A Quick Guide on How to do Business with

RS Components Corporation

8 May 2018

How do I get in touch with RS?

✓ **Phone** : Call RS @ ***+632 8884030*** (A pre-recorded announcement will answer you)

Please select any of the following options :

* Press 1 : To know status of your order or delivery and quotation inquiry
* Press 2 : To speak with our Technical Support
* Press 3 : To speak with our Accounting Officer

In case all lines are engaged you will be redirected to our voicemail.
Leave your message with the following information:

* *Company Name*
* *Your Name*
* *Your Message*
* *Your contact number*

✓ **Chat** : Visit us online @ph.rs-online.com

How do I inquire for RS products or Request for quotation?

✓ Products with RS stock number, manufacturer's part number, item description

Visit us online @ **ph.rs-online.com**

✓ Or Email RS at CustomerServicePH@rs-components.com

** Email Subject: RFQ / Company Name*

** With your email signature*

✓ You may call Customer Service @ trunk line ***+632 8884030 and press 1***

I need Technical Help

Online Help

✓ For Technical Data Sheet and Product Specification
Visit us online @ **ph.rs-online.com**

✓ Or Email RS at Tech.PH@rs-components.com
Please provide at least two of the following:
** Brand / Manufacturer's Part Number / Product Specification*

Live Chat
09:00 - 18:00
Mon - Fri

✓ Live Chat : Visit us online @**ph.rs-online.com**

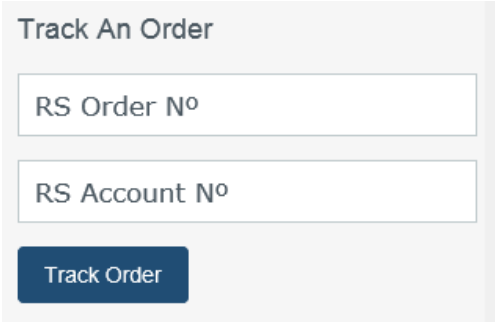
✓ Or call trunk line ***+632 8884030 and press 2***

How do I place order to RS?

- ✓ Order online @**ph.rs-online.com**
  for any assistance on how to order online please email us @CustomerServicePH@rs-components.com

To follow-up your order/delivery

- ✓ Track your order online by filling-up RS Order No & Account No then click Track Order



- ✓ Or call Customer Service @ trunk line ***+632 8884030 press 1***
  or email us @CustomerServicePH@rs-components.com and provide the following:
  - ** Order number / PO number*
  - ** RS Stock number*

How will I know RS Terms and Conditions of Sales?

✓ Please click the link below:

Conditions of Sales

✓ For further clarification, please call Customer Service @ trunk line ***+632 8884030 and press 1***

How do I pay for my orders?

PAYMENT OPTION:

Fund Transfer

Bank	:	The Hongkong and Shanghai Banking Corporation
Account Name	:	RS Components Corporation
Account Number	:	026-224915-040
Swift Address	:	HSBCPHMM
Bank Address	:	The Hongkong and Shanghai Banking Corporation Limited The Enterprise Center Tower1 6766 Ayala Avenue, Makati City 1200 Philippines

Bills Payment

Bank	:	Bank of Philippine Islands
Account Name	:	RS Components Corporation
Account Number	:	1623-0364-44
Account Type	:	BPI Savings Account
Reference No	:	RS Order reference number (eg.18xxxxxxx, 2xxxxxxxx)

Check Pick-up

Info Needed	:	Contact Person/Contact No./Collection Address/No. of Checks

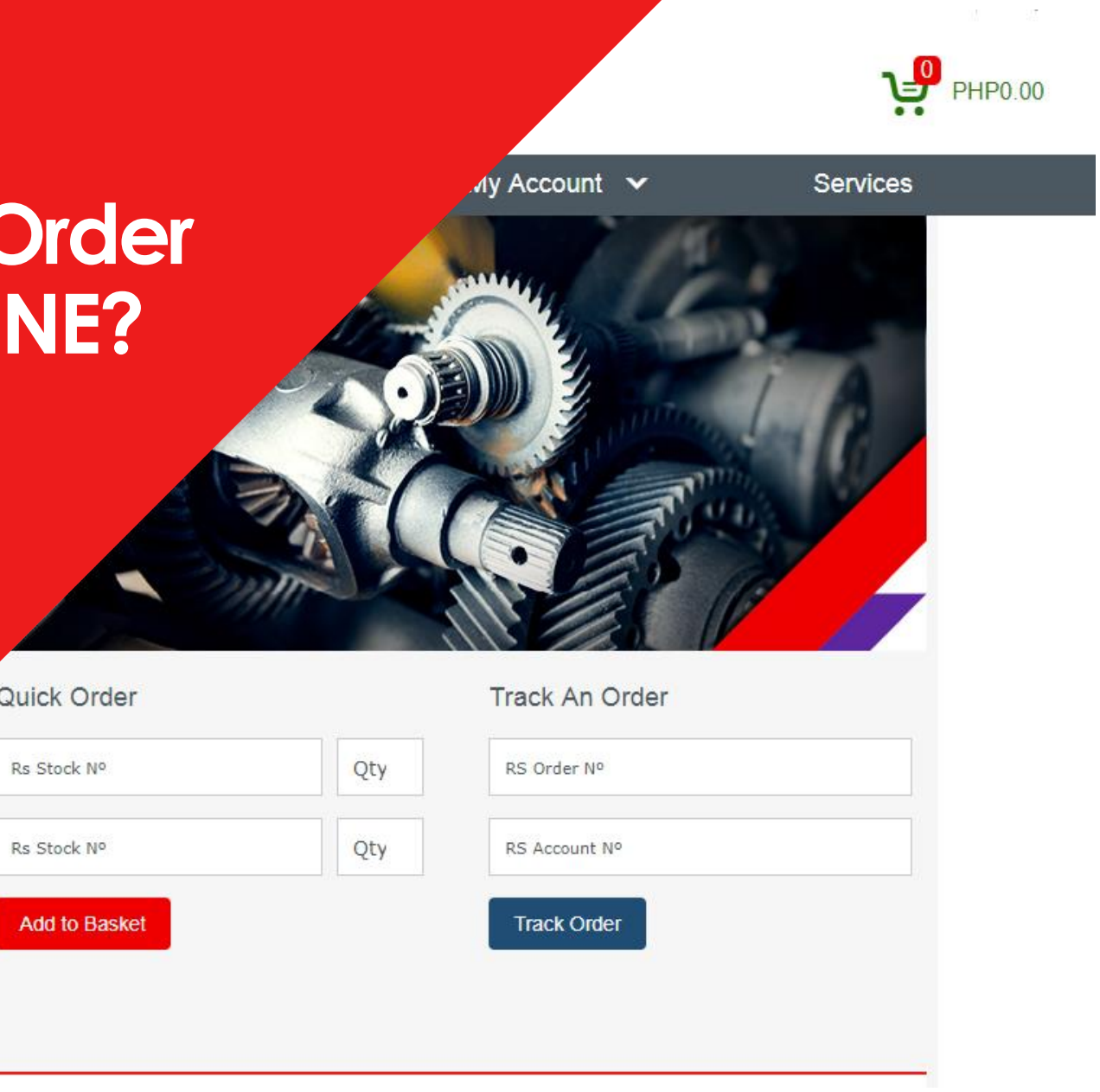
Credit Card

Info Needed	:	Cardholder/Card No./Card Type/Expiry Date

IMPORTANT REMINDERS:

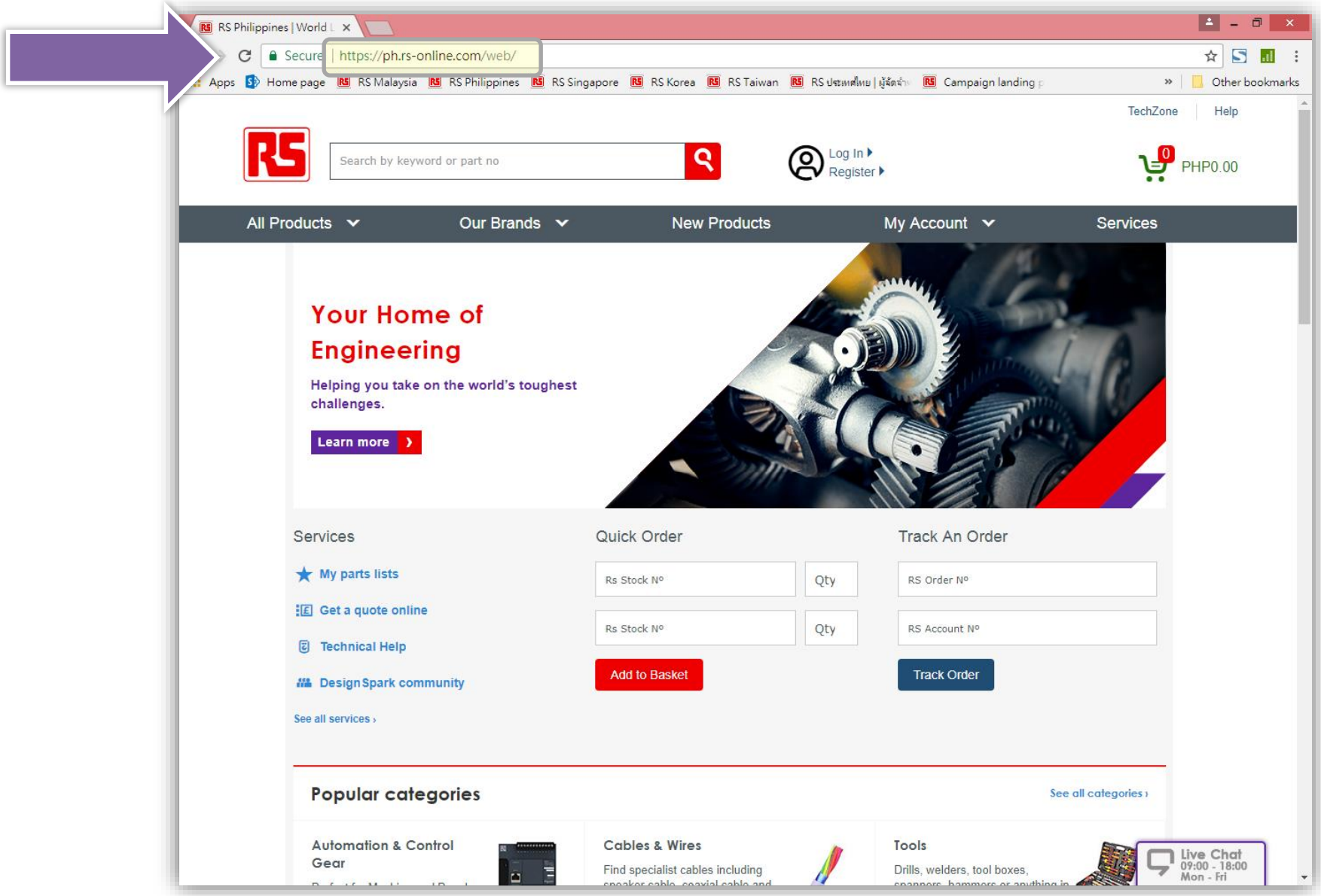
RS Components is **NOT accepting Cash and Debit Card payment**. Only authorized collecting agent (Integrated Technology and Process Solution Inc.) shall receive check payments. Please call Finance for other payment concern @ ***+632 8884030 and press 3***

How Place Order thru RS ONLINE?



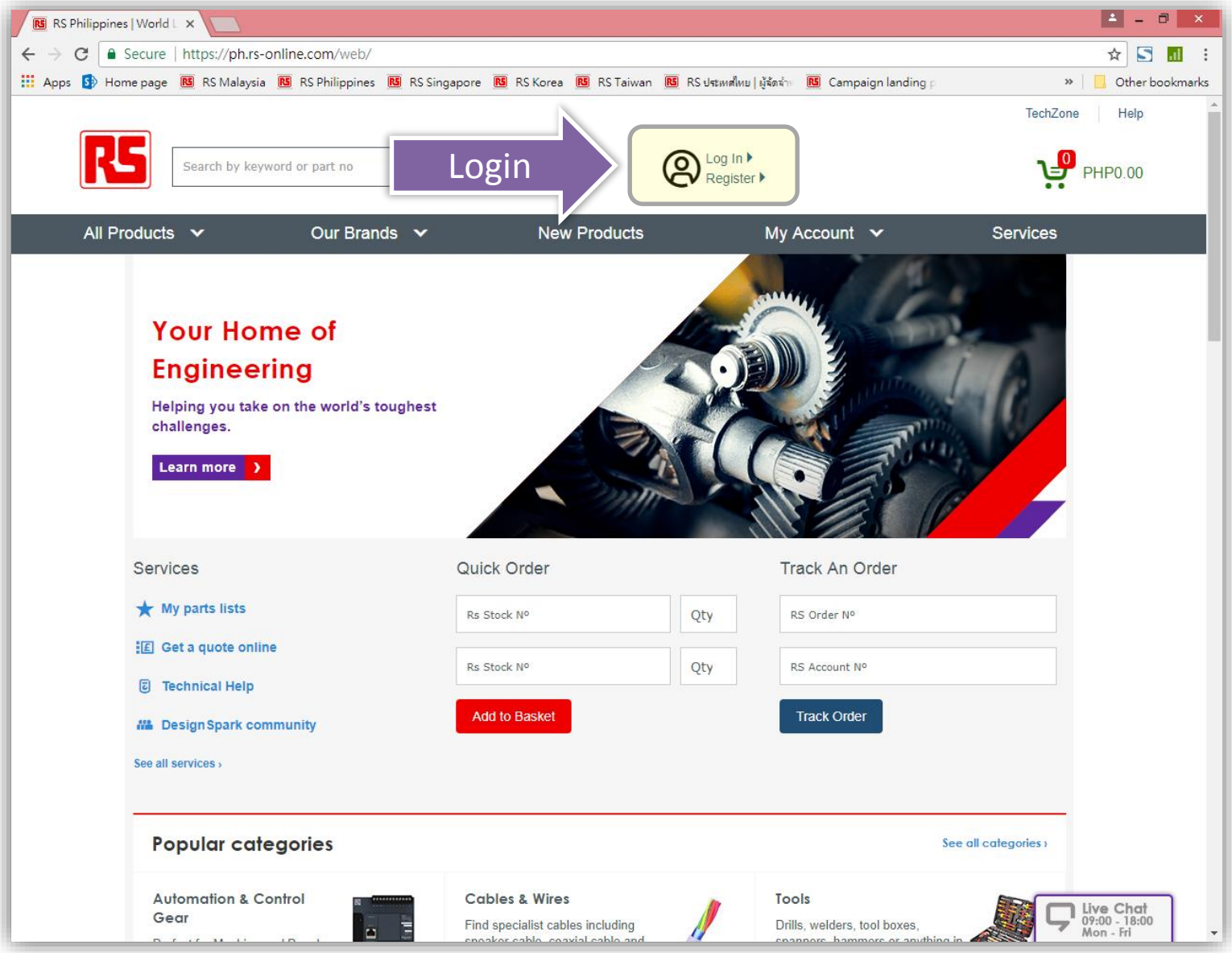
01 Place RS online order

STEP 1: Go to RS Website at http://ph.rs-online.com/web/



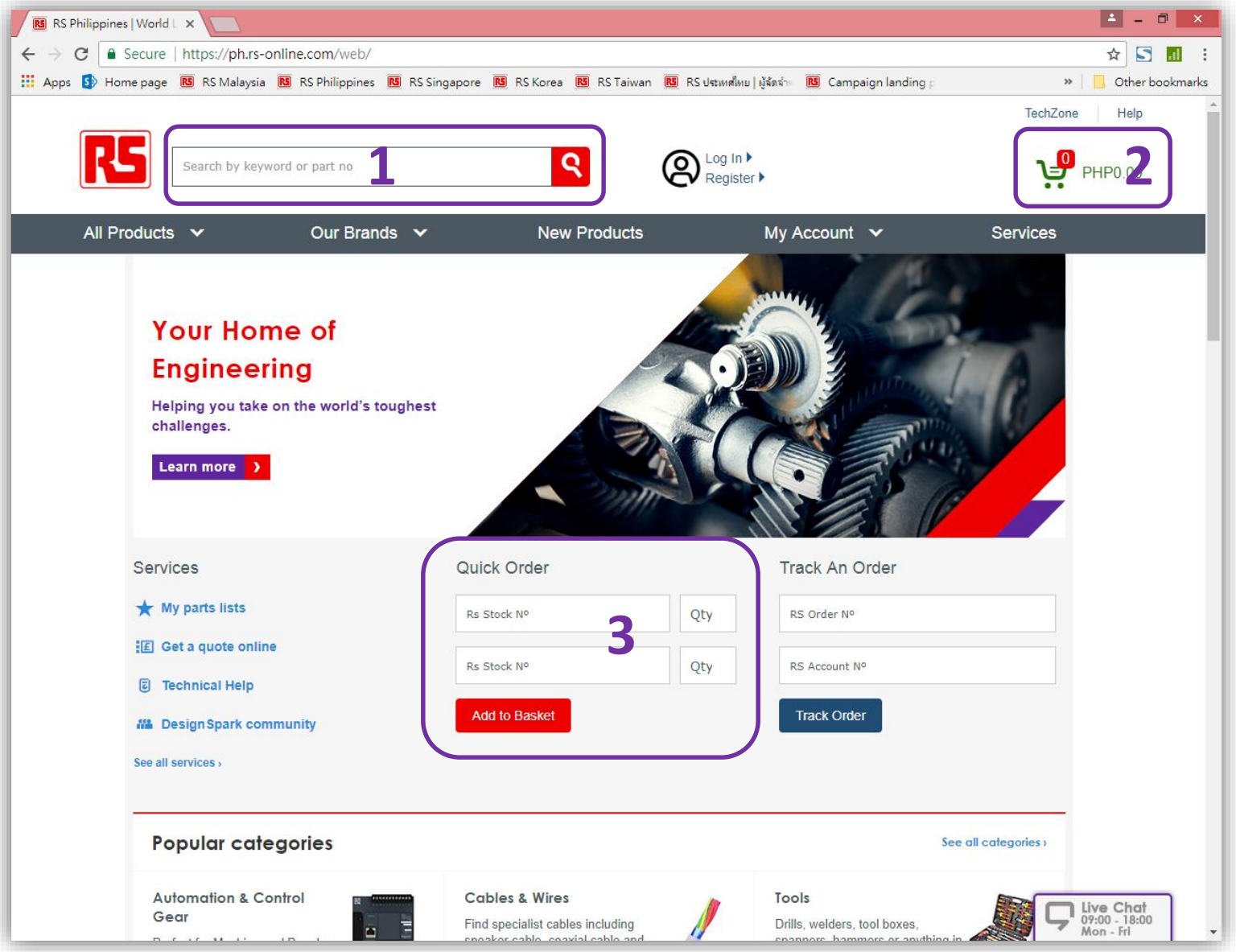
02 Place RS online order

STEP 2: Click Log In



03 Place RS online order

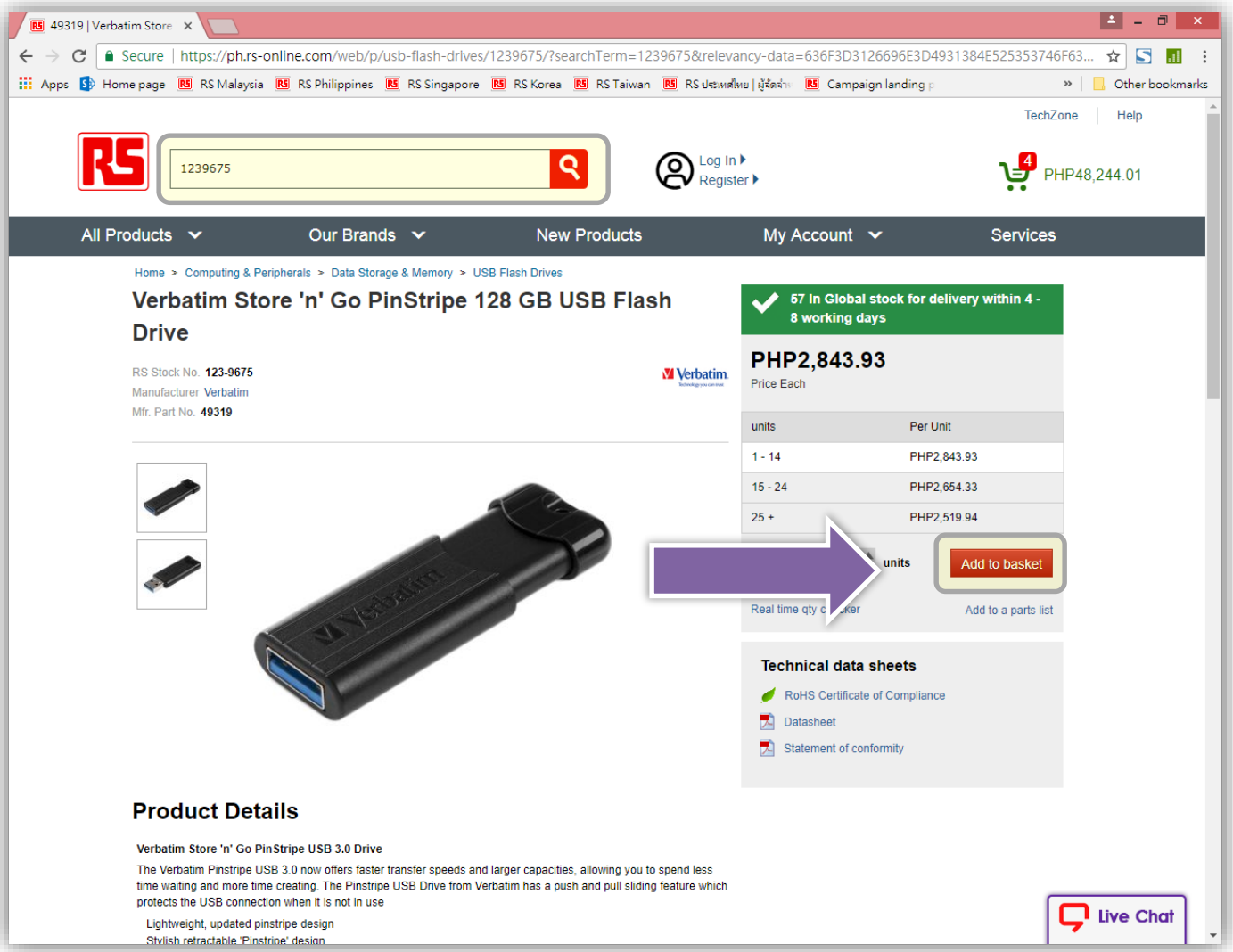
STEP 3: Add Your Items in 3 ways



03 Place RS online order

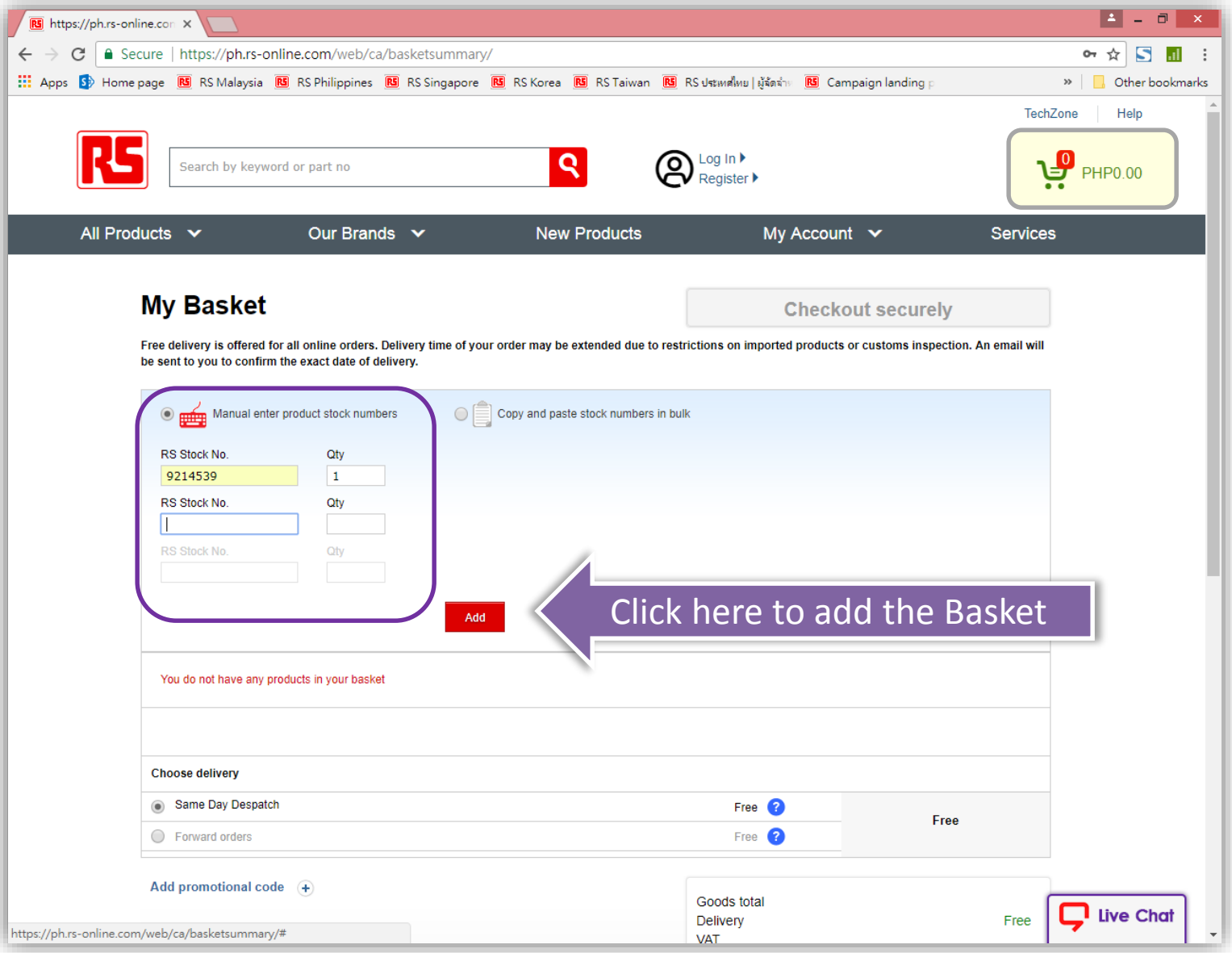
STEP 3: Add Your Items in 3 ways

1. Search item using “Keyword”, “Manufacturing Part No.”, “RS Stock No.”, add Quantity, then click **Add to Basket**.



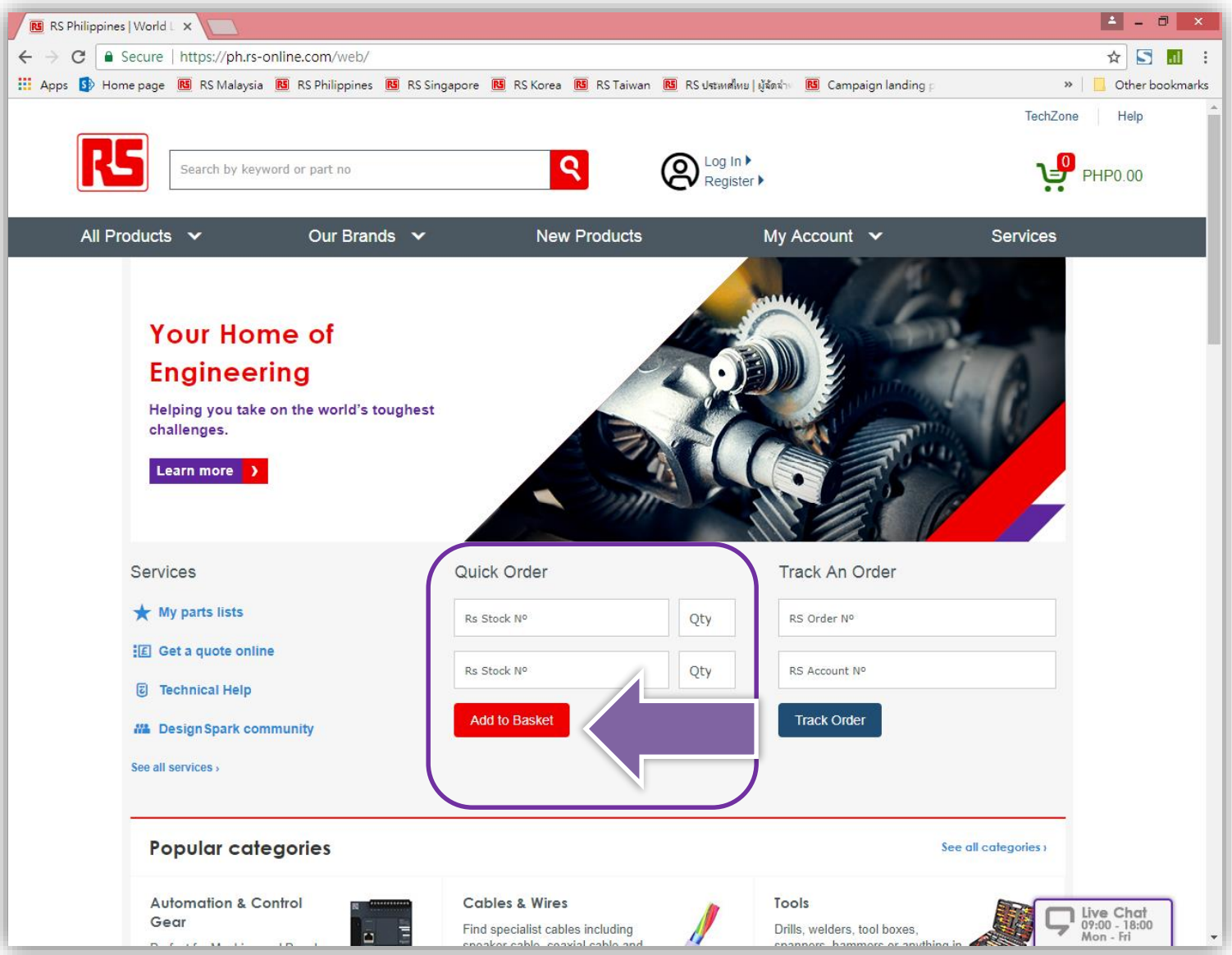
STEP 3: Add Your Items in 3 ways

2. Click the Shopping Cart. Manually Enter RS Stock No. and Quantity then click **Add**.



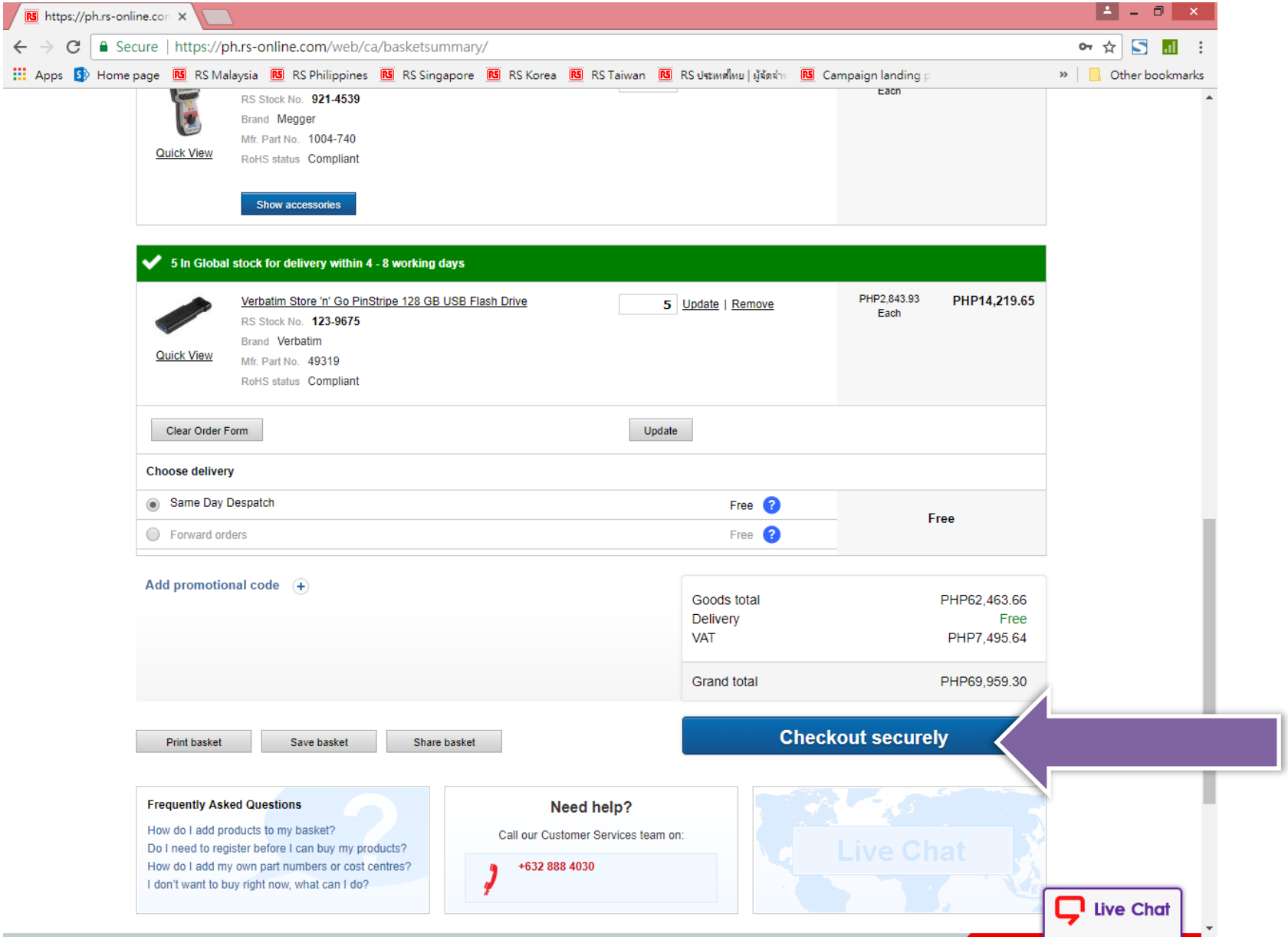
STEP 3: Add Your Items in 3 ways

3. Locate Quick Order in Main Webpage. Manually Enter RS Stock No. and Quantity then click **Add to Basket**.



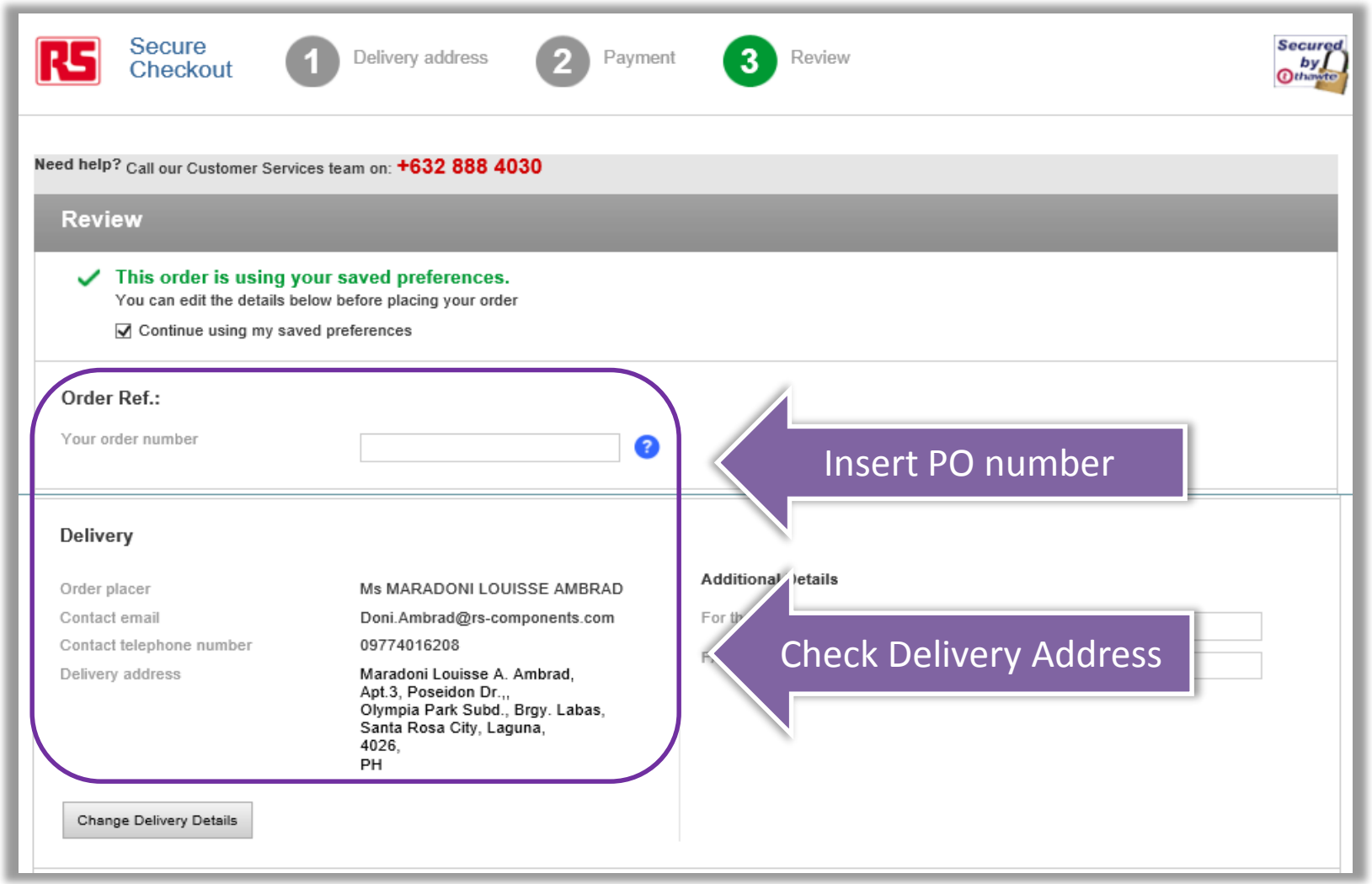
04 Place RS online order

STEP 4: Check out

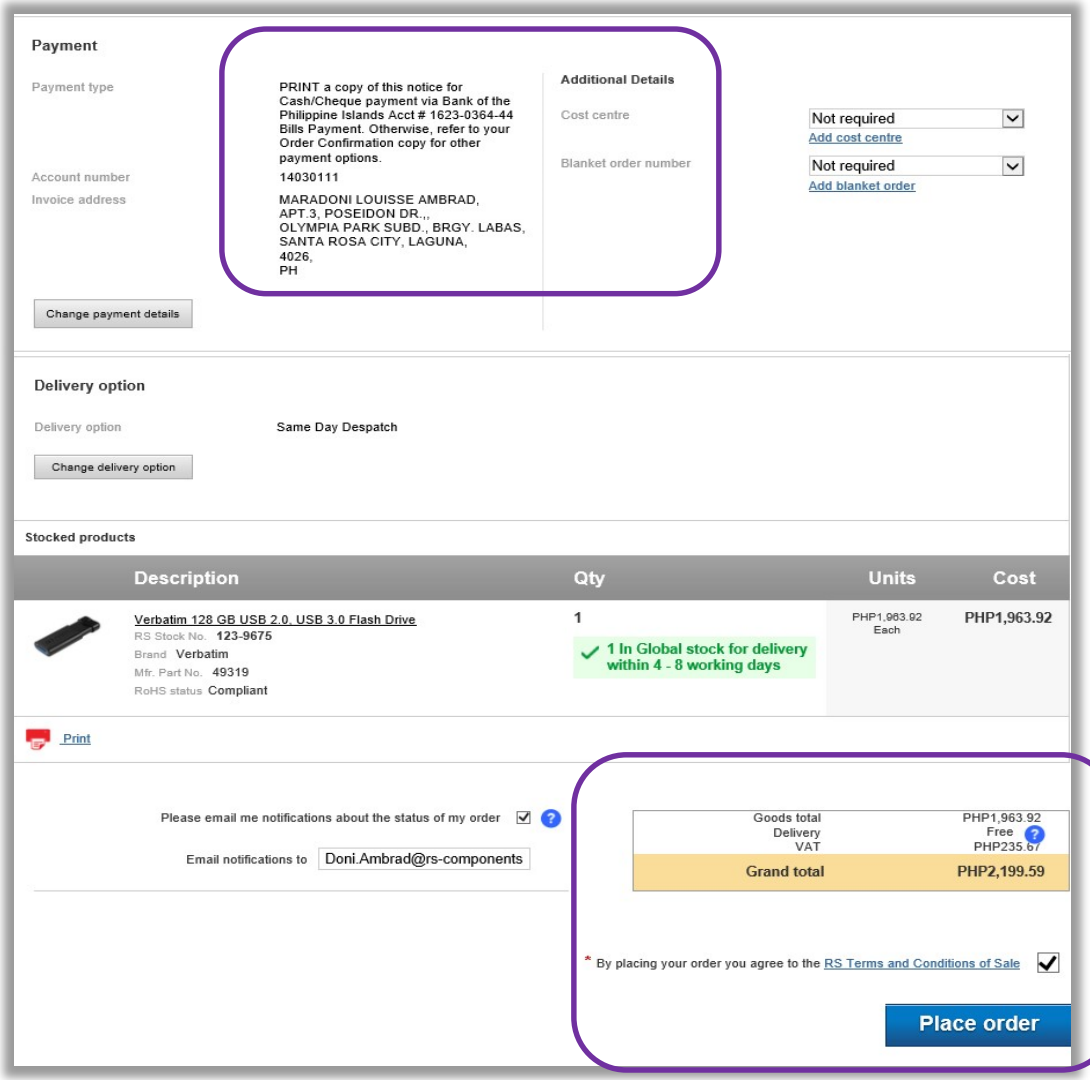


STEP 5: Secure Checkout

Tip: Don't forget to put the **PO NUMBER** in **YOUR ORDER NUMBER**.



STEP 5: Secure Checkout

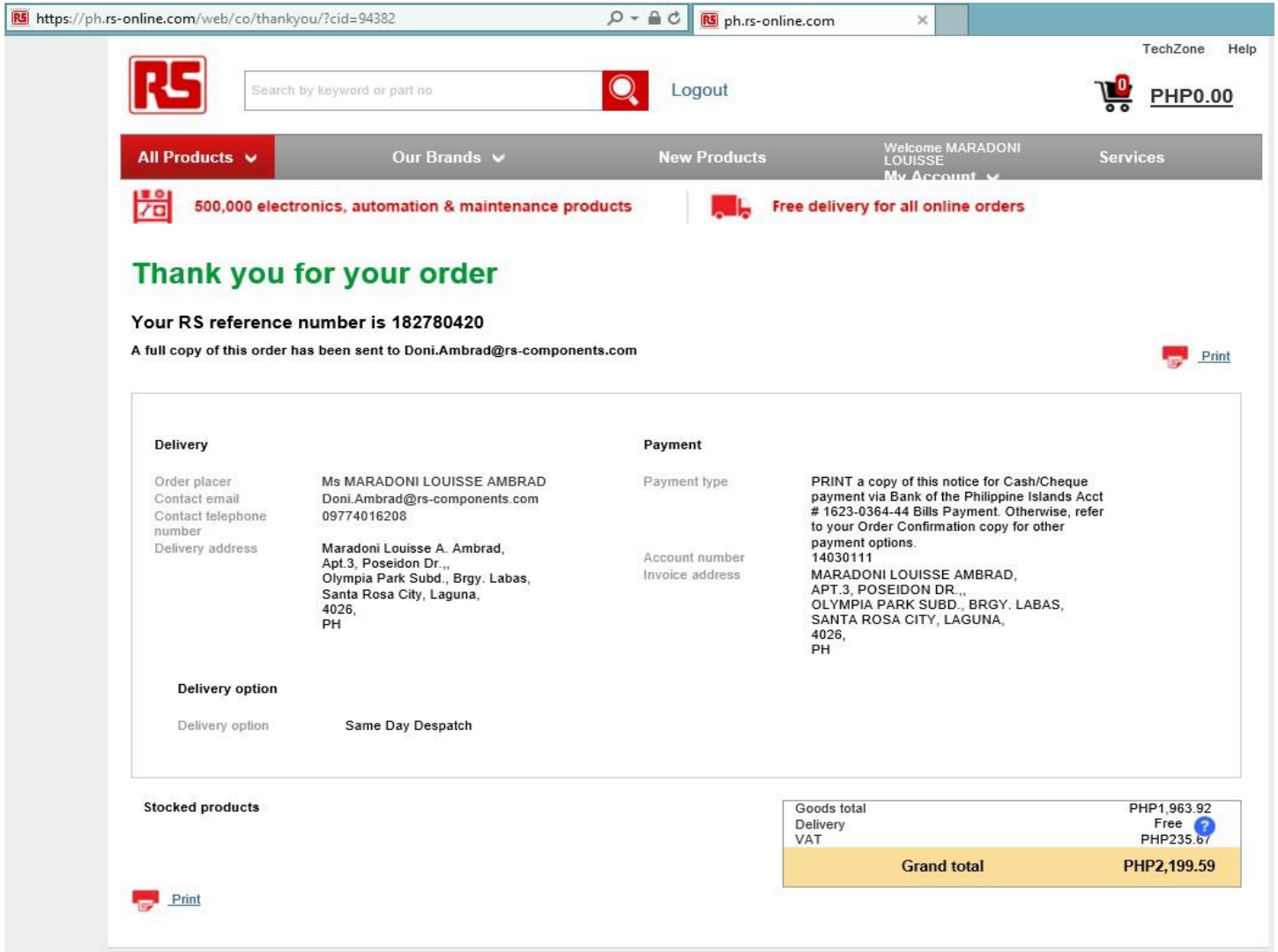


You may settle payment via Bills payment (Default) or change to Credit Payment

Check her and Place order

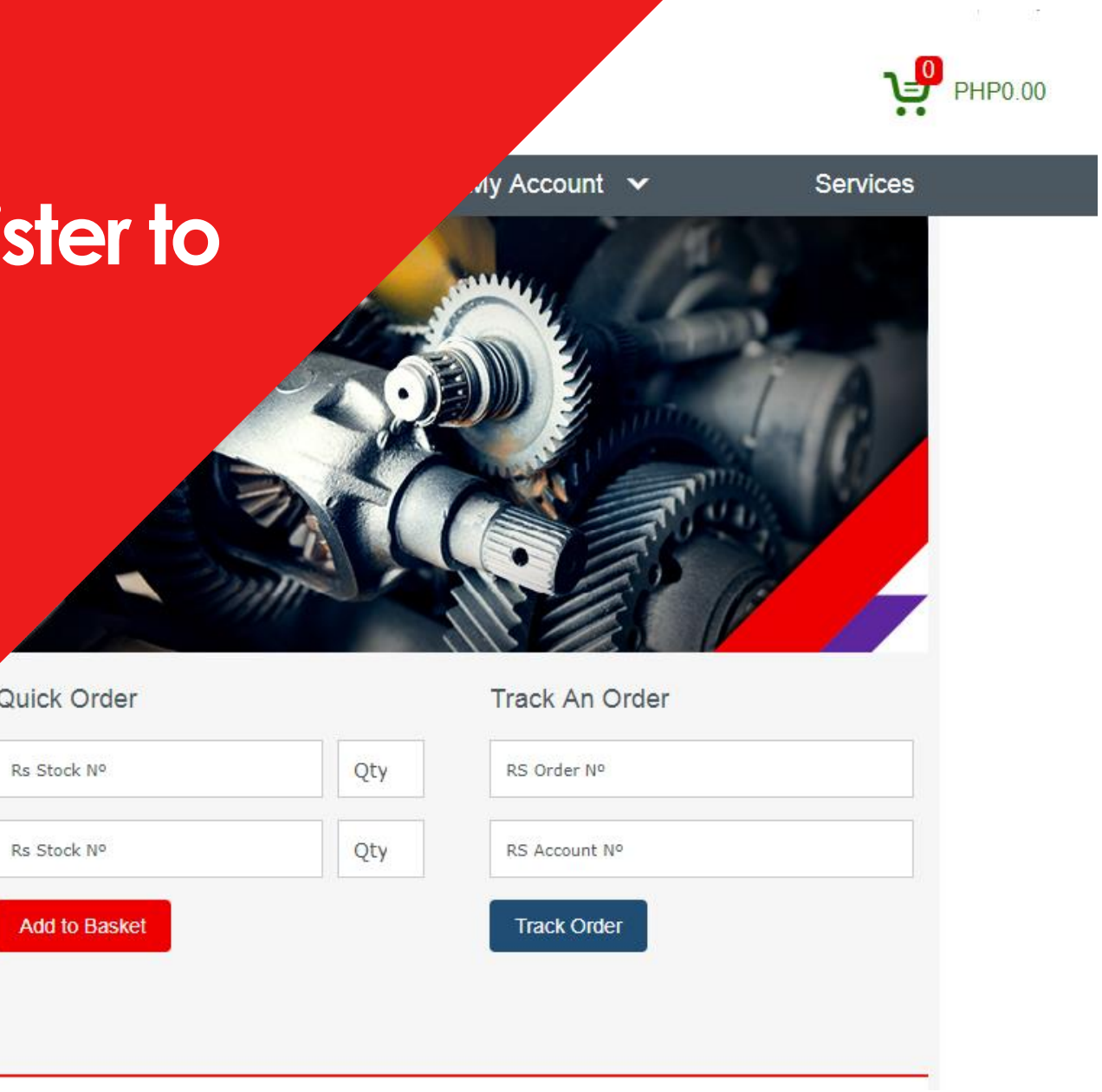
STEP 5: Order Confirmation

Tip: You will also receive an e-mail confirmation. Use the RS Order Ref. no. to follow-up your order to RS.



Thank You!

How to Register to RS ONLINE?



01 Register to RS Online

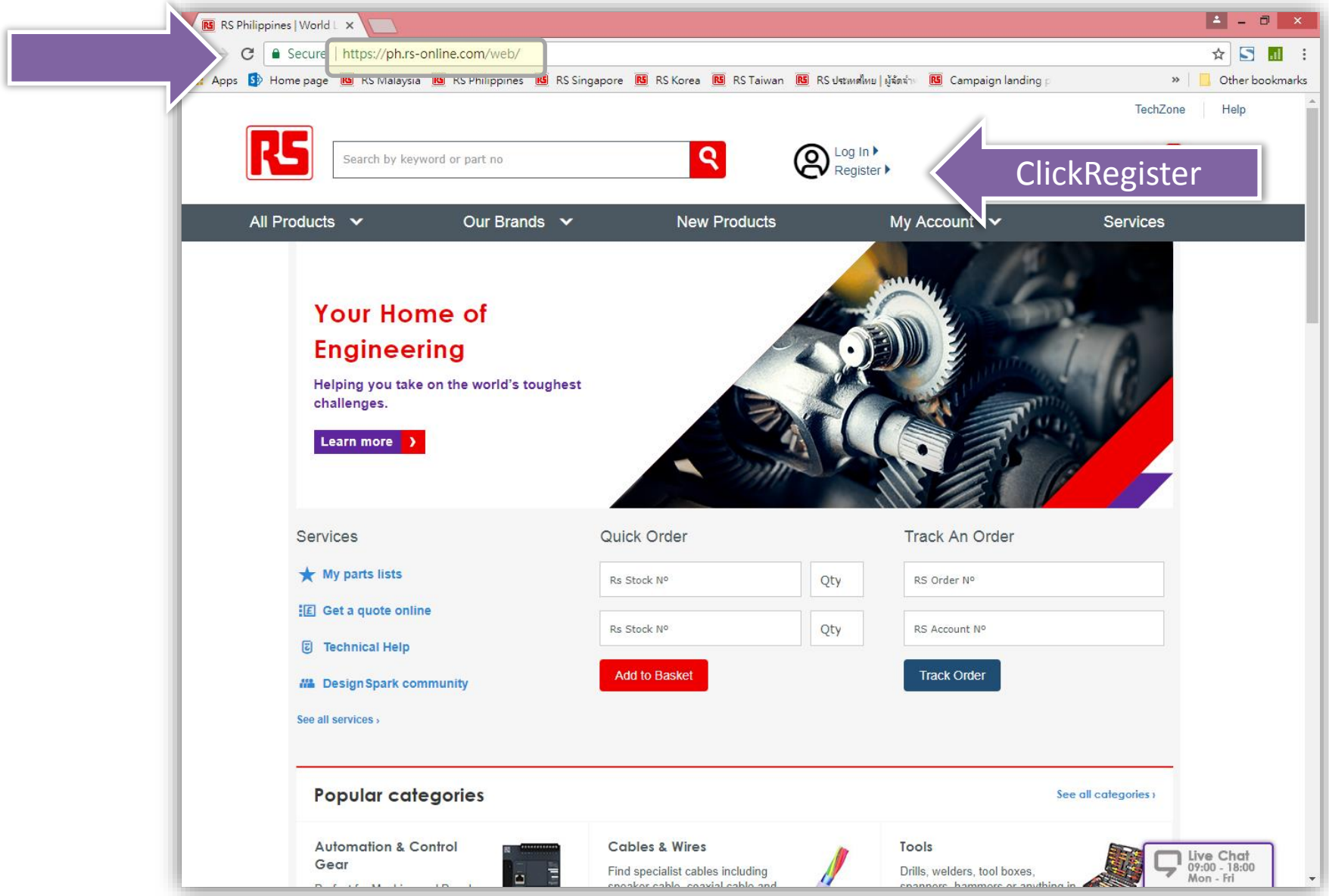
As EASY as 1, 2, 3!

Register with **RS Online** to unlock all the **enhanced features** and **new services online** which will help you transact with ***RS seamlessly and efficiently***.

- **Place your orders ONLINE!**
- **View ALL orders history!**
- **Create your own quotations!**
- **Access to your invoices! New!**
- **Track your parcel! New!**

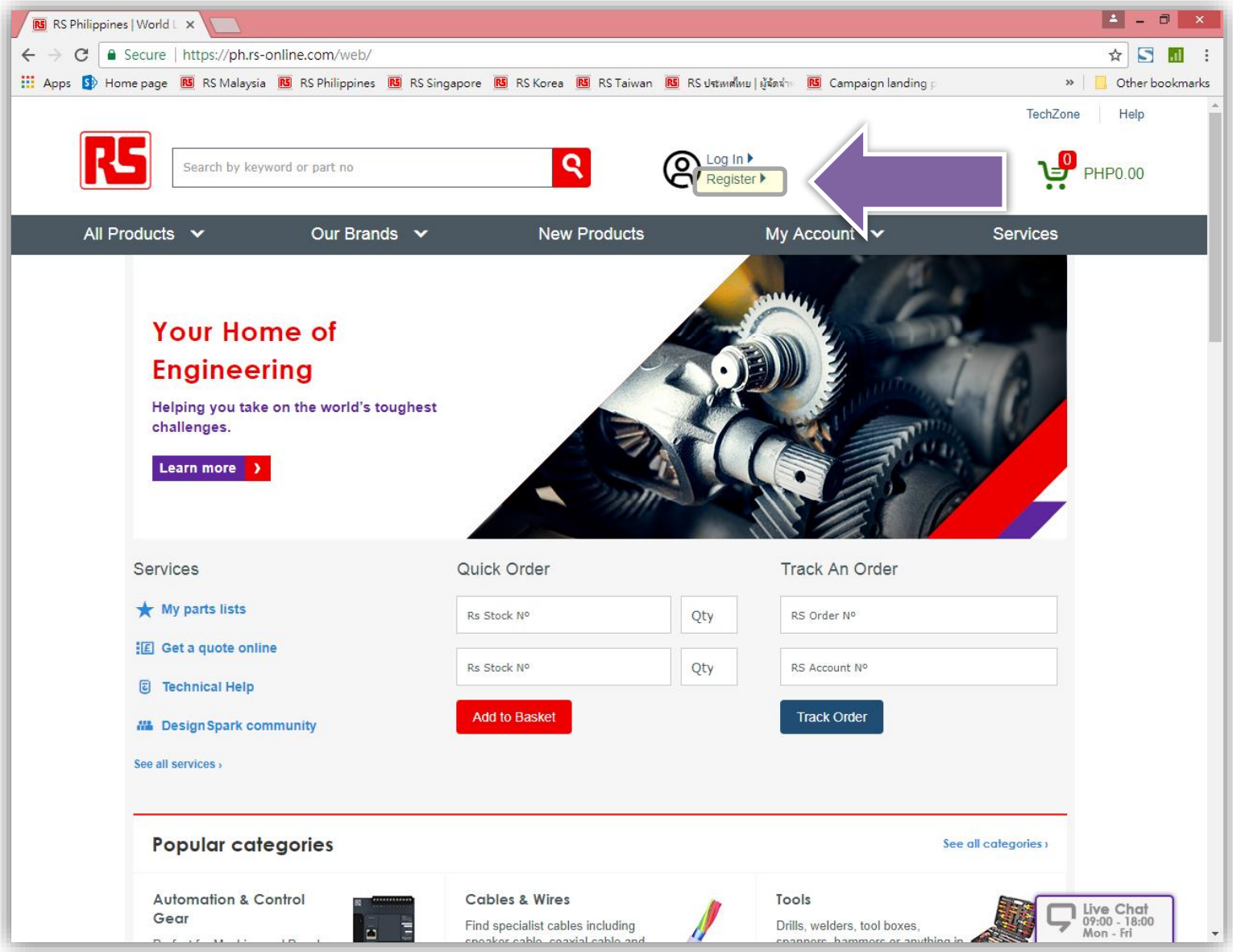
01 Register to RS Online

STEP 1: Go to RS Website at http://ph.rs-online.com/web/



02 Register to RS Online

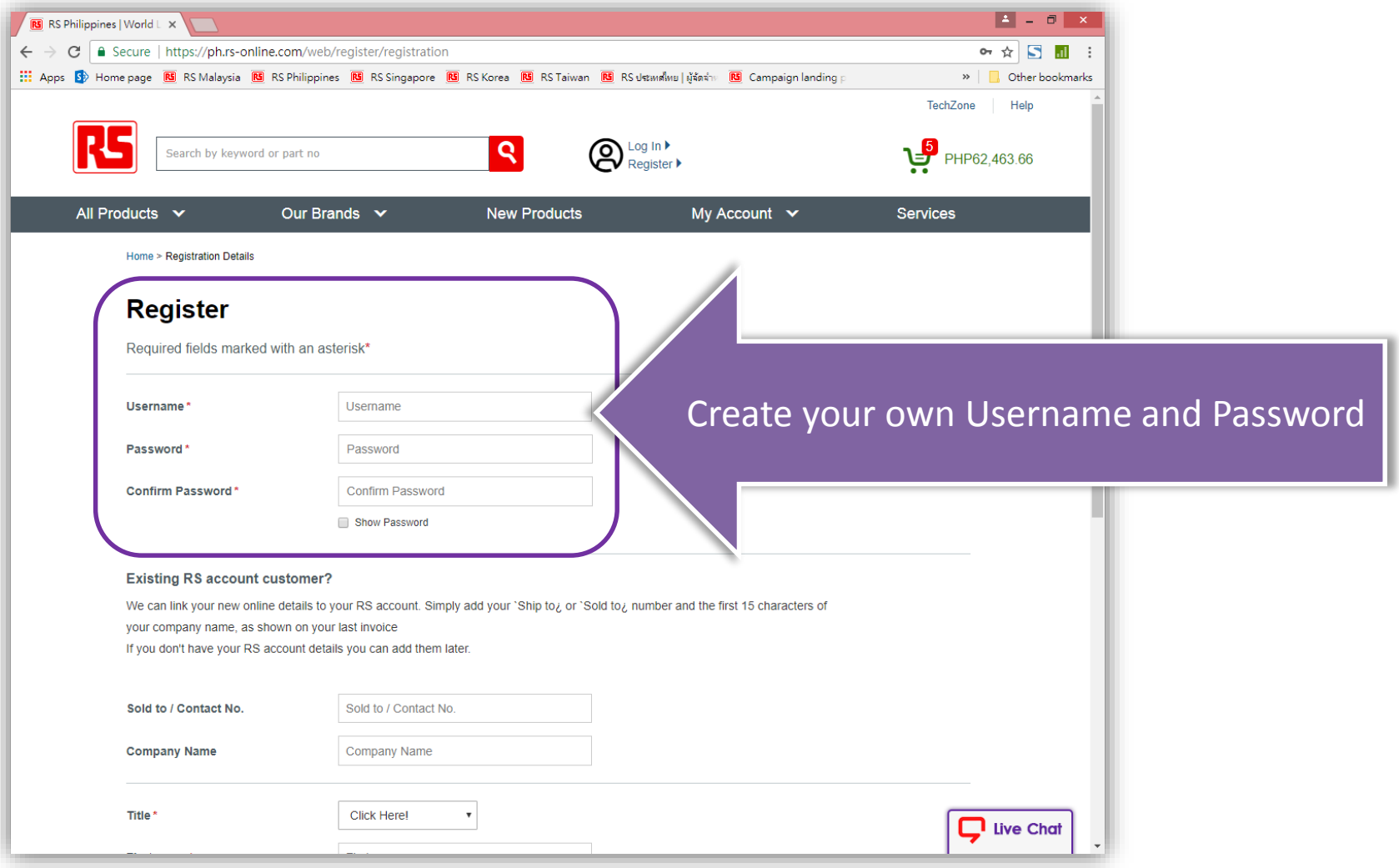
STEP 2: Click Register



STEP 3: Complete ONLINE REGISTRATION

3.1 Create your own USERNAME and PASSWORD

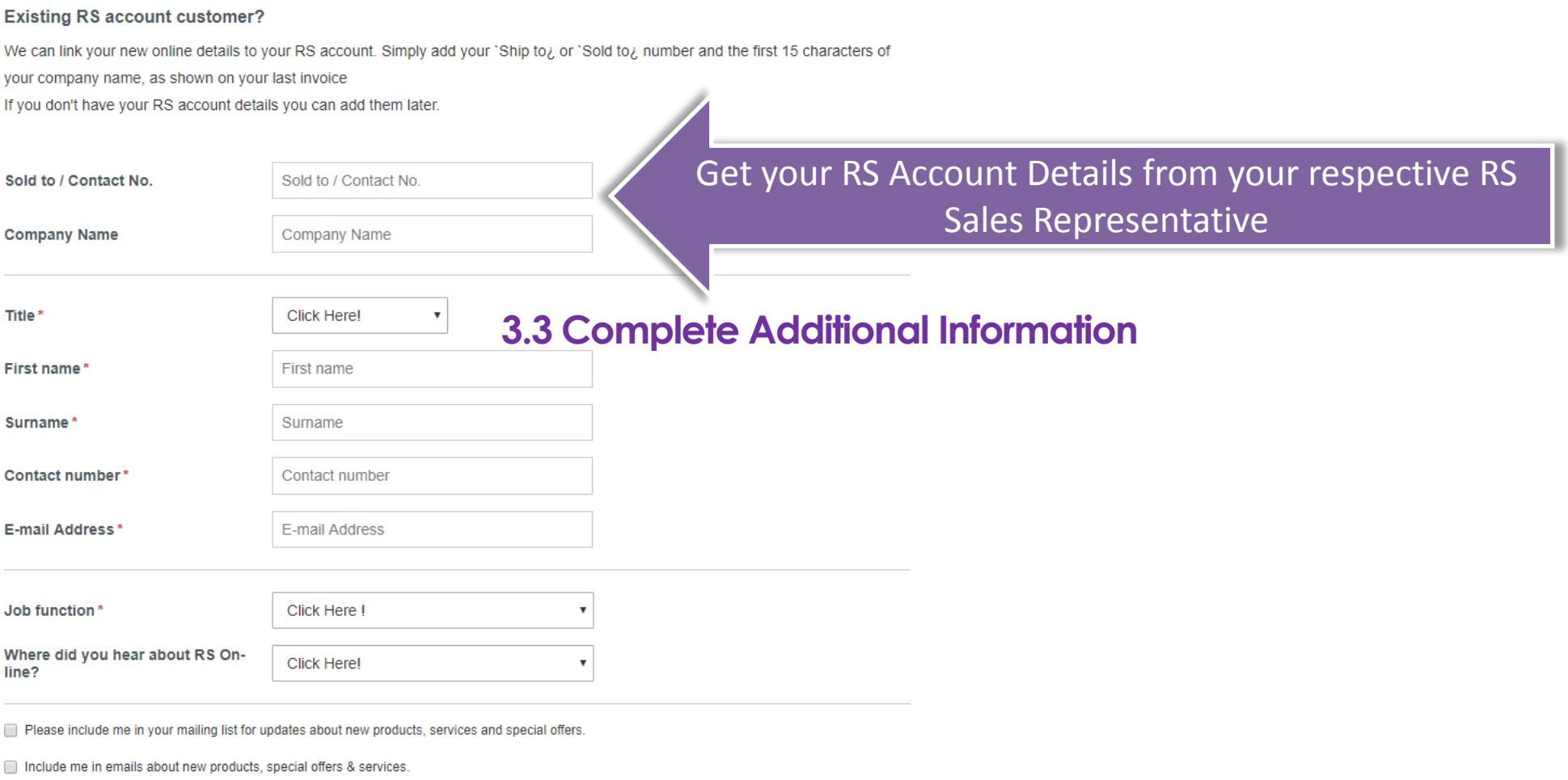
Tip: Make it **SIMPLE** so you won't easily forget.
Username must NOT contain spaces.
Password must be more than 5 characters long.



STEP 3: Complete ONLINE REGISTRATION

3.2 Add your RS ACCOUNT DETAILS

Tip: Not an RS ACCOUNT CUSTOMER yet? Don't worry! You can add them later.



STEP 3: Complete ONLINE REGISTRATION

3.4 Be part of the RS CIRCLE

Tip: Make sure to complete this part to ensure that you will be updated with RS NEW PRODUCTS, SERVICES and SPECIAL OFFERS!

Click here to receive RS email for the latest products and special offer from RS

☑ Please include me in your mailing list for updates about new products, services and special offers.

Company (or Name if personal purchase) *	Company (or Name if personal purchase)
Company Name (continued)	Company Name (continued)
Unit/Building number and Street Name *	Unit/Building number and Street Name
Street Name (continued)	Street Name (continued)
City *	City
Postcode *	Postcode
Country *	Philippines

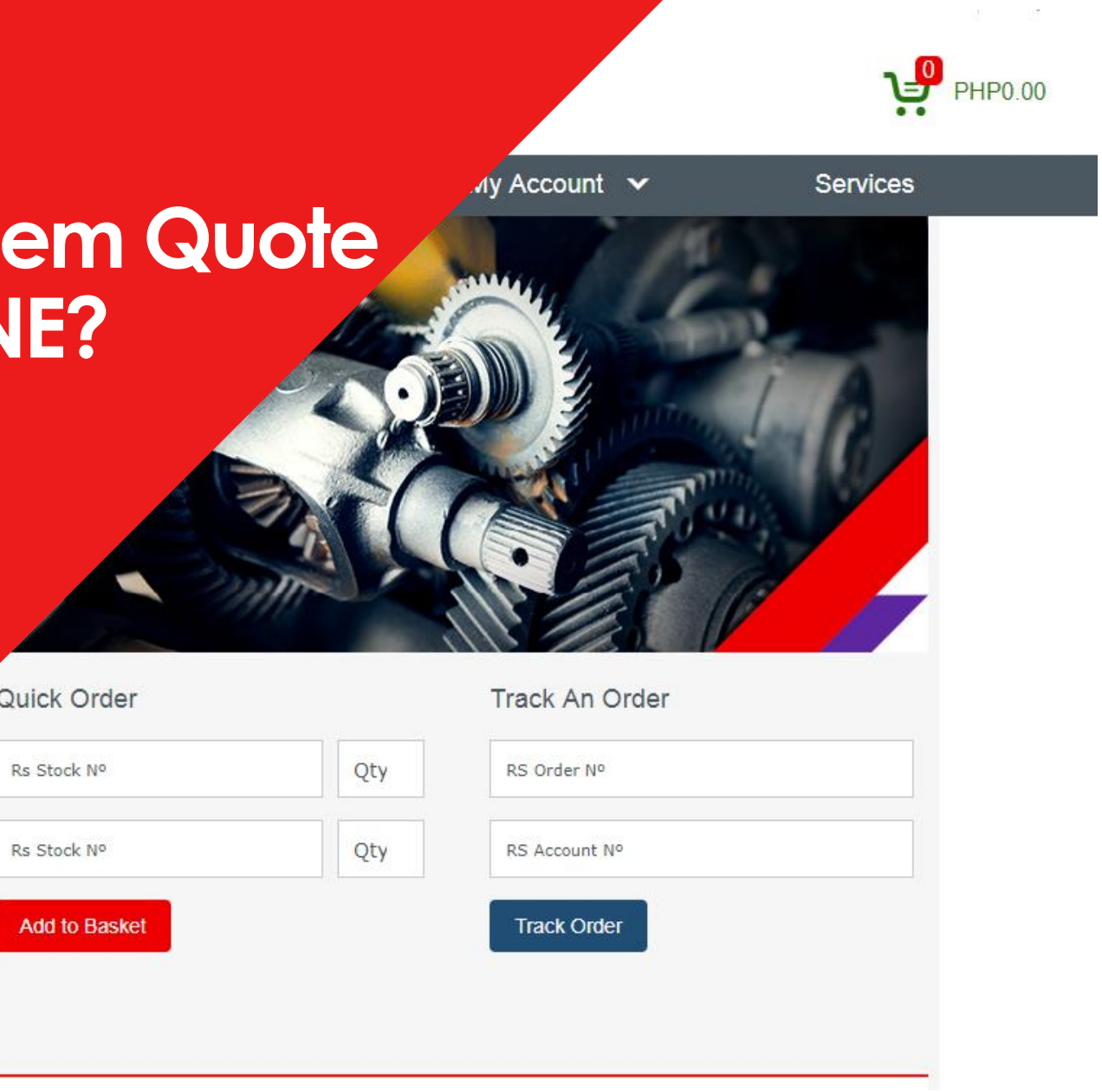
☑ Include me in emails about new products, special offers & services.

Click and completed

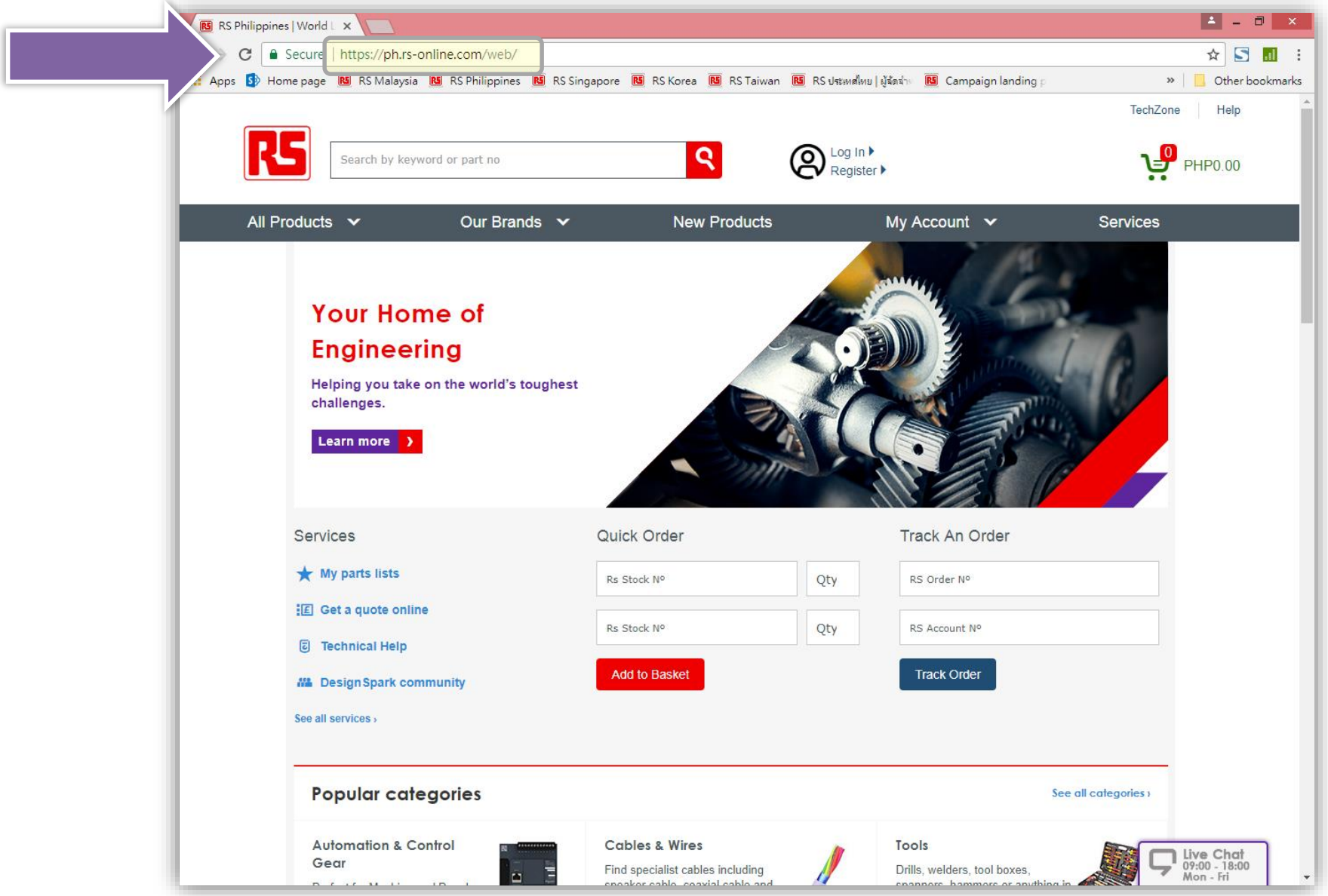
Register

Thank You!

How to Redeem Quote thru RS ONLINE?

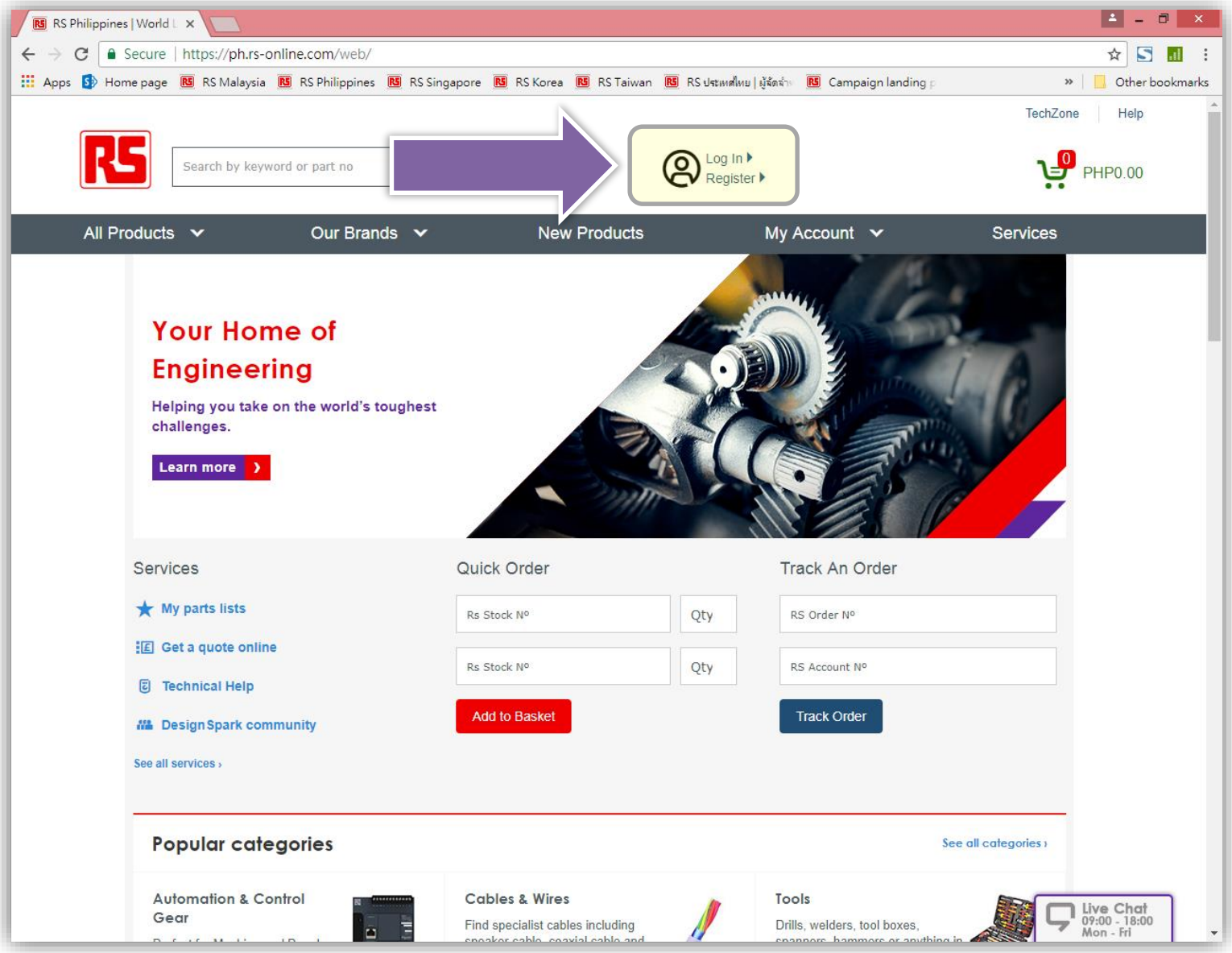


STEP 1: Redeem Quote thru RS ONLINE



02 Redeem Quote thru RS ONLINE

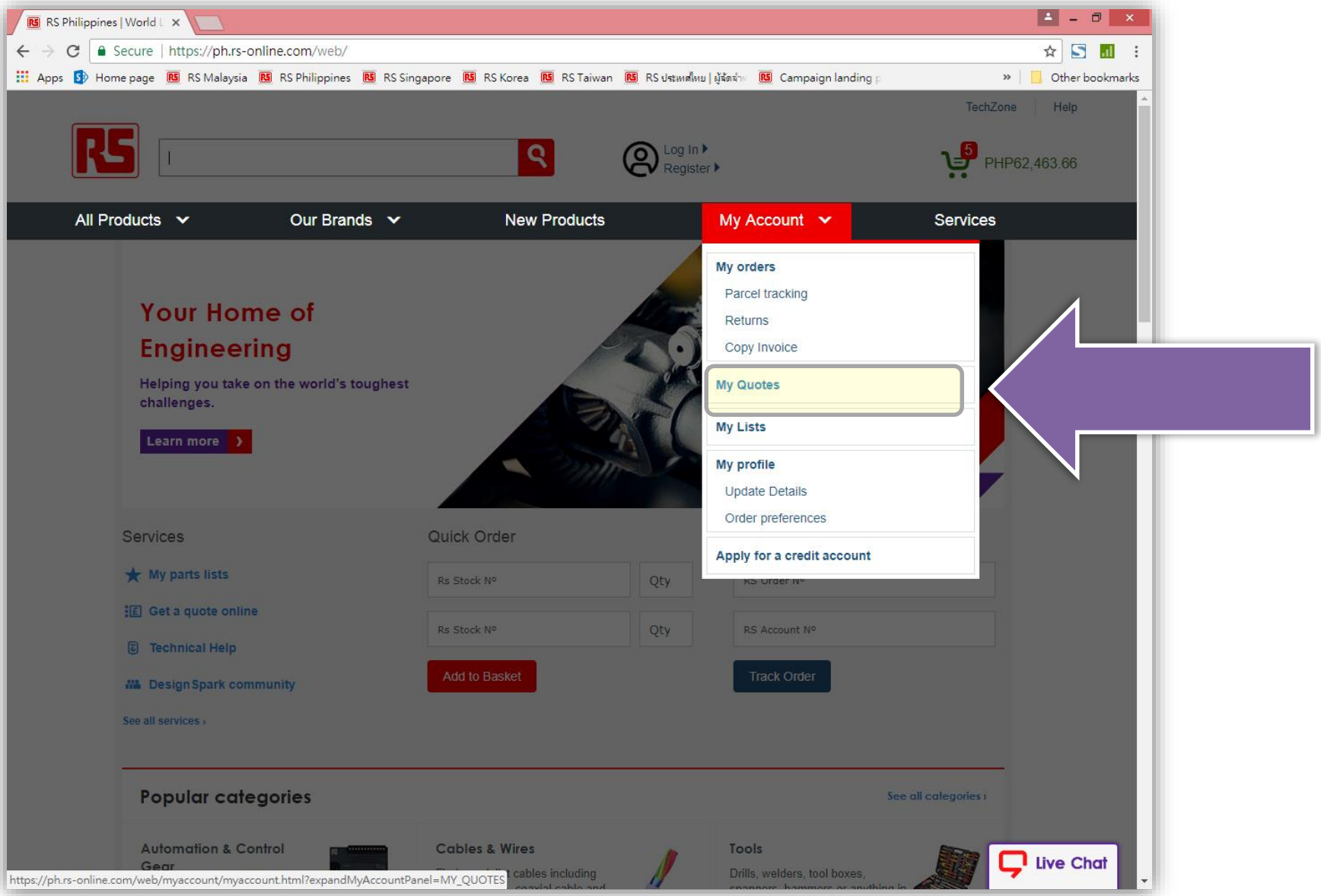
STEP 2: Click Log In



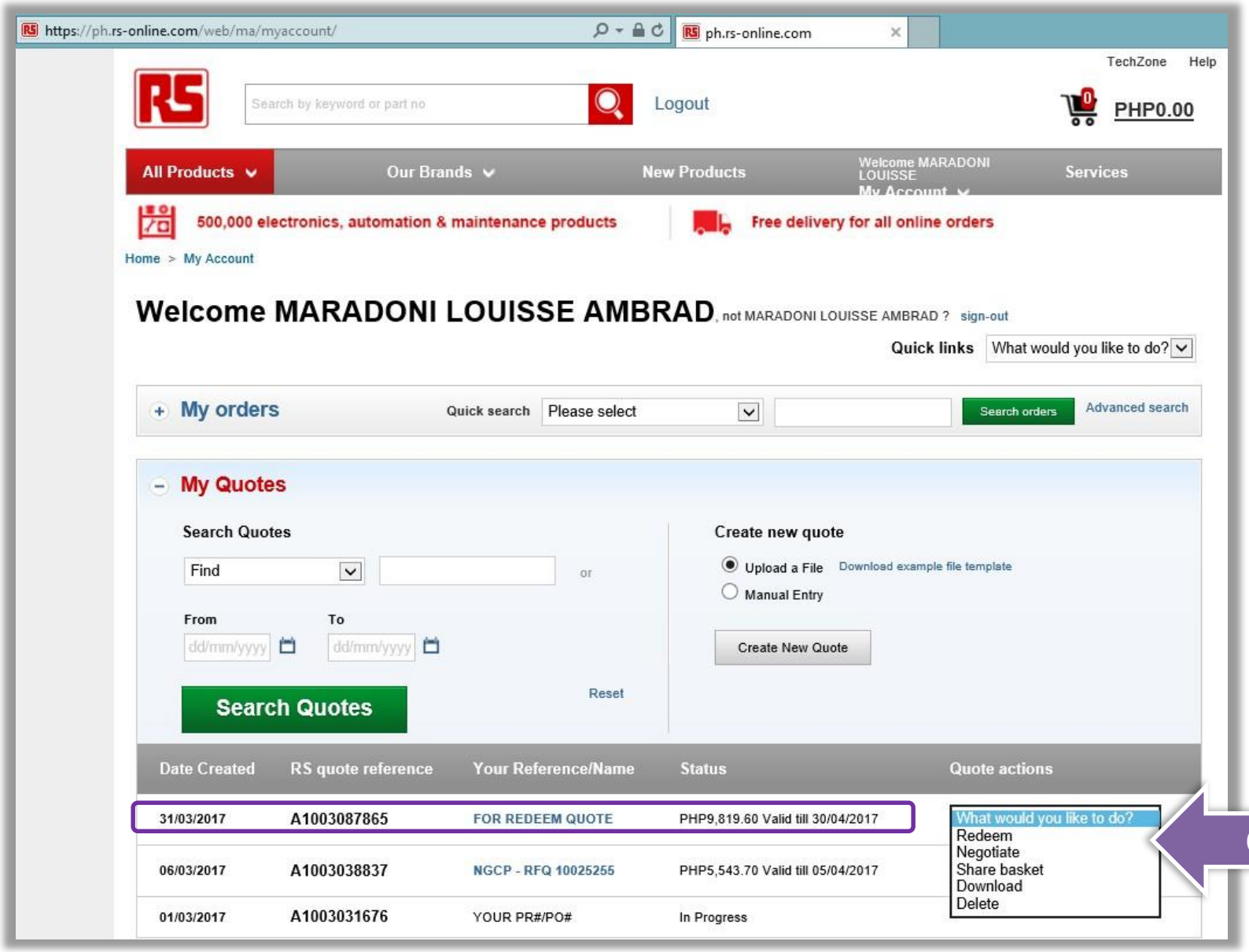
03 Redeem Quote thru RS ONLINE

STEP 3: Go to My Quotes

Tip: All quotations issued to you can be seen through your "My Quotes" section.

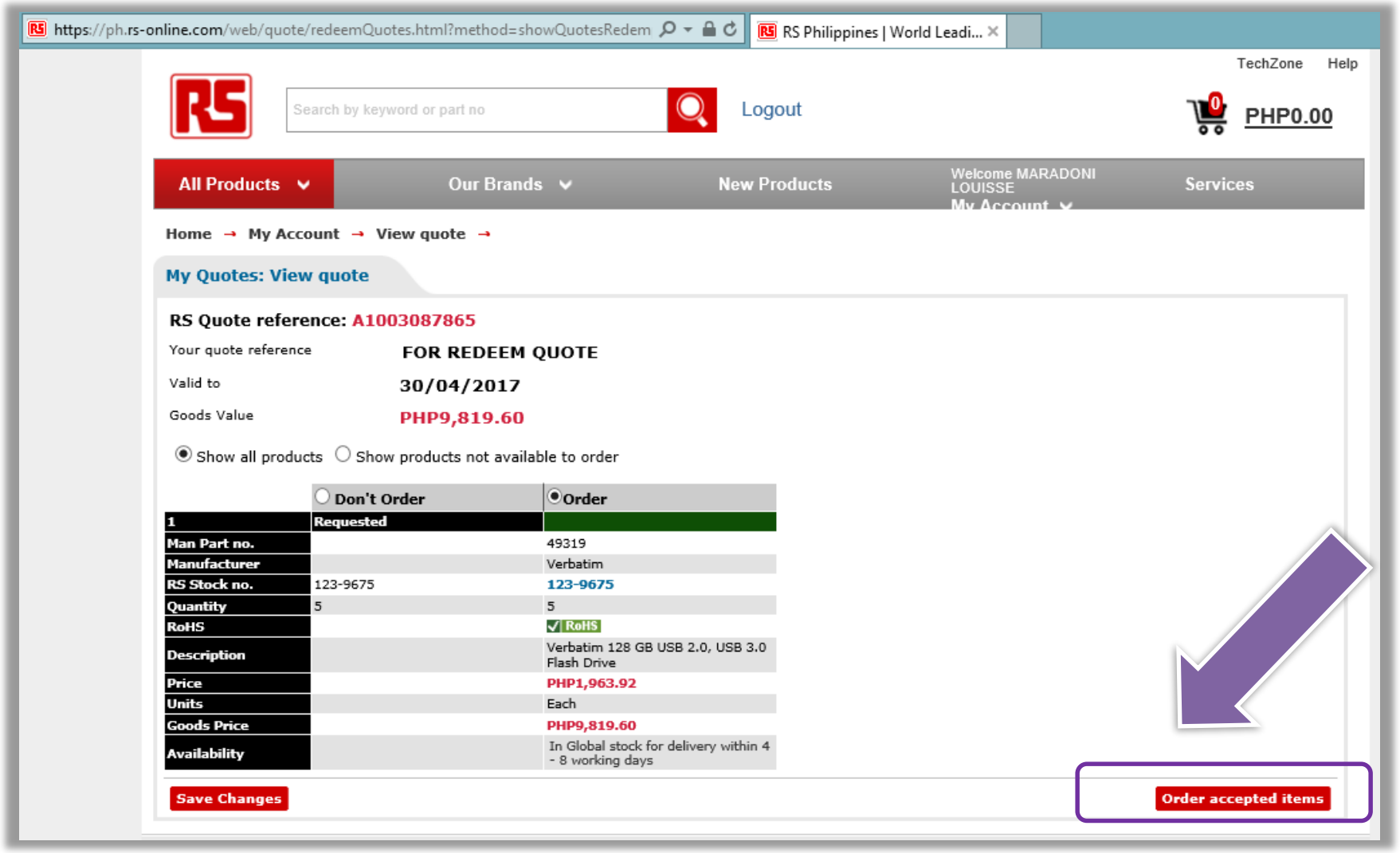


STEP 4: Redeem your Quotation



05 Redeem Quote thru RS ONLINE

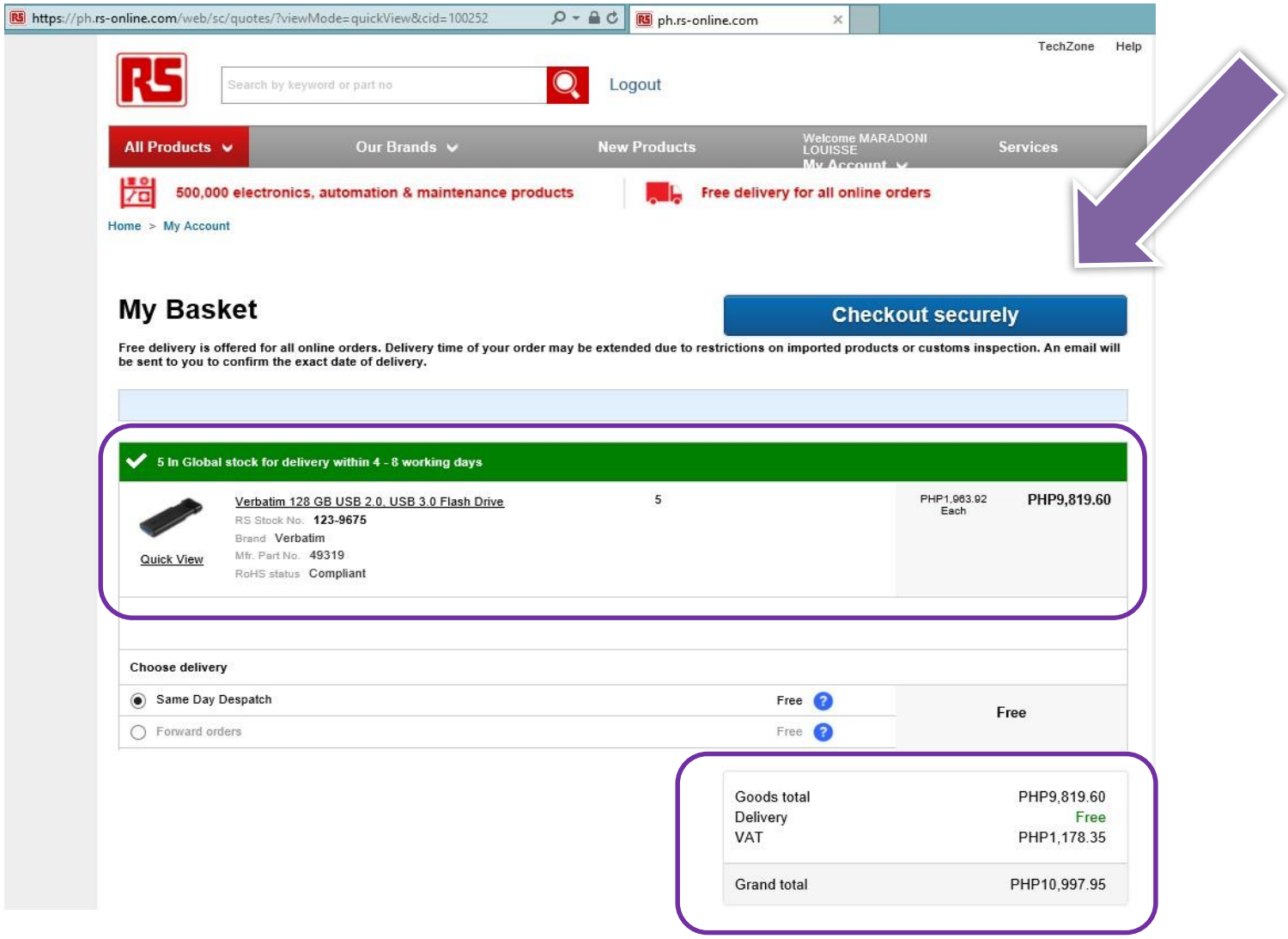
STEP 5: Accept the Items to be Ordered



06 Redeem Quote thru RS ONLINE

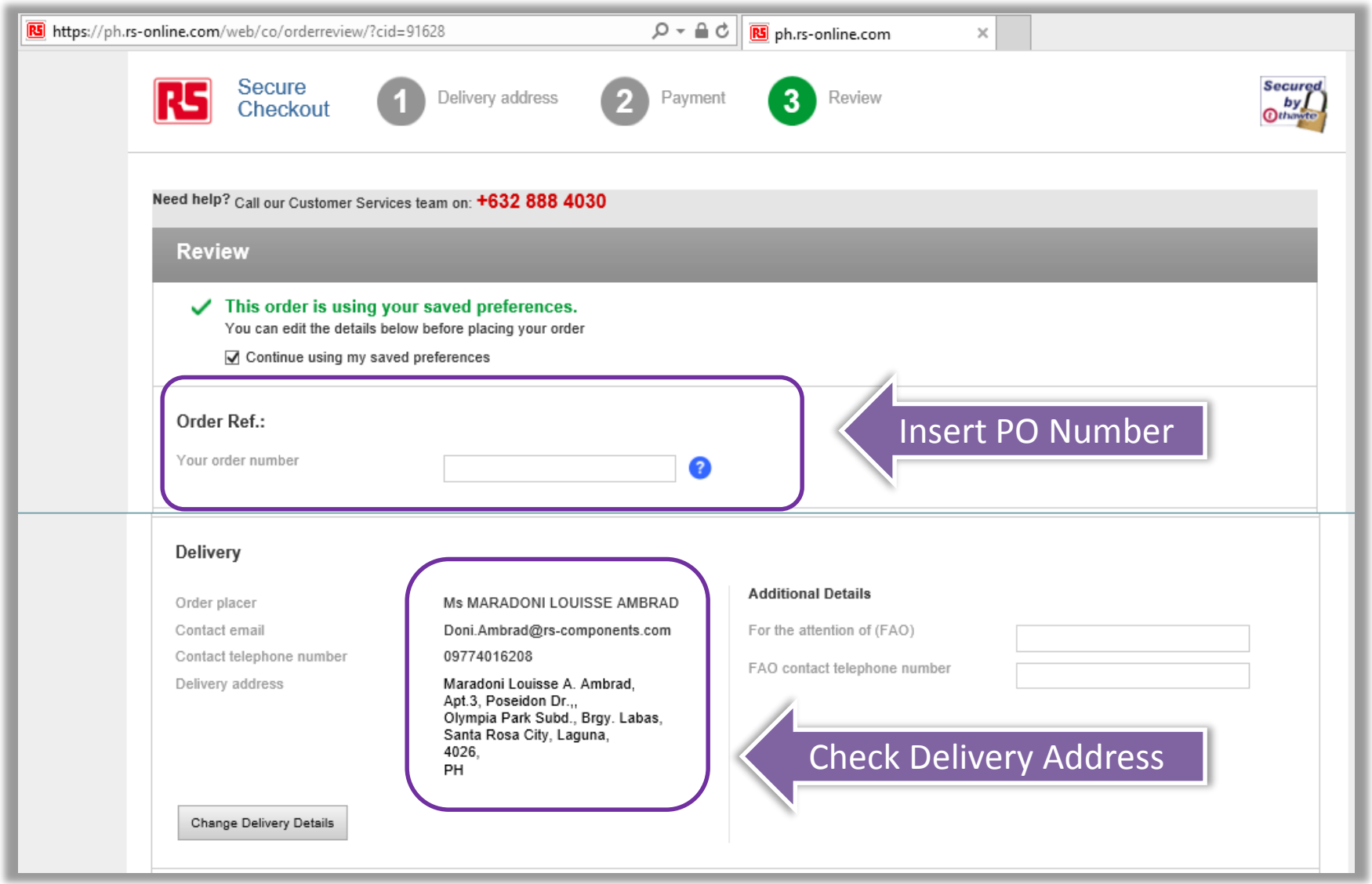
STEP 6: Checkout your Items

Tip: Make sure GRAND TOTAL is tally with your PO TOTAL to avoid discrepancies in Sales Invoice.



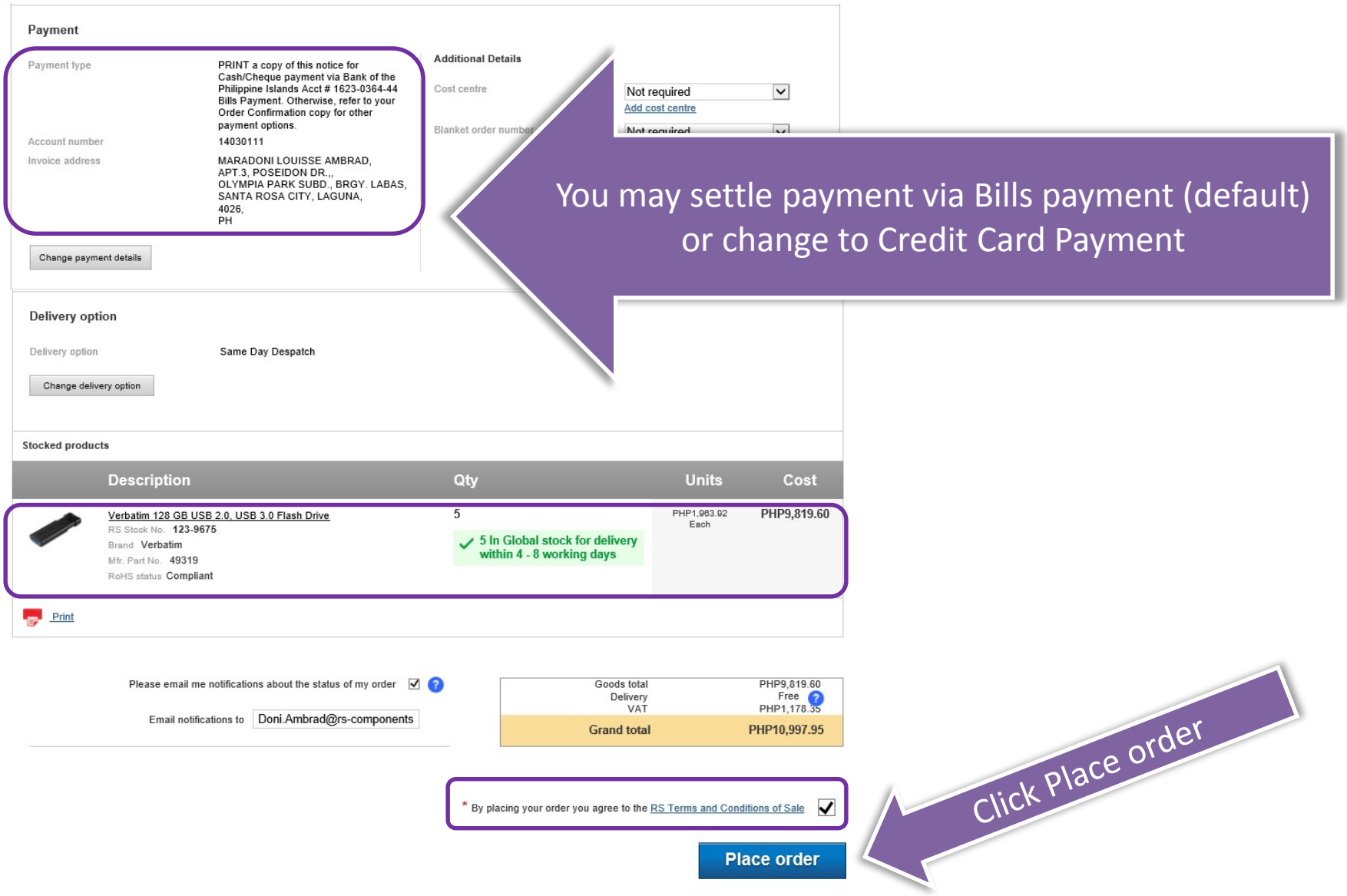
STEP 7: Secure Checkout

Tip: Don't forget to put the PO NUMBER in YOUR ORDER NUMBER.



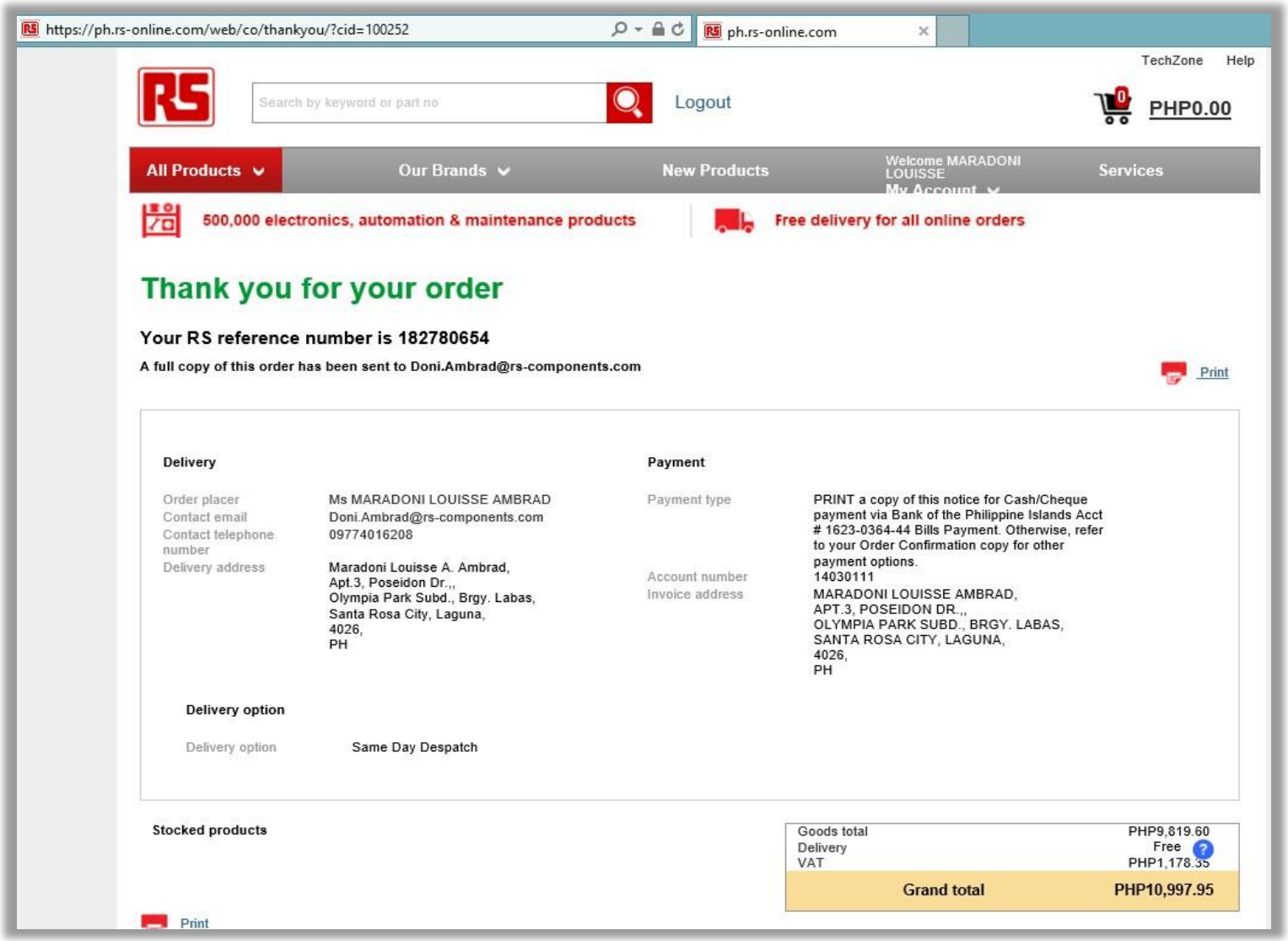
08 Redeem Quote thru RS ONLINE

STEP 7: Secure Checkout



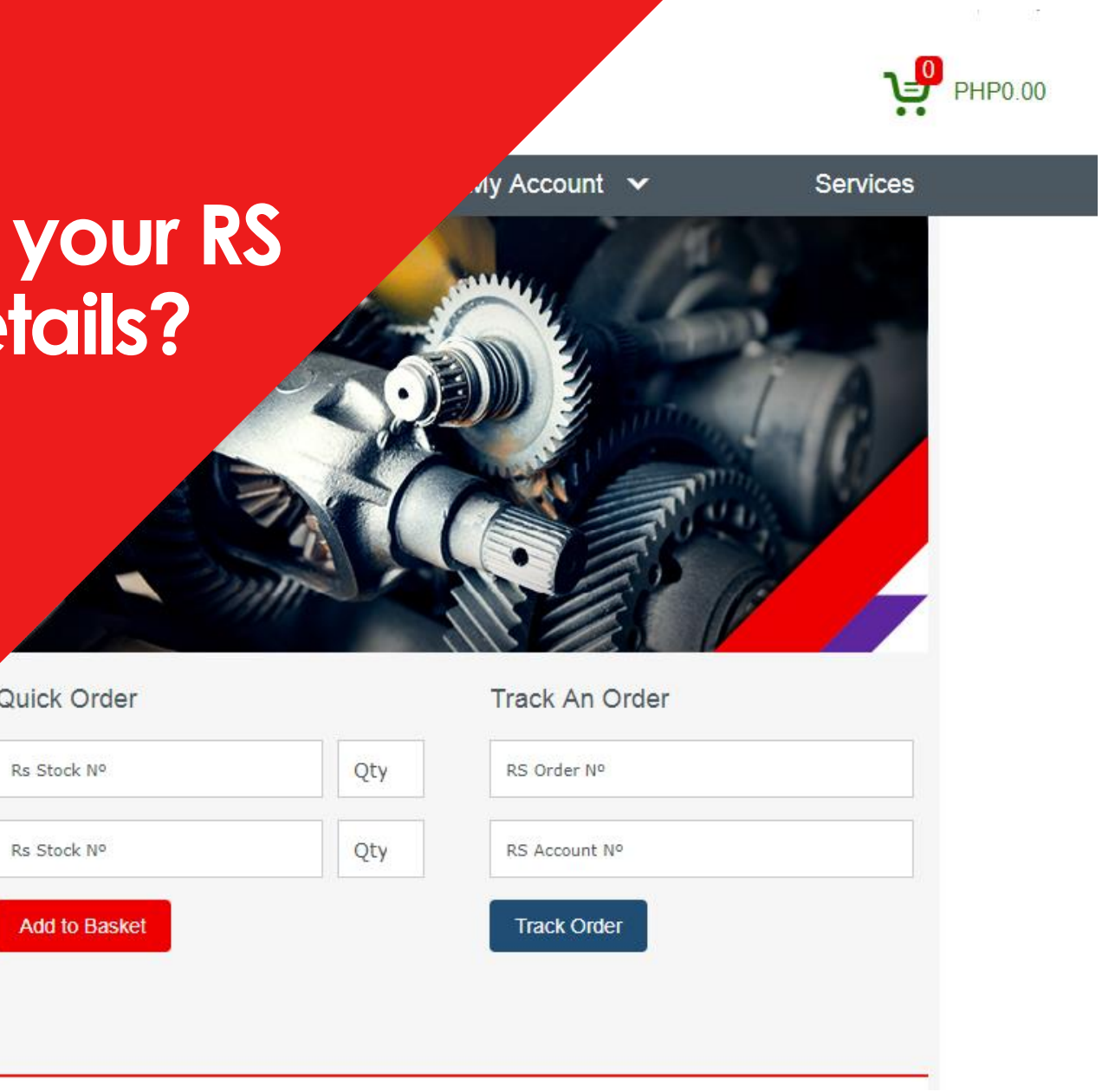
STEP 8: Order Confirmation

Tip: You will also receive an e-mail confirmation. Use the RS Order Ref. no. to follow-up your order to RS.



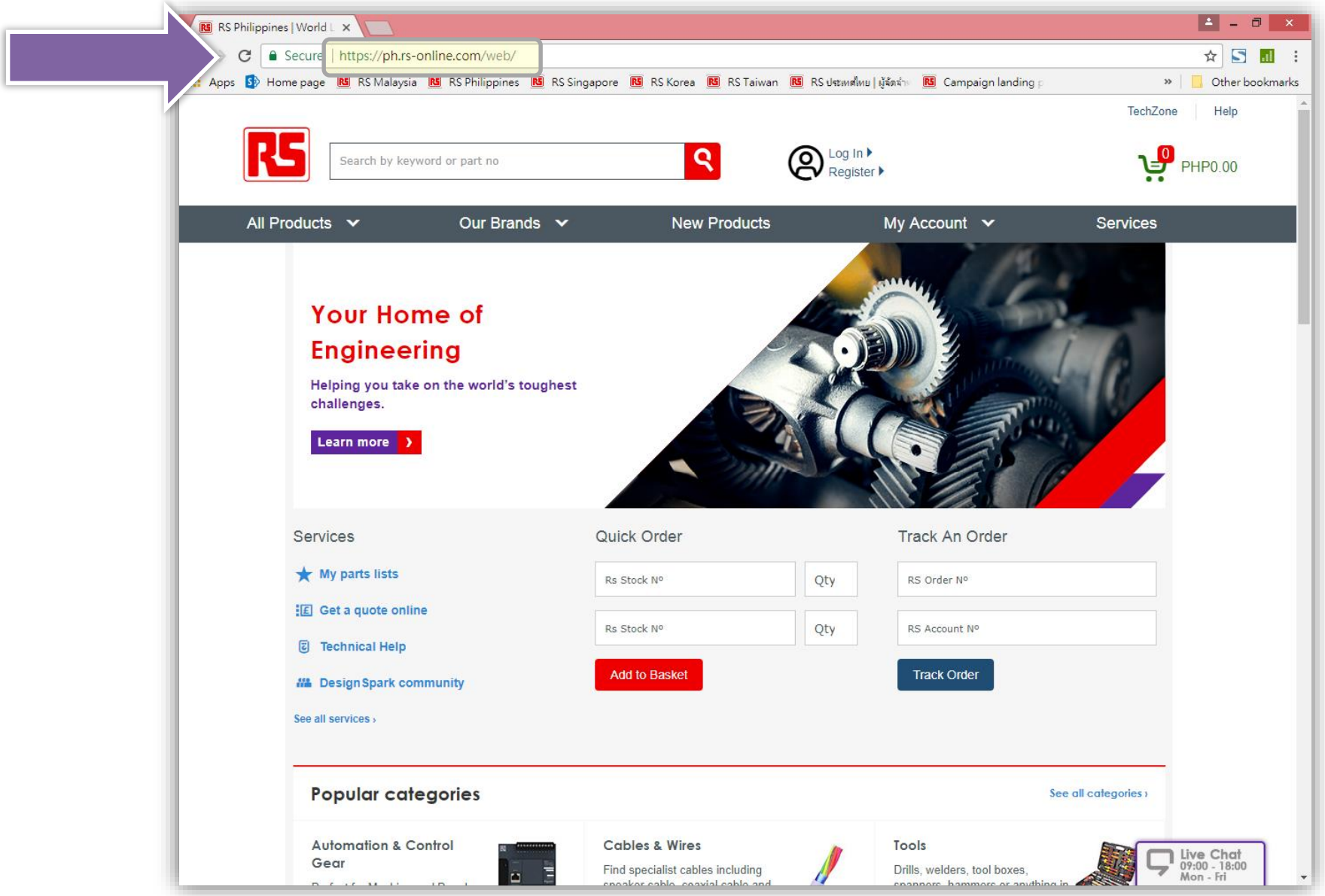
Thank You!

How to add your RS Account Details?



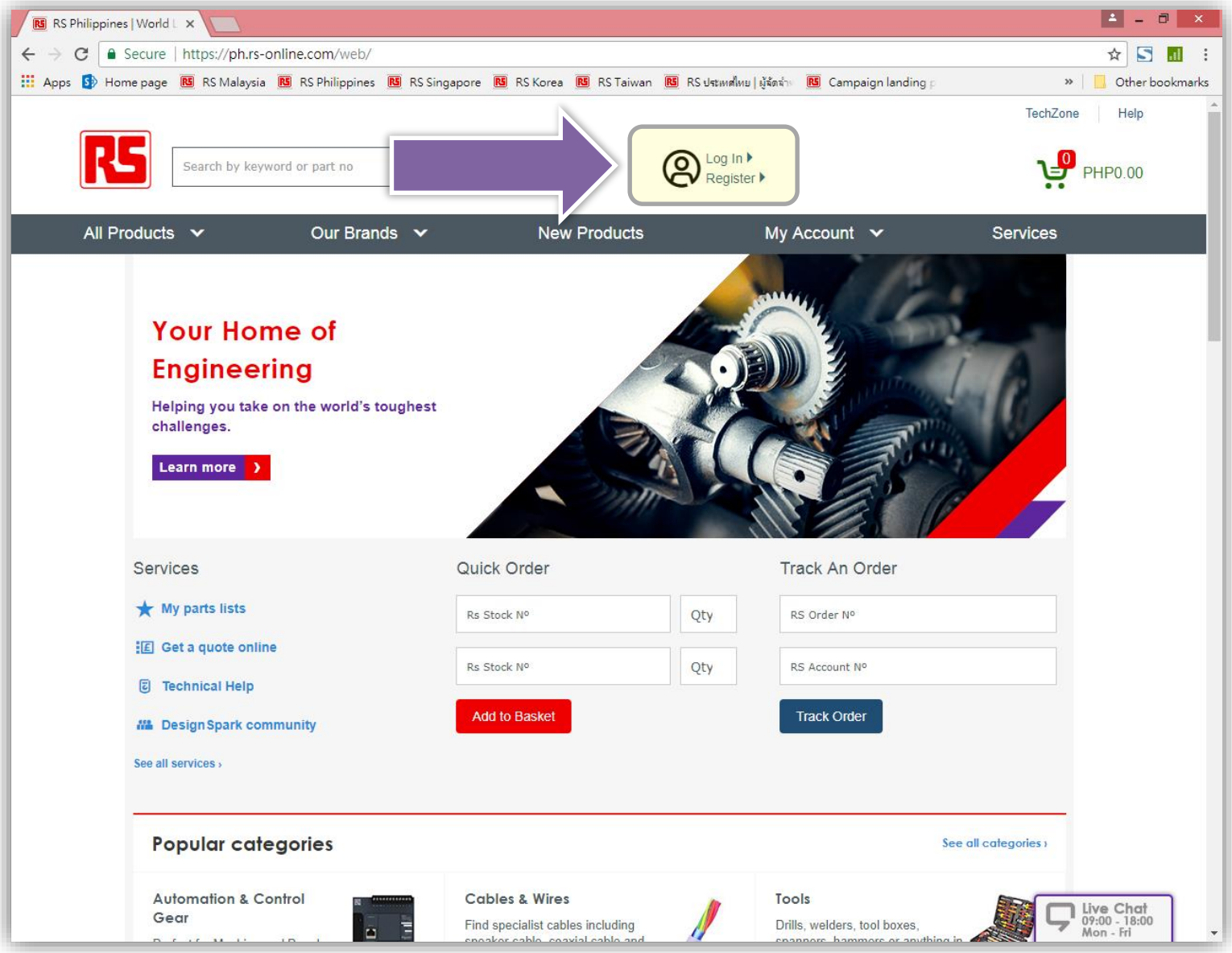
01 Add your RS Account Details

STEP 1: Go to RS Website at http://ph.rs-online.com/web/



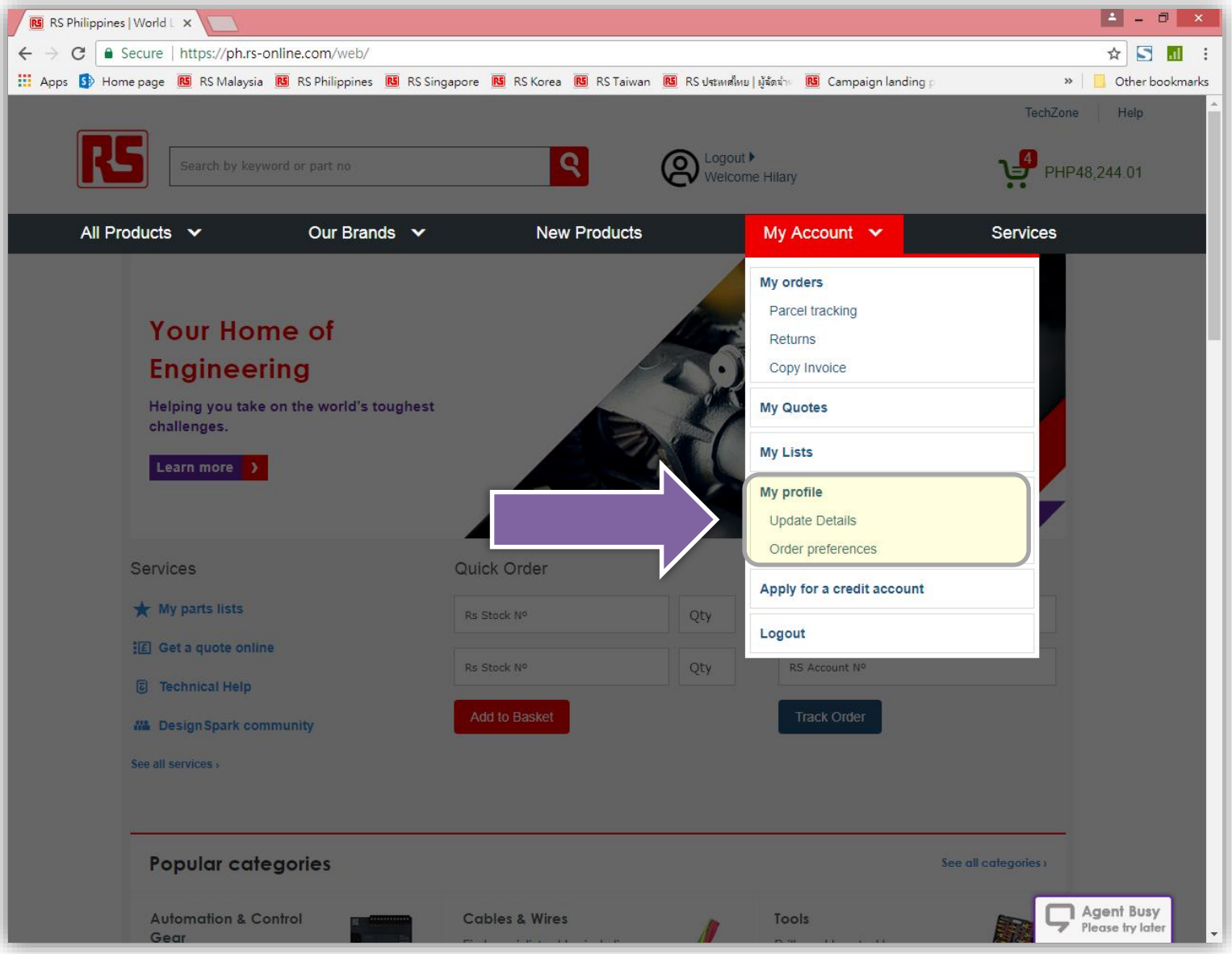
02 Add your RS Account Details

STEP 2: Click Log In / Register

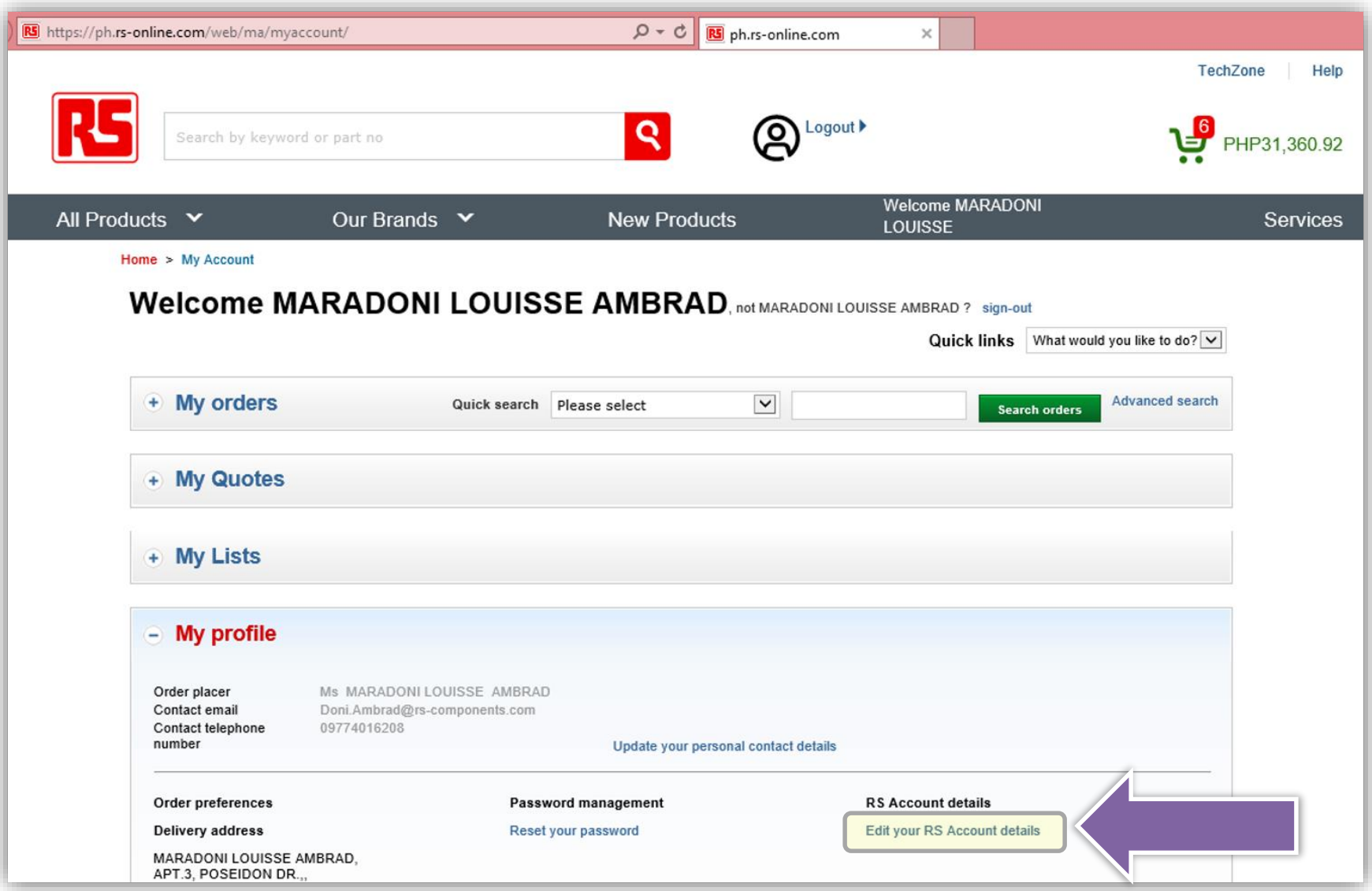


03 Add your RS Account Details

STEP 3: Go to your profile

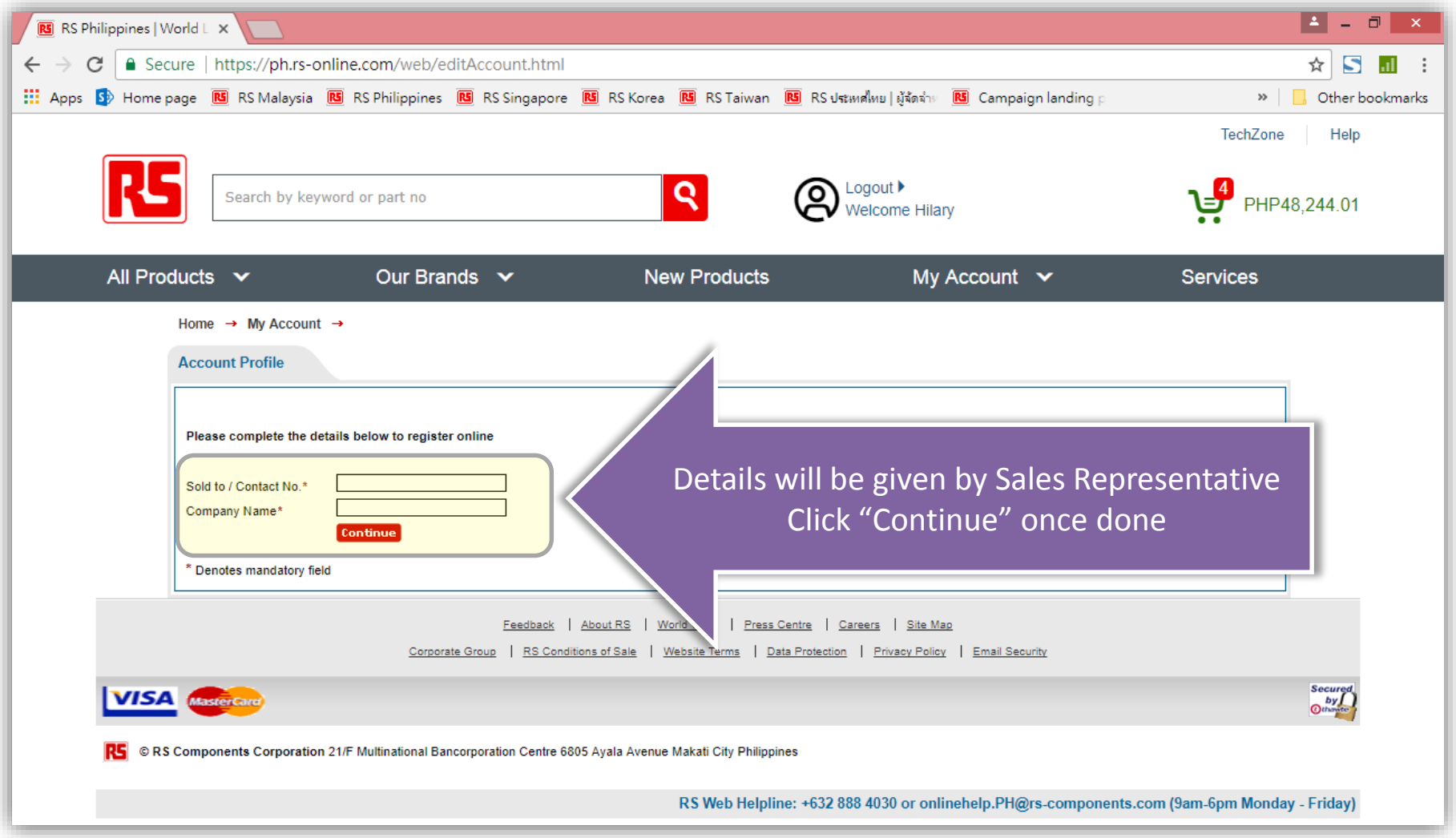


STEP 4: Edit your RS Account details



05 Add your RS Account Details

STEP 5: Input RS Account Details



Benefits of updating your RS Account Details

All order(s) history can now be viewed in your "My Orders".

- Parcel Tracking
- Returns
- Copy Invoice

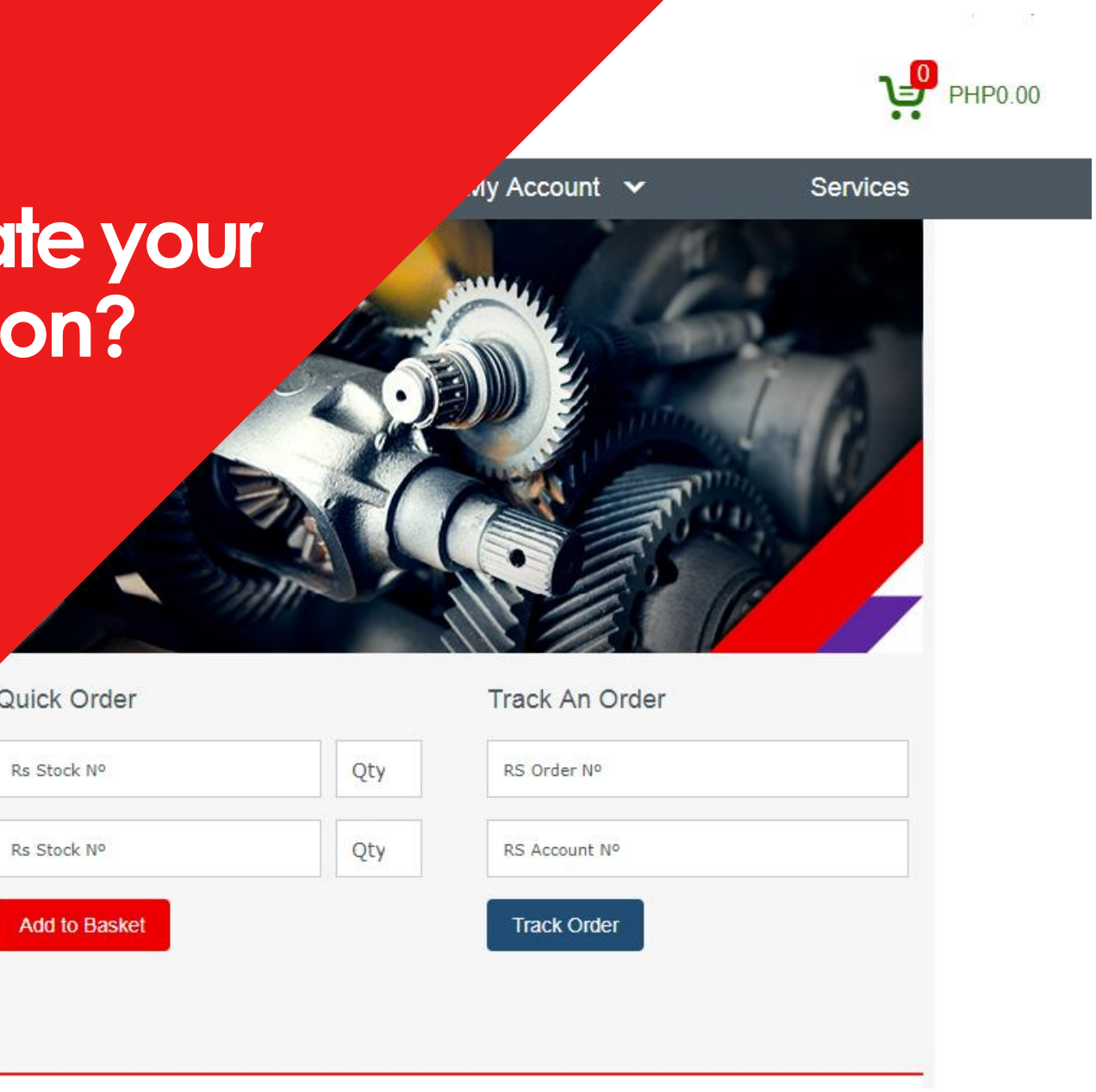
All quotation(s) addressed to your account will now be reflected in "My Quotes".

- Redeem
- Requote
- Download Quotations

For companies that are ZERO-RATED, quotations and orders generated online are automatically tagged as NON-VAT.

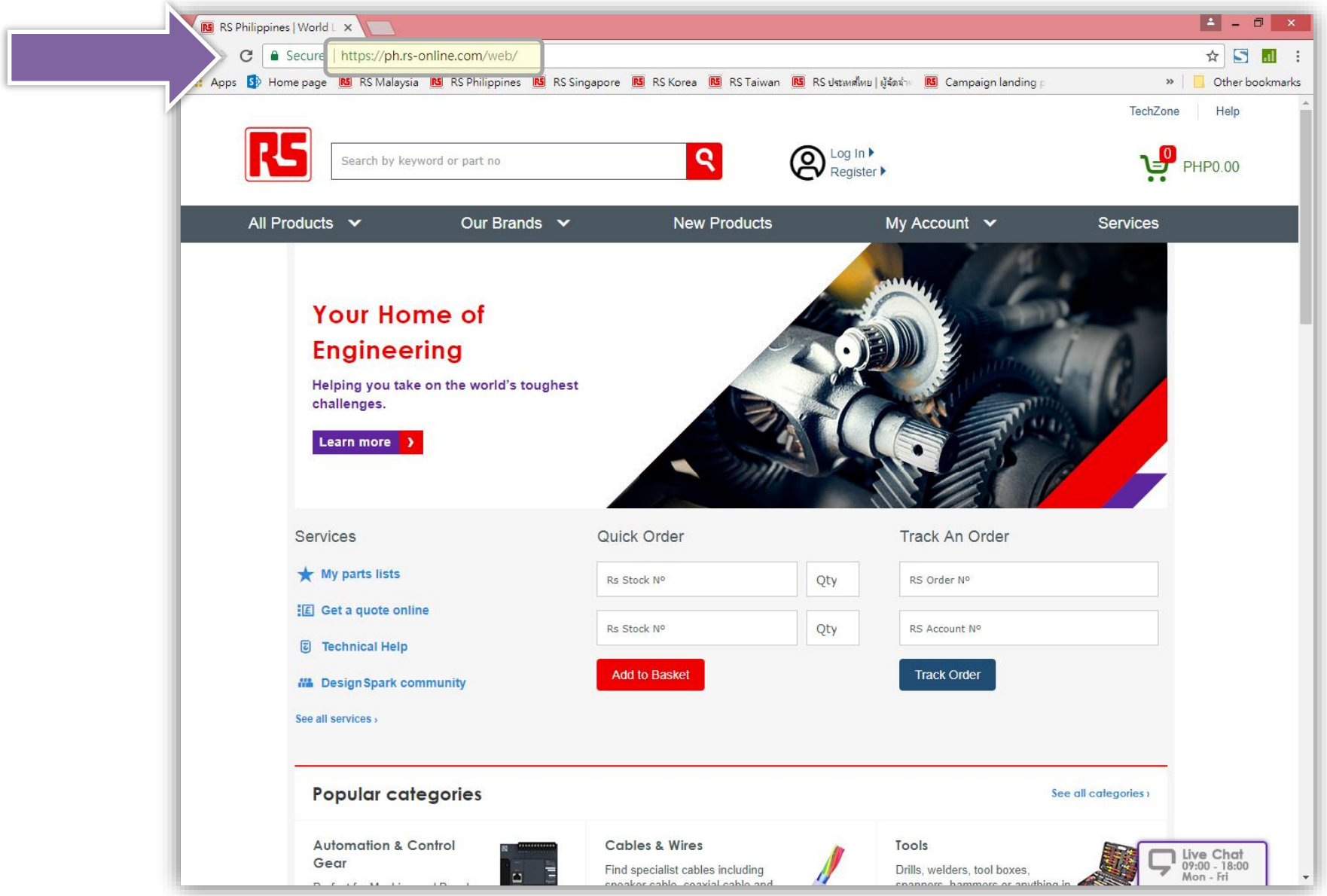
Thank You!

How to Create your own Quotation?



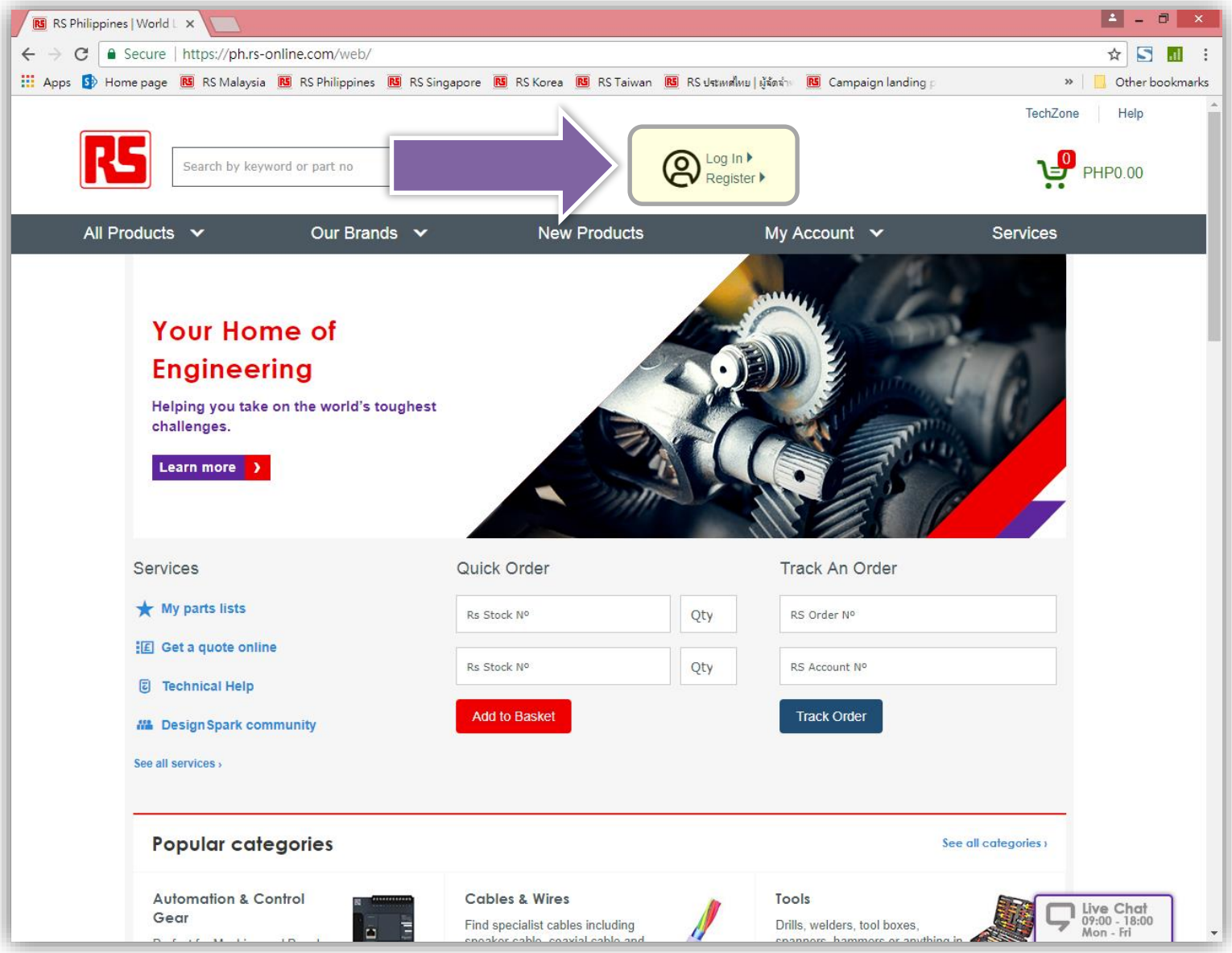
01 Create your own Quotation

STEP 1: Go to RS Website at http://ph.rs-online.com/web/



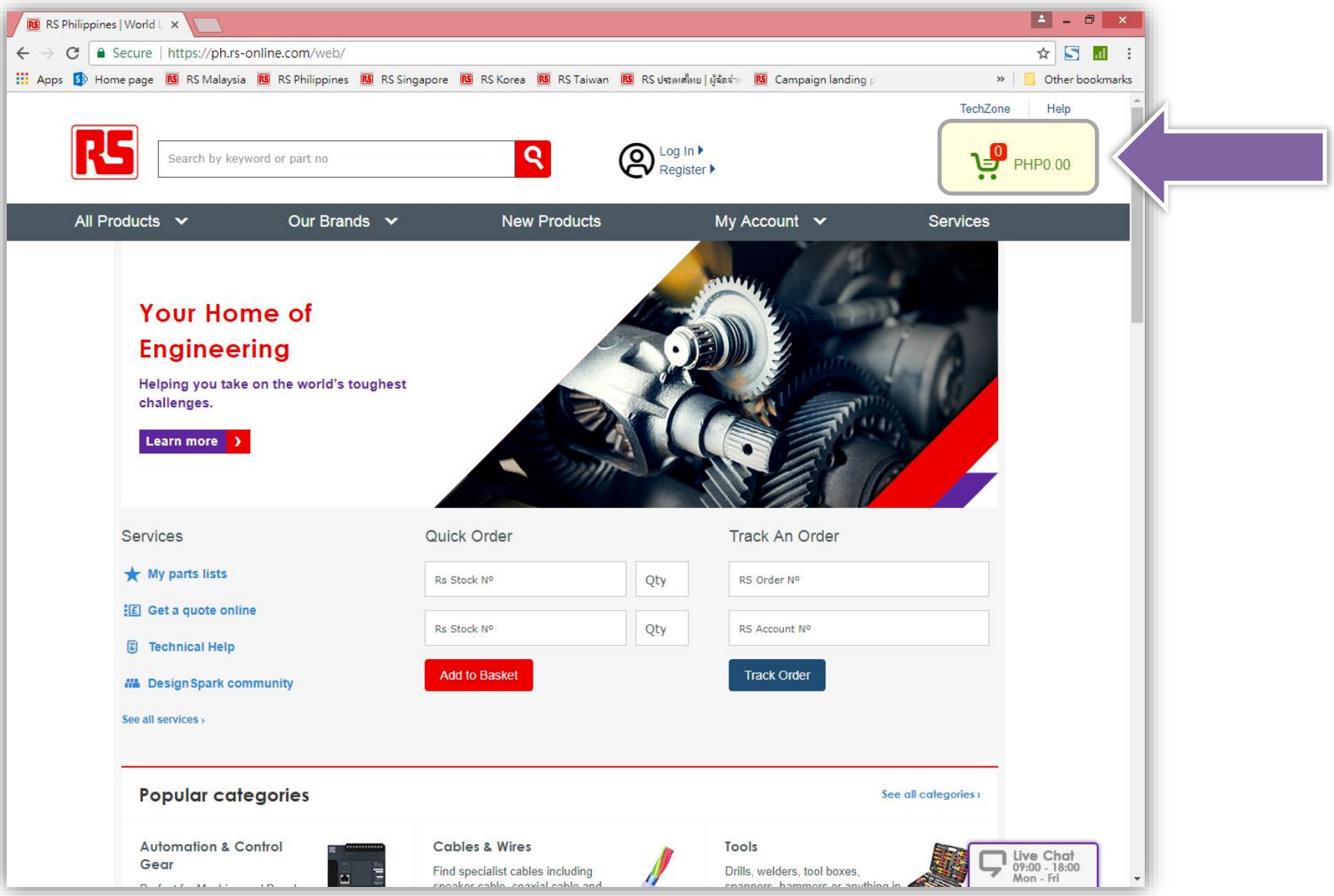
02 Create your own Quotation

STEP 2: Click Log In



03 Create your own Quotation

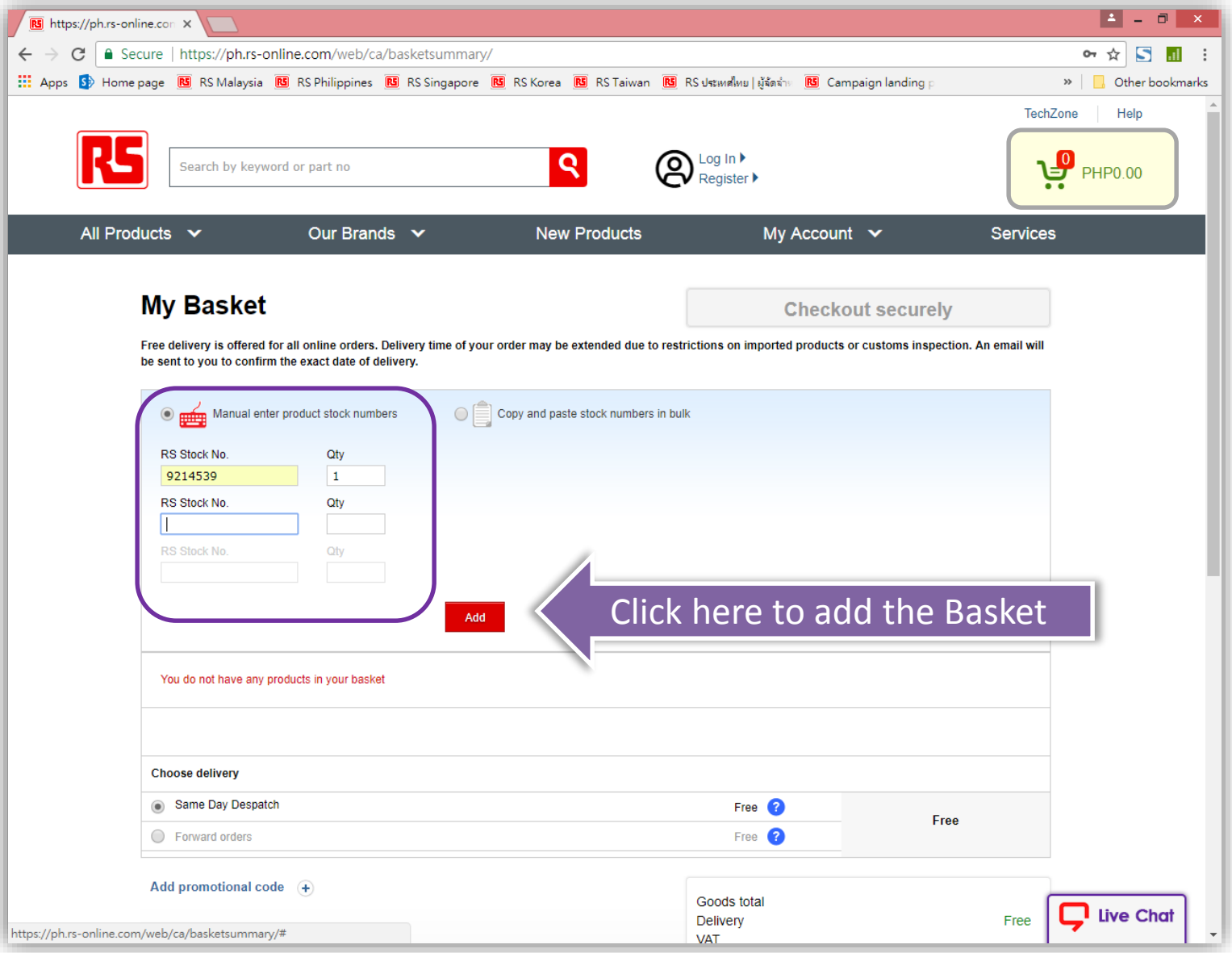
STEP 3: Go to My Basket



04 Create your own Quotation

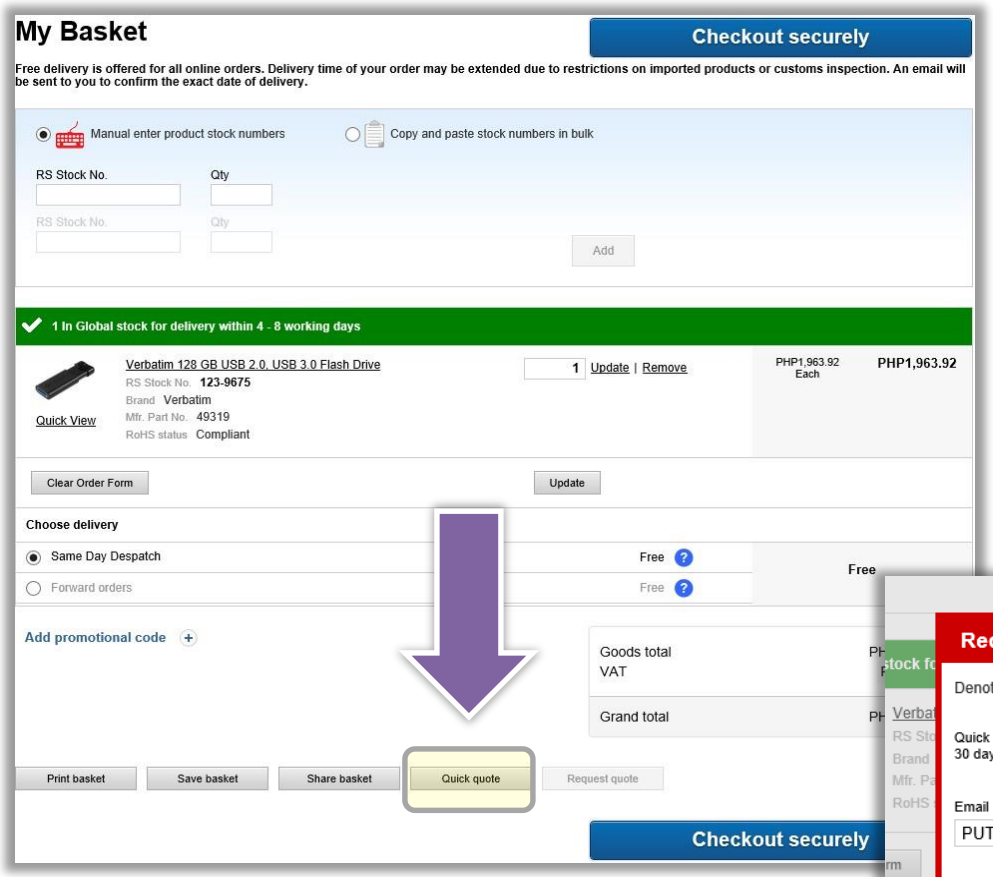
STEP 4: Input your requirements

Tip: You may also Copy and paste stock numbers in bulk

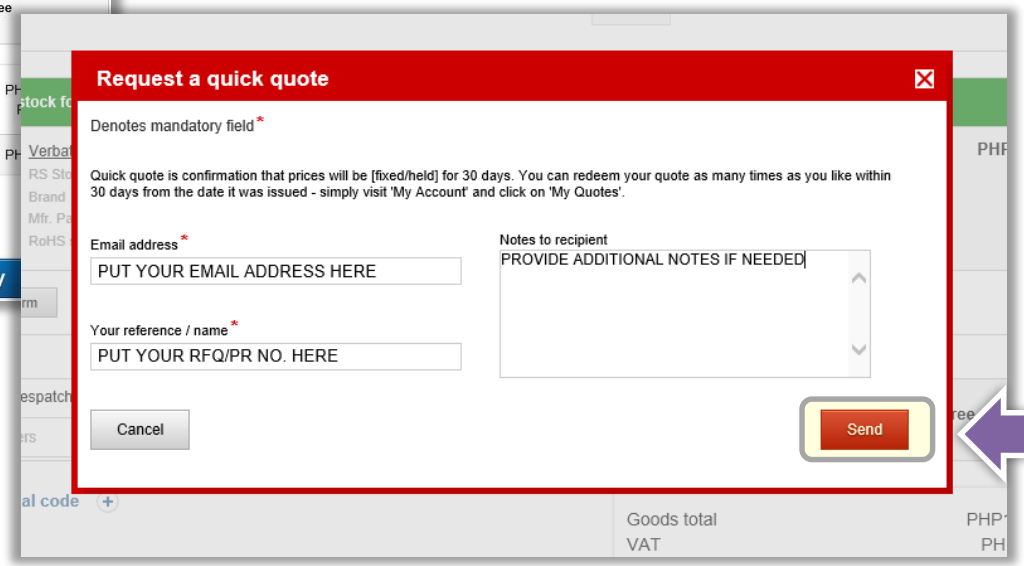


05 Create your own Quotation

STEP 5: Get quick quote



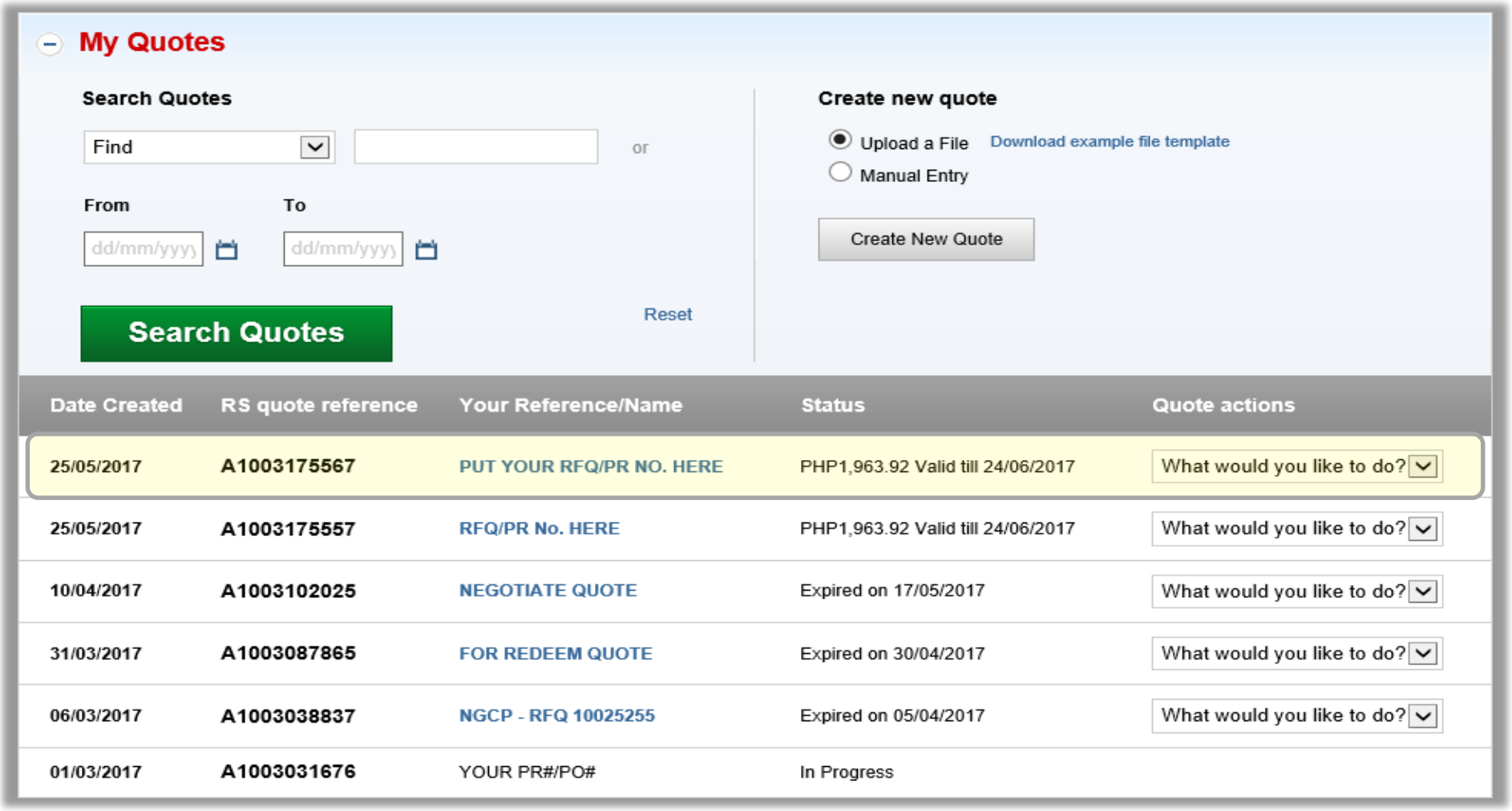
This will send you a PDF File of the created quotation.



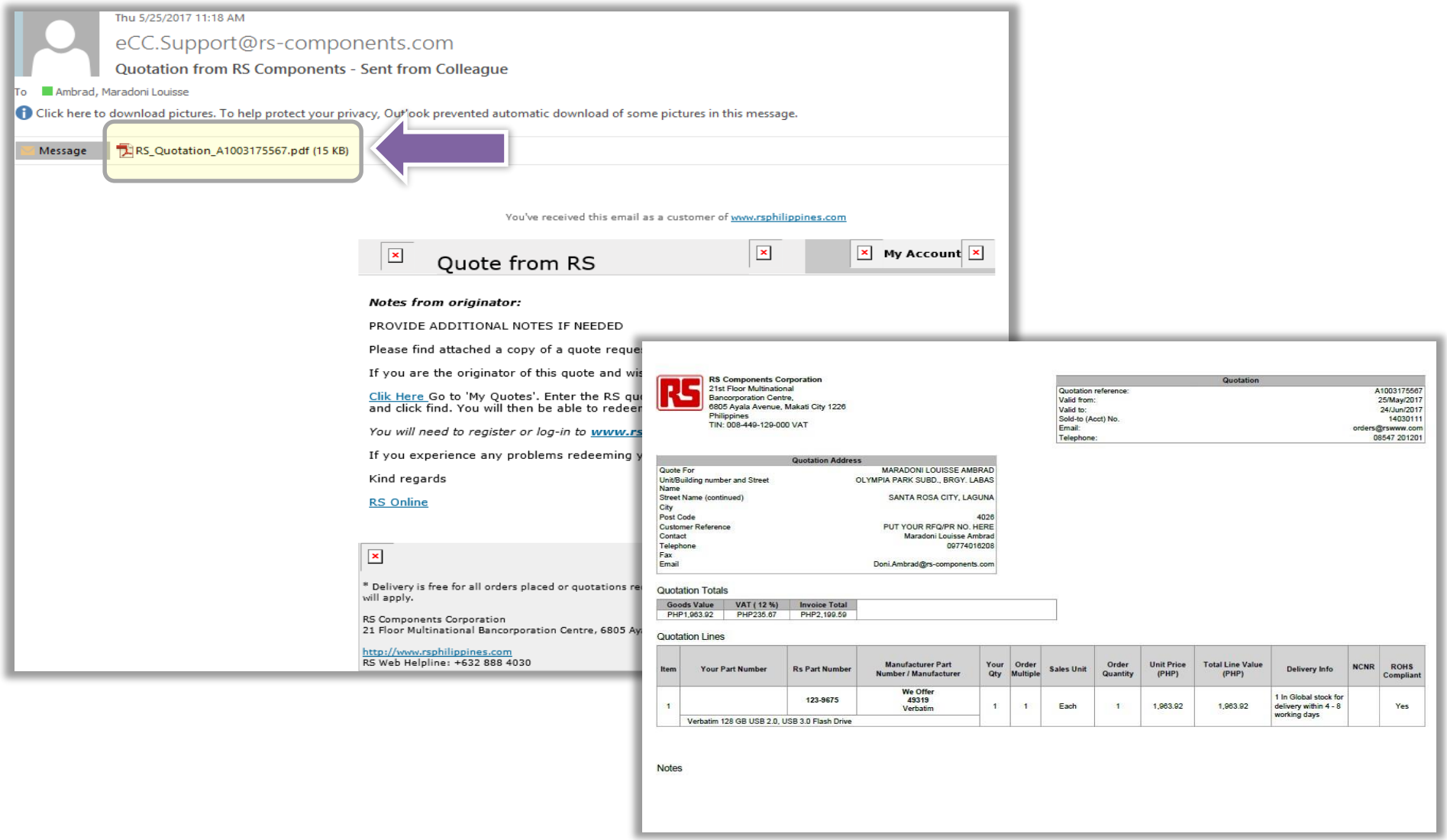
STEP 6: Quotation Creation

Tip: Your quotation may be viewed in your My Quotes and you will receive the PDF format in your e-mail.

NOTE: Quotation validity is 30 days.



STEP 7: Check your email and get the quote



Thank You!