

Klick Kitchen Vendors: Getting Started

1. Sign Up and Login

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

2. Send us your Company Logo

- a. Email your logo to sales@klickkitchen.com with "Logo- Your Company Name" in the subject line. We will load your logo on our Vendors page.

3. Set Up Your Account

- a. Go to My Account, then Profile. Add a paragraph about your company in the Description, then at the bottom of the page set your Privacy Settings.
- b. Input any Notification Email Addresses for anyone who needs to receive ALL Orders and Quotes.
- c. Input your sales representatives with their email address and/or fax# where orders will be received.
- d. If you will be sending Price Lists, input your Billing Information so that you can fax the Price Lists.

4. Upload Your Products

- a. You will receive an Excel template from a Klick Kitchen Account Manager.
- b. Input your product information in the correct columns.
- c. Upload the Excel template under My Products, Bulk Upload/Edit.
- d. If you are having trouble uploading the Excel file, contact your Account Manager or Klick Kitchen customer service.

5. Create and Assign Your Price Lists

- a. You may create an unlimited number of Price Lists and Name them anything you like.
- b. Input your customer information: their name, Email Address or Fax# where they will receive the Price List.
- c. Assign the Products and Customers to each Price List
- d. Input your price adjustments.
- e. Send your Price Lists. Remember each faxed page is \$0.10 and you will need to input your billing information in My Account.

6. Contact your Customers

- a. One great way to contact your customers is through Price Lists.
- b. Let your customers know they can easily access your product catalog and contact you at www.KlickKitchen.com free of charge.

[You are ready to begin making Connections and receiving Orders & Quotes!](#)

7. Accepting Connections

- a. You will receive an email alert when a customer requests a connection with you.
- b. If you set your Privacy Settings to Manually Accept Connections go to the Connections page, simply click Accept for each pending connection.

8. Confirming Orders and Sending Messages

- a. When a Klick Kitchen Buyer places an order with you, you will receive an email alerting you to the order.
- b. To Confirm the Order: login, view the Order, and click Confirm
- c. An email is sent back to your customer letting them know you have confirmed the order. They can view any notes or changes you made by viewing the order in their Order History.