

NON-SALES ORDERING SOP

Petcurean SWAG E-Store SOP

An internal website to place orders for your promotional swag needs

Purpose:

The E-Store is an internal solution for all Petcurean swag and apparel needs. Its purpose is to help reduce per unit costs, decrease shipping and storage costs, and, most importantly, focus on sustainability! The main difference with this process is we no longer physically own the items on the store. They are "made to order" which eliminates our need for inventory on hand as well as ends the need for us to place orders in large quantities which end up going unused.

This SOP will walk you through the steps of ordering and answer any questions you may have.

Important Information:

- Orders will occur on a quarterly basis, and the ordering window will be available for a 2-week period. You will be informed by email when this window has opened.
- While we encourage you to place all orders during this time, you may also place ad hoc orders, if needed.
- Note that you will need to meet the minimum order quantity for each item, and minimum orders cannot be split between multiple budget codes.
- You/ your department will be responsible for the receiving and storage of your order. We will notify you once the items have arrived.
- A New SWAG/Apparel Items Request form is available on the website to suggest products you would like to see on the E-Store. Your suggestions will be reviewed and IF approved, sourced by Sudden Impact then added to the website.
- *If you need to update or change your order, please reach out with your **order number** to **sales@suddenimpact.ca** for assistance.



How to place an order:

- 1. Go to <u>petcurean.logoshop.com</u>
- 2. The site is password protected. The password is: Petcurean#
- 3. Start a new account:

			Sign In Create Account
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	Home About thi	s Platform Contact Us	
WELCOME!			
Welcome to the Petcurear branded GOI SOLUTIONS, in one convenient location	e-store where you can find all your favorite NOW FRESH & Petcurean promotional swag items		
Read More			
Petcurean			
See all Products	• 1		1
Projekt Backpack - Blackout	AB Fruit of the Loom Stormtech Women's Adult SofSpun® Mistral Heathered Po	Spector DONALD HARD S&S Bella+Canvas® COVER JOURNAL Unisex Jersey S/S Te	e Women's Short Sleeve

- Go to 'Create Account' at the top of the screen
- Enter you Name, Petcurean email & create a password

Sign in Create Account E-mail First Name.* Password Last Name.* Image: Image				
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- Click 'Save Profile'
- 4. When logged in, you can access My Account:
 - To input Head Office's address Under the 'Address Book' tab

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Address Book	+ Add Address
Petcurean [Primay] 435 - 4450 South Sumas Rd Sheena Chiliwack, BC V2R 5M3 Canada 604.392 8089	G# Edit இ Delete



- Review your 'Order History'
- Reset your password Under the 'Website Access' tab

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			Save	

- 5. Create an Order:
 - Click 'Home' to return to the main screen
 - Add branded swag & apparel to your cart

New	S&S Bella+Canvas® Unisex Jersey S/S Tee Shirt
	Tradename: Bella + Canvas
	3001CVC
	Unisex Jersey S/S Tee Shirt. Heather colours only. This shirt is made of 52% combed ring-spun cotton, 48% polyester, 32 single 7 Oz. Shoulder taping. Side seamed. Retail Fit. Unisex sizing. Not all colors available in all sizes
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Download Image	Quantity [+] 12
(T) (man)	Price C\$20.95
	Price Includes: Petcurean logo embroidered on the Left Chest in Grange and Grey thread. ZXL Size: ZXL
	Quantity [•]
	Price C\$24.95
	Price Includes: Petrurean loop embroidered on the Left



• Enter the quantity (the website will not allow you to enter less than the minimum quantity) **Reminder that you will be responsible for storing any items you purchase.*

petcureen Order S&	&S Bella+Canvas	s® Unise	ex Jersey S	S/S Tee Sh	nirt		Save To Cart Checko	out
	Quantity Enter your quantities below. other updates.	Once your order is	created, you can edit th	e colors, add additional	instructions and make	S&S Bella+Canvas® Unisex Jersey S/S Tee Shirt		
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						Save To Cart Checkout		

• Enter sizes, if needed

- 6. Enter your Budget Code & Department. *This is a required field. Only one GL per order.
- 7. Enter the date you need your order by, if applicable. Add additional comments and specify in detail rush order, specific event/store etc.

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and the second s	Total Units	100		Continue
	Total (CAD)		C\$2,095.00	
All prices and descripti	ions are subject to change without notice. If th	e price listed is different fro	m the actual price,	
contain products with c	e processing your order. Prices will be calcula different currencies. Total price is for merchand	ted using end of day excha dise only. Prices may be ex	inge rates if orders clusive of any	
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- 8. Enter Head Office address (435-44550 South Sumas Rd. Chilliwack, BC V2R 5M3) if it does not auto populate for you
- 9. Additional fees such as setup, imprint, and shipping charges will not be reflected in your order total at check out. Once calculated, they will be applied to your final invoice.

Next Steps:

- 1. Once you have checked out, an order summary will be emailed to you.
- 2. Sudden Impact will receive your order and send an order acknowledgement for approval.
- 3. Items will then be produced and shipped to the address provided. Keep in mind that these items are 'made to order' and can have varying processing times. Please give a window of at least 3 weeks to receive your order in hand and it may arrive in multiple packages/shipments.

*To update your order, or if there are any quality issues, such as damage or misprints, please reach out with your ORDER NUMBER to <u>swagorders-canada@petcurean.com</u> for assistance.