


June 18, 2024

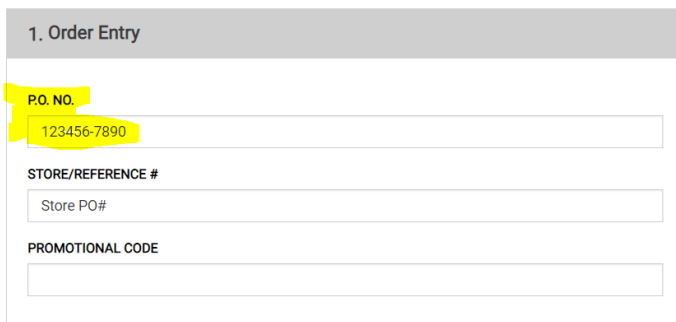
Valued Whirlpool Dealer,

The below Whirlpool drop ship order process has been established by Orgill and Whirlpool, in order to avoid delays in shipping of your Whirlpool drop ship order. Please note it is imperative that this process be followed, to avoid order and delivery delays. If the dealer does not follow this process, their Whirlpool account status will be reviewed. Please feel free to contact me with any questions!

1. Dealer will total the value of the order to be placed and contact Orgill requesting a credit approval for the amount of the order. **Call Orgill Inc. Credit Department 1 (901) 754-8850 ext 5146 to get approval number.**
2. The Orgill credit team will either issue/provide an approval # or request the Dealer contact the credit department to discuss the order.
3. Once the approval # is secured, the dealer will place the order and include the approval number in the **Purchase Order (PO) field in the Whirlpool Portal. Ex: XXXXXX-XXXX. Dealers may no longer include a PO# in the PO field in the Portal. The PO field must only include the 10 digit Orgill approval code. Dealer may put their internal PO# in the "Store/Reference #" field in WebWorld. See screen shot below for sample. If a credit approval is not provided by Orgill, the dealer may NOT submit the order to Whirlpool.**
4. Whirlpool will process the order for shipment.

**Sample:**

 Secure Checkout



1. Order Entry

P.O. NO.  
123456-7890

STORE/REFERENCE #  
Store PO#

PROMOTIONAL CODE

**Thank you for your attention to these updates.**

**Whirlpool Support Team |SalesLink**

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