

## Chemical Marketing Concepts LLC MySamplecenter.com Quick Reference Guide

Welcome to our end-user portal! MySamplecenter.com was developed to provide you with a simple, cost effective, and accurate means of transmitting sample orders to CMC, and reporting on several different aspects of your sample program at CMC. Over the years, our user portal has evolved based on input from our customers, and continues to evolve every day. This guide lists some bullet points about the system to get you oriented, and includes screenshots of each page, with some highlights of the features therein.

- ⚠ You can get to MySamplecenter.com by browsing directly to [www.mysamplecenter.com](http://www.mysamplecenter.com), or by clicking on one of the links on our corporate home page [www.chemicalmarketing.com](http://www.chemicalmarketing.com).
- ⚠ MySampleCenter.com is optimized for Internet Explorer version 7 or higher, Firefox 2 or higher, and Safari 4 or higher, but will work with many other browsers and versions, including most mobile browsers. Keep in mind that when logged on from a Blackberry, iPhone, or Android mobile device, there may be some horizontal scrolling required on some pages.
- ⚠ MySamplecenter.com is intended for use by pre-approved users only. Please contact your customer service representative at CMC, or your organization's sample administrator to request a user account. There is no limit to the number of different user accounts that can be set up.
- ⚠ The left menubar contains links/buttons to the different services that you are granted access to. This access can vary from user to user, depending on their role within the company, and the scope of services that CMC is providing for your company.
- ⚠ For customer support regarding issues like availability of products and sizes, timing of shipments, and special requests, you can click on the link on the left menubar labeled "Contact Customer Support". For technical issues, such as error messages, or account lockout, click on the link labeled "Contact Website Support"
- ⚠ You'll find that when you hover your cursor over several of the buttons or "Tool Tips" (  ) throughout the site, you'll see helpful tips and descriptions of the features.
- ⚠ The *Order Reports* page includes data for orders that have shipped in the past year, plus all orders which are currently open (unshipped).
- ⚠ The language MySamplecenter.com can be translated to Chinese, Dutch, French, German, Italian, Portuguese, or Spanish by selecting from the translation list at the top of any page.
- ⚠ All the open search fields (excluding pick lists and date entry boxes) support wildcard searching. When entering criteria into those fields, you may enter any part of the search term, and the resultant data will include any partial matches. For example, if looking for shipments of "Polypropelyne AB2", entering "propel" into the product name search field will result in all "Polypropelyne AB2" orders, and any other products that contain the string "propel". When performing a wildcard search like this, do NOT use an asterisk in your search term.

Below are highlights and screen prints of some of the features and pages on MySamplecenter.com...

## Login Page

MySampleCenter.com Login - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/portallogin.aspx

MySampleCenter.com Login

Welcome to mySampleCenter.com

**MySampleCenter.com**

This site is intended for pre-registered users only. If your company currently uses our services but you don't have a MySamplecenter.com account, please consult with your company's sample administrator about signing up. We look forward to serving you!

**I know my user name and password and I want to log-In.**

User Name


Password

LOG-IN

**I'm a registered user but I've forgotten my username or password, please E-mail it to me.**

My E-mail

SEND IT



If you've forgotten your password, enter your email address here, and we'll send you a reminder.

## Home Page

The screenshot shows the MySamplecenter.com Home Page in Mozilla Firefox. The browser window title is "MySamplecenter.com - Welcome - Mozilla Firefox". The address bar shows "www.mysamplecenter.com/PortalWelcome.aspx". The page is logged in as "demo (CMC Location=CT)" with a "Log Out" button. A "Select Language" dropdown menu is visible, powered by Google Translate. The main content area displays a welcome message and a list of available items on the left. A red line highlights the "Global Sourcing" and "Change Location (CT)" options in the menu. Another red line points to the "Select Language" dropdown menu.

MySamplecenter.com - Welcome - Mozilla Firefox

File Edit View History Bookmarks Tools Help

www.mysamplecenter.com/PortalWelcome.aspx

MySamplecenter.com - Welcome

Logged in as demo (CMC Location=CT) Log Out

Select Language Powered by Google Translate

Order Reports

Inventory Reports

Replenishment Orders

Web Order Express

Web Order Inquiry

User Profile Settings

Global Sourcing

Change Location (CT)

Contact Customer Support

Contact Website Support

Welcome to mySampleCenter.com

Your one-stop source for sample order placement and reporting.

Please make your selection from the available items on the left

Thank you for using our sample fulfillment services

This website performs best in Internet Explorer 6 or higher, Firefox 2 or higher, and Safari 4 or higher

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User specific menu: The only buttons visible are the modules the users has permission to access. This can be modified at any time by a sample administrator.

Language selection tool: Chinese (simplified), Dutch, French, German, Italian, Portuguese, or Spanish

## Order Reports page

Order Reporting - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/PortalCCOrder\_RevB.aspx

Order Reporting

Logged in as demo [Log Out](#)

Select Language

Powered by Google Translate

Order Reports

- Order Reports
- Inventory Reports
- Replenishment Orders
- Web Order Express
- Web Order Inquiry
- User Profile Settings

[Contact Customer Support](#)

[Contact Website Support](#)

Order Reports

Open Items (unshipped) ? ☐

Survey Responses Only ? ☐

Ship Date Range ? 3/1/2011 Through 3/2/2011 [ALL DATES](#)

Search by Web Order Number ?

Search by Customer ?

Search by product code ?

Search by product name ?

Search by division ? All

Search by requestor ? All

Search by salesperson ? All

Search by end use ?

Enter your criteria above then hit the "SEARCH" button to search for specific data, or hit "SHOW ALL" to view all records.

[SEARCH](#) [SHOW ALL](#) [CLEAR SEARCH RESULTS](#) [CREATE EXCEL](#)

Enter or select criteria in the fields above to limit search results, or hit "Show All" to display all data. To output the data to Excel, hit the "Create Excel" button. Hover your mouse pointer over any of the blue tool tips to see more information about that element.

## Order Summary Grid page

Order Search Results - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/PortalccOrderGrid.aspx

Order Search Results

Logged in as demo [Log Out](#)

Select Language

Powered by Google Translate

Order Summary ?

[RETURN TO SEARCH PAGE](#)

Ord#	CustOrd#	Customer	OrderDate	ShipDate	Sales Rep	End Use
<a href="#">10540</a>		ABC Chemical	10/02/2010	10/02/2010	Christopher Davis	Personal Care
<a href="#">10541</a>		XYZ Chemical	10/02/2010	10/02/2010	Christopher Davis	Personal Care
<a href="#">10542</a>		XYZ Chemical	10/02/2010	10/02/2010	Christopher Davis	Personal Care
<a href="#">10543</a>		ABC Chemical	10/02/2010	10/02/2010	Christopher Davis	Personal Care
<a href="#">10544</a>		ABC Chemical	10/02/2010	10/02/2010	Christopher Davis	Personal Care
<a href="#">10545</a>		ABC Chemical	10/02/2010	10/02/2010	Linda Greenlaw	Personal Care
<a href="#">10546</a>		XYZ Chemical	10/02/2010	10/03/2010	Linda Greenlaw	Personal Care
<a href="#">10547</a>		XYZ Chemical	10/02/2010	10/03/2010	Linda Greenlaw	Personal Care
<a href="#">10548</a>		XYZ Chemical	10/02/2010	10/03/2010	Linda Greenlaw	Personal Care
<a href="#">10549</a>		ABC Chemical	10/02/2010	10/02/2010	Linda Greenlaw	Personal Care
<a href="#">10551</a>		ABC Chemical	10/12/2010	10/16/2010	Linda Greenlaw	Personal Care
<a href="#">10553</a>		ABC Chemical	10/12/2010	10/16/2010	Linda Greenlaw	Personal Care
<a href="#">10554</a>		ABC Chemical	10/12/2010	10/16/2010	Christopher Davis	Personal Care
<a href="#">10555</a>		ABC Chemical	10/15/2010	10/16/2010	Linda Greenlaw	Personal Care
<a href="#">10556</a>		ABC Chemical	10/15/2010	10/15/2010	Linda Greenlaw	Personal Care
<a href="#">10557</a>		ABC Chemical	10/15/2010	10/15/2010	Linda Greenlaw	Personal Care
<a href="#">10558</a>		ABC Chemical	10/15/2010	10/15/2010	Linda Greenlaw	Personal Care

Order Reports

Inventory Reports

Replenishment Orders

Web Order Express

Web Order Inquiry

User Profile Settings

[Contact Customer Support](#)

[Contact Website Support](#)

This page shows a brief summary of all the orders which matched the criteria specified in the Order Reports page. Click on any header to sort by that column. Click on a specific order number (first column) to drill down to the details of that order.

## Inventory Reports page

The screenshot shows a web browser window titled "Inventory Reports - Mozilla Firefox". The address bar displays "http://mysamplecenter.com/PortalInventory.aspx". The page has a green header with a logo on the left and navigation links on the right. The main content area is titled "Inventory Reports" and contains a search form with six input fields: "Search by product code", "Search by product name", "Search by division" (set to "All"), "Search by supply ID" (set to "All"), "Search by Lot Number", and "Search by Status". Below the form is a red instruction text and four buttons: "SEARCH", "SHOW ALL", "CLEAR SEARCH RESULTS", and "CREATE EXCEL".

Inventory Reports - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/PortalInventory.aspx

Inventory Reports

Logged in as demo Log Out

Select Language

Powered by Google Translate

### Inventory Reports

Search by product code

Search by product name

Search by division All

Search by supply ID All

Search by Lot Number

Search by Status

Enter your criteria above then hit the "SEARCH" button to search for specific data, or hit "SHOW ALL" to view all records.

SEARCH SHOW ALL CLEAR SEARCH RESULTS CREATE EXCEL

Enter or select criteria in the fields above to limit search results, or hit "Show All" to display all data. To output the data to Excel, hit the "Create Excel" button. Wildcard searches are supported.

## Inventory Summary Grid page

**Inventory Search Results - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/PortalInventoryGrid.aspx

Inventory Search Results

Logged in as demo [Log Out](#)

Select Language

Powered by Google Translate

**Inventory Search Results ?** [RETURN TO SEARCH PAGE](#)

<u>ProdCode</u>	<u>Name</u>	<u>Qty</u>	<u>Size</u>	<u>Weight</u>	<u>Lot</u>	<u>Expiry</u>	<u>Status</u>
<a href="#">02200P1</a>	ADMEX P-1	1	QT	0.00	4POL209201	12/04/2009	QC
<a href="#">0220225</a>	TOTM	3	PT	0.00	4MON214001	12/04/2011	AVAIL
<a href="#">0220389</a>	ADMEX 761	2	QT	0.00	4POL207801	12/04/2009	HOLD
<a href="#">0220439</a>	ADMEX 910-001	4	QT	0.00	4POL209301	12/04/2009	HOLD
<a href="#">0225110</a>	DOA	3	PT	0.00	4MON208801	12/04/2009	QC
<a href="#">0225110</a>	DOA	1		38.00	4MON414801	4/22/2011	AVAIL
<a href="#">0225110</a>	DOA	1		40.00	4MON414201	4/22/2011	AVAIL
<a href="#">3506002</a>	FLEX 988	1		10.00	47605	4/22/2011	AVAIL
<a href="#">3506002</a>	FLEX 988	1		500.00	47605	4/22/2011	AVAIL
<a href="#">35065</a>	FLEX 988 SG	1		331.00	554056D1	4/05/2011	AVAIL
<a href="#">35860</a>	FLEX 352	1		50.00	553317M1	4/05/2011	AVAIL
<a href="#">35860</a>	FLEX 352	1		50.00	553317M1	4/05/2011	AVAIL
<a href="#">35860</a>	FLEX 352	1		50.00	553317M1	4/05/2011	AVAIL
<a href="#">40104</a>	BENZOIC ACID	1		42.00	03175	3/11/2011	AVAIL
<a href="#">42601</a>	BTF BENZOPHENONE	5	PT	0.00	104086112	12/03/2009	QC

[Order Reports](#)  
[Inventory Reports](#)  
[Replenishment Orders](#)  
[Web Order Express](#)  
[Web Order Inquiry](#)  
[User Profile Settings](#)

[Contact Customer Support](#)  
[Contact Website Support](#)

This page shows a brief summary of the inventory line items which matched the criteria specified in the Inventory Reports page. Click on any header to sort by that column. Click on a specific product code (first column) to drill down to the details of that line item. If an item is set up in our system, but there is no stock on hand, that line item will show 0 as the quantity and the phrase "No Stock" will appear in the lot number column.

## Replenishment Orders page

Open Replenishment Orders - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/PortalBulkOrders.aspx

Open Replenishment Orders

Logged in as demo [Log Out](#)

Select Language

Powered by Google Translate

[Order Reports](#)  
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### Open Replenishment Orders ?

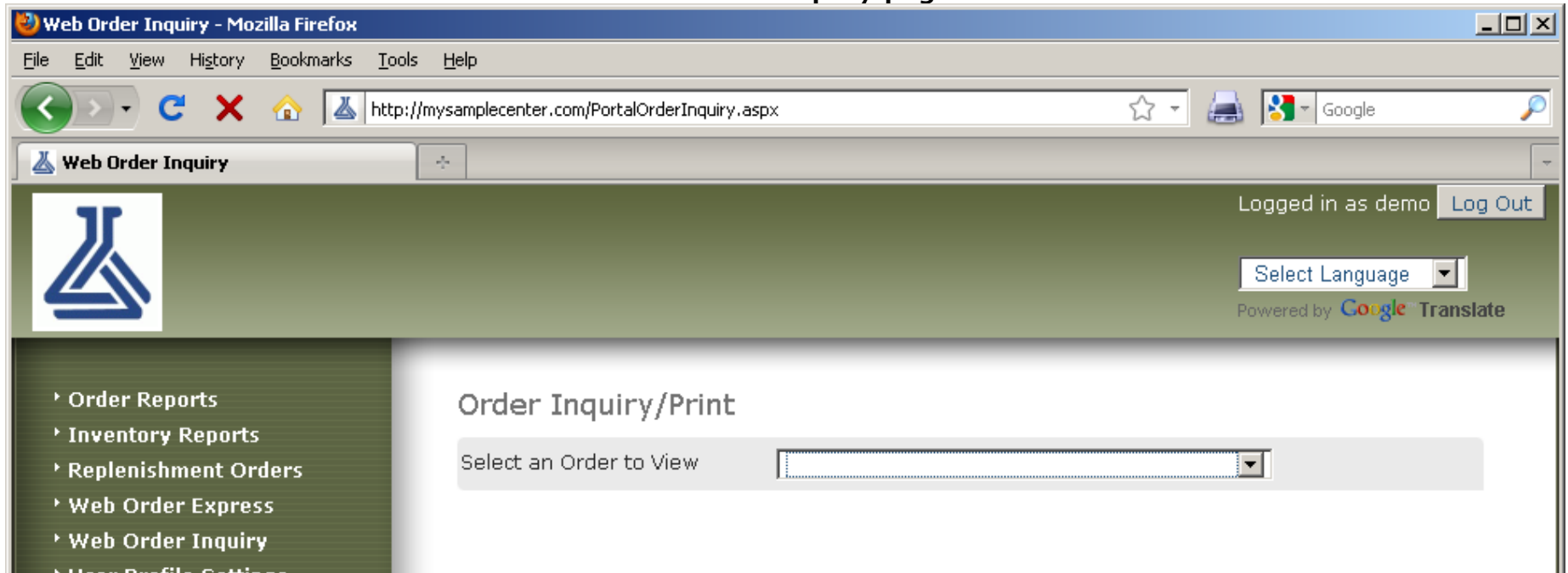
[CREATE EXCEL](#)

Ord#	Product Name	Prod Code	Order Date	Days Open
<a href="#">13219</a>	100-S	100S	8/04/2010	211
<a href="#">13810</a>	AM2-45	AM245	12/01/2010	92
<a href="#">13069</a>	E-CA-3	ECA3	7/07/2010	239
<a href="#">13457</a>	E-CU-8	ECU8	9/16/2010	168
<a href="#">13505</a>	GL-PD-S	GLPDS	9/29/2010	155
<a href="#">13272</a>	H-FE-4.5	HFE4.5	8/11/2010	204
<a href="#">13744</a>	K3-123-S	K3123S	11/17/2010	106
<a href="#">13219</a>	Z-S	ZS	8/04/2010	211

This page displays all the OPEN replenishment (restock) orders that CMC has placed. Click on the order number (first column) to see the details of the order.



## Web Order Inquiry page



This module includes a simple quick-view pick list of all the orders that the currently logged on user has placed on the Web Order Express module. This differs from the Order Reports module in that it only includes YOUR orders. This is particularly helpful, for example, to distributors who may use the Web Order Express system to place sample orders, but do not have access to the full Order Reporting features. All orders the user has placed will appear in this pick list, whether they've shipped or not.

## User Profile Settings page

mySampleCenter.com - Profile Update - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/PortalEditProfile\_RevB.aspx

mySampleCenter.com - Profile Update

Select Language  
Powered by Google Translate

Order Reports  
Inventory Reports  
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Web Order Express  
Web Order Inquiry  
User Profile Settings

[Contact Customer Support](#)  
[Contact Website Support](#)

### User Profile Settings

Smith, John

UserID	10
Username	demo
Password	password
Company Name	Chem-Co
First Name	John
Last Name	Smith
Address1	
Address2	
City	
State or Province	
Postal Code	
Country	
Phone	555.555.1212
Fax	555.555.1313
Email (required)	demo@chemicalmarketing.com

[Change Above Information](#)

Use this module to edit your user profile settings, such as your password, address, and phone number. If your role is "Sample Admin", you can also select other users within your company and edit their accounts and rights, as well as setting up new users.

# Chemical Marketing Concepts, LLC MySamplecenter.com WebOrder Express Sample Order Entry Instructions

1. Log In to [www.mysamplecenter.com](http://www.mysamplecenter.com) using your pre-assigned username and password. If you've forgotten your password, enter your email address in the forgotten password box and hit "Send it". A reminder will be sent to you.

**MySampleCenter.com Login - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/

MySampleCenter.com Login

Welcome to mySampleCenter.com

**MySampleCenter.com**

This site is intended for pre-registered users only. If your company currently uses our services but you don't have a MySamplecenter.com account, please consult with your company's sample administrator about signing up. We look forward to serving you!

**I know my user name and password and I want to log-In.**

User Name

Password

LOG-IN

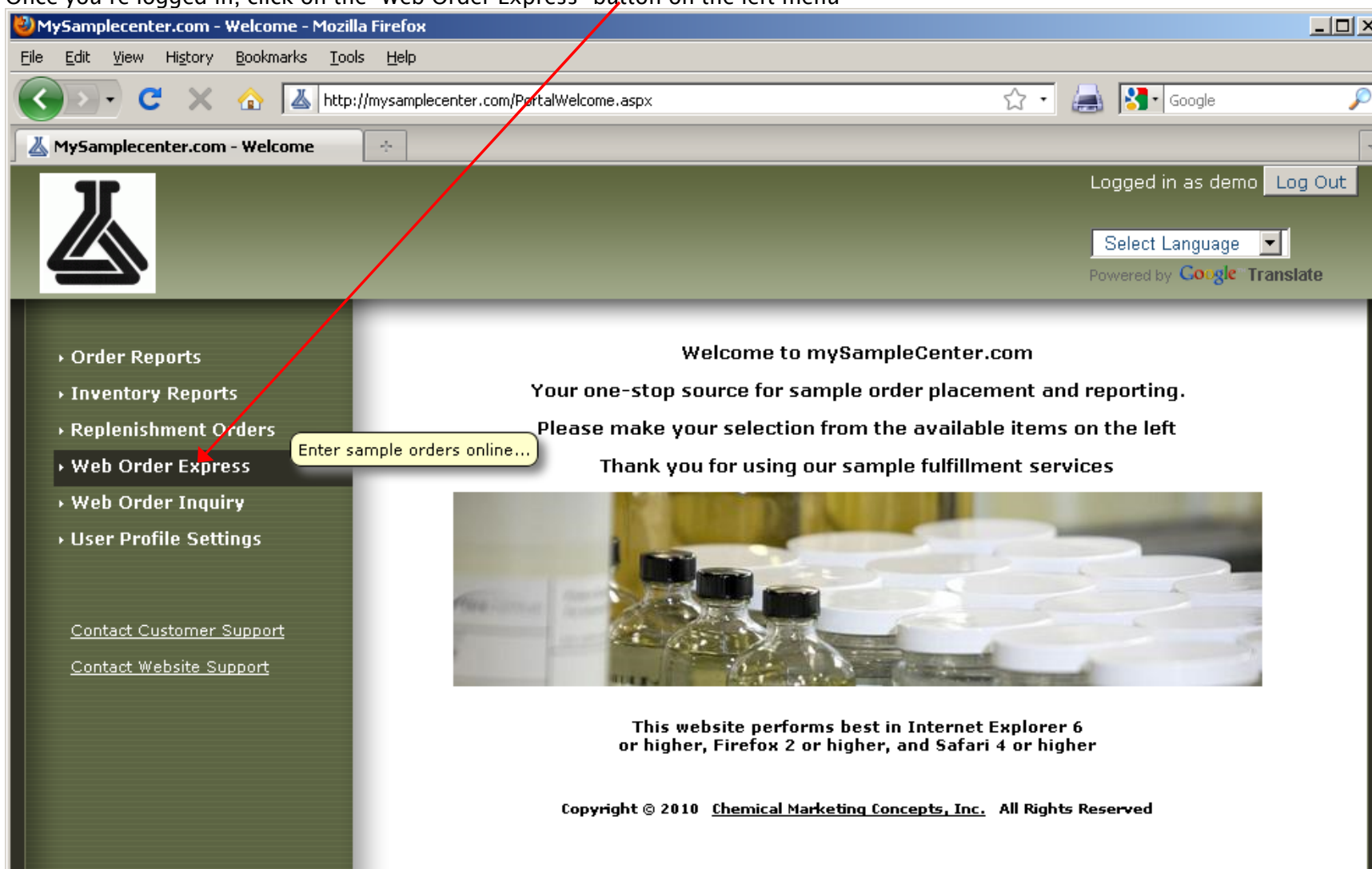
**I'm a registered user but I've forgotten my username or password, please E-mail it to me.**

My E-mail

SEND IT

Done

2. Once you're logged in, click on the "Web Order Express" button on the left menu



\*If you'd prefer to display the page in another language, select it from the translation tool on the page header. This site can be displayed in Simplified Chinese, Dutch, French, German, Italian, Portuguese, or Spanish

3. Select your items from the pick list labeled “Available Items/Search”, or, to ease your search you can start by choosing a specific product category, or entering any part of the product name in the search field above, then clicking the “Search” button. This will limit the results that appear in the product pick list. To reset the pick list and include all products, click the button labeled “Clear Search Results”
4. After selecting a product, select the quantity and size desired. The sizes available may vary because they are relative to the specific product selected.

Web Order Express - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/PortalOrderEntry.aspx

Web Order Express

Logged in as demo

Select Language

Powered by Google Translate

Order Reports

Inventory Reports

Replenishment Orders

Web Order Express

Web Order Inquiry

User Profile Settings

**Please Note:**  
If you are unable to find a product in our drop down list, or are in need of multiple lots, please contact Customer Service by clicking [here](#).

Contact Customer Support

Contact Website Support

To limit your search results, enter criteria in the fields below then hit the "SEARCH" button, or simply select a product from the Available Products pick list

Search by division/category

Search by product name

carbon

SEARCH CLEAR SEARCH RESULTS

Available Products/Search Results ( 5 items found )

Product Name Five (PRODCODE5)

Display by Product Line Display by Trade Name

Quantity 1

Size (wt-lbs) 4OZ ( 0.25)

ADD ITEM TO ORDER

QUIT AND RETURN TO MAIN MENU

5. Click the button labeled "Add Item To Order". Additional items can be added by repeating this process. You'll see the items you've placed in your sample cart at the bottom of the page.
6. When you're done and ready to check out, click the button labeled "Continue to Checkout"

7. Choose a ship-to company and address from the pick list at the top of the page, or manually enter the information in the appropriate fields. **All fields with red labels are required.** For expedited shipping service select 2nd Day or Overnight from the "Ship Via" list. (\*\*A collect carrier account number may be required in order to process)

Web Order Express Checkout - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/PortalOrderEntryCheckOut\_RevE.aspx

Web Order Express Checkout

- Inventory Reports
- Replenishment Orders
- Web Order Express
- Web Order Inquiry
- User Profile Settings

[Contact Customer Support](#)  
[Contact Website Support](#)

Cancel Order Edit Sample Cart Submit & Confirm Order

Please select a ship to address (then click the Select button)  
or enter a new address below

«-- Select

Order Number 66350 Fields in red are required

Contact Person's Name

Company

Address 1

Address 2

Address 3

City

State/Province US/Canada only

Postal Code

Country

E-mail

Phone

Fax

Special Instructions  
(1000 character limit please)

Ship Via Ground

Shipping Account #  
Enter the collect account number AND carrier name above

End Use/Application

8. When finished, click "Submit and Confirm Order". If there are any incomplete fields on the page, a pop-up notification will alert you. Once the order has been successfully submitted, you'll be notified of the order number, and if you've elected so, you'll be sent an email confirmation with a summary of the order. A separate email will be sent to you when the order is shipped. This shipment summary will include the details of the order, including the date shipped, carrier used, and tracking number and link.

Web Order Express Checkout - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mysamplecenter.com/PortalOrderEntryCheckOut\_RevB.aspx

Web Order Express Checkout

Your reference

Sales Rep

Sales Rep Email

Business Unit

Requestor Name

Requestor Email

Requestor Phone

Requestor Fax

Misc 1


Misc 2

Send confirmation email ☒



Samples	Qty	Size
Five Product Name PRODCODE5	1	4OZ



## Global Sourcing page





Logged in as demo (CMC Location=CT) [Log Out](#)



Select Language  Powered by 

- Order Reports
- Inventory Reports
- Replenishment Orders
- Web Order Express
- Web Order Inquiry
- User Profile Settings
- Global Sourcing
- Change Location (CT)



[Contact Customer Support](#)  
[Contact Website Support](#)

### Global Sourcing

Search by division/category  

Search by trade name  

SEARCH CLEAR SEARCH RESULTS

Available Products/Search Results (Excludes out of stock items)   ( 11 items found )

US-CT Inventory: [Clear US-CT Selections](#)

ProductCode	Name	Qty	Size	Wt	Lot
35860	FLEX 352	1		50	553317M1
35860	FLEX 352	1		50	553317M1
35860	FLEX 352	1		50	553317M1

US-CO Inventory:

European Inventory: [Clear European Selections](#)

ProductCode	Name	Qty	Size	Wt	Lot
35860	FLEX 352	1		20	553317M1
35860	FLEX 352	1		20	553317M1
35860	FLEX 352	1		20	553317M1

Asia-Pacific Inventory: [Clear AP Selections](#)

ProductCode	Name	Qty	Size	Wt	Lot
35860	FLEX 352	1		20	553317M1

If you're a customer using CMC's services globally, your user account may allow you to search for available products on a global level. To do this, simply select the product you're looking for, and all available stock will appear in the lists below the search box. If you'd like to limit your pick list results, you can filter the results by selecting a division, or entering any part of the product name in the search fields, then hit the "Search" button.

To clear your results, simply hit the “Clear selections” buttons below each geographic location. This utility is intended to be used as an aid to view what the current stock levels are for a particular product or set of products, not to place orders across multiple CMC locations. Due to differences in local regulations and order requirements, each order must be placed in the individual CMC location. This can be achieved easily using our “Change Location” feature.

### Change Location page

Logged in as demo (CMC Location=CT) [Log Out](#)

Select Language Powered by Google Translate

Order Reports  
Inventory Reports  
Replenishment Orders  
Web Order Express  
Web Order Inquiry  
User Profile Settings  
Global Sourcing  
Change Location (CT)

[Contact Customer Support](#)  
[Contact Website Support](#)

## Change Location

Chemical Marketing Concepts is the global leader in sample and small package order fulfillment.

To access reports and place sample orders to be fulfilled from one of CMCs other locations, please click the applicable button below.

This CMC location value will remain active until you log off. The next time you log on, the location will be reset to your default location.

My current location is set to: USA-Connecticut

I would like to change my location to: [USA-CT](#) [USA-CO](#) [Europe](#) [Asia-Pacific](#)

This module is intended for our global users who may have a need to place orders and view reports for materials that are managed from multiple CMC locations. By default, your user account designates you as a user in one primary CMC location. You can, however, switch your location to any of our other global locations for the purpose of:

- Placing orders which need to be fulfilled from a CMC location other than your primary one
- Viewing inventory in a CMC location other than your primary one
- Viewing sample order history reports for a CMC location other than your primary one.

To use this utility, simply select the location from one of the buttons. You'll notice that your login status (top of page, adjacent to LOGOUT button) will toggle to indicate your current location. All navigation buttons on the left menu will be relative to the CMC location shown in the login status section. Each time you logoff, your CMC location status will reset back to the default.

**Additional Notes:**

- ⚠ There are contact links on the left menu bar for customer support and website support
- ⚠ Please do not use your browser's back button while entering orders
- ⚠ The website will time out for your security after 30 minutes of inactivity
- ⚠ While actively entering an order, the "Log Out" is not visible on your screen. You must either cancel or complete the order in process before logging out, to ensure data integrity.
- ⚠ Orders for in-stock samples are shipped within 48 hours of order receipt
- ⚠ When searching for products, entering less text in the search field will produce more results