A Brief Instructional Walkthrough

through the

CENTRAL
GARDEN & PET

Storefront

Open a web browser and go to **cgpstorefront.com**. You will be greeted by a login page.

If you already know both your login email address and password, select "**I am a returning user**", input your information in the correct boxes and click the **Continue On** button.

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LOGGED OUT

Marketing Materials Storefront

EMAIL ADDRESS:

support@couriergraphics.com

PASSWORD:

••••••••

● I am a returning user
○ I forgot my password

CONTINUE ON >>

Managed on Behalf of Central Garden & Pet by *Courier Graphics Corporation*

Contact Customer Service
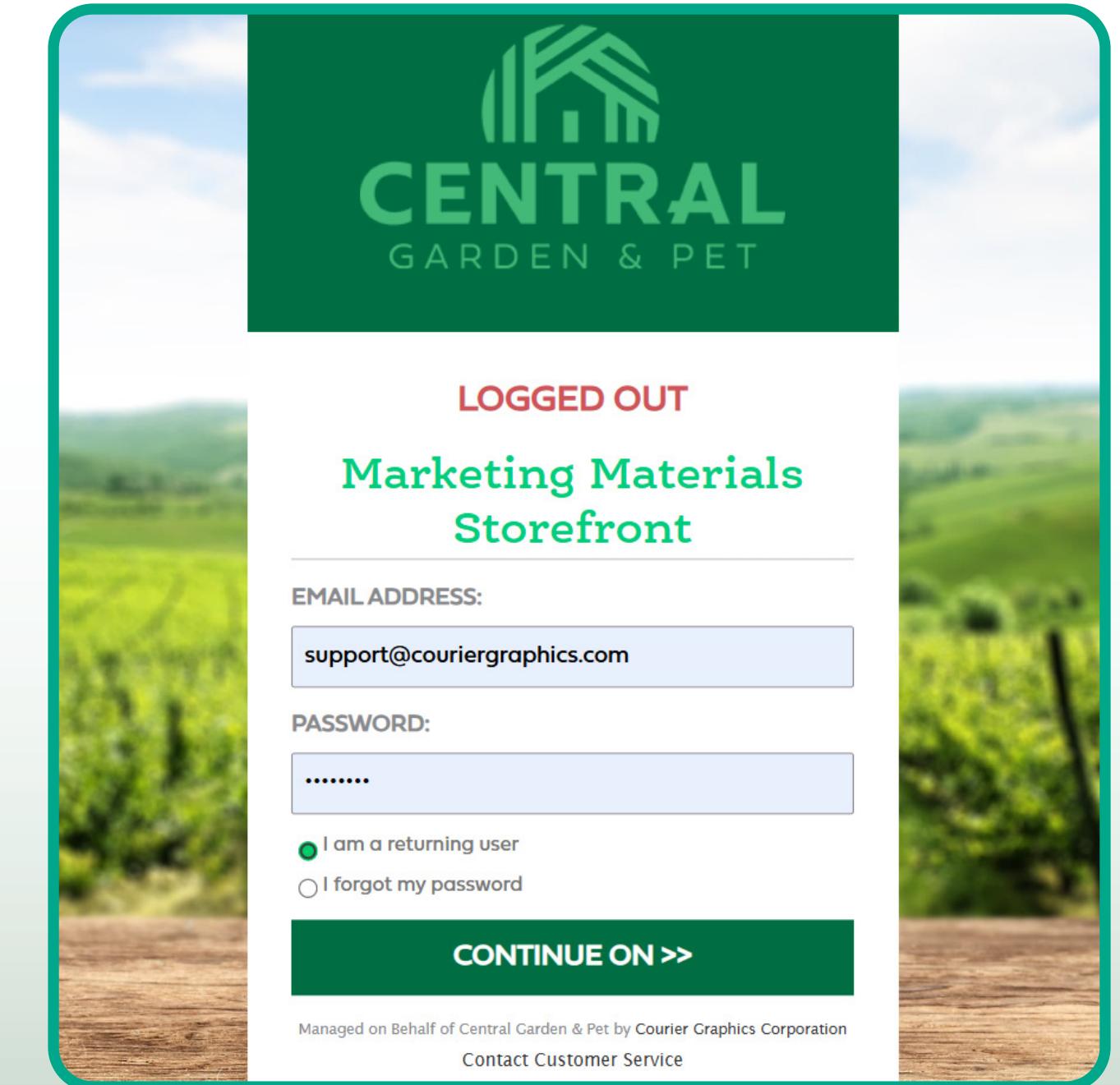
If you know your login email address but forgot your password, select **"I forgot my password"**.

Put in your email address while leaving the password box blank and click the **Continue On** button.
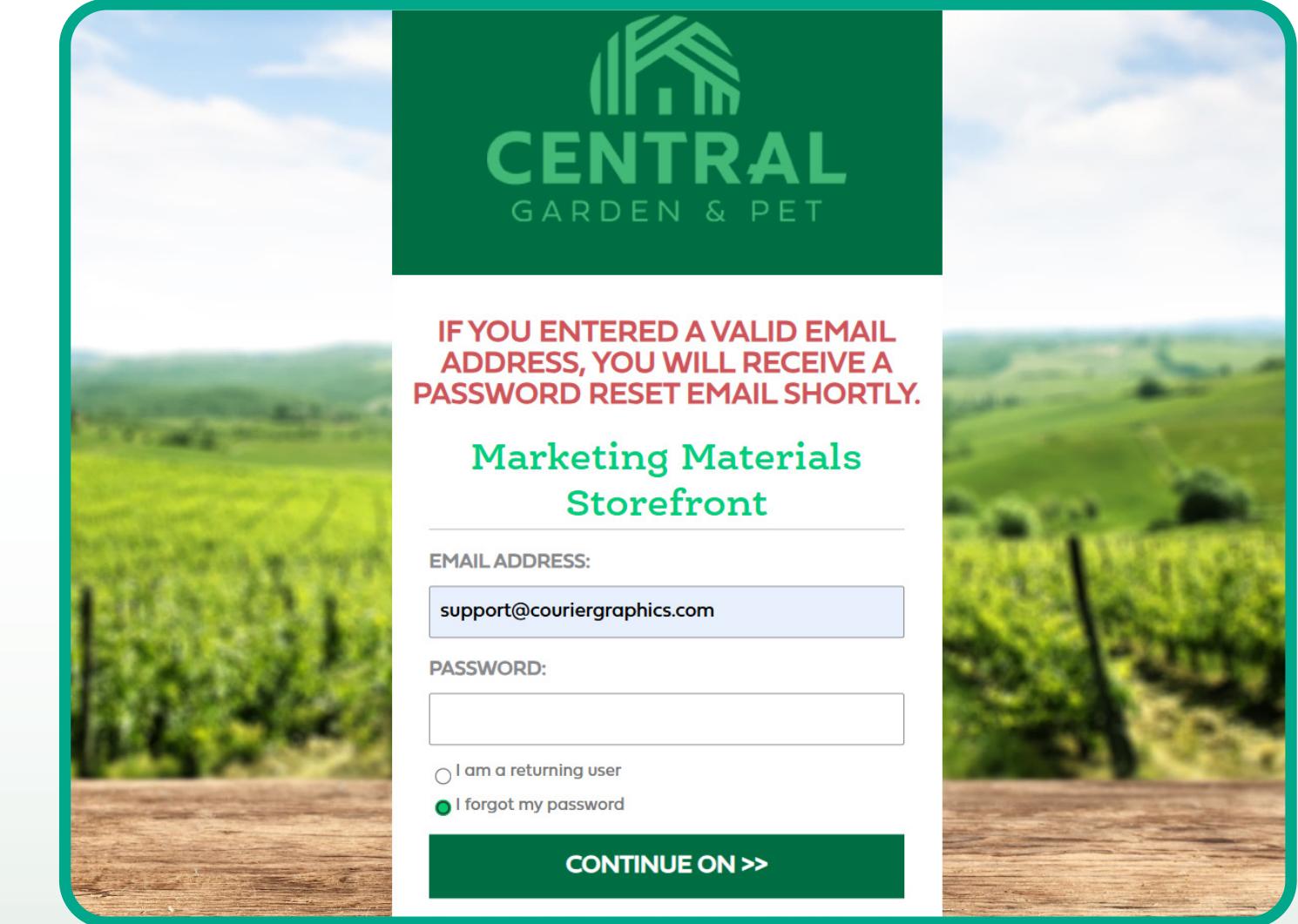
An email with instructions on how to reset your email will be sent your provided email. If you don't see it after a couple of minutes, make sure to check your email's Junk folder.

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If you're setting up your account for the first time, you'll have to first put in your First and Last Name and then you will be asked to fill in more information in the appropriate boxes.

New Users need to contact **Dawn Kuykendall** at **DMKuykendall@central.com** to have their information reviewed and properly assign their division.

Now Editing Profile Andrew Surname

First Name:	Andrew
Last Name:	Surname
Email Address:	name@central.com
Password:	●●●●●●●
Division:	Garden (All) ▼
Street 1:	124 Fake St.
Street 2:	
City:	Tempe
State:	AZ
Zip:	85282
User Type:	user
Item Groups:	

Save Profile   **Cancel**

Account Setup

Please enter your first name and last name below, then click "Continue".

Email:	name@central.com
First Name:	Andrew
Last Name:	Surname

Continue >>

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Start Shopping for User Shown Below

will take you the Catalog of products available for you to Order.

Start Shopping for User Shown Below

My Orders

My Information

First Name:	Andrew
Last Name:	Surname
Email Address:	name@central.com
Password:	********
Division:	Garden (All)
Street 1:	124 Fake St.
Street 2:	
City:	Tempe
State:	AZ
Zip:	85282
User Type:	user
Item Groups:	

Edit Profile

My Profile | Help

My Orders will let you look at your past orders.

Edit Profile will let you edit your Information.

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Track Your Orders

Choose among the orders listed below by clicking on the order number you would like shipping information for.
Return to User List

Order Filter: All | Awaiting Approval | In Production | Shipped | Cancelled						
Token	Product	Name on Items / Requestor	Date Ordered	Status		
KA0BP4	Amdro Ant Block Hang Tags	Andrew Surname	01/24/2018	01/25/2018	UPS Ground	1Z4Y13R70393165774
"	2016 Home Depot Product Guide	Andrew Surname	"	01/25/2018	UPS Ground	1Z4Y13R70393165774

My Profile | Help

The **Token** in this column is a reference for the site to refer to your orders. Clicking it will let you view the details of that order.

The **Status** column has details about your order's shipping are displayed. The far-right number is a **tracking number** and clicking it will open up a new webpage with more details about your shipment.

Tabs and Subtabs are where you can find different items.

You can view **Items** and select their quantities.

When going to the Catalog of products available, you will have a series of **Tabs** and **Subtabs** to the left of the page. If the **Tab** has a black arrow to the left of it, that means it can be clicked on to expand itself and show you **Subtabs** that can be selected.

Depending on the products available, you may have multiple **Tabs** that can be expanded to show multiple **Subtabs**. Above the **Tabs** is a Search Bar that you can use to lookup products.
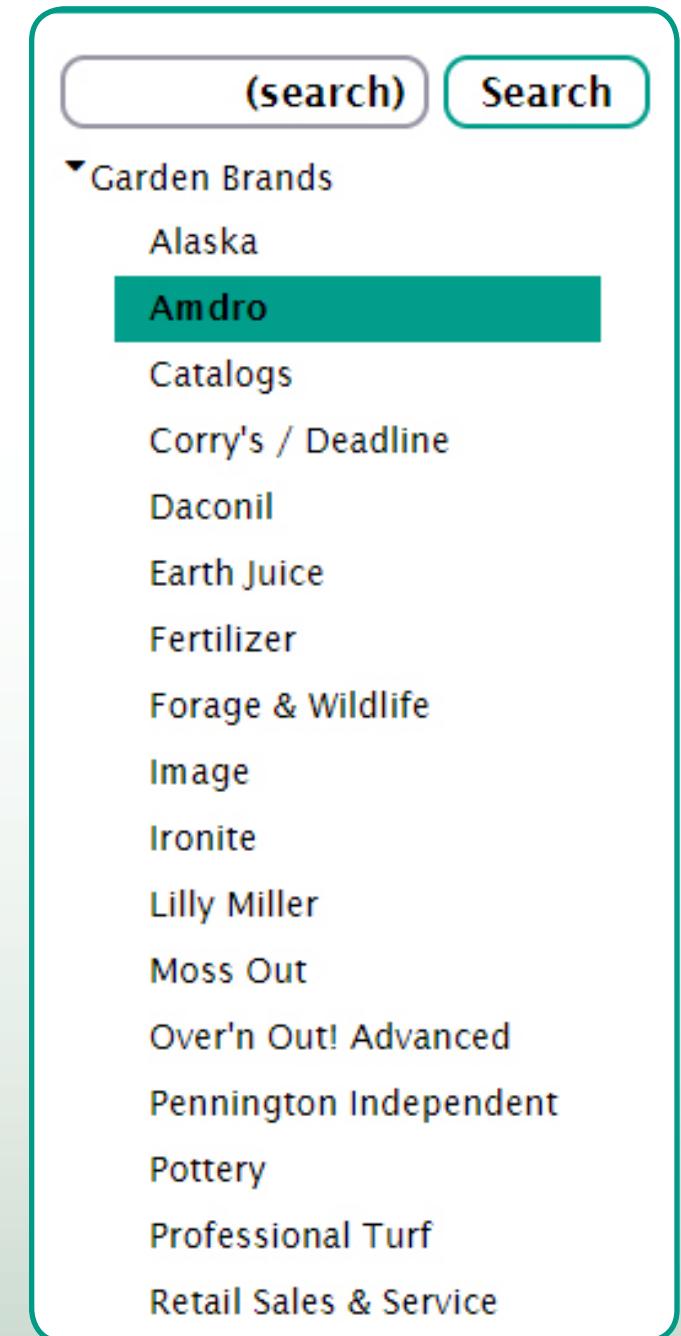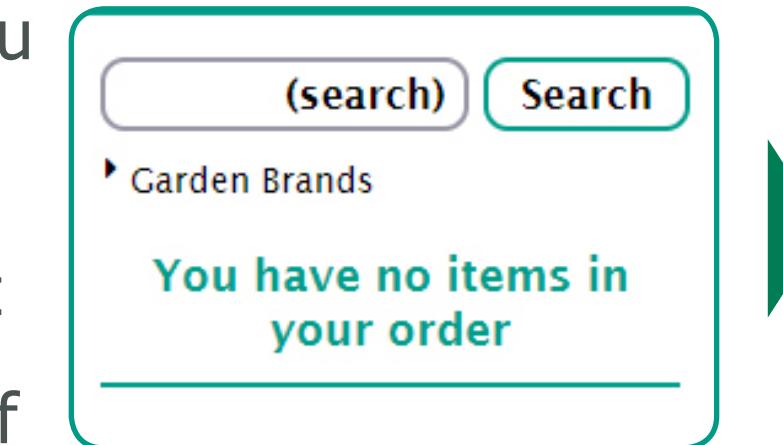
Underneath an item, will be either a dropdown menu or input field. Select or put in the quantities you want of that item and hit the **Add** button underneath to add it to your **Order Basket**.

Amdro Ant Block Hang Tags
300518275
On Hand: 6575

25 ▼

Add

Amdro Ant Block Hang Tags
300518275
On Hand: 6575

25 ▼
25
50
75
100

2016 Home Depot Product Guide
On Hand: 14219

1

Add

2016 Home Depot Product Guide
On Hand: 14219

241

Add

Pottery
Professional Turf
Retail Sales & Service
RootBoost
Sevin

Your Order

✕ Amdro Ant Block Hang Tags - 75
✕ 2016 Home Depot Product Guide - 241

Checkout

Once the item or items you want are in your basket, you can click **Checkout** beneath the basket.
You can also click the **X** next to any item you want to remove from your basket.

Once hitting the **Checkout** button, you are greeted by the **Shipping Page**. Here you can double check your items, selecting a **Shipping Method** and fill out your **Shipping Information**. It's a very important page.

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Please ensure that the items and their quantities are correct. If you make any changes to the quantity of your items or have checked the **Remove** option, click the **Update** button to have your wanted changes to occur.

Though it will autofill based of your Profile's Information, make sure the **Requestor Information** is correct.

Please Select Quantities for your Items:

Item	Qty	Remove	Edit
2016 Home Depot Product Guide	241	☐	
Amdro Ant Block Hang Tags	75 ▼	☐	

Add More Products   Update

Requestor Information:

Your First Name: Andrew

Your Last Name: Surname

Your Email Address: name@central.com

Shipping Method:

***STOP! Please carefully select a shipping method!**

***WE CAN NOT ship to a PO Box**

***All orders will ship with-in 24hrs of order being placed. (Monday through Friday)**

*** Note all shipments WILL NOT REQUIRE A SIGNATURE FOR DELIVERY**

UPS Ground - Transit Map

5 Days

3 Days

1 Day

2 Days

4 Days

6 Days

Transit Days
1 Day
2 Days
3 Days
4 Days
5 Days
6 Days
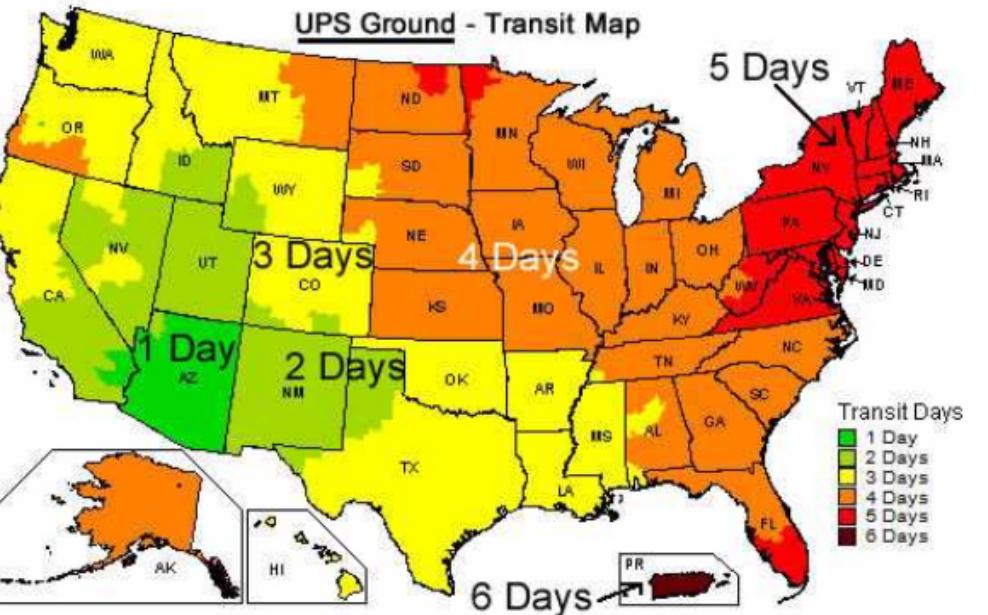
Select a Shipping Option

UPS Ground $

UPS Three Day Select $$

UPS Second Day Air $$$

UPS Next Day Air Saver $$$$

Review the information and map presented in the **Shipping Method** section of the page and select the most appropriate option.

Remember, the more dollar signs there are next to that **Shipping Option**, the more it will cost to ship your order. Though it will be faster.

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In the **Ship To** section, information from your profile might have already filled in some of the required information. Check this information, fill in any remaining information as necessary and click **Review Order**. This process will add the address given into your **Address Book**.

Previously saved addresses can be selected too from a dropdown menu.

Ship To:

Open Address Book   Choose Saved Address ▾

Attn: Andrew Surname
Company Name: Real Time Company
Street 1: 124 Fake St.
Street 2:
City, State: Tempe   AZ
Zip: 85282

Review Order >>

Open Address Book   Bobby Realname ▾
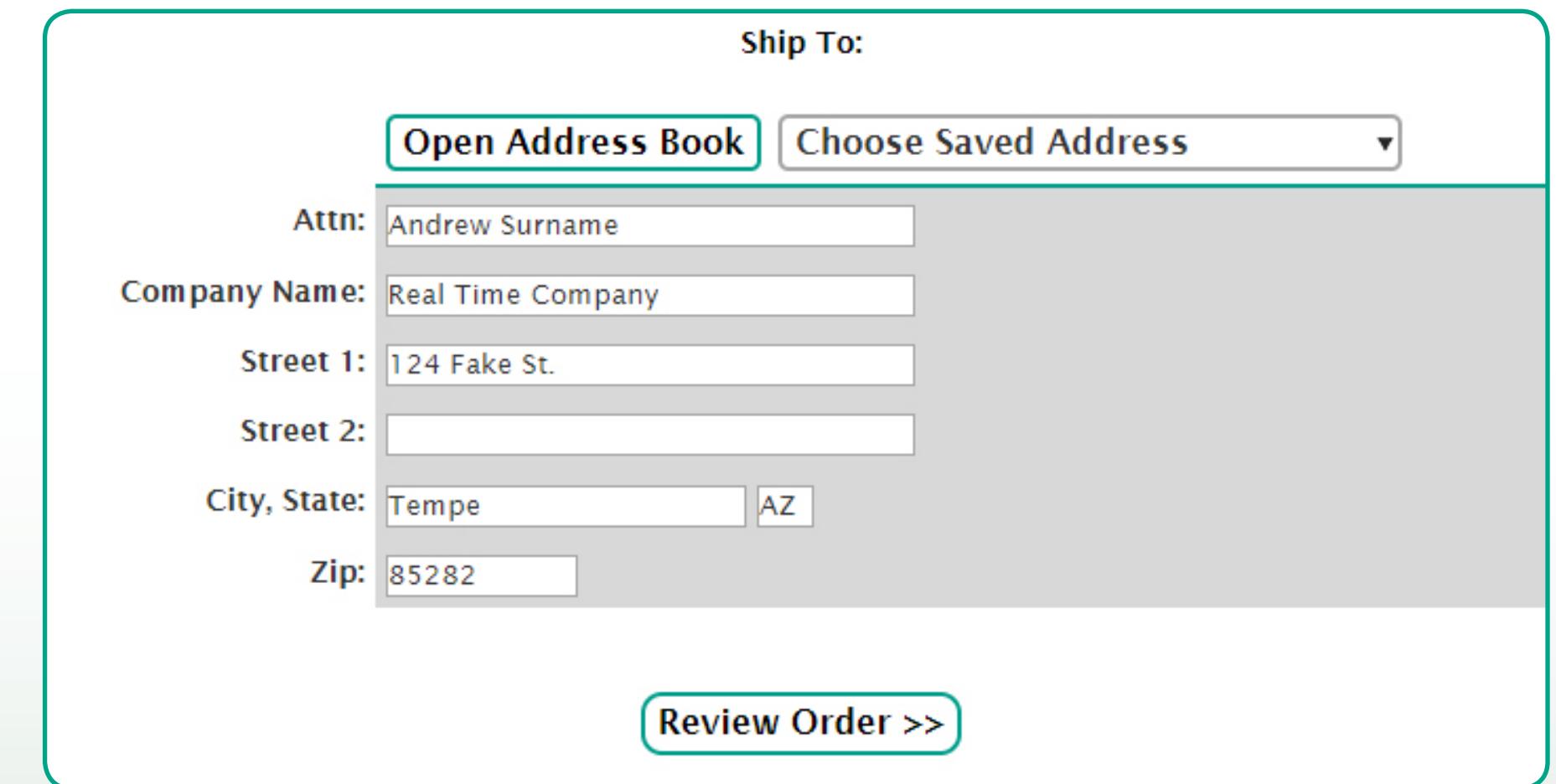
Attn: Bobby Realname
Company Name: Actual Store

Choose Saved Address
Bobby Realname
Andrew Surname
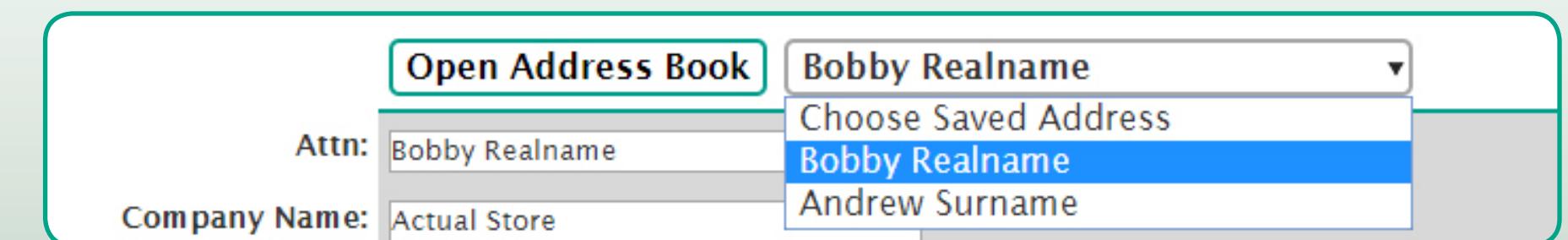
Upload List   Download List   Add Name

(Select) Sara Person [Edit ✱ | Delete]
Business Inc.
78 Hunt Dr.
Tampa, FL 33617

(Select) Andrew Surname [Edit ✱ | Delete]
Real Time Company
124 Fake St.
Tempe, AZ 85282

(Select) Bobby Realname [Edit ✱ | Delete]
Actual Store
8642 N. Oak Rd.
Suite 1138
Phoenix, AZ 85034

The **Address Book** lets you:

• View saved addresses

• Select an address to autofill your shipping information

• Edit saved addresses

• Add addresses

• Download a spreadsheet of addresses

• Upload a spreadsheet of addresses

When adding addresses through the **Address Book**, make sure that all information is correct. If uploading a spreadsheet of addresses, take care to format it correctly according to the requirements.

Upload Address List

Choose a file to upload:
Choose File No file chosen
Submit

format

Tab delimited, with a header row, with these fields:
account_id
name_envelope
name_salutation
to_street1
to_street2
to_city
to_state
to_zip
to_country
to_phone
to_email

Attn: Sara Person
Company: Business Inc.
Street: 78 Hunt Dr.
Street Line 2:
City: Tampa
State: FL
Zip: 33617
Country: USA
Phone: 555-555-5555
Email:

Cancel   Save

On the **Review Order** page, check if the items you've selected, and the address information is correct. If so, scroll to the bottom of the page and click **Send Order**.

Review Order:

Your order is not yet complete. Following is a summary of your order. Please verify all information carefully, then click Send Order.

Item	Qty
2016 Home Depot Product Guide	241
Amdro Ant Block Hang Tags	75

Ship To:

Method:	UPS Ground
Attn:	Bobby Realname
Company:	Actual Store
Address:	8642 N. Oak Rd.
	Suite 1138
	Phoenix, AZ
	85034

Item Proofs:

Amdro Ant Block Hang Tags

AMDRO BAIT IS BETTER

Ants carry bait back to the colony to kill the queen. When the queen is dead, the mound dies.

2016 Home Depot Product Guide

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More saving. More doing.

2016 Featured Products

Send Order

CENTRAL GARDEN & PET
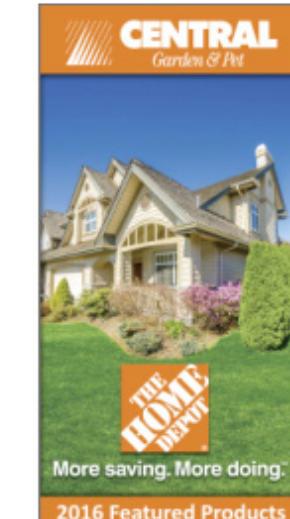
Once your order has been sent, it will be processed and shipped to you. Now comes the hardest part, waiting for your order to arrive.

Order Received.

Your order has been received.

Order placed for: **Andrew Surname**
Ordered on: **01/24/2018** (mm/dd/yyyy)
Order number: **KA0BP4**

Please print this page for future reference

An email confirmation has just been sent to **name@central.com.**   If you do not receive a confirmation within 30 minutes, you may have provided an incorrect or incomplete email address. This will not affect the processing of your order.

Start a New Order >>

Order Summary:

Item	Qty
2016 Home Depot Product Guide	241
Amdro Ant Block Hang Tags	75

Ship To:	
Method:	UPS Ground
Attn:	Bobby Realname
Company:	Actual Store
Address:	8642 N. Oak Rd.
	Suite 1138
	Phoenix, AZ
	85034