

ASC Customer Connect Portal

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User's Guide

Building Connections That Last*





- Registering for new Connect Portal account
- Request pricing account access
- Single sign on capability



- To register for a Connect Portal user account, visit **connectportal.asc-es.com**.
- Click the orange button in the top center of the screen that says, "sign up now."
- Click "Sign up now" in the bottom row of text in the login screen.
- Select "yes" under the first question, "Are you a distributor?" (choose yes even if you are an ASC employee or outside sales representative).





- Then enter your email address and you'll receive a verification code to enter and proceed with your account registration.
- Enter the code once you receive it, choose a password, and enter your first and last name.
- Once the above information is entered, you'll be taken to your new account profile page to complete your profile.
- Select inventory and pricing if you wish to view both for your ASC customer account or accounts.





- Enter the five-digit ASC account number and ship to address of each pricing account you require portal access to. If you don't know your account numbers, click "Send a request" in the top right corner of the form to reach out to our Portal team for that information.
- When you've entered all the information, click "Add account." Our team will review all requests within 48 business hours. The status of your request is listed next to the account number in your profile page table. If you entered an incorrect account number, the system will notify you by listing "invalid request" next to your request entry.





- To complete your profile, enter the rest of your personal details and click "save profile."
- Once your account access request has been granted, you should see the requested account or accounts available in your Connect Portal dropdown menu throughout the site.
- If you have questions about your account status after the designated 48 hour wait period, you can email customerportal@asc-es.com for assistance.





Logging Into the Connect Portal

- Visit connectportal.asc-es.com and click "Customer Login" in the upper right corner of the site.
- Each time you log into the Connect Portal, the system will email you a secure access verification code that you'll need to enter to log in.
- Enter the code sent via email into the window and confirm your email address once again to enter the portal.





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Item Number 0310001201	Description 1 BLK MI 90 ELL	Size 1	Effective Price Sheet PF.MI-4.22	List Price	Discount Factor 0,1840	Net Price \$3.1648	Pkg Qty 20.00	Inventory 124,011 view by location

- Find product SKUs on the portal: Search, Browse, or Filter
- Product Inventory & Pricing table provides list price by account, package quantity & net price by SKU
- Access other key product information



- To use the search function, enter an ASC product figure number, SKU, or descriptive terms into the search bar at the top of the screen.
- Filters on the left side of the screen can be used to further narrow down search results. Select a search result to view product inventory and pricing details by SKU.





- To browse by product category, select a main category from the top menu once logged into the portal. You can select a subcategory or use the filters on the left side of the screen to further narrow down the products shown and reach your desired result.
- Search results or product category pages can be filtered by attributes such as brand, size, source, figure number or series, material, or finish.
- Select an individual SKU page to view pricing and inventory information for that product.





- The product item number, description, total inventory, package quantity, net price and technical data are available on each product SKU page. Inventory can be viewed by distribution location by clicking the link under the total inventory count.
- If you have access to multiple pricing accounts in the portal, select an account from the dropdown menu at the top right of the screen to view pricing information for that account.
- If net price is not shown on the page, the selected pricing account is not currently setup to view pricing for that product. Contact customerportal@asc-es.com for support.

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Downloading a Net Price Sheet

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	SCI Brass Nipples		SCI.BN-4.25			4/14/2025
	SCI Bronze Fittings		SCI.BF-6.24			6/3/2024
	FIRE SPRINKLER PRODUCTS & ACCES	SORIES				
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	Gruvlok Fire Products		GR.FP-4.25			4/14/2025
	Gruvlok Standard Product		GR.STD-4.25			4/14/2025
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- Download a custom version of existing price sheets
- Access list, on factor and net pricing at time of download



Downloading a Net Price Sheet

- While logged into an active ASC Engineered Solutions connect portal account, access price sheets by clicking the Price Sheets link in the upper right corner of the Connect Portal. Select US or Canadian price sheets depending on your location. If you are a retail customer, select that menu option.
- The price sheets page is organized by product category and offers price sheets in downloadable Excel csv files with account-specific custom net pricing.
- Click on the document icon in the "Your Pricing" column of a product category, the CSV file with net pricing can be downloaded. The price sheet file will automatically download if you have access to one ASC pricing account. If you're registered for multiple accounts, select the appropriate account in the text box that appears before downloading.





Note: If "On Factor" or "Net Price" are not shown in the price sheet that was downloaded, the account selected is not setup to view pricing for those products. Contact customerportal@asces.com for assistance.

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Downloading a Net Price Sheet

- To receive multiple sheets through email, select "Download Multiple Price Sheets," select which pricing account you'd like pricing info for, your preferred file format (separate price files bundled and zipped or as one CSV file), and then select which price sheets you want to receive.
- The CSV file can be opened using Microsoft Excel and reformatted as desired. *Note: pricing shown is the account's specific pricing as of the time stamp in the header of the price sheet, which is shown in Eastern Standard Time.*
- Net price sheets show all basic product information including: item number, product description, size, figure number, UPC, package quantity, and list price, as well as account-specific On Factors and the account's net price reflecting your On Factor. Pricing for US customers will appear in US dollars and pricing for Canadian customers will appear in Canadian dollars.





Creating a Price Worksheet

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- Build custom worksheets for frequently quoted products
- Save for later use and editing
- Always updated to reflect pricing at moment of access

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Creating a Price Worksheet

- While logged into an active ASC Connect Portal account, you can create custom price worksheets by clicking the button "Add to pricing worksheet" in the top right of any SKU product page or from the product page listing. You can also add a new pricing worksheet from the "My Pricing Worksheets" page.
- A box will appear with the option to add the SKU to a worksheet if you have any existing ones or start a new worksheet and give it a name. You can also create new worksheets from the My Pricing Worksheets page.
- After selecting a worksheet, click the add button and a green confirmation box will appear on the top right corner of the screen confirming the successful add and providing a link to view the entire sheet if desired. Note that if you have access to multiple pricing accounts, separate lists will be created for each pricing account that you create them under as selected in the drop-down menu located throughout the site.





Creating a Price Worksheet

- You can access all of your existing worksheets using multiple methods.
 - Click the link in the green confirmation box that appears after adding an item to a worksheet.
 - Select "My Price Worksheets" from the dropdown menu that appears when clicking your name in the upper right corner of the website.
 - Click the link to Price Sheets in the upper right corner of the portal and find the "My Price Worksheets" link in the menu options on the left of the page.
- Price worksheets can be deleted or downloaded from this page as well.



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Add Products to My Favorites List

Engineered Solutions			US DEMONSTRATION ACCOUNT - Acct #81787 ^	💄 🗸 🛛 Home
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Ay Orders				Add New List
Ay Pricing Worksheets				
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ubmit an RMA	Grover's House Project	4	Rename Delete	
Ay Returns	Abby's Fairy House Reno	3	Rename Delete	
kddresses	Previous			Next

- Create favorites lists for convenient access to products
- Find submittal and BIM content quickly



Add Products to My Favorites List

- You can create multiple lists under My Favorites for ease of organization, access to submittals and BIM content.
- To add a product to a Favorites list when logged into the portal, open a product SKU page and click the "Add to Favorites" button on the top right side of the screen.
- If you do not currently have any Favorites lists, or want to create a new one, select "Create new Favorites List."
- If you already have a Favorites list that you'd like to add this product to, select the list from the dropdown box.
- Once the product has been added to a Favorites list, the star in the "Add to Favorites" button will turn blue.





Add Products to My Favorites List

- To view all your Favorites lists, click "My Favorites" from the menu that appears under your name on the upper right corner of the Portal when logged in.
- Select a list to view the products added to it. There you'll also see links to the BIM content for each product listed if available and its submittal.
- From this screen, you can click "Back to Favorites" on the top of the screen above the list name to view all your Favorites lists or click any product in the list to view that SKU's page.
- Remove products from a Favorites list by clicking the trash icon on the desired product's row in the list.
- You can also add a new Favorites list from this screen by clicking "Add New List."







- View your order history and status
- Download invoices & packing list PDFs
- View shipping status & tracking info



- While logged into your Connect Portal account, you can view your order status and history by navigating to the My Orders section of the Portal.
- You may do this via the drop down Connect Portal menu in the upper right corner of the website – you will see your name here when you are logged in. Click on your name, then on "My Orders" in the menu. You can also select "My Orders" from the left side menu when you're in any other Portal menu function.
- The initial My Orders page view is of your Order History. Select the account number you wish to view order history for from the dropdown menu on the top right of the screen if you have access to multiple accounts.





- You may specify the date range to view your orders via the calendar icon located on the left side of the screen. Orders can be sorted by Date, ASC Order Number, Purchase Order Number, or Status.
- You can search for an order by Purchase Order number or ASC Order number. Once you've entered the number you're looking for in the appropriate box, press the Enter key or simply click out of the box to conduct the search.
- View orders by their status Processing, Partially Shipped, Shipped or Cancelled – through the drop down menu selection or via the tabs at the top of the order history page.
- To download your Order History, click the "Export List as CSV" link at the top of the page.





- To view an Order in detail, click on its ASC Order Number, hyperlinked in blue text.
- The Order Details page displays the percentage of order completion, the order date, ASC Order and Purchase Order Numbers, the ship to location, the total cost, and each line item in the order. Each row provides the total quantity ordered and the quantity that has been shipped for each item number in the order. You can sort the order details by Line-item number, item number, or status.
- View and download shipment tracking numbers, packing slip PDFs, and invoice PDF files by clicking on the hyperlinked numbers. You can search for a specific item number in an order by using the Item number field located at the top of the table.
- To download the order details, click "Export CSV."
- To return to your Order History page, click the "Back to Order History" button located at the top of the Order Details page.



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Submit an RMA Claim



- Submit an RMA claim
- Track your RMA claim status
- View messages from our team



Submit an RMA Claim

- To submit an RMA claim when logged into the Connect Portal, access the form by clicking on your name in the upper righthand corner of the site and select "Submit an RMA."
- This will take you to a page where you can log into your asces.com account or just enter your contact details if you do not have an account there.
- Be sure to have your invoice on hand when completing the Returns & Claims form. It contains information you will need to provide our team.

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Submit an RMA Claim

- Choose your claim type from the drop-down menu and complete all required fields. Your account info will automatically populate in the Contact Info section. You can also enter up to three additional email addresses for individuals who wish to receive updates about the claim you are submitting. You can upload supporting documentation or images via the File Upload field.
- Once you submit your claim, you'll receive a confirmation email. You'll receive additional emails when your claim status changes. Check the status of your claim anytime by logging into the Connect Portal and clicking on "Return Status."
- All your RMA claim requests will be listed on this page. To see details about a claim, click on the plus sign located on the right of the entry heading to expand it.
- Once expanded, you can view your claim details, status and any messages from our team.

If you have questions about your rel	turn request, contact our team at <u>RMA_Retu</u>	ms@asc-es.com.		
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