



Lambda EMI eCommerce

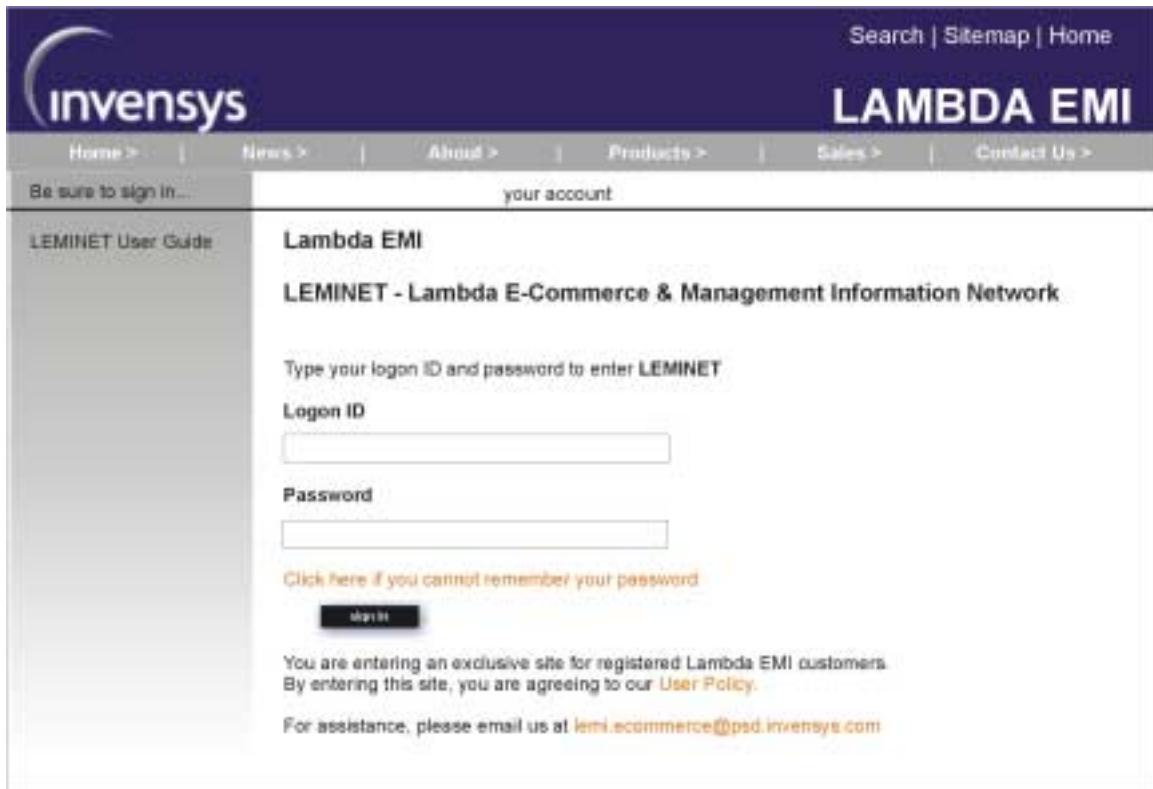
LEMINET – Lambda eCommerce & Management Information Network User Guide

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1. Logging On

Logon Screen

The Logon screen is accessed from our web site www.lambda-emi.com by selecting Ecommerce from the drop down list under Sales.



The screenshot shows the Lambda EMI logon interface. At the top, there is a dark blue header with the 'invensys' logo on the left and 'LAMBDA EMI' on the right. Navigation links for 'Search', 'Sitemap', and 'Home' are in the top right. Below the header is a grey navigation bar with links for 'Home >', 'News >', 'About >', 'Products >', 'Sales >', and 'Contact Us >'. The main content area has a light grey sidebar on the left with a link for 'LEMINET User Guide'. The main content area is titled 'your account' and contains the following text: 'Lambda EMI', 'LEMINET - Lambda E-Commerce & Management Information Network', and 'Type your logon ID and password to enter LEMINET'. There are two input fields: 'Logon ID' and 'Password'. Below the 'Password' field is a link: 'Click here if you cannot remember your password'. A 'sign in' button is located below the link. At the bottom of the form, there is a disclaimer: 'You are entering an exclusive site for registered Lambda EMI customers. By entering this site, you are agreeing to our User Policy.' and a contact email: 'For assistance, please email us at lemi.ecommerce@psd.invensys.com'.

Type your **Logon ID** in the space provided and press <TAB> key to move to the next field.
Type in your **Password** and click on the **sign in** button.

Note: Your **Logon ID** and **Password** will be assigned by Lambda EMI. You can request a logon by either contacting your Lambda EMI sales representative or sending an email to lemi.ecommerce@psd.invensys.com. If you forgot your password, click on "Click here if you forgot your password", and an email will be sent to you advising you of your password.

Note: You can access the User Agreement and Privacy Statement from the Logon page by clicking on the appropriate highlighted link.

Note: You can access a PDF version of this guide by clicking on **LEMINET User Guide** link on the left side navigation bar.

Main Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome your account | logout

Your Account

Contact [Change Contact or Change Password](#)

Your Name
Your Email Address

Billing Address

Your Billing Address

Shipping Addresses

Your Shipping Address

LEMINET User Guide

| **BOM SEARCH** |
 GO

customer support

- buy history
- order history
- return history
- RMA request

Select the function you wish to perform from the left side navigation bar.

BUY HISTORY	Currently not available
ORDER HISTORY	View Open, Closed and Cancelled Orders along with Shipping Details
RETURN HISTORY	View Open Closed and Cancelled RMA's along with Shipping Details
RMA REQUEST	E-mail request for an RMA

BOM SEARCH	View Bill of Materials List (Available to Lambda EMI employees and Repair Service Center only)
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CUSTOMER SUPPORT	(Available to Lambda EMI employees only)
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Note:	History information is updated on a periodic basis.
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2. Change Password

Password Change Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome [your account](#) | [logout](#)

Change Password

E-mail Address:

Current Password:

If your e-mail address has changed, you may enter the new one above.

New Password:

Please Verify by typing it again:

Password Hints:

LEMINET User Guide

| BOM SEARCH |

- customer support
- buy history
- order history
- return history
- RMA request

Enter appropriate changes and click the **SUBMIT** button.

3. Change Contact Information

Contact Change Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome: your account | logout

LEMINET User Guide

| BOM SEARCH | **GO**

- customer support
- buy history
- order history
- return history
- RMA request

Change Contact Information [Change Password](#)

Name:

Position:

Phone:

Email Address:

submit

Enter appropriate changes and click the **SUBMIT** button.

4. Forgot Password

Password Request Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Password **LAMBDA**

Forgot Password

Forgot your password? Please enter all the information below and click on the button. A new password will be assigned within 24 hours. For expedited service please call 1-732-922-9300

User Name

Company Name

Mailing Address

Telephone

Fax

E-mail

Send E-mail

Fill in all the fields and click the Send E-mail button.

5. Order History

Order History Request Screen

The screenshot shows the 'Order History' request screen. At the top, there is a navigation bar with the 'invensys' logo on the left and 'Search | Sitemap | Home' on the right. Below this is a secondary navigation bar with links for 'Home >', 'News >', 'About >', 'Products >', 'Sales >', and 'Contact Us >'. The main header area includes 'Welcome' on the left and 'your account | logout' on the right. The 'LAMBDA EMI' logo is prominently displayed in the top right corner.

The main content area is titled 'Order History'. It contains several input fields and dropdown menus:

- Customer:** A dropdown menu.
- Status:** A dropdown menu with a list of options: (Any), Pending, Open, Closed, and Cancelled.
- Purchase Order:** A text input field.
- From Date:** A text input field.
- To Date:** A text input field.
- Sort By:** A dropdown menu with a list of options: (Any), Sales Order Number, Status, Purchase Order Number, and Ship To Address.

A 'submit' button is located at the bottom left of the form area.

On the left side of the page, there is a sidebar with the following links:

- LEMINET User Guide
- | BOM SEARCH |
- 20007800NT
- customer support
- buy history
- order history
- return history
- RMA request

Select Order Status type and Sort sequence and click the **SUBMIT** button.

Order History List Screen

The screenshot shows the 'Order History' page for 'Your Company'. The page features a dark blue header with the 'invensys' logo on the left and 'LAMBDA EMI' on the right. Navigation links for 'Home >', 'News >', 'About >', 'Products >', 'Sales >', and 'Contact Us >' are located below the header. A search bar in the top right corner contains the text 'Search | Sitemap | Home'. The main content area is titled 'Order History Your Company' and includes a table with columns for 'Order Number', 'Order Date', 'Purchase Order', 'Status', and 'Ship To/Contact'. A search bar on the left side of the page contains the text '20007800NT' and a 'GO' button. Below the search bar, there are several links: 'customer support', 'buy history', 'order history', 'return history', and 'RMA request'. A central message reads 'Click on Order Number for Order Details'.

This screen will list all your orders based upon your selection criteria. Click on the order which you want to see the details on.

Order History Detail Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome [your account](#) | [logout](#)

LEMINET User Guide

BOM SEARCH

20007500NT **GO**

customer support

buy history

order history

return history

RMA request

Order Detail

Order Number: Your Order Number **Status:** Order Status
Order Date: Your Order Date **PO Number:** Your PO Number

Contact: Your Contact **Ship To:** Your Ship To Address
Sold To: Your Company

Item	Part No	Description	Cust Part No	Unit Price	Order Qty	Shipped QTY
------	---------	-------------	--------------	------------	-----------	-------------

Shipments

Shipment	Date	Ship Via	Tracking No	Serial No
----------	------	----------	-------------	-----------

If there have been shipments against this order, you can click the shipment number to get shipment details. If the tracking number is highlighted, you can click on the number to launch a search for that carrier. Currently, links are in place for UPS, Federal Express, DHL, Concordia, Nippon Express, Schenker, Yellow Freight, Roadway Express, New Penn, Emery, US Freightways, and Consolidated Freight.

Order History Shipment Detail Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome [your account](#) | [logout](#)

LEMINET User Guide

| **BOM SEARCH** |

▶ customer support

▶ buy history

▶ order history

▶ return history

▶ RMA request

Shipment Detail

Shipment Number: Your Shipment Number **Status:** Order Status
Shipment Date: Your Shipment Date **Tracking Number:** Order Tracking Number
Ship Via: Order Ship Via

Sold To: Your Company **Ship To:** Your Ship To Address

Item	Part No	Description	Cust Part No	Shipped QTY	Serial Numbers
------	---------	-------------	--------------	-------------	----------------

If the tracking number is highlighted, you can click on the number to launch a search for that carrier. Currently, links are in place for UPS, Federal Express, DHL, Concordia, Nippon Express, Schenker, Yellow Freight, Roadway Express, New Penn, Emery, US Freightways, and Consolidated Freight.

6. Return History

Return History Request Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome your account | logout

LEMINET User Guide

| BOM SEARCH |
20007800NT GO

customer support

buy history
order history
return history
RMA request

Return History

Customer:

Status: (Any)
Open
Closed
Cancelled

From Date:

To Date:

Sort By: (Any)
RMA Date
Reference
Status

submit

Select Return History Order Status type and Sort sequence and click the **SUBMIT** button.

Return History List Screen

The screenshot shows the 'Return History List Screen' in the LAMBDA EMI portal. The page has a dark blue header with the 'invensys' logo on the left and 'Search | Sitemap | Home' on the right. Below the header is a navigation bar with links for Home, News, About, Products, Sales, and Contact Us. The main content area is titled 'Return History Your Company' and features a search bar with the text '20007800NT' and a 'GO' button. Below the search bar is a table with columns for RMA Number, RMA Date, Reference No, Status, Return From/Contact, and Ship Dt/Tracking No. A message below the table reads 'Click on RMA Number for Return Details'. On the left side of the page, there is a sidebar with a 'Welcome' message and a 'your account | logout' link. The sidebar also contains a 'LEMINET User Guide' section with a 'BOM SEARCH' button and a list of links: customer support, buy history, order history, return history, and RMA request.

This screen will list all your RMA orders based upon your selection criteria. Click on the RMA order which you want to see the details on.

Return History Detail Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome [your account](#) | [logout](#)

LEMINET User Guide

BOM SEARCH

20007800NT **GO**

customer support

buy history

order history

return history

RMA request

Return Detail

RMA Number: Your RMA Number **Status:** Return Status
RMA Date: Your RMA Date **PO Number:** Your PO Number
Warranty Date:

Contact: Your Contact **Ship To:** Your Ship To Address
Sold To: Your Company

Item	Part No	Description	Return/Scrap Qty	Replace Qty	Received Qty	Shipped Qty
------	---------	-------------	------------------	-------------	--------------	-------------

Receipts

Receipt	Date	Part No	Description	Qty	Serial No
---------	------	---------	-------------	-----	-----------

Shipments

Shipment	Date	Ship Via	Tracking No	Serial No
----------	------	----------	-------------	-----------

If there have been shipments against this RMA order, you can click the shipment number to get shipment details. If the tracking number is highlighted, you can click on the number to launch a search for that carrier. Currently, links are in place for UPS, Federal Express, DHL, Concordia, Nippon Express, Schenker, Yellow Freight, Roadway Express, New Penn, Emery, US Freightways, and Consolidated Freight.

Return History Shipment Detail Screen

The screenshot shows the LAMBDA EMI website interface. At the top, there is a dark blue header with the 'invensys' logo on the left and 'LAMBDA EMI' on the right. Navigation links for 'Search', 'Sitemap', and 'Home' are in the top right. Below the header is a grey navigation bar with links for 'Home >', 'News >', 'About >', 'Products >', 'Sales >', and 'Contact Us >'. A 'Welcome' message is followed by 'your account | logout'.

The main content area is titled 'Shipment Detail'. It contains the following information:

- Shipment Number:** Your Shipment Number
- Shipment Date:** Your Shipment Date
- Ship Via:** Order Ship Via
- Status:** Order Status
- Tracking Number:** Order Tracking Number
- Sold To:** Your Company
- Ship To:** Your Ship To Address

Below this information is a table with the following columns: Item, Part No, Description, Cust Part No, Shipped QTY, and Serial Numbers.

On the left sidebar, there is a 'BOM SEARCH' section with a text input field containing '20007800NT' and a 'GO' button. Below this are links for 'customer support', 'buy history', 'order history', 'return history', and 'RMA request'.

If the tracking number is highlighted, you can click on the number to launch a search for that carrier. Currently, links are in place for UPS, Federal Express, DHL, Concordia, Nippon Express, Schenker, Yellow Freight, Roadway Express, New Penn, Emery, US Freightways, and Consolidated Freight.

7. RMA Request

RMA Request Screen

The screenshot shows the RMA Request form on the LAMBDA EMI website. The page header includes the Invensys logo, navigation links (Home, News, About, Products, Sales, Contact Us), and a search bar. The main content area is titled "RMA Request" and contains several input fields. A sidebar on the left provides navigation options like "customer support", "buy history", "order history", "return history", and "RMA request". A "submit" button is located at the bottom of the form.

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome your account | logout

LEMINET User Guide

| BOM SEARCH |

customer support

buy history

order history

return history

RMA request

RMA Request

Contact Name	<input type="text" value="Your Name"/>	Phone	<input type="text" value="Your Phone Number"/>
Company	<input type="text" value="Your Company"/>	Contact Email Address	<input type="text"/>
Your Company Item Number	<input type="text"/>	RMA Type	<input type="text" value="Fix"/>
Item Number	<input type="text" value="Lambda EMI Item Number"/>	Serial No.	<input type="text" value="Item Serial Number"/>
Original Purchase Order	<input type="text"/>	Replacement Purchase Order	<input type="text"/>
Original Sales Order	<input type="text"/>		
Quantity Returned	<input type="text" value="Quantity"/>		
Reason For Return	<input type="text" value="Reason For Return"/>		

The **bold** fields are required. If required fields are not entered, your RMA request might not be processed correctly.

Enter the RMA Request information and click the **SUBMIT** button.

You will be notified of the RMA number assigned for this request by either Fax, email, or telephone.

8. RMA Request Confirmation

RMA Request Confirmation screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome: your account | logout

LEMINET User Guide

| **BOM SEARCH** | **GO**

- customer support
- buy history
- order history
- return history
- RMA request

Thank you for your RMA request. a customer service representative will contact you with the status regarding your request.

The information below was sent to customer service:

RMA Request

Name
Phone
Organization
E-Mail
Customer Item
Item
Serial No.
Replacement PO
Original PO
Original SO
QTY to Return
Reason

Sent from LEMI-NET web at: Date, Time

9. Bill Of Material Search

BOM Screen

The screenshot displays the LAMBDA EMI website interface. At the top, there is a navigation bar with links for Search, Sitemap, and Home. The main header features the 'invensys' logo and the text 'LAMBDA EMI'. Below the header, there is a secondary navigation bar with links for Home, News, About, Products, Sales, and Contact Us. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Welcome' message, a 'your account | logout' link, and a 'LEMINET User Guide' section. The 'BOM SEARCH' section in the sidebar includes a search input field with the text '20007800NT' and a 'GO' button. Below the search bar, there are several links: 'customer support', 'buy history', 'order history', 'return history', and 'RMA request'. The main panel displays the 'BOM Listing' results. It features a table with three columns: 'BOM No', 'Customer Part No', and 'BOM Description'. The table contains one row of data: BOM No 20007800NT, Customer Part No (blank), and BOM Description ASSY PCB AUXILIARY. Below the table, it indicates 'Page 1 of 1'.

BOM No	Customer Part No	BOM Description
20007800NT		ASSY PCB AUXILIARY

You can search based upon, part number, partial part number, description, or partial description. Click on the “GO” button to submit your request.

10. Bill of Material Screen

Exploded BOM Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome your account | logout

LEMINET User Guide

BOM SEARCH |

20007800NT **GO**

customer support

buy history

order history

return history

RMA request

20007800NT - ASSY PCB AUXILIARY

Components:

Item	Description	Revision	Ref. Designator	Quantity
20007800NT	ASSY PCB AUXILIARY	B	11	11

Click on item to explode BOM

11. Customer Support

Customer Search Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome [your account](#) | [logout](#)

LEMINET User Guide

| **BOM SEARCH** | **GO**

- customer support
- buy history
- order history
- return history
- RMA request

Customer Search

Customer No.

Customer Name

Contact Name

E-Mail

Phone

Address

City

State

Zip

Country

You can search based upon, customer number or customer name.

Customer Search Detail Screen

Search | Sitemap | Home

invensys **LAMBDA EMI**

Home > | News > | About > | Products > | Sales > | Contact Us >

Welcome [your account](#) | [logout](#)

LEMINET User Guide

| BOM SEARCH |

GO

- customer support
- buy history
- order history
- return history
- RMA request

Customer Listing

Customer No	Name	E-Mail Address	Company
Click on Customer Number to choose customer			

Customer matching your search criteria will appear her. Click on the customer you wish to view.

12. User Agreement

Lambda EMI Web Site User Agreement

The Lambda EMI web site (the "Site") is an online communication service provided by Lambda EMI, subject to your compliance with these terms and conditions of use ("User Agreement").

Please read this User Agreement carefully before accessing or using the Site. By accessing or using the Site, you agree to be bound by this User Agreement. If you do not wish to be bound by this User Agreement, please exit the Site immediately. Lambda EMI may modify this User Agreement at any time and such modifications shall be effective upon posting of the modified terms.

Your Use of the Site

You may not reproduce, duplicate, copy, sell, or otherwise transfer or commercially exploit the Site (or any portion of it), unless you have Lambda EMI's express written permission to do so. You may only use the Site in accordance with the terms of this User Agreement, any other terms applicable to the various features of the Site and all applicable laws, rules, and regulations. In the event Lambda EMI believes that you have failed to comply with all terms applicable to your use of the Site, you agree that Lambda EMI has the right, in its sole discretion and without notice, to terminate your User ID and prohibit you from accessing information through the Site. Lambda EMI may also, in its sole discretion and at any time, discontinue the Site, or any part thereof, with or without notice. You agree that you do not have any rights in the Site and that Lambda EMI will have no liability to you if the Site is discontinued or your ability to access the Site is terminated.

13. Privacy Statement

Lambda EMI Privacy Statement

Lambda EMI has implemented certain practices to protect the information you provide us when you visit the Lambda EMI web site (the "Site"). These practices are summarized below.

a. Personal Information We Collect

We collect information about you in the following ways:

Voluntarily Provided Information. When you register as a user of the Site, you or your company voluntarily provide certain information. We will continue to use that information in accordance with the User Agreement [insert link] for the Site and this Privacy Statement, unless you notify us not to. We also collect other information that you may voluntarily provide to us from time to time.

IP Address. We store the Internet Protocol (IP) address of your computer when you visit the Site. This information is used to create demographic summaries of our users, e.g., what percentage comes from which location.

Cookies. We may also collect information about you and your use of the Site through the use of Cookies. "Cookies" are small computer files we transfer to your computer's hard drive that allows us to know how often you visit and the your pattern of use. This information helps us determine how the Site is being used. Sponsors, advertisers or third parties may also use Cookies when you select their advertisement, content or service; we cannot control their use of Cookies or how they use the information they gather. If you do not want information collected through Cookies, there is a simple procedure in most browsers that allows you to deny or accept the Cookie feature. However, Cookies may be necessary to provide you with certain features (for example, customized delivery of information) available on the Site.

b. Disclosure of Your Information to Third Parties

Except as set forth in this Privacy Statement, we will not disclose to unaffiliated companies any information that we gather from you which could be used to identify or contact you ("Personal Information"). Any Personal Information provided to entities affiliated with Lambda EMI will be treated in accordance with the terms of this Privacy Statement, unless you are otherwise notified. We may release Personal Information to third parties to comply with applicable legal requirements; for marketing purposes or, in special cases, such as a physical threat to someone.

c. How We Handle Your Personal Information Internally

We may use your registration information, other voluntarily submitted information and the information we collect in the provision of products or services to you, including Personal Information, in the following ways:

- To enable us to perform the services and provide the products;
- To enable us to verify user credentials in order to maintain reasonable security;
- To provide our staff with information that is useful in developing new features and services for our users;
- To allow us to potentially vary marketing based on user preference, usage preferences, and demographics;
- To enable us to develop and improve the features, content, and services available through the Site; and
- To contact you regarding new Site features, topic-based news alerts, products and product and service buying opportunities.

Internally, we use such information in a number of ways to improve the Site and its content and services.

d. Your Privacy Choices

When you receive an e-mail notification from us, you may be given the option of receiving recurring informational/promotional e-mails from Lambda EMI and/or third parties. You may opt out of receiving these e-mails in the manner specified in the e-mail or on the Site.

e. Updating Your Personal Information and Contacting Us

You can always contact us in order to (a) terminate your access to the Site and delete your Personal Information from our systems, (b) update the Personal Information that you have provided to us, (c) change your User ID and/or password, and (d) change your preferences with respect to informational/promotional contacts, by e-mailing us at **lemi.ecommerce@psd.invensys.com**. We may change this Privacy Statement at any time by posting revisions to the Site. Your use of the Site constitutes acceptance of the provisions of this Privacy Statement and your continued usage after such changes are posted constitutes acceptance of the revised Privacy Statement. If you do not agree to the terms of this Privacy Statement or any revised policy, please exit the Site immediately.

14. Contact Us

You can contact us at:

eCommerce Coordinator
Lambda EMI
405 Essex Road
Neptune, New Jersey USA 07753

Tel. (732) 922-9300

Fax. (732) 922-9334

Email lemi.ecommerce@psd.invensys.com