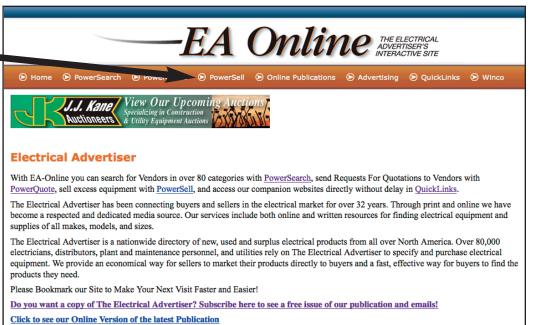
# **Electrical Advertiser PowerSell Instructions**

Welcome to PowerSell! This tutorial is a walk-through of our new site.

This is the main page of www.ElectricalAdvertiser.com. Choose PowerSell from the top menu bar or click on PowerSell in the first paragraph to bring you to the PowerSell front page.



Click Here to See Our Full Page Advertisers

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This is the PowerSell main page

S Home S PowerSearch S PowerQuote S PowerSell S Online Publica

ors, Switchgear, Controls & Morel

Click the "Log-in" button to be brought to the Vendor Log-In page if you are currently registered as an Electrical Advertiser vendor. If you receive PowerQuotes you are a current vendor. You will need to retrieve password to receive a temporary password to access your account. After logging in please go to your vendor profile, update any empty fields and change your password for security reasons.

If you are not a current vendor.

Click register and you will be brought to the registration form to enter your company information

including a valid email and a password to log into PowerSell.

## PowerSell

PowerSell provides electrical professionals a cost effective method of selling products. Your product will appear online in PowerSell, in print in The Electrical Advertiser and will be emailed to all existing vendors in our database.

There is also an option to have your items sent out to 25,000+ contractors with a custom designed email blast.

#### Follow this link to see current PowerSell items!

For more information about PowerSell, download our **PDF Tutorial**. To view pricing, <u>click here</u>.

### urrent Vendor Login

ou currently receive PowerQuotes you are a current vendor.

#### Log-in

Log-In with your Vendor email and click on retrieve password to be issued a unique initial password.

After logging in please go to your vendor profile, update any empty fields and change your password for security purposes.

### **Register as a New Vendor**

To register as a new vendor on our system please fill out the online form.

Register

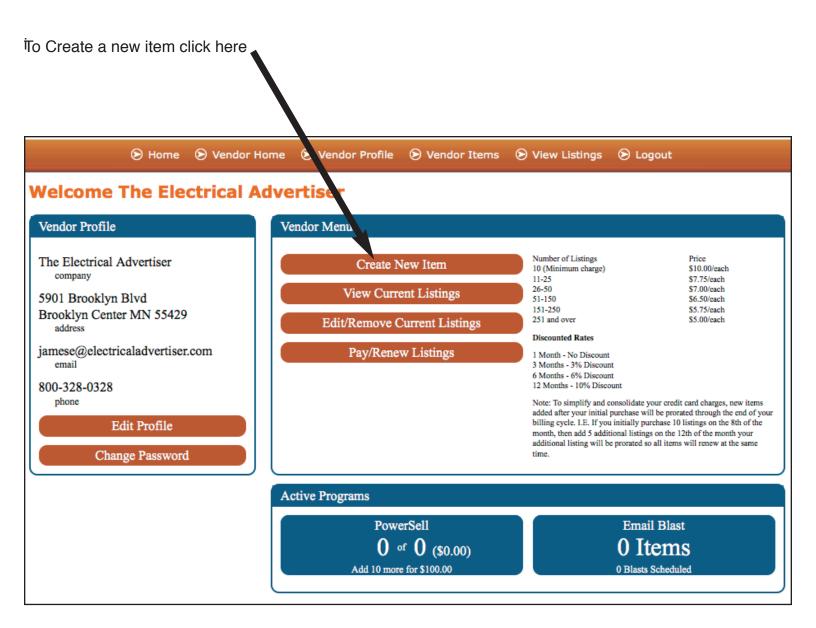
After Filling out the form it will automatically log you into PowerSell. Please go to your Vendor Profile and update any empty fields.

## This is the Registration Form

Company Profile	
Company Name	
Property I	
Primary Contact	
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Address	
Required	
Address Line 2	
City	
Country	
United States :	
State	
Alabama	
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States C.	
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Toll Free	
Toll Free Fax	
Primary Email	
12 Q	
and a second	
New Password	
Property	
Verify Password	
Second Email	
Second Email	
Third Email	
11000	
Description	
Web Site http://website.com	
Create user	

After registering you will be automatically logged in. The next time you log-in you will be	EA Vendor Login
directed to this page.	Username: Password:
	Login Recover Password

Once you are logged in the menu screen changes to the PowerSell menu. From here you can update your company profile, change your password, buy new PowerSell items and/or email blasts and create/edit/delete listings. Please double check your vendor profile to ensure all information is correct and all fields are complete.



Select the category that corresponds to your item.

Depending on the category chosen different item conditions may come up as a required selection. Things like manufacturer, amperage ect. can be chosen from the drop down menus.

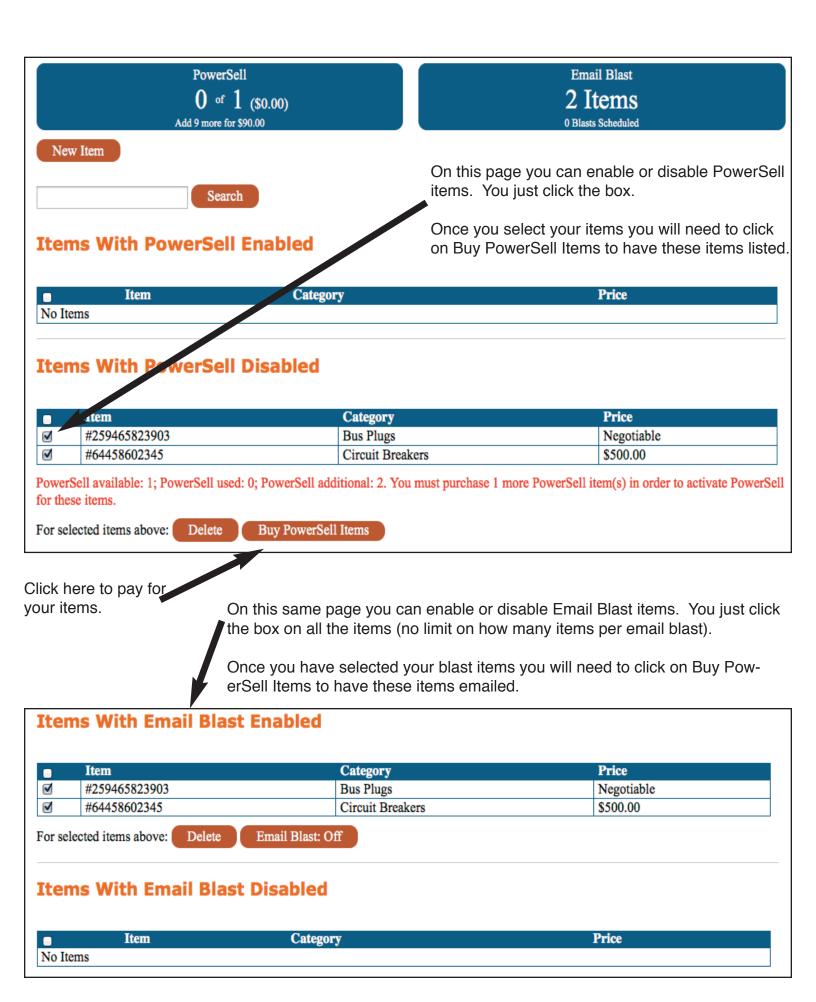
Next is the Item Name/ Part Number for the web – This is what will show up online in the PowerSell Search when buyers are searching for items.

Next is the Item Name/ Part Number for Print. This is a truncated version of your part number and extended description for the web. We have limited space in the hard copy of The Electrical Advertiser. Each category has a different number of characters available for print depending on certain conditions being used in the the printed version of the listing.

You can designate the price for the item and upload as many pictures as you would like. Click on the save button and your item is ready to be seen and searched for on our PowerSell page!

tem Description	Print Preview	
em Category:		
Select Category ÷	Web Preview	
equired	webileview	
em Condition:		
Select Condition +	Category:	
quired	Condition:	
m Name/Part Number	Price:	\$0.00
or Email/Web):	State:	MN
m Name	Phone:	800-328-0328
	Company:	The Electrical Advertiser
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Name/Part Number		
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ted Space. <u>Why?</u>		
em Name		
ired	lf vou	have this item on your
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Power Sell Overlimit		
t does "Overlimit" mean?		r Sell Overlimit - This
	mean	s you have not yet paid
Email Blast		s item.
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n Price:		
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incu	tende	d contractor email list in
	an em	nail blast. (This is a sepa-
Tand Turner		rogram)
Load Images (jpg images only)		<b>e</b> ,
Upg images only)		st option lets you send it
	to our list of co	ontactors not listed as
and drop or click here)	vendors on ou	r site

View and enable or disable/delete PowerSell items.



Payment Screen: Here you can choose how many listings and/or email blasts you would like.

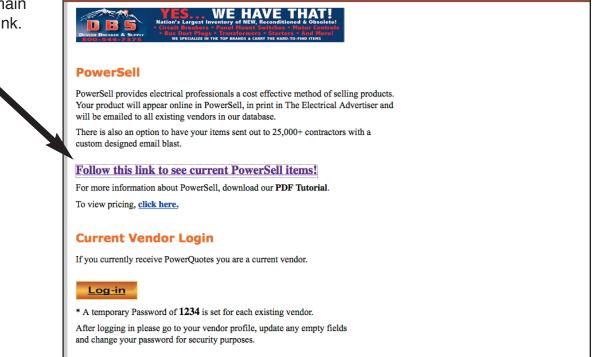
You can also choose the duration (1 mo., 3 mo., 6 mo. or 12 mo.) of the listings.

The longer the duration, thegreater discount you receive.

You can add new listings and reduce and/or cancel existing PowerSell listings here.

Current Options	Credit Card Information
PowerSell Listings You currently have no active PowerSell listings.	First Name on Card Last Name on Card
Email Blasts	Required
You have 3 items selected for an Email Blast but have no purchased Email Blasts.	Billing Address
	Required
Purchase Options	Country United States ÷
Purchase Services	State
PowerSell Listings	Alabama ‡
Purchase Additional Powersell Items: 3 ‡	ZIP/Postal Code
Email Blasts	Required
Purchase Email Blast: 1 Email Blast for \$595 +	Card Number
Schedule first blast on: december 22, 2016	Required Expiration Date
	Month
Renewal Options	Required Required
PowerSell Listings	New Recurring: \$30.00
	Every month
1 Month 3 Month 6 Month 12 Month \$30,00 \$87,30 \$169,20 \$324,00	Beginning on 05/29/2016
350.00 387.50 3% discount 6% discount 10% discount	Today's Total: \$625.00
	Make Payment and Schedule Renewal

To search all PowerSell items being offered, go to the main screen and click on this link.



#### **Register as a New Vendor**

To register as a new vendor on our system please fill out the online form.



Home

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Find the items you are interested in:	Bus Plug Amps Any ‡	
Category:	•	
Bus Plugs (49)	Bus Plug Manufacturers Any	*
Vendor:	Any	Ŧ
[Any Vendor] ‡		
State:		
[Any State] ÷		
Description:		
Sort results by:		
Part Number ‡		
Bus Plugs - All vendors - 74 resul	S	
Bus Plug Amps: 200, Bus Plug Manufacturers: G Electric Motor Supply Co, Fridley, MN, Tel: 763-571- http://www.emscomn.com	neral Electric, <b>Part #:</b> AC364, <b>Cond:</b> Us	
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From here you can narrow your search by selecting

- Category
- Vendor
- State
- Description (or part number)
- Other drop down menus