



RETRACTABLE SCREEN ORDERING INSTRUCTIONS

Certified Dealers can place orders and do quotes by logging in to the online pricing tool website.

<https://order.fenetex.com>

If you are not a Certified Fenetex Dealer
please call to speak with a sales representative to place your order.

A screenshot of the Fenetex login interface. At the top center is the Fenetex logo. Below it is a white login box with a light blue border. Inside the box, there are two input fields: the first contains the email address 'Demo@demodealer.com' and the second contains a series of dots representing a password. Below the password field is a dark blue button with the text 'Sign In' in white. At the bottom left of the login box is a link that says 'Forgot password?'.

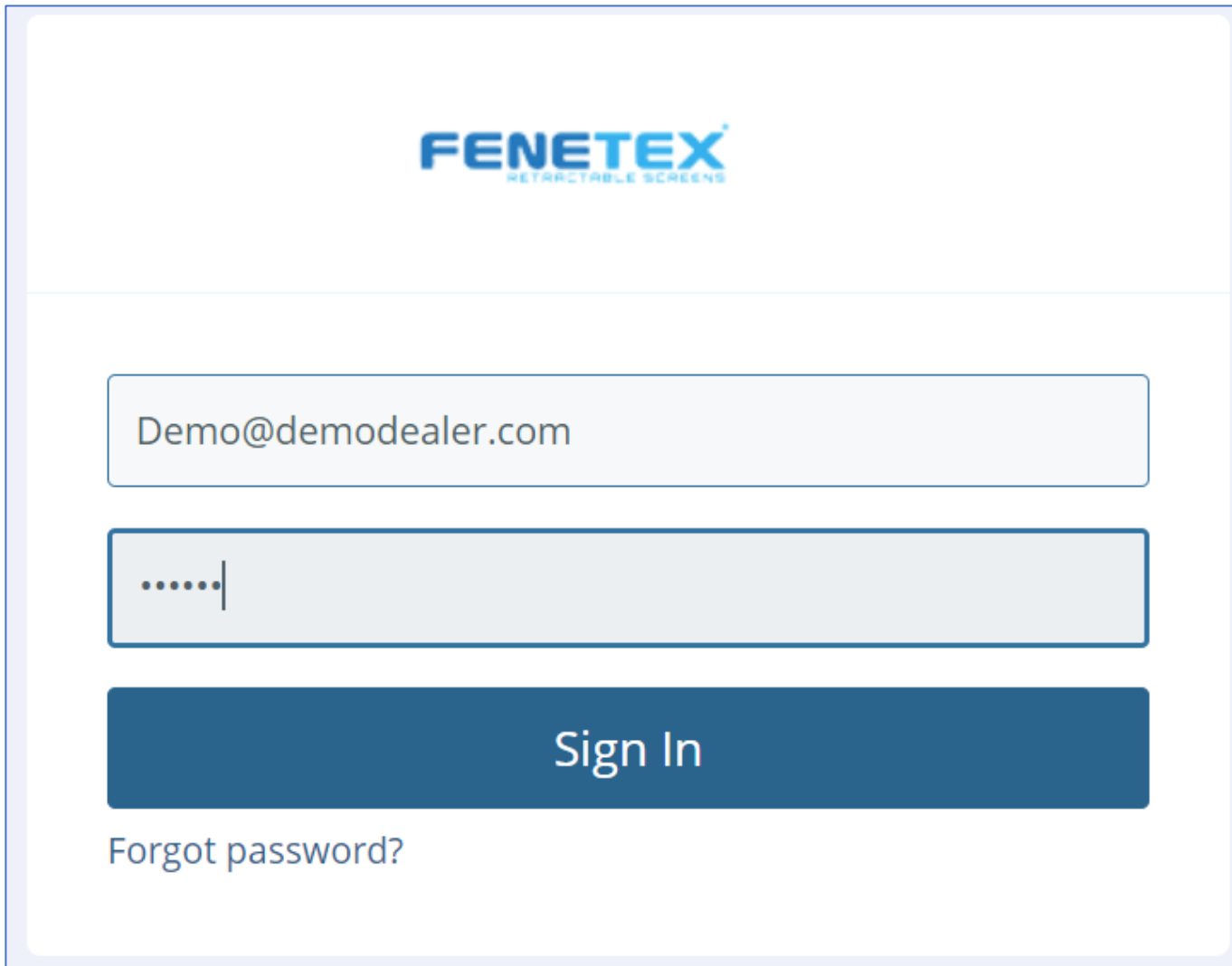
STEP 1: LOGGING IN

Open a browser window and go to <https://order.fenetex.com>

NOTE: Be sure to include the <https://> for a secure connection.

Enter the username and password provided to you by Fenetex, then click **Sign In**. If you forget your password or do not know it, you can click **Forgot password** to reset it.

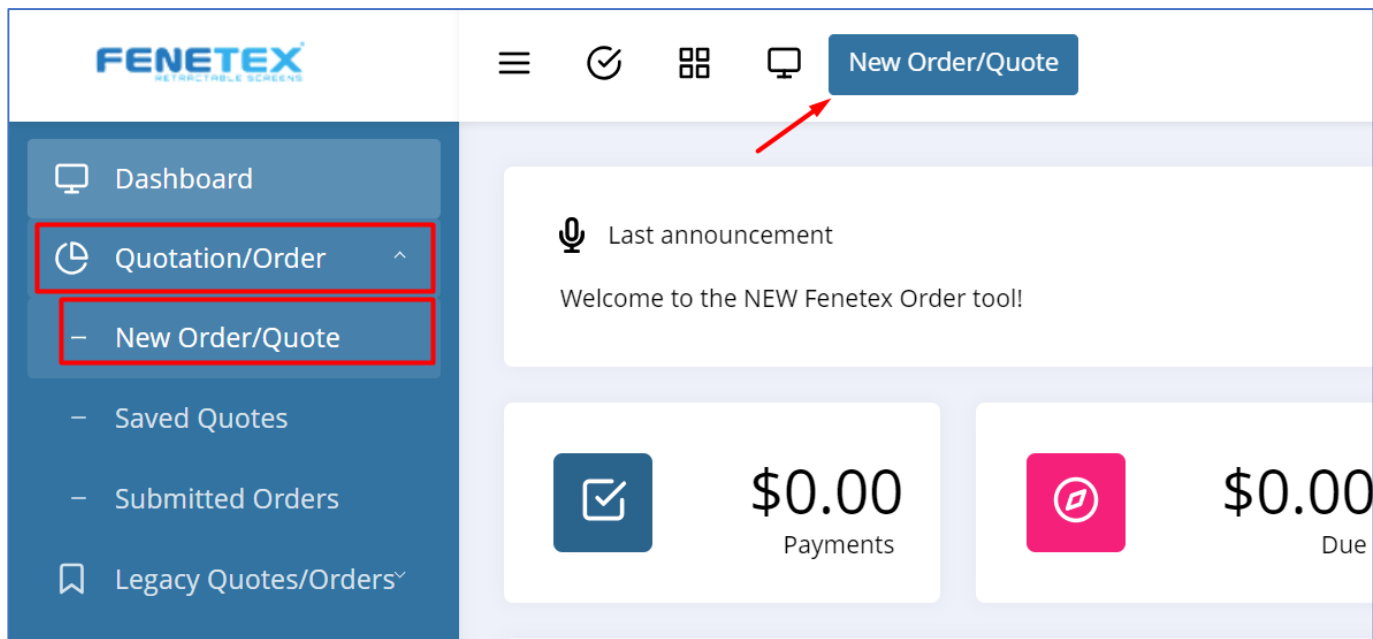
NOTE: If you have trouble logging in, please contact our office at (904) 437-5168.



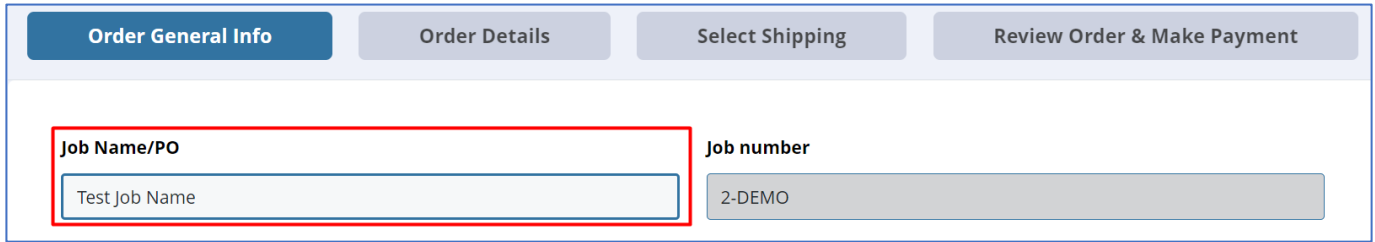
The screenshot shows the Fenetex login interface. At the top center is the Fenetex logo, which reads "FENETEX" in a bold, blue, sans-serif font, with "RETRACTABLE SCREENS" in a smaller, lighter blue font underneath. Below the logo is a horizontal line. Underneath the line are two input fields: the first contains the email address "Demo@demodealer.com", and the second contains a password represented by six dots followed by a vertical cursor. Below these fields is a large, dark blue button with the text "Sign In" in white. At the bottom left of the login area is a link that says "Forgot password?" in a blue, sans-serif font.

STEP 2: ORDERING RETRACTABLE SCREEN SYSTEMS

Once you are logged in, at any time you can select “Orders” from the menu on the left. To place a new order, select “New Order/Quote” or use the shortcut “New Order/Quote” button at the top of the page.

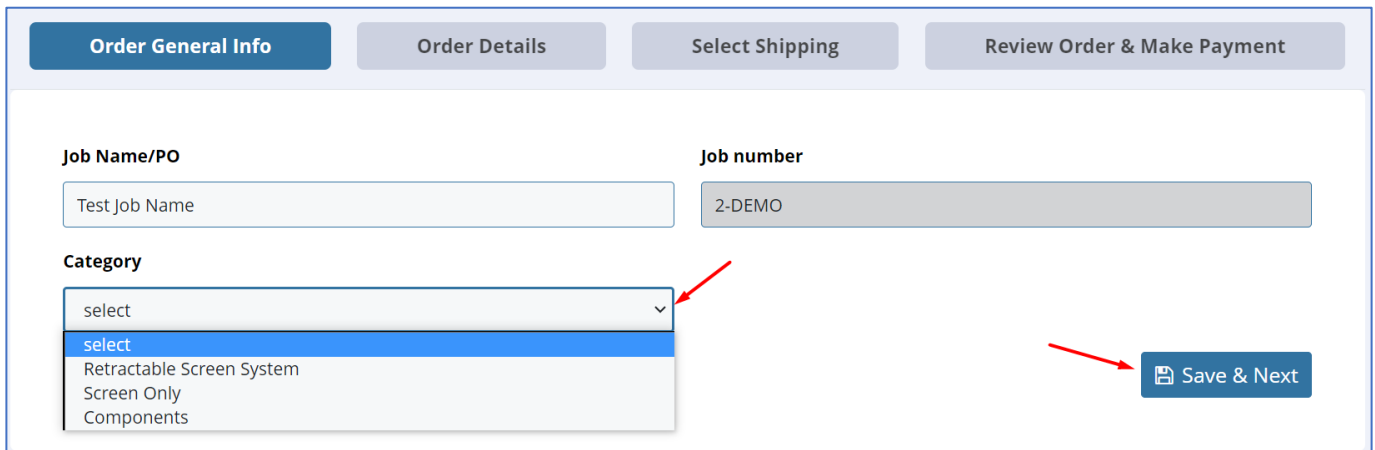


PART A: Enter the **Job Name/PO** for your Order or Quote. You may enter letters, numbers, or include spaces if you prefer. Job number will be created automatically.



The screenshot shows a navigation bar with four tabs: "Order General Info" (active), "Order Details", "Select Shipping", and "Review Order & Make Payment". Below the tabs, there are two input fields. The first is labeled "Job Name/PO" and contains the text "Test Job Name"; this field is enclosed in a red rectangular box. The second is labeled "Job number" and contains the text "2-DEMO".

Next, Select the main **Category** for your Order or Quote. (You may add items from other categories to your order later.) Then, click "**Save & Next.**"



This screenshot shows the same "Order General Info" tab. The "Job Name/PO" field still contains "Test Job Name" and the "Job number" field contains "2-DEMO". Below these fields, a "Category" dropdown menu is open, displaying a list of options: "select", "Retractable Screen System", "Screen Only", and "Components". A red arrow points to the "Retractable Screen System" option. To the right of the dropdown, a blue button labeled "Save & Next" is visible, with another red arrow pointing to it.

Notes on Categories, select as follows:

- **Retractable Screen System** for complete units with tracks, operators, etc.
- **Screens Only** for only the fabric part of screen systems
- **Components** for parts and pieces (this is where you would order Tracks and Brackets for a Phase 1 order).

PART B: ORDER GENERAL INFO

Enter the **Quantity** of Screens in your order and the **GENERAL** information for those screens. These selections will apply to all Screens in the order, but don't worry, you can edit them individually in the next step if needed.

The screenshot shows the 'Order General Info' form with the following fields and values:

- Job Name/PO:** Test Job Name
- Job number:** 2-DEMO
- Category:** Retractable Screen System
- Enter Qty:** 2 (highlighted with a red box)
- Product:** Insect Screen
- Phase 2:** Yes No
- Fabric:** No See-um Screen 17x20 Black
- Track Type:** One-Track
- Track Color:** White
- Weight Bar:** Weight Bar Standard
- Weight Bar Color:** White
- Operator:** Fenetex Smart Motor
- Housing Style:** Hood No Hood
- Note:** (Empty text area)

Select the **Product** from the dropdown menu.

If this is a **Phase 2** order (meaning you have already installed Tracks or Tracks and Brackets, select yes, and then choose the appropriate option from the drop-down menu).

- Select the **Fabric/Color**. The ordering system will ONLY show you fabrics that are used in the Product you selected.
- Select the desired **Track Type**. The ordering system will ONLY show you Track Types that are used in the Product you selected.
- Select the desired **Track Color**. The ordering system will ONLY show you Track Colors that are available for the Track Type you selected.
- Select the desired **Weight Bar**. The ordering system will ONLY show you Weight Bar types that are used in the Product you selected.
- Select the desired **Weight Bar Color**. The ordering system will prepopulate this with the Track Color you selected, but you may choose a different color here if you prefer.

- Select the desired **Operator type** (model will be selected for you in the next screen based on screen type and dimensions).
- Select **Hood or No Hood**. If No Hoods is selected, your system will be built with Built-In Brackets.

NOTE: The ordering system will determine which size Hood or Built in Bracket is needed based on the overall system dimensions. If your order contains a mix of Hood sizes, you will be given the option at the end to upgrade all systems to the larger hood for consistency.

- If you selected Hoods, you will select your **Hood Color**.

You may use the **Note** field to enter any additional information needed for this order.

Then, click "**Save & Next.**"

PART C: ORDER DETAILS

Enter the Screen dimensions and details. For each Screen System enter the **Width** and **Height**.

NOTES:

- **Width is ALWAYS overall system width, including the tracks.**
- **Height is ALWAYS overall system height, including the bottom track and hood/brackets.**
- **Enter values as INCHES.**
- **Enter partial values as DECIMALS (fractions are not supported)**

If the screen system you are ordering has an **Angled Bottom** with a difference between left and right that is greater than $\frac{1}{2}$ ", select Yes, then enter the Left Height and Right Height. Neither of these may exceed the overall system height.

The screenshot displays the 'Order Details' section of a software interface. At the top, there are four tabs: 'Order General Info', 'Order Details' (active), 'Select Shipping', and 'Review Order & Make Payment'. On the right side, there is a summary of job information: Job No: 2-DEMO, Job Name/PO: Test Job Name, and Dealer Name: Demo Dealer. Below this, there are two main sections for screen systems. The first section, titled '1. Retractable Screen System - Insect Screen | No See-um Screen 17x20 Black', has a price of 1275.54 and an 'Edit' button. It contains several input fields: 'Width' (120), 'Height' (110), 'Angled Bottom' (radio buttons for Yes and No, with 'Yes' selected), 'Left Height' (110), and 'Right Height' (109.25). Below these are three dropdown menus: 'Hood' (5.5 in Hood w/4 in reel), 'Hood Color' (White), and 'Operator Model' (Fenetex Smart Motor (25 Nm)). Red boxes highlight the Width, Height, Angled Bottom, Left Height, and Right Height fields. Red arrows point to the 'Hood', 'Hood Color', and 'Operator Model' dropdowns. The second section, titled '2. Retractable Screen System - Insect Screen | No See-um Screen 17x20 Black', has an 'Edit' button and contains similar but empty input fields for Width, Height, Angled Bottom, Hood, Hood Color, and Operator Model.

Based on the dimensions entered, the system will populate **Hood and Reel Size**, **Hood Color** (to match Track Color), and the **Operator Model** (based on the type you chose in the previous step).

If you wish to **EDIT** any of the details on any single screen in the order, toggle the **Edit** button, and then you can make changes. When you are done, toggle the Edit button again to collapse the area.

The screenshot shows the 'Order Details' section of a software interface. At the top, there are four tabs: 'Order General Info', 'Order Details' (active), 'Select Shipping', and 'Review Order & Make Payment'. On the right side, there is a summary of order information: Job No: 2-DEMO, Job Name/PO: Test Job Name, and Dealer Name: Demo Dealer. Below this is a blue header bar for the selected item: '1. Retractable Screen System - Insect Screen | No See-um Screen 17x20 Black' with a price of '1275.54'. To the right of the price is a blue 'Edit' button with a dropdown arrow, which is highlighted with a red box. The main area contains various configuration options for the screen system, including Product (Insect Screen), Phase 2 (No), Fabric (No See-um Screen 17x20 Black), Track Type (One-Track), Track Color (White), Weight Bar (Weight Bar Standard), Weight Bar Color (White), Width (120), Height (110), Housing Style (Hood), Angled Bottom (Yes), Left Height (110), Right Height (109.25), Hood (5.5 in Hood w/4 in reel), Hood Color (White), Operator (Fenetex Smart Motor), and Operator Model (Fenetex Smart Motor (25 Nm)).

You may add **Controllers**, **Components**, or **Screens** (Screen Systems or Screen Only) by selecting from the buttons at the bottom of the page. This will take you back to the first stage of the order process and add any items to the open order.

The screenshot shows the bottom navigation bar of the software interface. It contains four buttons: '+ Add Controllers', '+ Add Components', '+ Add Screens', and 'Save & Next'. The first three buttons are highlighted with a red box.

If you are done entering screens, click **Save & Next**.

PART D: SELECT SHIPPING

Select your **Shipping Method**, then click **Save & Next**.

- ➔ **COMING SOON: IF YOU SELECT LTL FREIGHT, YOU WILL GET A LIVE SHIPPING ESTIMATE TO SHIP TO YOUR SAVED SHIPPING ADDRESS!**
- ➔ **For now, please select Pick-up at Fenetex or Other. We will add delivery/shipping costs to your invoice as needed until these functionalities are brought online.**

Order General Info Order Details **Select Shipping** Review Order & Make Payment

Job No: 2-DEMO
Job Name/PO: Test Job Name
Dealer Name: Demo Dealer

Select shipping address

1234 Demo Road,
Demotown, FL, United States 32254

Add new address

Select Shipping Method

Back Save & Next

- Select
- Pick-up at Fenetex
- Fenetex Delivery
- LTL Freight
- Other(Dealer Arranged Freight)

NOTE: Please disregard "Add new address." This function is not yet supported.

PART E: REVIEW ORDER & MAKE PAYMENT

Use this final step to review the information. Click **Save** to this is as a Quote, or Click **Pay Now to Submit**.

If you wish to edit anything in the order, use the **Back** button in the lower left corner.

Order General Info Order Details Select Shipping **Review Order & Make Payment**

[Save&Download](#) [Save&Print](#) [Save](#) [Pay Now](#)

Job No: 2-DEMO
Job Name/PO: Test Job Name
Dealer Name: Demo Dealer

For Retractable Screen Systems

Item	Description	Specs	Price	Actions
1	Retractable Screen Systems Insect Screen No See-um Screen 17x20 Black	W: 120 H: 110 Angled Bottom: Yes Left Height: 110 Right Height: 109.25 One-Track White Weight Bar Standard White 5.5 in Hood w/4 in reel White Fenetex Smart Motor Fenetex Smart Motor (25 Nm)	\$1275.54	
2	Retractable Screen Systems Insect Screen No See-um Screen 17x20 Black	W: 145 H: 112 Angled Bottom: No One-Track White Weight Bar Standard White 5.5 in Hood w/4 in reel White Fenetex Smart Motor Fenetex Smart Motor (25 Nm)	\$1438.23	

For Controllers

Item	SKU	QTY	Price(ea)	Line total	Actions
1	Fenetex 15 Ch Remote	100-407-00	1	\$36.30	\$36.30

Sub-Total: \$2750.07
Product sales taxes(7.50%): \$206.26
Shipping Cost: \$0
Shipping sales taxes(7.50%): \$0
Total: \$2956.33

[← Back](#) [Save&Download](#) [Save&Print](#) [Save](#) [Pay Now](#)

If you Saved as a Quote, it will appear under Saved Quotes.

If you Paid for the Order, it will appear under Submitted Orders.

PART F: Pay for your order.

PAYMENT AMOUNT
\$2956.33

Pay Full Amount Pay 50% Amount

Account type
Personal checking

Routing number

Account number **Confirm account number**

Account holder's name
Demo Dealer

Dealer : Demo Dealer
Job Number : 2-DEMO

1. Retractable Screen System - Insect Screen | No See-um Screen 17x20 Black \$1275.54

2. Retractable Screen System - Insect Screen | No See-um Screen 17x20 Black \$1438.23

Controllers
1. Fenetex 15 Ch Remote \$36.30

Product sales taxes: \$206.26
Convenience fee : \$0.00
Total : \$2956.33

Information is protected and kept confidential

Select your payment method and enter the payment details.

Fenetex will take it from there.

If you need to order any other product that does not fit the scenarios allowed by the system, please contact your Fenetex salesperson for assistance.