FERGUSON®

FERGUSON.COM
QUICK START
GUIDE

FERGUSON®

WELCOME TO FERGUSON.COM!

We're excited you've allowed us to be a part of your business and want to introduce you to parts of our site that will make doing business online easier. Let's get started!

JOB BOARD

Click on the *Job Board* in the top, left corner of your home page to change or update your desired account view of pricing, availability and store location.

- See the current inventory of the branch selected in your *Job Board*

- Switch between your main accounts, job accounts and any contracts you have loaded

Note: The Ferguson location and main / job account shown in the *Job Board* is where your order will be placed and billed. You can always update your *Job Board* selections from your cart before checking out if changes need to be made.
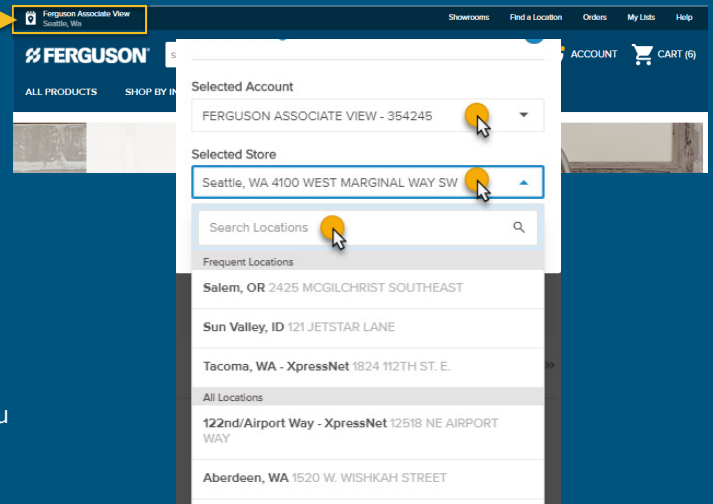
DASHBOARD

The *Dashboard* serves as your business command center. Start your day in your account *Dashboard* to review recent online and offline activity, then quickly switch to any other tools. Your *Dashboard* also provides easy access to the following pages:
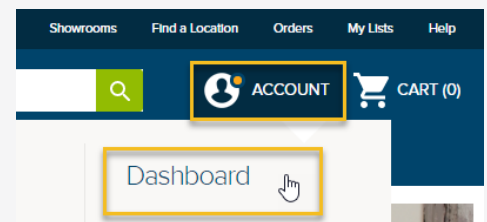
My Orders

View all online orders you've placed within the last 7-days along with the key information regarding those orders: the required date, web confirmation number, job name and the order total.
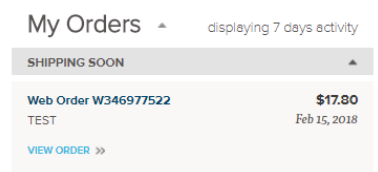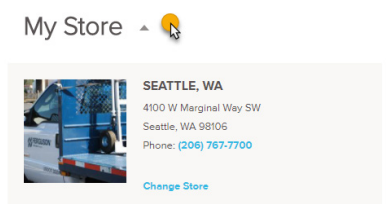
My Quotes

View all online quotes you've submitted to your Ferguson associate in the last 7-days along with the key information regarding those quotes: created date, expiration date and job name.
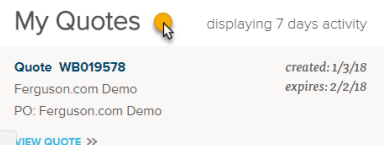
My Store

Use *My Store* to set a default store to quickly view hours of operation, contact information and upcoming promotions.

Note: The store shown in *My Store* is used for branch information to reference only. It does not affect the store actively selected in *Job Board* which is utilized for the search and checkout process.

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Quick Tools

- Find an Order

  - Enter a Ferguson invoice number or web confirmation number to quickly search for an order.

- Quick Order

  - From an existing spreadsheet, copy and paste the quantity needed, then the Ferguson product codes into the *Quick Order* field to efficiently add numerous items to your cart.

- Flip Quote to Order

  - Ready to turn your quote into an order? Enter your quote number into the "Flip Quote to Order" field and start the order process.

- Start Quote

  - Need a quote from Ferguson? Start your construction proposal by adding products to your cart, then submitting to your Ferguson team for review.

My Solutions

- PRO Plus™ Rewards Loyalty Program

  - If already enrolled in our loyalty program, log in to view your Ferguson PRO Plus™ rewards points balance from all of your online purchases since enrolling in the program.

  - Earn 1 point for every dollar you spend online. Look for bonus points on eligible products to earn points even faster!

  - Also benefit from discounted business services as shown below, and more!

  - If you're not enrolled in the PRO Plus™ program, talk to your Ferguson associate for assistance.

- Bill Pay Info / View Bills (Accounts Payable)

  - Access or sign up to view and / or pay your bills online.

  - 24/7 access to your accounts payable info

  - Quickly find current and past invoice balances

  - View, download, and print copies of true invoices

  - Securely pay bills directly from your bank account

FEATURES	VIEW	STANDARD BILL PAYER	A/P ADMIN
View invoice documents	✓	✓	✓
View credit memo documents	✓	✓	✓
View statement documents	✓	✓	✓
Save, email, fax or print PDF documents	✓	✓	✓
Pay Bills		✓	✓
Save/Update payment method		✓	✓
Schedule one-time payment			✓
Assign roles to other employees			✓

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FIND AN ORDER

Access your order history by clicking on the Orders option via 3 easy-to-access locations: in the upper menu bar, the Account drop-down or from Dashboard.

The Orders page will allow you to view all online and offline orders placed on your company account. Easily filter your order history to find specific orders, view order details and access additional information regarding the status, items purchased and to print a copy.

What types of transactions are visible on the Orders page?

- All company transactions:
    - Online Purchases
    - Offline Purchases
- Backorders
    - Note: Backorders will be in the expanded view under the main order number. Simply click the drop-down arrow from your main order to locate the backorder.
- Credit Memos
    - Note: Approved & Processed Credit memos will be in the expanded view under the main order number. Simply click the drop-down arrow from your main order to locate the credit.
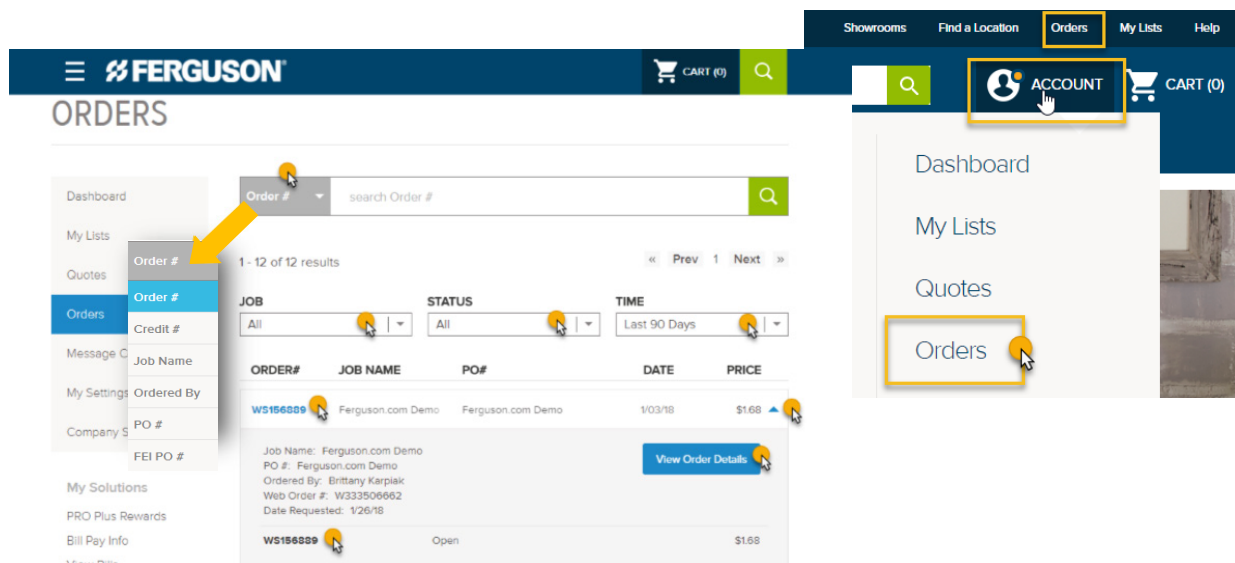
What filter options are available to easily find orders?

- **ORDER #**
    - Enter a specific Order#, Credit memo #, Job Name, Ordered by, Customer PO number or the Ferguson PO Number.
- **JOB -** Filter by a specific main or job account to view orders specifically placed under that account.
- **STATUS -** Locate orders by their status: open, shipped, delivered or picked up.
- **TIME** - Narrow the Orders page results by specifying a date range. Options include default ranges of 30, 60, 90-days, as well as the option to customize your own date range, pulling from the previous 12-months.

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MY LISTS

- *My Lists* allows you to organize the products you purchase most frequently so that re-ordering them is easy

- Create folders to group similar products in a way that makes sense to you

- Share the Lists you have created with other users within your company

- Receive shared Lists from Ferguson associates

- Access to an automatic "Bought Often" list that contains the top 50 products purchased by your company; this list is automatically updated each month.

- Note: My Lists are limited to a Maximum of 100 lists which can contain up to 500 products per lists (50,000 skus)

| Create New List | Create New Folder |

My Lists

⭐ **Favorites**
Empty

$ **Bought Often**
22 Items

👥 **Shared With Me**
9 Lists

≡ **Copper Fittings**
5 Items

How do I add products to a My List?

- **Product Search**

  Add products to any My List from the product search or the product detail page.

1/2 in. Copper 90 Degree Straight Elbow 5/8 OD
C9D
ITEM #: 31523

IN STORE AVAILABILITY
2,791 Available for pick-up in Seattle, WA
Check Other Stores

SHIPPING INFORMATION
Available for immediate shipment
See What's Available

$2.59 ▾ EACH

QUANTITY 1

ADD TO CART

Add to My Lists

ADD TO MY LISTS ✕

You can add product to My Lists by select from existing in drop down list, or you can create a new My Lists first, then add product to the list.

SELECT FROM EXISTING
Ferguson.com Demo My List ▴

MY LISTS
Favorites
Copper Fittings
Riser Clamps
Bob's List 6/30/17
Best My List Ever
Test
Ferguson.com Demo My List
Cancel

1/2 in. Copper 90 Degree Straight Elbow 5/8 OD
C9D

SIZE   QTY
1/2 in ▾   1

- **Copy + Paste Products**

  Use the Paste Products tool to copy Ferguson products from a spreadsheet to an existing My List.

MY LISTS

Dashboard
My Lists
Quotes
Orders
Message Center (28)
My Settings
Company Settings

My Solutions
PRO Plus Rewards
Bill Pay Info
View Bills

‹ Back to My Lists
Ferguson.Com Demo My List Edit
add description **Edit**

⋮ More Actions   LIST SHARING   **Add List to Cart**

+ Paste Products
🗐 Duplicate List
✦ Move List
🗑 Delete List

List total, 1 item:
$1.07
Pricing: Ferguson Associate View
Seattle, Wa

1/2 i
5/8 90
C9D
ITEM

$1.07

Quantity: 1

Remove Add To Cart

List total, 1 item:
$1.07
Pricing: Ferguson Associate View
Seattle, Wa

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QUOTE CENTER

Access your *Quote Center* from the Account menu, then select Quotes. Within the Quote Center you will be able to view all account quotations; both created by your company users and by Ferguson associates. The quote center also allows you to:

- Create and request a quote
- View or print a quote
  - To make finding your quotes easier, apply a filter to your search by account or quote status. If you know the specific quote number, you can also use the search bar.
- View the status of a quote
  - Pending = a Ferguson associate is still reviewing your quote request. Once complete, the status will change to "Ready to View" and you will receive a message in your Message Center alerting you that it's ready to view.
  - Ready to View = a Ferguson associate has reviewed and finalized your quote. It is now ready to view, and ready to be turned into an order at your convenience.
- Turn a quote into an order!

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MOBILE

EVERYTHING YOU NEED. EVERYWHERE YOU GO.

Our mobile website makes it easy to order while on-the-go via any smart device. Shop from your phone or tablet by navigating to Ferguson.com from your browser. The same great features you see on the Ferguson.com desktop site are available on the mobile site, including:
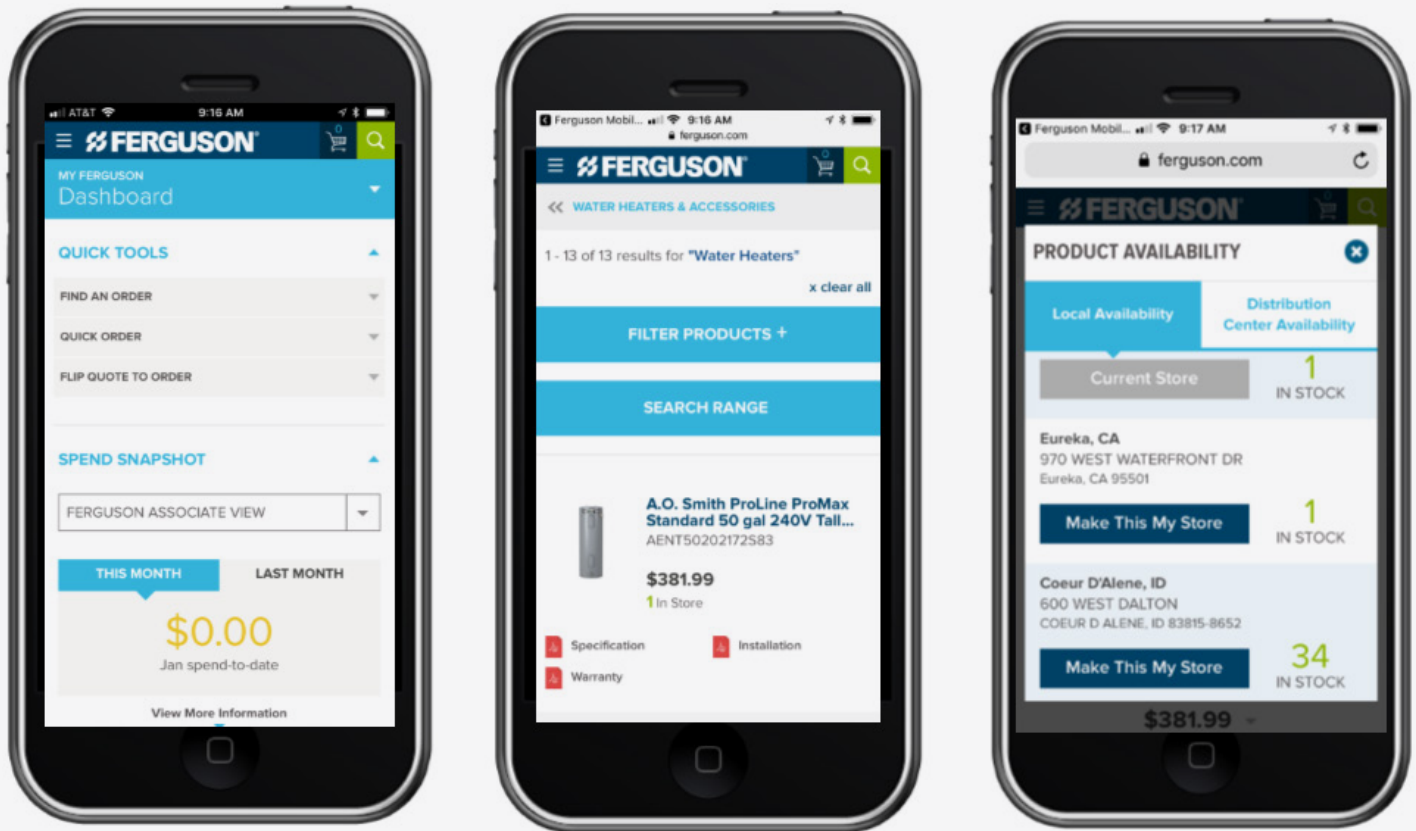
Leverage all the features on the desktop site from the palm of your hand.

- Create a *My List*
  - Save frequently purchase products for quick reorder.
- View quote and order history
  - Search for past quotes to easily turn them into orders. Or check order status

Search for products and check inventory.

Search your desired Ferguson location to view the current inventory status of products you need now; compare product availability to other nearby Ferguson locations.

Purchase and pickup today.

Browse and shop our expansive product offering; choose the delivery method that's most convenient for you. Have it delivered or choose counter pick-up to get it now and get on with your day.

Find useful resources.
Access installation instructions, parts breakdown and other technical documents to make your job easier than ever.

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UTILIZE SKU APP TO SCAN BARCODES

Ferguson created a SKU Mobile Barcode Scanner app* that allows you to use a smart device to scan barcodes. The application creates a product list that is easy to copy and paste directly into your Ferguson.com shopping cart using the Quick Order tool.

*The Ferguson SKU app can be downloaded from Google Play for Android and Apple App store for iOS devices.

Step by step SKU app instructions:
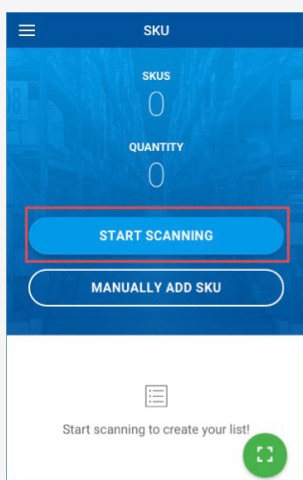
- Launch the app by tapping the icon on your smart device screen.
- Tap Start Scanning and point your phone's camera to the barcode you wish to scan.
- The items appear in the list located on the bottom half of the screen.
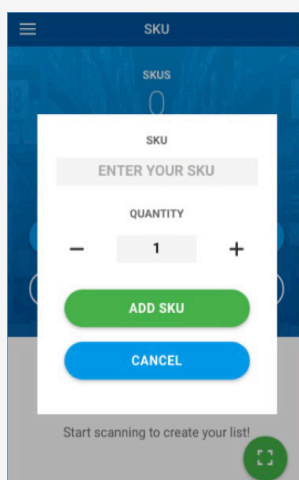
- To adjust the quantity, tap the sku an use the + or - icons. You may also click on the quantity box and type a quantity.
- Tap Continue Scanning to add more barcodes and edit quantities as needed.
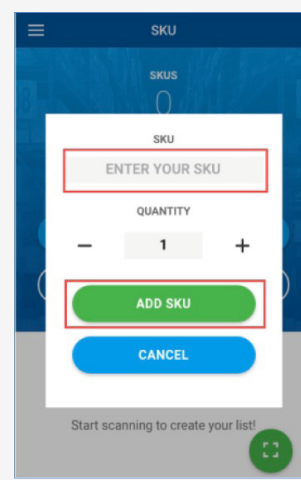
- If a barcode does not scan, tap "Manually Add SKU". Next, manually "Enter your SKU" into the box where prompted. Lastly, enter the quantity needed and add.
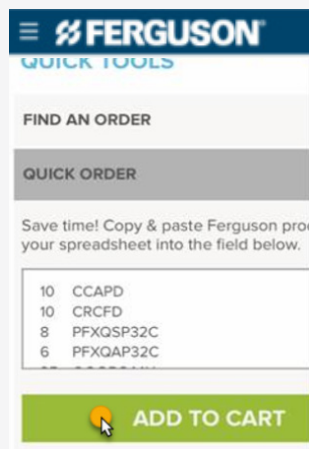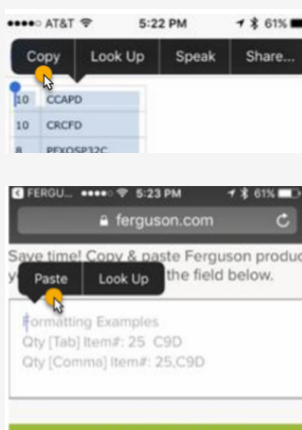
- Once complete, click on the menu icon in the upper left hand corner to send your list via email.
- Open the file to copy the quantities and product codes
- Access Quick Tools within your Ferguson.com account
- Paste your product list into quick order and add to cart

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