



# *Amarilcart*<sup>™</sup> E-Commerce

## General Information

### Scope

Amarilcart<sup>™</sup> is an e-commerce tool to allow customers to self-order flame-resistant and 100% cotton industrial clothing within our business-to-business platform.

### Type of User

#### Manager/Administrator

Payment Methods Available:

1. Due On Receipt (Credit Application Required)
2. Credit Card On-File
3. Credit Card (Multi-User)
4. Purchase Order
5. Others As Defined

#### Employee Self-Order

Payment Methods Available:

1. Annual Points (Due On Receipt)
2. Annual Points (Company Pre-Pay)
3. Credit Card (Multi-User)
4. Hold For Manager Approval
  - a. Purchase Order
  - b. General Reply Approval

### What if I need a sample?

We are always happy to supply samples with a 15-day UPS return label. Samples are still invoiced out, but the invoice will be closed if the sample is returned. For point customers, we require managers or administrators to order samples separately from points.

## Can My Store Add In Customization?

Yes, we have multiple store options and multiple customization options pre-set for companies.

### General customization options include:

- Logo options available but not mandatory – (company logo, name logo, additional logo)
- Company logo added in automatically per item
- Company logo added in automatically/Employee name optional per item

*\*Note: Cost builds in automatically if logo is added*

### General Amarilcart™ Micro-Stores vailable:

- CAT 2+ items only (No-Short Sleeve)
- CAT 2+ Short-Sleeve (CAT 1)
- CAT 2+ Short-Sleeve (CAT 2)
- General Store – All Stock Items (FR/NON-FR)

## Program Options

- E-Commerce: For companies supplying clothing to 50 or more employees, a unique catalog, order form and e-commerce store can be created.
- PDF Catalogs: For companies supplying clothing to 10 or more employees, a unique printable catalog and order form can be created.
- Order Forms: All companies can request a unique order form.

## Payment Disclosure:

The customer is responsible and liable for all customer transactions within the scope of your program. It is expected and understood that the customer will supply payment for product in a timely manner not exceeding 30 days. If a customer is past due, Amaril Uniform Company® will notify customer of past-due in a respectful manner. Customer is not to exceed 60 days on past-due from time invoice was created. If customer remains negligent of payment, termination of business will occur, and creditor will be notified. Please understand that we stock and supply clothing to rush and ship to dress people within 5 business days or less. In order to supply in a timely manner, we must receive payment in timely manner.

# Amarilcart™ Point Information

## Point Customer Information

A company is able to set up individual users to order online within point reward parameters. *Think of the Amarilcart™ point system as an employee bank account.* This simply gives an employee a spending limit. Amaril Uniform Company keeps the points simple. An employee should not have to do math relating to 500000 points and break down into pennies. The final invoice reflects to the exact penny, and rounds back down. See spending/rounding matrix below.

***\$1.00=1 point*** (see rounding metrics below)

## Point Metrics

- Shipping (Can be turned off if customer wants to give UPS Collect # and self-pay freight)
- State Taxation (Can be turned off if tax exempt)

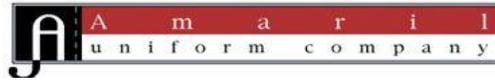
<b>Employee Point</b>	<b>Administrator requests employee to receive \$119.90 in points</b> Employee would receive: 119 points (round down)
<b>Company Invoice Reflects</b>	<b>Employee spends 62 points and true total is \$61.90</b> Company would be invoiced: \$61.90

## Point-User Payment Terms and Conditions

The customer is responsible and liable for all customer transactions within the scope of your program. It is expected and understood that 1 point = 1 dollar, and company will pay for all orders under the umbrella of point system, in a timely manner not exceeding 30 days. If a customer is past due, Amaril Uniform Company® will notify customer of past-due in a respectful manner. Customer is not to exceed 60 days on past-due. If customer remains negligent of payment, termination of business will occur, and creditor will be notified.

## What if an employee is hired mid-year or leaves?

Simple. You will receive a change modification form to fill out when you need to add or remove an employee or make a change to their account points. The administrator/manager fills out the PDF document and emails it in. The account will be modified within 24-48 business hours. Because we don't require pre-payment for points, but only understand that those points are in good faith and in good funds if an order is placed, we can remove points simply in filling out and emailing the account modification form.



## Point Customer | Return Authorization Request Form

Company Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Amarilcart™ Email or Username: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Supervisor Email\*: \_\_\_\_\_

1. The customer is responsible for all return shipping costs to and from Amaril Uniform Company, if the return is due to incorrect ordering on sizes, colors or choice changes.
2. Amaril Uniform Company is responsible for all return shipping costs to and from Amaril Uniform Company on items shipped incorrectly.
3. Items may not be returned or exchanged if they have been laundered, tags have been removed, or if item has custom embroidery or specialization.

Do you need a UPS return label\*? No Yes

4. **\*Note:** Some of our customers do not have the means to produce a UPS return label. You may request Amaril Uniform to create a label if you cannot provide one for yourself. Please note shipping charge note above (#1)
5. If you need a UPS return label, please email [this completed form](#) to [cartsales@amaril.com](mailto:cartsales@amaril.com) and a return authorization will be created, and UPS return label emailed, within 48 business hours of request.

### Original Order Confirmation Information (please give invoice or amarilcart confirmation #)

Invoice: IV \_\_\_\_\_ or Amarilcart™ Order Confirmation Number: \_\_\_\_\_

Reason for return? \_\_\_\_\_

### Return Item(s):

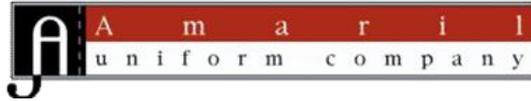
Style Number	Brand	Color	Size	Quantity

**Disclosure:** Points will be added back online to customer account. Please allow 48-72 hours, once received, to modify points online into customer account. Once modified, please re-order your new size, color or item, if you are simply exchanging. Items that have been worn, soiled or tags removed will be returned to customer 'as is'.

\_\_\_\_\_ Customer Account Credit Memo

**Please place this sheet, fully completed, in box with return and ship to:  
Amaril Uniform Company | 8020 University Ave NE, Fridley, MN 55432**

\*\*Amaril Uniform Company is not responsible for lost or damaged items. Please keep your UPS tracking number for reference.



## Point Customer | Amarilcart™ Employee Point Modification Form

### Program Notes

Amarilcart™ provides companies the opportunity to employee self-manage accounts, without the hassle of pre-payment. As a reward point customer, understandably, there are times when an account is to be modified. Annual account modifications occur as follows;

**Program Points Frozen:** December 15-31

**Program Points Added:** January 1-10

**Account Manager:** Jennifer Lattin <email [jennie@amaril.com](mailto:jennie@amaril.com)>

Employee account balance spreadsheet will be emailed to account manager on or after December 15 to modify and add for coming year. Please reply with additional spend per employee, on or after December 15, and no later than January 5, to add for the coming year.

### Mid-Year Point Modification Request

Amaril Uniform Company® understands that employees may want to add money to their account, or an employee may join or leave mid-year. Please submit **this document** with all applicable information and allow for 1-2 business days for account modification. An email notification will be sent to the employee and account manager, once modified.

<b>Company:</b> _____	<b>Date:</b> ___/___/___			
<b>Administrator Making Request:</b> _____	<b>Manager:</b> _____			
<b>Employee Name:</b> _____	<b>Employee Email:</b> _____			
<b>Amount of money to add:</b> \$ _____	<b>Amount of money to subtract:</b> \$ _____			
<i>or</i>				
<b>\$1.00 = 1 point</b>				
<b>Reason for modification</b> (please list in <i>notes</i> with specific directions if modification to account is needed)				
New Hire	Left Company	Moved to different department	Adding money to account	Other
<b>Notes:</b> _____				

| Save document to computer before typing | Email change requests to [Jennie@amaril.com](mailto:Jennie@amaril.com) |