

# Ordering Standard Electron Cutouts

Orders for standard cutouts may be placed directly in decimal Direct without uploading a file.

1. Login to decimal Direct.
2. Select the “Order” tab on the left side menu.

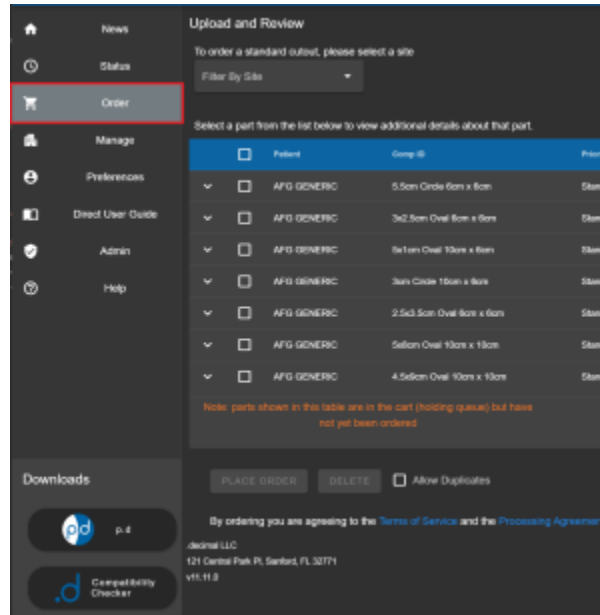


Fig. 1: Order tab

3. Select the Site (account) for which you are placing an order from the “Filter by Site” dropdown.

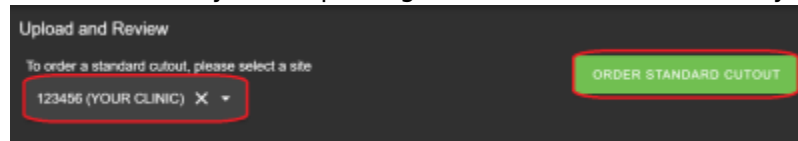
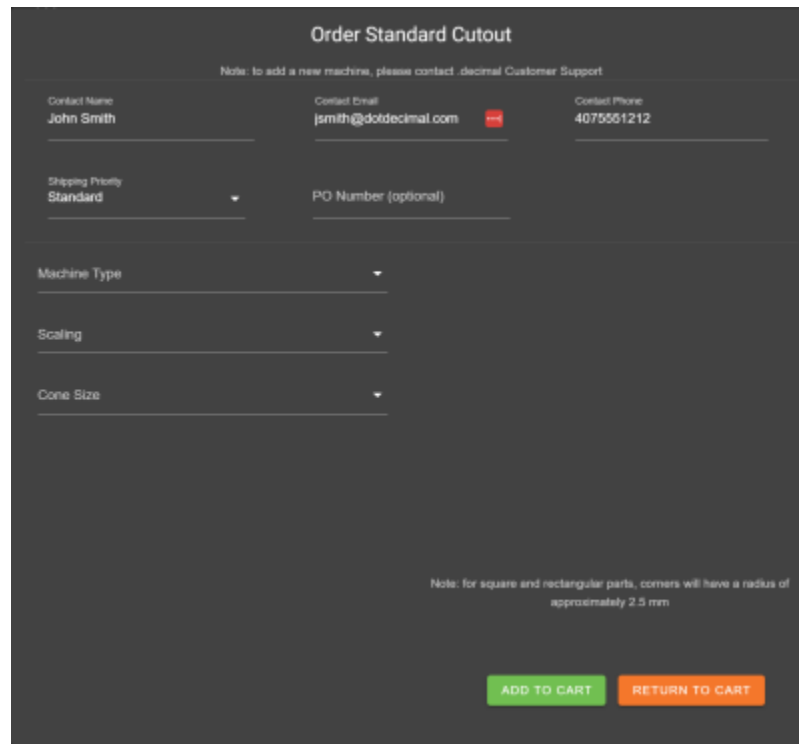


Fig. 2: Select Site from Dropdown

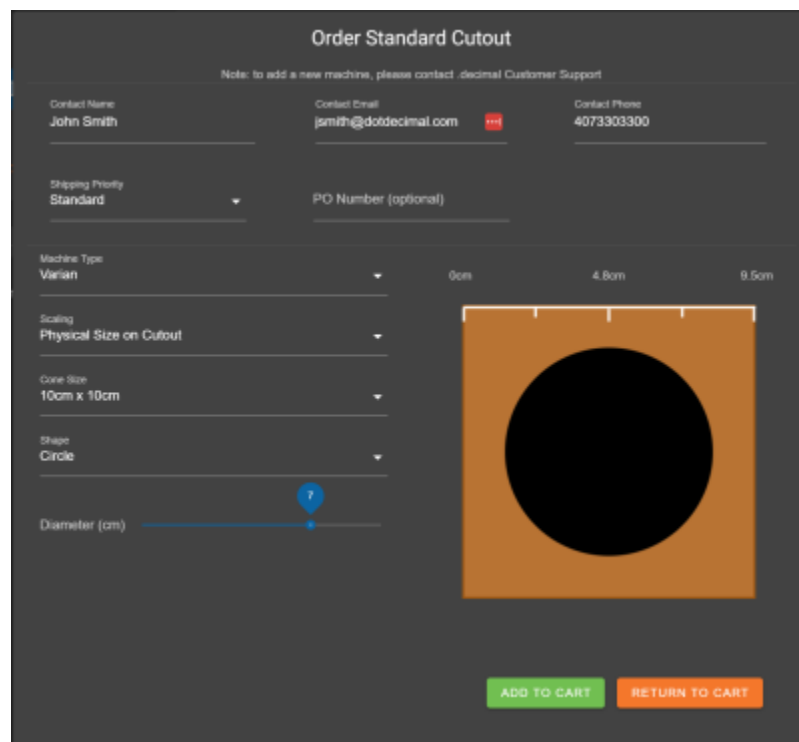
4. Click the “Order Standard Cutout” button.



The image shows a web form titled "Order Standard Cutout". At the top, a note reads: "Note: to add a new machine, please contact .decimal Customer Support". The form contains several input fields: "Contact Name" with the value "John Smith", "Contact Email" with "jsmith@dotdecimal.com" and a red status icon, and "Contact Phone" with "4075551212". Below these are "Shipping Priority" (a dropdown menu set to "Standard") and "PO Number (optional)". Further down are three more dropdown menus: "Machine Type", "Scaling", and "Cone Size". At the bottom right, there are two buttons: "ADD TO CART" in green and "RETURN TO CART" in orange. A note at the bottom center states: "Note: for square and rectangular parts, corners will have a radius of approximately 2.5 mm".

Fig. ##: Order Standard Cutout page

5. Select values for machine type, scaling, cone size, shipping priority, and shape for your cutout.
6. Adjust the size and angle of the cutout as desired.
7. Ensure the correct name, email address, and phone number are shown. If you are using a Purchase Order, please enter the PO number.
8. Standard priority shipping is selected by default. If you would prefer to have your order rushed, select "Rush".



This image shows a more detailed version of the "Order Standard Cutout" form. It includes the same contact information fields as the previous figure. The "Shipping Priority" dropdown is still set to "Standard". The "Machine Type" dropdown is now set to "Varian". To the right of the dropdowns, there are three radio buttons labeled "0cm", "4.8cm", and "9.5cm". The "Scaling" dropdown is set to "Physical Size on Cutout". The "Cone Size" dropdown is set to "10cm x 10cm". The "Shape" dropdown is set to "Circle". Below the shape dropdown is a "Diameter (cm)" slider with a blue handle and a question mark icon. To the right of these settings is a large orange square representing the cutout, with a black circle in the center. At the bottom right, the "ADD TO CART" and "RETURN TO CART" buttons are present.

Fig. 3: Order Standard Cutout detail

9. When the details of the order are complete, click "ADD TO CART". This will place the order in your cart (holding queue) and allow you to continue designing additional standard cutouts before

placing the order.

10. Once all the cutouts are in your cart, click "RETURN TO CART".
11. Review the details of each cutout in the cart, check the box for each one that you'd like to order, and then click "Place Order" to complete your order.
12. Once your order is processed, it will be placed on a temporary hold and our customer service staff will send you a blueprint of the cutout to review and approve that the shape and size is accurate before manufacturing begins. This typically happens within just a few hours of ordering, when orders are placed during .decimal standard business hours.
13. After your approval is received, the hold will be removed and manufacturing will commence for your cutouts.

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