



How to order branded goods

Step-by-step guide



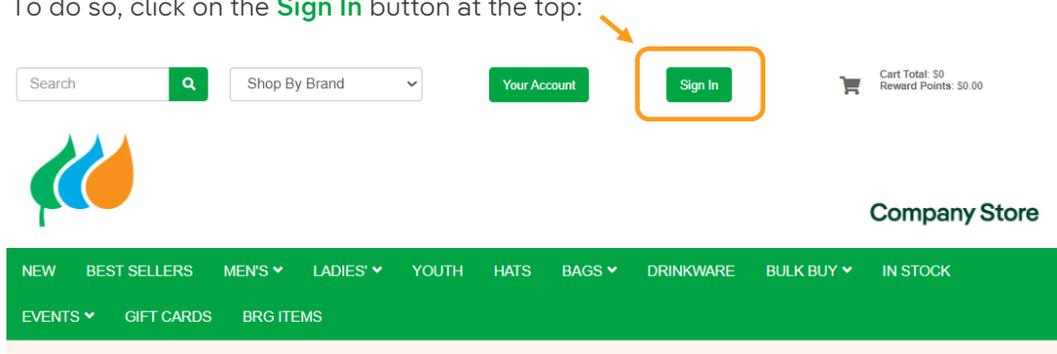
Overview

This document is a guide for Avangrid companies' employees to use for ordering branded goods through the online Company Store.

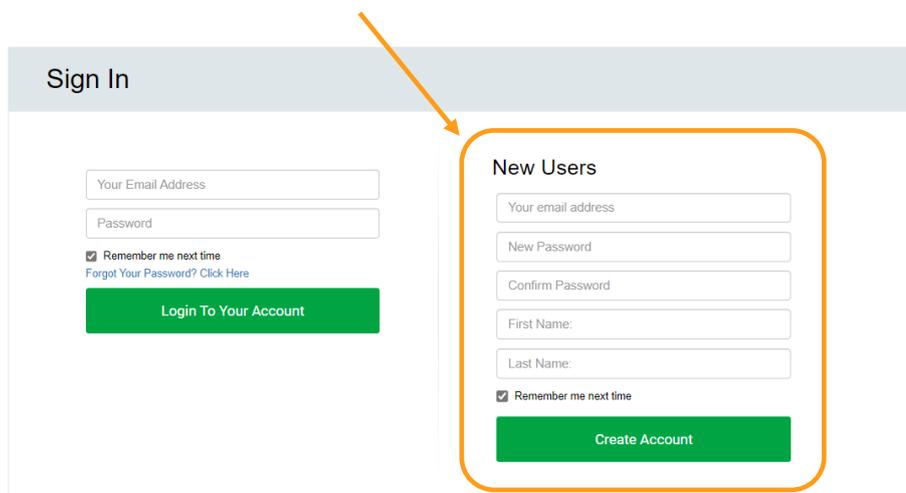
To begin the ordering process, navigate here:
avangrid.icostore.com

Step 1

- If it is your first time visiting the store, you will need to create an account.
- To do so, click on the **Sign In** button at the top:



- In the next window, you should see a section on the right for **New Users**, fill in the blanks and click on the **Create Account** button:



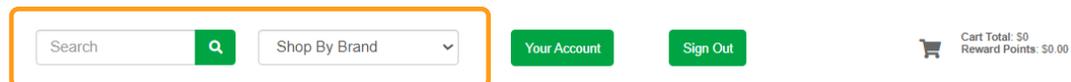


Step 2

- Once you have an account, you may begin shopping.
- Browse from the categories offered from the main menu.

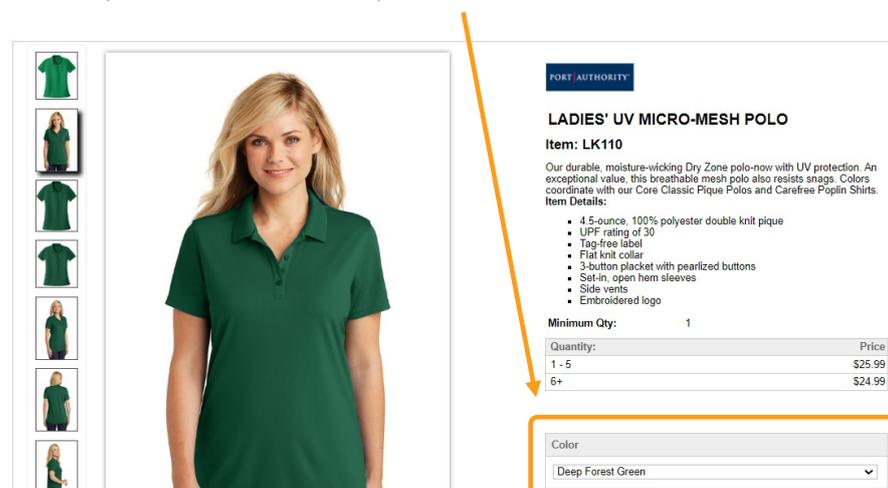


- Looking for something special? Click on the **Search bar** or **Shop by Brand** at the top.



Step 3

- Once you have made your selection, take care to specify all of your preferred options, including branding.
- For this guide, we will walk through ordering an item of clothing. However, the process will be very similar for any item. Select the item you would like to order.
- In this example, the first option is to choose between the offered colors of Gusty Grey, Kelly Green, White or Deep Forest Green.





- In this example, the next option is to choose the quantity of each size:

Size		
XS	<input type="text" value="0"/>	Limited Stock
S	<input type="text" value="0"/>	Limited Stock
M	<input type="text" value="0"/>	
L	<input type="text" value="0"/>	
XL	<input type="text" value="0"/>	Limited Stock
2XL (+\$3.00)	<input type="text" value="0"/>	Limited Stock
3XL (+\$4.00)	<input type="text" value="0"/>	Limited Stock
4XL (+\$5.00)	<input type="text" value="0"/>	Limited Stock

- The next option is to choose your the logo. See your options by clicking on the drop-down list.

Choose Logo & Location

Location
Left Chest

Logo



Choose Second Logo & Location

Location
Left Sleeve

Logo
Iberdrola Group Tagline



- CNG/SCG/UI
- CNG/SCG/UI (1-Color)
- CNG/UI
- CNG/UI (1-Color)
- Leaves Only
- Leaves Only (1-Color)
- MNG
- MNG (1-Color)
- NYSEG**
- NYSEG (1-Color)
- NYSEG/RG&E
- NYSEG/RG&E (1-Color)
- RG&E
- RG&E (1-Color)
- SCG
- SCG (1-Color)
- SCG/UI
- SCG/UI (1-Color)
- UI
- UI (1-Color)

- Each logo is approved for decoration on the color garments shown here.





Please note:

Avangrid brand guidelines must be strictly adhered to when ordering promotions or producing any apparel. This includes the proper use of the Avangrid logo, brand colors, fonts, graphics, and pre-approved messaging. Non-compliant artwork will be flagged and reviewed, which will almost certainly delay production (and may not be produced).

- When you have made all of your selections and proofed every option, you can **Add to Cart** by clicking on the button:

Add To Cart

- **Continue Shopping** and build your order by going through the selection process described above for any additional items that will be included on your order:



ITEMS ADDED TO YOUR CART

Ladies UV Micro-Mesh Polo
Color Deep Forest Green
Size M
Primary Logo: Avangrid On Left Chest
Secondary Logo: Iberdrola Group
Tagline On Left Sleeve
Qty: 1



Continue Shopping

Return to Polos

Go to Cart

- When you have added all your items to your cart, click on **Go to Cart**.



Step 4

- At this point, your order has been compiled under your login, and will be held there until you either remove the items, or place the order. You can see the total cost of the merchandise:

✓ Cart Contents				
Items	Price	Qty	Subtotal	
 Ladies' UV Micro-Mesh Polo LK110	\$25.99	1 <input type="button" value="update"/>	\$25.99	
Color Deep Forest Green Size M Primary Logo: Avangrid On Left Chest Secondary Logo: Iberdrola Group Tagline On Left Sleeve				
			\$25.99	

- Agree to the **Terms and Conditions**, complete the **Billing Information**, and select shipment method/cost from the **Delivery Options**.

✓ Terms and Conditions	Change
Agreed	
✓ Billing Information	Change
Billing Info Provided	
✓ Delivery Options	Change
LISA SENCEN, 180 MARSH HILL ROAD, ORANGE, CONNECTICUT, 06477 [BILLING] \$11.34 - Ground - (Estimated arrival date 13-17 days from today)	

- Proceed to the **Payment Information** section and either enter your Credit Card, a Purchase Order (PO) number, or apply an iCo Store Gift Card code.

○ Payment Information	Balance Due: \$39.70
<input checked="" type="checkbox"/> Credit Card	
Amount: \$ <input type="text" value="0.00"/>	
<input type="button" value="Add New Card"/>	
Please Add a new card to pay from this option!	
<input type="checkbox"/> Purchase Order	
<input type="checkbox"/> Gift Card	



- Complete the **Payment** section and click Place Order button at the bottom.

✓ **Payment Information** Balance Due: \$0.00

Credit Card

Purchase Order

Purchase Order Number:
We cannot split store orders into multiple invoices. If your order requires multiple invoices, please place multiple orders.

Purchase Order Number Is Valid

Gift Card

Notes to iCoStore: (Due to Company policy, all decorated items must receive a logo)

Cart Subtotal:	\$25.99
Shipping:	\$11.34
Tax:	\$2.37
Order Total:	\$39.70

Place Order

Questions?

- For brand-related questions (logo use, options, etc.), contact Branding@avangrid.com
- For Company Store related questions, have an event or looking for something special, please contact our customer service representative, Jamie Catarnichi at jamie@icostore.com, or call **480.621.4627**.