

Welcome to the Klein Tools Distributor Extranet!

This application will allow you to access the necessary tools to search for pricing, availability, place orders, check order status, obtain copies of invoices, and much more!

If you previously had an account, reset your password by clicking this link: https://extranet.kleintools.com/user/password

If you do not have an account associated with your email, click the "Request New Account" button below to create a new account.

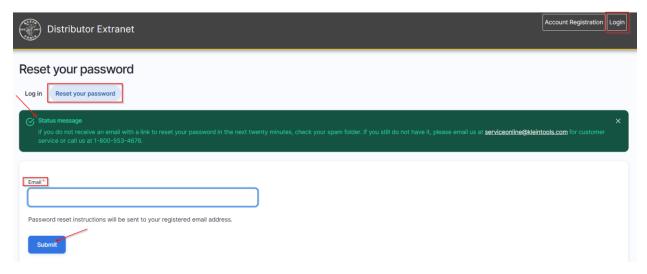
- If you are creating a new account, you will be prompted to enter both your 5-digit customer number and your ship-to number. If you do not have this information, you can contact Klein Tools Customer Service at 1-800-553-4676 Monday through Friday between 7:30 AM and 6:00 PM Central Time.
- Please note: Your company must have a Klein Tools customer number established and in good standing to be able to access and utilize our Distributor Extranet.

Should you experience any difficulty logging in, please email serviceonline@kleintools.com, and we will happily assist you with establishing access.

While navigating this application, you will be prompted to enter both your 5-digit customer number and your ship-to number. Selecting a customer number and ship-to number is required prior to utilizing many of the available options.



Resetting Your Password (First Use Only)



- Your username is now your email address. For added security, please reset your password upon your first login. To do so, click on "Reset Your Password" located under the "Login" button and follow the instructions sent to your email. If you do not remember your email or the previous email used to log in, please provide your customer number to Customer Service to assist further.
- Click on "Submit."

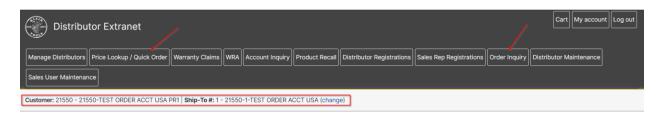
 Note: If you do not receive an email within 24 hours, please contact serviceonline@kleintools.com for further assistance.

Resetting Your Password in General (Beyond the First Use)

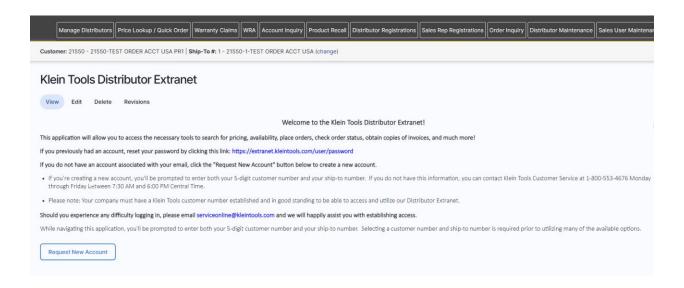
• For resetting your password in general (beyond the first use), click on "My account" in the upper right-hand box, and then select the "Edit" function under your current email address. Enter your current password in the "Current password" field. Enter your new password in the "Password" field. Click on the "Save" button at the bottom of your screen.



After Logging In



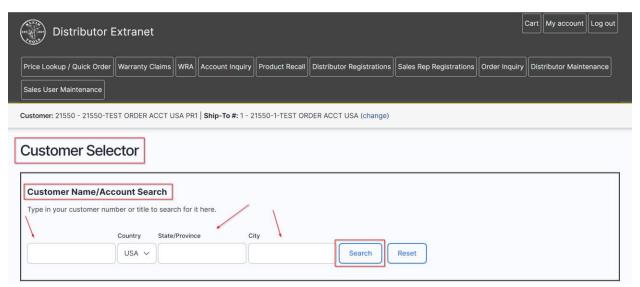
 Once you log in, a welcome screen will appear displaying your customer number and ship-to number. In the example above, see "Customer # 21550 / Ship-to # 1" for how/where the account information will appear. From this screen, you can easily access the top menu and select any of the options that you have been assigned access to, such as "Price Lookup/Quick Order," etc.



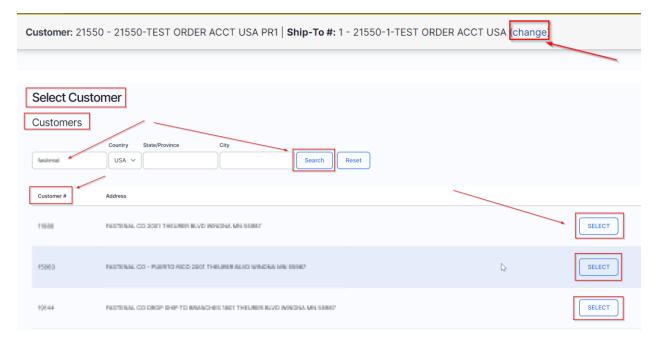


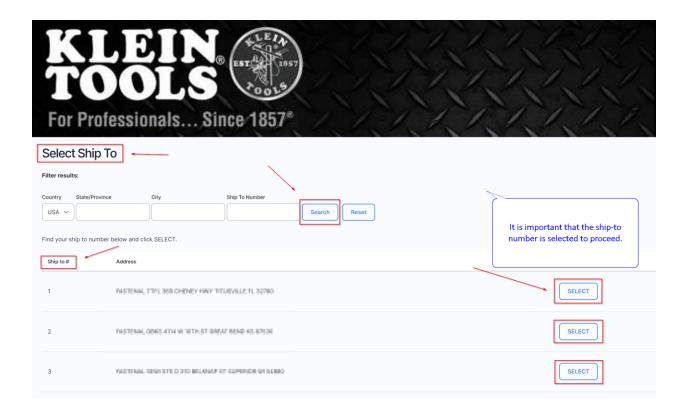
Selecting a Customer Number for a Task Option

• It is important to note that in order to proceed, the user must select a customer number **or** name and then the ship-to numbers will appear. The user can begin by typing the first three letters of the company name or the full customer number and it will begin populating the search results.



• Select "change" or "add" in the upper left-hand corner.

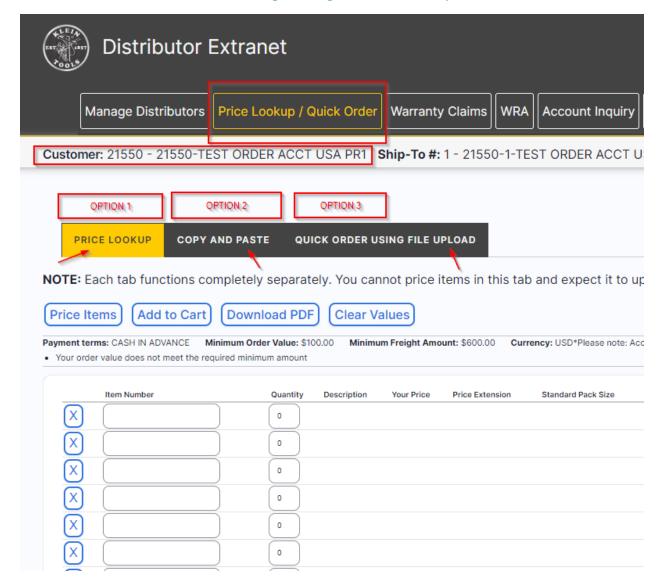




Note: The customer number can be located on a recent invoice or by contacting Serviceonline@kleintools.com with the account name and address.



Checking Pricing and Availability



- First, ensure you have your customer number and ship-to number selected in the upper left-hand corner below the black box.
- Click on the "Price Lookup / Quick Order" menu option in the black header. Values will then be returned on screen. Availability will be present on the far right portion of the results. If an item is back-ordered, an estimated return to stock date will be provided if known/available.

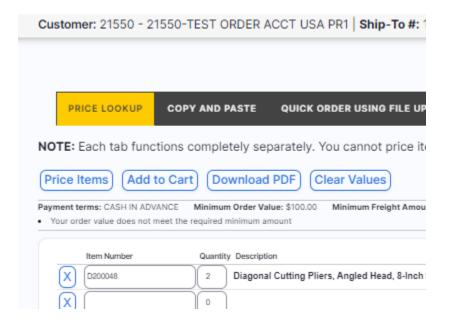


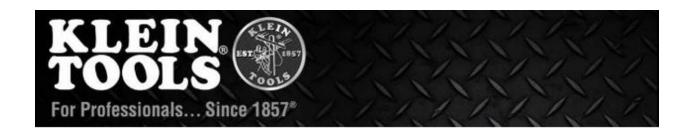
- There are three options for checking item pricing:
 - 1. Clicking on the "Price Lookup" button is the default option you can use to manually add SKU numbers and quantities into the table. Click on the "Price Items" button to get results. You can click on the "Add five more" button at the bottom of your screen to add more spaces.
 - 2. You can copy and paste formatted item numbers by selecting the "Copy and Paste" button. Ensure that you have no extra characters or spaces and that your item numbers are active and correct. For example, the system will read the dash in item # 614-3, but for best results, you should try to remove special characters, such as dashes or slashes. To prevent the system from having an error or freezing, you should omit extra spaces for item numbers.
 - 3. You can also upload a CSV spreadsheet with SKU numbers and quantities by clicking on the "Quick Order Using File Upload" button. This feature is helpful when trying to obtain pricing for a large volume of products at once. Be sure to download the template .CSV form and then use it to load the desired products and quantities. The output options are "Onscreen Display" or "PDF". For a complete price list in Excel format, please visit https://www.kleintools.com/content/partner-support.



Placing Orders

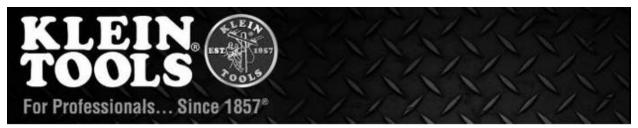
- Select your customer and ship-to numbers. Click "Add to cart" to start an order.
 View and modify your order by clicking "Your cart." Click "Update cart" to save changes.
- To add more items, click "Continue Shopping." To finish your order, click "Checkout" on the "Shopping Cart" screen.
- To place a drop-ship order, follow these steps: On the "Order Information" screen, click "Override the selected ship-to address to drop-shipping," select the country (US or Canada), and enter the drop-ship name and address. Ensure the address matches the US Postal Service official address. Enter your PO number and other necessary information to complete the order.
- The "Price Lookup" screen will only show the results of the items you have entered. If you want to add more items to your order, it will not show the items you have previously entered.





Customer: 21550 - 21550-TEST ORDER ACCT USA PR1 | Ship-To #: 1 - 21550-1-TEST ORDER ACCT USA

Shopping cart Status message Diagonal Cutting Pliers, Angled Head, 8-Inch added to your cart. Product Number Item D200048 Diagonal Cutting Pliers, Angled Head, 8-Inch Update cart Continue Shopping Checkout



"Order information" screen... For shipping an order shipping directly to the Distributor

Order information

Selected Customer

Customer

21550-TEST ORDER ACCT USA PR1

Bill-To

TEST ORDER ACCT USA PR1 450 BOND ST LINCOLNSHIRE IL 60069 US

Ship-To Address*

1 - 21550-1-TEST ORDER ACCT USA (135607)

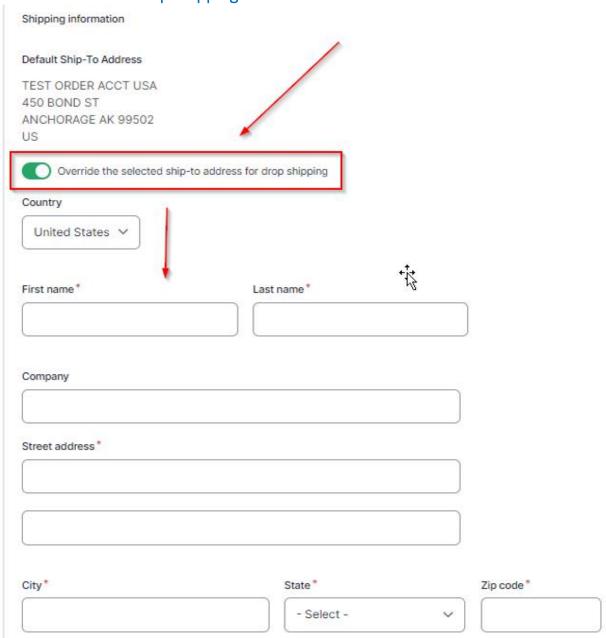
Shipping information

Default Ship-To Address

TEST ORDER ACCT USA 450 BOND ST ANCHORAGE AK 99502 US Q



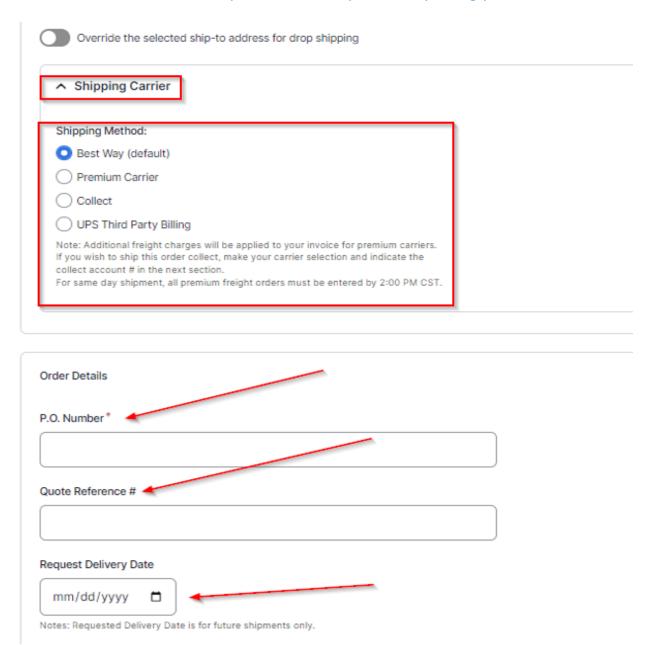
"Order information" screen... For drop-shipping an order – name and address needed



Please ensure all fields with an asterisk (*) are completed.



Other information requested for completion of placing your order...



From this point, the user will be prompted to perform a final review of all submitted information.

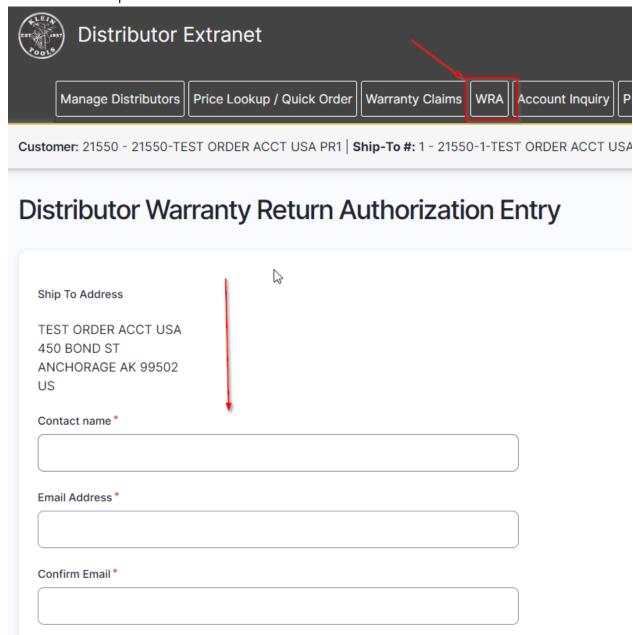


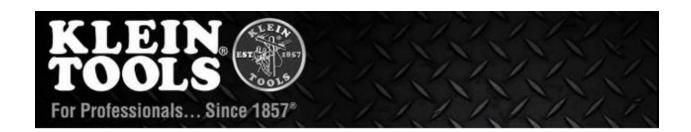
comments	r comments will be printed on all external documents. All orders with will be held for customer service review. Please reference any applicable otions in the order comments.
^ Lin	e Item Notes
	Nose Multi Tool Wire Stripper, Wire Cutters, Crimping Tool
Order I	Line Notes
Note: It	em comments will be printed on all external documents.
Reque	sted Delivery Date
mm	/dd/yyyy 📋
Terms and	d conditions
	ree to Terms and Conditions* Ige all sales are subject to Klein Tools' General Terms and Conditions found
	ryw.kleintools.com/content/partner-support.
Continue	to review



Warranty Return Process - USA

- Fill out all fields completely. Use the WRA option.
- Double-check the customer number and ship-to number before starting.
- View existing claims or start a new one.
- Download the processed claim PDF under the memo section.

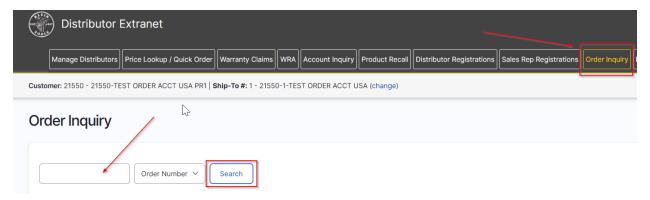




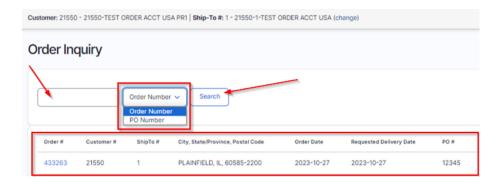
Reference #	
Phone #*	
Service Type * Credit Replacement	
Product Qty	Description
	Add
Comments	
Return to List Next	



Order Inquiry (Viewing Shipping Status / Previously Placed Orders)



- To check the status of your order, make sure you have selected your customer number and ship-to number in the upper left-hand corner below the black box.
 Then, click on the "Order Inquiry" menu option. The status of your order may be one of the following:
 - o Shipped
 - o Partially Shipped
 - o In Process
 - o Processing in Warehouse
- You can search by order number or by PO number using the drop-down option.
- The packing list, when available, displays tracking numbers for both in-process and completed shipments.





How To Find / Download Invoices & Packing Lists

- 1. Click Account Inquiry
- 2. View Invoices
- 1. Click on Order Inquiry
- 2. View Packing Lists

