

LITERATURE ON DEMAND (LOD) USER GUIDE

Go to **cummins.com/components/drivetrain-systems/literature-on-demand**.

- Guests can browse or search for an item and view/download a PDF. **Log in** credentials are required to place an order.

To begin browsing, choose a **Product Category** in the central dashboard.

To search for an item, enter key words or the product number in the **Search LOD** box and click **Search**.

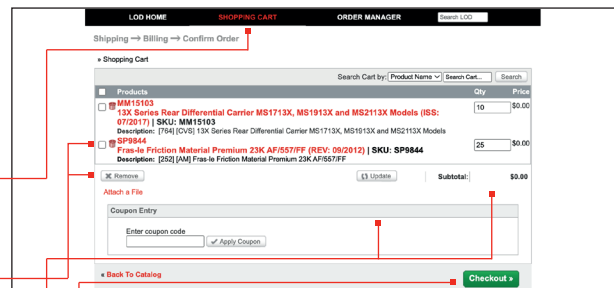
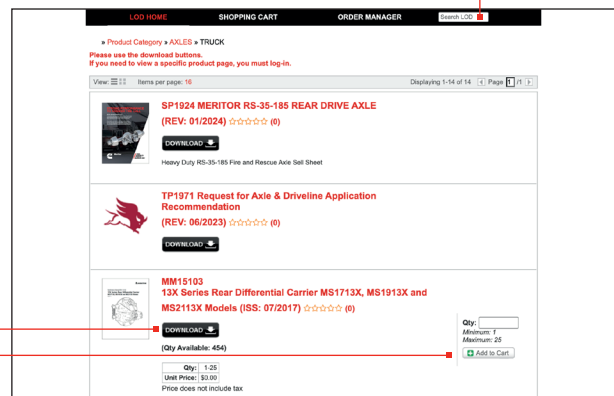
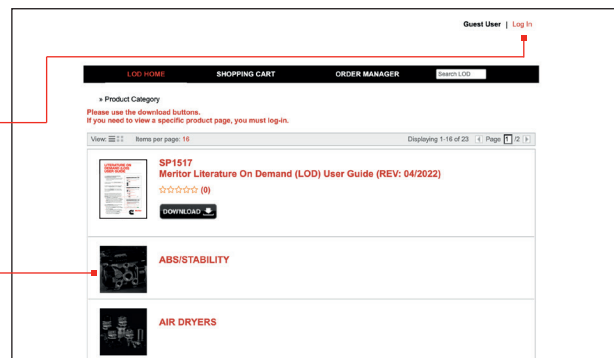
Mouse over the **Thumbnail** to view a larger image. Click on the **Product Name** to view additional details about that item.

Items can be viewed/downloaded, ordered or both, depending on the document and options shown. To view and/or download the document as a PDF, click **Download**. To order printed copies of select items, enter a **Quantity** and click **Add to Cart**.

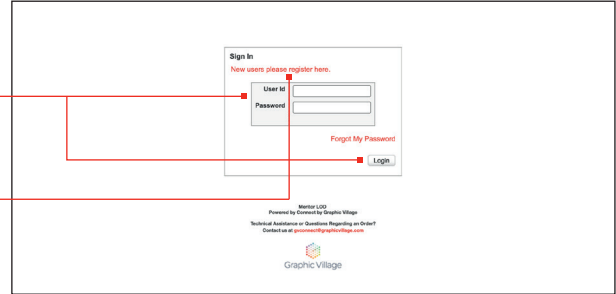
- When an item is added to the cart, a notification will appear and the item will appear in the **Current Order** area at the top of the left-hand navigation.
- When adding multiple items from the page, the **Add to Cart** button must be clicked for each item.

Click the **Shopping Cart** tab at the top of the central dashboard to view the item(s) in your cart.

- Remove items by checking the box next to the item then choosing **Remove** or clicking the **Trash** icon next to the item.
- Modify the **Quantity** by typing a new quantity in the quantity field or selecting a new quantity from the drop down and then clicking **Update**.
- When ready, continue to the next part of the ordering process by clicking **Checkout**.



If **Checkout** is chosen without user login, the **Log In** page will appear and the user is required to log in.

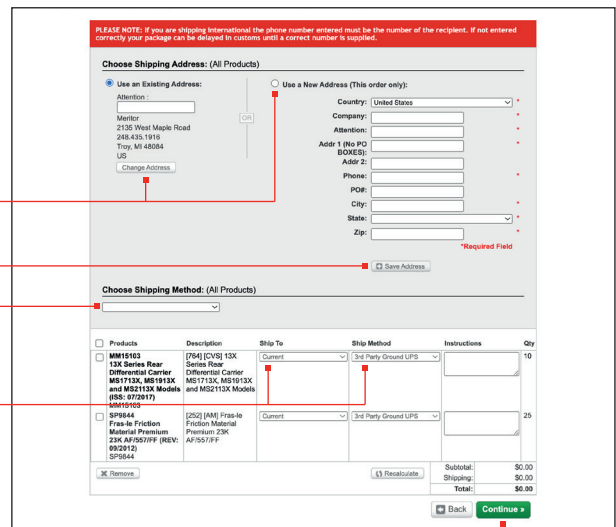


To log in, type your **User ID** and **Password** in the appropriate fields and click **Login**.

- If you do not have login credentials, click **New Users Please Register Here**. Complete required fields and choose **Submit Registration**.
- After submitting the registration, the user name will show in place of Guest User and a **My Profile** button will appear.
- Choose **My Profile** to update information provided during registration (make sure to click **Apply Changes**) and/or to view, add and/or update the **Address Book**.

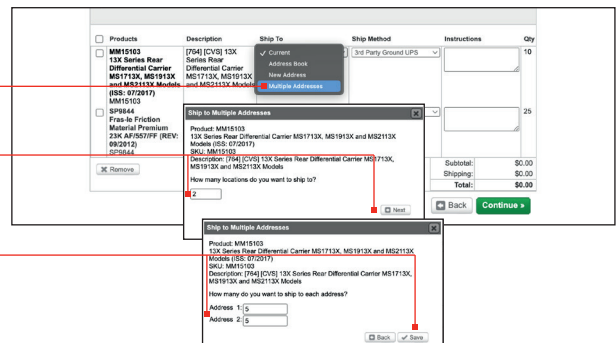
Continue the checkout process by adding a shipping address and choosing a shipping method.

- Choose **Use an Existing Address**, add **Attention** and click **Select Address** or choose **Use a New Address** and complete the appropriate fields. *(Click Save Address to add this address to your address book for future orders).*
- Choose the **Shipping Method** for all items in the cart using the drop down menu.
- *Each item in the cart can be shipped to a different location and/or use a different shipping method by changing the **Ship To** and/or **Ship Method** drop downs next to each line item.*
- *Ground UPS is free of charge. All other shipping methods are billable to your credit card.*
- When finished, click **Continue**.

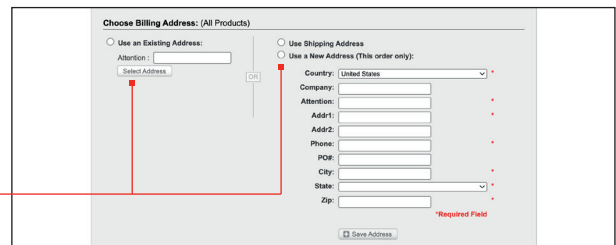


If two or more items are ordered, individual items can be shipped to multiple addresses by choosing **Multiple Addresses** in the **Ship To** dropdown menu.

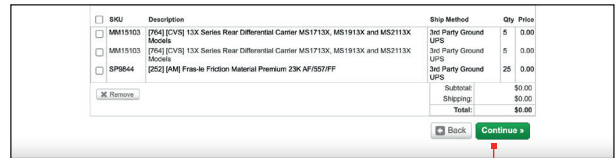
- In the pop-up window, enter the number of locations you want to ship to and click **Next**.
- In the next pop-up window, select the quantity to send to each location using the drop down menu and click **Save**.
- *The item will now show in the cart multiple times with the quantities chosen to ship to each location. Choose the **Ship To** and/or **Ship Method** for each quantity as noted earlier.*



All users will be directed to the **Billing** page – *even if the balance is \$0*. The **Billing Address** is handled the same way as the **Shipping Address** with an additional option to **Use Shipping Address**.

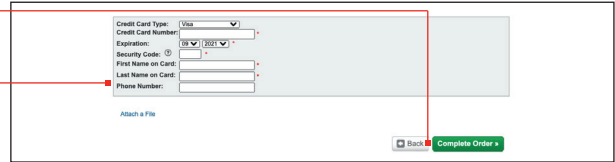


- A billing address is a required field even for \$0 orders.
- If your order will be shipped via a premium shipping method, the billing address must match the address on file for your credit card (where your credit card is billed).
- When finished, click **Continue**.



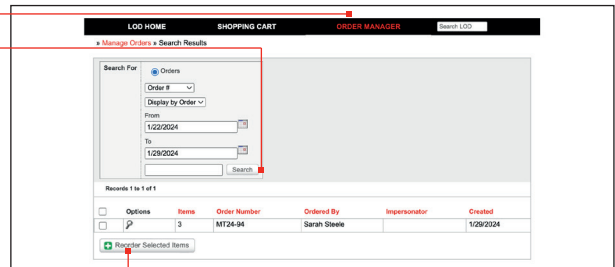
Confirm all order information is correct and click **Complete Order**.

- For orders requiring payment, enter your credit card information before clicking **Complete Order**.



Utilize **Order Manager** to view/duplicate previous orders.

- Choose appropriate search criteria and click **Search**.
- Click on the magnifying glass to see a detailed view of the previous order (a new window with previous order details will appear). Click on the magnifying glass in that window to view a thumbnail.
- Or click on the check box to simply duplicate a previous order (choose **Reorder Selected Items** to **Add to Cart**).



NOTE: If you would like to re-order only select items from a previous order, click on the check box next to those items only (choose **Reorder Selected Items** and **Add to Cart**).

IMPORTANT: If you do not wish to send your new order to the same address as your previous order, you must click on the X in the **Ship To** field next to each item and enter new **Ship To** address, as appropriate.



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