

EML4502 OTS Part Order Tutorial

Account and Name Registration

- 1.) Navigate to www.btbeng.shop
- 2.) Select “My Account” in the upper menu bar.
- 3.) On the “Register” side, enter your UFL email address and a strong password of your choosing, and then click “REGISTER”

The screenshot shows the 'MY ACCOUNT' section of a website. At the top right, there is a navigation bar with links: 'My account', 'Shop Services', 'Cart', and 'Request Quote'. A red arrow points from the number '2' to the 'My account' link. Below this is a large grey header with the text 'MY ACCOUNT'. Underneath, there are two columns: 'Login' and 'Register'. The 'Login' column contains a form with 'Username or email address *' and 'Password *' fields, a 'LOG IN' button, a 'Remember me' checkbox, and a 'Lost your password?' link. The 'Register' column contains a form with 'Email address *' and 'Password *' fields, a 'REGISTER' button, and a paragraph of text: 'Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).' A red arrow points from the number '3' to the 'REGISTER' button. At the bottom of the page, there is a blacked-out area.

- 4.) After registering, select “My account” in the upper menu bar.
- 5.) Select “Account details” in the menu on the left.
- 6.) Enter your first and last name in the respective boxes, and then select “SAVE CHANGES” at the bottom. Note: you do not need to update your password to save these changes.

The screenshot shows the 'MY ACCOUNT' page. At the top, a navigation bar contains 'My account', 'Shop Services', 'Cart', and 'Request Quote'. A red arrow labeled '4' points to 'My account'. Below this is a light blue header with 'MY ACCOUNT' in bold. On the left, a sidebar menu lists 'Dashboard', 'Orders', 'Account details', and 'Log out'. A red arrow labeled '5' points to 'Account details'. The main content area contains a form with the following fields: 'First name *' (empty), 'Last name *' (empty), 'Display name *' (filled with 'adlacerna'), 'Email address *' (filled with 'adlacerna@yahoo.com'), 'Password change' section with 'Current password (leave blank to leave unchanged)', 'New password (leave blank to leave unchanged)', and 'Confirm new password'. A red arrow labeled '6' points to the 'SAVE CHANGES' button at the bottom of the form. The footer is a light blue bar with a black redaction mark.

Part Order Example


- 1.) Select "Shop Services" in the upper menu bar.
- 2.) Select "OTS Part Order" by either clicking on the image or the underlined text.

My account [Shop Services](#) Cart Request Quote

Shop


Showing all 4 results

Default sorting




[3D Printed Part Quote](#)

Add Quote to Cart



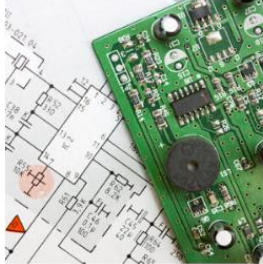
[Metal Manufacturing Quote](#)

Add Quote to Cart



[OTS Part Order](#)

Add Quote to Cart



[PCB Quote](#)

Add Quote to Cart

1

2



- 3.) Under “Item Name”, enter the name of the item as it appears according to its listing.
- 4.) Under “URL”, copy and paste the url link to the item.
- 5.) Under “Per Unit Item Price”, enter the price of a single purchase of the item (even if you intend to purchase multiple copies of this item, DO NOT enter the final purchase total)
- 6.) Under “Optional Notes”, enter any additional useful or required information to complete the order (if the item contains customizable menu options, such as different pack quantities, sizes, colors, etc., list all of those here)
- 7.) To the direct left of the “ADD QUOTE TO CART” button (the box defaulted to show the number “1”), specify the purchase quantity of this item (e.g., if you intend to purchase two 50-packs of screws, the number in this box should be “2” and not “100”)
- 8.) Review the information as input, and if correct, select “ADD QUOTE TO CART”. An example has been provided.

OTS PART ORDER

[Home](#) / [BTBE Quote-Based Services](#) / [OTS Part Order](#)



OTS Part Order

Item Name *

TICONN Clear Safety Glasses for Men, Safety Goggles with Scratch Li

3

Please input the name of the item as listed by the vendor.

URL *

https://www.amazon.com/gp/product/B0BGSFQJF6/ref=ox_sc_saved_title_

4

Please upload a URL to your part

Per Unit Item Price *

14.24

5

Please list the price of a single order of the item. Then, adjust your requested order purchase quantity in the box to the left of the "Add Quote To Cart" option.

Optional Notes

12 Pack

6

7

1

ADD QUOTE TO CART

8

Category: [BTBE Quote-Based Services](#)

9.) Ensure that a green checkmark and corresponding notification appears noting that your order has been added to your cart.

NOTE: You may repeat this process (Part Order Example Steps 3-8) for as many items as you would like to include in a single request. Items placed in the same order may also come from various different vendors.


10.) When all items have been added, select either “View Cart” or “Cart”.

My account Shop Services **Cart** Checkout

OTS PART ORDER

[Home](#) / [BTBE Quote-Based Services](#) / [OTS Part Order](#)

✔ "OTS Part Order" has been added to your Cart. [View Cart](#)



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OTS Part Order

Item Name *

Please input the name of the item as listed by the vendor.

URL *

Please upload a URL to your part

Per Unit Item Price *

Please list the price of a single order of the item. Then, adjust your requested order purchase quantity in the box to the left of the "Add Quote To Cart" option.

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11.) Review all items in cart. When ready, select “Proceed to Checkout”

CART

PRODUCT

[OTS Part Order](#)

Item Name:

TICONN Clear Safety Glasses for Men, Safety Goggles with Scratch Impact Resistant Meets ANSI Z87.1 Standard

Standard

URL:

[https://www.amazon.com/gp/product/B0BG5FQJF6/ref=ox_sc_saved_title_2?](https://www.amazon.com/gp/product/B0BG5FQJF6/ref=ox_sc_saved_title_2?smid=A3L8G1TG08S0OG&th=1)

smid=A3L8G1TG08S0OG&th=1

Per Unit Item Price: 14.24

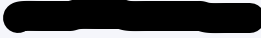
Optional Notes: 12 Pack

- 1 +

[Remove item](#)

[Proceed to Checkout](#)

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12.) Review all items before checkout. When ready, select “REQUEST QUOTE” at the bottom right.

Note(s): You may add any additional notes under “Order notes (optional)” that may apply to your entire order (team name, priority (normal/urgent), etc.). Additionally, ignore all subtotal/total columns/rows that are empty, even if the price of item(s) were non-zero.

CHECKOUT

Billing details

First name * Last name *

Phone (optional)

Email address *

Additional information

Order notes (optional)

Your order

Product	Subtotal
OTS Part Order × 1 Item Name: TICCONN Clear Safety Glasses for Men, Safety Goggles with Scratch Impact Resistant Meets ANSI Z87.1 Standard URL: https://www.amazon.com/gp/product/B0BGSFQJF6/ref=ox_sc_saved_title_2?smid=A3L8G1TGO8S0OG&th=1 Per Unit Item Price: 14.24 Optional Notes: 12 Pack	
Subtotal	
Total	

Ask for Quote

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

12 →

13.) Ensure that your order has been properly submitted via the text line that reads “Thank you. Your order has been received.”, and note your associated order number.

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REQUEST QUOTE

Thank you. Your order has been received.

ORDER NUMBER: 161 DATE: June 24, 2025 EMAIL: adlacerna@yahoo.com TOTAL: PAYMENT METHOD: Ask for Quote

Order details

Product	Total
OTS Part Order × 1 Item Name: TICONN Clear Safety Glasses for Men, Safety Goggles with Scratch Impact Resistant Meets ANSI Z87.1 Standard URL: https://www.amazon.com/gp/product/B0BGSEQJF6/ref=ox_sc_saved_title_2?smid=A3L8G1TGO8S0OG&th=1 Per Unit Item Price: 14.24 Optional Notes: 12 Pack	
Subtotal:	
Total:	

Checking Order Status

- 1.) Select “My Account” in the upper menu bar.
- 2.) Select “Orders” in the menu on the left.
- 3.) Select the order number of interest by either selecting the hyperlinked number itself or the “View” button in the same row.

The screenshot shows a user interface for a 'MY ACCOUNT' page. At the top, a navigation bar contains links for 'My account', 'Shop Services', 'Cart', and 'Request Quote'. A red arrow labeled '1' points to the 'My account' link. Below this is a large light blue header with the text 'MY ACCOUNT'. On the left side, there is a vertical menu with links for 'Dashboard', 'Orders', 'Account details', and 'Log out'. A red arrow labeled '2' points to the 'Orders' link. In the center, there is a table with the following data:

Order	Date	Status	Total	Actions
#161	June 24, 2025	Processing	for 1 item	View

A red arrow labeled '3' points to the '#161' link in the 'Order' column, and another red arrow labeled '3' points to the 'View' button in the 'Actions' column. At the bottom of the page, there is a black rounded rectangle.

- 4.) Real-time order information will be updated above “Order details” including when each individual item has been shipped, and when the order has been delivered the “Processing” will change to “Completed”
- 5.) If you need to modify your order before any of the items have shipped, you may type corrections and add new links in the “Add a note (optional):” section and submit.
Note: do not use the “Upload a new file” feature for OTS Part Orders – this function is reserved for BTBE Manufacturing Services.

MY ACCOUNT

- [Dashboard](#)
- [Orders](#)
- [Account details](#)
- [Log out](#)

Order #161 was placed on June 24, 2025 and is currently Processing. ← 4

Order details

Product	Total
OTS Part Order × 1 Item Name: TICONN Clear Safety Glasses for Men, Safety Goggles with Scratch Impact Resistant Meets ANSI Z87.1 Standard URL: https://www.amazon.com/gp/product/B0BGSEQJF6/ref=ox_sc_saved_title_2?smid=A3L8G1TGO8S0OG&th=1 Per Unit Item Price: 14.24 Optional Notes: 12 Pack	
Subtotal:	
Total:	

Upload a new file (optional):

No file chosen

Add a note (optional):

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