



Disposable Products. Indisposable Service.™



Introducing WIN...the Web Information Network

A refreshed way to view Royal Paper orders, invoices, pricing and sales information

Effective April 4, 2016 current customers and sales team members visiting <https://my.royalpaper.com> will see a new user-friendly way of accessing content for orders, invoices, pricing and other sales information. The new portal will be called WIN, the Web Information Network. We have revised the website to include functionality assisting with how data is displayed and exported to PDF documents or Excel files. Below are some screen shots of the new site and information on how the features work. The website is mobile friendly but the screenshots below are taken from the desktop version. The icons will remain the same on the menu bar located on the left side of the page, users might just see less words.

Sign In

When users visit WIN, they will be asked to provide a login and password. These will be the same as they were in the past for returning users.

Sign In

E-mail

Password

Forgot Password

Stay signed in

Sign in

Enter your email and password to sign in

Registering for an account

If the user is new to using Royal's web portal, they will need to click on "Create Account" and follow the steps to request sign in credentials.

Need an account? **CREATE ACCOUNT**

Registration

Email Address

Password

Confirm Password

Account Type
Other

First name

Last name

Acme, Inc.

555-555-5555

When completed, click Register

Forgot Password

On the Sign In page, click forgot password and users will be prompted to supply the email they used for registering.

Forgot Password

E-mail

Entering WIN

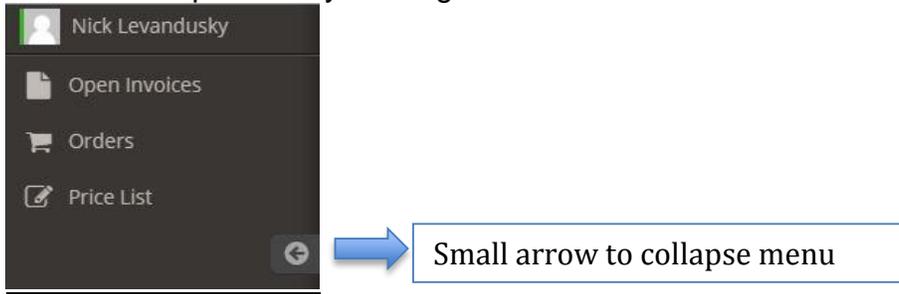
WIN is constructed of a left side menu, a top header and clean tables. Tables in the site offer the ability to filter by selecting the filter icon in the desired column and establishing your parameters. Users can sort the column alphabetically or numerically by clicking on the column heading. It can be exported to a PDF or Excel file as well using the export buttons.

The screenshot shows the 'Invoices' page in the WIN system. The interface includes a top header with account information and a search box. A left navigation menu is visible on the left side. The main content area features a table of invoices with columns for Invoice Number, Invoice Number, File Sequence, Original Amount, Balance, and Invoice Date. Callouts point to various UI elements: 'Left Navigation Menu' points to the sidebar; 'PDF or Excel Export Buttons' points to the 'Export to PDF' and 'Export to Excel' buttons; 'Filter icon' points to a small icon in the 'Balance' column header; 'Top Header' points to the account information bar; 'Search box' points to the search input field; and 'View/Comment Buttons' points to the 'View' and 'Comment' buttons in the rightmost column of the table.

Invoice Number	Invoice Number	File Sequence	Original Amount	Balance		Invoice Date	
14305772	14305772	276528	\$2,091.72	\$131.71	170-25756	01/02/2014	View Comment
14307882	14307882	276528	\$1,636.45	\$146.33	413-19795	01/29/2014	View Comment
14310464	14310464	276547	\$397.63	\$397.63	179-48972	03/05/2014	View Comment
14310722	14310722	276547	\$153.14	\$153.14	176-63488	03/10/2014	View Comment
			\$91.74	\$91.74	176-65926	04/22/2014	View Comment
14316937	276543		\$3,384.67	\$129.59	653-28090	05/27/2014	View Comment
14317451	276545		\$2,629.05	\$103.86	142		View Comment
14321039	276547		\$1,785.79	\$162.40	184		View Comment
14321902	276549		\$2,268.87	\$119.41	449-59961	07/29/2014	View Comment
14329408	276551		\$1,472.38	\$281.41	178-13198	11/05/2014	View Comment
14332009	276553		\$2,230.15	\$88.63	142-16021	12/15/2014	View Comment
14332018	276561		\$1,366.39	\$266.60	449-65942	12/16/2014	View Comment
14332022	276556		\$1,439.30	\$245.39	123-52931	12/15/2014	View Comment
14332424	276565		\$1,614.42	\$90.99	430-17430	12/18/2014	View Comment
14337478	276568		\$1,459.32	\$186.66	412-42889	12/18/2014	View Comment

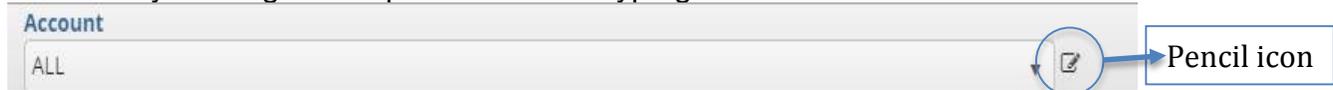
The Menu Bar

Once users have entered WIN, they will see a left-side menu bar with their name followed by options to open invoices, view order information and create a price list. The menu bar can be reduced or expanded by clicking on the small arrow.

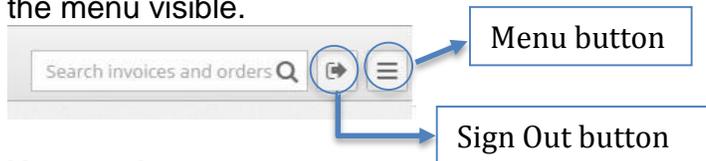


The Page Header

Across the top of the page, users select Accounts and Sub-accounts by using a dropdown menu or by clicking on the pencil icon and typing in an account number.



In addition, the page header also has a search box, a sign out button and a menu button. The menu button will remove the left side menu completely by clicking once, click again to make the menu visible.



Viewing Invoices

Select Open Invoices from the menu bar on the left side of the screen. At the top of the page, users will need to select the appropriate Account and Sub-account from the drop down boxes. To view an invoice, click on the invoice number or View button and it will open in a new tab and give you the option to save, print or export a copy of the invoice. If users know the invoice number, it can be entered in the Search Box. A Comment button is also included should there be any questions or concerns that need to be addressed regarding the specific invoice.

The image shows the 'Invoices' page in the application. At the top, there are dropdown menus for 'Account' (set to 'ALL') and 'Sub-account' (set to 'ALL'). To the right is a search box labeled 'Search invoices and orders' with a magnifying glass icon. Below these is a table of invoices. The table has columns for 'Invoice Number', 'Invoice Number', 'File Sequence', 'Original Amount', 'Balance', 'Customer PO', and 'Invoice Date'. The first row of data is highlighted. A blue callout box with an arrow points to the first 'Invoice Number' cell, containing the text 'Invoice Number'. Another blue callout box with an arrow points to the search box, containing the text 'Search Box'.

Invoice Number	Invoice Number	File Sequence	Original Amount	Balance	Customer PO	Invoice Date	
14305772	14305772				170-25756	01/02/2014	View Comment
14307888	14307888				413-19795	01/29/2014	View Comment
14310464	14310464	276536	\$1,520.84	\$397.63	179-48972	03/05/2014	View Comment
14310722	14310722	276538	\$2,063.15	\$153.14	176-63488	03/10/2014	View Comment
14314338	14314338	276541	\$1,562.80	\$91.74	176-65926	04/22/2014	View Comment
14316937	14316937	276543	\$3,384.67	\$129.59	653-28090	05/27/2014	View Comment
14317451	14317451	276545	\$2,629.05	\$103.86	142-59798	06/03/2014	View Comment
14321039	14321039	276547	\$1,785.79	\$162.40	184-50217	07/21/2014	View Comment
14321902	14321902	276549	\$2,268.87	\$119.41	449-59961	07/29/2014	View Comment
14329408	14329408	276551	\$1,472.38	\$281.41	178-13198	11/05/2014	View Comment
14332009	14332009	276553	\$2,230.15	\$88.63	142-16021	12/15/2014	View Comment
14332018	14332018	276561	\$1,366.39	\$266.60	449-65942	12/16/2014	View Comment
14332022	14332022	276556	\$1,439.30	\$245.39	123-52931	12/15/2014	View Comment
14332424	14332424	276565	\$1,614.42	\$90.99	430-17430	12/18/2014	View Comment
14332478	14332478	276568	\$1,459.32	\$186.66	412-42889	12/18/2014	View Comment

Orders

Next, when users click on “Orders”, another table will appear. This table will have two tabs titled Open Orders and Order History. The table layout and functionality are the same as presented on the Open Invoices section of the site.

Order Number	Order Total	Purchase Order	Order Status	Who placed Order	Order Date	Requested Delivery Date	Who Placed Order
16500051	\$121.24	Test PO1	Held	BECKY	03/30/2016	03/30/2016	BECKY
16500047	\$984.47	testing	Held		03/30/2016	03/30/2016	
16500048	\$20.20	test	Open		03/30/2016	03/30/2016	
16500052	\$750.00	test	Held		03/30/2016	03/30/2016	
16500050	\$598.42	vaicb	Held		03/30/2016	03/30/2016	
16500045	\$272.50	test	Picking		03/30/2016	03/30/2016	
16500046	\$82.60	email test	Picking		03/30/2016	03/30/2016	
16500044	\$182.80	test	Open		03/30/2016	03/30/2016	
16500038	\$4,101.94	sjm testng bol for	Picking		03/29/2016	03/29/2016	
16500040	\$391.80	32916	Picking		03/29/2016	03/29/2016	

Price List

When attempting to view a Price List, again, users will see a lot of similarities to the tables presented in Open Invoices and Orders. Once the Account and Sub-account drop down boxes are populated at the top of the page, the content will appear with the ability to export to a PDF or Excel file.

Item Number	Item Description	Division Name	Class Name	Item Price
BC35-NRA	BEER COASTER ROUND 3-1/2"	PAPER GOODS	COASTERS - BEER COASTERS	\$0.00
CPLUG-A	CIRCLE BEVERAGE PLUG - RED;	PLASTIC PRODUCTS	STG CIRCLE PLUG	\$0.00
CPLUG-BK	CIRCLE BEVERAGE PLUG - BLACK;	PLASTIC PRODUCTS	STG CIRCLE PLUG	\$0.00
CPLUG-C	CIRCLE BEVERAGE PLUG - GREEN;	PLASTIC PRODUCTS	STG CIRCLE PLUG	\$0.00
CPLUG-O	CIRCLE BEVERAGE PLUG - ORANGE	PLASTIC PRODUCTS	STG CIRCLE PLUG	\$0.00
CPLUG-V	CIRCLE BEVERAGE PLUG - VARIETY	PLASTIC PRODUCTS	STG CIRCLE PLUG	\$0.00
CPLUG-W	CIRCLE BEVERAGE PLUG - WHITE;	PLASTIC PRODUCTS	STG CIRCLE PLUG	\$0.00
DA2442	24" X 42" LIGHTWEIGHT POLY	PROTECTIVE WEAR	APRONS	\$0.00
DA2846	28" X 48" LIGHTWEIGHT POLY	PROTECTIVE WEAR	APRONS	\$0.00
EFC10	10" ECONOLINE NON WOVEN	FILTERS & ACCESSORIES	FILTER CONES	\$0.00
FCH10-1	10" FILTER CONE HOLDER	FILTERS & ACCESSORIES	FILTER CONE HOLDERS	\$0.00
FD2178	PAPER FILTER DISC 21 7/8"	FILTERS & ACCESSORIES	FILTER DISCS	\$0.00
FS213325	NON-WOVEN FILTER SHEET	FILTERS & ACCESSORIES	FILTER SHEETS	\$0.00
GCT900-2	GUEST CHECK PAPER CARBONLESS	GUEST CHECKS	MULTI COPY - CARBONLESS	\$0.00
L102P	SMALL CLAM SHELL	MISCELLANEOUS	FOODSHELLS	\$0.00
L7EP	CRAB SHELL-ECONOMY	MISCELLANEOUS	FOODSHELLS	\$0.00
P825	ADULT POLY BIB LOBSTER	PROTECTIVE WEAR	BIBS - POLY	\$0.00
R800	6" BAMBOO PADDLE PICK	BAMBOO	PICKS - BAMBOO	\$0.00
R801	3.5" BAMBOO PADDLE PICK	BAMBOO	PICKS - BAMBOO	\$0.00
R802	7" BAMBOO KNOT PICK	BAMBOO	PICKS - BAMBOO	\$0.00

We hope you find using WIN easy and informative. Please follow up with your Regional Sales Manager with any questions or you can send feedback to it@royalpaper.com.

Thank you for supporting Royal!

Nick Levandusky
Director of Marketing