

# New System for Ordering Avery Weigh-Tronix Literature

Avery Weigh-Tronix brochures, specification sheets and white papers are available at no charge to authorized distributors and dealers. The new online order form is also easier to access. You can still access the form on the secure login of the website. The new and improved process also gives you a direct link. Add a bookmark for this URL: <a href="http://averyweightronix.cgconverge.com/">http://averyweightronix.cgconverge.com/</a> to your internet browser and login directly to the order form. The literature order form is available 24/7 from your computer.

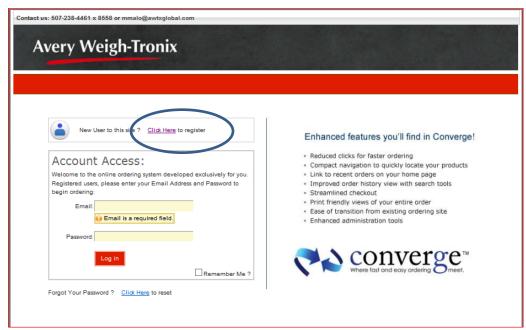
Effective May 28, 2013, we will no longer be able to take literature orders via fax or phone orders. If you have any questions about how to set up your account or place an order please free to call Avery Weigh-Tronix Lit Room Customer Service Toll Free: 800-533-0456 or 507-238-4461 and ask for extension 8558. You can also email us at <a href="mailto:lit@awtxglobal.com">lit@awtxglobal.com</a>.

# Getting started

Like many on-line stores you will need to set up an account. Because access to all our literature is restricted to Avery Weigh-Tronix employees and authorized distributors and dealers your information will be verified and an email sent with a temporary password. You can expect the email within an hour.

### Registration tips:

- Please complete all required fields.
- Once submitted, an email will be sent to the address provided.
- The Litroom Customer Service team is here to assist you (Toll Free: 800-533-0456 ext. 8558 or 507-238-4461 ext. 8558).



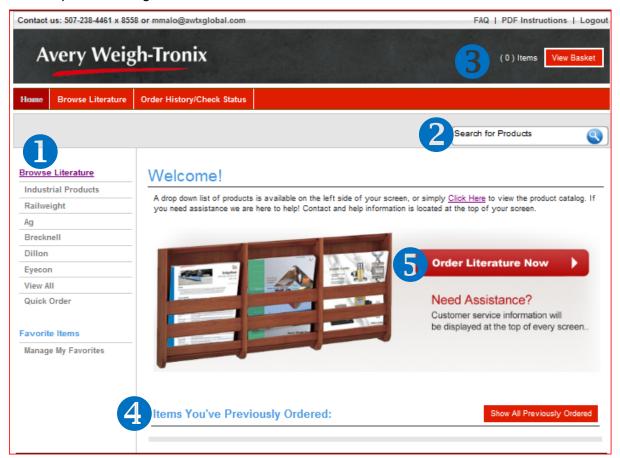
Once you complete this step, you will see confirmation that your new user request has been submitted for processing. When you receive a temporary password you can login and create a password you prefer. At any time, if you forget your password it is easy to get a new one. On the login screen, use the "Forgot your password? Click here" and a new temporary password will be sent immediately.

# Ready to place an order?

Go to: <a href="http://averyweightronix.cgconverge.com/">http://averyweightronix.cgconverge.com/</a>, login in and get started.

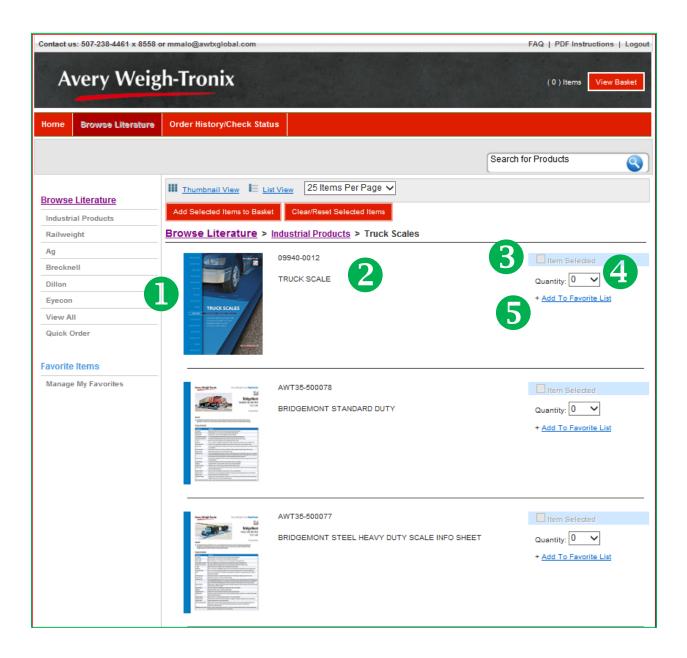
Check out these features:

- Browse Literature by brand name with menu on the left.
- 2 Use the **Search for Products** if you know the part number of the document (found on the last page, lower right corner)
- 3 View Basket gives a quick view of all items you have already added to the current order. Here, you also have the option to remove items and change quantities.
- 4 The new system keeps track of previous orders.
- 5 The Order Literature Now button gives you another view of all the brands and product categories.



Within each brand and product category you will see.....

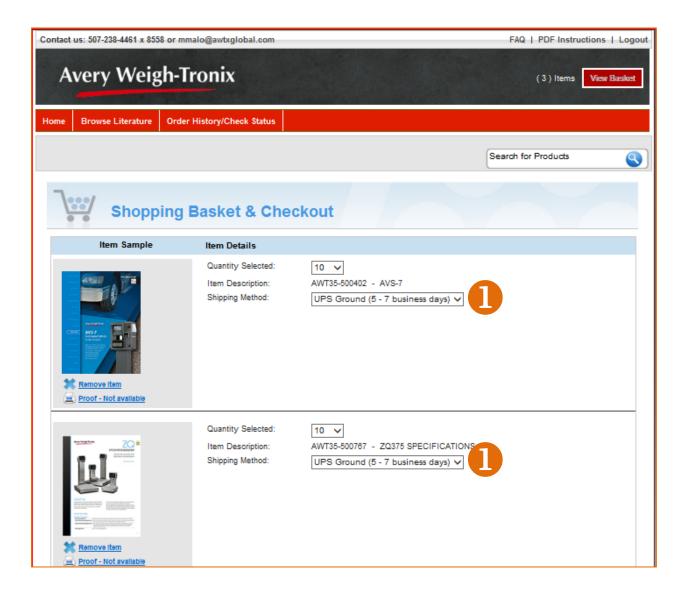
- A thumbnail photo of the front covers.
- Part Number and Title
- 3 Item Selected box. Check this box to add to your list.
- A drop down menu to select a Quantity (if you require more than the maximum available, please consult with your Regional Sales Manager).
- Solution A favorite List.



# Complete your order and tell us where to ship it.

The **SHOPPING BASKET & CHECKOUT** lets you review each item in the order. This section gives you additional options for shipping methods and delivery instructions.

1 The literature is free and so is the ground shipping. If you need any or all items expedited (overnight or 2-day) you will be asked to provide a 3<sup>rd</sup> party account number.



- Ready to Checkout...scroll down the screen and complete the Shipping Details
- You will be able to add multiple 'ship-to' locations to your account profile. No need to enter the address(es) every time.
- ① Don't forget to select **Save.** This is required to complete your order.

