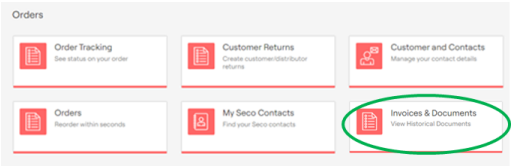
Invoices & Documents Portlet on My Pages

Overview:

Invoices & Documents is an online application included in Seco My Pages portal. It allows authorized users to view and download copies of documents related to their business transactions with Seco. The application stores all documents within a 6-month period.

Access:

To access Invoices & Documents, go to www.secotools.com and click on My Pages. Once you have entered your username and password, click on My Pages again to access the portlet view. Invoices & Documents is listed under Orders.



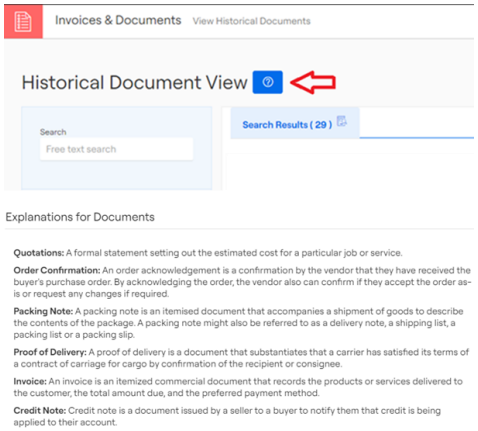
Note: an authorization process was put in place by Seco to give qualifying users access to the portlet. If you need to access documents and do not see the application under your My Pages profile, please reach out to Anouck White via email at anouck.white@secotools.com

Available Documents:

Documents that can be retrieved from the application include:

- Quotations
- Order confirmations
- Invoices and Credit Memos
- Packing notes

Description of each document is provided via an info button located at the top of the portlet.



Functionalities:

Users will be able to not only display but also download (PDF or ZIP), print or email all selected documents.

Filters and Search Function:

Documents can be filtered based on the document type or date range selected. The number of results displayed can be changed by the user (10, 25 or 50). For a quick and easy search option, just type in your PO number in the search box. You can also use Seco order number or invoice number if known.

