

Testrite Ordering Process for Merchandising Fixtures

Who is Responsible for Ordering These Fixtures?

Realty Services Project Manager and Property Manager are responsible for ordering the specified fixtures for each of their projects.

Log In Information:

Username: Every PM will use their email address

Password: pnc123

**Once you log in with this password, you can go into your account settings and create your own.

How to Order these Fixtures?

Please reference the Testrite Ordering Instructions referenced in this document.

Please Note: PMs will have to create an order for each branch project.

What Fixtures Should You Order?

There are two instances where PMs should place orders for fixtures:

Discovery Zone Merchandising Fixtures

These will be labeled on the Merchandising Plan for Reference for which fixtures you will need to order according to each project.

- Discovery Zone Kiosk
- Discovery Zone 48x24 Wall Hanging Fixture
- Discovery Zone 8.5x11 Flag Sign

**The fixture that is affixed to the Discovery Table (36"x20" snap frame) should be ordered by your Regional Millworker and installed to the table when delivered.

PNC Banking Kiosk

The back panel fixture should be ordered by your Millwork company that you are using to install the millwork sound for the PBK.

How do you obtain the Marketing Inserts for these fixtures?

For New Branch Projects:

The inserts for these items will be included in the overall branch shipment that will be ordered and paid for by Marketing. Each PM is responsible coordinating with Marketing where the Marketing Inserts should be sent.

For Renovation Projects:

The Branch Manager will be responsible for going onto PNC Buys and ordering the appropriate inserts for each fixture.

*Please note: PMs are only responsible for ordering and installation for each of these fixtures, they are not responsible for ordering or tracking the Marketing Inserts, it is the branches responsibility.

Lead Time for Ordering:

The lead time for these fixtures is about 1-2 weeks. Please be sure to plan according to the timeline of your project.

Invoicing Process:

- After you complete your order online via Testrite website, you will receive an order confirmation email.
- Once you receive that order confirmation email, you will create a DO based off of your order for that project.
- Once Testrite receives the DO, they will process the order and begin to fulfill. **Please Note:** Testrite will not ship the items unless they have a DO. Also, PMs will have to create a DO for each project per branch, otherwise it will be impossible to account and capitalize costs at project close out if PMs are ordering product for multiple projects under one DO.
- The final invoice will be sent by Testrite, to the Design and Construction Invoicing email, CCing the PM on that project, for processing (Testrite is to include the DO on the invoice).

Questions:

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