



Simonton Central: Your One Stop Marketing Shop!

Marketing Reimbursement Requests and Product Orders

Simonton Online is a branch portal to access all existing quotes, orders, shipments, invoices, credits, recent service requests, and more. Within Simonton Online, distributors will be able to link to **Simonton Central**, a site created to order product literature, product samples, showroom displays and submit co-op requests.

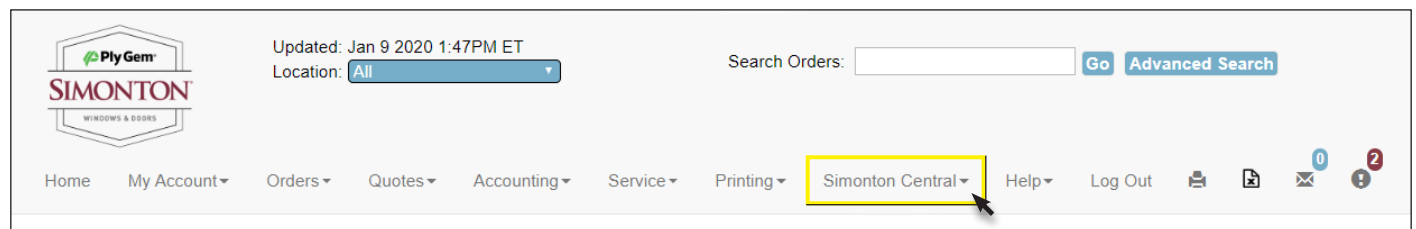
Log in to Simonton Central via Simonton Online.

Using the username and password provided to you by your TSM, you can access both systems.

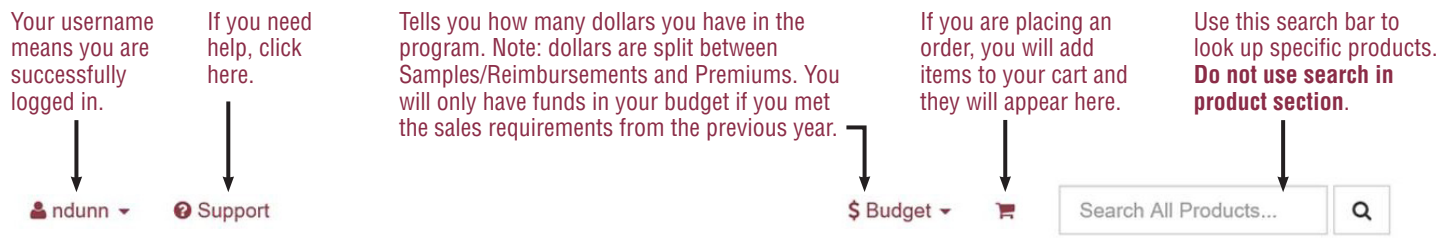
For Simonton Online, go to: <https://secure.simonton.com/orders/> or click on the Simonton Online - Simonton Central dashboard on the landing page of AccuQuote.

Enter username and password.

(Change your password during your first visit, so it's unique to your company and no one else will have it.)



On the home page you'll see all the navigation buttons necessary to place your order, but first let's review the buttons at the top of your page:



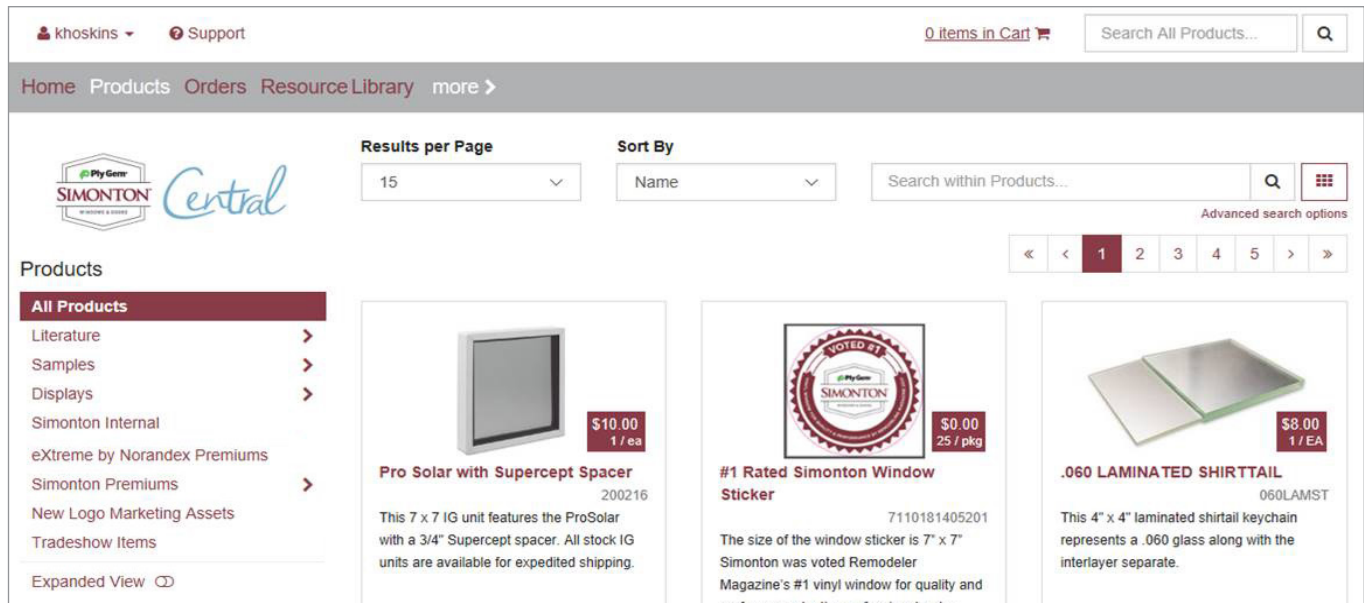
What you do next depends on whether you are ordering product (samples, displays, premiums) or requesting a reimbursement. Literature can be ordered at no charge. You do not have to have funds available.

Your Complete Source for All Things Simonton!

Click on **Products**:



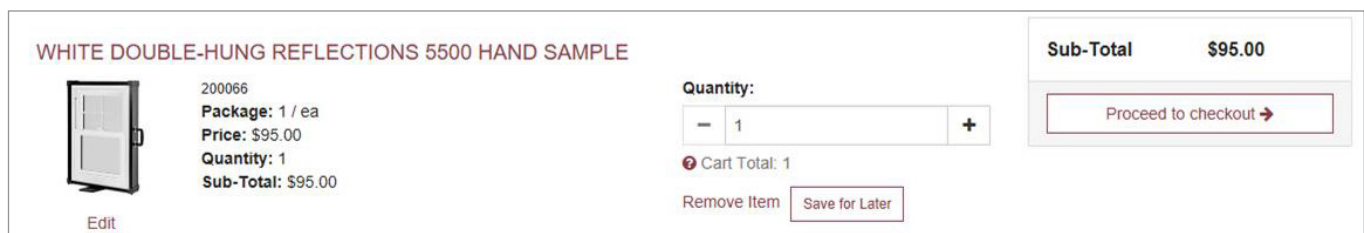
Using the **Product Index** on the left side of your screen, choose the product type that you are looking for, or use the search bar at the very top, right side of your screen to search for the product by name.



Select your product (stock product example shown). Click on the product name in the index on the left. On the far right of your screen, enter quantity and add to cart. If you are ordering a custom product be sure to select the custom item from the list of products. For these orders, you will need to select the options you are looking for by using the pull down menus. If you are looking for an option that is not listed, be sure to list it in the notes section. To continue shopping, select "Product", again. Once you've added everything you need to your cart, you are ready to check out.



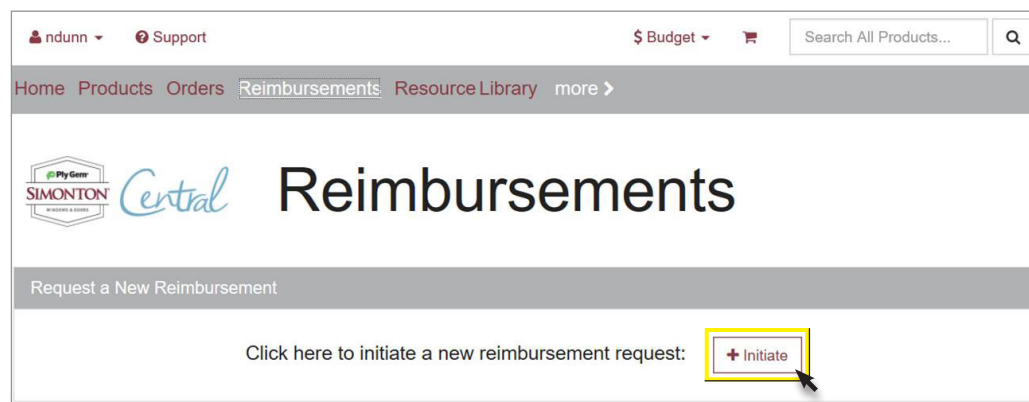
Checking out is simple! Select "Proceed to checkout". If you have funds available, you can check out and your funds will be used to purchase these products. If you do not have funds available you will be asked to provide a credit card number, at this time. Note: If you have products and premiums in the same order, you'll need to make sure you have funds available for each, under the budget link at the top right of your screen. If you fail to check your balance before you place your order, your order WILL BE SLOWED DOWN as necessary approvals are requested and it's possible your order will be denied and you will need to enter another order. **Check the shipping address before checking out!!**



To request a credit for an event or co-op advertising, go to the “**reimbursements**” tab.



Click on “**initiate**” button to get started.



Fill in the boxes regarding the detail. Enter as much information as possible in the Description section. You **MUST** upload all supporting documents in order to receive your reimbursement. For example, for an event reimbursement, you must include the event flyer. If you are requesting reimbursement for advertising, you will need to upload the pre-approved art files and invoice here. **Important: Any co-op advertising requests or any other request utilizing the use of the Simonton logo MUST BE PREAPPROVED.** Send requests for pre-approval to marketingsupport.sim@plygem.com. You will receive a response and can upload/attach the necessary documents and the approval email to your request.

Notes: ① Not having prior approval will slow down your credit. See the 2020 Simonton Central Guidelines for the reimbursement schedule so you will know what to expect from each request.

② Refer to Simonton Central Guidelines for support required and reimbursement % provided before submitting.

Completed Reimbursement Form Example:

Reimbursement Information		
Reimbursement Type Credit Memo	Reimbursement Code Sponsorship	Expenditure Amount \$250.00
Prorate Percentage 100.00%	Reimbursement Amount \$250.00	Requested Amount \$250.00
Location Name Nicholas Dunn	Account # Add your Simonton Account # Here	Reference # Add Your Invoice # / Credit Request # Here
Description Include Description of Event Here		

You can log in anytime and check the status of your orders and reimbursements. Note: Allow 2-3 weeks for your reimbursement credit to be issued. Select “orders” or “reimbursements” to review status.

Status
In Progress
Shipped
BackOrdered

Please contact your TSM if you have any questions.

November 30, 2020 is the last day for submissions. All claims must be submitted before the deadline to take advantage of 2020 funds. Late submissions WILL NOT be considered for reimbursement.