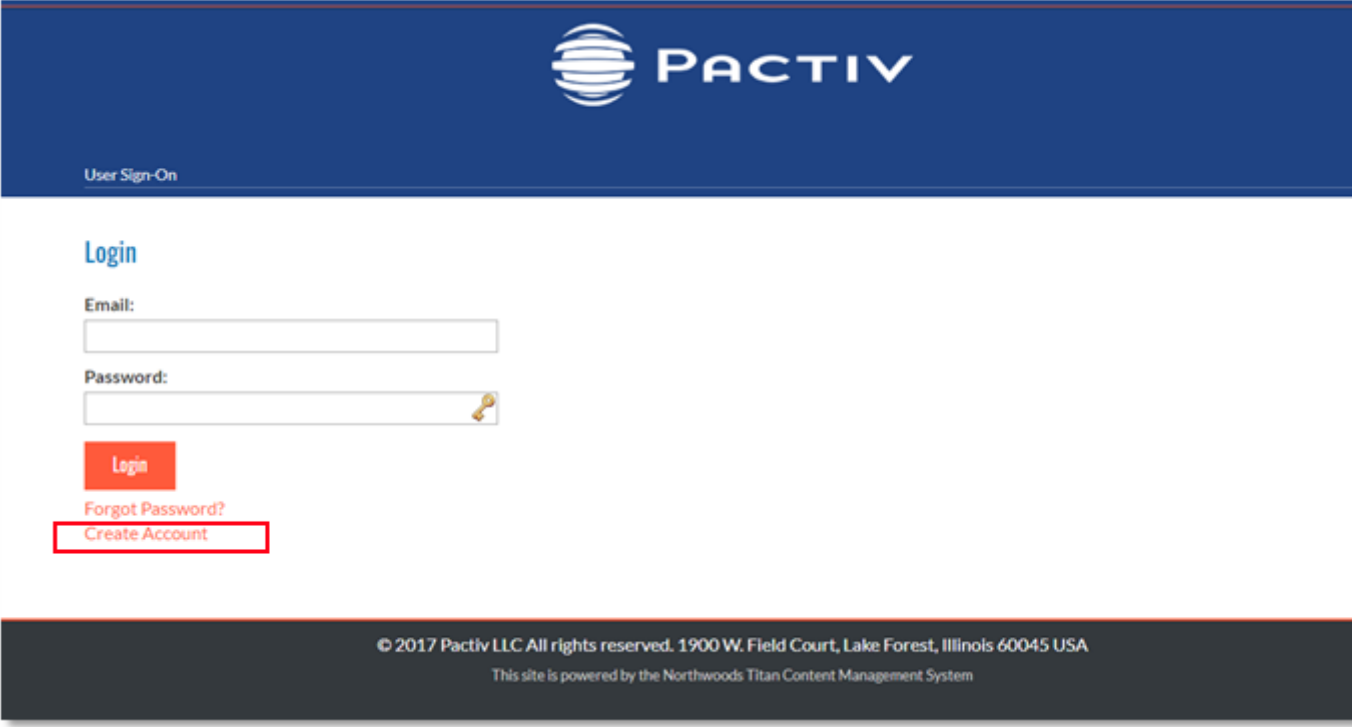




PACTIV SAMPLES PORTAL

USER TRAINING

REGISTRATION



The image shows a web page for Pactiv's User Sign-On. At the top is a dark blue header with the Pactiv logo. Below the header, the text "User Sign-On" is visible. The main content area is white and contains a "Login" section. This section includes an "Email:" label followed by a text input field, and a "Password:" label followed by a password input field with a key icon. Below the password field is a red "Login" button. Underneath the button are two links: "Forgot Password?" and "Create Account". The "Create Account" link is highlighted with a red rectangular border. At the bottom of the page is a dark grey footer containing copyright information and a note about the content management system.

User Sign-On

Login

Email:

Password:

Login

[Forgot Password?](#)
[Create Account](#)

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This site is powered by the Northwoods Titan Content Management System

PACTIVSAMPLES.COM

CLICK THE **CREATE ACCOUNT** LINK TO REGISTER FOR ACCESS TO THE SITE

REGISTRATION

Your email address will be your username

Your password must be:

1. Minimum of 10 characters
2. Contain *at least* 1 number and 1 alpha character

After you complete and submit this form you will receive an email confirmation. You **MUST** respond to this email in order to complete the registration process.

Sign Up

* indicates required field

* Email:

* Confirm Email:

* Password:

* Confirm Password:

* First Name:

* Last Name:


* Company Name:

* Title:

Mobile Phone:

Register My Account

PORTAL HOME PAGE

[Home](#)[Sample Cart](#) **PACTIV**[Sample Products](#)

[Order Samples](#)[Sign-out](#)[Edit Profile](#)[Help](#)

Pactiv Samples Ordering

Filter:

30 Days ▼

Order #	Ship To	Order Date	Order Status	Carrier Tracking #	
1002	Football Inc. Bobby Boucher	Sep 08, 2017 - 11:23 AM Ship Date: 10/1/2017	In Progress		View
1001	Football Inc. Bobby Boucher	Sep 08, 2017 - 10:07 AM	Completed	236235235235	View
1000	Football Inc. Bobby Boucher	Sep 07, 2017 - 03:03 PM	Completed	ABC-123	View

HOME PAGE FEATURES

- Order List shows you all of the orders that you have placed
- The VIEW button shows you the order's details
- The Order Status shows you the current state of the order
- When an order is completed, the carrier's tracking # will be displayed
- The Order List can be filtered by 30,60, and 90 days, or All orders

The screenshot displays the Pactiv user interface. At the top is a dark navigation bar with links for Home, Sample Cart, and Sample Products. Below this is a secondary navigation bar with links for Order Samples, Sign-out, Edit Profile, and Help. The main content area is titled 'Pactiv Samples Ordering' and includes a 'Filter:' dropdown menu currently set to '30 Days'. Below the filter is a table with three rows of order data. Each row includes an Order #, Ship To address, Order Date, Order Status, Carrier Tracking #, and a View button.

Order #	Ship To	Order Date	Order Status	Carrier Tracking #	
1002	Football Inc. Bobby Boucher	Sep 08, 2017 - 11:23 AM Ship Date: 10/1/2017	In Progress		View
1001	Football Inc. Bobby Boucher	Sep 08, 2017 - 10:07 AM	Completed	236235235235	View
1000	Football Inc. Bobby Boucher	Sep 07, 2017 - 03:03 PM	Completed	ABC-123	View

ADDING ITEMS TO YOUR CART

- ✓ Click the Sample Products menu item
- ✓ Use the filters on the left to locate your products
- ✓ Enter a quantity for each product and click the orange PLUS button

The screenshot displays the Pactiv website's 'Sample Products' section. At the top, there are navigation links for 'Home', 'Sample Cart', and 'Sample Products'. Below the navigation bar is a banner image showing various food service products. On the left side, there is a 'FILTER RESULTS' sidebar. It includes a 'Keywords' search bar and a 'Product Type' filter with a list of categories and their counts, such as '2 Cup Carrier (2)', '4 Cup Carrier (4)', 'Aluminum Foil (29)', 'Apet (13)', 'Bag (15)', 'Bakery (6)', 'Baking Cup (3)', 'Barrier (21)', 'Berry Basket (1)', 'Bowl (62)', 'Box (14)', 'Boxed Straws (13)', 'Brownie (1)', 'Cake (2)', 'Cake/Pie (98)', 'Cake/Pie Combo (69)', and 'Carry Tray (2)'. The main content area displays three product listings. Each listing includes an image of the product, a product ID in a blue box, the product name, material type, color, and a quantity selector with a plus button. The products shown are: '3 COMP MED HINGED LID' (ID: Y80663000000, Material: PS - FOAM, Color: White), '7 oz. Trans Flat Lid w/ Stw' (ID: YLE7, Material: OPS - HIPS, Color: Translucent), and '#1 WHITE MEAT TRAY' (ID: OTF100100000, Material: PS - FOAM, Color: White).

Home Sample Cart **PACTIV** Sample Products

> Sample Products

FILTER RESULTS

Keywords

Product Type clear

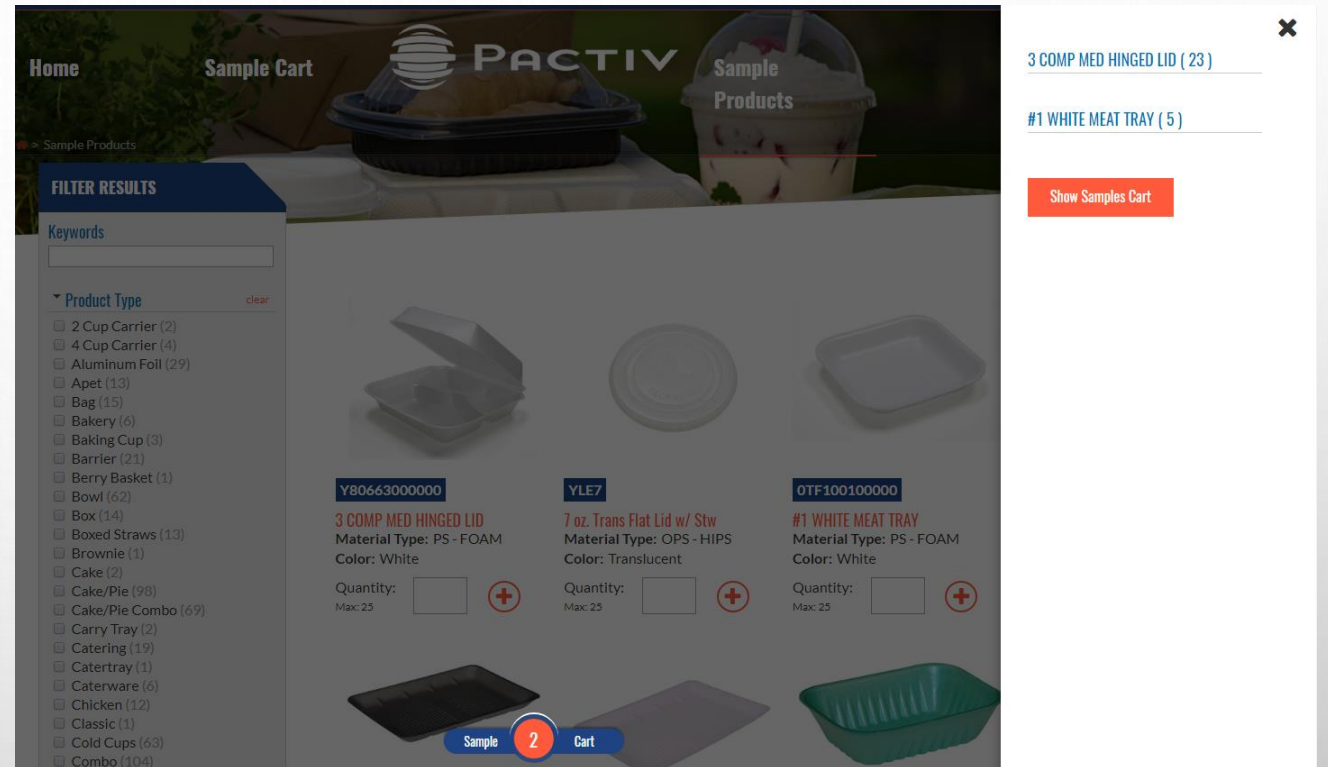
- ☐ 2 Cup Carrier (2)
- ☐ 4 Cup Carrier (4)
- ☐ Aluminum Foil (29)
- ☐ Apet (13)
- ☐ Bag (15)
- ☐ Bakery (6)
- ☐ Baking Cup (3)
- ☐ Barrier (21)
- ☐ Berry Basket (1)
- ☐ Bowl (62)
- ☐ Box (14)
- ☐ Boxed Straws (13)
- ☐ Brownie (1)
- ☐ Cake (2)
- ☐ Cake/Pie (98)
- ☐ Cake/Pie Combo (69)
- ☐ Carry Tray (2)

Y80663000000
3 COMP MED HINGED LID
Material Type: PS - FOAM
Color: White
Quantity: **+**
Max: 25

YLE7
7 oz. Trans Flat Lid w/ Stw
Material Type: OPS - HIPS
Color: Translucent
Quantity: **+**
Max: 25

OTF100100000
#1 WHITE MEAT TRAY
Material Type: PS - FOAM
Color: White
Quantity: **+**
Max: 25


- ✓ Each time you click the PLUS button, the item will be added to your cart
- ✓ The floating Sample Cart indicator at the bottom of the page shows you the number of items in your cart
- ✓ Clicking the Show Sample Cart button takes you to the View Cart page



VIEW CART

The **View Cart** page shows you all of the items in your cart. On this page you can:



- ✓ Remove all items from the cart or remove individual items
- ✓ Change the ordered quantity within the limits imposed on the product
- ✓ Add client-based SKUs that will be printed on the labels for each product
- ✓ Click **Add Item** to directly add products by Pactiv SKU number

[Home](#) [Sample Cart](#)  [Sample Products](#)

1 My Cart → 2 Enter Shipping Info → 3 Complete Order →

Your Sample Products

[Add Item](#) [Remove All Items](#) [Next Step](#)

Item	Code	Client SKU	Quantity	Max	
3 COMP MED HINGED LID	Y80663000000	<input type="text"/>	<input type="text" value="23"/>	25	Remove 
#1 WHITE MEAT TRAY	0TF100100000	<input type="text"/>	<input type="text" value="5"/>	25	Remove 
Update Cart					

[Add Item](#) [Remove All Items](#) [Next Step](#)

SHIPPING INFORMATION

The Shipping Information page collects the following:

- ✓ Ship-To Country
- ✓ Ship-To Name and Title
- ✓ Address
- ✓ Contact Phone Number
- ✓ Shipping Method
- ✓ Future Ship Date
- ✓ Notes for Fulfillment staff

1 My Cart → 2 Enter Shipping Info → 3 Complete Order →

Choose a Favorite:

Ship-To Information

Country:

*

Salutation:

*

First Name:

*

Last Name:

*

Title:

Company Name:

*

Address 1:

* (No PO Boxes accepted)

Address 2:

City:

*

State/Province:

*

Postal Code:

*

Phone:

*

Phone Ext:

☐ Add this to my favorites with this name

Choose a Shipping Method

- ☐ UPS Standard (3-4 Days)
- ☐ Custom Shipper
- ☐ UPS Next Day (Approval Required)

Do Not Ship Before:

(mm/dd/yyyy)

Note for Fulfillment Staff

SHIPPING FAVORITES

The Shipping Favorites feature allows you to save a Ship-To address for use in future orders.

To add a favorite, check the **Add this to my favorites..** box and provide a name. If the name you enter already exists, the existing favorite is overwritten

1 My Cart → 2 Enter Shipping Info → 3 Complete Order →

Choose a Favorite:

-Select One- ▼

Use Fav

Delete Fav

Ship-To Information

Country:

United States ▼ *

☐ Add this to my favorites with this name

SHIPPING METHOD

You will be required to specify a shipping method for all orders

UPS Standard shipping is provided at no charge

UPS Next Day requires authorization. Selecting this option sends an automated authorization request to a valid authority for approval or denial. If your request is denied, the shipping method defaults back to UPS Standard shipping automatically

Do Not Ship Before allows you to place order far in advance of when the order needs to actually ship. This is great for trade show orders

The **Custom Shipper** option allows you to select from a large list of alternate carriers that you may use *if you have an account with them.*

Brokers who want to ship other than Standard will have to choose Custom Shipper and provide an account number.

Choose a Shipping Method

☐ UPS Standard (3-4 Days)

☒ Custom Shipper

Carrier:

-Select One-

Account Number:

☐ UPS Next Day (Approval Required)

Do Not Ship Before:

(mm/dd/yyyy)

FULFILLMENT NOTES

If you need to provide special instructions to the Fulfillment Staff, you can enter that information here

You may not use this space to ask staff to override order limits or do include products not listed on the Sample Portal

Note for Fulfillment Staff

VERIFY YOUR ORDER

- ✓ Verify your Shipping Information and EDIT as needed
- ✓ Verify your product selections
- ✓ Enter notes for your customer

Customer Notes are printed on Pactiv letterhead and placed in the box with the products

Date: September 26, 2017

Request Number: 1007

Shipping Information

[Edit](#)

Ship to

Bobby Boucher
Football Inc.
Address 1: 123 Willow Ln
City: Nowhere
State: TX
Postal Code: 77645
Country: United States
Ph: 4145555555

Shipping Method: UPS Standard

Product Selections

[Edit](#)

Product Name	Product Code	Quantity
3 COMP MED HINGED LID	Y80663000000	23
#1 WHITE MEAT TRAY	0TF100100000	5

Please enter your customer comments here:

Confirm Request

YOUR ORDER HAS BEEN SUBMITTED

Order #	Ship To	Order Date	Order Status	Carrier Tracking #	
1007	Football Inc. Bobby Boucher	Sep 26, 2017 - 12:07 PM	Pending		View
1002	Football Inc. Bobby Boucher	Sep 08, 2017 - 11:23 AM Ship Date: 10/1/2017	In Progress		View
1001	Football Inc. Bobby Boucher	Sep 08, 2017 - 10:07 AM	Completed	236235235235	View
1000	Football Inc. Bobby Boucher	Sep 07, 2017 - 03:03 PM	Completed	ABC-123	View

Your order will appear on your Order List
with a status of PENDING

Your request has been completed and submitted for processing. Thank you!

Date: **September 26, 2017**

Request Number: 1007

Shipping Information

Ship to

Bobby Boucher
Football Inc.
Address 1: 123 Willow Ln
City: Nowhere
State: TX
Postal Code: 77645
Country: United States
Ph: 4145555555

Shipping Method: UPS Standard

Product Selections

Product Name	Product Code	Quantity
3 COMP MED HINGED LID	Y80663000000	23
#1 WHITE MEAT TRAY	OTF100100000	5

Customer Comments

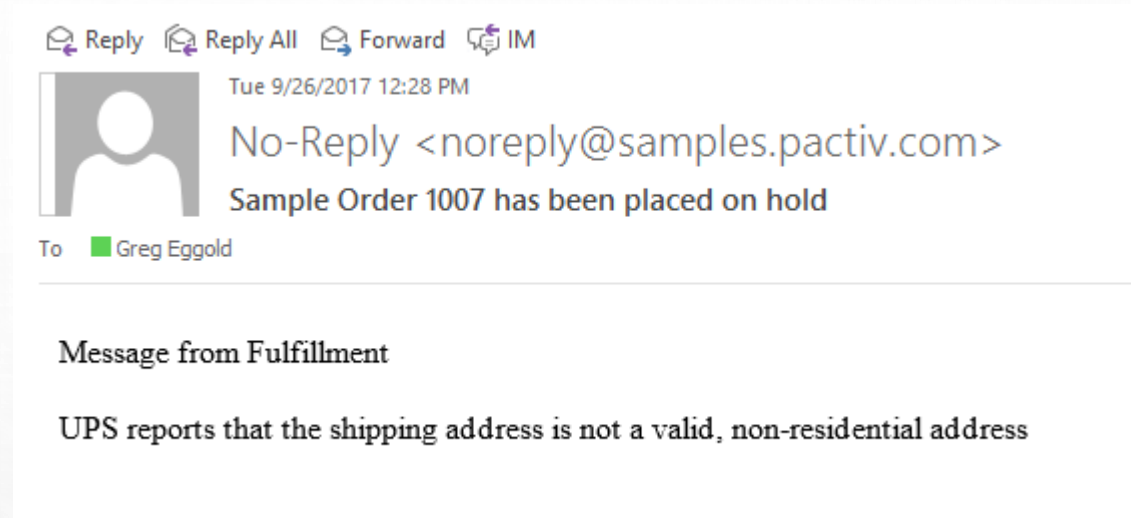
[Print Order](#)[Place Another Order](#)

HANDLING BAD SHIPPING ADDRESSES

If UPS rejects your Ship-To address, the following will occur:

1. Your order will Stalled
2. You will receive an email with a message from the Fulfillment staff

Login to your account and look at your Order List. You will see the *stalled* order with a Change Address button. Click that button to make address changes/corrections



Order Samples Sign-out Edit Profile Help					
Pactiv Samples Ordering					
Filter: 30 Days					
Order #	Ship To	Order Date	Order Status	Carrier Tracking #	
1007	Football Inc. Bobby Boucher	Sep 26, 2017 - 12:07 PM	Stalled		View Change Address
1002	Football Inc. Bobby Boucher	Sep 08, 2017 - 11:23 AM Ship Date: 10/1/2017	In Progress		View

MAKE CORRECTIONS

- ✓ Make the necessary address corrections
- ✓ Add a note for Fulfillment indicating what change you made along with any other relevant information
- ✓ Click the Apply Corrections button

Your order will now be changed to a status of RESUMED, allowing Fulfillment to re-open it and (hopefully) ship it.

Order Messages

From: supervisor@test at Sep 26, 2017 - 05:27
UPS reports that the shipping address is not a valid, non-residential address

Ship-To Information

Country:

United States *

Salutation:

Mr. *

First Name:

Bobby *

Last Name:

Boucher *

Title:

Waterboy

Company Name:

Football Inc. *

Address 1:

123 Willow Ln *

Address 2:

City:

Nowhere *

State/Province:

Texas *

Postal Code:

77645 *

Phone:

4145555555 *

Phone Ext:

Note to Fulfillment Agent:

Apply Corrections