

DIMS2

1. DIMS – Distribution Information Management Systems.

2. Sign up process – got to: www.lutron.com/dims2

Fill out the form and click on submit. You will receive confirmation once dims account is activated. If you do not receive your confirmation in 24 hours please contact dimsadmin@lutron.com

3. Benefits

- Freight prepaid for any order \$100 or more (ground freight)
- ½% discount from your invoice on each qualifying order.
- No minimum order amount

4. Features

- Order Tracking
 - Received order e-mail confirmations
 - Shipping e-mail confirmations
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- Ability to place purchase orders
 - Check stock
 - Check price

HOW TO GET SIGNED UP FOR DIMS2

1. Open up Internet Explorer
2. At the address bar type www.lutron.com/dims2 , this will take you to the electronic sign up page for DIMS.
3. Enter all information pertaining to your company, you must fill out all fields that has an asterisk beside it.
4. Click "Continue"
5. If you have entered everything correctly you will get a pop up message stating you will be contacted shortly via e-mail when your new DIMS2 account is activated. This e-mail will contain confirmation of the user name and password that you have chosen, as well as the link to logon to DIMS which is <https://dms.lutron.com/dims> .

If for some reason you need assistance in filling out the form or have questions about DIMS2, please contact the DIMS Administrator at 610-282-6639 or by e-mail Dimsadmin@lutron.com

DISTRIBUTOR INFORMATION MANAGEMENT SYSTEM (DIMS2)

Logon: _____

Password: _____

To access the Lutron DIMS2 Internet Web Page please follow these simple steps.

1. Log onto the Internet (using Internet Explorer v5.5 or greater)
2. Go to this web site: <https://dims.lutron.com/dims/AuthFiles/login.asp> (Add web address to your favorites!)
3. Enter Login name and Password. Click on the "Submit" button.

On the left side of the DIMS screen you will find a menu that is broken down into 3 main categories:

1. Price, Availability & Ordering by "Product Family" or "Model Number".
2. Order Inquiry
3. Edit your profile

PRODUCT AVAILABILITY

There are two options to access stock availability, either by "Model Number" or Product Family

Model Number

- Click on "Model Number"
- If you know exact model number enter it in the box (It is no longer necessary to include hyphenation in your model number search example n600wh)
- Enter quantity in the "Quantity Box"
- Click on Check Availability (you will either see that the quantity selected is available or if not it will say contact your Lutron Customer Service Rep)

Product Family

- Click on "Product Family"
- Select product family from the list displayed on the page
- Enter quantity in the "Quantity Box"
- Click on "Check Availability (you will either see that the quantity selected is available or if not it will say contact your Lutron Customer Service Rep)

ORDER INQUIRY

- In the order inquiry window you can either enter a search for P.O or by Lutron order number, Or you can page through the list of orders and click on the order number
- After locating your order under "Tracking Information" click on "click to track"
- Click on tracking number to access UPS/FEDEX tracking information

PURCHASE A PRODUCT

- To place an order you can choose your product by either "Product Family" or "Model Number"
- Choose your product
- Enter the quantity needed in the quantity field.

- When you are finished entering quantities for model #'s you want to purchase, scroll down the "Add Item(s) to Cart" button (click here to add products you want to purchase or if you forgot an item click on "Check Another Item")
- If you are finished shopping click "Add Item(s) to Cart", this will then take you to the check out screen (here you will have the option to remove unwanted product from your shopping cart or add additional quantities)
- Click the "Check Out" button if you are finished.
- This will then bring you to the check out process step 1 of 2. Here you will be able to verify the bill of materials, make any changes to the shipping address, select a shipping carrier and enter your P.O.
- Click on the "Continue" button when finished, It will display your shipping method and P.O.# just for verification
- Click on "Submit Order" This will take you to a printable page of your order along with bill of material, shipping address, p.o.# and carrier.

If you have any question about DIMS2 on the Internet please contact Adrian Thomas at 1-610-282-6639 or e-mail at dimsadmin@lutron.com