



## Online Ordering in a Snap

### To Start:

- Receive an email invite and set up your login.
- Login to [app.mattersmith.com](http://app.mattersmith.com) to order cabinets.

### Building a Quote and Placing Your Order:

1. Choose "Orders", then "Create Order" and select a **catalog**.
2. Fill in the **information fields**. For due date, use current date.
3. Modify **presets** or accept defaults for your cabinets (note the drawer height, etc.). Click on "Save" (button lower right) if any changes.
4. Add **cabinets** one line at a time:
  - Enter a code or browse to find the cabinet **Product Code** and enter the **quantity**.
  - Add an **Item ID** (required) with your choice of up to 8 characters for reference and part labels.
  - Change the **quantities, dimensions, door swing** (to locate drilling for hinge plates) **or number of shelves**
  - Click the **green icon** to see the price.
  - Click on the configurator button (**blue sprocket**) to customize the cabinet in 3D view.
5. Once everything is added, you can Save a Copy of the quote (under Status, upper left) if you want to use all or part of it again, or as a template.
6. change "Quote" to "**Submit Order**" and we will receive your order, add any freight, taxes, custom material adjustments, etc. to finalize the pricing, and send it back for your approval before placing it into production..

If you cannot find a material or item you need: Use the **Custom Materials** or **Custom Items** forms. They, along with listings of available **presets, materials, variables, defaults** and more can be found on our webpage: <https://cabparts.com/resources>.

Have questions? Email us at [orders@cabparts.com](mailto:orders@cabparts.com), call us at 970-241-7682, or fax us at 970-241-7689.