

City Apparel User Guide

When ordering from City Apparel in eStores, you must first create a quote. After your quote has been created City Apparel will send you a confirmation email with the quote number to complete your order.

For rental uniforms, the procedure is similar.

Ordering

The first step is to click on the "Create Quote" button.





Next, you are going to start selecting your items to add to the cart.





In this example we have selected "Vests" under the "Uniforms" category and specified a color of "Safety Orange" in the size of 3XL.





After selecting the items you want to order you can personalize the items. Once completed you will either click on "add to cart" if you want to continue shopping or "Add to cart & checkout" if done. In the example below we are clicking on Add to Cart & Checkout.





Please review the details in the shopping cart. Changes can be made if needed. Once you are ready to send in the quote request, click on "Submit" at the bottom of the page.

Maintain Kequisitions - Windows internet Explorer	/fsosu/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL1Folder≃ MYFAVORITES		• م • م
<u>File Edit View Favorites Tools H</u> elp			🗙 📆 Convert 🔻 🚮 Select
🖕 Favorites 🛛 🚖 🔤 Ariba Spend Management 🔊 🕻	Oracle PeopleSoft Enterpr 💈 Google 😢 Google News 🔊 Search Current Contracts 🔊 Home - OSU E-Waivers 🔊 PRSM SHARED LINKS		
6 Maintain Requisitions		🛅 🕶 🗟 🕆 🖂 🦂	🖡 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 🖛 🎽
ORACLE'			
	Home	Worklist Add to Favor	rites Sign out
Search:	SEARCH FAVORITES CART CHECKOUTHISTORY	NCED SEARCH QUICK ORDER PROFILE ALERTS	
© W Foronites → Approval Instance Log Hantoin Purchase Orders → Mantain Requisitoris → Reguis Factoris → Reguis Factoris → Reguis Factoris → Reguistoris → Reguistori → Reguistori → Reguistoris → Reguistor	THE OHIO STATE UNIVERSITY Welcome! My Account	CART 1 Term	•
- <u>Vendor Information</u> - <u>ePro Vendor Maintenance</u> - <u>Add to Favorites</u> - Edd Egynotites		Go	
COUTravel Items Vendors	HOSPITALITY UNIFORMS MEDICAL PUBLIC SAFETY FR UNIFORMS CORPORATE ACCESSORIES	BRANDS RENTAL INQUIRY	
▷ Purchasing	Shopping Cart		E
o eFroquement Accounts Payable D Asset Management D Set Up Financial/Supply Chain U Worklist D Reporting Tools D PeopleTools	CornerStone - ANSI 107 Class 2 Hesh Back Safety Vest, smooth Product ID: Safety Orange Size: 3XL	Controlat Information like this decorated: Embroidery ir Imprint, how many colors in your ation: Left Chest Edit	
User Defined Procurement Inquiry Home Page SpeedTypes	Did you make any changes to the	e cart? Click here to update it: Update	
 <u>User Id Lookup</u> <u>Change My Password</u> <u>My Personalizations</u> 		Subtotal: 16.66	
	[Submit	
			•
	Training Guides Need Help 2 Exit Marketplace ProdgeMarketplace provided by Prodge Solutions, LLC Al Rights Reserved		
l Done		Trusted sites Protected Max	de: On 🔗 💌 🖲 100% 💌



The next step is to fill in your contact information and any additional information you want to provide to the supplier. Please confirm the email address because this is the address that the quote will be emailed to.





Once you receive your quote confirmation, you will be ready to place your order. When the email is received, the quote number will be in the subject line.

🛁 📊 🤊 () 🐟 🗢 🚔 🔤		RE: Quote100000541 has been submitted - Message (HTML)	
File Message Adobe PDF			۵ (۲
Signore X Signore X Signore X Signore → Reply Forward Signore → Reply Forward Signore → Reply Forward Signore → Rescond	[™] estores training [™] To Manager [™] and [™] To Manager [™] and	ules * netione Arign Mark Categories Follow Policy - Unread Tasis (b) - Tasis	
From: Kara Ward <kward@cityapparel.net></kward@cityapparel.net>	dan artika	rega is county coon	Sent: Mon 1/26/2015 12:14 PM
To: Chuyvetter, Eric; aluniformmarket@gmail.c	.om; 🖸 ryan @uniformmarket.com		
Subject: RE: Quote100000541 has been submitted			
Eric,			
Thank you for your request. Your quote has been	updated and is now available for review.		
Best Regards,			
Kara Ward, MBA			
Corporate Image Consultant & Sales City Apparel			
P: 419.422.7924 TF: 800.422.CITY E: kword@cityc	2pparel.net		
Check out our new Music Video: www.deliveringi	mage.com		
Delivering Image Monthly Specials Kara Ward Linkedin City Apparelic Company Profile Linkedin City Apparelic Facebook CityApparelinet Website			
CONFIDENTIALITY NOTICE: This message, including any message. Any views or opinions presented in this email an	attachments, is for the sole use of the intended recipient(s) and ma e solely those of the author and do not necessarily represent those	contain confidential and privileged information. Any unauthorized review, use, disclosure or distri of the company.	bution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original
From: kward@cityapparel.net [mailto:kward@city	apparel.net]		
Sent: Monday, January 26, 2015 11:54 AM	Quatormarket.com		
Subject: Quote100000541 has been submitted	- Children and Contract of Con		
Quote100000541 has been submitted. To view the quote, log into the storefront using The quote was absoluted by: Name Edic Disayvetter East fluorester [20mmedia East] fluorester [20mmedia Additional information:	the quote as the username and the common quote pas	word.	
			w.



After receiving the quote from the supplier, go back to the City Apparel supplier website in eStores.

Here you need to enter the quote number and click "Submit Order".





The next screen you should see is the item(s) that you requested to be quoted. Click on the "submit" button to take your items to the checkout page.

EM Runtime - Supplier Website - Windows Internet Explore	er					
🕒 🗢 💌 🖻 http://osu.edim.com/TriggerWorkflow.asp	x?WorkflowAlias=EM_Runtime&WorkflowSessionGuid=EB790191-7E69-4838-/	A3FA-3C40	87E6	3479.8/EN	I_BuilderSettings_PropertySetGuid=55076012-78C3-40FD-9421-384BAD286928 💌	· 🗟 😽 🗙 👂 Bing
<u>File Edit View Favorites Tools H</u> elp						× ∰ Convert ▼ 🗃 🛙
🙀 Favorites 🛛 🚔 📥 Ariba Spend Management 🔊 Ora	acle PeopleSoft Enterpr 🙁 Google 🙁 Google News 🔊 Search Current (Contracts	e F	lome - O	SU E-Waivers 🔊 PRSM SHARED LINKS	
🏉 EM Runtime - Supplier Website						🚡 🔹 🔝 👻 🚔 👻 <u>P</u> age 🕶 Safety 🕶 T <u>o</u> ols 🕶 🚳
,						
	SEARCH FAVORITES CART CHECKOOTHISTORY				CURRENT ADVANCED SEARCH QUICK ORDER PROFICE AD	LERIS
				-		
	Shopping Cart					
	Item	Price	Qt	y Total	Additional Information	1
	CornerStone - ANSI 107 Class 2 Mesh Back Safety Vest Manufacturer: Sanmar Product ID: SM_CST_CSV405 Skur 532702	\$16.60	5 1	\$16.66	How would you like this decorated: Embroidery If Silk Screen or Imprint, how many colors in your artwork: 0 Upload a File:	
	Color: Safety Orange Size: 3XL				Decoration Location: Left Chest	
	Embroidery. Nanufacturer: InStore	\$3.00	1	\$3.00		
	Sku: EMB					
		43.00		42.00		
	Order Processing. Manufacturer: InStore Product ID: O/P Sku: O/P	\$3.00	1	\$3.00		
	Shipping . Manufacturer: InStore Product ID: SHID Sku: SHIP	\$7.50	1	\$7.50		
					Subtotal: 30.16	6
					Submit	
	Traini	ing Guides	Ne	ed Help	? Exit Marketplace	
	ProdigoMarketpla	ce provideo	i by P	rodigo Sol	utions, LLC All Rights Reserved	
Done					🛞 🗸 U	Jnknown Zone (Mixed) Protected Mode: On 🛛 🖓 💌 💐 100%



After clicking on "submit", you will return back to the eStores cart with your items listed.

EM Runtime - Cart - Windows Internet Explorer				
🕒 🗢 🖻 http://osu.edinx.com/TriggerWorkflow.aspx?V	NorkflowAlias=EM_Runtime&Action=RecreateSession&NavAction=CartPage&NavState=	Cart&WorkflowSessionGuid=EB790191-7E69-4838-A3FA-3	3C4C87E63479&EM_BuilderSett 🔻 🗟 🍫 🗙 👂 B	ing 🔎 👻
<u>File Edit View Favorites Tools H</u> elp				🗙 📆 Convert 🔻 🚮 Select
👷 Favorites 🛛 🚖 📥 Ariba Spend Management 🔊 Oracle	le PeopleSoft Enterpr 💈 Google 💈 Google News 🏿 Search Current Contracts 🖉	Home - OSU E-Waivers 🟿 PRSM SHARED LINKS		
😸 EM Runtime - Cart			👌 🕶 🖾 👻 🗆] 🖶 ▼ Page▼ Safety▼ Tools▼ @▼ [≫]
	SEARCH FAVORITES CARTIC CHECKOUT HISTORY	SUPPLIER WEBSITES ADVANCED SEARCH	H QUICK ORDER PROFILE ALERTS	
1	Number of Items		Display : Elst Thumbnail	
	# of Items : 4			
	Total Value : \$30.16 USD		Back Continue Shopping	
	Name this Cart : Provide a name for future retrieval in Checkout History [6]	Optional]	Add to Favorites Checkout	
	Description [/endor Name Mg Name /endor Item # Mg Item # OSU Pa	art Number Price 📕	
	1. 24340:CornerStone - ANSI 107 Class 2 Mesh Back Safety Vest, Color=Safety	CITY APPAREL	\$16.66	
	Grange, oze=3AL, DeGrauon1	522102	Quantity: 1 Update Remove Item	
	2. 30556:Embroidery,	CITY APPAREL EMB	\$3.00 USD EA Quantity: 1 Update Remove Item	
	3. 30560-Order Processing,	CITY APPAREL O/P	\$3.00 USD EA Quantity: 1 Update Remove Item	
	4. 30787.Shipping "	CITY APPAREL SHIP	S7.50 USD EA Quantity: 1 Update Remove Item	
			Back Continue Shopping Add to Favorites ▶ Checkout ▶	
	Training Guides IN Prodigitaritetpace provided by	eed Help ? Exit Marketplace Prodgo Solutions, LLC All Rights Reserved		
Done				Mode: On 🛛 🖓 🔻 🕄 100% 🔻

Click "checkout" to complete your order.



Rental Apparel

To order rental apparel, the steps are similar to purchasing items. A quote must be created first.





All items that you can rent are located in "Rental Inquiry"





There is one page for rental, which is asking for the standard information to start creating a quote for rental uniforms. Once the required information is filled out, click on "Add to Cart" or "Add to Cart & Checkout"





The checkout screen is the same as when purchasing items and will require you to fill out your contact information after clicking on "Submit".

Maintain Requisitions - Windows Internet Explorer	Annual Agentica - A Agent and a second of a second of a Charlest Cong No. 1 & Annual Agent	a subscription	
😋 🔵 🔻 🔊 https://erpfinprod.it.ohio-state.edu/psp/fsosu/EMPLOY	EE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL?Folder=MYFAVORITES	🔹 🔁 🍫 🗙 🔑 Bing	۰ م
<u>File Edit View Favorites Tools Help</u>			🗙 📆 Convert 👻 🚮 Select
🖕 Favorites 🛛 🖕 🔤 Ariba Spend Management 🔊 Oracle PeopleS	oft Enterpr 🙁 Google 🙁 Google News 🔊 Search Current Contracts 🍙 Home - OSU E-Waivers 🔊 PRSM SHARED LINKS		
C Maintain Requisitions		🏠 🕶 🗟 👻 🚍 🏯	▼ <u>P</u> age▼ <u>S</u> afety▼ T <u>o</u> ols▼ @▼ [≫]
Grocee	Home V	Vorklist Add to Favorite	es Sign out
Menu E Search:			
	SEARCH FAVORITES CART CHECKOUTHISTORY	DUICK ORDER PROFILE ALERTS	
V My Favorites		//	^
Maintain Purchase Orders Maintain Requisitions	THE OHIO STATE UNIVERSITY	Citu	
- Regular Entry - Report Manager (RRINT)		APPAREL	
- Requisition Selection			
- ePro Vendor Maintenance - edd to Environmenten	HOME ABOUT CONTACT CHECKOUT MY ACCOUNT LOGOUT Q Search	Go	
- Edit Favorites		DENTAL INCUIDY	
D Items	HUSPITALITT UNIFURMS MEDICAL FUBLIC SAFETT PRUNIFURMS CURPURATE ACCESSURIES DRANUS	KENTAL INQUIRT	
▷ Purchasing	Shopping Cart		E
▷ Inventory ▷ eProcurement	Item Price Qty Total Remove Additional Information Rental Product 0.00 C \$0.00 Is your delivery location on Main Campus?; Yes		
Accounts Payable Asset Management	Manufacturer: InStore Product ID: Rental What are the available hours for delivery?: 8-5 How many associates in your department? (Minimum of	f 5 associates per	
Set Up Financials/Supply Chain	Product delivery location, 10 associate: 10 Sku: Rental Product How many days per week do your associates work?: 5		
Worklist Reporting Tools	what type of garment finish do you require?: Steam fun	inei	
PeopleTools User Defined	Lun		
= Procurement Inquiry Home Page	Did you make any changes to the cart? Click h	here to update it: Update	
- SpeedTypes - User Id Lookup			
 <u>Change My Password</u> My Personalizations 		Subtotal: \$0.00	
		hmit	
•			•
	Training Guides Need Help ? Exit Marketplace		
	ProdigoMarketplace provided by Prodigo Solutions, LLC All Rights Reserved		
1 Done	8	Trusted sites Protected Mode	e: On 🖓 👻 🔍 100% 👻



You will receive an email with your quote number to enter.



Click on "Submit" to bring you to the eStores checkout page.

	Maintain Kequisitions - Windows Internet Explorer	w/EMPLOYEE/ERP/c/REOUISITION. ITEMS. REOUISITIONS. GBL/Folders MYFAVORITES	and the second sec	•	alte X Pana P
	Elle Edit View Favorites Tools Help				× Convert • BSelec
	🚖 Favorites 🛛 🚕 🧱 Ariba Spend Management 🔊 Oracl	le PeopleSoft Enterpr 🖪 Google 🛐 Google News 🔊 Search Current Contracts 🔊 Home - OSU E-Waivers 🔊 PRSM Si	HARED LINKS		
OCCUPEINT IN THE TAIL OF TA	C Maintain Requisitions				🚰 🔹 🖾 🐨 🖆 🖷 Page 🔹 Safety 🕶 Tgols 🕶 🚱 🕶
	ORACLE				
	Menu 🗖			iome Worklas	Add to Favorites Sign out
<pre>by decome for endem for endem f</pre>	Search:	SEARCH FAVORITES CARTO CHECKOUT HISTORY	SUPPLIER WEBSITES AD	ANCED SEARCH QUICK ORDER PROFILE ALERTS	
	My Favorites	Number of Items		Display : List Thumboal	
 - Journal registration - Journal registrati	- Approval Instance Log - Maintain Purchase Orders	#offlams 1			
 e. or of and and ender effective to the second of the second of	- Maintain Requisitions - Regular Entry	Total Value : \$2.500.00 USD		Bac	k.
 	- Report Manager (PRINT) - Requisition Selection	Name this Cart : Provide a name for future retrieval in Checkout Hist	ory [Optional]	Add to Favorites Checkout >	
- doll Andready Noted Andready Mig Marriery Occur Andready Mig Marriery Income Income <t< td=""><td>- Vendor Information - ePro Vendor Maintenance</td><td></td><td>(1) (50%) (50\%) (5</td><td></td><td></td></t<>	- Vendor Information - ePro Vendor Maintenance		(1) (50%) (50\%) (5		
GNU Thereit Winstein Purchange Namedation Set Bill Angele Set B	- Add to Favorites - Edit Favorites	Description	Vendor Name Mfg Name Vendor item # Mfg Item #	OSU Part Number Price	
Verders bis werder of bis werd	OSU Travel Rems	1 31497 Annual Rental Cost	CITY APPAREI	\$2,500,00	
whether share that have been save that have been wood to share that have been wood to share that have been been been been been been been bee	Vendors Purchasing		RENT	USD EA	
Account Projeka Account Projeka But Provide Regist Provide	eProcurement			Quantity: 1 Remove item	
Sit day Washer Washe	Accounts Payable Asset Management				
Weads Note Control Provide Dead Control Name State of the State State of the State Note of the State	Chain				
Rest Rest Rest Channel Mr. Passwood Wr. Personal Life of Section 2 With The Content of Content	Reporting Tools				
Reaction of the stand of the st	PeopleTools User Defined				
State of and the second seco	Procurement Inquiry Home Page				
Save Continue Wir Statewood We Provide Wir Statewood Ket to Flooring Cuddes 11 Seed Help 21 Est Marketplace Productionals Productionals Productionals Productionals Continue Wire Statewood Productionals Continue Wire Statewood Productionals Continue Wire Statewood Continue Wire State	SpeedTypes User Id Lookup				
Continues Kdd to Francesco Records 2 Training Guides 1 Need Help 71 Exit Marketplace Training Guides 1 Need Help 71 Exit Marketplace ProdgeMentaplace provided by Prodge Southers, LLC All Rights Reserved	- Change My Password - My Personalizations				
Continue Strategies Ref D Facebook Training Guides 1 Need Help 71 Exit Marketplace ProdgeMarkgiese provide by Prodge Soukines, LLC AR Rights Reserved					
Continue Broading					
Training Guides I Need Help 91 Exit Manaplace Prodgetanatabace provided by Prodge Southons, LLC AI Rights Reserved				Continue Shoppin	2
Training Guides 11 Need Help 71 Eart Mannetplace ProdgeMenstelace provided by Prodge Seathers, LLC AR Rights Reserved				Add to Favorites Checkout	
Production of the second secon		Training Guide	s Nead Holn 2 Evit Markethlane		
		Prodigo Prodigo ProdigoMarketplace provide	d by Prodigo Solutiona, LLC All Rights Reserved		
		INDUTIONS C			



Click "checkout" to complete your order.

Any questions please contact the eStores team at <u>stores@osu.edu</u> or 614-292-2694.