



# W.E. GREER LTD. eCommerce New Customer Setup

Customer Name:

Contact Name:

Position:

## USERS:

Name	A	S	R	Location	Order Confirmation Email Address (must be "Approver")	Contact No.	Each User Name and Password below must be unique.	
							User Name	Password*

A - Approver (full access); S - Standard (order only-approval required); R - Reporting (reporting only)

## ONLINE STORE DETAILS:

PO Number Required:            Y   N  
 See Pricing:                        Y   N  
 Item Cross Reference:            Y   N

**\* Pro Tip for Passwords:**  
 At least 8 characters (maximum 10 characters)  
 Use at least 1 lower case letter, 1 upper case letter,  
 1 number, and 1 special character (e.g. !@#\$\$%^&\*)

## ACCOUNT MANAGER:

Logo for splashpage (jpeg, ai, eps, tiff, gif) - Email to amber@wegreer.ab.ca

Product access:      Full Catalog          Basket of Goods   

Over

## ONLINE CATALOG USE AND INFORMATION POLICY

### Online Catalog Application

Our online catalog is not open for public viewing. Since we do not collect or accept online payments, we only bill for transactions made through our online store. For this reason we require online users to be active account customers with an approved credit check. Not a customer yet? No problem! Contact us and we will get you started.

### Security

Please note that W.E. Greer Ltd. is not responsible for unauthorized access of your store due to insufficiently complex passwords, or lack of control within your company to protect login information. Make sure to create a strong password, and ensure that login information is protected.

### Pricing Information

Customer specific contract pricing is provided in the online catalog. For this reason, customers are expected to keep pricing information confidential. Are there members of your staff you do not want to have access to pricing? No problem, the information that users see can be customized. From time-to-time there may be price discrepancies due to updating lags. We reserve the right to make the correction at the time of invoicing. Normal freight minimums for your area apply. Contact us to find out what your minimum order is for pre-paid delivery.

### Information Updating

We know that staff and the roles they play changes from time to time. To ensure the proper people have access to catalog information, please contact us with your name, phone number, email, and access adjustments.

### W.E. Greer Ltd. Information Usage Policy

W.E. Greer Ltd. collects customer name, address, phone number, and email information for the sole purpose of conducting business. Marketing communications are under separate opt-in procedures. You may be asked if we can add you to our marketing email list, but you will receive a message asking you to opt-in, and you can remove yourself from the list at any time. We do not sell or share customer information without the customer's consent.

Company name: \_\_\_\_\_

Acknowledged by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail the complete form to [jstreet@wegreer.ab.ca](mailto:jstreet@wegreer.ab.ca).

You can also download and fill this form electronically, then hit the "Submit" button.