

Account Manager



promogator

Overview

Welcome to the exciting world of promotional advertising!

Everywhere you look or go you will see something printed with a logo, whether it be a full color business card or a coffee mug branded with a company logo.

Promogator was created to help those brands promote themselves more effectively with promotional products.

We make it easy for companies to promote their business.

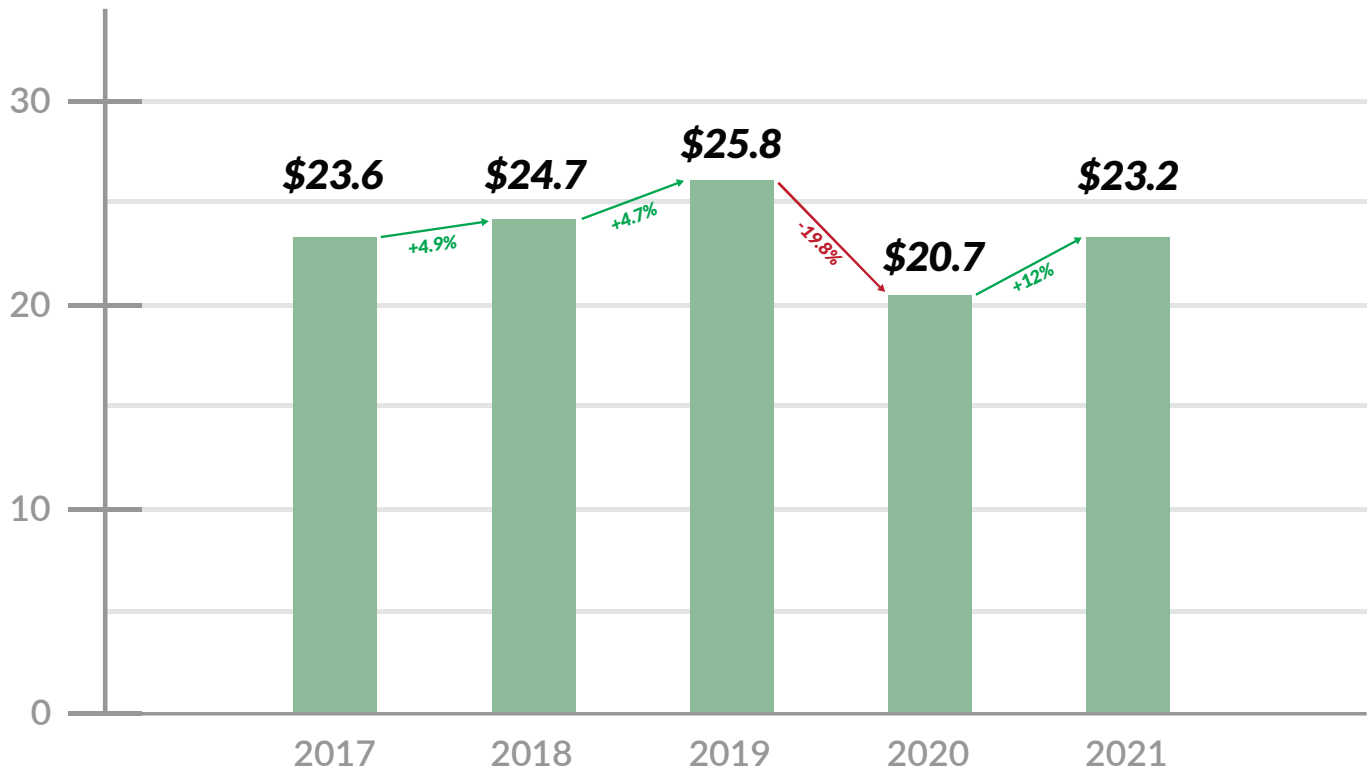


This general overview will guide you the essentials of becoming a promogator account manager.

Our Industry

Promo Industry Sales Revenue

Annual Sales in Billions



With the exception of the pandemic our industry has seen a steady 4-5 growth every year.

2021 saw a 12% growth year.

The promo industry is a \$23.2 billion dollar a year industry which comes to show you that almost every small business buys promotional products!



Fun Fact: The first promotional item in US history was a commemorative button made for George Washington in the election of 1789. Due to the success of his campaign, promotional items like almanacs, calendars, rules, and wood specialties slowly became available.

Promotional Facts



8 in 10 people like receiving promotional products.



96% of consumers want to know ahead of time when companies offer promotional products.



Virtually everyone who receives promotional products will keep at least one



Almost 9 out of 10 people can recall the company that gave them branded promotional products.



The top five industries purchasing promo products are the business services, education, healthcare, manufacturing, and financial industries.



79% of people pass along promotional products that are no longer valuable to them by regifting, selling, or donating the items. That means they end up in even more hands!



The top 5 promotional products categories in 2019 were wearables, drinkware, travel items, technology, and writing.



When given branded promotional products by their employer, 59% of employees have a more favorable impression of their workplace.



Advertisers love promotional products, too. 70% of ad agencies consider promotional products to be effective or highly effective!



More than 60% of people who receive promotional products will look the brands up online later.

**SOURCES: 2019 Consumer Study, PPAI Research
2019 Sales Volume Study, PPAI Research**

How Customers Place Orders

When it comes to ordering, we have created the most advanced online tools that will help with the buying experience. We understand your marketing projects can be sometimes rushed so we have made the ordering very simple.

Here are just a few ways we accept orders:



CREATE ESTIMATE

You can place orders by submitting an online estimate request. We reply back with pricing and if you approve you get a pg order #

MAKE AN OFFER!

All products have this feature enabled You can name your own price and save with our make an offer function, if we accept you will get an pg order#



ORDER SAMPLE

Need a sample of an item on our site? Click the order sample button on any product and we will ship the product to you at no charge. Shipping is always free but you need to pay for the sample charge.

Price Buster®

Found a online competitor that has a lower price? Use our price buster feature to price match. Get a copy of Estiamte or simply screen shot checkout page.

BUY NOW

If you are ready to order you can click the buy now button and in a few simple steps you can start the ordering process our site quotes in real time and once you order you get a pg order #



Once you have an account we will assign an promogator account manager who will be able to help you on jobs. You can text your rep to get pricing and orders for your



CALL ME TO ORDER

If you are not tech savy & prefer to speak to a live agent call 877.737.8191 or simply click call me to order button and we will call you to place order



We accept orders via email. You will need to have an account active to order via email we will call you to confirm order and once confirmed you will recieve a pg order #



We accept company purchase orders as a form of ordering. Once you send a PO to our company we will process and issue you a pg order #



Our API is in beta and available to select customers. We allow API calls for ordering for our ecommerce customers who need to fulfill on demand orders with ease.

Getting Started

With the exponential growth occurring with our company we have opened the doors for new account managers to help with servicing clients nationwide. Promogator prides itself for being the go to choice for large and small business owners nationwide. Brands trust our organization to help with trade shows, marketing campaigns, in-store promotions and activations on local and national levels.



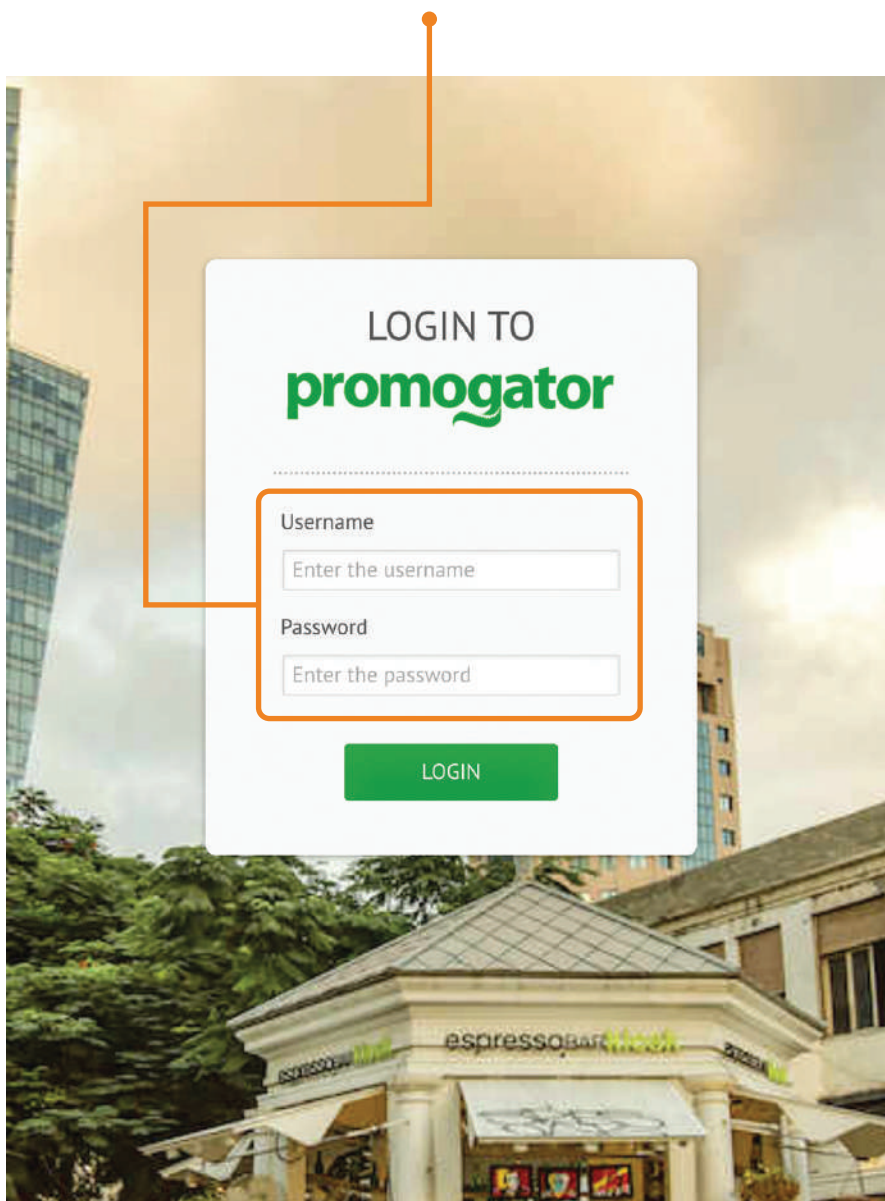
Promogator has created a state of the art platform that helps business owners purchase & decorate over 6000+ items with thier company logo and message.

Becoming an account manager will allow you to serve local business owners & help them with their marketing efforts.

Account Manager Portal

To access the promogator account manager portal visit: <https://www.promogator.com/admin>

Once you have completed the interview process and accepted as an Account Manager you were given a **USERNAME & PASSWORD**.



This will be needed to get started and enter the portal.

Inside the portal you can:

**Add users,
Create Estimates,
Place orders
Create Commission
Reports
& Much more.**

Check your on-boarding email for your official credentials for **Promogator Account Manager Portal**.

Account Manager Dashboard

Once you are logged into the portal you will see your current monthly overview as a promogator account manager.

promogator July 21, 2022 15:40:18 admin

shan Online

MANAGE NAVIGATOR

- Manage User
- Business Leads
- Manage Orders
- Quick Buy Order
- Estimates Manager
- New Estimate
- Reports

Welcome Home **Shan Dobaria!**

Shawn Dobaria
Account Manager
Direct Line: 714-228-2123
Email: shan@woodyz.com

Shan Dobaria
promogator

XXXX XXXX XXXX 9623
EXPIRES 4/26 CVV XXX
VISA

Commission Balance
\$3,421.37

Your current account balance is what you have available to spend from your commission payouts. You can request a check at anytime.

Request A Check

February sales total \$12,291.17

Reports overview
All time | Jan 1, 2018 - Jan 5
Gross volume \$1.67M
Jan 2018 Jan 2022

What would you like to do?

Let's Get You Paid!
You have 4 unpaid orders
You have 6 commission reports

February Leaderboard

Gross Monthly Sales
Ignacio Bernal \$18,221.09
Diego Granados \$14,232.12
Shan Dobaria \$12,291.17

New Clients Added
Shan Dobaria 17
Diego Granados 11
Ignacio Bernal 4

New Estimates Created
Shan Dobaria 14
Diego Granados 11
Ignacio Bernal 9

Your Monthly Overview
You have added 17 new clients
You created 5 new estimates
You created 12 new orders

Account Details

Date	Description	Card Holder	Rewards Card	Amount
July 20	Invoice 13201 2% CashBack	Gator Inc.	**** 9623	+\$ 21.04 USD
May 21	Admin Added Reward	Gator Inc.	**** 9623	-\$ 0.01 USD

Pending Details

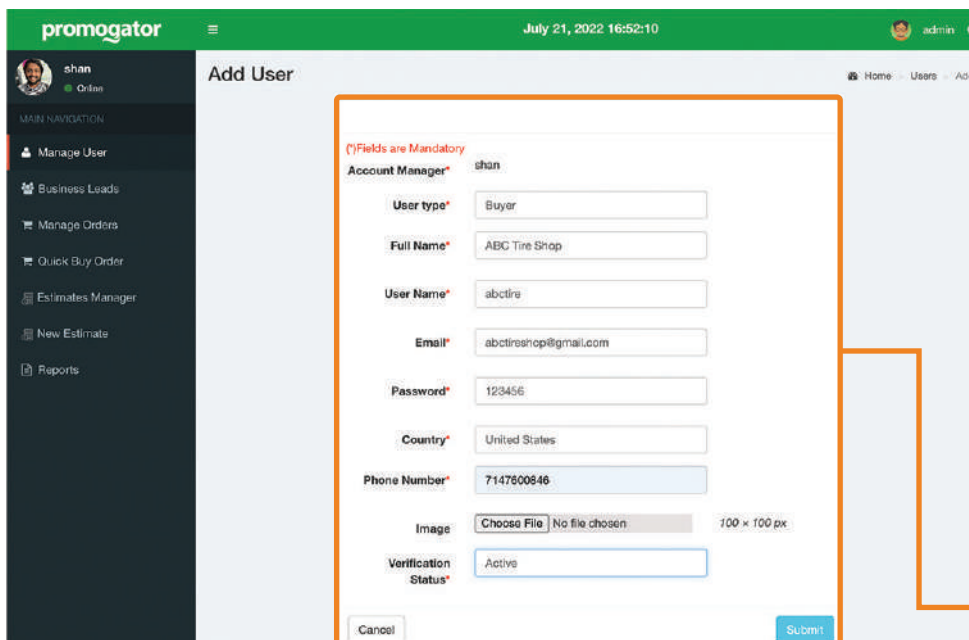
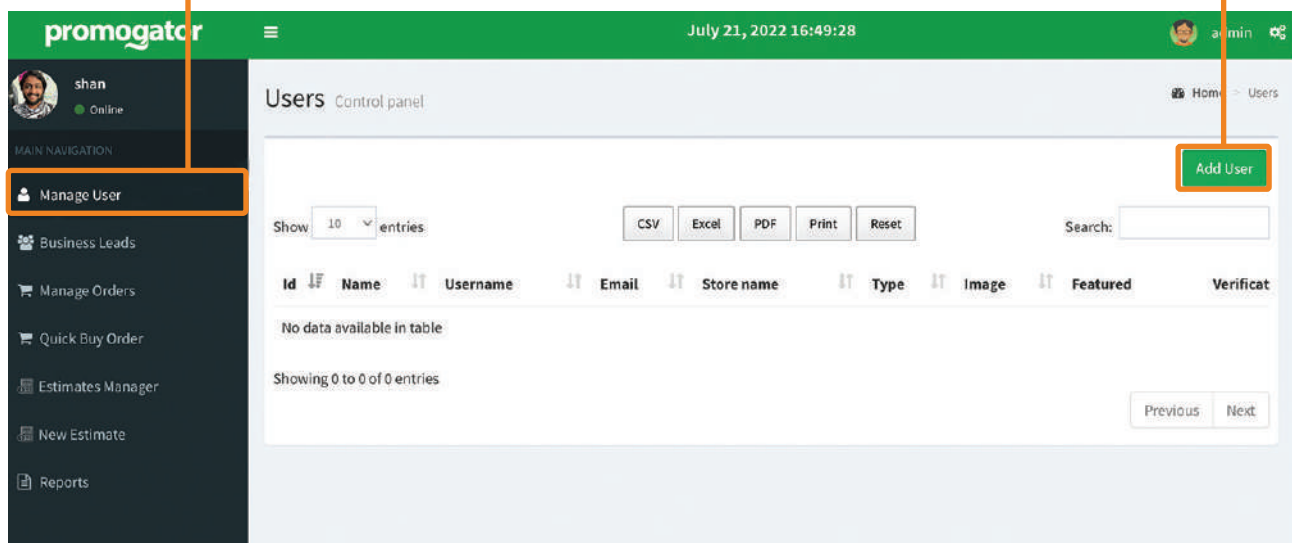
Date	Description	Card Holder	Rewards Card	Amount
January 10	Invoice 13325 2% CashBack	Gator Inc.	**** 9623	+\$ 35.96 USD
November 03	Invoice 13065 2% CashBack	Gator Inc.	**** 9623	-\$ 0.24 USD

You can Create Estimates, Add Clients & Even write up orders all from your Promogator Account Manager Portal.

Adding Clients

Creating a new account for a client is an essential step for getting credit for your orders. It's important to know that as an account manager you will need to give service to your clients so you can get paid for the order. Once your client is in your database you will get commission on re-orders for the life of account. You will also get credit for online orders your client places.

Navigate to the "Manage Users" section inside the Portal.
Next: Click Add User



It's important to provide accurate details for clients account.

This will help your client access the Online Portal for order status approvals & payments. You will need full company name, mobile number and email address for the initial step.

Creating Estimates

Creating estimates are part of the daily tasks as an account manager.

When you begin to start to prospect for new clients, you will be asked to produce official estimates before starting a job. When you create an estimate inside promogator your client will have access to the report and price information via the estimates portal. Once they make a payment and approve you will be notified of the new order and be awarded your commission.

Find your client from your list or search for him under this section

The screenshot shows the 'Estimates / Purchase Order page' in the Promogator application. The page has a green header with the Promogator logo and the date/time 'July 21, 2022 17:32:50'. A sidebar on the left contains navigation options like 'Manage User', 'Business Leads', 'Manage Orders', 'Quick Buy Order', 'Estimates Manager', 'New Estimate', and 'Reports'. The main form area contains the following fields: 'Account Manager' (shan), 'Your Name' (ABC TIRES), 'Email address' (abctires123@gmail.com), 'Project Name / PO#' (Custom Tshirt Package), 'Address' (Add Address button), and 'Shipping Details' (Customer will pickup order from our office when complete). A green callout box points to the 'Your Name' field.

Add Project name / PO # for estimate and click on Add Address

This part is very important. When you add a customer you need to add his contact information.

Full name, Company name, mobile number, complete address and zip code.

This address will be saved as his default address inside the promogator platform and will give them real time shipping on any product and auto populate next time you create an order. Please follow these steps carefully.

The screenshot shows the 'New shipping address' form in the Promogator application. The form includes the following fields: 'Company', 'Full name', 'Mobile Number' (with a '+ 1' prefix and a note 'Provide your mobile number to automatically receive update via sms.'), 'Address Line 1' (Street address, P.O. box, Company name), 'Address Line 2', 'City', 'Country' (United States), 'State' (Select State), 'Zip', and 'Work Phone'. There are 'Cancel' and 'Save Address' buttons at the bottom right. A green callout box points to the 'Full name' field.

Estimate Details


Creating an accurate estimate will give your client confidence before placing an order. It's important that you don't leave out any details. Estimates when written up correctly will close and become orders over 70% of the time. It's important you get every detail possible for your order.

Add the QTY

Size of Imprint

Number of Colors

Imprint Method* Custom Screen Printing



Quantity* 100

Size Of Imprint* 12"

Number Of Colors* 4

Attachments(Optional): Choose Files No file chosen

Shipping Instructions* will call

Please let us know more about the product in detail for a more accurate quote:* will call

Due date* 07/29/2022

Quote Price* \$ 995

Setup Fee \$ 0

Shipping Fee \$ 0

Sales Tax \$ 0.00

Total \$ 995.00

Notes * 100 custom shirts with logo full color front \$9.95 price free setup / free shipping

Submit Estimate

And upload any documents for order, they will transfer over to the order when your client pays automatically.

This helps our designers get a head start on our Online proofing system.

All pricing and due dates must be negotiated by an Account Executive.

When you are ready to send your client an estimate fill out all the fields and click "Submit Estimate" and our system will:

1. Email Client
2. Add Estimate to portal
3. Remind Client to approve order

Managing Your Estimates

Inside the portal at anytime you can click on “Estimates Manager” to view all the pending estimates you have in the system. This helps keep your orders organized and also allows you to follow up with clients to move forward with orders.

The screenshot displays the Promogator portal's 'Estimates Manager' section. The top navigation bar includes the logo, a menu icon, the date and time (July 21, 2022 17:51:31), and the user's name (admin). The left sidebar contains navigation options: Manage User, Business Leads, Manage Orders, Quick Buy Order, Estimates Manager (highlighted), New Estimate, and Reports. The main content area shows a table of estimates with the following data:

Id	Customer Name	Account Manager	Work Number	Email	Project Name	QTY	Price	Shipping	Sales Tax	Due Date	Created Date	Estimate Status	Payment Type	Payment Status	Action
2019	ABC TIRES		7144448888	abctires123@gmail.com	100 Shirts	100	995		87.06	07-29-2022	07-21-2022	Quoted		No	

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

An estimate can be edited at any time by clicking on “edit estimate icon” inside the Estimate Manager section of the portal. This will allow you to change QTY and update the price if the design changes.

The screenshot shows the detailed view of an estimate in the Promogator portal. The left sidebar is the same as in the previous screenshot, with 'Estimates Manager' highlighted. The main content area displays the following details:

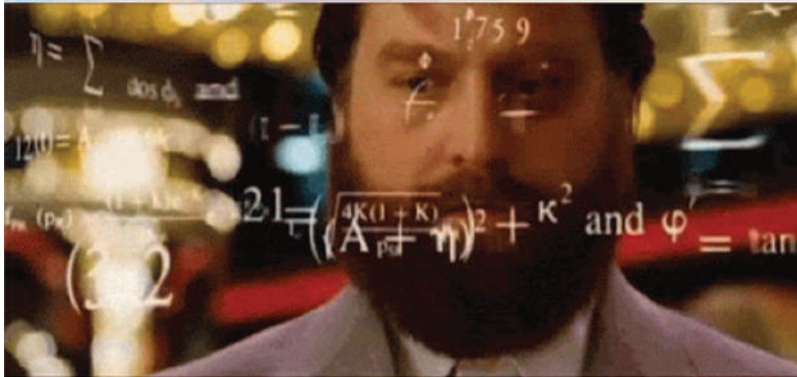
- Project Name:** 100 Shirts
- Customer Name:** ABC TIRES
- Work Number:** 7144448888
- Mobile Number:** +1 7144448888
- Email:** abctires123@gmail.com
- Address:** 1101 S KAREN AVE, SANTA ANA, California 92704-2033, US
- User Experience:** Yes
- Shipping Details:**
- Imprint Method:** Custom Screen Printing
- Quantity:** 100
- Size of Imprint:** 12"
- Number of colors:** full color
- Attachments:**
- Shipping Instructions:** will call order
- Buyer Notes:** will call

Customer Experience

promogator
promote your *business.*

LOGIN

Hello **ABC TIRES**, Thank you for your patience our team has been working hard on getting you the best price for your Estimate **#2919** to proceed with order please login and click accept Estimate/PO. If you have any questions feel to call **877.737.8191**



As soon as your estimate is sent out via our portal an automated email is sent out to the client with the details for the estimate along with a PDF Attachment of the estimate for their records

When your customer logs into the portal with their credentials they will be able to see the order make a payment and proceed with the order process.

Accept Estimate/PO



In Hands Date

07/29/2022



Estimate #2919

Notes: 100 shirts customer shirt 9.95 a piece printed special price No Setup Charge



Total Price

\$1082.06

promogator

ESTIMATE #2919
PO# 100 Shirts

Billing Address :
ABC-Tires,
1103 5 KAREN AVE,
SANTA ANA,
California,
US-92704-2031
7144448888

Shipping Address:
ABC-Tires,
1103 5 KAREN AVE,
SANTA ANA,
California,
US-92704-2031
7144448888
+1 7144448888

Date : 07/21/2022
Quote Price : \$995.00
Sales Tax : \$87.06
Setup Fee : \$0.00
Shipping Fee : \$0.00
Total : \$1082.06



Project Name / PO : 100 Shirts
Name : ABC TIRES
Imprint Method : Custom Screen Printing
Quantity : 100
Size Of Imprint : 12"
Number Of Colors : full color
User Shipping : Local Pickup
User Experience : Yes
Buyer notes : will call
Admin notes : 100 shirts customer shirt 9.95 a piece printed special price No Setup Charge
Your order is scheduled to complete : 07-29-2022

Qty	Unit Price	Sub Total
100	\$995.00	\$995.00
	Setup fee	\$0.00
	Flat rate shipping	\$0.00
	Sales Tax	\$87.06
	Total	\$ 1082.06

promogator

Creating An Order

When a customer is ready to order, they can order Online or the easiest way is to create a **Quick Buy Order** for them. You can create an order easily inside the portal by clicking on the “Quick Buy Order” button on the left it will take you to this page.

The screenshot shows the 'QUICK BUY ORDER' form in the Promogator portal. The form is divided into several sections:

- Account Manager:** shan
- Your Name:** Select Your Name
- Designer:** Selected Designer
- Email address:** Enter email
- Shipping address:** Add Address. Includes a checkbox: Click here if exactly same as the shipping address.
- Billing address:** Add Address
- Ship From:** Select Ship From
- Shipping Details:** Please Select Shipping Method. Includes checkboxes for:
 - Select this box to allow your customer to pick up order at your location for no additional cost \$0.00.
 - Select this box to indicate on invoice that this is a promogator house account holder.
 - Select this box to indicate merchant that this is an urgent order.
 - Select this box to indicate customer will be providing products to print.
- PO Reference:** PO Reference
- Estimated Date:** Enter Estimated Date

Summary:

Total amount:	: \$0.00
Total rate:	: \$0.00
Total tax:	: \$0.00
Total shipping:	: \$0.00
Total setup fee:	: \$0.00

Payment Method: Credit Card, Check, Cash, Terms, PayPal. Includes 'Saved Card' and 'New Card' options.

Submit

We created an easy to use Online invoicing system that instantly sends customer the order and instructions how to proceed with artwork and payment.

Starting a Quick Buy Order

QUICK BUY ORDER

Account Manager: shan

Your Name:* ABC TIRES

Designer:* lux

Email address:* abc123@gmail.com

Shipping address:* **John Smith** [Change](#)
1103 S KAREN AVE, SANTA ANA, California, United States - 92704-2031
Work number -7144448888 Mobile number -7144448888
 Click here if exactly same as the shipping address.

Billing address:* **ABC-Tires** [Change](#)
John Smith
1103 S KAREN AVE, SANTA ANA, California, United States - 92704-2031
Work number -7144448888

Ship From :* PROMOGATOR - 13851 A BETTER WAY STE 110

Shipping Details:* Customer will pickup order from our office when complete

Select this box to indicate on invoice that this is a promogator house account holder

Select this box to indicate merchant that this is an urgent order

Select this box to indicate customer will be providing products to print

PO/Reference: 23222

Your first step will be to find your customer that you have added in the search bar. Search for the client you have added in the system and **add bill to / shipping address**. You will only have to do this once as it will save for future orders. Fill out shipping details and if needed add a **PO/Reference #** to the order.

Entering Customer Details

Once you have added the clients address you can select the options for shipping. Your client may pick up from an authorized promogator location or you can charge them for shipping. It's important you list the agreed in-hands date for every order. Your final step will be to list the items and prices by searching for the item# inside the search bar. Insert your price in the QTY section followed by any setups and rate agreed upon. It's important for your first order to consult a promogator executive to discuss pricing before submitting. Once you are all done you can add a note and continue to payment next step.

ITEM	QTY	RATE	SETUP FEE	SHIPPING	TAX	AMOUNT	NOTES
22 oz	2000	.48	0.00	0.00	85.75	1065.75	please call us at 800-451-1234 for color logo rush service include

Search your item # and insert agreed upon pricing and Qty here along with any setups and notes. System will automatically calculate taxes and give total.

Promogator accepts multiple forms of payment. If the client would like to pay online select the "TERMS" and add \$0.00 as payment they will have option to pay the invoice online before we start production.

You can charge your customers **Credit Card** securely inside the portal from this section.

It's important you double check your order or estimate with a Promogator Executive before processing.

Want to get PAID?

This business is very simple and rewarding if you can execute the following steps. Keep this checklist in-mind when you are prospecting or opening up new accounts & always remember that the business runs off clients, take care of your clients and they will always take care of you. If you can meet these requirements you will get PAID generously.



Price: Always ask your client what the final budget is for the project. Keep in mind setup, shipping & product price.

Assets: Does your client have the proper artwork files? Adobe illustrator or EPS is preferred but always make sure they do!

Inventory: Do we have it in stock? Does the vendor have the products to produce this order?

Due Date: What is the in-hands date? Where is the event? Can we hit the deadline including shipping transit times?

Price - Keeping clients on budget

Getting **PAID** will require you to understand how small business work here in America, it is the driving force of the economy. At the present time promogator manages **5,000+** clients nationwide **75%** of them being small business owners.



When you are looking for new clients always keep the customer's wallet in mind. **Keeping the client on budget is the important first steps on getting paid.** Price is the driving factor of a small business owner when making important decisions, remember a business owner does not get paid per hour and every dollar counts. When considering making a deal with a new client always start off with the question "What is your budget?". Figure out how much your customer would like to spend for their upcoming event or promotion.

Assets - Logo artwork files

Every step in the getting **PAID!** process must be fulfilled to reach the ultimate goal which is client satisfaction. The promogator platform was built with the user in mind, we provide the best experience on the market for companies looking to promote themselves. Our portal has state of the tools and resources which make it easy for everyone to use.

The screenshot displays the Promogator web portal. At the top, there is a navigation bar with the Promogator logo, menu items like 'Products', 'Services', 'Get Estimate', 'Price Quotes', and 'DOWNLOAD CATALOG', a search bar, and user account information. Below the navigation bar, there is a banner with a location pin icon and the text 'Deliver to promogator GARDEN GROVE 92643-3911'. A note below the banner reads: 'Notes: 1 color high logo on mug spectrum color 20oz with pad print logo center.' The main content area is divided into several sections: 'Pre-Production Proof' showing a black mug with a red Nike logo, 'Realtime Photos' showing a row of mugs, and a chat window on the right. The chat window contains three messages from 'PG' (Promogator) and a text input field with a 'Send Message' button. Below the chat window, there is a section for 'Upload Shipping Documents' with logos for FedEx, UPS, and USPS. At the bottom left, there is a button labeled 'Upload Artwork' with a document icon, and below it, a Nike logo artwork file is shown. An orange line connects the 'Upload Artwork' button to the artwork file. In the bottom right corner, there is a 'LET'S CHAT' button with a green frog icon and the word 'Online' below it.

Once your client has been assigned a promogator order # they can upload their assets securely via our Real Time Status portal. A proof will follow before mass production.

In order to start and complete an order your client must have the proper artwork files. **Adobe Illustrator AI or EPS format** is recommended for the highest possible results in the printing process. The advantage of working with promogator is our in-hands artwork department. In the event that your client does not have the artwork we will provide services to help get the orders going into production. A proof is sent for every order and once signed off you are one step closer to getting paid.

Inventory - Is it in stock?

The pandemic has created challenges nationwide, stock levels on products have hit an all time low. One of the most challenging parts of getting **PAID** is making sure the items your client needs are in stock. Not to worry, the promogator platform has over 5,000+ products in our west coast distribution centers and expanding across all 50 states. We also have access to over 200k + products via our partners nationwide.



It is important when selling custom branded marketing products to check stock levels of the item. Do not give any pricing without checking if the item is on stock.

Inventory 

ne	12000	ands
le.	12000	pickup
	12000	
	12000	

Every item in our platform has real time inventory but always confirm with an account executive before making the final sale. If items are not in stock try to suggest a different color or product.

Due Date - When do they need it?

Your client has agreed on the price. They have a proper logo file for the project & you double checked with the warehouse, great news the products are in stock! Now comes the most important part of getting **PAID!**


When do they need it by? That is the magic question that makes or breaks the deal. Believe it or not more than 57% of all orders are rush orders in our industry. People love receiving promotional items but they wait till the last minute to order!

Inside the marketplace you will see the delivery date for each item. Our platform calculates production time + courier transit times instantly.

Get it as soon as **Fri, Aug 5th**
FedEx Shipping \$42.96 Need it sooner?

Our portal syncs up with Fedex & UPS API to provide accurate transit times to insure your client will always receive the products on time for every event! Plan ahead to make sure that you can make your clients happy for years to come.



Requested Due Date 

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

In the event that the in-hands date is too close to the event date you can always set the requested due date sooner so our production staff can give the order priority. Rush charges will apply to orders outside the normal turn around time. ***Once you deliver you get paid!***

Commission Reports Overview

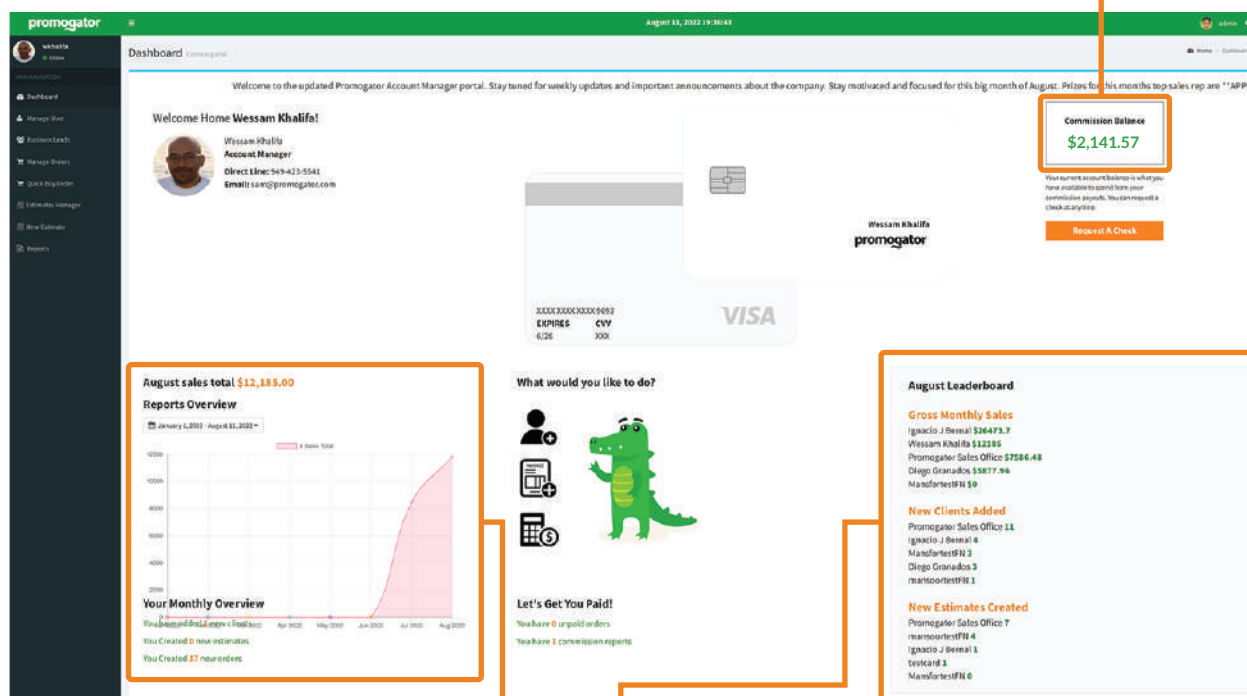
Now that you have learned how to setup an account, process an estimate and create a quick buy order here comes the fun part!

Processing your commission report will be the the final step to getting paid for a promogator order as an account manager.

We have made the process of generating your commission report a breeze so you can focus on selling. Your assigned production manager and promogator admin staff are also involved in the process to help you have a smooth after sales process.

The purpose of processing a commission report is to figure out how much money is made on each order so you can be paid your proper commission. Our platform is 100% transparent and easy to operate for the account manager.

All orders get paid to your promogator visa card and your active balance will appear here.



You can view your total sales for the month using the tools provided in the account manager dashboard.

Your account manager dashboard will let you know how many orders are missing a commission report. It's important you finish your reports so we can process your payment.

Processing Commission Reports

As you are already aware that part of the job of an account manager is to fulfill the four main steps in the getting paid process. Doing so along the way will create a satisfied customer and in turn make you money!

Just like any business there will be cost associated with creating an order. As a promogator Account Manager you will be paid on the gross profit of the order. The profit of each order is determined by a simple formula which we have automated in the promogator platform.

TOTAL SALES OF ITEMS - EXPENSES OF ORDER = GROSS PROFIT

As Promogator Account Manager you are paid on the Gross Profit. Every order should be sold above your cost to product, it's important that before placing order you consult with your production manager total cost of each order. Every order will have setup cost, shipping cost, product unit cost and additional run changes. Orders that have multiple products will have multiple vendors for the products.

Buyer Name	Account Manager	Product Count	Setup Fee	Service Fee	Shipping Fee	Incremental Fee	Platform Fee	Subtotal	Total	Currency	Payment Date	Created at	Action
Blue Gem	[Profile Icon]	1	25.00	0	0	0	0	400.00	400.00	USD	2022-08-11 00:00:00	2022-08-11 17:59:42	[Eye] [Download] [Print] [Refresh]
Grafico	[Profile Icon]	1	0	0	0	0	0	3921.00	3921.00	USD	2022-08-10 00:00:00	2022-08-10 17:59:42	[Eye] [Download] [Print] [Refresh]
APOLONIO GAMEZ	[Profile Icon]	2	0	0	0	0	0	224.00	243.60	USD	2022-08-08 00:00:00	2022-08-08 12:07:03	[Eye] [Download] [Print] [Refresh]

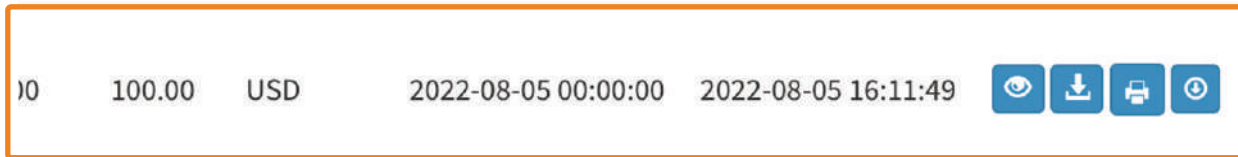


Click in at any time the eye to access the order detail page.

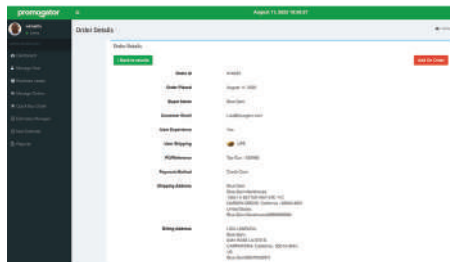
Inside of the Manage Orders section of the site you will see the following icons. It is important that you get familiar with the following icons which will come in handy as you continue to grow your book of business as a promogator account manager.

Order Quicklink Downloads

We have created a quicklink download option for every order which can prepare and download order documents in a PDF format. Each link serves its own purpose.



Use the eye icon to navigate to the **Order Details Page** of your specified order#. Here you can start to work on your commission report for each order.



Our printing icon will generate the **Official Promogator Internal Job Ticket** for the order. This label is used for boxes and keeping orders organized in our company, it also has important order details for each job.



Click on this icon if you would like for our system to generate the latest copy of the **Official Promogator Invoice**. All order updates are shown in this new file.



When you click and download the last option from our quicklinks icon it will generate an **Address Label** which can be easily applied to promogator letters when you send your clients a thank you card.



Inside Order Details Page

All the information for the order can be found in the order detail page. All orders that have been assigned to you or placed by you will live in the account manager orders page. You can at any time see your previous orders placed. The order detail page will show you the following details for each order:

- Order ID#
- Date Order has been placed
- Buyer Name
- Customer Email
- Shipping Information
- PO / Reference #
- Payment Type
- Billing / Shipping Information

You can also see all the details in a PDF format when you download the invoice for this order.

The screenshot displays the Promogator Order Details page. The main content area shows a table with the following information:

Order id	#14233
Order Placed	August 11, 2022
Buyer Name	Blue Gem
Customer Email	Lisa@bluegem.com
User Experience	Yes
User Shipping	UPS
PO/Reference	Top Gun - 022906
Payment Method	Credit Card
Shipping Address	Blue Gem Blue-Gem-Warehouse, 13851 A BETTER WAY STE 11C GARDEN GROVE, California - 92843-3031 United States. Blue-Gem-Warehouse(8888888888)
Billing Address	LISA LAWENDA, Blue-Gem, 6381 ROSE LN STE B, CARPINTERIA, California - 93013-2944, US, Blue-Gem(8057066937)

An inset image shows the invoice PDF for this order, titled "promogator INVOICE #14233 PO# Top Gun - 022906". The invoice includes the following details:

- Billing Address:** LISA LAWENDA, Blue-Gem, 6381 ROSE LN STE B, CARPINTERIA, California, US, 93013-2944, 8057066937
- Shipping Address:** Blue Gem, Blue-Gem-Warehouse, 13851 A BETTER WAY STE 11C, GARDEN GROVE, California, United States, 92843-3031, 8888888888
- Payment Type:** VISA 9533
- Payment Date:** 08/12/2022
- Invoice Date:** 08/12/2022
- Sub Total:** \$400.00
- Sales Tax:** \$0.00
- Flat rate shipping:** \$0.00
- Total:** \$400.00
- Total Due Amount:** \$0.00
- Product Name:** Custom Pad Printing
- Item SKU:** # custompadding
- Quantity:** 300
- Selected imprint colors:** Blue Experience
- Star Experience:** Yes
- Admin notes:** PO 022906 - Top Gun - quantity 300 - reorder
- Estimated Date:** 08/13/2022
- Estimated Completion Date:** 08/22/2022
- Facsimile In-Hand:** Date

All orders are given a unique promogator order # which is used for the whole process.

Calculating Expenses for Report

In this section of the order details page is where you will list all the expenses for each order. Its important you fill this section out correctly as a promogator accounting team member will be reviewing your commission report before issing payment. Our system automatically calculates the job total for each order. Your job is to upload and write out notes for the expenses ocured for each order.

The screenshot displays an order details page with the following sections:

- Order Information:** Merchant Name (promogator), Store Name (PromoGator), Product Name (Custom Pad Printing), Unit Price (\$1.25), Quantity (300), Imprint-Color, and Selected Imprint Colors.
- Accounting Summary:** Total (\$375.00), Sub Total (\$400.00), Total Setup Fee (\$25.00), Total Additional Run Charges (\$0.00), Total Shipping Fee (\$0.00), Service Fee (\$0.00), Sales Tax (\$0.00), Total Due Amount (\$0.00), and Platform Fee (\$0.00).
- Commission & Profit:** Commission Manager, Account Manager (wkhalifa), Invoice Total (400), Cost of Service (200), Gross Profit (\$200.00), Commission (40%), and Sales Rep Pay (\$80.00).
- Order Notes:** A text area for listing expenses and uploading supporting documents. Example text: "Order is for print only of Sunglasses by client. Total cost was given by DIEGO production manager at \$200. Client was billed \$375 + Setup \$25.00 totaling \$200.00. Total cost is \$200.00 for this order".
- Buttons:** "Process Comission Report" and a "Process" button with a green checkmark icon.

In detail list all the expenses that were ocured from third party print vendors or internal pricing provided by production manager. Our system will calculate Invoice Total - Cost Of Service. Your comission is based on a percentage of gross profit.

Uploading supporting documents will allow our accounting department to view and verify each comission report. If you have processed the report succesfully you will be notified that the comission report has been processed and paid out.


Managing Your Payments

Once we review your report and everything is in order, we will process your commission instantly. Your commission payment will be loaded onto your promogator visa card instantly! As soon as you receive an SMS and email notification your balance will reflect live from your dashboard and you can start using your commission balance immediately. At any time you can check the status of your reports from your promogator account manager dashboard.


Account Details				
Date	Description	Card Holder	Rewards Card	Amount
August 10	Invoice 14205 10% CashBack	Wessam Khalifa	*** 9693	+\$ 2.40 USD
July 17	ENRICH APPAREL COMPANY	Wessam Khalifa	*** 9693	-\$ 200.00 USD
July 16	Admin Added Reward	Wessam Khalifa	*** 9693	+\$ 200.00 USD
July 01	Admin Added Reward	Wessam Khalifa	*** 9693	+\$ 5.00 USD

The home page of your dashboard will show you the details of your card along with balance available to use. It will also show you where you have spent your hard earned money under the account details section of the portal.

Welcome Home **Wessam Khalifa!**



Wessam Khalifa
Account Manager
Direct Line: 949-423-5541
Email: sam@promogator.com



XXXX XXXX XXXX 9693
EXPIRES 6/26 CVV XXX
VISA

Wessam Khalifa
promogator

Commission Balance
\$2,141.57

Your current account balance is what you have available to spend from your commission payouts. You can request a check at anytime.

[Request A Check](#)

At any time you may request a check using the request check feature on the site.

Want to get paid via check? Requesting a check will take 5-7 working days to process and you will receive a promogator check in the mail and your commission balance will go back down to \$0.01 once your check is cashed. Clicking the request a check feature will instantly notify our accounting department that you are looking to cash out your commission balance in a check.

Welcome to our family.
We are excited to have you
on our team!



Welcome to **promogator**