

Vault Currency and Coin Orders User Guide

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1. Phone Currency and Coin Ordering

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Here are step-by-step instructions for how to place your currency and coin orders by phone through Key's interactive voice response system.

1.1 Tips for Placing Currency and Coin Phone Orders

- If at any time you need to add a new user, reset your PIN, need assistance with placing your order, or have any questions, please contact KeyBank's Corporate Client Services at 800-363-1491 and select option 2.
- Listen carefully to system messages as they walk you through each step to place an order
- **NOTE:** Should you hang up during the ordering process before the 'order number' and 'delivery date' have been issued, the order will not be accepted and cannot be processed.
- It is strongly suggested that you make copies of the Currency and Coin Ordering Worksheet found in this User Guide to use for each order and retain this order information until delivery.
- Be sure to document your order confirmation number on your order worksheet.
- In the event of an invalid entry, the system will prompt you to re-enter your information. After three invalid entries, the system will cancel your request and transfer your call to the Corporate Client Service Center for assistance.

NOTE: Screenshots in this guide may show functionality that your organization does not have. All options may not be available in all locations. Please consult your Payments Advisor with questions regarding Currency and Coin Ordering options.

1.2 How to Place Currency and Coin Phone Orders

Currency and coin orders must be placed by your standard order cut-off time set-up when you established your vault services. If you have questions regarding your order cut-off time, please contact KeyBank's Corporate Client Services at 800-363-1491 and select option 2. When calling the automated currency and coin ordering system, the following information is required:

- Standard Product codes and minimum order values, located on the ordering worksheet
- Client ID Number: Provided to the ordering location
- User ID Number: 4 digits

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• PIN: 4 digits, provided to the ordering location



<u>NOTE</u>: The system will require you to reset your PIN upon your first use. Your new PIN cannot begin with a zero (0).

To place your order, follow the steps below:

- 1. Dial the automated ordering system at 800-363-1491
- 2. Press 1 to place your order
- 3. Enter your **Client ID**, followed by the pound sign (#)
- 4. Enter your **User ID**, followed by the pound sign (#)
- 5. Enter your **PIN**, followed by the pound sign (#)



<u>NOTE</u>: At this point during your phone order, your details will be validated. Please wait for the system response to continue.

- 6. Enter your order using the standard format of product codes and value. *For example:* 501*100# (see Ordering Worksheet for product codes)
- 7. Press the pound or hash key (#) to confirm each order entry, or press the star key (*) to cancel and re-enter your order.
- 8. Once all order amounts have been entered, press the pound or hash key (#) twice to end your order.

- 9. After the system repeats your order value amount, confirm your order by pressing the pound or hash key (#).
- 10. You will then receive the following message "Your Next Available Delivery Date is..."
 - a. To accept this delivery date, press 1, followed by the pound or hash key (#).
 - b. To enter your own delivery date, press 2. Enter the date in the 2-digit month, 2-digit day, and 4-digit year format, followed by the pound or hash key (#).
- 11. Write down your confirmation number on order worksheet.

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12. Press **1** to place another order, press **3** for the Operator, or press **4** to exit the system.

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	Curre	ency and Coin Ordering W	/orksheet	
Use th	nis worksheet i	for each order and retain order in	nformation until d	elivery.
	Product Codes	Minimum Order Dollar Value	Keypad Entry	Order Worksheet
Strapped Currency				
Ones	501*	\$100	501*100#	501*
Twos	502*	\$200	502*200#	502*
Fives	503*	\$500	503*500#	503*
Tens	504*	\$1,000	504*1000#	504*
Twenties	505*	\$2,000	505*2000#	505*
Fifties	506*	\$5,000	506*5000#	506*
Hundreds	507*	\$10,000	507*10000#	507*
Loose Currency			•	
Ones	508*	\$1	508*1#	508*
Twos	509*	\$2	509*2#	509*
Fives	510*	\$5	510*5#	510*
Tens	511*	\$10	511*10#	511*
Twenties	512*	\$20	512*20#	512*
Fifties	513*	\$50	513*50#	513*
Hundreds	514*	\$100	514*100#	514*
Boxed Coin				
Pennies	524*	\$25	524*25#	524*
Nickels	525*	\$100	525*100#	525*
Dimes	526*	\$250	526*250#	526*
Quarters	527*	\$500	527*500#	527*
Halves	528*	\$500	528*500#	528*
Dollars	529*	\$1,000	529*1000#	529*
Rolled Coin				
Pennies	530*	\$1	530*1#	530*
Nickels	531*	\$2	531*2#	531*
Dimes	532*	\$5	532*5#	532*
Quarters	533*	\$10	533*10#	533* <u></u>
Halves	534*	\$10	533*10#	534*
Dollars	535*	\$25	535*25#	535*
Loose Bagged Coin				
Pennies	536*	\$50	536*50#	536*
Nickels	537*	\$200	537*200#	537*
Dimes	538*	\$1,000	538*1000#	538*
Quarters	539*	\$1,000	539*1000#	539*
Halves	540*	\$1,000	540*1000#	540*
Dollars	541*	\$2,000	541*2000#	541*
Order Placed Date		Order Total	S	
Order Delivery Date		Order Confirmation #		

2. Online Currency and Coin Ordering

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This section will provide you with step-by-step instructions for how to place currency and coin orders online through KeyNavigatorSM. Screenshots have also been provided along with the instructions to guide you through the process.

2.1 How to Place Currency and Coin Orders online with KeyNavigator

- 1. From your internet browser, log into KeyNavigator.
 - Enter your User ID and Password in the KeyNavigator sign-on box and click the **Sign On** button.
- 2. Once you are logged into KeyNavigator, under the **Quicklinks** in the top left hand corner, click the gear icon to **create a Quicklink**.



3. From the **Customize Your Quicklinks** screen, scroll down to the **Specialized Services** section and select **Cash Vault Currency & Coin Order**. If you have the ability to order Canadian Currency, you may also select **Foreign Currency Exchange**. Click **Done**.

Customize Your Quicklinks	
ck the Categories below to view a list of Quicklinks. Select up to 5 Quicklinks to place them on your dashbo	ard.
Selected - 3 Remaining	
 Receivables - Deposit Concentration (10) 	
> File Services (1)	
> Card Services (3)	
✓ Specialized Services (5) ② Selected	
APTEXX	
Cash Vault Currency & Coin Order	
File Translator	
Foreign Currency Exchange	
Key Total Invoice & Key Total Pay Key Total Pay	



4. Then, under your customized Quicklinks section, click on the Cash Vault Currency & Coin Order link.

KeyNavi	gator" KeyBank 🔇	<u>– – – – – – – – – – – – – – – – – – – </u>			🔀 Message	Center 💩 Support 🔅 Adminis	stration 🕞 Logo
Dashboard	Reporting & Research	Payables	Receivables	File Services	Card Services	Specialized Services	
Quicklinks	0	Welcome	Back, Betty La	st Login: 01/28/2016	5 - 3:43 PM		
Cash Vault Cu Foreign Currer	rrency & Coin Order	20	Kee	p Business M	loving		
		18)	Appro Pay it	ve wire payments or ems, approve ACH p	initiate wires from tem ayments or just check	plates on the go. Review Positive balances.	
			Learn	More >			
		5	Leam	More >	235		

5. After you click the Cash Vault Currency & Coin Order tab, the next screen will be the Cash Vault Ordering System main log-in. Here, you will enter your exisiting Client ID, User ID, and PIN.

Cash Vault Orc	lering System
Lo	ogin
Client ID	
User ID	*
PIN	· ·
La	gin

If you are a new user of the Vault Ordering System, the system will prompt you to change your PIN upon your first log in. For existing users of the Vault Ordering System, your Client ID, User ID, and PIN are synchronized to be the same online as what you use to place currency and coin orders via phone. For this reason, if you change your PIN online, your PIN for the phone system will also change. If you call to have your PIN changed through the phone system, your PIN for online ordering will also change.



6. Once you are logged into the Cash Vault Ordering System, you will be taken directly to the screen used to place an order.

Place Order His	tory Log Off	
lient Name: ABC Inc.	-0001 Location: 0000000001234	-5678
lace Order Step	1 of 3	
arrency Type: @ USD (CAD	
tively Date		
rder Total 103333.00		
USD Product Type	Minimum Order Amount	Amount Of Order
Currency		
100	\$ 100	1000000
460	\$50	50000.00
120	\$20	20000.00
\$10	\$ 10	1000000
15	\$5	5000.30
12	52	2000.00
11	\$1	1000.00
-cim		
lollars	\$25	25.00
laives	\$ 10	10.90
ivarters	\$ 10	10.90
Nimes	\$ 5	5.09
lickels	\$2	[2:00
Pennies	\$1	[1.09
Bagged Coll		
lollars	\$ 2000	2000.00
falves	\$ 1000	1000.00
loarters	\$ 1000	1000.00
Dimes	\$ 1000	1000.00
	\$ 200	200.00
läckels		

To place your order you will need to complete the following fields:

• **Currency Type**: This is only applicable if you have access to order both U.S. and Canadian currency.



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• **Delivery Date**: Based on your standard daily order cut-offs, if you select a delivery date that we are unable to fulfill, you will receive an error message asking you to change your delivery date. Rush order deliveries may be available by contacting KeyBank's Commercial Banking Services at 800-821-2829.



- Create Your Order:
 - o Select USD for U.S. currency orders
 - o Enter amounts in the Amount of Order column on the right
 - The Order Total field will automatically populate with the total amount of your order
 - o Entered amounts can be edited at any time on this page
 - o Error messages will appear if invalid information is entered in any fields
 - o Click Review Order to see an order summary before you submit it.

7. Review your order to ensure order accuracy. The screen will bring up a summary of your order including order total, currency breakdown, delivery date, and confirmation number.

Cash Vault Ordering	g System
Place Order Order History Log Off	
Client Name: ABC Inc - 0001 Location: 000	0000001234-5678
Deview Orden Oter Cold	
Review Order Step 2 of 3	
Delivery Date: Wednesday March 19, 2014 Order Total: \$ 103303.00	
Denomination Type	Value
Currency	
\$100	\$10000.00
\$50	\$50000.00
\$20	\$2000.00
\$10	\$10000.00
\$5	\$5000.00
\$2	\$2000.00
\$1	\$1000.00
Coin	
Dollars	\$25.00
Halves	\$10.00
Quarters	\$10.00
Dimes	\$5.00
Nickels	\$2.00
Pennies	\$1.00
Bagged Coin	
Dollars	\$2000.00
Halves	\$1000.00
Quarters	\$1000.00
Dimes	\$1000.00
Nickels	\$200.00

If you need to cancel an order, press the **Cancel Order** button. You will receive a message asking if you are sure you want to cancel your order. Click **OK** to complete the cancellation.

Message f	rom webpage 🛛 🔀
2	Cancel this order? Order will not be saved
OK	Cancel

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8. Submit your currency and coin order, or edit your order.

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- If your order is correct, click Submit Order to process your order. You will then
 receive a confirmation number for your order. Click Print to print a copy of the
 page for your records.
- If you need to change your order, click **Edit Order**. You will then be taken to the main order screen where any changes change be made. The order total will automatically update based on any changes made.
- If you need to place another currency order, click Place Another Order. You will then be asked to log in again with your credentials. You may place another order for the same location (same credentials) or for a different location of your company.
 - You may submit multiple orders for the same location that are to be delivered on different days.

Place Order Order History Log Off	
Client Name: ABC Inc 0001 Location: 000000000123 Drder Confirmation Step 3 of 3 our order confirmation number is: 279747 elivery Date: Wednesday March 19, 2014 rder Total: \$103303.00	4-5678
Denomination Type	Valu
Currency	
\$100	\$10000.0
\$50	\$50000.0
\$20	\$20000.0
\$10	\$10000.0
\$5	\$5000.0
52	\$2000.0
S1	\$1000.0
Coin	
Dollars	\$25.0
Halves	\$10.0
Quarters	510.0
Dimes	\$5.0
Nickels	\$2.0
Pennies	\$1.0
Bagged Coin	
Dollars	\$2000.0
Halves	\$1000.0
Quarters	\$1000.0
Dimes	\$1000.0
Nickels	\$200.0

• If you are finished with your orders, click Log Off.



3. Retrieving Your Currency and Coin Order History

To view past orders, or to see if an order you recently placed is confirmed, click **Order History** from the top navigation menu of the Cash Vault Ordering System.



Select a **Start Date** and **End Date** for your order history search. Searches can be conducted in 30-day spans.

KeyBa	nk T. Cas	shVau	ılt Or	de	rinç	g Sy	yste	em		
Place Order	Order Histo	ory Lo	g Off							
Client N Order Search F	ame: ABCD History Records	XYZ Lo	ocatio	n: Cl	leve	land				
Start Date	02/24/2013	End Date	02/25	2013		Sea	rch			
			0	F	eb	•	201	3	Ð	
			Su	Мо	Tu	We	Th	Fr	Sa	
				_	_	_	_	1	2	
			3	4	12	6 13	7	8	9	
			17	18	12	20	21	22	23	
			24	25	26	27	28			
										I.

If your search criterion is beyond the 30-day window, you will receive an error message.

When the search results display, the Confirmation Number is a link that will display a complete summary of that order.



Confirmation Number Denomination Type V/ 02242013 End Date 0225/2013 Search 02242013 Status Order Total Expected Delivery Date 342342 S100 S2,000 S2,000 342342 S10 S10,000 S42,000 342342 S1 S200 S2,000 <	ient Name: AE rder History earch Records	BCD XYZ Location: Cle			
Conternation Number Denomination Type Value 02/24/2013 End Date 02/25/2013 Search bill number of orders for the selected order date range: 2 Order Total Expected Delivery Date 02/24/2013 Status Status Order Total Expected Delivery Date 34/2342 S100 S2/2000 S2/2000 S2/2000 34/2342 S1 S2/2000 S2/2000 34/2342 S1 S2/2000 S2/2000 <th>rder History arch Records</th> <th>SCD XYZ Location: Clev</th> <th></th> <th></th> <th></th>	rder History arch Records	SCD XYZ Location: Clev			
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Order Date Confirmation Number Status Order Total Expected Delivery Data 02/24/2013 Status 0/der Total Expected Delivery Data 02/24/2013 123423 In Process \$36,000.00 02/25/2013 02/25/2013 123423 Shipped \$2,400.00 02/22/2013 342342 \$100 \$2,200 \$2,000 342342 \$50 \$2,000 342342 \$50 \$2,000 342342 \$50 \$2,000 342342 \$510 \$1,000 342342 \$10 \$1,000 342342 \$1 \$200 342342 \$1 \$200 342342 \$1 \$200 342342 \$1 \$200 342342 \$1 \$200 342342 \$1 \$200 342342 \$1 \$200 342342 \$1 \$200 342342 \$1 \$200 342342 \$1 \$200	al number of orders	for the selected order date range:	2		
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342342 Quarters \$1,000 342342 Dimes \$500		342342	H	alves	\$2,000.00
342342 Dimes \$500		342342	Q	uarters	\$1,000.00
		342342	D	imes	\$500.00
342342 Nickels \$100		342342	N	ickels	\$100.00