TriComB2B
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Exhibit Force Inventory Management Instructions

Log into the Flowserve trade show inventory site from tradeshows.flowserve.com. Click on **Login Exhibit Mgmt** in the Quick Links list with your login and password. If you need this, please contact Chris Houk at 937-890-5311.

To enter a new show or meeting in the system:

1. Click on **Create Event.**
2. Enter the event name, location and dates, as well as show champion name and email address. Click **Continue.**
3. On the left sidebar under **Select Categories,** check the box next to the inventory category to select the items needed for your event. You are able to select items from multiple categories by selecting multiple boxes. Available inventory in those categories will display in the main portion of the page under the header, **Select Items.** This area will show how many of each item is available and how many are available during the event timeframe. Enter the quantity of the item needed, and click **Add.** On the right side rail, a running list will display what has been ordered. When finished selecting items for the event, click **Continue.**
4. This step allows for the confirmation of the items selected by clicking **Continue.** If changes are needed, edit the order by clicking **Select Items.**
5. Once the order is complete, details regarding the event will be requested. Many items are required in this area, including phone, fax and booth numbers and exhibit size. In the two drop-down menus, select Skyline if TriComB2B is to handle the show paperwork. Please confirm the move-in and move-out dates. For the arrival information, the time is not important, but we will need the date you wish to have the exhibit arrive. For pick up information, the time is important to provide.
6. Next, enter the “ship to” address. If you ship to a repeat location, the address will be available from the drop-down menu in the future.
7. Under special instructions, please provide on-site contact information, including cell phone number for this event. If literature will be sent to Skyline to accompany the shipment to the show or you store promotional materials at the warehouse, please note this in the special instructions area.
8. Click on **Save/Quit** to be able to return to the order and make changes. If the order is complete, click **Complete.** Once the order is complete, a user cannot make changes. Contact Skyline via phone or email to make any changes after an event is submitted.

Once the order is complete, Skyline receives an email and will review the order. A representative will contact you if further information is needed. After review, the order will be confirmed in the system, and all users listed on the show will receive a confirmation email listing a summary of the items requested.

Please forward the Show Quick Facts page via fax or email to provide the set-up and tear-down dates and times as well as the shipping deadlines and addresses for the event. This information can be sent via fax to 614-684-2055 or via email to clarissa@skylineohio.com.

Feel free to contact us any time with questions. We look forward to working with you.

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