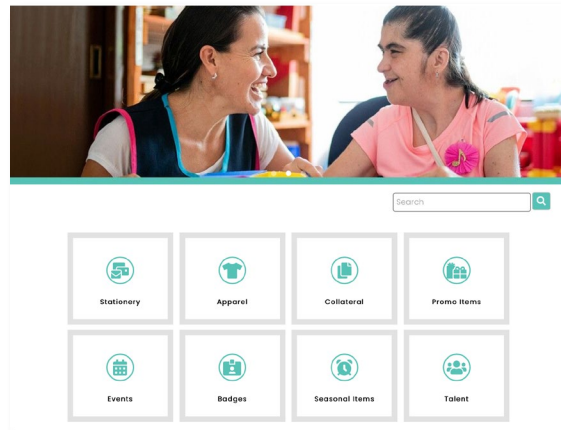


GETTING STARTED

Access the Marketing Hub

Log on to Single Sign On (SSO) and click on the Marketing Hub icon.

Go to SSO
and click



PLACING YOUR ORDER

To view the catalogs, scroll down on the **HOME** page and select a catalog.

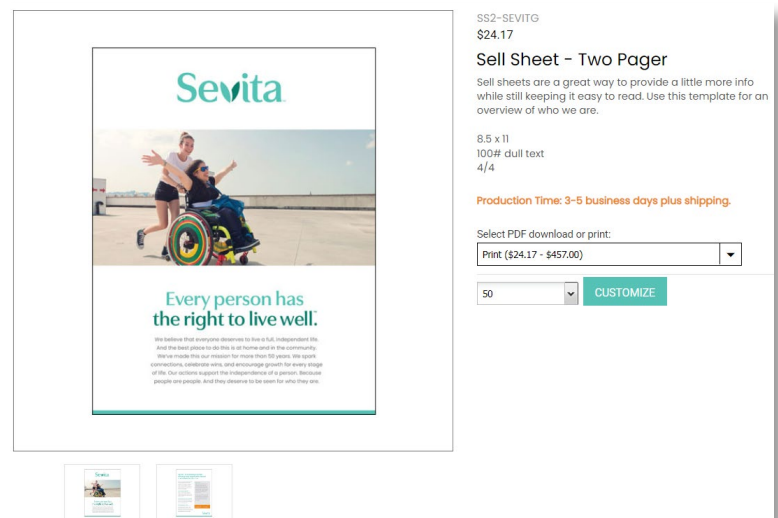
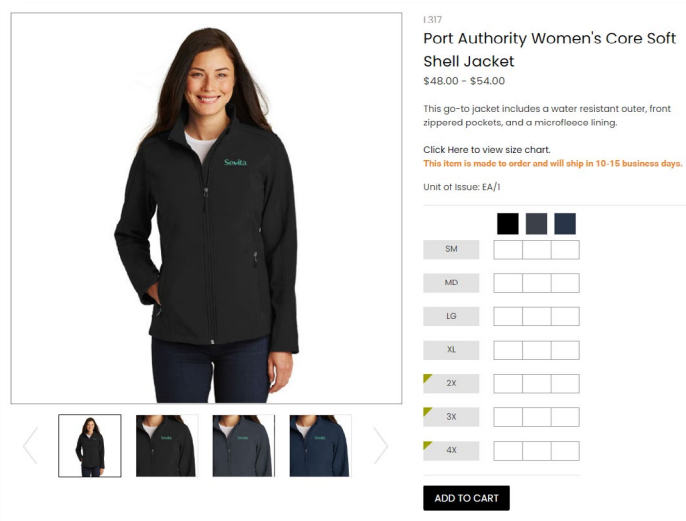
Within the catalog will be the items available for ordering. When you click on an item you will see the item name, information, available inventory (if applicable), and the price per quantity.

Enter the order quantity in the box or drop-down provided and select **ADD TO CART** or **CUSTOMIZE**.

If the item is a customizable print item, you'll be prompted to select either PDF Download or Print. If you select print you will need to select your quantity and then customize. Please note that some fields are required, and some are optional. Once you're finished, select the **VIEW PROOF** button to review. Once reviewed, you'll have the option to select the **APPROVE & ADD TO CART** button. Customizable items are printed on demand and will be printed to order.

To complete your order, click **CHECKOUT** on the top right side of your screen. Here you can review your order, adjust item quantities, select a Shipping Destination, and enter in the relevant Alias code.

Finalize your order by clicking **PLACE THIS ORDER NOW**.



NAVIGATING THE SITE

MY PROFILE: Change your personal information here.

MY ORDERS: Search and review previous orders and check the status of a current order.

Tip: If you are looking for a specific order, you can search by order number, date, or item.

Order #	Date	# of Items	Items	Total	Status	User
30-27809	04/17/2022	1	Bubbles	\$720.00	SUBMITTED	jeffcottadmin (James Scott)

CHECKOUT: Review your order, adjust item quantities, edit customizable items, enter a Shipping Destination, and select your Alias within Payment Method. If your purchase requires approval please check with your supervisor before finalizing your purchase. Finalize your order by clicking **PLACE THIS ORDER NOW**.

Item #	Description	Stock Order	Order Qty	Unit of Issue	Prices Ordered	Unit Price	Price	Actions
MC-SEVITA	Notepad	NO	1	50		\$19.00	\$19.00	Remove
L37	Port Authority Women's Core Soft Shell Jacket	NO	5	EA/1	1	\$48.00	\$48.00	Remove
S32-SEVITA	Self Sheet Two Pager	NO	1	50		\$24.17	\$24.17	Edit Remove

UPDATE QUANTITIES

Subtotal: \$91.17
Tax: 180
Freight: 180
Handling: TBD
Total: \$91.17

Note: The **PLACE THIS ORDER NOW** button will not work until you fill out all the required information at checkout. If you are having trouble placing your order, double check the information you provided for Shipping & Billing.

RESOURCES: Use this tool to download files & documents. To get started, select Resources on the Navigation Bar. On the left side you'll see folders to choose from. Select to see items available to download. Select the check box below the item(s) and download using the **DOWNLOAD SELECTED** button. You can also click directly into individual items & download using the **DOWNLOAD** button.

PROFILES: You can save information to automatically populate in customizable templates like business cards and stationery. Click on the item you want to order. Next to Select a Profile, click on the + sign. Type in a name for the profile you want to add. Enter in the information below, then click Save. That profile will now appear where there's a Select a Profile option.

ORDER CONFIRMATION

You'll receive an email confirmation once the order has been successfully submitted. Your email confirmation will include your order number for tracking purposes, item description, and quantity ordered. Your order may require approval before the order is processed. This will be noted at checkout and via email. If you find any mistakes within the items or within the shipping address, please contact [Customer Service](#).

Once orders are placed, they are immediately sent to production, and therefore changes and cancellations cannot be guaranteed. Please carefully review all parts of your order (quantity, item, shipping, and Alias) before clicking on the **PLACE THIS ORDER NOW** button.

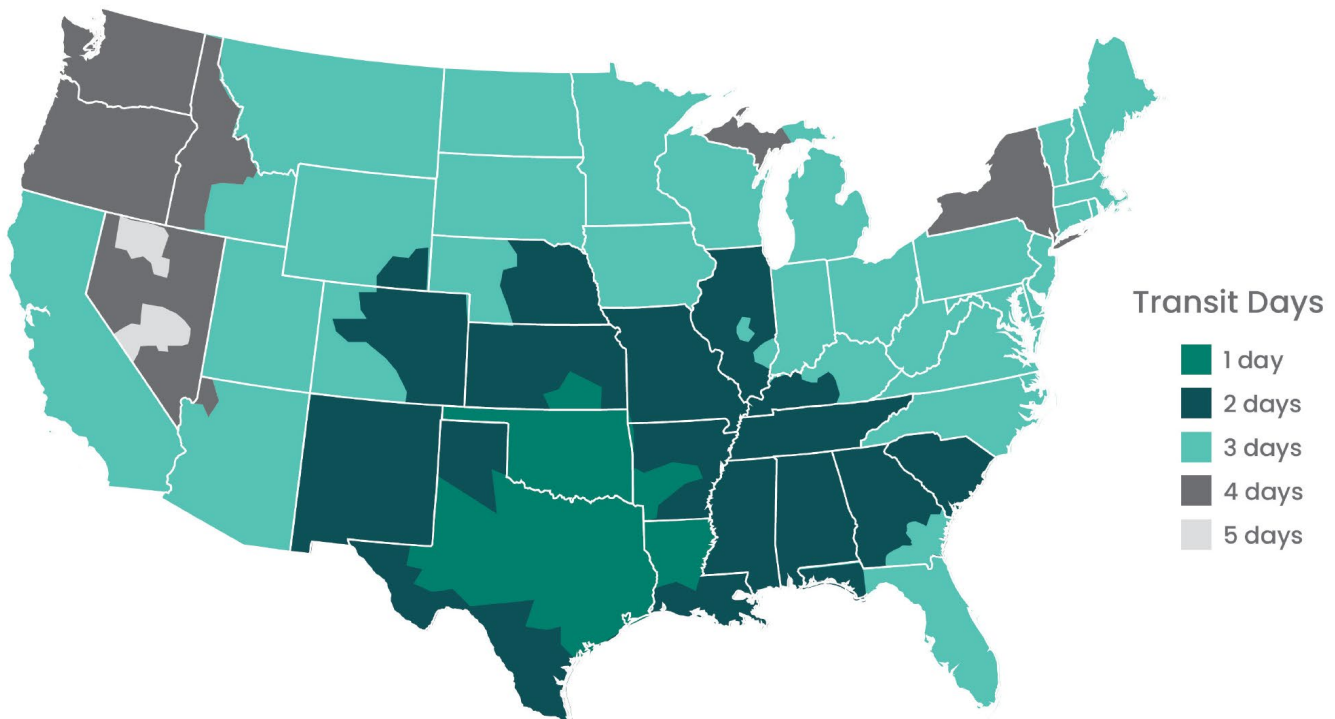
TRACKING YOUR ORDER

If your package has not been received, please check the UPS tracking number provided to you via email or via the **MY ORDERS** tab. If you can't find your tracking info, reach out to [Customer Service](#) for assistance. Please have your order number available for reference.

CUSTOMER SERVICE INFORMATION

Didn't find what you were looking for? Need assistance? Contact sevitahubhelp@webbmason.com

SHIPPING MAP - For Inventory Items



SEVITA SHOP

Looking to make a personal purchase? Check out the [Sevita Shop](#).