

Instructions

1. Click on the eStore link <https://www.asbases.com/newaces/default.aspx?UID=savvikcrc> on my **Contact Information** tab. To get to the contact information go to **SAVVIK.com** site click on **VENDORS** tab. Scroll down to **Browse by Vendor**. Look for the **American Solutions for Business** link. Click on the link, then click on **Contact information** and scroll to the bottom of the page and click the website link. This will take you to the eStore. If you are a new user, go to the upper right corner and click on the **New Customer?** Click here to set up an account. Next time you go to the site click on the **Login** link.
2. There are six options on the Home Page. Here is the break down for each option:
 - a. **CLICK HERE FOR OFFICE SUPPLIES:** this is part of the site where you can order directly for non-branded supplies.
 - i. **Office** – Batteries & Electrical Supplies, Binders & Binding Supplies, Calendars, Planners & Personal Organizers, Carrying Cases, Cash Handling, Classroom Teaching & Learning Materials, Crafts & Recreation Room Products, Cutting & Measuring Devices, Desk Accessories & Workspace Organizers, Envelopes, Mailers & Shipping Supplies, File & Storage Cabinets, File Folders, Portable & Storage Box Files, Forms, Recordkeeping & Reference Materials, General Office Accessories, Identification Badges, Index Dividers, Label Makers & Supplies, Labels & Stickers, Mouse Pads & Wrist Rests, Pack & Ship, Paper & Printable Media, Presentation/Displays & Scheduling Boards, Room Accessories, Safety & Security, Shredders & Accessories, Stamps & Stamp Supplies, Staplers & Punches, Tags & Tickets, Tape, Adhesives & Fasteners, Writing & Correction Supplies
 - ii. **School Supplies** – Arts & Crafts, Book Bags & Supply Cases, Calendars, Planners & Personal Organizers, Cleaning Products, Correction Supplies, Desktop Tools & Supplies, Folders, Measuring Tools, Notebooks & Binders, Paper Pads, Pens, Pencils Highlighters & Markers, Printing Supplies, Reference Books & Study Aides, Teacher & Classroom Supplies, Technology & Electronics
 - iii. **Technology** – Audio Visual Equipment & Accessories, Backup Systems & Disks, Batteries & Electrical Supplies, Calculators, Cameras, Camcorders & Accessories, Computer Cleaners, Computer Hardware & Accessories, Computer Keyboards & Mice, Computer Software, Data Storage Media & Supplies, Electronics, Label Makers & Supplies, Laminator & Laminator Supplies, Mobile Devices & Accessories, Mouse Pads & Wrist Rests, Networking, Cables & Accessories, Paper & Printable Media, Printer Accessories, Printers & Copier/Fax/Multifunction Machines, Printer Supplies, Security & Surveillance Systems & Accessories, Shredders & Accessories, Telephones & Telephone Accessories, Transcription & Transcription Accessories, Warranties
 - iv. **Furniture** – Bookcases & Shelving, Carts & Stands, Chair Mats & Floor Mats, Chairs, Stools & Seating Accessories, Desks & Workstations, Early Learning Furniture, File & Storage Cabinets, Footrests & Foot Stools, Garment Racks & Hangers, Lecterns, Literature Racks & Displays Cases, Partitions & Panels, Reception Seating & Sofas, Room Accessories, Tables
 - v. **Janitorial & Sanitation** – Air Cleaners, Fans, Heaters & Humidifiers, Batteries & Electrical Supplies, Brooms, Brushes & Dusters, Cleaners & Detergents, Cleaning Tools, Facility Maintenance, First Aid & Health Supplies, Floor & Carpet Care, Gloves & Glove Dispensers, Hand Sanitizers & Dispensers, Hardware, Tools & Accessories, Laundry Products, Matting, Mops & Equipment, Odor Control, Personal Hygiene Products, Restroom Cleaners & Accessories, Safety & Security, Soaps & Dispensers, Towels,

Tissues & Dispensers, Trash Bags, Can Liners & Dispensers, Trucks Carts & Dollies, Waste Receptacles & Lids

- vi. **Food Service** – Apparel, Appliances, Bags, Beverages & Beverage Dispensers, Bowls & Plates, Breakroom Supplies, Coffee, Cups & Lids, Cutlery, Food, Food Trays, Containers & Lids, Food Warming, Food Wraps, Glassware, Kitchen Supplies, Napkins, Dispensers & Towelettes, Party Decorations, Pizza Supplies, Table Service, Ware washing
- vii. **Industrial** – Adhesives, Sealants & Tapes, Chemicals, Lubricants & Paints, Drilling & Fastening Tools, Electrical & Lighting, Electrical Tools, HVAC, Hand Tools, MRO Supplies, Material Handling, Measuring & Leveling Tools, Plumbing Equipment, Pumps, Safety & Security

b. CLICK HER FOR BRAND-ON DEMAND: this is part of the site where you can order directly with your own artwork and information for a multitude of things. Here is a breakdown of items in this option:

- i. **Tax, HR & Compliance** - forms and supplies.
- ii. **Mail Services** – Every Door Direct Mail: postcards you can create with your own artwork and information that will be mailed out to everyone in the zip code specified.
- iii. **COVID-19 Products:** Literature, signage, floor decals, and more.
- iv. **Checks & Forms:** Custom Checks, Custom Forms, Receipt Books, etc.
- v. **Packaging:** Pillow Pack, Roll Tuck Box, or Straight Tuck Box.
- vi. **Soft Signage:** Table Throws, Sail Signs, Door Wraps, Pillowcase Displays, or Fusion Glo Light Box Displays.
- vii. **Full Color Exterior Signage:** Outdoor Yard Signs, Metal Composite signs, A-Frame Signs, or Magnetic Signs.
- viii. **Marketing Materials:** Brochures, Sales Sheets, Postcards, Rack Cards, Door Hangers, Magnets, Memo Pads, Event Tickets, Trading Cards, Posters, Drink Coasters, or Plastic Bags.
- ix. **Announcements.**
- x. **Promotional Products & Apparel:** Calendars & Planners, Apparel, Bags & Totes, Chocolates & Candy, Drinkware & Giftsets, Health & Wellness, Home Tools & Keychains, Lanyards, Office Accessories, Outdoor & Sports, Technology, Tradeshow, or Writing Instruments.
- xi. **Indoor Signs:** Engraved Signs, Desk Signs, etc.
- xii. **Folders:** Standard or Legal two pocket folders.
 - i. **Full Color Banners:** Durable, Mesh or Value Banners.
 - ii. **Labels:** Single Color or Full Color Labels, Indoor or Outdoor Labels, Water Bottle Labels, Bumper Stickers, Pinfed or Laser Sheet Labels, Mailing Labels, Window Decals, Embossed Labels.
- iii. **All Occasion Cards.**
- iv. **Envelopes:** Specialty, Announcement, Stationary, Business or Mailing.
- v. **Post-It Notes.**
- vi. **Holiday Cards.**
- vii. **Badges:** Full Color or Engraved Badges.
- viii. **Letterhead:** Single or Full Color Letterhead.
- ix. **Stamps:** Address, Signature, Message, Daters, Deposit/Endorsement, Embossers, Eco, Notary, or Stock Stamps and Accessories.
- x. **Business Cards:** Full Color Flat, Raised or Specialty.
- xi. **Awards & Gifts.**

c. **CLICK HERE TO CONTACT US.**

d. **CLICK HERE FOR PROMO PRODUCTS** – This part of the site the items are more customized. You select the product/s then a Request is sent to Deb Ely for further assistance in placing the order:

i. **Healthcare related Products and Apparel:** Uniforms & Apparel, Fitness, Health and Safety, Promotional Merchandise, New and Popular Drinkware and Today's Tech.

e. **CLICK HERE FOR SPECIALS:** Specials on Promotional Items or Apparel will be listed here. There will be no further discount from the price on the flyers.

f. **CLICK HER FOR CATALOGS & THINGS:** This part of the site will have catalogs specific to EMS, Healthcare, etc., Articles or more specials.

Finding What You Need

There are two ways to find the product you are looking for in your eStore. At any time during the process, you may click on the **SAVVIK/AMERICAN SOLUTIONS FOR BUSINESS** banner and the system will bring you back to the **Home Page** showing all the available options.

1. Browsing

- a. Click on one of the five options that is of interest. The system will take you to a listing of items available in that option. Select a **Category** and the page will refresh with all the options of the **Subcategory**. Drill down to the item and a brief description will appear, along with pricing, thumbnail pictures, and the ability to place an order from that screen.
- b. All of the products in your eStore are sorted into categories for easier selection.
- c. Click on the thumbnail picture or the brief description to go to a screen containing vital details related to the item, such as a larger picture, specific information on ordering, item content, etc.

2. Search

- a. After you have clicked on an Option, go to the **Search** field on the top navigation bar of your screen.
- b. Type one or two **keywords** related to the item you are looking for and the system will bring up all the items containing those words.

Ordering

1. BRAND-ON-DEMAND:

- a. After selecting a category, depending upon the item there may be a few screen to drill down to the order screen.
- b. Select the **Quantity/Price** you would like and click **Create**.
- c. The screen will refresh to where you can create straight from that page by entering text and/or images. Or, you can download the template and have your graphics person create the artwork to upload to create the item.
- d. Once you have either created the design on that page or uploaded the file that the graphics person has created click **Next**.

- e. You will get a proof on the screen with the option of **View the PDF Proof** or **E-mail the Proof**. Once the proof is approved check the box: **I Accept, and Approve My Artwork** then click **Approve**.
- f. The system will take you to the **Shopping Cart**
- g. Click on one of the three options: **Continue Shopping**, **Delete/Update Items** or **Proceed to Checkout**. (See below.)

2. PROMO PRODUCTS

- a. This Promotional Store contains over 225,000 promotional product ideas.
- b. Shop for products under the **PRODUCT IDEAS** or **TOP TRENDING**, watch videos, read newsletters, enter drawings, etc. by clicking on the various links on the top.
- c. Under **PRODUCT IDEAS** on the top of the screen, you can watch a video or select a category. This will bring you to all the items in that category. You can Search in the **Product Search** box, or **Filter results** with the options on the left side of the screen or just scroll through the items.
- d. You select the item you would like to order. The screen will refresh, and you will enter the **Quantity, Date Needed, Comments, Your Contact Information**, you can send a **Copy of the Request** to yourself by checking the box for that option then click **SEND REQUEST**.
- e. I will be notified via email of the exact information you are requesting, and I will contact you within 24 – 48 hours.

3. OFFICE PRODUCTS

- a. Select the category you want to order from
- b. Select the Subcategory for the products you are ordering
- c. Find the Product you want to order
- d. Enter the Quantity in in the QTY box
- e. Scroll down to the bottom and Click Add to Cart button, after you click Add to Cart the system will take you right to the Shopping Cart.
- f. Click on one of the three options: **Continue Shopping**, **Delete/Update Items** or **Proceed to Checkout**. (See below.)

Shopping Cart

- 1. To view what you have ordered, at any time, click the **Shopping Cart** button on the top navigation bar of your screen. After you click the **Add to Cart** button, the system will automatically bring you to the **Shopping Cart**.
- 2. You can eliminate an item by clicking in the **Delete** field at the end of the item line.
- 3. To update any changes made in your shopping cart, click **Delete/Update Item/s**, located at the bottom of the shopping cart screen.
- 4. After making any necessary changes, you can continue shopping by clicking on the **Continue Shopping button**.
- 5. To advance to the check-out screen, select your **Proceed to Checkout**.

Processing Your Order

1. Credit Card

- a. Enter all **Billing Information**. All required fields are * in red.

- b. If you wish to change the shipping address, **Select “No”** on the **Primary Ship To same as Bill To?** Question.
- c. Select **“Yes”** if this is a residential address on the next question.
- d. Enter the Shipping information if it is different than the Bill To address.
- e. Click the **Click here to Confirm Shipping and Enter Credit Card** button.
- f. Site will refresh with **Card Number, Card ID, and Expiration Date** boxes to enter the credit card information if the address is correct. If address is not correct it will ask you to Please fill in all required fields before confirming (this message will be in red above the Click here to Confirm Shipping and Enter Credit Card box).
- g. Enter **Company Name** under Click here to Confirm Shipping and Enter Credit Card button. This field is limited to twenty-five characters.
- h. Enter any **Special Instructions** in the box at the bottom left of the screen. This field is limited three hundred characters.
- i. Select **Continue Checkout** at the bottom right when all information is complete.
- j. Review the next screen to make sure everything is correct. You can **Make Changes, Cancel Order, or Order Now.**
- k. Once you select **Order Now**, a thank you screen will appear. You can **print a receipt** of the order by clicking the appropriate link.
- l. You will also receive a confirmation email of your order.