SAMSUNG



SAMSUNG Encompass Ordering & Returns Process

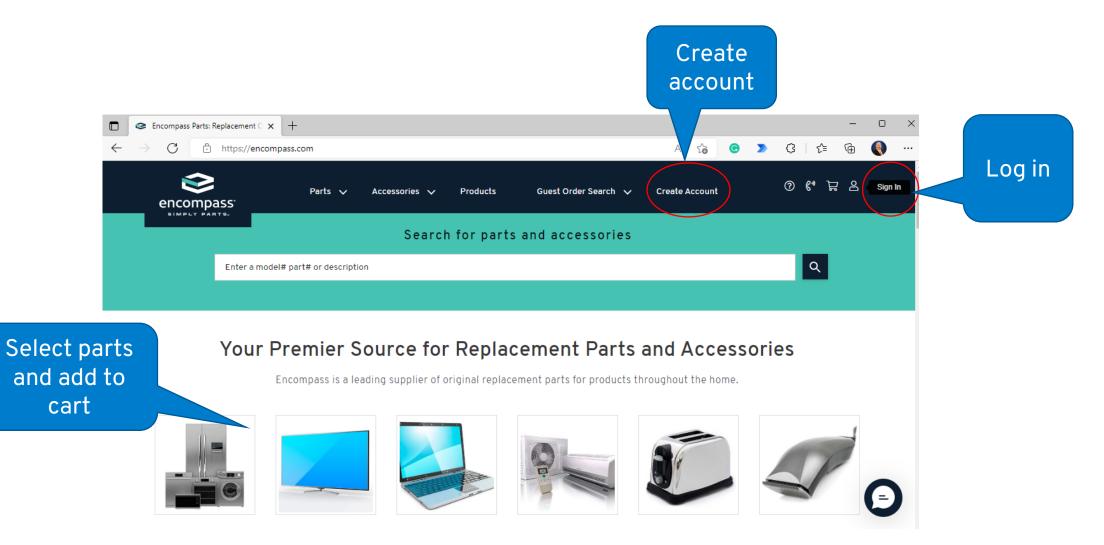
Updated 2022

Order Method: Option 1 Default Account Setting

All Parts ordered using this method will have same Samsung Ticket number for each part ordered on this PO.

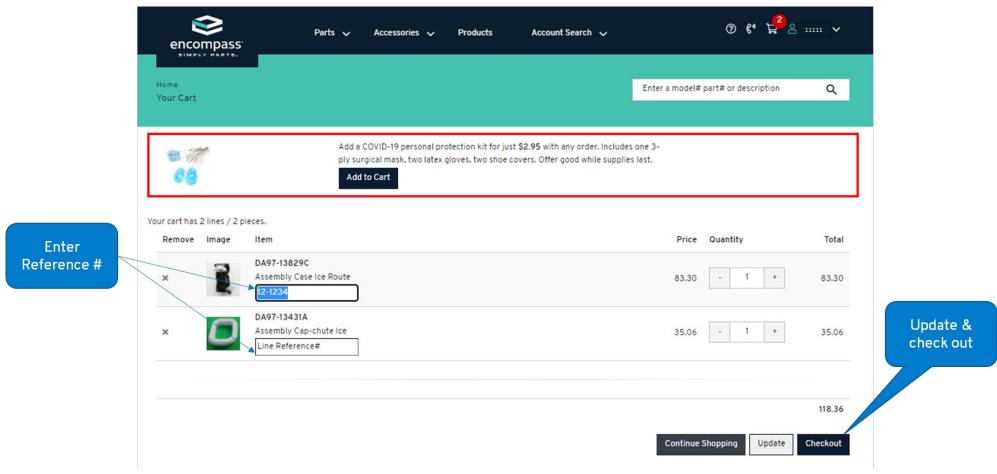
LOG IN OR SET UP ACCOUNT





ORDER DETAIL (METHOD 1)





Note: You will add Samsung Ticket number in last step.

SHIPPING ADDRESS



	STANDARD CHECK	COUT		
Select radio button	Address Type	Existing Ship-To AddressesManual AddressCustomer information		
	Email	Shipping Address		
	Country *	United States	~	
	Name *			Click
Complete form	Address Line 1*	street address		Continue button
	Address Line 2	appt#, suite#, etc		
	City *			
		State *	Zip Code *	
		Select region 🗸		
	Phone *			
			Reset Continue	>

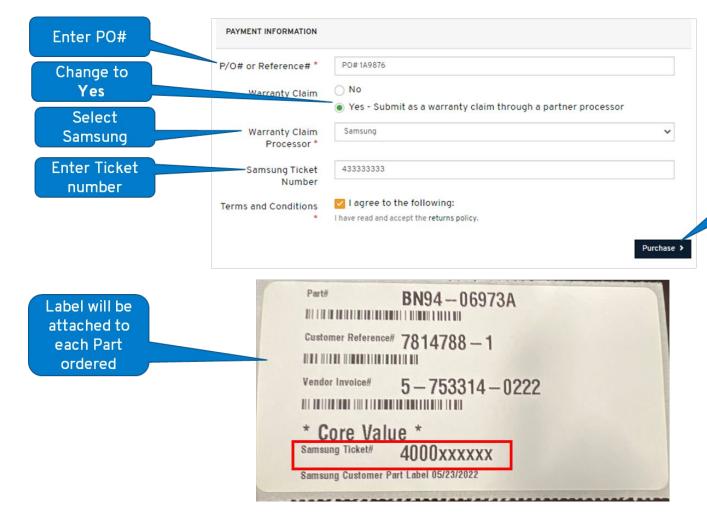
SHIPPING INFORMATION



	SHIPPING INFORMATION			
	Orders p	laced after 3pm EST will ship the fo	llowing business day. Transit time may vary.	
	Shipping Method *	Ground (3-5 business days)	10.95	~
	Ship Order Complete		p until all parts are in stock. This may cause dela arts. Additional shipping fees may apply if this is	ys
	Signature Required	The carrier will requir charges will apply.	e a signature before delivery. Additional freight	
Complete form	Ship Order Blind	Package will not have slip with no pricing.	any reference to us. It will only contain a packin	g
	Packing Slip Notes 🚱			
	Mobile Phone ②	Text Confirmation	813-523-1370	Clic
	Promotion Code			Conti
	Requested Freight			Butte
	Internal Notes			
			Cont	inue >
	PAYMENT INFORMATION			

PAYMENT DEFAULT SETTING





Note: This Ordering method will add <u>same</u> Samsung Ticket number to each part ordered.

Click

Purchase to

submit order

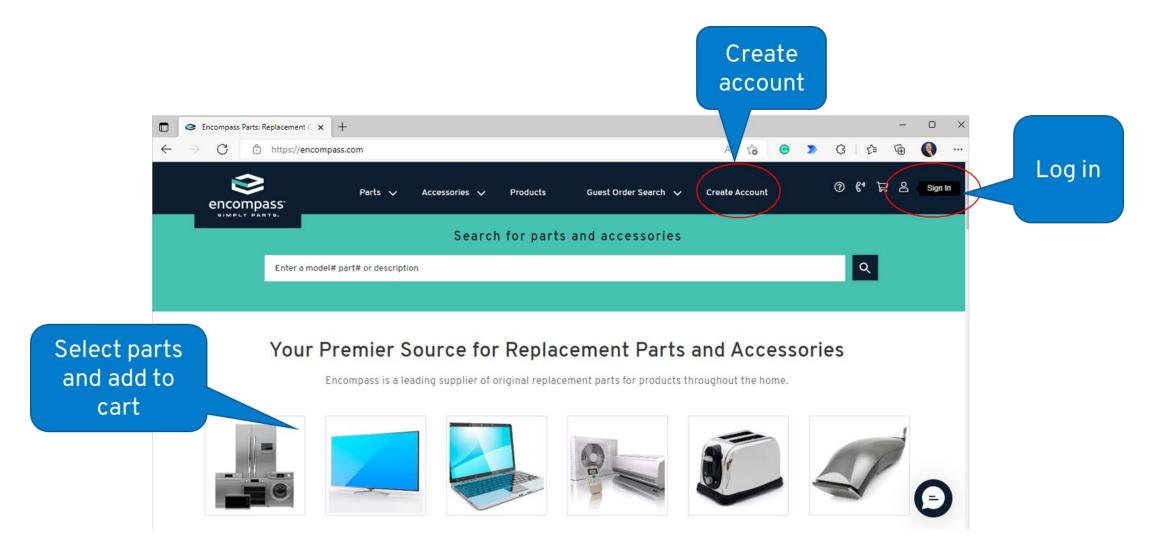
Order Method: Option 2 Account setting needs to be changed

All Parts ordered using this method will allow different Samsung Ticket number for each Part ordered on this PO.

To change account to this method, please email samsung@encompass.com.

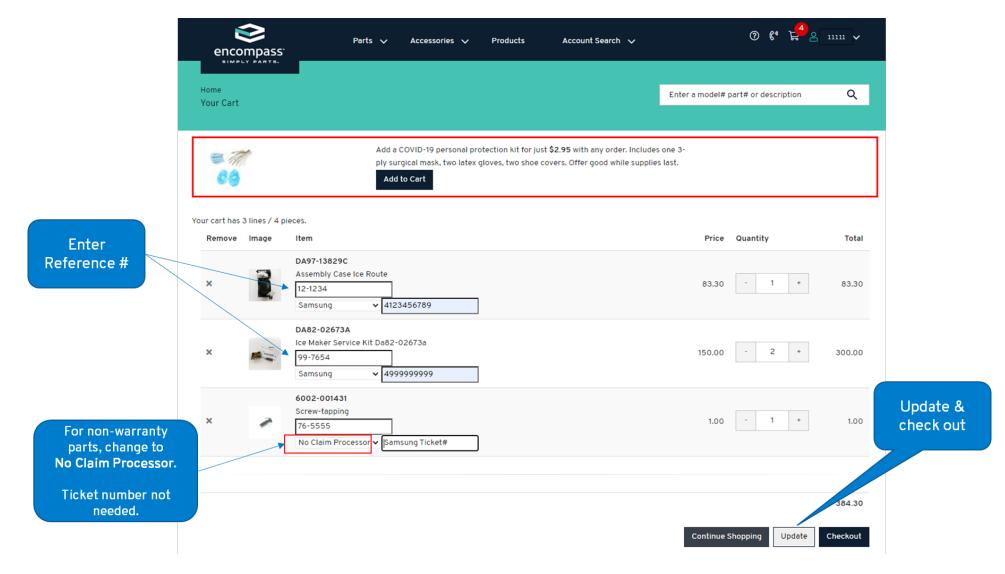
LOG IN OR SET UP ACCOUNT





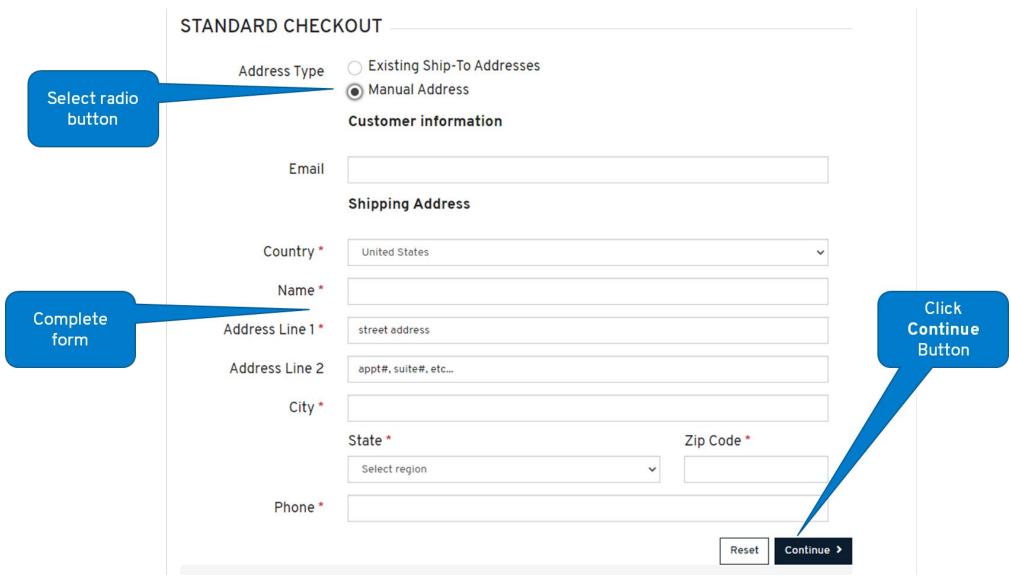
ORDER DETAIL





SHIPPING ADDRESS





SHIPPING INFORMATION



	SHIPPING INFORMATION				
	Orders pi	aced after 3pm EST will ship the fo	llowing business day. Transit time may vary.		
	Shipping Method *	Ground (3-5 business days) -	10.95	~	
	Ship Order Complete		p until all parts are in stock. This may cause de arts. Additional shipping fees may apply if this	The state of the s	
	Signature Required	The carrier will requir	e a signature before delivery. Additional freigh	t	
Complete form	Ship Order Blind	Package will not have slip with no pricing.	any reference to us. It will only contain a pack	ing	
	Packing Slip Notes 😯				
	Mobile Phone 🛭	Text Confirmation	813-523-1370		Click
	Promotion Code				Continue Button
	Requested Freight				Button
	Internal Notes				
			Со	intinue >	
	PAYMENT INFORMATION			_	

PAYMENT

ALTERNATIVE ORDER METHOD



Enter PO#	PAYMENT INFORMATION	
Leave as No if Samsung Ticket number entered on prior page	P/O# or Reference# * Warranty Claim No Yes - Submit as a warranty claim through a partner processor	
	Reference# 2 Terms and Conditions * I agree to the following: have read and accept the returns policy.	hase >
Label will be attached to each part ordered	BN94-06973A	

Purchase to submit order

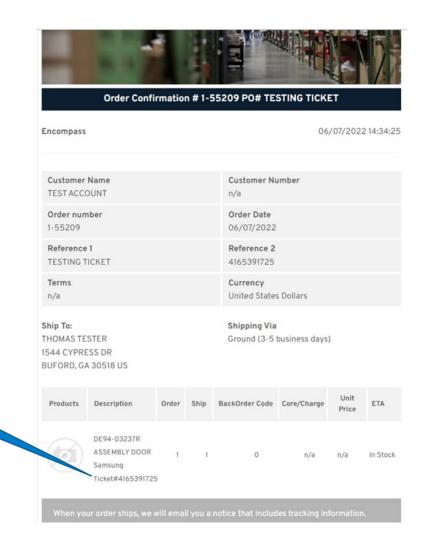
Click

Note: This Ordering Method will have <u>different</u> Samsung Ticket number for each part ordered on PO.

To Change Account setting to this method: Email samsung@Encompass.com to allow multiple tickets per order on same PO. Please allow up to two business days for change.

ORDER CONFIRMATION & INVOICE INCLUDES TICKET NUMBER





Samsung Ticket number

Samsung Parts Returns Process encompass.com

GENERAL RETURNS POLICY

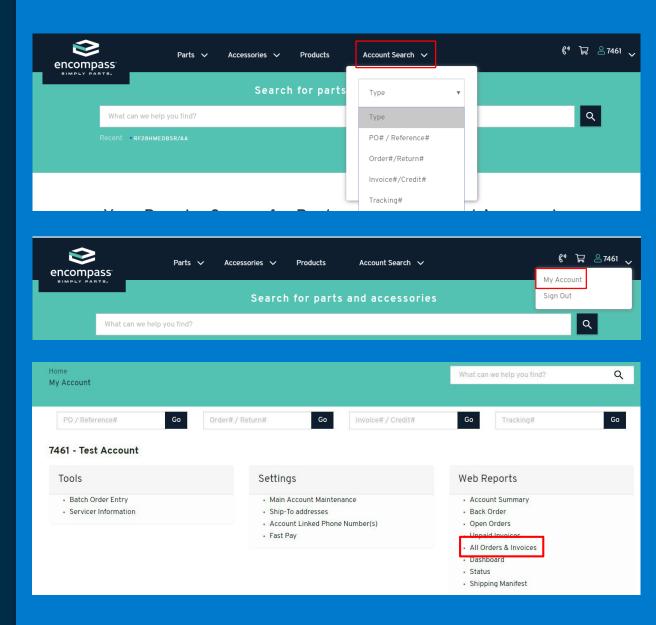
Return Reason	Return Description	Samsung (Previous)	Encompass (Current)
Poor Quality	Part has scratches or cosmetic defects.	90 days	90 days
Damaged in Transit	Part received damaged in some way.	14 days	14 days
Wrong Parts Delivered	Part received not part ordered.	14 days	14 days
Defective	Part received functionally not working and/or is DOA.	90 days	90 days
Quantity Discrepancy	Quantity of parts ordered does not match quantity received.	14 days	14 days
In/Warranty Exchange	Part unneeded because customer's unit exchanged under warranty.	90 days	90 days
Part Not Needed	Part unneeded for repair and still new/unused (must be returned in original packaging).	90 days	90 days
SARA Recommended	Part recommended for use by SARA system but unneeded for repair (must be returned in original packaging).	90 days	90 days
Core return	Part has core that must be returned.	90 days	90 days

Good Unused Returns	ASCs encouraged to avoid shipping charges by consolidating new, not needed parts with core return shipments for which shipping labels	
	are provided by Encompass. (Unused parts must be returned in original packaging).	
Defective	Encompass will provide return shipping label and automatically replace defective part.	
Damaged	Encompass may/may not want part returned; full credit to be issued.	
Cores	Encompass will provide return shipping label. For panels, ASCs to consolidate for bulk weekly pick up. (Specific return instructions begin on page 10.)	
Restocking	ASCs returning >10% new/not needed parts on net purchases may incur additional fee.	

INITIATE RETURN

- Log into <u>encompass.com</u> and click <u>Account</u>
 Search to find part you want to return
- Search for part by PO#, Order#, Invoice# or Tracking#

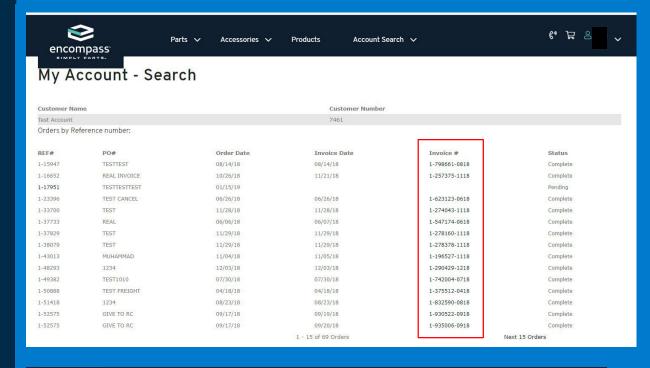
 Another way to find part is to visit My Account page and select All Orders & Invoices under Web Reports

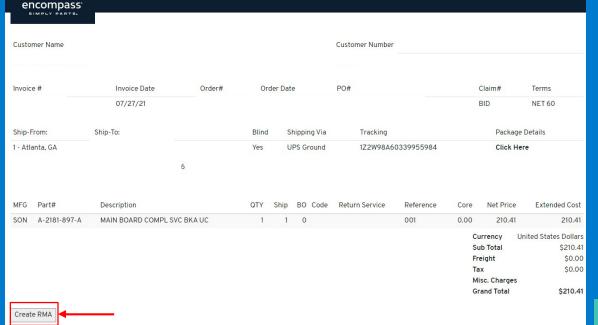


INITIATE RETURN

 On next page, click Invoice# associated with part to return

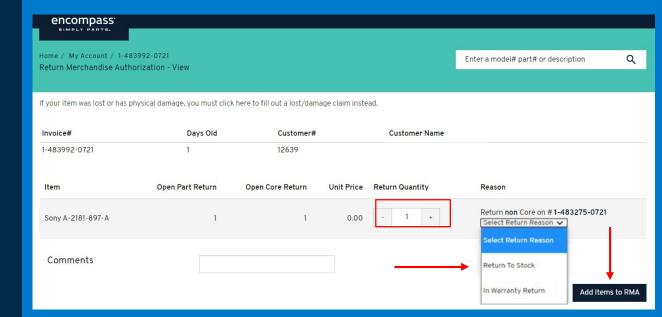
 Verify part to be returned on next page and click Create RMA at bottom left of screen





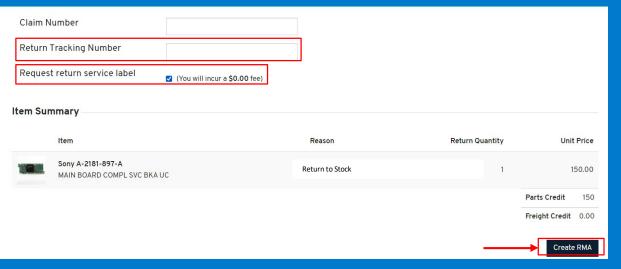
RMA CREATION

- Select part(s) being returned by entering 1 in Return Quantity drop down box
 - If more than one of same part to be returned, enter correct number in box
- Choose reason why part being returned in Select Return Reason drop down box
- Click Add Items to RMA

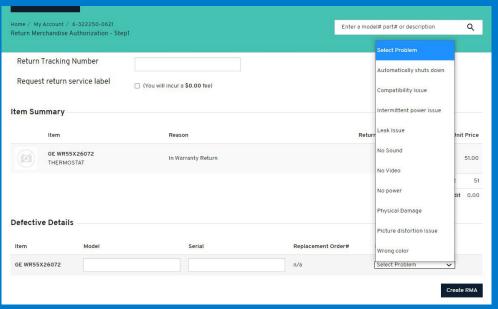


FINALIZE RETURN

- Review return details
- To save shipping charges, aim to return good/unused parts with cores, which ship free
- Otherwise, to purchase return shipping label from Encompass, click box next to Request return service label – \$10.00 fee charged for good/unused parts
- If you prefer to use your own carrier and label, please add your tracking number to Return Tracking
 Number field
- For In Warranty Returns, please further identify specific issue with part from options in **Select Problem** drop down box
- Click Create RMA



Return to Stock (Good/Unused Return)



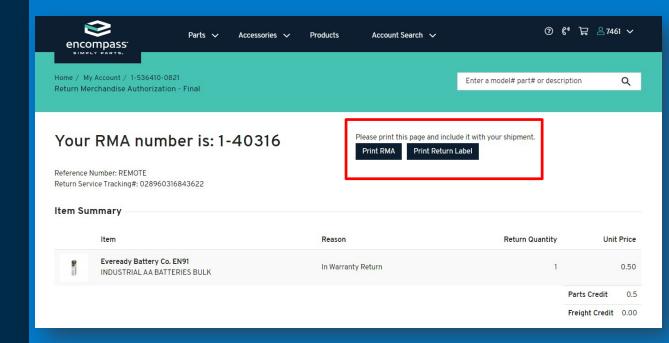
In Warranty Return (Defective Return)

COMPLETE PROCESS

- Be sure to note your RMA number for further inquiries
- Click Print RMA and Print Return Label (if applicable)
- Include RMA in box with return shipment to Encompass

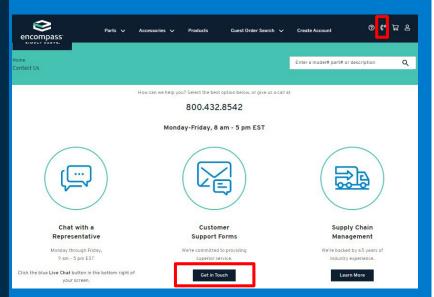
Encompass 3410 Davie Road Suite 403 Davie, FL 33314

 RMAs valid for 15 days; after this time, please repeat process



FULL-SERVICE RETURN

- To have Encompass create RMA and process return, go to <u>encompass.com</u> and click telephone icon in top right search bar
- Click Get in Touch under Customer Support Forms
- Complete Return A Part form and click Submit
 - Be sure to have your order# handy
- Encompass representative will contact you with any questions and then provide RMA





Core Returns Process encompass.com

CORE PARTS OVERVIEW

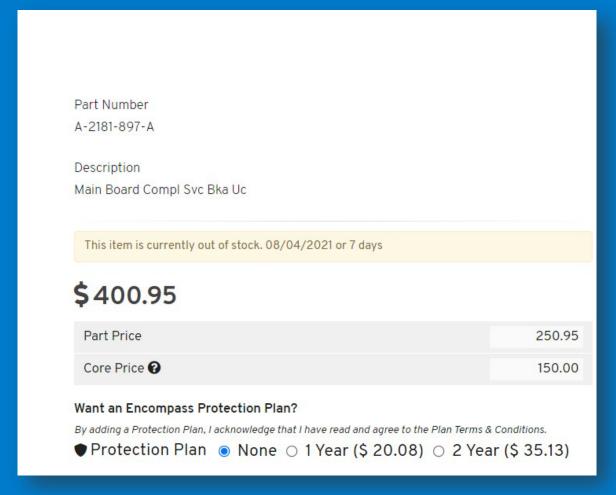
- Core concept similar to deposits paid on soda bottles years ago to increase recycling
- Expanded to products like vehicle carburetors and printed circuit boards for rebuilding and resale
- Any high demand appliance part that can be costeffectively repaired is potential core
- ASC assessed fee if core part not returned within 90 days; Encompass pays return shipping for all cores
 - o Individual RMAs needed for each core part return
 - ASC to combine panels for weekly bulk pick up
 - Return labels provided for all other cores
- Program helps maintain strong parts supply chain, enabling more repairs and minimizing e-waste
- More important than ever with pandemic still severely impacting production



WORKING TOGETHER TO SUPPLEMENT CRITICAL PARTS SUPPLY

CORE PARTS IDENTIFICATION

- When purchasing parts, Core Price will appear on parts detail page
- Core Price billed <u>only</u> if defective core part not returned within 90-day window



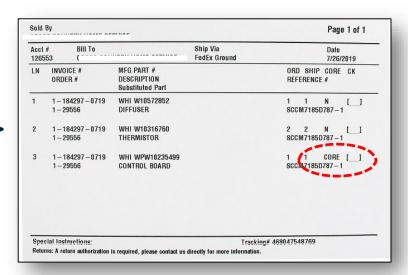
PARTS WITH REFUNDABLE CORE VALUE CLEARLY IDENTIFIED AT PURCHASE

RECEIVING NEW PART WITH CORE

- Packing slip for new part labeled "CORE"
- When installing new part, you must repack defective part (one being replaced) in same box and packaging in which new part was received

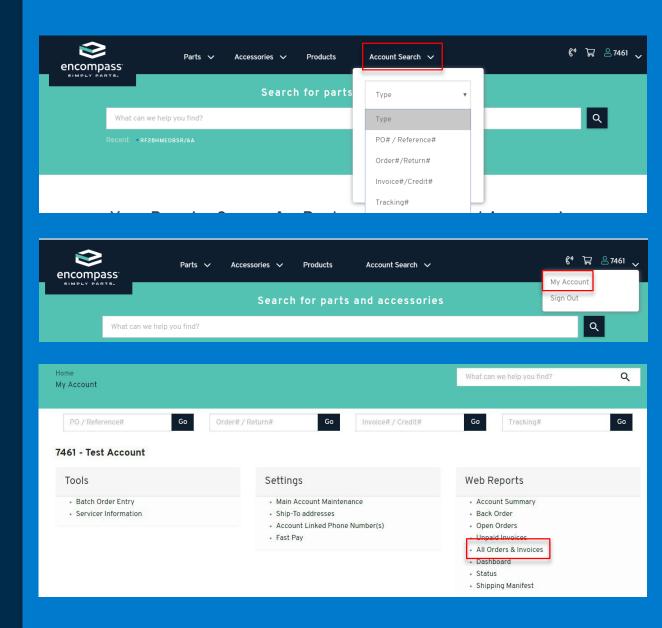


Packing List with Core Identifier >



RETURNS PROCESS

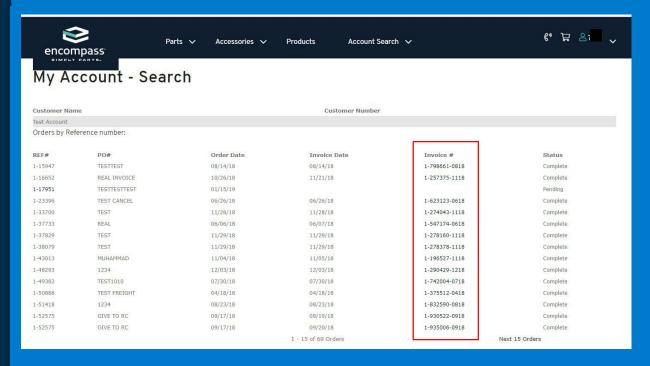
- To return core/defective part to Encompass, you will first need to process an RMA (Returns Material Authorization)
- Log into <u>encompass.com</u> and click
 Account Search to find new part you just purchased to replace defective part
- Search for part by PO#, Order#, Invoice# or Tracking#
- Another way to find part is to visit your My Account page
 - On My Account page, click All Orders & Invoices under Web Reports

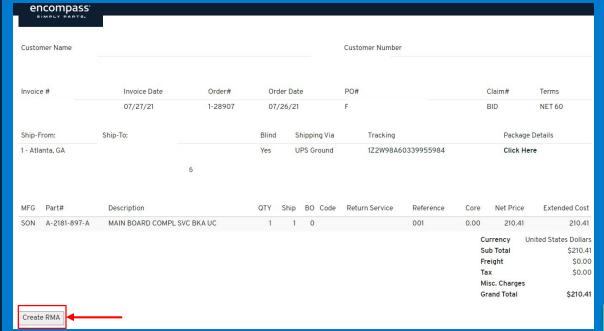


RETURNS PROCESS

 Then, click Invoice# that includes new part just purchased

Verify the part to be returned and click Create
 RMA located at bottom left of page



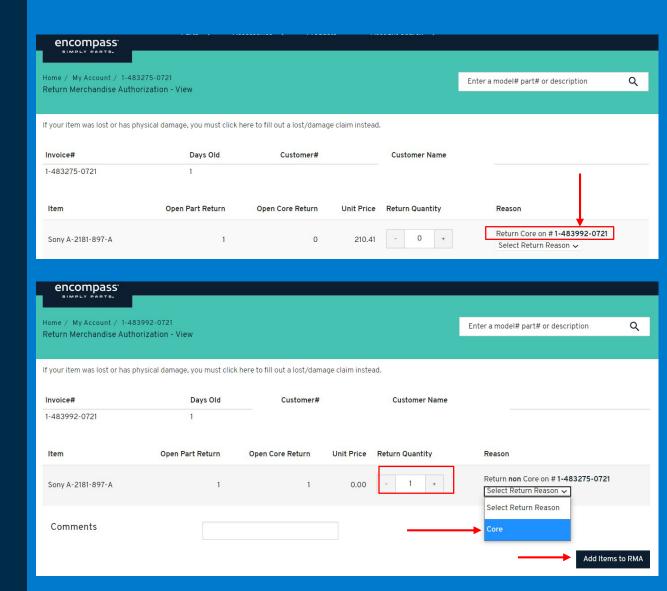


RETURNS PROCESS

 On next page, you will be directed to special core return invoice number -- click number link next to Return Core under Reason heading

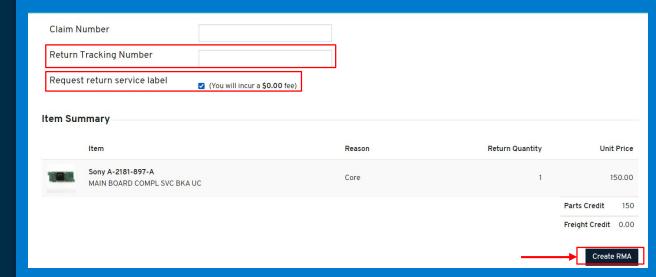
- Select number of parts being returned in Return Quantity drop down box
- Select Core in Reason drop down box
- Click Add Items to RMA

Note: To return good/unused parts at no cost, simply create separate RMA and include in box with core return



FINALIZE RETURN

- Review return details
- For cores other than panels, click box next to Request return service label; you will not be charged shipping fee
- Click Create RMA
- For bulk panel core returns
 - Create separate RMAs for each
 - Contact us to schedule bulk pick up:
 <u>samsung@encompass.com</u> / 855.678.6111

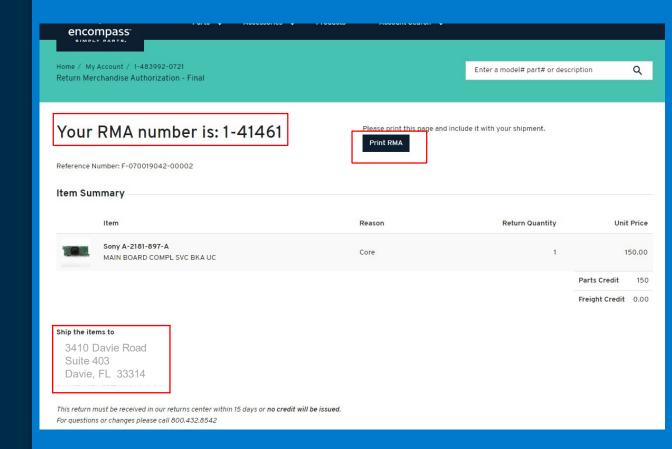


COMPLETE PROCESS

- Be sure to note your RMA number for further inquiries
- Click Print RMA and include with your return shipment to Encompass' National Returns Center address listed at bottom left of page

3410 Davie Road Suite 403 Davie, FL 33314

 RMAs valid for 15 days; after this time, please complete process again



SAMSUNG



NEED HELP?

Encompass Hotline Exclusively for Samsung Servicers:

855.678.6111