PSP Online Clothing Store User Guide

Step-by-Step guide for navigating the PSP Online Clothing Store
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User Step 1: Log In
To access the PSP Online Clothing Store, visit: http://pspuniforms.corpmerchandise.com

USERNAME: Your PSP Email Address
PASSWORD: PSP2016! (This is your generic first time password and you will be required to change this after the first log in.)
Never Registered?
Only for unregistered new users

Step 1: Select ‘Login’
Step 2: Select ‘New Customer’
Never Registered?
Only for unregistered new users

Step 2: Fill out all fields on registration form and select ‘Sign me up for Invoice Me Direct’ from below.
Please Note: Please allow 24 hours for approval and user setup.
User Step 2: Product Selection
To view products on the site, click on ‘PSP Merchandise’ and click on one of the departments.
User Step 3: Product Selection
You will be taken to the product department page, which will display all products assigned.
User Step 4: Product Selection
Select the product you wish to purchase, enter the desired quantity and click ‘Add to Cart’.

Men’s Apparel

Men’s Athletic Twill Jacket
PSP65

SKU: 200280529
Description:

SIZE CHART

<table>
<thead>
<tr>
<th>Item #</th>
<th>Size</th>
<th>In-stock</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>280529S</td>
<td>ADULT-S</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>280529M</td>
<td>ADULT-M</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>280529L</td>
<td>ADULT-L</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2805291</td>
<td>ADULT-XL</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2805292</td>
<td>ADULT-2X</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2805293</td>
<td>ADULT-3X</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2805294</td>
<td>ADULT-4X</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

View Inventory Availability Dates

Qty 1+
Price $47.30
Prices may be slightly higher for larger sizes. Final price(s) will be visible when item is added to the Shopping Cart.

Add to Cart

<< Back
**Note:** The site will show a live inventory. You can check the delivery date of an out of stock item by checking the ‘View Inventory Availability Dates’ check box.

**Men’s Apparel**

**Men’s Athletic Twill Jacket**

SKU: 200280529

*Description:*
100% polyester twill outer shell, Nesh lined body and lined sleeves. Contrast stitching with white piping. Wind/water repellent soft, quiet outer shell. Adjustable Velcro cuffs. Two front zippered pockets.

**SIZE CHART**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Size</th>
<th>In-Stock</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>280529S</td>
<td>ADULT-S</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>280529M</td>
<td>ADULT-M</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>280529L</td>
<td>ADULT-L</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2805291</td>
<td>ADULT-XL</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2805292</td>
<td>ADULT-2X</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2805293</td>
<td>ADULT-3X</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2805294</td>
<td>ADULT-4X</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**View Inventory Availability Dates**

*Price:*
$47.30

*Prices may be slightly higher for larger sizes. Final price(s) will be visible when item is added to the Shopping Cart.*
User Step 5: View Cart
Once you have finished shopping, click on the ‘Checkout’ tab on the upper right corner, which will take you to check-out screen. If all items in the cart is correct, click on ‘Check Out’.

View Cart

Cart Information

Note: Changing Quantity to 0 will remove item from your cart.

Item | Description | Qty | Price (CDN) | Item Total (CDN)
--- | --- | --- | --- | ---
Men’s Athletic Twill Jacket PSP65 Black/Red ADULT-M | | | $47.30 | $47.30
Men’s Athletic Twill Jacket PSP65 Black/Red ADULT-XL | | | $47.30 | $47.30
Men’s Athletic Twill Jacket PSP65 Black/Red ADULT-L | | | $47.30 | $47.30

Subtotal: (CDN) $141.90
Shipping: (CDN) $0.00
Order Total: (CDN) $141.90

Cart Options

Check Out

Begins the checkout process.

Empty Cart

Clears all items from your cart.
**User Step 6a: Shipping Information Review**

By selecting the ‘**Modify**’ button in the you will be able to review your shipping location before confirming payment.
User Step 7a: Payment Method - Selecting Credit Card

If you select ‘Credit Card’, it will take you to the ‘Place Order’ screen where you can input your credit card information. You can also review shipping and cart information before placing your order.

Cart Information

<table>
<thead>
<tr>
<th>Item Nbr.</th>
<th>Description</th>
<th>Qty</th>
<th>Price (CDN)</th>
<th>Item Total (CDN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>200280529</td>
<td>Men’s Athletic Twill Jacket PSP65 Black/Red ADULT-M</td>
<td>1</td>
<td>$47.30</td>
<td>$47.30</td>
</tr>
<tr>
<td>200280529</td>
<td>Men’s Athletic Twill Jacket PSP65 Black/Red ADULT-XL</td>
<td>1</td>
<td>$47.30</td>
<td>$47.30</td>
</tr>
<tr>
<td>200280529</td>
<td>Men’s Athletic Twill Jacket PSP65 Black/Red ADULT-2X</td>
<td>1</td>
<td>$47.30</td>
<td>$47.30</td>
</tr>
</tbody>
</table>

Subtotal: (CDN) $141.90
Shipping: (CDN) $0.00
Tax: (CDN) $0.00

Order Total: (CDN) $141.90

Payment

Credit Card: (CDN) $141.90

Credit Card Payment Information

Please enter your credit card information below:
Card Type: Visa
Card Number: [Redacted]
Expires MM/YYYY: 01/2016

What is Card Security Code?

Please only click on the Place Order button one time.
Numerous clicks may result in multiple authorizations against your credit card.
Please note: For backordered items, orders will still be processed. However, please select way of grouping shipments for out-of-stock items. You can also view availability dates for out of stock replenishments.

Shipment Options:
1. Ship items in separate shipments as they become available.
2. Ship entire order together when all items are available.

Due to the popularity of some of the items you have selected, we are temporarily out of stock.

Items for which the quantity ordered exceeds the in-stock inventory are displayed in red.

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Description</th>
<th>In-Stock</th>
<th>Qty Ordered</th>
<th>View Inventory</th>
<th>Availability Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>280529M</td>
<td>Men's Athletic Twill Jacket PSP65 Black/Red ADULT-M</td>
<td>0</td>
<td>1</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2805291</td>
<td>Men's Athletic Twill Jacket PSP65 Black/Red ADULT-XL</td>
<td>0</td>
<td>1</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2805292</td>
<td>Men's Athletic Twill Jacket PSP65 Black/Red ADULT-2X</td>
<td>0</td>
<td>1</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

How would you like your order to be shipped?

- Ship items in separate shipments as they become available.
- Ship entire order together when all items are available.

Please call 1-855-604-0383 if you have any questions.

Continue with Order
User Step 7b: Payment Method- *Invoice Me Direct*

*Note:* If you select “Invoice Me Direct”, click on “Place Order” to complete.

---

**Place Order**

**Shipping Information**

- **Name:** Monica Luu
- **Company:**
- **Address:** 55 INTERCHANGE WAY
- **City:** CONCORD
- **State:** Ontario
- **Zip Code:** L4K 5W0
- **Country:** Canada

**Shipping Method**

- **Shipping Method:** UPS Standard Ground - Delivery in 2-7 business days
  - **Ground Shipping**

**Cart Information**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Qty</th>
<th>Price (CAD)</th>
<th>Item Total (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100200529</td>
<td>Men's Athletic Twill Jacket</td>
<td>2</td>
<td>$47.30</td>
<td>$94.60</td>
</tr>
</tbody>
</table>

**Subtotal:** (CAD) $94.60

**Shipping:** (CAD) 50.00
**GST/HST:** (CAD) 12.30
**Order Total:** (CAD) $106.90

**Payment**

- **Invoice Me Direct:** (CAD) $94.60

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*Place Order*
User Step 8: Purchase Confirmation

Once you place your order, you will be taken to a ‘Purchase Confirmation’ screen. An email will also be sent reviewing your purchase.
User Step 8a: Purchase Confirmation Email
An order confirmation email will be sent completing the order process.

Dear MONICA LUU,

Thank you for your order. This E-mail confirms that your order was placed. This acknowledgement is not an invoice and does not reflect final shipping or tax amounts.

Merci de votre commande. Le présent message électronique confirme que votre commande a été passée. Cet accusé de réception ne contient pas une facture et ne reflète pas les frais d’expédition ni le montant des taxes déductibles.

For additional information and questions, contact your Customer Service Representative at 1-888-235-1870 or by email at: support@staples.com.

Pour obtenir des renseignements supplémentaires ou si vous avez des questions, n’hésitez pas à contacter votre représentant du service à la clientèle au 1-888-235-1870 ou par courrier électronique à support@staples.com.

Order Number / Numéro de commande : 00184561
Order Date / Date de commande : 12/02/2018

Shipping Address / Adresse d’expédition
MONICA LUU
55 INTERCHANGE WAY
CONCORD, ON L4K 3V3 CANADA

<table>
<thead>
<tr>
<th>Item/ Article</th>
<th>Description</th>
<th>Unit Price / Prix unitaire</th>
<th>Extended Price / Prix total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2695291</td>
<td>Mark’s Athletic Twill Jacket</td>
<td>$47.00</td>
<td>$47.00</td>
</tr>
<tr>
<td>2695291</td>
<td>Mark’s Athletic Twill Jacket</td>
<td>$47.00</td>
<td>$47.00</td>
</tr>
</tbody>
</table>

Mark’s Athletic Twill Jacket
Color: Black / Red
Size: ADULT-M

Your estimated inventory availability is undetermined.
La disponibilité de l’inventaire à une date non déterminée.
**My Account**

From the ‘**My Account**’ menu, you can check your order history, change your password, view your cart, edit personal credit card information, or update shipping information by adding or editing existing addresses.
Forgot Password?
Password recovery option is located on the Log In page.
Forgot Password?
Fill out the username space with your assigned PSP username (PSP company email address) and a link will be sent to recover your password.

Forgot Password
Please fill out the information below, and a temporary password will be emailed to your email address.

User Info
*Username:  

Send Password

Password Reset
Staples Promotional Products Customer Service <psppromos@staples.com>
Sent: Friday, February 12, 2016 7:01 PM
To: Lulu, Monica
Retention Policy: Staples Standard Inbox Cleanup Policy (Cloud) (90 days) Expires: 02/03/2017

Dear Monica,

Follow this link to reset your password:

http://stg.pspuniforms.corpmerchandise.com/NewPassword.aspx?npag=83f149a3-40d3-4d12-b741-08a45f00cbeb

If your browser doesn’t open when you click the link, please copy and paste the link into the address bar on your browser. When you return to the PSP UNIFORMS site, we will give you instructions for changing your password.

Your PSP UNIFORMS Team
Thank You!