



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.

FENETEX
MOTORIZED SCREENS

Demo@demodealer.com 

..... 

Sign In

[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.

[Forgot password?](#)



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.

The screenshot shows the Fenetex dashboard. At the top, there is a navigation bar with the Fenetex logo, a hamburger menu, a checkmark icon, a grid icon, a monitor icon, and a blue button labeled "New Order/Quote" with an arrow pointing to it. On the left, a sidebar menu is open, listing: Dashboard, Quotation/Order (with a dropdown arrow), New Order/Quote (highlighted), Saved Quotes, Submitted Orders, and Legacy Quotes/Orders (with a dropdown arrow). The main content area has a "Last announcement" section with a microphone icon and the text "Welcome to the NEW Fenetex Order Tool!". Below this, there are two summary cards: "Payments" with a blue checkmark icon and "\$0.00", and "Due" with a pink square icon containing a white checkmark and "\$0.00".

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 the "Order General Info" step in the Fenetex ordering process. At the top, there is a horizontal navigation bar with four steps: "Order General Info" (active), "Order Details", "Select Shipping", and "Review Order & Make Payment". Below the navigation bar, there are two input fields: "Job Name/PO" with the text "Test Job Name" and "Job Number" with 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.**”

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

Job Name/PO: Test Job Name | Job Number: 2-DEMO

Category: Select (dropdown menu open with options: Select, Retractable Screen System, Screen Only, Components)

Save & Next

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.



Order General InfoOrder DetailsSelect ShippingReview Order & Make Payment

Job Name/PO <input type="text" value="Test Job Name"/>	Job Number <input type="text" value="2-DEMO"/>
Category <input type="text" value="Retractable Screen System"/>	Enter Qty <input type="text" value="2"/>
Product <input type="text" value="Insect Screen"/>	Phase 2 <input type="radio"/> Yes <input checked="" type="radio"/> No ←
Fabric <input type="text" value="No See-um Screen 17x20 Black"/>	
Track Type <input type="text" value="One Track"/>	Track Color <input type="text" value="White"/>
Weight Bar <input type="text" value="Weight Bar Standard"/>	Weight Bar Color <input type="text" value="White"/>
Operator <input type="text" value="Fenetex Smart Motor"/>	Housing Style <input type="radio"/> Hood <input checked="" type="radio"/> No Hood ←
Note <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>	

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 ½", select Yes, then enter the Left Height and Right Height. Neither of these may exceed the overall system height.



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

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

 Edit

Width

Height

Angled Bottom

Yes No

Left Height

Right Height

Hood

Hood Color

Operator Model

↑
↑
↑

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

 Edit

Width

Height

Angled Bottom

Yes No

Operator Model

Hood

Hood Color

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.

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

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

 Edit

Product

Phase 2

Yes No

Fabric

Track Type

Track Color

Weight Bar

Weight Bar Color

Width

Height

Housing Style

Hood No Hood

Angled Bottom

Yes No

Left Height

Right Height

Hood

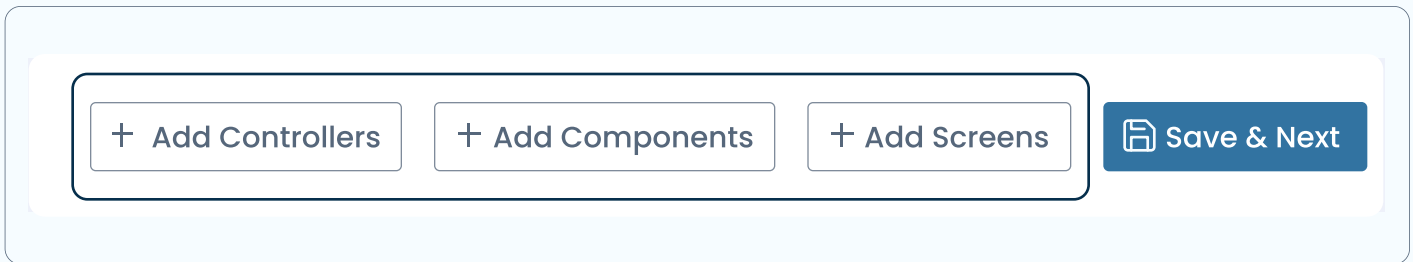
Hood Color

Operator

Operator Model



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.

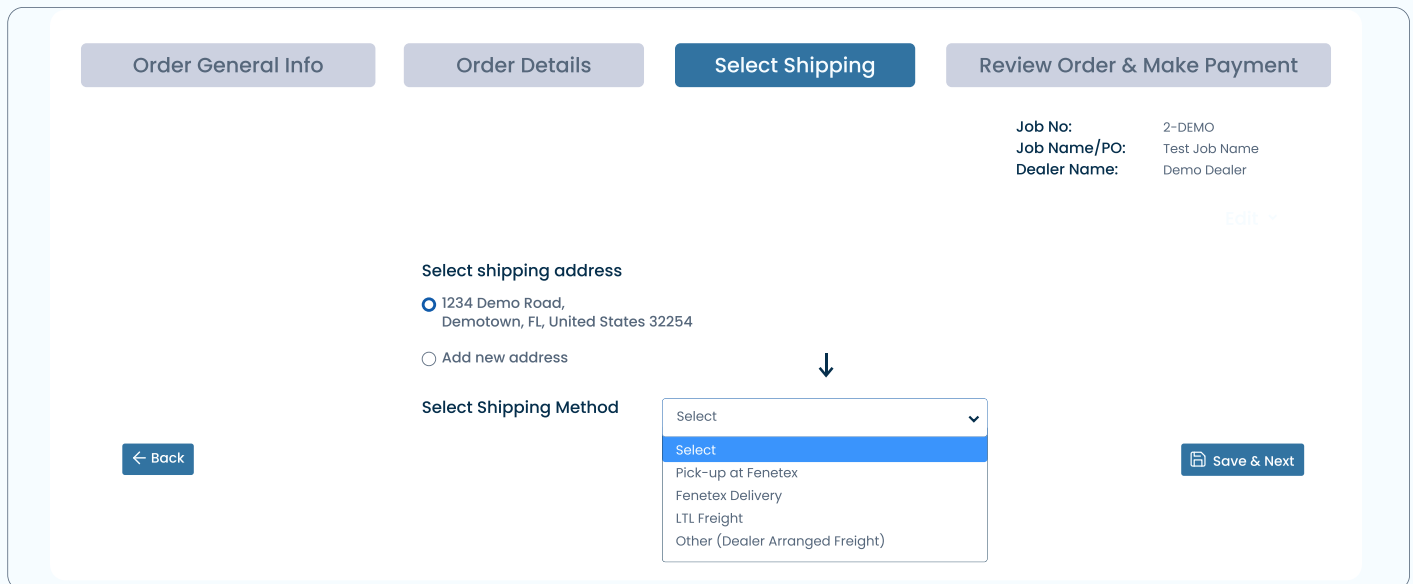


If you are done entering screens, click **Save & Next**.

Part D: Select Shipping

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

- **Coming soon:** If you select L TL 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.



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

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
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
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

Echeck/ACH Card

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.