

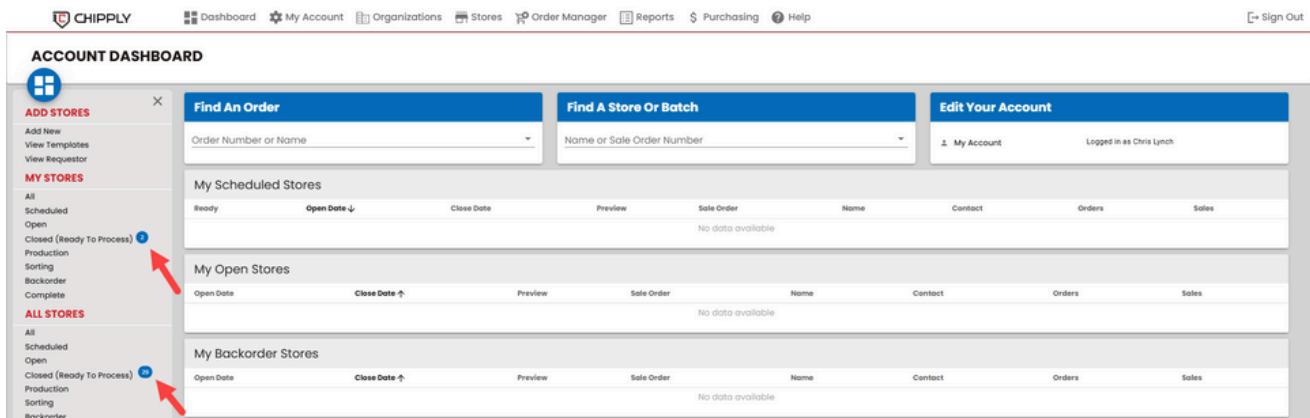


STORE/BATCH CLOSE

The following document will walk you through the basics of closing a store/catalog batch on the Chipply platform.

TO A CLOSE STORE

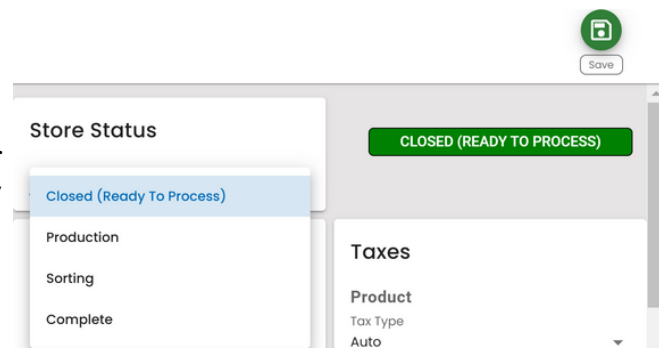
Make sure you're logged into Chipply. Under **My/All Stores** click on the **Closed (Ready To Process)** section. When a store closes or when you have a new catalog batch to produce, it will always fall under **Closed (Ready To Process)**.



Once you find your store/batch that you are looking to process, click into and navigate to the **Settings** page of your store.

SETTINGS

The first thing you will want to do is update the store/batch status of your store. When you update the batch status, it will fall under that section under **My/All Stores** on your dashboard. Since you are just starting to process your store, we suggest moving it to **Production** first. Then you can go back and update it to **Sorting** and then **Complete** when your store/batch has reached those respective areas.






There are a lot of reports and information that you can pull from Chipply once you start to process your online stores. To access all the information you need, to start producing your store, go to **Purchasing**, then to **Work Orders**, and finally to **Sorting Lists/ Packing Slips** on the left-hand menu.

PURCHASING

On the left-hand menu, click on **Purchasing**.

Chipply's purchasing feature allows you to effortlessly integrate your own B2B accounts with compatible vendors and place orders for products seamlessly within the platform.

<input type="checkbox"/>	Vendor	Quantity Needed	Integrated Purchasing	Last Purchase Date	Fulfilled
^ Product Vendors					
<input type="checkbox"/>	Adidas	3			
<input type="checkbox"/>	Holloway	5			
<input type="checkbox"/>	Nike	2			
<input type="checkbox"/>	SanMar	47			
<input type="checkbox"/>	Under Armour	3			

The first section will show you all the vendors associated with orders placed through your store.






You can order digitally from any vendor with this icon next to it.



This is the list of current vendors you can order from digitally. You can also use the same process to order STAHL'S' UltraColor MAX™.

If you are not set up with Chipply's Purchasing Intergration, reach out to the team and we will work with you on getting you integrated with all the vendors.

TO PURCHASE PRODUCTS

<input type="checkbox"/>	Adidas	3	
<input type="checkbox"/>	Holloway	5	
<input type="checkbox"/>	Nike	2	
<input checked="" type="checkbox"/>	SanMar	47	
<input type="checkbox"/>	Under Armour	3	
v Artwork Vendors			
Totals (1 line)		47	

[→ NEXT](#) [≡ MORE ACTIONS](#) ☐ Include in global

Select the vendor you want to work with and then click **NEXT**.

<input checked="" type="checkbox"/>	Vendor	Name	Sale Order	Process	Quantity Needed	Cost	Last Activity
Not yet fulfilled							
<input checked="" type="checkbox"/>	SanMar	Chipply Staff Apparel	ADA004324	Page A - LC Print	19	\$ 174.82	
<input checked="" type="checkbox"/>	SanMar	Chipply Staff Apparel	ADA004324	Page B - EMB	28	\$ 1,389.58	
Totals (2 lines)					47	\$1,564.40	

The next step will display the processes linked to the vendor you selected. You can choose to keep all processes checked to order all products at once, or select specific processes to order individually. After making your selection, click **NEXT** to proceed.

<input checked="" type="checkbox"/>	Vendor	Style	Product Name	Color	Size	Qty Needed	Qty Ordered	Qty to Order	Cost	Total Cost	Availability	Warehouse	Order Details
<input checked="" type="checkbox"/>	SanMar	411087	OGIO * Bolt Pack.	Black	OSFA	1	0	1	\$ 104.00	\$ 104.00			
<input checked="" type="checkbox"/>	SanMar	EB234	Eddie Bauer * 1/2-Zip Performance Fleece.	Black	M	1	0	1	\$ 59.98	\$ 59.98			
<input checked="" type="checkbox"/>	SanMar	EB237	Eddie Bauer * Ladies 1/2-Zip Base Layer Fleece.	Black	M	1	0	1	\$ 39.98	\$ 39.98			
<input checked="" type="checkbox"/>	SanMar	EB250	Eddie Bauer * Sweater Fleece Full-Zip. EB250	Black	XL	1	0	1	\$ 69.98	\$ 69.98			
<input checked="" type="checkbox"/>	SanMar	EB606	Eddie Bauer * - Long Sleeve Fishing Shirt.	Driftwood	2XL	1	0	1	\$ 49.98	\$ 49.98			
<input checked="" type="checkbox"/>	SanMar	L545	Port Authority * Ladies Concept Cardigan.	Black	L	1	0	1	\$ 29.98	\$ 29.98			
<input checked="" type="checkbox"/>	SanMar	LM2000	Port Authority * Ladies Knit Blazer.	Black	L	1	0	1	\$ 49.98	\$ 49.98			
<input checked="" type="checkbox"/>	SanMar	LM2000	Port Authority * Ladies Knit Blazer.	Rich Red	L	1	0	1	\$ 49.98	\$ 49.98			
<input checked="" type="checkbox"/>	SanMar	LM2000	Port Authority * Ladies Knit Blazer.	Rich Red	XL	1	0	1	\$ 49.98	\$ 49.98			

☐ Include in global purchasing
 ☐ Show by process







You will now see a list of products ordered from your store for the selected vendor. Simply click **CHECK AVAILABILITY**, and Chipply will communicate with the vendor to determine what is available and what is not. However, for SanMar, you will need to enter a PO before checking product availability.

<input checked="" type="checkbox"/>	SanMar	411087	OGIO * Bolt Pack.	Black	OSFA	1	0	1	\$ 66.00	\$ 66.00		FL	
<input checked="" type="checkbox"/>	SanMar	EB234	Eddie Bauer * 1/2-Zip Performance Fleece.	Black	M	1	0	1	\$ 30.50	\$ 30.50		FL	
<input checked="" type="checkbox"/>	SanMar	EB237	Eddie Bauer * Ladies 1/2-Zip Base Layer Fleece.	Black	M	1	0	1	\$ 20.50	\$ 20.50		FL	
<input checked="" type="checkbox"/>	SanMar	EB250	Eddie Bauer * Sweater Fleece Full-Zip. EB250	Black	XL	1	0	1	\$ 37.00	\$ 37.00		FL	

If everything is available, you will see all green checkmarks next to the product.

<input type="checkbox"/>	SanMar	NF0A3UHB	The North Face * Tech 1/4-Zip Fleece.	Cardinal Red	L	1	0	1	\$ 60.00	\$ 60.00			
<input type="checkbox"/>	SanMar	NF0A3UHC	The North Face * Ladies Tech 1/4-Zip Fleece.	TNF Black	2XL	1	0	1	\$ 60.00	\$ 60.00			
<input type="checkbox"/>	SanMar	RH390	Red House * Slim Fit Nailhead Non-Iron Shirt.	Black	XL	1	0	1	\$ 48.00	\$ 48.00			

Any product that is not available, will show a red error icon.

<input type="checkbox"/>		SanMar	NF0A3LHC	The North Face * Ladies Tech 1/4-Zip Fleece.	TNF Black	2XL	1	0	1	\$ 60.00	\$ 60.00		
<input type="checkbox"/>		SanMar	RH390	Red House * Slim Fit Nailhead Non-Iron Shirt.	Black	XL	1	0	1	\$ 48.00	\$ 48.00		

☐ Include in global purchasing
 ☐ Show by process

If products are out of stock, you can easily substitute them directly from this page. Simply select the out-of-stock products, click **More Actions**, and choose **Substitute**. This will automatically update the products on both the customer order and the work order.

Here's a breakdown of the additional options available under **More Actions**:

Mark as Purchased: Marks items as already purchased, removing them from the digital order list.

Mark as Pulled: Marks items already on hand as pulled, ensuring they are not digitally ordered.









Print: Generates a printed document of the selected products.

Email: Allows you to email customers regarding the selected product(s).

Export: Creates an Excel file of the selected product(s).

Note: Lets you add notes to the selected product(s).

Add Product: Enables you to add new products to the PO.

-  Mark As Purchased
-  Mark As Pulled
-  Substitute
-  Print
-  Email
-  Export
-  Note
-  Add Product

Order Digitally

PO Number
Chipplytest

Attention

Ship Email
teamchipply@chipply.biz

☐ Pickup From Warehouse

Ship Method
UPS Standard Ground

Possible Warehouses To Ship From
AZ, FL, MN, NJ, NV, OH, TX, VA, WA

☒ Ship to dealer branch

Branch

[CANCEL](#) [ACCEPT](#)

When you're ready to purchase, click **ORDER DIGITALLY** at the bottom of your screen. A pop-up will appear, allowing you to:

- Finalize your PO number
- Enter the shipping email address
- Select your preferred shipping method
- Specify the shipping destination

Once you are done, click **ACCEPT** and now your order has been placed. You will then be directed to a screen where you can print or email the PO.

WORK ORDERS

On the left-hand menu, click on **Work Orders**.

The Work Orders are automatically created for you based on the process that you have within your store.

FULL STORE ACCOUNTING SUMMARY

The first page will always be the full store accounting summary.

Totals		Amount Collected	
Product Price	\$1,552.50	Manual Adjustment	\$0.00
Process Price	\$0.00	Promo	\$0.00
Combined Price	\$1,552.50	E-certificate	\$1,394.29
Additional Size Charge	\$14.00	PO	\$0.00
Options	\$0.00	Credit Card	\$251.11
Items Total	\$1,566.50	Fees	
Fundraising	\$0.00	Fundraising	\$0.00
Sell Price	\$1,566.50	Ecertificate Utilized	\$1,394.29
Shipping	\$0.00	Organization Fees	\$1,394.29
Handling	\$0.00	Net Total	-\$1,394.29
Manual Adjustment	\$0.00		
Subtotal	\$1,566.50		
Tax	\$78.90		
Total	\$1,645.40		

PROCESS BREAKDOWN

Each process will include a product breakdown, process components, and a detailed process description. Artwork will be organized by color variations, and product images will be provided. If you offer product options, these will be detailed and broken down by product.

Chippily Staff Apparel

Products

Sales Order: ADA004324	Dealer: Burghardt Sporting Goods
Customer: Burghardt Sporting Goods	Sales Rep: Craig Robins
Process Name: Page A - LC Print	Total Products: 19

SANMAR

LNEA130 - New Era® Ladies Tri-Blend Performance Scoop Tee

Qty	Color	M	XL					Price	Total
2	Black Solid	1	1					\$10.00	\$20.00
1	White Solid	1						\$10.00	\$10.00

SANMAR



LPC455V - Port & Company® Ladies Fan Favorite™ Blend V-Neck Tee

Qty	Color	M						Price	Total
1	Black Heather	1						\$5.50	\$5.50
1	Bright Red Heather	1						\$5.50	\$5.50

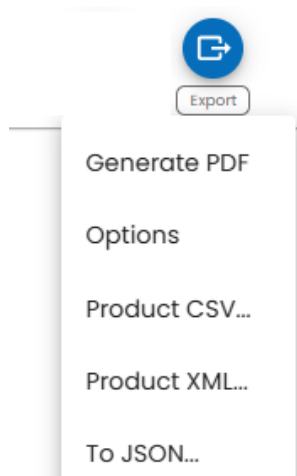
Process Description - LC or opposite brand logo

Qty	Type Code	Artwork Vendor	Artwork Name	Variation Name	Variation ID
1	PR2		AAG011980B		
<div> <div>CHIPPLY</div> <div> <div>Decoration Color</div> <div>Black/Red</div> </div> <div> <div>Garment Color</div> <div>on White</div> </div> <div> <div>Standard Colors</div> </div> </div>					
Notes:					
Product Colors: White Solid					
Qty	Type Code	Artwork Vendor	Artwork Name	Variation Name	Variation ID
6	PR2		AAG011980B		
<div> <div>CHIPPLY</div> <div> <div>Decoration Color</div> <div>White/Black</div> </div> <div> <div>Garment Color</div> <div>on Red</div> </div> <div> <div>Standard Colors</div> </div> </div>					
Notes:					
Product Colors: Bright Red Heather					
Qty	Type Code	Artwork Vendor	Artwork Name	Variation Name	Variation ID
12	PR2		AAG011980B		
<div> <div>CHIPPLY</div> <div> <div>Decoration Color</div> <div>White/Red</div> </div> <div> <div>Garment Color</div> <div>on Black</div> </div> <div> <div>Standard Colors</div> </div> </div>					
Notes:					
Product Colors: Black Heather, Black Solid, Jet Black					

Product Colors: Black Heather, Black Solid, Jet Black

 <p>LNEA130 Black Solid Qty: 2</p>	 <p>LNEA130 White Solid Qty: 1</p>
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EXPORT



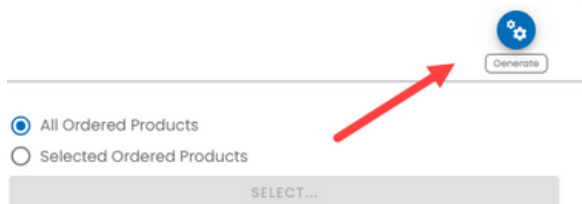
To export the Work Orders to a .pdf, click on **Export** on the top right-hand menu. You can also export the Options or Product CSV to Excel. There are also two other exports you can utilize: Product XML and JSON. These could be helpful if you use an outside ERP system.



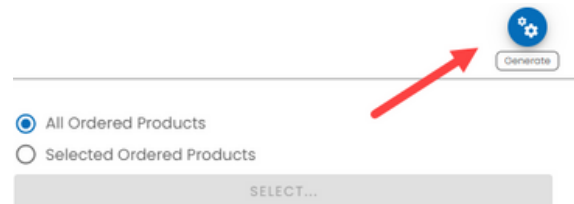
If you use any of these platforms, you can export work orders directly to them. Contact our team to get integrated.

SORTING LISTS / SORTING PACKING SLIPS

In the left-hand menu, click **Sorting Lists / Packing Slips**. Here, you can download packing slips for each customer. To make it even easier to identify the products associated with each customer's order, we've introduced the streamlined Sorting List.



- ☒ Sorting Checklist
 - ☒ Include Product Images
 - ☒ Include Artwork Variations
 - ☒ Include Individual Order Details
 - ☒ Include Recipient First Name
 - ☒ Include Recipient Last Name



- ☐ Sorting Checklist
- ☒ Packing Slips
 - ☒ Include Product Images
 - ☒ Include Product Name
 - ☒ Include Process Name
 - ☒ Include Pricing Information
 - ☒ Include Sales Order
 - ☒ Include Sort #
 - ☒ Include Style

Start with downloading both the Sorting Checklist and Packing Slips.

Chipply Staff Apparel - ADA004324

Sort Number Vendor: SanMar The North Face ® Tech 1/4-Zip Fleece.

17

Style: NF0A3LHB

Qty: 2

L
1-Cardinal Red
XL
1-TNF Black

Process: Page B - EMB



Cardinal Red
Qty: 1



TNF Black
Qty: 1

Artwork Variations



AAG011980embA
White/Black

AAG011980embA
White/Red



Chipply Staff Apparel





Order Number:
Order Date:
Customer Phone:
Customer Email:

Customer Billing:

Delivery Method:

Recipient First
Name:
Recipient Last
Name:

	Sort #	Style #	Vendor	Product Name	Size	Color	Qty	Price	Extended
	17	NF0A3LHB	SanMar	The North Face ® Tech 1/4-Zip Fleece. Page B - EMB	L	Cardinal Red	1	\$42.00	\$42.00
	18	NKAH6254	SanMar	Nike Thermo-FIT 1/2-Zip Fleece Page B - EMB	L	Gym Red/ Dark Grey Heather	1	\$49.00	\$49.00

Item Total: \$91.00

Shipping: \$0.00
Handling: \$0.00
Tax: \$4.55
Order Total: \$95.55

Payment Method
E-certificate: \$95.55
Credit Card: \$0.00

The Sorting Checklist and Packing Slips are designed to work seamlessly together. The Sorting Checklist assigns a unique sort number to each product sold in your store. This same sort number is also included on the Packing Slips. To fulfill orders, simply sort the products using the checklist, grab a Packing Slip, and collect the corresponding items from the sorted piles. This streamlined process ensures efficient and accurate order fulfillment.

These are the main steps and tools we recommend for processing your online store. Additionally, there are many other reports and resources available for you to explore. Be sure to check out the various reports under the **REPORTS** section in your store or batch. If you have any questions or need assistance, don't hesitate to reach out to our team—we're here to help!