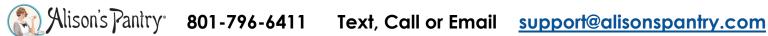
AP QUICK REFERENCE



MY REGIONAL SALES MANAGER - RSM			
Wyoming, S. Dakota, Colorado Nevada, Montana, N. Dakota		ldaho, Nebraska, Kansas, Utah	
Becky Price	Jacy Stolem	Sara Albrecht	
307-350-9610	406-399-0686	785-216-0472	
becky@alisonspantry.com	jacy@alisonspantry.com	sara@alisonspantry.com	

NEW CUSTOMERS				
Validation	No Email	Duplicate Email		
Check junk mail and spam! Resend Validation: Login to www.alisonspantry.com and it will give you the option to resend the email. If you had to correct the email, you will need to resend the validation.	Create account using some form of the customers name followed by @alisonsreps.com. Must have a valid phone number and address. Contact office to validate.	A "duplicate email" error means the email is already attached to a customer account. Ask the office to reactivate the account.		

PAYMENTS PAYMENTS					
PAYMENT Net 10	How Credits Work	Processing Day	<u>Updating Payments</u>	Declined Payments	
Due: 10 days after your delivery week. Late Fee: \$10 per week NSF Fee: \$30 (3 NSFs = Lose Net 10) Total Due: Find on your portal Commissions page. You are responsible for making sure you have this amount in your account!	Credits: Credits are applied when payments are processed the Friday after orders close. To View: Go to My Account, then Credits Shipped Orders: Contact the office to apply any credits assigned after shipping.	Payments are processed the Friday after orders close. Locals: Payments are processed Tuesday afternoon after orders close.	Step 1— Add new payment Step 2—Assign payment to order Step 3—Notify office to process (only if shipped)	Look at the INVOICE to see why the payment was declined. It should show the payment tried and the balance due at the bottom. Go to Pantry Academy and click on Payment Issues for more info or to update payments.	

PRODUCT ISSUES			90 Day	RETURNS	
PRODUCT Sh	norts	Damaged	Extras	PRODUCT RETURNS	90 Day Guarantee
Step 1 — Check with reps before and after		Go to Pantry Academy and click on Product Issues .	Step 1 — Check with the two reps before and after you.		ntry Academy and click <u>act Returns</u> .
Step 2—Go to Pantr and click on Product		Fill out Damaged Item form as requested.	Step 2 —Go to Pantry Academy and click on Product Issues .	Fill out R	eturn form as requested.
Fill out Shorted Item quested.	n form as re-		Fill out Extra Item form as requested.		

COMMISSIONS					
Availability	<u>Withdrawals</u>	Commission Levels			
Commission is available the Monday after order payments have been processed.	Credits: Credits can be assigned from your commission to yourself or to any of your cus-	\$750-\$999 10%	\$4,000-4,999	17 %	
Commission Balance: Check this amount in your portal on the Withdrawals or Commissions page under "Available Balance".	tomers and will apply to orders when payments are processed. If credit is assigned to a shipped Net 10 order, please contact office to apply to the or-	\$1,000-\$1,999 14%	\$5,000-\$6,999	18%	
		\$2,000-\$2,999 15%	\$7,000-\$9,000	19%	
		\$3,000-\$3,999 16%	\$10,000 +	20%	
	der before Net 10 is due.	Locals: See Rep Manual pg. 18 or Pantry			
	ACH Deposit: Request a deposit amount to be made to your net 10 account on file.	<u>Academy</u>			
	Deposits take at min. 2-3 business days.				