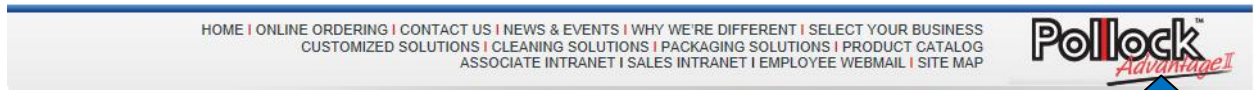




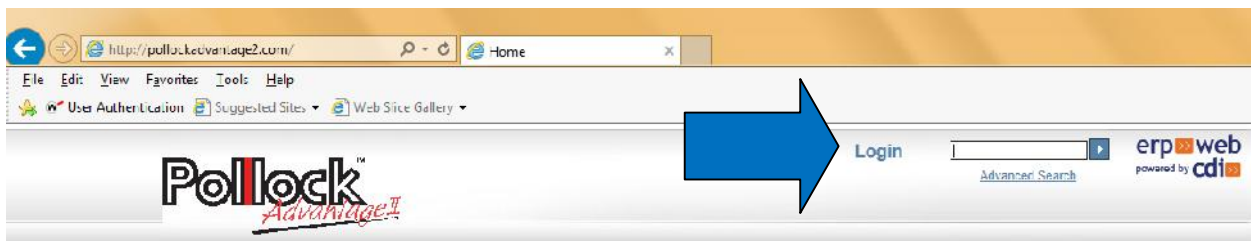
How To Place An Order

1. Open your Internet browser (Internet Explorer, Chrome, etc), and go to <http://www.pollockpaper.com/> and click on the *Pollock Advantage II* logo.



OR

2. Open your Internet browser (Internet Explorer, Chrome, etc), and go to <http://pollockadvantage2.com/>.
3. Along the top of the web page, click on the word *Login* (see arrow below).



4. In the pop up screen, enter your user id (your email address) and your password.

Login

User ID

Password

Sign In

5. In the following screen, select the location you wish to place an order for by clicking on the radio button to the left under the *Select* column.

Select Your Location

Select the radio button next to the location you would like to begin purchasing for. Then click Shcp.

LOGOUT

Select Your Location:

Name#: Address: City: State: **SEARCH**

Select	Address #	Name	Address	City	State	Zip
<input type="radio"/>	10015921	ST AEROSPACE SAN ANTONIO	9800 JOHN SANDERS ROAD	SAN ANTONIO	TX	78216
<input type="radio"/>	10011930	3M COMPANY - DALCO	300 5TH AVENUE NORTHWEST,ATTN: LAURIE VEVLE	NEW BRIGHTON	MN	55112
<input type="radio"/>	20015787	3M COMPANY - PROCESS DEVELOPEMENT	11705 RESEARCH BLVD, BLDG 3,007-078759	AUSTIN	TX	78759-2419
<input type="radio"/>	10009654	3M COMPANY 0087	6801 RIVER PLACE BLVD,ATTN LAURA FATTER	AUSTIN	TX	78726

1

Quick Tip: If you need to return to the home catalog page, simply click the Pollock Advantage II icon in the upper left hand corner of the webpage.



- Next, select the *Shop* button that appears to the middle of the page, above the *Search* button on the right hand side.

Select Your Location

Select the radio button next to the location you would like to begin purchasing for. Then click Shop

Account Overview

Buyer Information katie.stein11@pollockpaper.com 972-337-3793	Current Address 10003245 - LA MADELEINE #013 ALAMO 11E181ITS 4020 DROADWAY COST CENTER 01013 SAN ANTONIO, TX 78200	Billing Address 10003245 - LA MADELEINE #013 ALAMO 11E181ITS 4020 DROADWAY COST CENTER 01013 SAN ANTONIO, TX 78200
--	--	--

LOGOUT REVIEW PENDING ORDERS **SHOP**

Select Your Location:

Name: Address: City: State: Please Select

Select	Address #	Name	Address	City	State	Zip
--------	-----------	------	---------	------	-------	-----

- This will take you to the following page:

Pollock Advantage II

My Account Messages Cart Logout Help Search... erp web powered by cdi

Lamadeleine Stores 10006217

B Bakery-Baking Catering Supplies Cling Film & Foil Cutlery Dry Goods Gloves Gold Cake Circles & Clear Cello Bags Holiday 2012 Misc Printed Bags Printed Boxes Register Tape Soup Containers Towels, Tissue & Can

A My FAVORITES
C QUICK ORDER
UPLOAD ITEMS FROM EXCEL

Bakery-Baking Catering Supplies Cling Film & Foil Cutlery Dry Goods Gloves

- There are several different tools available to assist in placing your order, which we'll explore in the next several pages:
 - My Favorites List(s) – a list of products created by you that are ordered on a consistent basis – **pages 3-5**
 - Catalog Browsing or Order Guide Catalog – the catalog of products available for your purchase – **pages 6-10**
 - Quick Order Entry - a tool that allows the entry of Pollock material numbers and quantities – **pages 11-15**

Placing An Order Utilizing My Favorites

1. Click on the down arrow beside the *My Favorites* section on the right hand tool bar (see the arrow below)

The screenshot shows the Pollock Advantage II website interface. On the right-hand side, there is a vertical toolbar with several sections: 'My FAVORITES' (with a dropdown arrow), 'QUICK ORDER' (with a dropdown arrow), 'Featured Items', and 'Top Selling Items'. A blue arrow points to the dropdown arrow next to 'My FAVORITES'. The main content area displays a grid of product categories: Cleaning Supplies, Food Service, Industrial And Pkg, Office Supplies, Retail, Towels, Tissue, Wipers, Restroom Care, and Safety And Apparel. The left-hand side features a navigation menu for the 'DFW Catalog' with various product categories listed.

2. A list of your custom favorite list(s) will display. Click on the name of the appropriate list.

The screenshot shows the 'My FAVORITES' dropdown menu. It has a blue header with the text 'My FAVORITES' and a dropdown arrow. Below the header, there is a list of favorite lists, with 'Monday Orders' visible. At the bottom of the dropdown, there is a blue button labeled 'CREATE NEW LIST'.

- The following screen will come up – confirm all quantities are correct, then click the *Add All Items To Cart* button (see arrow).

Item(s) in List: Monday Orders

Item # Customer Item # Quantity

<input type="checkbox"/>	Item #	Item Description	Customer Notes	Quantity
<input type="checkbox"/>	181578	Wypall White Bonded Cellulose Wiper	<input type="text"/>	<input type="text" value="1"/>
<input type="checkbox"/>	939231	Ocean Breeze Metered Aerosol	<input type="text"/>	<input type="text" value="2"/>
<input type="checkbox"/>	10042571	8 Ounce White Paper Food Container	<input type="text"/>	<input type="text" value="2"/>
<input type="checkbox"/>	124727	43"X48" 14 Micron Natural High Density Can Liner	<input type="text"/>	<input type="text" value="1"/>

- If quantities are not correct, and need to be increased or decreased, these can be adjusted by entering the correct quantity for each item in the *Quantity* column.
 - If quantities are changed, the *Update* button **MUST** be selected (see arrow a.a).

- To check out, click on the *Cart* button at the very top of the page, which will bring up the page below.

My Account Messages **Cart (4)** Logout Help Search... erp web powered by cdi

Shopping Cart

Item #	Description	Quantity	UOM	Price	Extended Price	Delete	Compare
181578	Wypall White Bonded Cellulose Wiper	<input type="text" value="1"/>	CS	74.00	74.00	<input type="checkbox"/>	<input type="checkbox"/>
939231	Ocean Breeze Metered Aerosol	<input type="text" value="2"/>	CS	57.26	114.52	<input type="checkbox"/>	<input type="checkbox"/>
10042571	8 Ounce White Paper Food Container	<input type="text" value="2"/>	CS	58.67	117.34	<input type="checkbox"/>	<input type="checkbox"/>
124727	43"X48" 14 Micron Natural High Density Can Liner	<input type="text" value="1"/>	CS	21.86	21.86	<input type="checkbox"/>	<input type="checkbox"/>

Total Price: 327.72

Delivery Schedule

- Next, select the date on which the product needs to deliver under *Delivery Schedule* field on the lower left (arrow b).

- Next, click the *Checkout* button in the lower right hand corner.



6. The following screen will appear.
 - a. Enter a PO number.
 - i. If none is entered, a preassigned Pollock Advantage II PO# will populate.
 - b. In the *Shipping Comments* field, enter any notes you would like for your Inside Sales representative to see, such as special delivery requirements, etc.
 - c. Then, click *Continue*.

Shopping Cart: Payment Information

Item Total **\$327.72**
 Order Total **\$327.72**

Order Information

Customer PO/Reference #

Shipping Comments

BACK **CONTINUE**

7. After clicking the *Continue* button, the order summary screen will appear. Review all information for accuracy, then click the *Confirm Order* button. Your order is placed!

Shopping Cart: Order Summary

Review your order details below, then click "Confirm Order"

<p>Billing Address</p> <p>AMERICAN EUROCOPTER 2701 FORUM DRIVE OUR VENDOR # 152189 GRAND PRAIRIE, TX 75053</p>	<p>Shipping Address</p> <p>AMERICAN EUROCOPTER 2701 FORUM DRIVE OUR VENDOR # 152189 GRAND PRAIRIE, TX, 75053</p>
--	--

PO # Test
 Request Date 02/14/2014
 Shipping Comments Training
 Order Type:

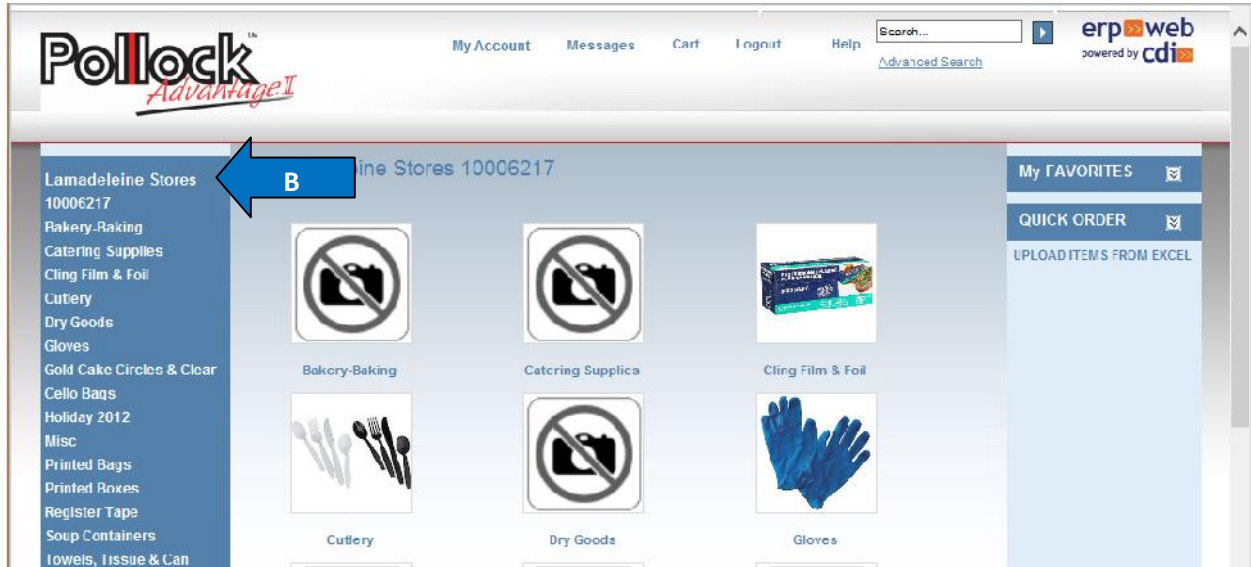
Item	Item Description	Quantity	UOM	Unit Price	Total Price
181578	Wypall White Bonded Cellulose Wiper	1	CS	74.00	74.00
939231	Ocean Breeze Metered Aerosol	2	CS	57.26	114.52
10042571	8 Ounce White Paper Food Container	2	CS	58.67	117.34
124727	43"X48" 14 Micron Natural High Density Can Liner	1	CS	21.86	21.86
Item Total					\$327.72
Order Total					\$327.72

BACK **CONFIRM ORDER**

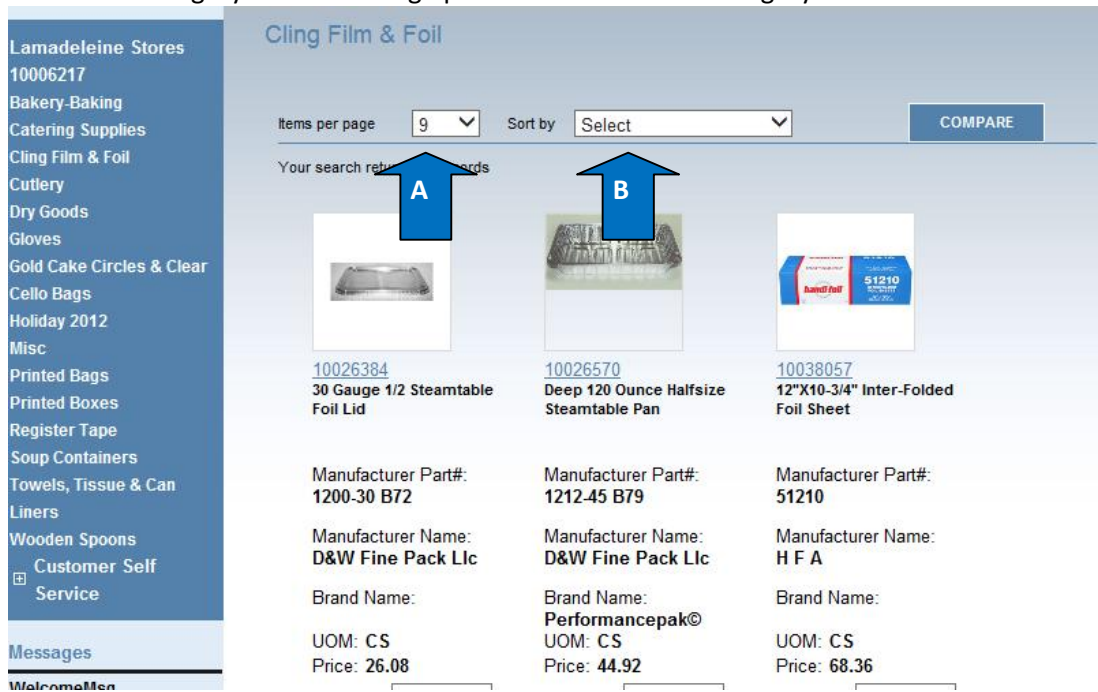
- 5 *Quick Tip: If you need to return to the home catalog page, simply click the Pollock Advantage II icon in the upper left hand corner of the webpage.*

Placing An Order Utilizing A Catalog Or Order Guide

1. Your order guide will be listed as a catalog along the left hand side of the screen, with your company name and account number. For example, *Lamadeleine Stores 10006217*. Click on any of the subcategories listed below this catalog name to begin bringing up the items you would like to order.



2. For example, if you wish to order an interfolded foil sheet, click on the *Cling Film & Foil* subcategory. This will bring up all items within that category.



- a. On this page, the number of items displayed per page can be adjusted.




- b. The sort order of the items can also be changed by clicking on the drop down arrow beside *Sort by*.
- 3. If unsure of what subcategory an item may be in, an advanced search tool is available. Click on the *Advanced Search* link at the top of the webpage.



- 4. This will take you to the following screen, where some search criteria can be entered:
 - a. Long Item Number: Pollock Material Number
 - b. Manufacturer Part Number: The manufacturer’s part number for that item
 - c. Manufacturer Name
 - d. Brand Name: ie, Brawny, Wypall, Radiance, etc
 - e. ShortDescription: search for words appearing in the description of the item(s) you are looking for (ie, foil, tape, toilet tissue, paper towel, etc)
 - f. LongDescription: search for words appearing in the description of the item(s) you are looking for (ie, foil, tape, toilet tissue, paper towel, etc)
 - g. Customer Part No: If your company references a SKU for items and these SKUs have been given to your Pollock Sales Professional or Inside Sales Representative, the ability to search with this field exists.
 - h. **After entering the criteria desired, click the Search button. All applicable results will display below this portion of the screen.**

ADVANCED SEARCH

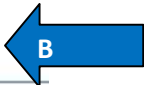
Item Column	Exact Phrase	Any Word	All Words	Search Values
Long ItemNumber	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Manufacturer Part Number	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Manufacturer Name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Brand Name	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
ShortDescription	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
LongDescription	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Customer Part No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

Search Columns	Search Values
 Green Indicator	<input type="text" value="Please Select"/>

Sample Search Results:

Items per page Sort by

COMPARE



Your search returned 4 records



[10038766](#)
Sugar Cone With Printed Jacket

Manufacturer Part#: **29914**

Manufacturer Name: **Kellogg Snacks**

Brand Name:

UOM: CS
 Price: **28.49**

Quantity:

Compare:
Stock Item

ADD TO CART

ADD TO LIST



[10091410](#)
Waffle Cone Jacket

Manufacturer Part#: **88201302**

Manufacturer Name: **Norse Dairy Systems**

Brand Name:

UOM: CS
 Price: **46.93**

Quantity:

Compare:
Stock Item

ADD TO CART

ADD TO LIST



[390182](#)
5# Vanilla Waffle Cone Mix

Manufacturer Part#: **VWC-30BR**

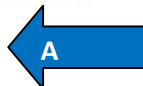
Manufacturer Name: **Cobatco**

Brand Name:

UOM: CS
 Price: **42.36**

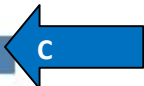
Quantity:

Compare:
Stock Item



ADD TO CART

ADD TO LIST



- a. If several items may be possible, click on the *Compare* boxes underneath each item you wish to compare (see arrow A). When all items requiring comparison have been selected, click the *Compare* button at the top of the page (arrow B). This will then bring up all available information for each item in a side by side column comparison.
5. Enter the quantity of the item(s) needed, and click the *Add to Cart* button below the item(s) – see arrow C).
6. Continue adding items to the cart until all needed items are in the cart. Then, to check out, click on the *Cart* button at the very top of the page, which will bring up the page below.

My Account Messages **Cart (4)** Logout Help Search... Advanced Search erp web powered by cdi

Shopping Cart

[COMPARE](#)

Item #	Description	Quantity	UOM	Price	Extended Price	Delete	Compare
181578	Wypall White Bonded Cellulose Wiper	<input type="text" value="1"/>	CS	74.00	74.00	<input type="checkbox"/>	<input type="checkbox"/>
939231	Ocean Breeze Metered Aerosol	<input type="text" value="2"/>	CS	57.26	114.52	<input type="checkbox"/>	<input type="checkbox"/>
10042571	8 Ounce White Paper Food Container	<input type="text" value="2"/>	CS	58.67	117.34	<input type="checkbox"/>	<input type="checkbox"/>
124727	43"X48" 14 Micron Natural High Density Can Liner	<input type="text" value="1"/>	CS	21.86	21.86	<input type="checkbox"/>	<input type="checkbox"/>

Total Price: 327.72

Delivery Schedule

[UPLOAD ITEMS FROM EXCEL](#) [ADD TO LIST](#) [QUICK ORDER](#)

[EMPTY CART](#) [UPDATE CART](#) [CHECKOUT](#)

c. Next, select the date on which the product needs to deliver under *Delivery Schedule* field on the lower left (arrow b).

7. Next, click the *Checkout* button in the lower right hand corner.

8. The following screen will appear.

- a. Enter a PO number.
 - i. If none is entered, a preassigned Pollock Advantage II PO# will populate.
- b. In the *Shipping Comments* field, enter any notes you would like for your Inside Sales representative to see, such as special delivery requirements, etc.
- c. Then, click *Continue*.

Shopping Cart: Payment Information

Item Total **\$327.72**
 Order Total **\$327.72**

Order Information

Customer PO/Reference #

Shipping Comments

[BACK](#) [CONTINUE](#)

9 *Quick Tip: If you need to return to the home catalog page, simply click the Pollock Advantage II icon in the upper left hand corner of the webpage.*



9. After clicking the *Continue* button, the order summary screen will appear. Review all information for accuracy, then click the *Confirm Order* button. Your order is placed!

Shopping Cart: Order Summary

Review your order details below, then click "Confirm Order"

Billing Address	Shipping Address
AMERICAN EUROCOPTER 2701 FORUM DRIVE OUR VENDOR # 152189 GRAND PRAIRIE, TX 75053	AMERICAN EUROCOPTER 2701 FORUM DRIVE OUR VENDOR # 152189 GRAND PRAIRIE, TX, 75053

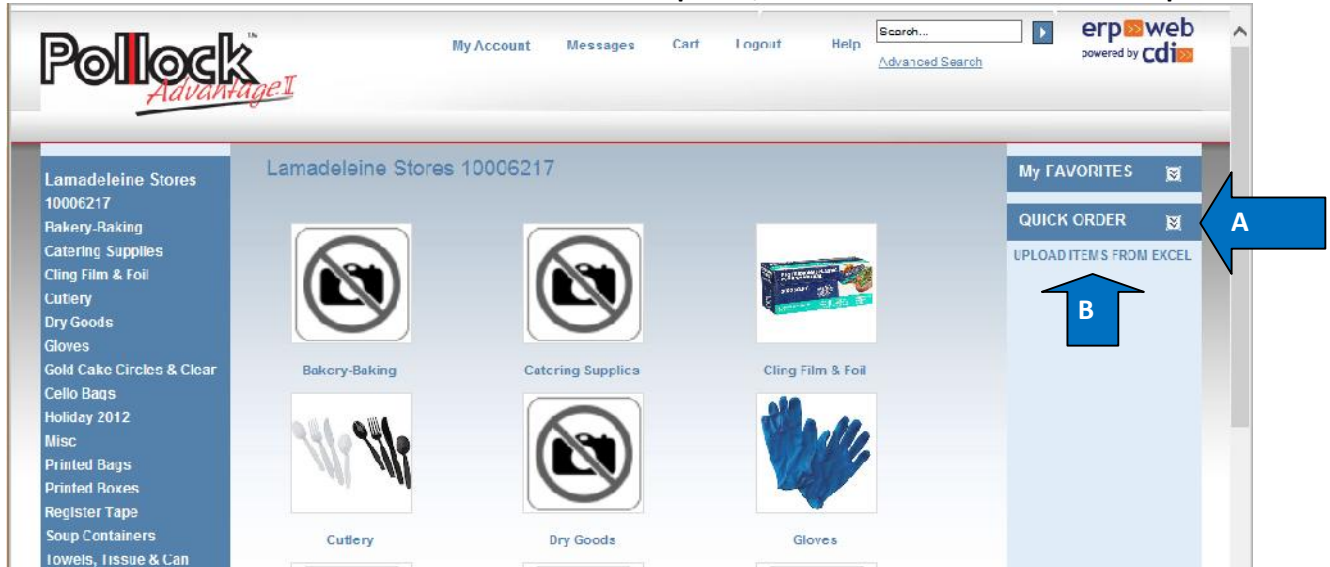
PO # Test
Request Date 02/14/2014
Shipping Comments Training
Order Type:

Item	Item Description	Quantity	UOM	Unit Price	Total Price
181578	Wypall White Bonded Cellulose Wiper	1	CS	74.00	74.00
939231	Ocean Breeze Metered Aerosol	2	CS	57.26	114.52
10042571	8 Ounce White Paper Food Container	2	CS	58.67	117.34
124727	43"X48" 14 Micron Natural High Density Can Liner	1	CS	21.86	21.86
				Item Total	\$327.72
				Order Total	\$327.72

[BACK](#) [CONFIRM ORDER](#)

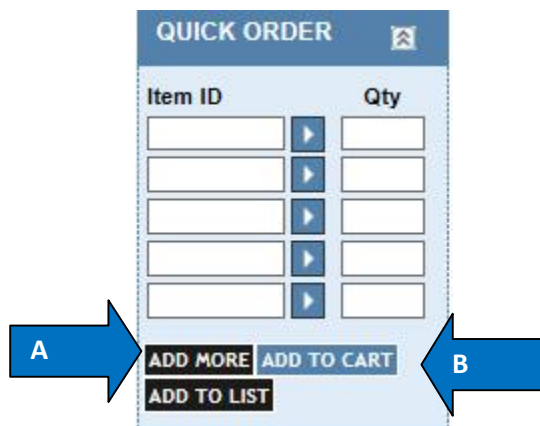
Placing An Order Utilizing Quick Order Entry

1. There are two methods to place an order utilizing the quick order entry tool:
 - a. Using the quick order template on the website **or**
 - b. Uploading an order from Excel
- i. **Please note: for both of these options, Pollock material numbers are required.**

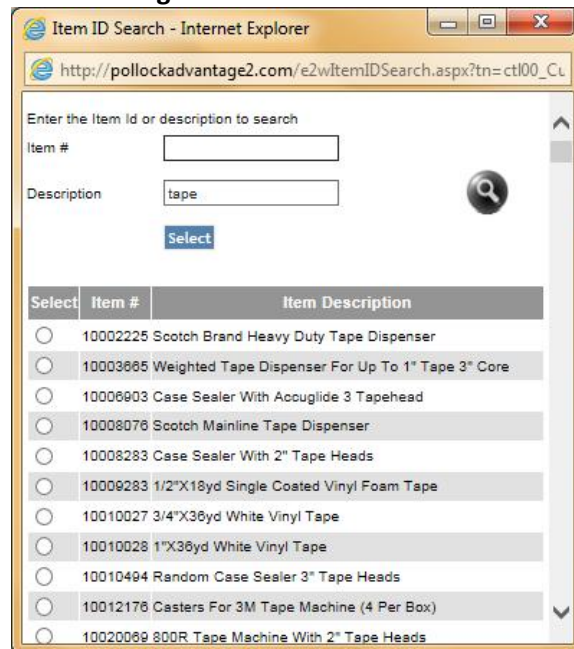


Option A: Using The Quick Order Template On The Website

2. Click on the down arrow beside Quick Order (beside arrow A), and the following screen will appear. Enter the Pollock material number into the *Item ID* field and the quantity into the *Qty* field. ****Move between fields using the Tab button.**
 - a. If additional items need to be added, click the *Add More* button at the bottom (see arrow A). This will add the items & quantities already keyed in to the cart, and provide you with a blank set of fields in a new webpage.
 - b. Once all items and quantities have been keyed in, click the *Add To Cart* button (see arrow B).
 - c. To search for a Pollock item number, simply click on the blue arrow beside the *Item ID* field. Enter the criteria into the description field, then click the black magnifying glass search button. **See figure B**



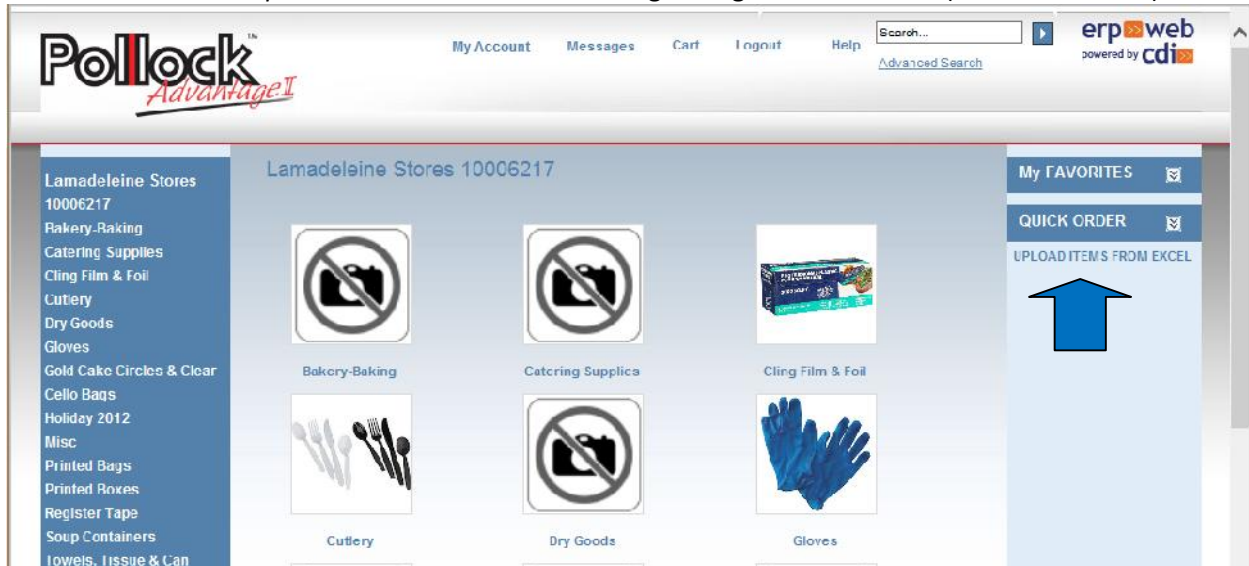
****Figure B**



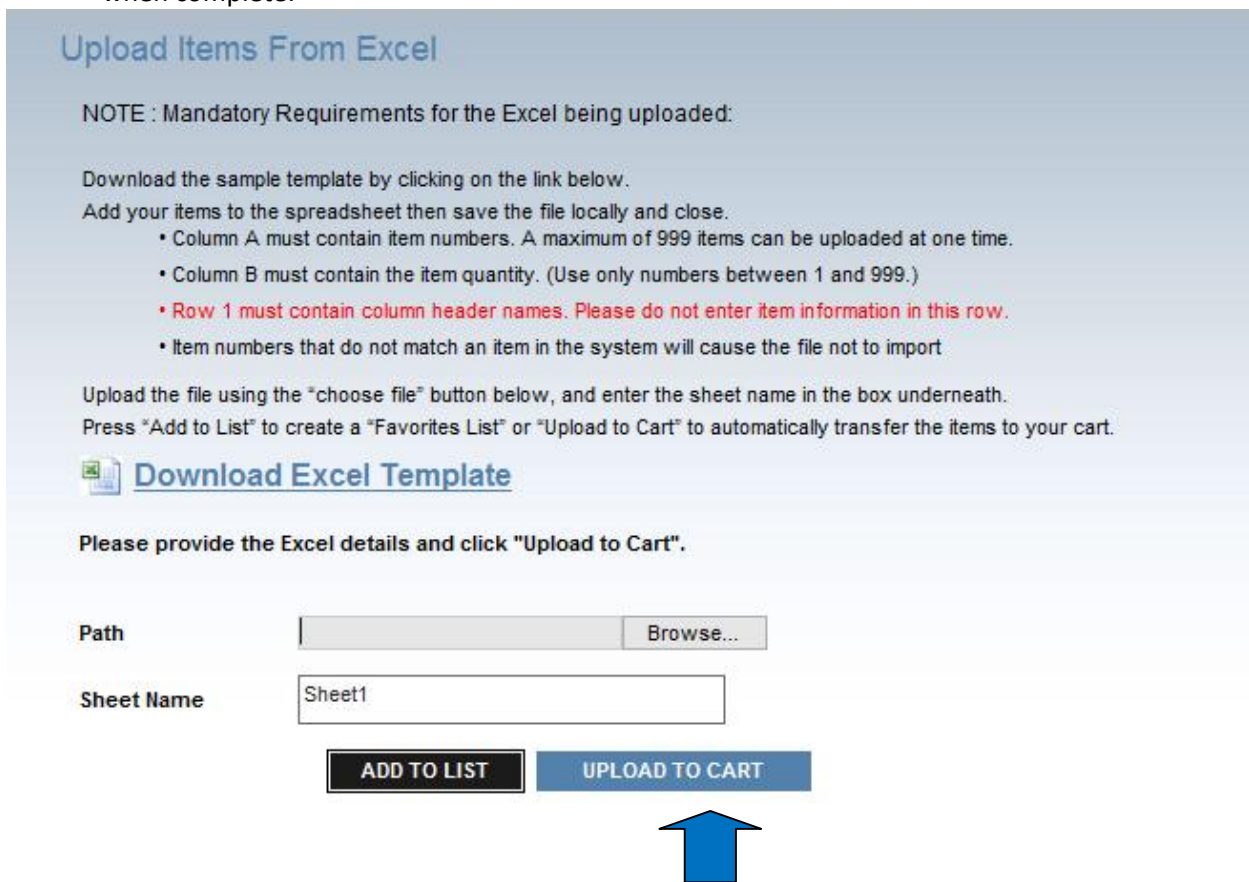
3. See page 14 for checkout instructions.

Option B: Uploading An Order From Excel

1. Click on the *Upload Items From Excel* link along the right hand tool bar (see arrow below).



2. This will bring up the following screen. Follow the instructions listed, then click *Upload To Cart* when complete.



Checking Out, Option A & Option B

1. To check out, click on the *Cart* button at the very top of the page, which will bring up the page below.

Shopping Cart

Item #	Description	Quantity	UOM	Price	Extended Price	Delete	Compare
181578	Wypall White Bonded Cellulose Wiper	<input type="text" value="1"/>	CS	74.00	74.00	<input type="checkbox"/>	<input type="checkbox"/>
939231	Ocean Breeze Metered Aerosol	<input type="text" value="2"/>	CS	57.26	114.52	<input type="checkbox"/>	<input type="checkbox"/>
10042571	8 Ounce White Paper Food Container	<input type="text" value="2"/>	CS	58.67	117.34	<input type="checkbox"/>	<input type="checkbox"/>
124727	43\"X48\" 14 Micron Natural High Density Can Liner	<input type="text" value="1"/>	CS	21.86	21.86	<input type="checkbox"/>	<input type="checkbox"/>

Total Price: 327.72

Delivery Schedule
02/14/14 (Cutoff 5:00 pm on 02/13/14) ▼

- b. Next, select the date on which the product needs to deliver under *Delivery Schedule* field on the lower left (arrow b).

2. Next, click the *Checkout* button in the lower right hand corner.

3. The following screen will appear.
 - a. Enter a PO number.
 - i. If none is entered, a preassigned Pollock Advantage II PO# will populate.
 - b. In the *Shipping Comments* field, enter any notes you would like for your Inside Sales representative to see, such as special delivery requirements, etc.
 - c. Then, click *Continue*.



Shopping Cart: Payment Information

Item Total **\$327.72**
Order Total **\$327.72**

Order Information
Customer PO/Reference #
Shipping Comments

BACK **CONTINUE**

4. After clicking the *Continue* button, the order summary screen will appear. Review all information for accuracy, then click the *Confirm Order* button. Your order is placed!

Shopping Cart: Order Summary

Review your order details below, then click "Confirm Order"

Billing Address AMERICAN EUROCOPTER 2701 FORUM DRIVE OUR VENDOR # 152189 GRAND PRAIRIE, TX 75053	Shipping Address AMERICAN EUROCOPTER 2701 FORUM DRIVE OUR VENDOR # 152189 GRAND PRAIRIE, TX, 75053
---	---

PO # Test
Request Date 02/14/2014
Shipping Comments Training
Order Type:

Item	Item Description	Quantity	UOM	Unit Price	Total Price
181578	Wypall White Bonded Cellulose Wiper	1	CS	74.00	74.00
939231	Ocean Breeze Metered Aerosol	2	CS	57.26	114.52
10042571	8 Ounce White Paper Food Container	2	CS	58.67	117.34
124727	43"X48" 14 Micron Natural High Density Can Liner	1	CS	21.86	21.86
				Item Total	\$327.72
				Order Total	\$327.72

BACK **CONFIRM ORDER**