

## **Submitting a Kelly Tillage System Order**

To submit a machine order to Kelly, you are required to use either the online Machine and Chain Order Form located in the Kelly Portal, or download and complete KEFM253 European Order Form.

## Online Machine and Chain Order Form Instructions

- Go to www.kellytillage.com and enter your login details;
- Kelly Portal > Resources > Forms > Machine and Chain Order Form;
- Fill in all of the fields on the order form as required;
- Once the form is completed, an Order Summary will appear. Please click 'Submit' if the information is correct. Click 'Previous' if you wish to alter your order;
- Once submitted, your order will be sent to Kelly for processing.

## **KEFM253 Western Europe Order Form Instructions**

- Go to www.kellytillage.com and enter your login details;
- Kelly Portal > Resources > Forms > Machine and Chain Order Form;
- Open the document in Microsoft Excel;
- Fill in all of the fields on the order form. You will be required to separately click on each section to input text;
- Tick the boxes next to the items you wish to order. Only select <u>one</u> item from each section (i.e. Frame, Tow Hitch, Brake, Front Chain and Rear Chain).
- When all fields are complete, please submit the form to <u>sales@kellytillage.com</u> for processing.



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