valmont V STATIONERY REGISTRATION & ORDERING GUIDELINES

ACCESS AND REGISTRATION

Access to the new site will require your email address and password. Go to valmont.klicorders.com on your web browser.

If you have an Email Address (Username) and Password:

- Enter your "Email" Address (Username) and "Password"
- Click the "Log in" button

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Account Acces Create an account Welcome to the online ordering system developed exclusive Address and Password to begin ordering. Email: Password: Log in	ely for you. Please enter your Email	
Contact us 1-844-281-5016 Janine.Schwartz@taylorcommunications.com	Office Hours Our office hours are 8AM to 5PM ET. Once orders are submitted, changes will not be allowed. Please contact Customer Service if you have questions or concerns before placing your order.	Quick Links Terms of Use Privacy. Policy Accessibility

NEW USERS

If you do not have an Email (Username) and Password:

· Click on the "Create an account" link to open the registration page and submit your request.



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NEW USERS

- Note: User prompts indicate a required field. Once required fields are complete, click "Continue with Registration".
- You will receive an email confirming your registration. The system will email a temporary access link. To confirm your registration, click the link within the email message. You will be prompted to change the password on first login.

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Creating a new user: To start your self registration, please complete the fields in the form below. Once submitted your user name and password will be mailed to you Click Here for Registration Instructions Look-up Special Characters User Prompts Email:	Registation Tips 9
Continue with Registration Cancel Contact us Imprint Prompts: Janine Schwartz@taylorcommunicate First Name: Last Name: Last Name: Continue with Registration Cancel	Thanks for registering!
Confirm your registration, click the link within the email message.	27/2019 7-06:08 AM CT; Registration Details Dear John Sample: Thank you for registering for access to the online ordering system. Click on the link below to get started! Please work: For security reasons, your password must be set after first login and this link will expire in to minutes. Take me to the ordering size https://demoil.cgconverge.com/Login.aspx?login=1&usemame=bjmiller% 400%3d%3d Online instructions are available A PDF file is available to help you with your order, please use the link provider value ordering instructions. Converge Ordering Overview Hyou have any questions about this order or the products/services you've purchased, please feel free to: Contact Customer Service Tol Free: (800) 123-4567 Email us at <u>email@emailaddress.com</u>

HOMEPAGE

The main content section of the homepage provides quick links to common areas. Within the navigation bar, you can go directly to browsing for products or see a quick glimpse of recently placed orders. Links to the most used areas of "My Account" are also shown here. A quick link to the KLIC contact ("Contact Us") will appear at the top right of the screen.

When you have logged in, click "Browse Products" in the header bar to view all available categories or click the "Order Now" button to be taken to the categories. You can also "Search for Products" to locate a product using a keyword, part of the description or product ID from the top right.



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HOMEPAGE

Catalog for Products

The catalog of products for ordering can be viewed two ways. You can view products by List or Grid view.

1) List View: If you click and hold the "Browse Products" you will see a dropdown listing for our segments and forms to select products from. Scroll down on the segment title you are wanting to order from and you will see the pop up listing of products for ordering.

Scroll to the product needed in that dropdown listing for your selection, and then choose the template to view the more detailed information for placing the order.



HOMEPAGE

Catalog for Products

2) Grid View: If you click the "Browse Products" in the header bar you will see a page come up for our segments "Personalized Items" listing. Click on the segment logo you are wanting to order from and you will be directed to the listing of products for ordering.



NOTE: If you require further assistance, please reach out to either the Valmont Global Marketing Team at brand@valmont.com or a Customer Service Representative at countontaylor@taylorcommunications.com.

SELECT PRODUCT FOR PERSONALIZING

Once you select the product needed and then choose the template to view more detailed information for ordering, you will be taken to the page to personalize the item. This screen includes personalization prompts with instant proofing. Simply enter your text in the prompt. When you tab to the next prompt the proof will refresh to show your changes.

Customize Design		Zoom 200% 👻 💱 View Full Size 🏠 Email Preview
FIRST LAST NAME		valmont 🌮
Title		
Title 2		FIRST LAST NAME
Email		
@valmont.com		
Address	·	Approving Your Proof
Address 2		Important: By approving this proof I agree the layout, content, and spelling are correct. I understand that my order will be printed exactly as shown. Once added to your basket, you can print, email, or return to this screen to make changes. Changes will not be allowed after checkout:
		Cartel Add to Cart
City, State Zip		
	USA	
stand water and	Expand V	

Once you are satisfied with the appearance of the proof, click "Add to Cart" which indicates you approve the "proof".

A pop up screen will appear to notify you that the item has been added to your cart. From here you can select which option you prefer.

Your item(s) have been added to the cart.	
Continue Shopping Proceed to Checkout	Add S

VIEW CART

The checkout process has been combined to one screen to reduce clicks.

From the Shopping Cart & Checkout page, you can view a preview of your proof. If you would like to make edits to the proof click "Edit Item".

If enabled for your site, you can opt to "Hold This Order" if you would like to complete checkout at a later date. See the circled area below.

valmont 🏹		Contact us Logout Search for Products C
BROWSE PRODUCTS 😽 MY A	CCOUNT QUESTIONS?	📜 CART (1) ITEMS
First LastName Switch Profile Manage	Profiles 2	
Shopping Cart & Checkor	ıt	Continue Shopping
Valmont industries, inc.	BC09 - VALMONT CORPORATE BC	Remove
valmont ♥ Pi+1 402063.1160 valmont.com	QUANTITY SELECTED: 1	\$26.04
FIRST LAST NAME Graphic Designer LEvaluation com	Shipping Method: UPS Ground	
Cart Options:	N N N N N N N N N N N N N N N N N N N	Cart Total: \$26.04
Hold This Order		Estimated Order Total: \$26.04

Note: If enabled, you can create a proof to send for approval before completing your order by using "Hold This Order" option from within cart page.

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READY TO CHECKOUT

The Checkout page also contains the Shipping and Requester information. Depending on your site set-up, you may be able to see tax and delivery charges. To complete your order, check the box to agree that your information is correct, and click "Place Order". Orders will be shipped standard to arrive in 3-5 business days once the order has been placed.

How do I check the status of my order?	Shipping Details:			
Once the initial order confirmation is received, registered users have the option of logging into the site at any time to check order status using the	Shipping Display Name:	FIRST LAST NAME		
Order History/Status Tab.	Shipping Address:			
	Company Name:			
	Attention:			
	Address Line 1:			
	Address Line 2:			
	City:			
	Zip:			
	Country:			
	Phone:			
		Save		
		Selecting "Save" is required for checkout.		
Will I receive a copy of my receipt?				
Once your order has been placed you will receive an email order confirmation. You will also receive a notification email once your order has shipped.	Billing:			
	Rilling Display Name:	My Billion Drofiles		
	Billing Account Number	7184661		
	Display Billing Address:	VALMONT INDUSTRIES, INCCHQPLZA-OMAH	IA-NE-68154	
	Company Name:	VALMONT INDUSTRIES, INC.		
	Attention:			
	Address Line 1:	ONE VALMONT PLZ	The Deguester's specil address show	
	City	Омана	The Requester's email address sho	
	State:	NE	entered in the billing "Email" box fiel	d.
	Zip:	68154	Each individual placing an order will	h
	Email:	first.lastname@valmont.com		
		Save	responsible for submitting involces	ίΟ
		Selecting "Save" is required for checkout.	manager/supervisor for approval pr	io
			to sending to the appropriate contact	ct
Carl Tatali			ACCOUNTS PAYADIE.	
Estimated Order Total: \$30.50	Completing your Order:	N.		
530.50 \$30.50	Final Approval: I agree that all information is co	prrect and proofs are approved and ready to be proce	ssed. I understand that due to the speed of electronic processing	
	changes or cancellations are not allowed once t	this order is placed in production.		
	Lhave read the information stat	ed above and annrove this order		
(I have read the imprination stat	eu above anu approve triis order.		

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ORDER PLACED

Once the order is placed, you will see a "Thank You" screen which includes the order confirmation number.

If enabled, you will also be able to open a printer-friendly version of your order. This will include the order details and small-scale proofs for your records.

In most cases, you will also receive an email confirmation which contains all of the order details. Individual companies may have different options such as punching out to a different application for checkout.



ORDER HISTORY

An Order History section is available to check the status of your order. The page view allows you to quickly click and view orders without navigating through additional pages. The five most recent orders will be listed first. A history search is also available. Depending on your company's set-up options, you will also receive an email confirmation once the order has shipped.

* Pending Account							
Data	Contirmation	Ordered By	Nems	Hems/Main Line	Cart	Statu	
2/24/2020	27436569	Tara Williams	2	INV-43598 Dayton, OH	561.94	0	
2/14/2020	27366673	Mike McDonaid	1	SMWECSB	\$41.00	Ø	
2/14/2020	27362339	Mike McDonald	2	White ueBackpack1	\$62.98	Ø	
2/8/2020	27311/61	Miko McDonald	2	1624-80_7 DODA110	\$88.31	0	
1/31/2020	27235205	Mike McDonald	1	тесно	\$250.05	0	
1/23/2020	27164040	Mike McDonald	1	TOC110	\$16.67	3	
1/23/2020	27160148	Office	1	tchat2	\$23.00	0	
12/16/2019	26670315	Mike McDonald	1	tchat1	\$4.75	3	
11/27/2019	20737450	Tara Williams	2	DODA110 SELL_SHEET_KD	513.02	Ø	
11/27/2019	20737348	Tara Williams	2	Aviators 1	\$31.24	0	

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