



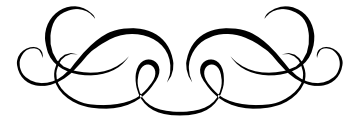
Eggers Online Pre-Submittal Checklist

- ✓ Print a copy of your order and proof against schedules. Check all items to ensure information is accurate. Pay particular attention to hardware templates, special hardware locations, and lite-lock conflicts. Any changes made after submittal will be subject to revision fees.
- ✓ If the order is to be prefinished by Eggers, confirm that an approved finish sample number is entered. Doors that are to be prefinished but do not include a finish sample approval number will not be processed.
- ✓ Check the pricing on the order. Once a purchase order is entered at the time of submittal, all pricing is approved. If a considerable difference exists between the quoted price and the price on the order, contact Todd Andrus at 920.722.6444 ext. 126 or tandrus@eggersindustries.com prior to submittal to determine the cause.
- ✓ Go to the Comments tab and review the Shipping/Freight instructions area (the middle text box). Please ensure all pertinent ship-to information is included and accurate. Please include information such as the shipping contact, their phone number and any delivery notice that is required.

Make EOL Do More for You

During basic Eggers Online Order Entry training, users are trained on entering a coordinated order. Additionally, a brief introduction to our online coordination program is offered.

If interested in learning more about the Eggers Online coordination program and receiving training on its use, please contact Bridget Diederichs 920.793.1351 ext. 509 or bdiederichs@eggersindustries.com.



Eggers Online Administrator Accounts

When a distributor is set up with Eggers Online, they are given a user name and password for their company as well as instructions as to how to set up other users.

Many times it may seem easier and less time consuming to have all users utilize the administrator account rather than setting up individual user accounts. Eggers Industries strongly discourages this for security reasons. Please find below a list outlining the benefits of creating individual accounts:

Situation	Administrator Account Only	Individual Accounts
Daily entry of quotes and orders	All are sourced under single ID, no way to know who entered or revised it	Each employee can see all quotes and orders and who entered or revised a job
Employee accidentally changes password	All employees are locked out of the system	Administrator can log in and assign the employee a new password
Eggers Online user leaves the company	Administrator password must be changed and all employees must learn a new password	Simply disable that individual's account
Order is submitted	Eggers cannot easily identify our contact for the project	Eggers can direct questions about the order to the appropriate person quickly and easily

Please direct any questions regarding Eggers Online to Bridget Diederichs at 920.793.1351 ext. 509 or bdiederichs@eggersindustries.com