



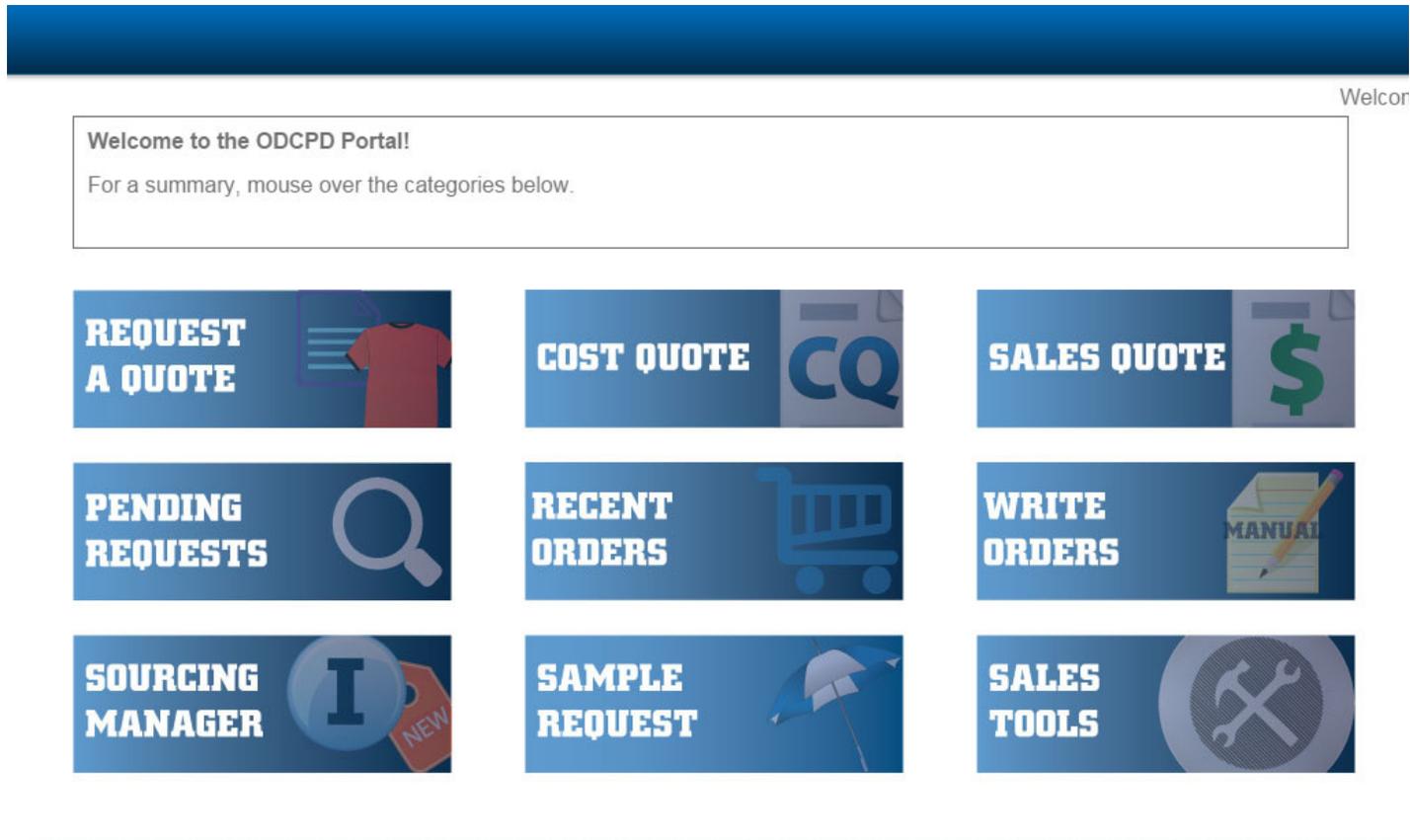
ODCPD

Training Guide

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Landing



Upon logging into the ODCPD Portal, the above screen will serve a main landing page that allows the user to navigate all tools offered. At any point throughout the system, the user can click on the “HOME” icon to navigate back to these options.

Site Navigation

The screenshot displays the OOCPO Portal interface. At the top, a blue header contains a 'MENU' button on the left and navigation icons (home, search, notifications, and a hamburger menu) on the right. Below the header, a progress bar shows three steps: 'Request For Quote' (with a green checkmark), 'Cost Quote' (with a green checkmark), and 'Sales Quote' (with a '3' in a circle). The 'Sales Quote' step is active, showing 'Customer Information', 'Add Products', and 'Send to Sourcing'. Below this, a user profile icon is shown next to 'COST QUOTE #: 3114-Q' and 'PROJECT : Capital Summer Picnic'. A 'RETURN TO SE' button is visible. A list of instructions is provided: 1. Please view your completed sales quote below. 2. To download the sales quote, click the download link found in the tools menu in the top right of the screen. 3. To edit the sales quote, click the edit link found in the tools menu in the top right of the screen. 4. To re-add a removed product select the "hidden Product Quotes" link from the "Tools" menu.

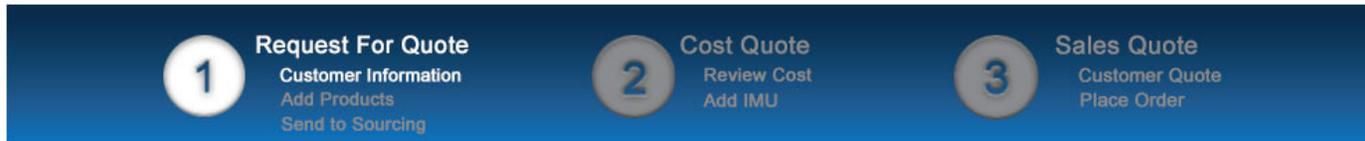
On the left side, a dark sidebar menu lists various functions: User Information (CLAY OWENBY, Enterprise Administrator), Home, Orders, Sales, Invoices, Order Exceptions, Product Sourcing, Corporation Manager, Site Users, Vendors, Vendor Flyers, Contact Us, Reporting Center, FAQs, FAQ Manager, Art Generator, Log Analyzer, My Account, and LOG OUT.

The main content area features a 'Welcome to the OOCPO Portal!' message and a grid of nine blue buttons: 'REQUEST A QUOTE', 'COST QUOTE', 'SALES QUOTE', 'PENDING REQUESTS', 'RECENT ORDERS', 'WRITE ORDERS', 'SOURCING MANAGER', 'SAMPLE REQUEST', and 'SALES TOOLS'. At the bottom, there is a footer with 'ALL RIGHTS RESERVED OOCPO.COM © 2015 110 11 3030', 'Phone: 1-844-364-1222', and 'E-mail: oocpo@oocpo.com'.

On the right side, a 'Tools' dropdown menu is open, listing: EDIT SALES QUOTE, TIMELINE, QUOTE SUMMARY, ADD NOTE, PRINT SALES QUOTE, RETURN TO SOURCING, REQUEST A SAMPLE, HIDDEN PRODUCT QUOTES, DOWNLOAD IN PDF FORMAT, DOWNLOAD IN WORD FORMAT, DOWNLOAD IN EXCEL FORMAT, ADD INTERNAL NOTE, SHOW INTERNAL NOTES, ADD INTERNAL ATTACHMENT, and SHOW INTERNAL ATTACHMENTS.

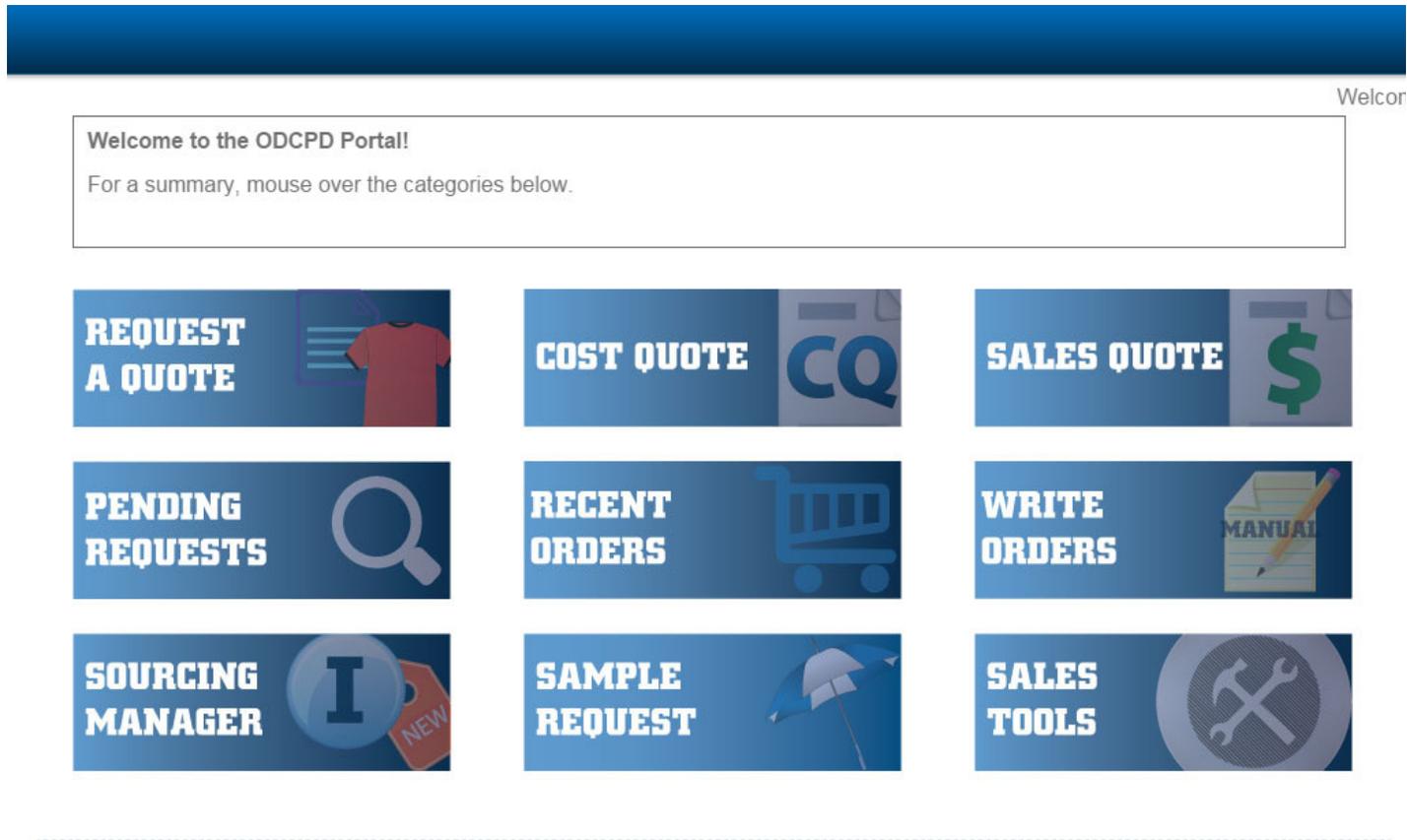
There are two menus that contribute to the navigation of the tools offered by the portal. The first is the **Main Menu** found by clicking the word "MENU" in the top left corner of the page. The second is the **Tools Menu** found in the top right hand corner of the screen indicated by the  icon.

Quote Request



The objective of this section is to request a quote for a promotional product. This is the first step of a three step process of placing an order through the ODCPD Portal.

Landing



The process of requesting a quote is a three step process. Step one is the request, the second step is evaluating the cost returned by sourcing and the third step is presenting a quote to the customer and placing the order. To begin requesting a quote click on the **“Request A Quote”** option from the landing page.

Pre-populated Customer Information

Welcor

1

Request For Quote
Customer Information
Add Products
Send to Sourcing

2

Cost Quote
Review Cost
Add IMU

3

Sales Quote
Customer Quote
Place Order

Enter information into the fields to the left. Once information displays on the right, click on the info on the right to fill the information.

* = Required Field

Customer Account:

Customer Name: *

Contact Name: *

Contact Email: *

Contact Phone: *

Project Name:

[\[clear fields\]](#)

Previous Customer Entries

1022	CAPITAL	AMIE
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NEXT STEP SAVE AND CONTINUE

The above screen shot shows all customer information required to advance in requesting a quote. Most of this information can be pre-populated by entering either the customer account number or the customer name. The customer information must have been entered into the system on a previous request for the information to be pre-populated. If the customer information is found, all matching options will populate in the right column. To pre-populate the customer information, click on the desired option. Make sure to enter a recognizable project name as this name will be used to access the quote through all three steps.

Continue with the request by clicking **“NEXT STEP: SAVE AND CONTINUE”**.

Select Product Type



Continue with the request by selecting the type of product that is being requested. If unsure, select the "NON-APPAREL" option.

Apparel Request

Apparel Request Information

Description:

For accurate and efficient sourcing, please enter a detailed description of the requested product.

light weight shortsleeve polo shirt

Special Instructions:

Enter a detailed description of any embellishment added to the requested product. This may include imprint colors, number of imprint colors, embellishment type (embroidered, screen printed, etc.), stitch counts etc.

embroidery left chest 3000 stitches

Quantities:

500 1000 OPT'L OPT'L OPT'L [?]

Item Color(s):

white

Type:

Uni-sex

Destination Zip Code:

32119

Item Needed Date:

MM/DD/YYYY

12

Vendor:

IF KNOWN

Item Number:

IF KNOWN

Low Budget: \$

IF KNOWN

Decoration:

Decorated

[?]

High Budget: \$

IF KNOWN

Proof Required



NEXT STEP SAVE AND CONTINUE



The above screen shot shows all information directly related to the requested product. The description and special instructions fields are very important. These fields should be used to thoroughly describe the product, embellishment and special instructions. Notice the system allows up to 5 quantities but only one is required. Also, not required but also very helpful in specifying the required product is the budget information.

Continue with the request by clicking **“NEXT STEP: SAVE AND CONTINUE”**.

Request Images

Quote Decoration (not required)

The below images are intended to decorate the customer facing quote. Many file types are accepted but for an image to display on the quote, load a raster image ie. jpg, gif. The details below each logo **is not required but available if known**.

Quote Attachments (not required)

Upload any type of file that is important to accurate sourcing of your request. The files uploaded below can be vector artwork, excel files (drop ship listing), pdf (previous quotes) etc. These files will not be displayed on the customer facing document

Product Images:

white_polo.jpg

Logos:

Logo 1: <input type="button" value="Choose File"/> No file chosen Logo Placeme ▾ Print Type ▾ PMS Colors Num of Colors Custom Text/Logo Instructions	Logo 2: <input type="button" value="Choose File"/> No file chosen Logo Placeme ▾ Print Type ▾ PMS Colors Num of Colors Custom Text/Logo Instructions	Attachment 1: <input type="button" value="Choose File"/> No file chosen
Logo 3: <input type="button" value="Choose File"/> No file chosen Logo Placeme ▾ Print Type ▾ PMS Colors Num of Colors	Logo 4: <input type="button" value="Choose File"/> No file chosen Logo Placeme ▾ Print Type ▾ PMS Colors Num of Colors	Attachment 2: <input type="button" value="Choose File"/> No file chosen
		Attachment 3: <input type="button" value="Choose File"/> No file chosen
		Attachment 4: <input type="button" value="Choose File"/> No file chosen

There are three different types of images that can be uploaded to a request. The product image needs to be a flat image (.jpg,.png,etc.). This image is used by the sourcing team to get an idea of the requested product. The logo images, also, should be a flat image that is used to accurately quote product embellishment. Again, both of these types of images should be flat images and will appear on the actual quote. The third type of image is an attachment. Attachments can be any type of files outside of an executable (.exe). Most users have used the attachments for vector artwork, excel files, pdf files, etc.

Continue with the request by clicking **“NEXT STEP: ADD PRODUCT TO REQUEST”**.

Request Edits / Send Request to Sourcing

[RETURN TO SEARCH](#) 

1 Request For Quote Customer Information Add Products Send to Sourcing	2 Cost Quote Review Cost Add IMU	3 Sales Quote Customer Quote Place Order
--	---	---



1. To view detailed information about this request click on the "Request Information" link below.
2. To view detailed product information, click on one of the products added below.
3. To add additional products to this request, click ADD ADD'L PRODUCT below
4. Click send to sourcing to complete this request. Once a request is submitted to sourcing, the request can not be edited by sales.

Request Information	Add Products	Show Products
-------------------------------------	------------------------------	-------------------------------

ADD ADD'L PRODUCT 

	light weight shortsleeve polo shirt	Qty: 500,1000 Color: white	 [EDIT Product Information] [EDIT Product Images] [REMOVE]
	soft lunch cooler	Qty: 500,1000 Color: white	 [EDIT Product Information] [EDIT Product Images] [REMOVE]

NEXT STEP **SEND TO SOURCING** 

The send to sourcing page is a summary of all product added to the request. To ensure timeliness, please limit the number of products on a request to five. Product information and images can be edited as well as removed.

When the request has been completed, click the **"NEXT STEP: SEND TO SOURCING"** button.

Successful Request

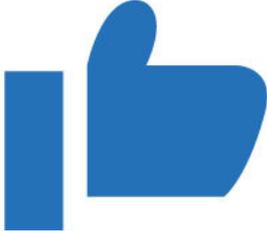
RETURN TO SEARCH ←

1 Request For Quote
Customer Information
Add Products
Send to Sourcing

2 Cost Quote
Review Cost
Add IMU

3 Sales Quote
Customer Quote
Place Order

Request Submitted Successfully

 Congratulations

Your request has been submitted to sourcing. You will be notified when a cost quote is ready for your request.

Close

1. To view
2. To view
3. To add
4. Click se
by sale

request can not be edited

Request Info

light weigh

soft lunch

Color: white

[EDIT Product Information]
[EDIT Product Images]
[REMOVE]
[EDIT Product Information]
[EDIT Product Images]
[REMOVE]

NEXT STEP SEND TO SOURCING

When congratulated that your request has been successfully submitted, the request will no longer be editable until costs have been provided by sourcing. The normal turn time for a cost quote is 48 hours. An email will be sent to the address assigned to the account that entered the request once sourcing has been completed.

At this point click the close button. If there is no other action within the Portal, log out.

Pending Status / Timeline

The screenshot displays a web application interface with a blue header bar containing a 'MENU' label and navigation icons. A 'TIMELINE' window is open, showing a vertical timeline of events for a request. The events are as follows:

- 02/26/2015 8:41 AM** By: Jim Derochers
Request #: 2177 has been assigned to Jim Derochers
- 01/16/2015 2:12 PM** By: Jim Tester
RFQ#:2177-Q has been automatically assigned to PPI for sourcing
- 01/16/2015 2:12 PM** By: Jim Tester
RFQ#:2177 Has been sent to product sourcing

Below the timeline, there are several status indicators and a 'Close' button. The status indicators include '3119-Q', 'CQ', 'Sales quote created', 'Capital Summer Picnic', 'Capital Contact: Amie Submitted: 06/03/2015', 'PPI', '3114-Q', and 'There is a question about this request'.

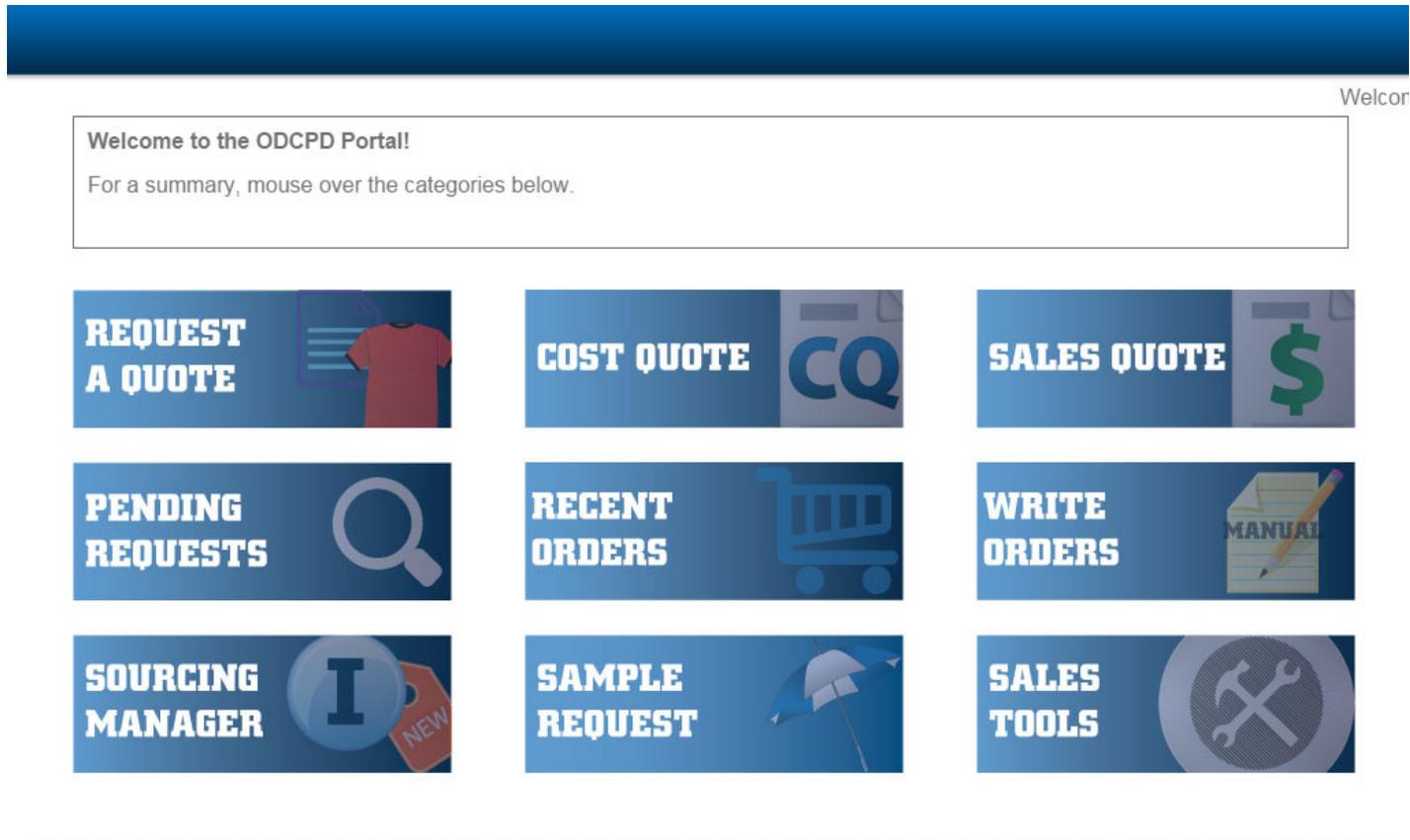
At any point an update on any action to the request can be found on the timeline. To access the timeline click on the “Pending Requests” button from the landing page. Then click on the  icon on the corresponding request.

Cost Quote



Step two of the three step process involves evaluating cost provided by sourcing and marking-up the cost to create a sales quote.

Access Cost Quote from Landing



Once notified via email that the cost quote has been completed, log into the Portal and click on the **“COST QUOTE”** option from the landing page. Then click on the icon on the left side of the corresponding quote line item. The quote should be recognized by the project name entered in step one or by the quote number given in the email notification.

Viewing Costs

NEXT STEP SALES CALCULATOR

1.) White Clique Lincoln Cotton Polo Shirt
TAKE PRODUCT OFF QUOTE

Apparel Type: Uni-sex
Priority: STANDARD
Days in Production:

Product ID
7634

Name: White Clique Lincoln Cotton Polo Shirt
Style: MQK00001WH
Item Color: white
Supp: Sanmar
SuppID:

Pricing

500 Total Quantity		
Size	Cost	Total
S,M,L,XL	\$8.81	\$4,405.00
2XL	\$8.94	\$4,470.00
3XL	\$8.98	\$4,490.00

1000 Total Quantity		
Size	Cost	Total
S,M,L,XL	\$8.81	\$8,810.00
2XL	\$8.94	\$8,940.00
3XL	\$8.98	\$8,980.00

Setup Charges

Setup	Cost
Setup 1:	\$0.00
Setup 2:	\$0.00
Setup 3:	\$0.00
Setup 4:	\$0.00
Setup 5:	\$0.00
Re-setup 1:	\$0.00
Re-setup 2:	\$0.00

Additional Charges

Charge	Cost
Freight for 500	\$25.00
Freight for 1000	\$50.00
Enter Label	\$0.00
Enter Label	\$0.00
Enter Label	\$0.00

LOGOS

The major functions of the page above is to accept or reject the product provided by the sourcing agents. The cost give is the cost of the product to the user. To hide select product, click the "TAKE PRODUCT OFF QUOTE" button. These products are not deleted but are hidden and can be retained by selecting the "HIDDEN PRODUCT QUOTES" button from the Tools menu. To request additional sourcing, click the "RETURN TO SOURCING" button from the Tools menu. Requesting additional information will send the quote back to sourcing and is not editable until returned. Cost quotes expire after 30 days from the time sourcing returns the quote. In the event that the quote is acceptable, click the "NEXT STEP: SALES CALCUALTOR" button to begin adding mark-up to the product.

Cost Mark-ups / Creating Sales Quote

White Clique Lincoln Cotton Polo Shirt



Product ID 7834



Name: White Clique Lincoln Cotton Polo Shirt
Style: MQK00001WH
Item Color: white
Supp Sanmar
SuppID:

Product Description:

Apparel Type: Uni-sex
 Priority: STANDARD
 Days in Production:

Pricing for 500 pcs			
Size	Cost	IMU	Sale
S,M,L,XL	\$8.81	<input type="text" value="25"/> %	\$11.75
2XL	\$8.94	<input type="text" value="25"/> %	\$11.92
3XL	\$8.98	<input type="text" value="25"/> %	\$11.97

Setup Charges			
Charge	Cost	IMU	Sale
Setup 1	\$0.00	<input type="text" value="20"/> %	\$0.00
Setup 2	\$0.00	<input type="text" value="20"/> %	\$0.00
Setup 3	\$0.00	<input type="text" value="20"/> %	\$0.00
Setup 4	\$0.00	<input type="text" value="20"/> %	\$0.00
Setup 5	\$0.00	<input type="text" value="20"/> %	\$0.00
Re-setup 1	\$0.00	<input type="text" value="20"/> %	\$0.00

Additional Charges			
Charge	Cost	IMU	Sale
Freight for 500	\$25.00	<input type="text" value="10"/> %	\$27.78
Freight for 1000	\$50.00	<input type="text" value="0"/> %	\$50.00
Enter Label	\$0.00	<input type="text" value="0"/> %	\$0.00
Enter Label	\$0.00	<input type="text" value="0"/> %	\$0.00
Enter Label	\$0.00	<input type="text" value="0"/> %	\$0.00

The sales quote calculator is used to calculate mark-up on product pricing, set-up charges, embellishment charges, and additional charges. The mark-ups/sales prices are ultimately decided by the user. Recommended values for mark-up are as follows: 25% for product pricing, 20% for setup charges, 10% for additional charges, and 10% for embellishment charges. The default mark-up values loaded can be set by administrators. Keep in mind that the cost fields above is the cost to the user and the sale price is the amount that the user's customer will pay given a successful conversion.

Click on "NEXT STEP: CUSTOMER FACING QUOTE" to advance to the customer facing Sales Quote.

Sales Quote



Step three involves presenting the sales quote to the customer and placing an order from the sales quote.

Sales Quote

MQK00001WH	White Clique Lincoln Cotton Polo Shirt	TAKE PRODUCT OFF QUOTE 																				
	<p>Quote for 500 pieces</p> <table border="1"> <thead> <tr> <th>SIZE</th> <th>QUOTE</th> </tr> </thead> <tbody> <tr> <td>S,M,L,XL</td> <td>\$14.53 ea</td> </tr> <tr> <td>2XL</td> <td>\$14.70 ea</td> </tr> <tr> <td>3XL</td> <td>\$14.75 ea</td> </tr> </tbody> </table> <p>Quote for 1000 pieces</p> <table border="1"> <thead> <tr> <th>SIZE</th> <th>QUOTE</th> </tr> </thead> <tbody> <tr> <td>S,M,L,XL</td> <td>\$14.53 ea</td> </tr> <tr> <td>2XL</td> <td>\$14.70 ea</td> </tr> <tr> <td>3XL</td> <td>\$14.75 ea</td> </tr> </tbody> </table> <p>Estimated Additional Charges</p> <table border="1"> <tbody> <tr> <td>Freight for 500</td> <td>\$27.78</td> </tr> <tr> <td>Freight for 1000</td> <td>\$50.00</td> </tr> </tbody> </table>	SIZE	QUOTE	S,M,L,XL	\$14.53 ea	2XL	\$14.70 ea	3XL	\$14.75 ea	SIZE	QUOTE	S,M,L,XL	\$14.53 ea	2XL	\$14.70 ea	3XL	\$14.75 ea	Freight for 500	\$27.78	Freight for 1000	\$50.00	<p>Apparel Type: Uni-sex Priority: STANDARD Days in Production:</p> <p>Quoted price includes decoration if applicable. Remember, any additional charges listed will be in addition to the quoted prices.</p>
SIZE	QUOTE																					
S,M,L,XL	\$14.53 ea																					
2XL	\$14.70 ea																					
3XL	\$14.75 ea																					
SIZE	QUOTE																					
S,M,L,XL	\$14.53 ea																					
2XL	\$14.70 ea																					
3XL	\$14.75 ea																					
Freight for 500	\$27.78																					
Freight for 1000	\$50.00																					
<p>LOGOS:</p> 																						

Notice that the sales price is combined into and each price. This price includes the product cost, product mark-up, embellishment cost, and the embellishment mark-up. Any setup or additional charges will be listed separately. The quote can be downloaded by clicking on the Tools menu and selecting the format desired (pdf, word, excel).

Sales Quote Download and Customer Presentation



Sales Quote: 3114-Q

****ALL QUOTES EXPIRE AFTER 30 DAYS.**

June 03, 2015

SALES INFORMATION		CUSTOMER INFORMATION		
Name: CLAY OWENSBY Email: clay@ourppi.com Telephone: 3862581900		Customer Name: Capital Contact Name: Amie Contact Email: astory@capofficeproducts.com Contact Phone: 8005521340 Project Name: Capital Summer Picnic		
PRODUCT INFORMATION				
MQK00001WH	White Clique Lincoln Cotton Polo Shirt			
	Quote for 500 pieces		Apparel Type: Uni-sex Priority: STANDARD Days in Production: Quoted price includes decoration if applicable. Remember any additional charges listed will be in addition to the quoted prices.	
	SIZE	COLOR		QUOTE
	S,M,L,XL	white		\$14.53 ea
	2XL	white		\$14.70 ea
	3XL	white		\$14.75 ea
	Quote for 1000 pieces			
	SIZE	COLOR		QUOTE
	S,M,L,XL	white		\$14.53 ea
	2XL	white		\$14.70 ea
	3XL	white		\$14.75 ea
Estimated Additional Charges				
Freight for 500	\$27.78			
Freight for 1000	\$50.00			

Once the quote has been downloaded, send the document to the customer via a preferred system (electronic or hard copy). Remember that all quotes expire after 30 days from the time sourcing submits the cost quote.

Place an Order: Where to begin!



COST QUOTE #: 3114-Q
PROJECT : Capital Summer Picnic

[RETURN TO SEARCH](#) ←

1. Please view your completed sales quote below.
2. To download the sales quote, click the download link found in the tools menu in the top right of the screen.
3. To edit the sales quote, click the edit link found in the tools menu in the top right of the screen.
4. To re-add a removed product select the "Hidden Product Quotes" link from the "Tools" menu.

SALES QUOTE

NEXT STEP PLACE ORDER



ODCPD

June 04, 2015

Prepared By

Name: CLAY OWENSBY

Prepared For

Customer Account: 1022

Upon customer approval, select the “NEXT STEP: PLACE ORDER” button from the cost quote or by clicking on the star icon located on the right side of the sales quote line item.

Place an Order: Customer Information

*** = Required Field**

Customer Account:	<input type="text" value="1022"/>	*
Customer Name:	<input type="text" value="Capital"/>	*
Contact Name:	<input type="text" value="Amie"/>	*
Contact Email:	<input type="text" value="astory@capofficeproducts.com"/>	*
Contact Phone:	<input type="text" value="8005521340"/>	*
Project Name:	<input type="text" value="Capital Summer Picnic"/>	*
	[customize soft header fields]	
PO Number	<input type="text"/>	
Cost Center	<input type="text"/>	
Customer Info 1	<input type="text"/>	
Customer Info 2	<input type="text"/>	
Credit Card #:	<input type="text"/>	
Expiration Date:	<input type="text"/> (MM/YYYY)	

email proofs to customer email tracking info to customer



**ENTER ALL REQUIRED CUSTOMER INFORMATION,
THEN CLICK SAVE AND CONTINUE TO ADD SHIPPING
INFORMATION TO THIS ORDER.**

Data will auto populate if previously entered into the system.

The first step of placing an order is to complete any customer related information. Note that header fields can be customized by clicking on the “customize soft header fields” link. At this time indicate if the customer is to be directly notified via the system of shipping or proof information.

Click “NEXT STEP: SAVE AND CONTINUE” to advance.

Place an Order: Shipping Information

** = Required Field*

Company Name:	<input type="text" value="Capital Office Products"/>	*
Contact Name:	<input type="text" value="amie"/>	*
Address:	<input type="text" value="210 Fentress Blvd"/>	*
Address:	<input type="text"/>	
City:	<input type="text" value="Daytona Beach"/>	*
Country:	<input type="text" value="United States"/>	*
State:	<input type="text" value="FL"/>	*
Zip:	<input type="text" value="32114"/>	*
Phone:	<input type="text" value="8005521340"/>	*
Email:	<input type="text" value="acupernall@capofficeproducts.cc"/>	*
Shipping Sequence:	<input type="text"/>	

Previous Shipping Entries

210 FENTRESS BLVD	CAPITAL OFFICE	AMIE
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NEXT STEP **SAVE AND CONTINUE** 

Much like the pre-population in step 1, shipping information can be pre-populated from past orders from this customer. Click on the corresponding address or complete all required fields.

To advance click “NEXT STEP: SAVE AND CONTINUE”.

Place an Order: Edit Products Images

The screenshot displays a web application interface for editing product images. At the top, a blue navigation bar contains three sections: 'Request For Quote' (Customer Information, Add Products, Send to Shopping), 'Cost Quote' (Review Cost, Add Note), and 'Sales Quote' (Customer Quote, Place Order). A '3' in a circle is positioned between the 'Cost Quote' and 'Sales Quote' sections. Below the navigation bar, the main content area is titled 'PRODUCT MANAGEMENT CENTER' and features a 'CLOSE REQUEST' button with a red 'X' icon. The interface is divided into three tabs: 'Product Images', 'Logo Images', and 'Attachments'. The 'Product Images' tab is active, showing a product image of a white polo shirt. The product details include: Product Description: WHITE CLIQUE LINCOLN COTTON POLO SHIRT, File Name: WHITE_POLO.JPG, Qty: 500,1000, and Color: white. A 'CLOSE REQUEST' button is visible in the top right corner of the product details section. Below the product image, there is a 'DETAILS' section with a red '+' icon and a message: 'To upload another product image, please delete the current product image first. Click the white icon to the right of the file select to upload the image.' A 'CLOSE REQUEST' button is also present in the bottom right corner of the details section. The 'Logo Images' tab is also visible, showing a logo image of a map of the United States with the text 'CAPITAL OFFICE PRODUCTS'. The logo details include: Product Description: WHITE CLIQUE LINCOLN COTTON POLO SHIRT, File Name: CAPITALLOGO.PNG, and a 'CLOSE REQUEST' button. Below the logo image, there is a 'DETAILS' section with a 'Choose File' button, a 'CANCEL UPLOAD' button, and an 'ACCEPT AND UPLOAD' button. A red '+' icon and a message are present: 'To upload another logo, specify the logo above then click "Accept image preview and upload".' A 'CLOSE REQUEST' button is also visible in the top right corner of the logo details section.

The next screen allows the user to update any images loaded to the order. If there are no updates, click “NEXT STEP: SAVE AND CONTINUE”.

Place an Order: Selecting Requested Quantity

MQK00001WH **White Clieue Lincoln Cotton Polo Shirt** **REMOVE PRODUCT FROM ORDER** 



Blank Price for 500 PIECES	
S,M,L,XL	11.75
2XL	11.92
3XL	11.97

Blank Price for 1000 PIECES	
S,M,L,XL	11.75
2XL	11.92
3XL	11.97

Additional Charges

Charge	Cost	Price
Freight for 500	\$25.00	\$27.78
Freight for 1000	\$50.00	\$50.00

Select Pricing: 

- SELECT PRICING
- 500 Minimum Qty
- 1000 Minimum Qty

ATTACHMENTS

NONE

9003 **Ella Neoprene Cooler (Apple Green & White)** **ADD PRODUCT TO ORDER** 



Blank Price for 500 PIECES	
na	13.31

To begin adding a sourced product to the order click “ADD PRODUCT TO ORDER” and select the desired quantity. Only items selected will be added to the order.

Place an Order: Adding Product Details

MQK00001WH
REMOVE PRODUCT FROM ORDER



Blank Price for 500 PIECES

S,M,L,XL	11.75
2XL	11.92
3XL	11.97

Blank Price for 1000 PIECES

S,M,L,XL	11.75
2XL	11.92
3XL	11.97

SELECT A LOGO

CapitalLogo.png



Select Pricing: 500 Minimum Qty

In-hands Date:

Item Color:

of Imprint Colors:

Imprint Color(s):

Proof Required:

S	<input type="text" value="100"/>	=	\$1453.00
(@ \$14.53 ea)			
M	<input type="text" value="100"/>	=	\$1453.00
(@ \$14.53 ea)			
L	<input type="text" value="100"/>	=	\$1453.00
(@ \$14.53 ea)			
XL	<input type="text" value="100"/>	=	\$1453.00
(@ \$14.53 ea)			
2XL	<input style="border: 2px solid blue;" type="text" value="100"/>	=	\$1470.00
(@ \$14.70 ea)			
3XL	<input type="text" value="0"/>	=	\$0.00
(@ \$14.75 ea)			

Total Quantity: 500 minimum

Charge	Cost	Price	
Freight for 500	\$25.00	\$27.78	
Freight for 1000			

ATTACHMENTS

Once the desired quantity has been selected the price for the quantity will appear as well as sizes indicated in the initial request. The sum of the quantities of all sizes must be equal or greater to the minimum. Ensure that the additional costs are correct before moving on. Be sure to add all desired products to the order.

Click "NEXT STEP: SAVE AND CONTINUE" to advance.

Place an Order: Order Summary

Customer Information		Shipping Information	
Customer Account:	1022	Company Name:	Capital Office Products
Customer Name:	Capital	Contact Name:	amie
Contact Name:	Amie	Address:	210 Fentress Blvd
Contact Email:	astory@capofficeproducts.com	Address:	
Contact Phone:	8005521340	City:	Daytona Beach
Project Name:	Capital Summer Picnic	State:	FL
PO Number:		Country:	United States
Cost Center:		Zip:	32114
Customer Info 1:		Phone:	8005521340
Customer Info 2:		Email:	acupernall@capofficeproducts.com

Product Image	Product Info	Logo	In-hands Date	Quantity	Price	Product Total
	Product Style Number: MQK00001WH Product Name: White Clique Lincoln Cotton Polo Shirt Size: S Item Color: white Proof Required: YES	 Custom Text/Logo Instructions		100	\$14.53	\$1,453.00
	Product Style Number: MQK00001WH			100	\$14.53	\$1,453.00

Verify that all product information is correct and click "NEXT STEP: PLACE ORDER". If it is necessary to edit the order information, click "EDIT".

Place an Order: Order Placed Successfully

The screenshot displays a web application interface with a blue navigation bar at the top. The navigation bar contains three sections, each with a green checkmark icon and a title: "Request For Quote" (with sub-links: Customer Information, Add Products, Send to Sourcing), "Cost Quote" (with sub-links: Review Cost, Add IMU), and "Sales Quote" (with sub-links: Customer Quote, Place Order). Below the navigation bar is a "RETURN TO SEARCH" link with a left-pointing arrow. A table with "Authorization Information" and "Header Information" is visible. The "Header Information" table has columns for "Soft Header 1" through "Soft Header 4". A "CURRENT STATUS" section shows "Order: 3114-Q" and a "Not Approved" dropdown menu. A central dialog box titled "ORDER RECEIVED SUCCESSFULLY" features a large blue thumbs-up icon, the text "Congratulations", and the message "Your order has been placed successfully. Your order number is 3114-Q". A "Close" button is located at the bottom right of the dialog box. To the right of the dialog box, there are several circular icons (IMU, PO, PR, Inv, CT, 1-3) and a "G THIS ORDER" section with a "VENSBY" label. At the bottom right, there are PDF icons for "Quote" and "Quote Summary".

Authorization Information		Header Information			
Company	Billing	Soft Header 1	Soft Header 2	Soft Header 3	Soft Header 4
Capital Office Home	AB Billing				
Resend Auth:					

ORDER RECEIVED SUCCESSFULLY

Congratulations

Your order has been placed successfully. Your order number is 3114-Q

Close

The blue thumbs up indicates a successful order. Click close to view order information. Order and quote information can be found by clicking on any of the order documents. The system will notify via email of any updates.

Order Management

 **Request For Quote**
Customer Information
Add Products
Send to Sourcing

 **Cost Quote**
Review Cost
Add IMU

 **Sales Quote**
Customer Quote
Place Order



Order Details / Edits / Documents / Duplication

Order: 3114-Q 

Not Approved 

ORDER INFORMATION **ORDER INFORMATION** OD PROCESS: **INCOMPLETE**
COMPLETE OD PROCESS

PO INFORMATION [Email Receipt](#) **DUPLICATE ORDER** **EDIT ORDER** **SAVE**

INVOICES * READONLY

SHIPMENT CENTER Order Information

SHIPPING INFORMATION Project: Capital Summer Picnic Salesperson: CLAY OWENSBY

ORDER DETAILS Order Date: 06/03/2015 In-Hands Date: 

ORDER NOTES isRush:
email proofs to customer: email tracking info to customer:

ATTACHMENTS Event Date: **See event dates on individual products below. [\[click to view\]](#)

TIMELINE Comments 

LOGS Product Information

PROOFS [Click here to see Line Item Specifications](#)

INTERNAL	Product	Quantity	Color	Custom Text	Proof Required
VENDOR PO	1 White Clique Lincoln Cotton Polo Shirt	100	white		YES

Once an order has been placed, order details can be found by clicking “ORDERS” from the landing page and then clicking on the line item associated with the desired order. The screen above shows the order details page where order information, order processing, and order management can be found.

Shipping Information

Order Doc Customer Doc Cost Quote Sales Quote Quote Summary

Not Approved



ORDER INFORMATION

PO INFORMATION

INVOICES

SHIPMENT CENTER

SHIPPING INFORMATION

ORDER DETAILS

ORDER NOTES

ATTACHMENTS

TIMELINE

LOGS

New Shipments Existing Shipments

New Shipments

Shipment Details

Freight Vendor

Tracking Number

Products	Size	Color	Qty Ordered	Qty Shipped	Qty To Ship
White Clique Lincoln Cotton Polo Shirt	S	white	100	0	QTY: <input type="text" value="100"/>
White Clique Lincoln Cotton Polo Shirt	M	white	100	0	QTY: <input type="text" value="100"/>
White Clique Lincoln Cotton Polo Shirt	L	white	100	0	QTY: <input type="text" value="100"/>
White Clique Lincoln Cotton Polo Shirt	XL	white	100	0	QTY: <input type="text" value="100"/>

Shipping information can be found by clicking on the SHIPMENT CENTER button on the left side of the page.

Proofs

The screenshot displays a web application interface for managing order proofs. On the left is a sidebar with navigation tabs: ORDER INFORMATION, PO INFORMATION, INVOICES, SHIPMENT CENTER, SHIPPING INFORMATION, ORDER DETAILS, ORDER NOTES, ATTACHMENTS, TIMELINE, LOGS, PROOFS (highlighted in blue), INTERNAL, and VENDOR PO. The main content area is titled 'Product Proofs' and includes a sub-header 'To view and download the proof, click on the icon above the filename.' Below this is a table of proofs:

Item	Status	Action
1 White Clique Lincoln Cotton Polo Shirt	Proof Required	UPLOAD PROOF
2 White Clique Lincoln Cotton Polo Shirt	Proof Required	UPLOAD PROOF
3 White Clique Lincoln Cotton Polo Shirt	Proof Required	UPLOAD PROOF
4 White Clique Lincoln Cotton Polo Shirt	Proof Required	UPLOAD PROOF
5 White Clique Lincoln Cotton Polo Shirt	Proof Required	UPLOAD PROOF

At the bottom, a 'NOTES' section shows a note from 'CLAY OWENSBY' dated '06/04/2015 4:06' with the text 'Proof white_polo.jpg has been upl'.

The proofs section can be found by clicking on the “PROOFS” button on the order details page. Proofs can be approved, declined, deleted, and downloaded from this section. A proof can also be approved or declined by replying to the proof notification with the following strings “This proof is approved” or “This proof is declined”. There is also a link in the email notification where a proof can be approved or declined.

Notes

Not Approved

Order Doc Customer Doc Cost Quote Sales Quote Quote Summ

ORDER INFORMATION

ORDER NOTES

PO INFORMATION

Mark All As Read New Note Reply Question was Resolved by this Note

	Date Entered	Order ID	Entered By	Notes
SHIPMENT CENTER	Jun 04 2015 4:27PM	14123	CLAY OWENSBY	This order requires a purchase order.
	Jun 04 2015 4:19PM	14123	CLAY OWENSBY	Proof white_polo.jpg has been uploaded. Notification emails have been sent to clay@ourppi.com and astory@capofficeproducts.com.

SHIPPING INFORMATION

ORDER DETAILS

ORDER NOTES

ATTACHMENTS

TIMELINE

LOGS

How to enter a note:

1. Enter a note into the text area above.
2. Select the email recipients of the note.
3. Indicate if the note is a question or an answer.
4. Click the add note button.

Send notification email to salesperson

Send notification email to odpromosupport@odpromo.com

Email this note to

Click to mark this as a "question" that must be resolved.

Click to mark this as an "answer" to a previous question.

ADD NOTE +

Cancel

Notes can be entered into the system and applied to an order by clicking on the “ORDER NOTES” button at the left of the screen. Notes can be emailed to the sales team, production team, and a copy can be sent to an email address that is manually entered when submitted. When an email is sent as a result of a note being entered, the recipient can reply to the email and the response will be automatically populated in this section.