



AGRI-CAN  [®]
RESOURCE CENTER

**MULTI-USER
COMMERCIAL ACCOUNT
PROCEDURE**

*Corporate Services
Web Division*



INTRODUCTION

Agri-Can® offers its retailers and commercial customers the ability to create multi-user accounts on the www.agri-can.com website.

Thanks to the advanced technology of our website, you will be able to create 2 types of accounts:

- Manager
- Employee

The important advantage of these multi-user accounts is that you keep control of the purchases made by your employees on behalf of your company at Agri-Can.

Manager

One or more people determined by your company as the account manager. Our customer support department will create your company account in the system and provide you with your username and temporary password. Subsequently, this person can create, delete or reset the accounts and passwords of other users, managers and employees of your company as well as approve employee purchase orders.

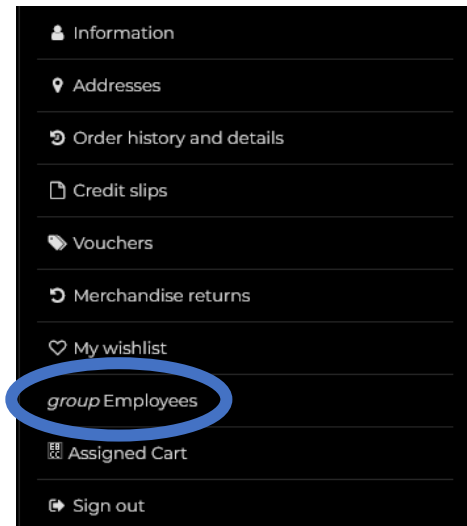
Employee

When a member of your team wishes to purchase products on our site, they will be able to shop, see prices, add products to their basket and modify it as needed. He will then have to submit his basket to the responsible account for approval and final order. The employee is unable to submit an order directly to Agri-Can. He will have to choose from a directory of account managers, to whom he submits the purchase request.

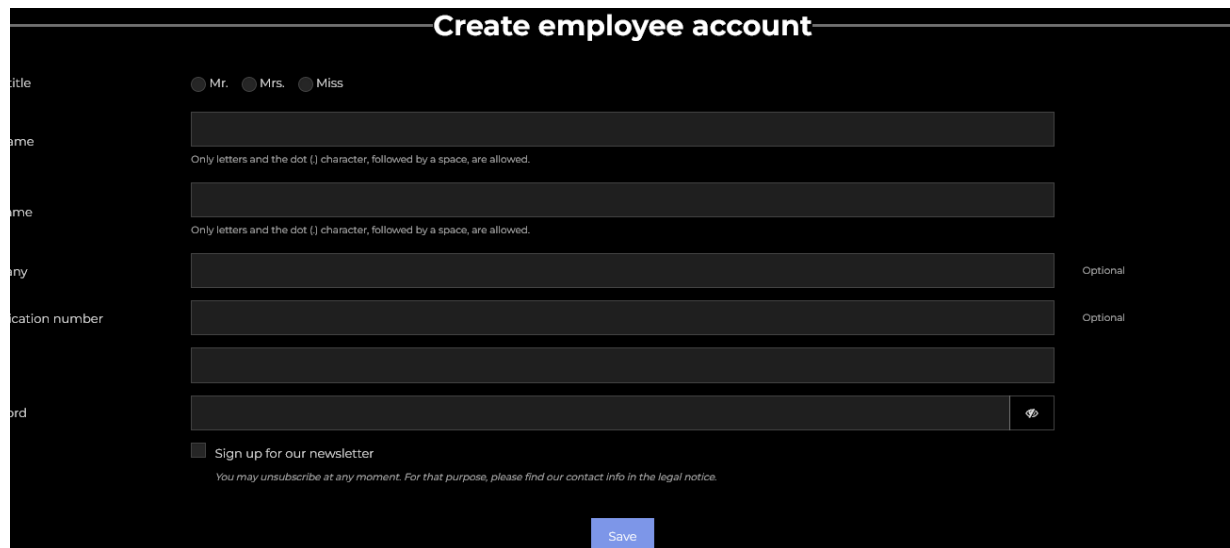
You will see that it is simple and effective for your business. Agri-Can is always attentive to its customers and this service is part of our program dedicated to businesses.

ACCOUNT MANAGEMENT PROCEDURE

The first person on your company's account will be a manager. Thereafter, the person will be able to manage all the accounts of your company as follows :



1. Access the **My Account** section at the bottom of the web page;
2. Click **Group Employees**. The list of people under your care will be there;
3. To create a new user, click the **Add new Employee** button;
4. Complete the form by filling in all the required fields then click **Save**;

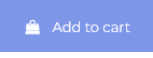



A screenshot of the 'Create employee account' form. The form has a title 'Create employee account' and several input fields: 'Title' with radio buttons for Mr., Mrs., and Miss; 'Name' (first and last) with a note 'Only letters and the dot (.) character, followed by a space, are allowed.'; 'Company' (Optional); 'Location number' (Optional); and 'Password' with a strength indicator. There is a checkbox for 'Sign up for our newsletter' with a note 'You may unsubscribe at any moment. For that purpose, please find our contact info in the legal notice.' and a 'Save' button at the bottom.

5. The employee profile is created! You can edit an employee's account or reset their password by going to the list of Employees and clicking **Edit** next to the employee's name. The same screen page above will appear, and you will be able to modify the information.
6. In the same way, you can delete an employee by clicking on **Delete** next to his name. Invoices and delivery notes resulting from an employee request are attached to the Manager account so they will always be available even after an employee is deleted from your company's account.



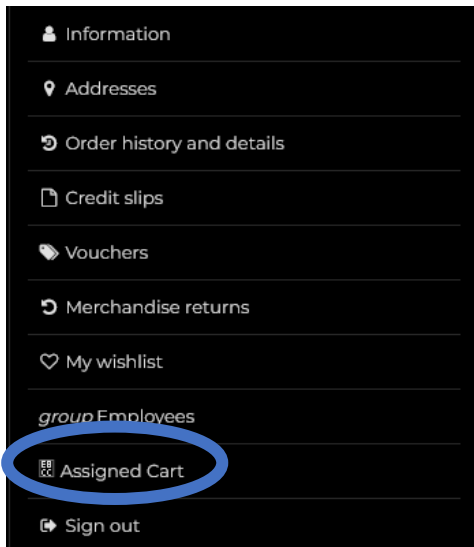
PURCHASE PROCEDURE FOR MANAGER ACCOUNT USER

AS BUYER (The manager creates an order himself)

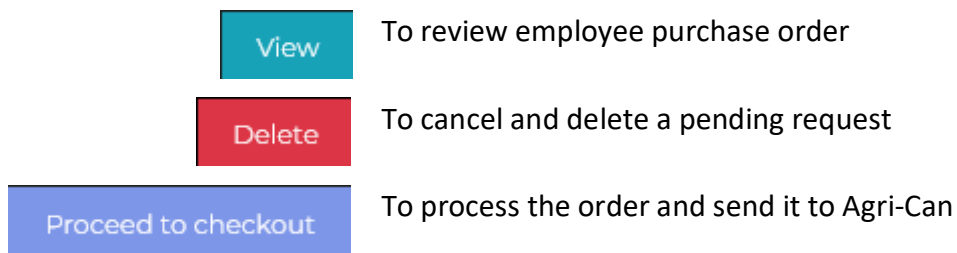
1. Go to www.agri-can.com
2. Click on Sign In in the upper right corner of your screen;
3. Enter your email address;
4. Enter the password (case sensitive) provided to you by Agri-Can or another account manager. You can change it once in your account.
5. Click on the blue **Sign In** button;
6. Shop the site and add your products to the basket by selecting the desired quantity and pressing  ;
7. Once your shopping is complete, click on the Shopping Cart icon at the top right of your  screen . Your basket will be displayed on the right in blue. Then click  at the bottom of the page;
8. Then follow the simple ordering process by filling in the billing, delivery and payment information.
9. You can follow the processing of the order at any time in the **My Account** section at the bottom of the web page by clicking  . In this section, you can also consult all your invoices, print them or send them by email.

AS ACCOUNT MANAGER (To approve employee purchases)

1. Go to the bottom of the web page and click on **My Account**;
2. Click on **Assigned Cart** to access your employees' purchase requests;



3. 3. You will see the list of purchase requests including the employee requesting the purchase, the number of items, the order status and the date and time the request was created. You will then have 3 options:





Assigned Cart

Display 10 records per page Search

#	Assigned by	Number of product in cart	Status	Date	Action	Cart Details
1	Test Agri-Can	3	Ordered	2023-05-07 22:34:42	---	View
2	Test Agri-Can	17	Assigned	2023-05-07 23:05:43	Proceed to checkout	Delete View
3	Test Agri-Can	14	Assigned	2023-05-08 17:33:48	Proceed to checkout	Delete View

- Once you have approved the employee's order, click **Proceed to checkout**. You will need to select the billing address, delivery address and proceed to payment by Paypal or credit card.
- When the order process is complete, it will change to **Ordered** in your order history as well as in the employee's account.
- You and the employee can follow the order processing at any time in the **My Account** section at the bottom of the web page. Manager click on **Order history and details**. Employee click on **Assigned Cart**. Manager has access to all of the company's orders at Agri-Can and you will be able to view invoices and delivery slips.

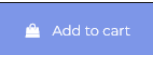


Order history

Here are the orders you've placed since your account was created.

Order reference	Date	Total price	Payment	Status	Invoice	
KHQPVEDTX	05/07/2023	\$139.11	PayPal	Refunded		Details Reorder
YQDFKNVBH	04/26/2023	\$114.30	PayPal	Refunded		Details Reorder
QUKCPPRYN	02/23/2023	\$0.00	Commande gratuite	Delivered		Details Reorder

If you need assistance, you can contact us anytime during regular business hours at support@agri-can.com or by phone at 1-888-997-2624.

BYING PROCEDURE FOR EMPLOYEE

1. Go to www.agri-can.com
2. Click on Sign In in the upper right corner of your screen;
3. Enter your email address;
4. Enter the password (case sensitive) provided to you by Agri-Can or another account manager. You can change it once in your account.
5. Click on the blue **Sign In** button;
6. Shop the site and add your products to the basket by selecting the desired quantity and pressing  ;
7. Once your shopping is complete, click  at the top right of your screen . Your basket will be displayed on the right in blue. Then click  at the bottom of the page;
8. In the right column, you will see 2 buttons: **Order** and **Assign cart to Manager**. Click **Assign cart to Manager**. You'll see a confirmation page with the cart assigned to the manager and their contact information. The status will change to **Assigned**. Once the order is approved, it will change to **Ordered**. Even though the Order button appears, it is disabled for employees.

#	Number of product in cart	Status	Date	Cart Details
1	3	Ordered	2023-05-07 22:34:42	View
2	17	Assigned	2023-05-07 23:05:43	View
3	14	Assigned	2023-05-08 17:33:48	View

9. You can follow the processing of your orders at any time in the **My Account** section at the bottom of the web page and click on **Assigned Cart**.

Note to Employees: If you need assistance with resetting your password or placing an order, please refer to your company account manager. He/she is able to perform these actions from his/her account.



Commercial account multi-user procedure

Corporate Services – Web Division

Version 0823

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