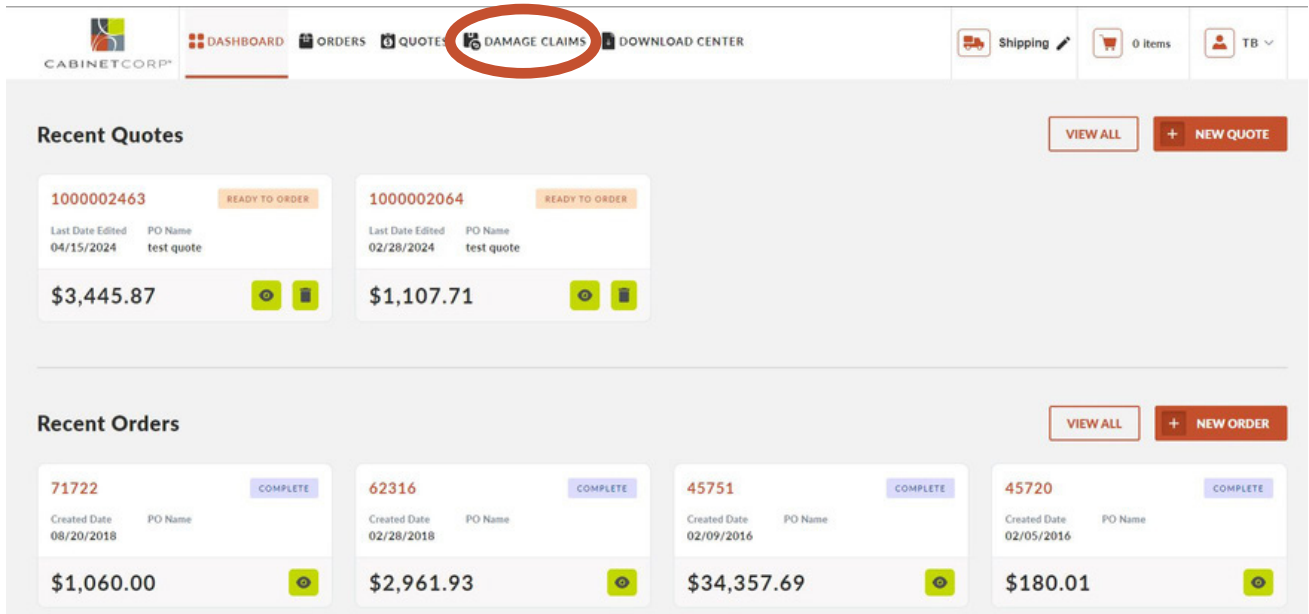


HOW-TO: FILING A CLAIM



CABINET
CORP™

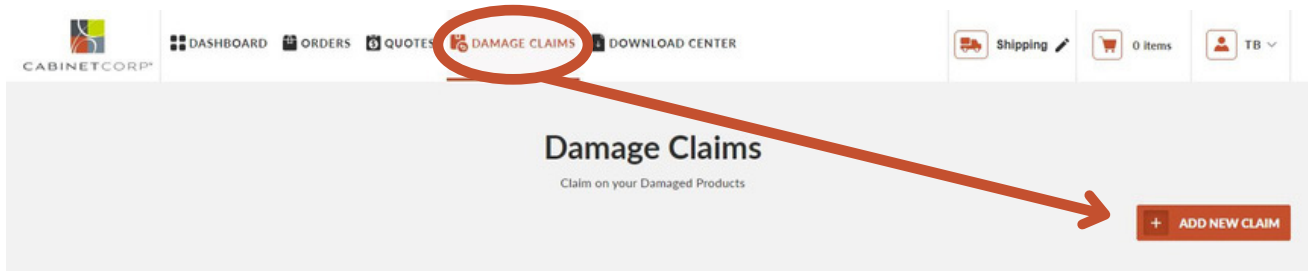
1



The screenshot shows the Cabinet Corp dashboard. The navigation menu at the top includes DASHBOARD, ORDERS, QUOTES, DAMAGE CLAIMS (circled in red), and DOWNLOAD CENTER. Below the navigation, there are sections for 'Recent Quotes' and 'Recent Orders'. The 'Recent Quotes' section shows two quotes with their respective PO names, last edited dates, and total amounts. The 'Recent Orders' section shows four orders with their created dates, PO names, and total amounts.

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

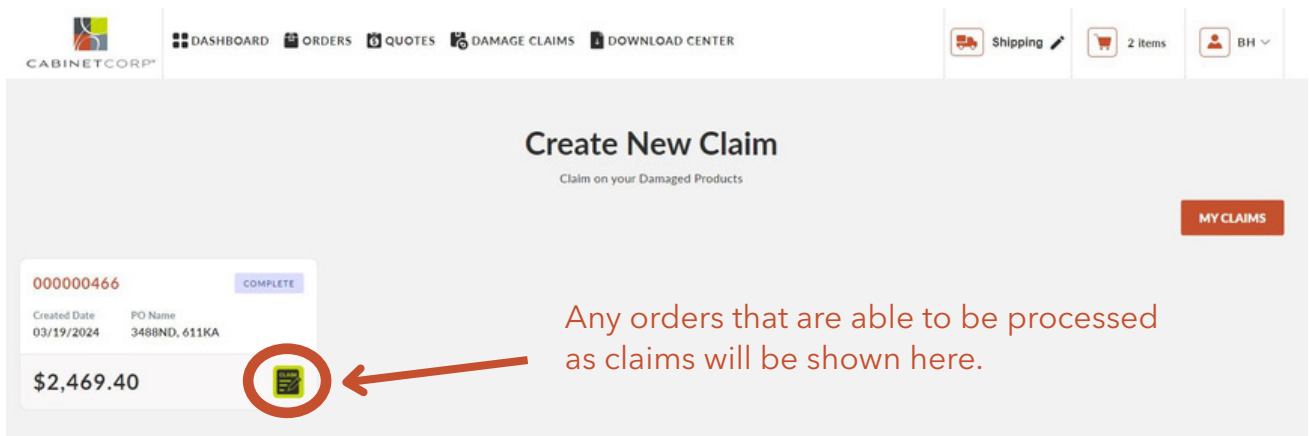
2



The screenshot shows the 'Damage Claims' page. The navigation menu at the top includes DASHBOARD, ORDERS, QUOTES, DAMAGE CLAIMS (circled in red), and DOWNLOAD CENTER. The main content area displays the title 'Damage Claims' and the subtitle 'Claim on your Damaged Products'. A red arrow points from the 'DAMAGE CLAIMS' menu item to the '+ ADD NEW CLAIM' button in the bottom right corner.

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

3



The screenshot shows the 'Create New Claim' page. The navigation menu at the top includes DASHBOARD, ORDERS, QUOTES, DAMAGE CLAIMS, and DOWNLOAD CENTER. The main content area displays the title 'Create New Claim' and the subtitle 'Claim on your Damaged Products'. A red arrow points from the text 'Any orders that are able to be processed as claims will be shown here.' to a green claims icon (a green square with a white 'X') on a claim card for order 00000466.

Select the green claims icon to select items being claimed.

4

Claim Request Information

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

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

Add Comments

I have read and accept the [Terms & Conditions](#) Submit to Admin Approval.

SUBMIT REQUEST

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

5

<input type="checkbox"/>	Items Number	Qty	Qty to Claim	Reason	Damage Photo Upload
<input checked="" type="checkbox"/>	ASH-2V3636	1	1	Select a Reason	<input type="checkbox"/>
<input type="checkbox"/>	ASH-2V4848	1			

Select a Reason

- Shipping Damage (Accessories)
- Shipping Damage (Door)
- Shipping Damage (Drawer Box)
- Shipping Damage (Drawer Front)
- Shipping Damage (Frame)
- Shipping Damage (Shelf)
- Shipping Damage (Cabinet Side)
- Missing Product

Select the items being claimed, then select how many of that item ordered needs to be claimed. Give a reason for the claim and attach a photo.

6

<input type="checkbox"/>	Items Number	Qty	Qty to Claim	Reason	Damage Photo Upload
<input checked="" type="checkbox"/>	ASH-2V3636	1	1	Shipping Damage (Accessories)	<input type="checkbox"/> <small>This is a required field damage photo.JPG x</small>

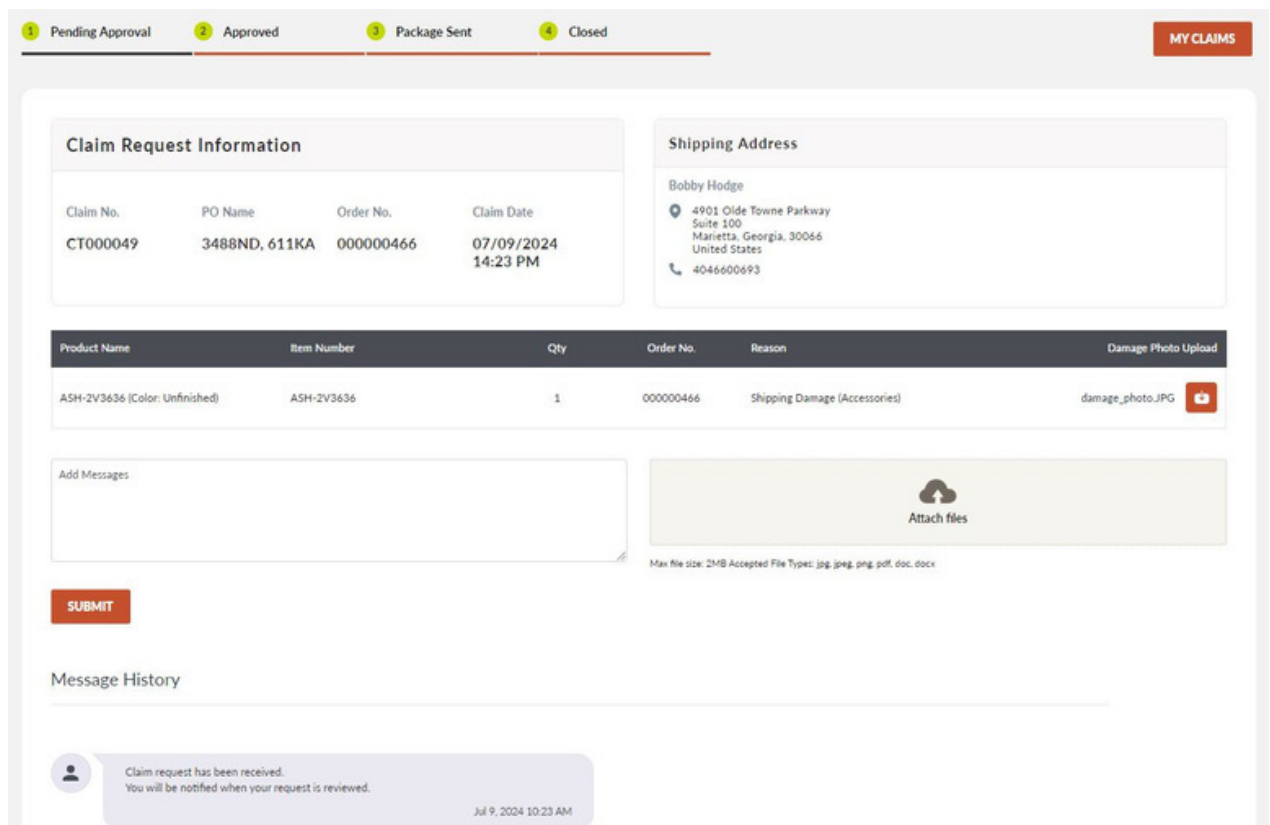
Add Comments

I have read and accept the [Terms & Conditions](#) Submit to Admin Approval.

SUBMIT REQUEST

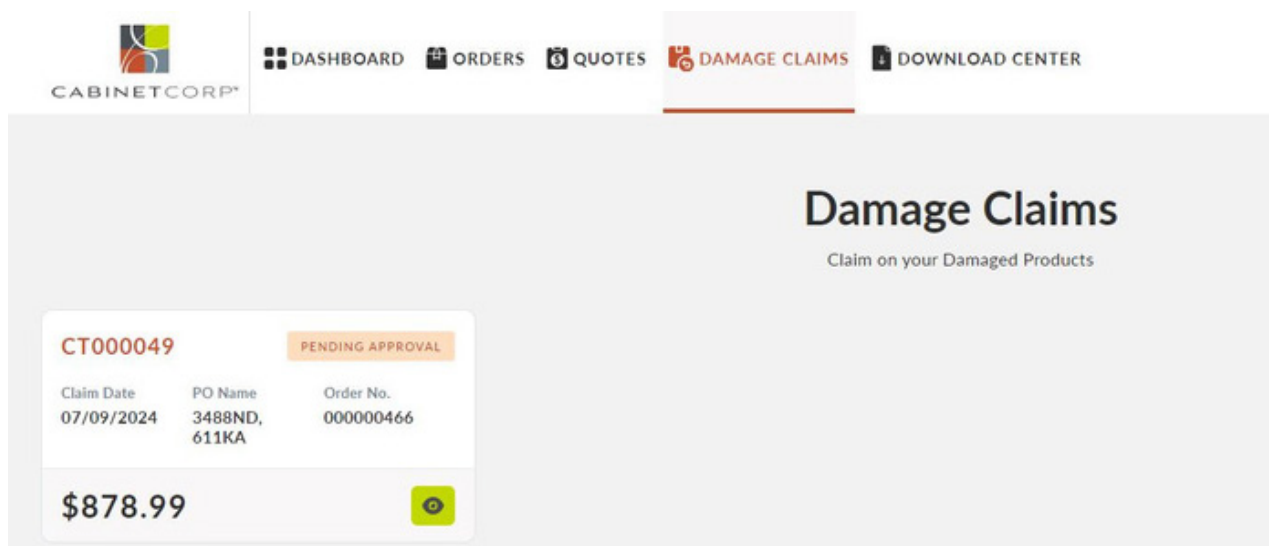
Submission should look as pictured. Click **SUBMIT REQUEST** to submit your claim(s)

7



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

8



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