

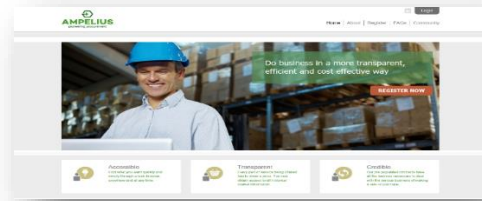


Welcome to Ampelius Self-Training



Introduction

This document sets out a series of simple exercises you can complete on your own, in a pair or in groups using our 'demo' website.



Getting started

Start by following these steps.

- Open your internet browser
- Type <http://demo.ampeliustrading.com> into your address bar. Or click the link.



Choose your login

Each person being trained chooses a unique username and password for the demo system.

- Decide who will be Operator A, B, C, D etc.
- Click the 'Login' button.
- A full list of possible usernames can be found in the appendix.



Enter your demo username and password

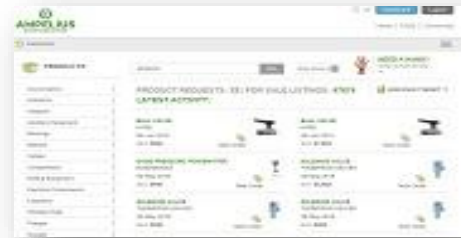
- Enter your demo account details as shown opposite.
- Both username and password are the same.
- Our Login is case sensitive, with no spaces.
- Remember to use the account chosen above.

A screenshot of a web browser window titled "Login". The form contains two input fields: "Username" with the text "OperatorA" and "Password" with a masked password "*****". Below the password field is a checkbox labeled "Remember Me". At the bottom of the form is a green "Continue" button and a link for "Forgot password?".

The 'Dashboard'

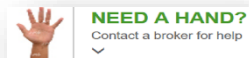
You have now made it to the members only area of Ampelius!

Let's choose US Dollars as the display currency, by clicking on the £ symbol and selecting 'USD' in the 'Show prices in' feature,



I want to buy something!

Let's go through some ways to find items.

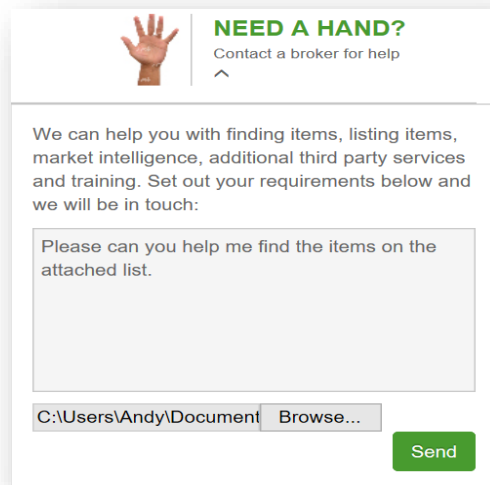


This is an easy way to send a message to Ampelius.

- Click on 'Need A Hand?'
- Enter your requirements into the box
- Click the Send button.

If you click on 'Browse' you can also attach a document.

Now try asking us to find a **1/2" Ball Valve, manufactured by Swagelok with a part number of SS-63TF8.**

A screenshot of the "NEED A HAND?" form. At the top, there is a hand icon and the text "NEED A HAND? Contact a broker for help". Below this, a paragraph of text explains the service: "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:". A text input field contains the text "Please can you help me find the items on the attached list.". Below the text field is a file upload field with the text "C:\Users\Andy\Document" and a "Browse..." button. To the right of the file field is a green "Send" button.

If you use this feature, we will email you a report of all matching items on Ampelius

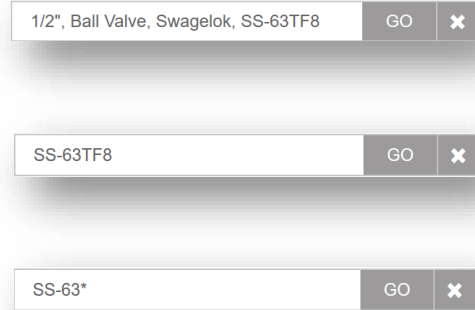
Search Box

Rather than wait for the Ampelius Report, you can search yourself using the 'Search Box'.



Tricks with Search

- Try finding the **1/2" Ball Valve, made by Swagelok, part number SS-63TF8**
- You enter all this information, as shown at the top opposite & click GO. Or;
- You could just enter the part number as shown in the middle. Or;
- You can also use an '*' as a wild character as shown.
- Try each one. Notice the last option gives 3 results.



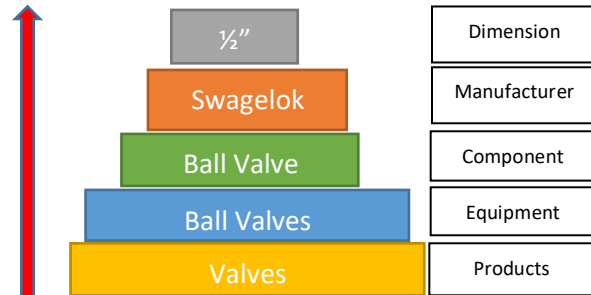
Clear the Search

- Now let's clear the search box by clicking on the X.
- You can also clear the search by clicking on Reset All Filters.

Reset All Filters

Using Products & Filters

- Now let's show you a way to browse a longer list of items by choosing specific Products & Filters.
- We will also learn how you can also create your own spreadsheet report.



Select Products & Filters

- Let's try finding the 1/2" Ball Valve, made by Swagelok, part number SS-63TF8 using Products & Filters.
- Firstly, from the Products list click on 'Valves'



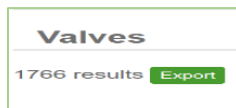
Select the Valve Specification

- Now from the Specification list, choose '**Ball Valves**'
- Type 'Ball Valves' into the white search box to reduce the list.
- Highlight '**ball valves**' with your mouse and click.

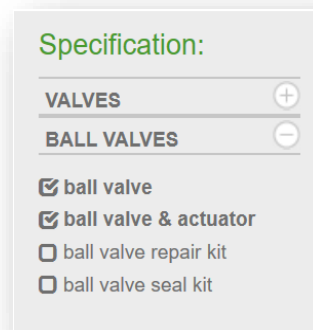


Select the Ball Valve component

- Now, choose '**ball valve**' and '**ball valve & actuator**'
- Notice you still have a high number of results.



You can click on '**Export**' button download a spreadsheet report of these valves or you can apply some further filter.



Select Filters

- We have a range of additional features that you can select as filters.
- For the 1/2" Ball Valve, made by Swagelok, part number SS-63TF8 we can use;
 - **Manufacturers**, and;
 - **Dimensions**



Select Manufacturer & Dimensions

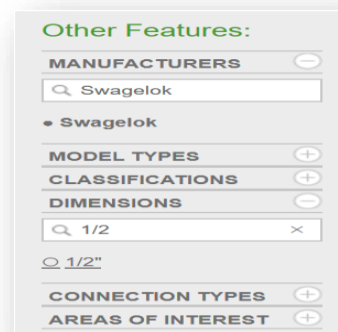
Click on Manufacturer and type '**Swagelok**' into the box.

- Highlight '**Swagelok**' with your mouse and click.

Click on Dimension and type '**1/2"**' into the box.

- Highlight '**1/2"**' with your mouse and click.

Notice that the number of results has reduced to a more manageable level.



Reset All Filters

- You can change any of the features selected by clicking on the reset filters button.
- Now - click on '**Reset All Filters**' before we move to the next section.

Reset All Filters

Ready for some trading.

- Now you know how to find what you want, let's do some trading.
- Enter the ball valve part number **SS-63TF8** into the **Search** box and click **GO**.
- You will see the Product Category shown opposite.
- Notice that there are 2 price blocks in the Sell Stack.
- This indicated there are 2 sellers of this item.

Ball Valve

Equipment Class: Ball Valves
Manufacturer: Swagelok
Manufacturer P/N: SS-63TF8
Model #: 60 Series
Dimensions: 1/2"
Connection Type: NPTF
Classifications: Unspecified
Product Type: Part
Condition: Unspecified
Materials: Stainless Steel
Quantity: 1
Unit of Measure: EA

More Technical Data:
phusion

Buy Stack

Sell Stack

4,000

5,723

Quick Buy Quick Sell

Offer a different price.

- You don't need to accept the price offered.
- If you want to negotiate, click the **Quick Buy** button.

Quick Buy

- Enter a price and click '**Set Live**' to display it on the site.
- Give it a go.

Ball Valve

Equipment Class: Ball Valves
Manufacturer: Swagelok
Manufacturer P/N: SS-63TF8
Model #: 60 Series
Dimensions: 1/2"
Connection Type: NPTF
Classifications: Unspecified
Product Type: Part
Condition: Unspecified
Materials: Stainless Steel
Quantity: 1
Unit of Measure: EA

More Technical Data:
phusion

Buy Stack

Sell Stack

4,000

5,723

Quick Buy Quick Sell

Quick Buy

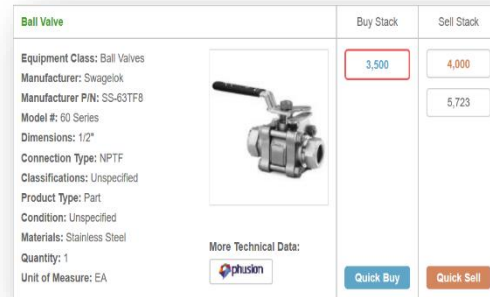
Ball Valve, Size: 1/2"; Class: Unspecified; Connection: NPTF; Mat: Stainless Steel; Make: Swagelok 60 Series P/N: SS-63TF8 **Set Live!**

Required Amount: 1 Price (cost per unit): 3500

More Information

Your trading.

- Notice that your entry is now in the **'Buy Stack'**.
- It also has a bold **red border** to indicate it is yours.



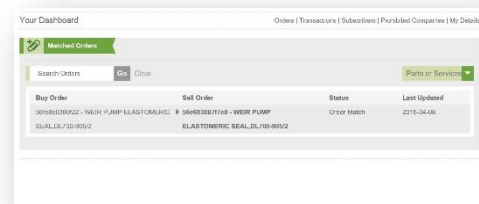
Let the Sellers know!

- You can alert the Sellers by linking your price with theirs.
- Click on the \$4000 price.
- This takes you to the detail page for this listing.
- Here you can send messages to the Seller and link your price with theirs.
- Scroll down to **'POTENTIAL MATCHES'** and click on the down arrow.
- Click the **'Select'** button to make the link.



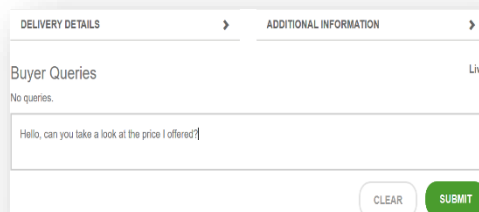
Matches are easy to find.

- When you make a link, the system sends an alert to the Seller.
- You can also find all matched items in a separate list.
- Click on the menu icon and choose **'Matching Orders'** to see the list.



Send the Seller a message

- In the **'Matching Orders'** list move your mouse over the Ball Valve short description shown under **Sell Order** and click.
- This takes you back to the detail page of that item.
- Scroll down to the **'Buyer Queries'** section and enter a message for the Seller.
- Once complete, click on **'Submit'** to send.



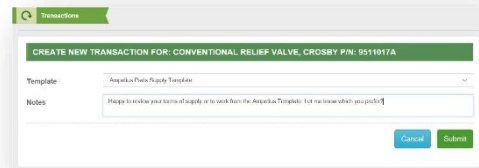
Close the Deal

- To finish, let's close out a transaction
- To start the process, click the price block
- Find the **'Start Transaction'** button and click.



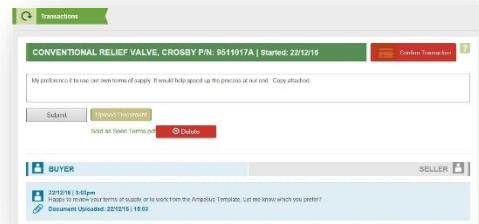
Select a template contract

- If your company has a template contract you may find it here.
- There is always the Ampelius template in any case.
- Enter a message for the seller in the Notes section and click **Submit**.



Practice Exchanging Contract Changes

- Practice sending messages and files to the Seller using the message feature at the top.
- Notice that all Buyer messages and documents are listed on the left and all Seller messages and documents are shown on the right.
- When you finalise the contract, let Ampelius know by clicking on **Confirm Transaction**.



THE END
Well Done.

For more information, video guides and news visit our website at www.ampeliustrading.com

APPENDIX

Available Logins

Company	UserName & Password
Company A	OperatorA
Company A	OperatorA-2
Company B	OperatorB
Company B	OperatorB-2
Company C	OperatorC
Company C	OperatorC-2
Company D	OperatorD
Company D	OperatorD-2
Company E	OperatorE
Company F	OperatorF
Company G	OperatorG
Company H	OperatorH

Guidance for Facilitator

Hardware Requirements:

At least one PC with browser and internet connection per 3 users, preferably 1 per pair.

If Ampelius are participating you also need 1 conference phone or video conference facility i.e. computer, computer screen, microphone and speakers.

Ensure the conference computer being used allows you to run the temporary application from Cisco Webex or Skype for business.

Set Up Other:

Always let Ampelius (brokerage@ampeliustrading.com) know when and how many users are being trained. This allows them to reset the scenarios on the sandbox/demo site.

Note that email alerts are disabled for the sandbox/demo site.

Start of Exercise:

Scenario: All users are split into groups to use the PCs available. Each is assigned a company name i.e. Operator A, B, C, D, E, F etc.

Introduce Ampelius via the Ampelius User Training.ppt slide pack (request from Ampelius if you do not have this).