



**WEB DEPARTMENT**



**ADMIN & PURCHASING**

**CHIPPLY**  
*SUMMIT*



# WEB DEPT

## STORE LAUNCH



### Your group webstore has launched

Hello Julia,

The Shorewest Realtors online store has been launched.

The direct link for the store is:

<https://bsg.chippily.com/shorewestrealtors/>

We look forward to your successful sale; please let us know if we can be of any assistance.

Thank you,  
Bryan Knierim  
[View Store Flyer](#)

### Scheduling

Open Date  
2023-04-01

Open Time  
7:00 AM

Close Date  
2023-04-19

Close Time  
8:00 AM

Production Due Date  
2023-05-05

Ship/Deliver Due Date  
2023-05-10

**Samples:** Y/N **Ecertificates:** Y/N

**Delivery:** add special delivery notes, need by dates here

**Sorting:** Alphabetical, Alphabetical by Team/Class..., Bulk, Other – if handling fee is charged but you still just want bulk, note this here.

**Profit:** Check/AR Balance Due= AR/ Due on pick up

**Pricing Checked?** Yes/No – note any special pricing here

**Standard turnaround time?** Yes/No – if no, explain.

**Send to salesperson to certify before closing?** Yes/No

**Personalization notes** – enter requirements / must haves here

**Uniform package notes** – enter anything regarding special cases here

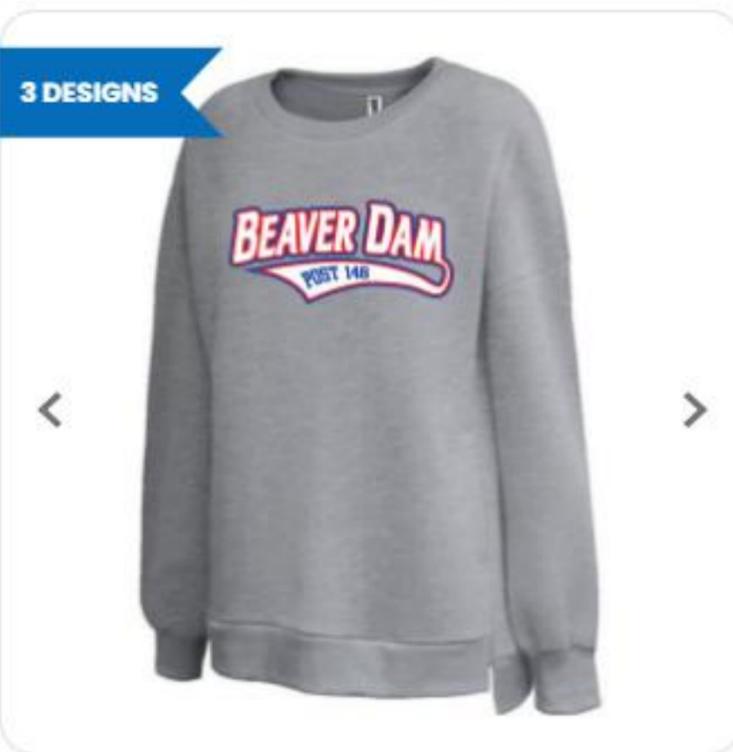
**SPECIAL NOTES FOR THIS WEB STORE:**

# WEB DEPT

## STORE LAUNCH

Central Processing allows us to keep things consistent from start to finish

- Go Shopping!
- Check items to make sure everything looks good
  - Inventory
  - Cost / Sell prices - Process Prices



Women's Droptail Crew  
Pennant Sportswear - 5438  
**\$38.00**



Port & Company® - Youth Core Fleece  
SanMar - PC90Y  
**\$22.00**



Port & Company Adult Core Fleece  
SanMar - PC78  
**\$22.00**



Youth Ventura Soft Knit Short Sleeve  
Holloway - 222605  
**\$48.25**



# **WEB DEPT**

## **STANDARDS & BEST PRACTICES**



**Standard Turnaround Times – Production Due Dates & Ship/Deliver Dates**

**Products – Templates & Preferred Vendors**

**Pricing – Auto Pricing & Standard adjustments**

**Communication – Store Notes & Automated emails**

# WEB DEPT



## AUTOMATED MESSAGES

[CREATE DEFAULT TEMPLATES](#)[+ ADD](#)

	Send Date	Message Type	Message Name	Type	Recipients	Sent	Last Sent On	
	0 Days 0 Hours After Open Date	Store Automated	Your group webstore has launched	Email, SMS (Text)	<b>To:</b> Organization Contact; Store Salesperson; bsgonlineorders@bsg1881.biz <b>SMS:</b> Store Salesperson; Organization Contact	Yes	Apr 24, 2024, 6:16 AM	<a href="#">RESEND</a>
	3 Days 0 Hours Before Close Date	Store Automated	Your group webstore - orders update	Email	<b>To:</b> Organization Contact; Store Salesperson	No		
	1 Days 0 Hours Before Close Date	Store Automated	Your group webstore - final day orders update	Email, SMS (Text)	<b>To:</b> Organization Contact; Store Salesperson <b>SMS:</b> Organization Contact; Store Salesperson	No		
	335 Days 0 Hours After Open Date	Store Automated	Preseason Online Store Reminder	Email	<b>To:</b> Organization Contact; Store Salesperson	No		
	11 Days 0 Hours After Close Date	Store Automated	Web Order Status Check	Email	<b>To:</b> Store Salesperson; bsgonlineorders@bsg1881.biz	No		
	320 Days 0 Hours After Open Date	Store Automated	Salesperson Preseason Online Store Reminder	Email	<b>To:</b> Store Salesperson	No		
	0 Days 1 Hours Abandoned Cart	Store Automated	Abandoned Cart 1 Hr	Email		N/A		
	0 Days 3 Hours Abandoned Cart	Store Automated	Abandoned Cart 3 Hr	Email		N/A		
	0 Days 1 Hours After Open Date	Store Automated	Login access to view orders placed for your group webstore	Email	<b>To:</b> Organization Contact; Store Salesperson	Yes	Apr 24, 2024, 6:46 AM	<a href="#">RESEND</a>
	35 Days 0 Hours After Close Date	Store Automated	Constant Contact Discount Card Email	Email	<b>To:</b> mj@bsg1881.com	No		

# WEB DEPT

LATE ORDERS?!?!?!?!?



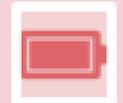
Copy store



Launch unique url



Email to customer



Charge \$25



Give them 24 hours



Match due dates to original sale to try and connect in production

# Admin & Purchasing

# WORK ORDERS

## Report Options

Reset

- Include Dealer Name
- Include Salesperson Name
- Display Dealer Logo

Sort By:  
Vendor

Account Summary

Notes

Operational Fees

Processes

PAGE B - LC FPP

PAGE C - HAT EMB

PAGE E - FF FPP

PAGE F - EMB FPP

PAGE G - FF WP

PAGE H - PATCH

PAGE J - WP WI LC

PAGE K - WP WI FF

Products

Thumbnail Images

Product Cost

Product Price

+ Process Price

+ Fundraising

+ Size Charges

+ Option Charges

Summary

Size Charge Details

Process Component Details

Artwork

List Product Color Names

Show Product Images

Options

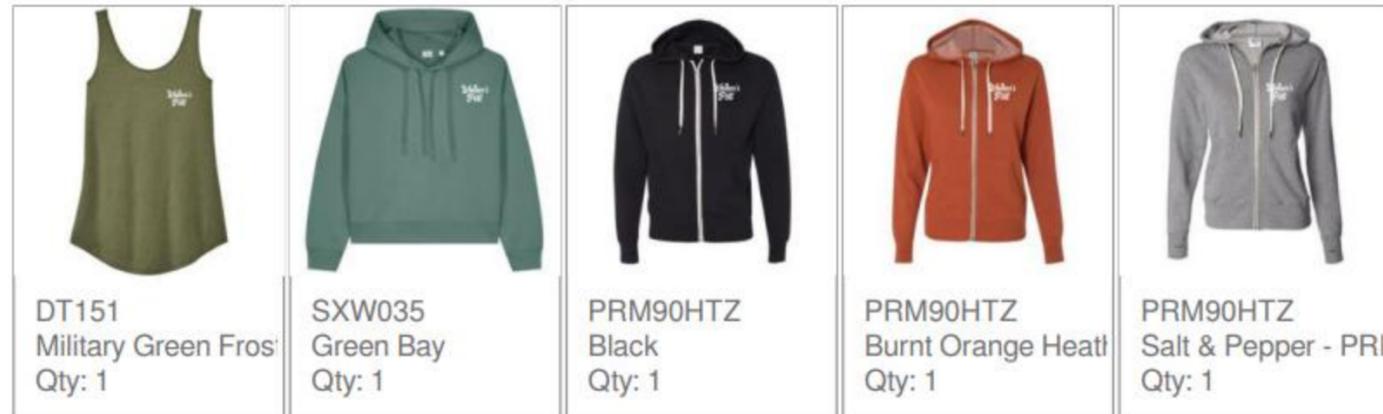
Thumbnail Images

CANCEL

ACCEPT

## Process Description - (CTS) (DTF) LEFT CHEST

	Qty	Type Code	Art Vendor	Art Name
	5	PR1		CAF007071 A
	Decoration Color			Variation Name
	WHITE			CAF007071 DTF A WHITE
	Garment Color		Standard Colors	
ON DARKS		Black		
Notes:				
Product Colors: Black, Burnt Orange Heather - PRM90HTZ, Green Bay, Military Green Frost, Salt & Pepper - PRM90HTZ				



# Admin & Purchasing

## ITEMS TO BE PULLED FROM STOCK

 MARK AS PULLED

**BURGHARDT**  
SPORTING GOODS

SINCE 1881

### PULL FROM STOCK REQUEST

PO#: CAZ016241 BK TO PULL  
DATE: 4/20/2023

<b>SALE ORDER:</b> CAZ016241	<b>STORE NAME:</b> Shorewest Realtors	<b>PROCESS:</b> PAGE A - embroidery (shorewest)	<b>PROCESS QTY:</b> 5
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VENDOR	STYLE UPC	PRODUCT NAME	COLOR	SIZE	QTY	SALES ORDER PROCESS
Under Armour	1300123 190496879492	Men's UA Hustle Fleece Hoody	Black-White - 001	M	1	CAZ016241 PAGE A - embroidery (shorewest)
Under Armour	1376842 196040348070	Mens UA M's Team Tech SS	Black-White - 001	2XL	1	CAZ016241 PAGE A - embroidery (shorewest)
Under Armour	1376843 196040307961	Mens UA M's Team Tech LS	Midnight Navy-White - 410	L	1	CAZ016241 PAGE A - embroidery (shorewest)
Under Armour	196040454504		Mod Gray Light Heather-White - 011	L	1	CAZ016241 PAGE A - embroidery (shorewest)
Under Armour	196040312019		Red-White - 600	2XL	1	CAZ016241 PAGE A - embroidery (shorewest)

**QTY: 5**

# Admin & Purchasing

Enable for global purchasing

## GLOBAL PURCHASING

PURCHASING



**TO BE PURCHASED**

PURCHASE ORDERS

1 Select Vendors

2 Select Stores/Processes

3 Purchase Order

Products

Artwork

Include cart



<input type="checkbox"/>	Vendor	Integrated	Sales	Processes	Quantity Needed	Cost(est.)	Last Purchased	Next SO Due Date	Fulfilled
<b>Total</b>			<b>\$4,815.25</b>	<b>60</b>	<b>790</b>	<b>\$3,497.56</b>			
<input checked="" type="checkbox"/>	SanMar		\$867.25	3	34	\$323.54		5/21/2025	
<input type="checkbox"/>	Speedo		\$70.00	2	56	\$1,456.76		5/13/2025	
<input type="checkbox"/>	SS Activewear		\$104.50	2	2	\$16.33		5/20/2025	
<input type="checkbox"/>	TYR Sport		\$24.00	1	2	\$33.98		5/13/2025	
<input type="checkbox"/>	Under Armour		\$134.00	3	4	\$52.00		5/20/2025	

# Admin & Purchasing

# PURCHASE ORDERS

PURCHASING



TO BE  
PURCHASED

PURCHASE  
ORDERS



<input type="checkbox"/>	PO Number	Date	Purchaser	Type	Vendor	Quantity
<input checked="" type="checkbox"/>	POD050525BADG	5/5/2025	Janis Medek	Digital Order	Badger Sport	1
<input type="checkbox"/>	POD050525SANM	5/5/2025	Janis Medek	Digital Order	SanMar	1
<input type="checkbox"/>	CAE013974 CARL TO PULL	5/2/2025	Riley Bednarek	Pulled From Stock	Champro	1
<input type="checkbox"/>	CCG015879	5/2/2025	Janis Medek	Manual Order	Under Armour	15
<input type="checkbox"/>	MANUAL ORDER CAI028388	5/2/2025	Gabby Tolfa	Manual Order	Augusta, Holloway	2
<input type="checkbox"/>	CAI028386	5/2/2025	Gabby Tolfa	Digital Order	Badger Sport	46
<input type="checkbox"/>	CAI028385	5/2/2025	Gabby Tolfa	Digital Order	Badger Sport	35
<input type="checkbox"/>	CAI028384	5/2/2025	Gabby Tolfa	Digital Order	Badger Sport	21
<input type="checkbox"/>	CAE013974- MENOMONEE FALLS ANGELS FP CUSTOM	5/2/2025	Lisa Marie Parker	Manual Order	Alleson Athletic	6
<input type="checkbox"/>	CAI028377	5/2/2025	Gabby Tolfa	Digital Order	SanMar	66
<input type="checkbox"/>	CAI028376	5/2/2025	Gabby Tolfa	Digital Order	SanMar	35
<input type="checkbox"/>	CAI028375	5/2/2025	Gabby Tolfa	Digital Order	SanMar	101
<input type="checkbox"/>	CAJ008427 AJ TO PULL	5/2/2025	Riley Bednarek	Pulled From Stock	SanMar, Under Armour	29
<input type="checkbox"/>	CAI028374	5/2/2025	Gabby Tolfa	Digital Order	SS Activewear	26

# Admin & Purchasing

You can now add products to be purchased digitally in

## INTEGRATED VENDORS

Our network of integrated vendors and partners drives our innovative platform and is the foundation of our success. Collaborating with top vendors and industry leaders, we enhance our offerings to meet the evolving needs of our users.

← ADD PRODUCTS



**SanMar LPC55** ⓘ  
Port & Company® Ladies Core Blend Tee.  
\$6.68

[+ ADD COLOR](#)

**Red**

XS 2062	S 949	M 2995	L 2589	XL 1368	2XL 1365
<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3XL 422	4XL 863				
<input type="text"/>	<input type="text"/>				
XS ---	S ---	M 1735	L 1191	XL 1327	2XL 1126
<input type="text" value="2"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				3XL 1100	4XL 784
				<input type="text"/>	<input type="text"/>

[+ ADD COLOR](#)

YS 8292	YM 7578	YL 8668	YXL 4330
<input type="text" value="6"/>	<input type="text" value="6"/>	<input type="text"/>	<input type="text"/>

nglan Tee.

[+ ADD COLOR](#)

YS 0	YM 0	YL 1010	YXL 384
<input type="text" value="10"/>	<input type="text"/>	<input type="text" value="10"/>	<input type="text"/>

CANCEL **ADD**

# New In Chipply:

more vendors

group products

Add products with notes



Please make a selection to begin

Product:



# Looking Forward To:

Tags

Statuses

Production Management (production reports & file in Chipply

Receiving!!

# PRINT ON DEMAND



## CATALOG STORES / BATCHES

## PRINT ON DEMAND

**Group small orders together to create 1 JOB  
for purchasing, receiving & fulfillment**

JOB NAME:

**POD0505-1**

DUE DATE:

**5/9/2025**

COUNT:

12 orders

42 items

POs:

Sanmar – POD0505SANM1

S&S – POD0505SS1

Augusta – POD0505AUGU1



# CHIPPLY *SUMMIT*

