

STABILA®



STABILA® Defined.

We are a German manufacturer of specialty measuring and layout tools. Our products are the preferred choice of professionals around the world.

The STABILA line of products are factory tested and are job site durable. Our tools are able to handle real construction site conditions all the while providing tradespeople the dependability and consistent accuracy they expect and deserve.

STABILA Warranty.

SPIRIT LEVELS STABILA levels remain accurate indefinitely. Vials on all STABILA levels will not fog, leak, or become inaccurate. Levels with inaccurate vials are replaced. (Damaged frames void warranty.)

LASERS and TECH LEVELS

We repair, without charge, any defects due to faulty materials or workmanship for 2 years from date of purchase. 48 hours service turnaround time.

ACCESSORIES

Tape Measures, Tripods, Cases, Grade Rods, Etc. 30 day warranty against manufacturer defects from the date of purchase. STABILA requires original proof of purchase receipt from a U.S.A./Canada dealer for warranty coverage to be effective.

Please familiarize yourself with the information in this document. Questions received pertaining to information covered within this document will be directed back to this document.

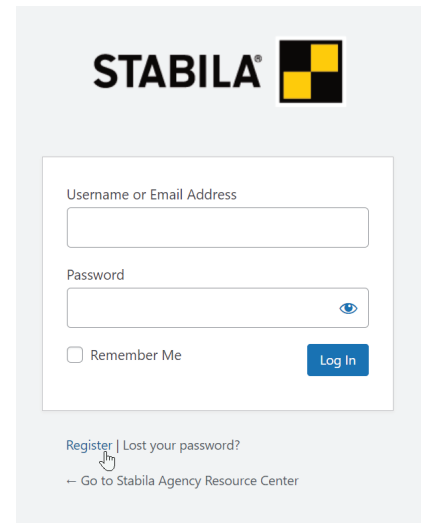
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Onboarding Process

Outside of the Agency onboarding, there are steps each agent must complete to finalize their onboarding process. Please complete the following:

1. Sign up for the STABILA Rep Portal and order your onboarding package.
 - a. Visit www.stabilarep.com and select “Register” in the bottom left.
 - b. Enter the requested information. A new user request will be sent to our team to be approved. This normally takes less than 24 hours.
 - c. Once approved. Select the onboarding package under the STABILA Merch section of the portal and complete the order to receive your STABILA branded materials.
2. Sign up for our FedEx Office Print On Demand Portal and STABILA eCampus.
 - a. Once you have access to the STABILA Rep Portal, please fill out the “New Agent Form” located under the Sales Support menu item.
 - b. Our team will receive the request and have credentials created for you. After about 48 hours, you will receive an email with your account information.
 - c. We ask that you test your account information upon receiving it to make sure it is functioning and to secure your account with a new password.



STABILA eCampus Training Through BlueVolt

The STABILA eCampus is a collection of online videos and training questions to quickly and effectively learn about the products STABILA offers and learn about their application on the jobsite. While it is not required to complete, it is highly recommended that new agents familiarize themselves with the information on our eCampus. If you are currently an agent and would like access to the eCampus, please contact the marketing department.

In-Person Training at STABILA, Inc. Headquarters

For an in-depth look into our products and hands-on practice, we recommend attending one of our product training sessions located at our headquarters near Chicago, Illinois. These sessions review a variety of products and the strategies that can be employed to properly demonstrate the product’s capabilities. Time is also spent reviewing key features and selling points that separate us from our competitors. It’s also a great opportunity to meet the internal team! If interested, inquire with your Agency’s principal for details on the next training session and the products to be covered.

Design Services Guidelines

STABILA can create custom promotional flyers for distributor promotions and special sales events. Please follow the below guidelines to ensure your materials will be approved for production.

- A lead time of 20 days from delivery date is required for production.
- Design Services Submission Sheet is required (a link to this document can be located on the rep portal).
- A maximum of 6 products will be displayed per flyer.
- Submissions with missing information or incorrect information (typos) will be sent back for corrections.

Event Support

Our internal team can help support your event through STABILA promotional items and through Instagram social media stories. To request support for your event please follow the below criteria.

- Support for the event must be approved by a sales manager.
- An event lead time of 30 days is required for events requesting marketing materials.
- The event must be promoted by and fully supported by the distributor and be 2 hours or longer.
- STABILA will not share a tent with another line, must be exclusively STABILA.
- Compliant STABILA branded materials are used. This includes current products, proper tent, tablecloth (with current logo), approved signage and correct displays.

Dealer Locator Overview

Dealers participating in an Authorized Program are qualified to be listed on our website's dealer locator. This web tool is used by end users to locate their nearest dealer. If you have a qualified dealer you would like to submit to be listed, please fill out the Dealer Locator Form on the rep portal and they will be added on the proceeding website update. Please note, it is the responsibility of the agent to maintain the integrity of the dealer locator. Dealers who move off program or no longer qualify should be submitted through the same form to revise their status

E-Commerce Accounts and Product Data

STABILA provides our agents with a product data export and a media database via the rep portal. If an account requests product data or images to list a product for e-commerce, it is the responsibility of the agent to provide this information to their account.

STABILA® Resource Guide

FedEx On-Demand Printing Center
 - Online printing of STABILA®
 Marketing Collateral

STABILA® Rep Portal - Online
 collection of important information,
 digital downloads, and support
 services

Ordered Through Customer Service
 - Inventoried items which can be
 found in the Rep Catalog (formerly
 Display Catalog)

- Printed Authorized Dealer Program Materials
- Printed Product Flyers
- Printed Fact Tags
- Printed Price Lists
- Printed Promotions

- Digital Authorized Dealer Program Materials
- Digital Product Flyers
- Digital Price Lists
- Digital Promotions
- Digital Catalog
- Product Data
- Product Images
- Event Support/ Branded Merch Requests
- Design Services
- Dealer Locator Submissions/ Revisions
- FedEx On-Demand Information and Support Information/ Quickstart Guides
-
- New Agent Package (Polo, tablecloth, etc.)
- Membership Listings

- Printed Catalogs
- Branded Folders
- Fixtures and Display Accessories
- Reorder Tags
- Product

Please Review the Rep Catalog for a full list of these items

STABILA® Contact Directory

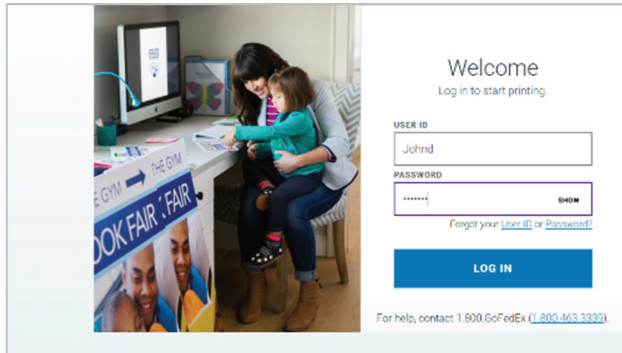
Primary contacts for common topics

Sales Manager	Customer Service	External Support (Defined per topic)
<ul style="list-style-type: none">• Rep Portal questions• Customer specific special requests (dating on orders, pricing deviations based on order quantity)• Additional rep samples above and beyond the approved list	<ul style="list-style-type: none">• Customer order status• Sales Reports	<ul style="list-style-type: none">• FedEx On-Demand Support (contact the help center listed on the FedEx On-Demand Quickstart Guides)

USA FedEx Office Print On Demand Portal Quick Reference Guide

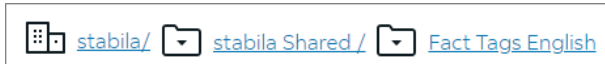
Log in to FedEx Office® Print On Demand

1. Go to: www.fedex.com/apps/ondemand/stabila and enter your User ID and Password to log in.

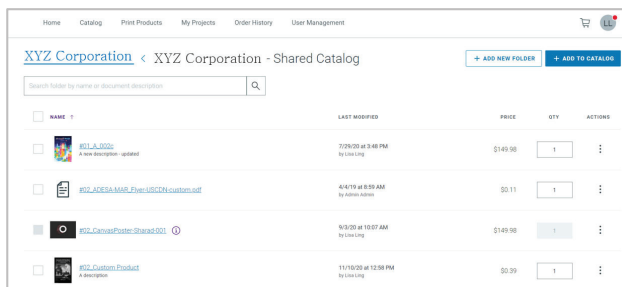


Order from Catalog

2. Navigate the Catalog by selecting a folder to view items within the folder.
3. Return to the previous folder level by selecting it from the list at the top of the screen.



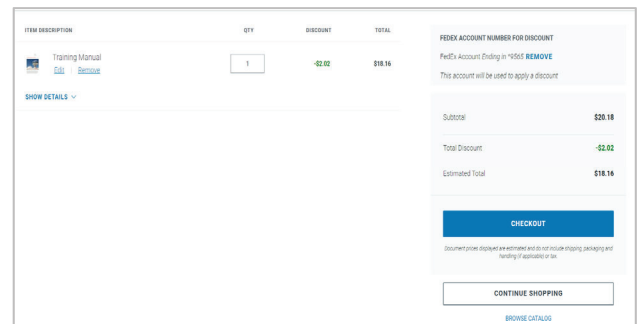
4. Add items to your Cart by selecting the checkbox next to the item name and selecting **Add to Cart**.
5. You can view additional details and a larger preview by clicking on the document title.



6. When you are finished adding items from the catalog, **Go to Cart**.

Cart

1. From the Cart, you can modify item quantities, remove items from cart, return to shopping or checkout.



1. Select **Show Details** to view the price breakdown for an item.
2. Select **Continue Shopping** to add additional items from the catalog.
3. Select **Checkout** to proceed.

Checkout with Shipping

1. Choose **Delivery**.
2. Enter an address for delivery and select **Continue**.
NOTE: You may select an alternate contact for questions and updates related to the order.
3. Choose a **Production Location** from the options of stores near your delivery address.
4. Choose your **Delivery Method**. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location. Local Delivery discount will be reflected in the Total Discount at Order Summary.

USA FedEx Office Print On Demand Portal Quick Reference Guide Continued

3. Delivery Method

Production Location Allow FedEx Office to choose my order's production location
 I want to choose the production location of my order. Delivery rates may vary.

Search:

NAME	ESTIMATED ARRIVAL	PRICE
<input checked="" type="radio"/> FedEx Office® Local Delivery	Friday, December 11 12:00PM-5:00PM	\$0.01
<input checked="" type="radio"/> FedEx Office® Local Delivery	Monday, December 14 12:00PM-5:00PM	\$0.01
<input type="radio"/> FedEx Home Delivery®	1 business day	\$12.93

[SHOW MORE DELIVERY METHODS](#)

Delay Shipment
If you would like to receive your items later, change the shipment date of your order.

[CHANGE SHIPMENT DATE](#)

[CONTINUE TO PAYMENT](#)

Cart Summary [EDIT](#)

Training Manual Qty: 1	\$20.18
Subtotal	\$25.25
Shipping	\$7.09
Tax	\$2.08
Total Discount	-\$14.92
Estimated Total	\$27.33

Order History

1. Choose **Order History** to view current and past orders.
2. View a summary of each order by clicking the arrow next to your order number.
3. View your complete order details by clicking on the order number.

Catalog Order History

ORDER NUMBER

- ▼ [1012508234286085](#)
- ▼ [1012407550304951](#)

5. Enter **Payment** details.

NOTE: Your agency name and last name are required billing fields.

6. Review your **Order Summary** and click **Submit Order**.

Checkout with Pickup

1. Choose **Pick Up In Store**.
2. Enter an address or zip code to view the nearest FedEx Office stores.

Checkout

Pick Up [EDIT](#)

2. Pick Up Location

Search & select store for pickup

75024

Map showing current location and nearby FedEx Office stores.

FEDEx ACCOUNT NUMBER FOR DISCOUNT
FedEx Account Number: 1001 REMOVE
This account is not used to apply a discount.

Cart Summary [EDIT](#)

Training Manual Qty: 1	\$20.18
Subtotal	\$20.18
Tax	1.90
Total Discount	-\$2.02
Estimated Total	\$18.16

3. Choose the store where you would like to pick up your order.
4. Choose **Change Pickup Time** to modify your desired due date and time.
5. Complete required fields for **Contact and Payment Information**.
6. Review your **Order Summary** and click **Submit Order**.

Canadian FedEx Office Print On Demand Portal Quick Reference Guide

Open your browser and go to

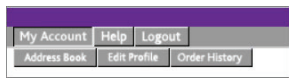
<https://docstore.fedex.com/stabila>

Navigating your FedEx Office DocStore Catalog

An order navigation toolbar will build at the top of the screen as you move through the order process. Use the icons to review or edit parts of your order as you fill in your order information:



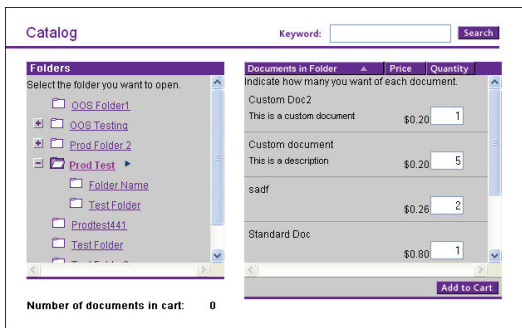
Access your profile, address book and order history by scrolling your mouse over **My Account**.



Selecting documents from your catalog

TIP: To search for a document in your online catalog by keyword, type all or part of the name, description, or keyword assigned to the document into the **Keyword** box. Click **Search**.

1. To locate a document by navigating the folders, click the name of a folder to view its contents.



Or click the plus (+) and minus (-) buttons in the Folders list to expand and collapse folders as you browse the catalog.

TIP: To view a preview of a document, click the underlined title of the document.

2. Type the quantity of each document you want to order into the boxes in the Quantity column.
3. Click **Add to Cart** to add the selected documents to your shopping cart. As you add documents to your cart, the page updates to display the number of documents currently in your shopping cart. Continue selecting documents from the folders in your catalog if needed.

Once you have added a document to your cart, you must access your cart to remove the document from your order or change its quantity.

4. Click **Continue** to view the contents of your cart.

Completing your shopping cart options

TIP: You can change the quantity of each document you have added to your order if necessary and click **Update Subtotals** to save your changes. You can also click **Delete** to remove a document from your order or click **Empty Shopping Cart** to remove all items from your cart.

1. Enter your contact information in the **Contact** area of the page.

TIP: The order contact will receive an e-mail confirmation and will serve as the point of contact for the FedEx Office location producing the order.

2. Use the options under **Payment** to specify how you want to pay for the order and to specify the McDonald's billing and tracking information where applicable.
3. Click **Continue**.

Entering shipping and production details

1. In the **Recipient** box, select the **I am the recipient** check box to automatically populate the recipient fields with the contact information DocStore has saved for you.
OR
Use options in the **Recipient** box to enter contact and address information for the person who is to receive the order.
OR
Click **Select from Address Book**, if available, to select recipient information from a global or personal address book.
2. The **Production Location** has been preset for you.
3. Click an option in the **Delivery** box to specify if and how you want the order delivered. Based on the option you select, complete any additional billing information that appears.
4. Type any special delivery instructions into the **Delivery Instructions to Center** box if necessary.
5. Click an option in the **Order Completion** list to specify when you want your order completed.

IMPORTANT: The Order Completion time does not include shipping.

6. Click **Continue** to access options for confirming your order.

Canadian FedEx Office Print On Demand Portal Quick Reference Guide Continued

Submitting your order

The **Confirm Your Order** page lists details about your order.

1. Review the information in the Confirm Your Order page carefully to verify it's correct.
2. Click one of the following options:

Click this option...	To do this...
Edit	Change the information corresponding to the selected Edit button.
Back to Shopping Cart	Edit documents and quantities ordered or change contact and payment information.
Place Order	Complete your order and go to a Thank You page.

TIP: Click **Print This Page** in the **Thank You** page if you want a record of your order details. The order contact will also receive a confirmation e-mail message.

Viewing your order history

You can view a history of your orders if order history is available at your site. To view your order history,

- Click **My Account** then **Order History** from the DocStore navigation bar:



Your order history lists the order number, date ordered, order status, and total price for each order in your history. From your order history, you can

- Click an order number to view details about the order. If you specified to have FedEx deliver an order, order details include a FedEx Tracking number and link to track the order.
- Click a column heading to sort the order history by the selected column. You can sort columns in ascending and descending order.

