

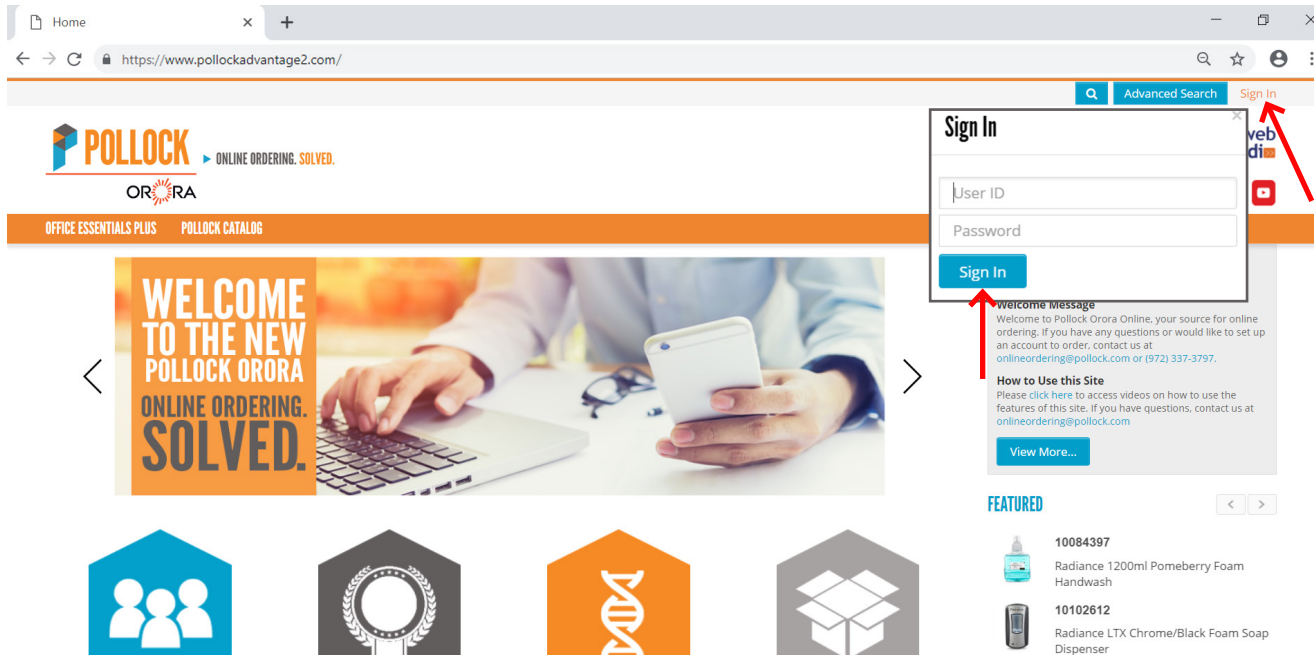
HOW TO PLACE AN ORDER

SIGN IN

1. To get to the Online Ordering Platform, either click the “SHOP NOW” button on pollock.com or type <https://pollockadvantage2.com> in the address bar of your browser.



2. Access your account by clicking the “Sign In” link in the upper right hand corner of the page. In the dropdown screen, enter your credentials and click the “Sign In” button for access to your specific locations.



3. Select your location from the list that appears and click the "SHOP" button.

Home x +
https://www.pollockadvantage2.com/e2wSelectLocation.aspx

POLLOCK ONLINE ORDERING. SOLVED.
ORORA

erp web powered by cdi

Select Your Location

Account Overview

Buyer Information
demo.customer@pollock.com

Current Address
10033505 - POLLOCK WEB DEMO CUSTOMER
1 POLLOCK PLACE
GRAND PRAIRIE, TX 75050

Billing Address
10033505 - POLLOCK WEB DEMO CUSTOMER
1 POLLOCK PLACE
GRAND PRAIRIE, TX 75050

LOGOUT Review Pending Orders **SHOP**

Select Your Location:

Name/#: Address: City: State: Please Select SEARCH

Select	Address #	Name	Address	City	State	Zip
<input checked="" type="radio"/>	10033505	POLLOCK WEB DEMO CUSTOMER	1 POLLOCK PLACE	GRAND PRAIRIE	TX	75050
<input type="radio"/>	10033506	POLLOCK WEB DEMO CUSTOMER #2	1 MAIN STREET	FORT WORTH	TX	76102

Join our email list: Enter an email address. JOIN

4. This will take you to your ordering home page:

Home x +
https://www.pollockadvantage2.com/e2wCustomerHome.aspx

My List My Account My Cart Advanced Search Sign Out

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Facebook LinkedIn Instagram Twitter YouTube

SELF SERVICE OFFICE ESSENTIALS DFW POLLOCK ESSENTIALS DFW CUSTOMER CATALOG 10033505 DFW

WELCOME TO THE NEW POLLOCK ORORA ONLINE ORDERING. SOLVED.

Order Pad

Item ID	Quantity

ADD MORE Add to Cart

FEATURED

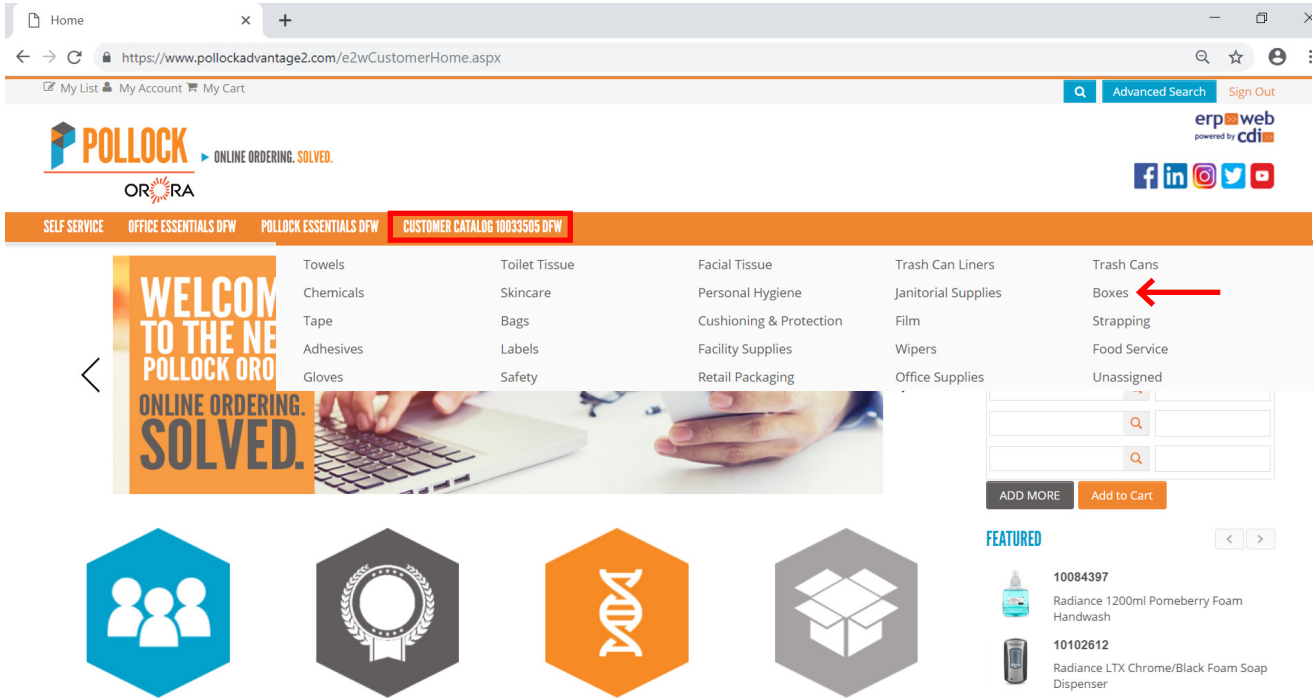
- 10084397 Radiance 1200ml Pomeberry Foam Handwash
- 10102612 Radiance LTX Chrome/Black Foam Soap Dispenser



* Quick Tip: If you need to get to your home page at any time, simply click the Pollock Orora logo in the upper left hand corner of the webpage.

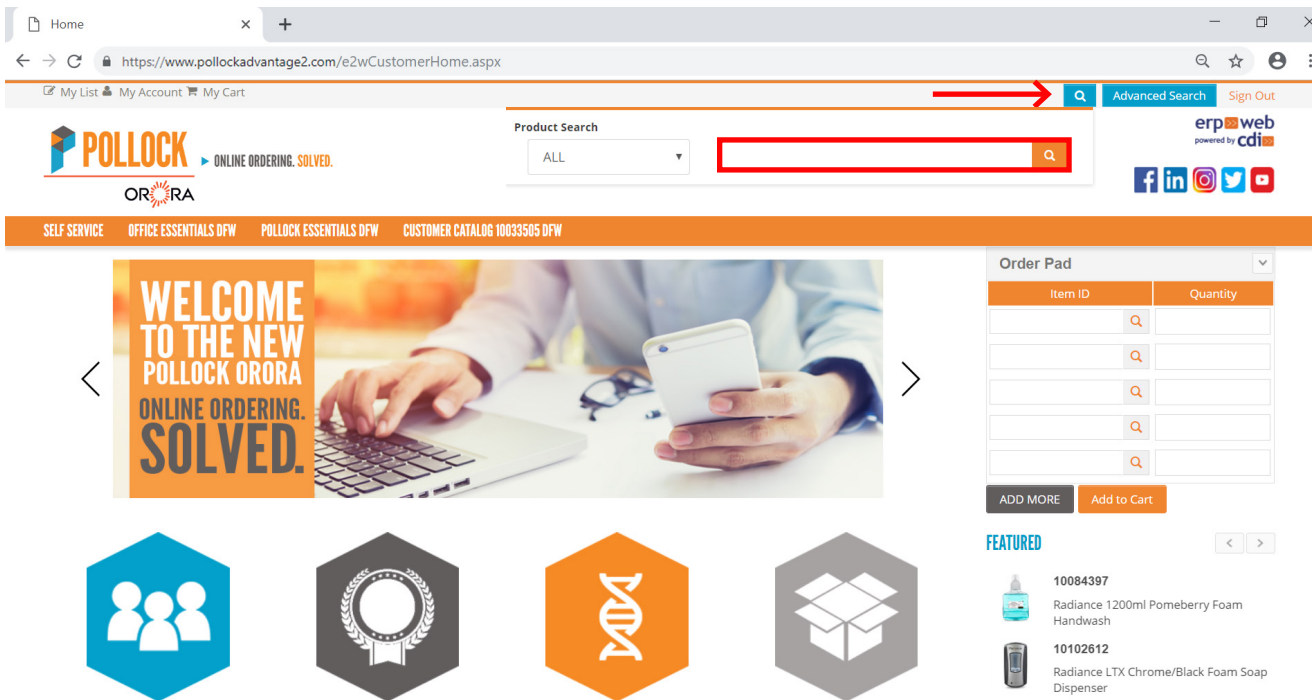


SEARCH

1. You can search for items in your catalogs by hovering over the catalog and selecting a category.

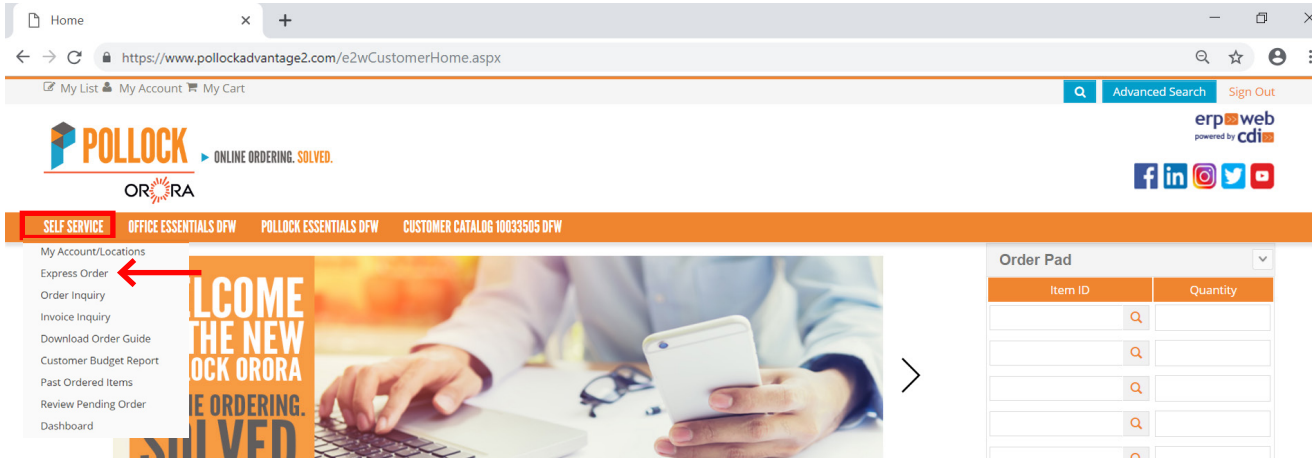


2. Or by clicking on the  icon and then typing in what you are looking for and clicking on the  icon.

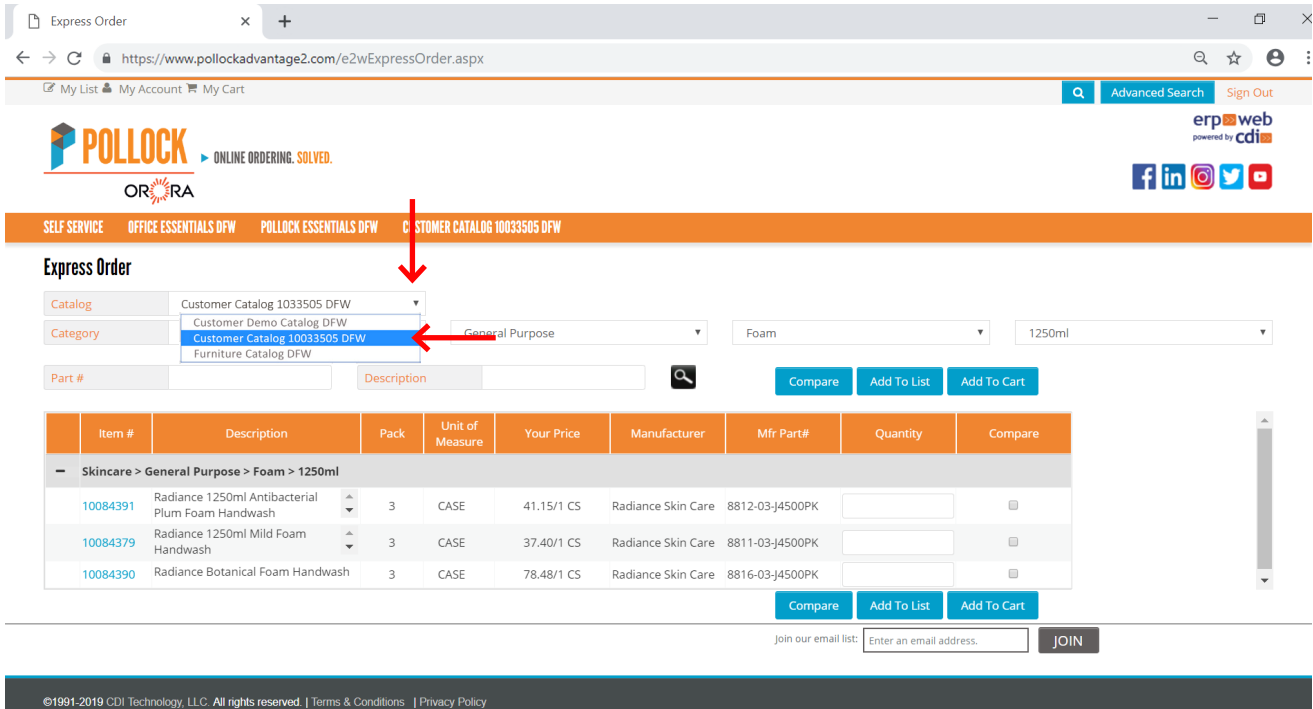


PLACE AN ORDER USING EXPRESS ORDER

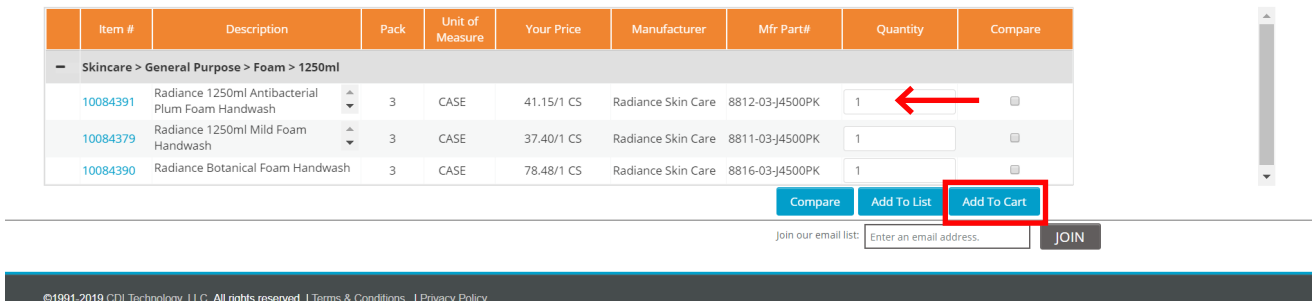
1. Hover over the “SELF SERVICE” tab and select “Express Order”.



2. Select the catalog that you want to order from by clicking the drop down menu button and choosing the catalog you wish.



3. Enter the quantities that you want to order in the quantity fields and click the “Add to Cart” button.



4. Hover over the “Cart” button for a quick view of your cart and click the “Checkout” button.

The screenshot shows the Pollock ORIRA online ordering system. At the top, there are navigation links for 'My List', 'My Account', and 'My Cart'. The main header includes the Pollock logo and 'ONLINE ORDERING. SOLVED.' Below this, there are navigation tabs for 'SELF SERVICE', 'OFFICE ESSENTIALS DFW', 'POLLOCK ESSENTIALS DFW', and 'CUSTOMER CATALOG 10033505 DFW'. The 'Express Order' section has dropdown menus for 'Catalog' (Customer Catalog 10033505 DFW), 'Category' (Skincare), and 'Description' (General Purpose, Foam). A table lists three items: Radiance 1250ml Antibacterial Plum Foam Handwash (10084391), Radiance 1250ml Mild Foam Handwash (10084379), and Radiance Botanical Foam Handwash (10084390). On the right, a 'Shopping Cart' sidebar shows the same three items with their prices and a 'Checkout' button. A red arrow points to the '2 Cart - 164.80 USD' button at the top right.

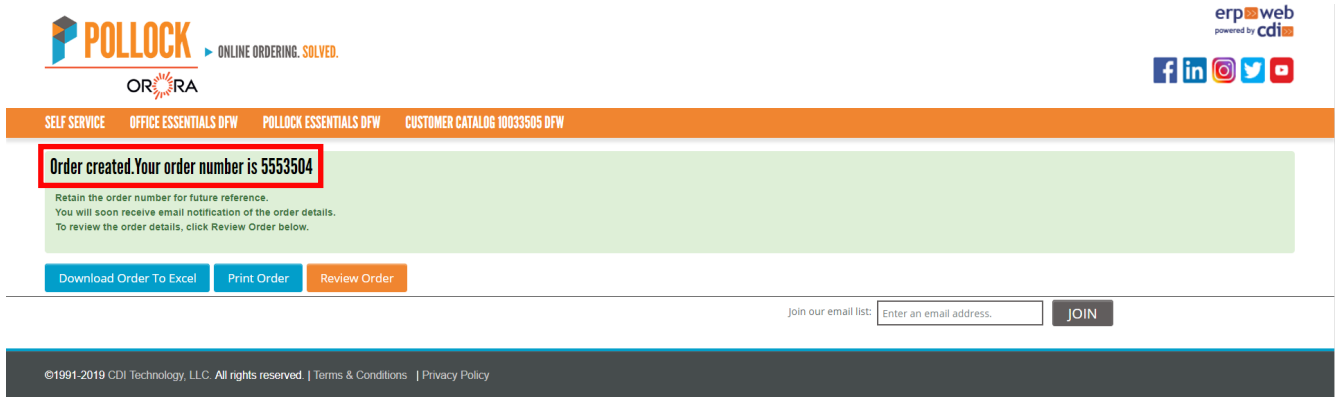
5. Confirm your delivery schedule, enter your purchase order number and type in any comments that you would like for you Account Specialist to see then click the “Proceed to Checkout” button.

The screenshot shows the 'Review Cart' page. It features a table with three items: Radiance 1250ml Antibacterial Plum Foam Handwash, Radiance 1250ml Mild Foam Handwash, and Radiance Botanical Foam Handwash. Below the table, there are input fields for 'Delivery Schedule' (02/26/19), '*Customer PO/Reference #' (empty), and 'Shipping Comments' (empty). A red arrow points to the 'Delivery Schedule' dropdown, another to the '*Customer PO/Reference #' field, and a third to the 'Shipping Comments' field. At the bottom, there are buttons for 'Update Cart', 'Empty Cart', 'Compare Items', 'Add to List', 'Continue Shopping', and 'Proceed To Checkout', with the last one highlighted by a red box.

6. Review your order one last time and click the “Confirm Order” button.

The screenshot shows the order review page. It includes sections for 'Billing Address' and 'Shipping Address', both for 'POLLOCK WEB DEMO CUSTOMER'. Below these are 'Other Additional Details' including 'PO #' (1234567), 'Request Date' (02/26/2019), 'Special Comments' (Contact Joe upon delivery...), and 'Order Type' (Standard). A summary table lists the three items with their quantities and prices. At the bottom right, a summary shows 'Item Total' (157.03 USD), 'Tax' (12.95 USD), and 'Order Total' (169.98 USD). At the bottom center, there are buttons for 'Back', 'Confirm Order' (highlighted with a red box), and 'Cancel'.

7. Your order is now created and an order number is generated. An email confirmation will be sent to you.



PLACE AN ORDER USING THE ORDER PAD

1. Place an order via the Order Pad by simply typing in the Pollock Orora item numbers and quantities and click the "Add to Cart" button. Then follow the same checkout process as the Express Order shopping option.



PLACE AN ORDER FROM ORDER HISTORY

1. From the Self Service Menu, select "Past Ordered Items".



- The items that you've ordered in the past 6 months will show here. Fill in the quantities for the items you want to order. Click the "Add to Cart" button and then follow the same check out process as the Express Order shopping option.

The screenshot shows the 'Past Ordered Items' section of the Pollock Orora website. At the top, there are navigation links for 'My List' and 'My Cart', along with search and sign-out options. The Pollock Orora logo and 'erp web powered by cdi' are visible. Below the navigation bar, there are menu items: 'SELF SERVICE', 'CUSTOMER CATALOG 10033505 DFW', 'OFFICE ESSENTIALS DFW', and 'POLLOCK CATALOG DFW'. The main content area is titled 'Past Ordered Items' and includes a 'Items Per Page' dropdown set to 30, a 'Sort by' dropdown set to 'Display Order Low t', and view options for 'Table', 'Expanded', and 'List'. A table lists several items with columns for Item #, Customer Item #, Description, Manufacture Name, Brand Name, Your Price, Quantity, Unit of Measure, Units In Case, Compare, Number Of Time Ordered, Order Date, and Type/Status. A red arrow points to the 'Quantity' column for the first item, 'Radiance 1250ml Mild Foam Handwash'. At the bottom right, there are buttons for 'Compare', 'Add to List', and 'Add to Cart', with the 'Add to Cart' button highlighted by a red box.

Item #	Customer Item #	Description	Manufacture Name	Brand Name	Your Price	Quantity	Unit of Measure	Units In Case	Compare	Number Of Time Ordered	Order Date	Type/Status
10084379	RAD4379	Radiance 1250ml Mild Foam Handwash	Radiance Skin Care	Radiance™	37.40	<input type="text"/>	Case	3	<input type="checkbox"/>	1	02/25/2019	Stock Item
10084379		Radiance 1250ml Mild Foam Handwash	Radiance Skin Care	Radiance™	37.40	<input type="text"/>	Case	3	<input type="checkbox"/>	1	02/25/2019	Stock Item
10084391	RAD4391	Radiance 1250ml Antibacterial Plum Foam Handwash	Radiance Skin Care	Radiance™	41.15	<input type="text"/>	Case	3	<input type="checkbox"/>	1	02/25/2019	Stock Item
10084391		Radiance 1250ml Antibacterial Plum Foam Handwash	Radiance Skin Care	Radiance™	41.15	<input type="text"/>	Case	3	<input type="checkbox"/>	1	02/25/2019	Stock Item
10084390		Radiance Botanical Foam Handwash	Radiance Skin Care	Radiance™	78.48	<input type="text"/>	Case	3	<input type="checkbox"/>	1	02/25/2019	Stock Item

PLACE AN ORDER FROM A FAVORITES LIST

- From the Self Service Menu, select "My List".

The screenshot shows the 'My List' menu item highlighted in the 'My Account/Locations' dropdown menu. The main content area features a large image of a person using a laptop and a smartphone, with the text 'WELCOME TO THE NEW POLLOCK ORORA ONLINE ORDERING. SOLVED.' overlaid. To the right, there is an 'Order Pad' table with columns for 'Item ID' and 'Quantity'. The 'My List' menu item is highlighted with a red arrow.

- Select the list that you want to order and click "Order From My List".

The screenshot shows the 'Manage My Lists' section of the Pollock Orora website. At the top, there are navigation links for 'My List' and 'My Cart', along with search and sign-out options. The Pollock Orora logo and 'erp web powered by cdi' are visible. Below the navigation bar, there are menu items: 'SELF SERVICE', 'CUSTOMER CATALOG 10033505 DFW', 'OFFICE ESSENTIALS DFW', and 'POLLOCK CATALOG DFW'. The main content area is titled 'Manage My Lists' and includes a note: 'NOTE: Only valid items from this list will be added to the cart.' There are input fields for 'List Name' and 'List Description'. Below these, there is a table with columns for 'Select', 'List', and 'Description'. A red arrow points to the 'Select' column for the first item, 'Jan San', which has a description of 'Cleaning and Paper Supplies'. At the bottom, there are buttons for 'Add', 'Change', 'Delete', 'Order From My List', and 'Add to Cart', with the 'Order From My List' button highlighted by a red box.

Select	List	Description
<input type="checkbox"/>	Jan San	Cleaning and Paper Supplies

3. Add Selected or All items to your cart and then follow the same check out process as the Express Order shopping option.

The screenshot displays the 'Order From My List' interface. At the top left is the Pollock Orora logo with the tagline 'ONLINE ORDERING. SOLVED.'. The top right features the 'erp web powered by cdi' logo, a 'Budget Info.' button, and social media icons for Facebook, LinkedIn, Instagram, Twitter, and YouTube. A navigation bar contains links for 'SELF SERVICE', 'CUSTOMER CATALOG 10033505 DFW', 'OFFICE ESSENTIALS DFW', and 'POLLOCK CATALOG DFW'. The main section is titled 'Order From My List' and includes a note: 'NOTE: Only valid items from this list will be added to the cart.' Below this is a search bar with 'Item(s) in List' containing 'Jan San' and an 'Item #' field. A table lists three items:

Item #	Item Description	Comments	Quantity	Unit of Measure
<input type="checkbox"/> 10084379	Radiance 1250ml Mild Foam Handwash	RAD4379	1.000	Case
<input type="checkbox"/> 10084390	Radiance Botanical Foam Handwash		1.000	Case
<input type="checkbox"/> 10084391	Radiance 1250ml Antibacterial Plum Foam Handwash	RAD4391	1.000	Case

Below the table are five buttons: 'Go Back To Lists', 'Change List Item', 'Delete List Item', 'Add All Items To Cart', and 'Add Selected Items To Cart'. Red arrows point to the 'Add All Items To Cart' and 'Add Selected Items To Cart' buttons. On the right, a 'MESSAGES' section contains a 'Welcome Message' and a 'How to Use this Site' section with links for 'Pollock Orora Overview', 'How to Print Order Guide, POD, Invoice', and 'How to place an Order'. Below the messages is an 'Order Pad' table with columns for 'Item ID' and 'Quantity'.