

# Customer Supplied Garments Best Practices



World Emblem International's new website and on-line catalog has many features created to make the user's job easier, one very important is the supply of garments for embellishment, also know as CSG (Customer Supplied Garment). These best practices will assist you in the process of submitting orders and understanding why the information is important.

- Remember!** All information is important to guarantee proper handling of garments and your satisfaction.
- General Information**
  - Client reference number (your internal sales order #) may be used to note the confirmation number from your vendor.
- Shipping Information**
  - Ship to: select the WEI location where the items will be shipped to be embellished.
  - Ship from: select where the items will be shipping from.
  - Ship date: select ship date from vendor, if known. This allow us to estimate when the items will arrive
  - Carrier & Tracking Number(s) allow us to follow up on items shipped and ensure proper delivery.
- Instructions for WEI** let's us know if partial shipments are acceptable.
- Garment/Design Details**
  - **If your garments are going to have the exact same logo – Only enter 1 line and skip color – select “One size” and insert the total**
  - Qty: enter the quantity per size, per color, per brand, per designs. Do not enter total amount of garments **unless all garments are to be embellished with exact same design(s) and locations/placements.**
  - Size: enter all sizes-. This will help us sort the items by design and/or name, and determine if any is missing – Not necessary if all get the same logo with the same colors
  - Color: enter all colors. This will help us sort the items by design and/or name, and determine if any is missing. Not necessary if all get the same logo with the same colors
  - Brand: enter all brands. This will help us sort the items by design and/or name, and determine if any is missing. Not necessary if all get the same logo with the same colors
  - Description: enter any description to allow us better identify the garments. Not necessary if all get the same logo with the same colors
  - Available (designs to be embellished); select and move the designs that will be embellished only on the garments currently selected.
  - View: To see an image of the logo
- Add Row**
  - You may continue adding garments, or if finished press Submit
- Print Labels/ Instructions** and add in box/package that will be sent to WEI.
- Accept Terms and Conditions**

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