

Here you will find some tips for navigating through the new Web site. We hope you enjoy your MyGeneralCable experience!

# It's All About *You* and the **Ease of Doing Business**

**General Cable's  
new and improved  
MyGeneralCable  
Web site offers  
more functionality  
and information  
to better serve  
you, our valued  
customer.**

- User-friendly format with minimized clicks
- Ability to schedule your reports 24 hours a day, seven days a week, whenever it's convenient for you!
- Search function for product availability
- Ability to create and save Product Lists that contain frequently purchased items and are automatically refreshed
- Ability to view your General Cable contacts and build your own General Cable address book
- Green arrows throughout the Web site that will expand and collapse screen sections for you

## LOGGING IN

- Type in your user name and password, then click “Login.”
- If you forget your password, select “Forgot Password” and answer your security question. General Cable will send you a temporary password. You may reset your password by visiting *My User Profile*.

## CHECKING PRODUCT AVAILABILITY

### When searching part numbers:

- Enter five part numbers in the search field and click “Submit.”
- Continue to add five part numbers at a time. This will keep adding to the “Results Found” list.
- You may search by your part number or General Cable’s, using either a partial or complete part number.
- If a partial or “root” General Cable part number is entered (e.g., C5775), a “Multiple Parts Found” link will appear in the “Results Found.” Click on the hyperlink to see a list of complete part numbers (e.g., C5775.60.13). Click on the “Add to Above” button next to the desired part number, and it will add that number to the above “Results Found” list, which calculates the correct quantity and availability date.

### Understanding “Results Found”

- There are two check boxes that appear next to each result:
  - “Add” – Click in the box to select and click the “Add” button, which adds the part number(s) to a new or existing Product List.
  - “Remove” – Click in the box to select and click the “Remove” button, which removes the result from the page.
- A third check box may appear next to each result if applicable:
  - “Alt Search” – If an alternate part number is available, check the box under “Search for Alt,” then click on “Search for Alternate Products.” This will return a list of results from which to choose.
- The following information will display for each part number result (scroll from left to right to view all):

• GC Part Number	• Minimum Order Quantity
• Customer Part Number	• Quantity Required (user may change quantity in returned results)
• Description	• Date Required (user may change date in returned results – clicking on today’s date resets required date)
• Unit of Measure	• Long Length (if product is inventoried in long lengths, click link to display lengths available; search by a range by entering values in the From/To boxes)
• Quantity Available	
• Date Available	
• Price (if authorized)	
• Price Per (if authorized)	
• Price Firm (if authorized)	
• Stock Status	
- Click on the small green arrow to the left of the General Cable part number to unfold and display additional information, including:

• Total Metal Weight	• Packaging Quantity
• Total Product Weight	• Metal Base (if the product price is escalated)
• Packaging Type	

## CHECKING ORDER STATUS

### Searching for an Order

- Search for an order with one or more fields, which helps narrow the search.
- Use an Advanced Search, which will give further choices to help narrow your search, including looking at orders that may be opened, closed or filed as a CCP.
- Click on the green arrow in the right corner below the search to roll the search form up – this will provide you with more vertical viewing of the screen.

### Understanding the Displayed Order

- The following information will display for all returned orders (scroll from left to right to view all):
  - Shipment Notification (only available on unshipped line items)
  - GC Order Number & Suffix
  - Purchase Order Number
  - Sold To PO Number
  - Customer Item Number
  - Customer Number
  - GC Number
  - Quantity Required
  - Quantity Shipped
  - Projected Ship Date
  - Date Shipped
- Click on a specific GC Order Number to display additional information in a pop-up window, including:
  - Order Number
  - Customer Purchase Order Number
  - Ship To Address
  - Bill To Address
  - GC Order Suffix
  - Ship Date
  - Carrier (links to carrier Web site for tracking when available)
  - Pro Number
  - Bill of Lading
  - Freight Terms
  - Shipping Warehouse
  - Gross Weight
  - Reprint Invoice (invoice e-mailed)
  - Reprint Packing List (packing list e-mailed)

## VIEWING AND SCHEDULING REPORTS

- Click on *My Reports* – this screen will display a list of reports you are authorized to run.
  - Click on “Documents” or “View” while the report while the report is open to download as an Excel or PDF file.
  - Click on another report to close the one you are currently viewing.
- Select any report name by clicking on it, which will run and display the report for you.
- Schedule your reports for any time, any day – you decide.
- When scheduling a report, you will be asked to select your desired file type, either PDF or Excel.
- The scheduled reports will be delivered to your e-mail address in your requested file type.

## YOUR PRODUCT LISTS

### To Build a Product List

- Product Lists must be built in the *Availability* section of MyGeneralCable.
- Enter in your part number(s) and check the “Add” box next to the returned result(s).
- Select the list name you’d like to add the part number to and click the “Add” button next to it.
- You may also create a new list by selecting “New List” and following the instructions.
- The part number is then added to your Product List.

### To View a Product List

- Go to the *My Product Lists* section of the Web site.
- It is here that you may edit, copy, delete or change the name on an existing Product List.
- A Product List is automatically refreshed when opened.
- When a Product List is open, you may change the Required Quantity and Requested Date – this will automatically update the information.

## REPRINTING YOUR PACKING LISTS & INVOICES

- Quick links in the main MyGC navigation appear for “Reprint Packing Lists” and “Reprint Invoices.”
  - The GC Order Number is required for the quick look-up.
- If the GC Order Number is unknown, you may go to “My Order Status” and look up an order using whatever information available (e.g. Purchase Order Number).
- Once the specific order is displayed, click on the hyperlinks under “Reprint Packing Lists” and “Reprint Invoices.”
  - The reprints will be e-mailed to the e-mail account associated with the MyGeneralCable user.

## YOUR MYGENERALCABLE CONTACTS

- View and download your General Cable contacts, including Inside Sales Reps, Outside Sales Reps and Agents if applicable.
- Build your personal General Cable contacts database.



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COR-0025-0908