

Klick Kitchen Buyers: Getting Started

1. Sign Up and Login

- a. Enter the email address and password you used to create your account. If you ever forget this information click the Forgot Password link or contact us at 212-913-9333.


2. Connect with your Vendors

- a. Go to My Vendors link at the top of any page. Some Vendors require a manual Connection Approval. Depending on the Vendor this could take a day or two. Please be patient. If it takes more than 2 days please call the vendor directly.


3. Add Unlisted Vendors

- a. If you don't find all of your Vendors, click on the My Vendors tab where you will find Unlisted Vendors, you can add them as Unlisted Vendors on your account, and contact your Vendors and encourage them to Sign Up!

4. Add products to your Clipboard

- a. Click on the Catalog link from the navigation bar.
- b. On the right hand side you will see the vendors you have requested to see in the preferred search. Click on the vendor's name to see all their products. You can also search other Vendor's Catalogs by clicking the Non-Preferred button.
- c. Find products in the catalog and click the Clipboard Icon  to add them directly to your Clipboard.
- d. If you cannot find products you order from a listed Vendor contact the Vendor directly through Messages at the top of every page. (Reminder: You may only message Connections and Pending Connections.)
- e. Add Unlisted Vendor products to your Clipboard using the Add Unlisted Item page you can access from the Catalog or the Clipboard.

5. Take a look at your clipboard

- a. Now you can create and assign Groups and Par values to organize the clipboard.
- b. Add Notes to individual items by clicking on the  sticky icon. The note will be attached to the product on every order you place. Don't forget to SAVE the note by clicking SAVE at the bottom of the PAR column.

You are ready to begin placing Orders!

6. Create an Order (On the Orders Page)

- a. One place you can create an order is on the Orders page. Click on Create New Order. Immediately you can name the order.
- b. Don't forget, choose a delivery address if you have more than one location.

7. Add Products to an Order (Directly from your Clipboard)

- a. Input the appropriate quantity beside each product you want to order. At the bottom of the page there is a drop down box where you can select an existing order (or a New Order) to place the products in, then click Add.
- b. If you add products to a new order, the site creates an order called NEW ORDER. Don't forget to name the order and choose the delivery address by going to your orders page selecting the New Order and clicking the Edit Details button.

8. Place an Order

- a. You can insert notes to each Vendor before you place the order.
- b. After you have double checked the proper products and quantities click Place Order at the bottom of the page.
- c. You can have multiple Vendors on one order, each Vendor only receives his/her portion of the order.

9. View Your Order History

- a. After you place your order you can view it in History at anytime.
- b. You will receive confirmation of orders from listed Vendors via email. **Congratulations! You are a Klick Kitchen User!**