

A Brief Instructional Walkthrough

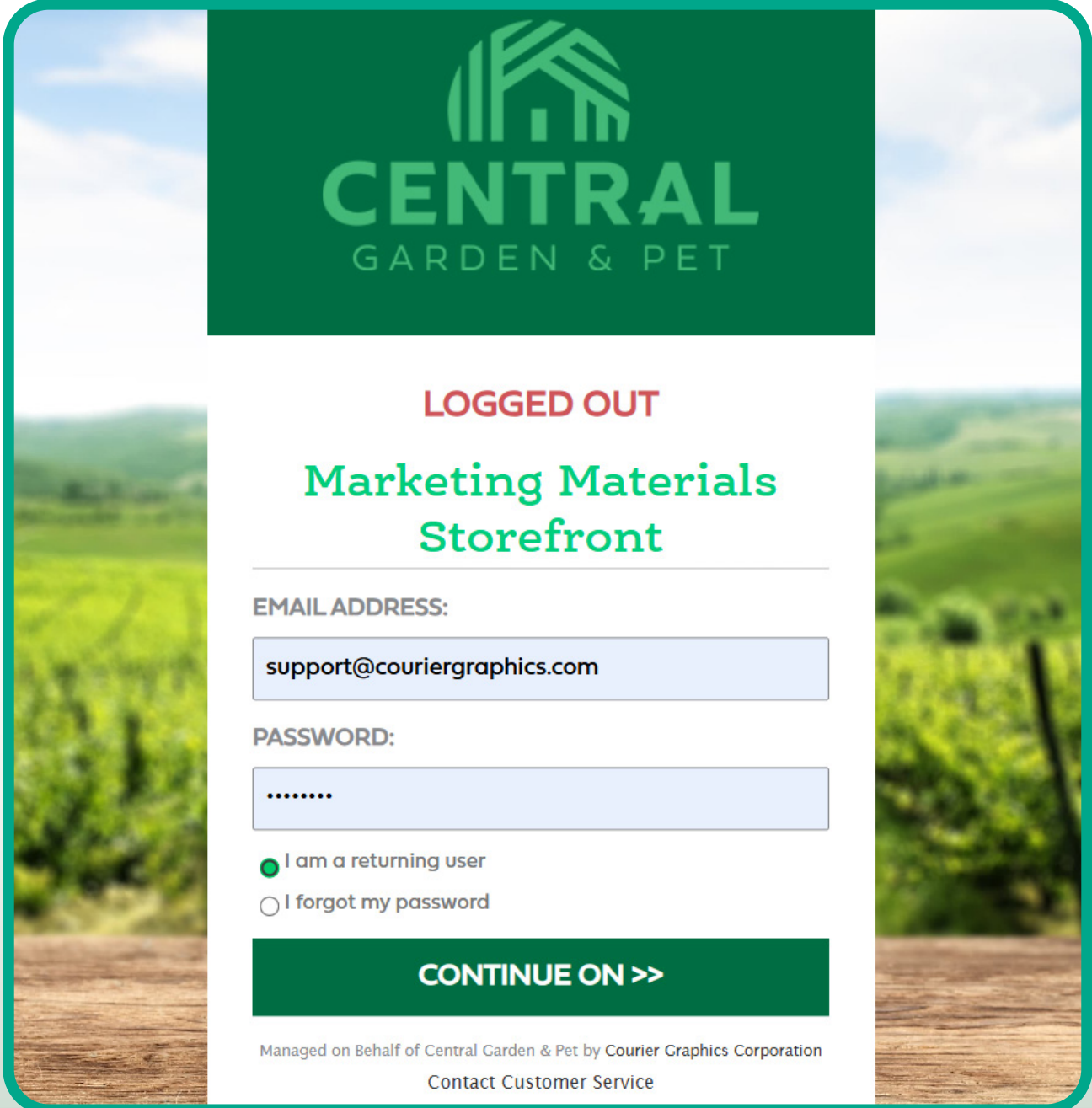
through the




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.




CENTRAL
GARDEN & PET

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.



The screenshot shows a login interface for CENTRAL GARDEN & PET. At the top, the logo is displayed on a dark green background. Below the logo, a message in red text states: "IF YOU ENTERED A VALID EMAIL ADDRESS, YOU WILL RECEIVE A PASSWORD RESET EMAIL SHORTLY." Underneath this, the text "Marketing Materials Storefront" is shown in green. The form includes an "EMAIL ADDRESS:" label, a text input field containing "support@couriergraphics.com", and a "PASSWORD:" label with an empty text input field. Below the password field, there are two radio button options: "I am a returning user" (which is unselected) and "I forgot my password" (which is selected). At the bottom of the form is a dark green button with the text "CONTINUE ON >>" in white.

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.

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:

Last Name:

Email Address:

Password:

Division:

Street 1:

Street 2:

City:

State:

Zip:

User Type:

Item Groups:

Account Setup

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

Email:

First Name:

Last Name:

Continue >>

Start Shopping for User Shown Below

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

Shop | My Profile | Help | Logout name@central.com

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.

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.



Shop | My Profile | Help | Logout name@central.com

(search) Search

Garden Brands

Alaska

Amdro

Catalogs

Corry's / Deadline

Daconil

Earth Juice

Fertilizer

Forage & Wildlife

Image

Ironite

Lilly Miller

Moss Out

Over'n Out! Advanced

Pennington Independent

Pottery


Professional Turf

Retail Sales & Service


RootBoost

Sevin


You have no items in your order




Amdro Ant Block Hang Tags
300518275
On Hand: 6575
25 Add




Amdro 6x2.5 Black Rack Sticker
4500492533-AMDRO
On Hand: 23104
1 Add




Amdro Ant Block Hang Tags (Kills Carpenter Ants and 14 Other Species)
AMDRO01252016
On Hand: 82500
50 Add




Amdro Black and Silver Blank Hat OSFA
5097-1C
On Hand: 511
1 Add




Amdro Black and Silver Home Depot Hat OSFA
5097-1A
On Hand: 358
1 Add



Amdro Black and Silver Lowes Hat OSFA
5097-1B
On Hand: 0
Out of Stock



Amdro Gopher Gasser Also Kills Ground Squirrels Sticker
839311201
On Hand: 196511
1 Add

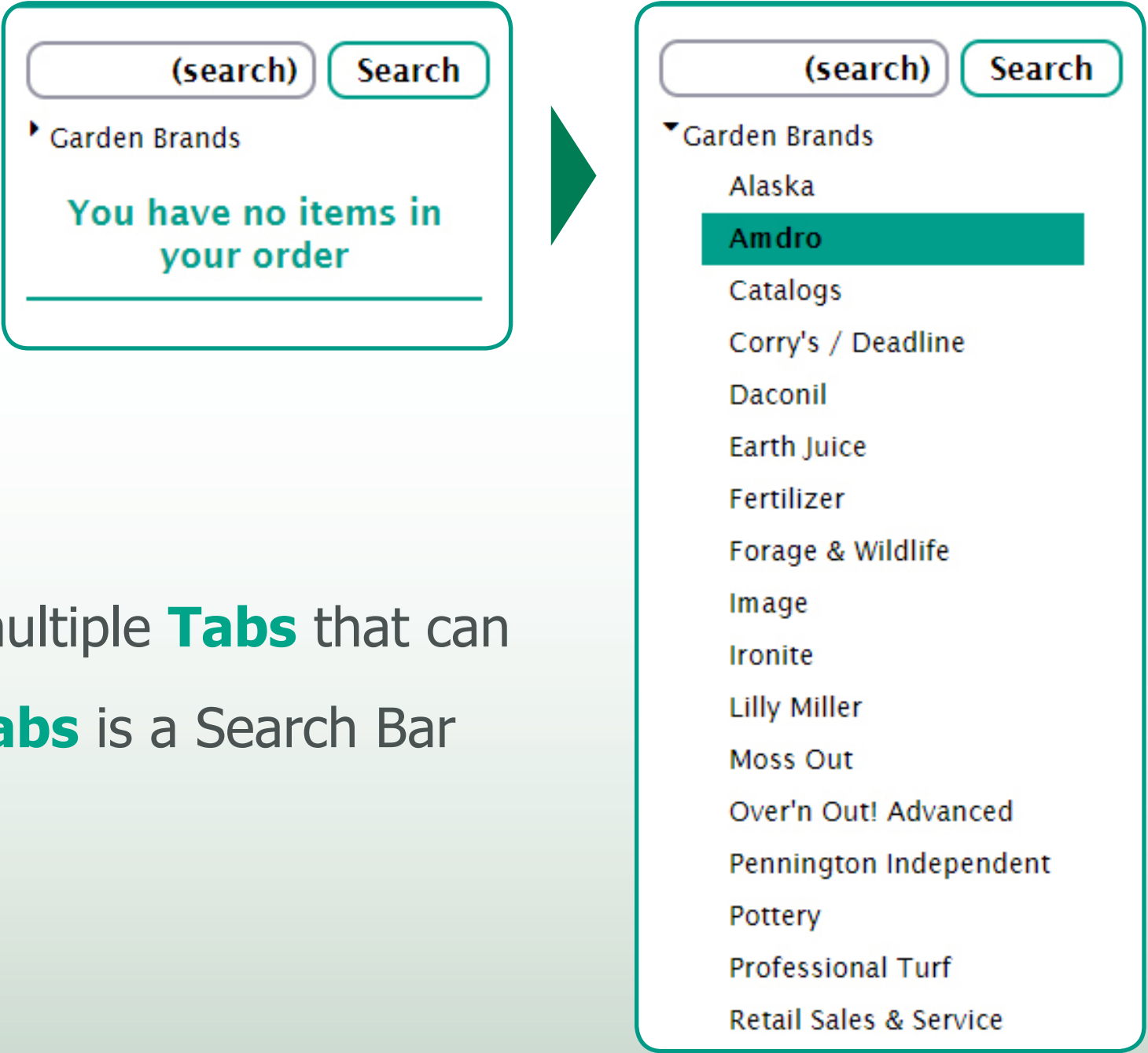


Amdro Gopher Gasser Also Kills Moles Sticker
839311200
On Hand: 179385
1 Add


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

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.



Please Select Quantities for your Items:

Item	Qty	Remove	Edit
2016 Home Depot Product Guide	<input type="text" value="241"/>	<input type="checkbox"/>	<input type="checkbox"/>
Am dro Ant Block Hang Tags	<input type="text" value="75"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add More Products

Update

Requestor Information:

Your First Name:

Your Last Name:

Your Email Address:

Shipping Method:

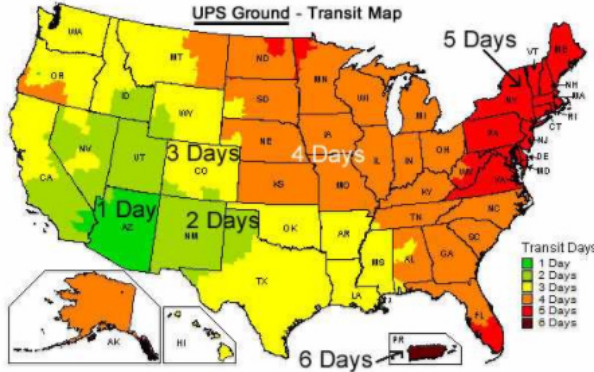
***STOP! Please carefully select a shipping method!

***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



Select a Shipping Option

UPS Ground \$

UPS Three Day Select \$\$

UPS Second Day Air \$\$\$

UPS Next Day Air Saver \$\$\$\$

Ship To:

Open Address Book

No Saved Addresses

Attn:

Company Name:

Street 1:

Street 2:

City, State:

Zip:

Review Order >>

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	<input type="text" value="241"/>	<input type="checkbox"/>	
Amdro Ant Block Hang Tags	<input type="text" value="75"/>	<input type="checkbox"/>	

Add More Products

Update

Requestor Information:

Your First Name:

Your Last Name:

Your Email Address:

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UPS Ground - Transit Map

This map illustrates the transit times for UPS Ground service across the United States, categorized by the number of days required for delivery. The map is color-coded as follows:

- 1 Day (Green):** Includes Arizona (AZ) and parts of California (CA) and Nevada (NV).
- 2 Days (Light Green):** Includes New Mexico (NM), Utah (UT), Idaho (ID), and parts of California (CA), Nevada (NV), and Wyoming (WY).
- 3 Days (Yellow):** Includes Texas (TX), Oklahoma (OK), Arkansas (AR), Louisiana (LA), Mississippi (MS), Alabama (AL), Georgia (GA), Florida (FL), North Carolina (NC), South Carolina (SC), Virginia (VA), Maryland (MD), Delaware (DE), New Jersey (NJ), Connecticut (CT), Rhode Island (RI), Massachusetts (MA), New Hampshire (NH), Vermont (VT), New York (NY), Pennsylvania (PA), and Washington (WA).
- 4 Days (Orange):** Includes Montana (MT), North Dakota (ND), South Dakota (SD), Nebraska (NE), Kansas (KS), Missouri (MO), Illinois (IL), Indiana (IN), Michigan (MI), Ohio (OH), Kentucky (KY), Tennessee (TN), and West Virginia (WV).
- 5 Days (Red):** Includes Alaska (AK) and Hawaii (HI).
- 6 Days (Dark Red):** Includes Puerto Rico (PR).

Inset maps show Alaska (AK) and Hawaii (HI) with 5-day transit times, and Puerto Rico (PR) with a 6-day transit time.

UPS Next Day Air Saver \$\$\$\$

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.

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	
<div>Select</div>		<div>Sara Person</div>		<div>Select</div>	
		<div>Business Inc.</div>			
		<div>78 Hunt Dr.</div>			
		<div>Tampa, FL 33617</div>			
<div>Select</div>		<div>Bobby Realname</div>			
		<div>Actual Store</div>			
		<div>8642 N. Oak Rd.</div>			
		<div>Suite 1138</div>			
		<div>Phoenix, AZ 85034</div>			
		<div>Andrew Surname</div>			
		<div>Real Time Company</div>			
		<div>124 Fake St.</div>			
		<div>Tempe, AZ 85282</div>			

- 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

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

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.

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





2016 Home Depot Product Guide



Send Order

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