

A Brief Instructional Walkthrough
through the

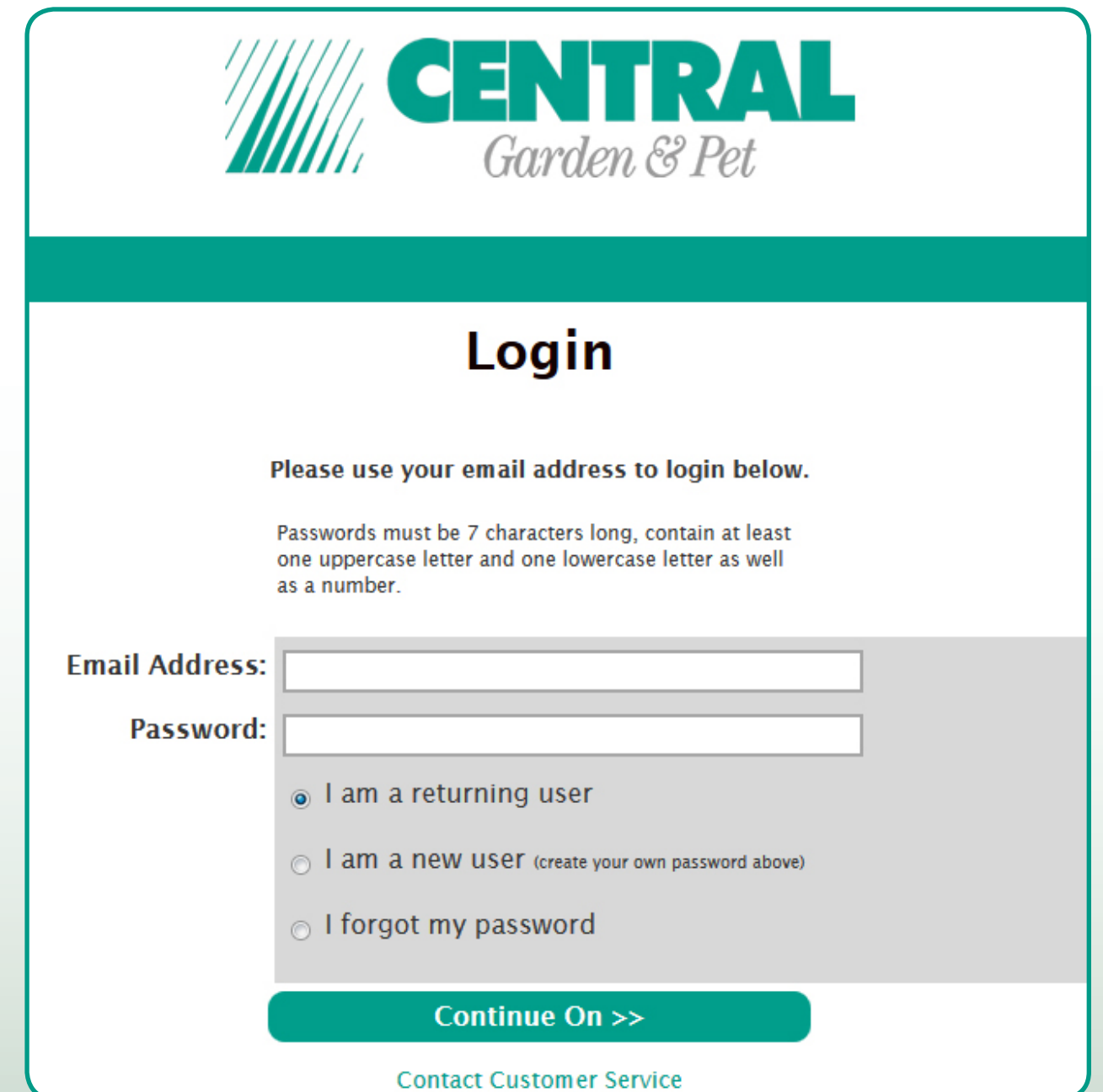


CENTRAL
Garden & Pet

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.



The screenshot shows the login page for CENTRAL Garden & Pet. At the top is the company logo. Below it is a teal header bar. The main content area is white and contains the following elements:

- Login** (Section Header)
- Please use your email address to login below.** (Instruction)
- Passwords must be 7 characters long, contain at least one uppercase letter and one lowercase letter as well as a number. (Note)
- Email Address:** [Input field]
- Password:** [Input field]
- Three radio button options:
 - I am a returning user
 - I am a new USER (create your own password above)
 - I forgot my password
- Continue On >>** (Button)
- [Contact Customer Service](#) (Link)

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.

Login

If you entered a valid userid, you will receive a password reset email shortly.

Please use your email address to login below.

Passwords must be 7 characters long, contain at least one uppercase letter and one lowercase letter as well as a number.

Email Address:

Password:

I am a returning user

I am a new user (create your own password above)

I forgot my password

[Continue On >>](#)

[Contact Customer Service](#)

For a new user, select “**I am a new user**”, put in an email address that is associated with Central Garden & Pet and create a password in the password box.

Before creating a password, check the paragraph towards the top of the page for password requirements. Click the **Continue On** button.

Login

Please use your email address to login below.

Passwords must be 7 characters long, contain at least one uppercase letter and one lowercase letter as well as a number.

Email Address:

Password:

I am a returning user

I am a new USER (create your own password above)

I forgot my password

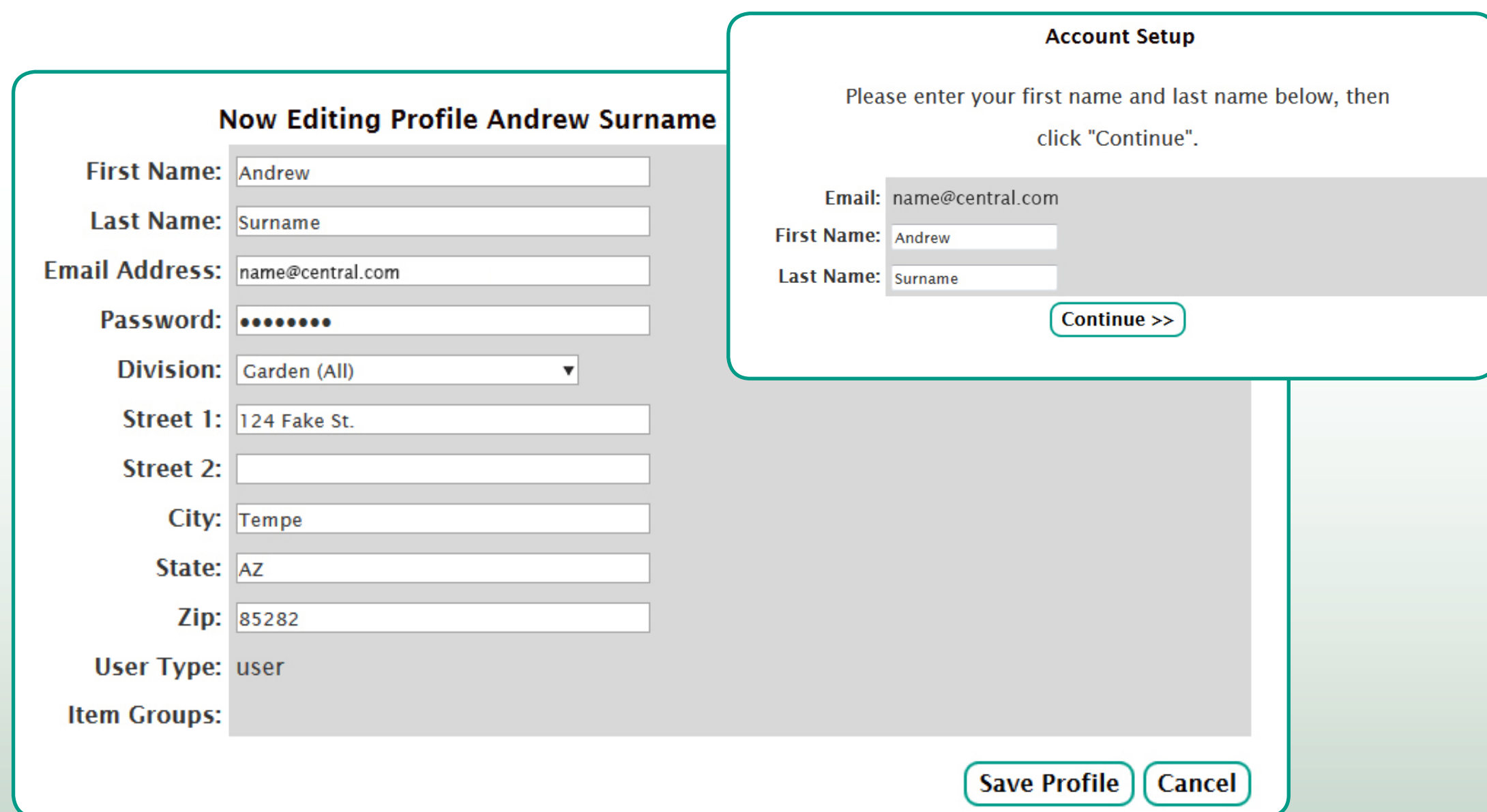
[Continue On >>](#)

[Contact Customer Service](#)

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 **Nancy Malloy** at **NMalloy@central.com** to have their information reviewed and properly assign their division.

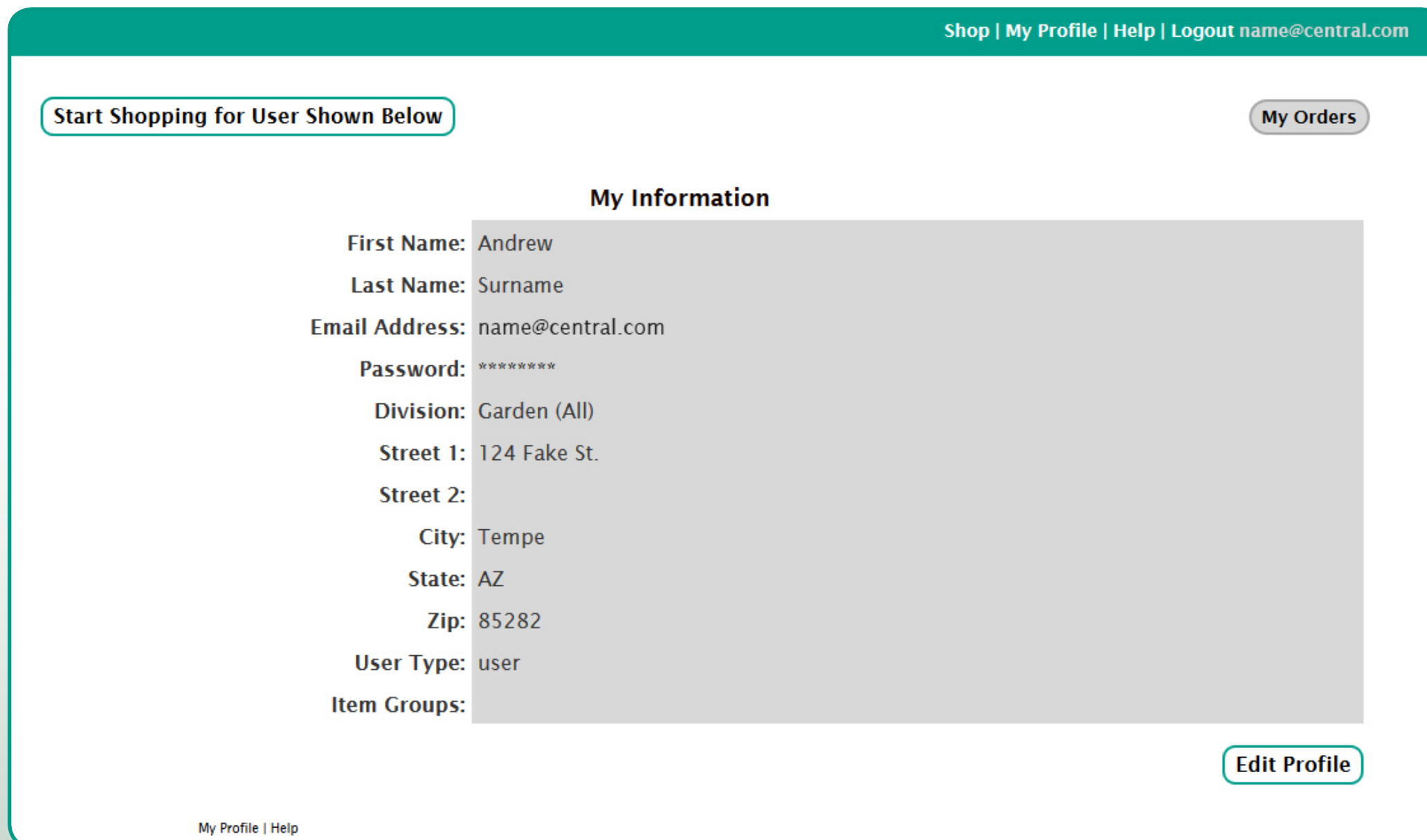
You can change this information later if you need to in your Profile.



The image shows two overlapping screenshots of a web application interface. The background screenshot is titled "Now Editing Profile Andrew Surname" and contains the following fields: First Name: Andrew; Last Name: Surname; Email Address: name@central.com; Password: masked with dots; Division: Garden (All) (dropdown); Street 1: 124 Fake St.; Street 2: (empty); City: Tempe; State: AZ; Zip: 85282; User Type: user; Item Groups: (empty). At the bottom right are "Save Profile" and "Cancel" buttons. The foreground screenshot is titled "Account Setup" and contains the following fields: Email: name@central.com; First Name: Andrew; Last Name: Surname. At the bottom is a "Continue >>" button. The text above the foreground form reads: "Please enter your first name and last name below, then click 'Continue'."

Start Shopping for User Shown Below

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



The screenshot shows a user profile page with a teal header containing navigation links: Shop | My Profile | Help | Logout name@central.com. Below the header, there are two buttons: 'Start Shopping for User Shown Below' (highlighted with a red border) and 'My Orders'. The main content area is titled 'My Information' and contains a list of user details: First Name: Andrew, Last Name: Surname, Email Address: name@central.com, Password: *****, Division: Garden (All), Street 1: 124 Fake St., Street 2: (empty), City: Tempe, State: AZ, Zip: 85282, User Type: user, and Item Groups: (empty). At the bottom right of the profile information, there is an 'Edit Profile' button. The footer of the page contains the text '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.

- ▼ 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



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



Amdro Ant Block Hang Tags (Kills Carpenter Ants and 14 Other Species)
 AMDR001252016
 On Hand: 82500



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



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



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



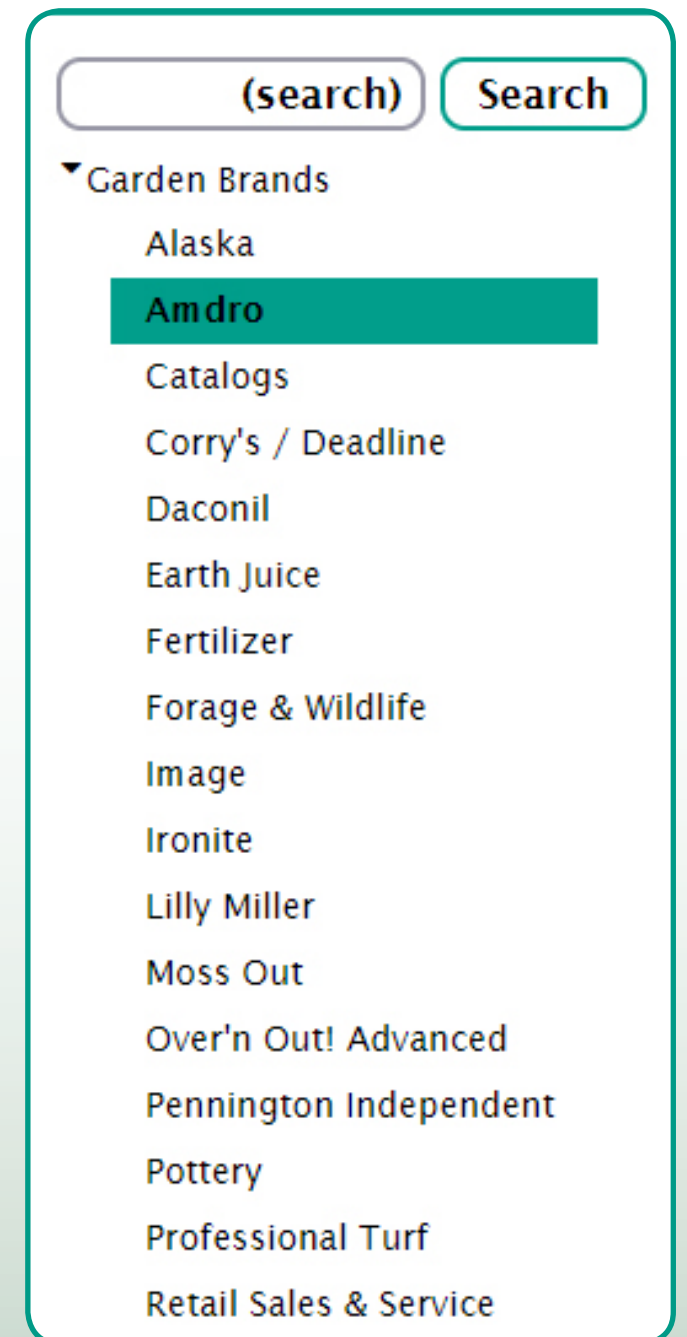
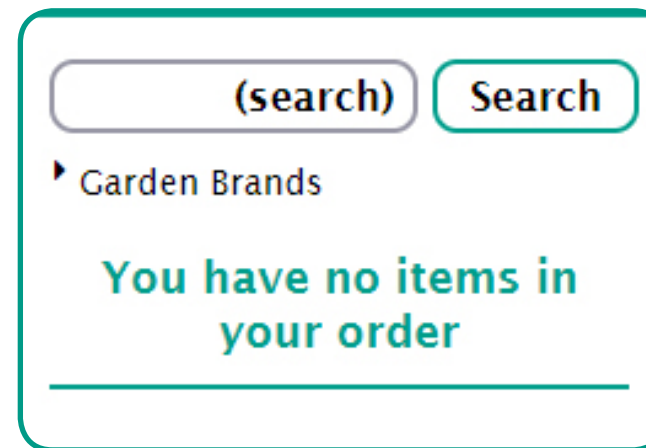
Amdro Gopher Gasser Also Kills Moles Sticker
 839311200
 On Hand: 179385

Tabs and Subtabs
 are where you can
 find different items.

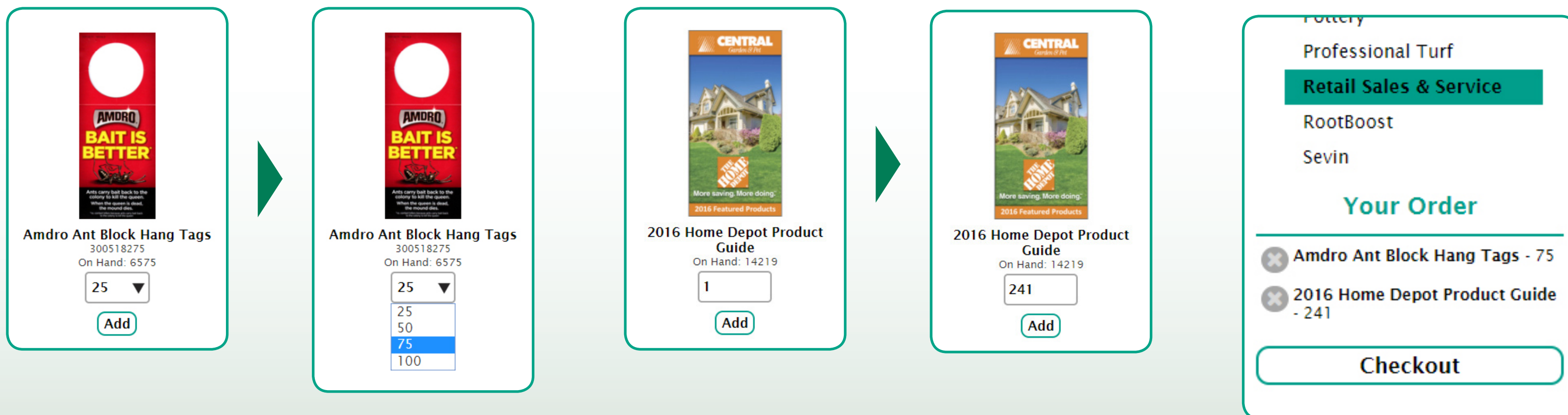
You can view **Items**
 and select their
 quantities.

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**.




The image illustrates the process of adding items to a shopping basket in five stages:

- Item Selection:** Amdro Ant Block Hang Tags (SKU: 300518275, On Hand: 6575) with a dropdown menu set to 25.
- Quantity Selection:** The dropdown menu is open, showing options 25, 50, 75, and 100.
- Item Selection:** 2016 Home Depot Product Guide (SKU: 14219, On Hand: 14219) with an input field set to 1.
- Quantity Selection:** The input field is updated to 241.
- Order Summary:** The 'Your Order' section shows:
 - 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"/>

Requestor Information:

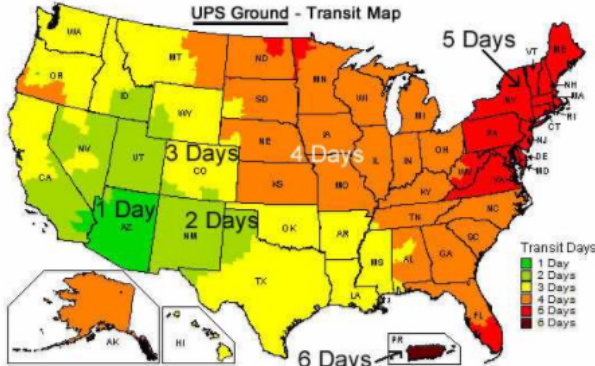
Your First Name:

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:

Attn:

Company Name:

Street 1:

Street 2:

City, State:

Zip:

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:

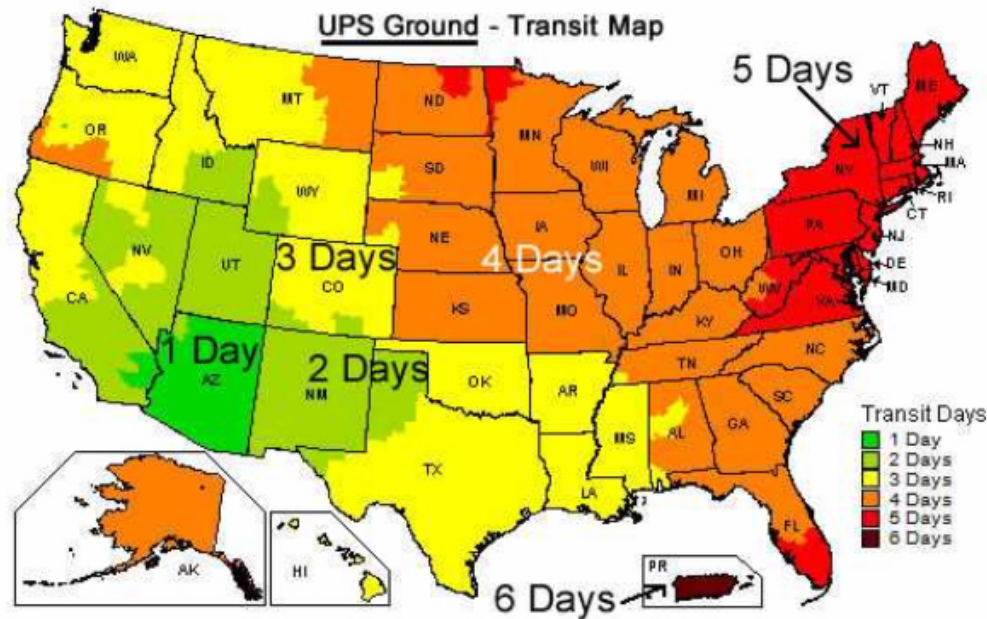
Shipping Method:

***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



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.

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](#)

Attn:

Company Name:

Street 1:

Street 2:

City, State:

Zip:

[Review Order >>](#)

[Open Address Book](#)

Attn:

Company Name:

- 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

Upload Address List

Choose a file to upload:

No file chosen

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:	<input type="text" value="Sara Person"/>
Company:	<input type="text" value="Business Inc."/>
Street:	<input type="text" value="78 Hunt Dr."/>
Street Line 2:	<input type="text"/>
City:	<input type="text" value="Tampa"/>
State:	<input type="text" value="FL"/>
Zip:	<input type="text" value="33617"/>
Country:	<input type="text" value="USA"/>
Phone:	<input type="text" value="555-555-5555"/>
Email:	<input type="text"/>

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:

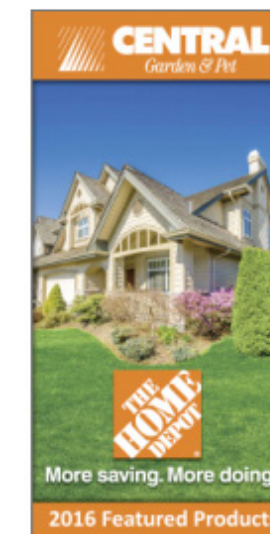
Method: UPS Ground
Attn: Bobby Realname
Company: Actual Store
Address: 8642 N. Oak Rd.
Suite 1138
Phoenix, AZ
85034

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