



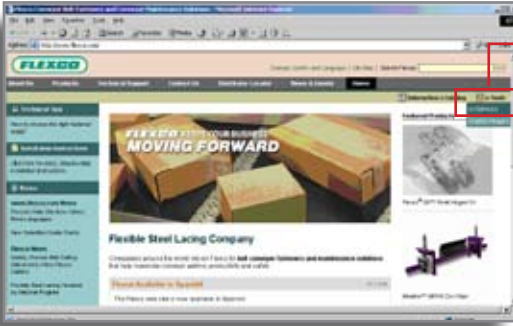
e-Collaboration

e-Collaboration allows for the upload of distributor purchase orders through a secure login using an Excel or XML format.

Step 1: Self-Register in e-Services

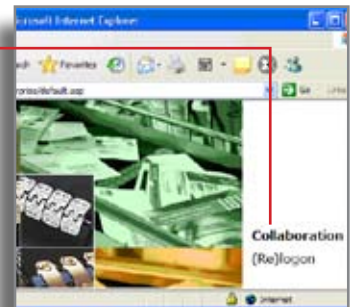
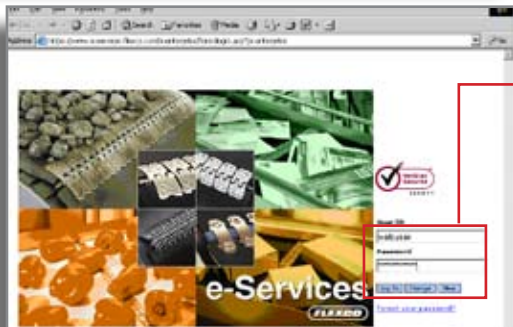
- Go to the Flexco website www.flexco.com
- Go to *e-Tools* & click on *e-Services*
- Click on *Login and Registration*
- Click on the *New* button & complete self-registration

NOTE: Registration only needs to be completed once. Once the self-registration process is complete, Flexco's e-Services Administrator will contact you for a test order.



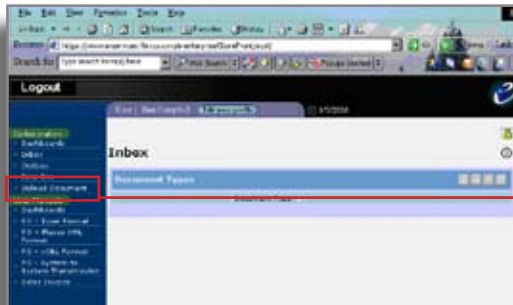
Step 2: Login to e-Services Site

- Go to flexco.com and choose *e-Services* from the drop down menu
- Enter your user ID and password
- Click on *Login*
- Click on *Collaboration*



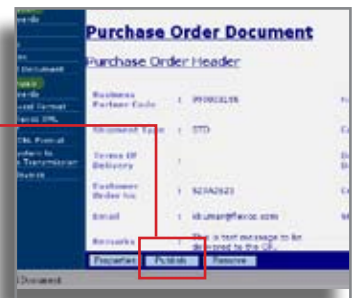
Step 3: Upload your Purchase Order

- Click on *Upload Document*
- Click on the *browse* button and call up your Flexco Excel template
- Click on *Upload* button



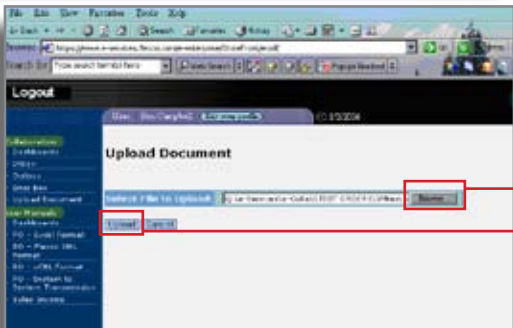
Step 4: Review for correctness and Publish to the system

- Review your purchase order for correctness prior to publishing the document
- Click on the *Publish* button



Step 5: Exit from e-Services Site

- To Exit, click on the *Logout* Button.
- Click on the *X* to close your browser



Step 6: E-mail confirmation sent to Buyer

- When the Buyer's Purchase Order is converted into a Flexco sales order, an e-mail notification will be sent with a subject heading "Flexco Sales Order No: XXXXXXXXXX".

NOTE: Automatic transmission of P.O. document from distributor's system to the Flexco e-System via ftp/https is available.
Please contact: tgravitt@flexco.com

www.flexco.com