Grundfos Extranet user manual



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Introduction

Thank you for using the Grundfos Extranet. We are happy to serve you with our 24/7 web-shop, supplying you with up-to-date information on prices, product availability, your orders, invoices, deliveries, quotations and a lot more!

Because we are continuously working on improving the experience and functionality, the illustrations in this guide might vary from the screens you see in practice.

Also, please be aware, that the Grundfos Extranet, uses roles depending on the access rights of the user. In addition, local variations in functionality can also apply and therefore you might experience that this guide extends beyond your access rights and some functionalities might not be available to you.

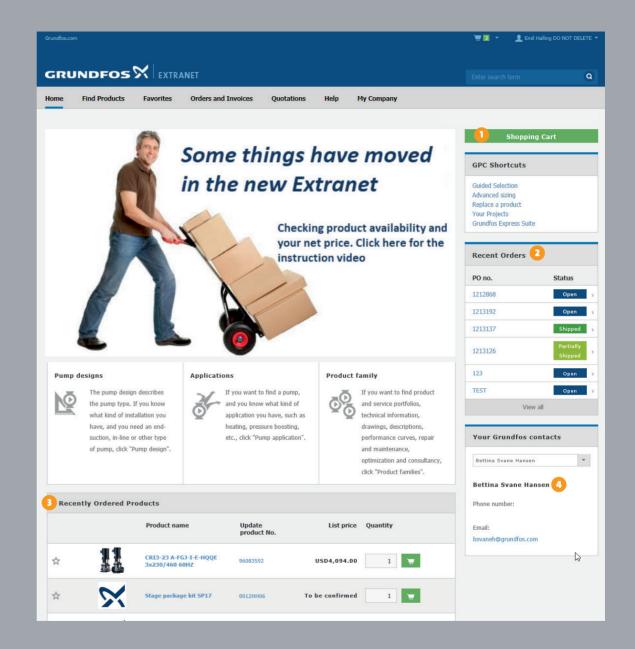
We hope you will find this guide helpful and your local Grundfos contact is always ready to assist you.

Home

The Grundfos Extranet homepage will be your news and support section.

In the upper right hand corner you have the option of **updating your profile**. You can also click on the **shopping cart** to be directed to the quick order screen where you can start placing your order.

- Shopping cart/quick order button allows you to go directly into placing an order/Shopping cart
- 2 **Recent orders** This shows your most recent orders. Click the order line to open up information about that specific order.
- 3 Also, here you find your **recently ordered products** for quick add to cart and purchase.
- 4 In this section you can find your local Grundfos contact information.



BROWSE PRODUCTS/ PRODUCT DETAIL PAGE

Checking availability for a product

Searching for a product is now much easier due to an intelligent search technology which makes the selection more accurate as you type along. Simply **type the product number or name** in the search bar and click the product.

Note: If the product cannot be found, it is either a non-existent product number or a product that cannot be ordered via Grundfos Extranet.

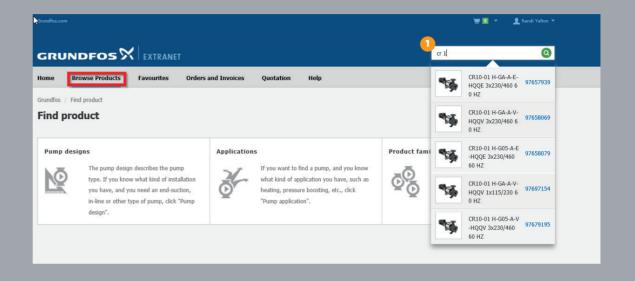
Clicking the product will direct you to the product detail page

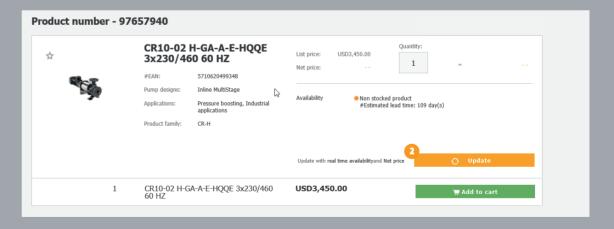
The functionality of **availability and net price check** of the original Extranet is here, together with the new enhancements like the stock lead time indication which ensures that you, as the customer, always have access to the latest information.

To get the current availability date you must click UPDATE. The availability is retrieved from Grundfos' ERP systems and is thus the same information as the Grundfos sales people can see on the ERP system.

You can also **browse products** in Extranet instead of the local Grundfos homepage, where you have the opportunity to order the product directly from the catalogue.

Ensure that the product number is written correctly or contact your local Grundfos office for assistance.





Selecting and Buying spare parts

It's very simple to identify and select spare parts for your Grundfos products.

First you find your Grundfos product for which you want to obtain spare parts (see section Browse Products in the manual).

1 From the product detail window, you scroll down and select the Spare Parts tab.

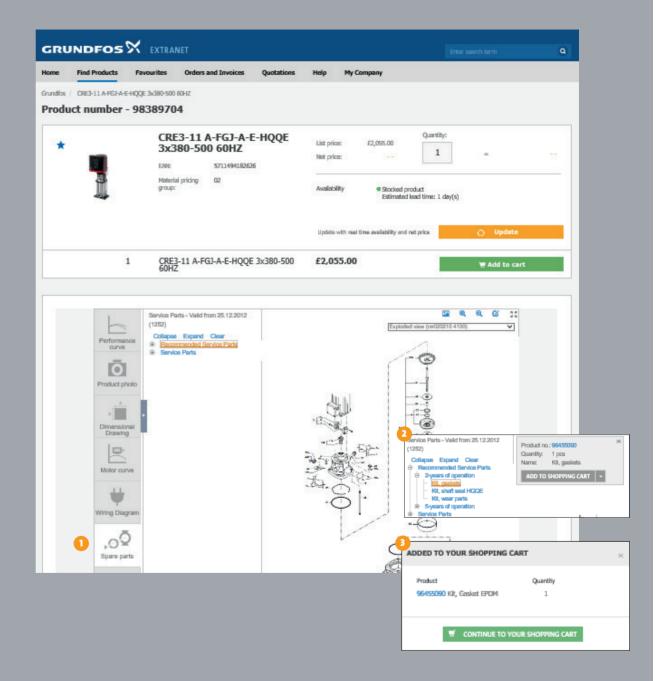
Click on the Spare Parts list and select your spare part from the list

or from the exploded view and click on the **Add to Shopping Cart** button.

The selected spare part will put in your shopping cart and you can

inalize the order by clicking on the **Continue to your Shopping**Cart button.

Note: It can occur that a selected spare part is not available in the web shop of your local Grundfos company. In that case the product number will fail to go in the shopping cart. In this case, reach out to your local Grundfos contact.



FAVORITES (My Products)

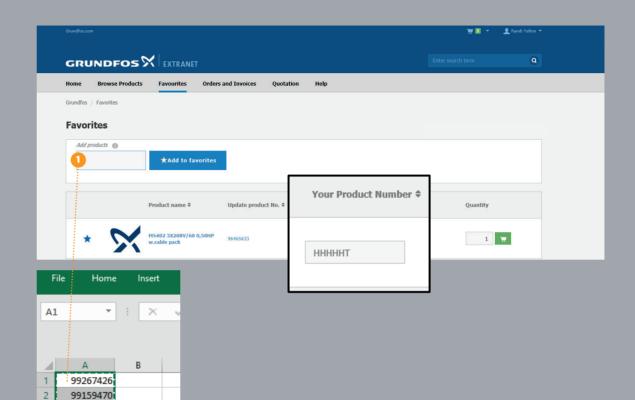
Favorites are used for customizing a favorite/frequently ordered list of products. This is valuable to customers who repeatedly order the same range of products.

If **a star** is displayed next to a product, you can add it directly to your favorites list by marking the star.

1 Product numbers can be copied and pasted directly from Excel into the favorites tab before clicking "Add to favorites".

If you wish to reference your own part number that correlates with the Grundfos product number, you have the option to do so on your Favorites tab.

Note: You cannot search by your own reference part numbe - only Grundfos part number.



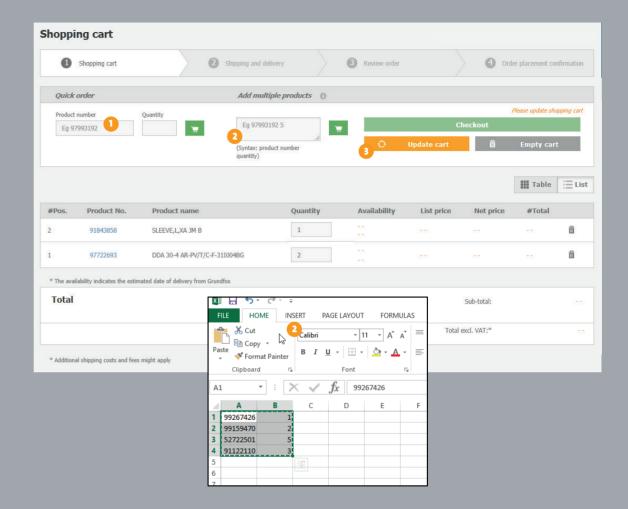
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Shopping Cart

- 1 Add **Single line items** to your shopping cart with the quantity and then click the green shopping cart icon to add to your cart
- 2 Add **Multiple items** to your order by copying the part number and quantity and pasting it into the "Add Multiple Products" box shown in the screenshot. Add them to the cart by pressing the green shopping cart icon.
- 3 To calculate your net price and availability on single or multiple item lines, click the orange "Update cart" button (please be aware that this might take some time, depending on the amount of products in your cart)

When you have updated the cart, click the green **CHECKOUT button** and you will be directed to the Shipping and Delivery information page

To **Delete items** from your cart click the trashcan DELETE button.



Shipping and Delivery

Select Shipping Address:

Use the default shipping address, select from address book or enter a new shipping address. If you enter a new address you can check the box to request Grundfos to save this address to your address book so you do not have to type the address next time. Entering a new address requires verification from Grundfos, and might take a few days before visible in the address book.

2 Shipping Method

Will show the available shipping methods that your local Grundfos Sales office offers.

Requested Delivery Date:

Select your requested due date in the pop-up-calendar. Requested delivery date could also be available on an item/product level if enabled for you locally. Reach out to you local Grundfos contact for enabling this feature.

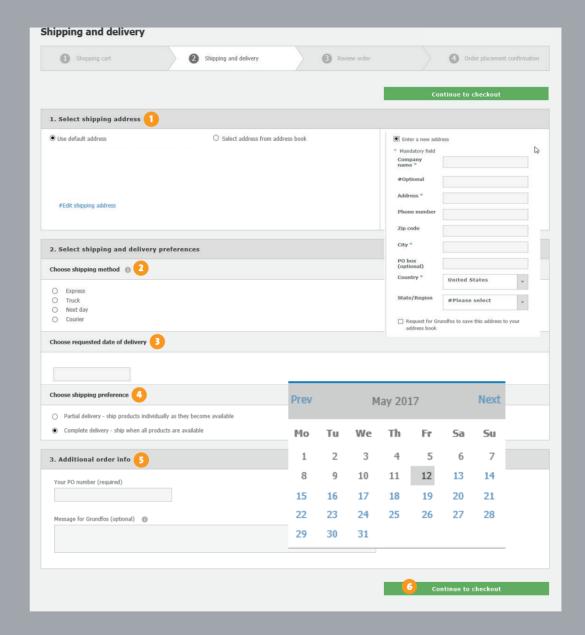
Choose Shipping Preference:

You will need to select Partial or Complete delivery. If you select Complete your items will NOT ship until all products on your order are available to ship

5 Additional order info:

You are required to type a Purchase Order number. If you have additional notes you would like us to see, please type those notes in the "Message for Grundfos"-box (example: UPS Account #, ATTN:).

To Review your order you will need to click the green "CONTINUE TO CHECKOUT"



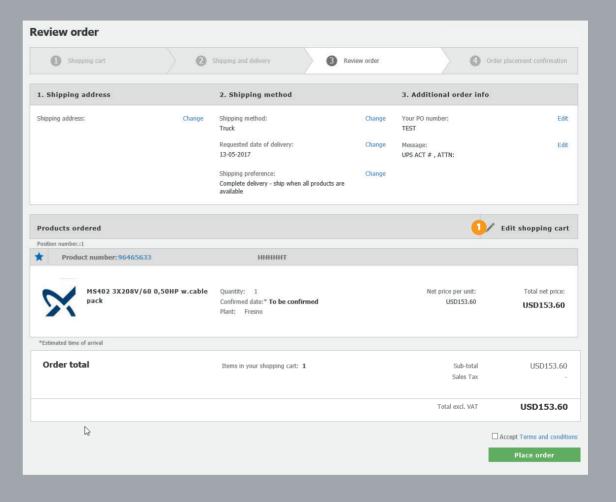
Review Order

1 If you need to make changes to the product ordered or the quantity click **Edit shopping cart.**

You can also quickly navigate back to a previous step by clicking the corresponding tab **Shopping cart** or **Shipping and delivery**

If everything is in order, tick **Accept Terms and conditions.**

Click **PLACE ORDER** to submit order to Grundfos



Order placement confirmation

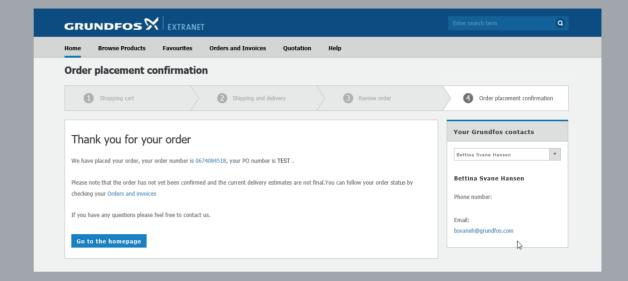
In the **Order placement confirmation** screen you will see the Grundfos order acknowledgement/sales order number and your purchase order that correlates.

Note: Please note, this page confirms your order placement, but does not serve as the final order confirmation. For legal reasons, this will be sent to you by email or fax.

The final order confirmation will for legal reasons be sent to you by email or fax

You will also find the Grundfos contact information in case you have additional questions about your order. Phone number and email address will be listed here.

Immediately after the order is submitted, you will be able to follow the status using the "Orders and Invoices" tab.

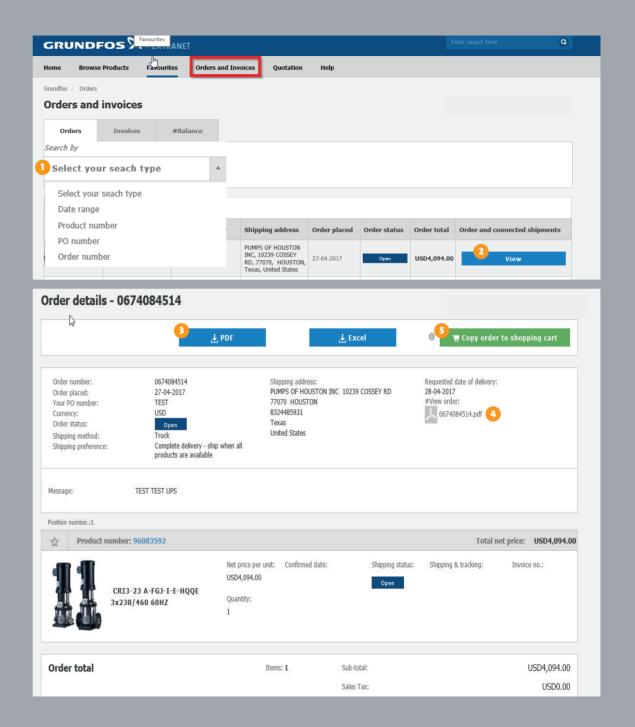


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Order Details (Orders and Invoices)

- 1 The Order section gives you access to status on all placed orders. It will pull up the orders placed in the last 30 days. If you need to go back prior to the 30 days you can search by order status, date range, product number, PO number, order number and order status. This will show you 12 months of history.
- 2 To see the details of a specific order please select the blue "VIEW"-button
- 3 Order Details shows you a breakdown of the order. You can **download a PDF file of your order details or Excel file**. Once you choose PDF or Excel you will have the option to PRINT the order details.
- 4 To retrieve the official Grundfos order confirmation, you can press the pdf icon with the order confirmation number.
- To re-order all materials in the same quantities as in the specific order, press the green "COPY ORDER TO SHOPPING CART" button. All products will be added to the shopping cart in the same quantities. The quantities can then be changed in the shopping cart if desired.

Note: An order that has already been placed cannot be changed via the Extranet. If a change is needed, your loca sales office must be contacted.



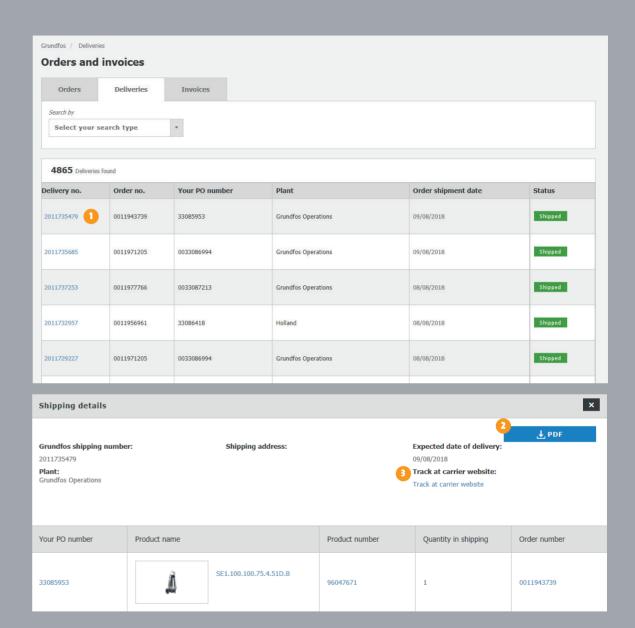
Deliveries

In the "Deliveries" tab in orders and invoices, you will be able to see all you deliveries that has been shipped

- Olicking the delivery no. retrieves the details of your specific delivery (shipping details)
- 2 From the shipping details overview you can download a PDF output of your details.
- You can also track your order at the carrier website, by pressing

 the track at carrier website-link. This will take you to the local carrier website and automatically populate the package reference number.

Note: Track and trace option is based on carrier capabilities and thus Grundfos cannot guarantee this option for all customers. However, carrier name and bill of lading (carrier track ing number) will always be available to you for reference.

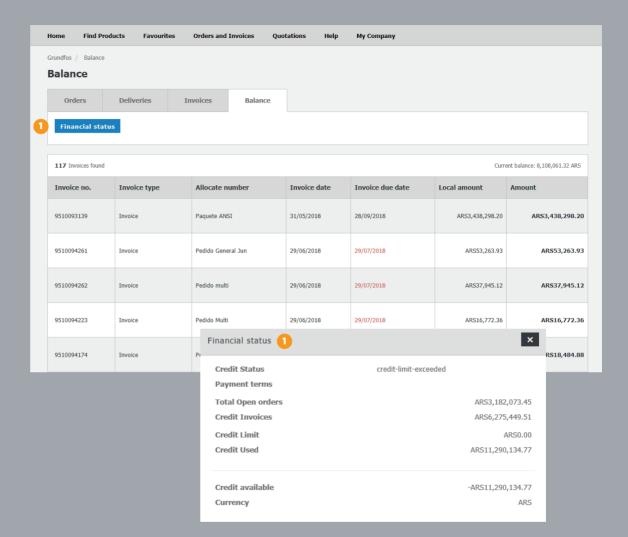


Balance/ Financial profile

The balance tab shows your current balance in Grundfos and the corresponding invoices and open orders affecting the balance.

1 Clicking the Financial status gives you an overview of your current open orders value and credit status. The detail window also holds information of credit limit exceedings and available credit.

Note: Display of balance/financial profile is based both on user access rights and if it is enabled for your local base store If you require access to this functionality, please reach out to your local Grundfos contact.

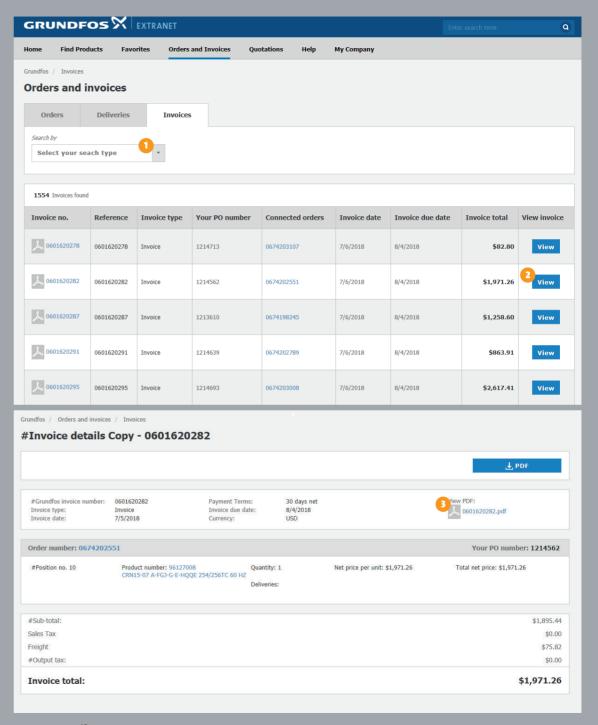


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Invoice Details

The Invoice section gives you access to invoices for all placed and invoiced orders. The list of invoices gives you a quick overview of amounts and dates related to your Grundfos account.

- With the "search-by"-selector you will be able to filter down on specific criteria such as: invoice number, date range, PO number, order number or reference. 12 months history will be available.
- 2 By pressing the "view"-button, you will be able to retrieve all relevant details for the specific invoice.
- 3 Download an immediate extract of the invoice details, by pressing the "PDF"-button For the official Grundfos invoice, press the PDF-number.



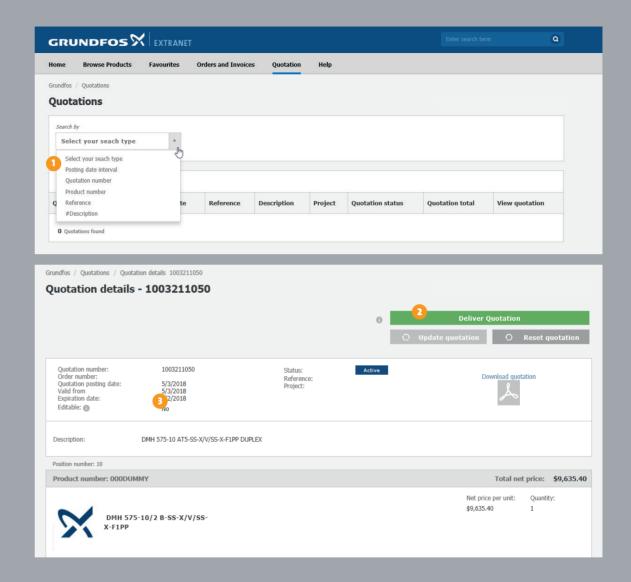
Quotations

Turn your quotes directly into a purchase order.

- 1 You have the ability to **search quotation** number, product number, reference, or description.
- 2 On a **quote detail page**, press the "Deliver Quotation"-button to add the quote to your shopping cart. This will take you directly to the Checkout step 2 (shipping and delivery)

Note: If editable, you may remove standard items and add/ remove optional items. Adding a new item and clicking **update quotation**, will recalculate the price. If Editable is **no**, you may not remove standard items but may add/remove optional items.

3 Editable Yes/No is set by Grundfos internal sales staff.



My profile

1 You can access **your profile** by clicking on your name in the upper right hand corner of the page. If you click on the blue "My Profile" button you can make changes to your profile.

User Information: You can update your first and last name and the phone number listed by clicking **"EDIT"**. If you need to change your email address you will need to contact customer service.

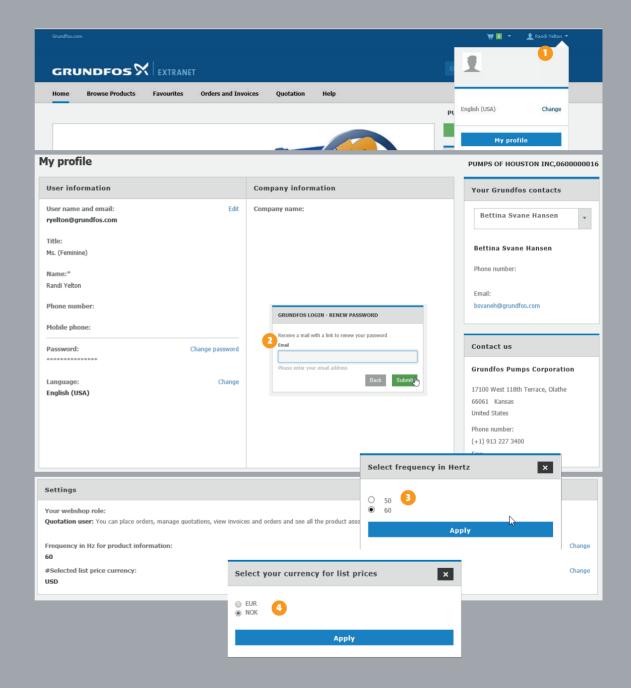
Change Password: If you need to reset your password, click "CHANGE PASSWORD". You will then be prompted to enter your email and click "submit". An email will be generated to create a new password.

This section also gives you the opportunity to change **language settings**.

- 3 Settings: If you need to change the **frequency**, click "Change" and then select if you want 50Hz or 60Hz.
- 4 Also, here you are able to see the **currencies** available for your basestore for you to change for list prices*

*Net prices will always be calculated and shown in your default currency.

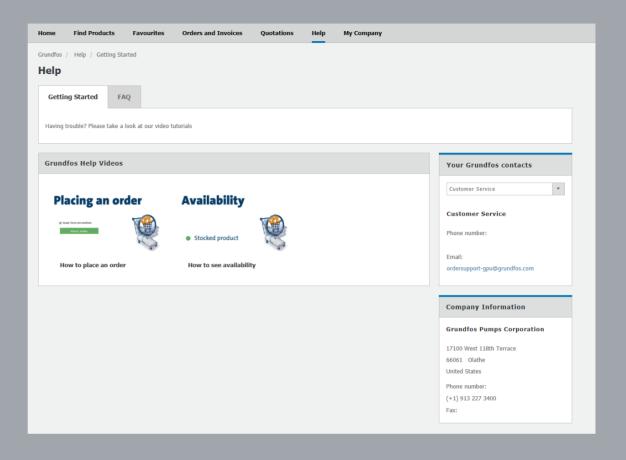
Note: If you want to change email address contact your loca Grundfos contact



Help

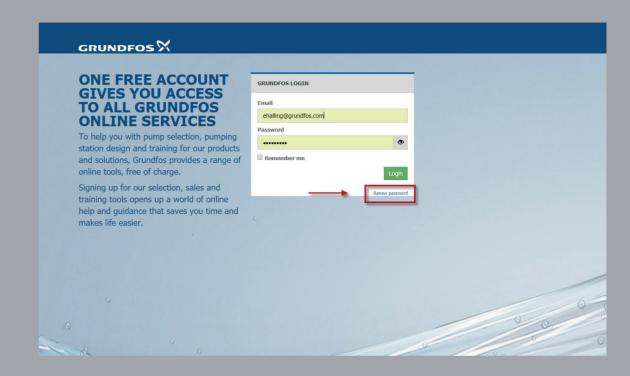
Still confused?

Get help in our HELP section where you will find both **Frequently Asked Questions** and **Grundfos Help Videos** that will show you how to place an order or check availability in the new Extranet.



Forgot your password?

Go to https://app.grundfos.com/ordering
At the login screen press "renew password"



Contact info



GPU

Phone for all support:

1-844-994-2850

Option 1: Order Support

Option 2: Technical Support **Option 3:** BoosterpaQ Support

Email addresses:

Order Support:

ordersupport-gpu@grundfos.com

Technical Support:

products-us@sales.grundfos.com

BoosterpaQ Technical Support:

BoosterpaQ-us@sales.grundfos.com

or

See Extranet homepage for local contact details

GCB

Phone for all support:

1-844-994-2850

Option 1: Order Support

Option 2: Technical Support

Option 3: BoosterpaQ Support

Email addresses:

Order Support:

orders-cbs@grundfos.com

Technical Support and RFQ's:

quoterequest-cbs@sales.grundfos.com

BoosterpaQ Technical Support:

BoosterpaQ-us@sales.grundfos.com

or

See Extranet homepage for local contact details

Peerless Pump Company

Phone for all support:

1-317-925-9661

Email addresses:

Order Support:

ppucs@peerlesspump.com

Technical Support:

AE@peerlesspump.com

or

See Extranet homepage for local contact details