



THE NEW MINI MARKETING MATERIAL ORDERING WEBSITE: DEALER USER GUIDE

The MINI Marketing Materials Workshop can be accessible via the paths below:

DealerNet > MINI > Marketing > MINI Marketing Material Website

Marketing Workshop > MINI Marketing Material Website

MINI Marketing Workshop Home Page: Dealer View

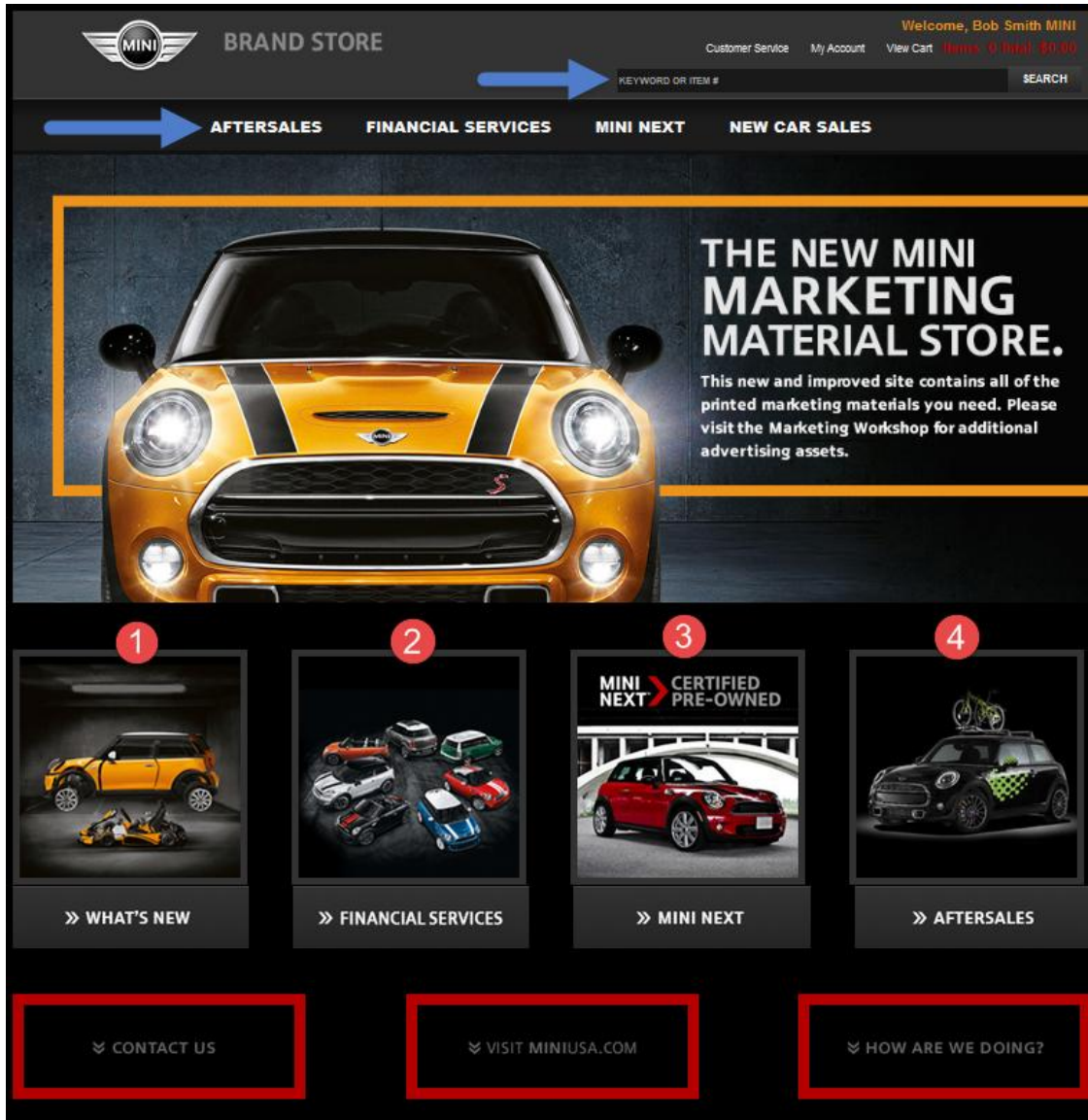
Home Page you can access:

- Account View
- Customer Service
- Frequently Asked Questions

The screenshot shows the MINI Brand Store website interface. At the top left is the MINI logo and the text "BRAND STORE". To the right, there is a user greeting "Welcome, Bob Smith MINI" and navigation links for "Customer Service", "My Account", and "View Cart". A search bar is located below these links. A main navigation menu includes "HOME", "AFTERSALES", "FINANCIAL SERVICES", "MINI NEXT", and "NEW CAR SALES". The central banner features a yellow MINI car with the text "THE NEW MINI MARKETING MATERIAL STORE." and a sub-headline: "This new and improved site contains all of the printed marketing materials you need. Please visit the Marketing Workshop for additional advertising assets." Below the banner are four category tiles: "WHAT'S NEW" (with a yellow MINI car), "FINANCIAL SERVICES" (with various MINI cars), "MINI NEXT CERTIFIED PRE-OWNED" (with a red MINI car), and "AFTERSALES" (with a black MINI car and a motorcycle). At the bottom, three red-bordered buttons are visible: "CONTACT US", "VISIT MINIUSA.COM", and "HOW ARE WE DOING?".

Searching for a product:

- Click on one of the department links, one of the four banners at the bottom, or enter in the item name, keywords or item number in the search field.
- Click the search icon



Placing an order:

You are now on the product listing page. The categories are listed on the left side. As you click on the category, items associated with that category will be listed to the right. To order these items, simply enter in your order quantity next to the item you wish to order and click the **'Add to Cart'** button.

Please make note of the item's package quantity to ensure you order the quantity required.

You can also find the items you are looking for by entering in the Item Number, Item Description or keywords of the item and clicking the Search button. Results will appear in the middle of the screen. To order these items, simply enter in your order quantity next to the item you wish to order and click the **'Add to Cart'** button.

MINI BRAND STORE

Welcome, Bob Smith MINI

Customer Service My Account View Cart (Items: 0 Total) \$0.00




KEYWORD OR ITEM # SEARCH

HOME AFTERSALES FINANCIAL SERVICES MINI NEXT NEW CAR SALES

ADD TO CART

AFTERSALES

ACCESSORIES

	Package Qty	Available Inventory	Maximum Order	Unit Price	Order Quantity
 <p>MG101350M 2013/2014 MINI Motoring Catalog 1=10/pk</p>	10	1588	100	\$0.00	<input type="text"/>
 <p>JCW113 Keep It Wild John Cooper Works Accessories Brochure</p>	1	1775	100	\$0.00	<input type="text"/>
 <p>MLT100M Make It Yours - Make It MINI Lenticular Thank You Cards W/Biz Card Slot (Pkg/25)</p>	25	Stock Due 9/14/2014	2	\$0.00	<input type="text"/>

Shopping Cart:

- Option to edit the quantity in the cart
- Option to remove any item from your cart
- Save your order
- Option to continue shopping
- Can proceed to checkout

MINI BRAND STORE

Welcome, Bob Smith MINI

Customer Service My Account View Cart Items: 2 Total: \$0.00

KEYWORD OR ITEM # SEARCH

HOME AFTERSALES FINANCIAL SERVICES MINI NEXT NEW CAR SALES

SHOPPING CART

Items to purchase now:

Item	Details	Cost	Status	Actions
Keep It Wild John Cooper Works Accessories Brochure Item# JCW113	Unit Price: \$0.00 Qty: 1 UOM: 1/EA	\$0.00	In-Stock	Edit Save for later Delete
2013/2014 MINI Motoringgear Catalog 1=10/pk Item# MG101350M	Unit Price: \$0.00 Qty: 1 UOM: 10/PKG	\$0.00	In-Stock	Edit Save for later Delete

Subtotal: \$0.00

Continue Shopping **PROCEED TO CHECKOUT**

Return Policy

Items saved for later purchase:
You do not have any items saved for a later purchase.

Checkout Process:**Step 1: Address Information**

- Review your billing to information for accuracy.
- Enter your Phone number.
- Enter your E-mail address.
- Determine where you want the order to be delivered to.
- Click Continue

KEYWORD OR ITEM # SEARCH

HOME
AFTERSALES
FINANCIAL SERVICES
MINI NEXT
NEW CAR SALES

ADDRESS Address | Delivery | Payment | Receipt

Fill in your billing address below, and then review for accuracy.

Bill To:

Name:	Bob Smith MINI
Attn:	
Street 1:	24500 Calabasas Rd
Street 2:	
City:	Calabasas
State:	CALIFORNIA
Zip Code:	91302-2509
Country:	UNITED STATES
Phone:	877-216-5721
Fax:	
E-mail:	bsmith@mini.com

* Required Field
Email address is used for shipping notifications

Order Summary

Subtotal:	\$0.00
Shipping:	TBD
Tax:	TBD
Order Total:	\$0.00

Where is this order going?

Deliver to this address

Deliver to a different address

CONTINUE

Checkout Process:**Step 2: Delivery and Select your Delivery Method**

- Standard shipping is Ground
*Ground shipping cost are paid by MINI
- Expedited (2 to 3 business days) ships FedEx Second Day Air
- Expedited (1 to 2 business days) ship FedEx Next Day Air

Note: Expedited shipping costs are charged to the dealer and must be paid by credit card.

MINI BRAND STORE

Welcome, Bob Smith MINI
Customer Service My Account View Cart

KEYWORD OR ITEM # SEARCH

HOME AFTERSALES FINANCIAL SERVICES MINI NEXT NEW CAR SALES

DELIVERY Address | Delivery | Payment | Receipt

Bill To:	Ship To:	Order Summary
BOB SMITH MINI 24500 CALABASAS RD CALABASAS CA 91302-2509 UNITED STATES 877-216-5721 bsmith@mini.com	BOB SMITH MINI 24500 CALABASAS RD CALABASAS CA 91302-2509 UNITED STATES 877-216-5721	Subtotal: \$0.00 Shipping: TBD Tax: TBD Order Total: \$0.00

EDIT EDIT

Delivery Method

- Standard Shipping
- Expedited (2 to 3 business days)
- Expedited (1 to 2 business days)

Order Source

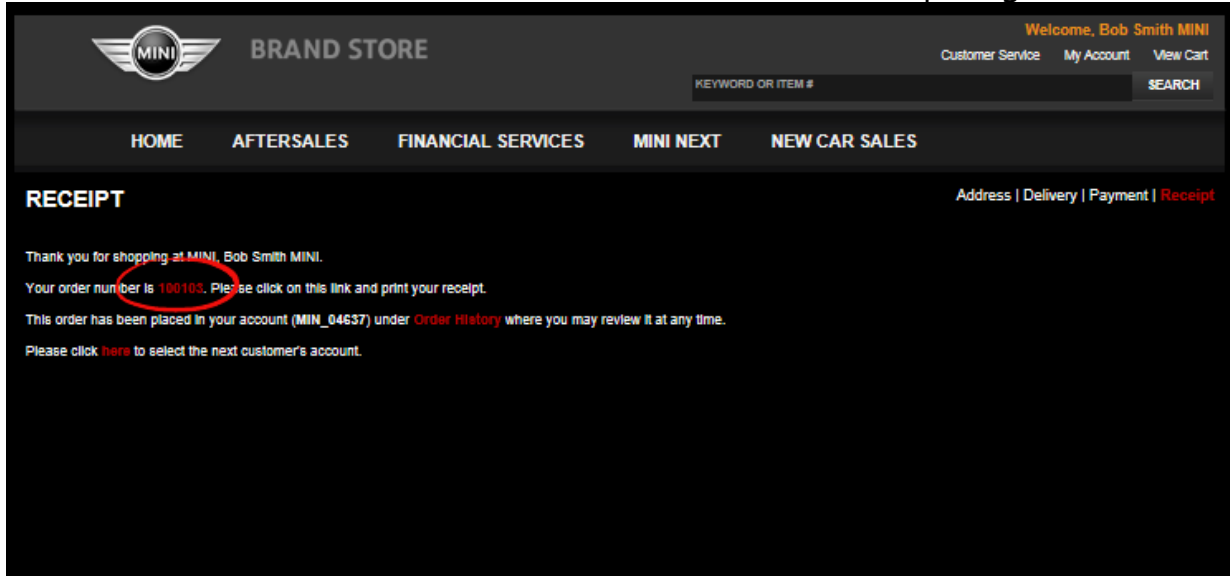
CONTINUE

Complete Your Order:

The receipt screen confirms that your order has been successfully submitted for processing by. An order number is shown below.

From this screen, you can click back to Home or My Account.

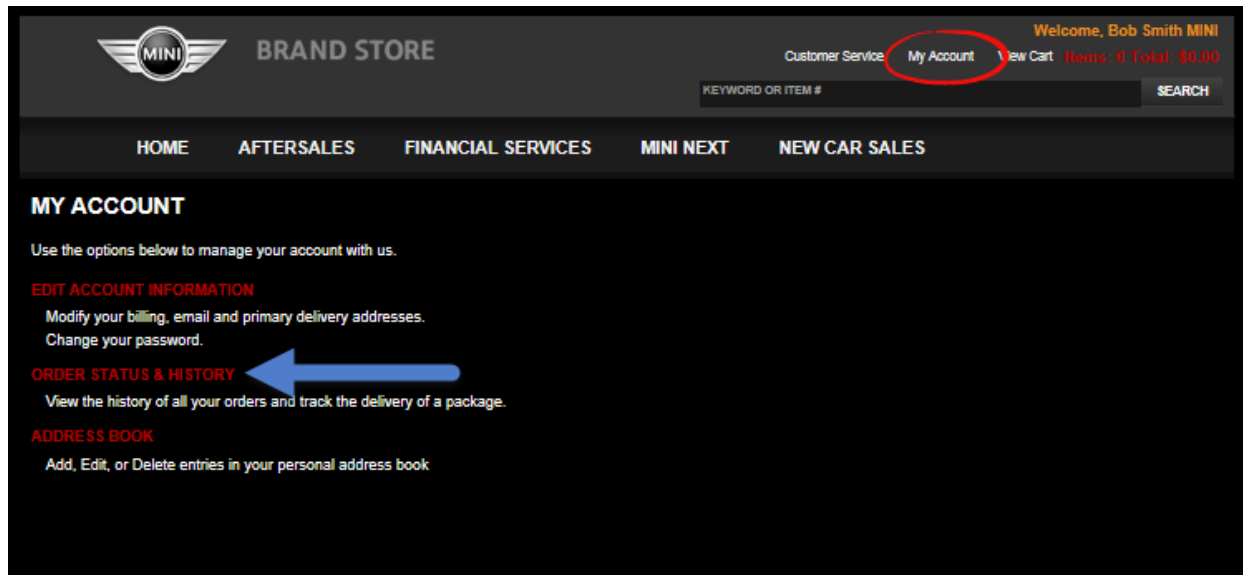
An email confirmation will be sent to the email address entered in while placing this order.



Checking the Status of an Order:

Click on My Account link at top of the page.

Then click Order Status & History.



Checking the Status of an Order:

You will see the status to the right side.

- New Order – Order has been submitted for processing.
- In Progress – Order is being processed for shipping.
- Backordered – Your order is on backorder due to an item not being in stock. Does an email generate when the items is back in stock?
- Complete – Your order has shipped.
- Cancelled – Your order was cancelled at your request

To review the full order details, click on Order Number link.

Welcome, Seattle MINI
Customer Service My Account View Cart

KEYWORD OR ITEM # SEARCH

HOME AFTERSALES FINANCIAL SERVICES MINI NEXT NEW CAR SALES

ORDER CONFIRMATION

Confirmation # 100003 Entered on 9/1/2014 2:34:49 PM

Status: 300 In Progress
Your order shipped on 9/3/2014 via FedEx Ground, tracking number [048206670303810](#)

Shipping: Standard Shipping

Bill To: SEATTLE MINI
Attn: STEVE BELL
11700 LAKE CITY WAY NE
SEATTLE, WA 98125-5328
UNITED STATES
Phone: 2065884250
steve@seattlemini.com

Ship To: SEATTLE MINI
Attn: STEVE BELL
11560 LAKE CITY WAY NE
SEATTLE, WA 98125-5328
UNITED STATES
Phone: 2065884250

Payment: No Payment Required

Item Number	Name	Attributes	Qty	UOM	Total Price	Status
XTCPOCLINGCHECK	(G) MINI Next > CPO Specifications Window Cling 18x16" (Double Sided)		2 EA	@ 1/EA	\$0.00	Shipped
MNEXTFOLDER2013	(A) MINI Next > CPO Black Folders "Loveat Second Sight" 1=25/PK		2 PKG	@25/PKG	\$0.00	Shipped
RONPAPER0514CPO	(R) CPO Paper Insert "Certified And Ready To Motor" No Logo 1=25/PK		4 PKG	@25/PKG	\$0.00	Shipped
XTCPOWINDOW2011	(K) MINI Next > CPO Window Sticker "2011" 3.75" x 25" 1=10/PK		1 PKG	@ 10/PKG	\$0.00	Shipped

To check tracking lick the embedded tracking number.

Welcome, Seattle MINI
Customer Service My Account View Cart

KEYWORD OR ITEM # SEARCH

HOME AFTERSALES FINANCIAL SERVICES MINI NEXT NEW CAR SALES

ORDER STATUS & HISTORY

Order #	Date	Amount	Status
100089	9/4/2014 4:21:32 PM	\$0.00	Canceled
100082	9/4/2014 1:18:09 PM	\$0.00	Canceled
100079	9/4/2014 12:01:40 PM	\$0.00	Canceled
100005	9/1/2014 3:00:13 PM	\$0.00	In Progress
Shipments:			
	9/3/2014 - FedEx Ground, tracking number 048206670303810		
100003	9/1/2014 2:34:49 PM	\$0.00	In Progress
Shipments:			
	9/3/2014 - FedEx Ground, tracking number 048206670303810		

Contact HELM:

You can reach customer support at 866.940.9752 or MINIBrandStore@Helm.com