

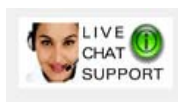
Online Print Procurement System

Quick Start Guide

To begin using the netEZPrintX system you must login into the online catalog. To login, simply enter your full company e-mail address (i.e. a.demo@aceaerospace.com), and then click on the “LOGIN” button to access the catalog.



This page also includes the contact information for Sunset’s Customer Service and Technical Support departments.



Once you are logged into the catalog, our “Live Chat Support” feature will also be available for any questions you may have. A link to this feature will appear at the top of every catalog page.

Live Support will be available Monday thru Friday 8:00 AM - 5:00 PM EST.

NOTE: The netEZPrintX system requires Adobe Acrobat Reader. If you do not have Acrobat Reader on your system, use the button on the login page to visit Adobe.com and download it for free.

The image below shows the Login page's "User Name" field and "LOGIN" button. You can login here using your previously established User Name. First-time users permitted by their company to create a user profile will be taken to a confirmation page to make sure they typed their information correctly. If you wish to create a New User Account, see page 3.

A screenshot of a login form. At the top, it says "Enter your Email Address in the field below to Login or to create a New Login." Below this is a text input field containing the email address "a.demo@aceaerospace.com". Underneath the input field is a button labeled "LOGIN".

Enter your **Email Address** in the field below to **Login** or to **create a New Login**.

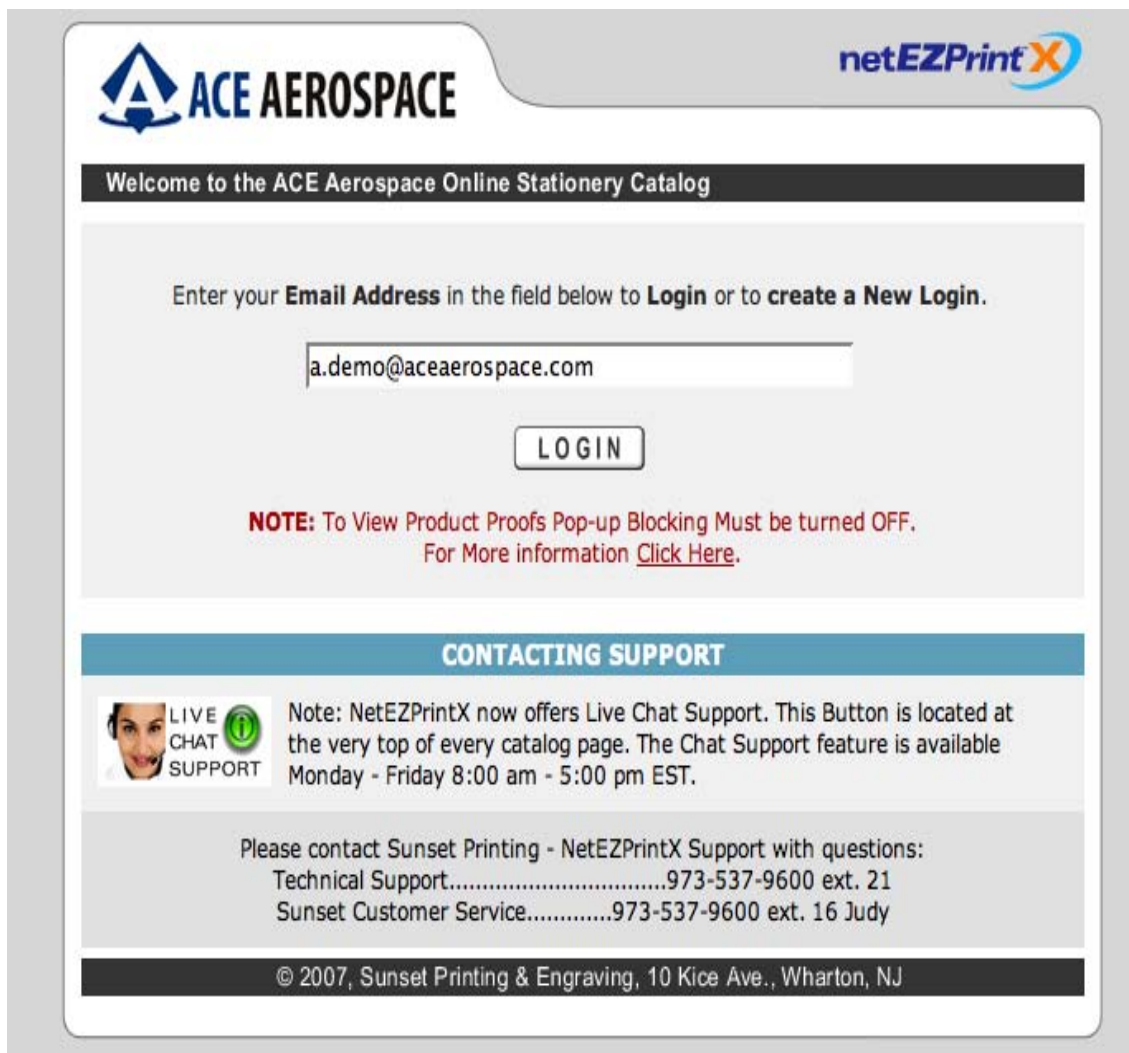
Returning Users Please confirm your User Name before proceeding!

Creating a New User Account

If this is your first time using the system or you are using a different e-mail address, you will be taken to the “New User Login page.”

If you wish to create a new Login and User Account, confirm the name you typed in on the Login page, then click the “Create A User Name” button.

Please Note: If you have used the system before and mistyped your User Name, use the back button on your browser to return to the previous Login screen.



Returning Users Please confirm your User Name before proceeding!

Creating Your Profile

First-time users will be taken directly to the profile page. This information will be used for billing and shipping and also to prefill the product templates with your personal information. We suggest you fill out the entire profile for your convenience. Please make sure all of your information is accurate.

Click "Create/Edit Profile" to enter or revise your personal information. Click "Save Information" to enter the Information. Filling out this information will make it much easier for you to order and eliminate typos.

Please Note: After adding your account information, use the "Start" button in the upper-left corner to enter catalog.

The screenshot shows the 'My Profile' page of the netEZPrint X website. The page header includes the ACE AEROSPACE logo, a 'LIVE CHAT SUPPORT' icon, and the netEZPrint X logo. The navigation bar contains 'Start', 'Shopping Cart', 'Orders', 'My Library', and 'My Profile' (highlighted). A welcome message 'Welcome, a.demo@aceaerospace.com' and a 'Logout' link are visible.

The 'My Profile' section has a sub-header 'My Profile' with a '+' icon and a 'Help' link. Below this is a message: 'Review your personal information. Click 'Create/Edit Profile' to make changes.' A 'Create/Edit Profile' button is located at the top left of the profile area.

A callout box on the right side of the page highlights the form fields. The fields are:

- First Name: Anita
- Last Name: Demo
- Employee Level: A dropdown menu is open, showing options: '- Select One -', 'Executive (VP and above)', 'General Employee' (highlighted), 'Marketing/Sales', 'Administration (All Products)', and 'None'.
- Excellence Award Seal:
- Address 1: [Empty text box]
- Address 2: [Empty text box]
- City: [Empty text box]

The main form on the left side of the callout box includes the following labels:

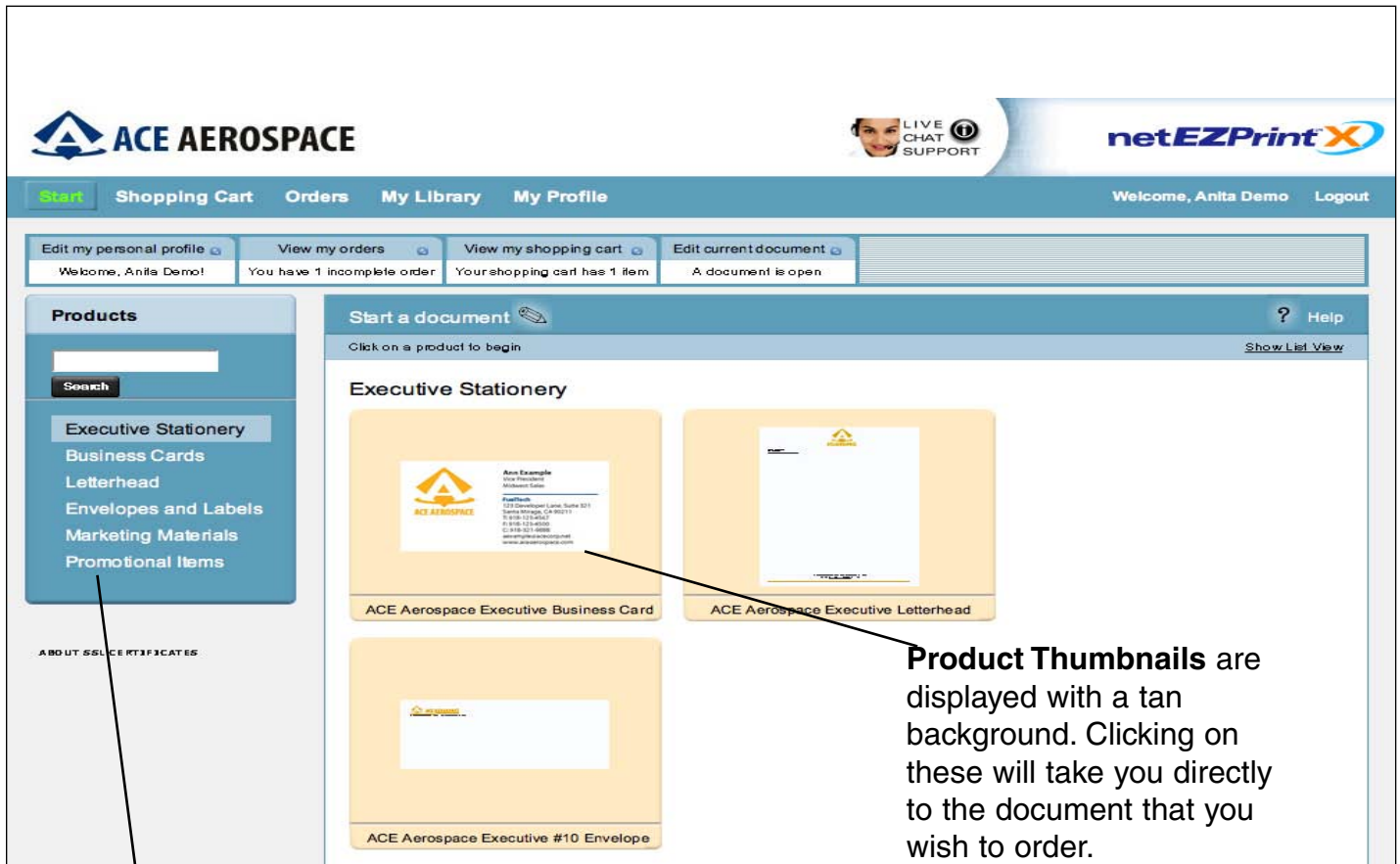
- First Name:
- Last Name:
- Employee Level:
- Title:
- Division:
- Excellence Award Seal: No
- Address 1:
- Address 2:
- City:
- State/Province:
- Postal Code:
- Country:
- E-mail Address:
- Phone:
- Fax:

 A 'Create/Edit Profile' button is located at the bottom of the form.

Getting Started

After you have logged in, you will be taken to the “Start” page. You can return to this page at any time by clicking the “Start” button on the left-hand side of the gray navigation bar. The windows below the navigation bar display information about any incomplete orders or any orders already in your shopping cart.

The “Start a Document” section displays the products available to you in your online catalog. Click one of the tabs on the left-hand side to select another product category. Product Thumbnails are displayed with a tan background. Clicking these will take you directly to document you wish to order.



Categories

Clicking on a category to the left will bring you to different product templates, depending on division, product type, etc.

Overwrite Warning

Once you have clicked on a product thumbnail, the NetEZPrint-X system creates a new order. If you move to another part of the catalog or logout, the information you added to the document is saved into the system (but not added to the shopping cart). When you return to this product at a later time, you will be prompted with the warning below, asking whether you wish to start a new document. If you want to start a new document, click on the “Continue” button. This will overwrite any information you previously added to this document. If you wish to use the document you already started, click the “Cancel” button. This will open the saved document that you started earlier.



Warning: The current document has not been added to your Shopping Cart. Starting a new document will cause changes to be lost.

Continue

Cancel

Form Filling - Creating a Document

This is the document's "Form Filling" page. This is where you add or edit the information you want to appear on the product. The fields will automatically prefill with the information you provided in your "Profile." Additional information can be typed in or filled from drop down menus or by using the "Address Directory" feature.

Please Note: Check the PDF proof carefully to make sure all the information entered is correct.

Editing Steps

ACE Aerospace Field Sales Business Card

Next Step

? Help

Form Filling: Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes. ** STAGED CONTENT ** Step 1 of 3

1 Form Filling

2 Printing

3 Finish

Update
PDF Preview...

Please Note: Fields marked with a red "*" are required.

Special Characters A E Ñ

FRONT OF CARD

*First Name:

*Last Name:

Credentials:

*Approved Titles:

- Select Title -

- Select Title -
- Sales Professional
- Senior Sales Professional
- Executive Sales Professional
- Specialty Sales Executive
- National Account Manager
- District Sales Manager
- Senior District Sales Manager
- Federal Sales Specialist
- Federal Account Manager
- Regional Account Manager
- Regional Account Director
- Vice President, Sales

*State:

*Zip Code:

*Phone:

*Voice Mail Extention:

Optional Phone 1:

Type:

- Select Phone Type -

Number:

Optional Phone 2:

Type:

- Select Phone Type -

Above and Beyond... ACE AEROSPACE

Anita Demo

10 Kice Avenue, Wharton, NJ 07885
 Tel: 111-222-3333 222-333-4444
 Voice Mail: 800-888-9977 ext: 4455
 E-mail a.demo@aceaerospace.com

Form Filling: Fill out the form to change the document. Click 'PDF Preview' to view changes.

Update **PDF Preview...**

Please Note: Fields marked with a red "*" are required.

Special Characters À É Ñ

*First Name:
Johnny

*Last Name:
Samples

*Title 1:
Vice President

Title 2:

*Division:
Sales

Address Directory

*Address 1:
10 Kice Avenue

Update

Update the information on the template

PDF Preview

Review a PDF proof of the document as it would be printed

Special Characters

Opens a window to display the necessary codes for entering special characters

Diacritical Marks Chart
To enter these characters in any of the fields, hold down the **Alt Key** and type the number on the **Numeric Keypad** on the right side of the keyboard.

| | | | | | |
|---|----------|---|----------|---|--|
| ® | Alt+0174 | © | Alt+0169 | ™ | |
| À | Alt+0192 | Á | Alt+0193 | Â | |
| Ã | Alt+0195 | Ä | Alt+0196 | Å | |
| à | Alt+0224 | á | Alt+0225 | â | |
| ã | Alt+0227 | ä | Alt+0228 | å | |
| È | Alt+0200 | É | Alt+0201 | Ê | |
| Ë | Alt+0203 | è | Alt+0232 | é | |
| ê | Alt+0234 | ë | Alt+0235 | | |
| Ì | Alt+0204 | Í | Alt+0205 | Î | |
| Ï | Alt+0207 | ì | Alt+0236 | í | |

Address Directory

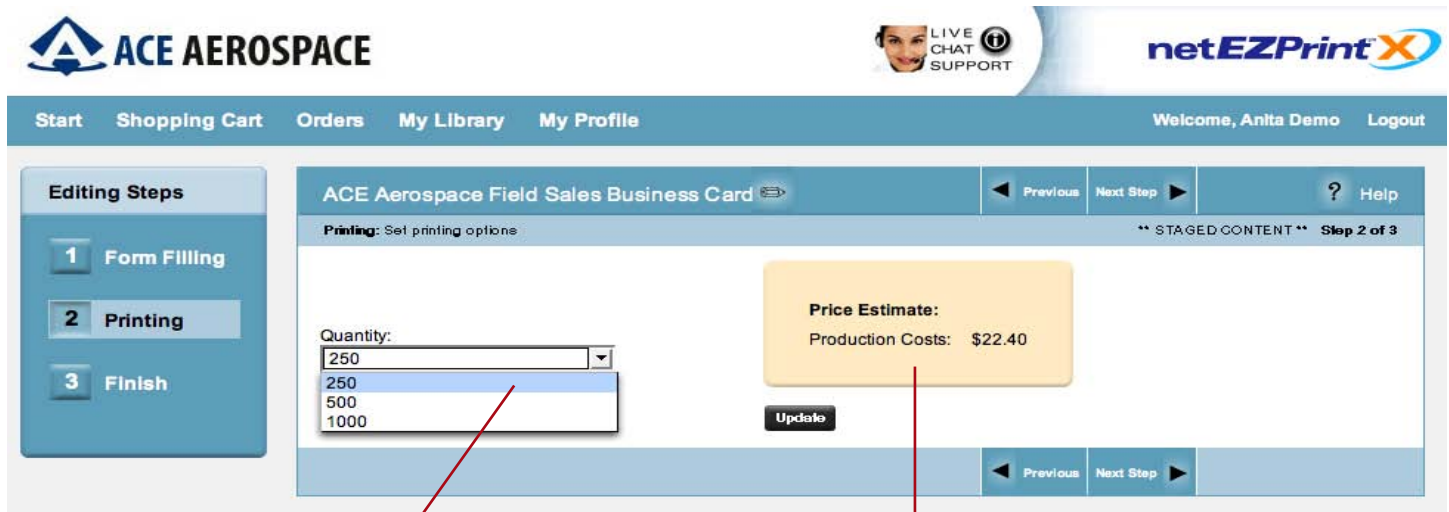
Opens database of office locations and addresses

| | Address1 | Address2 | City | State | Zip |
|--------|-----------------------|-----------|---------------------|-------|-------|
| Select | 123 East Lane | | Stratford | CT | 10099 |
| Select | 62 Airport Road | Hanger 12 | Northville | NJ | 10234 |
| Select | 217 Madison Ave. | | New York | NY | 10022 |
| Select | 1313 Mockingbird Lane | 2nd Floor | Mockingbird Heights | NY | 10033 |

Printing Options

This page displays the “Printing Options” available for this product. Use the drop down list to select the quantity desired. Use the “Update” button to see the price for the quantity you selected. This page will not update automatically, you must click the “Update” button to see the correct price.

When done click on the Step 3 “Finish” (or Step 4 “Finish) Tab on the left-hand side of the window or click on the “Next Step” button at the top of the window. Please note that you can also go back to the previous page by using the “Previous” button also found at the top of the window.



Select Quantity from Dropdown Menu

Click Update for Correct Price

Add to Shopping Cart - Finish Step

This page is where you decide to add your document to the shopping cart. It displays the description of the product you ordered and its NetEZPrint-X ID number. It is a good idea to highlight and type in a unique name for your order in the “Description” field to make it easier to locate or reorder in the future. You can complete this step by using the 3 dark gray buttons at the bottom of the window.

Click on and type into the “Description” field to give your document Order a customized description.

The screenshot shows the netEZPrint-X interface during the 'Finish' step of adding a document to the shopping cart. The user is logged in as 'Anita Demo BC'. The interface includes a navigation menu with 'Start', 'Shopping Cart', 'Orders', 'My Library', and 'My Profile'. A 'LIVE CHAT SUPPORT' icon is visible. The main content area shows the document details: 'Description: Anita Demo BC', 'Product: ACE Aerospace Field Sales Business Card', and 'ID: D-872C12C6'. Three buttons are present: 'Add to Shopping Cart' (highlighted in green), 'Quit Without Saving', and 'PDF Preview...'. A 'Previous' button is also visible at the bottom. The interface indicates it is 'Step 3 of 3' and shows '** STAGED CONTENT **'.

Add to Shopping Cart: Adds document to your shopping Cart. You will be taken to a page with a summary of the selections you made for this product (more information about this in the next section).

Quit without Saving: Closes window, deletes any information you added to the document, and returns you to the “Start” page.

PDF Preview: Opens PDF proof of your document in a Acrobat Reader. This allows you to double check that all the information on your document is correct before adding to the cart.

Please Note: You can also go back to the previous page by using the “Previous” button found at the top of the window.

The Shopping Cart

When you have added a product to the “Shopping Cart,” the page will open displaying a confirmation that your product has been added to the cart. At this point, you can use the 2 buttons to either “Proceed to Checkout” or “Continue Shopping.” You can reach this page from the “Shopping Cart” button in the navigation bar. When you login to the system the Start page will display the number of items in your cart.

This page also allows you to:

Edit: Return to “Form Filling” to make changes to this product.

PDF Preview: Open your product in Adobe Acrobat to review information.

Duplicate: Duplicate this product.

Delete: Permanently delete this product.

Hold: Moves Item to the “Hold for Later” section of the shopping cart.

Move to Cart: Moves jobs that were put on “Hold” back into shopping cart.

ACE AEROSPACE

LIVE
CHAT
SUPPORT

Start **Shopping Cart** Orders My Library My Profile
Welcome, Anita Demo Logout

Shopping Cart
? Help

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

* 'Anita Demo BC' has been added to the Shopping Cart.

Proceed to Checkout
Continue Shopping

| Thumbnail | ID | Description | Product | Date Modified | Options | Price |
|-----------|------------|---------------|---|-------------------|--|---------|
| | D-872C12C6 | Anita Demo BC | ACE Aerospace Field Sales Business Card | 6/26/2008 9:44 AM | Edit PDF Preview Duplicate Delete Hold | \$27.80 |

Subtotal: \$27.80

Proceed to Checkout
Continue Shopping

Hold for Later

Items to buy later: click 'Move to Cart' to move an item back to the shopping cart for purchase

| Thumbnail | ID | Description | Product | Date Modified | Options |
|-----------|------------|-----------------|-----------------|-------------------|--|
| | D-FC8D405A | Wharton ENV #10 | No. 10 Envelope | 6/26/2008 9:53 AM | Edit PDF Preview Duplicate Delete Move to Cart |

Ship To Information

The “Shipping” (or Ship To:) page is the first step in the “Check Out” process. This page will partially prefill with information from your profile. Type in the Ship-To address, or use the “Address Look Up” feature to select from a database of sanofi-aventis locations. Use the “Cancel Checkout” to exit the checkout process.

Enter the Email Address you wish to have your Email Receipt sent to.

Checkout

Shipping: Set Shipping Options

Please note: Fields marked with a red * are required.

SHIPPING ADDRESS:

Special Characters A E N

*** FIRST NAME:**
Anita

*** LAST NAME:**
Demo

*** EMAIL ADDRESS:**
a.demo@aceaerospace.com
Receipt will be sent to this address.

Address Look Up

*** ADDRESS 1:**
10 Kice Avenue

ADDRESS 2:

*** CITY:**
Wharton

*** STATE/PROVINCE:**
New Jersey

*** POSTAL CODE:**
07885

*** COUNTRY:**
United States

DELIVERY METHOD:

- UPS Ground: \$5.70
- UPS 3 Day Select: \$10.69
- UPS Second Day Air: \$14.34
- UPS Next Day Air: \$31.55

Update Delivery Cost Estimates

Click on the “Next Step” button to continue with the checkout or click on “Step 2 Payment.”

You can also select your shipping options on this page. Check the “Delivery Methods,” then click the dark gray “Update Delivery Cost Estimates” button.

DELIVERY METHOD:

- UPS Ground: \$5.70
- UPS 3 Day Select: \$10.69
- UPS Second Day Air: \$14.34
- UPS Next Day Air: \$31.55

Update Delivery Cost Estimates

Payment Information

The “Payment” (or Bill To:) page is the second step in the “Check Out” process. Enter your “Billing Address” information and “Payment Information” in the specific fields. Click “Next Step” to continue. Use the “Cancel Checkout” to exit the checkout process.

The screenshot displays the netEZPrint X checkout interface. At the top left is the ACE AEROSPACE logo. To its right is a 'LIVE CHAT SUPPORT' icon. Further right is the netEZPrint X logo. A navigation bar contains links for 'Start', 'Shopping Cart', 'Orders', 'My Library', and 'My Profile'. On the right side of the navigation bar, it says 'Welcome, Anita Demo' and 'Logout'.


The main content area is titled 'Checkout' and includes navigation buttons for 'Previous' and 'Next Step'. A 'Help' icon is also present. Below the title, it indicates 'Payment: Set Payment Options' and 'Step 2 of 3'. A 'Cancel Checkout' button is located in the top right corner of the form area.


The form is divided into two main sections: 'BILLING ADDRESS' and 'PAYMENT INFORMATION'. Both sections have a note: 'Please note: Fields marked with a red * are required.' The 'BILLING ADDRESS' section includes fields for 'FIRST NAME' (Anita), 'LAST NAME' (Demo), 'ADDRESS 1' (10 Kice Avenue), 'ADDRESS 2' (empty), 'CITY' (Wharton), 'STATE/PROVINCE' (New Jersey), 'POSTAL CODE' (07885), and 'COUNTRY' (United States). The 'PAYMENT INFORMATION' section includes a 'METHOD OF PAYMENT' dropdown menu with options: Invoice (selected), Credit Card, and Purchase Order.


At the bottom of the form area, there are 'Previous' and 'Next Step' navigation buttons.

Placing Your Order

This is the last page before your order is finished. It displays the products ordered and their description as well as a breakdown of the printing and shipping costs. To complete your order, click on the gray “Place Order” button. To cancel your order, use the gray “Cancel Checkout” button.







Start Shopping Cart Orders My Library My Profile
Welcome, Anita Demo Logout

Checkout Steps

1 Shipping

2 Payment



3 Order

Checkout
◀ Previous
? Help

Order: Review and place your order for production Step 3 of 3

Place Order
Cancel Checkout

Items:

| Thumbnail | ID | Description | Product | Date Modified | Price |
|---|------------|-----------------|---|-------------------|---------|
|  | D-872C12C6 | Anita Demo BC | ACE Aerospace Field Sales Business Card | 6/26/2008 9:44 AM | \$27.80 |
|  | D-44AB26E7 | Wharton ENV #10 | No. 10 Envelope | 6/26/2008 9:47 AM | \$55.20 |

Subtotal \$83.00

Handling + \$0.00

Tax + \$5.81

Total Price \$88.81

Place Order
◀ Previous

Order Confirmation

This page confirms your order has been placed. It displays your order number, date and time created, items ordered, total price, and status. To review your order, click on the “Details” link to display a summary of your order.

ACE AEROSPACE

LIVE CHAT SUPPORT

netEZPrint X

Start Shopping Cart **Orders** My Library My Profile Welcome, Anita Demo Logout

Orders ? Help

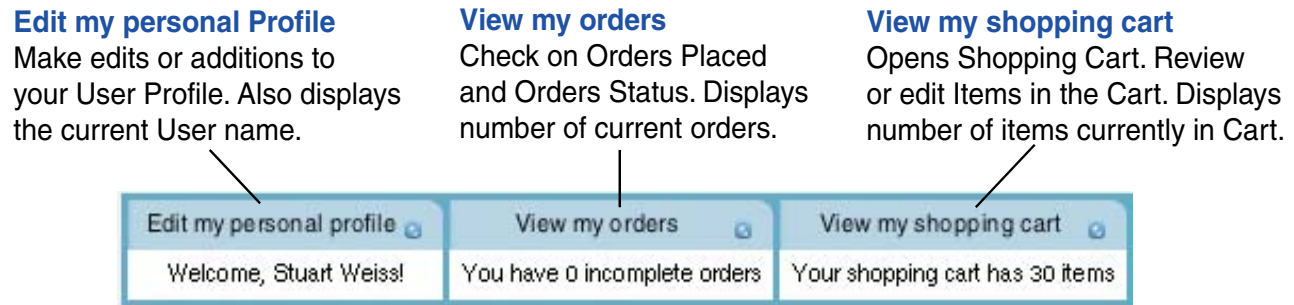
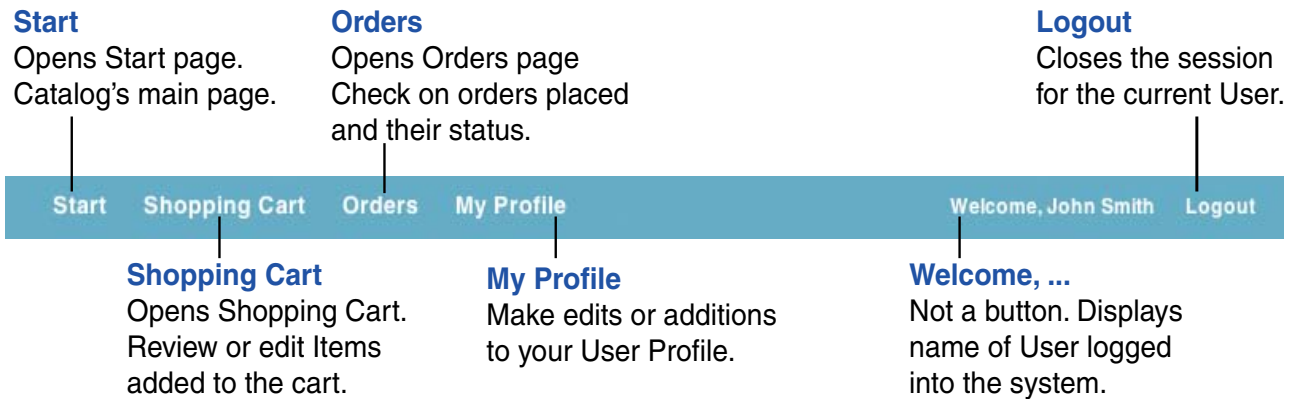
All of your recent and past order submissions can be found here.

View:

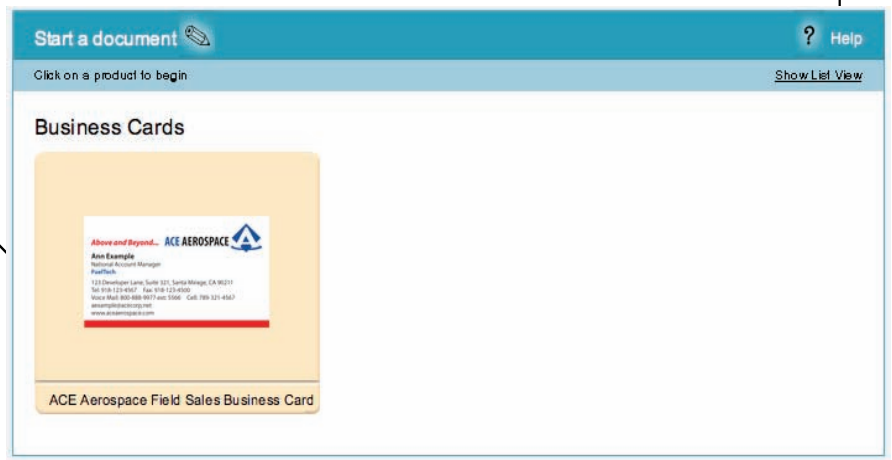
| Order | Created | Items | Total Price | Status | Options |
|------------|-------------------|----------------------------------|----------------|----------------|-------------------------|
| G-A200B24F | 6/26/2008 9:52 AM | Anita Demo BC Wharton ENV #10 | \$88.81 | Pending Review | Details |

Navigating the Online Catalog

Our online catalog is designed to make the ordering experience as easy as possible. Here is a breakdown of the buttons found on our system and a brief explanation of their functionality.



VeriSign Seal
Click to view verification of site.



List View
Check the box to change thumbnails to a list of products.

Navigating the Ordering Process

Here are the buttons you use to create a document and also when placing and editing an online order. Some of these buttons will appear on several different pages.

STEP BUTTONS: These buttons are found on several of the pages used for ordering

Form Filling Step
Adding information to the document.

Printing Step
Print options such as quantity and price.

Finish Step
Adding document to the Shopping Cart.

Update
Updates product layout with current information.

PDF Preview
Launches high quality proof in Acrobat Reader.

Address Look Up
Opens database of office locations.

Previous
Returns to Previous step.

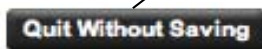


Next Step
Moves to Next step.

Add to Shopping Cart
Adds document to the Cart.



Quit Without Saving
Cancels current document and any information added.



Support and Contact Information

NetEZPrint-X offers several different types of support to help you with the ordering process. Please review this document or open the online “Help” section to find answers to your questions before contacting support.

Note: All Support is Available Monday to Friday 8:00 am - 5:00 pm ET.

Technical Support 973-537-9600 Ext. 21

Customer Service 973-537-9600 Ext. 16 Nancy

E-mail Support support@sunsetcorpid.com

Live Chat Support

To access "Live Chat Support" click on the button (shown to the right) to launch the service. It can be found at the top of every catalog page. You will be asked a few questions, such as username, E-mail, and type of problem before connection to our support staff.



Note: If Chat service is unavailable, button will display "Chat Offline."

netEZPrintsm X



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