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.

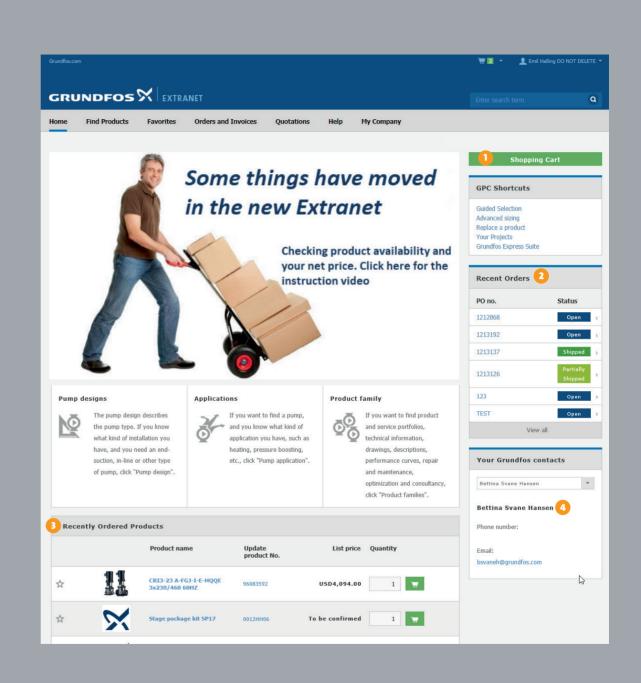
We hope you will find this guide helpful and your local Grundfos contact is always ready to assist you.

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.
- 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.

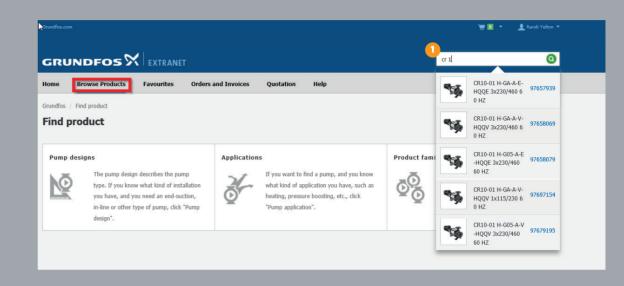
Clicking the product will direct you to the **product detail page**

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.

2 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.



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68		#EAN:	5710620499348		wee price.				
		Pump designs:	Inline MultiStage	G					
		Applications:	Pressure boosting, Industrial applications	-	Availability	Non stocke #Estimate	ed product d lead time: 109 day(s)		
		Product family:	CR-H						
							0		
					Update with real	time availabilityand N	let price	🔿 Update	
	1	CR10-02 H-0 60 HZ	GA-A-E-HQQE 3x230/460	D	USD3,450	.00		🗑 Add to cart	

Selecting and Buying spare parts

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

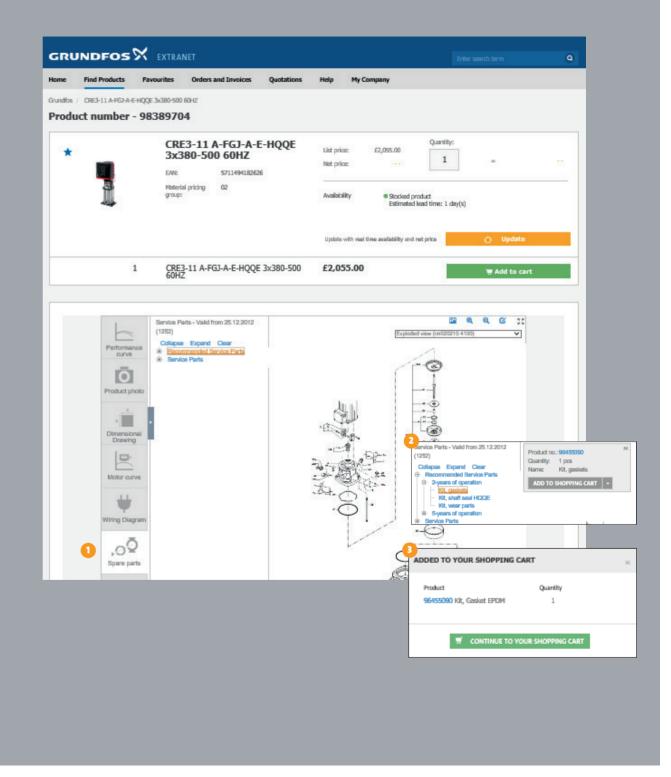
First you find your Grundfos product for which you want to obtain spare parts (see section Browse Products in the manual).

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 finalize 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)

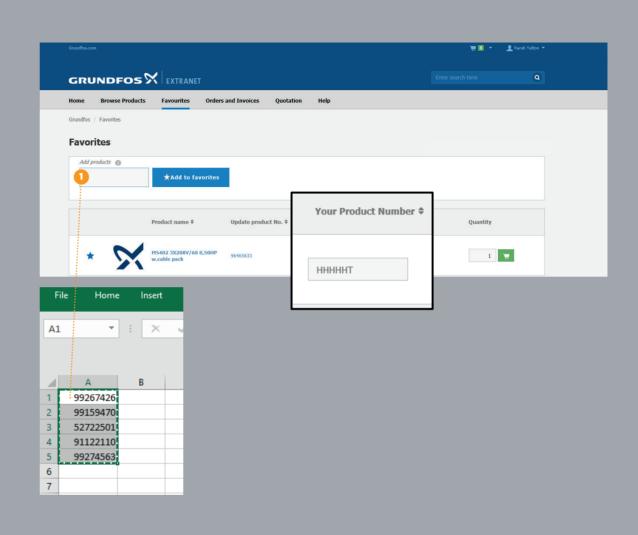
Favorites are used for customizing a favorite/frequently ordered list of products. This is valuable to customers who repeatedly order the same range of products.

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 number - only Grundfos part number.



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.

1 Shopp	oing cart		2 Shipping and delive	ry	3 Review order		4 Ord	ler placement co	infirmati
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			A1 • B 92267426 2 99159470 3 52722501 4 911221110 5 6	 X ✓ fx C 1 2 3 3 	99267426 D E	F			

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.

8 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

6 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"

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23 30 31	message for Grundfos (optional) 🚯										
				29	30	51					

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

Truck TEST Requested date of delivery: Change Message: UPS ACT # , ATTN: Shipping preference: Change Complete delivery - ship when all products are available	Shopping cart	2	Shipping and delivery	3 Review order	•	Order placement confirmation
Truck TEST Requested date of delivery: Change Message:: Message::: Message::: Message::: Message::: Message::: Message::: Message::: Message::: Message::: Message:::: Message::::::::::::::::::::::::::::::::::	1. Shipping address		2. Shipping method		3. Additional order inf	ō
13-05-2017 UPS ACT # , ATTN: Shipping preference: complete delivery - ship when all products are available Change Products ordered	Shipping address:	Change		Change		E
Complete delivery - ship when all products are available Products ordered Postion number: 1 Product number: 964655633 HHHHHT Met price per unit: USD153.60 USD153.60 *Estimated time of arrival Corder total Items in your shopping cart: 1 Sub-total USD153. Total excl. VAT USD153.40				Change		E
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Ν	pack		Confirmed date:* To be confirm	ned	USD153.60	USD153.6
C Accept Terms and con	*Estimated time of arrival		Confirmed date:* To be confirr Plant: Fresno		Sub-total	
	Estimated time of arrival		Confirmed date: To be confirr Plant: Fresno		Sub-total Sales Tax	USD153.

Order placement confirmation

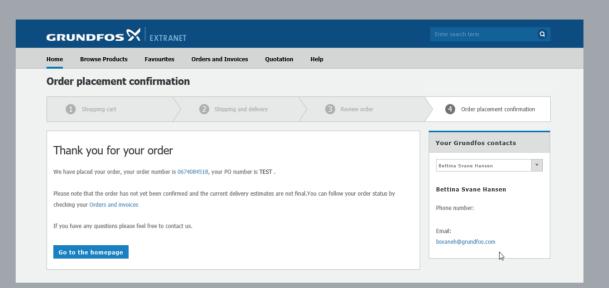
In the **Order placement confirmation** screen you will see the Grundfos order acknowledgement/sales order number and your purchase order that correlates.

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.

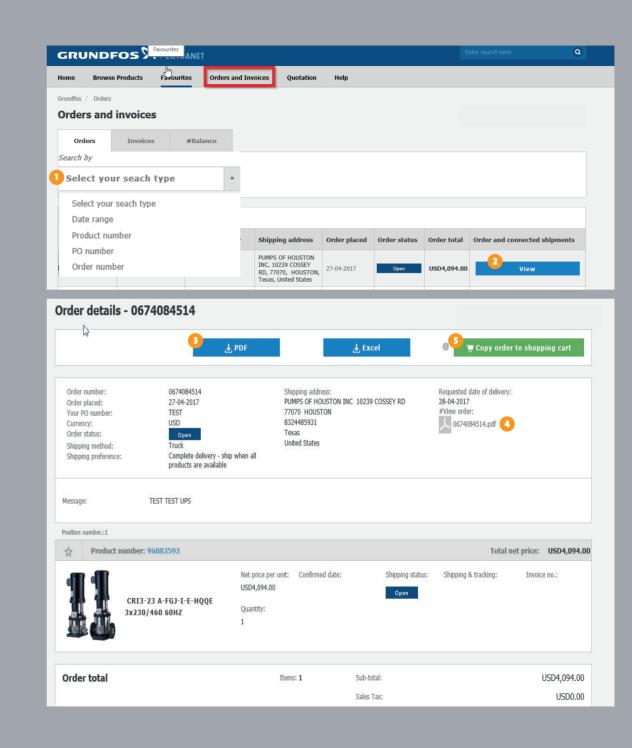
Immediately after the order is submitted, you will be able to follow the status using the "Orders and Invoices" tab.



Order Details (Orders and Invoices)

- 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
- 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.
- Or retrieve the official Grundfos order confirmation, you can press the pdf icon with the order confirmation number.
- 5 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 local 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

- Clicking 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 tracking number) will always be available to you for reference.

Orders and	l invoices					
Orders	Deliveries	Invoices				
Search by						
Select your	search type	•				
4865 Deliverie						
Delivery no.	Order no.	Your PO number	Plant		Order shipment date	Status
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2011735685	0011971205	0033086994	Grundfos Operat	tions	09/08/2018	Shipped
2011737253	0011977766	0033087213	Grundfos Operat	ions	08/08/2018	Shipped
2011732957	0011956961	33086418	Holland		08/08/2018	Shipped
2011729227	0011971205	0033086994	Grundfos Operations		08/08/2018	Shipped
Shipping deta	ils					
Grundfos shippir 2011735479 Plant: Grundfos Operation		Shipping ad	dress:	(2 Expected date of delivery: 09/08/2018 3 Track at carrier website: Track at carrier website	₹ bDŁ
		ame		Broduct pumber	Quantity in chicago	Order pumber
Your PO number		ame		Product number	Quantity in shipping	Order number

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.

	Home Find Produ	ucts Favourites	Orders and	Invoices Quot	tations Help	My Company		
	Grundfos / Balance							
	Orders	Deliveries	Invoices	Balance				
1	Financial status							
	117 Invoices found						Curre	ent balance: 8,108,061.32 ARS
	Invoice no.	Invoice type	Allocate n	umber	Invoice date	Invoice due date	Local amount	Amount
	9510093139	Invoice	Paquete ANS	51	31/05/2018	28/09/2018	ARS3,438,298.20	ARS3,438,298.20
	9510094261	Invoice	Pedido Gene	ral Jun	29/06/2018	29/07/2018	ARS53,263.93	AR\$53,263.93
	9510094262	Invoice	Pedido multi		29/06/2018	29/07/2018	ARS37,945.12	AR\$37,945.12
	9510094223	Invoice	Pedido Multi		29/06/2018	29/07/2018	ARS16,772.36	ARS16,772.36
	9510094174	Invoice	Finan	icial status 🧧				×
	51007177		Cre	dit Status ment terms		credit-limit-excee	ded	
			Total Open orders ARS3,182,073.45					
			Credit Invoices ARS6,275,449.51 Credit Limit ARS0.00					
				dit Used			ARS11,290	
				dit available rency			-ARS11,290	,134.77 ARS

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.
- Oownload an immediate extract of the invoice details, by pressing the "PDF"-button For the official Grundfos invoice, press the PDF-number.

Orders	Deliveries	Invoices	5					
Search by Select your se	each type	1.						
1554 Invoices four	nd							
Invoice no.	Reference	Invoice type	Your PO number	Connected orders	Invoice date	Invoice due date	Invoice total	View inv
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<u>لم 0601620282</u>	0601620282	Invoice	1214562	0674202551	7/6/2018	8/4/2018	\$1,971.26	2 View
ه 0601620287	0601620287	Invoice	1213610	0674198245	7/6/2018	8/4/2018	\$1,258.60	Vie
هم 0601620291	0601620291	Invoice	1214639	0674202789	7/6/2018	8/4/2018	\$863.91	Vie
6601620295	0601620295	Invoice	1214693	0674203008	7/6/2018	8/4/2018	\$2,617.41	Vie
<mark>لم 0601620295</mark>	0601620295	Invoice	1214693	0674203008	7/6/2018	8/4/2018	\$2,617.41	Vie

Invoice date: 7/5/2018 Currency: USD Your PO number: 1214562 Order number: 0674202551 #Position no. 10 Product number: 96127008 Quantity: 1 Net price per unit: \$1,971.26 Total net price: \$1,971.26 CRN15-07 A-FGJ-G-E-HQQE 254/256TC 60 HZ Deliveries: \$1,895.44 #Sub-total: Sales Tax \$0.00 Freight \$75.82 #Output tax: \$0.00 Invoice total: \$1,971.26

Quotations

Turn your quotes directly into a purchase order.

- 1 You have the ability to **search quotation** number, product number, reference, or description.
- 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.

GRUNDFOS								٩
Home Browse Products	Favourites	Orders and Invoices	Quotation	Help				
Grundfos / Quotations Quotations								
Search by Select your seach type Select your seach type Posting date interval Quotation number Product number Product number #Description	te	Reference	Description	Project	Quotation status	Quotation total	View quotation	
0 Quotations found		_	_				_	
Grundfos / Quotations / Quotation Quotation details -					0	2 Deliver 0	Juotation	
						Update quotation	O Reset qu	uotation
Quotation number: Order number: Quotation posting date: Valid from Expiration date: Editable:	10032110 5/3/2018 5/3/2018 3/2/2018	50	Status: Referenc Project:	e:	Active	Dor	wnload quotation	
Description:	DMH 575-10 AT5-	SS-X/V/SS-X-F1PP DUPL	EX					
Position number: 10								
Product number: 000DUMM	ſΥ						Total net price:	\$9,635.40
ДМН 575- Х-F1РР	10/2 B-SS-X/V	//SS-				Net price \$9,635.4	e per unit: Quantity 0 1	/:

My profile

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.

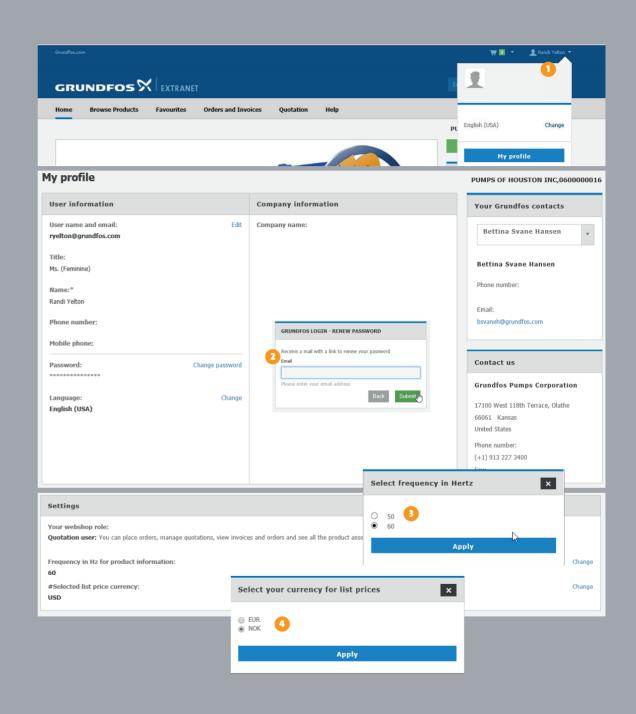
This section also gives you the opportunity to change **language settings**.

3 Settings: If you need to change the **frequency**, click "Change" and then select if you want 50Hz or 60Hz.

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.

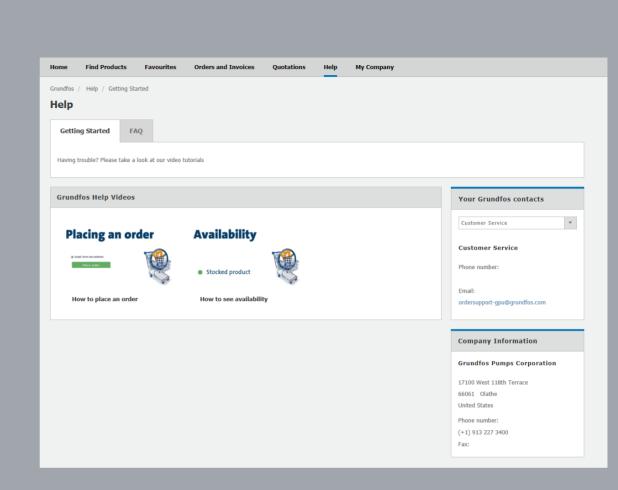
Note: If you want to change email address contact your local Grundfos contact



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"

GRUNDFOS X

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ehalling@grundfos.com	
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Remember me	
	L
	_
	Renew p

Contact info

GIN

Phone for all support:	FMUL Fire	pumps
1800-102-2535	Name	: Sonny Ogunseye
Option 1 : Sales enquiry Option 2 : Order Support	Group title	: International Sales Manager
Option 3 : Service Support Option 0 : Reception	Company	: Peerless Pump Company
	Address	: 2005 Dr. Martin Luther King Jr St.
Email addresses: Pre-Order Support: oneoffice.india@sales.grundfos.com	Zip code	: 46202 Indianapolis
C	Country	: US
Order Support: in.middleoffice@sales.grundfos.com	Mobile No	: +1 (832) 439 3460
Service Support: serviceindia@grundfos.com	Email	: sogunseye@peerlesspump.com

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