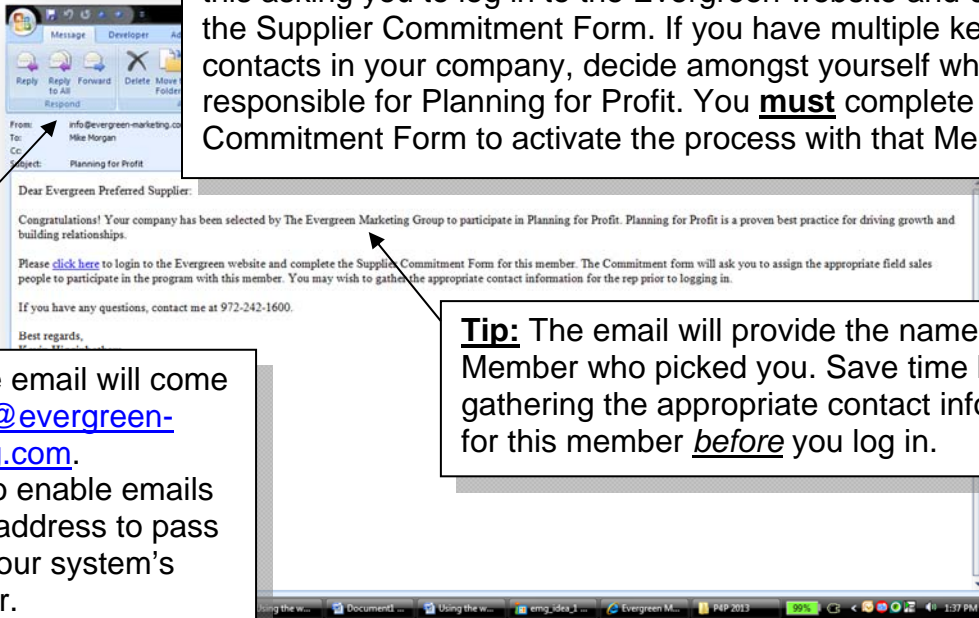


Evergreen Preferred Suppliers:

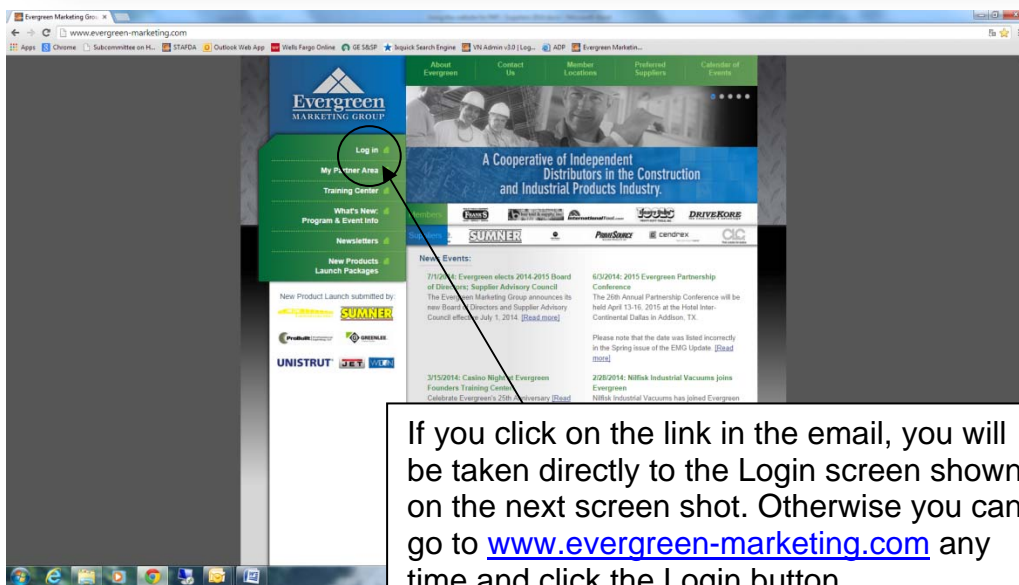
Using the Evergreen website to complete your 2017 Planning for Profit Commitment Forms

Each time an Evergreen Member selects your company for Planning for Profit, your key contact will receive an email like this asking you to log in to the Evergreen website and complete the Supplier Commitment Form. If you have multiple key contacts in your company, decide amongst yourself who will be responsible for Planning for Profit. You **must** complete the Commitment Form to activate the process with that Member.

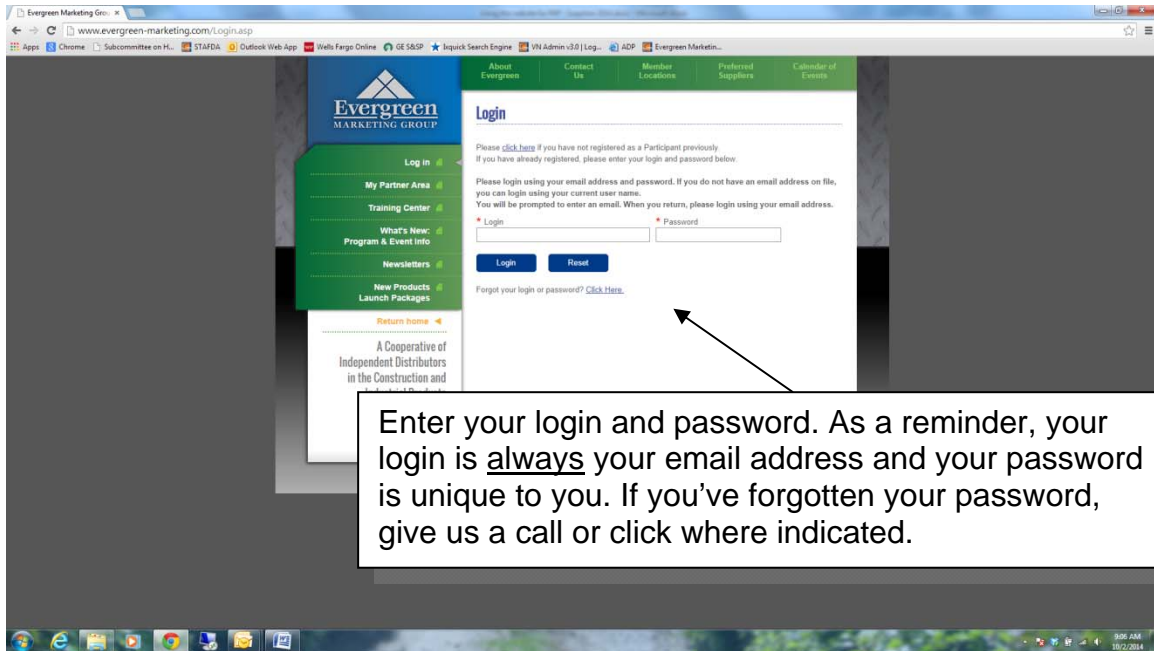


Note: The email will come from info@evergreen-marketing.com. Be sure to enable emails from this address to pass through your system's spam filter.

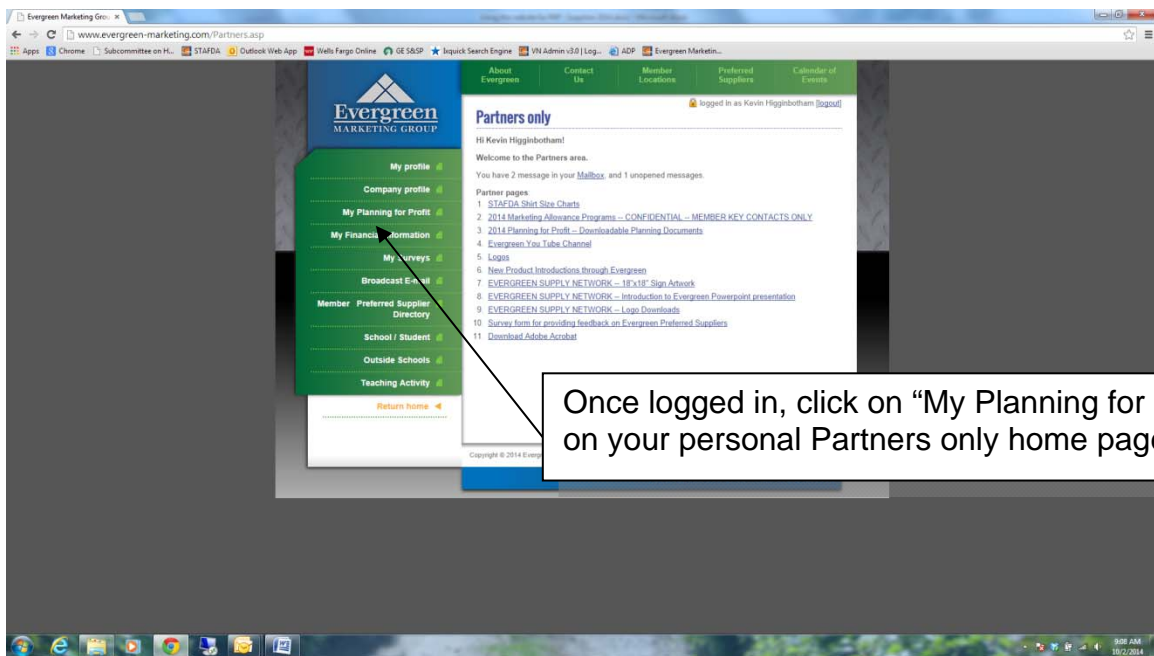
Tip: The email will provide the name of the Member who picked you. Save time by gathering the appropriate contact information for this member before you log in.



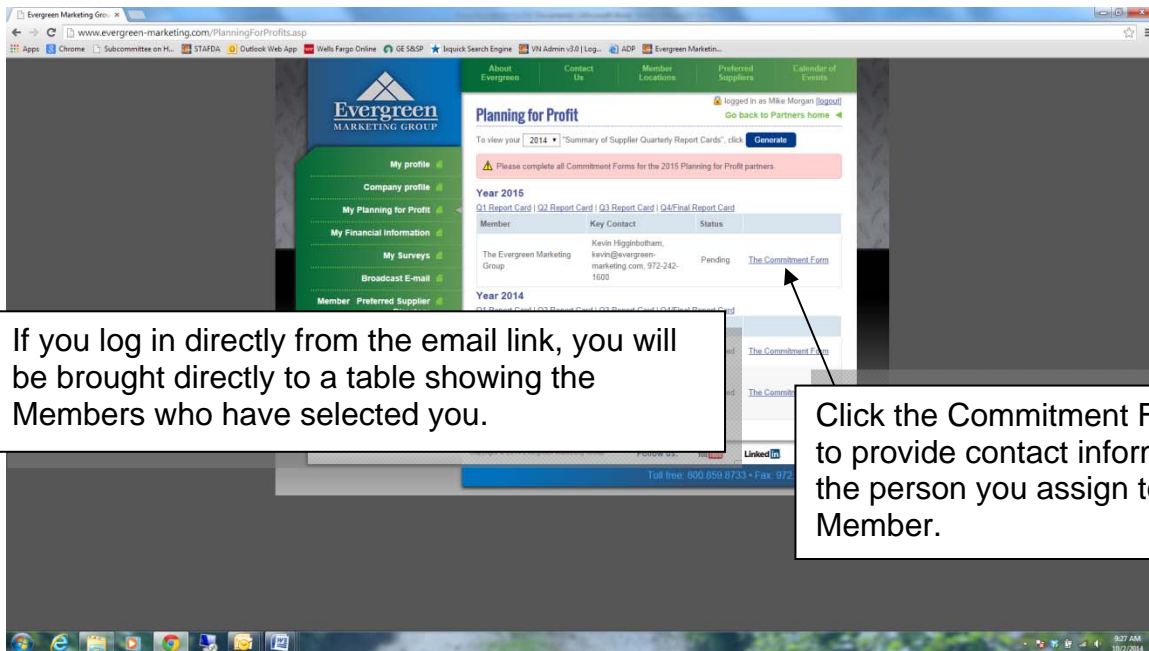
If you click on the link in the email, you will be taken directly to the Login screen shown on the next screen shot. Otherwise you can go to www.evergreen-marketing.com any time and click the Login button



Enter your login and password. As a reminder, your login is always your email address and your password is unique to you. If you've forgotten your password, give us a call or click where indicated.

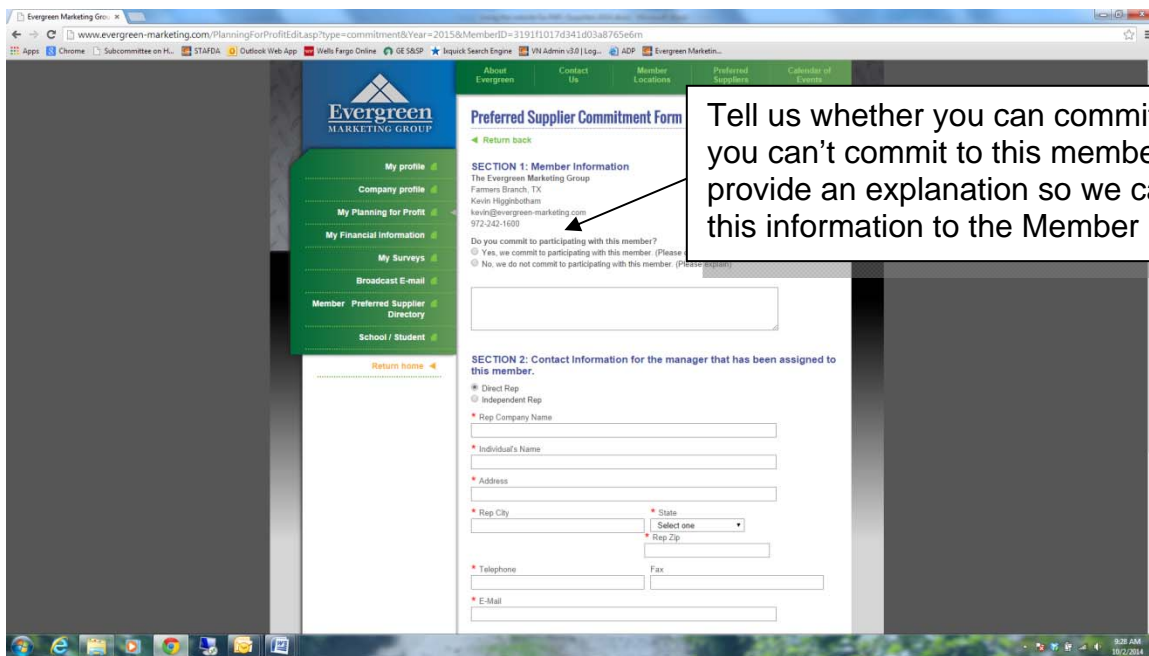


Once logged in, click on "My Planning for Profit" on your personal Partners only home page.



If you log in directly from the email link, you will be brought directly to a table showing the Members who have selected you.

Click the Commitment Form link to provide contact information of the person you assign to this Member.



Tell us whether you can commit or not. If you can't commit to this member, please provide an explanation so we can provide this information to the Member

If you are able to commit, type in the contact information for the individual you assign to this member.

As key contact, your contact information will auto-populate here. If you are not the person responsible for overseeing Planning for Profit for your company, update the contact information accordingly.

Be sure to click the "Submit" button when you are done.

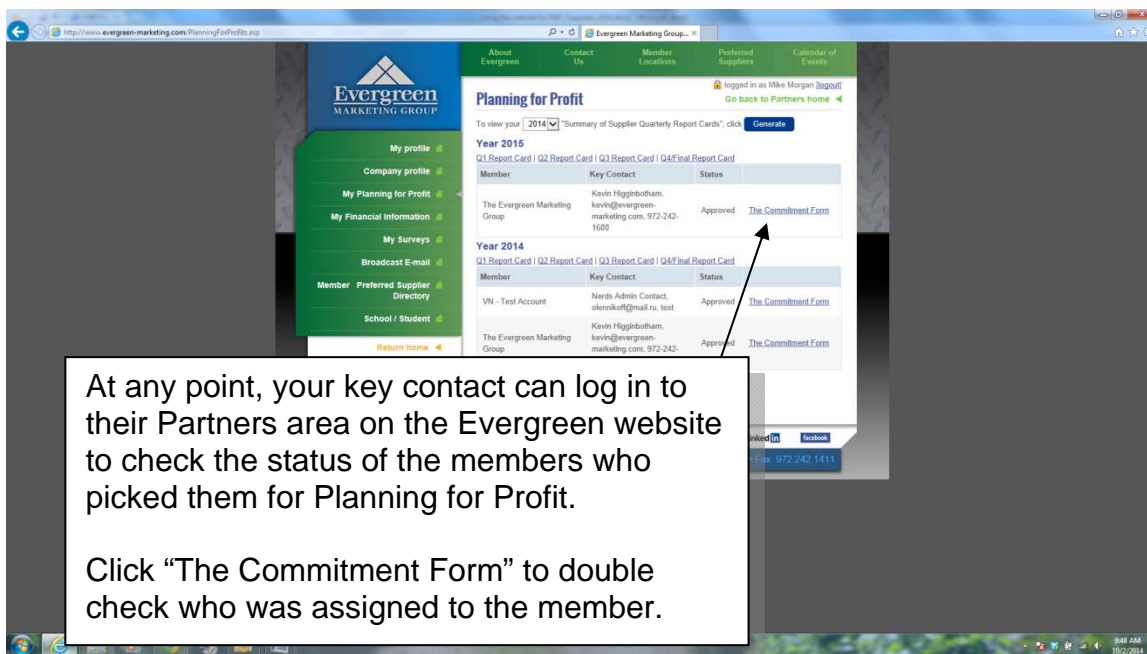
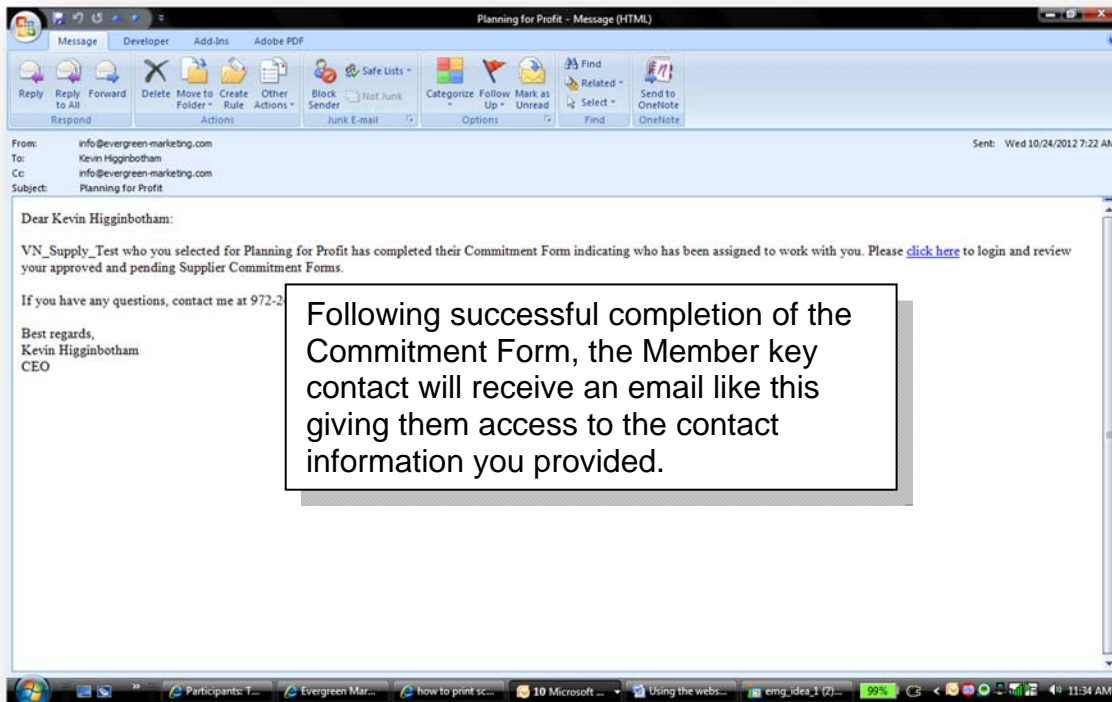
The screenshot shows a web browser window with the URL www.evergreen-marketing.com/PlanningForProfitEdit.asp?type=commitment&Year=2015&MemberID=3191f1017d341d03a8705efm. The page is titled "School / Student" and contains two main sections:

- SECTION 2: Contact information for the manager that has been assigned to this member.** This section includes fields for:
 - Direct Rep (radio button)
 - Independent Rep (radio button)
 - Rep Company Name (text input)
 - Individual's Name (text input)
 - Address (text input)
 - Rep City (text input)
 - State (dropdown menu)
 - Rep Zip (text input)
 - Telephone (text input)
 - Fax (text input)
 - E-Mail (text input)
- SECTION 3: Who is responsible for overseeing Planning for Profit activities at your company?** This section includes fields for:
 - Individual's Name (text input, pre-filled with "Mike Morgan - VN_Supply_Test")
 - E-Mail (text input, pre-filled with "olenrkuoff@gmail.com")
 - Telephone (text input, pre-filled with "972.641.1607")

At the bottom of the form are "Submit" and "Reset" buttons. The "Submit" button is circled in red. The footer of the page includes copyright information for 2014 Evergreen Marketing Group and social media links for YouTube, LinkedIn, and Facebook.

The screenshot shows the "Preferred Supplier Commitment Form" page on the Evergreen Marketing Group website. The page displays a confirmation message: "Record was added successfully". The user is logged in as "Mike Morgan [logout]". The page includes a navigation menu on the left with options like "My profile", "Company profile", "My Planning for Profit", "My Financial Information", "My Surveys", and "Broadcast E-mail". The top navigation bar includes "About Evergreen", "Contact Us", "Member Locations", "Preferred Suppliers", and "Calendar of Events". The footer of the page shows the system time as 9:46 AM on 10/2/2014.

When you see this page, the information you submitted has been successfully added to our Planning for Profit database.



Member information

Click "The Commitment Form" to access a printable page summarizing who is assigned to this member.

Print for your file if you want.

Local Rep who was assigned to the Member.

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Preferred Supplier Commitment Form

SECTION 1: Member Information

The Evergreen Marketing Group
Farmers Branch, TX
Kevin Higginbotham
kevin@evergreen-marketing.com
972-242-1600

SECTION 2: Contact information for the manager that has been assigned to this member.

Rep Type: Independent Rep
Rep Company Name: ABC Rep Co
Individual's Name: Joe Jones
Address: 1234 8th Street
City, State, Zip: Anytown, TX, 75234
Telephone: 855-855-8585
E-Mail: joe@rep.com

SECTION 3: Who is responsible for overseeing Planning for Profit activities at your company?

Individual's Name: Mike Morgan - VN_Supply_Test
E-Mail: olonniku@gmail.com
Telephone: 972-841-1697

Print this page

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Need help? Call us at 972-242-1600.