

The Customer Supplied Garments Order Form or CSG as it is commonly referred to is the screen used to submit garments for direct embroidery or screen-printing decorations. The CSG Order Form can be accessed in one of two ways, by adding items that require garments for manufacturing or simply by going to Order Tools > CSG Order Form.

**1** In Step 1, you will “Tell us about the garments you are shipping” by clicking on the Add Shipment button. The required fields are the Total Quantity of Garments to be decorated and the Garment Ship From address. Optional information that will help guide your order through our system quickly, are the Client Reference Number, which is the PO or Order Number for the shipment from the manufacturer or supplier and the Tracking Numbers for the shipments of garments coming to World Emblem.

**CUSTOMER SUPPLIED GOODS ORDER FORM**  
Garment Shipments

**General Information**  
Total Quantity of Garments: \* 50  
Client Reference Number: 243509234529529  
The Client Reference Number is the PO or Order Number for the shipment coming to World Emblem.

**Shipping Information**  
Garment Ship From: \* 1500 NE 131ST ST, NORTH MIAMI, FL 33161 (00000000111111) [View] [Add] [Edit]  
Tracking Number:  
Saved Tracking Numbers  
3459023534509093459  
42235235235325235235

[Submit]

**2** In Step 2, “Tell us about the designs to apply to your garments”. Enter the quantity and the system will count down the number of decorated garments you submitted in Step 1 to make sure that everything is accounted for. The Size, Color and Brand can be selected from the pull-down menus. Color and Brand can also be manually typed into the fields as well as the Description/Style. Use the look up buttons at the top to search by the type of decoration such as Direct Embroidery or DE Lettering (script/block text). All decorations have default Placements or Groups associated with them. Clients have the ability to update within their Placement Group. Clients can also Clone or copy this group to decorate more shirts or Delete Group. There is also a button at the bottom left to Add Another Group of decorations to garments.

**2 Tell us about the designs to apply to your garments**

**Garment Group #1** [minimize]

Qty: \* 10 40 remaining  
Size: M  
Color: Navy  
Brand: Hanes  
Description / Style: Short Sleeve

Search All Designs [Direct Emb] [Direct SP] [DE Lettering] [Name Dropper]

**1 STOP CAR CARE** Design ID: A223M5 Group: Standard [Remove] \$1.55 each

Shirts-Left Chest [Select Placement] [Remove]

**Block** NAME BLOCK RED Design ID: 010102 Group: Typical [Remove] \$1.29 each

Line 1: \* Thomas  
Line 2:  
Line 3:  
Comments:

Shirt-Right Chest (Std size 4" w x 2" h) [Select Placement] [Remove]

[Add Another Group] [Clone Group] [Delete Group]

Once the order is complete, Clients can click on Review order to see all of the details. There is also a Total Order amount displayed and a Comments section for any information that needs to be presented to production.

**Review Your Order**  
Total: \$90.40

Showing 1 - 3 of 3 results

Qty	Size	Color	Brand	Description	Applied Designs	Price
10	M	Navy	Hanes	Short Sleeve	1 STOP CAR CARE	\$15.50 (\$1.55 ea)
20	XL	Lt blue	Gildan		NAME BLOCK RED Thomas	\$12.90 (\$1.29 ea)
20	S	Orange	Jerzees		12TH STREET AUTO CITY GARAGE	\$31.00 (\$1.55 ea)

Showing 1 - 3 of 3 results

## 3

Step 3, is about "Shipping Your Completed Order". The Bill To information will default automatically. The Ship To, Shipping Method and your company PO number are required.

**3 Shipping Your Completed Order**

**Bill to:** Test Account (G&K)  
1500 NE 131 STREET  
Miami, FL 33161

**Ship To: \***  + Add New Address 🔍 Preview ✎ Edit

**Shipping: \***

**PO number: \***

## 4

Step 4 allows clients to "Print your shipping labels and instructions". Clients should select the location that will be applying the direction. Please note that all Screen-Printing orders must go to Miami for production. Clients must click on Print labels to print the address labels which also include the CSG number. This number is used to tie the order in the system to the package arriving with the garments. Clients must also approve the Terms and Conditions before the Place Order Now button appears. Click to submit the order and proceed to the confirmation page.

**4 Print your shipping labels and instructions**

**WEI Manufacturing Location:**  
 Screen-Printing is only available in the Miami location. Print Labels

I have printed my shipping labels and instructions

I have read and agree to the [Terms and Conditions](#)

**Place Order Now!**

Print Labels

**PRINT LABELS / INSTRUCTIONS** Print

You have Direct Embroidery or Direct ScreenPrint designs in your cart. Please follow the steps below to help us match your garments with your order.

**1. Option 1: (Best/Fastest Turnaround)**  
If you are able to attach a label to the outside of your box(es), [print this page](#) and attach the labels below to all boxes.

**2. Option 2:**  
If you cannot attach a label to the outside of your box, please include "ATTN: CSG# XXX" on the ship to address. Replace "XXX" with the number below.

CSG #	Ship From	Ship To	Qty
133092	Test Account (G&K)	World Emblem ATTN: CSG# 133092 1500 N.E. 131 Street Miami, FL 33161 800-766-0448	50

Print

**World Emblem, Inc.**  
**ATTN: CSG# 133092**  
**1500 N.E. 131 Street**  
**Miami, FL 33161**  
**PH: 800-766-0448**

