

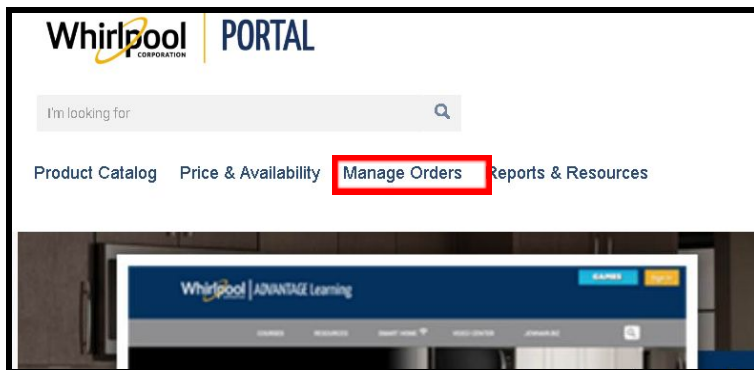
ORDERING FROM A CONTRACT

Purpose

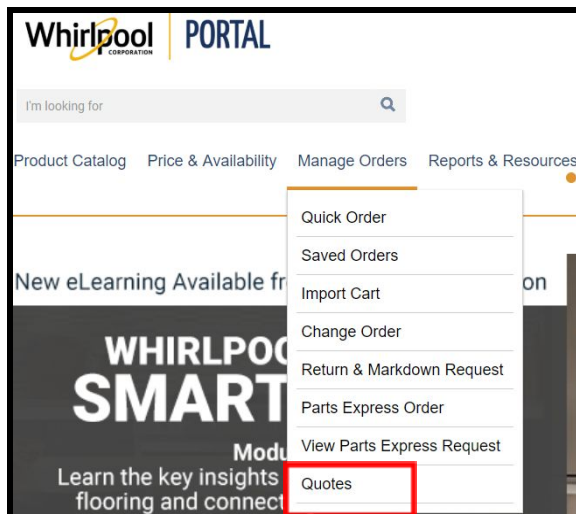
Use this Quick Reference Guide to view the steps to order a product or product package from a contract through the Whirlpool Portal.

Steps

1. Start on the Whirlpool Portal **Home** page. Click **Manage Orders**.



2. Select **Contracts**.



3. Select the **contract**. By selecting the contract, the user has the ability to add individual items to their cart.

Quote Details DOWNLOAD PAGE
To Excel

Quote Number: 4019
 Quote Name: WORLD TEST
 Start Date: 7
 End Date:
 Freight Te: PP

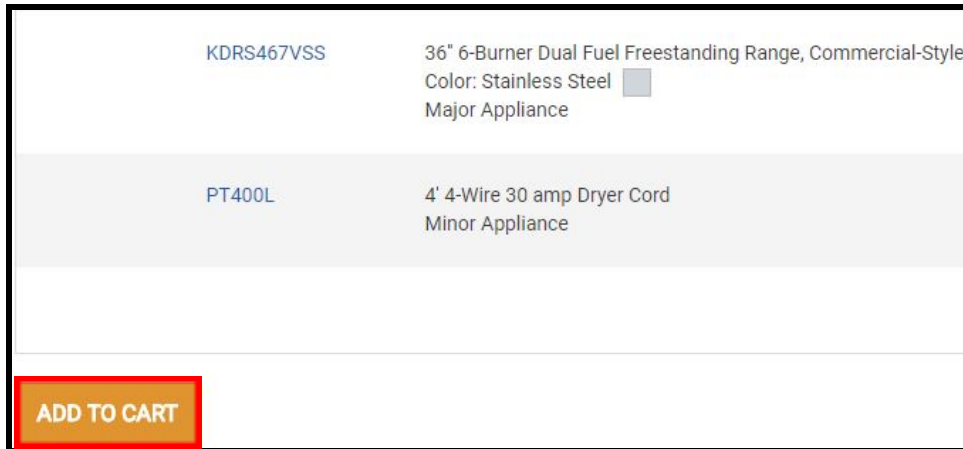
QTY	MODEL	DESCRIPTION	QUOTE PRICE	ORIGINAL QUOTE QUANTITY	QUANTITY ORDERED	QUANTITY REMAINING
<input type="text" value="0"/>	4317824	3-Prong Dishwasher Power Cord Kit Minor Appliance	\$6.00	1	1	0
<input type="text" value="0"/>	ATPC	ATTACH POWER CORD -- NO DISPOSERS	\$9.00	1	1	0
<input type="text" value="0"/>	ICDRE	INSTALL COMPLETE DRYER - ELECTRIC	\$37.00	1	1	0

4. Enter **quantity**.

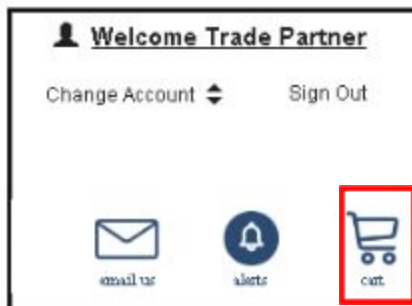
Quote Number: 4000972517
 Quote Name: TEST QUOTE NEQ COPY W PKGE
 Start Date: 12/01/2010
 End Date: 12/31/9999
 Freight Terms: 6+PP,\$100flat

QTY	MODEL	DESCRIPTION
<input style="border: 2px solid red;" type="text" value="1"/>	Package: 0001 / 6000	
	GY397LXUB	30" ELEC SI PYRO CERAN
	WDF320PADB	ENERGY STAR® Certified Dishwasher with a Soil Sensor Color: Black <input checked="" type="checkbox"/>
	WDF320PADS	ENERGY STAR® Certified Dishwasher with a Soil Sensor Color: Black-on-Stainless <input type="checkbox"/>

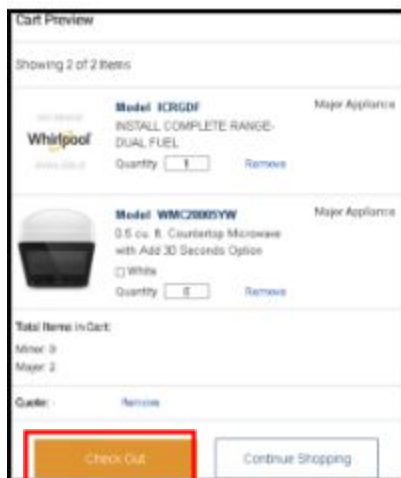
5. Click **Add To Cart**.



6. Click the **Shopping Cart**.



7. Click **Check Out**.



- 8. Click **Validate Order**.

3. Delivery Method

Delivery Method: Standard Delivery
Requested delivery date: 06/13/2018
Order Cut Off Time: Thu Jan 01 01:55:00 EET 1970 EST
[Show Truckload Points](#)

ADDITIONAL COMMENTS

VALIDATE ORDER

- 9. Click **Place Order**.

3. Delivery Method

Delivery Method: Standard Delivery
Requested delivery date: 06/13/2018
Order Cut Off Time: Thu Jan 01 01:55:00 EET 1970 EST
[Show Truckload Points](#)

ADDITIONAL COMMENTS

PLACE ORDER

- 10. The **Order Confirmation** displays.

Secure Checkout - Order confirmation

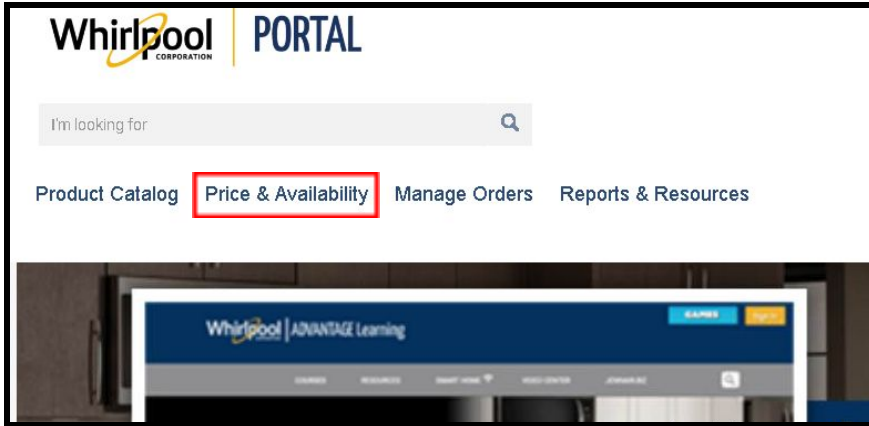
Created order: 0722475166

1. Order Entry

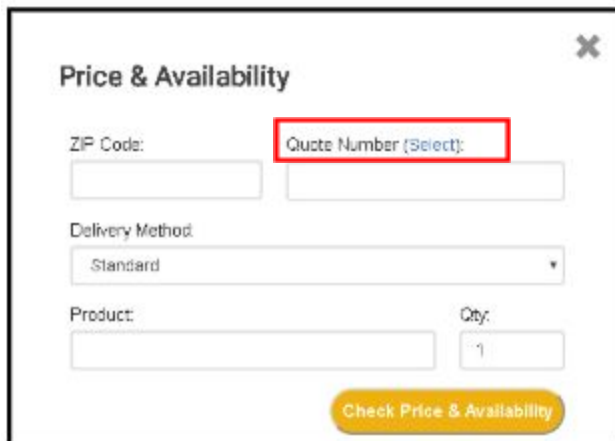
P.O. NO.: 1234567
STORE/REFERENCE #:
QUOTE NUMBER: 4000
PROMOTIONAL CODE:

Steps – Ordering From A Contract Through A Price & Availability Search

1. Start on the Whirlpool Portal **Home** page. Click **Price & Availability**.



2. Click **Select** to select the contract number.

A screenshot of the 'Price & Availability' form. The form has a title 'Price & Availability' and a close button (X) in the top right corner. It contains several input fields: 'ZIP Code:' with an empty text box, 'Quote Number (Select):' with a dropdown menu highlighted by a red box, 'Delivery Method:' with a dropdown menu showing 'Standard', 'Product:' with an empty text box, and 'Qty:' with a text box containing the number '1'. At the bottom of the form is a yellow button labeled 'Check Price & Availability'.

3. Select the desired **Contract**.

Select a Quote ✕

Click the quote number to select a quote.

QUOTE #	QUOTE NAME	QUOTE TYPE	START DATE	END DATE
4000	TEST QUOTE NEQ COPY W PKGE	Unlimited	12/01/2010	12/31/9999
4015	WEB WORLD TEST	Limited	07/18/2017	12/31/9999

11. Type the **Model Number** in the Product field. Enter the desired **quantity**.

- The product will be shipped to the default address. Delivery addresses may only be modified by authorized users.
- The zip code can be modified, with proper access to override the delivery address.

Price & Availability ✕

ZIP Code: Quote Number (Select):

Delivery Method:

Product: Qty:

Product: Qty:

[Check Price & Availability](#)

12. Click **Check Price & Availability**.

Price & Availability ✕

ZIP Code: Quote Number (Select):

Delivery Method:

Product: Qty:

Product: Qty:

Check Price & Availability

13. The product price and availability displays.


- Products can be added directly to the cart or to a previously saved order.
- The search can be updated by changing any of the search parameters, for example, quantity, zip code (must have the proper access to override the delivery address), delivery method, and contract number (contract customers only).

Check Price & Availability

Note: Availability dates are based on Whirlpool Delivery for the delivery ZIP/Postal code specified.
Availability may vary by area and method of delivery.

Account: WHIRLPOOL [UPDATE](#) [ADD TO CART](#) [ADD TO SAVED ORDER](#)

ZIP CODE: QUOTE NUMBER (SELECT): DELIVERY METHOD: SORT BY:

<input checked="" type="checkbox"/>	PRODUCT	ESTIMATED DELIVERY	PRICE (PER UNIT)	QTY
<input checked="" type="checkbox"/>	 <p>WMC20005YW 0.5 cu. ft. Countertop Microwave with Add 30 Seconds Option Color: White <input type="checkbox"/> MSRP: \$139.00 Major Appliance</p>	06/14/2018 Qty: 1 Check here for alternate models	\$89.00	<input type="text" value="1"/> ✕