



RETRACTABLE SCREEN ORDERING INSTRUCTIONS

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

<https://fenetex.bmslink.biz/retailer>

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

STEP 1: LOGGING IN

Open a browser window and go to <https://fenetex.bmslink.biz/retailer>.

Enter the username and password provided to you by Fenetex, then click "LOGIN."

If you forget your password, you can click "Forgot password" to reset it.

When you log in for the first time, you will see this screen:

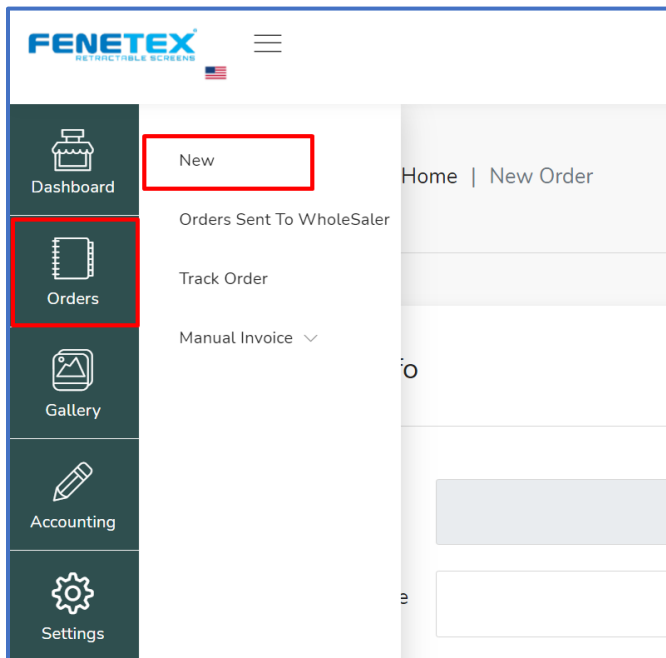
Please click "Go," and check all info shown. You can add a secondary email and even upload any documents, like a Resale Certificate or Insurance Certificate.

When you are done, click "Update," then select "Dashboard" from the menu on the left.

STEP 2: ORDERING RETRACTABLE SCREEN SYSTEMS

(Note, Screen Only orders for Stocking Dealers follow the same steps below, without the selection of any metal components or operators. REMINDER: "SCREEN ONLY" ORDERS MUST BE PLACED USING TOTAL SYSTEM DIMENSIONS, INCLUDING THE TRACKS IN THE OVERALL WIDTH, AND THE HOOD/BRACKET AND BOTTOM TRACK IN THE OVERALL HEIGHT.)

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."



PART A: Enter the information for your order. Order Id and Date will be filled automatically. The other information must be entered.

Customer Info

Order Id	FENE-Demo-test-821	Date	03-24-2021 03:47 PM
Customer Name (Optional)	Demo Customer	Side Mark/PO.*	test - 1234

Different Shipping Address

Customer Name is an optional field, for additional tracking information.

Side Mark/PO is required. The first box is a text field, the first 4 letters here will be used in the order ID. The second field is optional and is only for numbers if you choose to use them.

If you are shipping to an address other than the address on file, you can check the box next to “Different Shipping Address” and enter that information in the fields that appear next.

Customer Info

Order Id: FENE-Demo-test-821 Date: 03-24-2021 03:47 PM

Customer Name (Optional): Demo Customer Side Mark/PO: test - 1234

Different Shipping Address

Receiver Name: Enter Receiver Name
ex: Test name

Receiver Phone No: +1

Address: Enter a location
ex: 300 BOYLSTON AVE
E, SEATTLE, WA, 98102, USA

PART B: Enter the information for the screens you will order.

Under “Add New Order,” select the Category from the dropdown menu:

Add New Order

Select Category: -- Select one --

Select Product: [Empty text box]

Fabric/Options: -- Select One --

Retractable Screen Systems

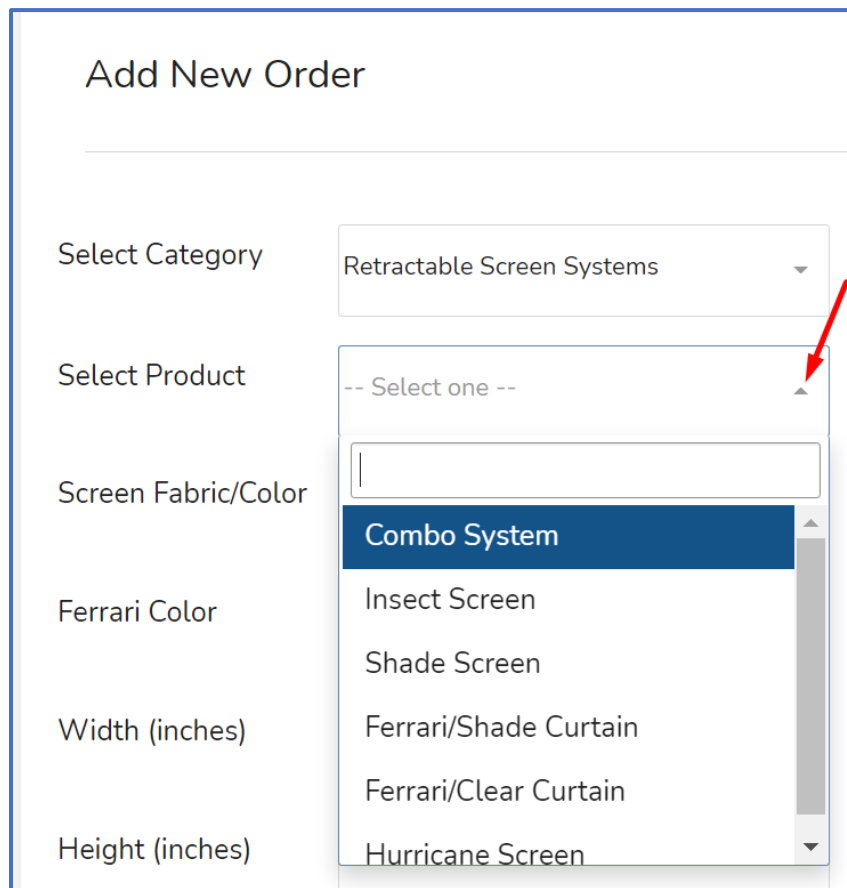
Screens Only

Retractable Screen Systems are complete units with tracks, operators, etc.

Screens Only are only the fabric part of the screen systems (for stocking dealers or replacement screens).

Components section is coming soon!

Next, select the **Product** from the dropdown menu:



The screenshot shows a web form titled "Add New Order". It contains several input fields: "Select Category" (set to "Retractable Screen Systems"), "Select Product" (open dropdown menu), "Screen Fabric/Color" (empty text box), "Ferrari Color" (empty text box), "Width (inches)" (empty text box), and "Height (inches)" (empty text box). The "Select Product" dropdown menu is open, showing a list of options: "Combo System" (highlighted in blue), "Insect Screen", "Shade Screen", "Ferrari/Shade Curtain", "Ferrari/Clear Curtain", and "Hurricane Screen". A red arrow points to the dropdown arrow of the "Select Product" field.

NOTE: **Combo System** is a dual system made up of two retractable screen systems with two operators and must include the Combo hood.

If you are ordering a dual system but not using the Combo Hood, you must enter these as two independent systems.

Select the **Fabric/Color**. The ordering system will ONLY show you fabrics that are used in the Product you selected.

Enter the **Width** (inches). Width is ALWAYS overall system width, including the tracks. You may use the dropdown to specify fractions.

Enter the **Height** (inches). Height is ALWAYS overall system height, including the bottom track and hood/brackets. You may use the dropdown to specify fractions.

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

The image shows a screenshot of a form with four rows of input fields. The first row is 'Height (inches)' with a text input containing '120' and a dropdown menu set to '--Sele'. The second row is 'Angled Bottom' with a dropdown menu set to 'Yes', highlighted by a red rectangular border. The third row is 'Left Height' with a red arrow icon to the left, a text input containing '120', and a dropdown menu set to '-- Sel'. The fourth row is 'Right Height' with a red arrow icon to the left, a text input containing '118', and a dropdown menu set to '1/2'. The entire form is enclosed in a blue border.

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 **Operator**.

Select the desired **Operator Location**.

Under **Housing Styles**, select whether you will use Hoods or No Hoods. 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.

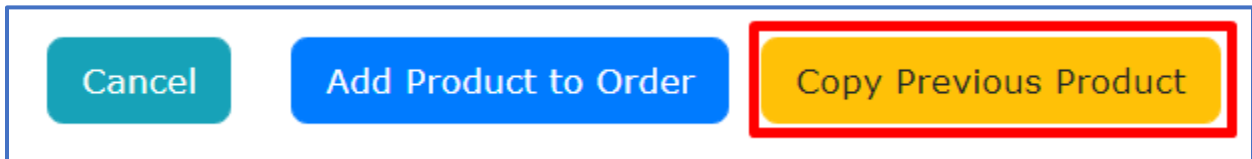
If you selected Hoods, you will select your **Hood Color**.

You may use the **Note** field to enter any additional information needed for this system (opening name, other information).

When you are done, click Add Product to Order.



You may use the YELLOW Copy Previous Product button to replicate the general information from the last item you entered.







Once all products are entered, you can review them under Order Details. You can edit any product by clicking the blue Edit button, or delete any product from your order using the red track can icon.



SL No.	Name of Product	Qty	Price (\$)	Comments	Action
1	Retractable Screen Systems, Insect Screen, Mosquito Screen 17x14 Black, W 120 X H 120 . ----- Angled Bottom : Yes Left Height : 120 Right Height : 118 1/2 Track Type : One-Track Track Color : White (WH) Operator : FENETEX SMART MOTOR Operator Location : Left Operator Cable : 12 ft with PLUG (default) Housing Styles : Hoods 5.5 in Hood w/4 in reel . White (WH)		934.05		Copy Edit 🗑️
2	Retractable Screen Systems, Insect Screen, Mosquito Screen 17x14 Black, W 120 X H 120 . ----- Angled Bottom : No Track Type : One-Track Track Color : White (WH) Operator : SOMFY MAESTRIA MOTOR Operator Location : Left Operator Cable : 10 ft pigtail w/optional plug end Housing Styles : Hoods 5.5 in Hood w/4 in reel . White (WH)		1190.23		Copy Edit 🗑️
		Total : 2			

PART C: Enter controllers for the operator(s).

Under “Order Details,” click the GREEN “Add Controllers” button:

Order Details

SL No.	Name of Product	Qty	Price (\$)	Comments	Action
1	Retractable Screen Systems, Insect Screen, Mosquito Screen 17x14 Black W 120 X H 120 , ----- Angled Bottom : Yes Left Height : 120 Right Height : 118 1/2 Track Type : One-Track Track Color : White (WH) Operator : FENETEX SMART MOTOR Operator Location : Left Operator Cable : 12 ft with PLUG (default) Housing Styles : Hoods 5.5 in Hood w/4 in reel , White (WH)		934.05		 
2	Retractable Screen Systems, Insect Screen, Mosquito Screen 17x14 Black W 120 X H 120 , ----- Angled Bottom : No Track Type : One-Track Track Color : White (WH) Operator : SOMFY MAESTRIA MOTOR Operator Location : Left Operator Cable : 10 ft pigtail w/optional plug end Housing Styles : Hoods 5.5 in Hood w/4 in reel , White (WH)		1190.23		 
		Total : 2			

  2124.28

If you have more than one type of operator, the pop up box will show a tab for controllers for each one.

Controllers

FENETEX SMART MOTOR SOMFY MAESTRIA MOTOR

Fenetex 15 Ch Remote - 0 +

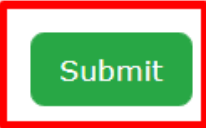
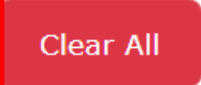
Fenetex WiFi Hub - 0 +

Click the + symbol or type in the number of each item on each tab that you want. When you are done, click "Add."

PART D: Submit your order.

After you have added all items to your order, click the green "Submit" button in the lower right corner.

Sub Total (\$)	2293.46
Extra Discount (\$)	<input type="text" value="0"/>
Grand Total (\$)	2293.46

ONCE YOUR ORDER IS SUBMITTED, YOU STILL MUST PAY FOR YOUR ORDER TO GET IT ON THE CALENDAR AND INTO PRODUCTION.

Order info || Make payment [Home](#) | [Order info](#)

Order Submitted. Please make a payment below to move your order into production. ×

PART E: Pay for your order.

After submitting your order, you can make a payment directly from this system.

Enter the Amount to pay, a minimum 50% deposit is due to get the order into production.

Order Information Make payment	
Order Date	04-08-2021 11:29 AM
Order Id	FENE-Demo-Fred-882
Sub Total	\$ 969.05
Shipping /Installation Charge	\$ 0.00
Other Charge	\$ 0.00
Credit	\$ 0.00
Extra Discount	\$ 0.00
Grand Total	\$ 969.05
Paid amount	\$ 0.00
Due amount	\$ 969.05

Amount to pay (\$)	484.53
Due (\$)	484.52
Payment method	Select Payment Method

Pay / Invoice

From the drop down list, select your preferred payment method (convenience fees are calculated automatically).

Order Information Make payment	
Order Date	04-08-2021 11:29 AM
Order Id	FENE-Demo-Fred-882
Sub Total	\$ 969.05
Shipping /Installation Charge	\$ 0.00
Other Charge	\$ 0.00
Credit	\$ 0.00
Extra Discount	\$ 0.00
Grand Total	\$ 969.05
Paid amount	\$ 0.00
Due amount	\$ 969.05

Amount to pay (\$)	484.53
Due (\$)	484.52
Payment method	Select Payment Method

- Select Payment Method
- Credit Card (QB)
- eCheck (QB)

Enter the relevant account information and then click Pay Invoice.

Fenetex will take it from there.

Please note, this system does not YET quote shipping or allow for Split Phase 1/Phase 2 orders. These are in the works!

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.