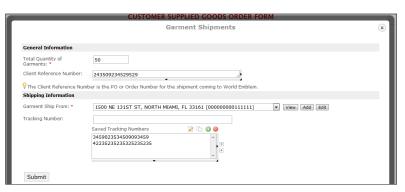
TRAINING GUIDE New Customer Supplied Garments(CSG)

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

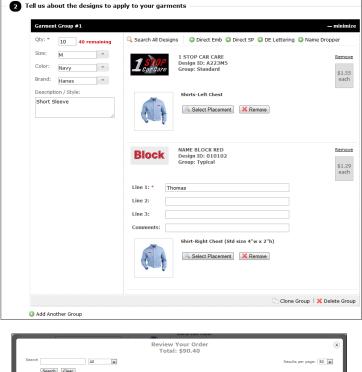
In Step 1, you will "Tell us about the garments you are shipping" by clicking on the Add Shipment button. The required fields are the Total Quantity of Garments to be decorated and the Garment Ship From address. Optional information that will help guide your order through our system quickly, are the 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.



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.

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.

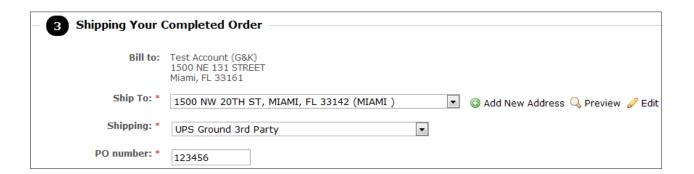




TRAINING GUIDE New Customer Supplied Garments(CSG)



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.





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.

