

Work Instruction

Vendor - CSI - Ordering

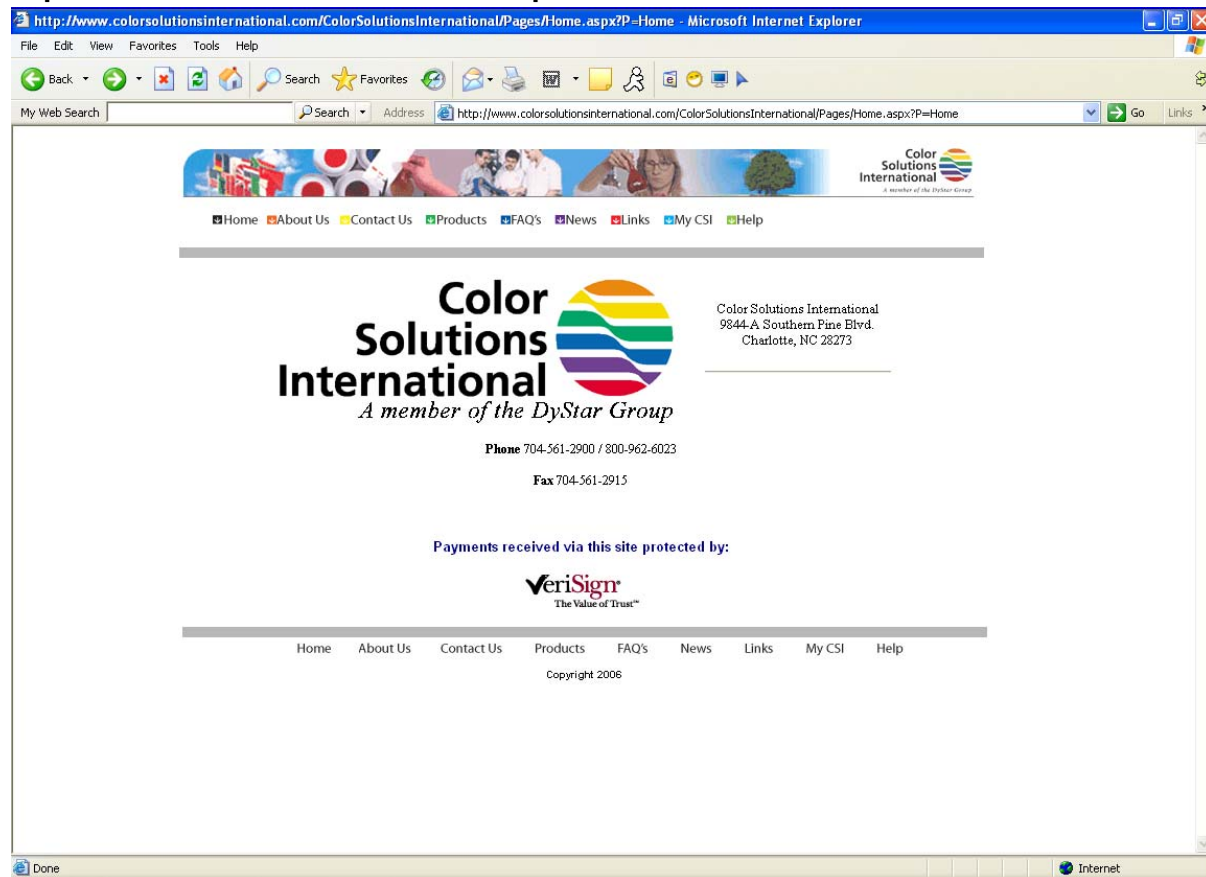
Purpose


Use this procedure to request a new user name, log on to, and order from the Color Solutions International web site.

Procedure

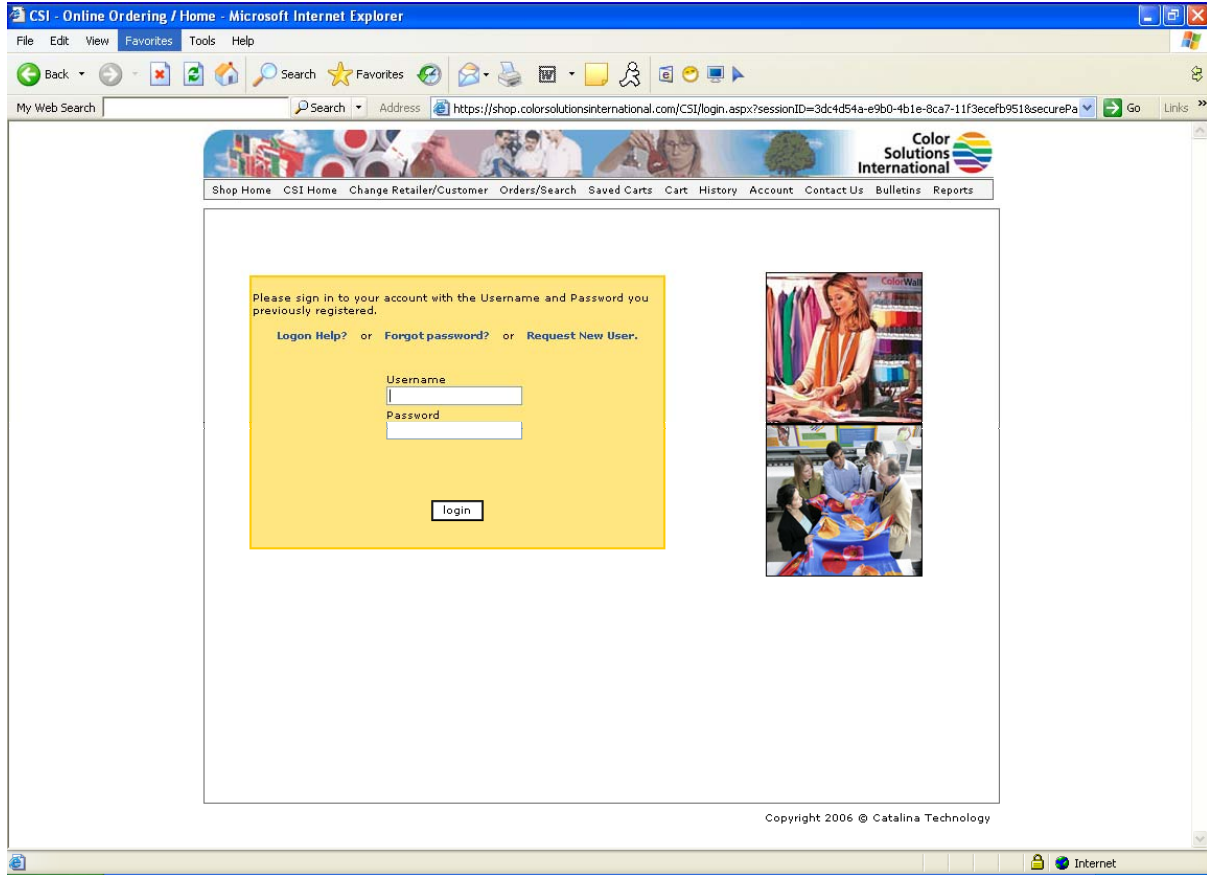
1. Open the Color Solutions International Web Site.

http://www.colorsolutionsinternational.com/ColorSolutionsInternational/Pages/Home.aspx?P=Home - Microsoft Internet Explorer



2. Click  My CSI at the top of the screen.

CSI - Online Ordering / Home - Microsoft Internet Explorer




3. Perform one of the following:

If	Go To
You have not previously received or requested a user name for the web site.	Step 4
You have a user name and password for the web site.	Step 12

4. Click [Request New User.](#)

CSI - Online Ordering / Home

5. As required, complete/review the following fields in the **Billing Information** column:

Field Name	R/O/C	Description
Username	R	Requested user name for the new user.
Password	R	Requested password for the new user.
Confirm Password	R	Duplicate of the password requested in the previous field.
Company	R	Company of the new user
Address	R	Address of the new user.
City	R	City of the new user.
State/Province	O	State/Province of the new user.  If the new user is an overseas user, do not fill in this field.

Field Name	R/O/C	Description
Country	R	Country of the new user
Email	R	Email address of the new user.

6. If the shipping information is the same as the information just entered, then click in the **Shipping Information** column.
7. If the shipping information is different than in the Billing Information comments, then fill in the same fields as in step 5.
8. Scroll to the bottom of the page.

CSI – Online ordering / Home

CSI - Online Ordering / Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

My Web Search Search Address <https://shop.colorsolutionsinternational.com/CSI/loginRegister.aspx?sessionId=9a398377-dfe0-4d76-ade0-5e6e891ae591> Go Links

Phone: * Postal Code:
Fax: * Country: United States
* Email: Phone:
Fax:
* Email:

Existing Retailers **Request Retailers**

New Account

Abercrombie & Fitch Mexx International
 Mother's Work Nike Footwear
 Nike Timing Nike Team Sports
 Old Navy Regatta USA
 Russell Sak's
 UNDERARMOUR VF Intimates
 Walmart Ariela-Alpha
 Belk Bon-Ton
 Dillard's Danskin
 ENYCE Exeter / Starter
 Fishman & Tobin George
 Jockey John Marshall Design
 Kohl's LAUNDRY
 LIZ CLAIBORNE MACY'S MERCHANDISING GROUP
 Mango

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Done Internet

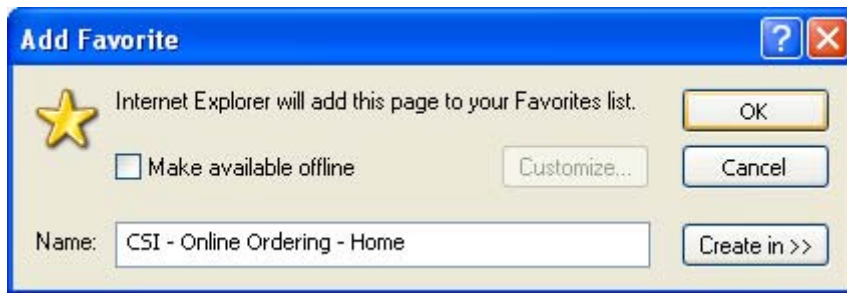
- MACY'S
- Click MERCHANDISING GROUP so that the option is selected.
 - Click to complete the request.



You will not be able to log on to the web site until you receive a confirmation email that your user name and password have been created.

- Go to step 35.
- Select **Favorites** → **Add to Favorites....**

Add Favorite

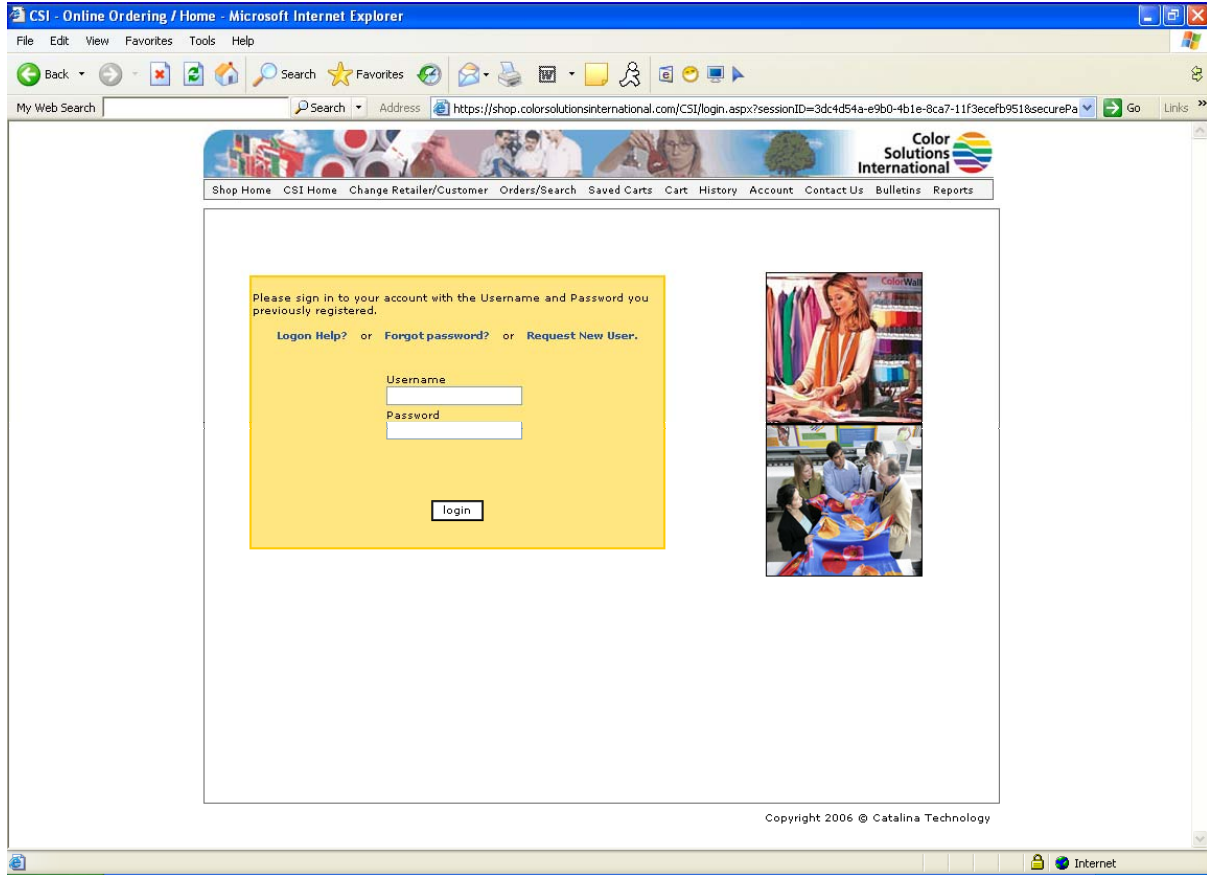


13. Click  .



Once you have created the Favorite, you can go directly to the log in screen by selecting **Favorites** → **CSI – Online Ordering – Home** in your web browser.

CSI - Online Ordering / Home



14. As required, complete/review the following fields:

Field Name	R/O/C	Description
Username	R	Your user name for the web site. Example: szabo
Password	R	Your password for the web site. Example: password

15. Click .

CSI - Online Ordering / Home

Order Color Standards
Use this option to start a new order. You will be presented with our Product Catalog and can immediately begin selecting product.

Order#	Date
0102431	4/17/2007
0102357	4/17/2007
0102048	4/12/2007
0102067	4/12/2007
0101627	4/5/2007

viewing 5 of 8 - view all

Buyer must give CSI written notice of any claim that it has regarding the condition, quantity or quality of the Standard or the nonconformity of the Standard within 10 days after the delivery of the Standard.

Terms & Conditions

Preorders Awaiting Confirmation

Order#	Date
No orders	

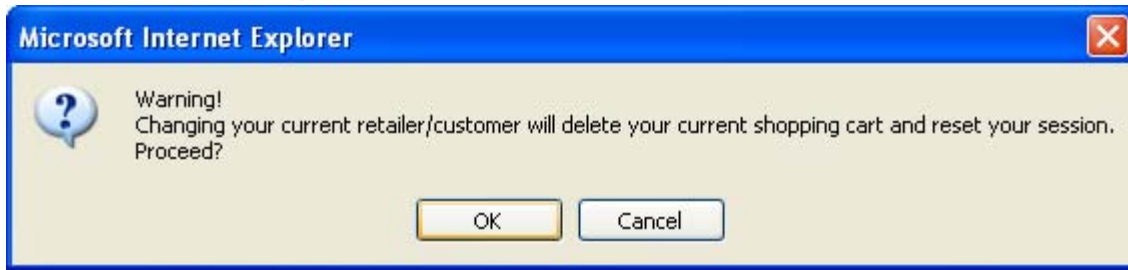
viewing 0 of 0 - view all

[Fill out a survey](#)

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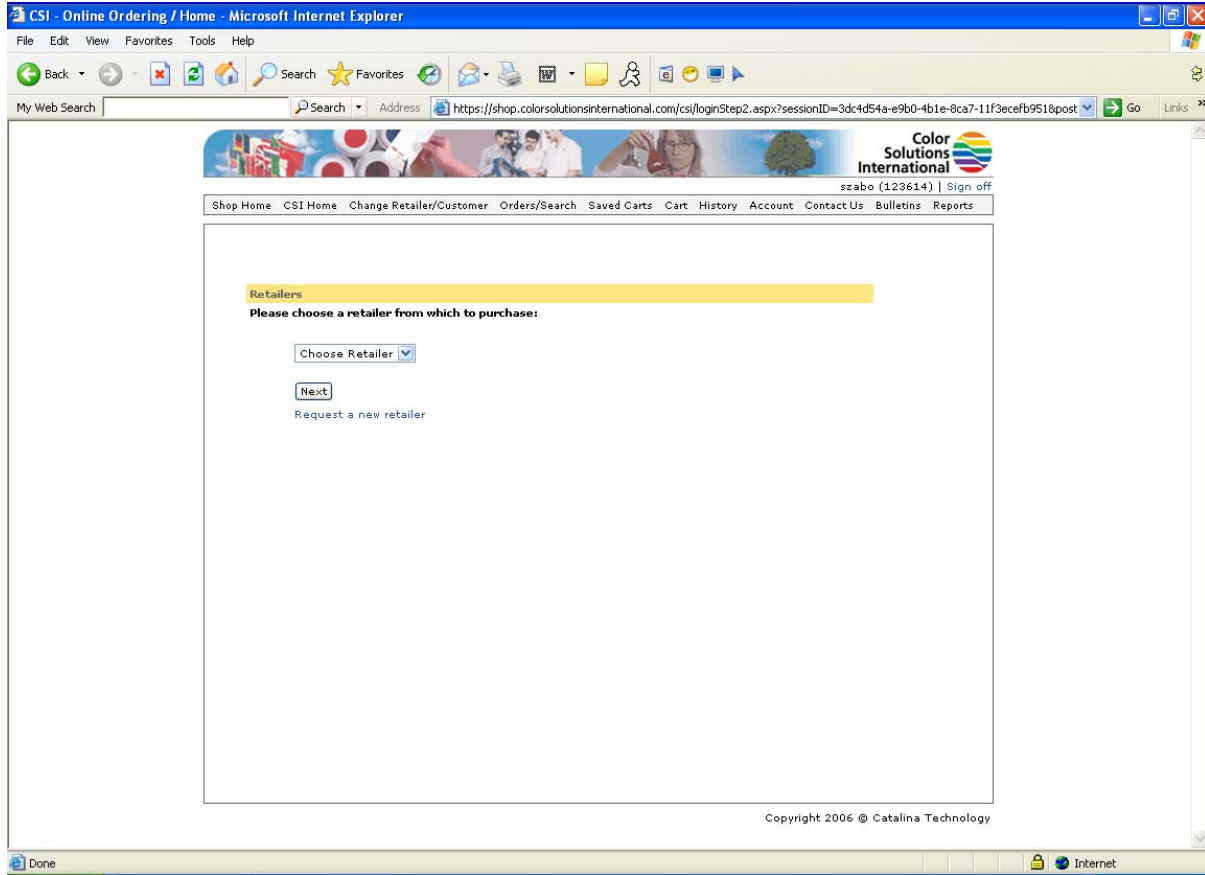
16. Click [Change Retailer/Customer](#) .

Microsoft Internet Explorer




17. Click  .

CSI - Online Ordering / Home

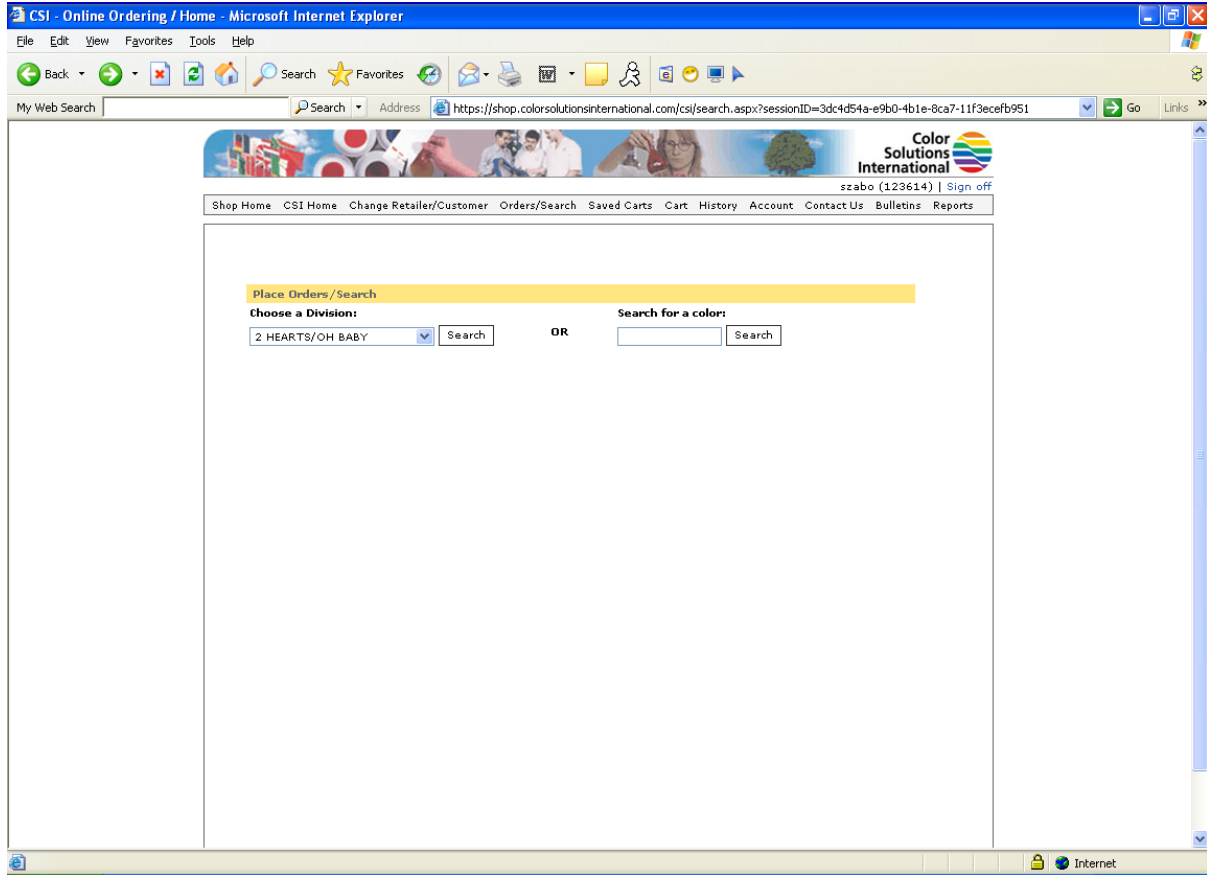


18. As required, complete/review the following fields:


Field Name	R/O/C	Description
Retailer	R	<p>The retailer from which you are ordering.</p> <p> In the example used to create this document, a retailer other than Macy's was selected. Select Macy's from the drop down list.</p> <p>Example: Macy's</p>

19. Click  .

CSI – Online Ordering / Home



20. As required, complete/review the following fields:

Field Name	R/O/C	Description
Choose a Division:	R	<p>The division from which you are ordering.</p>  <p>In the example used to create this document, a division other than Macy's was selected. Select Macy's from the drop down list.</p> <p>Example: Macy's</p>

21. Click .

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CSI - Online Ordering / Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

My Web Search Search Address <https://shop.colorsolutionsinternational.com/csi/search.aspx?sessionID=3dc4d51a-e9b0-4b1e-8ca7-11f3ecef951> Go Links

Color Solutions International
szabo (123614) | Sign off

Shop Home CSI Home Change Retailer/Customer Orders/Search Saved Carts Cart History Account Contact Us Bulletins Reports

Place Orders/Search [Reset Search](#)

Choose a Division: Search OR Search

Search Results

Season: ONGOING
Description: 2 HEARTS/OH BABY ONGOING

Summer 2007
Description: 2 HEARTS SUMMER 2007

Trans 2007
Description: OH BABY FALL/TRANS 2007

FALL 2007
Description: OH BABY FALL 2007

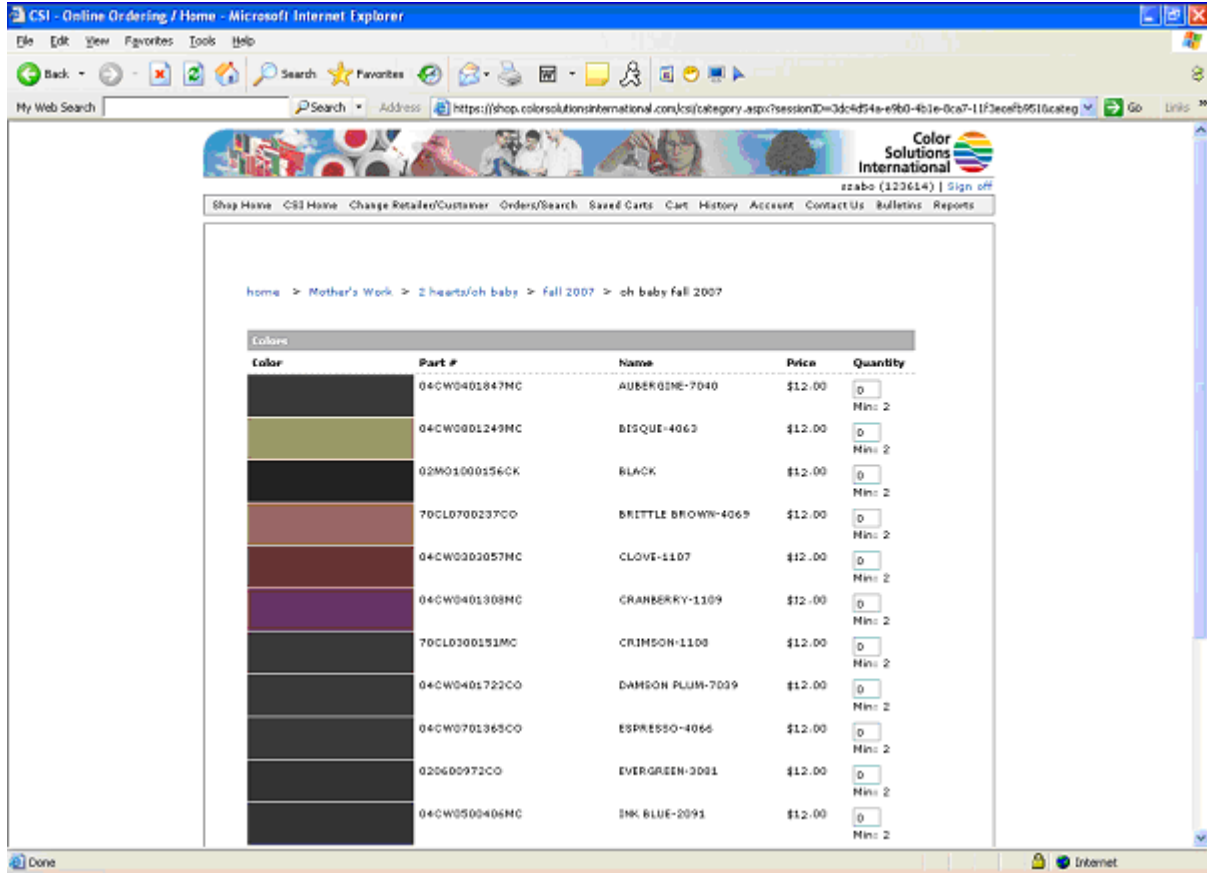
Done Internet

22. Click [OH BABY FALL 2007](#) .




In the example used to create this document, a sample division was selected. You will select the appropriate season from the list that appears after the button is clicked.

CSI - Online Ordering / Home



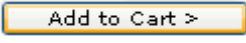
23. As required, complete/review the following fields:

Field Name	R/O/C	Description
Quantity	R	The quantity of the color you are ordering.  The minimum order quantity is 3. Example: 3

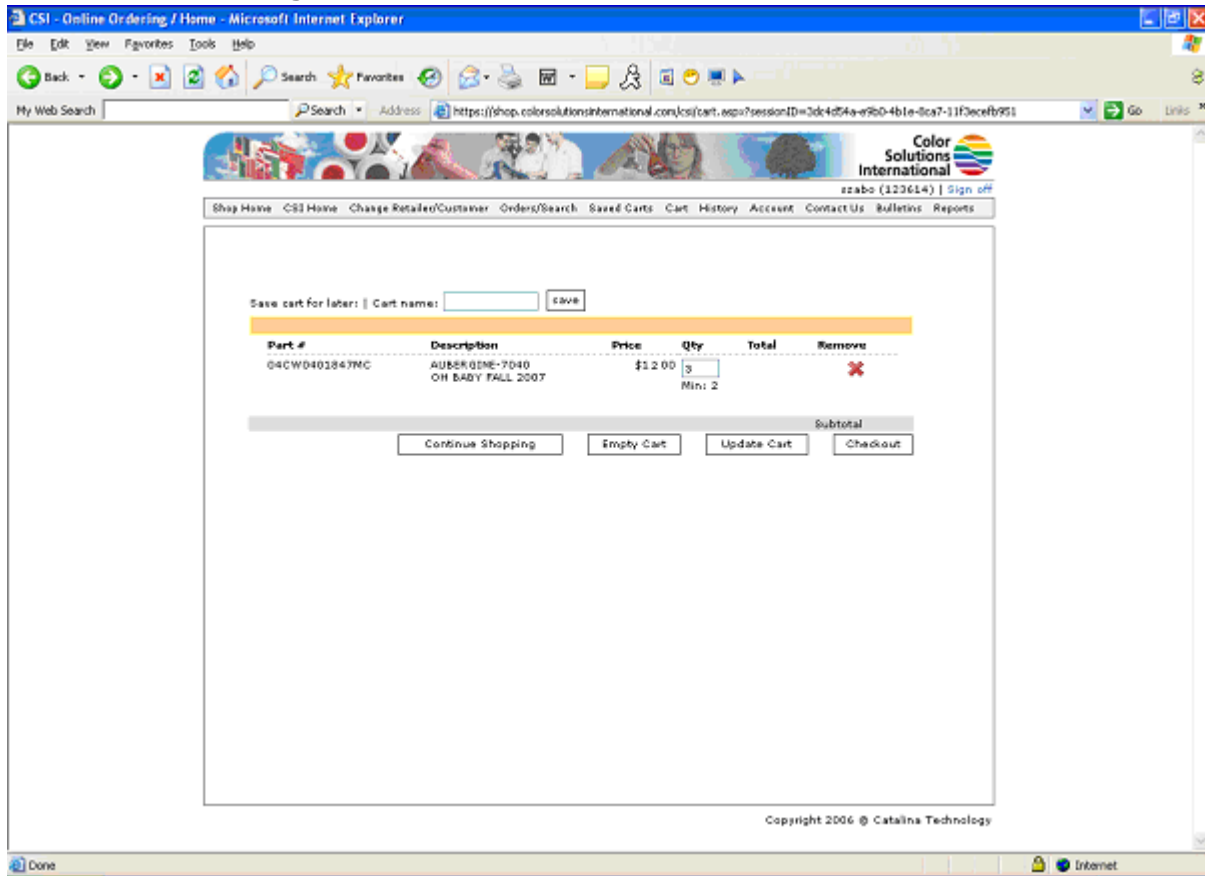
24. Scroll to the bottom of the screen.

CSI - Online Ordering / Home



25. Click  .

CSI - Online Ordering / Home



The screenshot shows a Microsoft Internet Explorer browser window displaying the CSI Online Ordering website. The browser's address bar shows the URL: https://shop.colorsolutionsinternational.com/csi/cart.aspx?sessionID=3dc4d54a-e2b0-4b1e-8ca7-11f3ecef8951. The website header includes the Color Solutions International logo and a user account link for 'azabo (123614) | Sign off'. A navigation menu contains links for Shop Home, CSI Home, Change Retailer/Customer, Orders/Search, Saved Carts, Cart, History, Account, Contact Us, Bulletin, and Reports. The main content area features a 'Save cart for later' section with a text input for 'Cart name' and a 'save' button. Below this is a table with the following data:

Part #	Description	Price	Qty	Total	Remove
04CW0401847MC	AUBERGINE-7040 OH BABY FALL 2007	\$12.00	3		

Below the table, there is a 'Subtotal' label and four buttons: 'Continue Shopping', 'Empty Cart', 'Update Cart', and 'Checkout'. The footer of the page reads 'Copyright 2006 © Catalina Technology'.



Click the **Continue Shopping** button if you want to continue to add colors to the order.

26. Click .

CSI - Online Ordering / Home

27. As required, complete/review the following fields:

Field Name	R/O/C	Description
Attention	R	The name of the person placing the order.
Phone	R	The phone number of the person placing the order.

28. Scroll down to the bottom of the screen.

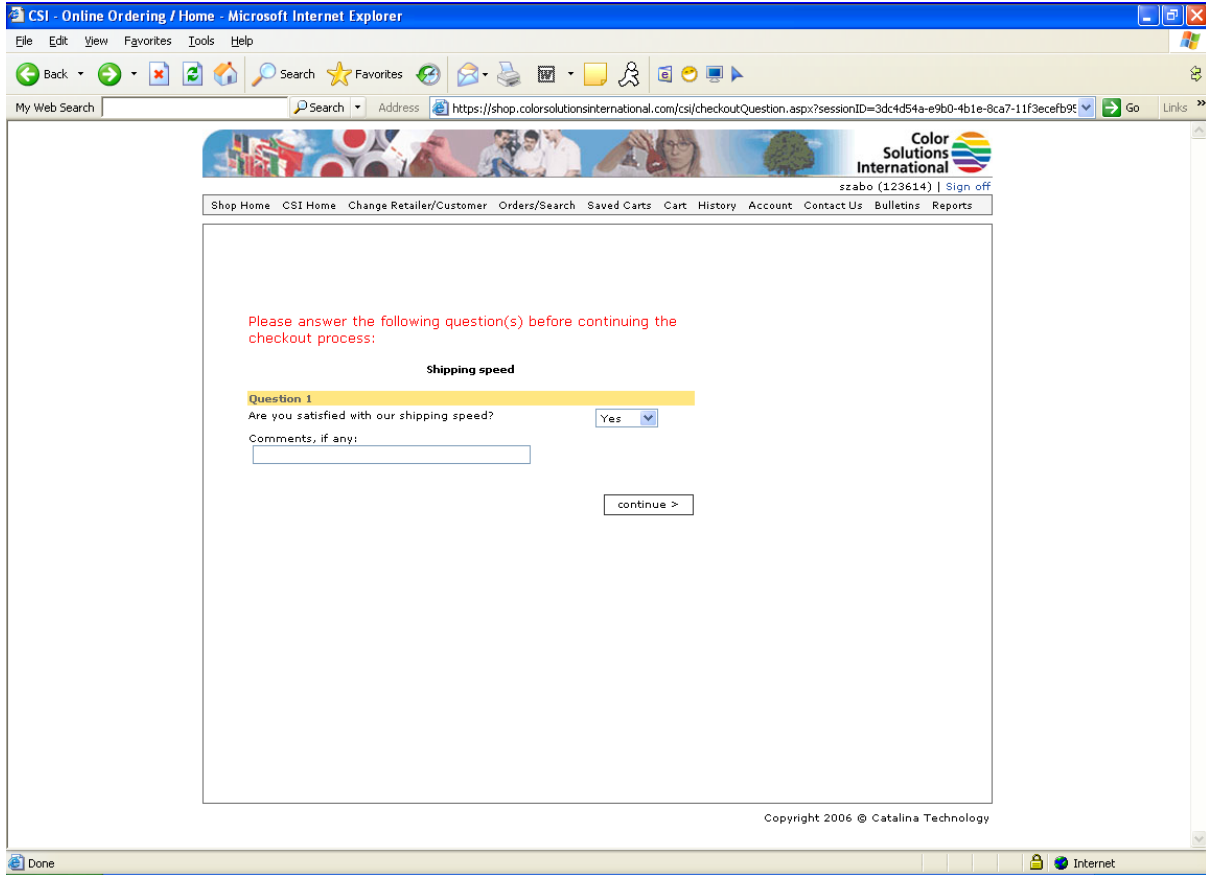
CSI - Online Ordering / Home

29. As required, complete/review the following fields:

Field Name	R/O/C	Description
PO Number:	R	Description of the PO Number: Example: 041807gsb

30. Click .

CSI - Online Ordering / Home



This screen should only appear the first time you place an order.

31. As required, complete/review the following fields:

Field Name	R/O/C	Description
Are you satisfied with our shipping speed?	R	Description of the Are you satisfied with our shipping speed?. Example: Yes

32. Click .

CSI - Online Ordering / Home

Part #	Description	Price	Qty	Total
04CW0401847MC	AUBERGINE-7040 OH BABY FALL 2007	\$15.00	3	\$45.00

Sub Total: \$45.00
Promotional Code:
Shipping Costs: \$14.00
Tax: \$0.00
Total: \$59.00

Name: DYSTAR COLOR DEPT
Address: 9844A
Address 2: -
City: CHARLOTTE
State/Province: NC
Postal Code: 28253
Country: US
Phone: 7705551212

Use Purchase Order: 041807gsb
 Request Recipe
 Request QTX



Review the order for any changes. If changes are required, click on **edit >** in the appropriate section.

33. Scroll down to the bottom of the page.

CSI - Online Ordering / Home

The screenshot shows a web browser window with the following content:

- Browser title: CSI - Online Ordering / Home - Microsoft Internet Explorer
- Address bar: https://shop.colorsolutionsinternational.com/csi/checkout.aspx?sessionID=3dc4d54a-e9b0-4b1e-8ca7-11f3ecef951
- Form sections:
 - Request Information:** Includes a checked checkbox for "Use Purchase Order: 041807gsb", an unchecked checkbox for "Request Recipe", and a checked checkbox for "Request QTY".
 - Shipping Information:** Lists address details for "DYSTAR COLOR DEPT" (Address: 9844A, City: CHARLOTTE, State/Province: NC, Postal Code: 28253, Country: US, Phone: 7705551212, Email: szabo.jill@dystar.com).
 - Shipping Delivery Option:** Shows "Prepay Shipping" with a radio button selected for "Bestway Domestic".
- Buttons: "edit >" (multiple), "Save Order For Later", "Complete Order", and "Save As:".
- Copyright: Copyright 2006 © Catalina Technology

34. Click .

CSI - Online Ordering / Home

The screenshot shows a Microsoft Internet Explorer browser window displaying the CSI Online Ordering website. The page title is "CSI - Online Ordering / Home - Microsoft Internet Explorer". The address bar shows the URL: <https://shop.colorsolutionsinternational.com/csi/orders.aspx?sessionID=3dc4d54a-e9b0-4b1e-8ca7-11f3ecef951&ordNbr=>. The website header includes the Color Solutions International logo and a navigation menu with links: Shop Home, CSI Home, Change Retailer/Customer, Orders/Search, Saved Carts, Cart, History, Account, Contact Us, Bulletins, Reports. The user is logged in as "szabo (123614)" and can click "Sign off".

Below the navigation menu, there are two buttons: "Printable View" and "Reorder". A yellow banner displays the order details: "Order Number: 0102539" and "Order Date: 4/18/2007".

Part #	Description	Price	Qty	Total
00001 04CW0401847MC	AUBERGINE-7040 OH BABY FALL 2007	\$15.00	3	\$45.00

Summary of charges:

Sub Total:	\$45.00
Shipping Costs:	\$14.00
Sales Tax:	\$0.00
Total:	\$59.00

Below the summary, there are two sections: "Billing Information" and "Payment Method".

Billing Information:
Name: DYSTAR
Attention: COLOR DEPT
Address: 9844A
Address 2:
City: CHARLOTTE
State/Province: NC
Postal Code: 28253
Country: US
Phone: 7705551212
Email: szabo.jill@dystar.com

Payment Method:
PO Number: 041807gzb



The system will display the a summary of the order. The order number will appear at the top of the screen inside the yellow line.

Example:

Order Number: 0102539

35. You have completed this task.

Result

You have requested a new user name, logged on to, and ordered from the Color Solutions International web site.