



LOYALTYSOURCE

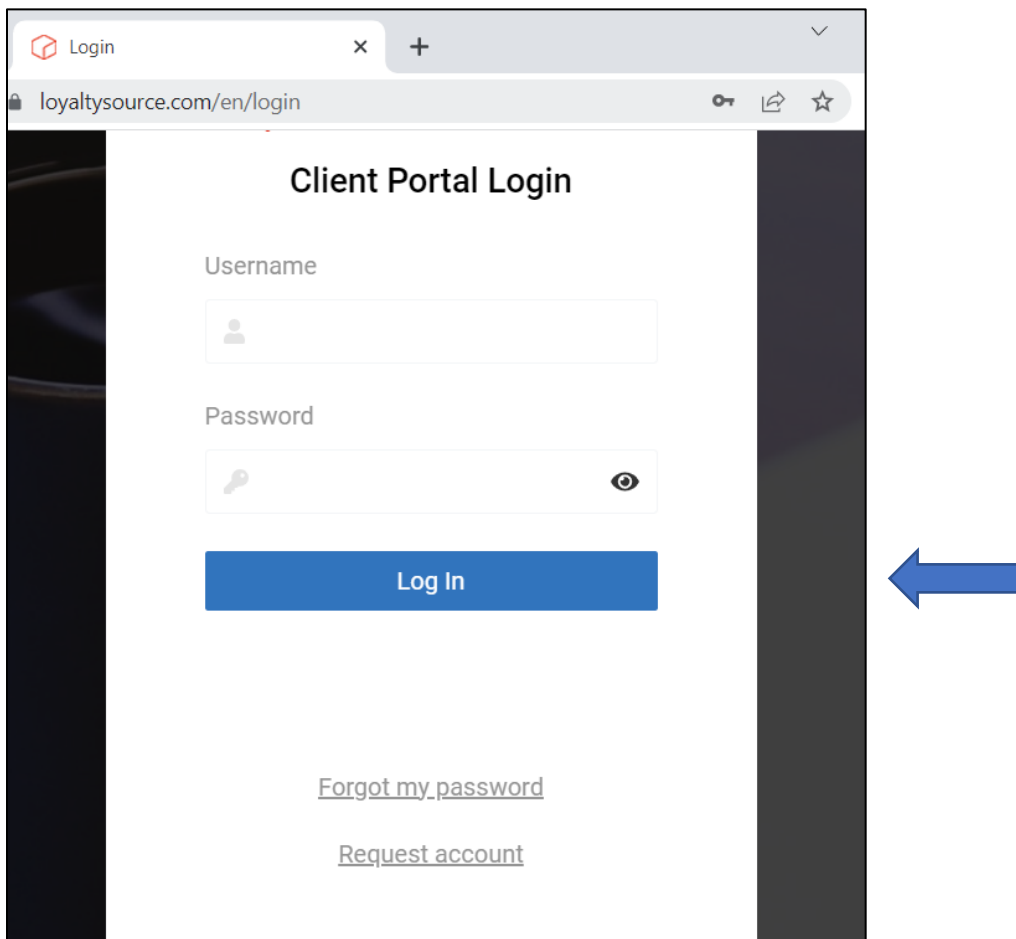
You recognize, we reward

HOW TO ORDER ONLINE

Step by step guide to using our portal.

STEP 1: Please visit <https://www.loyaltysource.com/en/login>

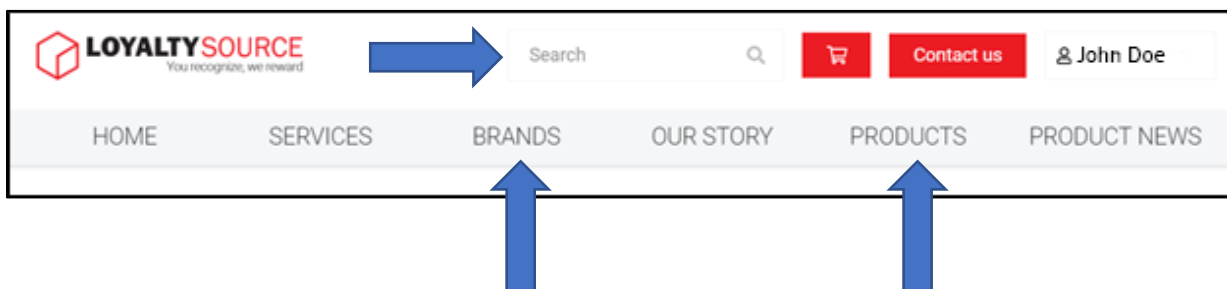
STEP 2: Enter the account credentials that were provided to you. Username and Password. Click the **Log In** button



The screenshot shows a web browser window with the address bar displaying "loyaltysource.com/en/login". The page title is "Client Portal Login". It features a "Username" field with a person icon, a "Password" field with a key icon and a toggle eye icon, and a blue "Log In" button. Below the button are links for "Forgot my password" and "Request account". A blue arrow points to the "Log In" button.

If you forget your credentials, please contact your Account Manager.

STEP 3 : Browse our catalog to find the product you are looking to order. You can use the Search bar at the top of the page, the Brands tab or the Products tab.



STEP 4: When you find a product you wish to select, click on the red button Add to cart. You'll see a little 1 appear in the cart on the top bar of the page. This means it was successfully added to your cart. You'll be able to adjust the quantity of the product at the cart stage before finalising the order (See Step 5)

The screenshot shows the Loyalty Source website's product page for the '12L Harbour Bucket - Moonstone'. The top navigation bar includes links for HOME, SERVICES, BRANDS, OUR STORY, PRODUCTS, and PRODUCT NEWS. On the left, there's a sidebar with categories like OUTDOORS, Activities, Bbqs, Binoculars & Telescopes, Camping, Furnishing, and Pocket Knives. The main content area features a large image of the bucket, its specifications (Brand: Chilly Moose, Warranty: 1 year, Item Size: 12.6 x 12.8 x 12.4 in., Item Weight: 6.5 lbs, Shipping Size: 12.6 x 12.8 x 12.4 in., Shipping Weight: 6.5 lbs), and pricing (MSRP: \$134.99, Our Price: \$91.12, Discount: \$43.87 (33%), Status: Available). A red 'Add to cart' button is prominently displayed. A blue arrow points to this button. Below the product details, there are three small thumbnail images of the bucket. At the bottom of the page, a blue arrow points to the shopping cart icon in the top navigation bar, which now has a small '1' next to it, indicating one item in the cart.

STEP 5: Once you have selected all your desired products, click on the **Red Cart** on the top page.

This screenshot shows the top navigation bar of the Loyalty Source website. It includes the Loyalty Source logo, a search bar, and a shopping cart icon with a small '1' next to it. A blue arrow points to the shopping cart icon, indicating the next step in the process.

On the My Cart page, you'll find your order summary. You can increase the quantity of each product using the little + sign. When ready to place the order, click on **Shipping Information**.

The screenshot shows the 'My Cart' page on the Loyalty Source website. The page has a breadcrumb trail: My Cart > Shipping Details > Confirmation. The main heading is 'My Cart', followed by a note: 'You may adjust the quantity of any product, or even remove it, and the total price will adjust accordingly.' Below this, there's a product listing for the '12L Harbour Bucket - Moonstone' (SKU: CMSCRMS12) with a quantity of 1 and a 'Remove' link. To the right, there's an 'Order Summary' table showing '1 x 12L Harbour Bucket - Moonstone' for \$92.81 and a 'Total' of \$92.81. At the bottom, there's a red 'Shipping Information' button and a white 'Continue Shopping' button. A blue arrow points to the 'Shipping Information' button. A disclaimer at the bottom states: 'All prices listed do not include taxes and shipping, which will be charged after the order is placed.'

STEP 6: On this final page, you'll be able to enter your personal **information** (ex. PO number). Once done, click on the **Update button**. *Please note that all Required fields must be completed to process the order.*

My Cart ▶ Shipping Details ▶ Confirmation

Information

Order number * (required)	Submitted by * (required)
Phone number * (required)	E-mail address * (required)
Notes for the order	



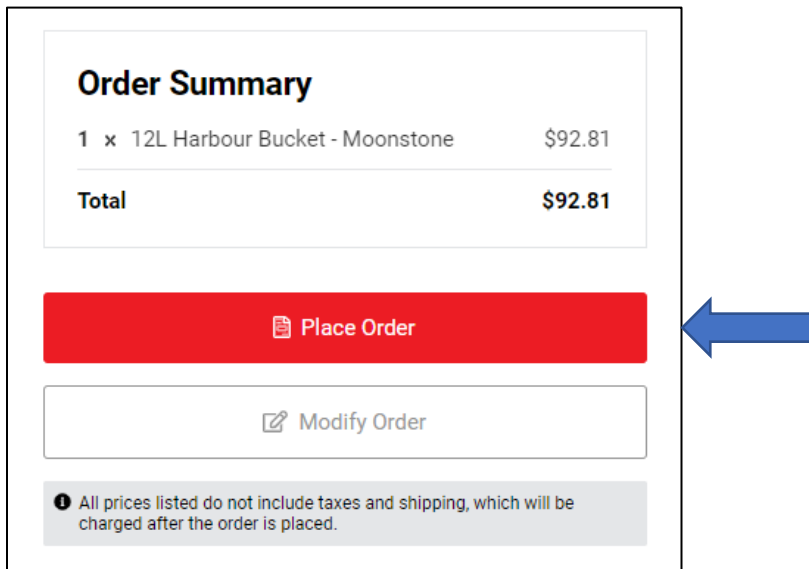
STEP 7: Once this is done, you'll need to fill-out the **Shipping Address**. This is where you would like to receive the item. Can be your offices address or a client's address. Once done, click on the **Update button**. *Please note that all Required fields must be completed to process the order.*

Shipping Address

First name * (required)	Last name * (required)
Other name	
Company	
Street * (required)	
Street 2	
City * (required)	
Province * (required)	Postal code * (required)
Phone number	E-mail address



STEP 9: Once the **Information** and the **Shipping Address** fields have been fully completed and updated, the red button **Place Order** will appear. You can now click on it to finalize the order.



The image shows a screenshot of an 'Order Summary' form. At the top, it says 'Order Summary'. Below that, there is a table with one row: '1 x 12L Harbour Bucket - Moonstone' with a price of '\$92.81'. Below the table, there is a 'Total' row with a price of '\$92.81'. Below the table, there is a red button labeled 'Place Order' with a document icon. Below the red button, there is a white button labeled 'Modify Order' with a pencil icon. At the bottom, there is a grey box with a warning icon and text: 'All prices listed do not include taxes and shipping, which will be charged after the order is placed.' A blue arrow points to the 'Place Order' button.

Order Summary	
1 x 12L Harbour Bucket - Moonstone	\$92.81
Total	\$92.81

 **Place Order**

 **Modify Order**

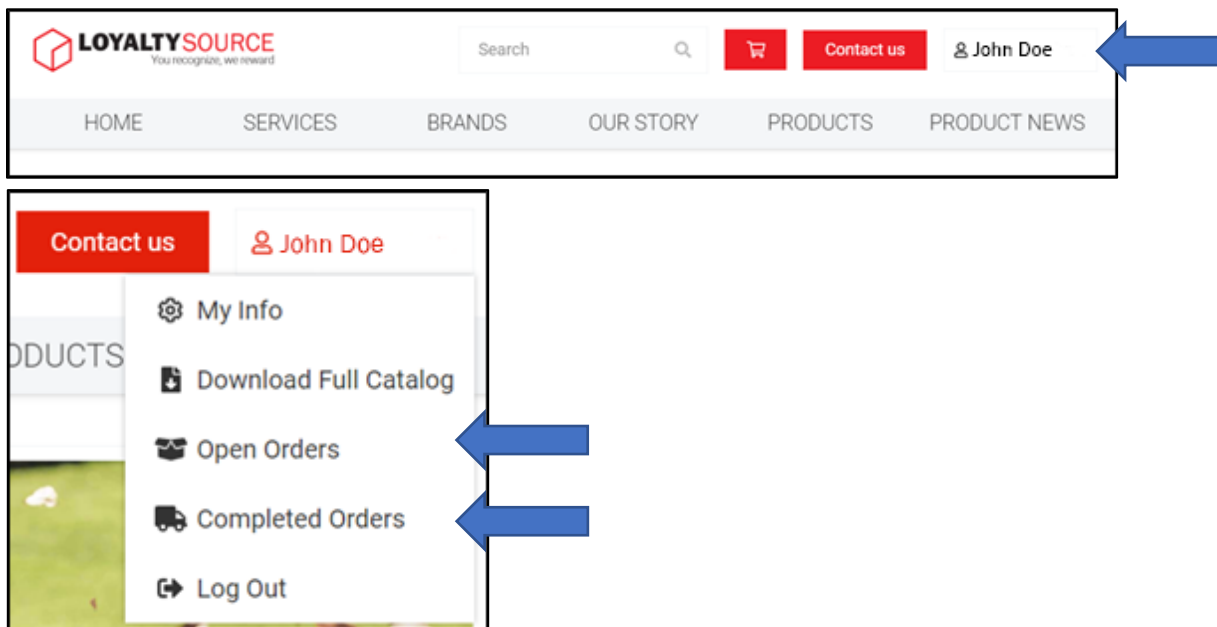
 All prices listed do not include taxes and shipping, which will be charged after the order is placed.

The order is now placed.

You will receive an order confirmation email at the email address you have entered in the Information field. Once the order ships, you will receive a shipping confirmation at this same email address.

You can follow up your open and completed orders in your account.

Click on your name on the top right corner and select **Open** or **Completed Orders**.



The image shows a screenshot of a user account menu. At the top, there is a navigation bar with the 'LOYALTYSOURCE' logo, a search bar, a shopping cart icon, a 'Contact us' button, and a user profile icon labeled 'John Doe'. Below the navigation bar, there is a menu with the following options: 'My Info', 'Download Full Catalog', 'Open Orders', 'Completed Orders', and 'Log Out'. A blue arrow points to the 'John Doe' user profile icon, and two blue arrows point to the 'Open Orders' and 'Completed Orders' menu items.

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Search   **Contact us** John Doe

HOME SERVICES BRANDS OUR STORY PRODUCTS PRODUCT NEWS

Contact us John Doe

-  My Info
-  Download Full Catalog
-  Open Orders
-  Completed Orders
-  Log Out

Please note that we do not accept payment by Credit Card on the portal. When you place an order with us, we will either ask for the full amount of the order prior to placing the order with the manufacturer. If this is a small order, we will simply apply it to your credit limit and invoice you 30 days later.

If questions, please do not hesitate to contact your Account Manager. We are always happy to assist you!