



The Guide to Your On-Line Account Management System

Everything you need to begin using your personal account on-line 24/7, including entering quotes and orders, status of orders, reviewing past history, checking account balances and printing missing invoices. Check out these tips to get you started quickly and easily.

Introduction



Kenney Commerce Koneksi is your full account management system, giving you complete access to your account history and ability to search for products and submit orders and quotes.

All is accessible via the internet from your mobile devices including smart phones and tablets in addition to your laptop and desktop computers.

Ordering & Catalogs



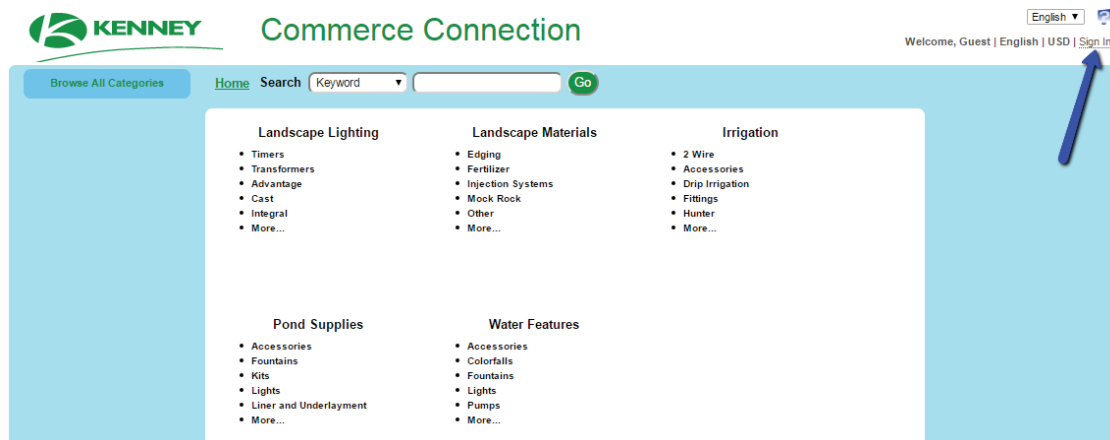
Find access to your account from the Kenney Outdoor Solution at www.kenneyoutdoorsolutions.com

Simply click on the icon or go to the Commerce Connection Tab

Signing in to your account requires you to have your login and password. If you don't already have these you will need to contact your Sales Manager to obtain.

IMPORTANT TO NOTE: BOTH LOGIN AND PASSWORD ARE CASE SENSITIVE

You will be locked out after 5 unsuccessful attempts. Call to reset your account, or simply wait 5 min. before attempting again. (After your first login you should reset your password to your own personal private password)



Once you have logged onto Commerce Connection you will want to bookmark for ease in returning to your login. Save to your laptop, tablet and smart phone for quick easy reference in the future.

NOTE: AT THE HOMESCREEN YOU CAN LOOK UP ITEMS AND INFORMATION WITHOUT LOGGING INTO YOUR ACCOUNT. ALL PRODUCTS WILL DISPLAY LIST PRICE UNDER THE GUEST ACCOUNT.

Account Information

Kenney Commerce Konnection provides you with opportunity to manage all of your account information within the choices under My Account.

Security levels may be set for employees using for order entry to accountants or business owner levels with full access to all financials.



Update your email and phone numbers - this information is shared with our accounting system to ensure you are always connected

Excel files can quickly be imported to generate your order or quotes
Filter and search for all products purchased in a certain time window and then be able to reorder directly from that screen or export to an excel file

Review your account balance, payments, and prior year purchase totals.

Open invoices can be searched by date, reprinted, and reviewed

Search and review all paid invoices and past history

See all open transactions on your account

Look up orders, quotes, and previous purchases and then decide to copy, enter another order, print, look up pricing...endless options

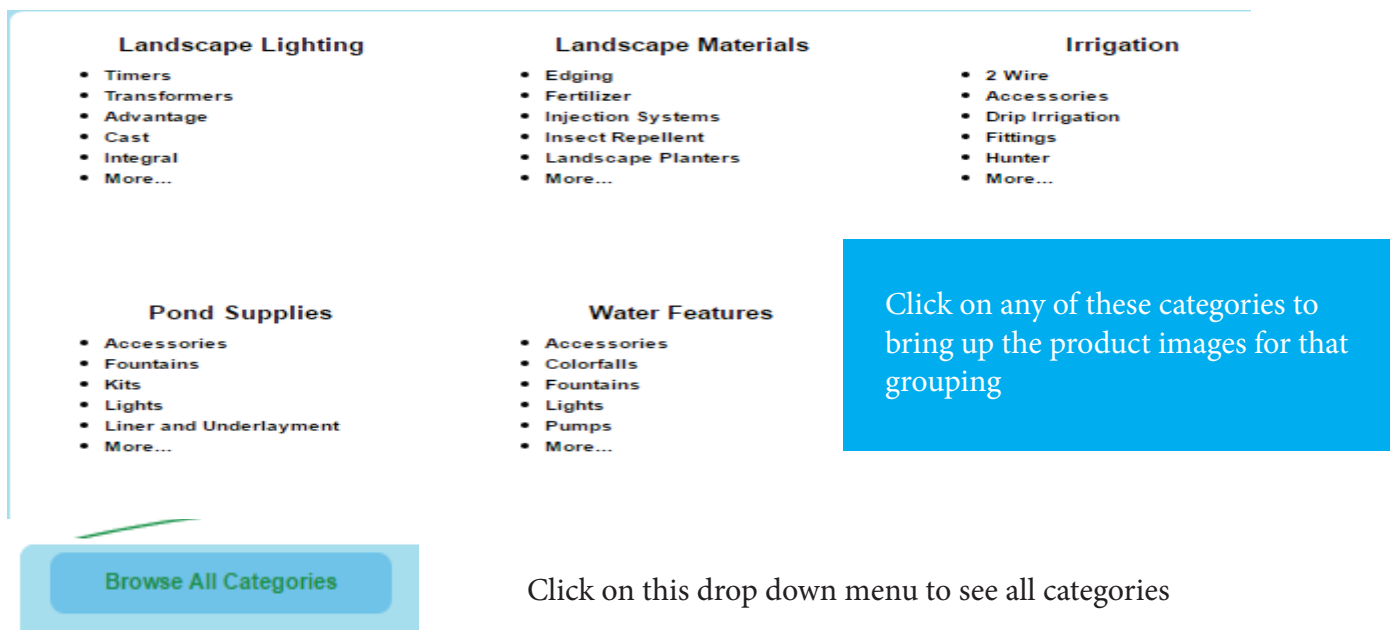


Create multiple "shopping lists" of your most commonly purchased items and then simply log in and pull up list and reorder any or all items on the list. All can be completed from your phone, tablet or computer quickly and easily.

Product Information

Kenney Commerce Konnection has been populated with our top 5000 items and you can now easily search by category, by description or single word search, or even enter part number. All have images and additional information you may need when ordering.

We will be continuing to add additional items, product details, and images so if you do not see a particular item feel free to contact us and we will be sure to get those items added.



The screenshot shows a website interface with five category lists: Landscape Lighting, Landscape Materials, Irrigation, Pond Supplies, and Water Features. A blue callout box points to the categories with the text: "Click on any of these categories to bring up the product images for that grouping". Below the categories is a "Browse All Categories" button. To the right of the button is the text: "Click on this drop down menu to see all categories". At the bottom is a search bar with a dropdown menu set to "Keyword", a text input field, and a "Go" button. To the right of the search bar is the text: "Enter key word or portion of a part number to search for a part".

- Landscape Lighting**
 - Timers
 - Transformers
 - Advantage
 - Cast
 - Integral
 - More...
- Landscape Materials**
 - Edging
 - Fertilizer
 - Injection Systems
 - Insect Repellent
 - Landscape Planters
 - More...
- Irrigation**
 - 2 Wire
 - Accessories
 - Drip Irrigation
 - Fittings
 - Hunter
 - More...
- Pond Supplies**
 - Accessories
 - Fountains
 - Kits
 - Lights
 - Liner and Underlayment
 - More...
- Water Features**
 - Accessories
 - Colorfalls
 - Fountains
 - Lights
 - Pumps
 - More...

Click on any of these categories to bring up the product images for that grouping

Click on this drop down menu to see all categories

Search

Enter key word or portion of a part number to search for a part

Change KEYWORD to also be
ITEM NUMBER
ORDER NUMBER
PURCHASE ORDER NUMBER

Order Entry

Entering orders is now quick and easy with Commerce Connection. Follow these simple steps for ways to enter quotes and orders. If you have any questions feel free to contact your Sales Manager or Branch Manager for assistance in getting you up and running.

1 Item(s)
\$33.39
Checkout

Cart

Line Item Add

Item Number:

Quantity:

Unit of Measure:

Add to Cart

Option 1:

If you have just a couple of items to add to an order you can simply type in the part # and add to the cart.

Continue shopping

Item Detail

250-00-04
TORO 250/260 SERIES 1" HYDRAULIC PIN TYPE VALVE
W/FLOW CONTROL FXF (CASE=20)
Manufacturer Item: 250-00-04

Sell Price: \$26.46 EA
Extended Price: \$26.46
Retail Price: 39.95

1 EA -- Add to Existing/New Shopping List --

Add to Cart Recalculate Add to Wish List

Option 2:

Using the browse categories or clicking on a general category you can click on a specific part and bring up the detail screen and enter quantity and add to cart.

NOTE: Here is where you can create a shopping list, and add specific items to the shopping list for easy repeat order entry.

Order Pad

Upload items from file: Choose File No file chosen Upload

Rows to display 15 25 50 100

Item Number	Quantity	Unit of Measure

Option 3:

Using the order pad you can upload an excel file with parts listed and then change quantities and edit before adding them to the CART.

NOTE: Limit of 100 items/upload, however you can do multiple uploads to a single order. See your Sales Manager or Branch Manager to learn how to format the excel file for this easy upload.

KENNEY Commerce Connection

Review Orders

Search Criteria

Entry Date: From: 3/11/2016 To: 3/18/2016

Order Type: Back Order Order Future Quote Blanket Direct Counter Sale Standing Return Connection

Order Status: Ready for Pick Slip Pick Slip Printed Ready for Invoice Invoice Printed Order Held

Other Qualifiers: Order Number: Purchase Order Number: Warehouse: Ship To:

Search

Option 4:

Go into the REVIEW ORDERS tab on your account and bring up any order, quote or previous history you have on your account. From that order you can copy and replicate the order (ie a Stock order from previous year)

Completing your order

Once items have been added to the CART you can still go into the CART and review, add additional items, delete items and change quantities.

NOTE: You can now either enter the order, save the order to refer to at a later date or submit as a quote. If you would like to save for future editing and come back to complete at a later time you simply SAVE the order and it will save it on your Kenney Konnection account. Additionally if you want to submit as a quote to your Kenney Account Manager you can do so and they can then update and complete the order for you within the Kenney system and convert to an order as needed.

Checking out:

1. If you want to review and edit items click on the CART...from here you will have opportunity to create a shopping list for the complete order, remove or add items, add additional notes for specific product items to be included with the order, and then proceed to checkout.

2. If you have everything added and ready to checkout you can proceed directly to checkout by clicking on the CHECKOUT .

A screenshot of a web form titled "Checkout" with a green header. Below the header are two buttons: "Recalculate Totals" and "Submit Quote". The form is divided into three main sections: "Contact Information", "Address Information", and "Order Information".
- "Contact Information" includes fields for Name (Mike Clohessy), E-mail Address (mike.clohessy@kmturf.com), Phone (765-744-8884), and Requested Ship Date (3/18/2016).
- "Address Information" is split into "Billing Address" and "Shipping Address". Both sections have fields for Company Name (RAINSCAPES), Street (4210 CASTLETON COURT), City (MUNCIE), State (IN), Postal Code (47304), and Country.
- "Order Information" includes an "Order Comments" field, a "Shipping Method" dropdown menu (set to "Select One"), and a "Shipping Instructions" text area.

Completing Order:

1. Complete all open fields to include PO number (note you can enter Stock, or fittings, or any other notes in PO field if not using PO number and be able to search and find quickly in the future.)

2. Order Information...IMPORTANT...you must complete the Shipping Method Field in order to be able to complete the order. Comments and shipping instructions are optional, however can be a great way to send questions or comments to your sales folks about the order.

Once you have SUBMITTED QUOTE OR ORDER you will immediately receive an email confirmation of the quote or order. Additionally, your sales manager is notified so if you've included comments or notes he/she will be able to respond to your comments.

Additional Notes

We welcome you to provide us with any feedback and questions you may have as you begin using this new Account Management System. Please forward all questions to your Sales Manager or call to schedule them to come and visit to provide an onsite demo of the additional features that may not have been included in this manual.

Additionally, we will be continuing to update and add products and information so look for continued features and expansion of this tool.



For further tips and great instructions on all of the features included with Kenney Commerce Konnection you can click on the ? icon in the upper right corner of the home screen and see the complete menu of online help.

This is a generic version and all features shown in the online menu may not currently be available on Kenney Commerce Konnection, however it will answer many questions you may have as you get started.

FINAL NOTE:

Your login and password is unique and should only be used by a single user. If you need additional logins set-up for other Service Technicians or Office personnel please contact the office to have those set up.

Initial password sent to you should be updated and changed to your own personal password for security purposes. Go into the EDIT ACCOUNT tab on the Home Screen to change password, update email addresses or any other fields related to your account