CURT™ ComNet

CONTENTS

QUICK START INSTRUCTIONS

1. Login to **www.orders.curtmfg.com**

2. Click **Catalog Shop** to start shopping

3. Three ways to shop:
   Search Catalog enter part number or description click **Go**
   Speed Entry lets you enter your order by part number
   Upload Order create a comma separated (.CSV) or .XML file and upload your entire order

4. Review your shopping cart contents

5. When you are ready to place the order, click the **Checkout** button

6. Review the billing, payment and ship information

7. Add any special handling instructions in the **Ship Instruction** box

8. Add any additional comments regarding the order in the **Comments** box

9. Review the Confirmation page and click **Submit Order**

10. Check your inbox for your confirmation email

11. Watch for your delivery!

FAQ Can't find your answer here? Call 800.738.7213 or email comnethelp@curtmfg.com

Why won't my login work?

• Perhaps you are trying to log in to ComNet using your "dealer login" for the CURT website (your CURT account number.)
  That will not work with ComNet - You must use the username and password that was emailed to you specifically for ComNet.
• If you copied your ComNet username or password directly from an email there could be extra spaces after you paste it into the ComNet login
  box. It is best to retype it rather than copy/paste.

I'm locked out for making too many login attempts...

• If you get locked out for too many login attempts - try quitting and reopening your web browser to reset the cache.
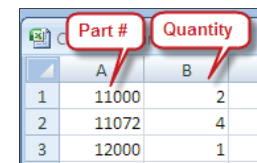
HELP! I forgot my password

• On the ComNet log in page - click "forget your password?" and ComNet will email your password
  to the email address that is associated with your ComNet account.

How do I know if an item is in inventory?

• **Available** means your item/quantity selected is in stock at your assigned warehouse and available to ship immediately.
• **Contact us** means you should call to confirm if the item is available. If items in your order are not available in the assigned
  warehouse, the order will still be processed, and items located to complete shipment whenever possible.
• If your account status is set to "backorder" then your parts will be shipped when they are available. If your account is "ship and cancel" then
  only the available items in your order will be shipped and the order will be closed.
• Please note that you are only able to view the inventory availability for your assigned warehouse in ComNet.

I have my order in an excel file how can I upload it to ComNet?

• The file must contain these 2 columns in exact order .
  • Part #
  • Quantity
• Then save the file as .csv (comma separated value) format and browse/select to upload from the ComNet shopping cart page.
  The cart will then populate with the items in your file

STEP BY STEP

1
Get your CURT
ComNet ID & Password

2
Go to the ComNet
login page

3
Login

4
Review the
navigation

5
Start
shopping

6
Review your
shopping cart

7
Review billing,
payment & ship info

8
Submit
order

9
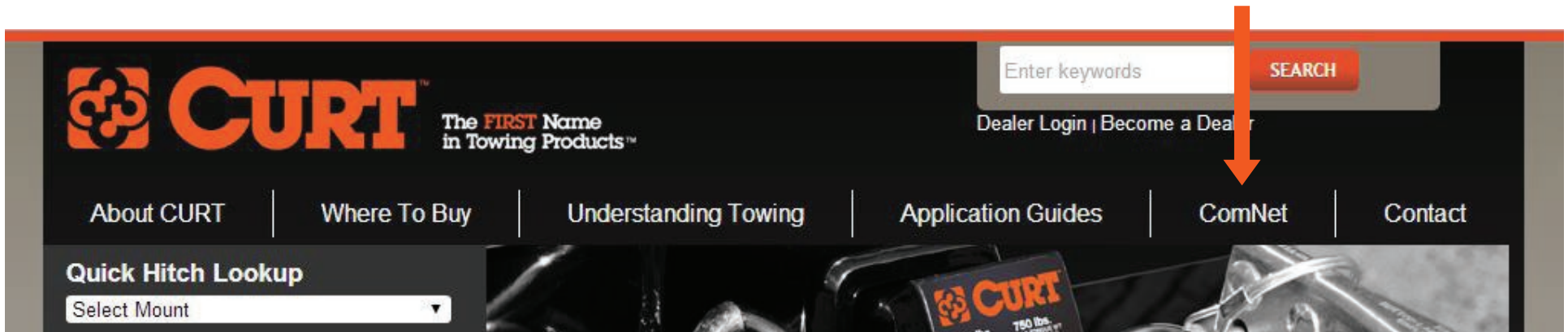Check inbox for
confirmation email

10
Watch for your
delivery!

#1   GET YOUR CURT COMNET ID & PASSWORD

Email comnetsignup@curtmfg.com to obtain your user ID and password.
Include your CURT account number and confirm which email you want
associated with the ComNet account for password retrieval and notifications.

Please note: Your curtmfg.com dealer login credentials do not work with
CURT ComNet. You must contact us for a new login for this order portal.

#2   GO TO THE COMNET LOGIN PAGE

Navigate to this web address: http://orders.curtmfg.com
OR from the www.curtmfg.com home page click 'CURT ComNet'

#3   LOGIN

Enter your username and password credentials into the fields

#4 REVIEW THE NAVIGATION

Download the quick help PDF

CURT ComNet

COMNET HELP
RETURN TO CURTMFG.COM
WELCOME - **YOU ARE LOGGED IN**

| HOME | CATALOG SHOP | ORDER STATUS | CONTACT US | USER PROFILE | VIEW CART | SIGN OFF |

Return to the ComNet welcome page

Click to start shopping

View all of your orders

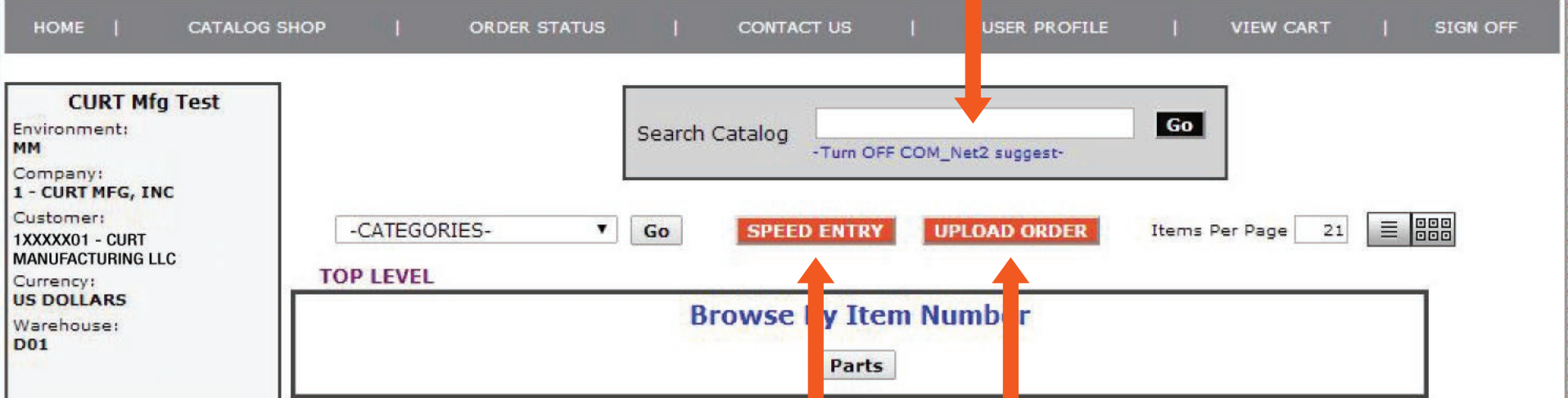View email and phone contacts for CURT ComNet support

Change your password and/or email

View what is in your shopping cart

Log out of CURT ComNet

#5 START SHOPPING

Search Catalog for products by item number or description

| HOME | CATALOG SHOP | ORDER STATUS | CONTACT US | USER PROFILE | VIEW CART | SIGN OFF |

CURT Mfg Test

Environment:
MM
Company:
1 - CURT MFG, INC
Customer:
1XXXXX01 - CURT MANUFACTURING LLC
Currency:
US DOLLARS
Warehouse:
D01

Search Catalog [   ] **Go**
-Turn OFF COM_Net2 suggest-

-CATEGORIES- ▼ Go   **SPEED ENTRY** **UPLOAD ORDER**   Items Per Page 21

TOP LEVEL

Browse by Item Number

Parts

Speed Entry lets you enter your order by part number

Upload a comma separated value format (.CSV) or .XML file

#5A   CATALOG SEARCH

Enter a part number or description keyword and click 'Go'

#5B SEARCH RESULT

COMNET HELP
RETURN TO CURTMFG.COM
WELCOME - **YOU ARE LOGGED IN**

| HOME | | CATALOG SHOP | | ORDER STATUS | | CONTACT US | | USER PROFILE | | VIEW CART | | SIGN OFF |

CURT Mfg Test
Environment:
MM
Company:
1 - CURT MFG, INC
Customer:
1XXXXX01 - CURT MANUFACTURING LLC
Currency:
US DOLLARS
Warehouse:
D01

Your Saved Carts

Powered by Lexel©

Search Catalog [   ] **Go**
-Turn OFF COM_Net2 suggest-

-CATEGORIES- ▼ **Go**   **SPEED ENTRY**   **UPLOAD ORDER**   Items Per Page [21]

Search results for '13360' found 1 match

Top Level >
CATEGORIES:

13360

CLASS III RECEIVER HITCH

Available   [1] **ADD**

Enter quantity and click the 'Add' button.
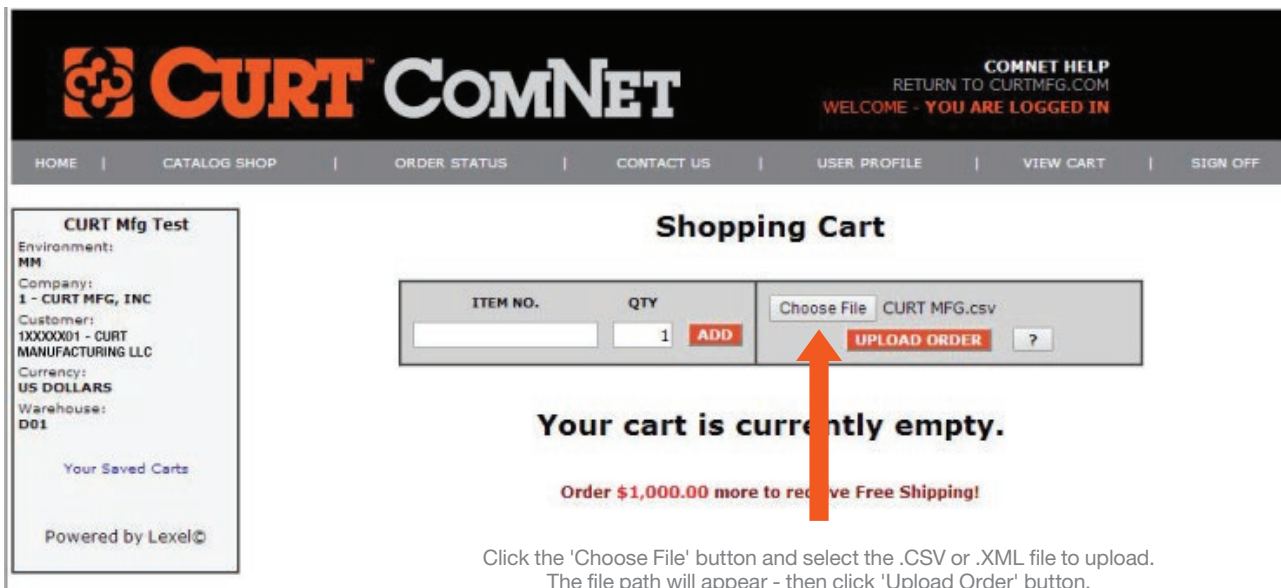The item will be placed in your shopping cart

#5C   SPEED ENTRY

Enter the CURT part number & quantity, then click the 'Add' button.
Continue adding part numbers to the speed entry box.
Clicking the 'Add' button after each entry places the item in the cart.

#5D FILE UPLOAD

Click the 'Choose File' button and select the .CSV or .XML file to upload.
The file path will appear - then click 'Upload Order' button.

#6 REVIEW YOUR SHOPPING CART

Shopping Cart

ITEM NO.	QTY		Choose File	No file chosen
	1	**ADD**	**UPLOAD ORDER**	**?**

When you are ready to place the order, click the 'Checkout' button ➡️ **Checkout** **Clear Cart** **Save Cart**

-Sort Last to First-

		ITEM NO.	U/M	DESCRIPTION / COMMENT	REQ SHIP DATE (mm/dd/yyyy)	QTY	
		13360	EA	CLASS III RECEIVER HITCH	06/25/2014	1	🗑
		13019	EA	757214 CLASS 3 RECEIVER HITCH	06/25/2014	5	🗑
		16085	EA	RAIL MOUNTED GOOSENECK HITCH	06/25/2014	5	🗑

Order $1,000.00 more to receive Free Shipping!

#7 REVIEW BILLING, PAYMENT & SHIPPING INFORMATION

Step 1

Billing > Shipping > Payment & Shipping > Confirmation > Completed   [Continue]

Billing Information

CURT MANUFACTURING LLC
6208 INDUSTRIAL DR
EAU CLAIRE, WI 54701
USA

[Continue]

Step 2

Billing > Shipping > Payment & Shipping > Confirmation > Completed   [Continue]

Shipping Information

Ship To: 00000001   [Change]
*Company Name: CURT MANUFACTURING LLC
*Address 1: 6208 INDUSTRIAL DR
Address 2:
Address 3:
*City: EAU CLAIRE
*State/*Zip/*Country: WI / 54701 / USA
Contact Name:
Phone:

[Continue]

Step 3

NOTE: All orders must have a unique PO. Duplicate PO's will not be processed

Billing > Shipping > Payment & Shipping > Confirmation > Completed   [Continue]

Payment

*P.O. Number: add PO number here
Each order requires a UNIQUE Purchase Order Number. Duplicate POs are not processed.

Shipping

Shipping Method: Please Select...

**If your carrier or service is not listed, please select 'Other' and provide more details in the comments.

Comments

Comments: Add shipping instructions here.

[Continue]

Add any special handling instructions

#8   SUBMIT ORDER

Billing Information	Shipping Information
CURT MANUFACTURING LLC **6208 INDUSTRIAL DR** **EAU CLAIRE, WI 54701** **USA** comnetsignup@curtmfg.com	**CURT MANUFACTURING LLC** **6208 INDUSTRIAL DR** **EAU CLAIRE, WI 54701** **USA** 888-265-5615

Customer #: 1XXXXX01

P.O. Number: add PO number here

Shipping Method: LTL - PALLET ORDERS

Your order will be shipped according to your preferred carrier already on record with CURT Manufacturing. If you would like it shipped differently, please clarify your request in the Shipping Instructions field. Please note that if your order qualifies for free shipping, CURT Manufacturing reserves the right to determine carrier.

SUBMIT ORDER   **Save Cart**   **Cancel Order**

ITEM NO.	U/M	DESCRIPTION / COMMENT	REQ SHIP DATE	QTY
13360	EA	CLASS III RECEIVER HITCH	06/25/2014	1
13019	EA	757214 CLASS 3 RECEIVER HITCH	06/25/2014	5
16085	EA	RAIL MOUNTED GOOSENECK HITCH	06/25/2014	5

Shipping Instructions:

Comments:

#9   CHECK INBOX FOR CONFIRMATION EMAIL

Billing > Shipping > Payment & Shipping > Confirmation > **Completed**

Order Number: 8488160

Order Time: Wed Jun 25 09:29:17 CDT 2014

Billing Information	Shipping Information
CURT MANUFACTURING LLC **6208 INDUSTRIAL DR** **EAU CLAIRE, WI 54701** **USA** comnetsignup@curtmfg.com	**CURT MANUFACTURING LLC** **6208 INDUSTRIAL DR** **EAU CLAIRE, WI 54701** **USA** 888-265-5615

Customer #: 1XXXXX01

P.O. Number: add PO number here

Shipping Method: LTL - PALLET ORDERS

Your order will be shipped according to your preferred carrier already on record with CURT Manufacturing. If you would like it shipped differently, please clarify your request in the Shipping Instructions field. Please note that if your order qualifies for free shipping, CURT Manufacturing reserves the right to determine carrier.

ITEM NO.	U/M	DESCRIPTION / COMMENT	REQ SHIP DATE	QTY
13360	EA	CLASS III RECEIVER HITCH	06/25/2014	1
13019	EA	757214 CLASS 3 RECEIVER HITCH	06/25/2014	5
16085	EA	RAIL MOUNTED GOOSENECK HITCH	06/25/2014	5

Shipping Instructions: DO NOT SHIP ORDERS!!!

Comments: Add shipping instructions here. **This order placed by curtmfg on COMNET at 6/25/114 09:29

#10 WATCH FOR YOUR DELIVERY

Important notes & reminders

1. Reminder: All orders must have a unique PO! Duplicate PO's will not be processed.

2. You can check on the status of your orders (current and past) by clicking the 'Order Status' within CURT ComNet.

3. Forgot your password? Click the link on the login screen and your password will be sent to you again.
   You can also change your password from within the 'User Profile' area.

4. The CURT ComNet web interface does not support multiple ship to addresses in one order.
   Dealers who want to place multiple drop ship orders at one time should use the ComNet .XML order portal.

5. Regarding inventory availability of items:

   Available means in stock at your warehouse and available to ship immediately
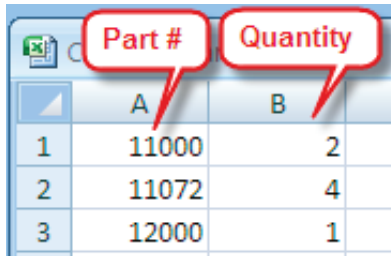
   Contact us means you should call to confirm if the item is available.
   If items in your order are not available in the assigned warehouse, the order will still be processed,
   and items located to complete shipment whenever possible.

Need Technical Help? Call 800.738.7213 or email comnethelp@curtmfg.com

HOW TO UPLOAD AN ORDER

.CSV Example

1. Orders may also be uploaded in comma separated values format (.CSV).
   The only difference between .CSV and .XML format is that header values are not allowed when uploading an order in .CSV format.

2. To upload an order in .CSV format, the following fields should be entered in the following order:

   Item Number (the only required field)

   Quantit

3. Please note the following:

   If you choose not to populate a field, you must still delimit it with a comma.
   The exception is a field that is the last one in the record; in that case, a carriage return would signify a new record.

   If you do not include the quantity element tag, the default quantity of one will be used.

   Request date must be in the date format specified during the ComNet2 install.

   Examples of .CSV format by uploading a file with the order data.

   13333, 3

   16120, 3

   17052, 12

	Part #	Quantity
	A	B
1	11000	2
2	11072	4
3	12000	1

Example: [itemnumber], [quantity]