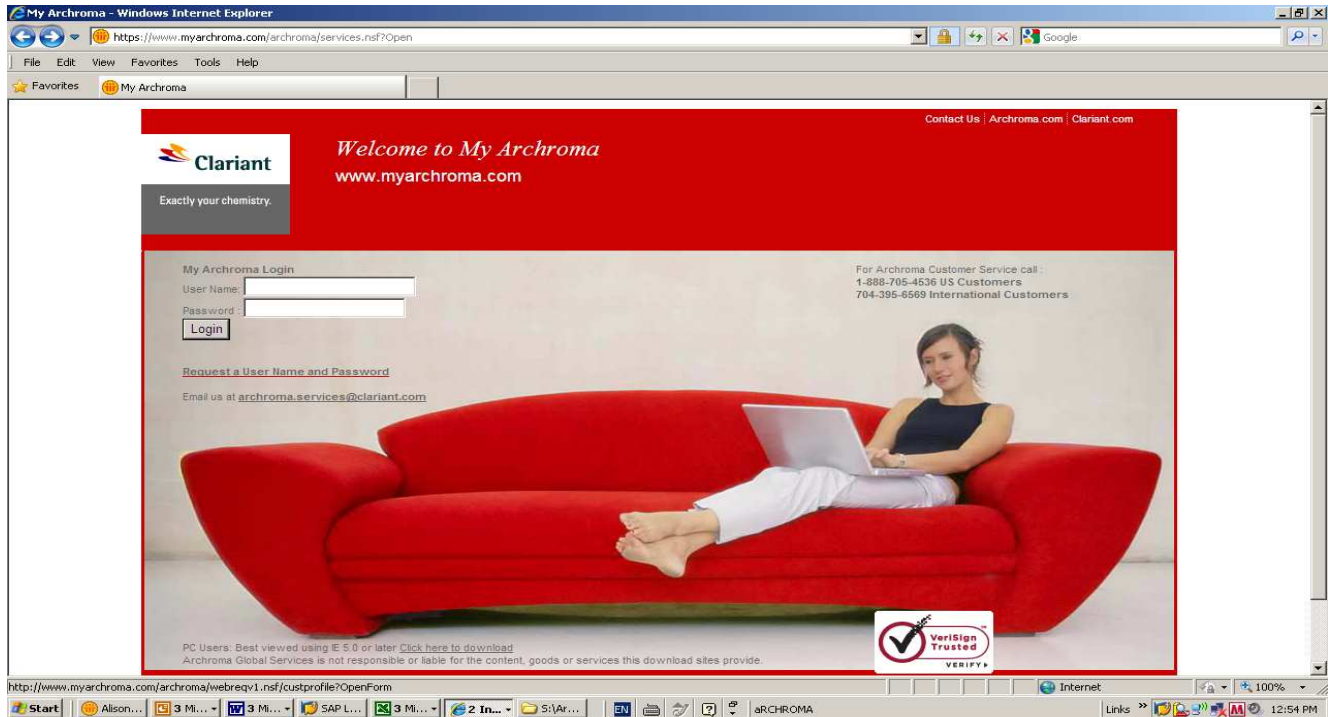


Before Ordering

1. Type in www.myarchroma.com, you can see below screen. If you don't have the user name and password yet, click [Request a User Name and Password](#).



2. Fill in the blanks; fill your **RETAILER/BRAND** for Retail Merchant. When all filled, click on: **Submit**.

RETURN POLICY:
We have a No-Return Policy on all ordered items that we ship.

Archroma[®]

Site Access Request - www.myarchroma.com

Orders for color standards are submitted through our secure website at www.myarchroma.com. When you submit this form your Site Access Request will be sent to the retail merchant for approval. Once they have approved your access to the site, we will setup your user name and password and forward them to you via email. After Approval by the retail merchant, this process usually takes one business day.

ARCHROMA SHIPPING POLICY:
In order to provide the fastest service, Archroma ships orders for color standards immediately. All orders received before 3:00PM EST are shipped by FedEx the same day. Orders received after 3:00PM EST will be shipped the following day. We have a No-Return Policy on all items that we ship.

In the event that part of the order is out of stock, all instock standards will be shipped immediately and the remainder shipped when available. This will involve multiple shipping charges. **IF YOU WOULD PREFER THAT ONLY COMPLETE ORDERS BE SHIPPED, YOU MUST NOTE THAT REQUEST WHEN PLACING THE ORDER.**

Please provide the following information: (All fields with an * are required)

* PLEASE CHOOSE AN OPTION: I Would Like To Purchase Software Purchase Physical Products

* Company Name:

* Shipping Address:

* City:

* State/Province:

* Zip Code:

* First Name:

* Last Name:

* Email Address:

* Title:

* Phone Number:

FAX Number:

* Retail Merchant:

* Country You Live In:

Comments:

If you are having problems submitting this form then select the country you live in again or click this button to Refresh the Fields on the form:

3. We will give you the user name and password by email following request approval by RETAILER/BRAND.
4. Log in again
5. If you already have the user name and password for other brands. Login and click **Request Additional Merchant Access** from the left side menu and fill the form to choose **RETAILER/BRAND**.

Ordering instructions

Standards can be ordered in 2 ways:

1. By searching for the standard by Name, Archroma Number or wildcard *
2. By searching for the standard by the First Letter of the Shade Name

1. To Order Standards by searching for the standard by Name or by Archroma Number:

Shade	Shade Name	Color #	Status / Estimated Avail	Order
<input type="checkbox"/>	ARCHROMA 1/2 X 1 1/2 CHICLETS (PAGE OF 100)		Available	Qty <input type="text"/>
<input type="checkbox"/>	ARCHROMA 1X1 BACKED DESIGN COLOR CHIPS (80 CHIPS PER COLOR)		In Stock 03/19/2013	Qty <input type="text"/>

1. Click **Order by Search** under **Ordering Tools**
2. Select the **Textiles** (defaults to Textiles)
3. Enter the Shade Name or Archroma Number into the box under "Search for..." you can search by:
 - Name
 - Specific Retailer Number; or even color descriptions.
4. Select by Name or by Archroma # (defaults to by name)
5. Select the Retailer (if different from the one defaulted)
6. Click **Search** (search results are shown)

Search for a shade...

Search Scope: Plastics Textiles

Search for... by Name Archroma #

Retailer:

or search by the First Letter of the Shade Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

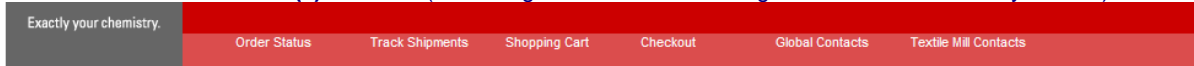
Helpful Hints: A wildcard (asterisk *) can be used to search by partial name or number. (ie. blue*)
If the current status is "In Development", you can Pre-Order the item and it will be shipped once it is Available.

The Show ALL feature at myarchroma has been causing server problems. The decision was made to have the feature hidden for all customers. The ordering remains the same except for the fact each color should be searched by name or letter of the

Search Results
Found 2 matches.

Shade	Shade Name	Color #	Status / Estimated Avail	Order
	GRAPE		In Development 06/22/2012	Qty <input type="text"/>

7. Enter the Order quantity in the box beside the item you want to order.
8. Click the button **"Add Item(s) to Cart"**. (a message is returned indicating the item was added to your cart).



Exactly your chemistry.

Ordering Tools
[Order by Search](#)
[Order by Collection](#)
[Ordering Instructions](#)
 Vendor Tools
[Color Information Downloads](#)
[Coordinating Trims](#)
 COATS
 American & Efirid
 Merchant Tools

Shopping Cart Add Results

Total Items successfully added to your Shopping Cart: 1

[Order more items](#) [Shopping Cart](#) [Checkout](#)

9. To view the shopping cart, click the link that says **"Shopping Cart"** on the results page or on the top middle menu of the page.

- Or:
 - To add another item, click **"Order more items"** or repeat the steps above or use another search method.
 - If this is the only item you want to order then click **"Checkout"**.

10. To Checkout once items are added into your cart:
 - Click Shopping Cart, review items in cart:

My Shopping Cart

You have 1 items in your shopping cart.

#	Item	Price	Quantity	Total
1	GRAPE	15.00	<input type="text" value="1"/>	15.00

Order Total: 15.00 USD

All amounts are in USD.
To modify Quantities, change the desired values and press the 'Update Cart' button to view updated totals.
To remove an item from your shopping cart, enter 0 (zero) for its' Quantity.

- then click Check Out;
 - The order form appears:

Archroma Order Form

Please verify shipping information for your order and indicate any address changes in the Comments field. All fields are required. When finished, click the "Submit Order" button. You will receive e-mail confirmation of your order.

Shipping Information

Name: RYAN STANLEY

E-mail: ryan.stanley@clariant.com

Phone:

FAX:

Select a Site: CLARIANT CORP

Company: CLARIANT CORP

Country: United States

Address: 123 Anywhere Street ABC, NC *

Your Current Order

Description	Item Status	Price	Qty	Total
BAHIA	Available	8.00	3	24.00
JETSTREAM	Available	8.00	1	8.00

Total Order: \$ 32.00

Do you want to receive QTX files for the standards ordered above? Yes No

Please review the [QTX policy](#)

Shipment Details

[Click here to review the Archroma Return/Shipping Policy](#)

Instructions: Priority Overnight Delivery (delivers by 10:30 am)

Preference: Partial shipments allowed Only ship complete order

In the event that part of the order is out of stock, all in-stock standards will be shipped immediately and the remainder shipped when available. This will involve multiple shipping charges. **IF YOU WOULD PREFER THAT ONLY COMPLETE ORDERS BE SHIPPED, YOU MUST SELECT "Only ship complete order".**

Provide Updates to Your Shipping Information or Miscellaneous Comments Below:

Payment Information

**Payment Type: Credit Card

Fill in the name and address below as shown on your credit card statement. Your credit card will be billed at time of shipment.

Credit Card Type:

MC Visa AMEX

Credit Card Expiration Date: (ie. mm/yy 04/08)

Credit Card Number: (numbers only w/o spaces or dashes)

Name as it appears on Card:

Credit Card Bill To Street Address:

Credit Card Bill To Zip Code:
(if zip code is applicable)

I acknowledge reading and acceptance of the [Terms of Agreement](#)

- Verify the shipping and billing information for your order; change any information that is not correct.
- Review the items ordered, if you need to make any changes to the items ordered click "**Shopping Cart**" on the top menu, makes the changes as needed then click "Checkout"
- Specify Shipping Preference and Payment Type then provide all Payment Information requested
- Enter any comments you may have regarding the order if needed
- Review and Acknowledge the Terms of Agreement then Click "**Submit Order**"

Note:

A wildcard can be used to search by a name or number. The use of a wildcard allows you to enter part of a shade name or Archroma number to search for. To use this feature in step #1 above enters an asterisk (*) in the "Search for..." box along with the text or number then perform the remaining steps above as indicated.

ie. To search for all shades containing the word blue enter blue* or to search for all shades containing Archroma #'s 11 enter *11

2. To Order Standards by searching for the standard by the First Letter of the Shade Name:

- Select the Select the **Search Scope Plastics or Textiles** (defaults to Textiles)

2. Click on the letter that corresponds to the first letter of the shade name

Search for a shade...

Search Scope Plastics Textiles

Search for... by Name by Archroma #






Retailer:

or search by the First Letter of the Shade Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Helpful Hints: A wildcard (asterisk *) can be used to search by partial name or number. (ie. blue*)
If the current status is "In Development", you can Pre-Order the item and it will be shipped once it is Available.

The Show ALL feature at myarchroma has been causing server problems. The decision was made to have the feature hidden for all customers. The ordering remains the same except for the fact each color should be searched by name or letter of the

Search Results
Found 5 matches.

Shade	Shade Name	Color #	Status / Estimated Avail	Order
	PASTURE		Available	Qty <input type="text"/>
	PILOT		Available	Qty <input type="text"/>
	PLUSH PURPLE		Available	Qty <input type="text"/>
	POMPADOUR		Available	Qty <input type="text"/>
	POWER PINK		Available	Qty <input type="text"/>

3. Enter the Order quantity in the box beside the item(s) you want to order.

4. Click the button **"Add Item(s) to Cart"**. A message is returned indicating the items were added to your cart. To view the shopping cart, click the link that says "Shopping Cart".

- o Or:
 - o To add another item repeat the steps above or use another search method.
 - o If this is the only item you want to order then:
 - A. Click the link that says "Checkout".
 - B. Verify the shipping and billing information for your order; change any information that is not correct.
 - C. Review the items ordered, if you need to make any changes to the items ordered click **"Shopping Cart"** on the top menu,
 - D. make the changes as needed then click "Checkout"
 - E. Specify Shipping Preference and Payment Type then provide all Payment Information requested
 - F. Enter any comments you may have regarding the order if needed
 - G. Review and Acknowledge the Terms of Agreement then Click **"Submit Order"**

Using the Auto fill Quantity:

1. If you want to order all items returned via the search, then enter the quantity into the box beside Auto fill Quantity then click the button **Auto fill Quantity**

Search for a shade...

Search Scope Plastics Textiles

Search for... by Name by Archroma #






Retailer:

or search by the First Letter of the Shade Name: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Helpful Hints: A wildcard (asterisk *) can be used to search by partial name or number. (ie. blue*)
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Search Results
 Found 5 matches.

Shade	Shade Name	Color #	Status / Estimated Avail	Order
	PASTURE		Available	Qty <input type="text" value="1"/>
	PILOT		Available	Qty <input type="text" value="1"/>
	PLUSH PURPLE		Available	Qty <input type="text" value="1"/>
	POMPADOUR		Available	Qty <input type="text" value="1"/>
	POWER PINK		Available	Qty <input type="text" value="1"/>

2. Click the button "**Add Item(s) to Cart**". A message is returned indicating the items were added to your cart.
3. To view the shopping cart, click the link that says "Shopping Cart".

Using the Shopping Cart:

Click "**Shopping Cart**" at anytime to see the items currently in your cart

To Change the Quantity of Items in your Shopping Cart

1. Click on "**Shopping Cart**"
2. Change the Quantity value for the item(s) you want to change to the desired value
3. Click the "**Update Cart**" button

To Remove Items in your Shopping Cart

1. Click on "**Shopping Cart**"
2. Change the Quantity value for the item(s) you want to remove to **0 (zero)**
3. Click the "**Update Cart**" button

To Add More Items into your Shopping Cart:

1. Whenever the Shopping Cart is displayed click "**Order by Search**" on the left menu

To Checkout

1. Once your shopping cart has all the items you want to order click "**Checkout**".
2. Verify the shipping and billing information for your order; change any information that is not correct.
3. Review the items ordered, if you need to make any changes to the items ordered click "**Shopping Cart**" on the top menu, make the changes as needed then click "Checkout" again
4. Specify Shipping Preference and Payment Type then provide all Payment Information requested
5. Enter any comments you may have regarding the order if needed
- 6 Review and Acknowledge the Terms of Agreement then Click "**Submit Order**"

Order Processing / Order Status:

Once your order is submitted you will receive an email message acknowledging receipt of your order. The message will contain your Order Number for future reference. You will also be notified via email when your order is shipped. You can track the status of your order at any time by logging into the site choosing "**Order Status**" from the top menu. This page shows you all orders and their current status. **Click on the url link** to your order # to see the status of each item on your order and all invoices associated with the order. This page also shows all invoices you that have been completed. **Click on the url link** to your invoice # to see and/or print each invoice.

If your order was shipped via Federal Express then you can track the status of your shipment by clicking the FedEx graphic that is shown.

Order Tracking:

You can track the status of your order at any time by returning to our website and selecting **Order Status**.

All orders you place at our site will be available here for your status tracking.

You can also review your invoices by opening an order document and clicking on the invoice.

You can also track shipments on orders shipped by Federal Express by clicking the link **Track Shipments**