Placing an order

New Orders	My Orders		My Claims	
Enter Spec or Item Numbers	Order Number: 11504338	Order Date: 06/21/2022	Claim: <u>10249349</u> Closed	Date: 10/25/2019 Amount: 0
Spec or Item	PO Number: TEST13579 <u>Track Shipment</u>	Status: Cancelled	Claim: <u>10247306</u> Closed	Date: 10/24/2019 Amount: 0
Spec or Item	Order Number: 10384692	Order Date: 02/11/2020	Claim: 10247346 Cancelled	Date: 10/24/2019 Amount: 0
Spec or Item	PO Number: 3333	Status: Cancelled		
Add More	<u>Track Shipment</u>			
Add to Cart	Order History	Saved orders	View Claims	Submit Claim

Note - You must have an active My Avery Dennison account to submit orders. If you need to register, please follow this link. My Avery Dennison Registration

This guide will walk you through the steps of placing an order through My Avery Dennison. To place an order you must have an active quote for the spec you want to order. If you don't have a quote you can submit a pricing request through the Product Finder. Your sales rep will then enter pricing for your account. And once the pricing is active (1 day after the quote has been entered), you can place an order for that spec through the website.

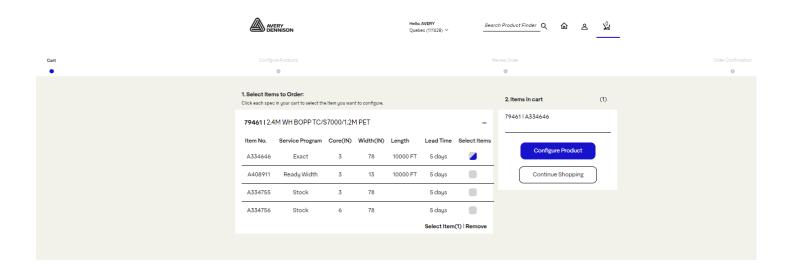


Step 1

From the Homepage/Dashboard, type the spec(s) you want to order into the New Orders field, then click Add to Cart.

Step 2

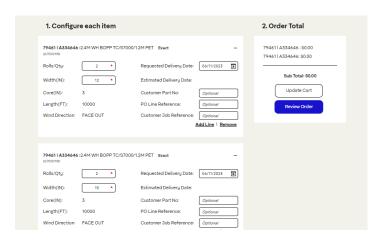
Next on the Cart page, click the box under Select Items for the program(s) you would like to purchase. Once all of the items are selected click Configure Product



Step 3

On the Configure Products page, you must enter the required information based on the service program(s) that were selected. Once all of your rolls are entered properly, you must click Update Cart. The system will then provide you with an updated price and estimated ship date. After this you must click Review Order to proceed to the next step. (The input fields for the different service programs are listed below)

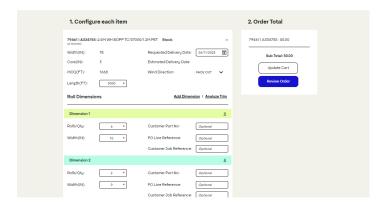




Exact

- Number of Rolls
- Roll Width
- Requested Delivery Date (defaults in but can be changed)
- Customer Part Number (optional)
- PO Line Reference (optional)
- Customer Job Reference (optional)

If you want to add more rolls under Exact you must click Add Line. Another box will then appear.



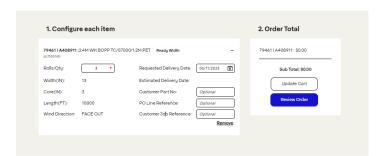
Stock & Custom

(Note - Stock programs have a standard MOQ (Minimum Order Quantity) of 1,668', while Custom programs have higher MOQ's and Lead Times)

- Roll Length(ft)
- Requested Delivery Date (defaults in but can be changed)
- Number of Rolls
- Roll Width
- Customer Part Number(optional)
- PO Line Reference (optional)
- Customer Job Reference (optional)

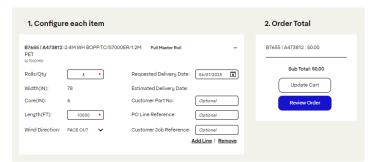
If you want to add different roll sizes, you must click Add Dimension. A new dimension will appear and allow you to enter the additional roll sizes. Once you complete entering the rolls you must click Update Dimension. The Slit Roll Optimizer will then appear at the bottom of the page. You can see if you have any trim left over on the master roll and you can make changes if necessary.





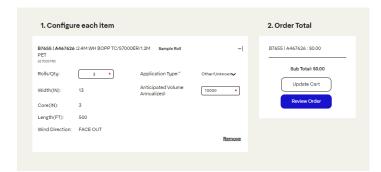
Ready Width

- Number of Rolls
- Requested Delivery Date (defaults in but can be changed)
- Customer Part Number (optional)
- PO Line Reference (optional)
- Customer Job Reference (optional)



Full Master Roll

- Number of Master Rolls
- Length of Master Rolls
- Customer Part Number (optional)
- PO Line Reference (optional)
- Customer Job Reference (optional)

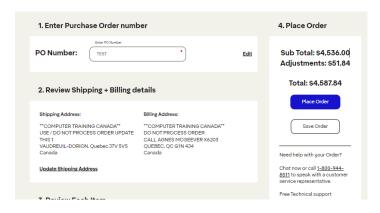


Sample Rolls & Sample Sheets

(Note-You can receive up to 3 sample rolls for free. Additional rolls after 3 will be charged)

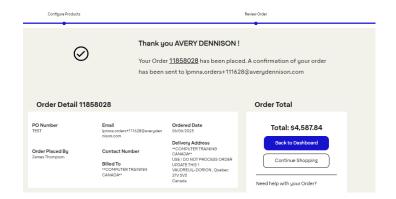
- Number of Sample Rolls / Number of Sample Sheet packs (6/pack)
- Application Type
- Anticipated Volume Annualized





Step 5

After the order has successfully been placed, you will see the Order Confirmation screen. This screen will provide the Sales Order Number as well as another review of the order. If you are set up to receive order acknowledgements you will receive it in an email.



<u>label.averydennison.com</u> 06/2023



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