Samson Process Guide

System Registration_Quick Guide

1.0 Access to Samson

Via the website, www.samsonsystems.com and request an account via link '**New to Samson**'.

Select '**Create your account**'
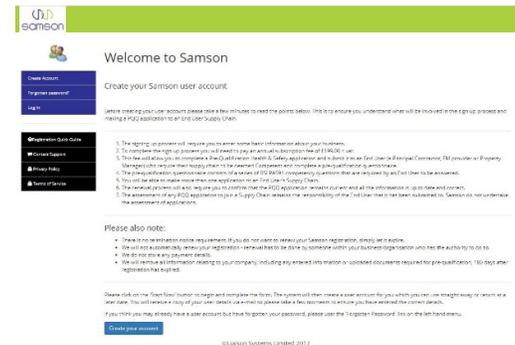
Read advice and click on '**Create your account**'.

2. Registration Input

Complete the registration process made up of:

- Your details as the registrar of the account.
- Company details – Type/Registered Address/Admin Address/Parent address.
- Work sectors that the company offers services too.
- Trade packages/services offered by the company.
- Maximum contract value you would wish to be considered for.
- Geographical Regions of supply.

3. Samson User Agreement

Read and accept Samson User Agreement by selecting '**YES, I accept**' and click on '**Accept and Proceed**'.

4. Registration Information Review

Review summary of registration details and, if happy to proceed, use the link '**Click Here to complete the registration process**'.

5. Subscription Payment

Select VAT status.

Payment Page
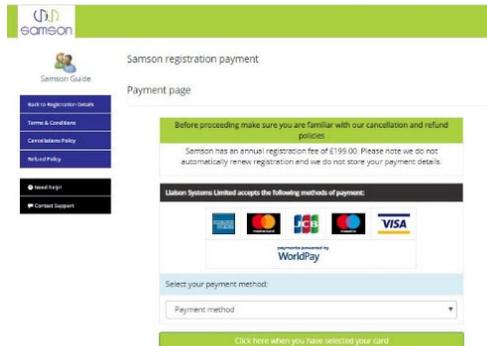
NB: Once you select your payment method, connection is made to a Worldpay payment page outside of Samson. This page is under the control of Worldpay and from this point on, all checks on credit/debit cards will be undertaken by Worldpay via direct secure interface with the card issuer. If a notice card is 'declined' is presented, this should be taken up with the card issuer. Neither Samson nor Worldpay can advise as to why the decline action has occurred. If a card is declined another card can be used via the same interface.

Once subscription has been paid, registration to Samson is complete and you are granted access to Pre-Qualification Questionniare (**PQQ**) area to make application to a Supply Chain End User (**SCEU**).

NB PAYMENT OF SUBSCRIPTION DOES NOT COMPLETE THE PQQ PROCESS.

5. **Receive Registration Confirmation**

Samson will issue a confirmation email to the registered user confirming all access details to the account:

You will now have access to all system user guides located within the '**Samson Knowledge Base**' accessible from your '**Today**' page.

To make a PQQ See Samson User Guide '**02 Making a PQQ application**'.

USER GUIDE ENDS