

BE

AG & INDUSTRIAL

**ONLINE BOOKING
ORDER INSTRUCTIONS**

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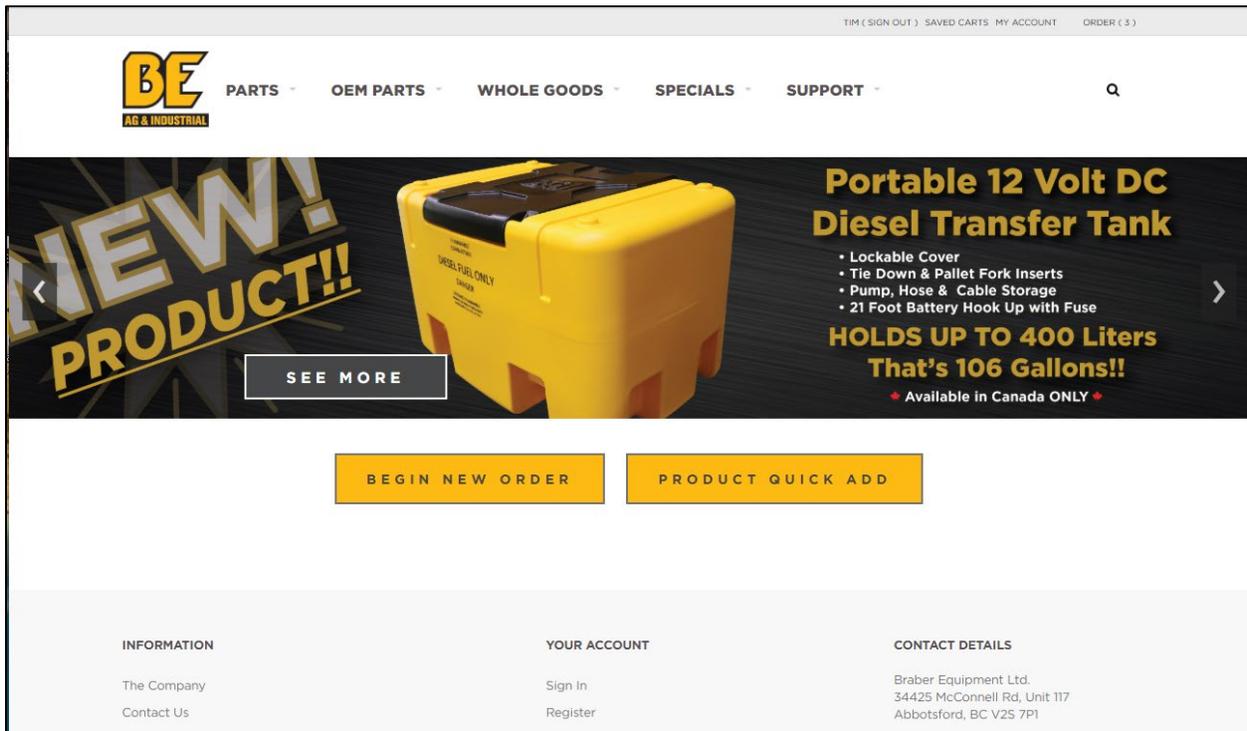
- 3 NAVIGATING THE BOOKING ORDER SECTION**
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NAVIGATING THE BOOKING ORDER SECTION

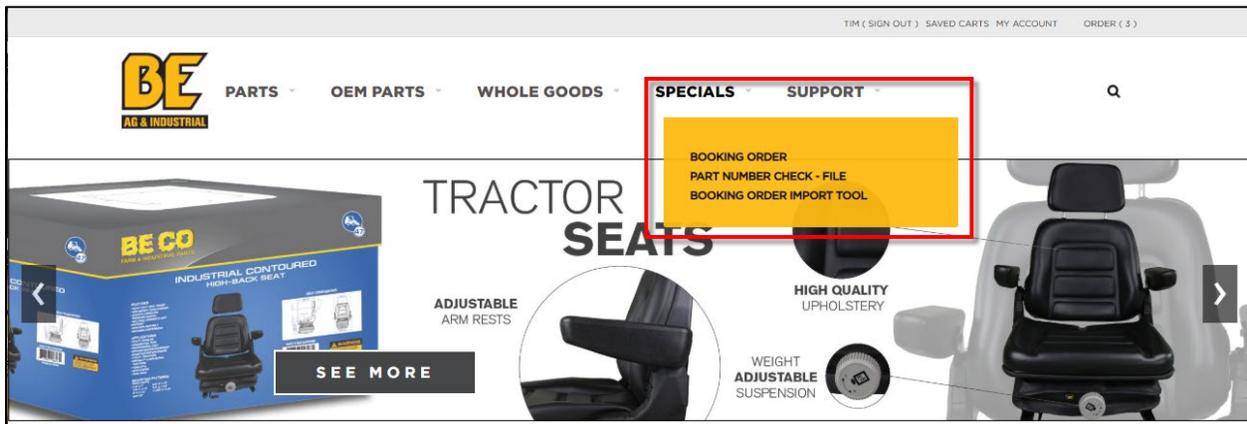


Online Booking Order Instructions

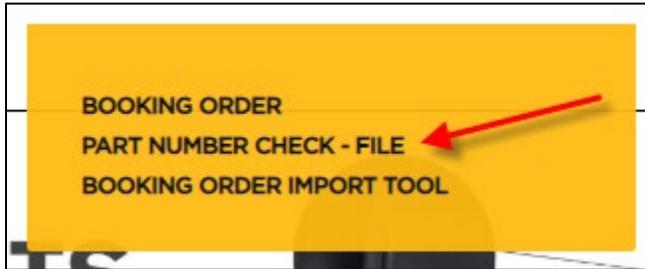
1. Open www.brabereq.com in your browser.



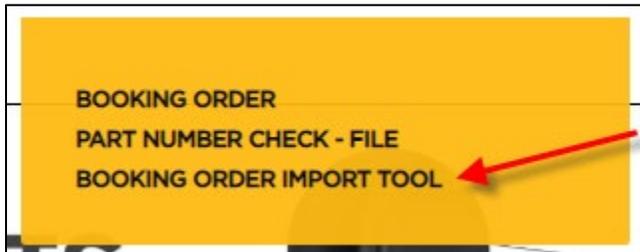
2. Click on **“SPECIALS”** on the **HOME** page.



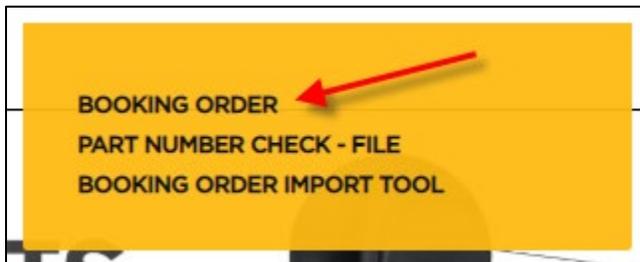
3. Select **“PART NUMBER CHECK – FILE”** to download a spreadsheet to confirm whether the items in your order are part of our booking promotion (see page 3).



4. Select **"BOOKING ORDER IMPORT TOOL"** to download a spreadsheet to convert your order into part numbers that can be imported as a booking order (see page 4).



5. To enter a **BOOKING ORDER** select **"BOOKING ORDER"** from the **"SPECIALS"** dropdown menu (see page 4).





IMPORTING AN ORDER

PART NUMBER CHECK - FILE

- 1. Open the downloaded file in a spreadsheet program (i.e. Microsoft Excel).
- 2. Follow the instructions listed in the spreadsheet to check either 1 part number or multiple part numbers.

The screenshot shows an Excel spreadsheet with the following content:

- Header:** BE AG & INDUSTRIAL, BOOKING ORDER, PRESEASON 2020, MIDSEASON 2020
- Text:** Minimum \$1000 order required to qualify for special pricing, Pricing valid until Sept 10, 2020, See inside cover of the 2020 Booking Order Catalog for complete terms and details
- Single Part Number Check:** A table with columns PART NUMBER, ON BOOKING ORDER, and DESCRIPTION. A red box highlights the instruction: "Type or PASTE your part number to check in the ORANGE box below."
- Multiple Part Number Check:** A table with columns QUANTITY, PART NUMBER, ON BOOKING ORDER, and DESCRIPTION. A red box highlights the instruction: "Type or PASTE your part numbers to check in the GREEN box below. Paste your order QUANTITY in the BLUE box."
- ORDER IMPORT INFO:** A text box with instructions: "Copy the information in the RED box below. Paste as values in a NEW spreadsheet in the top LEFTHAND corner. REMOVE all the BLANK rows. SAVE this file in the Comma Separated Value (.CSV) format. This file is your import file."
- Import Table:** A table with columns PART NUMBER and QUANTITY, outlined in red.



IMPORTING AN ORDER

BOOKING ORDER IMPORT TOOL

1. Open the downloaded file in a spreadsheet program (i.e. Microsoft Excel).
2. Enter your order quantity in **Column B** and the part number to order in **Column D** (RED arrows BELOW). This will auto generate the correct part number (if the part qualifies for the booking order) in **Column H**.

The screenshot shows a spreadsheet with the following content:

- Header: BE AG & INDUSTRIAL BOOKING ORDER PRESEASON 2020 MIDSEASON 2020
- Text: Minimum \$1000 order required to qualify for special pricing. Pricing valid until Sept 10, 2020. See inside cover of the 2020 Booking Order Catalog for complete terms and details.
- Section: **Single Part Number Check**. Type or PASTE your part number to check in the ORANGE box below.
- Table for Single Part Number Check:

PART NUMBER	ON BOOKING ORDER	DESCRIPTION
- Section: **Multiple Part Number Check**. Type or PASTE your part numbers to check in the GREEN box below. Paste your order QUANTITY in the BLUE box.
- Table for Multiple Part Number Check:

QUANTITY	PART NUMBER	ON BOOKING ORDER	DESCRIPTION
- Section: **ORDER IMPORT INFO** (highlighted in a red box). Copy the information in the RED box below. Paste as values in a NEW spreadsheet in the top LEFTHAND corner. REMOVE all the BLANK rows. SAVE this file in the Comma Separated Value (.CSV) format. This file is your import file.
- Table for Order Import Info:

PART NUMBER	QUANTITY

3. Follow the instructions in the RED box titled **“ORDER IMPORT INFO”** in the spreadsheet to create an import file of items for your booking order.

PLEASE NOTE: Parts that qualify for the Booking Order will have the suffix **“;BOOK”** attached to the end of the part number. This suffix is must be included for the correct pricing to be displayed, but will not alter what product is being ordered. If the part number cannot be found on the website with this suffix then it is NOT part of the Booking Order.

4. Import your order according to the instructions found on page 22 of the **“WEBSITE HOW-TO MANUAL”** found under the **“SUPPORT”** tab.

The screenshot shows the BE website navigation menu with the following items:

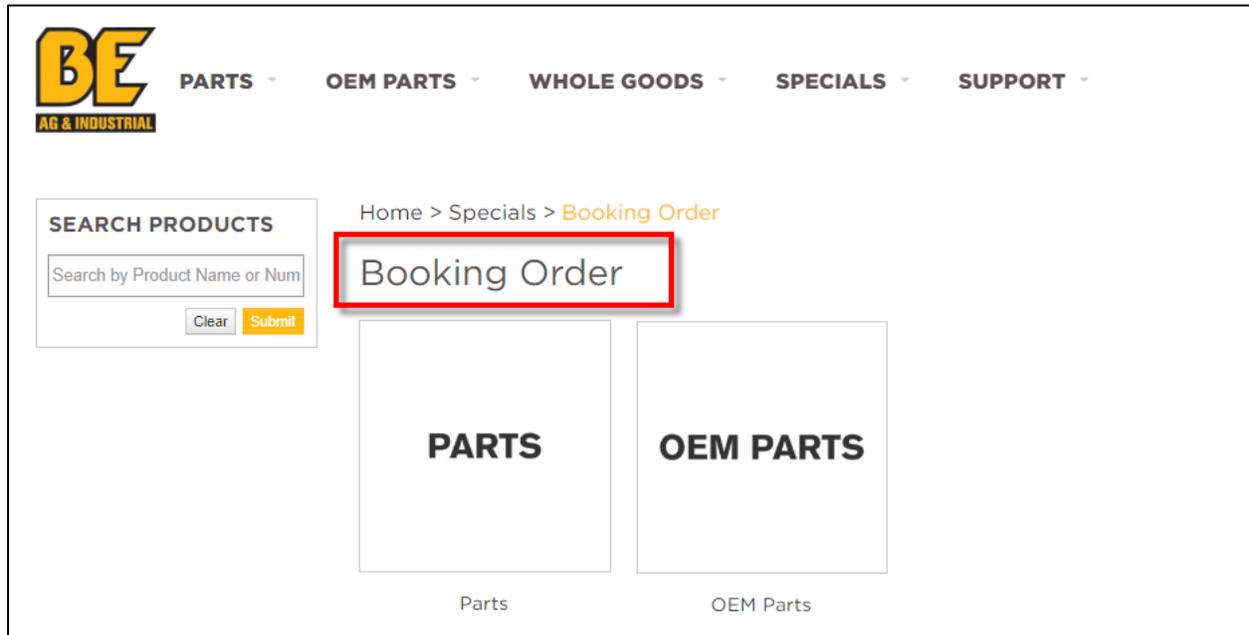
- PARTS
- OEM PARTS
- WHOLE GOODS
- SPECIALS
- SUPPORT

The **WEBSITE HOW-TO MANUAL** link is highlighted in a red box within the SUPPORT dropdown menu.

ENTERING AN ORDER MANUALLY

PARTS BOOKING ORDER Entry

1. Select the category of items you would like to order from.



2. Select items according to the instructions found on page 8 - 25 of the **"WEBSITE HOW-TO MANUAL"**.

PLEASE NOTE: Parts that qualify for the Booking Order will have the suffix **";BOOK"** attached to the end of the part number. This suffix is must be included for the correct pricing to be displayed, but will not alter what product is being ordered. If the part number cannot be found on the website with this suffix then it is NOT part of the Booking Order.



If you require any further assistance, we are always available to help by phone or email:

1.877.588.3311

weborders@brabereq.com