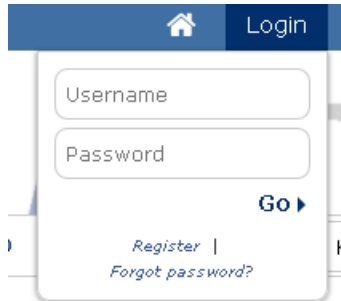


Kendall Group Online Bid Approval Process

The Kendall Group now has a simple and easy way to place orders for specially quoted items online. Follow these steps below to approve your bid from us.

1. Login to your account.

A screenshot of the login form on the Kendall Group website. It features a dark blue header with a home icon and the word "Login". Below this are two white input fields labeled "Username" and "Password". A blue "Go" button with a right-pointing arrow is positioned to the right of the password field. At the bottom of the form, there are links for "Register" and "Forgot password?".

2. Select the appropriate ship-to account, if required.
3. Click "My Account" at top of page.



4. Under Account Review, click "Open Quotes / Bids".

My Account

Total access to your account is just one click away

Welcome BEN! [Log Out](#) >

Product and Order Management

- [Customer Part Number](#)
- [My Product Groups](#)
- [My Saved Carts](#)
- [Quick Pad](#)
- [Reorder Pad](#)
- [Non-Stock or Special Order form](#)
- [Rockwell Automation Product Configurator](#)

Account Review

- [Open Quotes / Bids](#)
- [Open Orders](#)
- [Order History](#)
- [Advanced Order Search](#)
- [Account Inquiry](#)

Account Management

- [Change Ship-To](#)
- [Manage Ship-Tos](#)
- [Edit Profile](#)
- [Credit Card Management](#)
- [Personal Settings](#)

5. Click on the desired Bid from the list displayed, or use the search box at the bottom to search by Bid number or PO.

Date	Bid #	PO #	Amount	Status	Ship Date
08/28/2017	S106160010-1		\$414.04	Submitted	
08/21/2017	S106139318-1	TEST	\$58.30	Submitted	
08/21/2017	S106139267-1	test	\$58.30	Submitted	
07/27/2017	S106069132-1	THIS IS A DEFAULT PO	\$2,544.81	Submitted	
07/26/2017	S106064929-2	133674	\$0.00	Submitted	
07/25/2017	S106058945-2	133674	\$0.00	Submitted	
07/25/2017	S106058473-2	133674	\$0.00	Submitted	

Or you can search by Order # or PO # : [Go >](#)

6. Click "Approve Bid".

Order Details

[Print Friendly](#) [Approve Bid >](#) [Copy Items to Group](#)

KE KALAMAZOO
5101 S SPRINKLE RD
PORTAGE, MI 49002-2049

BID	
Bid Date	Bid Number
08/28/2017	S106160010 -1
Attention Of:	
KE KALAMAZOO 5101 S SPRINKLE RD PORTAGE, MI 49002-2049	

QUOTE TO:

SHIP TO:

7. A message appears on the screen indicating that the quoted items have been added to the cart with quoted pricing. Click OK.

Bid S106160010 approved. 1 item(s) have been added to your cart with bid pricing. You must check out to complete the order.

[OK](#)

8. You are brought to the Shopping Cart and can proceed with normal checkout.

Shopping Cart

 [Print Friendly](#)

Cart Name: New

Containing: 1 Item(s)

Qty	Unit of Measure	Product Description	Unit Price	Availability	Extended Price	Remove
<input type="text" value="500"/>	ft (1)	4 THHN CU STRD BLACK 500' REEL WMRE BID S106160010	781.19 / m	33500 ft	390.60	
Update Cart					Sub Total	\$390.60
Comments: <div><div></div></div>						
Return To Shopping Clear Cart Save Cart Rockwell Config. Tool Checkout						

9. Fill in the required fields in the checkout and submit online order as normal.