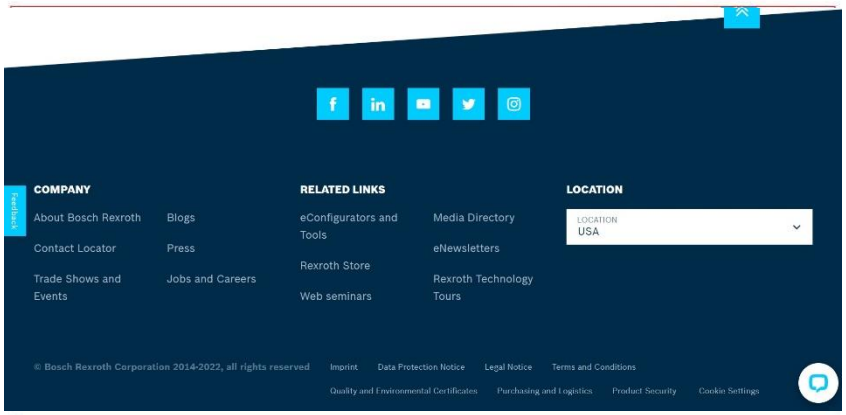
To get to the new platform, it is easiest to go via our websites
Germany: https://www.boschrexroth.com/en/de/ (to be added soon)
Switzerland: https://www.boschrexroth.com/en/ch/
Austria: https://www.boschrexroth.com/en/at/ (to be added soon)

Login to the Rexroth Store
Via the website



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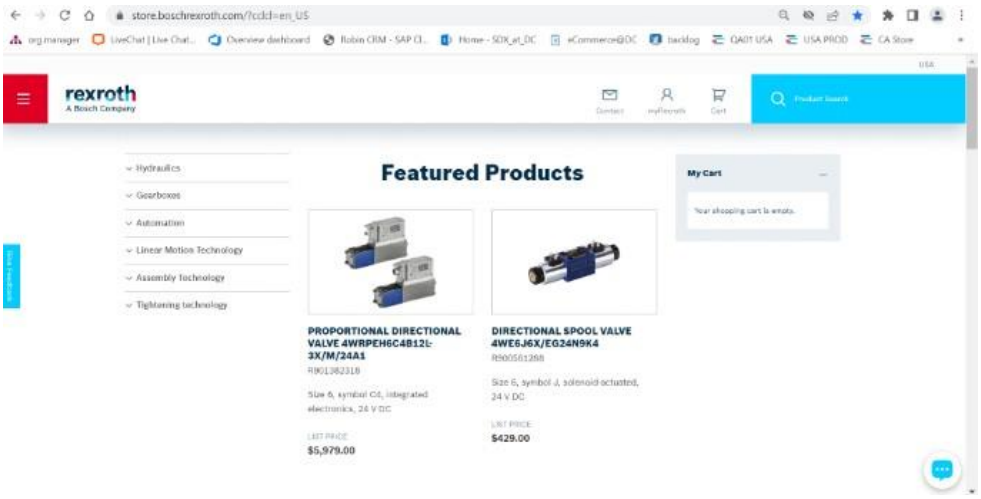
At the bottom of the home page, there is a link that you can access by clicking on Rexroth Store.

Login to the Rexroth Store
Go to MyRexroth



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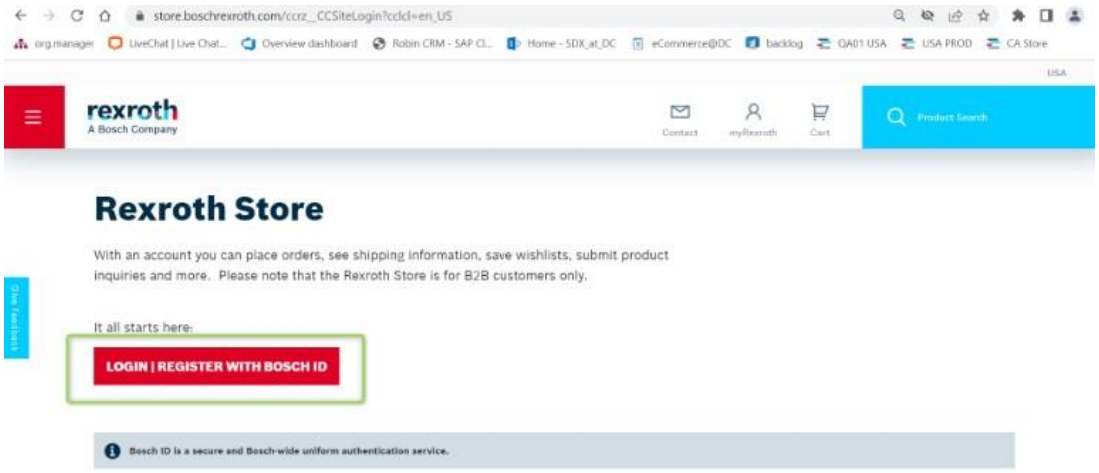
You have now entered the start page. It may be appropriate to add this page as a favorite for convenience purposes.

To log in to the Rexroth Store, go to the myRexroth link at the top of the page.

Login to the Rexroth Store
Register



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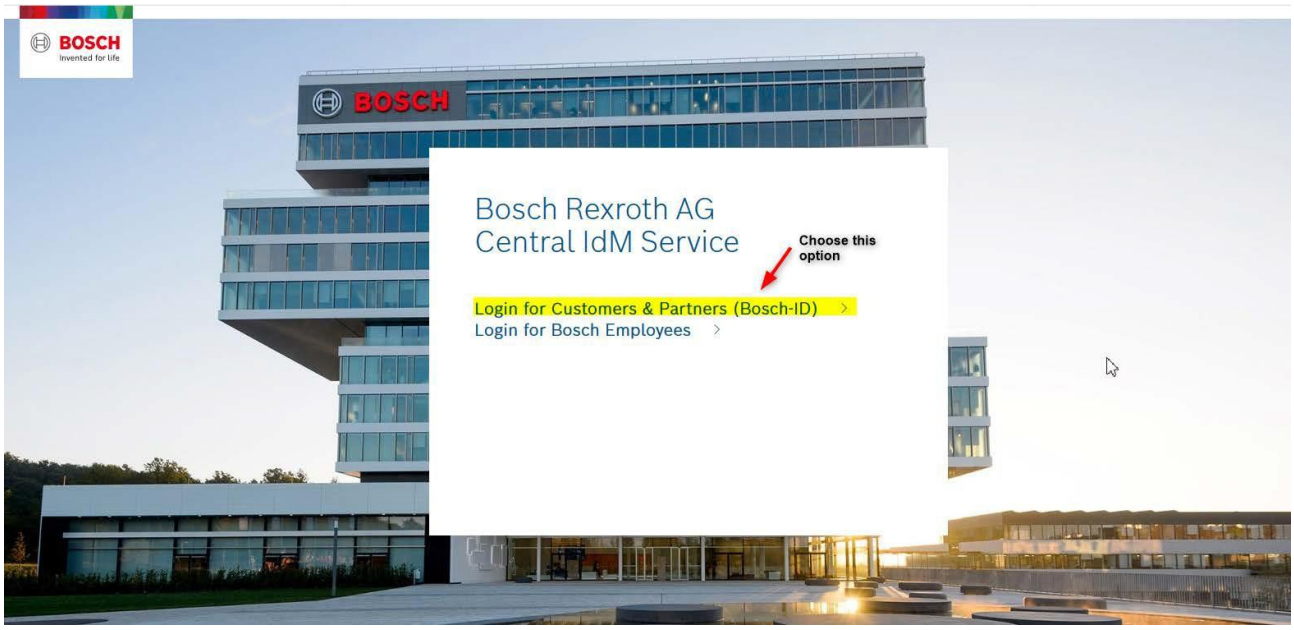
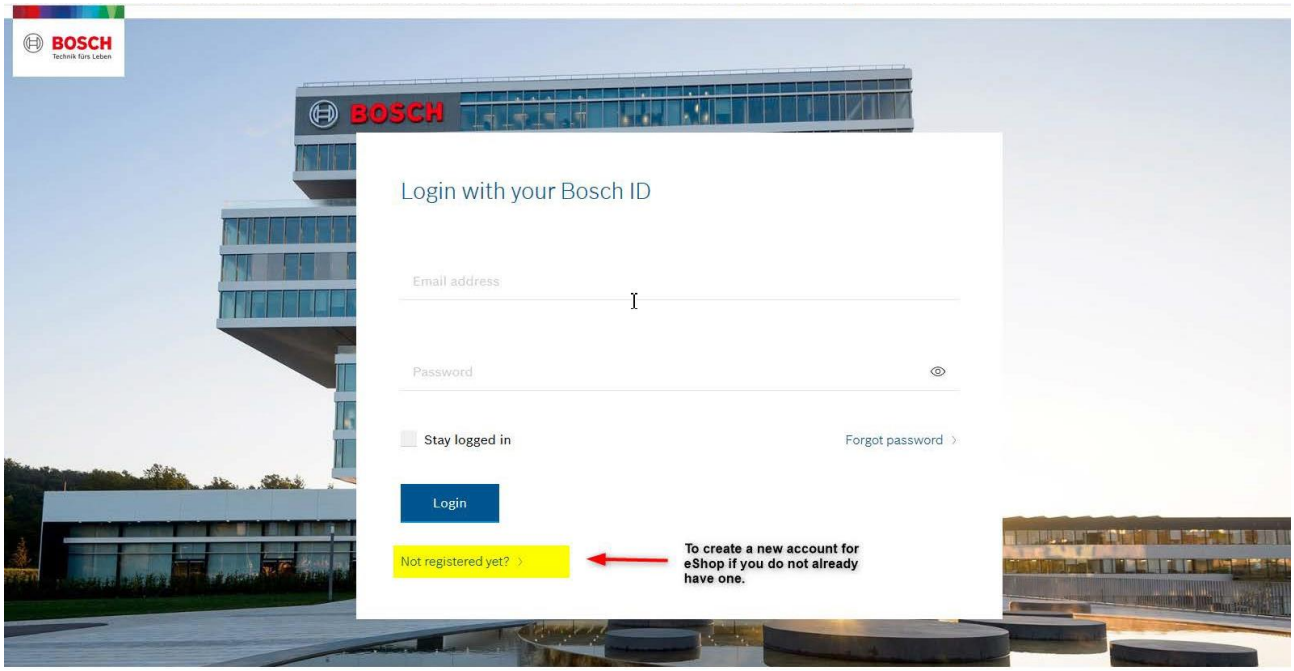
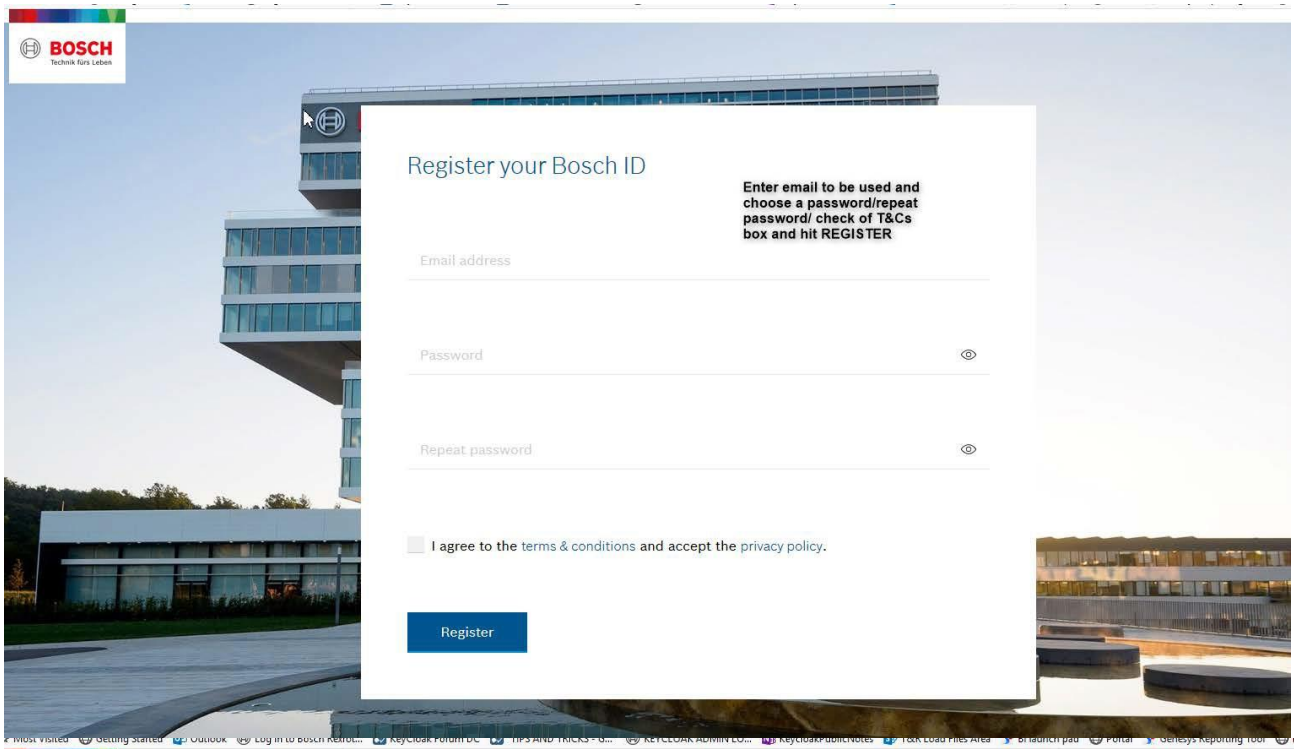
Here you will be greeted by a prompt to log in. Click on this to continue.

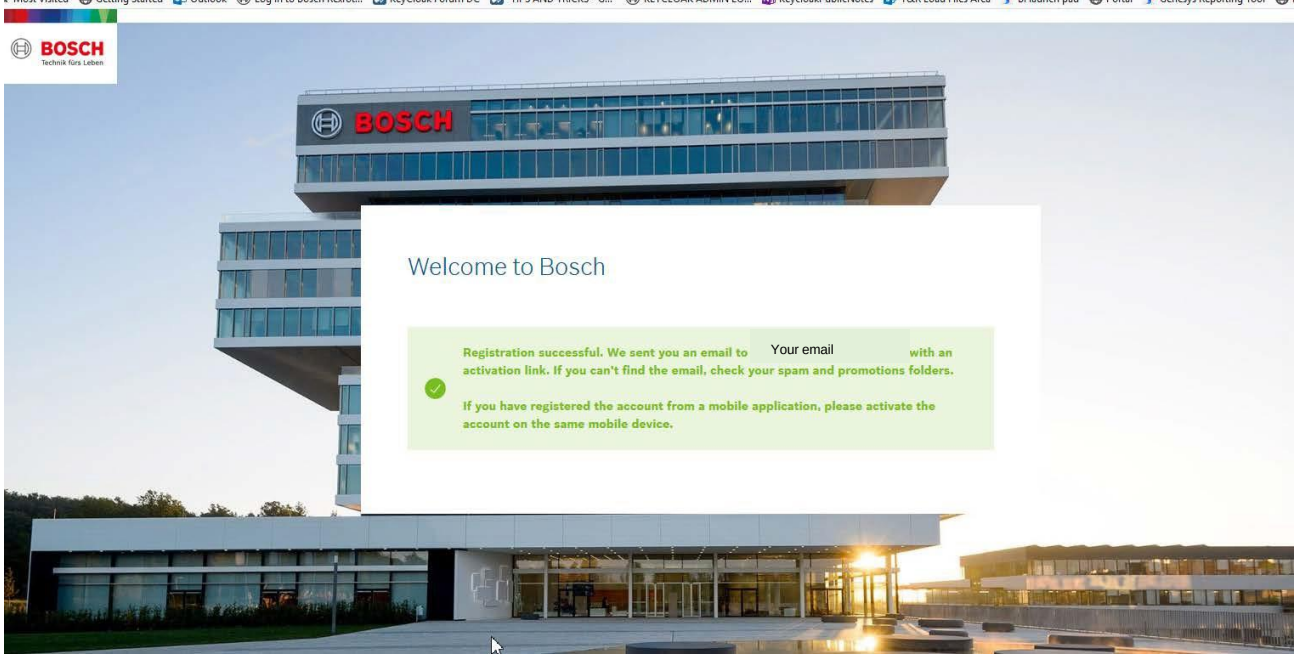
To login or register, follow the instructions on these next pages.



Hit "Not registered yet" to create a new Rexroth Store account and login.




BOSCH
Technik fürs Leben
Register your Bosch ID
Enter email to be used and choose a password/repeat password/ check of T&Cs box and hit REGISTER
Email address
Password
Repeat password
I agree to the terms & conditions and accept the privacy policy.
Register


BOSCH
Technik fürs Leben
BOSCH
Welcome to Bosch
Registration successful. We sent you an email to Your email with an activation link. If you can't find the email, check your spam and promotions folders.
If you have registered the account from a mobile application, please activate the account on the same mobile device.

Fri 2020-02-28 10:15 AM

Bosch Global User Team <noreply.myaccount@bosch.com>

Activate your Bosch ID

[redacted]

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Action Items

Welcome

Your Bosch ID – One Registration. Experience everything at Bosch.

Hello,

We are happy that you registered for a Bosch ID!

In order to complete your registration, please click on the following button:

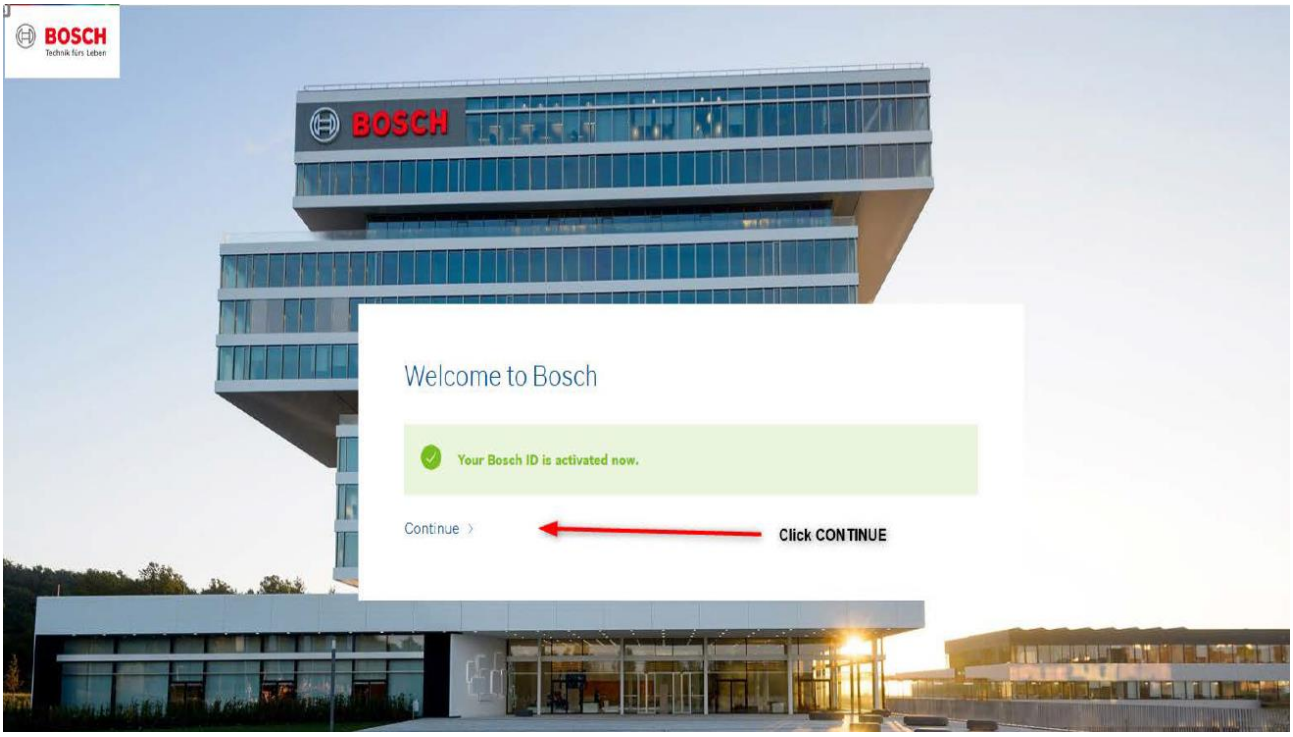
Activate account

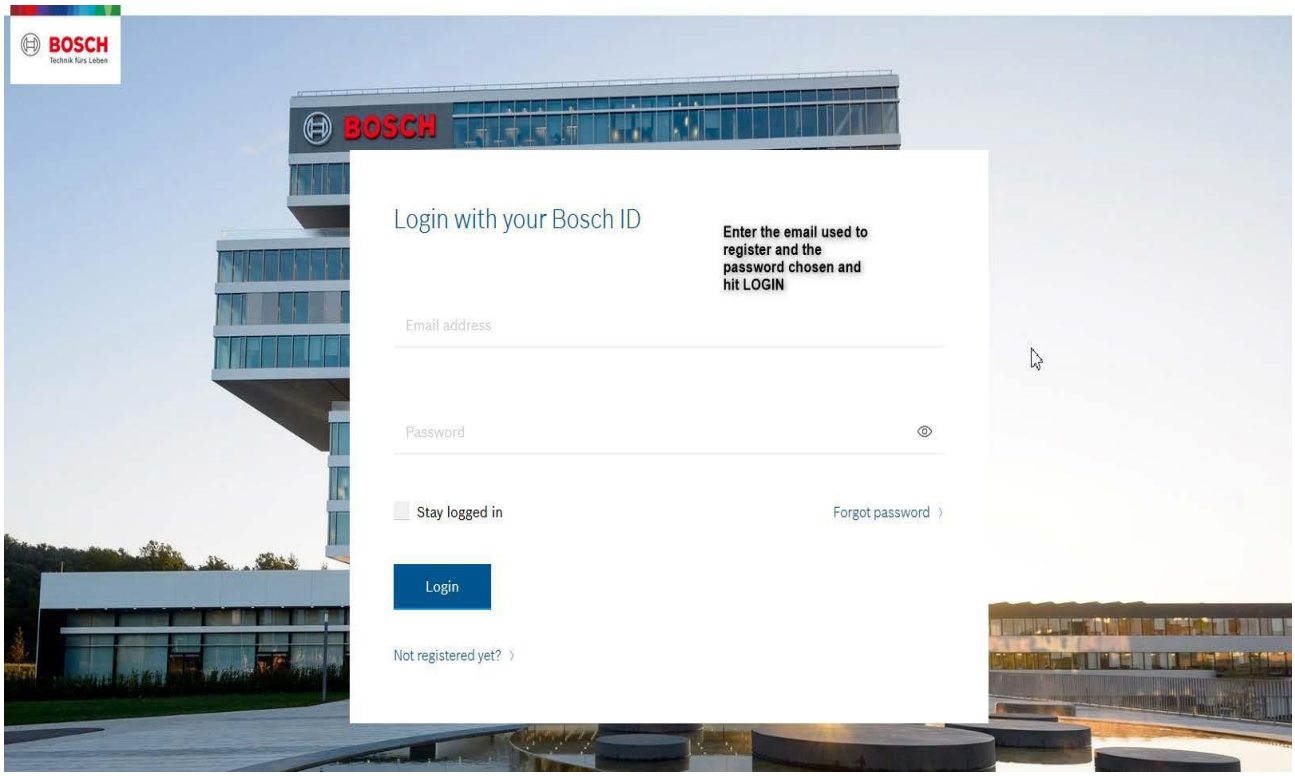
Click on ACTIVATE NOW

If you need help please contact the Bosch support of the application you want to use.

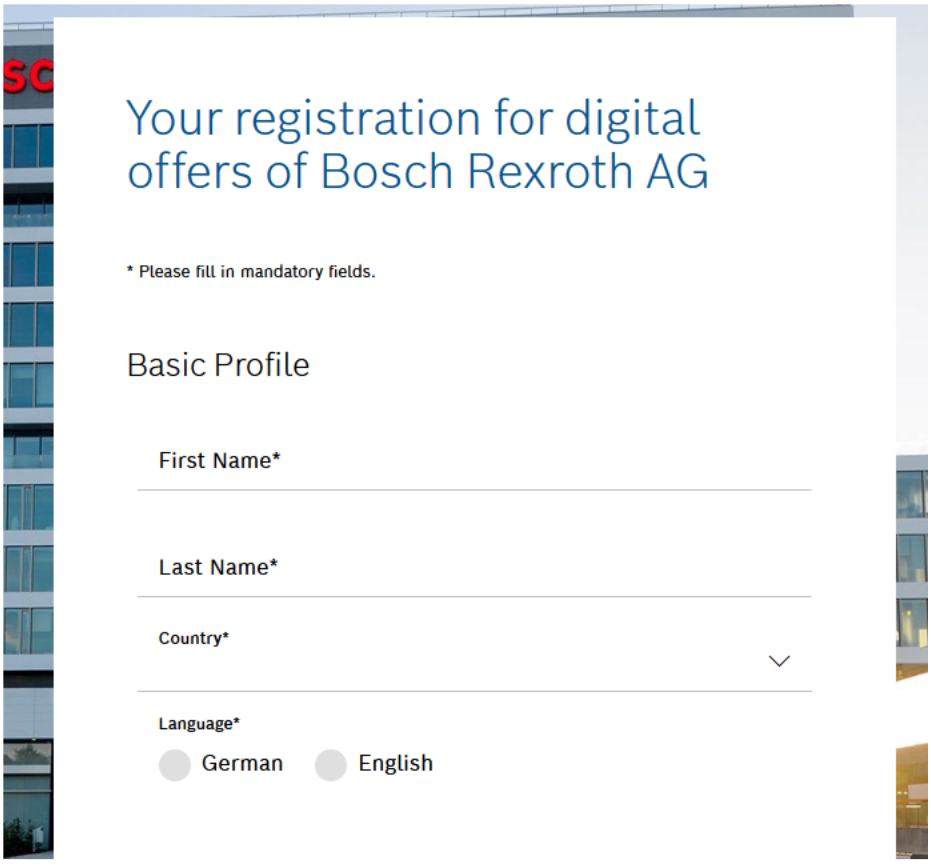
Your Bosch ID Team

Corporate Information Privacy Policy Legal Note Terms & Conditions



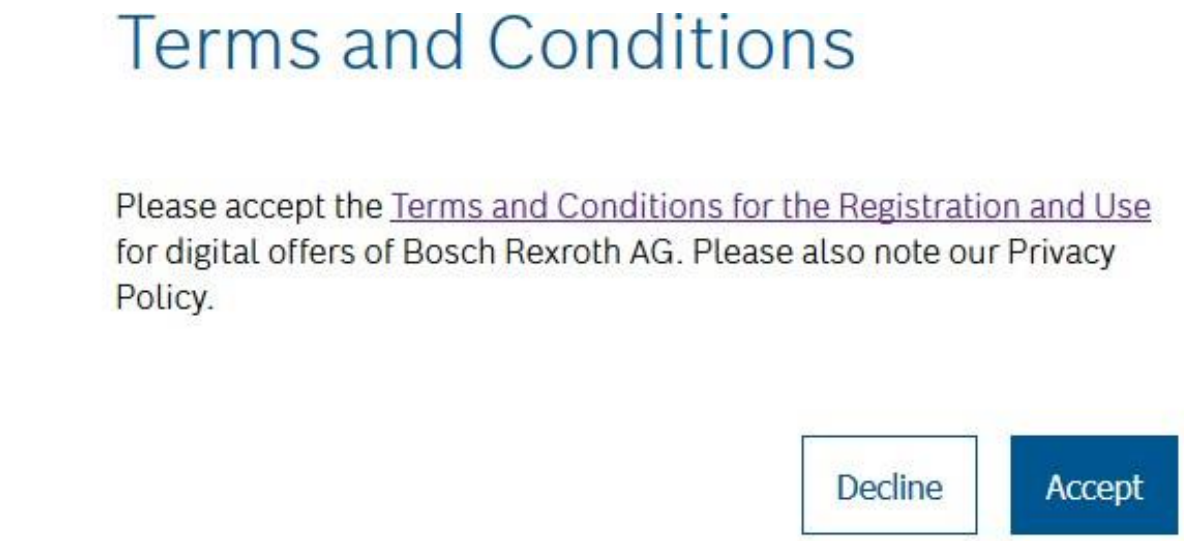


Once you hit "Login” you will be taken to the registration information page where you will need to complete your information and “Submit” to activate your account.



Proceed by filling out the form with the specified information.

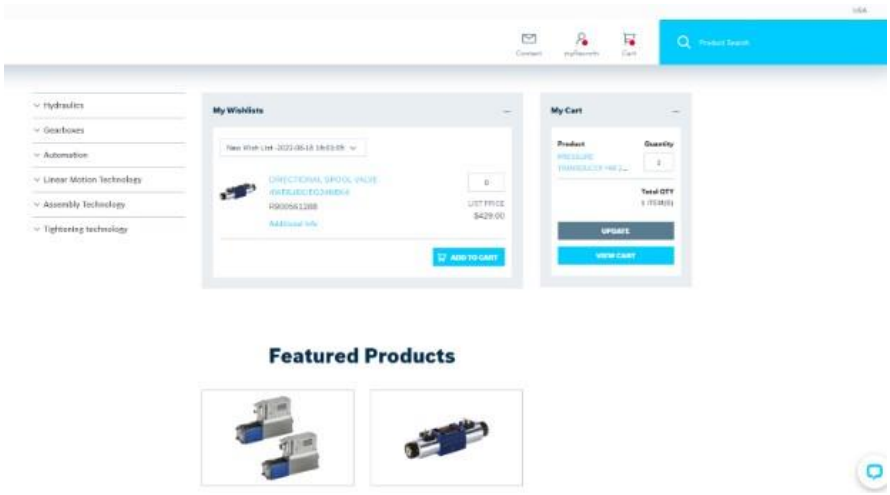
Accept the T&Cs .



Once T&Cs is accepted, you will be brought into the Store and you will be logged in. To confirm, check to see if your name appears in the top left hand corner of the screen. But at this point you will only have "**guest permissions**". *Once this is completed, our Store Support Team will receive the notification that you have registered. At that time permissions will be added to your profile. Therefore, if you log in and do not see access to pricing or open orders, it is because your account is* ***in the process of being completely activated****.*

Please give time for this to be completed and our support team will email you with the final notification.

Login to the Rexroth Store
Home Page



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You will see a small red dot next to my Rexroth confirming that you are logged in and inside the Rexroth Store.

On the far left you will see our various product areas that you can click on.

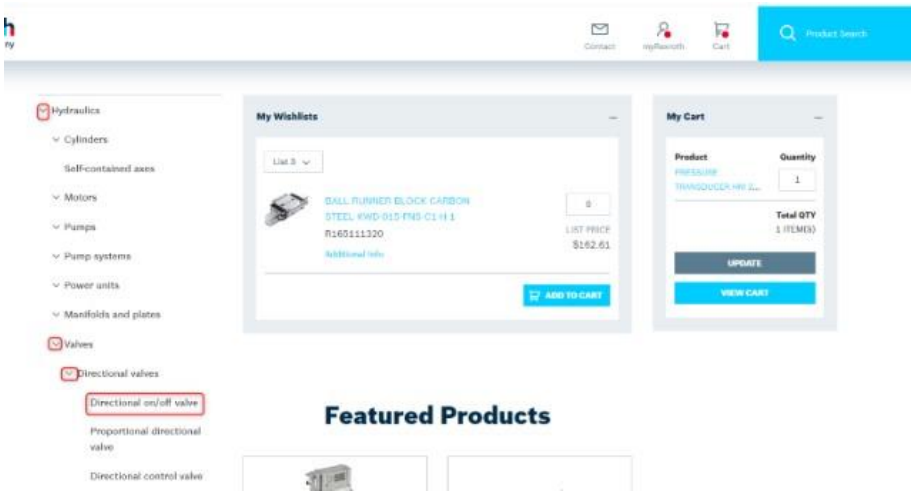
On the far right, you will see products in your shopping cart that you have not yet ordered.

In the middle are your saved wish lists or shopping lists that you can open.

We start by looking at how to search for products

Section 2: Search

Search Product
Browse the Category Tree



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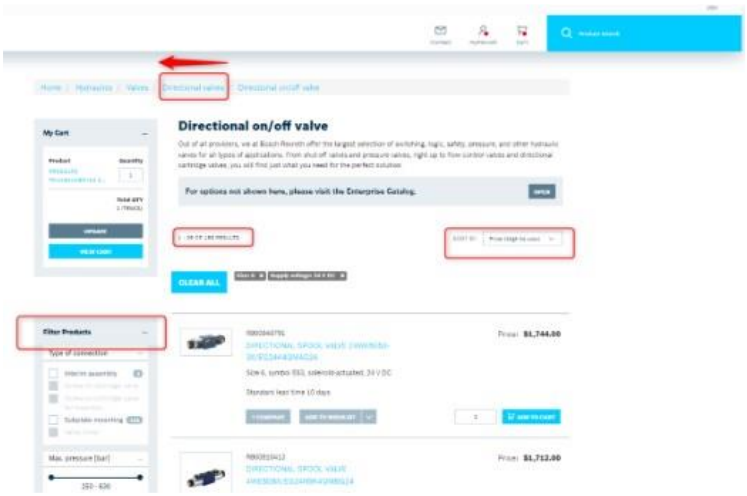
Browse the category tree to look for products in a category.

Search Product
View Product List Page



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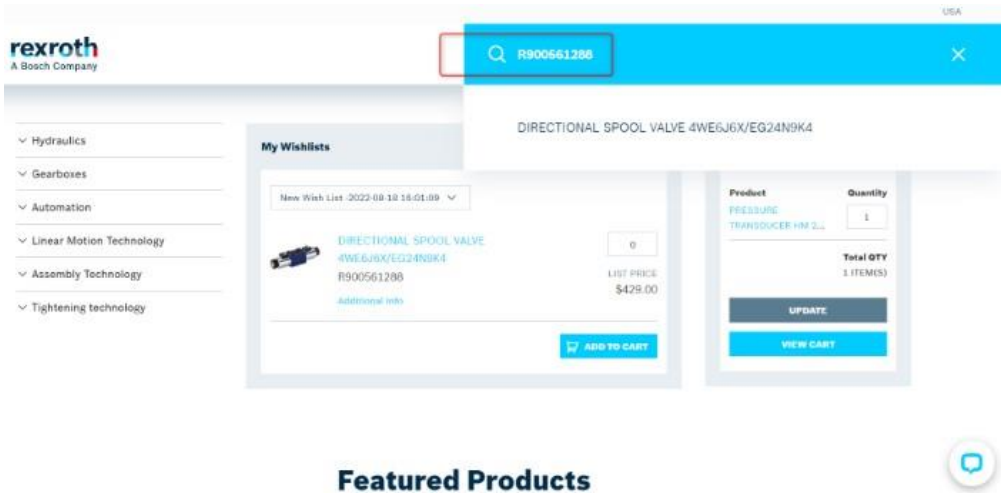
At the lowest node of a category, you will see a list of products. This list can be filtered using the filters on the left-hand side or sorted using the sorting options on the right.

Near the top of the page, there is a “breadcrumb” navigation menu that allows you to navigate “up” one or more levels in the menu structure.

Search Product
Search by full article number



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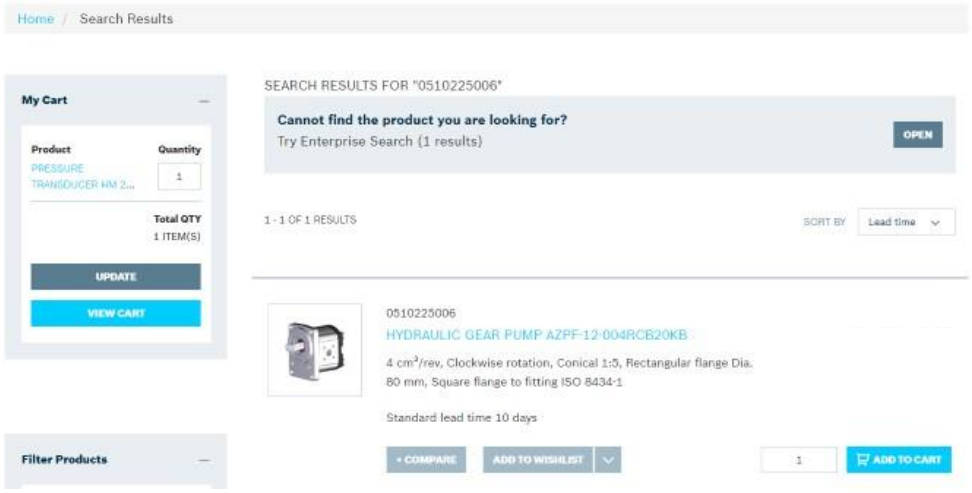
Quite often you may know what you are looking for. In the case that you have an article number on the product you want to search for then you can then enter the article number in the search box and search.

Search Product
List View



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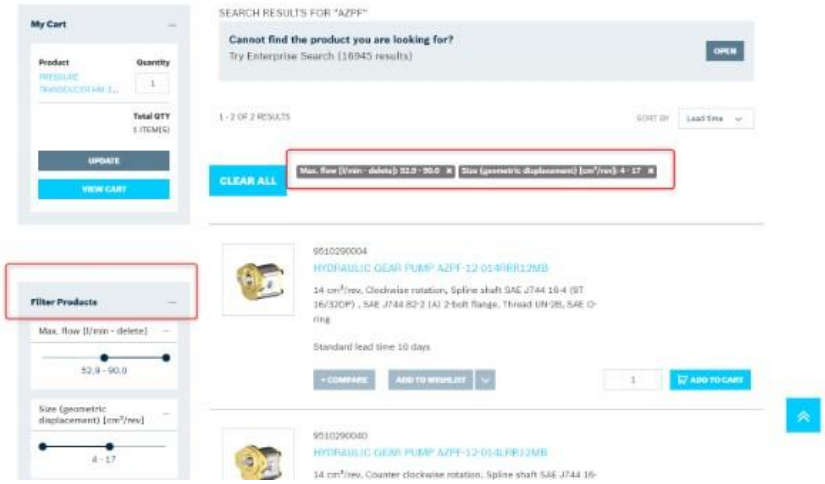
The selected product appears on the page. Here you can see an article number, name, a short description of the product, and the standard lead time for the product.

You can also choose to compare this product with others if you wish or add the product to a wish list.

You can also add the product to your shopping cart if you wish

Search Product
Narrow Selection with Filter



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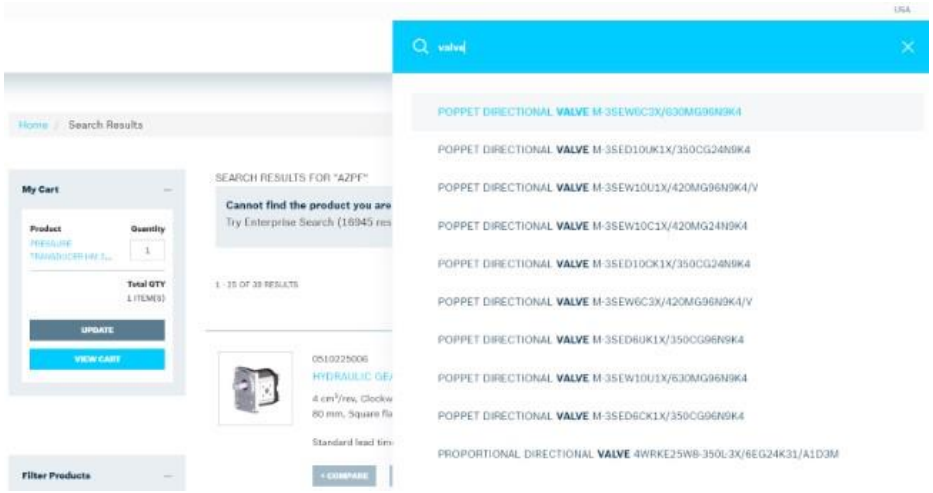
You can get several variations of the article and there can be lots of options to look through. To reduce the number in the list, you can use the filters on the left. Go to the various filters and click in your restrictions on what you are looking for in order to get a reduced list.

Search Product
Search by Name



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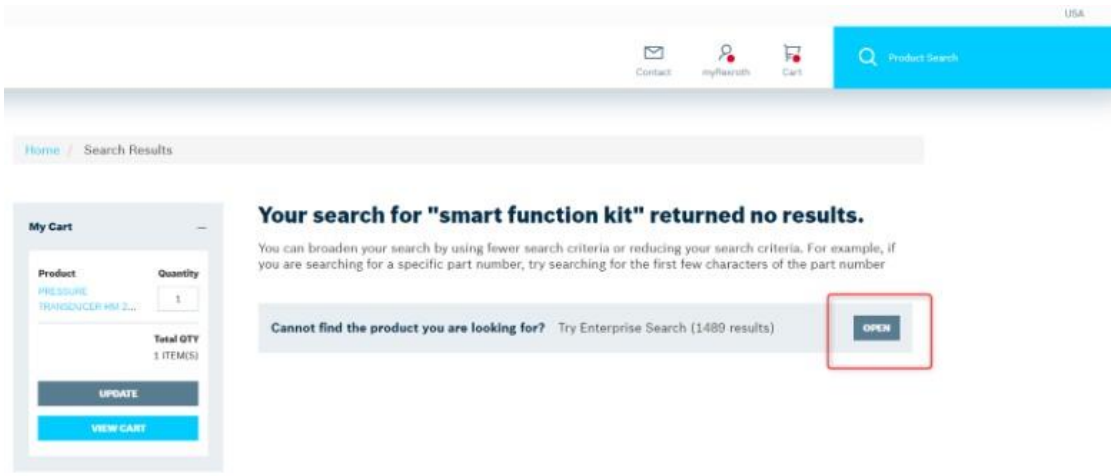
You can also search by name. As you type, a customized list of suggestions will appear. You can click on any of the suggestions or continue typing, as well as choose when you want to start the search.

Search Product
Enterprise Search



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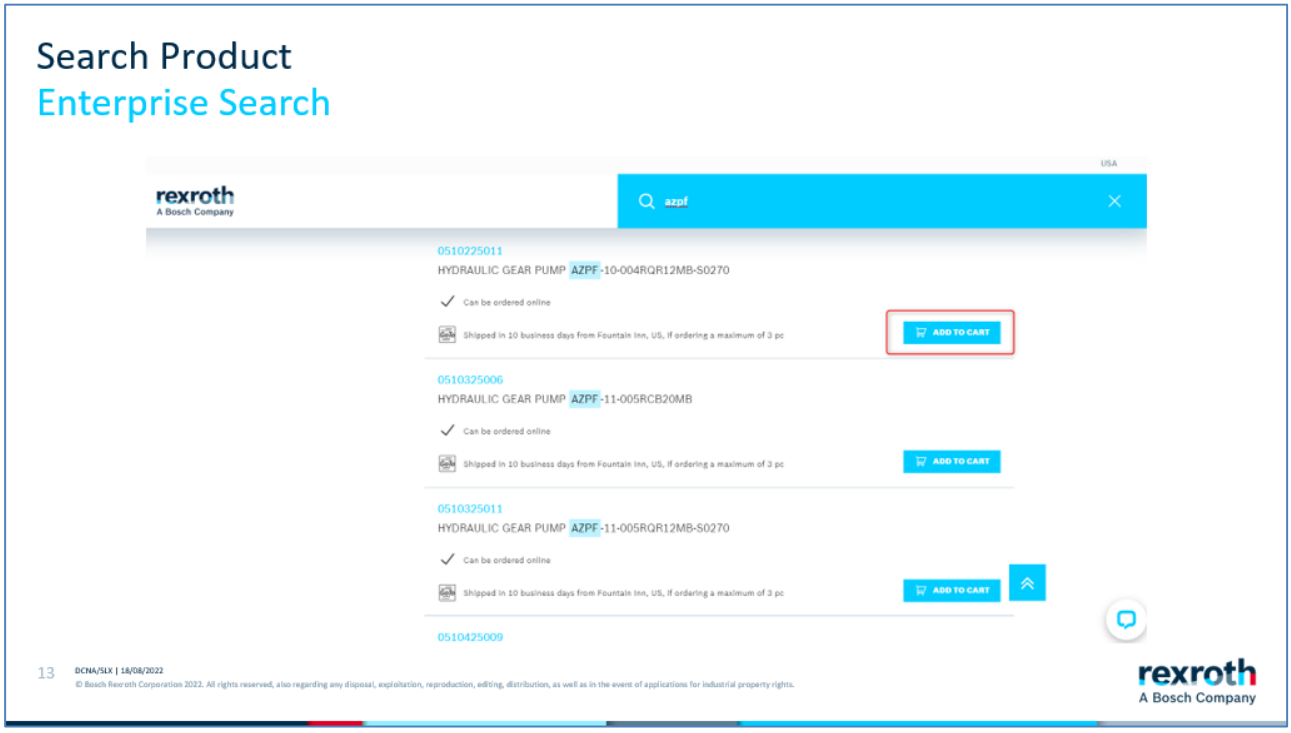
If you do not get a result on the article, it could be due to various reasons. There is a lot of material that we have in our systems that is not flagged for display in the Rexroth Store yet.

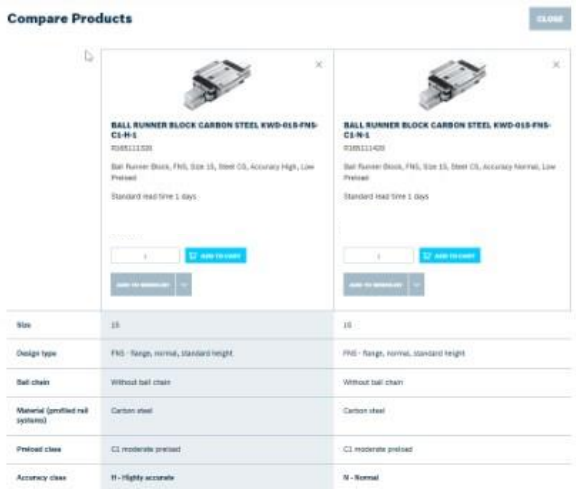
Try searching via "Enterprise search" which you will find at the top of the page. This search looks deeper into our systems.

Both separate search systems will be combined into one search system in 2023.



If you get a result with the Enterprise search, you can add this to the shopping cart as with the other materials.

Search Product
Compare Products



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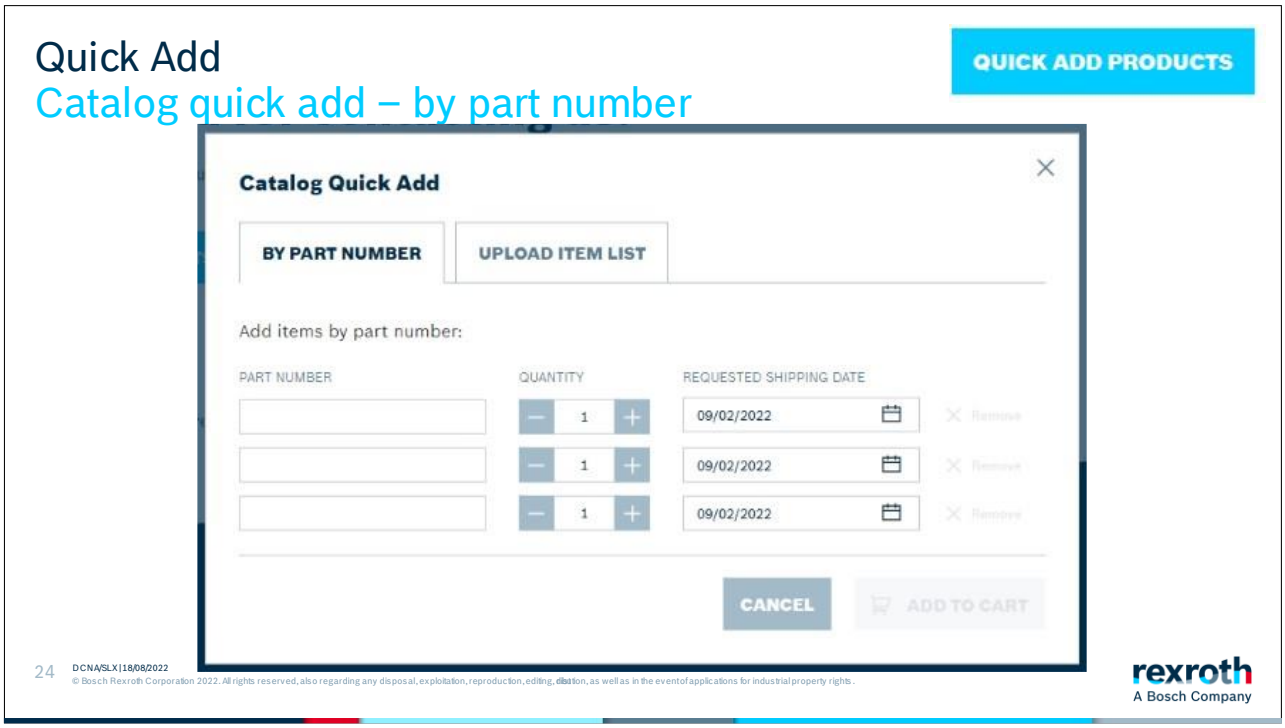
If you choose to compare products, you can see and compare up to 4 products at the same time.

If there is a difference between the products, this will be shown with the deviating feature written in bold. In this specific example, the difference is not visible in the picture.

Click close when you want to return.

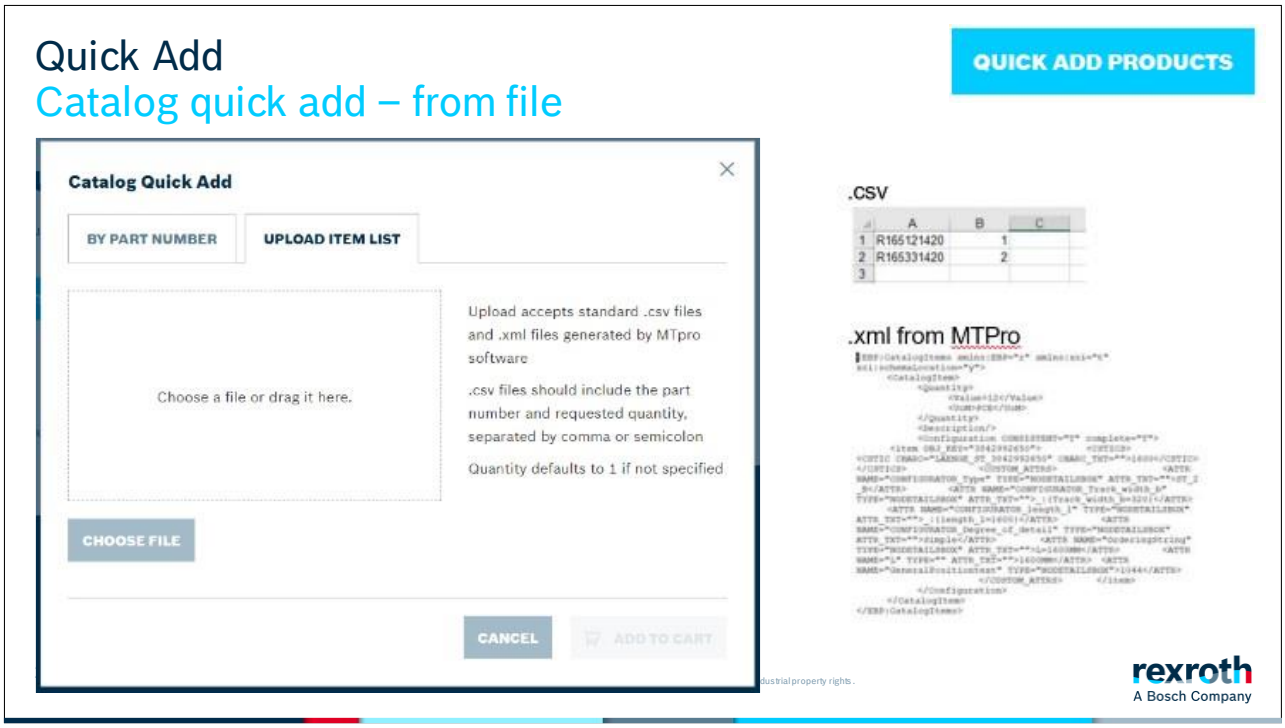
Section 3: Quick Add



As a logged-in user with an account at Rexroth, you will see the Quick Add Products bar.

From here, you can add part numbers directly to the shopping cart at specified quantities.

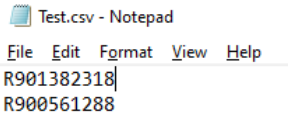
The Quick Add button is available on the homepage (once logged-in), in the shopping cart (once logged-in), and as you are browsing the category tree as a logged-in full user.

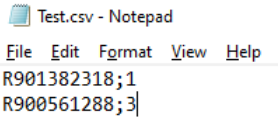


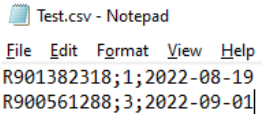
You can also upload a list of part numbers. To do this, select the tab “upload item list”.

You can create and upload either a .csv file or an xml file.

In a .csv file, the part number must be in the first column, the quantity in the second column (optional) and the requested shipping date in the third (optional). The date must be in the following format: YYY-MM-DD. See the following examples:



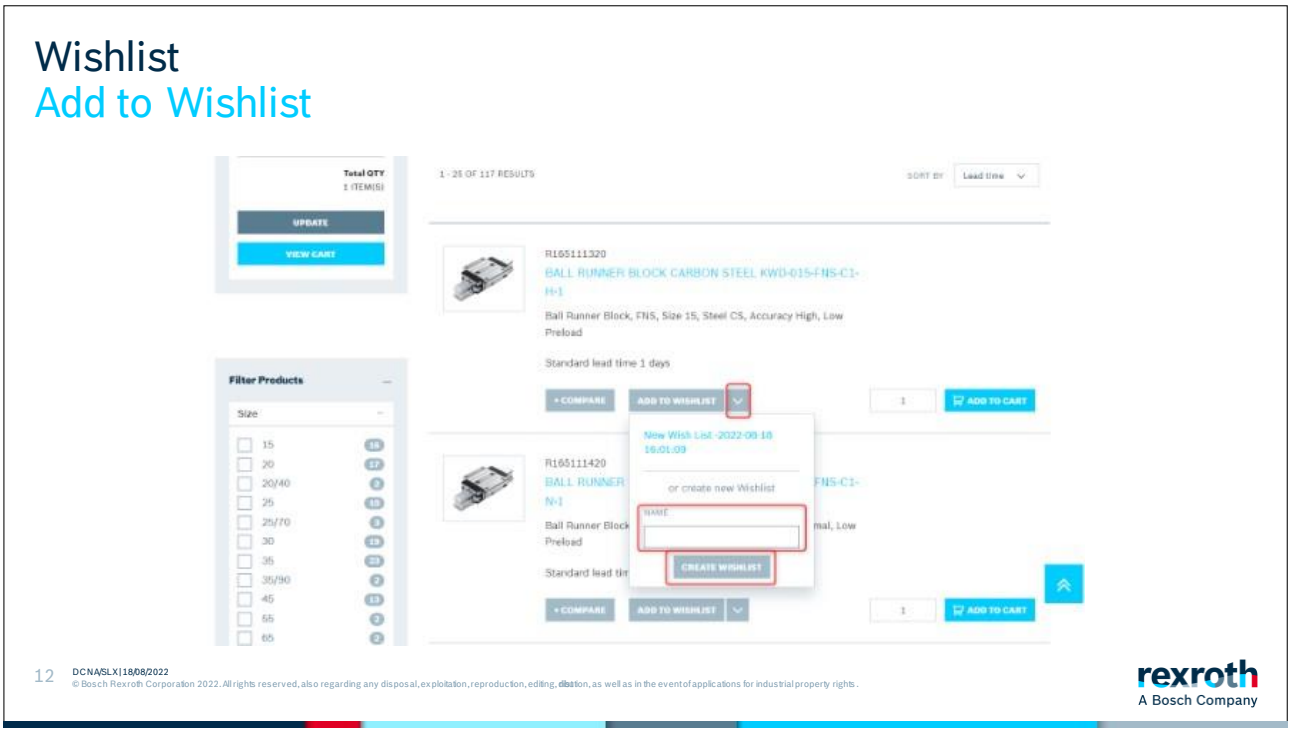




Xml files are generated by MTPro software from Rexroth. When you have created a new project in MTPro, for example a work bench, you can export a bill of materials for your project.

Save the file to your computer. Then locate the file with the "Choose file" button and upload the file to the Rexroth Store.

Section 4: Wishlist



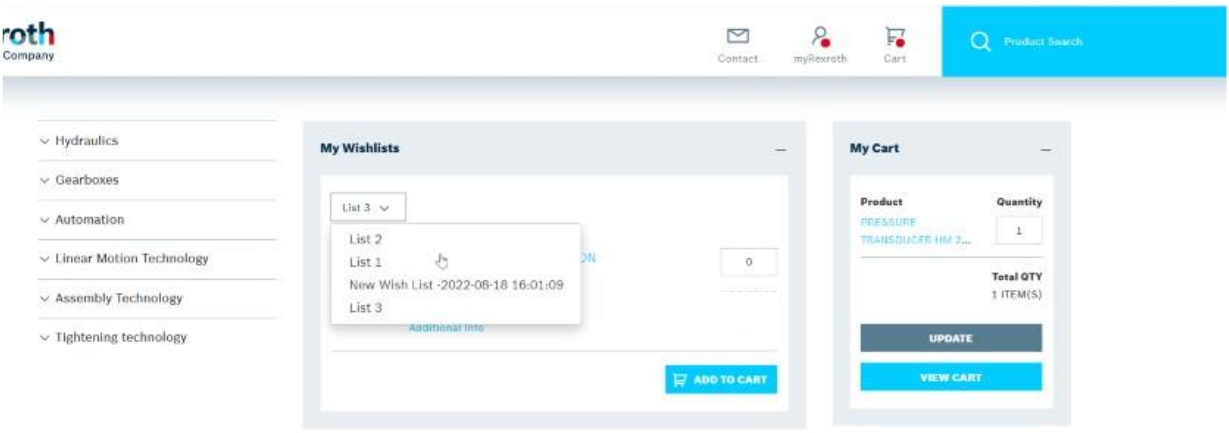
If you want to use a wish list, you start by clicking the arrow next to the "Add to shopping list" button. Give the list a name and then create the new list.

The shopping list is only available once you are logged in.

If there are several people in your organization who want to use the same list to make purchases, we recommend that you use .csv file upload feature.

The feature is called “Quick Add” and was described earlier in this manual.

Wishlist
On the Home Page



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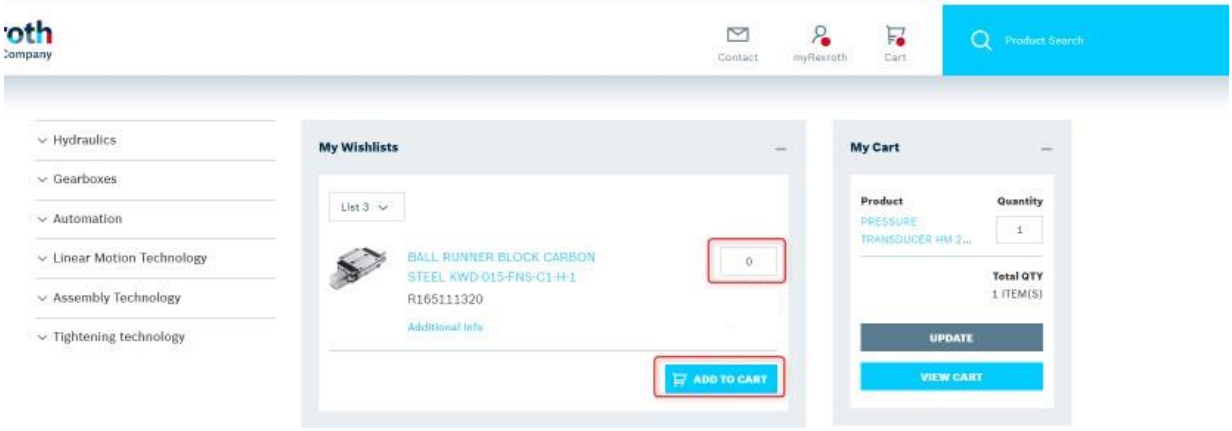
You can find the created shopping lists on the start page of the Rexroth Store.

If you click on the arrow, you will get a drop-down list where you can select the wish list you want to see.

Wishlist
Change quantity



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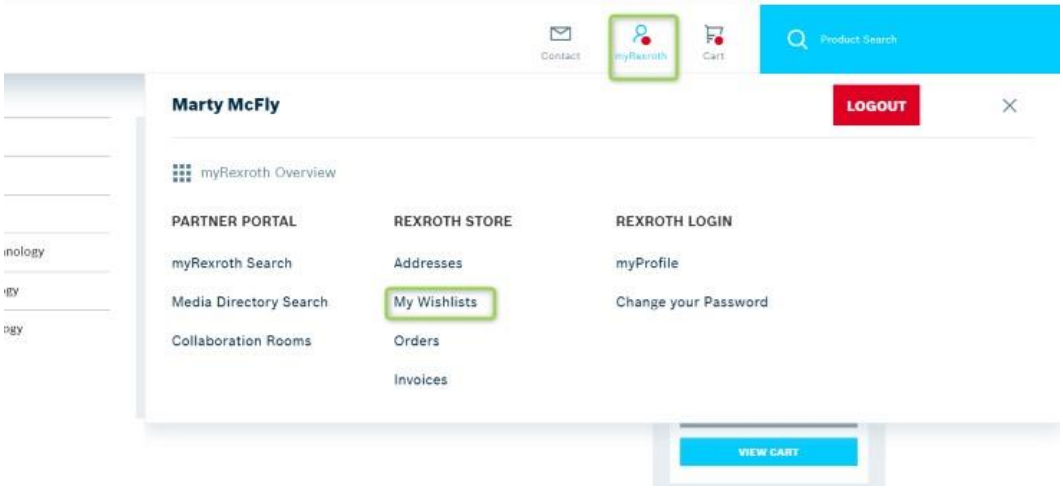
Check that the quantities are correct. You can then add the items to the shopping cart by clicking "Add to cart".

Wishlist
Find My Wishlists



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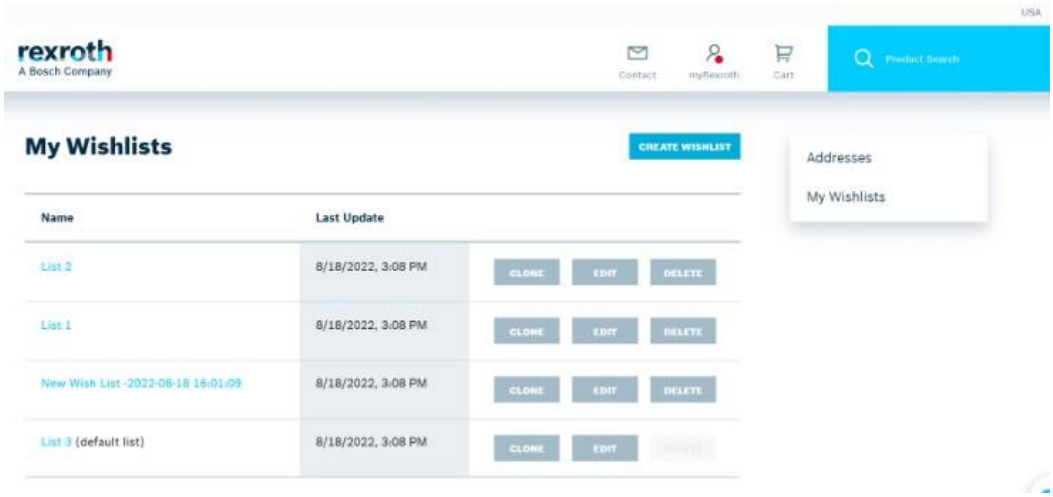
You can also access your wish lists via myRexroth.

To do so, click on MyRexroth and then "My Wish List" to access your shopping lists.

Wishlist
Manage Wishlist



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Here you can create new shopping lists. It is feasible to give it a name and perhaps a description of what kind of list it is.

If you want this to be your default list, click in the box and save it to create the list.

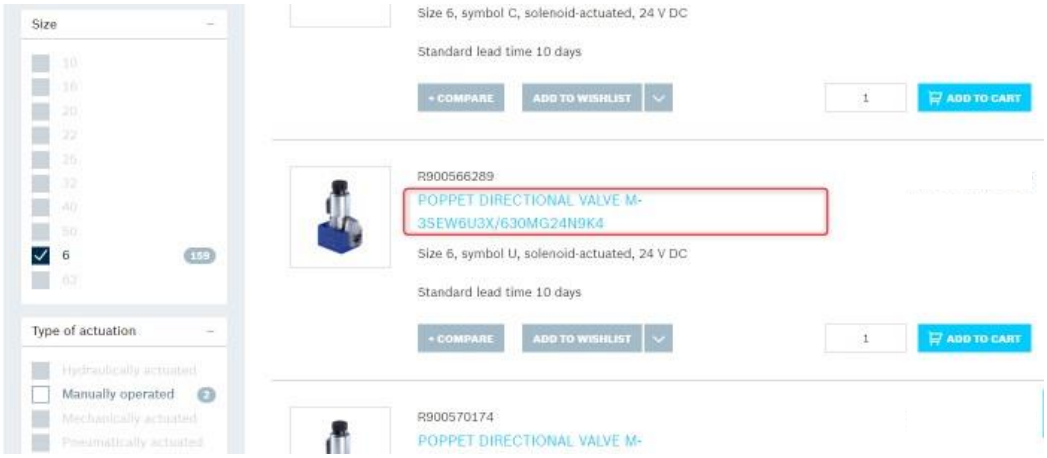
You can also clone an existing list with all the articles being in the copy of the original list.

If you want to change the name or description on the shopping list, click on "edit" and a pop-up box will appear.

When you want to delete a wish list that you no longer use, click on the "Delete" button.

Section 5: Product Information

Product Information
More Information



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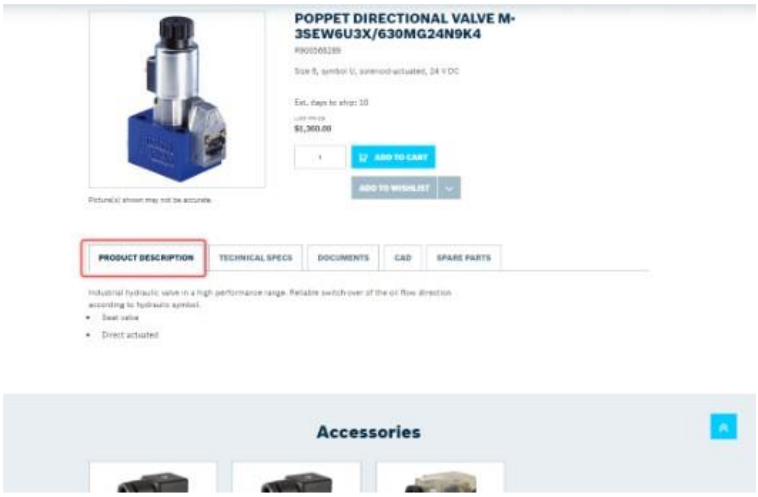
When you are on a list view, there is technical information hidden behind the product name. If you click on the name, you will then enter the product page.

Product Information
Product Description



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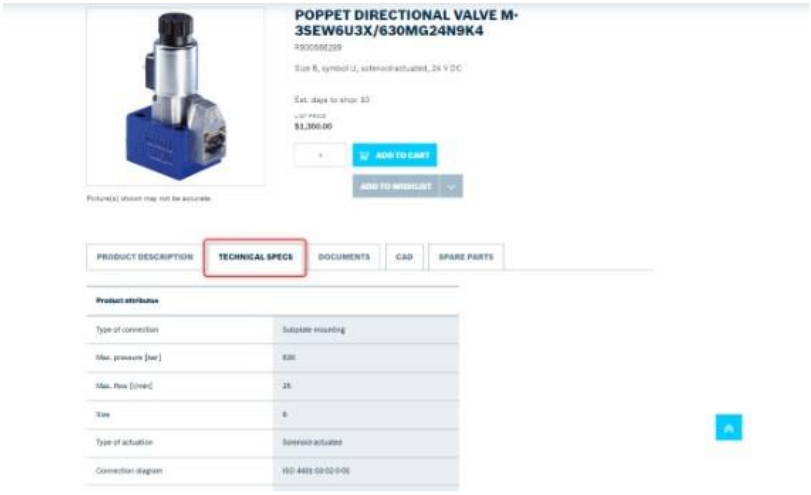
On the product page, you can see the ESTIMATED standard lead time and your specific price of the product if you are logged in.

Along with the lead time, you also get 5 tabs containing information.
The first contains a product description of the product.

Product Information
Technical Specs



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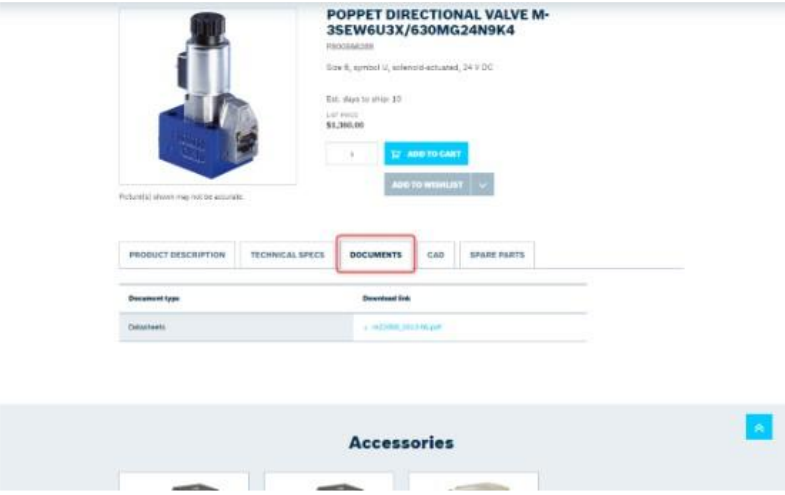
The tab after has the various technical specifications for the product.

Product Information
Documents



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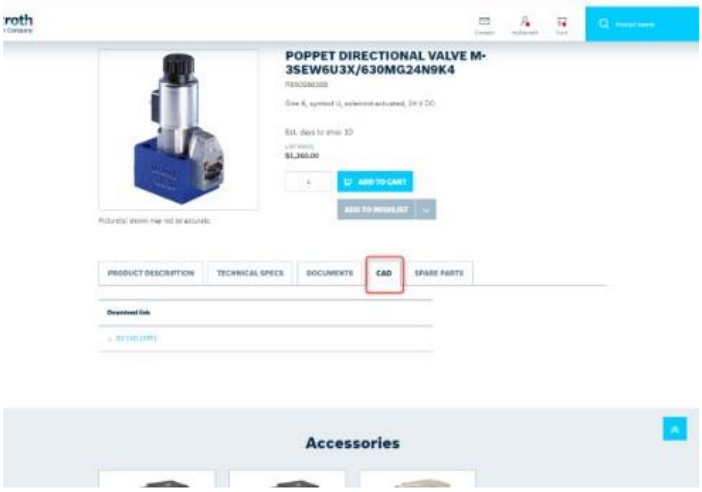
Under the 3rd tab, you will find documentation. It can be, for example, product catalogs and maintenance manuals, etc.

Product Information
CAD Files



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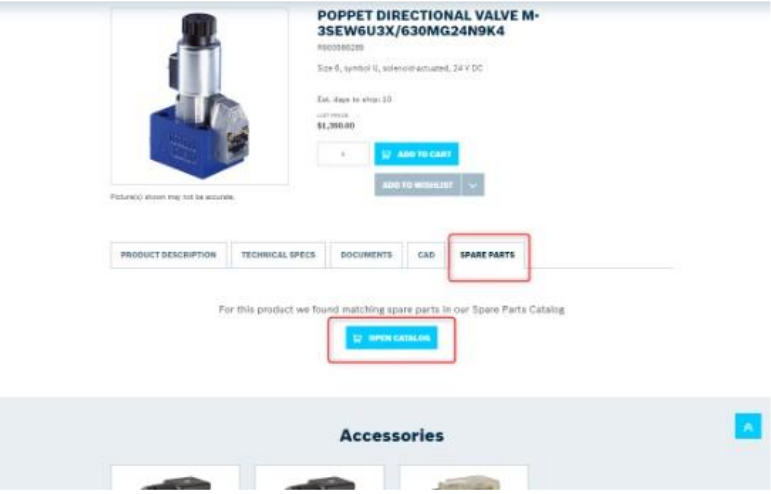
CAD files can be found under the fourth tab. There are normally several different formats on the files that you can choose from.

Product Information
Spare Parts



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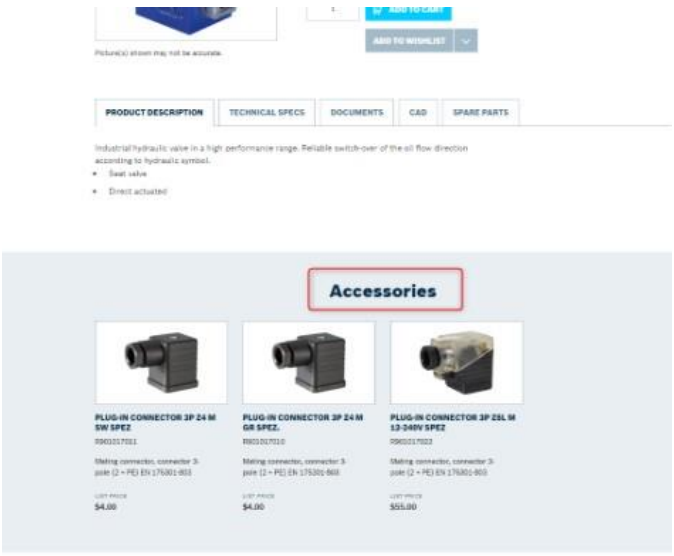
If a product has spare parts, or is a spare part to parent product, you can open the “Spare Parts Catalog” to see the matching parts information.

Product Information
Accessories



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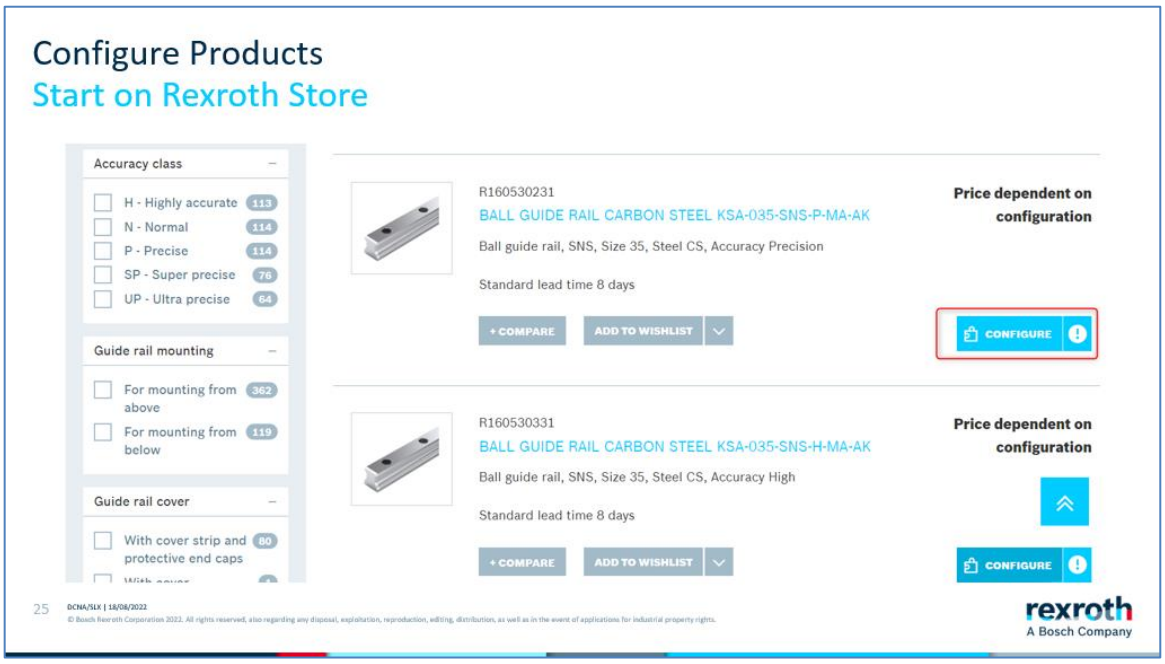
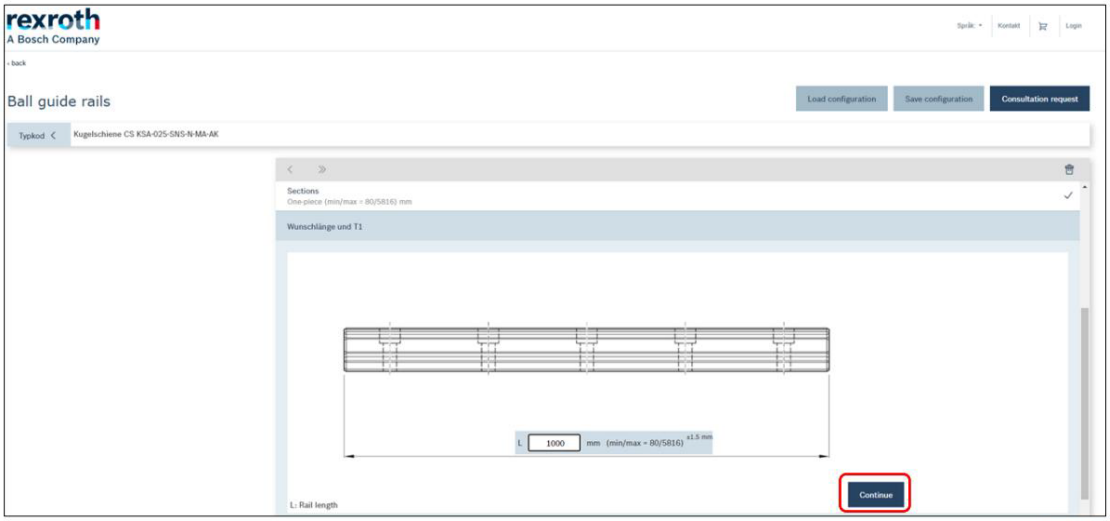
If a product has accessories assigned, they are shown in a carousel at the bottom of the product detail page. More accessories are being added over time.

Section 6: Configure Product



We offer several products that have different options or choices that must be specified for them to be possible to buy. When a material needs to be configured, a button appears that prompts you to configure the product. In this case, the length of the rail needs to be specified. Click the configure button.

Configure product
Finish the configuration



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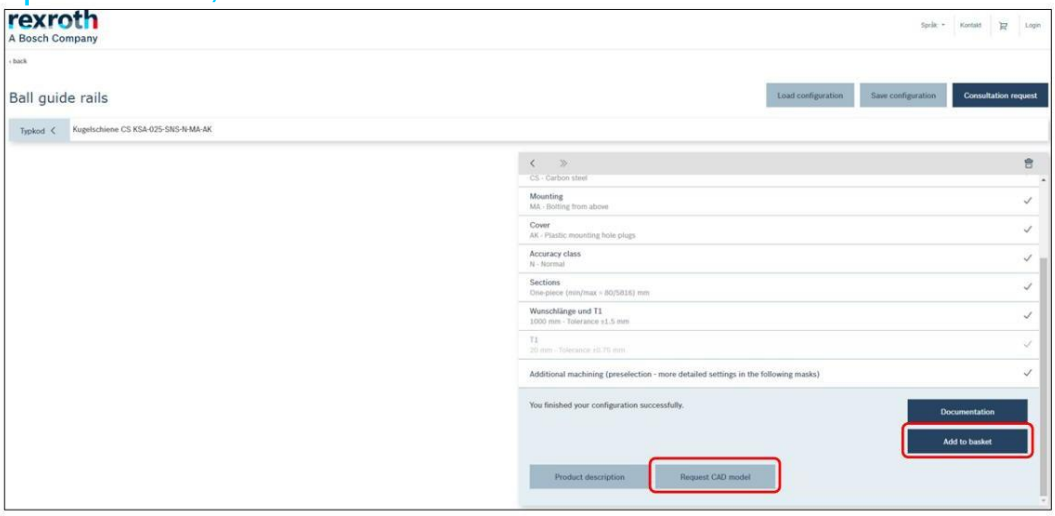
The configurator is a separate program; therefore, the layout looks a little different. Enter the length in the box and click continue. Depending on how many options need to be specified, new boxes will appear. Continue until you are through them all.

Configure product
Request CAD, and add to cart



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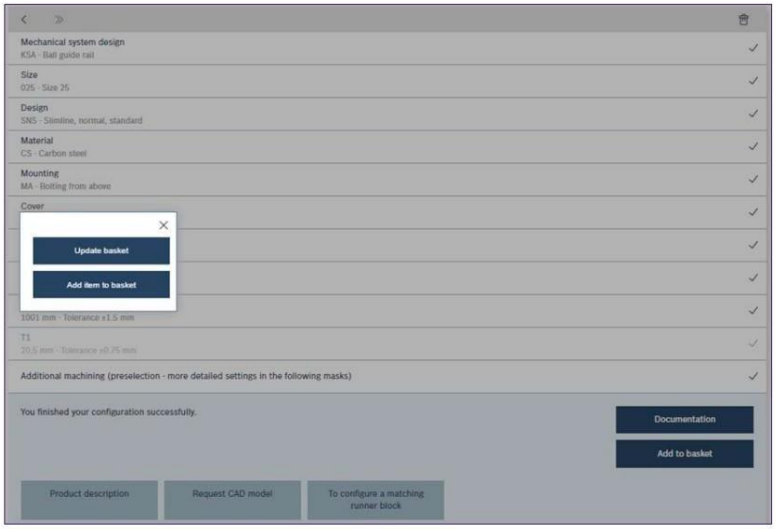
When you have gone through the choices, you will come to the last page where you can download a cad file of the product.

If you want to add the product to your shopping basket, click on "Add to basket".
If there is already a product in the shopping cart with the same article number, you will get a pop-up box asking if you want to add this as a new article to the cart or if you want to update the one that is already there.

If you want to create more articles with the same article number but with a different length, click on the line in the configurator where you want to make the change. You then click through the remaining steps in the configurator until you reach the end again. Add this to the shopping cart and select that you want to add this as a new product.

Configure product
Update or add new



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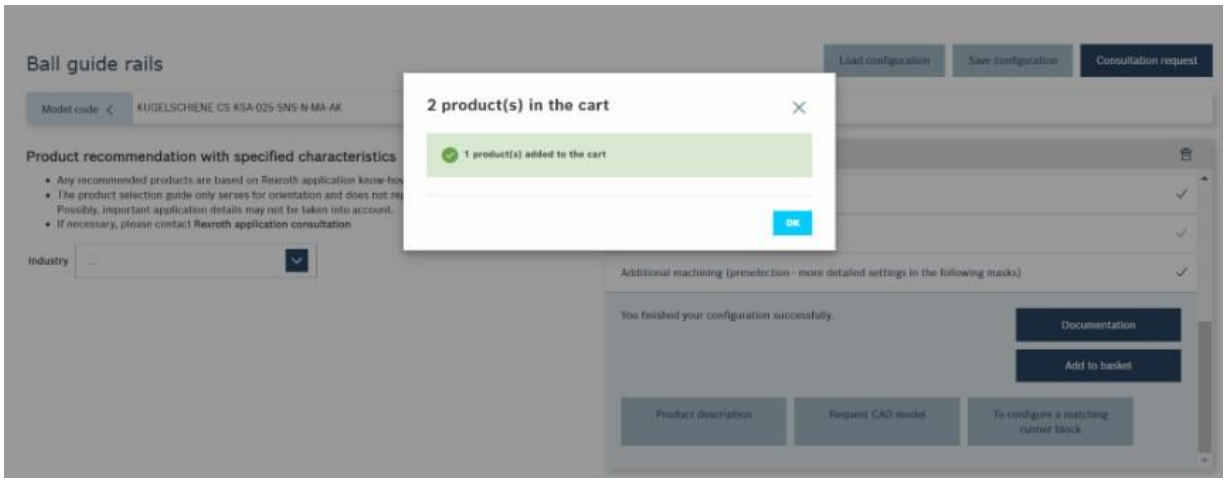
Sometimes a pop-up box appears asking if you want to update the product in the shopping cart or if you want to add an additional product. This functionality can be useful if you must configure several products that are the same except for, in this case, the length.

Configure Products
Materials are added to the Rexroth Store



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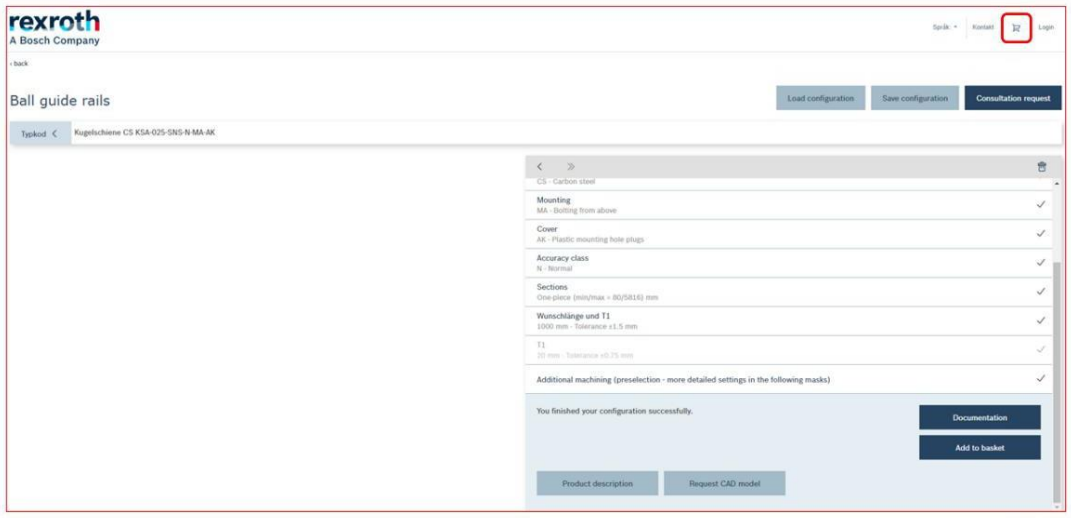
A pop-up will appear informing you that you have added products. Click "OK".

Configure product
Return to the Rexroth Store



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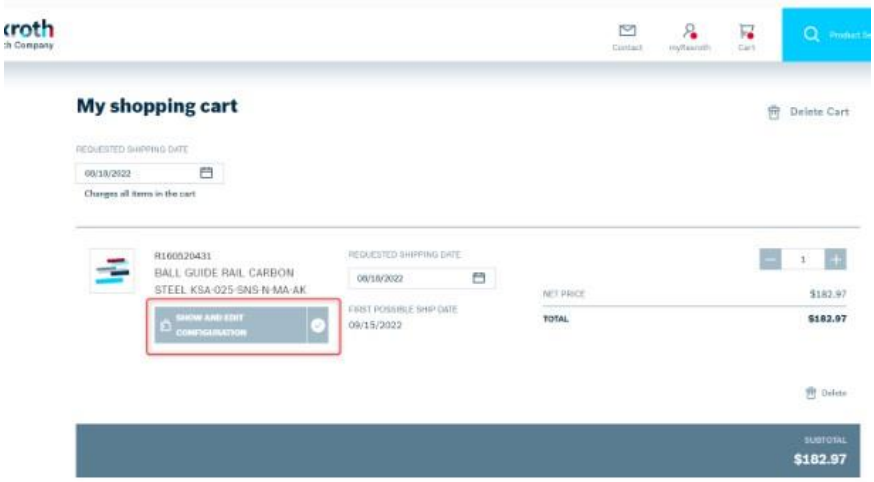
To return to the Rexroth Store, click on the small shopping cart icon in the top right corner.

Configure Products
Ability to adjust configuration



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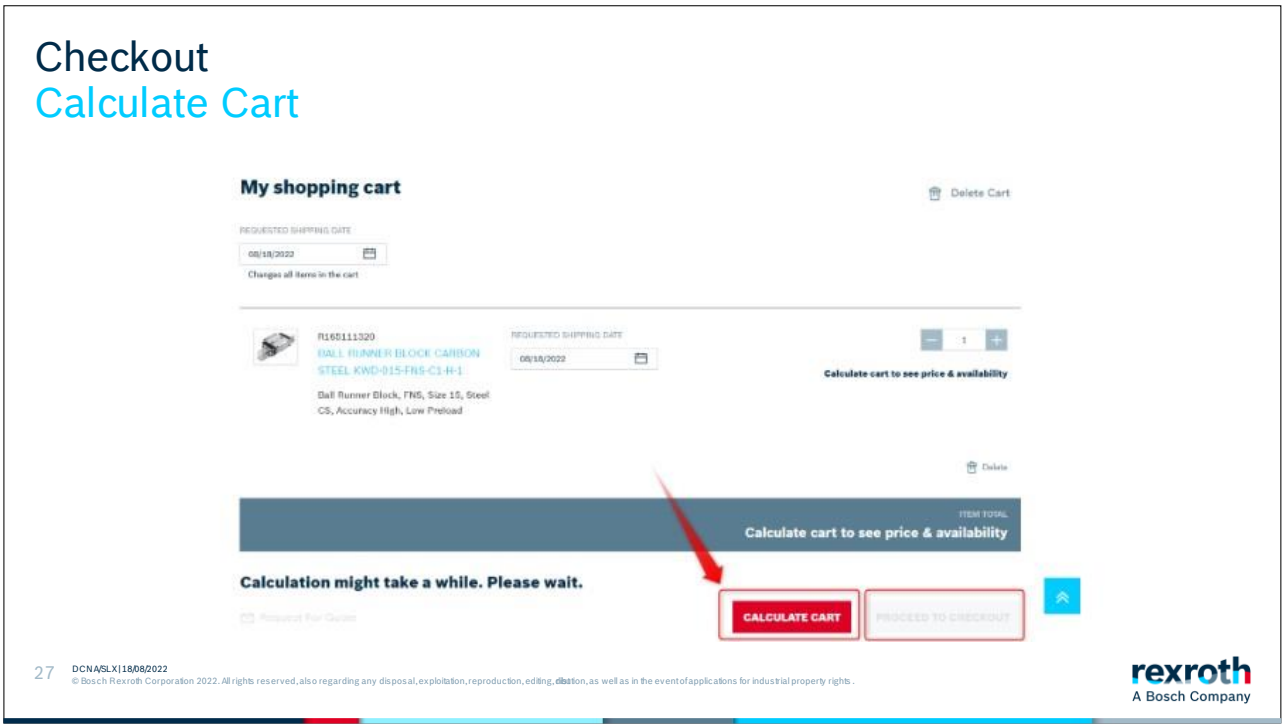
On the article, there is now a new button that you can use if you want to view or change the configuration of the product.

Section 7: Checkout

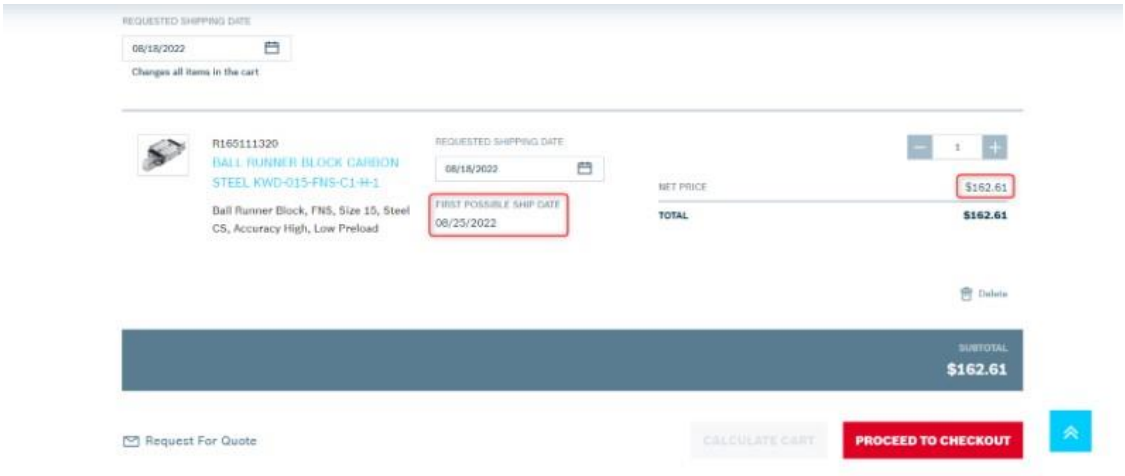


In the shopping cart, the “Proceed to Checkout” button will be grayed out until you click on “Calculate Cart”. The Calculate Cart button triggers a simulation from Bosch Rexroth ERP system to return real time availability and price information.

The Calculate Cart button was implemented so that the shopping cart does not automatically run a simulation every time the user enters the shopping cart. Sometimes the ERP simulation can take a while.

Checkout

Check final cart and proceed to Checkout



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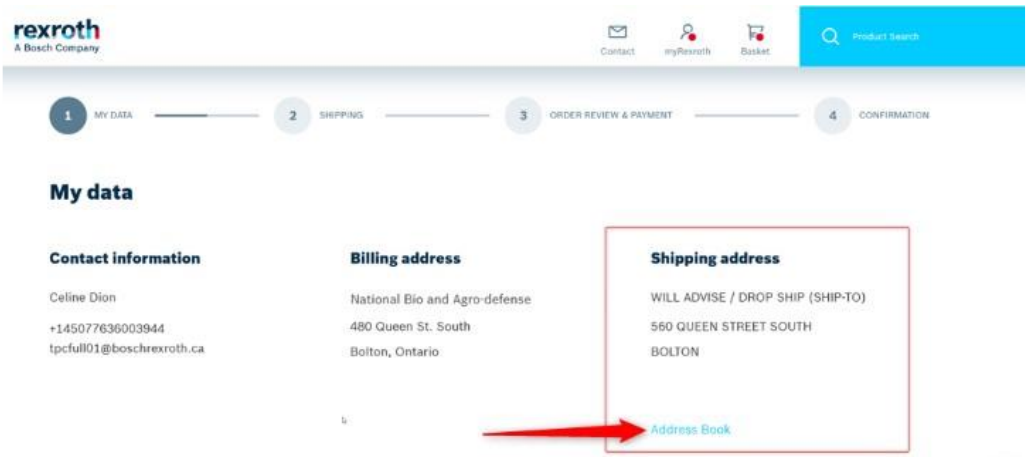
In the shopping cart, you see the items you have selected. You also see the quantity, simulated delivery time and your specific price of the products.

You can also delete articles from the list if you wish.

When you want to order the articles, click on "Proceed to checkout".

Checkout
Delivery Address



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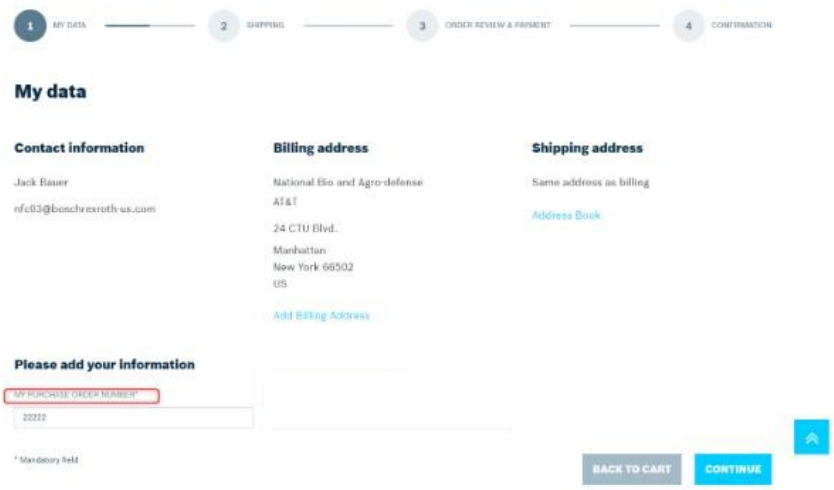
The first step is to check that your information is correct, and that the delivery address is correct.

If you have several delivery addresses saved with us, you can find these under "Address book". Click on the link and a pop-up will open. Choose your shipping address.

If you do not see the option to select different shipping addresses, but need to add another shipping address, please contact your sales representative.

Checkout
Complete the Purchase Order Information



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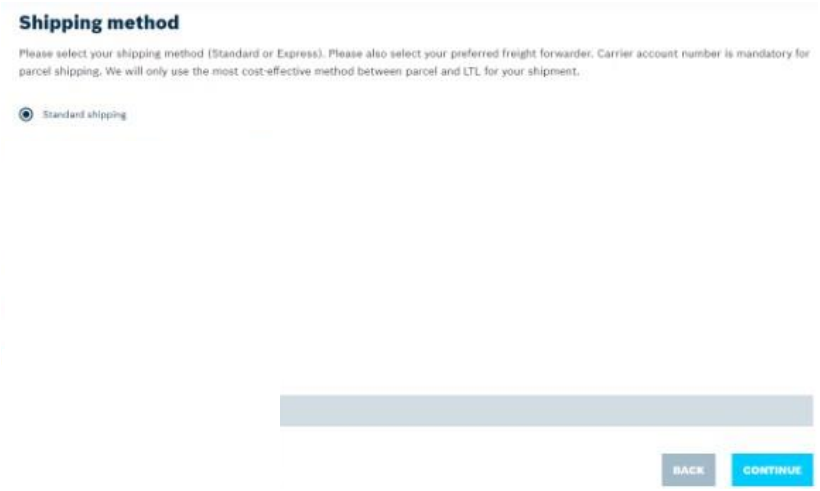
Complete the purchase order information field. This can be any number or description that will help you identify this order.

Checkout
Choose Delivery Method



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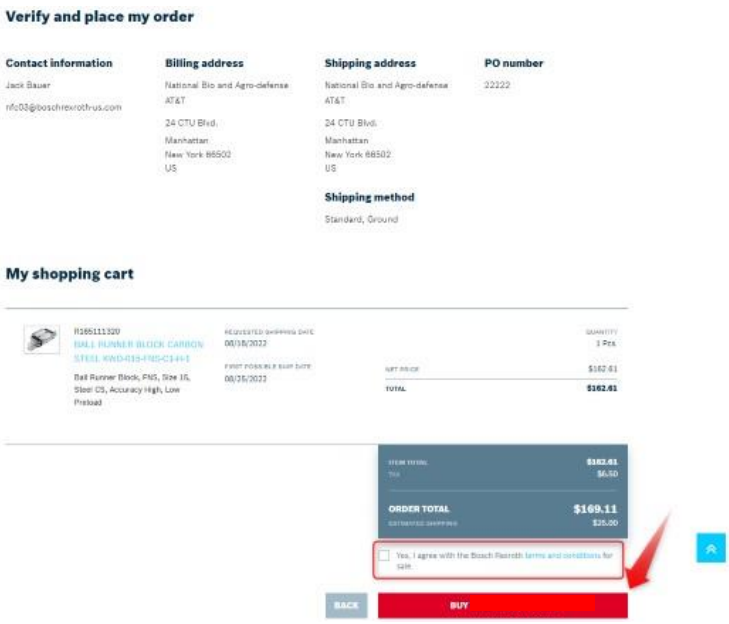
The next step will be to choose the mode of transport. Within central Europe only “standard” shipping is possible in the store.

Checkout
Submit Order



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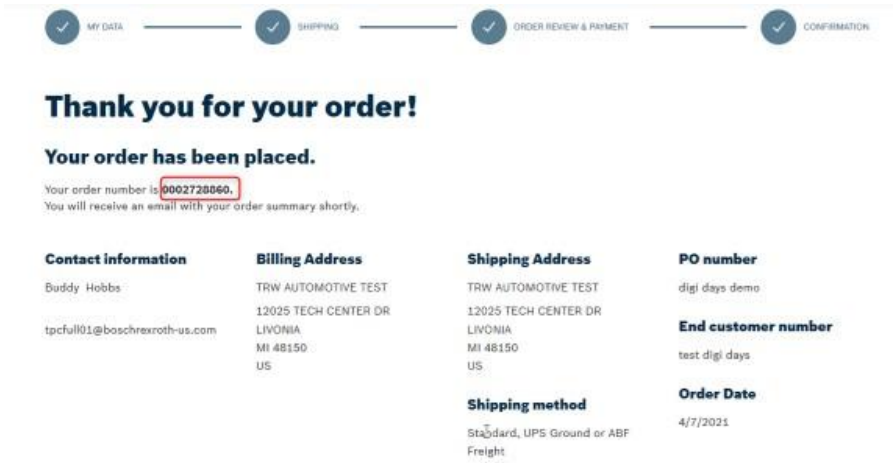
In the last step, you will receive a total for the entire order including possible surcharges taxes.

Confirm all the information you see and click that you accept the terms. You can then submit the order.

Checkout
Your Sales Order Number



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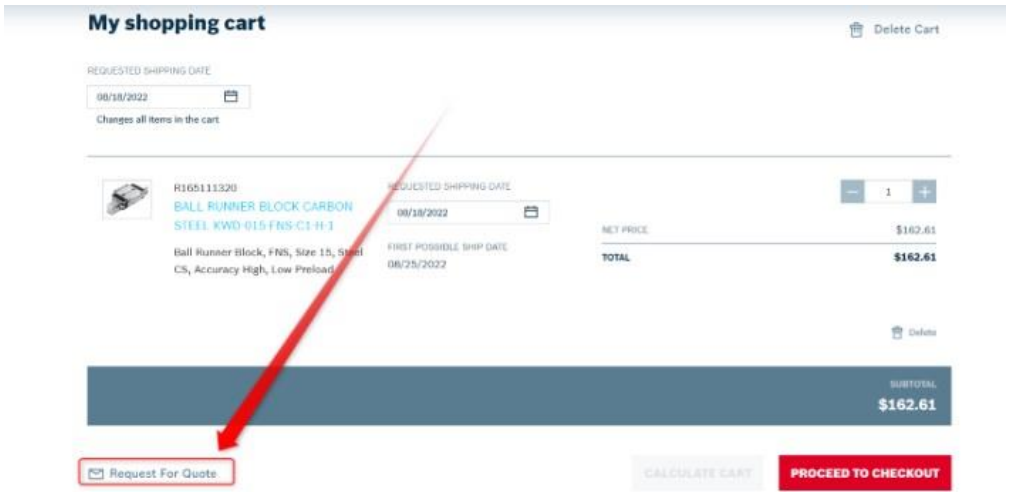
Thanks for your order!

Most often, you will receive your order number here. But sometimes it goes so fast that our system in the background can't keep up. But then you will be able to find your order number in an order summary email.

Section 8: Add to Cart to Quote

Add to Cart to Quote
Request a Quote



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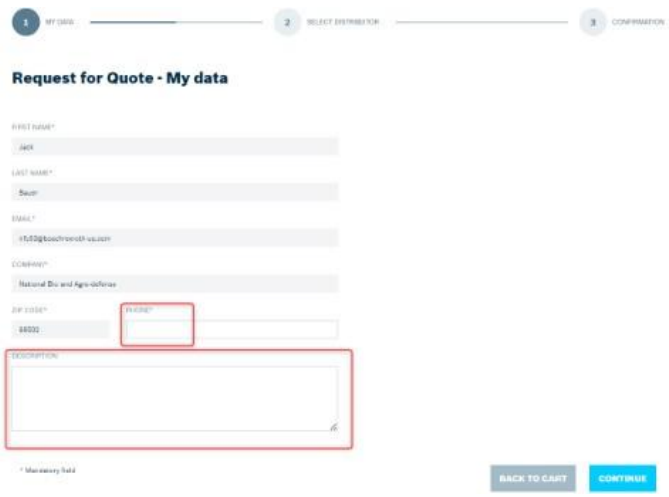
When you are in the shopping cart, you can also request a quote instead of buying the products. Click on the corresponding button if you want a quote for the products in your shopping cart.

Add to Cart to Quote
Fill in phone number and description



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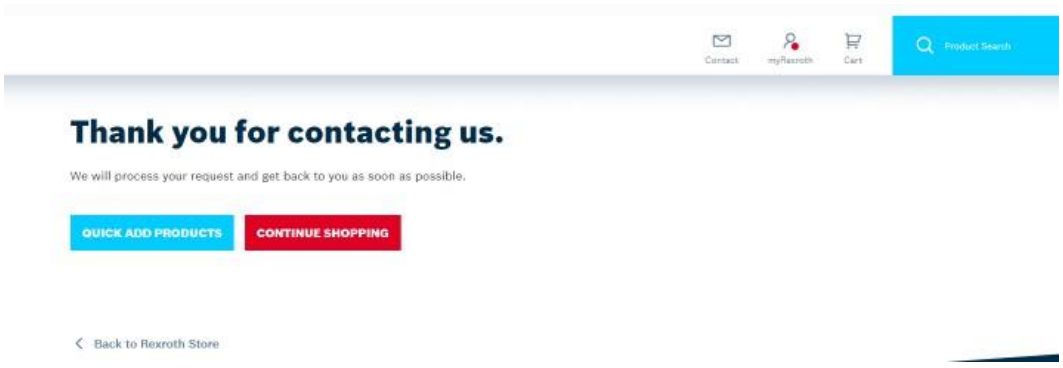
Your phone number is a mandatory field that you must fill in to proceed.

If you want to provide additional information, please write this in the box for description.
To get to the next step, click "Continue".

Add to Cart to Quote
The quotation request is confirmed



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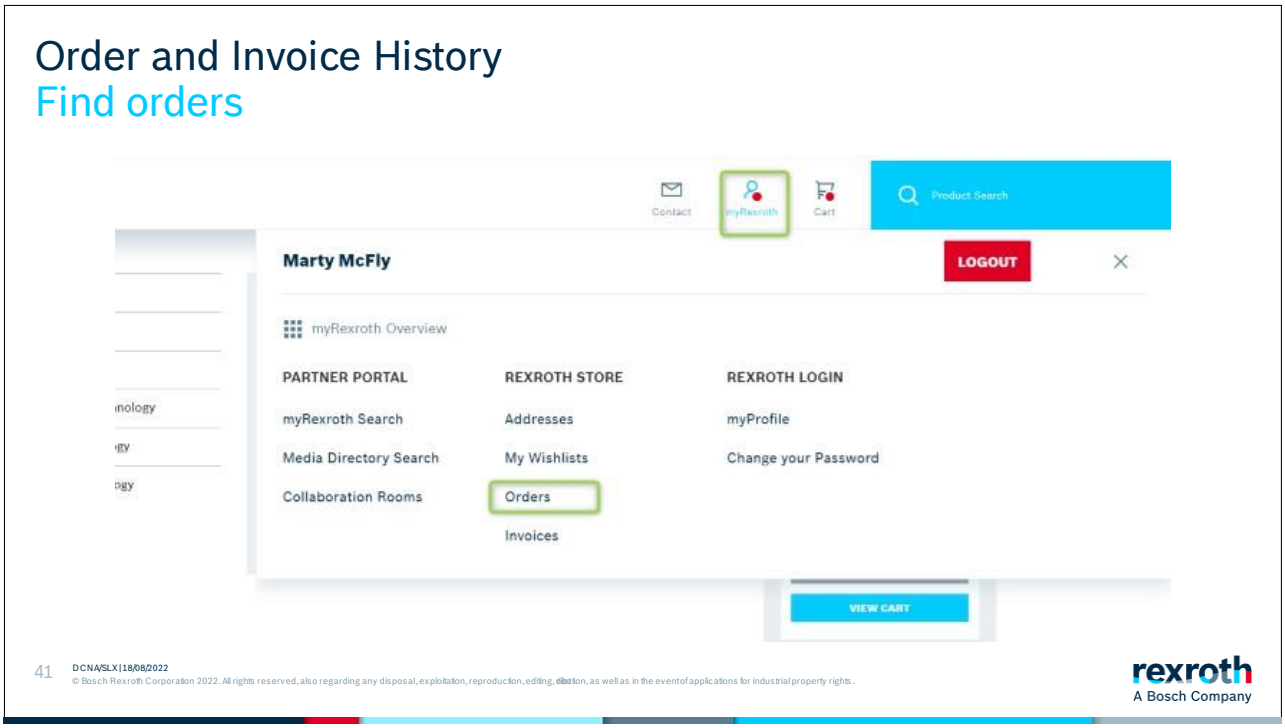
You will see on this page that your request has gone through.

You will receive an email confirmation.

Your quote for the products will arrive via email soon.

Section 9: Order and Invoice History

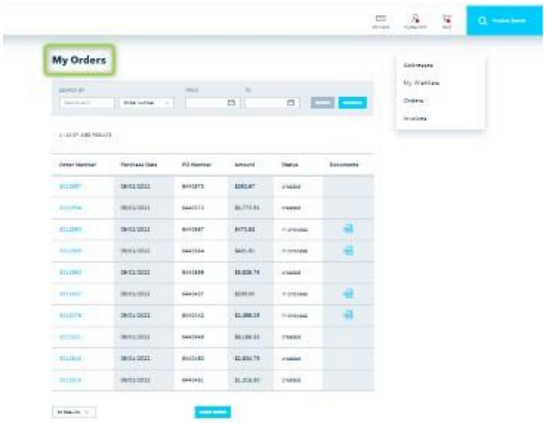


To view and track your orders, click on MyRexroth at the top of the page, then click on “Orders”.

You will see your company's order history with Bosch Rexroth.

You will not only see orders that have been created via the Rexroth Store, but also orders that we have been created via EDI or other order entry mechanisms.

Order and Invoice History
Find orders



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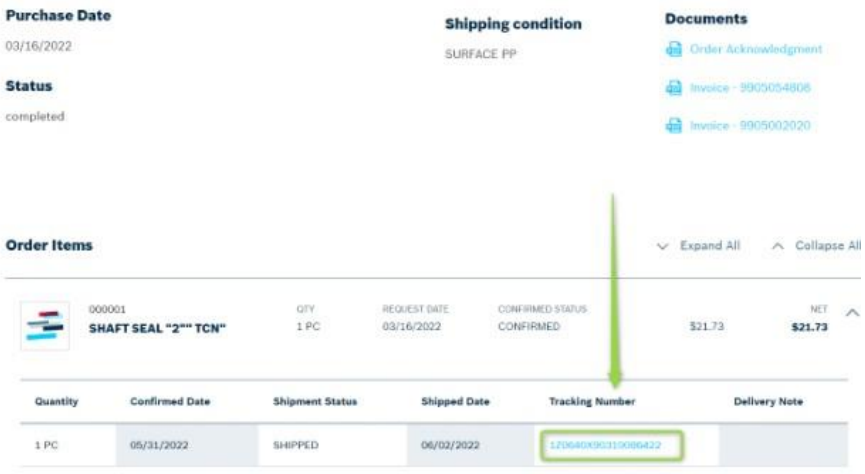
On the order overview page, you will see a list of your company's ten most recent orders.

You can search and filter for orders.

If you didn't get an order number right away when a sales order was created, you will be able to find it here.

Click on an order number to see the order details.

Order and Invoice History
Tracking number



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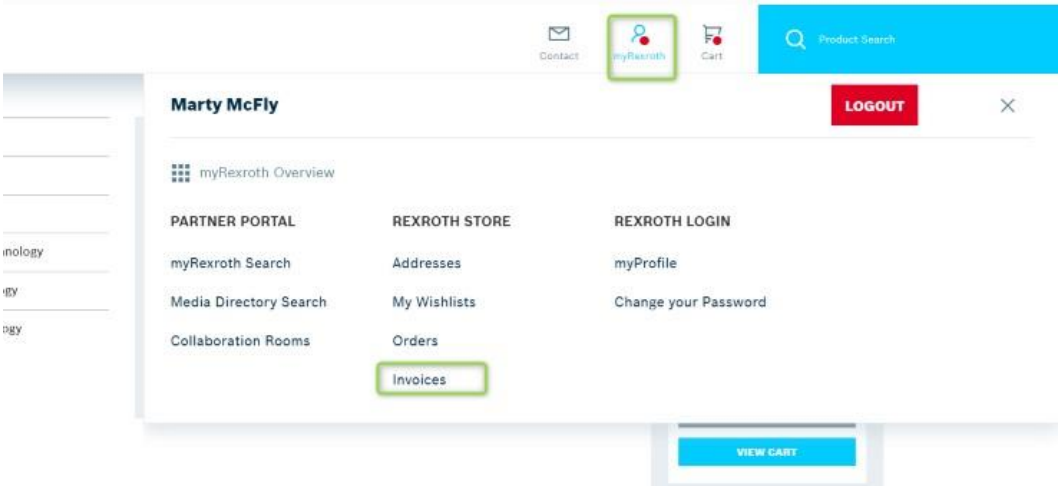
In the order details, you can find a tracking number as soon as the goods have left our warehouse.

Order and Invoice History
Find invoices



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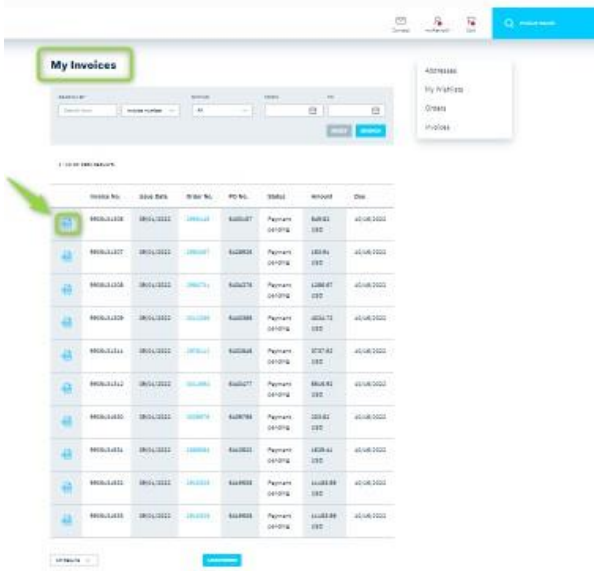
Go to your invoices by clicking on the link shown above.

Order and Invoice History
Find invoices



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You can search and filter for invoices and payment status on the invoice overview screen.

Invoices are only available once your products have shipped. If the items on an order have shipped in multiple packages, you may see more than 1 invoice per order.

To download an invoice, search by the sales order number, and then click on the pdf icon.

The invoice that your organization has received from Bosch Rexroth will be displayed.

To get to an invoice, you can also click on "Order number" on the invoice overview screen. You will be taken to the order details page. From the order details page, there is also an option to see the invoice(s) associated with an order.

Thank you for choosing Bosch Rexroth!

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