

Griffin VIA - Customer Portal User Login Info Form

Customer #: _____
Customer Description: _____
User Name: _____
User Email Address: _____
User Position with Customer: _____

Must Check with Owner of Company for the following:

Should User be able to:
Place Orders / Quotes? Quotes____, Orders____, Both____
View Open Orders?: Only Orders Placed by User____, All Orders____
View Open Quotes?: Only Quotes Placed by User____, All Quotes____
View Open Invoices?: Yes____, No____
View Historical Orders?: Yes____, No____
View Cust/Product History?: Yes____, No____

Owner Signature: _____
or
Sales Rep / Branch Manager: _____

I certify that I checked with the owner(s) of the above account and they approved the above user and access as listed above.

Please fax the completed form to Bob Brackbill. **Fax: 610-913-3092**

