

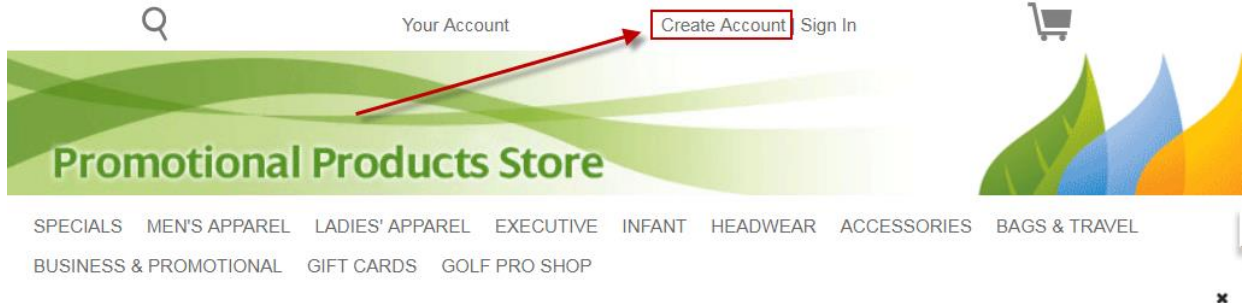


HOW TO ORDER BRANDED GOODS

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: <http://avangrid.icostore.com/>

If it is your first time visiting the store, you will need to create an account. To do so, click on the words Create Account:



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

New Users

Your Company Issued Email Address:

New Password:

Confirm Password:


First Name:

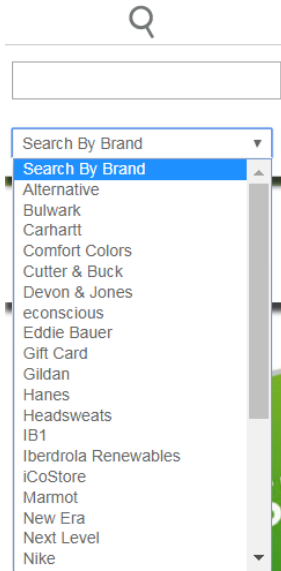
Last Name:

Remember me next time

Once you have an account, you may begin shopping. You can browse from the main categories of goods offered and may need to click on the button to see all of your options:



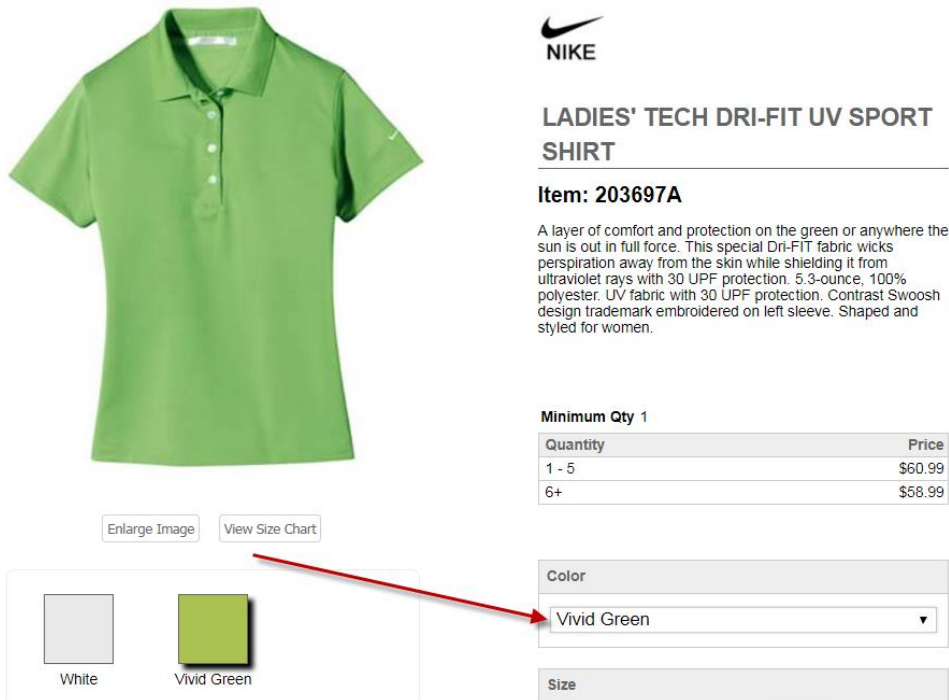
Or, you can click on the  to search for something specific:



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 White or Vivid Green:



The product page features a large image of a green polo shirt on the left. To its right is the Nike logo and the product name "LADIES' TECH DRI-FIT UV SPORT SHIRT". Below the name is the item number "Item: 203697A" and a descriptive paragraph. A table shows pricing for quantities 1-5 (\$60.99) and 6+ (\$58.99). At the bottom left, there are two color swatches: "White" and "Vivid Green". A red arrow points from the "Vivid Green" swatch to a dropdown menu in the "Color" section of the product options, which is currently set to "Vivid Green". Below the color dropdown is a "Size" dropdown menu.

NIKE

LADIES' TECH DRI-FIT UV SPORT SHIRT

Item: 203697A

A layer of comfort and protection on the green or anywhere the sun is out in full force. This special Dri-FIT fabric wicks perspiration away from the skin while shielding it from ultraviolet rays with 30 UPF protection. 5.3-ounce, 100% polyester. UV fabric with 30 UPF protection. Contrast Swoosh design trademark embroidered on left sleeve. Shaped and styled for women.

Quantity	Price
1 - 5	\$60.99
6+	\$58.99

Minimum Qty 1

Color: Vivid Green

Size:

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

Size	
S	<input type="text" value="0"/>
M	<input type="text" value="1"/>
L	<input type="text" value="1"/>
XL	<input type="text" value="0"/>
2XL (+\$2.00)	<input type="text" value="0"/>

The next option is to choose your *first* brand & location. See your options by clicking on the drop-down lists.

Location

Right Sleeve ▼
Right Chest
Right Sleeve
Yoke

Logo

AVANGRID ▼
AVANGRID
AVANGRID (Green)
AVANGRID (Tonal)
AVANGRID (White)
Iberdrola
Iberdrola (Green)
Iberdrola (Tonal)
Iberdrola (White)
Avangrid Renewables
Avangrid Renewables (Green)
Avangrid Renewables (Tonal)
Avangrid Renewables (White)
Berkshire Gas
Berkshire Gas (Green)
Berkshire Gas (Tonal)
Berkshire Gas (White)
Central Maine Power
Central Maine Power (Green)
Central Maine Power (Tonal)
Central Maine Power (White)

In this example, you first need to choose the location for the brand to be applied, and then the logo to be applied:


Choose Logo & Location

Location

Left Chest ▼

Logo

AVANGRID ▼

 Logo preview displays here

[View Primary Logos](#)

The next option is to choose the location for your *second* logo:


Optional - Second Logo & Location

Location

Right Sleeve ▼

Logo

Turbines (Tonal) - \$4.00 ▼



[View Secondary Logos](#)

NOTE: Leave this blank if you DO NOT want a second logo. Adding it will increase cost.

In the case of clothing, you may have the option to further personalize your item(s). Click **Add Personalization** to see further options to customize your order:

Optional - Add Personalization (+\$7.00)

Add Personalization

EXAMPLE:

Personalization [Close]

Ladies' Tech Dri-FIT UV Sport Shirt

This product can have up to 2 lines of text. Each line is limited to 13 characters and will be just as typed. Type casing is important.

Line 1

Line 2

Please select the **Location** for your personalization for **Ladies' Tech Dri-FIT UV Sport Shirt**. If you choose a location where a logo has been selected, the personalization will be centered under the logo.

Font: Block Script

Location:

Alignment:

Complete Personalization Cancel

NOTE: Customizing options will differ depending on what kind of item you are ordering, and will increase the cost of each item.

The above product customizing example should give you an idea of how to navigate around the site and select your options to achieve appropriate branding of your item(s). If you do not see the logo or graphic you need, please contact Branding at RenBranding@avangrid.com.

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

Optional - Add Personalization (+\$7.00)

Add Personalization

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:

Continue Shopping Return to Business Gifts Go to Cart

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

Continue Shopping Return to Business Gifts **Go to Cart**

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:

All products are decorated when ordered. Orders will ship in 8 business days from Arizona. An email will be sent with tracking information when your order ships.

595 Products

Ladies' Tech Dri-FIT UV Sport Shirt Color: Vivid Green Size: L Primary Logo: AVANGRID on Left Chest Secondary Logo: Turbines (Tonal) - \$4.00 on Right Sleeve Remove	\$64.99	Qty: <input type="text" value="1"/>	\$64.99
30 oz. Eco Gripper Poly-Clear Bottle Color: Clear Primary Logo: AVANGRID (1 Color Imp) on Standard Remove	\$3.49	Qty: <input type="text" value="88"/>	\$307.12
Curvaceous Gel Pen Color: Silver Primary Logo: Avangrid Renewables (1 Color Imp) on Standard Remove	\$1.01	Qty: <input type="text" value="500"/>	\$505.00
Business Card Holder Primary Logo: Avangrid Renewables (Laser Etch) on Standard Remove	\$19.99	Qty: <input type="text" value="6"/>	\$119.94
Subtotal:			\$997.05


You can now go into SAP and follow the process to get a PO using these codes:

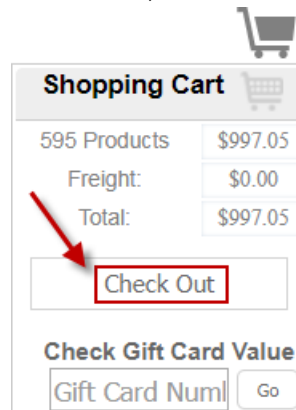
Vendor Code: 619536 iCoStore

Material Code: 11001570 Promotional Merchandise

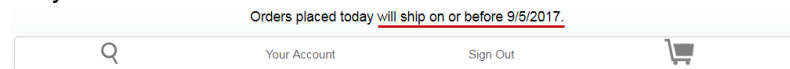
Once you have the PO number, log back into the Company Store, and your account:



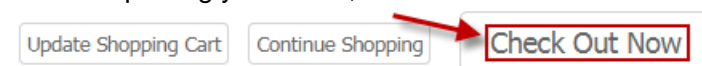
Once logged in, you can click on the  to see a summary of your cart. To return to your shopping cart details, click on the button:



Note that at the bottom of the shopping cart summary page, you can see the anticipated ship date for your order:



To finish placing your order, click on the button:



After beginning the Check Out process, you need to specify your desired shipping and billing details:

SHIPPING ADDRESS

Please enter your shipping address

BILLING ADDRESS

Please enter your billing address

When you have finished with the shipping & billing address details, click on to proceed.

On the next screen, select from the shipping methods offered, click on to proceed.


Please select a shipping method for your order.

- \$69.69 - Ground - (Estimated arrival date 13-17 days from today)
- \$114.99 - Third Day (After 8 business days production)
- \$130.14 - Second Day (After 8 business days production)
- \$170.54 - Next Business Day by 4:00 pm (After 8 business days production)

On the next screen, your order details are presented for final review. There is a blank *Notes* field that you can use to provide any communication applicable to your order:

Use this field to add any special notes. This could include the date of an event that these goods are needed by, or any other instructions, etc. |

SELECT PAYMENT METHOD

 **Select Your Payment Method**
If paying with rewards or gift card and the amount due exceeds your balance, you will be required to enter another payment method below.

Below the Notes field, enter the SAP purchase order number, then click on to proceed.

Purchase Order

Use SAP Vendor 619536 to obtain PO#, then come back & enter that number here to finalize and submit your order.

The next screen will be your order confirmation, including the order status:

Thank you for your order. Please print this page for your records. If you have any questions regarding your order, please reference your order number below.

51509

Completed/Unshipped - 8/24/2017 3:33:57 PM

No Tracking Numbers

You can print this web page, or make a note of your order number, or refer to the confirming email which will be sent to you:

▲ **Date: Today**



orders@icostore.com

AVANGRID Order 51509

QUESTIONS?

For brand-related questions (logo use, options, etc.), contact RenBranding@avangrid.com

For Company Store related questions, please contact our customer service representative, Preja Tamang: preja@icostore.com, or (480) 621-4667.