

# 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 items are "made to order" which eliminates our need for inventory on hand.

The E-store is a one-stop-shop for both Canadian & USA team members. If you are placing an order to be shipped within Canada, please order from the **CANADA Orders Only** collections and if you are placing an order shipping within the USA, please order from the **USA Orders Only** collections. Please note, all pricing will be in Canadian currency.

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

## Important Information:

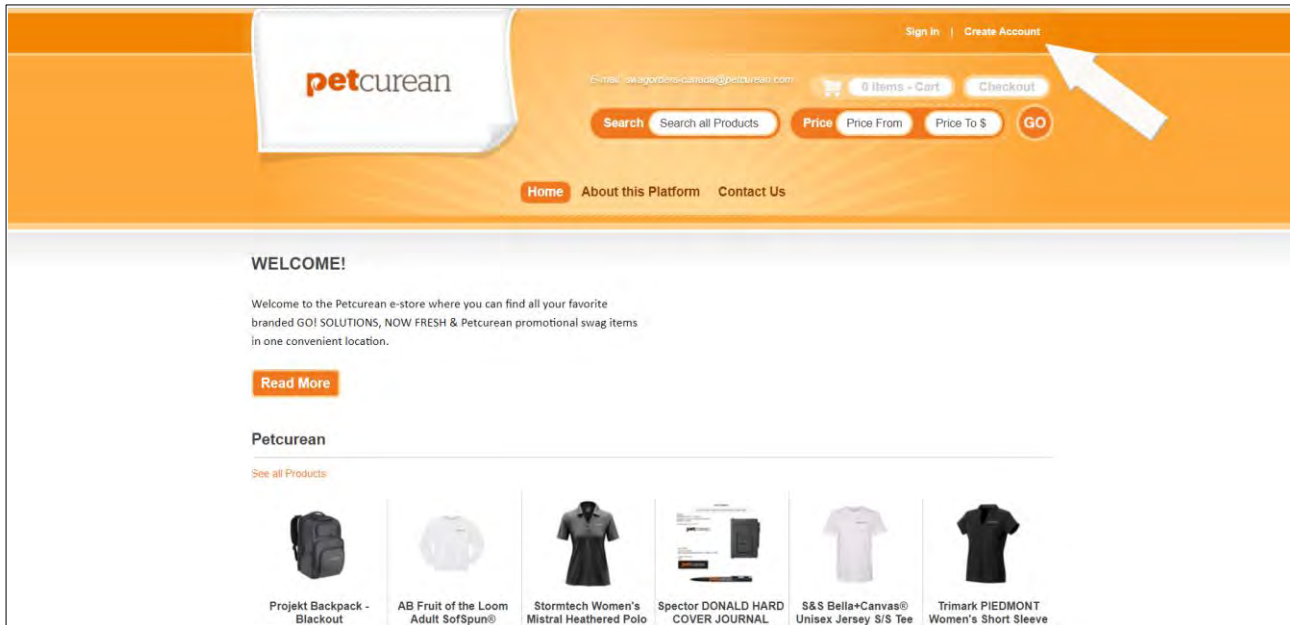
- Orders will occur on a quarterly basis, and the ordering window will be available for a 2-week period. You will be informed by email when this window has opened.
- Note that you will need to meet the minimum order quantity for each item, and you (in coordination with your RSM) will be responsible for receiving & storing your orders.
- 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. *Custom orders still need to be placed through the Field Marketing Team.*
- Please note that you can still order any SWAG items *outside* of the Quarterly window, but again you must ensure you are meeting the minimum quantities for your order when doing so.
- \*If you need to update or change your order, please reach out with your order number to [sales@suddenimpact.ca](mailto:sales@suddenimpact.ca) for assistance.

## SWAG E-Store SOP

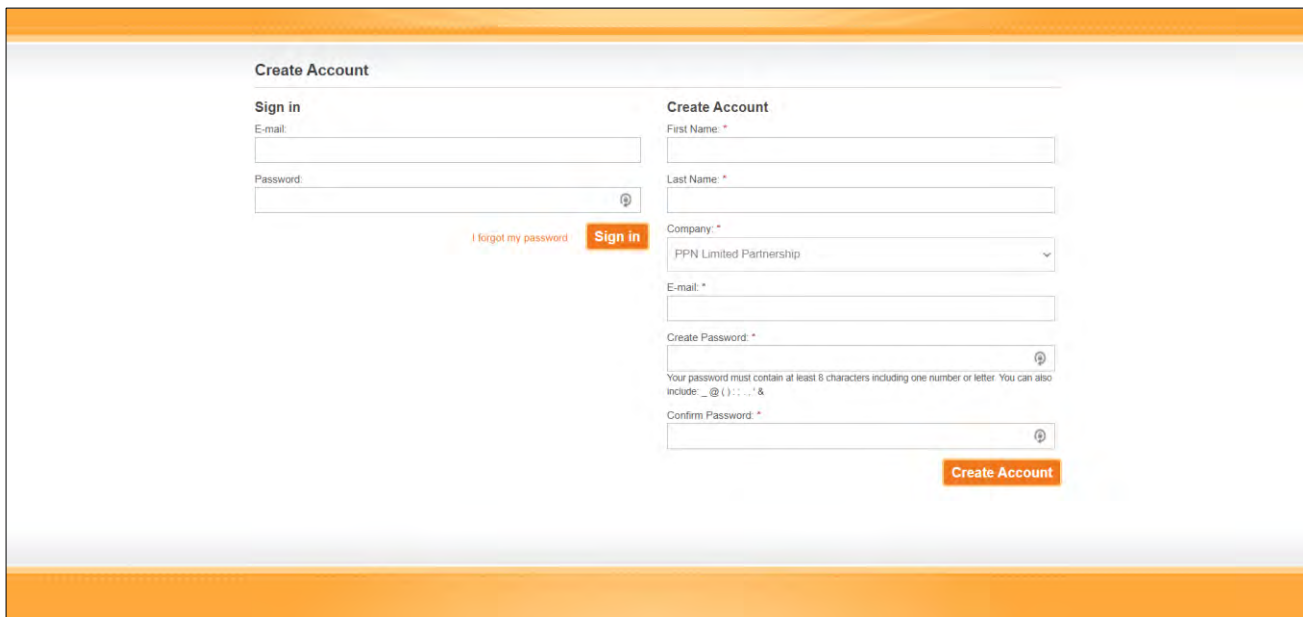
Date of Re-issue: 01-2025

## How to place an order:

1. Go to [petcurean.logoshop.com](http://petcurean.logoshop.com)
2. The site is password protected. The password is: **Petcurean#**
3. Start a new account:



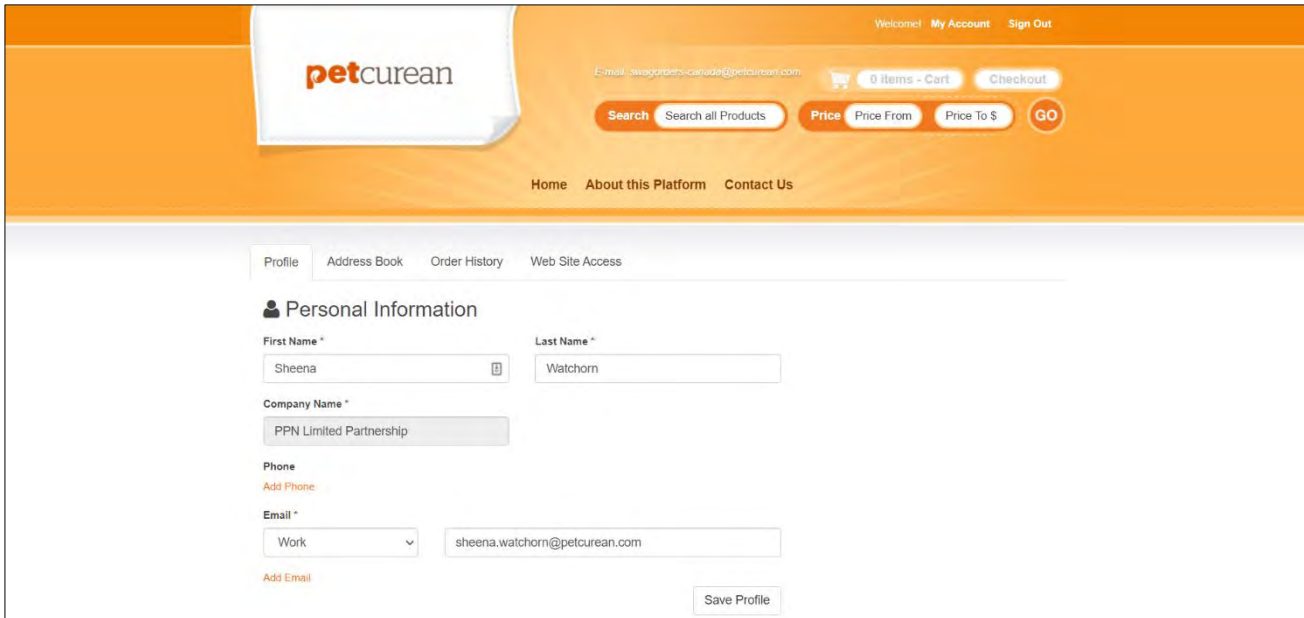
- Go to 'Create Account' at the top of the screen
- Enter you Name, Petcurean email & create a password



## SWAG E-Store SOP

Date of Re-issue: 01-2025

- Follow instructions to add Personal Information



Welcome! [My Account](#) [Sign Out](#)  
 E-mail: [swagorders-canada@petcurean.com](mailto:swagorders-canada@petcurean.com) [0 Items - Cart](#) [Checkout](#)  
[Search](#) [Search all Products](#) [Price](#) [Price From](#) [Price To \\$](#) [GO](#)  
[Home](#) [About this Platform](#) [Contact Us](#)

[Profile](#) [Address Book](#) [Order History](#) [Web Site Access](#)

### Personal Information

**First Name \***

**Last Name \***

**Company Name \***

**Phone**  
[Add Phone](#)

**Email \***

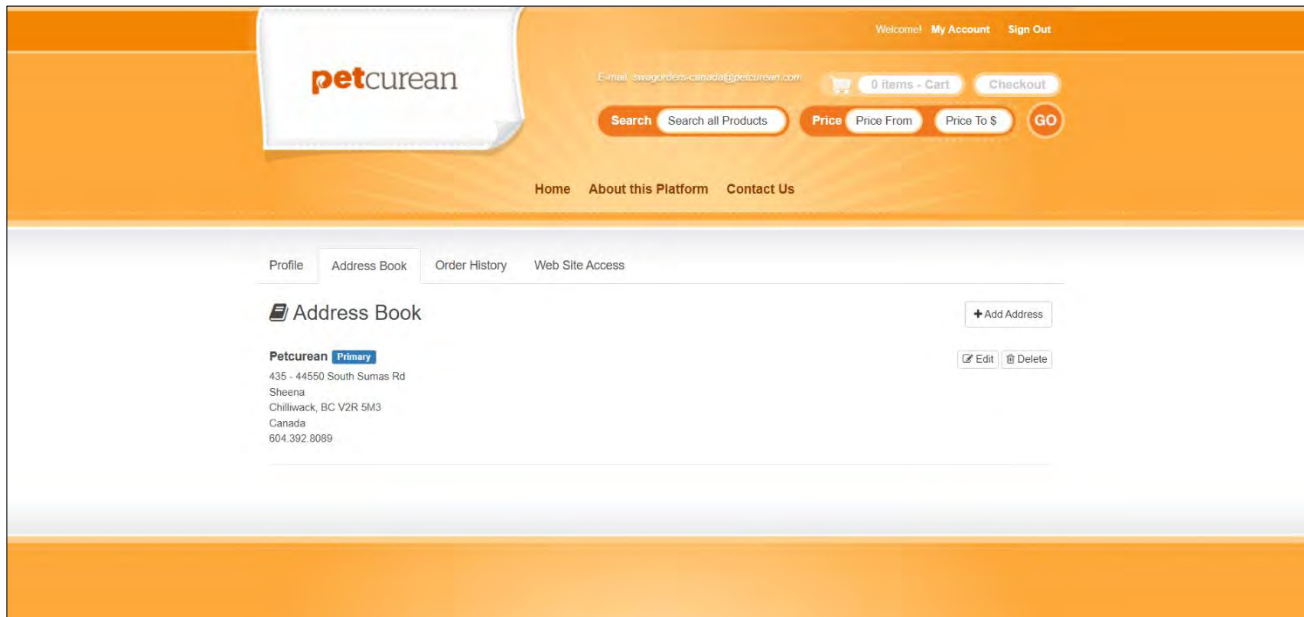
[Add Email](#)

[Save Profile](#)

- Click 'Save Profile'

#### 4. When logged in, you can access My Account:

- To input your primary address – Under the 'Address Book' tab



Welcome! [My Account](#) [Sign Out](#)  
 E-mail: [swagorders-canada@petcurean.com](mailto:swagorders-canada@petcurean.com) [0 Items - Cart](#) [Checkout](#)  
[Search](#) [Search all Products](#) [Price](#) [Price From](#) [Price To \\$](#) [GO](#)  
[Home](#) [About this Platform](#) [Contact Us](#)

[Profile](#) [Address Book](#) [Order History](#) [Web Site Access](#)

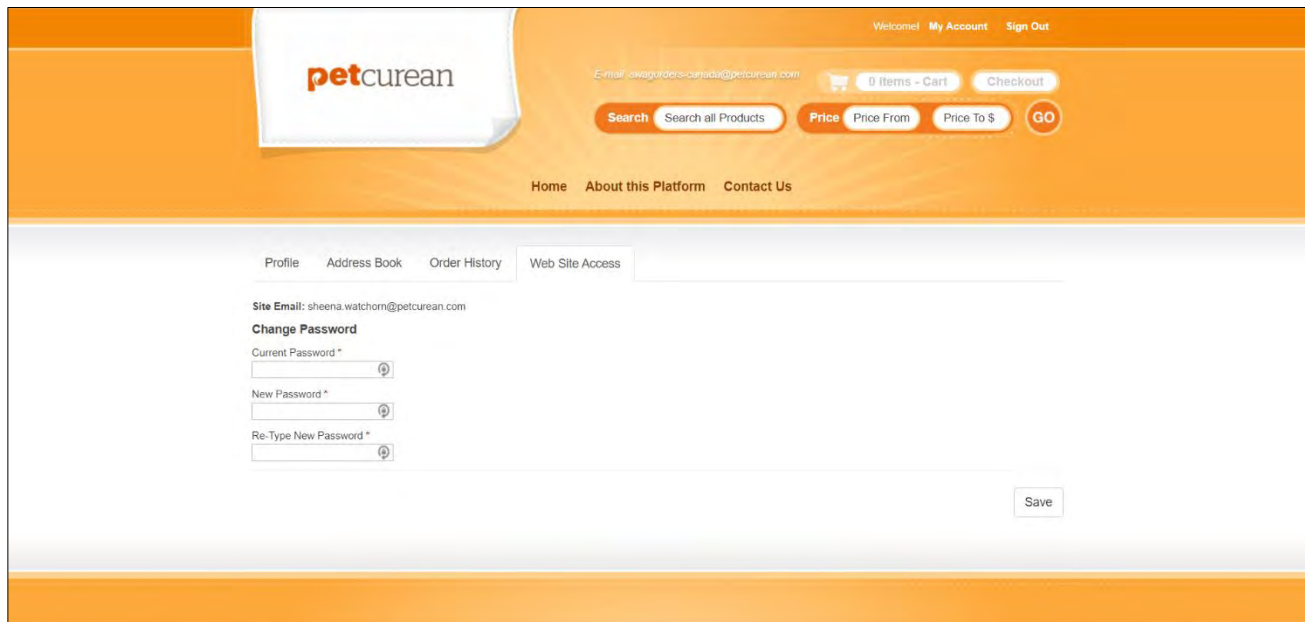
### Address Book

[+ Add Address](#)

**Petcurean** Primary  
 435 - 44550 South Sumas Rd  
 Sheena  
 Chilliwack, BC V2R 5M3  
 Canada  
 604.392.8089

[Edit](#) [Delete](#)

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



petcurean

Welcome! My Account Sign Out

E-mail: swagorders-canada@petcurean.com

0 Items - Cart Checkout

Search Search all Products Price Price From Price To \$ GO

Home About this Platform Contact Us

Profile Address Book Order History Web Site Access

Site Email: sheena.watchorn@petcurean.com

**Change Password**

Current Password \*

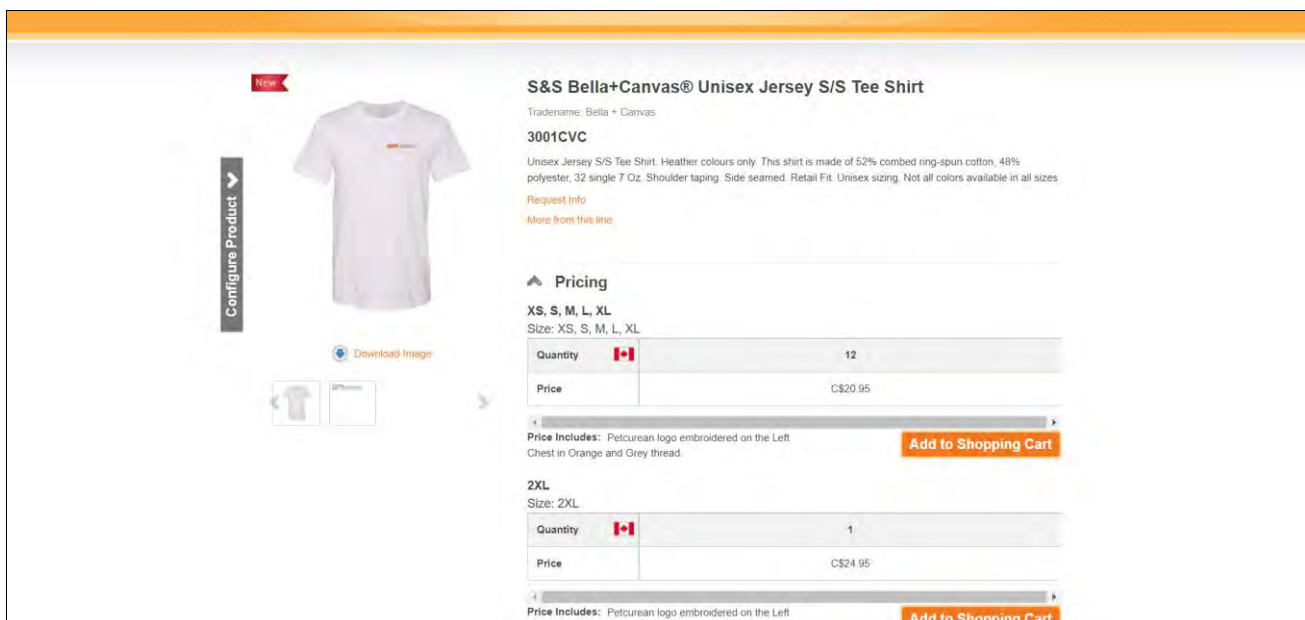
New Password \*

Re-Type New Password \*

Save

## 5. Create an Order:

- Click 'Home' to return to the main screen
- Add branded swag & apparel to your cart



**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.

[Request Info](#)

[More from this line](#)

**Pricing**

XS, S, M, L, XL

Size: XS, S, M, L, XL

Quantity	Price
12	C\$20.95

**Price Includes:** Petcurean logo embroidered on the Left Chest in Orange and Grey thread.

[Add to Shopping Cart](#)

2XL

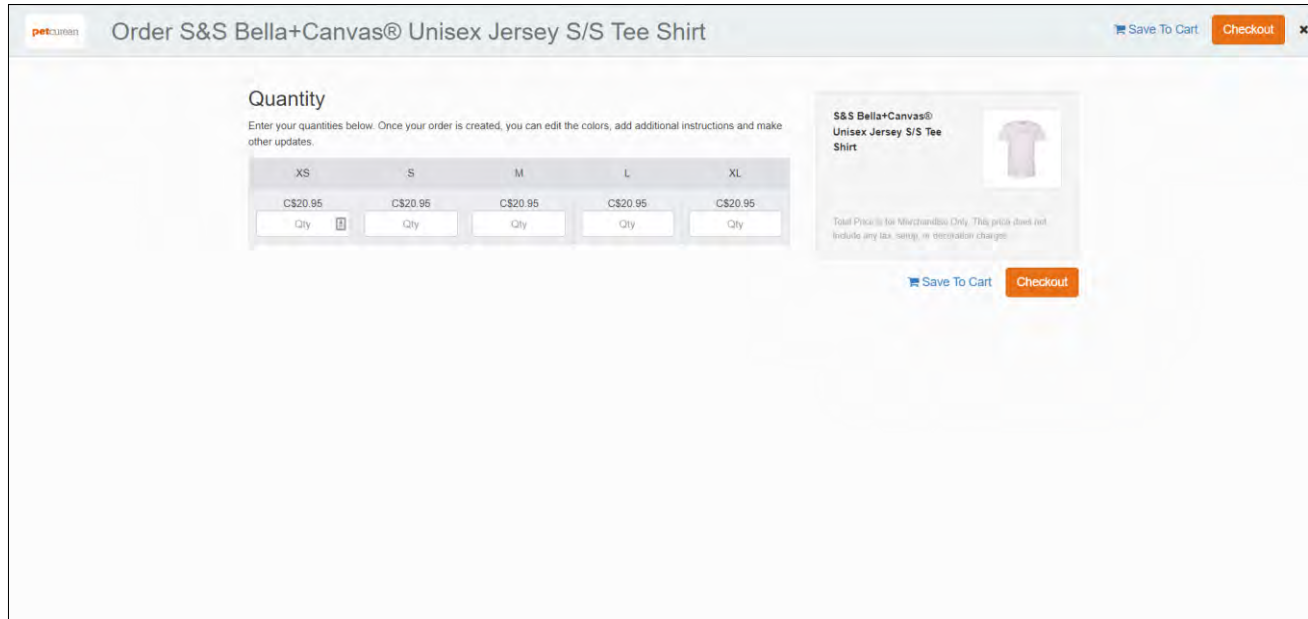
Size: 2XL

Quantity	Price
1	C\$24.95

**Price Includes:** Petcurean logo embroidered on the Left Chest in Orange and Grey thread.

[Add to Shopping Cart](#)

- 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.*
- Enter sizes, if needed



petcurean Order S&S Bella+Canvas® Unisex Jersey S/S Tee Shirt [Save To Cart](#) [Checkout](#)

**Quantity**  
Enter your quantities below. Once your order is created, you can edit the colors, add additional instructions and make other updates.

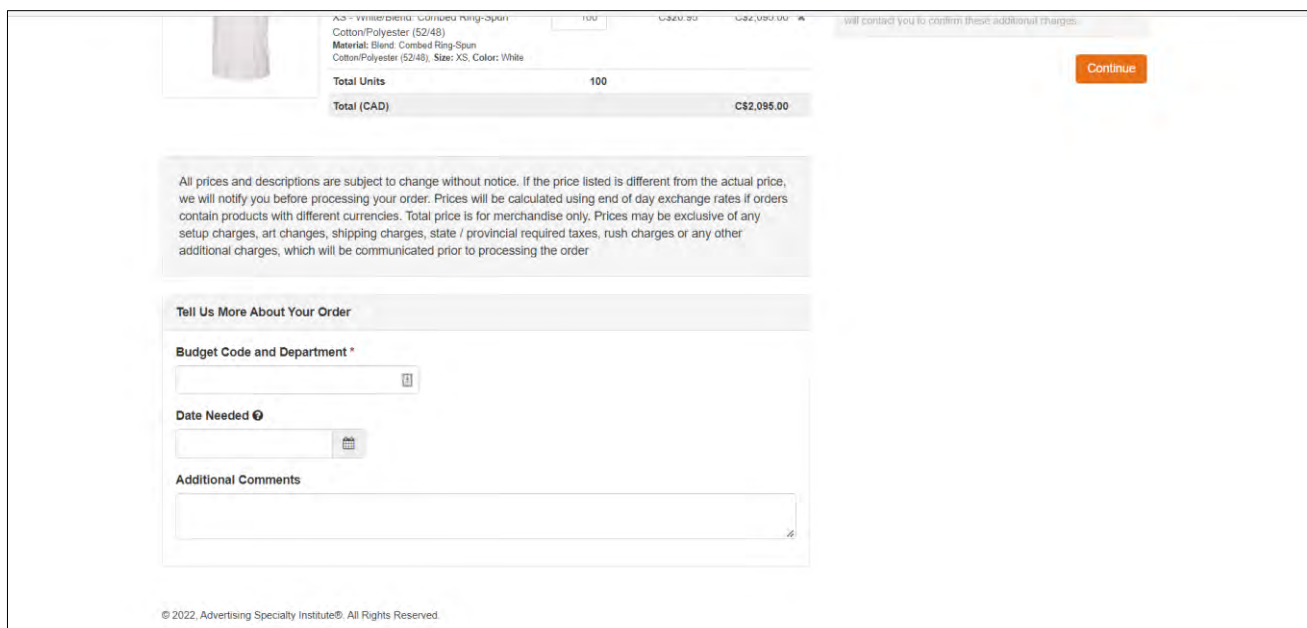
XS	S	M	L	XL
C\$20.95	C\$20.95	C\$20.95	C\$20.95	C\$20.95
Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>	Qty <input type="text"/>

**S&S Bella+Canvas® Unisex Jersey S/S Tee Shirt**

Total Price is for Merchandise Only. This price does not include any tax, shipping or installation charges.

[Save To Cart](#) [Checkout](#)

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.



**Tell Us More About Your Order**

**Budget Code and Department \***

**Date Needed**

**Additional Comments**

[Continue](#)

All prices and descriptions are subject to change without notice. If the price listed is different from the actual price, we will notify you before processing your order. Prices will be calculated using end of day exchange rates if orders contain products with different currencies. Total price is for merchandise only. Prices may be exclusive of any setup charges, art changes, shipping charges, state / provincial required taxes, rush charges or any other additional charges, which will be communicated prior to processing the order.

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8. Enter your preferred shipping address, 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 send an order acknowledgement to Trade 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 [swagorders-canada@petcurean.com](mailto:swagorders-canada@petcurean.com) for assistance.**