

WIN(win) Pricing Benchmark Reports (PBR's)

Quick Start User Guide

This guide is intended to introduce new users to the WIN(win) platform, and also provide guidance on how to Purchase a Subscription, request a Pricing Benchmark Report (PBR), set up users, add documents and what to expect from automated Dialogue responses which are generated from the WIN (win) platform. In addition, where appropriate, will suggest and guide on best practices in specific areas.

Contents

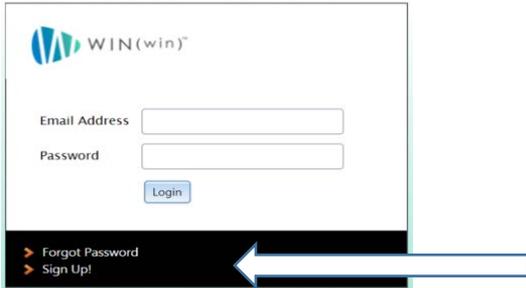
New User Sign-up WIN (win)	3
Setting up your Account	4
Verification email	5
Agreeing to the Terms and Conditions for using WIN (win)	5
Purchasing a Pricing Benchmark Subscription	6
Choosing your Subscription	6
Billing Information	7
Agreeing to the Terms and Conditions for the PBR	8
Setting up the Pricing Benchmark Report	9
Adding Viewers and Adding Documents	9
Analyst Call	10

New User Sign-up WIN (win)

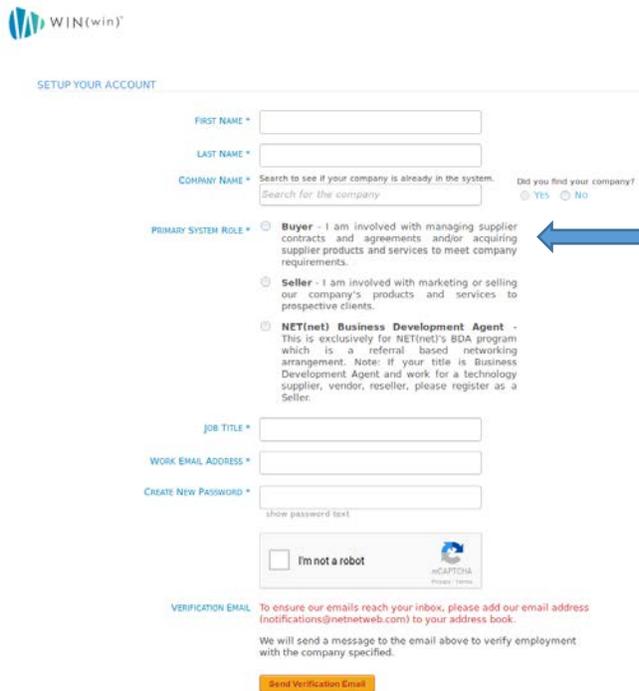
A new user to the WIN (win) Platform will be sent a link which will take you to the Log in area.

<http://www.winwinit.com/>

Follow this link to take you to the Log in area of WIN (win).



If you have already signed up to WIN (win), then please sign in as normal. If not please follow the “Sign Up” link to be taken to the sign up page.



Please ensure you click “Buyer” to enable you to access Benchmarks

When you Click sign up it will take you to the WIN (win) page like the one above. Fill in the required details to sign up.

Setting up your Account



SETUP YOUR ACCOUNT

FIRST NAME *

LAST NAME *

COMPANY NAME * Did you find your company?
 YES NO

← We'll create a record for this company in the system

PRIMARY SYSTEM ROLE * **Buyer** - I am involved with managing supplier contracts and agreements and/or acquiring supplier products and services to meet company requirements.

Seller - I am involved with marketing or selling our company's products and services to prospective clients.

NET(net) Business Development Agent - This is exclusively for NET(net)'s BDA program which is a referral based networking arrangement. Note: If your title is Business Development Agent and work for a technology supplier, vendor, reseller, please register as a Seller.

JOB TITLE *

WORK EMAIL ADDRESS *

CREATE NEW PASSWORD *
show password text

I'm not a robot  reCAPTCHA
Privacy - Terms

VERIFICATION EMAIL **To ensure our emails reach your inbox, please add our email address (notifications@netnetweb.com) to your address book.**

We will send a message to the email above to verify employment with the company specified.

←

As Previously described above, click Buyer

Once all details have been filled out click on the "I'm not a robot" which will bring up the Verification screen. Please verify using the query specified and once this step has been completed please click the "Send verification email" radio button to be sent a confirmation email code. At WIN (win) we take your information security very seriously and we have these process in place to protect your data.

Verification email

WIN(win)[™]

Winning Markets. Winning Relationships.

Dear John,

This email was sent to John.Smith@testcom.com in order to setup your account. Please confirm receipt of this email by entering the following 6-digit verification code into the spaces provided on the account setup page.

MOWj4x

(This code expires 15 minutes after issue)

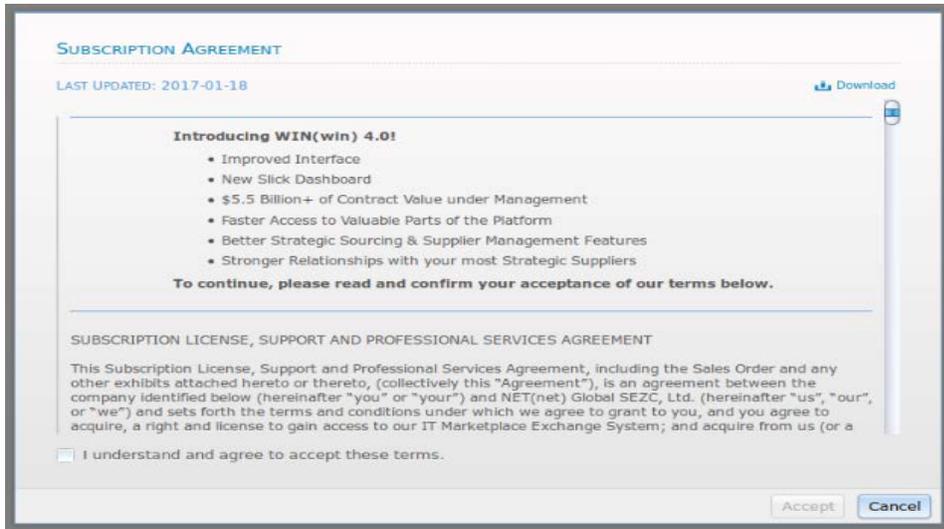
Best regards,

WIN(win) Team

WIN(win)[™] is a technology enabled business process for strategic sourcing and strategic supplier management, helping you get maximum value from your supply chain. Add your voice!

Copy the verification code from your confirmation email and enter this information into the new box which will pop up when you click the verification button. **PLEASE NOTE** this link will only stay active for 15 minutes, after which the link will expire and you will need to go through the process of entering in your information again.

Agreeing to the Terms and Conditions for using WIN (win)



SUBSCRIPTION AGREEMENT

LAST UPDATED: 2017-01-18 [Download](#)

Introducing WIN(win) 4.0!

- Improved Interface
- New Slick Dashboard
- \$5.5 Billion+ of Contract Value under Management
- Faster Access to Valuable Parts of the Platform
- Better Strategic Sourcing & Supplier Management Features
- Stronger Relationships with your most Strategic Suppliers

To continue, please read and confirm your acceptance of our terms below.

SUBSCRIPTION LICENSE, SUPPORT AND PROFESSIONAL SERVICES AGREEMENT

This Subscription License, Support and Professional Services Agreement, including the Sales Order and any other exhibits attached hereto or thereto, (collectively this "Agreement"), is an agreement between the company identified below (hereinafter "you" or "your") and NET(net) Global SEZC, Ltd. (hereinafter "us", "our", or "we") and sets forth the terms and conditions under which we agree to grant to you, and you agree to acquire, a right and license to gain access to our IT Marketplace Exchange System; and acquire from us (or a

I understand and agree to accept these terms.

[Accept](#) [Cancel](#)

Once the code has been entered and accepted the Terms and Conditions for the use of the Pricing Benchmark Report will be available to read. If you agree to the Terms, you must click the "I understand and agree to accept these terms" box, at which time the "Accept" button will become active and you will be able to move on.

Purchasing a Pricing Benchmark Subscription

To Purchase a Subscription, hover your mouse over the Large Blue “Purchase a Benchmark Subscription” and click to purchase a Subscription.

Purchase a Benchmark Subscription

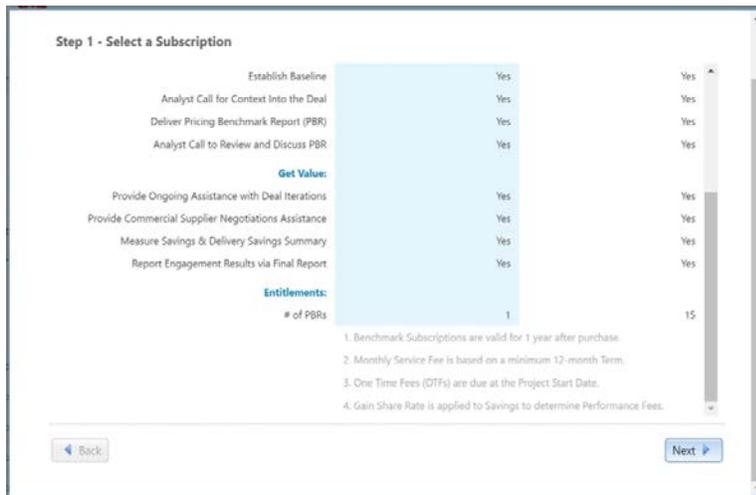
To get started, please purchase a new Benchmark Subscription.

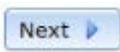
If you are not taken to the above, simply click on the Benchmarks link at the center of your screen which

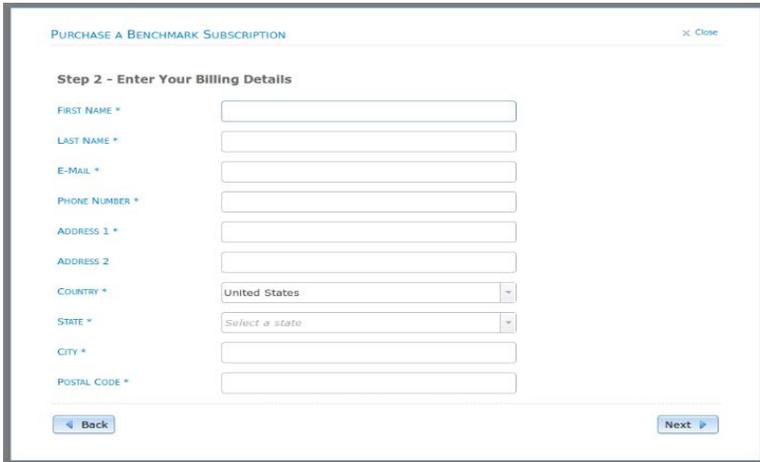


Choosing your Subscription

Choose which Subscription model you would like to purchase. The 15 gives you 3 free PBR’s as opposed to the single use model. This page also gives you information relating to which PBR you would like to choose, how much they cost and what you get for your subscription payment. **ALL subscriptions are 1 year in length.**



When you’ve selected your subscription click the  button to move onto the next screen.



PURCHASE A BENCHMARK SUBSCRIPTION Close

Step 2 - Enter Your Billing Details

FIRST NAME *

LAST NAME *

E-MAIL *

PHONE NUMBER *

ADDRESS 1 *

ADDRESS 2

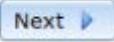
COUNTRY *

STATE *

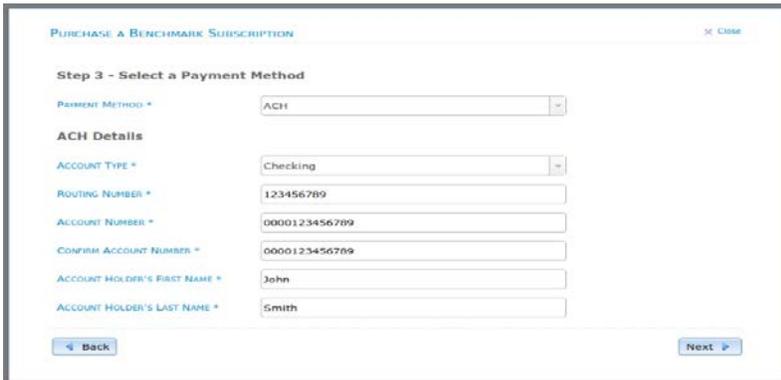
CITY *

POSTAL CODE *

Once you have chosen which subscription is right for you, the system will request some information relating to the person who is purchasing this subscription. Please fill out all the required boxes on the form. The analyst will use this information to contact you once the Pricing Benchmark has been set up.

Once all your information has been set up click the  button to continue.

Billing Information



PURCHASE A BENCHMARK SUBSCRIPTION Close

Step 3 - Select a Payment Method

PAYMENT METHOD *

ACH Details

ACCOUNT TYPE *

ROUTING NUMBER *

ACCOUNT NUMBER *

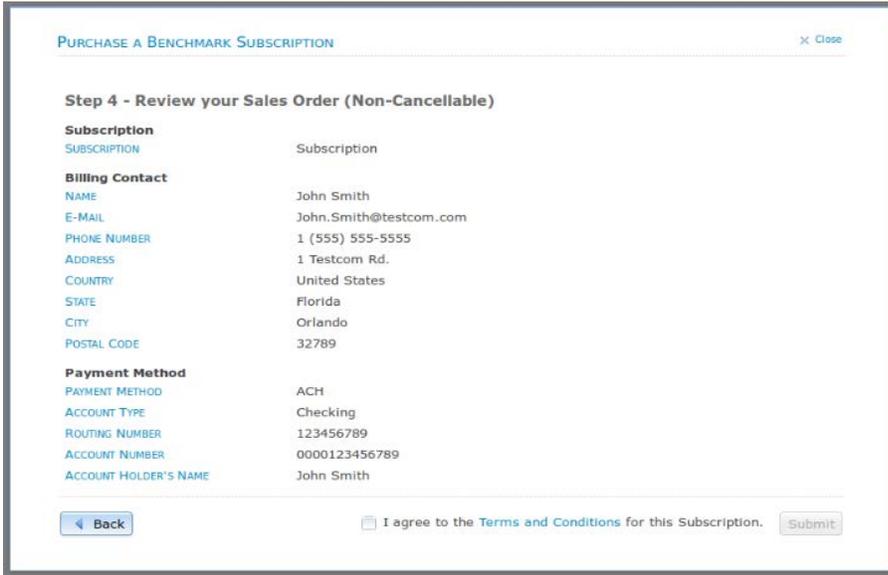
CONFIRM ACCOUNT NUMBER *

ACCOUNT HOLDER'S FIRST NAME *

ACCOUNT HOLDER'S LAST NAME *

You have three payment choices to choose from when purchasing a PBR, these are ACH, Invoice or Credit card. Choose whichever option suits you the best, enter in the required information to allow for accurate billing and click the  button to continue.

Agreeing to the Terms and Conditions for the PBR



PURCHASE A BENCHMARK SUBSCRIPTION X Close

Step 4 - Review your Sales Order (Non-Cancellable)

Subscription
 SUBSCRIPTION Subscription

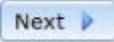
Billing Contact

NAME	John Smith
E-MAIL	John.Smith@testcom.com
PHONE NUMBER	1 (555) 555-5555
ADDRESS	1 Testcom Rd.
COUNTRY	United States
STATE	Florida
CITY	Orlando
POSTAL CODE	32789

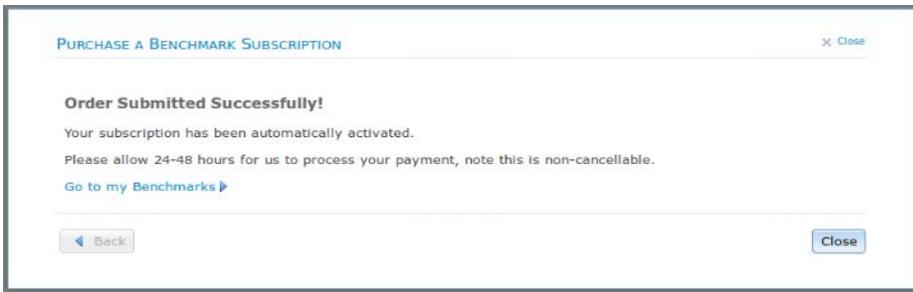
Payment Method

PAYMENT METHOD	ACH
ACCOUNT TYPE	Checking
ROUTING NUMBER	123456789
ACCOUNT NUMBER	0000123456789
ACCOUNT HOLDER'S NAME	John Smith

I agree to the [Terms and Conditions](#) for this Subscription.

Once all your billing information has been entered and you have pressed the  to continue, you will then be presented with the information to confirm everything you have entered into the system at this stage is correct. In addition, at this stage you can also read the Terms and Conditions relating to the use of the Benchmark, charges etc. by clicking on the Terms and Conditions link in Blue. If you agree to

these terms, again simply click the radio button to the left of the “I agree...” statement and the  button will now be active to allow you to proceed. If all the data has been entered correctly you should get a confirmation dialog box like the one below.



PURCHASE A BENCHMARK SUBSCRIPTION X Close

Order Submitted Successfully!

Your subscription has been automatically activated.

Please allow 24-48 hours for us to process your payment, note this is non-cancellable.

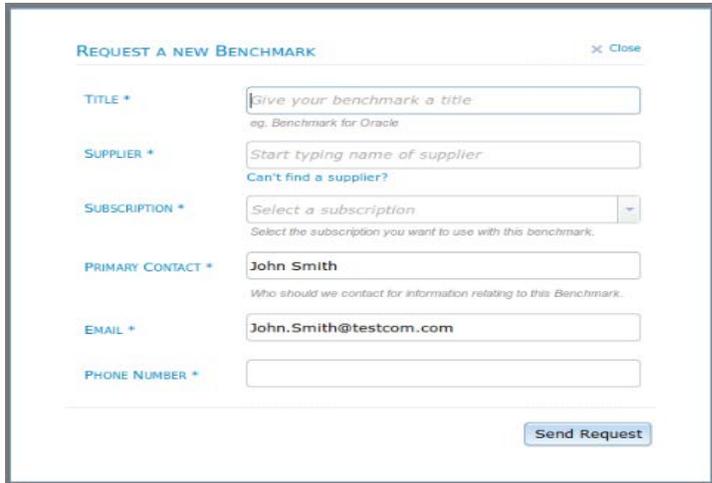
[Go to my Benchmarks](#)

From here you can go directly to the Benchmarks area by clicking the Live link in blue or Close the Dialogue box to be taken back to the main WIN (win) Home screen. If this is your first Benchmark you will have a

screen which has **Request a New Benchmark** directly in the Center of the screen, click on this live link to start the Benchmark process. If you have set one up before you can also set up Benchmarks by clicking on the  link at the top right-hand side of the screen. You can

also manage your subscriptions by clicking on the [Manage Subscriptions](#) link again at the top right-hand side of the screen.

Setting up the Pricing Benchmark Report



REQUEST A NEW BENCHMARK ✕ Close

TITLE *
eg. Benchmark for Oracle

SUPPLIER *
Can't find a supplier?

SUBSCRIPTION *
Select the subscription you want to use with this benchmark.

PRIMARY CONTACT *
Who should we contact for information relating to this Benchmark.

EMAIL *

PHONE NUMBER *

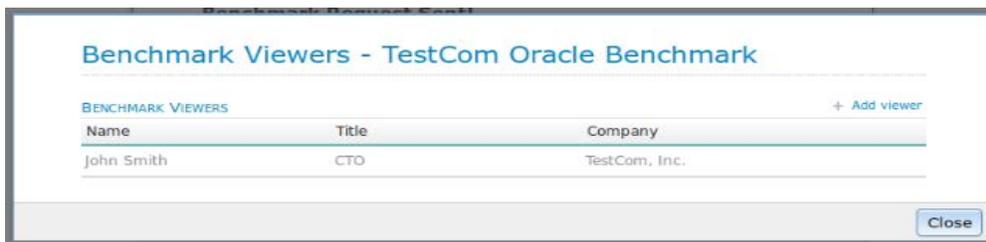
You need to set up the information relating to the Supplier you wish to Benchmark using your process against. Some of the information can be pre-populated using the information already entered into the system. If this has changed, please ensure the correct details are changed to allow the analyst to contact the most appropriate person for this specific Benchmark. Once this basic information has been entered

into the system you can send a request to set this up by clicking on the button. Once this has been pressed, a dialogue box will pop up which will allow you to add viewers to the PBR [+ Add Viewers](#), or add documents [+ Add Documents](#).

You will also get an email confirming this has been set up and so will your analyst.

Adding Viewers and Adding Documents

To add viewers for your team to allow them to view the Benchmarks, click on the [+ Add Viewers](#) link at the top right-hand side of the screen which will open up a new dialogue box.

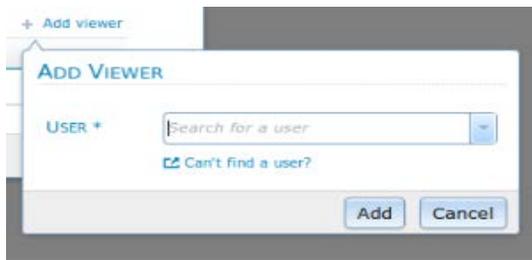


Benchmark Viewers - TestCom Oracle Benchmark

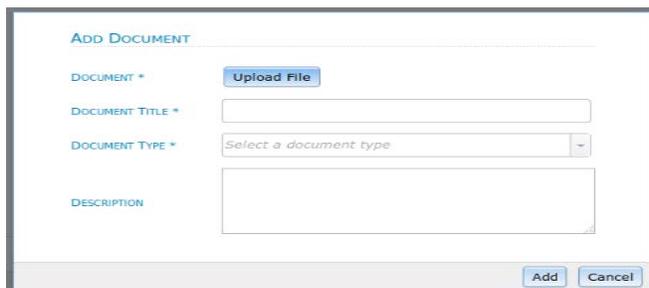
BENCHMARK VIEWERS [+ Add viewer](#)

Name	Title	Company
John Smith	CTO	TestCom, Inc.

You can also search for users already in the system relating to your company by clicking on the [+ Add Viewers](#) link which will bring up a search dialogue box. If the user is not the system they can be added at this stage.



Once you have finished adding viewers, close the dialogue box and you can then start to add documents. By Clicking on the [+ Add Documents](#) link, it will open a dialogue box which will allow you to add the documents related to the specific supplier you wish to Benchmark. The Documents to be uploaded here are things like order documents, invoices etc. and anything else which you think may be relevant in enabling the analyst to make an assessment of your pricing based on the information provided. This will be used alongside our market leading Federated Market Intelligence which will help us in providing the best Pricing possible for the deals you wish NET (net) to Benchmark.



Analyst Call

Once all the information has been entered into the system, the analyst will be made aware that you are now ready to proceed. At this stage the analyst will have 48 hours to do an initial analysis and from there they may decide that you need to provide more information, or that they have enough to make an assessment. Once a Baseline has been made this can then be used to compare against our Market Prices and a Pricing Benchmark Report (PBR) will be produced. At this stage, both NET (net) and you can “opt out” of moving forward into the supplier negotiation stage. However, using a NET (net) analyst who has carried out many negotiations and has access to the NET (net) Federated Market Intelligence may be your best option to achieve a fully optimized price. You can discuss this option with your Analyst on your call.