



Kinder Morgan

Quick Reference Guide:

Registering and Ordering on Order.TaylorCommunications.com

For assistance please contact us via e-mail at
KinderMorganOrders@TaylorCommunications.com or
you may contact Scott Osborn at 832-274-1624

TAYLOR
COMMUNICATIONS
taylorcommunications.com

Login

Go to www.Order.TaylorCommunications.com.

If you know your Username and Password

Enter your **Username** and **Password**

Click the **Login** button.

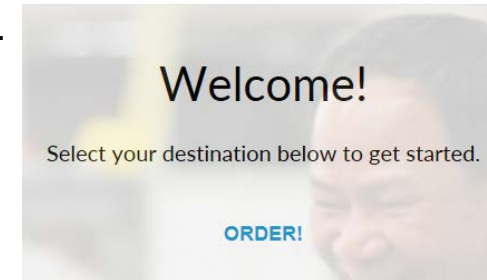
If you do not have a Username and Password

Please enter your e-mail address as your Username. If this is your first login, click REQUEST REGISTRATION.

A screenshot of the Taylor Communications login interface. It features a blue header with the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". The "Username" field has a blue border and a cursor. The "Password" field has a grey border. Below the fields is a large red button with the word "Login" in white. At the bottom, there are two links: "Forgot Username or Password?" and "Register Now." in blue text.

Ordering

When you have logged in, click ORDER! to launch into your Home page.



Open Your Category

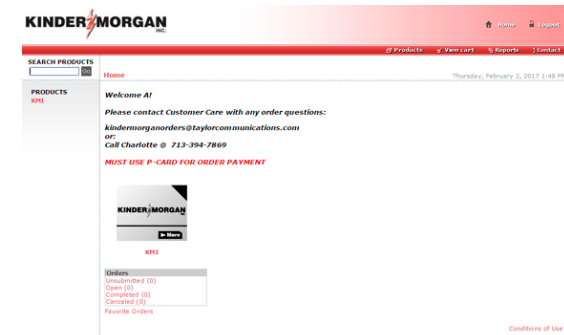
When you first log in, the Home page displays your categories, messages, and access to your order reports. Click a category name or graphic to view the products in that category on the Product page.

Select Products

View the products available in the category.

Click the “Choose Template” of the item you would like to order.

Enter the verbiage into the fields as appropriate. A proof will be provided for your review. You will be prompted to acknowledge your review. You will have the option of saving a PDF for your records as necessary.



Review Your Order

The **Cart** page displays the products in your cart. The item and quantity you ordered will be displayed.

When you are ready to place your order, click the **Check Out** button.

The screenshot shows a web browser window with the title 'Cart' and a timestamp 'Friday, August 17, 2012'. The breadcrumb navigation is 'Cart > Shipping > Billing > Confirm'. Below this is a table with the following columns: Remove, ID, Product, Specifications, Unit Price, Quantity, Total Quantity, and Price. A single row is displayed for item ID 'BCS11NC -- Nancy Duncan', which is a '1NC ONE-SIDED BUSINESS CARD'. The specifications include a checkbox for 'I ACCEPT that all data above is correct and authorize Staples to print exactly as shown.' and an 'ACCEPT' button. The unit price is '\$0.02728', the quantity is '500', and the total price is '\$13.64'. Below the table, there is a 'Remove Selected' link, a 'Subtotal: \$13.64' label, and a note 'Shipping, handling and tax may be added to this subtotal.' At the bottom, there are links for 'Save Changes', 'Cancel Order', 'Start New Order', and 'Continue Shopping', along with a 'Check Out >' button.

Remove	ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
<input type="checkbox"/>	BCS11NC -- Nancy Duncan	1NC ONE-SIDED BUSINESS CARD	I ACCEPT that all data above is correct and authorize Staples to print exactly as shown.: I ACCEPT	\$0.02728	500	500	\$13.64

Remove Selected

Subtotal: \$13.64
Shipping, handling and tax may be added to this subtotal.

Save Changes | Cancel Order | Start New Order | Continue Shopping

Check Out >

Select Shipping

At the **Shipping** page, Select a Ship to address or enter a Shipping Address .

Note: We cannot ship to a PO BOX please use physical address for shipping.



The screenshot shows a web application interface for selecting a shipping address. At the top, a breadcrumb trail reads "Cart > Shipping > Billing > Confirm". Below this, there is a section titled "Select a Shipping Address" with a dropdown menu. Underneath, there are two buttons: "Back To Cart" and "Continue >". The main part of the form is titled "Create a New Shipping Address:" and includes a note that an asterisk (*) denotes a required field. The form contains several input fields: "Address Name" (with a small icon), "First Name", "Last Name", "Company Name", "Address Line 1", "Address Line 2", "City", "State/Region/Province" (a dropdown menu), "Zip/Postal Code", "Country" (a dropdown menu currently showing "United States of America"), and "Phone". A "Save" button is located at the bottom right of the form.

When you are done click the **Continue** button.

On the **Billing** page, enter your credit card information. You will receive a copy of your invoice or credit card receipt via e-mail from accounting. When done click the **Continue** button.


The screenshot shows a web browser window displaying the KINDER MORGAN Billing page. The page has a red header with the KINDER MORGAN logo. Below the header, there is a navigation bar with links like Home, Billing, and Account. The main content area is titled "Billing" and contains a form for entering credit card information. The form includes a section for "Enter Credit Card Information" with fields for Card Type, Card Number, Expiration Date, and Cardholder Name. Below this, there is a section for "Select a Billing Address" with a dropdown menu and a list of addresses. A "Continue" button is visible at the bottom right of the form. A red banner at the top of the form area reads "MUST USE COMPANY P-CARD FOR PAYMENT."

Finalize the Order

At the **Confirm** page, review your order.

If you want to make changes, click **View Cart** in the left navigation pane. This will take you back to the **Cart** page.

If your order is correct, click the **Submit** button.

 Please review your order carefully. Click Submit at the bottom of the page when you are ready to submit the order.

Cart > Shipping > Billing > Confirm

Comments:
Cost Center: 20083
Payment Method: Purchase Order
Bill To: Abigail Smith
1234 MAIN ST
SUITE 200
MYTOWN, XT 99999
Ship To: Abigail Smith
1234 MAIN ST
SUITE 200
MYTOWN, XT 99999

ID	Product	Unit Price	Quantity	Total Quantity	Shipper	Price
237409406005000	406005000	\$26.50	2 (x5000)	10,000	FedEx Ground	\$53.00

Subtotal: \$53.00
Shipping & Handling: \$0.00
Tax: \$0.00
Total: \$53.00

Submit

Note: After the **Submit** button is clicked, you cannot make any changes to the order. Your order does not go through any approval process and will be printed as submitted.

Favorite Orders

You can save this order as a favorite, which saves summary information about the order. You can use favorites to easily place similar orders.

On the **Order Confirmation** page, place a checkmark in the **Favorite Order** box at the bottom of the page, name your order, and click **Save as Favorite**.

To Place a Repeat Order using Favorites

On the **Home** page click the **Favorite Orders** link at the bottom of the page. The **Favorite Orders** page shows all of the orders that you have saved as favorites.

Orders
Unsubmitted (0)
Open (0)
Completed (0)
Canceled (0)
Favorite Orders

Click the **Repeat Order** button for the order you want to copy. This will take you straight to the **Cart** page. Add or remove items from the order and proceed through the rest of the pages to place your order.

Favorite Orders

<input type="checkbox"/>	Name	Order ID	Date Completed	Order Type	
<input type="checkbox"/>	Expense Envelope	M000691.KS1069		Standard Order	<input type="button" value="Repeat Order"/>

[Delete Selected](#)

Completed Orders

At the bottom of the **Home** page in the **Orders** box, click the **Completed** link.

The screenshot shows a web interface for managing orders. At the top, there's a summary of order counts: Open (0), Completed (1), and Canceled (0). Below this is a section for 'Favorite Orders'. The main part of the interface is the 'Order Search' section, which includes a text input for 'Order ID' (containing 'M000691.KS1046'), a 'search' button, a 'Date Range' section with 'From' and 'To' date pickers and a 'search' button, and a 'Last n Orders' section with a text input and a 'search' button. At the bottom, there's a table titled 'Order - Completed:' showing a single order.

ID	Type	Status	Submitted By	Date Created/Submitted	Total
M000691.KS1046	Order	Completed		10/14/2009 6:35 PM	\$5.21

Enter the Order ID for the order and click the **Search** button, or locate the order in the table of completed orders. Double-click the **ID** link to view the order details. Depending on your company's settings you can view shipment information, shipping and handling fees, and print the order details on a local printer.



Thank you.

If you need any further information, contact us via e-mail at
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or you may contact Scott Osborn at 832-274-1624