



CABINETCORP™

HOW TO FILE A CLAIM

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After logging in, click on the damage claims to continue.

The screenshot shows the Cabinet Corp dashboard. The navigation bar includes: CABINETCORP™, DASHBOARD, ORDERS, QUOTE, DAMAGE CLAIMS (circled in red), and DOWNLOAD CENTER. On the right, there are icons for Shipping, 0 Items, and TB. Below the navigation bar, there are two main sections: 'Recent Quotes' and 'Recent Orders'. 'Recent Quotes' shows two quotes: 1000002463 (READY TO ORDER, \$3,445.87) and 1000002064 (READY TO ORDER, \$1,107.71). 'Recent Orders' shows four orders: 71722 (COMPLETE, \$1,060.00), 62316 (COMPLETE, \$2,961.93), 45751 (COMPLETE, \$34,357.69), and 45720 (COMPLETE, \$180.01). Buttons for 'VIEW ALL' and '+ NEW QUOTE' are present for quotes, and 'VIEW ALL' and '+ NEW ORDER' for orders.

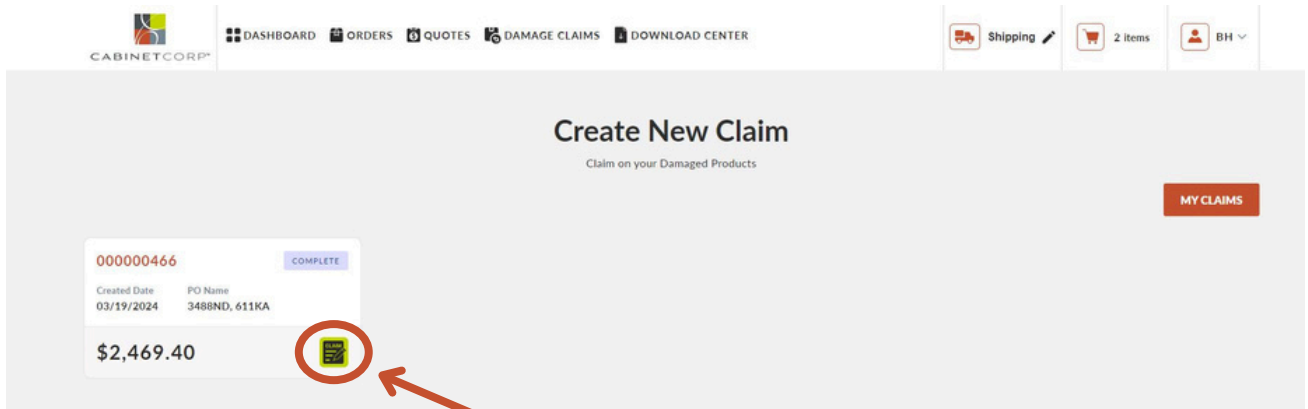
2

To start a new claim, click **ADD NEW CLAIM**

The screenshot shows the 'Damage Claims' page. The navigation bar is the same as in the previous screenshot, with 'DAMAGE CLAIMS' circled in red. Below the navigation bar, the page title is 'Damage Claims' with the subtitle 'Claim on your Damaged Products'. An arrow points from the circled 'DAMAGE CLAIMS' tab to a red button labeled '+ ADD NEW CLAIM' in the bottom right corner.

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Any orders that are able to be processed as claims will be shown here.



Select the green claims icon to select items being claimed

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Items that are able to be claimed will appear as seen below.

The screenshot shows the 'Claim Request Information' form. It includes a table with the following data:

PO Name	Order No.	Claim Date
3488ND, 611KA	00000466	07/09/2024

Below the table is a list of items to be claimed:

Items Number	Qty	Qty to
<input type="checkbox"/> ASH-2V3636	1	
<input type="checkbox"/> ASH-2V4848	1	

There is also a section for 'Add Comments' and a checkbox for 'I have read and accept the [Terms & Conditions](#) Submit to Admin Approval.'

A 'SUBMIT REQUEST' button is located at the bottom of the form.

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Select the items being claimed, then select how many of that item ordered needs to be claimed.

A screenshot of a web form for submitting a claim. The form has a table with columns: Items Number, Qty, Qty to Claim, Reason, and Damage Photo Upload. The first row is for item ASH-2V3636, which is selected with a checked checkbox. The Qty column for this row has a '1' in a text input field. A dropdown menu is open for the Reason column, showing options like 'Shipping Damage (Accessories)', 'Shipping Damage (Door)', etc. The second row is for item ASH-2V4848, which is not selected. A red circle highlights the checkbox for ASH-2V3636, an arrow points from it to the '1' in the Qty column, another arrow points from the '1' to the Reason dropdown, and a final arrow points from the Reason dropdown to the 'Damage Photo Upload' button, which is also circled in red.

Give a reason for the claim & attach a photo.

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Submission should look as pictured.
Click **SUBMIT REQUEST** to submit your claim(s)

A screenshot of the completed claim form. The table now shows the Reason for ASH-2V3636 as 'Shipping Damage (Accessories)'. The 'Damage Photo Upload' button is now a red square with a white 'x' icon, and a red error message below it says 'This is a required field damage photo.JPG x'. Below the table is a text area for 'Add Comments'. At the bottom, there is a checked checkbox for 'I have read and accept the Terms & Conditions Submit to Admin Approval.' A red circle highlights the 'SUBMIT REQUEST' button at the bottom left of the form.

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You will be redirected to the claim page for that order and information regarding your claim will be updated here.

The screenshot shows a web interface for a claim request. At the top, there is a progress bar with four steps: 1 Pending Approval (active), 2 Approved, 3 Package Sent, and 4 Closed. A 'MY CLAIMS' button is in the top right. The main content is divided into two columns. The left column, 'Claim Request Information', contains a table with the following data:

Claim No.	PO Name	Order No.	Claim Date
CT000049	3488ND, 611KA	000000466	07/09/2024 14:23 PM

The right column, 'Shipping Address', lists the contact information for Bobby Hodge: 4901 Olde Towne Parkway, Suite 100, Marietta, Georgia, 30066, United States, with a phone number 4046600693. Below this is a table with one row of product information:

Product Name	Item Number	Qty	Order No.	Reason	Damage Photo Upload
ASH-2V3636 (Color: Unfinished)	ASH-2V3636	1	000000466	Shipping Damage (Accessories)	damage_photo.JPG

Below the table is an 'Add Messages' text area, a 'SUBMIT' button, and an 'Attach files' section with a file upload icon and the text 'Max file size: 2MB Accepted File Types: jpg, jpeg, png, pdf, doc, docx'. At the bottom, a 'Message History' section shows a notification: 'Claim request has been received. You will be notified when your request is reviewed.' dated Jul 9, 2024 10:23 AM.

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Finally, You can check on claims at anytime by clicking on the Damage CLAIMS icons at the top of your dashboard.

The screenshot shows a dashboard for CabinetCorp. The navigation bar includes 'DASHBOARD', 'ORDERS', 'QUOTES', 'DAMAGE CLAIMS' (highlighted with a red box), and 'DOWNLOAD CENTER'. The main heading is 'Damage Claims' with the subtitle 'Claim on your Damaged Products'. Below this is a card for claim CT000049, which is in 'PENDING APPROVAL' status. The card displays the following information:

Claim Date	PO Name	Order No.
07/09/2024	3488ND, 611KA	000000466

At the bottom of the card, the amount '\$878.99' is shown next to a green circular icon with a white play button symbol.