



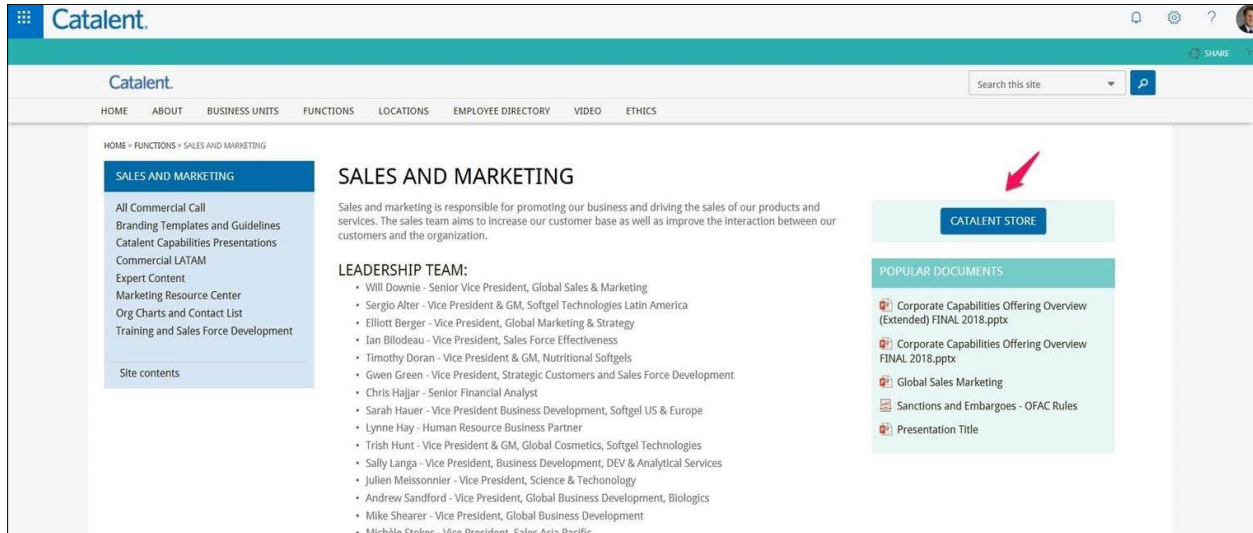
Registration and Ordering Instructions

www.catalentstore.com

PART 1: REGISTRATION

Access the Catalent store registration page via the sharepoint link:
<https://catalent.sharepoint.com/functions/sales/Pages/default.aspx>

You will be directed to the registration page to register.



You may also go directly to the login page via this address:
<https://www.catalentstore.com/index.php?account.details&do=register>

The screenshot shows a web browser window with the URL <https://www.catalentstore.com/index.php?account.details&do=register>. The page features the Catalent logo and navigation links for HOME, FEATURED PRODUCTS, and CONTACT. A search bar is located at the top right. The main content area is titled "Account Details" and includes a breadcrumb trail: Home > Account Details > Account Details. A note states: "* denotes a mandatory field." The registration form contains the following fields: First name(s) *, Last Names *, Email address *, Department / Cost Center *, Telephone number *, Company address * (a multi-line text area), City *, Zip code *, Country * (a dropdown menu with "- Select -"), Password, and Password Confirm. Below the form are buttons for "Update Details" and "Forgot password". On the left side, there is a sidebar with "Product Categories" (All Products, Apparel, Catalent Brochures, Custom Orders, Drinkware, Miscellaneous, New Customer Kit, Technology, Totes and Bags, Writing Materials) and "Catalent Collateral" (Brochures). A blue box highlights "Collateral Printing" with the text "Coming August 15th". At the bottom, a footer message reads "Any questions? We are here to help!" followed by a "Contact Us Today" button.

Account Details

Keyword / Product Code Search

Catalent

HOME FEATURED PRODUCTS CONTACT

> Account Details > Account Details

Account Details

* denotes a mandatory field.

First name(s) *

Last Names *

Email address *

Department / Cost Center *

Telephone number *

Company address *

City *

Zip code *

Country * - Select -

Password

Password Confirm

Update Details

Forgot password

Any questions? We are here to help! Contact Us Today

Product Categories

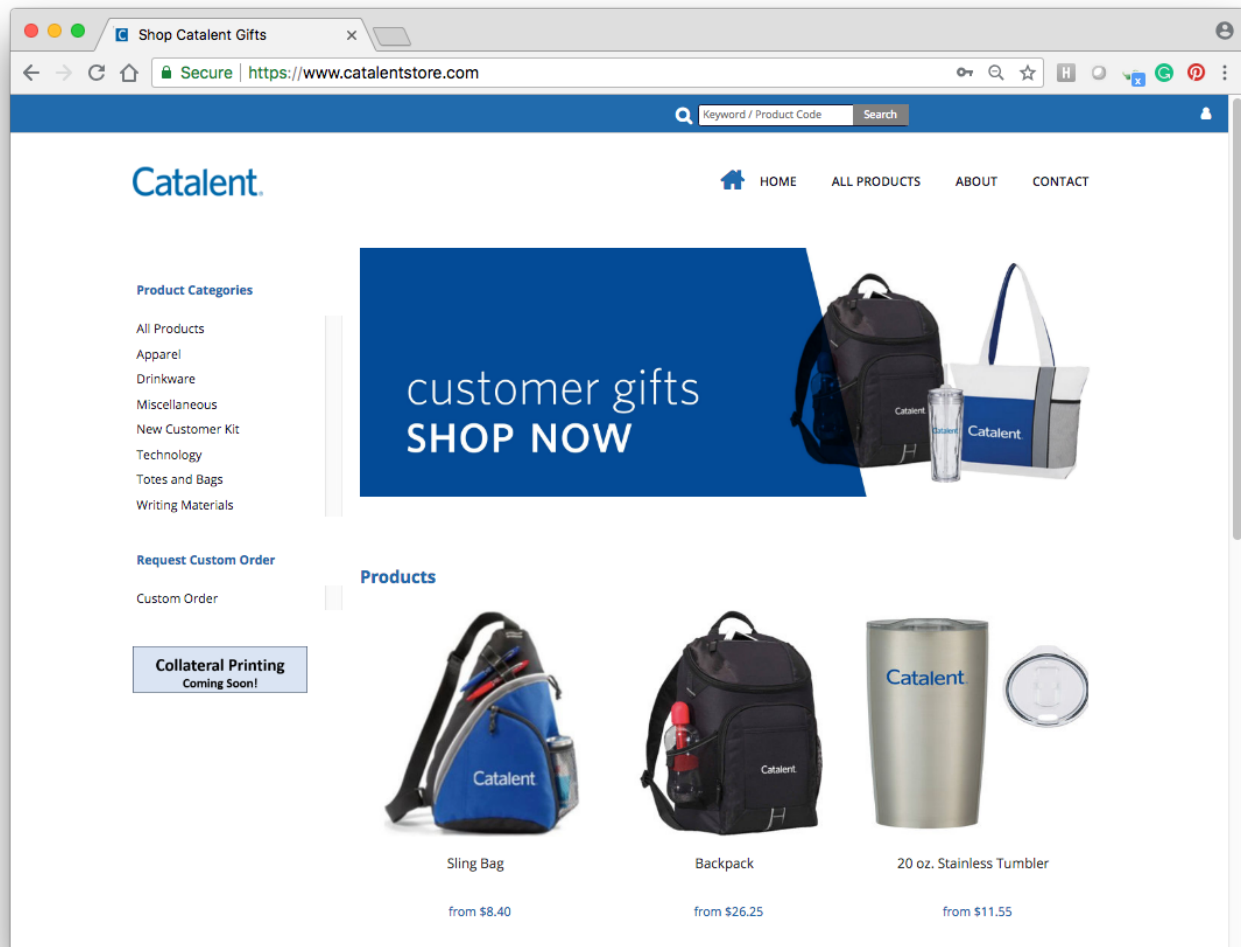
- All Products
- Apparel
- Catalent Brochures
- Custom Orders
- Drinkware
- Miscellaneous
- New Customer Kit
- Technology
- Totes and Bags
- Writing Materials

Catalent Collateral

- Brochures

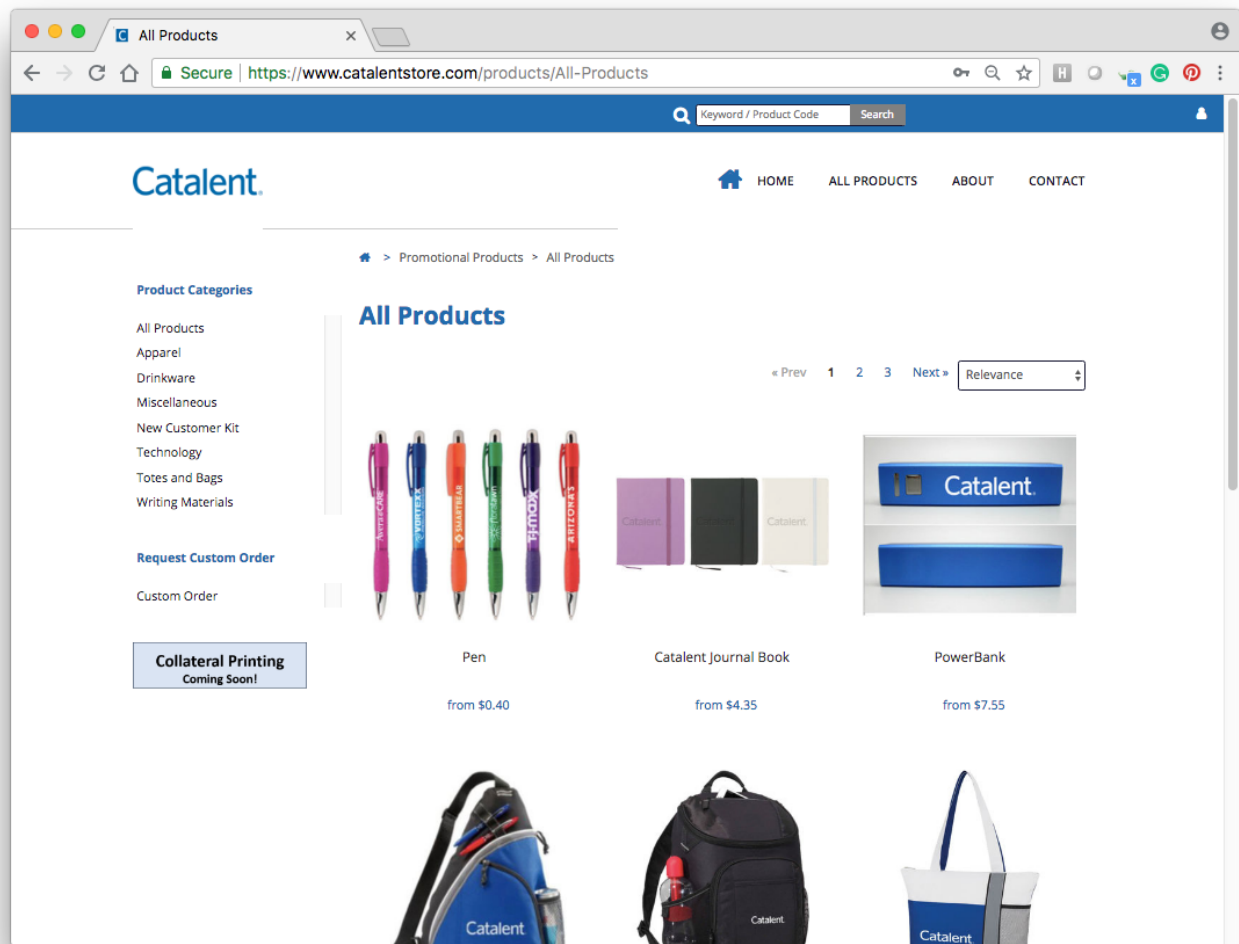
Collateral Printing
Coming August 15th

Once registered you can login by entering your email address (you've provided) and password



PART 2: ORDERING

Upon completion of registration, you can browse all available products and add to your cart.



Upon checkout you will be requested for a corporate American express credit card or P card to complete the purchase. Please check contact details and shipping details for your order.

Contact Details

Contact Name John Doe
Email * john_doe@catalent.com
Telephone * 908-555-1212
Department / Cost Center * Catalent Test

Billing Address

Billing Address
Contact Name * John Doe
Department / Cost Center * Catalent Test / 123456789
Street Address * 14 Schoolhouse Road
City * Somerset
State * New Jersey
Zip Code * 08873
Country * United States

Shipping Details

☐ Same as billing address

Please enter shipping address and click update button to calculate Sales Tax

Shipping Address - Use a saved address -
Contact Name * John Doe
Department / Cost Center * Catalent Test / 123456789
Street Address * 14 Schoolhouse Road
City * Somerset
State * New Jersey
Zip Code * 08873
Country * United States



Ladies' Polo

Unit Price	Setup	Total
\$26.25	\$1.30	\$53.80

Qty: 2 X

Size: Medium Color: White

Summary

Subtotal	\$53.80
All orders will ship in 24-36 hours. Tracking will be provided once your order is ready to ship. Please NOTE: Your AMEX will be charge a second time for shipping costs based upon your requested in hands date.	\$0.00
Sales Tax	\$3.70
Total	\$57.50

[Continue Shopping](#)

[Continue to checkout](#)

Enter the payment information of your corporate American Express credit card or Corporate P card information. Be sure to have your managers approval before doing so, and hit confirm order to complete and place the order.

All orders will ship in 24-36 hours. Tracking will be provided once your order is ready to ship. Please NOTE; Your AMEX will be charged a second time for shipping costs based upon your requested in hands date and a final email will be sent with shipping cost added.

[Edit](#)

Shipping Address

Contact NameJohn Doe

CompanyCatalent Test / 123456789

Department / Cost Center *14 Schoolhouse Road
Somerset NJ 08873
United States

Billing Address

Contact NameJohn Doe

CompanyCatalent Test / 123456789

Address14 Schoolhouse Road
Somerset NJ 08873
United States

Payment

Method

☒ Credit Card

Inhand/Required Date

CARD NUMBER


EXPIRATION DATEMM / YY

CV CODE

CVC

Special Instructions

Shopping Cart



Unit Price

Setup

Total

\$11.35

\$0.85

\$35.50

Color: Silver

Qty: 1

Do you have a checkout code?

Each valid promotional code can be entered only once and all codes are subject to verification and only valid will be accepted

Checkout code :

Submit

Summary

Subtotal

\$35.50

Shipping will be charged to your Amex once the order has shipped based upon the in hands date needed. All orders in stock ship within 24-36 hours. Tracking will be supplied then from a Catalent Store Customer Care Representative.

\$0.00

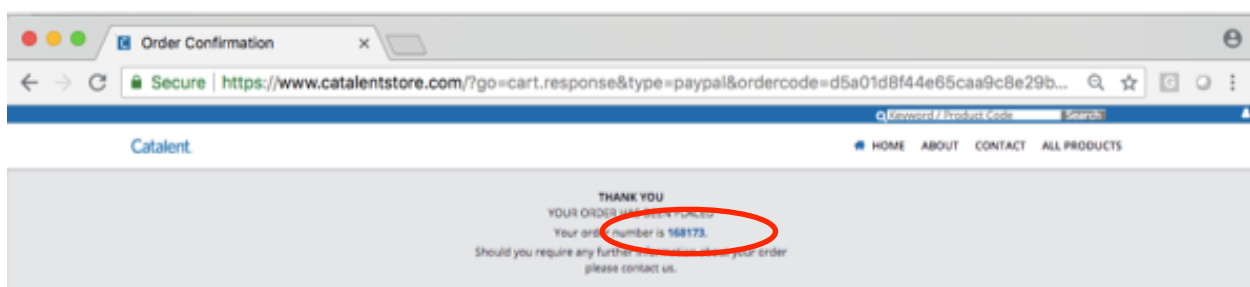
Sales Tax

\$2.44

Total

\$37.94

Confirm Order



You can click on blue hyperlink to print out your order.

Print Receipt.

Secure | <https://www.catalentstore.com/?cart.orders.one&id=168173>

Catalent. [HOME](#) [ABOUT](#) [CONTACT](#) [ALL PRODUCTS](#)

Order

Shipping Details		Billing Details	
Contact	Lee Ann Grabicki	Contact	Lee Ann Grabicki
Company	Promote-U, LLC	Company	Promote-U, LLC
Shipping method	UPS Ground	Address	2076 Ohadi Drive Wall Nj 07719 United States
Department / Cost Center *	2076 Ohadi Drive Wall Nj 07719 United States		

Print

Products		
18 oz. Tumbler		
Unit Price	Setup	Total
\$8.75	\$0.75	\$9.50
Color: Graphite		
Qty: 1		

Summary	
Subtotal	\$9.50
Shipping, fulfillment and a 3% credit card fee will be charged to your AMDX once the order has shipped. Orders will be shipped within 24-36 hours. Tracking will be supplied then from a Promote-U customer care representative.	
Sales Tax	\$0.65
Total	\$10.15

Secure | <https://www.catalentstore.com/?cart.orders.one&id=168173>

Catalent.

Print
Total: 2 pages

Cancel Save

Destination Save as PDF
Change...

Pages ☒ All
☐ e.g. 1-5, 8, 11-13

Layout Portrait

+ More settings

Print using system dialog... (⌘P)
Open PDF in Preview

Shipping Details	
Contact	Lee Ann Grabicki
Company	Promote-U, LLC
Shipping method	UPS Ground
Department / Cost Center *	2076 Ohadi Drive Wall Nj 07719 United States

Billing Details	
Contact	Lee Ann Grabicki
Company	Promote-U, LLC
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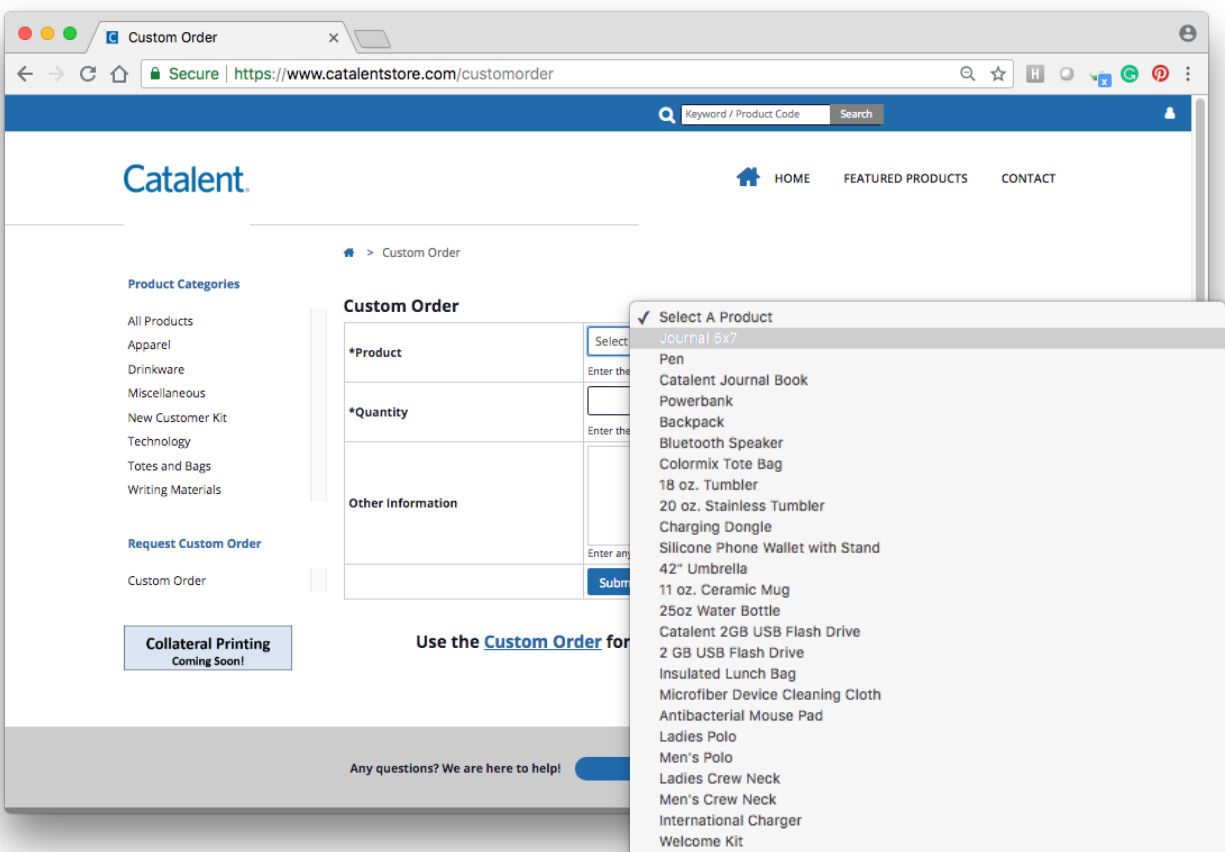
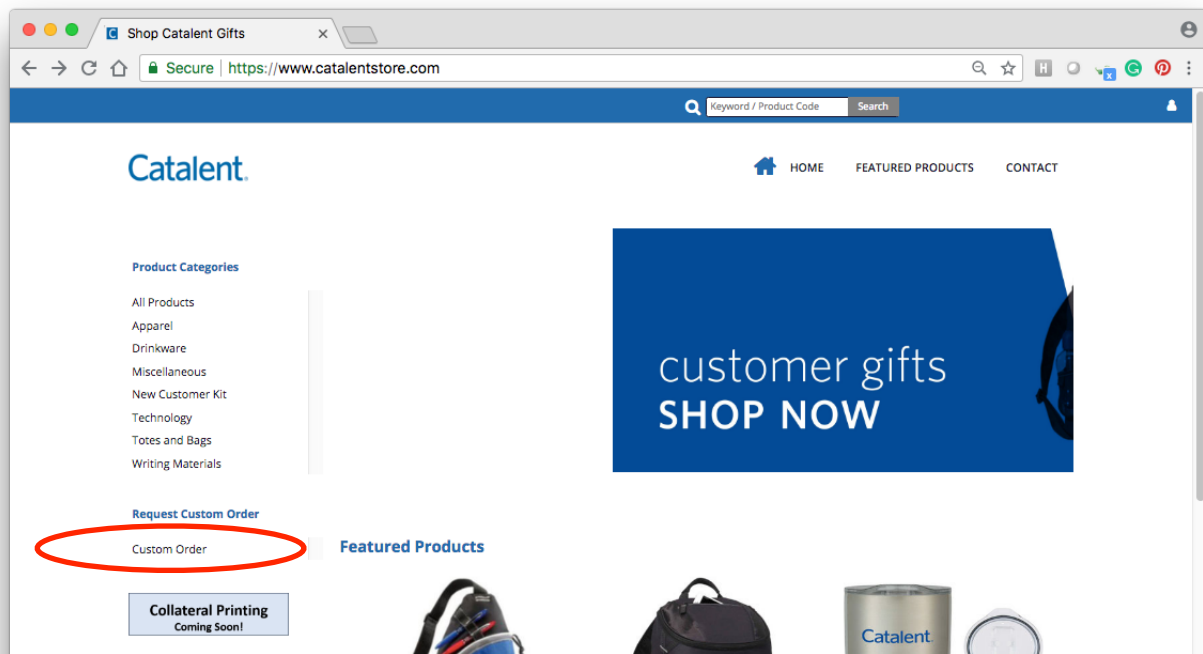
Products		
18 oz. Tumbler		
Unit Price	Setup	Total
\$8.75	\$0.75	\$9.50
Color: Graphite		
Qty: 1		

Summary	
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For Custom Orders use this form for any order for any individual items with a quantity over 50. Select from the drop down which item you would like to customize. Fill out quantity needed, and then explain what you would like to customize in the order information section.

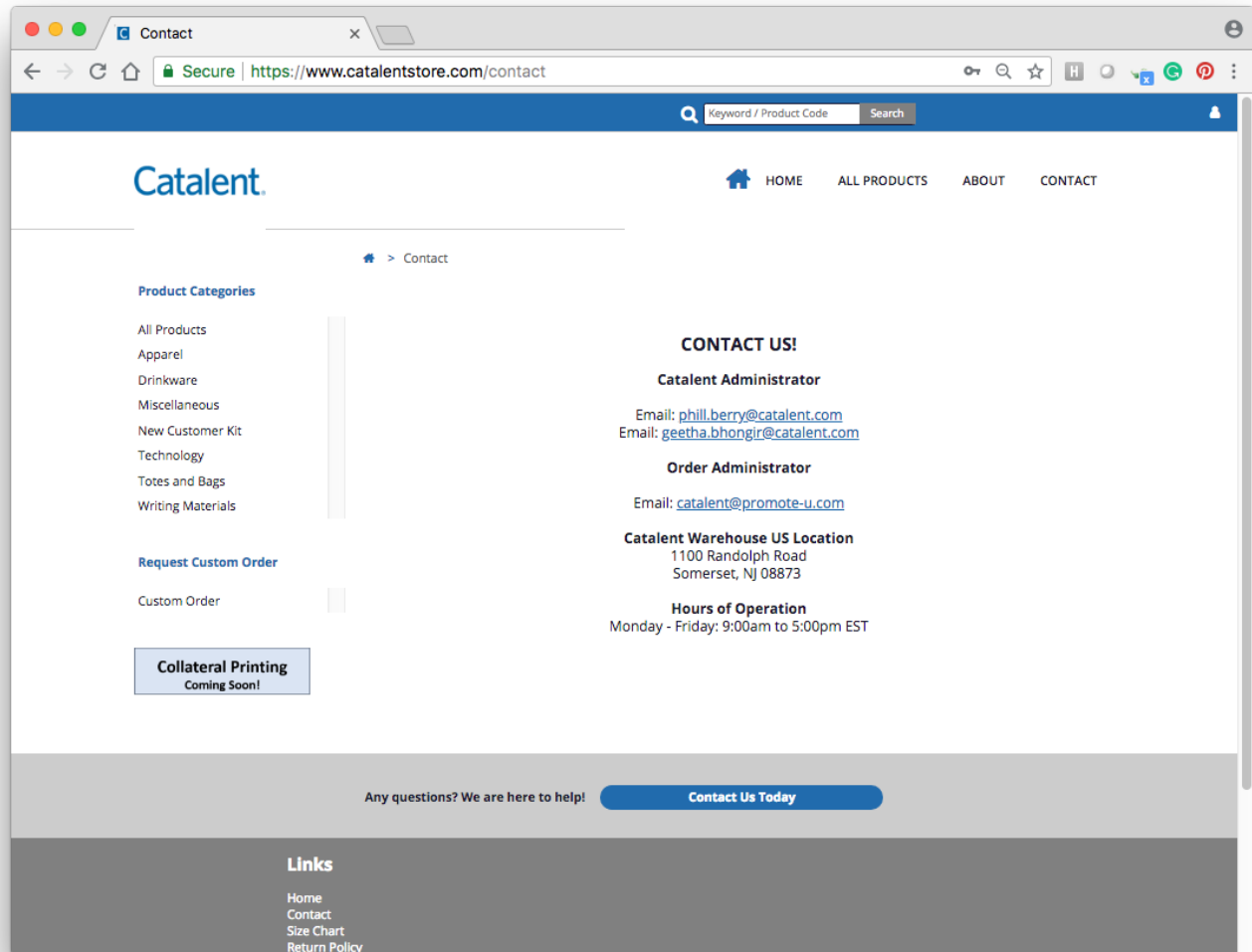
Your Custom Order Request will be emailed to our sourcing teams inbox and Enter any other specifics you are looking for example price points, variable distribution, as much information as you can. expect a response within 24 hours

From catalent@promote-u.com.



PART 3: CONTACT

Contact menu directs the user on who to contact if you have any questions



Catalent Administrators;

If you have any questions feel free to reach out to us for assistance. If you hit the "Contact Us Today" button it will populate an email to all admin contacts listed on the page.

Geetha Bhongir: Executive Assistant geetha.bhongir@catalent.com

Phill Berry: Corporate Brand Marketing Manager phill.berry@catalent.com