

Online Ordering Guide



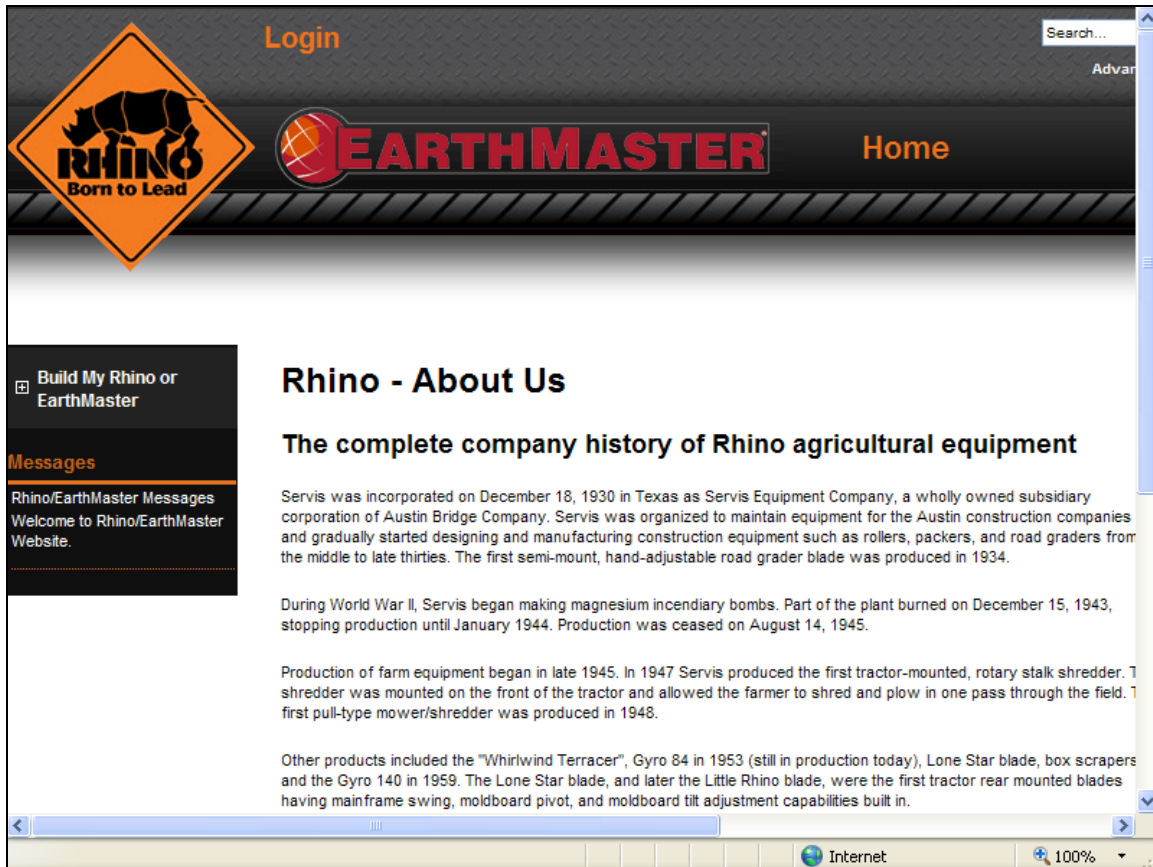
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Logging On Guide



Logging On



This chapter shows how to log on to the website.

1. Open Build Your Rhino link from (www.rhinoag.com) or Build Your EarthMaster link from (www.earthmastertillage.com). Select login on top left.
2. Type user ID in the User ID text box.
3. Type password in the Password text box.
4. If password forgotten, click on the Password forgotten link.
5. **General Public can build my Rhino/EarthMaster without logging in.**

To build quotes for customers, do not log on. This will give customers retail price.

Request Access

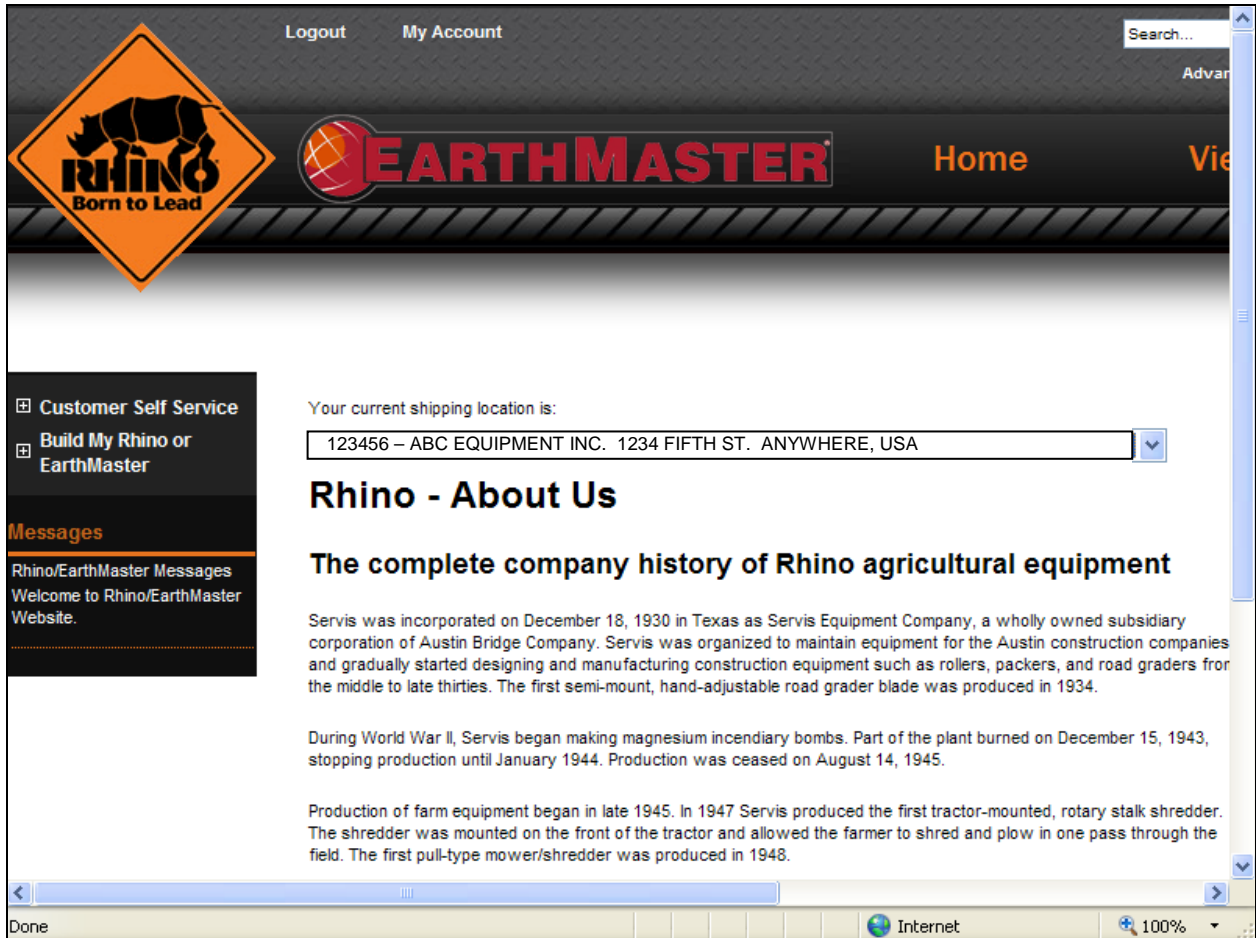
Under Construction

A request form will be made available to add new dealerships. Additionally, the form will be used to change rights inside the dealership.

Opening Screen Guide

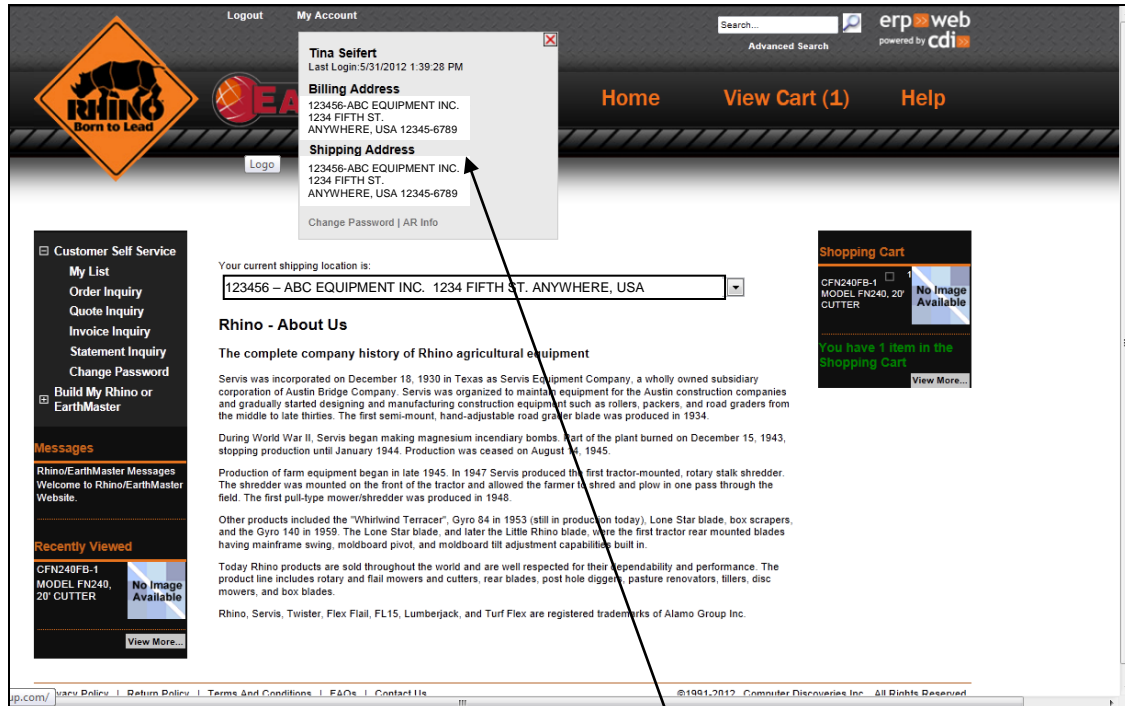


Opening Screen – Dealer Login

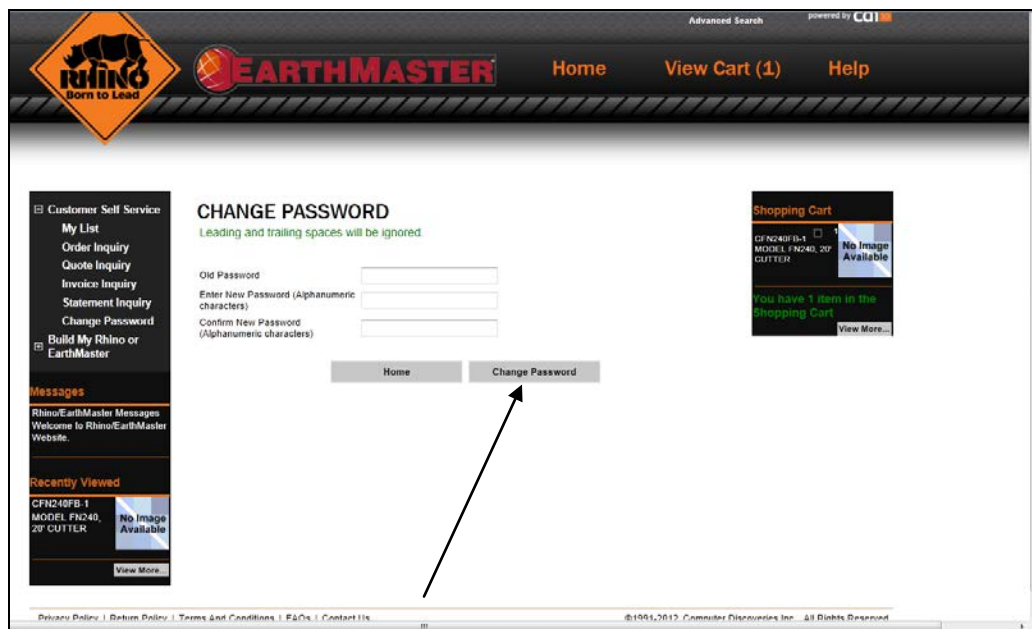


My Account







This shows billing and shipping address information and when the last log occurred. To change password – click on change password.



Enter Old Password in appropriate box, then enter new password, retype to confirm. Click change password and password will be changed successfully.





[Home](#)
[View Cart \(1\)](#)
[Help](#)

Customer Self Service

[My List](#)
[Order Inquiry](#)
[Quote Inquiry](#)
[Invoice Inquiry](#)
[Statement Inquiry](#)
[Change Password](#)

Build My Rhino or EarthMaster

Messages

RhinoEarthMaster Messages

Welcome to RhinoEarthMaster Website.

Recently Viewed

CFN240FB-1

MODEL FN240, 20' CUTTER

No Image Available

View More...

ACCOUNT INFORMATION

Amount Due	77,829.50
Open Order Amount	308,756.16
Total Exposure	308,585.66
Credit Limit	40,000.00
Over Credit Limit	348,585.66
Date Of First Invoice	11/29/2008
Last Invoice Date	12/01/2011
Date Last Paid	11/28/2011

Shopping Cart

CFN240FB-1

MODEL FN240, 20' CUTTER

No Image Available

You have 1 item in the Shopping Cart

View More...

[Privacy Policy](#) |
 [Return Policy](#) |
 [Terms And Conditions](#) |
 [FAQs](#) |
 [Contact Us](#)

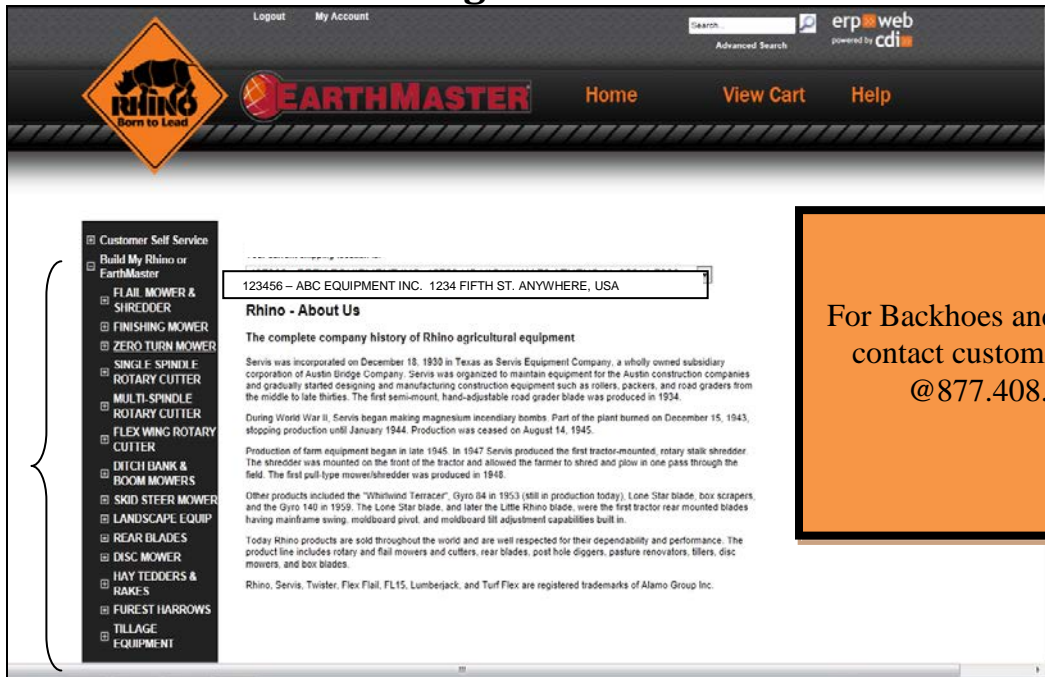
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Account Information screen is a dashboard for the dealerships account status. Dealer principle will determine access to this screen within the dealership.

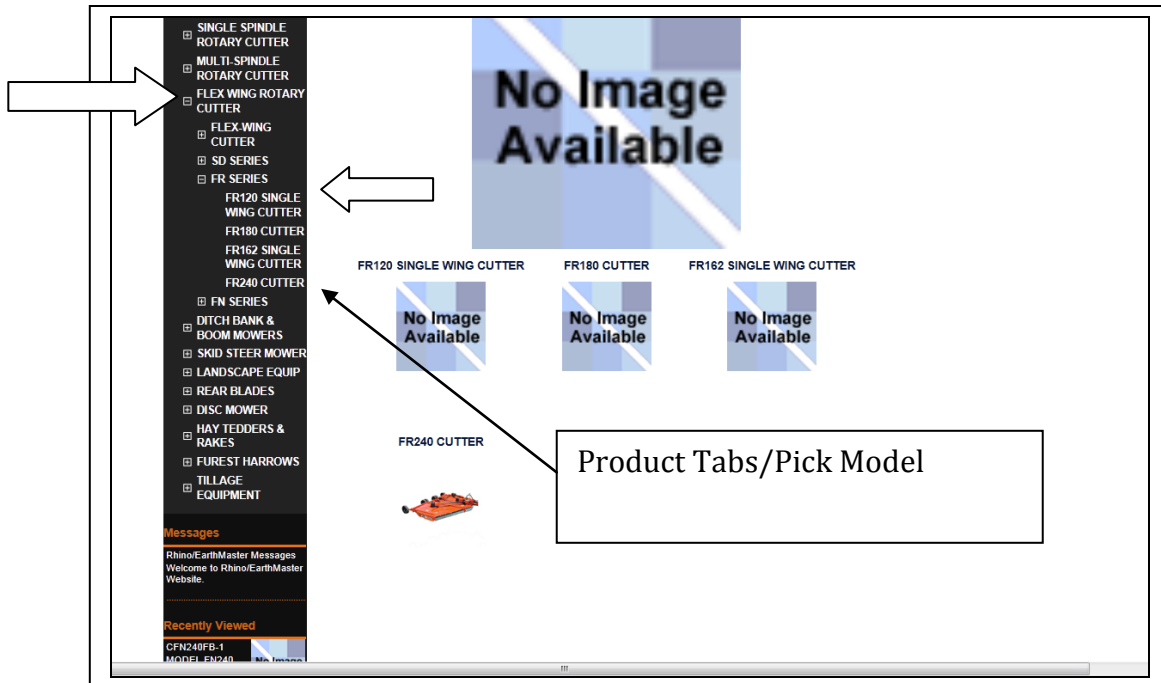
Build My Rhino/EarthMaster



Navigation Tree



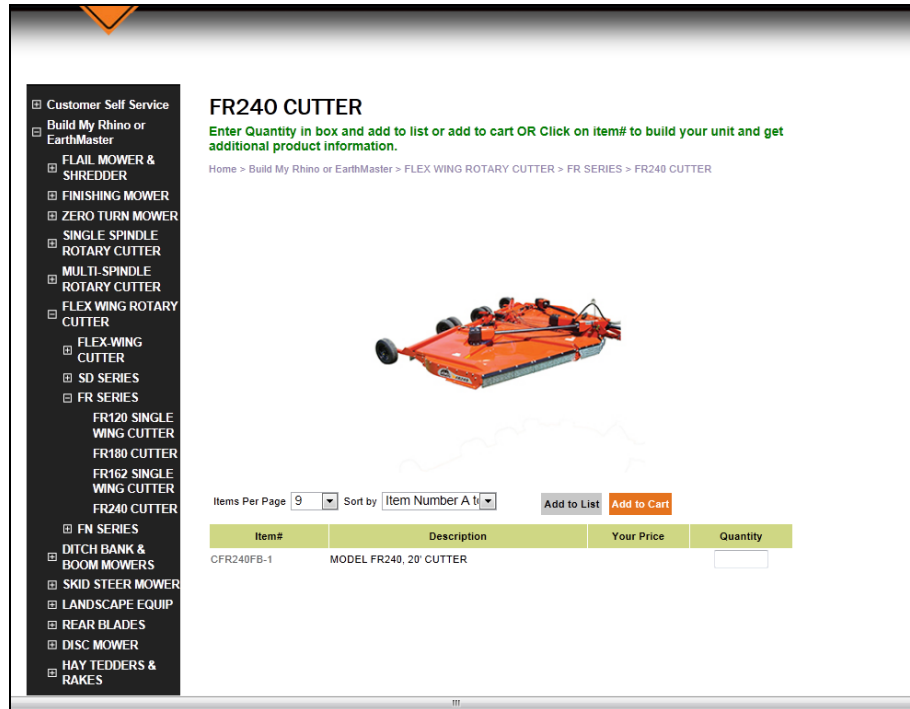
For Backhoes and Loaders –
contact customer service
@877.408.3297



Product Line (expand the plus sign from the navigation tree) OR click on words to get pictures of products

Example –build a FR240.

1. Go to navigation tree (Located under Build my Rhino/Earthmaster)expand +
2. Choose product line (this example FLEX WING ROTARY CUTTER) expand +
3. Choose product tab (this example FR series and then click FR240 Cutter from navigation tree or click on image from middle of screen)



From this screen 1 of 3 things can be done.

1. Add to list (for future orders) refer to page 35 for further information.
2. Add to cart
3. Get product information (description, details, and literature pdfs) and build unit – refer to page 30 for configuring unit.

Add to cart:

FR240 CUTTER
Enter Quantity in box and add to list or add to cart OR Click on item# to build your unit and get additional product information.

Home > Build My Rhino or EarthMaster > FLEX WING ROTARY CUTTER > FR SERIES > FR240 CUTTER

Items Per Page: 9 Sort by: Item Number A to Z

[Add to List](#) [Add to Cart](#)

Item#	Description	Your Price	Quantity
CFR240FB-1	MODEL FR240, 20' CUTTER		<input type="text" value="1"/>

1. Enter Quantity in the quantity field and click add to cart

Logout My Account Search... erp web powered by cdi

Advanced Search Home View Cart Help

RHINO Born to Lead

EARTHMASTER

Customer Self Service Build My Rhino or EarthMaster

FLAIL MOWER & SHREDDER FINISHING MOWER ZERO TURN MOWER SINGLE SPINDLE ROTARY CUTTER MULTI-SPINDLE ROTARY CUTTER FLEX WING ROTARY CUTTER FLEX-WING CUTTER SD SERIES FR SERIES

FR120 SINGLE WING CUTTER FR180 CUTTER FR162 SINGLE WING CUTTER FR240 CUTTER FN SERIES DITCH BANK S

Segments marked with asterisk (*) are required segments.

CFR240FB-1 - MODEL FR240, 20' CUTTER

Home > Build My Rhino or EarthMaster > FLEX WING ROTARY CUTTER > FR SERIES > FR240 CUTTER

MODEL SELECTION: * TIRE SELECTION: * GUARDING SELECTION: * SPECIAL/OPT PAINT SELECTION: OPTIONAL WALKING AXLE: OPTIONAL HYD. SPLITTER KIT: OPTIONAL WINCH & STAND: OPTIONAL BAFFLE KIT: ALTERNATE HITCH OPTION:

Quantity: 1 Price before Additional Discounts (if applicable):

Reset Configuration Validate Configuration

2. This screen is where configuring a unit starts. Asterik fields are required. Once asterisk fields are filled out, click validate configuration button. There might be additional screens to add more required fields. Continue to validate configuration until a screen that looks like this appears. (below)

Logout My Account Search... erp web powered by cdi

Advanced Search Home View Cart Help

RHINO Born to Lead

EARTHMASTER

Customer Self Service Build My Rhino or EarthMaster

FLAIL MOWER & SHREDDER FINISHING MOWER ZERO TURN MOWER SINGLE SPINDLE ROTARY CUTTER MULTI-SPINDLE ROTARY CUTTER FLEX WING ROTARY CUTTER FLEX-WING CUTTER SD SERIES FR SERIES

FR120 SINGLE WING CUTTER FR180 CUTTER FR162 SINGLE WING CUTTER FR240 CUTTER FN SERIES DITCH BANK S

Segments marked with asterisk (*) are required segments.

CFR240FB-1 - MODEL FR240, 20' CUTTER

Home >

MODEL SELECTION: * FR240P-100 - FR240, ROUND PAN, 1000 RPM TIRE SELECTION: * 2 - (2) TWO TIRES GUARDING SELECTION: * 00787746 - BUNDLE DOUBLE CHAINGUARD SPECIAL/OPT PAINT SELECTION: OPTIONAL WALKING AXLE: OPTIONAL HYD. SPLITTER KIT: OPTIONAL WINCH & STAND: OPTIONAL BAFFLE KIT: ALTERNATE HITCH OPTION: SELECT 1000 RPM DRIVE LINE: * 00786845 - ASY CV DL, 1-3/4-20 SPL (OPT) TYPE OF TIRES: * 00786014 - TIRE, USED, AP, FOAM FILL, 27"

Quantity: 1 Price before Additional Discounts (if applicable): 26,644.33

Reset Configuration Add To Cart Add To List

Logout My Account Search... erp web powered by cdi

Advanced Search

RHINO Born to Lead **EARTHMASTER** Home View Cart Help

Customer Self Service Build My Rhino or EarthMaster

FLAIL MOWER & SHREDDER

FINISHING MOWER

ZERO TURN MOWER

SINGLE SPINDLE ROTARY CUTTER

MULTI-SPINDLE ROTARY CUTTER

FLEX WING ROTARY CUTTER

FLEX-WING CUTTER

SD SERIES

FR SERIES

FR120 SINGLE WING CUTTER

FR180 CUTTER

FR162 SINGLE WING CUTTER

FR240 CUTTER

FN SERIES

DITCH BANK 9

Segments marked with asterisk (*) are required segments.

CFR240FB-1 - MODEL FR240, 20' CUTTER

Home >

MODEL SELECTION: * FR240P-100 - FR240, ROUND PAN, 1000 RPM

TIRE SELECTION: * 2 - (2) TWO TIRES

GUARDING SELECTION: * 00787746 - BUNDLE DOUBLE CHAINGUARD-F

SPECIAL/OPT PAINT SELECTION:

OPTIONAL WALKING AXLE:

OPTIONAL HYD. SPLITTER KIT:

OPTIONAL WINCH & STAND:

OPTIONAL BAFFLE KIT:

ALTERNATE HITCH OPTION:

SELECT 1000 RPM DRIVE LINE: * 00786845 - ASY.CV DL, 1-3/4-20 SPL (OPT)

TYPE OF TIRES: * 00786014 - TIRE, USED, AP, FOAM FILL, 27"

Quantity: 1 Price before Additional Discounts (if applicable): 26,644.33

Reset Configuration Add To Cart Add To List

1 of 3 things can be done:

- Reset configuration (start over)
- Add to cart
- Add to list (refer to page 35 for detail information)

Logout My Account Search... erp web powered by cdi

Advanced Search

RHINO Born to Lead **EARTHMASTER** Home View Cart (1) Help

Customer Self Service Build My Rhino or EarthMaster

FLAIL MOWER & SHREDDER

FINISHING MOWER

ZERO TURN MOWER

SINGLE SPINDLE ROTARY CUTTER

MULTI-SPINDLE ROTARY CUTTER

FLEX WING ROTARY CUTTER

FLEX-WING CUTTER

SD SERIES

FR SERIES

FR120 SINGLE WING CUTTER

FR180 CUTTER

FR162 SINGLE WING CUTTER

FR240 CUTTER

FN SERIES

DITCH BANK 9

REVIEW CART

Item # Quantity Add

Item #	Description	Quantity	UOM	Price	Extended Price	Delete
CFR240FB-1	MODEL FR240, 20' CUTTER	1	EA	26,644.33	26,644.33	

Total Price: 26,644.33

Coupon Code: Apply Coupon

Update Cart Empty Cart Add To My List Item Comments

Continue Shopping Create Quote Order Proceed To Check Out

When adding to cart the next screen will look similar to this: (above)

Update Cart

The screenshots show the EarthMaster website interface. The top screenshot shows the 'REVIEW CART' page with the following table:

Item #	Description	Quantity	UOM	Price	Extended Price	Delete
CFR240FB-1	MODEL FR240, 20' CUTTER	1	EA	26,064.00	26,064.00	<input type="checkbox"/>

Total Price: 26,064.00

The bottom screenshot shows the same page with the quantity changed to 5:

Item #	Description	Quantity	UOM	Price	Extended Price	Delete
CFR240FB-1	MODEL FR240, 20' CUTTER	5	EA	26,064.00	130,320.00	<input type="checkbox"/>

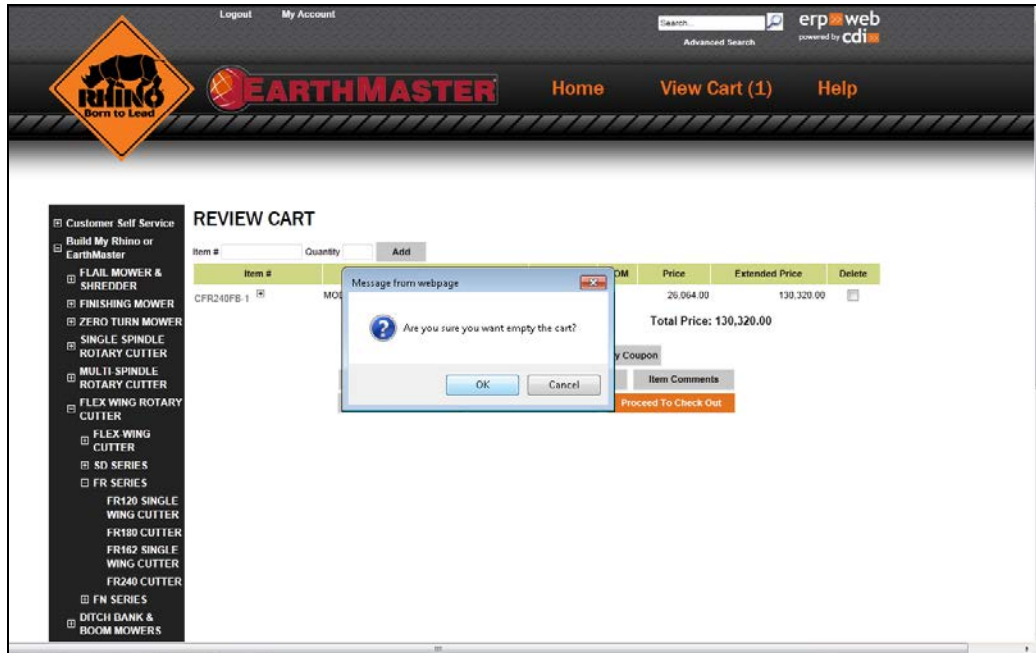
Total Price: 130,320.00

This button is used for changing quantities of items ordered. **(example – going from ordering quantity 1 to quantity 5)**

In the quantity field change quantity to what is needed and then click the button UPDATE CART. Then proceed to checkout. (refer to page 26). Can use Delete box and hit update as well.

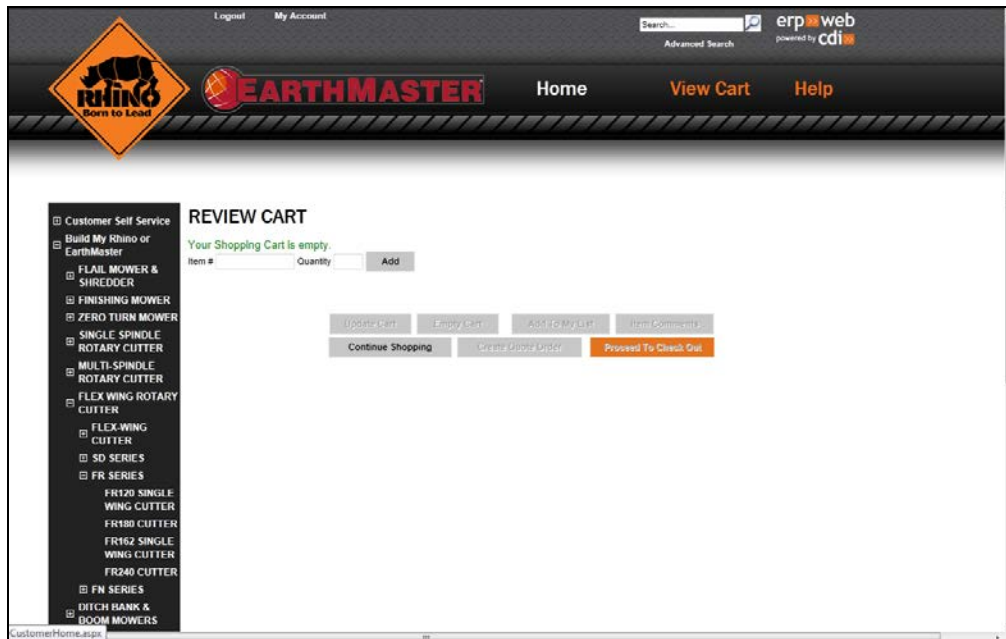
Empty Cart

BEFORE:



Click on this button it will empty cart after a message is acknowledged. The message reads “Are you sure you want to empty your cart” (see diagram).

AFTER:



Add to My List

The screenshot shows the EarthMaster website interface. On the left is a sidebar with a tree view of product categories: Customer Self Service, Build My Rhino or EarthMaster, FLAIL MOWER & SHREDDER, FINISHING MOWER, ZERO TURN MOWER, SINGLE SPINDLE ROTARY CUTTER, MULTI-SPINDLE ROTARY CUTTER, FLEX WING ROTARY CUTTER, FLEX-WING CUTTER, SD SERIES, FR SERIES, FR120 SINGLE WING CUTTER, FR180 CUTTER, FR162 SINGLE WING CUTTER, FR240 CUTTER, FN SERIES, and DITCH BANK & BOOM MOWERS. The main content area is titled 'LIST ITEM(S) ADD'. It has a 'Select a list' section with an 'Add New List' button and a dropdown menu currently showing 'Flex Wing'. Below this is a table with columns: Item, Description, Customer Item Number, Quantity, and Select Segments. One item is listed: 'CFR240FB-1' with description 'MODEL FR240, 20' CUTTER', a quantity of '1', and a checked 'Select Segments' checkbox. At the bottom of the table are 'Back' and 'Add Items' buttons. On the right side of the page is a 'Shopping Cart' summary showing 'CFR240FB-1 MODEL FR240, 20' CUTTER' and a message 'You have 1 item in the Shopping Cart' with a 'View More...' link.

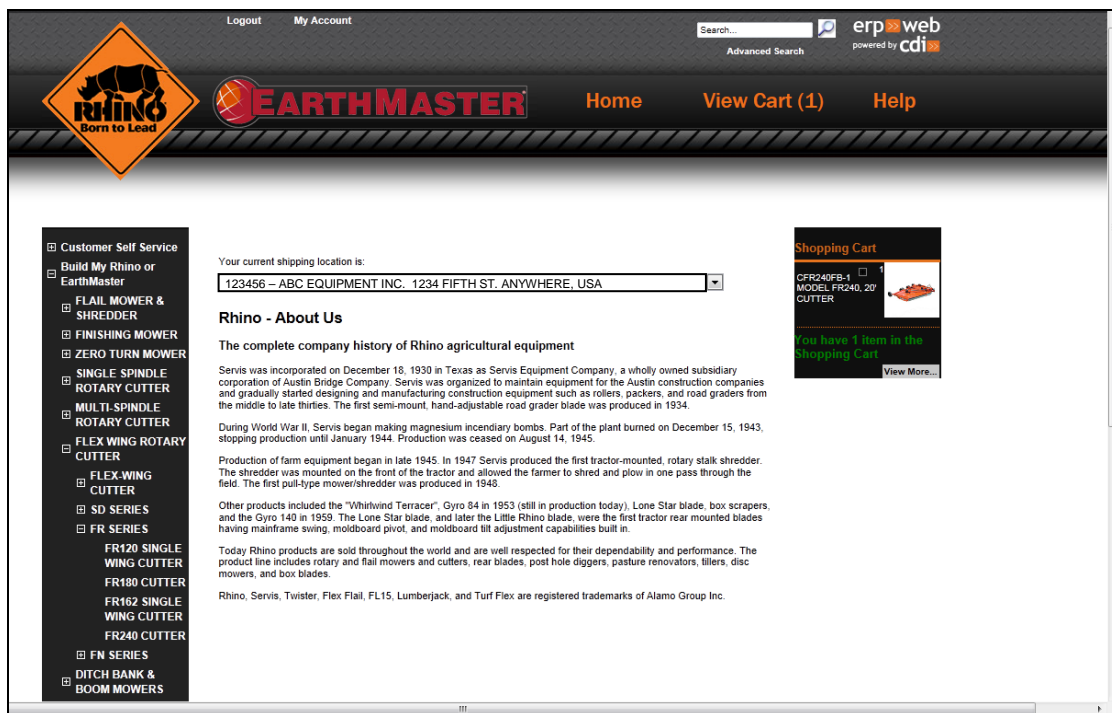
This button adds configured items to a list for future use. Refer to page 35 for more details. The screen will look like this: (see above).

Item Comments

The screenshot shows the EarthMaster website interface. On the left is a sidebar with a tree view of product categories: Customer Self Service, Build My Rhino or EarthMaster, FLAIL MOWER & SHREDDER, FINISHING MOWER, ZERO TURN MOWER, SINGLE SPINDLE ROTARY CUTTER, MULTI-SPINDLE ROTARY CUTTER, FLEX WING ROTARY CUTTER, FLEX-WING CUTTER, SD SERIES, FR SERIES, FR120 SINGLE WING CUTTER, FR180 CUTTER, FR162 SINGLE WING CUTTER, FR240 CUTTER, FN SERIES, and DITCH BANK & BOOM MOWERS. The main content area is titled 'ITEM NOTES'. It has a table with columns: Item Id, Description, and Comments. One item is listed: 'CFR240FB-1' with description 'MODEL FR240, 20' CUTTER'. Below the table are 'Back' and 'Submit' buttons. On the right side of the page is a 'Shopping Cart' summary showing 'CFR240FB-1 MODEL FR240, 20' CUTTER' and a message 'You have 1 item in the Shopping Cart' with a 'View More...' link.

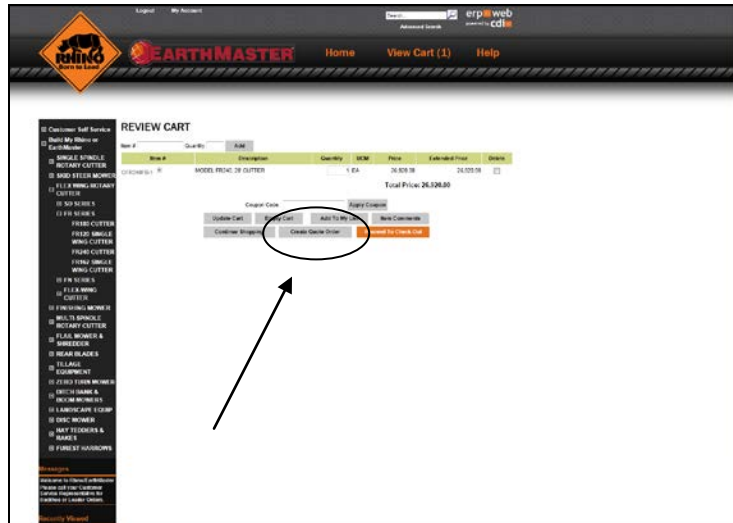
This field can be used to add any comments. EX- Customer Name, Government Bid, Stock, Retail, etc (this field is not a required field).

Continue Shopping

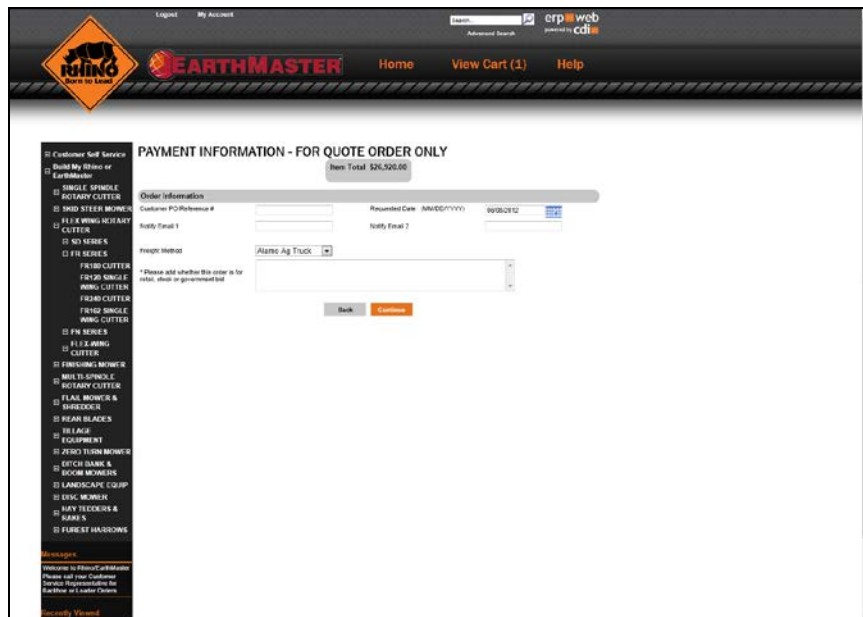


This button is used to order different product or just to browse around at different product. It will navigate back to the “home” page and start the configuration process over again. Refer to page 13 for instructions. Can also go directly to navigation tree to continue shopping.

Create Quote Order



Quotes can be saved for customers and can be converted to a sales order. Click on the button that says CREATE QUOTE ORDER. Quotes are issued at dealer net.



Fill out the blanks. The requested date is not necessary to fill in. Enter an email address in Notify Email 1. Email address in Notify Email 2 is not required but will allow multiple people to get notifications. Click continue.

ORDER SUMMARY - FOR QUOTE ORDER ONLY

Review your quote details below, then click "Confirm Quote"

Billing Address
123456-ABC EQUIPMENT INC.
1234 FIFTH ST.
ANYWHERE, USA 12345-6789

Shipping Address
123456-ABC EQUIPMENT INC.
1234 FIFTH ST.
ANYWHERE, USA 12345-6789

PO # TNA-TEST ORDER
Request Date 06/05/2012
Notify Email 1 TSEIFERT@ALAMO-GROUP.COM
Notify Email 2
Freight Method Alamo Ag Truck
Special Comments STOCK

Item	Item Description	Quantity	UCM	Unit Price	Total Price
CFR240PS-1	MODEL FR240, 20" CUTTER	1	EA	26,920.00	26,920.00
Quote Total					\$26,920.00

Back **Confirm Quote** Cancel

Review order summary-for quote order only, then click "Confirm Quote". **This quote will be valid for 30 days.** This quote can be converted to a sales order . Refer to Quote Inquiry in the Customer Self Service Menu to convert to an order. Refer to page 42 for instructions.

ORDER CONFIRMATION

Your quote has been confirmed

Your quote number is 2547118 - SQ

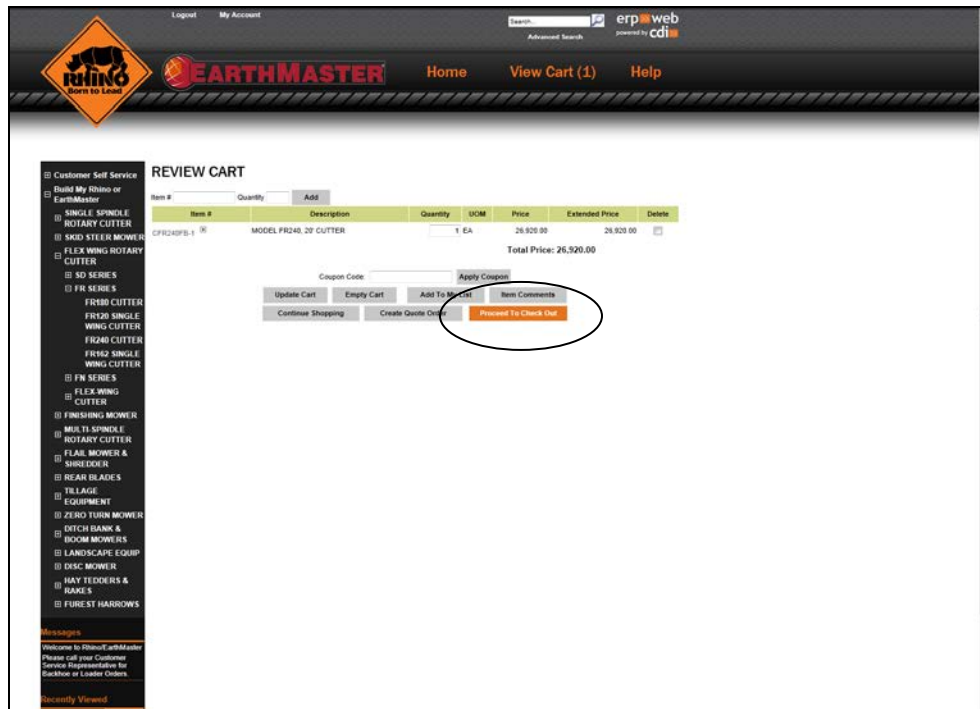
Your quote has been successfully created. Please keep the quote number for future reference. You will soon receive an email with quote details. You can click on "View Quote" button below to review the quote details.

Print Quote Review Quote

Once the confirm quote button is selected. An order confirmation screen will appear with a quote number. The quote can be printed or reviewed.

If the Review Quote button was chosen, the screen would look similar to this.

Proceed to Checkout



To place an order click on the button Proceed to Checkout

The screenshot shows the EarthMaster website's 'PAYMENT INFORMATION' page. The sidebar on the left lists various product categories under 'Customer Self Service'. The main content area contains the following fields and information:

- Item Total:** \$26,547.60
- Freight, taxes and applicable surcharges are not included in displayed pricing.**
- Order Information:**
 - Customer PO/Reference #:** [Empty box]
 - Requested Date (MMDDYYYY):** 06/12/2012
 - Notify Email 1:** [Empty box]
 - Notify Email 2:** [Empty box]
 - Freight Method:** Alamo Ag Truck
 - Type of order:** [Empty box with a dropdown arrow]

At the bottom of the form are 'Back' and 'Continue' buttons. A message at the bottom left states: 'Welcome to RhinoEarthMaster. Please call your Customer Service Representative for Quotes or Order Orders.' Below this is a 'Recently Viewed' section.

Fill out the boxes

- **Customer PO/Reference #** - dealer supplied
- **Requested Date** – not necessary to change as wholegoods are available according to factory schedule.
- **Email 1 and 2** – not necessary to fill out both, if more than one person needs order confirmation proceed to fill out notify email 2 box.
- **Freight Method** – 2 options (Alamo Ag truck or Will Call)
- **Type of order** – in the empty box please put whether this order is for retail, stock or government bid.

Click Continue.

ORDER SUMMARY
 Freight, taxes and applicable surcharges are not included in displayed pricing.
 Review your order details below, then click "Confirm Order"

Billing Address
 123456-ABC EQUIPMENT INC.
 1234 FIFTH ST.
 ANYWHERE, USA 12345-6789

Shipping Address
 123456-ABC EQUIPMENT INC.
 1234 FIFTH ST.
 ANYWHERE, USA 12345-6789

PO # TRNA TEST ORDER
 Request Date 06/05/2012
 Notify Email 1 bellert@earthmo-group.com
 Notify Email 2 bellert@earthmo-group.com
 Freight Method Alamo Ag Truck
 Special Comments RETAIL

Item	Item Description	Quantity	UOM	Unit Price	Total Price
CFR240B-1	MODEL FR240 2P CUTTER	1	EA	26,520.00	26,520.00
Item Total					\$26,520.00
Order Total					\$26,520.00

Buttons: Back, **Confirm Order**, Cancel

Review order details, then click “confirm order” when ready. Keep in mind the price on this summary does not include freight, taxes or any applicable surcharges.

ORDER CONFIRMATION
 Your order has been confirmed.
 Your order number is 2547151 - 52

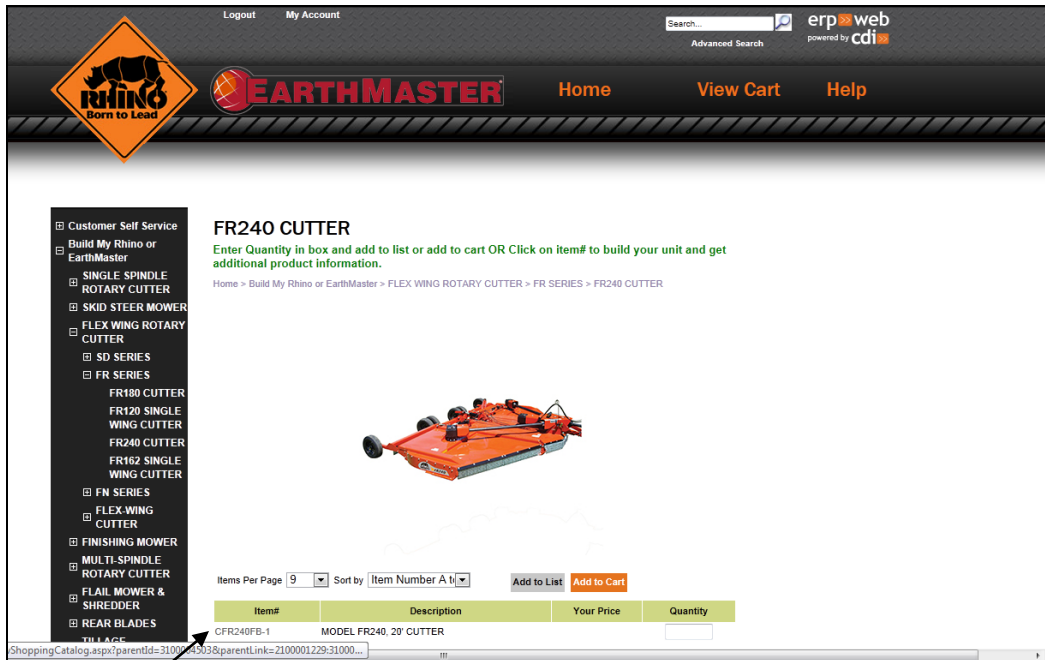
Your order has been successfully created. Please keep the order number for future reference. You will soon receive an email with order details. You can click on "Confirm Order" button below to review the order details.

Buttons: Print Order, Review Order

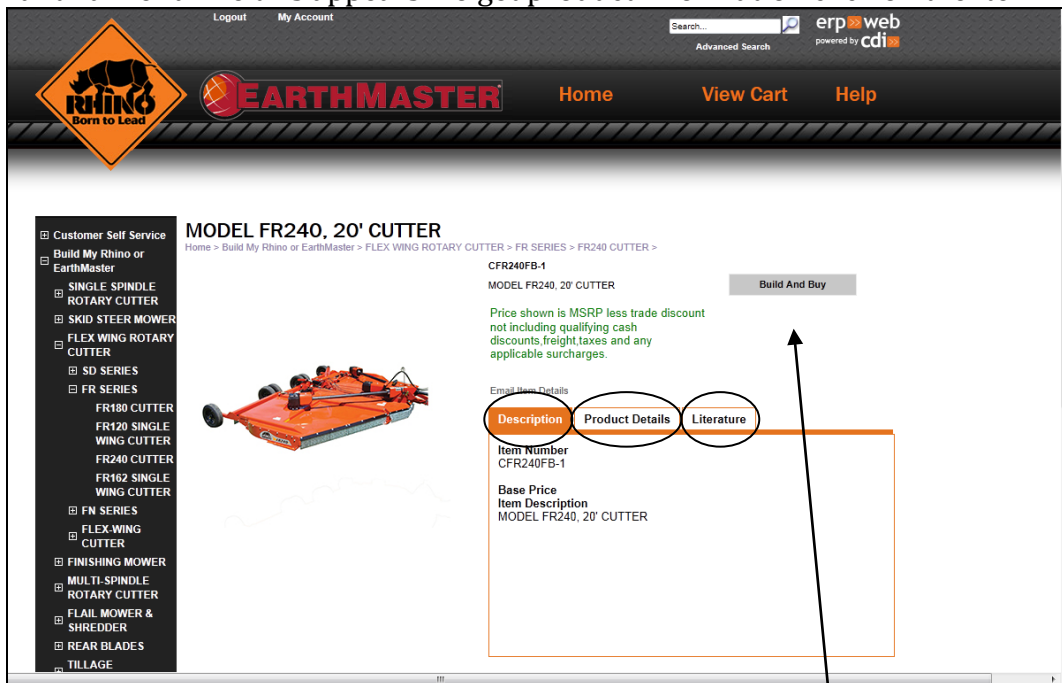
Order Confirmation Screen will assign a sales order # to your order. It can be printed or reviewed. An email will be sent to the email address listed on payment information screen. Inquiries about this order refer to page 42 for instructions.

Product Information (Build & Buy)





To access the Build & Buy Screen – expand the selections from the navigation tree until a menu like this appears. To get product information click on the item #



The next screen will look like this. (above)

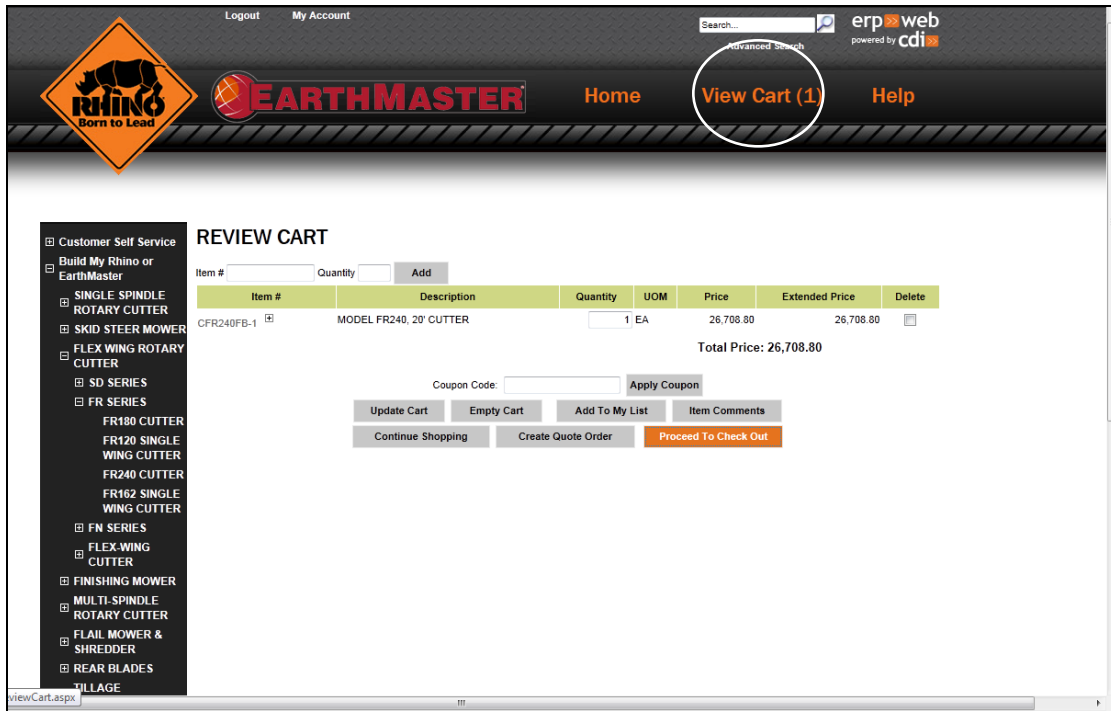
Additional product information may be found on this screen by selecting the tabs above. (Description, Product Details and Literature).

- **Description** – This gives description of unit and Base Price.
- **Product Details**- any additional product information will be shown here.
- **Literature** –download or print a PDF of the literature of this product.

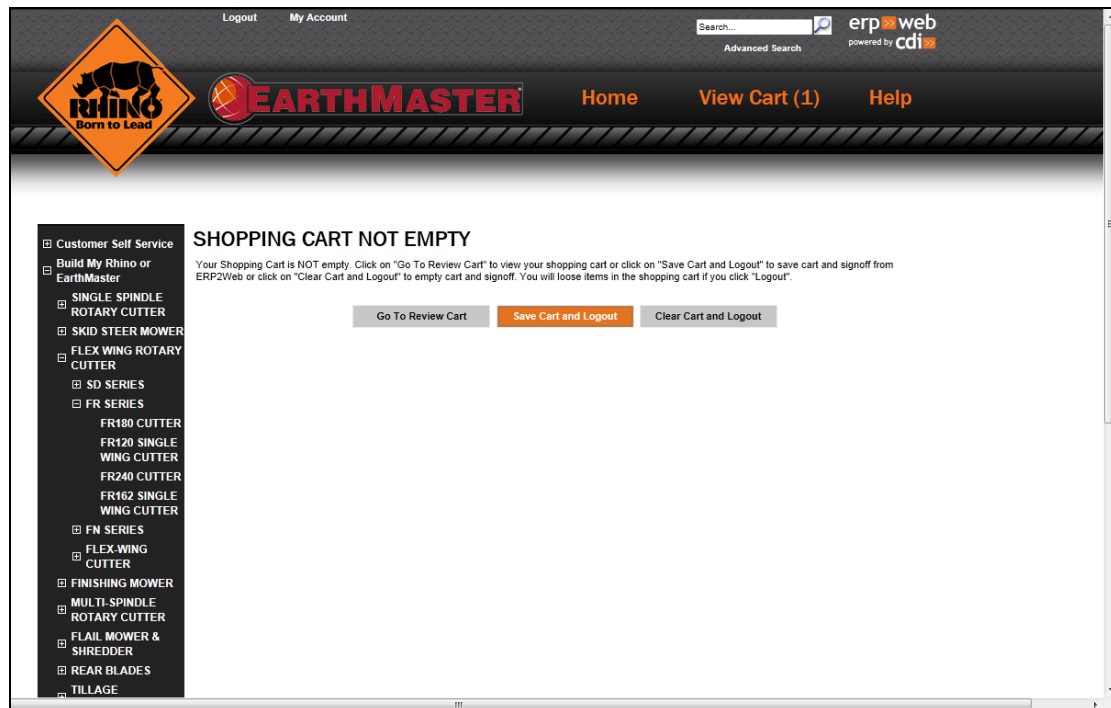
A unit may be configured by clicking on the BUILD & BUY button. Refer to page 16 to finish configuring unit.

View Cart





This screen shows 1 item in the shopping cart. Anytime a number is in this field click on View Cart. This item will be in the cart until something is done with it. Refer to pages 19-26 for instructions of the buttons listed.

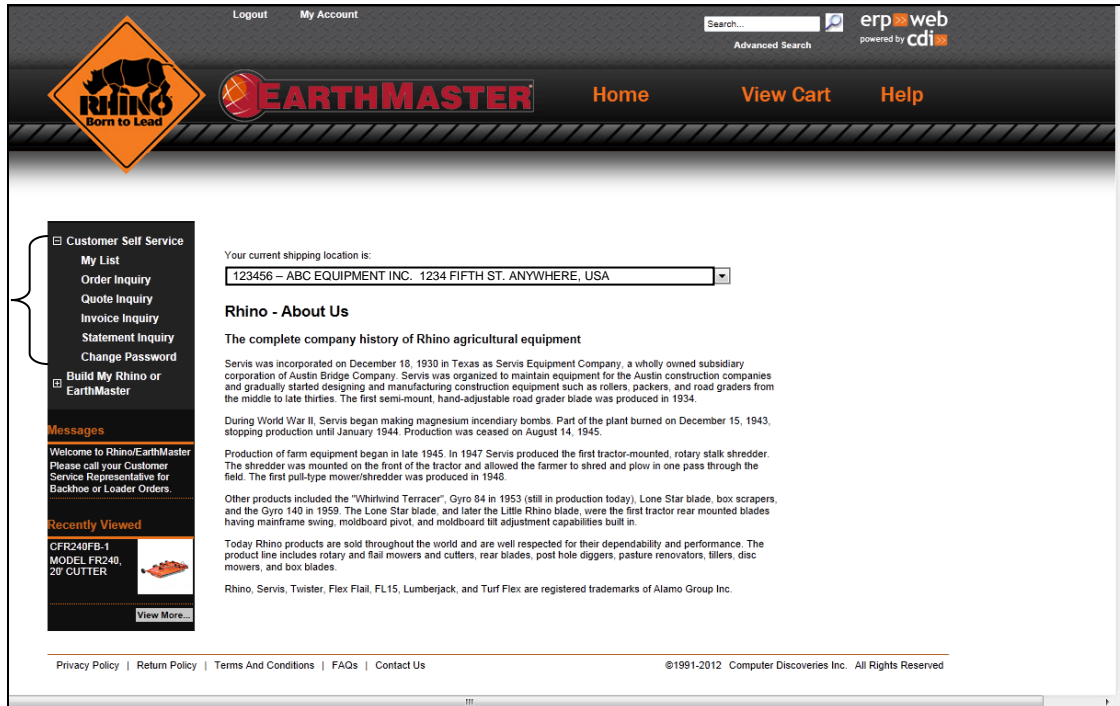


When logging out with an item in the cart it will prompt a screen looking like this:

- **Go to Review Cart** (prompts to previous screen)
- **Save Cart and Logout** – (this will leave unit in shopping cart)
- **Clear Cart and Logout** (configured unit will be gone)

Customer Self Service



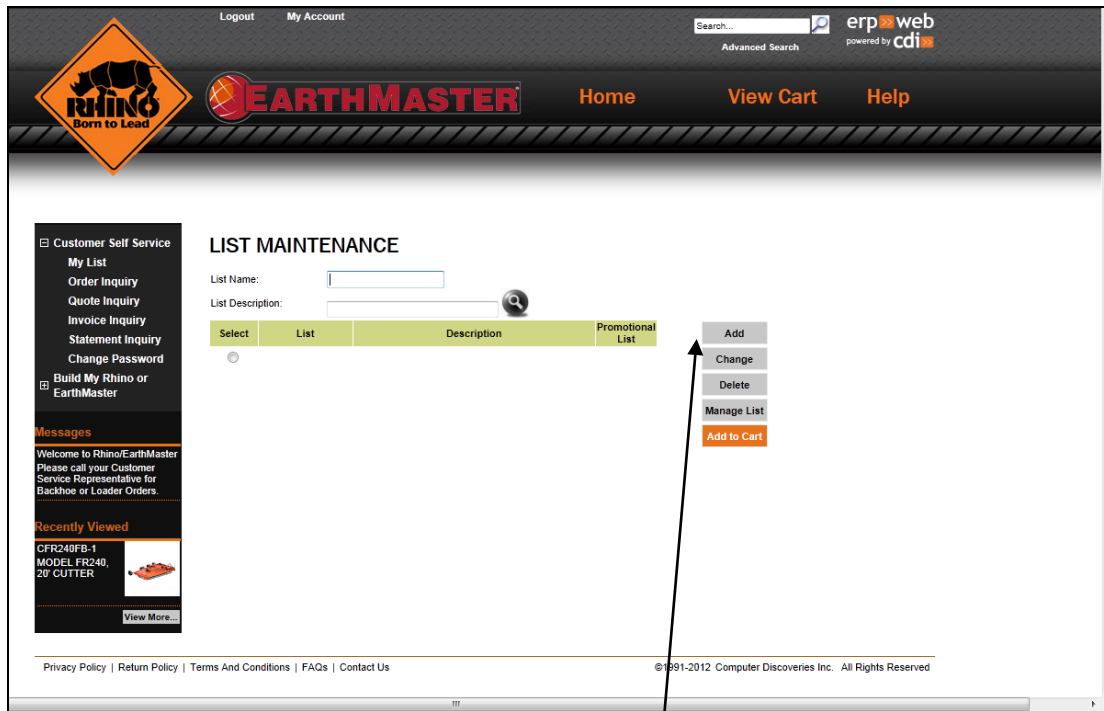


Information in the Customer Self Service includes

- My List
- Order Inquiry
- Quote Inquiry
- Invoice Inquiry
- Statement Inquiry
- Change Password

Authorization within this area is restricted by login access.

My List



This screen is used to save configured or non configured units for later use. A customer database or dealer stock of units may be kept in My List. Functions included are:

- add
- change
- Delete
- manage list
- add to cart

ADD – click on the Add button to the right

Logout My Account Search... erp web powered by cdi

Advanced Search

RHINO Born to Lead **EARTHMASTER** Home View Cart Help

Customer Self Service

- My List
- Order Inquiry
- Quote Inquiry
- Invoice Inquiry
- Statement Inquiry
- Change Password
- Build My Rhino or EarthMaster

Messages

Welcome to Rhino/EarthMaster
Please call your Customer Service Representative for Backhoe or Loader Orders.

Recently Viewed

CFR240FB-1
MODEL FR240,
20' CUTTER

View More...

LIST-ADD

List Name:

Description:

Back Add

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List Name – enter name of list. In this example – Customer A will be used. In the description field –anything can be entered to help identify list. In this example – flex wing will be used. Then Click ADD – repeat these steps as necessary.

Logout My Account Search... erp web powered by cdi

Advanced Search

RHINO Born to Lead **EARTHMASTER** Home View Cart Help

Customer Self Service

- My List
- Order Inquiry
- Quote Inquiry
- Invoice Inquiry
- Statement Inquiry
- Change Password
- Build My Rhino or EarthMaster

Messages

Welcome to Rhino/EarthMaster
Please call your Customer Service Representative for Backhoe or Loader Orders.

Recently Viewed

CFR240FB-1
MODEL FR240,
20' CUTTER

View More...

LIST MAINTENANCE

List Customer A had been added successfully

List Name:

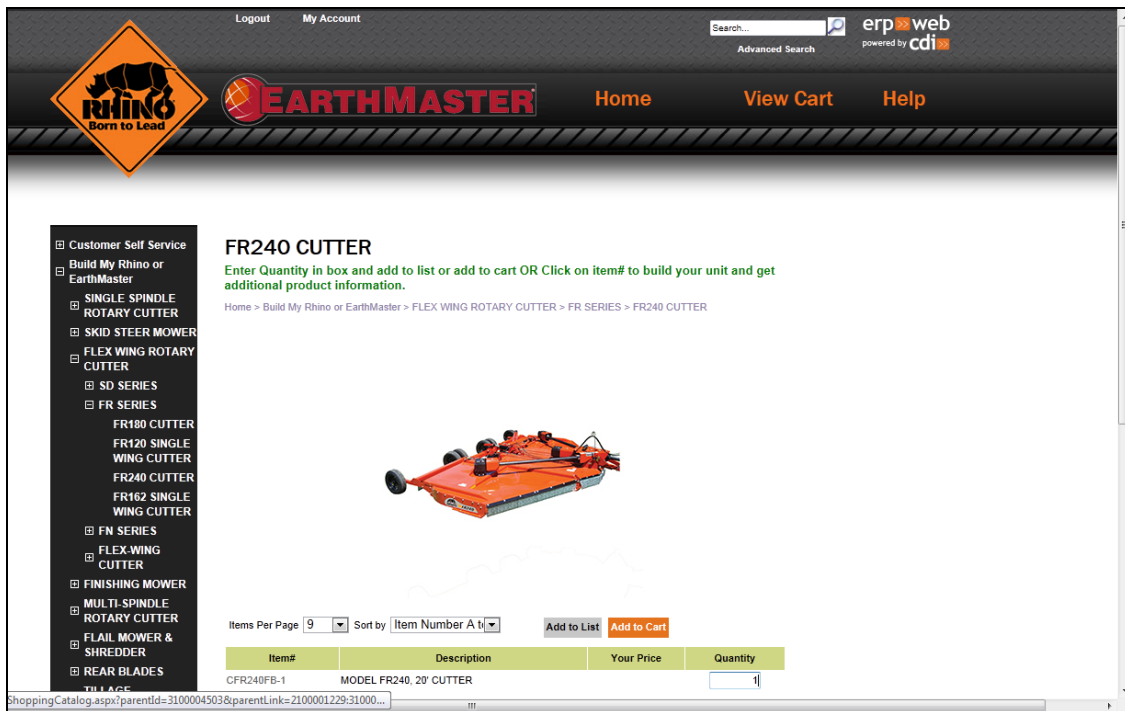
List Description:

Select	List	Description	Promotional List
<input type="radio"/>	Customer A	Flex Wing	

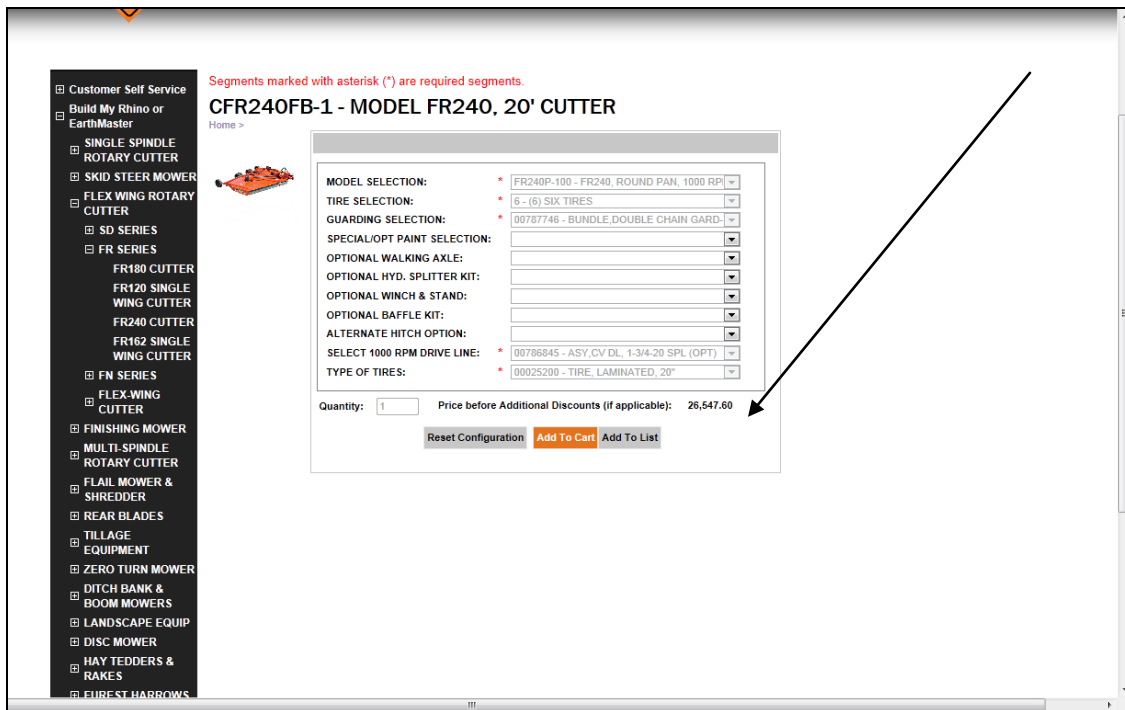
Add Change Delete Manage List Add to Cart

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This shows the list maintenance with added List Name with the description.



List Names can be added while configuring unit. Keep in mind it will add to the list based on what stage the unit was added. This screen will only show the base unit if the Add to List button was clicked.



This next screen shows what it would look like at a configured stage:- ADD TO LIST

Logout My Account Search... erp web powered by cdi

Advanced Search Home View Cart Help

LIST ITEM(S) ADD

Select a list

Add New List

☒ Customer A ☐ Flex Wing

Select Item(s) to be added

Item	Description	Customer Item Number	Quantity	Select Segments
<input checked="" type="checkbox"/> CFR240FB-1	MODEL FR240, 20' CUTTER		1	<input checked="" type="checkbox"/>

Back Add Items

The screen is where a configured unit can be added to existing list or a new list can be added.

If adding to a new list click on ADD NEW LIST. If wanting to add this unit to an existing list – make sure the radial button is highlighted to which list wanted. Notes can be added in the customer item number. In this example – CUSTOMER A will be chosen. Then Click on ADD ITEMS. This will now be in MY LIST until it is removed.

The image displays two screenshots of the EarthMaster website interface, illustrating the process of editing a list.

Top Screenshot: LIST MAINTENANCE

- Header:** Includes the Rhino logo, "EARTHMASTER" branding, and navigation links: Home, View Cart, Help. It also features a search bar and "erp web powered by cdi" branding.
- Left Sidebar:** Contains "Customer Self Service" links (My List, Order Inquiry, Quote Inquiry, Invoice Inquiry, Statement Inquiry, Change Password) and "Build My Rhino or EarthMaster".
- Main Content:**
 - LIST MAINTENANCE** section with input fields for "List Name:" and "List Description:". Below these is a table with columns: Select, List, Description, and Promotional List.
 - Table Data:**

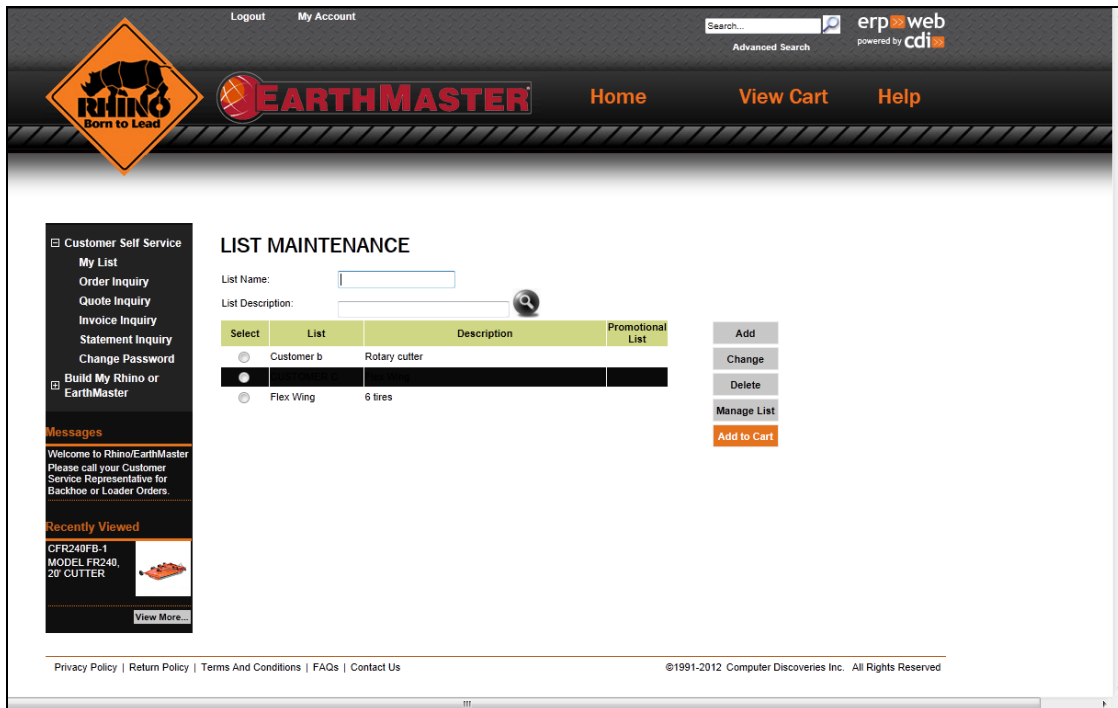
Select	List	Description	Promotional List
<input type="radio"/>	Customer b	Rotary cutter	
<input type="radio"/>	Flex Wing	6 tires	
 - Right Hand Menu:** A vertical menu with buttons: Add, Change (circled), Delete, Manage List, and Add to Cart.
- Footer:** Includes links for Privacy Policy, Return Policy, Terms And Conditions, FAQs, and Contact Us, along with copyright information: ©1991-2012 Computer Discoveries Inc. All Rights Reserved.

Bottom Screenshot: EDIT LIST

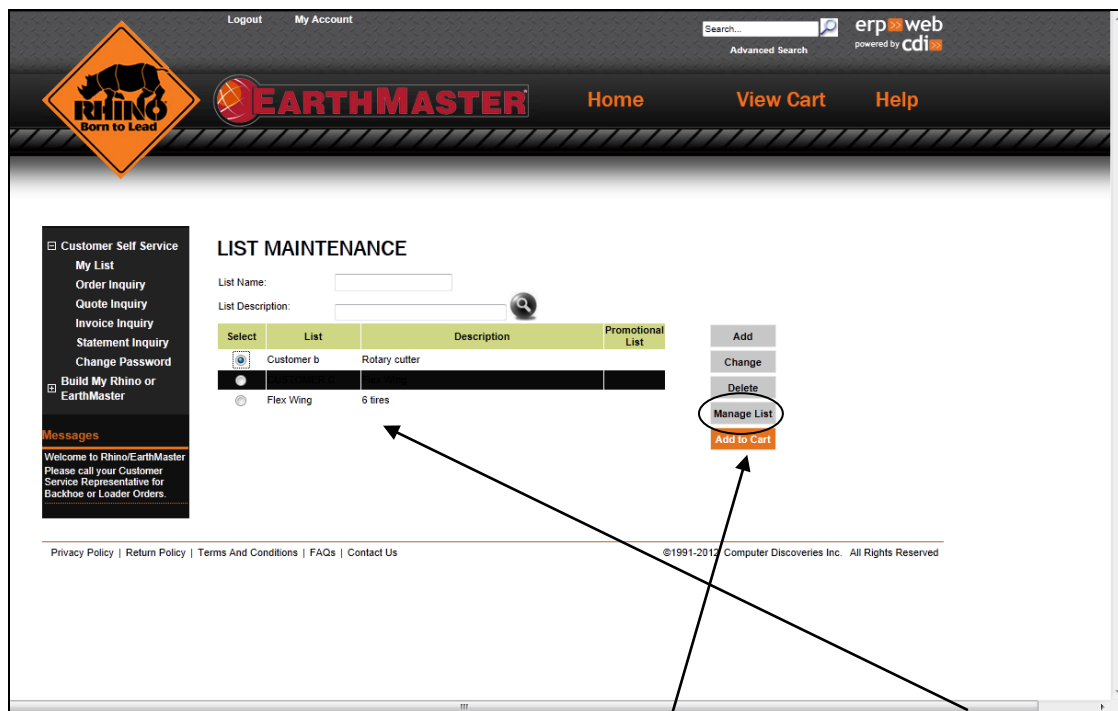
- Header:** Identical to the top screenshot.
- Left Sidebar:** Identical to the top screenshot.
- Main Content:**
 - EDIT LIST** section with input fields for "List Name" (containing "Customer A") and "List Description" (containing "Flex Wing").
 - Buttons:** "Back" and "Update" buttons are located below the input fields.
- Footer:** Identical to the top screenshot.

An arrow points from the "Change" button in the "LIST MAINTENANCE" page to the "EDIT LIST" page, indicating the workflow for editing a list.

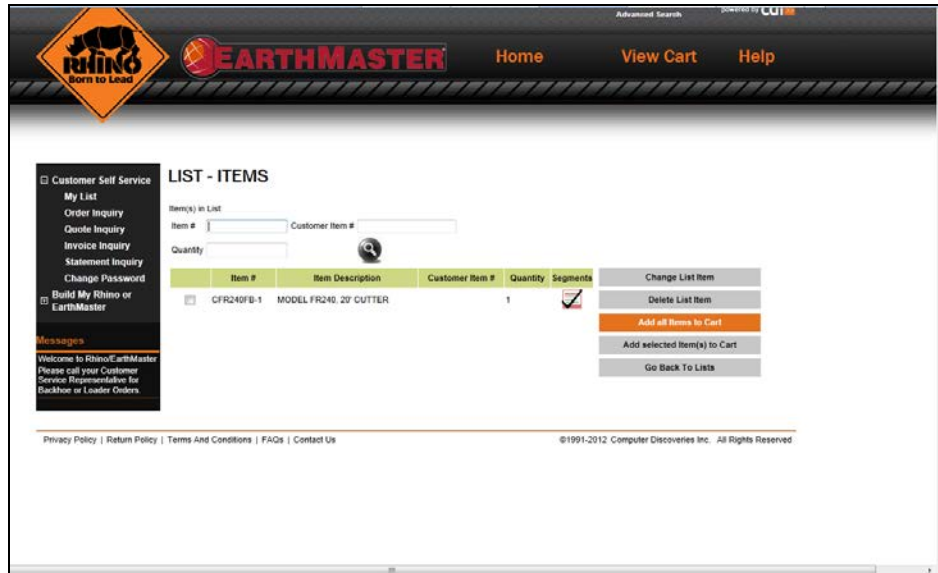
Change My list- Click CHANGE on right hand menu. This would be used if the name of the list or the description needs changed. Click UPDATE when changed. **This will not change how a unit is configured.** Steps to configuring unit must be followed and then add to My List.



DELETE- Delete the list name and all the contents in that list. Make sure the radial button is highlighted then click DELETE to remove list



MANAGE LIST- select which list to manage by clicking on the radial button on left side. Then select Manage List on right side.

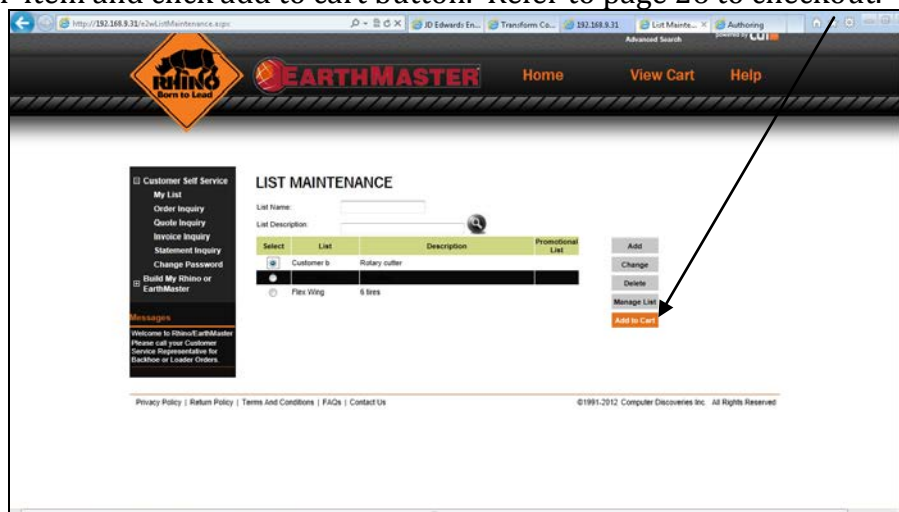


List-Items Options:

- Change list items
- Delete list items
- Add all items to cart –(refer to page 26 to checkout)
- Add selected items to cart(refer to page 26 to checkout)
- Go back to lists.
- Search for certain item numbers or customer item #
- View how a unit is configured by clicking on Segments

ADD TO CART:

Any items that are in My List can be added to a shopping cart by choosing the radial button of item and click add to cart button. Refer to page 26 to checkout.



Order Inquiry: search for a particular Order #, PO#, Order Dates, Order Type, Order Status, Item # or Ship Date by filling out the blanks on top then clicking the black button with magnifying glass in it. This screen will default to one month date range if blanks are not filled out. After order is found the following options are available:

- **Show Details-** will be the details of order (ex – how unit was configured)
- **Show Comments** - will show what comments were entered on this order
- **Resend Email** - a duplicate copy of the original email will be sent to the emails listed when the payment information was filled out
- **Show Invoices** - will show a copy of the invoice

Order Type	Description	Order Type	Description
A2	AG W/G SALES ALLOW - A2	M2	AG W/G CREDIT MEMO - M2
A5	AG PARTS SALES ALLOW - A5	M5	AG PARTS CREDIT MEMO - M5
C2	AG W/G CREDIT RETURN - C2	S2	AG DIV W/G SALES ORDER- S2
C5	AG PARTS CREDIT RETURN - C5	S5	AG DIV PARTSSALESORDER-S5
D2	AG DIV W/G DEBIT MEMO- D2	W2	AG W/G WARRANTY- W2
D5	AG DIV PARTS DEBIT MEMO- D5	W5	AG PARTS WARRANTY - W5
DE	DEMO EXPENSE	WE	AG N/C WARRANTY EXPENSE
EE	ENGINEERING EXPENSE	X2	AG W/G TRANSFER CREDIT-X2
4E	SALES EXPENSE- 4E	X5	AG PARTS XFR CREDIT-X5

QUOTE INQUIRY

Quote # Customer PO #

Quote Date From (MM/DD/YYYY) 05/11/2012 Quote Date To (MM/DD/YYYY) 06/10/2012

Quote Status

Select	Cmts	Quote #	Company	Order Type	Ship To	Quote Date	Customer PO#	Location	Sold To
<input type="checkbox"/>	*	2547118	00500	SQ	497338	06/08/2012	TINA TEST ORDER	9500	497338

* indicates comments available

[Back](#) [Show Details](#) [Show Comments](#) [Convert to Sales Order](#)

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Quote Inquiry: This screen to used to inquire about previous quotes.
QUOTES ARE VALID FOR 30 DAYS. Quotes will automatically disappear after 30 days in the inquiry screen.

From here enter a specific Quote #, Customer PO#, Quote Date Range, and Quote status by filling out any blank at top of screen and clicking the black button with a magnifying glass. Select a certain quote and the following can be done:

- Show details (shows the details of quote)
- Show Comments (shows comments of quote)
- Convert to Sales Order (quote can be submitted as an order)

QUOTE DETAILS

Billing Address
123456-ABC EQUIPMENT INC.
1234 FIFTH ST.
ANYWHERE, USA 12345-6789

Shipping Address
123456-ABC EQUIPMENT INC.
1234 FIFTH ST.
ANYWHERE, USA 12345-6789

Order Type: EQ Quote #: 7547118
Ship To: 497338 Quote Date: 06/05/2012
Quote Total: 31,950.00 Sold To: 497338

Item Number: Item Description: Order Line Status: All

Select	Line #	Item #	Item Description	Status	UOM	Quantity Ordered	Dealer Price	Extended Price	Quantity Shipped To Date	Enter Qty
<input type="checkbox"/>	1.00	CPR240FB-1	MODEL PR240, 20" CUTTER	500	EA	1	26,920.00	26,920.00	0	

Convert to Sales Order Convert All to Sales Order
Back Print

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Once the quote detail screen is displayed, the following can be done:

- **Convert to Sales Order** – refer to page 26 for Proceeding to Checkout (radial button must be selected and quantity entered, Click Convert to Sales Order.)
- **Convert All to Sales Order** (used for multiple quotes selected)- refer to page 26 for Proceeding to Checkout (radial button must be selected and quantity entered. Click Convert All to Sales Order.
- **Back** – navigate back to Quote Inquiry
- **Print** – Print quote

Logout My Account Search... erp web powered by cdi

Advanced Search

Home View Cart Help

INVOICE HEADER

Invoice Number Invoice Status

Invoice Date From (MM/DD/YYYY) 02/11/2012 Invoice Date To (MM/DD/YYYY) 06/10/2012

☐ 3508805 RI ☐ 3503945 ☐ 3492829 RI

Invoice #	Invoice Type	Invoice Date	Net Due Date	Gross Amount	Open Amount	Taxable Amount	Statement Date	Tax	Discount Due Date	Non-Taxable Amount
3508805 RI		03/01/2012	04/10/2012	30.91	0.00	0.00	0.00	0.00	04/10/2012	30.91
3503945		02/14/2012	03/10/2012	58.90	0.00	0.00	02/29/2012	0.00	03/10/2012	58.90

Back Show Invoice Details

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Invoice Inquiry: Inquiry and printing of invoices is found here. Fill out any of the boxes on top of screen and click the black button with the magnify glass in it. If no selection is made in the boxes- all invoices will appear. Select the radial button on side and click on Show Invoice Details button. Or double Click Invoice # to get a copy of the invoice.

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Advanced Search

Home View Cart Help

REVIEW INVOICE

Order Number 2535243 Invoice Number 3508805 - 002

Billing Address 123456-ABC EQUIPMENT INC.
1234 FIFTH ST.
ANYWHERE, USA 12345-6789

Shipping Address 123456-ABC EQUIPMENT INC.
1234 FIFTH ST.
ANYWHERE, USA 12345-6789

Invoice #	Invoice Date	Net Due Date	Gross Amount	Open Amount	Taxable Amount	Tax	Statement Date	Discount Due Date	Non-Taxable Amount
3508805	03/01/2012	04/10/2012	18.01	0.00	0.00	0.00	0.00	04/10/2012	18.01

Order #	Line #	Item #	Item Description	Status	UOM	Unit Price	Extended Price	Quantity Ordered	Actual Shipped	Qty Backordered	Invoice #	Promised Delivery Date	Requested Date
2535243	1.00	00750479	HEXB 1 NC 4-3/4 PLS	Shipped	EA	18.01	18.01	1	03/01/2012	0	3508805	03/01/2012	03/01/2012

Back Print Invoice Download to Excel

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Print invoice or download to Excel

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Advanced Search

RHINO Born to Lead **EARTHMASTER** Home View Cart Help

Customer Self Service

My List

Order Inquiry

Quote Inquiry

Invoice Inquiry

Statement Inquiry

Change Password

Build My Rhino or EarthMaster

Messages

Welcome to Rhino/EarthMaster

Please call your Customer Service Representative for Backhoe or Loader Orders.

STATEMENT INQUIRY

Statement Number

Statement Date From (MM/DD/YYYY)

Statement Date To (MM/DD/YYYY)

Statement Number	Statement Date
552764	05/31/2012
546375	
540710	03/31/2012
535520	
530052	01/31/2012
523802	
514662	11/30/2011
509551	
502832	09/30/2011
496664	

1 2 3

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Statement Inquiry: This screen past and current statements can be viewed. Fill out any of the boxes on top of this screen and click on the black button with a magnify glass or center mouse over the statement number needed in the list until mouse pointer turns into a finger. Then Click (left mouse).

RHINO An Alamo Group Company
1020 South Sangamon Avenue
Gibson City, Illinois 60936

Customer Service
Parts 800-440-5158
Wholesale 877-408-3297
Credit 800-221-3855
Fax 800-782-0126 Fax 617-408-3298 Fax 217-794-5169

STATEMENT REPRINT

Make Check Payable in US Funds to:
ALAMO SALES CORP
P. O. BOX 840341
DALLAS, TX 75284-0341

ACCOUNT NO.	TERR #	DATE	PAGE
497338	104	5/31/2012	1

ACCOUNT NO.	DATE	PAGE
497338	5/31/2012	1

DEALER ABC
1234 HWY 24
ANYWHERE, IL xxxxx

DEALER ABC
1234 HWY 24
ANYWHERE, IL xxxxx

INVOICE #	SERIAL #	FINAL DUE DATE	OPEN AMOUNT	AVAILABLE DISCOUNT	CURRENT TOTAL DUE
3576396	Parts	6/10/2012	231.23	9.84	221.39
3579838	Parts	6/10/2012	609.12	26.14	582.98
3582986	Parts	6/10/2012	96.58	4.07	92.51

INVOICE #	DISCOUNT	AMOUNT PAID
3576396		
3579838		
3582986		

Logout My Account Search... erp web powered by cdi
Advanced Search

RHINO Born to Lead **EARTHMASTER** Home View Cart Help

Customer Self Service
My List
Order Inquiry
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Invoice Inquiry
Statement Inquiry
Change Password
Build My Rhino or EarthMaster

Messages
Welcome to Rhino/EarthMaster
Please call your Customer Service Representative for Backhoe or Loader Orders.

CHANGE PASSWORD
Leading and trailing spaces will be ignored.

Old Password
Enter New Password (Alphanumeric characters)
Confirm New Password (Alphanumeric characters)

Home Change Password

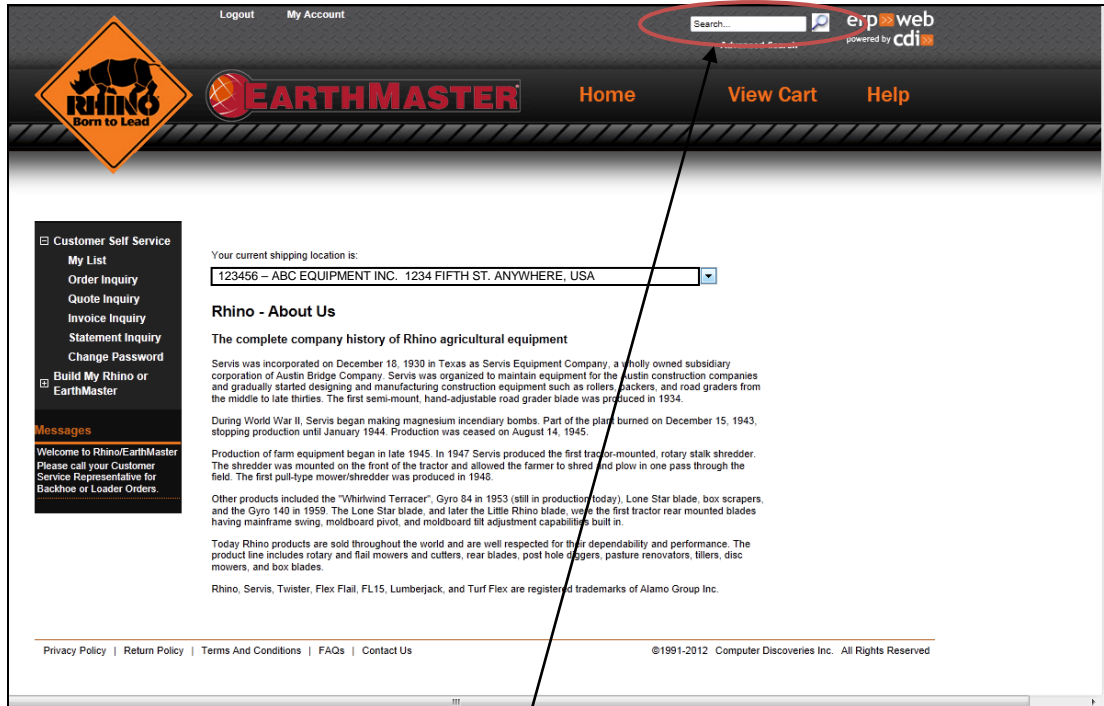
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Change Password- This is one screen where passwords can be changed.

Enter old password where prompted
Enter new password where prompted
Confirm new password
Click button change password.


Basic Search






Basic Search can be used with out using the navigation tree on left side of menu. This will get to model quicker.


In the box enter model or a description can be entered – in this example enter FR240 and click the magnify glass to right of box.



[Logout](#)
[My Account](#)

[Advanced Search](#)





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[View Cart](#)
[Help](#)

Customer Self Service

[My List](#)
[Order Inquiry](#)
[Quote Inquiry](#)
[Invoice Inquiry](#)
[Statement Inquiry](#)
[Change Password](#)

[Build My Rhino or EarthMaster](#)

Messages

Welcome to Rhino/EarthMaster
Please call your Customer Service Representative for Backhoe or Loader Orders.

SEARCH RESULTS

You searched for: FR240

Your search returned 1 records

FR240 CUTTER (1)

Items Per Page:
Sort by:

[Add to List](#)
[Add to Cart](#)

Item#	Description	Your Price	Quantity
CFR240FB-1	MODEL FR240, 20' CUTTER		<input type="text"/>

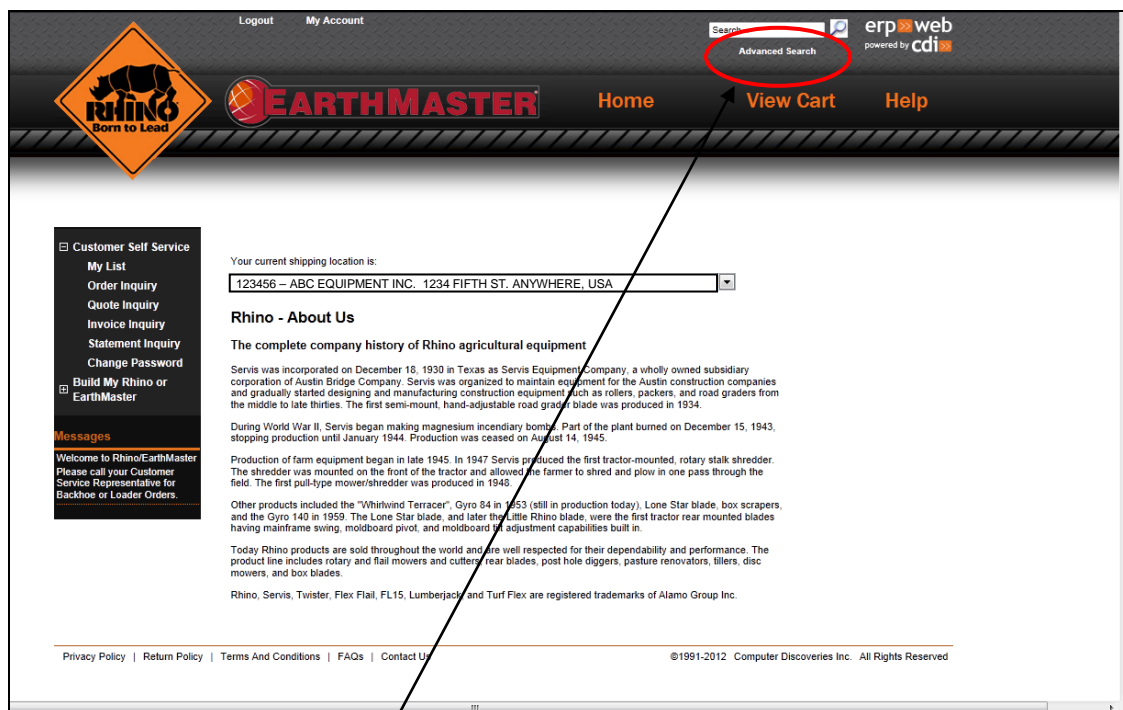
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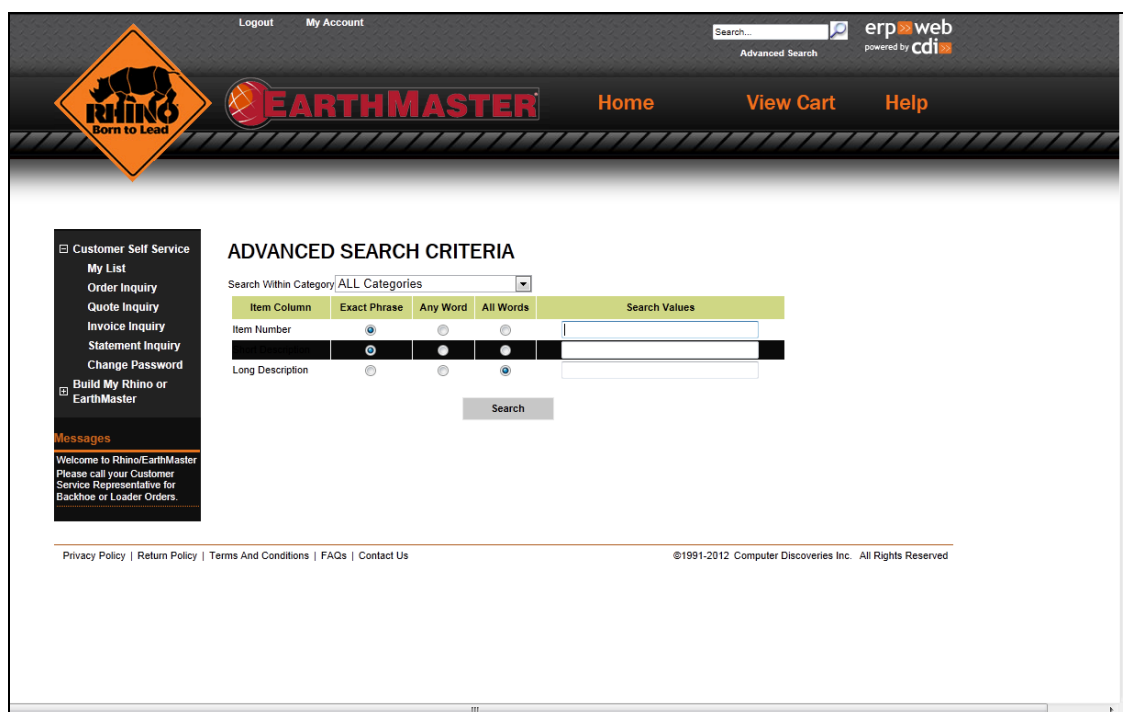
This unit can be added to list (refer to page 35 for instructions) or Added to Cart (refer to page 32 for instructions)

Advanced Search





Click on Advanced Search



Advanced Search can be used to find a item number (model #) or long description (example – rotary). Choose Exact Phrase, Any word, or all words by selecting the appropriate radial button.

Logout My Account Search... erp web powered by cdi

RHINO Born to Lead **EARTHMASTER** Home View Cart Help

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ADVANCED SEARCH CRITERIA

Search Within Category: ALL Categories

Item Column	Exact Phrase	Any Word	All Words	Search Values
Item Number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	fr240
Long Description	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Search

Messages
Welcome to Rhino/EarthMaster
Please call your Customer Service Representative for Backhoe or Loader Orders.

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Item Number looks like this by choosing any word:

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RHINO Born to Lead **EARTHMASTER** Home View Cart Help

Customer Self Service
My List
Order Inquiry
Quote Inquiry
Invoice Inquiry
Statement Inquiry
Change Password
Build My Rhino or EarthMaster

ADVANCED SEARCH CRITERIA

Search Within Category: ALL Categories Your search returned 1 records

Item Column	Exact Phrase	Any Word	All Words	Search Values
Item Number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	fr240
Long Description	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Search

Items Per Page: 9 Sort by: Item Number A to Z

Add to List Add to Cart

Item#	Description	Your Price	Quantity
CFR240FB-1	MODEL FR240, 20' CUTTER		

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From here a unit can be added to **Add My List** or **Add to Cart**.

Logout My Account Search... erp web powered by cdi

Advanced Search

Home View Cart Help

RHINO
Born to Lead

EARTHMASTER

Customer Self Service

- My List
- Order Inquiry
- Quote Inquiry
- Invoice Inquiry
- Statement Inquiry
- Change Password
- Build My Rhino or EarthMaster

Messages

Welcome to Rhino/EarthMaster
Please call your Customer Service Representative for Backhoe or Loader Orders.

ADVANCED SEARCH CRITERIA

Search Within Category: ALL Categories

Item Column	Exact Phrase	Any Word	All Words	Search Values
Item Number	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Long Description	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	rotary

Search

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Long Description is used to find specific product that matches description.
Example Rotary using radial button any word and clicking Search

