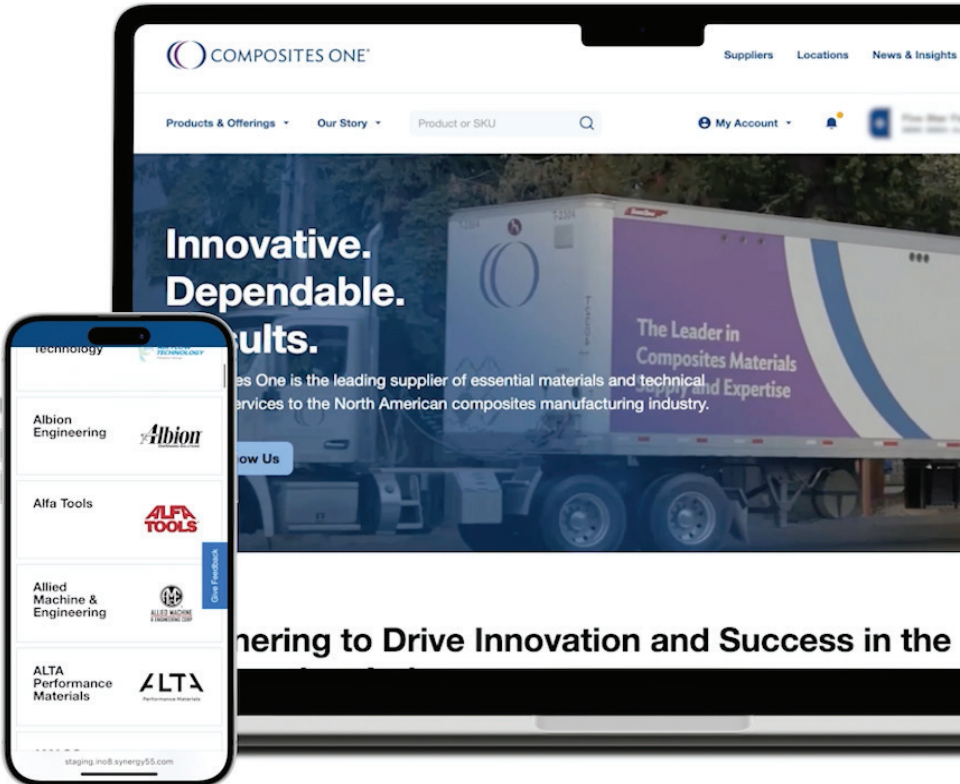




COMPOSITES ONE®

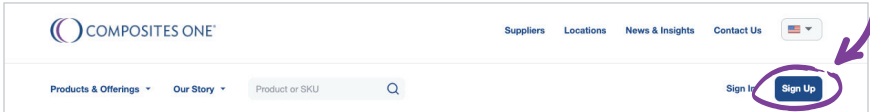
eCommerce Account Sign Up and User Roles Account Management



1. Sign Up

All individuals accessing this platform for the first time are required to create an account on the new eCommerce site (compositesone.com).

From the Composites One website, choose **Sign Up** and continue with the on-screen instructions.



2. User Roles

The **first** person from a company to log in becomes the **Company Admin** and automatically receives the roles of **Customer General Access**, **Senior Buyer**, **Credit**, and **Admin**.

Customer General Access

Senior Buyer

Credit

Admin

Roles can be combined and a company may have multiple Admins. For full website access, a user should be granted all four roles:

Customer General Access

Senior Buyer

Credit

Admin

2.1 User Roles: Company Admin Responsibilities

Admin

Company Admins are responsible for managing access for their organization.

2.2 User Roles: Access Overview

Customer General Access

(Default Role)

- + Basic site navigation
- + View orders and purchase summary
- + Access product details, SDS/TDS, and saved lists
- + Manage personal profile and preferences

Admin

- + Activate and disable users
- + Manage company users and assign roles
- + Manage company locations
- + Set buyer threshold

Senior Buyer

- + Ability to approve or deny Buyer orders (required when Buyers have assigned approval thresholds)
- + Create/Submit Request for Quote (RFQ)
- + Ability to place orders
- + Visibility into order approvals and statuses

Buyer

- + Assigned buying threshold (optional)
- + Ability to submit orders (order approval request if buying thresholds apply)
- + Create/Submit Request for Quote (RFQ)

Credit

- + View invoices, credit summary, and payment history
- + Financial visibility only

2.3 User Roles: How to Activate Users

1. My Account

2. My Company

3. View Users

COMPOSITES ONE

Suppliers Locations News & Insights Contact Us

Products & Offerings Our Story Product or SKU

My Account Dashboard

Information based on Sold-To and related Ship-To(s)

ORDERS

Total Open Orders	20
Pending Order Approvals	9

[View Orders](#)

MY COMPANY

Name

Sold-To #

Office Address

Office Phone

[View Company Details](#)

MY COMPANY'S USERS

Active Admins	1
Active Users	3
Pending Approval	21

[View Users](#)

PURCHASE SUMMARY

Records shown begin in November 2023. For older data [contact your CSR](#)

Hazardous Materials Purchased	0
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[View Purchases](#)

PRODUCT PRICING

4. Pending

5. Activate

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Products & Offerings Our Story Product or SKU

My Account

My Company

Company Profile Locations **Users**

Users

Name or Email [+ Add User](#)

USER	WEBSITE ROLE	LOCATION	STATUS	ACTIONS
Accounts Payable	Customer General Access	• View Location Details	Pending	Activate Deny
Senior Buyer	Senior Buyer	• View Location Details	New	

2.4 User Roles: How to Assign & Edit User Roles

COMPOSITES ONE

Suppliers Locations News & Insights Contact Us

Products & Offerings Our Story Product or SKU

My Account / My Company / Users

My Account
Orders
Order Approvals
Request for Quote
Saved Lists
Credit Summary
Invoice History
Payment History
Product Pricing
Purchase Summary
My Profile
My Company
Account Services

My Company

Company Profile Locations **Users**

Users

Name or Email

USER ↑	WEBSITE ROLE	LOCATION	STATUS	ACTIONS
Michelle Collins Purchasing Threshold \$0	Admin Customer General Access Senior Buyer	Ship-To (1000000000) 1000 Mission Street Wilmington, DE 19721-0001, US 253-228-4000	Active	Options ...
Accounts Payable Purchasing Threshold \$0	Credit Customer General Access	Ship-To (1000000000) 1000 Mission Street Wilmington, DE 19721-0001, US 253-228-4000	Active	Options ...

Give Feedback

Users

Name or Email

USER ↑	WEBSITE ROLE	LOCATION	STATUS	ACTIONS
Michelle Collins Purchasing Threshold \$0	Customer General Access	Ship-To (1000000000) 1000 Mission Street Wilmington, DE 19721-0001, US 253-228-4000	New	
Shirley Collins Purchasing Threshold \$0	Admin Credit Customer General Access Senior Buyer	Ship-To (1000000000) 1000 Mission Street Wilmington, DE 19721-0001, US 253-228-4000	Active	Options ... Edit Remove Admin Disable
Arnold Collaboration Purchasing Threshold \$100	Admin Buyer Credit Customer General Access	Ship-To (1000000000) 1000 Mission Street Wilmington, DE 19721-0001, US 253-228-4000	Active	Options ...

Edit a User

Please fill out the fields below.

1000 Mission Street Wilmington, DE 19721-0001

1000 Haddonfield Rd. Broomfield, CO 80020

1000 Haddonfield Dr. Broomfield, CO 80020

1000 Mission Street Wilmington, DE 19721-0001

1000 Mission St. Wilmington, DE 19721-0001

WEBSITE ROLE

Admin

Credit

Customer General Access

Senior Buyer

Edit a User

Please fill out the fields below.

1000 Mission Street Wilmington, DE 19721-0001

1000 Haddonfield Avenue Wilmington, DE 19021-0001

1000 Haddonfield Avenue Wilmington, DE 19021-0001

WEBSITE ROLE

Buyer

Admin

Senior Buyer

Credit

Buyer

3. Account & Ship To Selection from the Mini-Cart

If you have access to **multiple accounts** or **Ship To locations**, you can quickly select the correct one directly from the **Mini-Cart**

