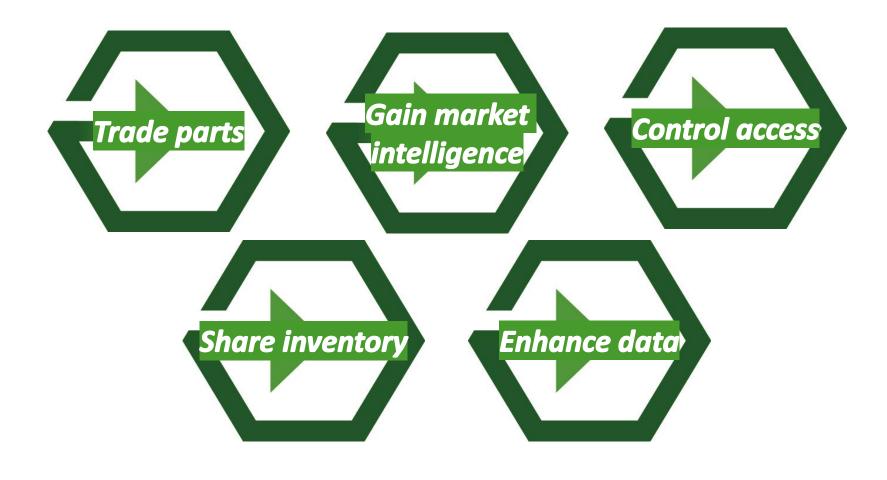


# Ampelius User Guide

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# About Ampelius

Ampelius is a secure environment to trade industrial parts, components & equipment.



#### Contents



This guide shows the steps to follow when using Ampelius. Click on an image below to find out more.



#### Set up my account



If your company is not already a member, you will need to register. Click the image for our guide.

If you want to change who you can trade with, click the image.



**Register Your Company** 

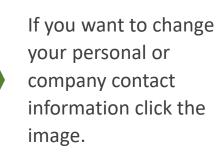


**Register Your Company** 

To set up an account for your company you first need to complete a registration process. The first user automatically

become the 'Company Administrator' for that account. Click an image below for a guide to each step.

If you want to add more colleagues to your company account click the image.



- Contents menu

**REGISTER NOW** 

# Register



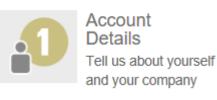
Registration helps us manage access to the members area. The steps below show you how to register your company and start trading.

**3** Review and download our

on-line Terms of Business.

Go to

www.ampeliustrading.com/register and fill in each field.



You will need your personal contact information and company details to proceed to the next step.

Click this button when you are done.

2 The Service Next Step Click this button to agree.



5 Then fill in our short questionnaire.



Industry Questionnaire This helps us understand more about your requirements

Click this button and we will start to verify your access.

Next Step

- An account activation email will be sent to you. Follow the instructions on the email.
- When our company verification process is complete you can login.

If you get stuck at any point send a note of the issue to brokerage@ampeliustrading.com

- Contents menu - Set up your account menu

REGISTER NOW

# Login

**REGISTER NOW** 

- Contents menu

- Set up your account menu

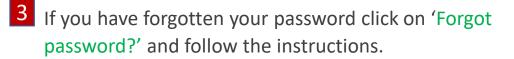


You need to login with your unique username and password to access your account and the market.

Login

- Go to <u>www.ampeliustrading.com</u> and click on this button at the top right of the screen.
- 2 Enter your Username and Password, then click '**Continue**'.

Login	×
Username	
Password	
□ Remember Me	
Continue Forgot password?	_



Password Reset			
Please enter the email address for your account. A verificati password for your account.	on code will be sent to you. C	Once you have received the verification code, you will be able to choose a new	N
Email Address *			
Captcha *	I'm not a robot	reCAPTCHA Phagy-Tema	
Submit			

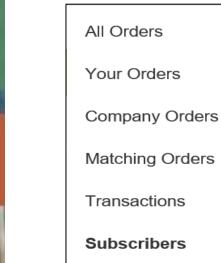
4 If you have forgotten you Username, send an email to brokerage@ampeliustrading.com

# Add a colleague



<u>- Set up your</u> account menu To add other colleagues to your company account follow the instructions below.

1 Use the 3-bar menu icon 2 on the tool bar to select 'Subscribers'.



**Prohibited Companies** 

5

My Details

The '**Company User Accounts**' page is then shown.

**Company User Accounts** 

4

3 To add another user, click on the 'Add Subscriber' button.

Add Subscriber

When complete click on this button.

Submit

Fill in the contact details of the new user. You can also send them a document or personal message.

User Details		Organisation Deta	ills
Name *	Mycolleague	Company Name *	The Company
Username *	Mycolleaguename	Street *	Company Street
Email *	Mycolleague@thecompa	City *	Company City
Password *	Good	State/Region *	Company State
Role *	Senior Maintenance Engineer	Postal/Zip Code *	Company Postal/Zip Code
Phone *	Direct number - 001	Country *	Company Country
Message for User	I have added you to our Ampelius account	Contact Email *	admin@admin.com
Supporting	Upload Documents	Contact Phone *	Your company number
Documents		Website	www.yourcompanywebsite.com

#### Create a group

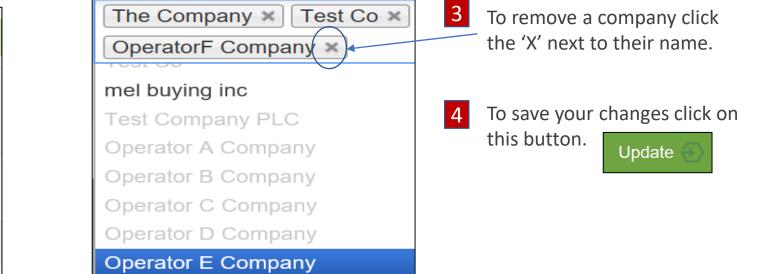


You can choose who your company trades or shares with. The instruction below show you how to add companies to your list of '**Prohibited Companies**'.

 Use the menu icon on the tool bar to select
 'Prohibited Companies'.

All Orders
Your Orders
Company Orders
Matching Orders
Transactions
Subscribers
Prohibited Companies
My Details

To add a company to the list just click on the box and select the company from the dropdown.



Remember - when a company is on your list you cannot trade with them and they cannot trade with you!

Ampelius can do this for you, just send a note of the companies you only want to trade with to brokerage@ampeliustrading.com

<u>- Contents menu</u> <u>- Set up your</u> account menu

REGISTER NOW

# Change details

ransparent, ive way REGISTER NOW

<u>- Contents menu</u> <u>- Set up your</u> account menu You can change your personal and company account details, i.e. your contact details, username and password etc. at any time.

To make changes, overwrite the existing entries

1 Use the menu icon on the tool bar to select '**My Details**'. 2

3

All Orders
Your Orders
Company Orders
Matching Orders
Transactions
Subscribers
Prohibited Companies
My Details

User Details		Organisation Detai	Organisation Details		
Individuals Name *		Company Name *	The Company		
Username *		Street *	Company Street		
Email *		City *	Company City		
Password	••••	State/Region *	Company State		
Role *		Postal/Zip Code *	Company Postal/Zip Code		
Phone *		Country *	Company Country		
Invoicing Details		Contact Email *	admin@admin.com		

Then click this button to save.



### Manage my orders

- Contents menu

You have access to your own account orders and those of your colleagues. The following section shows you how to find your account orders and how to make changes to orders.

You can view and process the orders in your account. Click this image for our guide. Your Orders



You can view all orders in your company account. Click this image for a guide.

If you want to change the detail in an order click this image. Change an Order

# Your orders

You can find, pull from or put into the market, edit or check the status of all the orders in your account.



Order management menu 1 Click on the menu icon and select '**Your Orders**' to view all orders in your account.

#### All Orders

Your Orders

Company Orders

Matching Orders

Transactions

Subscribers

**Prohibited Companies** 

My Details

4	You to make changes to an order by clicking on this button. You can delete an order by clicking on this button.	Delete
4	button.	Edit
2	You can pull an order from the market by clicking on this button. You can put an order into the market by clicking on this	Put On Hold Set Live

6 Every order has a status. The table below shows what each status means.

Live	Your order can be viewed in the market.
Approved	Your order is currently pulled from the market.
Saved	This new order has not been submitted for review.
Pending	This new order has been submitted for review.
Under Offer	The order is part of an incomplete transaction.
Expired	The expiry date of the order has passed.
Completed	The order is part of a completed transaction.
Under Negotiation	A query has been raised against this order.

### Company orders

You can view your orders and those of your colleagues on the 'Company Orders' page.



Order management menu Click on the menu icon and select '**Company Orders**' to view all order in your company account.

All Orders

Your Orders

**Company Orders** 

Matching Orders

Transactions

Subscribers

Prohibited Companies

My Details

If you are the '**Company Administrator**' you can put your colleagues orders into the market by clicking on this button.

If you are the '**Company Administrator**' you can delete your colleagues orders by clicking on this button.

In both '**Your Orders**' and '**Company Orders**' you can view the detail of each order by clicking on the title URL link.

579f175b0e451 - Directional Control Valve, Swagelok P/N: SS-4CA-50

This opens the '**Order Details**' view of your order where you can view and respond to queries, match orders and edit details.

		Conventional Relief Valves	
	Manufacturer: CRC Manufacturer P/N:		
	Model #: 900	9511017A	
	Dimensions: ID: 3/4	U.S. OD. 41	
PIER			
a set	Product Type: Part	CL600 x OD: CL300	
HUI	Condition: Good		
	Materials: SA216 V		
SUTT	Price Per Unit: £99		
	Unit of Measure: E		
	Stock Available: 1		
		Conventional Relief Valve, Crosby P/N: 9511017A	
der ID: 57286b2422a0b			
mer's Reference: YY02005583, 00,	More Technical Data		~
Jer (D: 07200b2d22a0b mer's Reference: YY02005083, no. DELIVERY DETAILS	More Technical Data		~

Put On Hold

Delete

# Change an order

When the edit button appears you can click on it to amend your order.



2

3

5

The edit button appears in the 'Your Orders' view and 'Company Orders' (when the order is yours).

It also appears in the '**Order Details**' view. Just click on a price block with a bold red border.

In this view you can click edit to update the details of an order.

The '**Order Entry'** view shows all the attributes and documentation associated with your order.



Order management menu When you make a change, send it to us to review by clicking this button.

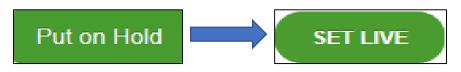


Buy Stack	Sell Stack
4,000	7,006,853









# I want to buy

-

Use this guide to take you through our buying process. Click on a section below to learn more.

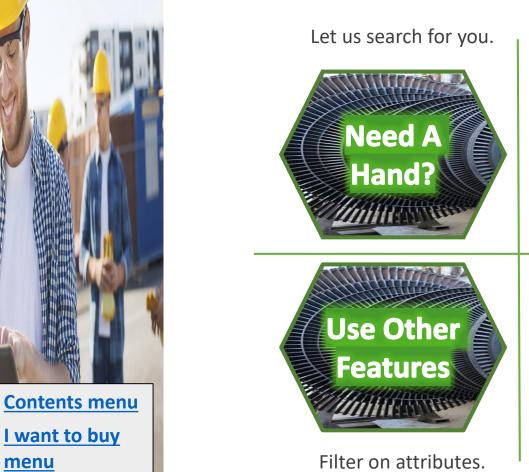
				ſ		1
	<u>Find</u>	Create	Check	Match	Trade	Transact
Contents menu	Guide to use of the 'Search' and 'Navigation' features.	Guide to creating a 'Buy Order'.	Guide to using the 'Query' feature to check the details of an order.	Guide to using the 'Match' feature to focus on specific orders.	Guide to using the marketplace to negotiate a fair price.	Guide to using the 'Transaction' features to close a deal.
				l	)	

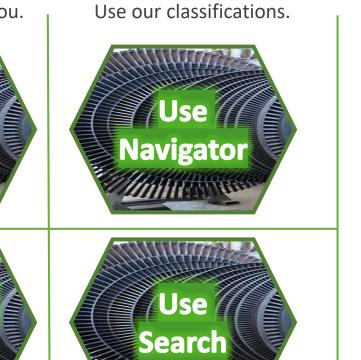
# Find

-

menu

Use this guide to help you find items. Click on each image to learn more....







Combined all four approaches to maximise the chance of finding what you want.

Use our search box.

## Need A Hand?



- Contents menu
- <u>l want to buy</u> <u>menu</u>
- Find menu

A quick way to source an item is to let us do the hunting for you.

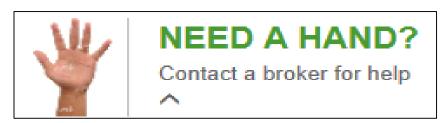
Send



Click on the '**Need A Hand?**' button on the main Dashboard.

We can help you with finding items, listing items, market intelligence, additional third party services and training. Set out your requirements below and we will be in touch:

Can you let me know how many 16" Ball Valve you have for sale. The body material must be stainless steel 316L.



- 2 Enter the details of the item you want information about then click Send.
- 3 We will prepare a report for you detailing the number of items we have for sale related to your request.

#### Use Navigator

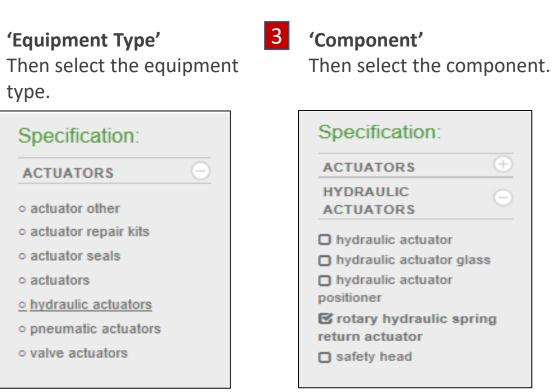
Navigating through the product and specification menu choices can maximise the number of results.

1 'Product'

4

Start by selecting from the list of Products.

PRODUCTS	
Accumulators	$\rangle$
Actuators	$\rangle$
Adaptors	$\rangle$
Ancillary Equipment	$\rangle$
Bearings	$\rangle$
Bellows	$\rangle$
Compressors	$\rangle$
Drilling Equipment	$\rangle$
Electrical, Automation & Cables	$\rangle$
Electronic Components	$\rangle$
Fasteners	$\rangle$
Filtration Equipment	$\rangle$



- Contents menu
- <u>l want to buy</u> <u>menu</u>

\_

Find menu

To go back a step just click on the green section in the grapevine.

2

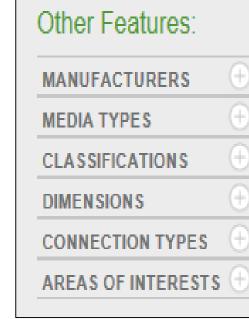
#### Use Other Features

Using 'Other Features:' can help if you want items from a specific manufacturer, with particular dimensions, of a specific classification etc.

3



- Contents menu
- <u>I want to buy</u> <u>menu</u>
- Find menu



Click this button to reset.

Select the feature you wish

to filter upon.

2 Type the feature into the search box and click on the feature.

Other Features:	
MANUFACTURERS	e
Q Ben	×
∘ Bender	
<ul> <li>Benedikt &amp; Jager</li> </ul>	
◦ Benning	
<ul> <li>Bently Nevada</li> </ul>	
<ul> <li>Benton</li> </ul>	
	-

- Brian Bennett Electrical
- Eng

features. Other Features: MANUFACTURERS Bently Bently Bently Nevada MODEL TYPES 3500/25 3500/25 3500/25 Series 3300 Series 3500 Series 7200

You can keep adding more

Reset All Filters

#### Use Search

Using the search box can help compliment your use of the products and features menus. It looks for an exact result, if this is unavailable it will look for close results.



You can find the Search Box on the Dashboard page.

Dashboard

- SEARCH GO
- 3 The page will update to show the '**Product Summary**' for all the orders that match the search.



2 Enter a keyword or reference, e.g. part number, into the box and press 'GO'

SS-4R3A5



4 Use an wildcard asterisk **'\*'** to widen the search.

SS-4R*	GO	×

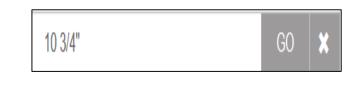
- Contents menu
- <u>I want to buy</u> <u>menu</u>
- Find menu

# Combined

You can combine all approaches to increase the power of your search.

1 From '**Products**' select a category.

- From 'Specification:' select an equipment class then component.
   3
- Motors  $\rangle$ Octg Products  $\rangle$ Pipe & Tube Fittings  $\rangle$
- Specification: OCTG PRODUCTS + CASING EQUIPMENT • Casing Equipment • Casing adaptor Casing assembly
- Enter an attribute into the search box.



#### 5 This will give a precise results list.

4 Select the precise attribute from the **'Other Features:'** section.

MANUFACTURERS	÷
CLASSIFICATIONS	$(\pm)$
DIMENSIONS	$\bigcirc$
Q	
<ul> <li>1/8", 15ppf</li> </ul>	^
○ 10 3/4", 104.7ppf	
○ 10 3/4", 55.5ppf	
○ 10 3/4", 65.7ppf	
<ul> <li>10 3/4", 73.2ppf</li> </ul>	
○ 10 3/4", 79.2ppf	
○ 10", 73.9ppf	

Casing	Buy Stack	Sell Stack
Equipment Class: Casing Equipment		9,999,999
Manufacturer: Vallourec		0,000,000
Manufacturer P/N: Unknown		
Dimensions: 10 3/4", 73.2ppf		
Connection Type: Vam 21, R3		
Classifications: API 5CT		
Product Type: Part		
Condition: Unspecified		
Materials: VM110SS		
Quantity: 1		
Unit of Measure: JO	Quick Buy	Quick Sell

Contents menu

\_

- <u>l want to buy</u> <u>menu</u>
- Find menu

### Create Orders

**Contents menu** 

I want to buy

menu

-

-

Use this guide to help you create orders. Click on each image to learn more....

Need A

Hand?

Use our **'Need A Hand?**' Feature to add an order to the market.

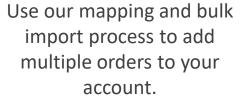
If you have found the item, use our **'Quick Buy'** feature to start negotiating.





Import

Use our order template to add an order for us to review and add to your account.



### Need A Hand?

A quick way to add an order to buy an item is to let us do it for you.

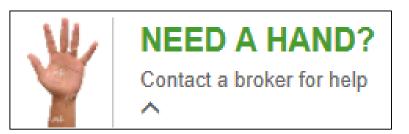
Send



**C**lick on the 'Need A Hand?' button on the main Dashboard.

We can help you with finding items, listing items, market intelligence, additional third party services and training. Set out your requirements below and we will be in touch:

I am looking for a 16" Ball Valve. The body material is stainless steel 316L.



2 Enter the details of the item you want to purchase and click on **'Send**'.

3 We will raise a '**Buy Order**' for you and let you know if there are any matching '**Sell Orders'**.

- Contents menu
- <u>I want to buy</u> menu
- Create orders menus

# Bulk Import

If you have a large number of items to buy you can take advantage of our bulk import process.



Send the details to <u>brokerage@ampeliustrading.com</u> and we will translate the information into our format and then import the orders into your account. We will also report any matching '**Sell Orders**' to you.

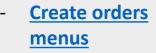




Send the details via email.

We will map to our database structure and classification.

We will then import the orders into your account.



menu

**Contents menu** 

I want to buy

-

# Quick Buy

2

3

Spotted something you want to buy? Don't just accept the sellers price! Be prepared to negotiate. We have made it quick and easy.

Quick Buy

Price (cost per unit)\*:

12500

1 At the bottom of each price stack you will fine this button

Click the button and a pop up will appear.

it into the market

and start the

negotiation.

Quick Buy	^
Differential Pressure Transmitter, E P/N: 3051CD3A02A1BH2Q4	merson (Rosemount) 3051CD Set Live!
Required Amount*:	Price (cost per unit)*:
1	
✤ More Information	
Enter a price and	Quick Buy

P/N: 3051CD3A02A1BH2Q4

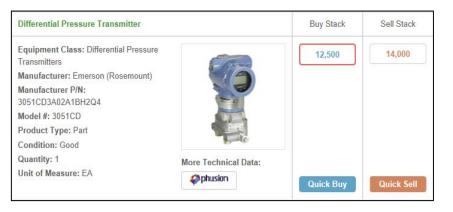
Required Amount\*:

✤ More Information

1



#### Now you're trading!



- Contents menu
- <u>I want to buy</u> menu

\_

<u>Create orders</u> <u>menus</u>

# Add order

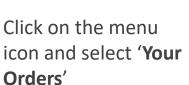
You can add a new order using our template. This helps with classification and consistency of features.



- Contents menu
- <u>I want to buy</u> menu

-

- <u>Create orders</u> <u>menus</u>



2

All Orders Your Orders Company Orders Matching Orders Transactions Subscribers

Prohibited Companies

My Details

Click on the ' <b>Add Order</b> ' button
and choose the type of order you
want to add.



3 Complete the template with as much information as you have.

IRT BUY ORDER	You are creating an order to buy a Part     stuly match your order requirements we need you to populate the following ma	Page <u>2</u> of a
neral Information		
Title *	Ball Valve, Cameron P/N: 12345	
Description *	I want to buy a Cameron Ball Valve, part number 12345 II is 7" and stainless steel 316. I need it scon. The price shown is an estimate. The final price will depend on condition and documentation etc.	

# Add order/ cont.

We have provided some technical & brand attribute menus to help you complete the order.



When the delivery timings are important you enter these in the '**Delivery Details**' section. The '**Order Filtering**' section does not have to be completed but will speed up our review process.

5

6

**Contents menu** 

I want to buy

**Create orders** 

menu

menus

-

You can add any Word or PDF documents to the order and indicate what aspect you require our support in addressing.

To finish click on the '**Send For Review**' button to start our process, or if you want to come back to work on it later click on the '**Save**' button.

livery Details							1
Delivery 0 9 Janu Date	sary 2017	Window 9 Janua start	ry 2017	Window end	O 13 Jan	uary 2017	
der Filtering							?
Areas of Interest	USED PARTS	×					
Business Functions	OIL & GAS	9					
Places of Business	EUROPE	2					
Category *	VALVES	2					
Equipment Type *	BALL VALVES	~]					
Component Type *	BALL VALVE	×					
Dimension	7	~]					
Classification	CL1500	¥					
Manufacturer *	CAMERON (SCHL)	JMBERGER)					
Model	- Select -	2					
		~					
Media	- Select -	~					
	- Select -						
les Supporting		1	(	Definite			
les Supporting Documents	Upided Documents	1	6	Defents			
lles Supporting	Upload Documents Sold as Seen Terms	pdf consider ways to enha ort urbishment	_		one of our	partners?	

# Check

**Contents menu** 

I want to buy

menu

We aim to maximise the information available about an order, however we make it easy for you to put questions to the seller to support your checking and negotiating process.



When you click on a price block in the stack you will access the '**Order Details**' page. Here you will find all the information about an order.

This area displays unique information such as delivery terms, location and specific supporting documentation.

Conventional Relief Valve 0	Complete		
	Equipment Class: (	Conventional Relief Valves	
	Manufacturer: CRO		
	Manufacturer P/N: 9	9511017A	
	Model #: 900		
	Dimensions: ID: 3/4	" x OD: 1"	
TTH	Classifications: ID:	CL600 x OD: CL300	
	Product Type: Part		
	Condition: Good		
	Materials: SA216 W	CB	
CAREF.	Price Per Unit: £99,	999,999.00	
	Unit of Measure: EA	A	
	Stock Available: 1		
Order ID: 57286b2d22a0b Owner's Reference: YY02005583, 7200,	Short Description: More Technical Data	Conventional Relief Valve, Crosby P/N: 9511017A	
DELIVERY DETAILS	>	ADDITIONAL INFORMATION	•
		Description:	
		CROSBY VALVE, VALVE PSV, INLET 3/4" 600# RF	
		OUTLET 1" 300# RF. CYLINDER MATERIAL : CS	
		BASE & DISC INSERT MATERIAL : SS GUIDE MATERIAL : SS SPRING MATERIAL : 17-7PH SS	
		Areas Of Interest: NEW PARTS	
		Places of Business: UK	
		Has The Part Been In Service? No	
		Commission Allocation: Seller	

2 On the 'Order Details' page we have a 'Buyer Queries' section.

This allows you to send a message to the seller and review other queries and seller responses.

The seller receives an email when you enter a query and click on the '**Submit**' button. You receive an email alert when they respond.

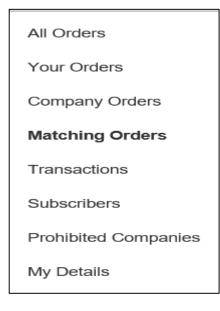
DELIVERY DETAILS	>	ADDITIONAL INFORMATION	>
Buyer Queries		u	nder Negotiatio
22/12/16 Buyer 01 I require the part to be delivery to the U	S by mid February a	at the latest, is this possible?	
22/12/16 Admin: Yes. We can take care of the delivery a	rrangements and co	osts. The item is available for sale until the end	d of March.
Owner responded			
<b>1 22/12/16 Buyer 02</b> Is it available on an exchange basis? W	Ve have a new one o	on order but the lead time is 6 months.	
22/12/16 Admin: We can do this on a used for new excha- terms. Alternatively we have our own ex-		ant to proceed start the transaction and add th ms.	he exchange
L 22/12/16 Admin: We can get the item to most locations w	vithin a week.		
Owner responded			See All
Ask a question			

# Match

It is important that the seller knows about your interest. Submitting a query is a great way to do that, but the best way is to '**Match**' your order with their order.



In '**Order Details**', you can link your buy order with their sell order. We call this 'Matching'. Simply select the order to link in your account, from the '**Potential Matches**' dropdown, and click on the '**Select**' button. 2 Whenever you need to check progress on queries or raise a new query simply click on the menu icon and select 'Matching Orders'.



585bdf0ab700e - Conventional Relief Valve, Crosby P/N: 9511017A

POTENTIAL MATCHES

**Contents menu** 

I want to buy

menu

3 Matched orders are displayed next to your own related order (highlighted in bold). Click the URL to take you straight to '**Order Details'**.

	Status	Last Updated
- Conventional Relief Valve	order Match	2016-12-22
	- Conventional Relief Valv	- Conventional Relief Valve, Order Match

## Trade

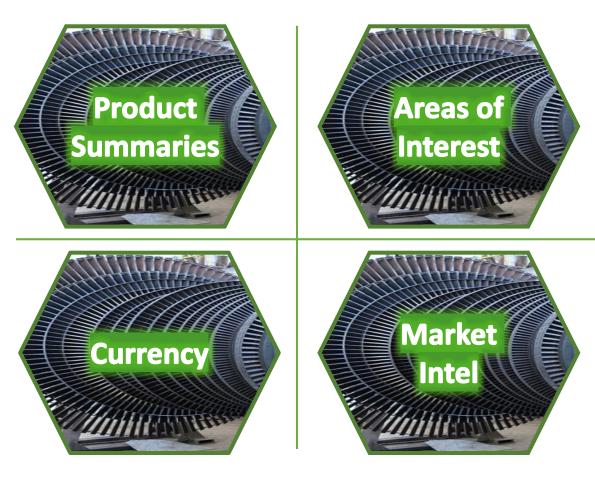


- <u>Contents menu</u>
- <u>I want to buy</u> menu

Our '**Product Summaries**' provide a shorthand guide to the item's technical and brand attributes. This is where trading over price takes place.

Product Summaries.

Change your display currency.



Choose what type of orders to display.

Ask us for market intelligence around price, volume, trades, location etc.

#### Product Summaries

Product Summaries provide a shorthand guide to the item's technical and brand attributes. This is where negotiations take place.



**Contents menu** 

I want to buy

**Trade menu** 

menu

\_

Each individual buy and sell order is shown in a price stack with the best buy and sell orders at the top.

Conventional Relief Valve Complete	Buy Stack	Sell Stack
Equipment Class: Conventional Relief Valves	4,535	5,250
Manufacturer: CROSBY	2.750	5,500
Manufacturer P/N: 9511017A		
Model #: 900	1,100	25,000
Dimensions: ID: 3/4" x OD: 1"		
Classifications: ID: CL600 x OD: CL300		
Product Type: Part		
Condition: Good		
Materials: SA216 WCB More Technica	Data	
Quantity: 1	i Data.	
Unit of Measure: EA	Quick Buy	Quick Sell



In some '**Product Summaries**' you will find a '**More Technical Data:**' feature.

This gives you access to an engineering data archive containing more technical attributes, model data and associated documentation.

# Product Summaries / cont.

2

3

You can quickly recognise your orders or those of your colleagues in our Product Summaries.



- All of your orders have a red **Conventional Relief Valve Complete** Buy Stack Sell Stack bold border. Equipment Class: Conventional Relief 4.525 5,250 Valves Manufacturer: CROSBY 4,500 25,000 Manufacturer P/N: 9511017A All of your colleagues' orders Model #: 900 have a green bold border. 4.400 99,999,999 Dimensions: ID: 3/4" x OD: 1" Classifications: ID: CL600 x OD: CL300 Product Type: Part Condition: Good Materials: SA216 WCB More Technical Data: Quantity: 1 phusion **Quick Buy Quick Sell** Unit of Measure: EA
- <u>Contents menu</u>
- <u>I want to buy</u> menu
  - Trade menu

You can choose to hide these orders by using these checkboxes.

O Hide Own Orders

O Hide Company Orders

# Areas of Interest

1

Our platform contains part that are new, used, verified surplus and unverified surplus . We have made it easy for you to display only those items you are interested in buying.



- Contents menu
- <u>I want to buy</u>
   <u>menu</u>
- Trade menu

After entering your search and/or navigation process you can choose to show only items that interest you using the '**Areas** of Interest' feature.

Other Features:	
MANUFACTURERS	Θ
MEDIA TYPES	Θ
CLASSIFICATIONS	e
DIMENSIONS	e
CONNECTION TYPES	e
AREAS OF INTEREST	e

- Consultancy Services
- Labour Services
- New Parts
- Quality Assurance Services
- Specialist Labour Services
- Surplus Unverified For Sale
- Surplus Verified For Sale

You can select multiple areas of interest to show.

AREAS OF INTEREST: O
Consultancy Services
Labour Services
Labour Services
New Parts
Quality Assurance Services
Specialist Labour Services
Surplus - Unverified For Sale
Surplus - Verified For Sale

You can reset this filter by clicking on this button.

3



You can also exclude those orders from companies you cannot trade with by selecting this checkbox.



#### **Reset All Filters**

#### Change Currency

You can change the display currency. The system is automatically updated with European Central Bank exchange rates.



#### 'Change Currency'

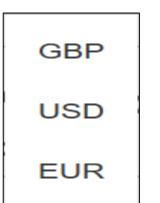
You can alter the display currency by clicking on this button.

3



2

Select from Pounds, Euros or Dollars using the 'Show prices in' dropdown.



The button will update to reflect the chosen currency.





<u>menu</u>

-

**Contents menu** 

I want to buy

<u>Trade menu</u>

# Market Intelligence

To encourage trading and transparency we provide our members with access to market intelligence.



Click on the 'Need A Hand?' button on the main Dashboard.

We can help you with finding items, listing items, market intelligence, additional third party services and training. Set out your requirements below and we will be in touch:

Can you send me a report detailing FRER Ammeter trades in the last six months the price spread of those currently available.

Enter the details of the area of activity

you want to gain market intelligence

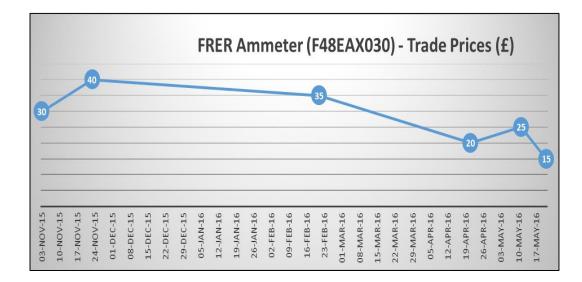
about.

Send

- Contents menu
- <u>I want to buy</u> menu
  - <u>Trade menu</u>



3 We will send you a report detailing activity.



#### Transact

You can start a transaction at any time, however we recommend you check the details and spend some time negotiating a price before doing so.



**Contents menu** 

I want to buy

menu

-

Click on a price block to open the 'Order Details' page. The '**Start** Transaction' button appears on the top right.

2

DELIVERY DETAILS		ADDITIONAL INFORMATION	
Order ID: 585bc95b9f6fe	More Technical Data		
(D)		onventional Relief Valve, Crosby P/N: 951101	17A
H	Stock Available: 1		
	Unit of Measure: EA		
	Price Per Unit: £5,250	1.00	
	Materials: SA216 WC	В	
	Product Type: Part		
	Classifications: ID: C	L600 x OD: CL300	
	Dimensions: ID: 3/4":	( OD: 1"	
	Model #: 900		
	Manufacturer P/N: 95	11017A	
	Manufacturer: CROSI		
	Equipment Class: Co	nventional Relief Valves	



When the contract is executed, click on the 'Confirm Transaction' button and we will send you notice of any commission owed.

Click the button then choose one of our template contracts and/or send a message to the seller.

CREATE NEW TRANSACTION FOR: CONVE

Templati Notes

Ampelius Parts Supply Templa

know to review your terms of supply or t

Now you can exchange documents, send messages to each other and track progress.

ONVENTIONAL RELIEF VALVE, CROSBY P/N: 9511017A	CONVENTIONAL RELIEF VALVE, CROSBY PIN: 9511017A   Started: 22/12/16
state v	My preference it to use our own terms of supply. It would help speed up the process at our end. Copy attached.
d supp) or to work from the Ampelius Template. Let me know which you prefer	Sald as Seen Terms pd O Deade
Cancel Submit	BUYER SELLER
	22/12/16 3/03pm
	20/2014 [1:3.05gm Hopp to review por terms of supply or to work from the Ampelias Template. Let me know which you prefer? Document Uploaded: 2012/16 [15:03
ansactions	Cocument Uploaded: 22/12/16 (15:03
	Cocument Uploaded: 22/12/16 (15:03
ansactions	9511017A   Started: 22/12/16 Download Confirmation #00000006

3

#### Transactions / cont.

**Contents menu** 

I want to buy

menu

-

You can monitor the progress of each transactions.

2

3

Add Commen

BUYER

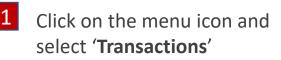
-

Submit

03/08/17 | 10:23am

03/08/17 | 10:24am Hanny proceed with your terms or Ampelius templat

ent Uploaded: 03/08/17 | 10:23



Transactions

All Orders

Your Orders

Company Orders

Matching Orders

Transactions

Subscribers

Prohibited Companies

My Details

In the transaction page you can use the search box and filter functions to find the transaction you wish to review or action.

To open the transaction click on the title URL.

CONTROL VALVE. SEVERN UNIVAL P/N: MODEL 1412 | Started: 03/08/17

57f239cdd849c - Control Valve, SEVERN UNIVAL P/N: MODEL 1412

Confirm T

SELLER

#### Latest Activity

Each time you login you will see our 'Latest Activity' page. This is a quick summary of activity.



On the **'Latest Activity'** page we spotlight new items available and recent trading activity.

You can click on each activity to view more information.

Why not ask us to spotlight one of your own orders or provide a message we can share with the community.

Casing Unbranded	a standing of a line	Single-Seated Globe Control Valve Kent Introl	Ť
4th May 2017		10th Jun 2016	- 👞 🛛 🗳
Sell: €8,787,345	New Order	Sell: €28,844 New	Order
Ball Valve Hoke		Gauge Pressure Transmitter Emerson (Rosemount)	9
9th Jun 2016		4th May 2016	
Sell: €477	New Order	Sell: €626 New	Order
Conventional Relief Valve Swagelok	3	Differential Pressure Transmitter Emerson (Rosemount)	1
4th May 2016		4th May 2016	
Sell: €1,560	New Order	Sell: €714 New	Order
Solenoid Valve Complete Thompson Valves		Conventional Relief Valve Hoke	â
4th May 2016		4th May 2016	
Sell: €5,119	New Order	Sell: €2,444 New	Order
Check Valve Hoke	3200	Balanced Relief Valve Using Piston Pneu Hydro Industries	
4th May 2016		4th May 2016	
Sell: €1,105	New Order	Sell: €1,405 New Order	

Multi-Input Temperature T	ransmitter		Differential Pressure Tran	smitter	
Yokogawa		a	Yokogawa		5
14th Dec 2016			3rd May 2016		and a
Sell: £99,999,999	New Order		Sell: £99,999,999	New Order	

We are putting the spotlight on a number of Yokogawa items recently added.

Click 'Need a Hand?' if you want to find out more.



A **'Spotlight Message'** appears at the bottom of the Latest Activity page.

Contents menu

l want to buy menu

-

#### I want to sell

-

Use this guide to take you through our selling process. Click on a section below to learn more.....

				[		
	<u>Find</u>	Create	Check	Match	Trade	Transact
<image/>	<u>Guide to use</u> of the Search and Filter features.	Guide to creating a 'Sell Order'.	Guide to using the Query feature to confirm the order details.	Guide to using the 'Match' feature to focus on specific Orders.	Guide to using the 'Marketplace' to negotiate a fair price.	Guide to using the 'Transaction' features to close a deal.

# Find

-----



Let us search for you.

Need A Hand?



Use our classifications.



Use Other Features

Filter on attributes.



Use our search box.

Combined all four approaches to maximise the chance of finding what you want.

<u>menu</u>

\_

**Contents menu** 

I want to sell

#### Need A Hand?



- Contents menu
- <u>I want to sell</u>
   <u>menu</u>
- Find menu

A quick way to find buyer interest is to let us do the hunting for you.

Click on the **'Need A Hand?'** button on the main Dashboard.

We can help you with finding items, listing items, market intelligence, additional third party services and training. Set out your requirements below and we will be in touch:

Can you send me a report on recent buyer interest in 16" ball valves. Can you also send me a list of current ball valve buy orders.

Send



#### NEED A HAND? Contact a broker for help

- 2 Enter the details of the item you want information about then click '**Send**'.
- 3 We will prepare a report for you addressing your specific request.

#### Use Navigator

Navigating through the product and specification menu choices can maximise the number of results.

1 **'Product'** Start by selecting from the list of Products.

PRODUCTS	
Accumulators	>
Actuators	>
Adaptors	>
Ancillary Equipment	>
Bearings	>
Bellows	>
Compressors	>
Drilling Equipment	>
Electrical, Automation & Cables	>
Electronic Components	>
Fasteners	>
Filtration Equipment	>

- Contents menu

4

ALL DE LE DE

- <u>I want to sell</u> <u>menu</u>
- <u>Find menu</u>

**'Equipment Type?'** Then select the equipment type. 3

- **'Component'** Then select the component.

Specification:	
ACTUATORS	÷
HYDRAULIC ACTUATORS	
hydraulic actuator	
hydraulic actuator gla	ISS
hydraulic actuator positioner	
🕑 rotary hydraulic spr	ing
return actuator	
safety head	

To go back a step just click on the green section in the grapevine.

2



#### Use Other Features

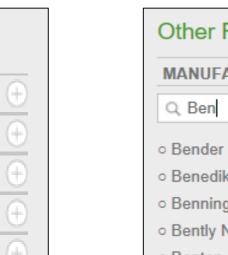
Using 'Other Features:' menu can help if you only want items from a specific manufacturer, of a particular dimension, with a specific classification etc.

**Reset All Filters** 

Select the feature you wish to filter upon.



Click this button to reset.



2 Type the feature into the search box and select the feature

Other Features:	
MANUFACTURERS 😑	
Q Ben ×	
∘ Bender	
<ul> <li>Benedikt &amp; Jager</li> </ul>	
◦ Benning	
<ul> <li>Bently Nevada</li> </ul>	
◦ Benton	
<ul> <li>Brian Bennett Electrical</li> </ul>	
Eng	

You can then add more features.

3

Other Features:	
MANUFACTURERS	Θ
Q Bently	
Bently Nevada	
MODEL TYPES	Θ
o 3500/25	
o 3500/32	
o 3500/40	
<u>o</u> Series 3300	
<ul> <li>Series 3500</li> </ul>	
<ul> <li>Series 7200</li> </ul>	

- Contents menu

-----

- <u>I want to sell</u>
   <u>menu</u>
- Find menu

#### Use Search

THURSDAY

Using the search box can help compliment your product and feature searches. It look for an exact result, if this is unavailable it will look for close results.

SS-4R3A5



You can find the Search Box on the Dashboard page. 2 Enter a keyword or refere

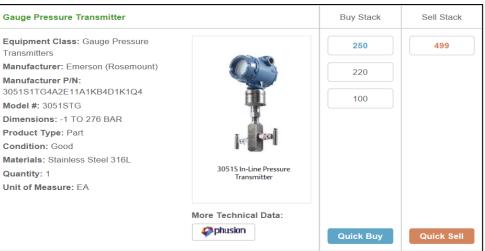
SEARCH GO

Dashboard

Enter a keyword or reference, e.g. part number, into the box and press 'GO'

3

The page will update to show the '**Product Summary**' for all the orders that match the search.





SS-4R*	GO	×

GO

х

<u>menu</u>

\_

\_

**Contents menu** 

I want to sell

Find menu

# Combined Approach

You can combine approaches to increase the power of your search.



From '**Products**' select a category.

- From '**Specification:**' select an equipment class then a component.
- 3 Enter an attribute into the search box.

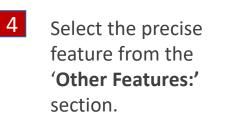
GO

10 3/4"

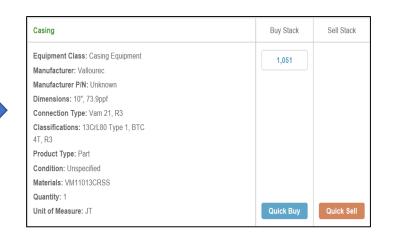
5

 $\widehat{}$ 

Motors → Octg Products →	Specification: OCTG PRODUCTS CASING EQUIPMENT
Pipe & Tube Fittings	<ul> <li>caf main casing joint</li> <li>casing</li> <li>casing adaptor</li> <li>casing assembly</li> </ul>



CLASSIFICATIONS	$\oplus$
DIMENSIONS	Θ
• 10", 73.9ppf	
CONNECTION TYPES	$\oplus$
AREAS OF INTERESTS	$\oplus$



This gives a precise results list.

- Contents menu

- <u>I want to sell</u> menu
- Find menu

#### Create Orders



- Contents menu
- <u>I want to sell</u> menu

Use this guide to help you create orders. Click on each image to learn more.

Use our 'Need A Hand?' feature to add an order to the market.





Use our mapping and bulk import process to add multiple orders to your account.

If you have found the item, use our **'Quick Sell'** feature to start negotiating.





Use our template to add an order to your account.

#### Need A Hand?

A quick way to add an order to sell an item is to let us do it for you.



**C**lick on the 'Need A Hand?' button on the main Dashboard.

We can help you with finding items, listing items, market intelligence, additional third party services and training. Set out your requirements below and we will be in touch:

I have a pressure safety valve for sale. It is 4" x 6" Anderson Greenwood. Part number is 22312P46/S. It is in good conditions so I am looking for around £2000.



3

Send

#### NEED A HAND? Contact a broker for help

2 Enter the details of the item you want to sell and click on Send.

 $^{}$ 

We will raise a sell order for you and let you know if there are any matching buy orders.

- Contents menu

TUTTUTUTU

- <u>I want to sell</u>
   <u>menu</u>
- <u>Create Orders</u> menu

A REAL PROPERTY OF THE REAL PROPERTY AND ADDRESS OF THE REAL PROPERTY OF

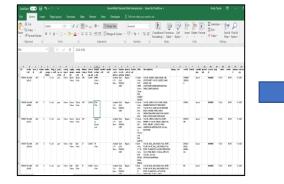
#### Bulk Import

If you have a large number of items to sell you can use our bulk import process.

#### 'Multiple Items to Sell'

If you have a list or items to sell you can send the details to <u>brokerage@ampeliustrading.com</u> and we will create the orders for you, import them into your account and match them with any buy orders already on the site.







Contents menu

THURSDAY

<u>I want to sell</u>
 <u>menu</u>

-

- <u>Create Orders</u> <u>menu</u>

A DESCRIPTION OF THE OWNER AND ADDRESS OF THE OWNER ADDRESS OF THE OWNER

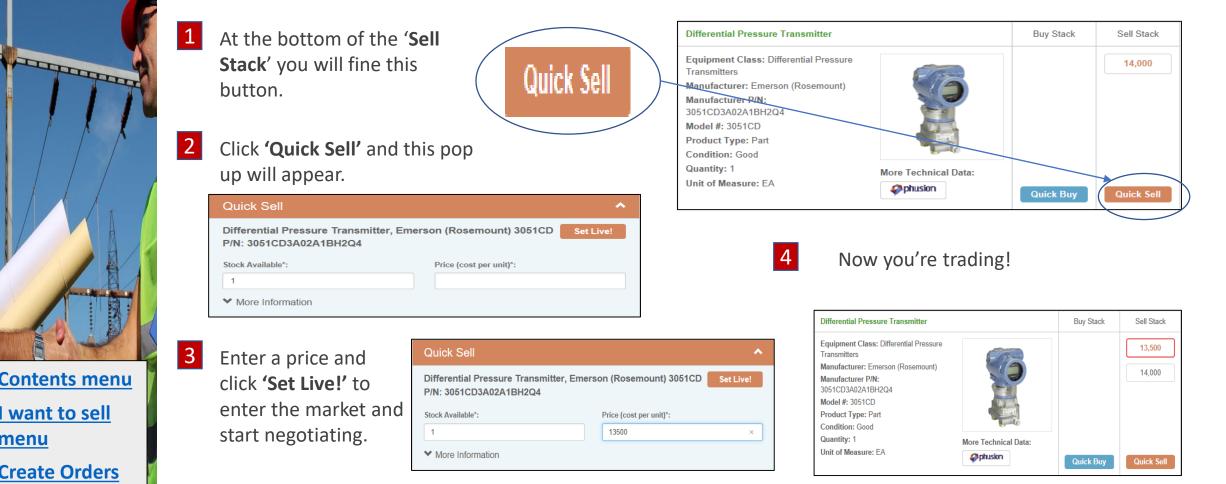
Send the details via email.

We will map to our database structure.

Import into your account.

# Quick Sell

Don't just accept the buyer price! Be prepared to negotiate, we have made it quick and easy.



- **Contents menu** \_
- I want to sell menu
- **Create Orders** menu

A CONTRACTOR OF A CONTRACTOR O

# Add order

and a second second

You can add a new sell order using our templates.

2



All Orders

Your Orders

Company Orders

Matching Orders

Transactions

Subscribers

My Details

**Prohibited Companies** 

- Click on the menu icon and select '**Your**
- Click on the '**Add Order**' button and choose the type of order.



3 Then complete the template.

	ACTION TYPE	You are creating an new order	Page <u>1</u> of
In order to succe	ssfully match your orde	er requirements we need you to populate the following mandatory fields:	
Transaction Type			
Part or Service	€ Part O Service		
Buy or Sell	O Buy € Sell		

PART SELL ORI		
	ssfully match your order requirements we need you to populate the fol	uwing manualory neids.
General Information	n	
Title *	Ball Valve, Cameron P/N: 12345	?
Description *	I want to sell a Cameron Ball Valve, 16" with a Stainless Steel 316L body and trim. It is in good conditions, certification is attached.	?



- <u>Contents menu</u>
- <u>I want to sell</u> menu
- <u>Create Orders</u> <u>menu</u>

#### Add order/ cont.

Treprese

**Contents menu** 

I want to sell

**Create Orders** 

A REAL PROPERTY OF ADDRESS OF ADD

menu

menu

\_

We have provided some technical & brand attribute menus to help you complete the order.



6

The 'Order Filtering' in the 'Order Entry Screen' does not have to be completed but may speed up our review process.

All these entries can be amended at any time.

5 You can add any Word or PDF documents to the order and indicate what aspect you require our support in addressing.

To finish click on the '**Send For Review**' button to start the Ampelius process or if you want to come back to work on it later click on the '**Save**' button.

Delivery 0 9 Janu						
Date	wary 2017 Window start	O 9 January 2017	Window end	O 13 Jar	1uary 2017	
rder Filtering						
Areas of Interest	USED PARTS	2				
<b>Business Functions</b>	OIL & GAS	8				
Places of Business	EUROPE	8				
Category *	VALVES					
Equipment Type *	BALL VALVES	~				
Component Type *	BALL VALVE	*				
Dimension	7"	~				
Classification	CL1500	×				
Manufacturer *	CAMERON (SCHLUMBERGER)	8				
Model	- Select -	~				
Media	- Select -	~				
iles						
lies Supporting Documents	Upised Documents					
Supporting	Uptrad Documents Sold as Seen Terms pdf		© Deletie			
Supporting	-		⊗ Dekter			
Supporting Documents	-	ys to enhance your		i one of out	r partners?	
Supporting Documents	Sold as Seen Terms pdf	ys to enhance your		i one of our	r partners?	
Supporting Documents	Sold as Seen Terms pdf	ys to enhance your		i one of our	r partners?	
Supporting Documents	Sold as Seen Terms pdf	ys to enhance your		i one of our	r partners?	

#### Check

**Contents menu** 

I want to sell

menu

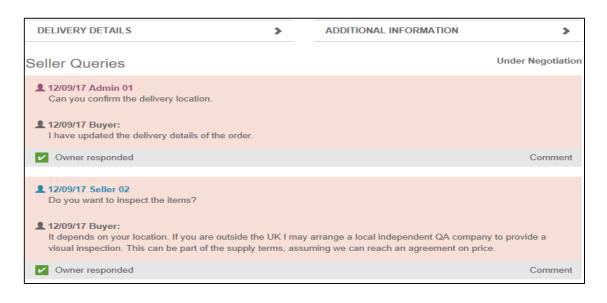
We aim to maximise the information available about an order, however we make it easy for you to send questions to the buyer to support your due diligence and the negotiation process.

- Whenever you click on a price block in the stack you will access the '**Order Details**'. Here you will find the full order information guide. This area displays unique information such as delivery terms, location and specific supporting documentation.
  - Conventional Relief Valve Complete Equipment Class: Conventional Relief Valves Manufacturer: CROSBY Manufacturer P/N: 9511017A Model #: 900 Dimensions: ID: 3/4" x OD: 1" Classifications: ID: CL600 x OD: CL300 Product Type: Part Condition: Good Materials: SA216 WCB Price Per Unit: £99,999,999,00 Unit of Measure: EA Stock Available: 1 Short Description: Conventional Relief Valve, Crosby P/N: 9511017A Order ID: 57286b2d22a0h More Technical Data Owner's Reference: YY02005583 DELIVERY DETAILS ADDITIONAL INFORMATION - > CROSBY VALVE, VALVE PSV, INLET 3/4" 600# RF OUTLET 1" 300# RF. CYLINDER MATERIAL : CS BASE & DISC INSERT MATERIAL : SS GUIDE MATERIAL : SS SPRING MATERIAL : 17-7PH SS Areas Of Interest: NEW PARTS Places of Business: UK Has The Part Been In Service? No Commission Allocation: Seller

At the base of the '**Order Details**' you will still find our 'Seller Queries' feature.

This allows you to message the buyer directly or to review previous queries and comments.

The order buyer will receive an email alert when you click on the 'Submit' button. Their response will also be emailed to you.



# Match

THURSDAY

**Contents menu** 

I want to sell

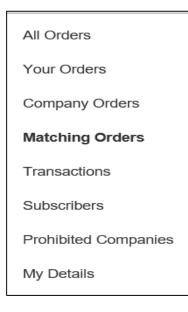
menu

It is important that the seller knows about your interest. Submitting a query is a great way to do that, but the best way is to formally match your order with their order.

In '**Order Details**', you can link your sell order with their buy order. We call this 'Matching'. Simply select the order to link in your account, from the dropdown provided, and click on the **'Select'** button.

POTENTIAL MATCHES	۷
185bdf0ab700e - Conventional Relief Valve, Crosby P/N: 9511017A	Select

Whenever you need to track progress on queries or raise a new query simply click on the menu icon and select 'Matching Orders' from the dropdown list.



3 Matched orders are displayed next to your order, with your order highlighted in bold.

Search Orders Go Clear			Parts or Serv
Buy Order	Sell Order	Status	Last Updated
▶ 585bdf0ab700e - Conventional Relief Valve,	585bc95b9f6fe - Conventional Relief Valve,	Order Match	2016-12-22
Crosby P/N: 9511017A	Crosby P/N: 9511017A		

#### Trade

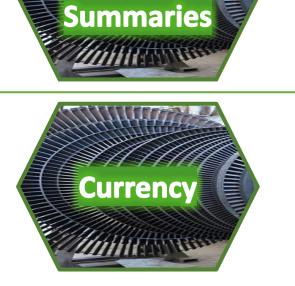


- <u>Contents menu</u>

 <u>I want to sell</u> menu Product Summaries provide a shorthand guide to the item's technical and brand attributes. This is where negotiations take place.

Product Summaries

Change your display currency



Product



**Areas of** 

Interest

Ask us for market intelligence around price, volume, trades, location etc.

Choose what type of

orders to display.

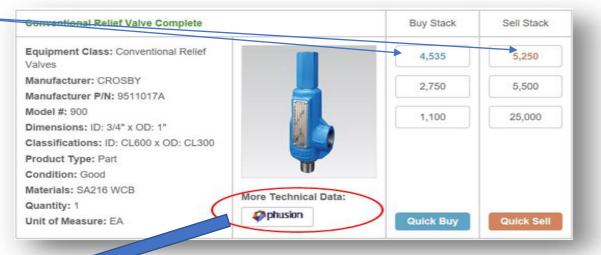
#### **Product Summaries**

Product Summaries provide a shorthand guide to the item's technical and brand attributes. This is where negotiations take place.

2



Each individual buy and sell order is now shown in a price stack with the best buy and sell orders at the top.





TOTOTOTOTO

- <u>I want to sell</u> menu
- <u>Trade menu</u>



In some Product Summaries, you will find a 'More Technical Data:' feature. This gives you access to an engineering data archive.

#### Product Summary / continued

2

3

You can quickly recognise your orders or those of your colleagues in our Product Summary



Your orders have a red **Conventional Relief Valve Complete** Buy Stack border. Equipment Class: Conventional Relief 4.525 Valves Manufacturer: CROSBY 4,500 Your colleagues orders have a Manufacturer P/N: 9511017A green border. Model #: 900 4.400 Dimensions: ID: 3/4" x OD: 1" Classifications: ID: CL600 x OD: CL300 Product Type: Part Condition: Good Materials: SA216 WCB More Technical Data: Quantity: 1 phusion Unit of Measure: EA **Quick Buy** 

Contents menu

- <u>I want to sell</u> menu

<u>Trade menu</u>

You can choose to hide these orders by using these checkboxes.

O Hide Own Orders

O Hide Company Orders

Sell Stack

5.250

25,000

99,999,999

**Quick Sell** 

#### Areas of Interest

Our platform contains part that are new, used, verified surplus and unverified surplus. We have made it easy for you to display only those areas of interest to you.



- **Contents menu**
- I want to sell menu
- Trade menu

At the stage when you have entered your search and/or navigation process to reduce the number of results you can then choose to exclude items that do not interest you.

Other Features:	
MANUFACTURERS	
MEDIA TYPES	
CLASSIFICATIONS	
DIMENSIONS	
CONNECTION TYPES	
AREAS OF INTEREST	

- Consultancy Services
- Labour Services
- New Parts
- Quality Assurance Services
- Specialist Labour Services Surplus - Unverified For Sale
- Surplus Verified For Sale

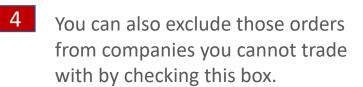
3

2 You can select multiple areas of interest to show.

#### Consultancy Services

AREAS OF INTEREST

- Labour Services
- New Parts
- Quality Assurance Services
- Specialist Labour Services
- Surplus Unverified For Sale
- Surplus Verified For Sale



Hide Prohibited Orders

You can reset this filter by clicking on this button.

**Reset All Filters** 

#### Change Currency

THURSDAY

**Contents menu** 

I want to sell

Trade menu

menu

\_

You can change the display currency. The system is automatically updated with European Central Bank exchange rates.

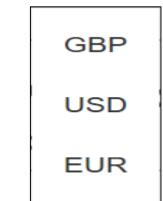
#### 1 'Change Currency'

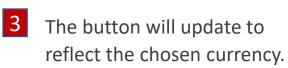
You can alter the display currency by clicking on this button.



2

Select from pounds to Euros or Dollars using the 'Show prices in' dropdown.









#### Market Intelligence

To encourage trading and transparency we provide our members with a range of market intelligence.



2

**C**lick on the 'Need A Hand?' button on the main Dashboard.

We can help you with finding items, listing items, market intelligence, additional third party services and training. Set out your requirements below and we will be in touch:

Can you send me a report detailing FRER Ammeter trades in the last six months the price spread of those currently available.

Enter the details of the area of activity

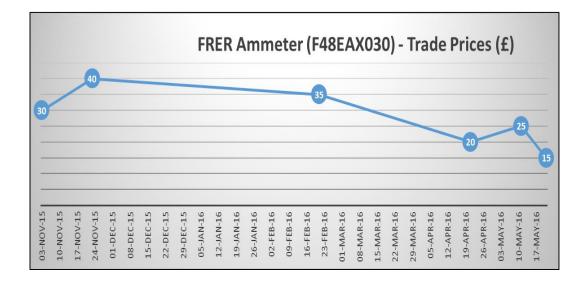
you want market intelligence on.

Send



# NEED A HAND? Contact a broker for help

3 We will send you a report detailing activity.



- <u>Contents menu</u>

THURSDAY

- <u>I want to sell</u>
   <u>menu</u>
  - Trade menu

#### Transaction

You can start a transaction at any time, however we recommend you check the details and spend some time negotiating a price before doing so.

contracts and send a message to

Choose one of our template



**Contents menu** 

I want to sell

menu

-

Click on the '**Start Transaction**' button in the '**Order Details Display'** of

#### the order.



2

the seller.

 CREATE NEW TRANSACTION FOR: CONVENTIONAL RELIEF VALVE, CROSBY PIN: 9511017A

 Templete
 Ampelia Parts Supply Templete

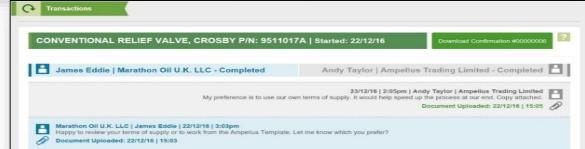
 Notes
 Rapy to review your terms of supply or to work from the Ampelias Templete. Let me know which you preterf

 Cancel
 Submit



When the contract is executed, click on the '**Confirm Transaction**' button and we will send you notice of any commission owed. Now you can exchange documents, check delivery details and amend contract details.





3

#### Transactions / cont.

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**Contents menu** 

I want to sell

menu

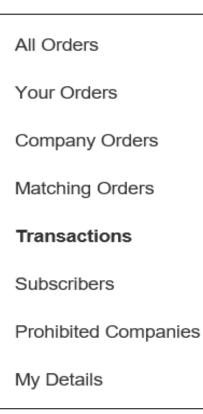
\_

You can monitor each of the transactions you are involved in.

2

3

Click on the menu icon and select '**Transactions**'



In the transaction page you can use the search box and filter functions to find the transaction you wish to check or progress.

To open the transaction click on the title URL.

Transactions

57f239cdd849c - Control Valve, SEVERN UNIVAL P/N: MODEL 1412

