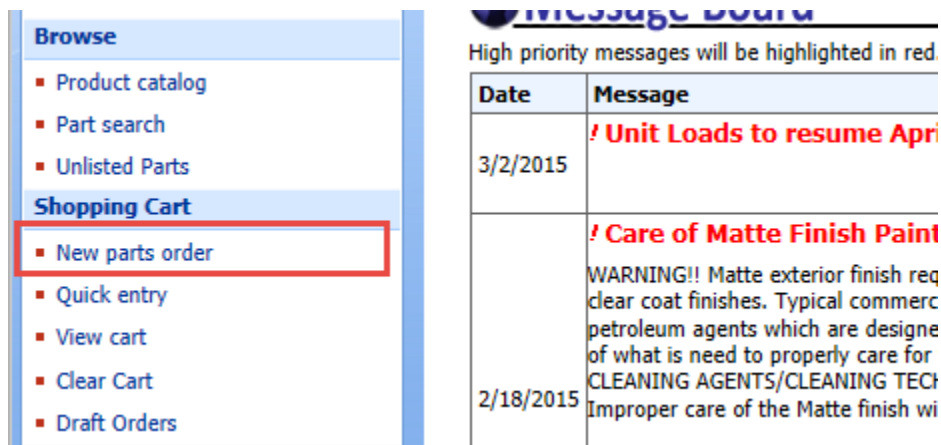


There are 2 ways for your dealership to order Sales Brochures on Key Express:

1. The dealer sales department can place the order with your dealership's parts department.
2. The dealership administrator can create a user name and password for a dealership sales representative to order Brochures through Key Express. If using this option, administrator must set the user up as a "contact person" and give the security "order dealer parts".

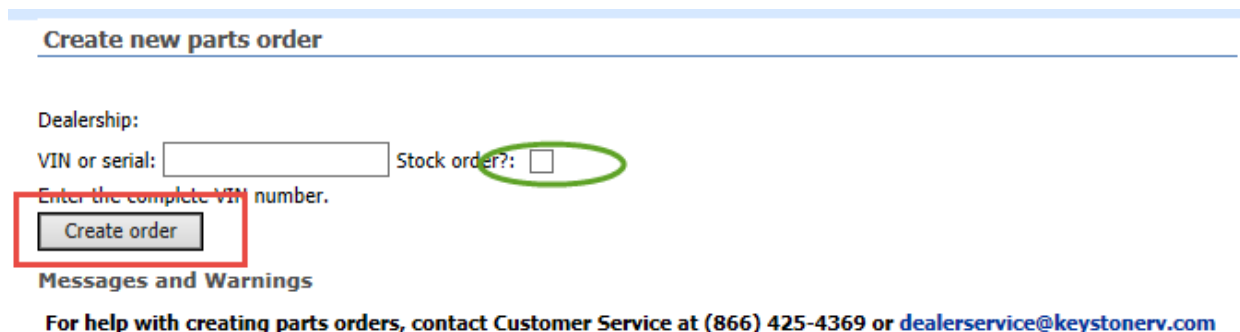
1. Once logged in, select "New parts Order"



The screenshot shows the Key Express interface. On the left, under the 'Shopping Cart' section, the 'New parts order' option is highlighted with a red box. On the right, the 'Message Board' section displays two messages. The first message, dated 3/2/2015, is titled '! Unit Loads to resume April' in red. The second message, dated 2/18/2015, is titled '! Care of Matte Finish Paint' in red and contains a warning about matte exterior finishes.

Date	Message
3/2/2015	! Unit Loads to resume April
2/18/2015	! Care of Matte Finish Paint WARNING!! Matte exterior finish requires clear coat finishes. Typical commercial petroleum agents which are designed for what is needed to properly care for CLEANING AGENTS/CLEANING TECH Improper care of the Matte finish will

2. Check "Stock Order" then "Create Order"



The screenshot shows the 'Create new parts order' form. The 'Dealership:' field is empty. The 'VIN or serial:' field is empty. The 'Stock order?:' checkbox is checked and circled in green. Below the 'VIN or serial:' field, there is a red box around the text 'Enter the complete VIN number.' and a 'Create order' button. Below the form, there is a section titled 'Messages and Warnings' with contact information for Customer Service.

Create new parts order

Dealership: _____

VIN or serial: _____ Stock order?: ☒

Enter the complete VIN number.

Create order

Messages and Warnings

For help with creating parts orders, contact Customer Service at (866) 425-4369 or dealerservice@keystonerv.com

3. Select "Sales Brochures"



The screenshot shows the 'Keystone RV' menu. The 'Sales Brochures' option is highlighted with a red box. The menu also lists other options: Alpine, Avalanche, Big Sky, Bullet, Cabana, Cambridge, Carbon, Challenger, Clearwater, Cougar, Dealer Stock Parts, and More...

Keystone RV

Sales Brochures, Alpine, Avalanche, Big Sky, Bullet, Cabana, Cambridge, Carbon, Challenger, Clearwater, Cougar, Dealer Stock Parts, More...

Select your product

[All products](#) > [Keystone RV](#) > [Sales Brochures](#)

Product Brochures - All	Laredo
Alpine/Avalanche	Montana
Bullet	Outback
Big Sky	Passport
Cougar	Residence
Carbon	Raptor
Fuzion / Impact	Springdale / Summerland
Hornet /Hideout/Retreat	Sprinter

Select "Add to Cart"

[All products](#) > [Keystone RV](#) > [Sales Brochures](#) > [Laredo](#)

[Hide Images](#)

[Hide Prices](#)

	459735	Brochure - Laredo - Nov. 2014	\$ 0.00	 Add to cart
	497347	Brochure - Laredo - Nov. 2015	\$ 0.00	 Add to cart

When you have completed your brochure selections, select View Cart. **Change the quantity to how many actual brochures you need in increments of 50 (max 300).**

Customer Service

- Manuals
- Product Team Contacts
- Training Resources
- Product Improvement Focus
- Key Express Tips

Browse

- Product catalog
- Part search
- Unlisted Parts

Shopping Cart

- New parts order
- Quick entry
- View cart**
- Clear Cart
- Draft Orders

Warranty

You can change the quantity of the items in your shopping cart. Select and delete any items you do not want. Click **Update cart** to save changes.

Shopping cart

Current Vehicle

Stock order - not for any specific vehicle

Customer information

Delivery name: *** Open ***

Customer number: 999999

Contact: K. Dooley

Totals

Line amount: 0.00

Total discount: 0.00

Misc. charges amount: 0.00

Sales tax amount: 0.00

Total amount: 0.00

Items

✓	Item number	Item name	Quantity	Unit	Price Each	Net amount
<input type="checkbox"/>	497347	Brochure - Laredo - Nov. 2015	<input type="text" value="1"/>	EA	0.00	0.00

Update cart

Checkout

Save as draft

4. Confirm your selections and click “Checkout”.

You can change the quantity of the items in your shopping cart. Select and delete any items you do not want. Click **Update cart** to save changes. Click **Checkout** to complete your purchase.

Shopping cart

Current Vehicle
Stock order - not for any specific vehicle

Customer information

Delivery name: *** Open ***
Customer number: 999999
Contact: K. Dooley

Totals

Line amount: 0.00
Total discount: 0.00
Misc. charges amount: 0.00
Sales tax amount: 0.00
Total amount: 0.00

Items

✓	Item number	Item name	Quantity	Unit	Price Each	Net amount
<input type="checkbox"/>	497347	Brochure - Laredo - Nov. 2015	1	EA	0.00	0.00

5. Enter a PO number (tracking purposes only, Sales brochure will be sent at no charge) change the shipping method if desired. Note: Anything other than “Standard” shipping will be charged to the dealership and is non –refundable.

Add notes, if necessary, and click next

Checkout

Purchase order:

Shipping type:

For expedited shipping requests – please submit before 1:00 pm EST, Monday thru Thursday and 12:00pm EST on Friday to qualify for same day shipping
☐ I acknowledge that expedited freight (any option other than 'best way') may not qualify for warranty reimbursement.

Deliver To
Name: *** Open ***
Street: 2642 Hackberry Dr
ZIP/postal Code: 46527
City: Goshen
Country/region: US
State: IN

Add:

Notes:

You will see an order Summary. Click on Finish.

Current Vehicle						
Stock order - not for any specific vehicle						

Order Summary

Customer number: 999999
Delivery name: *** Open ***
Delivery address: 2642 Hackberry Dr
Goshen, IN 46527
Mode of delivery: Best way (standard)
Purchase order: test

Item number	Item name	Quantity	Unit	Unit price	Net amount
497347	Brochure - Laredo - Nov. 2015	1.00	Each	0.00	0.00
Balance					0.00
Sales tax					0.00
Total					0.00

Shipping terms subject to availability. Prices shown may not reflect final invoice total.

Click "Finish" to submit your order.

You will then see an order number for your reference.