

How to order branded goods

Step-by-step guide

Corporate Brand & Image



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:

	Search	n Q	Shop B	y Brand	~	Your Acc	count	Sign In		Cart Total: \$0 Reward Points: \$0.00
										Company Store
N	NEW	BEST SELLERS	MEN'S 🗸	LADIES' 🗸	YOUTH	HATS	BAGS 🗸	DRINKWARE	BULK BUY 🗸	IN STOCK
E	VENT	S ▼ GIFT CARD	S BRG ITI	EMS						

• 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:

ın In	
	New Hears
Your Email Address	New Osers
Password	Your email address
Remember me next time	New Password
Forgot Your Password? Click Here	Confirm Password
Login To Your Account	First Name:
	Last Name:
	Remember me next time
	Create Account



Step 2

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

								Company	Store
NEW BEST SELLERS EVENTS ♥ GIFT CARDS	MEN'S ❤ BRG ITEN	ladies' ❤ ⁄is	YOUTH	HATS	BAGS 🗸	DRINKWARE	BULK BUY 🗸	IN STOCK	

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

Search	٩	Shop By Brand	~	Your Account	Sign Out	F	Cart Total: \$0 Reward Points: \$0.00

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.

	VOLTAUTHORITY LADIES' UV MICRO-MESS Item: LK110 Our durable, moisture-wicking Dry Zone exceptional value, this breathable mesh contraite with unc core Classic Flques UP rating of 30 UP rating of 30 Flat knt collar Subtur plack-twith paralized to 3-buttor plack-twith placed to 3-buttor plack-twith plack-twith placed to 3-buttor plack-twith placed to 3-buttor plack-twithoplaced to 3-buttor plack-twithor plack-twi	H POLO polo-now with UV protection. An polo also resists snags. Colors Polos and Carefree Poplin Shirts. le knit pique uttons
	Quantity:	Price
	1-5	\$25.99
	6+ Color	\$24.99
L .	Deep Forest Green	~



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

Size	
XS	0 Limited Stock
s	0 Limited Stock
м	0
L	0
XL	0 Limited Stock
2XL (+\$3.00)	0 Limited Stock
3XL (+\$4.00)	0 Limited Stock
4XL (+\$5.00)	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	CNG/SCG/UI
	CNG/SCG/UI (1-Color)
Location Left Chest	CNG/UI
	CNG/UI (1-Color)
Logo	Leaves Only
Avangrid	Leaves Only (1-Color)
	MNG
••••	MNG (1-Color)
Avangrid	NYSEG
	NYSEG (1-Color)
Choose Second Logo & Location	NYSEG/RG&E
	NYSEG/RG&E (1-Color)
Location Left Sleeve	RG&E
	RG&E (1-Color)
Logo	SCG
Iberdrola Group Tagline	SCG (1-Color)
A member of the	SCG/UI
Iberdrola Group	SCG/UI (1-Color)
	UI
	III (1 Calar)

• 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:



• 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:

Oart Contents

	Items	Price	Qty	Subtotal
1	Ladies' UV Micro-Mesh Polo LK110 Color Deep Forest Green Size M Primary Logo: Avangrid On Left Chest Secondary Logo: Iberdrola Group Tagline On Left Sleeve	\$25.99	1 update	\$25.99
				\$25.99

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

♂ Terms and Conditions	<u>Change</u>
Agreed	
⊘ Billing Information	<u>Change</u>
Billing Info Provided	
Options	<u>Change</u>
LISA SENCEN, 180 MARSH HILL ROAD, ORANGE, CONNECTICUT, 06477 [BILLIN \$11.34 - Ground - (Estimated arrival date 13-17 days from today)	G]

• Proceede 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
Credit Card	
Amount: \$ 0.00	
Add New Card Please Add a new card to pay from this option!	
Purchase Order 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. 1234567890 Purchase Order Number Is Valid Gift Card	
Notes to iCoStore: (Due to Company policy, all decorated items must receive a logo) PO 1234567890	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
 <u>Branding@avangrid.com</u>
- 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.