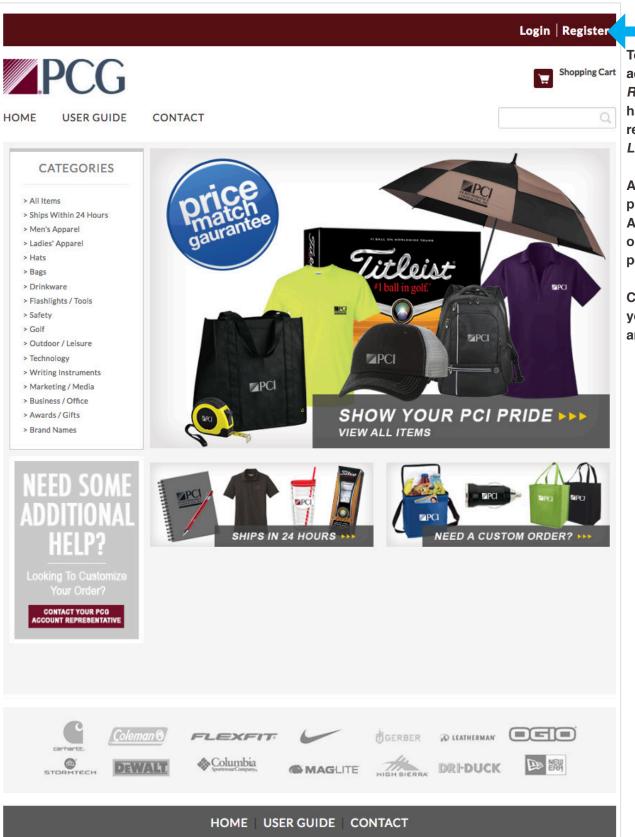
## **PCG PROMO STORE**

**Order Instructions for Branch Administrators.** 



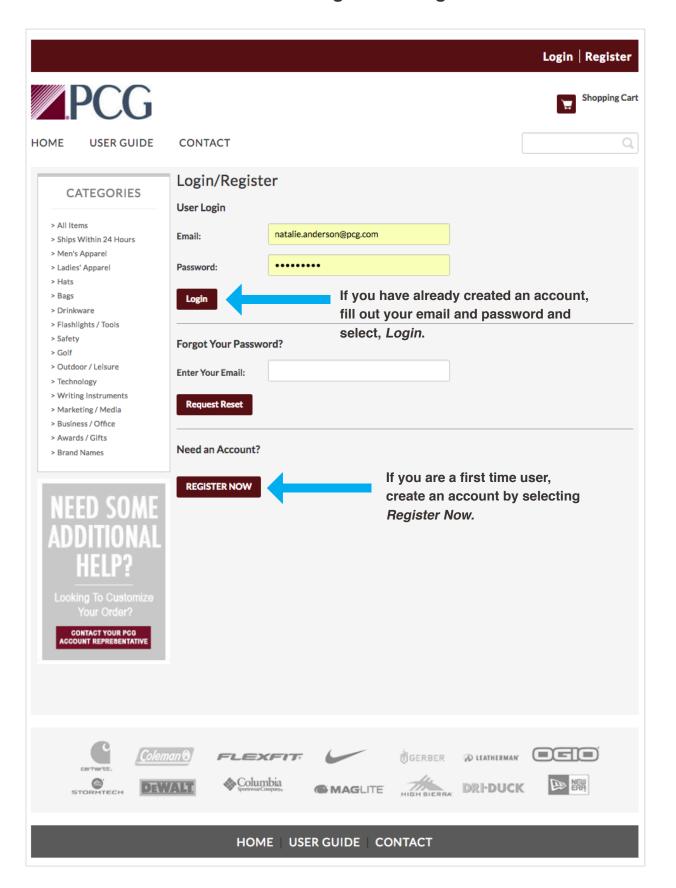
To create a new account, select Register. If you have already registered, select Login.

All orders must be placed by Branch Administrators or authorized personnel only.

Contact your BA if you'd like to place an order.

### **Create An Account**

### **Register or Login**



## Create An Account Login Features

View previous orders by selecting *Order History*.





USER GUIDE CONTACT

View or update your account information, by selecting *My Account*.



#### **CATEGORIES**

> All Items

HOME

- > Ships Within 24 Hours
- > Men's Apparel
- > Ladies' Apparel
- > Hats
- > Bags
- > Drinkware
- > Flashlights / Tools
- > Safety
- > Golf
- > Outdoor / Leisure
- > Technology
- > Writing Instruments
- > Marketing / Media
- > Business / Office
- > Awards / Gift
- > Brand Names





Looking To Customize Your Order?

CONTACT YOUR PCG ACCOUNT REPRESENTATIVE

























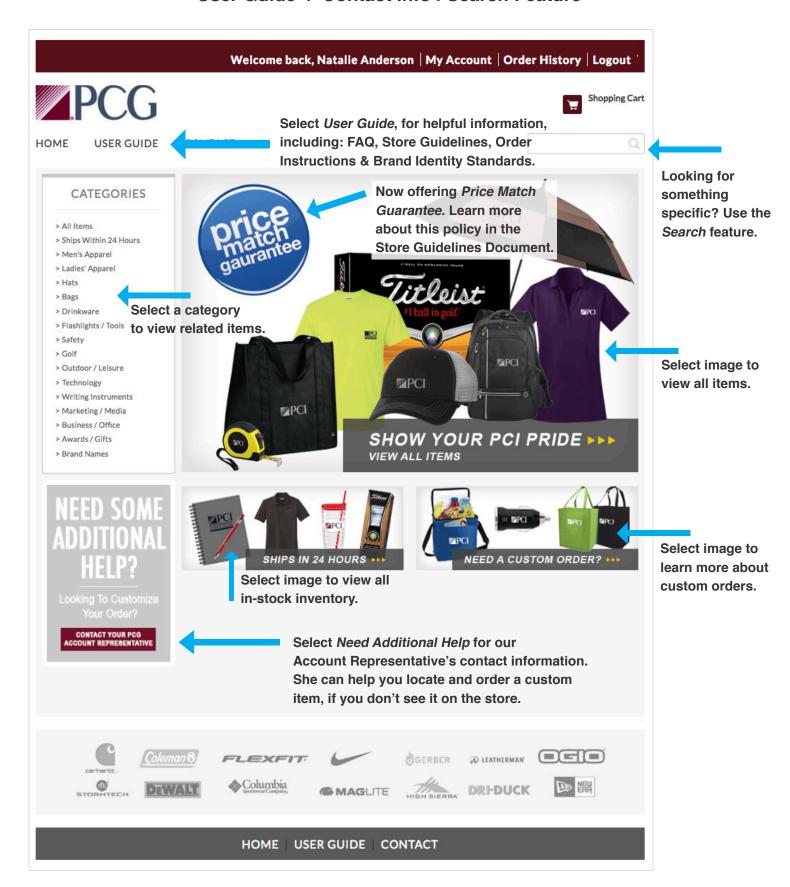




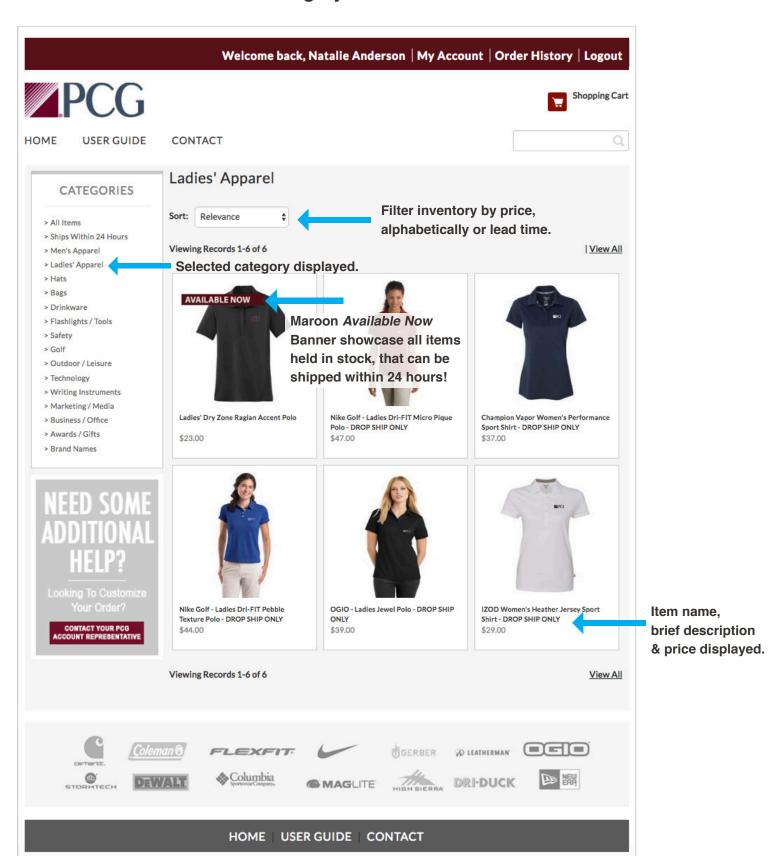




## Store Features User Guide | Contact Info | Search Feature



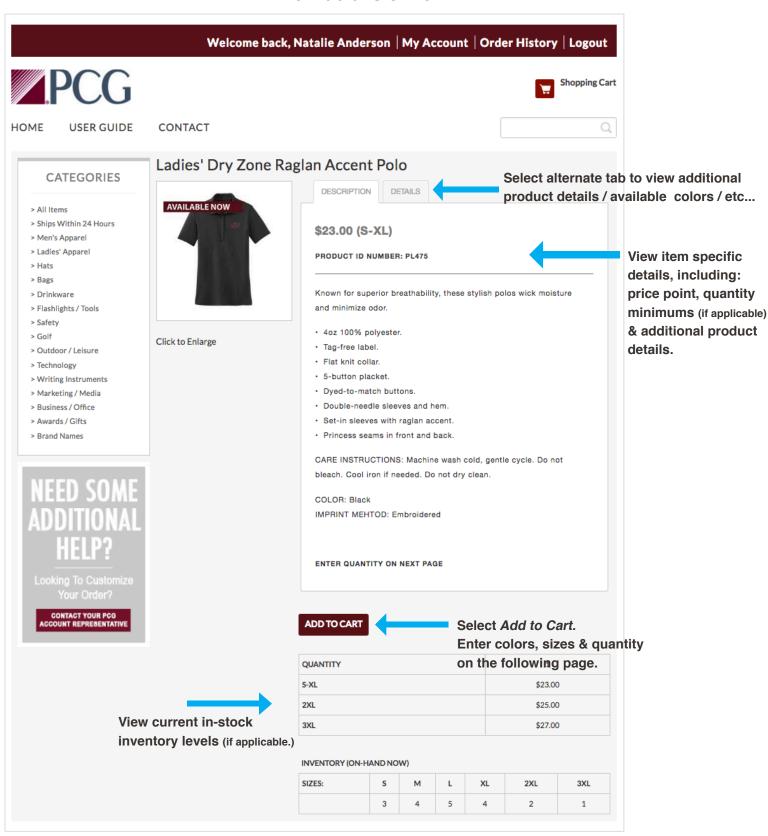
# Selected Category Page Select a category to view all related items.



## **Product Detail Page**

Select an item that you want to learn more about.

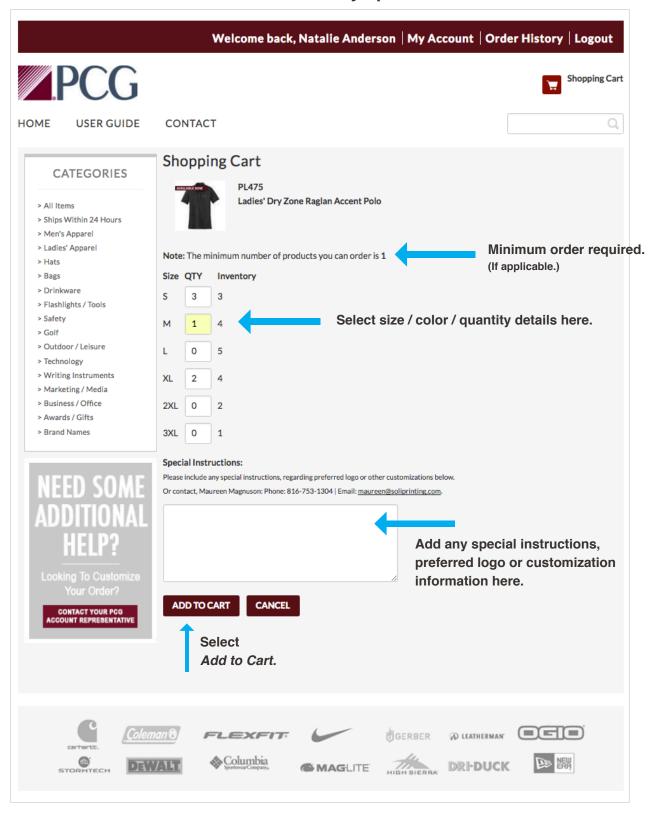
View details of item.



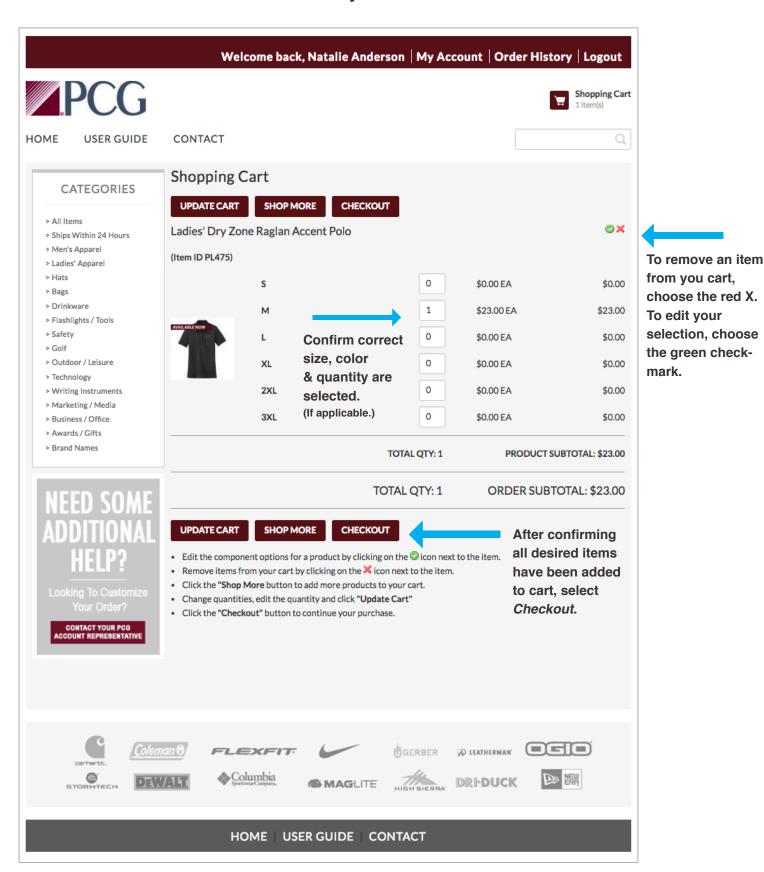
## **Shopping Cart**

Choose the size / color / quantity of your selected item.

Please include any special instructions.

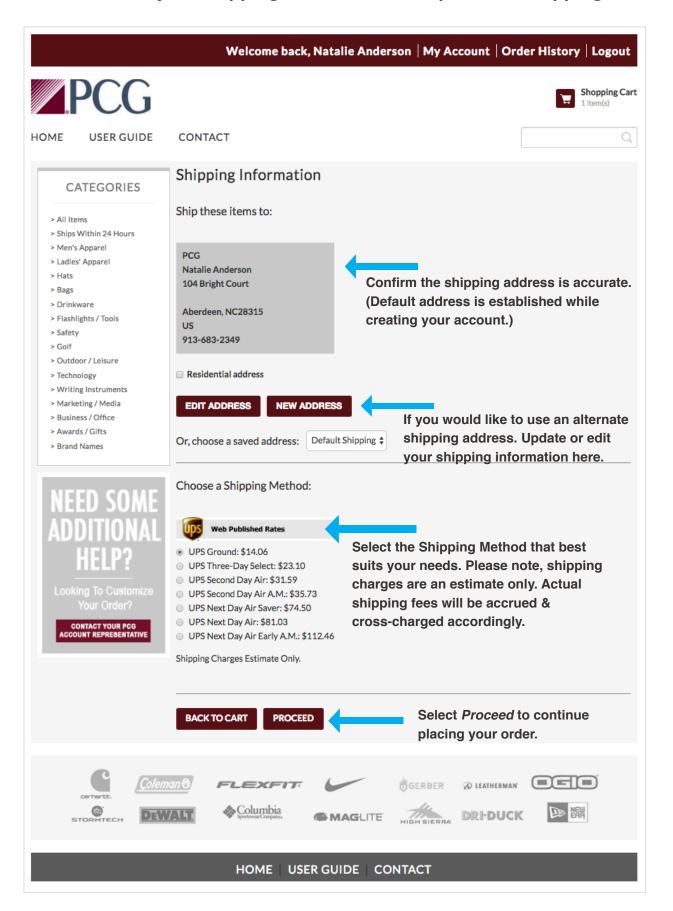


# **Shopping Cart**View & edit your order details.



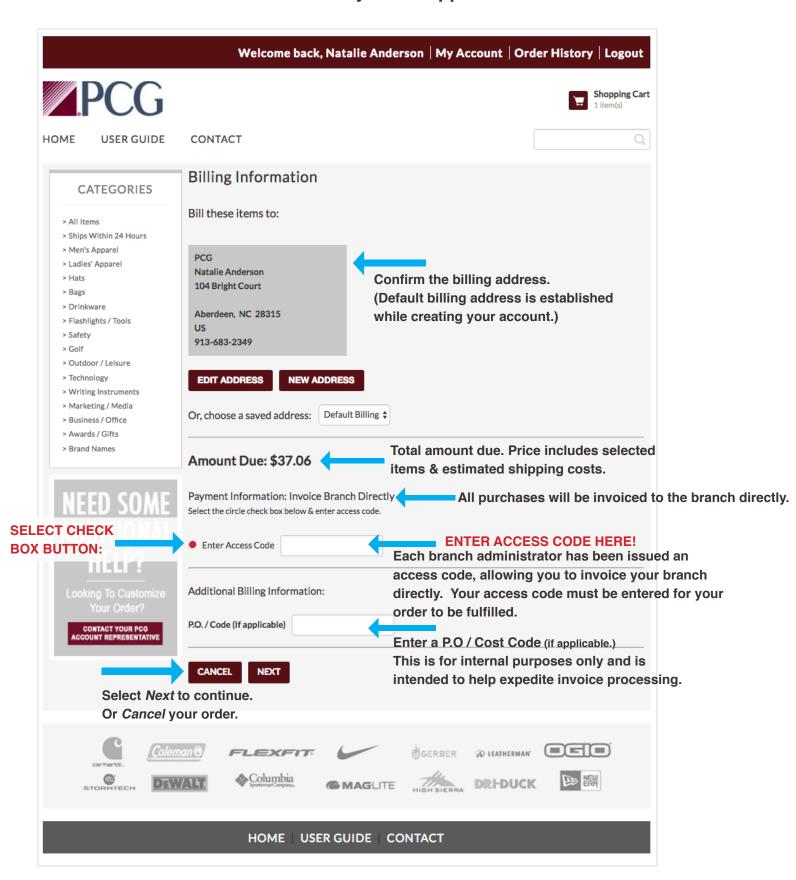
## **Shipping Information**

Review your shipping address & select preferred shipping method.



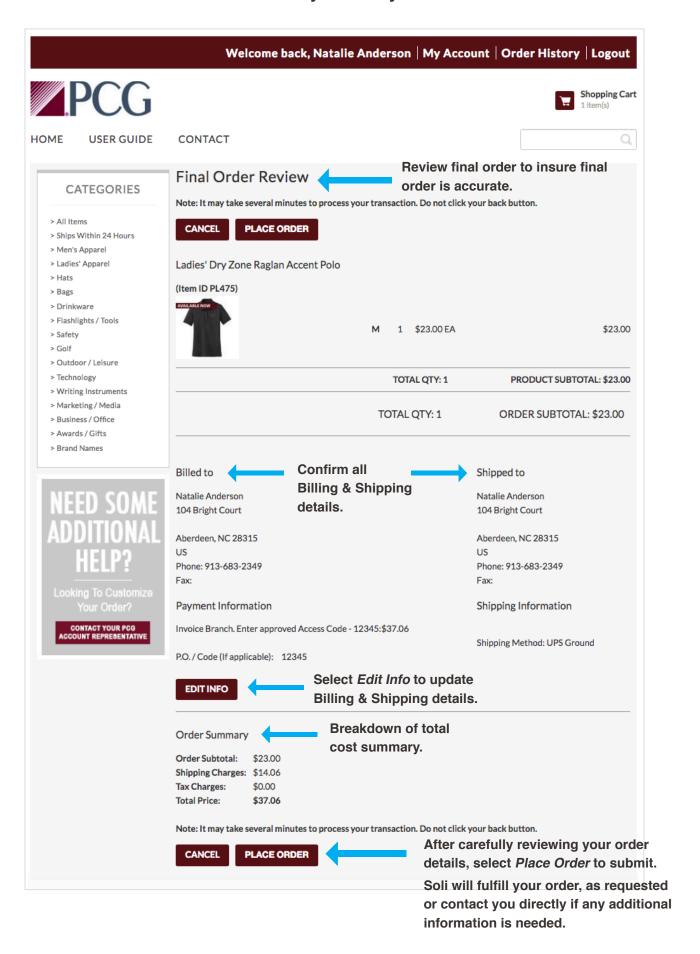
## **Billing Information**

Invoice branch directly. Enter approved access code.



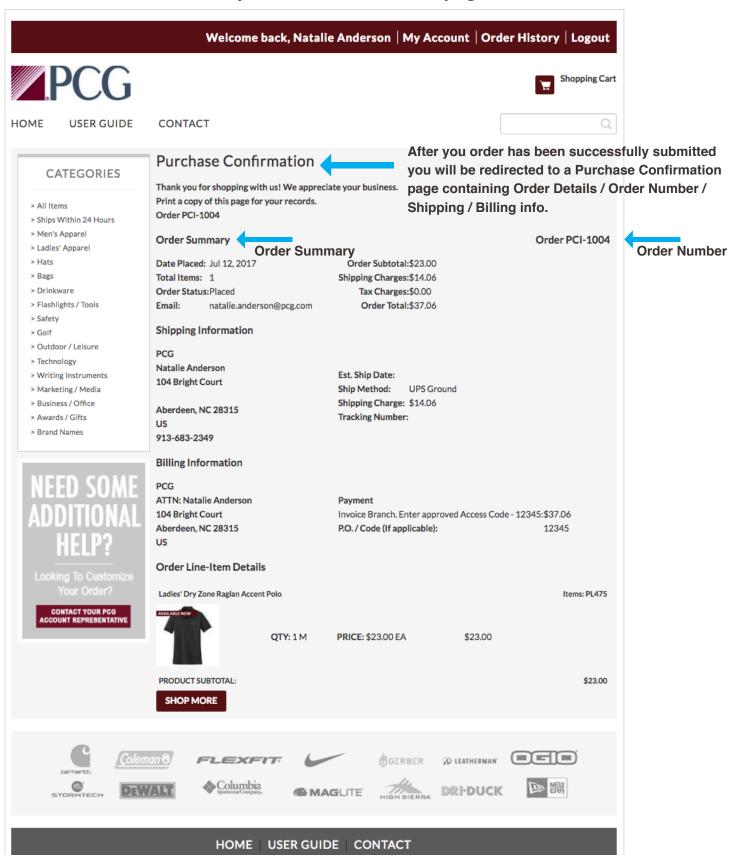
### **Final Order Review**

### Carefully review your final order.



### **Purchase Confirmation**

After submitting your order, you will be redirected to a purchase confirmation page.



### **Confirmation Email**

After your order has been successfully submitted, you will receive a confirmation email containing your order details.

## **Order Acknowledgement**

Thank you for shopping with us! We appreciate your business. Your order was placed on 07/12/2017. Order PCI-1004

**Order Summary** Order PCI-1004

Date Placed: Jul 12, 2017 Order Subtotal: \$23.00 Total Items: 1 Shipping Charges: \$14.06 Order Status: Placed Tax Charges: \$0.00 Email: natalie.anderson@pcg.com Order Total: \$37.06

#### Shipping Information

PCG

Natalie Anderson Est. Ship Date:

104 Bright Court Ship Method: **UPS Ground** 

Shipping Charge: \$14.06

Tracking Number:

913-683-2349

Aberdeen, NC 28315

**Billing Information** 

PCG

**Payment** ATTN: Natalie Anderson

104 Bright Court Invoice Branch. Enter approved Access Code - 12345: \$37.06 Aberdeen, NC 28315

P.O. / Code (If applicable): 12345

**Order Line-Item Details** 

Ladies' Dry Zone Raglan Accent Polo Items: PL475

icon QTY: 1 M PRICE: \$23.00 EA \$23.00

PRODUCT SUBTOTAL: \$23.00