

ympe.ca



> LOGOUT
> FRANÇAIS

<http://www.ympe.ca>

MOTORCYCLES SNOWMOBILES ATVs SIDE BY SIDE OUTBOARD MOTORS WATERCRAFT POWER PRODUCTS

ORDER HISTORY NEW ORDER HELP VIEW ACTIVE ORDER ADMIN

YMPE

Yamaha Multimedia Product Encyclopedia, YMPE allows you to select from the various product categories and search for model and part numbers.



MOTORCYCLES

GO



SNOWMOBILES

GO



ATVs

GO



SIDE BY SIDE

GO



OUTBOARD MOTORS

GO



WATERCRAFT

GO



POWER PRODUCTS

GO

ENTER A MODEL YEAR, NAME OR DESCRIPTION TO SEE A LIST OF MODELS. CLICK SUBMIT, THEN SELECT A MODEL TO SEE ITS MANUALS.

MODEL SEARCH:

SUBMIT

ENTER THE FIRST 3 CHARACTERS OF THE PART NUMBER TO SEE A LIST OF MANUALS. CLICK SUBMIT, THEN SELECT THE REQUESTED PARTS..

PART SEARCH:

SUBMIT

Table of Contents

What is YMPE?	5
<i>Yamaha Multimedia Product Encyclopedia</i>	5
<i>YMPE On-Line (ympe.ca), an Internet-Based System</i>	5
Frequently Asked Questions	6
<i>Where are the new YMPE CDs?</i>	6
<i>How do I view and print manuals in ympe.ca?</i>	7
What are bookmarks?	7
What else can I do?	8
How do I print?	9
<i>How do I order a manual in ympe.ca?</i>	10
Placing an order in ympe.ca	10
OPTION A	10
OPTION B	11
<i>How do I confirm an order has indeed been placed in ympe.ca?</i>	12
<i>How do I print an invoice in ympe.ca?</i>	14
Printing a YMPE invoice	14
<i>How do I track a manual ordered in ympe.ca?</i>	16
<i>How do I cancel an order made in ympe.ca?</i>	18
<i>If I ordered a manual through regular parts channels, will the order be automatically transferred to ympe.ca?</i>	18
Top Five Dealer Benefits to ympe.ca	19
Quick Reference Guide	21
<i>Ordering Manuals in ympe.ca</i>	20
<i>Printing an Invoice in ympe.ca</i>	23
<i>YMPE Invoice</i>	25

What is YMPE?

YMPE is the acronym for Yamaha Multimedia Product Encyclopedia.

- A collection of all active product groups for models current and non current imported by Yamaha Motor Canada Ltd. each model contains a field for :

- Model Year
- Model Name
- Picture of the Unit
- Model Code
- Starting Serial Number
- Colour(s) Available
- Owner's Manual Listing
- Service Manual Listing
- Assembly Manual Listing
- General Manual Listing
- Service Bulletin Listing



- Plus fields for Model Search and Part Number Search (the part number search field is expanded to enable a search for anything but serial number and Model Search; searching by serial number has been disallowed).

YMPE On-Line (ympe.ca) is an Internet-based system.

All your computer requires is access to the Internet, the free Adobe Acrobat Reader (version 5 or 6) and Microsoft Internet Explorer (version 6 or better). There are many advantages over the previous versions:

- Internet-based, no more need to load CDs on your computer.
- Current real-time updates. Updates are immediately applied to YMPE. (Models, bulletins, manuals, information correction, etc.)
- Access to all Yamaha products servicing documentation in one session. No lost or misplaced CDs or manual hard-copies.
- Ability to not only print manuals and bulletins when these are required but view them full screen and zoom in for ease of reference (e.g. wiring diagrams).
- Your Parts Department can order manuals directly for your clients and receive an order within 3 to 5 business days (when book is available; if you can view it, it's available, otherwise no ETA).

Frequently Asked Questions

Where are the new YMPE CDs?

YMPE is now on-line. If you are not accessing YMPE through the Internet, your version of YMPE has not been updated since January 2005. How can you tell the difference? If you don't see the adjacent screen, then you are not accessing YMPE On-Line (ympe.ca).

YMPE On-Line will prompt you to enter your **username (6-digit Yamaha Dealer Number)** and a **password (YCN password)**.

To access ympe.ca:

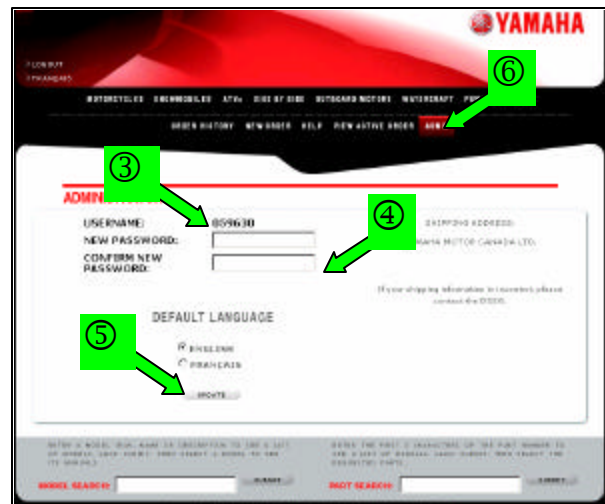
- Enter in the address bar of your Microsoft Internet Explorer: <http://www.ympe.ca>.
- Enter your 6-digit Yamaha Dealer in the USERNAME field (e.g. 059950) ①.
- Enter your YCN password ②.



For security reasons, you may change your YMPE On-Line password by clicking on the ADMIN ⑥ word in the upper area of the screen.

To change your password from this screen:

- Log on to ympe.ca.
- Enter your new password in the NEW PASSWORD field ③.
- Enter your new password in the CONFIRM NEW PASSWORD field ④.
- Click on the SAVE button ⑤.



How do I view and print manuals in ympe.ca?

By simply clicking once on the manual part number or bulletin number (red characters), you can view any manual or bulletin listed in YMPE. A box will appear with the manuals and bookmarks. Follow these tips to speed the process of finding the required information.

NOTE:

Contact DSSG or the T.I.C. if you find information not available for viewing, we will prioritize your request for creating the book.

Only since 2000 Yamaha has been able to provide you with press quality books. Books that have been out of print prior to 2000 or never printed (e.g. service microfiche) are typically scanned copies.

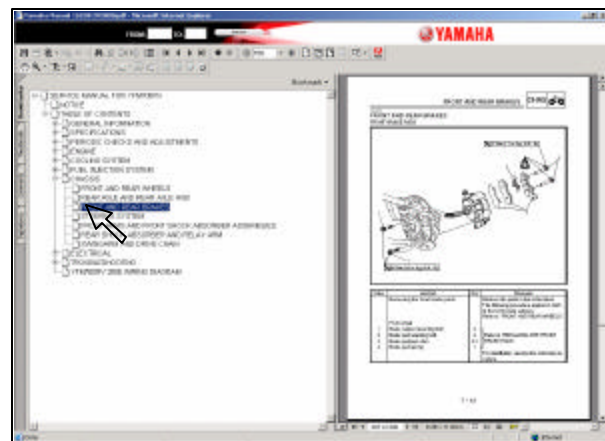
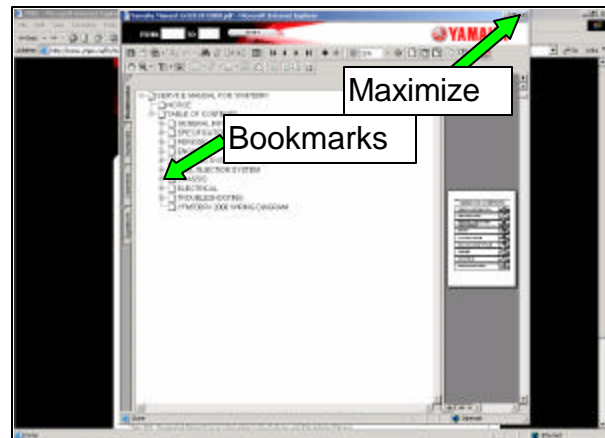
In every case, the relative quality of the manual as viewed on screen will give a good indication of the quality to expect when ordering an actual book.

- Press the maximize button on the top left corner of the box to maximize viewing space on your screen.

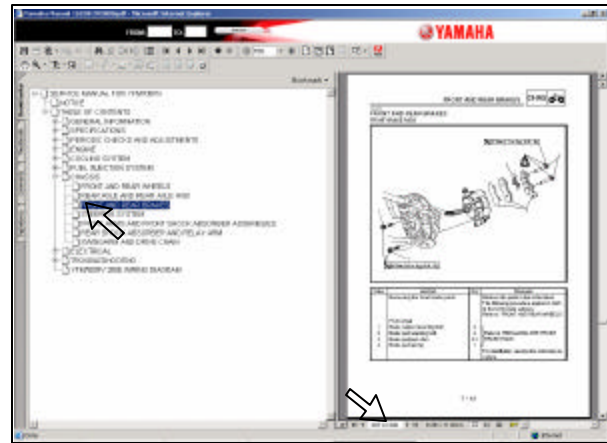
What are bookmarks?

Bookmarks have been created for most manuals to help you navigate very quickly in large-page count manuals.

- Use bookmarks and expand the listing "CHASSIS" by clicking on the plus buttons, drill down to the section you require (e.g. FRONT AND REAR BRAKES).



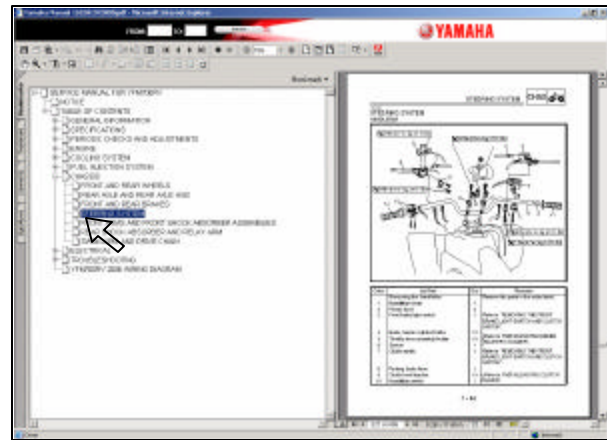
- Click on the bookmark (in this case FRONT AND REAR BRAKES) and Acrobat Reader will take you to the page linked to the bookmark. Jot down the page number (see white box on the bottom of the screen: e.g. 297 of 409). Click on the next bookmark (in this case: STEERING SYSTEM) and the Acrobat Reader will take you to the page linked to that bookmark. Again jot down the page number indicated in the white box (327 of 409). The section we were looking for starts on page 297 and ends on page 326. (See How do I print?)



NOTE:

The next section started on page 327; it goes to reason the last page of the current section is the previous page, namely page 326.

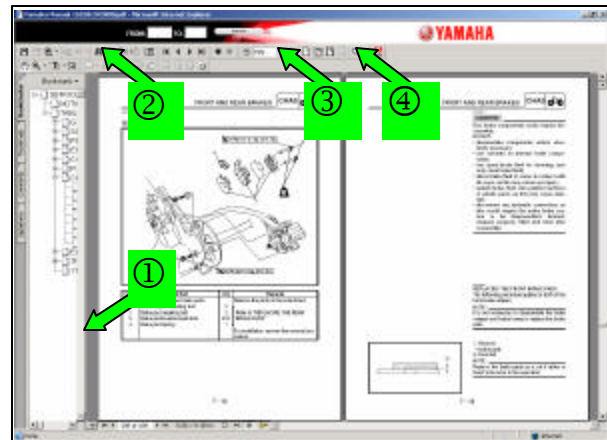
- To maximize viewing of service information, hide bookmarks. To hide bookmarks, drag the centre vertical bar to the left ①.



What else can I do?

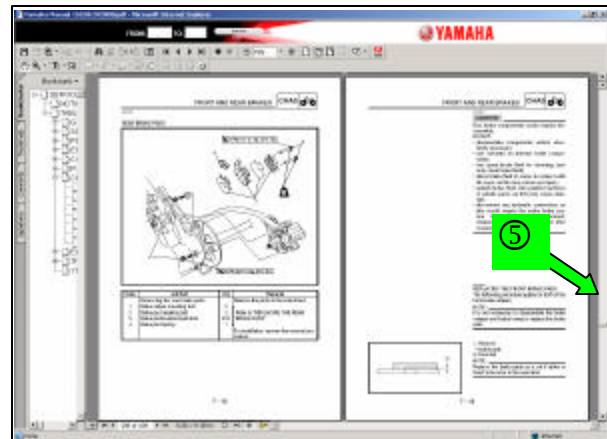
Action Buttons in the Top Work Area:

- To find a key word, press the binoculars ② and enter your selection (this will work only on most manuals created after 2000).
- To zoom in for a closer view, press the plus button beside the white box ③ on the top of the toolbar. (To zoom out, press the minus button).
- To change the view, press one of the page buttons ④. One will even rotate pages 90° to aid in viewing landscape orientated pages.



Scroll Bar:

- To move up or down one or more pages ⑤, use the mouse (you can also use the Page Up and Page Down keys)



Action Buttons in the Bottom Work Area:

- Arrows ⑥ will bring you one page forward or back, or to the beginning or end of the document. ⑦
- To change the view, press one of these.
- The key button ⑧ will show you document security (what is allowed and disallowed).

NOTE:

Many "Action Buttons" (or icons) are greyed out because they have been disabled. For example, the print icon is greyed out because you can't just print by clicking on the icon. To find out how to print, see below.

How do I print?

ympe.ca does allow the dealer to print any number of pages they wish for their own internal use. Page quality will not however be the same as manuals ordered on-line; by reducing the resolution, we shorten the time required to send the print information through the internet to your computer and printer.

Printing is allowed in the range of pages as they appear in the little white ⑨ box on the bottom of the Adobe Acrobat Internet box. If you need to print only a single page, enter the same number in the TO and FROM boxes ⑩.

- Enter that range on the top of the Adobe Acrobat Internet box ⑩:

e.g. FROM: 297 TO: 326.

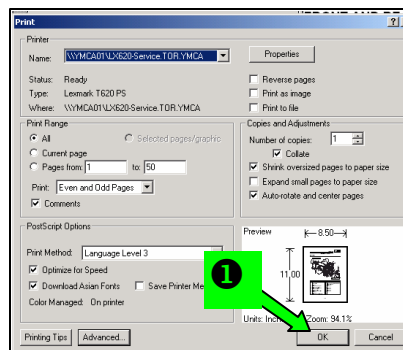
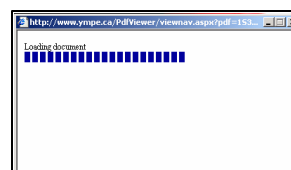
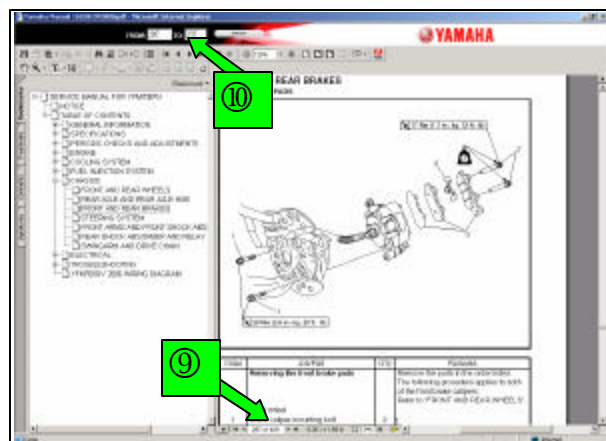
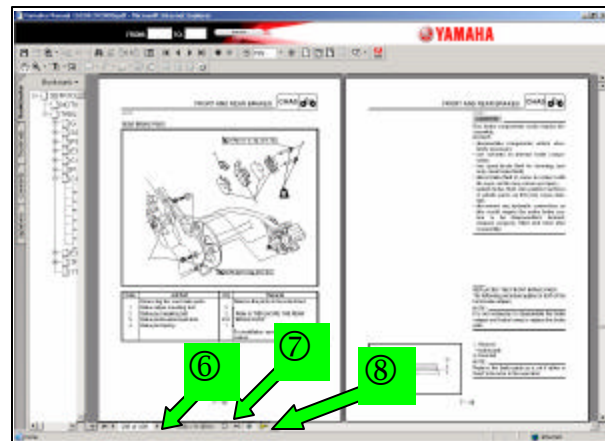
And then click on the PRINT button.

Another box will appear with blue boxes stacking one beside each other. This is your computer receiving the information required to output to your printer.

- Confirm your printer is ready before pressing the OK button ① in the Print Box.

Your printer will output your selection.

If no page was printed or, it was blank, see if your computer system conforms to system requirements.



How do I order a manual in ympe.ca?

YMPE Online (ympe.ca) has made **ordering manuals easier than before**. Manuals are available in 3 to 5 business days*. Retail prices are clearly marked. The dealer margin is always the same and there are no extra costs.

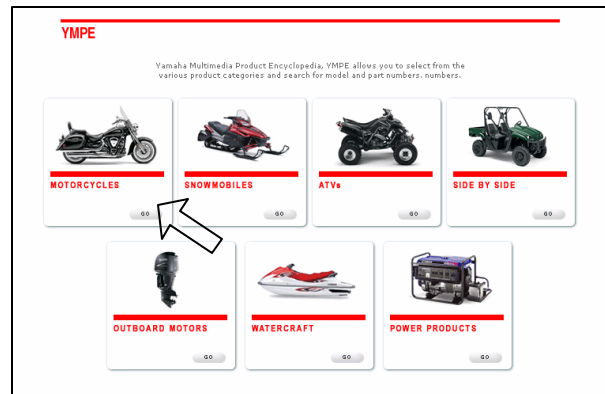
- * Most manuals are readily available; some may take longer when they don't yet exist. No ETA can be provided for these manuals. Since ympe.ca can provide all technical manuals, these are no longer stocked in our distribution centre but rather made on demand. Therefore, no returns are accepted. (For more information, consult the YMPE Policies and Procedures bulletin on YCN.)

Placing an order in ympe.ca

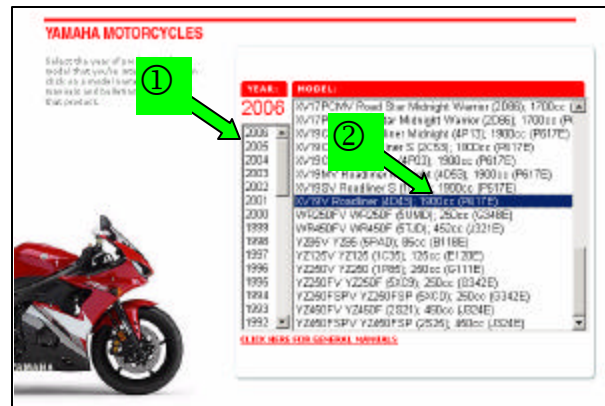
- Logon to ympe.ca.

OPTION A

- Select a product group.



- Select the model year from the drop-down menu ①.



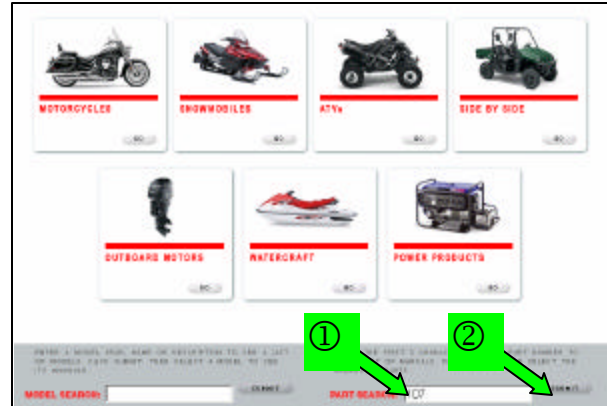
- Find the model ② for which you require a manual.

OR
(See Option B)

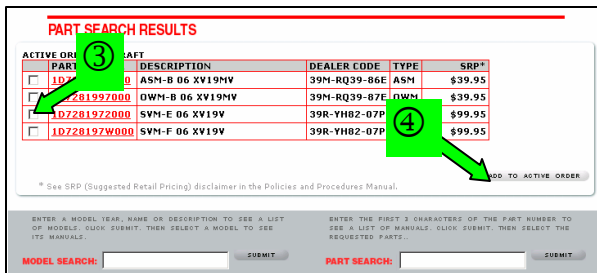
OWNER'S MANUAL	SEP*	SERVICE MANUAL	SEP*
<input type="checkbox"/> RL1D728197608	\$39.95	<input type="checkbox"/> RL1D728197208	\$39.95
<input type="checkbox"/> RL1D728197908	\$39.95	<input type="checkbox"/> RL1D728197908	\$39.95
<input type="checkbox"/> RL1D728197908	\$39.95	<input type="checkbox"/> RL1D728197908	\$39.95

OPTION B

- If you already know the manual part number, enter the first three characters in the PART SEARCH field ①.
- Click on the SUBMIT button ②.
- Select the manual you require by clicking on the box next to the part number ③ (for this purpose, we'll select the Service Manual part number 1D7-28197-20-00).



OPTION B

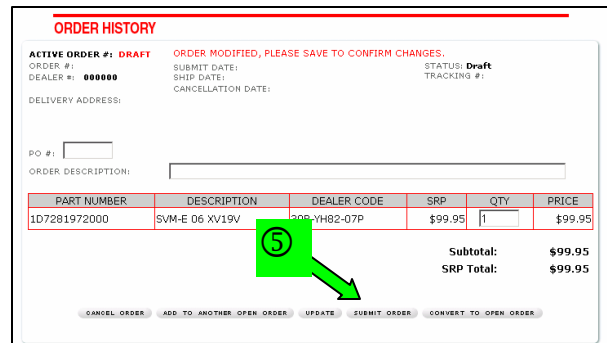
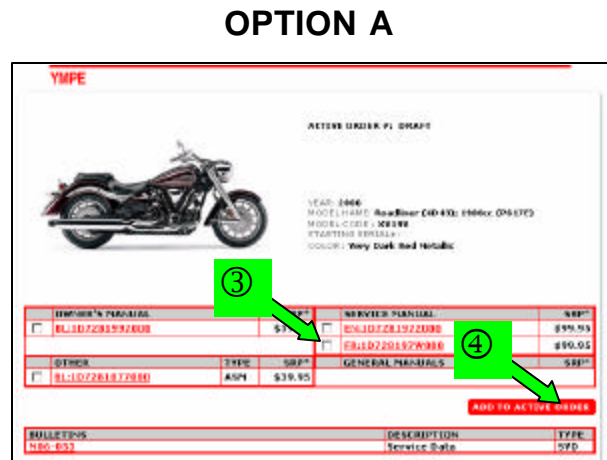


- Click on the ADD TO ACTIVE ORDER button (see ④ in illustrations above).

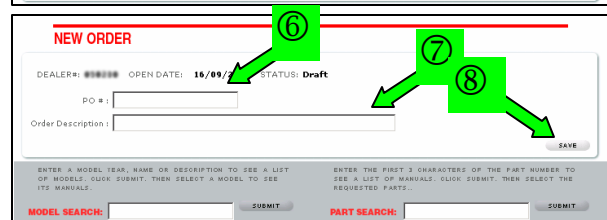
NOTE:

Options A and B are identical from this point forward.

- Click on the SUBMIT ORDER button ⑤.



- Enter your Purchase Order Number in the PO # field ⑥.
- (optional) Enter information in the Order Description field ⑦.
- Click on the SAVE button ⑧.
- Click on the CONTINUE button if you are sure you wish to place an order.



The adjacent screen will appear once an order has been “submitted”. Your order will be processed and assuming the manual is available, you will receive it in 3 to 5 business days.

To know more about the information contained in this screen see “YMPE Invoice” at the end of this document.

NOTE:

For BC and ON Dealers: Click on the button “THIS ITEM IS FOR RESALE”, or else PST will be charged if this step is not carried out.

How do I confirm an order has indeed been placed in ympe.ca?

- Logon to ympe.ca.

ORDER HISTORY

ACTIVE ORDER #: DRAFT
 ORDER #: 54321
 DEALER #: 000000

SUBMIT DATE: 16/09/2005 12:12:27 PM
 SHIP DATE:
 CANCELLATION DATE:

DELIVERY ADDRESS:
 Expected Delivery Date: Within 3 to 5 business days

PO #: CANCEL THIS ORDER
 ORDER DESCRIPTION: Cancel - TEST MADE BY YAMAHA

PART NUMBER	DESCRIPTION	DEALER CODE	SRP	QTY	PRICE
107281972000	SVM-E 06 XV19V	39R-YH82-07P	\$99.95	1	\$99.95

Subtotal: \$99.95
 SRP Total: \$99.95

Buttons: SAVE, MODEL SEARCH, PART SEARCH

- Click on ORDER HISTORY ⑨.

YAMAHA MULTIMEDIA PRODUCT ENCYCLOPEDIA / ENCYCLOPÉDIE MULTIMÉDIA DES PRODUITS YAMAHA

LOGIN:

USER NAME / UTILISATEUR
 PASSWORD / MOT DE PASSE

LOGIN / ENTRER EN COMMUNICATION

FORGOT PASSWORD / J'AI OUBLIÉ MON MOT DE PASSE

LOGIN HELP

- Select the order you wish to view by clicking on the ORDER #.

NOTE:

Alternatively, you can click on PART # ON ⑩ to view part numbers if you wish to sort/view by part numbers.

You can sort by table headers. Clicking once will sort in ascending order; clicking a second time will sort in descending order.

If you can't view the order you are looking for, click on the next on the bottom left corner.

YAMAHA

FRANÇAIS

HOME

ORDER HISTORY

NEW ORDER

HELP

NEW ACTIVE ORDER

ADMIN

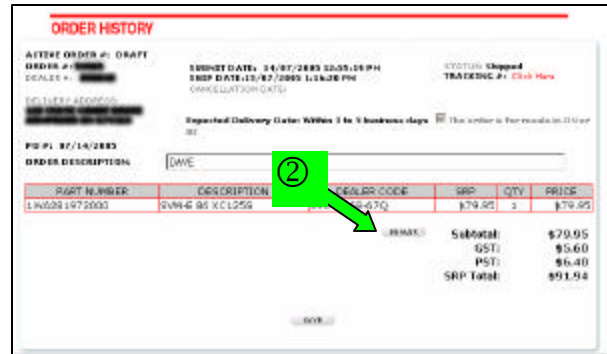
ORDER HISTORY

ORDER ORDER #	ORDER #	ORDER DESCRIPTION	SRP	SHIP DATE	STATUS
330702005	330700		120.00	22/01/2005 1:27:47 PM	Shipped
03002005	330000		110.00	03/02/2005 8:13:59 AM	Shipped
23002005	330000		110.00	23/02/2005 3:14:04 PM	Shipped
23002005	330000		110.00	23/02/2005 3:23:32 PM	Shipped
03002005	330000		110.00	06/02/2005 1:46:50 PM	Shipped
17002005	330000		110.00	07/02/2005 12:58:31 PM	Shipped
05004005	330000		110.00	05/04/2005 10:40:44 AM	Shipped
23004005	330000		110.00	23/04/2005 9:09:12 AM	Shipped
23004005	330000		110.00	23/04/2005 12:54:46 PM	Shipped
25004005	330000		110.00	25/04/2005 10:20:36 AM	Shipped
03005005	330000		110.00	03/05/2005	Shipped
03005005	330000		110.00	03/05/2005	Shipped
03005005	330000		110.00	03/05/2005	Shipped
03005005	330000		110.00	03/05/2005	Shipped

Buttons: NEXT, NEW CANCELLS, ORDER, ORDER #

You are viewing the **Retail Invoice**. (Printing this is the same as printing a Dealer Invoice).

- To view the **Dealer Invoice**, click on the DEALER button ②.

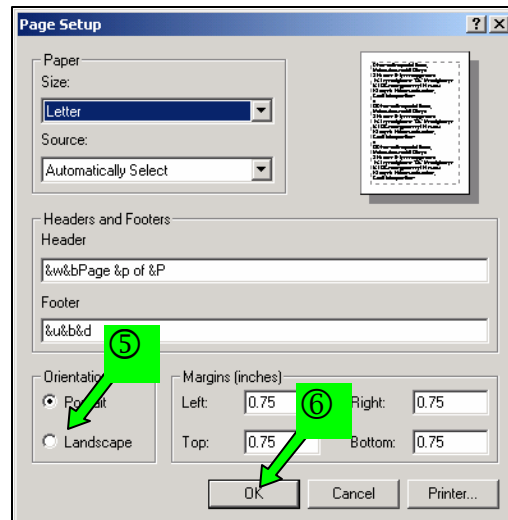
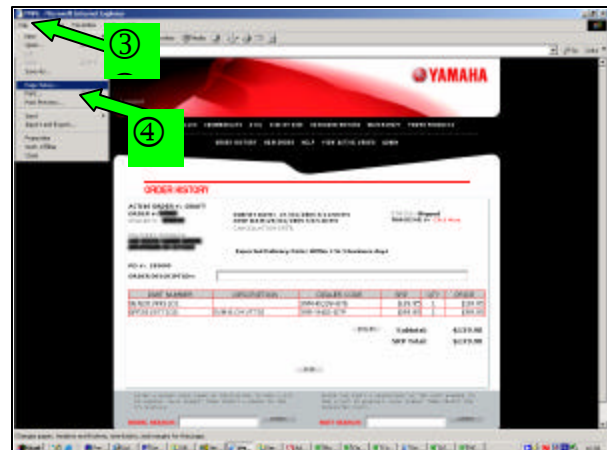


You are viewing the **Dealer Invoice**.

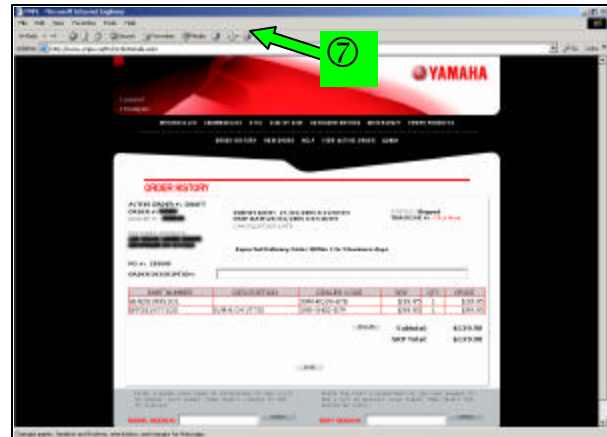


Before pressing the Print icon, you must first:

- Ensure your printer is ready to accept a print command (Turned on and communicating with the computer).
- Change the Page set-up to print landscape.
- To change the page setting to landscape, click on the “File” ③ in the task bar to open the drop-down menu.
- Click on the selection “Page Setup” ④ to open the Page Setup box.
- Click on Landscape ⑤ in the Orientation section.
- Click on the OK button ⑥



- Press the Print Icon ⑦ in the task bar to print the invoice. (Output is usually two pages.)



How do I track a manual ordered in ympe.ca?

- Logon to ympe.ca.



- Click on ORDER HISTORY ⑧.



- Select the order you wish to view by clicking on the ORDER #.

NOTE:

Alternatively, you can click on PART # ON ① to view part numbers if you wish to sort/view by part numbers.

You can sort by table headers. Clicking once will sort in ascending order; clicking a second time will sort in descending order.

If you can't view the order you are looking for, click on the next on the bottom left corner.

ORDER #	ORDER DESCRIPTION	DATE	SHIPPING DATE	STATUS
1000000000
1000000001
1000000002
1000000003
1000000004
1000000005
1000000006
1000000007
1000000008
1000000009
1000000010

You are viewing the **Retail Invoice**.

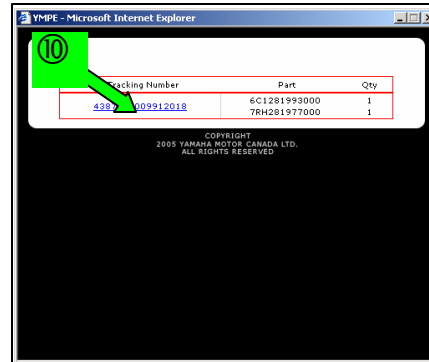
- Click on the red word “Click Here” ⑨, beside the TRACKING #.

If there are no red words “Click Here” in the TRACKING # field, then one or more manuals in the same YMPE order have not been shipped. Measures are being taken to give tracking number for all manuals shipped in all scenarios.



A tracking number box just opened up.

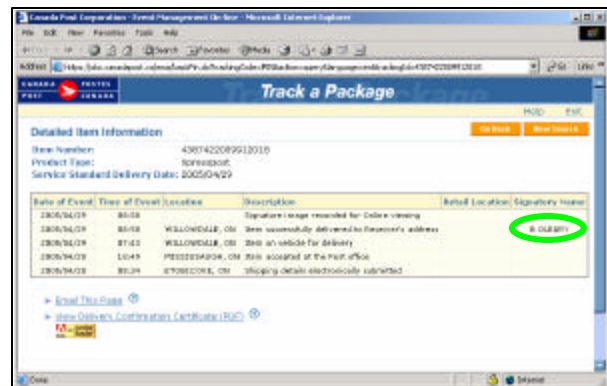
- Click on the tracking number ⑩ in the box.



A Canada Post tracking log box just opened up from which you can view all information pertaining to your manual’s shipping history, including the name of the person who signed for receiving the package.

NOTE: _____

You can view the actual signature if the Signatory Name is unrecognisable. Just click on the entry in the column.



If you require more information contact the Technical Information Coordinator at (416) 498-1911, extension 2510. You will either receive an answer to your questions or instructions to follow.

How do I cancel an order made in ympe.ca?

A dealer cannot cancel an order once it is submitted in ympe.ca.

If you have submitted an order in error, please call without delay Yamaha's Technical Information Coordinator (T.I.C.) by dialling (416) 498-1911, extension 2510.

Yamaha will make every effort to have your ympe.ca order cancelled if production has not already commenced.

NOTE: _____

Any deliveries refused by the dealer will subject the dealer to administration and shipping return charges above and beyond the charge for the manual itself.

If I ordered a manual through regular parts channels, will the order be automatically transferred to ympe.ca?

NO. Manual part numbers still exist in the parts order system as a courtesy to the dealers; by doing so, Yamaha has allowed the dealers to have manual part numbers appear in their price lists.

Manuals are no longer stocked in our parts distribution centre; they are all made to order and can only be ordered through ympe.ca.

If you mistakenly order a manual through regular parts channels, you will receive a comment "YMPE" prompting you to place an order through ympe.ca.

NOTE: _____

Prices are subject to change without notice. When an order is actually submitted in ympe.ca, Yamaha will commit to the price quoted.

When Dealer Code "NOT AVAILABLE" is listed, there is no manual currently available and so no price to quote. Therefore the field is not populated and the indication \$0.00 appears instead of a price. Should you find a manual you wish to order be listed as NOT AVAILABLE (\$0.00), just place your order. We will look into making the manual available for you but pricing will be adjusted accordingly and you will have to pay the actual price listed when the manual becomes available.

You will either receive the book (if the manual can be made available) or you will find your order cancelled (if the manual cannot be made available). Yamaha will attempt to contact you in the event of a cancellation.

Top Five Dealer Benefits to ympe.ca

1. Real-Time Updates and Corrections

Since ympe.ca is Internet-based, Yamaha Motor Canada can apply additions and corrections immediately to ympe.ca. Furthermore, bulletins, models and manuals can be added to ympe.ca as they are released by Yamaha Motor Canada Ltd.

If you notice an error or an omission, please inform the Technical Information Coordinator at Yamaha Motor Canada Head Office (416) 498-1911, extension 2510.

Once the correction has been made, you will be informed to press the F5 function key to refresh your screen and view the corrected information. It's that quick and that easy.

2. YMPE On-Line is so easy and everyone at your dealership may have access.

You can give anyone at your dealership who has access to the Internet, the ympe.ca URL, username and password to access ympe.ca. Your technicians, your parts counter personnel and your bookkeeper can all use ympe.ca to access pertinent information:

- Technicians can: view/print bulletins and manuals and, order manuals.
- Parts personnel can: view/print manuals and invoices and, order manuals.
- Bookkeepers can: view/print invoices.

Distribute this document to all users for their reference. (This document will also be made available on YCN).

3. Manuals Are Easy to Order

YMPE On-Line has introduced a new manual format:

- Sizing same as factory originals
- Print quality output, with table of contents
- Supplements incorporated in service manuals

YMPE On-Line pricing structure is greatly simplified:

- More consistent pricing

YMPE On-Line invoices are available immediately:

- As soon as a manual order is submitted, the ympe.ca invoice is available on-line.
- Rolling 6-month order history available to the dealer on-line.

4. Access to service documentation

All bulletins, all service manuals, all owner's manuals, all assembly manuals are now made available through ympe.ca in a timely manner.

5. No CDs to load in your computer

No more need to load Gigabytes of files; our on-line server will provide what you need, when you need it without cluttering your computer hard drive or your shelf space.

NOTES:

System Requirements:

- Access to the Internet (high-speed recommended)
- Microsoft Internet Explorer (version 6 or better)
- Adobe Acrobat Reader (version 5 or 6)
- NO OTHER Adobe Acrobat Reader versions (version 4 or 7) installed in your computer

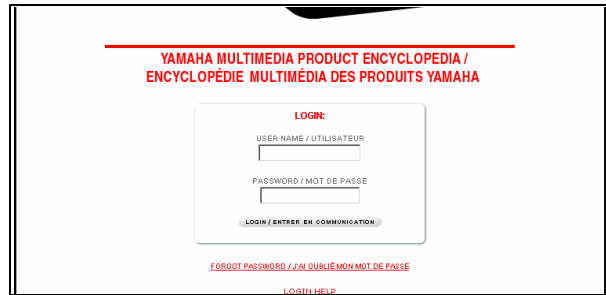
If you have other Acrobat Reader versions:

- You will have to uninstall ALL Acrobat Reader versions from your computer using the computer's Control Panel and Add/Remove Software functions.
- Once all Acrobat Reader software is removed, you will have to delete all Acrobat Reader folders in C:\Program Files\Adobe\.
- Empty your recycle bin.
- Download Acrobat Reader full version 5 or 6 :
From URL http://www.adobe.com/products/acrobat/readstep2_allversions.html
Follow instructions on the web site. Download Acrobat Reader versions 5 or 6 (not 7).
- Install Acrobat Reader in your computer.
- Launch Reader. Ensure connection to the Internet. Launch Microsoft Internet Explorer. Go to ympe.ca. Select a print a simple bulletin as a test.
- If you were able to view and print a bulletin, you are finished and all is well. If not, call Yamaha Motor Canada for assistance.

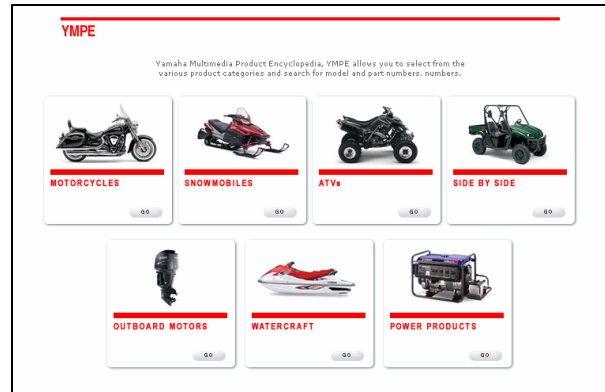
Quick Reference Guide

Ordering Manuals in ympe.ca

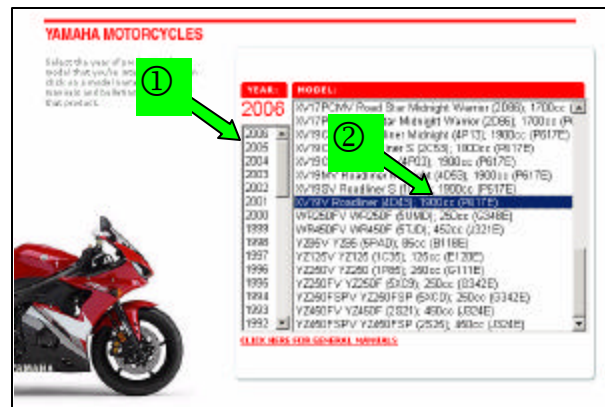
- Logon to ympe.ca.



- Select the product group.

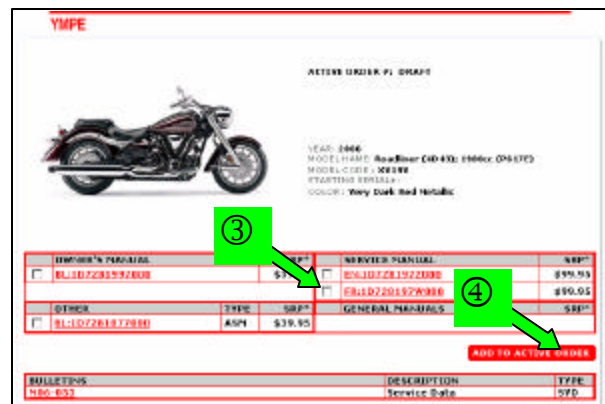


- Select the model year from the drop-down menu ①.



- Find the model ② for which you require a manual.

- Select the manual you require by clicking on the box next to the part number ③ (for this purpose, we'll select the Service Manual part number 1D7-28197-20-00).



- Click on the ADD TO ACTIVE ORDER button (see ④ in illustrations above).

Quick Reference Guide

- Click on the SUBMIT ORDER button ⑤.

ORDER HISTORY

ACTIVE ORDER #: **DRAFT** ORDER MODIFIED, PLEASE SAVE TO CONFIRM CHANGES. STATUS: **Draft**

ORDER #: **000000** SUBMIT DATE: SHIP DATE: TRACKING #:

DEALER #: **000000** CANCELLATION DATE:

DELIVERY ADDRESS:

PO #:

ORDER DESCRIPTION:

PART NUMBER	DESCRIPTION	DEALER CODE	SRP	QTY	PRICE
ID7281972000	SVM-E 06 XV19V	39R-YH82-07P	\$99.95	1	\$99.95

Subtotal: \$99.95
SRP Total: \$99.95

CANCEL ORDER ADD TO ANOTHER OPEN ORDER UPDATE SUBMIT ORDER CONVERT TO OPEN ORDER

- Enter your Purchase Order Number in the PO # field ⑥.
- (optional) Enter information in the Order Description field ⑦.
- Click on the SAVE button ⑧.
- Click on the CONTINUE button if you are sure you wish to place an order.

NEW ORDER

DEALER #: OPEN DATE: 16/09/2005 STATUS: **Draft**

PO #:

Order Description:

SAVE

ENTER A MODEL YEAR, NAME OR DESCRIPTION TO SEE A LIST OF MODELS. CLICK SUBMIT, THEN SELECT A MODEL TO SEE ITS MANUALS.

ENTER THE FIRST 3 CHARACTERS OF THE PART NUMBER TO SEE A LIST OF MANUALS. CLICK SUBMIT, THEN SELECT THE REQUESTED PARTS.

MODEL SEARCH: SUBMIT PART SEARCH: SUBMIT

Order Submission

This operation will submit this order to production. Do you wish to continue?

CONTINUE GO BACK

The adjacent screen will appear once an order has been “submitted”. Your order will be processed and assuming the manual is available, you will receive it in 3 to 5 business days.

To know more about the information contained in this screen see YMPE INVOICES.

NOTE: _____

For BC and ON Dealers: Click on the button “THIS ITEM IS FOR RESALE”, or else PST will be charged if this step is not carried out.

ORDER HISTORY

ACTIVE ORDER #: **DRAFT** ORDER #: **54321** SUBMIT DATE: 16/09/2005 12:12:27 PM STATUS: **Submitted**

DEALER #: **000000** SHIP DATE: TRACKING #:

CANCELLATION DATE:

DELIVERY ADDRESS:

Expected Delivery Date: Within 3 to 5 business days

PO #: **CANCEL THIS ORDER**

ORDER DESCRIPTION: Cancel - TEST MADE BY YAMAHA

PART NUMBER	DESCRIPTION	DEALER CODE	SRP	QTY	PRICE
ID7281972000	SVM-E 06 XV19V	39R-YH82-07P	\$99.95	1	\$99.95

Subtotal: \$99.95
SRP Total: \$99.95

SAVE

ENTER A MODEL YEAR, NAME OR DESCRIPTION TO SEE A LIST OF MODELS. CLICK SUBMIT, THEN SELECT A MODEL TO SEE ITS MANUALS.

ENTER THE FIRST 3 CHARACTERS OF THE PART NUMBER TO SEE A LIST OF MANUALS. CLICK SUBMIT, THEN SELECT THE REQUESTED PARTS.

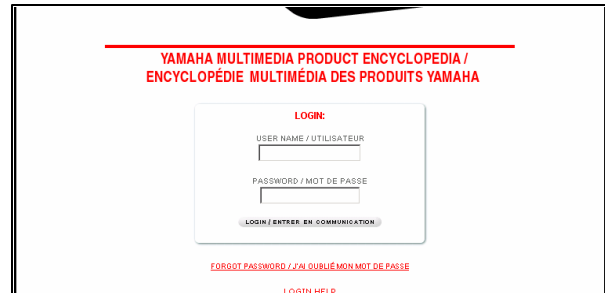
MODEL SEARCH: SUBMIT PART SEARCH: SUBMIT

Quick Reference Guide

Printing an Invoice in ympe.ca

Printing a YMPE Invoice

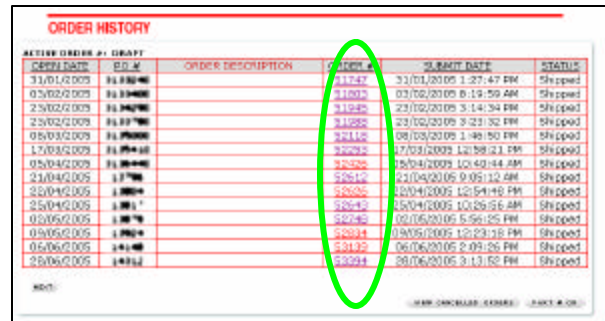
- Log on to ympe.ca.



- Click on ORDER HISTORY ①.

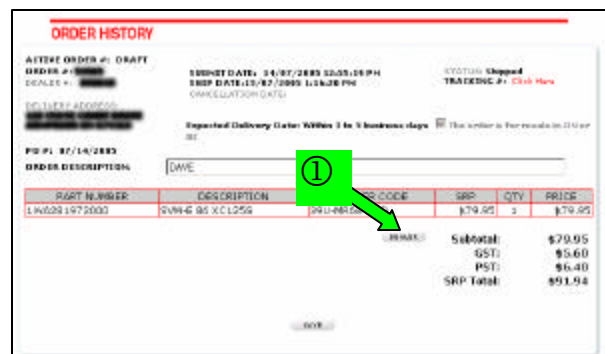


- Select the order you wish to view by clicking on the ORDER #.



You are viewing the **Retail Invoice**. (Printing this is the same as printing a Dealer Invoice).

- To view the **Dealer Invoice**, click on the DEALER button ②.



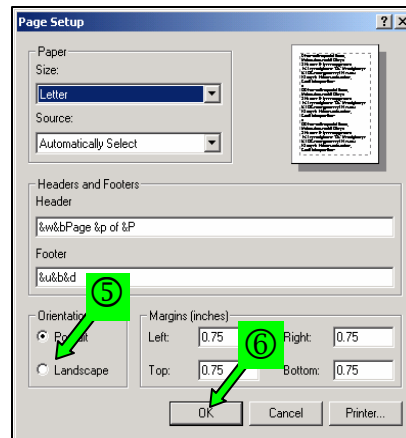
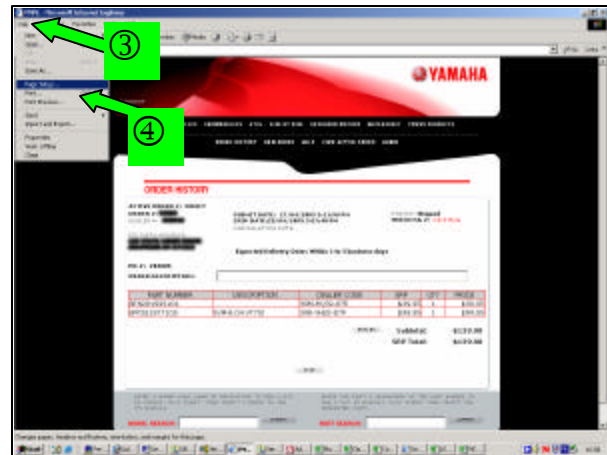
Quick Reference Guide

You are viewing the **Dealer Invoice**.

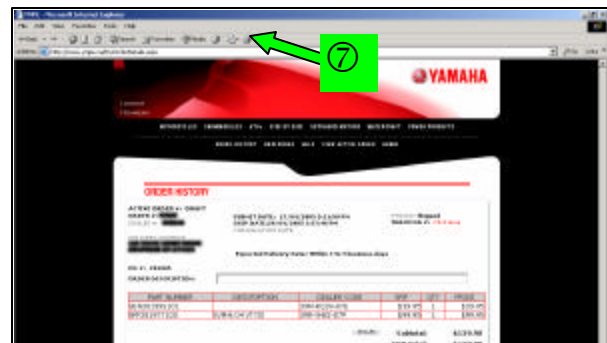


Before pressing the Print icon, you must first:

- Ensure your printer is ready to accept a print command (Turned on and communicating with the computer).
- Change the Page set-up to print landscape.
- To change the page setting to landscape, click on the “File” ③ in the task bar to open the drop-down menu.
- Click on the selection “Page Setup” ④ to open the Page setup box.
- Click on Landscape ⑤ in the Orientation section.
- Click on the OK button ⑥



- Press the Print Icon ⑦ in the task bar to print the invoice. (Output is usually two pages.)



YMPE Invoice – Explained

ORDER HISTORY

ACTIVE ORDER #: DRAFT **A**
 ORDER #: 0000 **B**
 DEALER #: 000000 **C**
 DELIVERY ADDRESS: **D**
 PO #: 07/14/2005 **E**
 ORDER DESCRIPTION: DAVE **M**

SUBMIT DATE: 14/07/2005 12:55:19 PM **F**
 SHIP DATE: 15/07/2005 1:16:20 PM **G**
 CANCELLATION DATE: **H**
 Expected Delivery Date: Within 3 to 5 business days **I**
 STATUS: Shipped **J**
 TRACKING #: Click Here **K**

PART NUMBER	DESCRIPTION	DEALER CODE	QTY	UNIT PRICE	PRICE
1WA281972000	SVM-E 86 XC12 O	39U-MR68-67Q	1	\$57.56	\$57.56

GO BACK **P** Dealer Net Subtotal: \$57.56
 GST: \$4.03
 PST: \$0.00
 * Total: \$61.59 **Q**

SAVE **R**

* To be applied to dealer parts account.

Ref. #	Description	Comment
A	SCREEN ID	This screen has been accessed through ORDER HISTORY and therefore bears the same name. It is the only invoice you have from Yamaha pertaining to your ympe.ca manual order.
B	ACTIVE ORDER #	Indicates whether the active order is DRAFT or other. If other, the ORDER # created automatically by ympe.ca will be listed in this field.
C	DEALER #	This is your username and your 6-digit Yamaha Dealer Number.
D	ORDER #	This number is created automatically and serves as the reference number to quote for phone queries or billing issues regarding ympe.ca.
E	DELIVERY ADDRESS	This is your delivery address and should be recognized by Canada Post. If this is not the case, inform the Yamaha T.I.C. (416) 498-1911, extension 2510.
F	SUBMIT DATE	This field indicates the date at which time you submitted an order. This field remains blank until you actually submit and order.
G	SHIP DATE	This field will indicate the date the actual package when the manual has been shipped. When there is more than one manual in an order and the manuals have been shipped separately, it will indicate the date that the last manual was shipped.
H	CANCELLATION DATE	This field will indicate the date of cancellation, either by you, the dealer, or by Yamaha. Yamaha will attempt to inform you by telephone when manuals are cancelled by Yamaha.

YMPE Invoice – Explained

Ref.#	Description	Comment
I	Expected Delivery:	Usual time is 3 to 5 business days. If you have not received the manual by that time, first consult ympe.ca to see if you can find out more information by tracking its progress. If there is not a “Click Here” in the TRACKING # field, then your manual has not yet been shipped. You may call for more information (Yamaha T.I.C. (416) 498-1911 extension 2510).
J	STATUS	<p>DRAFT: No saved information and all information will be discarded upon log-out or opening another YMPE order.</p> <p>OPEN: Active order information saved in this session or in a previous session. An active order is an order you have created and saved but not submitted. You can add or remove items from an active order; you can cancel or submit an active order. Once submitted, you are only allowed to modify the Order Description field.</p> <p>SUBMITTED: The order has been submitted. The information is being gathered for processing your order. If you have ordered in error, call without delay the Yamaha T.I.C. (416) 498-1911 extension 2510.</p> <p>PROCESSING: The order is being processed; the manual is being printed, wrapped and shipped.</p> <p>SHIPPED: Shipping has commenced.</p>
K	TRACKING #	“Click Here” in red text will appear when all manuals for a given ympe.ca order have been shipped. When there is no “Click Here” indication, not all (or not any) manuals have been shipped and no shipping information is available on-line. For more information call the Yamaha T.I.C. (416) 498-1911 extension 2510.
L	RESALE (ON & BC)	For Ontario and BC Dealers only. If an order has been made for the purposes of resale, click and the appropriate box when submitting an order and you will not be charged PST. No changes can be made once you have made your selection and the resale status applies equally to all manuals in a given order.
M	PO #	This is your Purchase Order Number as you have entered it when saving/submitted an ympe.ca order. Once submitted, you can no longer modify this field.
N	ORDER DESCRIPTION	This is your Order Description field. You may enter any comment you wish at any time, even after the order has been submitted, even after the manuals have been shipped. This is your entry field; just remember to press SAVE after entering new information.
O	TABLE	This table describes the manuals you have ordered: PART NUMBER, DESCRIPTION, DEALER CODE, QTY, UNIT PRICE, and PRICE. You can change QTY on an OPEN order at any time; just remember to press SAVE after entered new information.
P	TOGGLE BUTTON	You can toggle to and from the SRP and Dealer pricing invoices.
Q	TOTALS AND SUBS	Totals and sub-totals are calculated as per your Dealership location in the Dominion of Canada and, (for ON and BC) as per the RESALE option you have chosen at the time of submitting your order.
R	SAVE INFORMATION	This button saves any information you have modified while this invoice was on your screen.