



PROMO ITEM STOREFRONT

User Guide

Site URL

[https://www.asbaces.com/NEWACES/\(S\(4utb-3si5twmbrsyvkqw4k04o\)\)/default.aspx](https://www.asbaces.com/NEWACES/(S(4utb-3si5twmbrsyvkqw4k04o))/default.aspx)

This link is also available on the home page of the Power/mation Intranet. It is recommended that you bookmark this URL.

Login Info

User Name: PowermationPromo
Password: Since1961

Email Contact

alyssa.juszczak@powermation.com
matt.carlson@powermation.com

How-To Video

Click here for a private demonstration video on YouTube.

Catalog Types

Sanmar Branded Apparel

Custom items such as clothing, bags, and accessories are available. Please choose items carefully as there are no refunds except for defective items. Items ship to the location of your choice with a flat \$5.00 shipping fee.

In-Stock Promo

The marketing department will fulfill these orders from our stock. Since inventory tracking is now more important, all quick orders must still be processed through the online portal or with direct consent from the Marketing department. In-stock items will be kept in secure locations in St. Paul and Pewaukee offices.

Please Note

Purchases from the Sanmar catalog and our in-stock items are processed in separate shopping carts. If you wish to combine an order with custom and in-stock items, you must place two orders.

The Interface

First you will log in to the Promo Item Storefront.

Welcome

Please enter your user name and password:

User Name: PowermationPromo

Password: Since1961

Cancel Enter

[Change Password](#)

?

Forgot your password?

If you do not have a user name or password please [contact us](#)

LEARN MORE ABOUT **ACES** BENEFITS [CLICK HERE](#)

Login Info

User Name: PowermationPromo
Password: Since1961

Select which catalog you wish to browse. Note: Default shipping address is the Pewaukee office. Disregard this, the ship to address can be changed during checkout.

Power/mation®

Login [New Customer? Click here](#) Search AND GO

▼ Sanmar Branded Apparel ▼ In Stock Promo

► Bill To:
PowerMation
1310 Energy Lane
Saint Paul, MN 55108

► Ship To:
Powermation Pewaukee
N28 W23568 Creative Way
Pewaukee, WI 53072

Your one stop source for your business needs. Please choose from the following shopping options:

 **Sanmar Branded Apparel**

 **In Stock Promo**

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The Interface - Sanmar Branded Apparel

Typical ecommerce browsing and shopping experience. Browse or search for items and select color and quantity. Quantity available is visible. Fill in desired quantities per size/color and proceed to “Select Logo”

The screenshot shows the Power/mation website interface. The top navigation bar includes the logo, a search bar, and a shopping cart icon. The main content area features a product page for the SMCT100410 Carhartt Force t-shirt. The product image shows a man wearing a black t-shirt. To the right of the image is a table with columns for Size, Price, Quantity, and Quantity Available. Below the table is a 'Select Logo' button.

Size	Price	Quantity	Quantity Available
Small	\$25.30	<input type="text"/>	56
Medium	\$25.30	<input type="text"/>	0
Large	\$25.30	<input type="text"/>	112
X-Large	\$25.30	<input type="text"/>	135
2X-Large	\$25.30	<input type="text"/>	0
3X-Large	\$27.00	<input type="text"/>	0
4X-Large	\$27.80	<input type="text"/>	151

Product Description:
 Durable 5.75 ounce, 85/15 cotton/poly plated jersey knit 50/41 cotton/poly (Heather Grey)
 60/40 cotton/poly (Carbon Heather)
 FastDry® technology wicks away sweat
 Stain Breaker® technology releases stains
 Plated knit construction so that poly is against the skin for moisture transportation while cotton on the face pulls moisture to the exterior
 Raglan sleeves to increase range of motion
 Left chest pocket
 Contrast neck tape
 Tagless neck label
 Smooth flatlock seams
 Carhartt label sewn on left chest pocket
 Carhartt Force® labeling on left sleeve
 Relaxed fit

Choose your logo. Options include the “Power/mation” logo and “Power/mation Solutions Group” logo. Color options remain the same: Black, White, or tone on tone. The position of the logo is limited to left chest. For other logo inquiries or special requests please contact the marketing department. Add the item to your cart and proceed to checkout.

The screenshot shows the Custom Logo Setup form. It includes three dropdown menus: Logo Selection (PowerMation), Logo Color Options (Tone on Tone), and Logo Position (Left Chest). To the right of the form is a preview image showing the Power/mation logo on a dark background.

The Interface - Sanmar Checkout

IMPORTANT:

- Fill in your billing and shipping details. Do not use abbreviations when entering the City Name (e.g., it must be "Saint Paul," not "St. Paul" or "St Paul.")
- Items can ship directly to a location of your choice.
- Expect approximately a three week lead time.
- Flat rate shipping of \$5.00.
- Pay directly with a credit card or Gift Card Code.
- Total price displayed is the price you pay (This is approximately 50% off retail pricing, Power/mation covers the other 50%)
- In this example the user pays \$17.65.

1

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You must click this button to confirm shipping in order to proceed to payment entry. You will be prompted to fix your City Name entry if you used an abbreviation.

3

Power/mation Login [New Customer? Click here](#) [Shopping Cart](#) [Contact Us](#)

Order Date/Time: 12/2/2020 3:02:15 PM
Customer ID: A5B00000446676

Note: You may be asked to enter credit card information if there is a cost for the shipping method you choose.

Order Form

Billing Information

Full Name: * Company Name:

Address 1: *

Address 2:

Address 3:

City: * State/Province: * Zip/Postal Code: *

Please do not use abbreviations when entering city names(i.e. enter Fort, not Ft. and Saint, not St.)

Country: * Phone Number: * Email: *

Primary Ship To same as Bill To? Yes No
Is the shipping address a residential address? Yes No

Shipping Info:

Full Name: * Company Name:

Address 1: *
No PO Boxes, Street Address Only

Address 2:

Address 3:

City: * State/Province: * Zip/Postal Code: *

Please do not use abbreviations when entering city names(i.e. enter Fort, not Ft. and Saint, not St.)

Country: *

[Click below to confirm shipping and continue with the order.](#)
[Click here to Confirm Shipping and Enter Credit Card](#)

Full Name

Sanmar Branded Apparel
Shipping Price: \$5.00

Item #	Description	Unit	Qty	Price	Total Price
SMCT1004100BKSM	Carhartt Force ® Cotton Delmont Short Sleeve T-Shirt - Black/Small	EA	1	\$25.30	\$25.30

SubTotal: \$25.30
Discount Amount: -\$12.85
Shipping: \$5.00
(Estimated) Tax: \$0.00
Gift Card Amount: \$0.00
Total: \$17.65

Charges will be processed by and appear on your statement as American Solutions for Business.

[Cancel Order](#) [Continue Checkout](#)

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Continue checkout and submit your order. You will receive a confirmation email. Contact the marketing department with questions on your order.

Payment Info:

Gift Card Code: [Apply](#) [Clear](#)

Credit Card #: *

Card ID: (2) *

Expiration Date: / *

Full Name

Sanmar Branded Apparel
Shipping Price: \$5.00

Shipping Method:

Item #	Description	Unit	Qty	Price	Total Price
SMCT1004100BKSM	Carhartt Force ® Cotton Delmont Short Sleeve T-Shirt - Black/Small	EA	1	\$25.30	\$25.30

SubTotal: \$25.30
Discount Amount: -\$12.85
Shipping: \$5.00
(Estimated) Tax: \$0.00
Gift Card Amount: \$0.00
Total: \$17.65

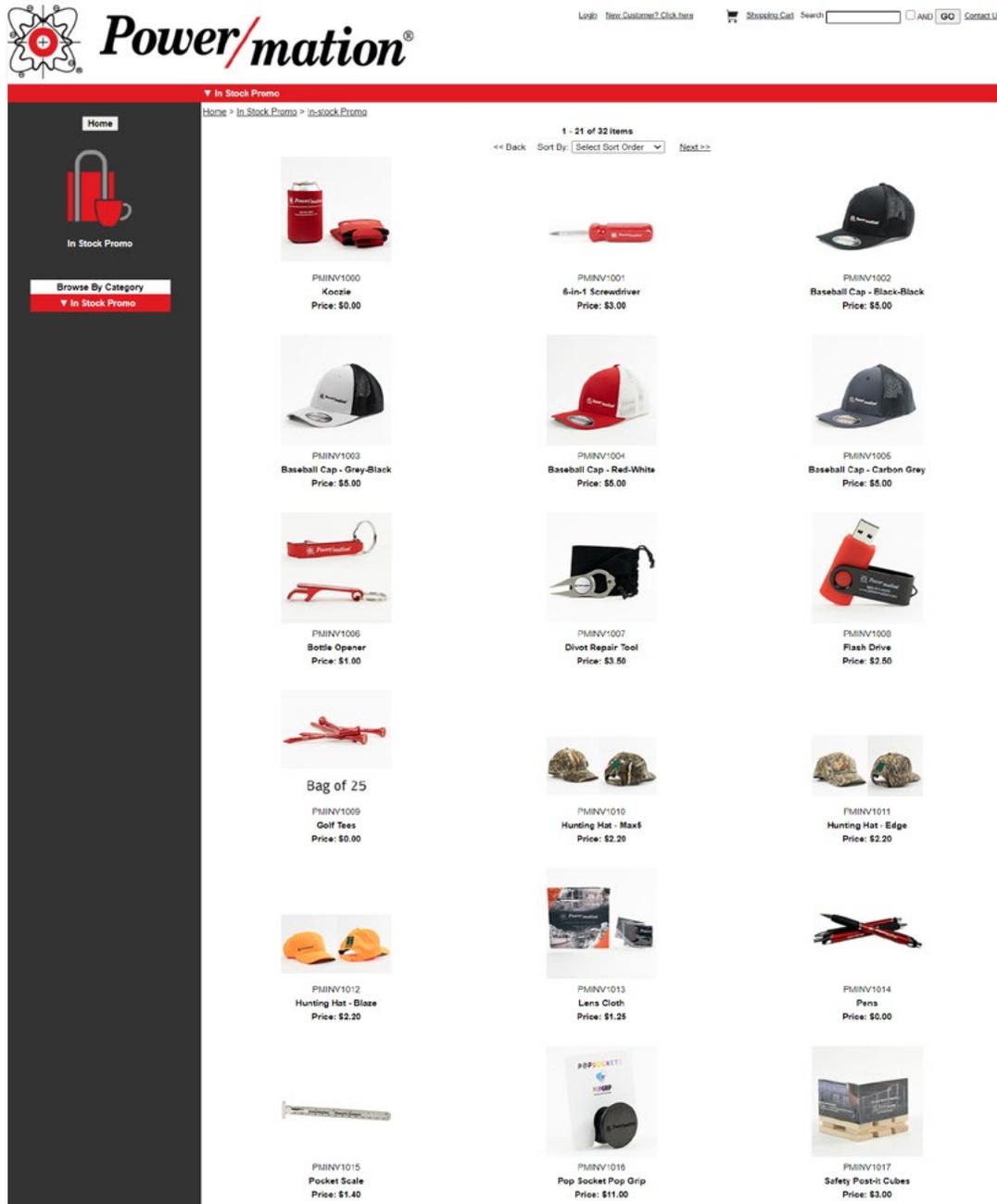
Special Instructions:

Charges will be processed by and appear on your statement as American Solutions for Business.

[Cancel Order](#) [Continue Checkout](#)

The Interface - In-Stock Promo

Typical ecommerce browsing and shopping experience. Browse or search for items and select quantity. Quantity available is visible.



NOTE: some items do not have a price and are free to order. Depending on your office location, Nancy Thompson may be able to fulfill your order out of the Pewaukee office.

The Interface - In-Stock Checkout

IMPORTANT:

- In-Stock promo fulfillment is similar to the Sanmar fulfillment, but the marketing department will be fulfilling the orders.
- Fill in your billing and shipping details. Do not use abbreviations when entering the City Name (e.g., it must be "Saint Paul," not "St. Paul" or "St Paul."
- Pay directly with a credit card or Gift Card Code.
- Total price displayed is the price you pay (This is approximately 50% off retail pricing, Power/mation covers the other 50%)
- You may encounter orders that are entirely free as in this example. Items like small screwdrivers, pens, and koozies have no charge.
- We are utilizing warehouse transfers as much as possible for shipment, so we ask you try to ship in-stock orders to office locations and pick up there. We will ship to employee residences or customer locations by request.
- No shipping charge at this time

1

Order Date/Time: 12/2/2020 7:57:25 PM
Customer ID: ASB00000445575

Note: You may be asked to enter credit card information if there is a cost for the shipping method you choose.

Order Form

Billing Information

Full Name: * Company Name:

Address 1: *

Address 2:

Address 3:

City: * State/Province: Alabama * Zip/Postal Code: *

Please do not use abbreviations when entering city names (i.e. enter Fort, not Ft. and Saint, not St.)

Country: United States * Phone Number: * Email: *

Primary Ship To same as Bill To? Yes No
Is the shipping address a residential address? Yes No

Shipping Info:

Full Name: * Company Name:

Address 1: *
No PO Boxes, Street Address Only

Address 2:

Address 3:

City: * State/Province: Alabama * Zip/Postal Code: *

Please do not use abbreviations when entering city names (i.e. enter Fort, not Ft. and Saint, not St.)

Country: United States *

Click below to confirm shipping and continue with the order.
[Click here to Confirm Shipping and Enter Credit Card](#)

In Stock Promo
Shipping Method: Bestway * Shipping Price: \$0.00

Item #	Description	Unit	Qty	Price	Total Price
PMINV10220VV0VV	Small Red Screwdriver - Predetermined/Predetermined	EA	10	\$0.00	\$0.00
PMINV10000VV0VV	Koozie - Predetermined/Predetermined	EA	5	\$0.00	\$0.00
				SubTotal:	\$0.00
				Shipping:	\$0.00
				(Estimated) Tax:	\$0.00
				Gift Card Amount:	\$0.00
				Total:	\$0.00

Special Instructions: Charges will be processed by and appear on your statement as American Solutions for Business

[Cancel Order](#) [Continue Checkout](#)

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2

You must click this button to confirm shipping in order to proceed to payment entry. You will be prompted to fix your City Name entry if you used an abbreviation.

3

Complete your credit card or Gift Card Code payment entry when prompted.

4

Continue checkout and submit your order. You will receive a confirmation email. Contact the marketing department with questions on your order.

FAQs

“Bob Bucks,” “Clutterbucks,” etc.

Employees will continue to be issued paper credits for sales performance or the annual service awards. Employees with paper credits will present them to the marketing department and be issued unique Gift Card Codes to use on the Promo Item Storefront. Previously, “bucks” had to be fully utilized and did not retain a balance. On the Promo Item Storefront, Gift Card Codes will retain balances of unused funds until depleted by the user.

Can I use multiple gift card codes on one order?

At this time no. You can only use one gift card code and one credit card per order. Contact marketing for assistance or questions on this.

Returns or Exchanges

Please shop carefully. Please assume there will not be an opportunity for returns or exchanges except in the case of defective products or improper customization of items.

Can a customer order from the Promo Item Storefront?

No.

Can I ship directly to a customer?

Yes. Please be aware that full pricing details may be visible with packing slips and we have no control on how the package will arrive. There are not “gift” options with the Sanmar catalog. Shipment of in-stock items remains unchanged and is completed by the marketing department or Nancy Thompson in the Pewaukee office. Always contact marketing for special arrangements or urgent orders.

Can I still order items through the marketing department instead?

Yes, but we prefer employees utilize the Promo Item Storefront as much as possible.

What if I want to bill my company?

If you are an Outside Sales rep and wish to process your order to bill through your company, please contact the marketing department.

Unique Orders

If your order requires more careful fulfillment or special considerations, please contact the marketing department.

Questions?

Contact the marketing department and we will assist with any further support you require.