

WEBSITE ADMINISTRATOR APPLICATION

Our same great service is now available online. An online account will give you the ability to **FIND** the products you need and where they are in stock, **ORDER** them whenever you want, **ACCESS** live pricing and purchase history and **MANAGE** your project quotes and lists all in one place. This will offer you convenience, flexibility, efficiency and enhanced productivity all in one place: **bartlegibson.com**.

ADMIN ACCOUNT FEATURES:

- Configure Budget Management
- Manage User Access & Permissions
- Assign/Edit Ship-Tos
- View & Approve Requisitions
- View Invoice History
- View Order History
- Approve Orders
- View Saved Orders
- Save Orders
- Request/View/Manage Quotes
- Add/Edit/Delete Product Lists

We look forward to working with you and greatly value your business.

Company Name: _____ Customer ID*: _____

ONLINE ADMIN CONTACT

Admin Name*: _____ Admin Email*: _____

Job Position: _____

BG PAY (A/P) CONTACT

View invoice & payment history, print/download invoices, link bank accounts and credit cards, setup automatic payments

Contact Name: _____ Contact Email: _____

MARKETING COMMUNICATION CONTACT

Contact Name: _____ Contact Email: _____

(By providing a marketing communication contact you are consenting to receive email communication from Bartle & Gibson. You can opt out of receiving emails at any time.)

Principal Name*: _____ Principal Signature*: _____

Date Signed*: _____

*Please note that the fields above must all be filled out legibly or the online account will not be able to be created. *Required Fields*