

SALES

# **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 <u>sales@suddenimpact.ca</u> 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:

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petcu		gendessdanssa gedansed form	Eart Checkout Price To \$ GO
	Home About this	Platform Contact Us	
WELCOME!			
	e-store where you can find all your favorite NOW FRESH & Petcurean promotional swag items		
Read More			
Petcurean			
See all Products		21	1
Projekt Backpack - Blackout	AB Fruit of the Loom Stormtech Women's Adult SofSpun® Mistral Heathered Pol		Trimark PIEDMONT Women's Short Sleeve

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

E-mail       First Name: *         Password       Last Name: *         I korpot my password       Sign in         I korpot my password       Sign in         Company: *       PPN Limited Partnership         E-mail *       Image: Create Password *         Your password must contain at least 8 characters including one number or letter. You can also include: _@()::*&       Confirm Password *         Originary American Stress       Image: Company American Stress       Image: Company American Stress         Create Password *       Image: Company American Stress       Image: Company American Stress         Confirm Password *       Image: Company American Stress       Image: Company American Stress         Confirm Password *       Image: Company American Stress       Image: Company American Stress         Confirm Password *       Image: Company American Stress       Image: Company American Stress         Image: Company American Stress       Image: Company American Stress       Image: Company American Stress         Image: Company American Stress       Image: Company American Stress       Image: Company American Stress         Image: Company American Stress       Image: Company American Stress       Image: Company American Stress         Image: Company American Stress       Image: Company American Stress       Image: Company American Stres         Image: Com	Sign in		Create Account	
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• Follow instructions to add Personal Information

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Sheena	Watchom
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Work v sheena.wate	horn@petcurean.com
	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
petcurean	E-mail autopaden-ennadol@neidinoari.txm
	Search Search all Products Price Price From Price To S GO
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Profile Address Book Order History	Web Site Access
Address Book	+ Add Address
Petcurean Primary 435 - 4450 South Sumas Rd Sheena Chillwack, BC V2R 5M3 Canada 604.392.8089	G# Edit   இ Delete



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

First integration with platform   First integration with platform First integration with platfor		Welcome! My Account Sign Out
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Site Email: sheena.watchorn@petcurean.com Change Password Current Password *		Home About this Platform Contact Us
Save	Site Email: sheena.watchorm@petcurean.com Change Password * Current Password * New Password * Re-Type New Password *	

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

Configure Product	S&S Bella+Canvas® Unisex Jersey S/S Tee Shirt         Tradename: Bella + Canvas         3001CVC         Wheex Jersey S/S Tee Shirt. Heather colours only. This shirt is made of 52% combed ring-spun cotton, 48% polyeeker, 23 single 7 02. Shoulder taping. Side seamed. Retail Fit. Unisex sizing. Not all colors available in all sizes.         Request Info         Meer from this line         Xs, S, M, L, XL.         Size: XS, S, M, L, XL.	
Downlasd Image	Quantity     12       Price     C\$20.95	
	Price Includes: Petcurean logo embroidered on the Left     Add to Shopping Cart      XL Size: 2XL	
	Quantity [•] 1	
	Price C\$24.95	
	Price Includes: Petcurean logo embroidered on the Left Add to Shopping Cart	

## SWAG E-Store SOP Date of Re-issue: 01-2025



• 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.* 

petcurean O	rder S&S Bella+Can	vas® Unise	ex Jersey S	S/S Tee Sh	hirt		Save To Cart Checkout	
	Quantity Enter your quantities b other updates.	elaw. Once your order is	s created, you can edit th	e colors, add additional	instructions and make	S&S Bella+Canvas® Unisex Jersey S/S Tee Shirt		
	XS	S	М	L	XL			
	C\$20.95	C\$20.95 Qty	C\$20.95	C\$20.95 Qty	C\$20.95	Total Price in fee Ministrandise Only. This price down (ed.		
						hodudo any tao samp, in decensition charges		
						Save To Cart Checkout		

• Enter sizes, if needed

- 6. Enter your Budget Code & Department. \*This is a required field. Only one GL per order.
- 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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1.1.1	Material: Blend: Combed Ring-Spun Cotton/Polyester (52/48), Size: XS, Color: Wh			Continue
	Total Units	100		
	Total (CAD)		C\$2,095.00	
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contain products v	with different currencies. Total price is for mer	chandise only. Prices may be e	exclusive of any	
	t changes, shipping charges, state / provincia s, which will be communicated prior to proces		or any other	
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Tell Us More Abo	ut Your Order			
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Additional Comm	ents			
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@ 2022 Advantisions Pro-	cialty Institute®. All Rights Reserved.			
© 2022, Adventising Spec	anny mananeter. All rughts neserved.			



- 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 <u>swagorders-canada@petcurean.com</u> for assistance.