



# TECHMERDIRECT



## FOR OUR CUSTOMERS

Techmer PM's new and improved TechmerDirect portal allows you to access your own data anytime, anywhere. The new version includes improvements for easier order tracking and complements the services that Techmer offers today.

For more information, email (insert email).

## ACCESS

You can access TechmerDirect from a link on the [Techmer PM website](#) or by [clicking this link](#). To log in, enter your

## DASHBOARD

The dashboard consists of all the accessible pages available in TechmerDirect.

### Homepage

On the homepage, you will be able to view your recent orders and recent shipments.

### Account

You can view all your account details on this page.

### Order

Details of your recent orders will be shown here. This page also allows you to create new orders and track the status of current orders.

### Products

Take a quick look at all the products attached to your account. You can also select which product to order from this page.

### Shipment

All shipment details will be shown on this page.

### Help

A customer support page for you to log any issues related to TechmerDirect, your order, shipment, and more.



**IF YOU DREAM IT, WE ENABLE IT.**

**EMAIL TECHMERTDIRECT FOR MORE INFORMATION**

# LOGGING IN AND PLACING A NEW ORDER

## Logging Into Your Account

1. Head to this link - <https://techmerpm.my.site.com/TechmerDirect>
2. Enter your Username and Password
  - Your username is your current email address or the email address you were using for the previous TechmerDirect portal.
  - You can reset your password by clicking “Forgot Your Password”.

## Creating A New Order

1. Click on the “New Order” button.
  - Customer Purchase Order - Enter your Purchase Order number.
  - Receipt Date Requested - Enter the desired delivery date in this field.
  - Customer Account - Enter the correct ship to location in this field.
2. Click “Save and Continue”.
  - Item - On the right panel, you can search for your Product and click “Add” to add more products into the “Item” field for orders.
  - Unit of Measure - Enter your selected weight. The default unit is lbs.
  - Quantity - Enter your desired quantity.
  - Requested Receipt Date - Confirm this date is accurate based on previous entry.
3. Click on the “Next” button.
  - Confirm the information is accurate
  - Check the box agreeing to our “terms and conditions”.
4. Click “Submit”.
  - Order is placed and a sales order ID is produced.
  - You should received an acknowledgement email with order details.
  - Techmer’s Customer Care team will follow up with a formal confirmation and a confirmed ship date.

The screenshot shows the 'New Order' button highlighted in a red box. The page title is 'POLYMER MODIFIERS' and the navigation bar includes 'New or continue' and 'Order Information'. Below the navigation bar, there are input fields for 'Customer Purchase Order', 'Receipt Date Requested', and 'Account'. A search bar is also visible.

The screenshot shows the 'Item Selection' step. The table lists items with columns for 'ITEM', 'UNIT OF MEASURE', 'QUANTITY', and 'REQUESTED RECEIPT...'. The 'Add Row' button is visible. The table has the following data:

ITEM	UNIT OF MEASURE	QUANTITY	REQUESTED RECEIPT...
1	lbs		Mar 18, 2024

The screenshot shows the 'Review and Submit' step. The form displays the Customer Purchase Order number (12345), Receipt Date Requested (Mar 18, 2024), and Customer Account. The 'Terms and Conditions' checkbox is checked. The table below shows the order details:

Product Name	Unit	Quantity Ordered	Requested Receipt Date
PM118787	lbs	2000	2024-03-18

The screenshot shows the 'Sales Order ID' (12345) and the 'Open Order' status. The form displays the Customer Purchase Order number (12345), Customer Account, State (GA), Country (UNITED STATES (USA)), and Zip/Postal Code (91710). The table below shows the order details:

Product ID	Product Name	Unit	Unit price	Line Amount	Quantity Ordered	Requested Receipt Date	Line Status
Long Lasting AC	PM118787	lbs	0	0	2000	2024-03-18	Open Order

**IF YOU DREAM IT, WE ENABLE IT.**

**EMAIL TECHMERTDIRECT FOR MORE INFORMATION**

