

## NAVIGATING THE WHIRLPOOL PORTAL

## Purpose

Use this Quick Reference Guide to view the steps to navigate the Whirlpool Portal.

## Steps

1. Start on the Whirlpool Portal **Home** page.

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Product Catalog	Price & Availability	Manage Orders	Reports & Resources		
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2. There are a series of links found on the home page used to navigate through the Whirlpool Portal.

**Note:** The menu items may differ depending on the permissions allocated to the account accessing the Portal.





3. In the **Product Catalog** drop-down menu, you can search for a product by category and continue to refine your search to find the desired product.

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I'm looking for	٩		
Product Catalog Price & Avail	ability Manage Orders	Reports & Resources	
Cooking	174 C 1996	100 100 100	
Refrigeration			
Kitchen Clean-Up			
Laundry			
Accessories			
Gladiator Garageworks			
Outdoor Entertainment			
Countertop Appliances	NOW AVAIL	ABLE!	
Kitchenware			

4. The **Price & Availability** menu allows you to quickly check pricing for a product, quantity available and estimated delivery date.

Whirlpool PORTAL		
I'm looking for	٩	
Product Catalog Price & Availability	Manage Orders	Reports & Resources



- 5. To navigate order options within the Portal, go to the **Manage Orders** menu. From this menu, you can work with quick orders and saved orders, change an order and start a return request. Refer to the following Quick Reference Guides for more information:
  - Order Templates and Saved Orders
  - Importing Cart From Excel
  - Changing or Canceling an Order

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I'm looking for		Q	
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-		Change Order	
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- 6. To run reports and inquiries, navigate to the **Reports & Resources** menu. From this menu you can inquire on orders, credit memos, deliveries, invoices, and return orders. From here you can also access pricing sheets, sales agreements, and various reports. Refer to the following Quick Reference Guides for more information:
  - Reports
  - Targeted Delivery Reports
  - Return Request

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I'm looking for Q		
Product Catalog Price & Availability Manage Orders	Reports & Resources	
	Order Inquiry	Return Orders Inquiry
	Credit Memo Inquiry	Return Status Report
	Delivery Inquiry	
	Invoice Inquiry	
	Price Sheets	
	Product Transition	
	Reports	
	Program Report	
KITCHENAID® APPLIANCES SHOW	Pending Deliveries	
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SEAMLESSLY TO CREATE A UNIQ	Order Status Report	-



**Note:** There are several icons that may display under your account information depending on the permissions of the account.

- The **email us** icon directs the user to a contact support page with the Whirlpool customer support phone number and email address. Click the email address to send a message with your question which will be answered as soon as possible.
- The **alerts** icon displays notifications when a brand champion order has been placed and needs action, a sales agreement needs signing, or when a parts express order needs action taken.
- The **cart** icon directs the user to their shopping cart, displaying a list of any and all items selected from the Product Catalog.

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Change Account	\$	Sign Out
email us	A	