



Ordering Guide

This guide is intended to assist CPC Logistics employees in the creation of a GO2 Partners account as well as placing an order on the CPC Apparel e-commerce site. If at any point you have any questions please, contact:

- Drew Lindsley, Sales Executive (314) 966-2300
 - Abbey Howard, Customer Service Representative (314) 966-2300
- Go to the CPC Apparel website, <https://cpclogistics.go2partners.com/login>
 - If you have login credentials use them to gain access to the site
 - If you do not have a login, please use the "Create an Account" feature

Welcome Visitor , Login | [Create an account](#)

History My Account Shopping Cart Saved

Search Site

Shopping Cart 0 item(s)

Home Login

Login

PLEASE NOTE:

This site will only allow the use of one employee certificate per order. If you will be using more than one employee certificate please contact Abbey in customer service at 314.966.2300

If you are a new user please use the "Create an Account" feature located at the top and bottom of the page

[New User Tutorial](#)

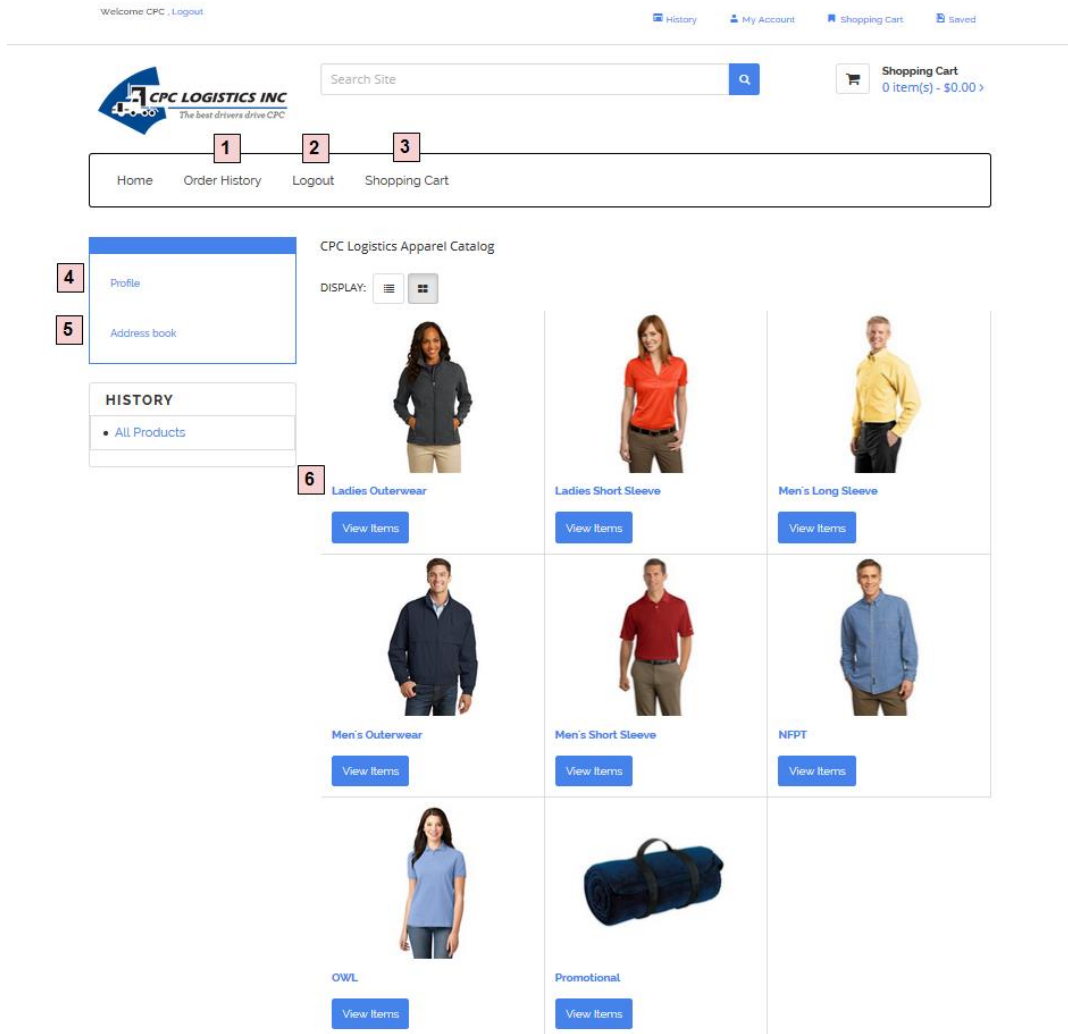
Email or Username:

Password:

Login

[Reset password](#) [Create an account](#)

- Fill in the applicable fields and click the “Create Account” button at the bottom
 - You will receive an email confirmation with your account details
- Use the credentials you created to login to the site
- Once logged in you will be brought to the main page:



The screenshot shows the CPC Logistics Apparel Catalog website. At the top, there is a navigation bar with links for History, My Account, Shopping Cart, and Saved. Below this is a search bar and a shopping cart icon showing 0 items for \$0.00. A horizontal menu contains links for Home, Order History (1), Logout (2), and Shopping Cart (3). On the left side, there is a user profile menu with links for Profile (4) and Address book (5), and a HISTORY section with a link for All Products. The main content area is titled 'CPC Logistics Apparel Catalog' and features a grid of product categories, each with a representative image and a 'View Items' button. The categories are: Ladies Outerwear (6), Ladies Short Sleeve, Men's Long Sleeve, Men's Outerwear, Men's Short Sleeve, NFPT, OWL, and Promotional.

Please call your customer service representative for assistance at 314.966.2300

1. Order History – Shows you all past orders with the ability to recreate past orders if needed
2. Logout – This will end your session and log you out of the website
3. Shopping Cart – This will take you to the current contents of your shopping cart
4. Profile – Allows you to view and change your profile information (i.e. username, password, etc...)
5. Address Book – This let's you manage your shipping addresses
6. Product Categories – Click on any product category to see the items available for ordering



Ordering Guide

- To start an order, click on the category and item you wish to purchase
- Choose your quantity, size, and item color
- Add any notes in the “Additional Instructions” box you wish to be associated with your order
- Click “Add to Cart”
- This will take you to the shopping cart page:

Shopping Cart

CPC Corporate Delivery* should only be chosen for employees who will have their order dropped off at the corporate office.
*Please make sure the CPC corporate address is used as the shipping address

Orders being shipped to your location should choose the UPS Ground - Flat Rate option.


1 Item Shipping To:

CPC Employee 14528 S. Outer 40 Rd. Chesterfield, MO 63017 test@cpclogistics.com	CPC Logistics Suite 210 3145422266
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Shipping options:

2 CPC Corporate Delivery \$0.00

Nike Golf Dri-FIT Pique Polo 1 \$38.00



Ship To:
CPC Employee, CPC Logistics, Chesterfield, MO

Details

3 Qty =1
Size =Small
Color =Anthracite

ORDER SUMMARY

1 product shipping to 1 location

Items:	\$38.00
Shipping:	\$0.00
Total Before Tax:	\$38.00
Estimated Tax:	\$3.18
Order Total:	\$41.18

Continue Shopping

Proceed to Checkout

1. Verify your shipping address
 2. Choose your shipping option
 - CPC Corporate Delivery = These will be delivered to the corporate office at no charge
 - UPS Ground – Flat Rate = These will be shipped to the address on the order via UPS
 3. Verify item details
- Click “Proceed to Checkout”



- This will take you to the Checkout page:

Checkout

Please enter your employee certificate code in the "Promo Code" field below

PLEASE NOTE: Only one certificate allowed per transaction. Certificate only applies to merchandise subtotal and will not apply to tax and/or shipping and handling.

Click To Pay

Billing Address

CPC Employee, CPC Logistics, Chesterfield, MO

CPC
Employee
CPC Logistics
14528 S. Outer 40 Rd.
Suite 210
Chesterfield, MO 63017
3145422266
test@cpcllogistics.com

Add New Address Edit Address

Credit Card

CPC Employee

Credit Card Number Security Code

Expires
Jan 2015

Comments or other information about this order (optional):

Enter Promo Code

Apply Code

Edit quantities or shipping options.

Click To Pay

ORDER SUMMARY	
1 Products 1 Shipping Locations	
Items:	\$38.00
Shipping:	\$0.00
Before Tax:	\$38.00
Estimated Tax:	\$3.18
Order Total:	\$41.18

1. Billing address needs to match the address on file with your credit card
 - If you need to add a new billing address, click "Add New Address"
2. Enter your credit card details
3. Add any relevant order comments
4. If you have an employee gift certificate please enter the numeric code and click "Apply Code"
 - Note: This one-time use code is only applied to the merchandise subtotal

- When ready choose "Click to Pay"
- You will see your order confirmation and also receive an email with the same information

If you have any questions please don't hesitate to contact us at 314.966.2300