

SUBMITTING AN ORDER

Step 1. Review KI's Purchase Order Requirements.

Step 2. Cover Sheets: Two types of purchase order cover sheets are available for your use, depending on the type of order (Quick Ship Program or non-Quick Ship Program order).

If you are submitting an order from the Quick Ship Program, a Quick Ship Cover page must accompany the order.

Please complete any of the informational fields that are not already clearly noted on your purchase order.

The bottom shaded section of the Purchase Order cover sheet is for KI internal use only. If you are a KI Sales Specialist or authorized KI dealer, please complete the applicable fields. **2A**

Step 3. New customers: If you are a new customer and need to open an account, please complete a credit information form and submit with your order. Or, if your order is \$500 or less, you may pay in full with a credit card (Visa, MasterCard, American Express accepted).

Step 4. Submit the Purchase Order to KI.

If you were provided any quotations, please be sure to include a copy of all quotes the time of order.

SIF files: If you have a .sif file, please submit your order via email.

Encompass Specifier™ users: Please submit orders via email. Order submissions to include the customer purchase order and the following items exported from Encompass Specifier: Quote in "Order Report Format", .sif and .xml.

A. **Email** order.entry@ki.com

B. **Fax** 800.405.2264

C. **Mail** KI
 Attn: Order Entry
 1330 Bellevue St.
 Green Bay, WI 54302

QUICK LINKS:

[CLICK HERE TO DOWNLOAD THE PURCHASE ORDER COVER SHEET](#)

[CLICK HERE TO DOWNLOAD THE QUICKSHIP COVER SHEET](#)

[CLICK HERE TO DOWNLOAD THE CREDIT INFORMATION FORM](#)

[CLICK HERE TO DOWNLOAD THE CREDIT CARD AUTHORIZATION FORM](#)

[CLICK HERE TO DOWNLOAD KI'S PURCHASE ORDER REQUIREMENT DOCUMENT](#)

To download the documents above go to <http://www.ki.com/about/corporate/order.aspx>

QUICK SHIP PURCHASE ORDER COVER SHEET
 Fax order to 1-800-405-2264 / Email order.entry@ki.com

PURCHASE ORDER COVER SHEET
 Order Entry Fax 1-800-405-2264 / Email order.entry@ki.com

Both forms include sections for: ORDER CONTACT, ADDITIONAL COMMENTS/SPECIAL INSTRUCTIONS, KI INTERNAL USE ONLY (with fields for Rep Name, DR Name, ISS Name, DST Name, SIF File Name, Over Quota Project ID, Vendor Name, AC%, Amount, Contact Name, Phone/Email, O/B, Vendor Name, OB%, Amount, Contact Name, Phone/Email), DELIVERY INFORMATION, RECEIVING, REQUESTED DELIVERY DATE, OTHER SERVICES, and MARKET CODE (checkboxes for University & College, K-12, Health Care, Federal Government, Mail Order, Med/Large Business, Industrial, Small Business, State/Local Gov't, Religion, Special Event, Hospitality, Rental, Superstore (retail), Transportation, Wholesaler, Mall/Shopping Center).

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Step 5. After your order has been submitted.

A. KI acknowledges all POs via automated fax.

B. For order status, visit KI.com and click on order status. **5B**

C. For questions, contact KI Customer Service. The specific Customer Service Agent (Name, e-mail address and phone extension) assigned to the order is noted on page 1 of the acknowledgement. **5C**

The screenshot shows the KI website homepage. The navigation menu includes PRODUCTS, IDEA GALLERY, DESIGN TOOLS, PROJECT PLANNING, and ABOUT KI. A main banner features the 'Unite SYSTEM' with the tagline 'A workspace that works for everyone.' Below this, there are sections for 'THE TRUSTED MARKET RESOURCE' and 'TOOLS YOU CAN USE'. The 'TOOLS YOU CAN USE' sidebar contains links for 'Price Lists & Color Addendums', 'KI Ordering Process & Information', and 'ORDER STATUS'. The 'ORDER STATUS' link is highlighted with a red box and labeled '5B'. At the bottom right, another red box labeled '5B' highlights the 'ORDER STATUS' link in the footer.

The screenshot shows a KI order acknowledgement form. It includes the KI logo, contact information for Krueger International, Inc., and a 'Remit to' section. The form contains a header with 'ORDER NUMBER 500860', 'PRINT/FAX 000 / 003', 'PRINT DATE 7/21/09', and 'PAGE 001'. Below this is a 'BILL TO' section for 'Company ABC' and a 'SHIP TO' section for 'COMPANY ABC'. The form also includes a table with columns for 'CUSTOMER PO.', 'REQUEST DATE', 'ENTRY DATE', 'CURRENCY', and 'MARKET'. A red box highlights the 'DELIVERY INFORMATION' section, which contains the following text: 'The following delivery information was specified on the purchase order. You did not request a delivery date. If these instructions are incorrect or incomplete, please notify your KI Customer Service Representative at the following: Telephone: (860) 454-9796 CSR JANE DOE Ext.5555 CSR jane.doe@ki.com'. This section is labeled '5C'. Below this, there is a table with columns for 'LINE', 'ITEM NO / DESCRIPTION', 'QTY ORDERED', 'QTY SHIPPED', 'QTY BACKORDERED', 'UM', 'NET PRICE', and 'EXTENDED AMOUNT'. The table contains two line items: 'MK.CH.BL' and 'MK.CH.GA'. The 'MK.CH.BL' item has a quantity of 10.000 and a net price of 43.270. The 'MK.CH.GA' item has a quantity of 5.000 and a net price of 43.610. The table also includes a 'SCHEDULED TO SHIP FROM KI - GREEN BAY' section and a 'POB Orig. Prepaid' section.