

Classic/Imperial Special

Please be sure to read ***all*** the instructions

****special quotes are list price****

****only one item can be quoted per special quote****

****price is per item****

****no upcharges are included in the quote price****

(upcharges are added once it is added to your quote)

****Specials cannot be added, or changed on an order that is already placed****

TO CREATE A SPECIAL

1. Click on the “special manager” tab.

The screenshot shows the Koch Cabinets website interface. At the top left is the Koch Cabinets logo. To the right is the title 'Quote & Order Management' and a link 'Quote # - Status:'. Below this is a navigation bar with links: Home, My Cabinet Connect, Help, and Logout. Underneath the navigation bar is a sub-navigation bar with 'Quotes/Orders' and 'Specials Manager'. The 'Specials Manager' tab is highlighted with a yellow circle. Below the sub-navigation bar, there is a section for 'Current Account: Koch Rep - Behrens'. This section includes a dropdown for 'Accounts' (set to 'Koch Rep - Behrens'), a 'Show Status' dropdown (set to 'ALL'), a 'Current' dropdown, and a 'More Date Options' button. There is also a 'Filter By' section with a dropdown (set to 'Customer Name'), a text input field, and 'Filter' and 'Remove Filter' buttons.

2. Select “new special request”

This screenshot shows the same Koch Cabinets interface as the previous one, but with the 'New Special Request' button highlighted with a yellow box. The 'Specials Manager' tab is still selected. Below the filter section, there is a 'Refresh' button, a 'Show Status' dropdown (set to 'Active'), a 'Date Range' section with 'Select From' and 'Select To' dropdowns, and a 'Type' dropdown (set to 'All'). The 'New Special Request' button is located below these filters. At the bottom of the page, it says 'No Special Items Found ...'.

3. Select “special type”

Home	My Cabinet Connect	Help	Logout
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New Special Request

Requested By: Sonia Hambrook © Koch Rep - Behrens	Request Date: Jan 2, 2019	Special Type: Select Type ▼
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- Complete the form.
 - Product description – nomenclature w/brief description
 - Attach a drawing with notes (use the “add” button in the attach files section (blue))
 - Door style
 - Details/Comments – please make sure the notes in this section match the notes on your drawing if attached
 - Change your status to “requested”

New Special Request - Product - Cabinet

Requested By: Sonia Hambrook © Koch Rep - Behrens	Request Date: Jan 2, 2019	Special Type: Cabinet ▼
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Product Description:

Attach File: **add**

Door Style: Select One ▼

Details / Comments:

Manager:

Status: Requested ▼

To Submit your Request you must change Status to Requested

- This will send a notice to Koch that a special has been requested.

- When a special is approved an automated email confirmation from Cab Connect is sent indicating the approval. **If you do not receive an email, it is usually because it went to your Junk or Spam folder.**
- All special quotes are list price and do ***not*** included any upcharges. These will be added once your special is added to your quote in Cab Connect.**

To add a special to a quote.

- Go to the “add product” tab of your quote.
- Select “approved special”

Add New Items

Add Product

Item	Qty	Area	Product:	Finished End	Quick Modification
1	1	Kitchen	Spec	None	
Note:					

Attach Files (0)

[+ Add Products and Mods](#) [Clear Product](#)

- Use the “select” button on the left to add the appropriate special to your quote.

Approved Special Products

	Reference	Requested By	Created	Expires	Review
select	Creative hoodCabinet-36"		02-06-2017	04-30-2020	Review
select	sq-42"Special Wood Hood		04-21-2017	08-31-2050	Review
select	sq- B21 -4WCSC-2135DM-2		04-02-2018	12-31-2019	Review
select	SQ-H3830MMH		07-23-2018	01-31-2019	Review
select	SQ-H3842MMH		08-10-2018	01-31-2019	Review
select	sq-h36cch		07-27-2018	01-31-2019	Review
select	SQ-OFBFD63 x30u21 special		01-24-2019	12-31-2019	Review
select	SQ-B36-2 with 2 drawers		01-20-2019	01-31-2019	Review
select	SQ-Omega 48" straight liner		01-23-2019	01-31-2020	Review
select	sq-csb42-2b		12-07-2018	06-28-2019	Review
select	sq-p3096u24mw-4b		01-18-2019	01-31-2020	Review

[Cancel](#)

- It will come over into your “add new items”. From here you can change your qty if needed. ****quotes are per item****

Add New Items

Add Product

Item	Qty	Area	Product	Finished End	Quick Modification
1	1	Kitchen	SQ-OMEGA 48" STRAIGHT L	None	

Note:

Attach Files (0)

[Add Products and Mods](#) [Clear Product](#)

[Import from 2020](#) [Import from CSV](#)

5. You will then “validate and transfer”.

Add New Items

Add Product

Item	Qty	Area	Product	Finished End	Quick Modification
2		Kitchen		None	

Note:

Attach Files (0)

[Add Products and Mods](#) [Clear Product](#)

[Import from 2020](#) [Import from CSV](#)

Current Products

[show/hide mods](#)

Item	Qty	Area	Product Code	Note	Finished Ends	Mods
1	1	Kitchen	SQ-OMEGA 48" STRAIGHT LINER		None	0

[Edit](#) | [Delete](#) | [Copy](#)

[reload](#)

[Validate & Transfer](#)

6. Special quotes can be reviewed by going to the special manager and clicking “review” on the action button. The price is listed in the highlighted section. This is a list price; no upcharges are included in this price.

Review Special Product - Cabinet

Requested By: CASEY WEYER @ Koch and Co	Request Date: Nov 12, 2025	Special Type: Cabinet ▼
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Product Description: example

Attach File:

Door Style: Select One ▼

Details / Comments:

example

Attached Files

☐ **Create as Instant Special**

Manager

Reference Number: sq-example

Price: \$ 200.00

Expiration Date: 11/13/2025

Status: Approved ▼

To Submit your Request you must change Status to Requested

Cancel

Save