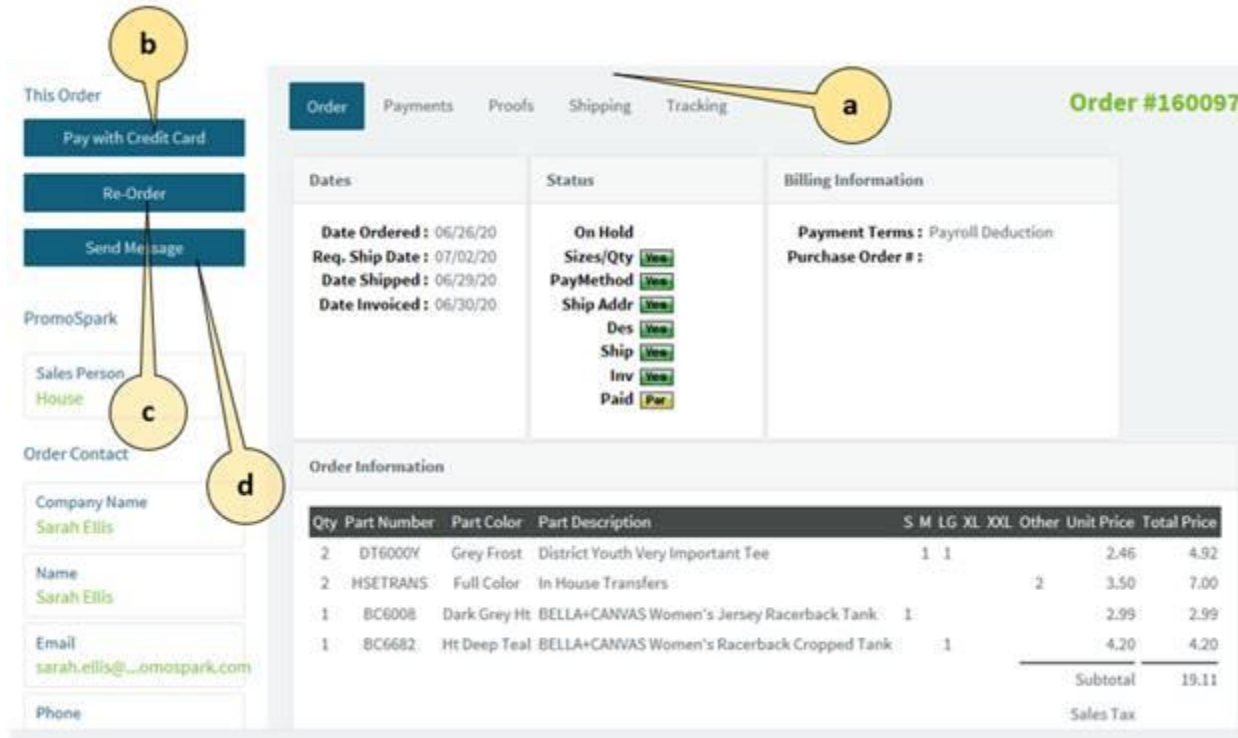


Customer Portal - Navigating an Order

1. Order Screen

- Navigation tabs – view the order summary, payments made to the order, proofs associated with the order, shipping address and tracking information
- Make a payment to the order
- Send a Re-order message
- Send a customizable message



Order #160097

Order Payments Proofs Shipping Tracking

This Order

Pay with Credit Card

Re-Order

Send Message

PromoSpark

Sales Person: House

Order Contact

Company Name: Sarah Ellis

Name: Sarah Ellis

Email: sarah.ellis@...omospark.com

Phone

Dates

Date Ordered: 06/26/20
 Req. Ship Date: 07/02/20
 Date Shipped: 06/29/20
 Date Invoiced: 06/30/20

Status

On Hold
 Sizes/Qty: [View](#)
 PayMethod: [View](#)
 Ship Addr: [View](#)
 Des: [View](#)
 Ship: [View](#)
 Inv: [View](#)
 Paid: [Pay](#)

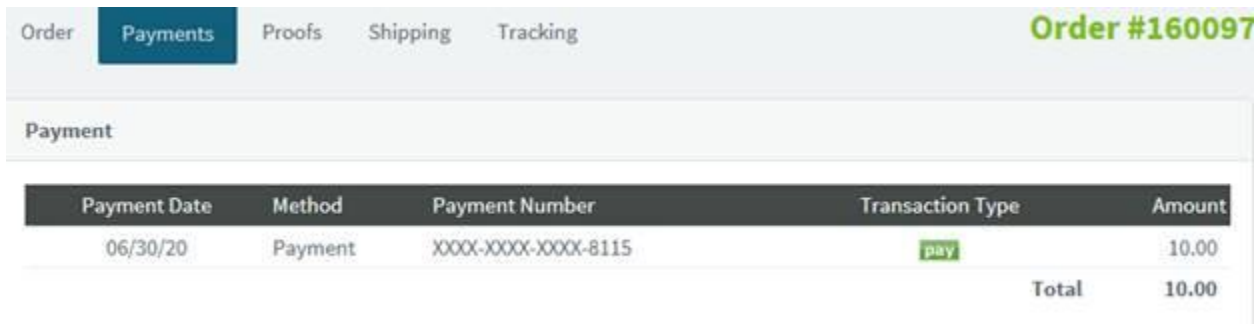
Billing Information

Payment Terms: Payroll Deduction
 Purchase Order #:

Order Information

| Qty | Part Number | Part Color | Part Description | S | M | LG | XL | XXL | Other | Unit Price | Total Price | |
|-----|-------------|--------------|---|---|---|----|----|-----|-------|------------|-------------|-------|
| 2 | DT6000Y | Grey Frost | District Youth Very Important Tee | 1 | 1 | | | | | 2.46 | 4.92 | |
| 2 | HSETRANS | Full Color | In House Transfers | | | | | | 2 | 3.50 | 7.00 | |
| 1 | BC6008 | Dark Grey Ht | BELLA+CANVAS Women's Jersey Racerback Tank | 1 | | | | | | 2.99 | 2.99 | |
| 1 | BC6682 | Ht Deep Teal | BELLA+CANVAS Women's Racerback Cropped Tank | 1 | | | | | | 4.20 | 4.20 | |
| | | | | | | | | | | | Subtotal | 19.11 |
| | | | | | | | | | | | Sales Tax | |

2. Payments Tab – Lists any payments made towards the order



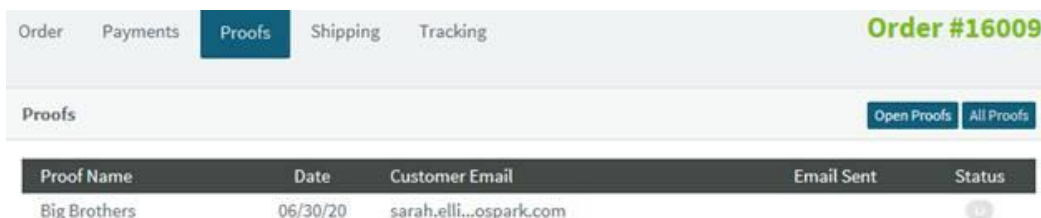
Order #160097

Order Payments Proofs Shipping Tracking

Payment

| Payment Date | Method | Payment Number | Transaction Type | Amount |
|--------------|---------|---------------------|---------------------|--------------|
| 06/30/20 | Payment | XXXX-XXXX-XXXX-8115 | pay | 10.00 |
| Total | | | | 10.00 |

3. Proofs Tab – Shows the proof history for the order



Order #160097

Order Payments Proofs Shipping Tracking

Proofs

[Open Proofs](#) [All Proofs](#)

| Proof Name | Date | Customer Email | Email Sent | Status |
|--------------|----------|-------------------------|------------|----------------------|
| Big Brothers | 06/30/20 | sarah.elli...ospark.com | | View |

- a) Clicking on Open Proofs shows only the proofs that have not been responded to
- b) Click on All Proofs will show the proof history
- c) Clicking on the Proof Name will open the proof in Proofstuff

4. Shipping Tab – shows the shipping information on the order

| Order | Payments | Proofs | Shipping | Tracking |
|--------------------------------------|----------|--------|----------|----------|
| Shipping Information | | | | |
| Shipping Method : UPS Ground | | | | |
| Shipping Address : PromoSpark | | | | |
| Sarah Ellis | | | | |
| 1120 Hicks Blvd, Ste201 | | | | |
| Fairfield, OH 45014 | | | | |

6. Tracking Tab – shows tracking numbers associated with this order.

- a. Clicking on the tracking number will track the package via carrier’s website

| Order | Payments | Proofs | Shipping | Tracking |
|-----------------|--------------------|--------|----------|----------|
| Tracking | | | | |
| Carrier | Tracking Number | | | |
| UPS | 1Z0554Y50398771553 | | | |