

What is this?

This document provides SpinetiX license resellers an overview on how to order SpinetiX WIDGETS, KIOSK or SYSTEMS licenses for SpinetiX DSOS™ compatible digital signage players.

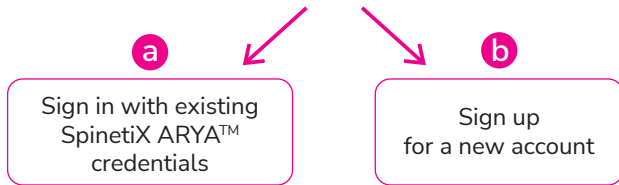
Below you will find information on setting up your account on the SpinetiX Activate platform, gaining access to the license ordering module, making, and receiving orders via the platform.

SPINETIX ACTIVATE PLATFORM

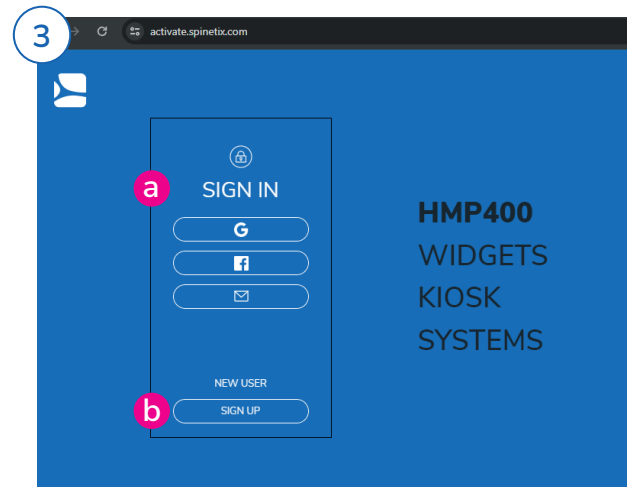
Please follow the steps below to set you up on the SpinetiX Activate platform.

STEP 1: Sign the License Reseller Agreement and send it back to the SpinetiX Team

STEP 2: Go to activate.spinetix.com



STEP 3: Send an email to the store@spinetix.com requesting access to the License Ordering module providing the email address that you used to setup your Activate account with along with your Account ID which you can find in the settings.



A SpinetiX team member will respond confirming that you have been granted access to the License Ordering module of the SpinetiX Activate platform.

LICENSE ORDERING PROCESS

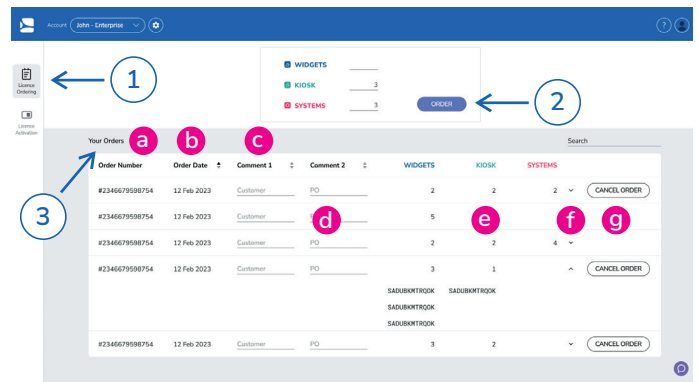
Please follow the steps below to order licenses.

STEP 1: Once signed-into the Activate platform, navigate to the License Ordering page using the button on the Left Navigation bar

STEP 2: Enter the quantity of each type of license that you would like to order, then click Order

STEP 3: Your order will be filled immediately and show up in Your Orders in the bottom section

- a** Order Number
- b** Order Date
- c** Comment Field 1
- d** Comment Field 2
- e** Order summary
- f** Click to display License Codes
- g** Click to cancel order



STEP 4: Send the License Code(s) to your customer

STEP 5: Your customer will assign the License codes to the appropriate Activate account and activate the licenses onto their desired players.

NOTE

- You can cancel an order at any moment until the end of the month it was ordered as long as none of the licenses have been assigned to another Activate account. If you cancel an order, you will not be invoiced for that order.

LICENSE INVOICING



STEP 1: Each month, you will receive a summary of the orders you've made on the Activate platform by email.

STEP 2: The SpinetiX store team will follow up with the corresponding invoice. Payment of those invoices will be according to your payment terms granted by SpinetiX.

NOTE

- A summary of all orders placed during the month accompanied by a .csv file listing the license types, codes and order dates associated to the month's orders for your convenience will be sent to the email address associated to your account. Check your spam folder if you do not find the email in your inbox.
- The invoicing is done on the first day of each month for all orders placed in the previous month.

SpinetiX Activate - Order Summary for January 2024 for AV Distributor

 John Doe
To:  Business Partner

Dear Business Partner,

Below, you will find a summary of the licenses which you have generated on the SpinetiX Activate Platform over the past month. Attached to this email, you will find a CSV file listing the licenses types, codes, and order dates associated to the past month's orders for your convenience.

Order Number	Order Date	WIDGETS	KIOSK	SYSTEMS
#2346679598754	12 JAN 2024	2	2	2
#2346679598754	12 JAN 2024	5		
#2346679598754	12 JAN 2024	2	2	4
#2346679598754	12 JAN 2024	3	1	
Total		12	5	6

The SpinetiX Store Team will now issue the corresponding invoice. In case you see any discrepancy with the below summary or you need some further details, please contact us via store@spinetix.com.

We thank you for your business.

Best regards,
The SpinetiX Team

SUPPORT

If you have any questions on how to use the SpinetiX Activate platform, please use the live chat support provided within the platform or contact our team at support@spinetix.com