

Creative
Imaging Group™

Networked Online Warehousing

Creative Imaging Group Fulfillment Center

Creative Imaging Group offers CreativeNOW management software for complete product management. The CreativeNOW system is directly linked to our manufacturing, warehousing, and distribution systems to provide a real time comprehensive tool.

Your primary use of CreativeNOW will be to review products used daily and release them for delivery to your location/s as needed. Confirmation of these orders is automatic. You will receive an e-mail outlining the order and all of it's details at order entry completion.

It is our intention to provide technology solutions to assist you in your daily business activities. Please call us should you have any questions on this system. You may call your sales representative at our office - (207) 883-2999 with your needs related to those products managed through the CreativeNOW tool.

The following pages provide a step-by-step review of actions necessary to release product through the Creative NOW system.

Your Intranet / Internet will bring you to the Creative Imaging Group page below or you may directly go there by typing www.creative-ig.com/NOW/ into a web browser.

CreativeNOW™

User Name:

Password:

[Creative Imaging Group](#)

At this page, input your User Name and Password into those two fields.
Click the **Enter button** once everything is correct.

User Name:

email@url.com

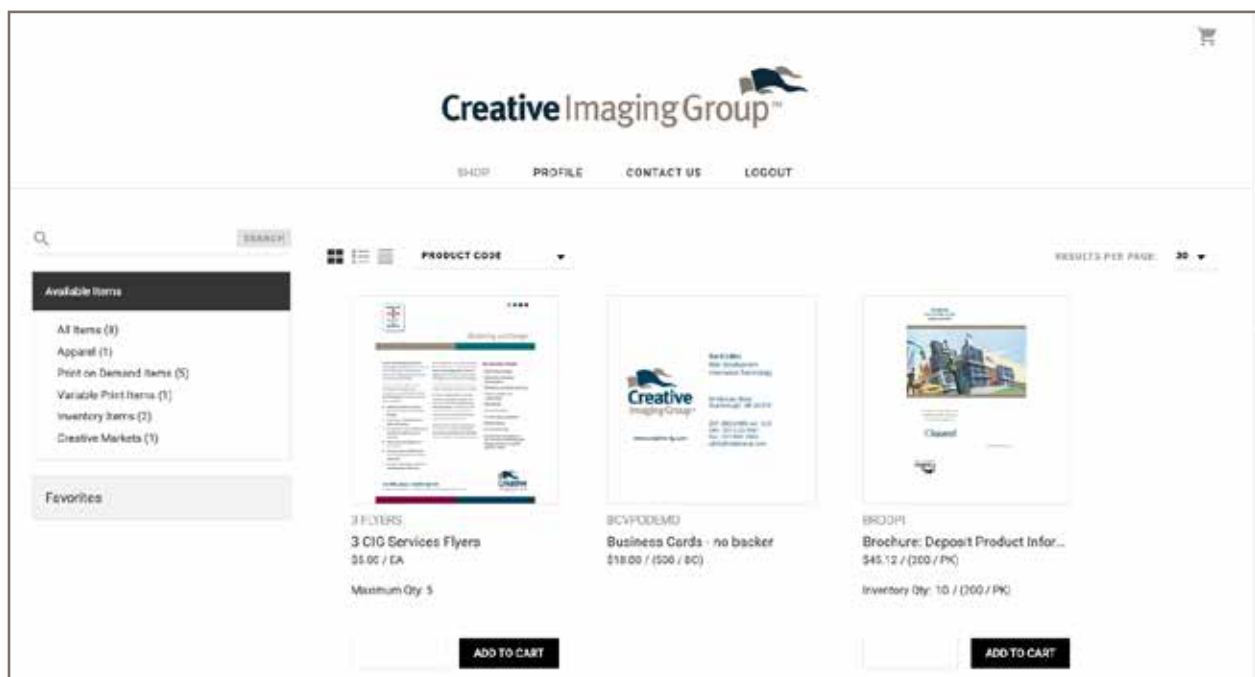
Password:

.....

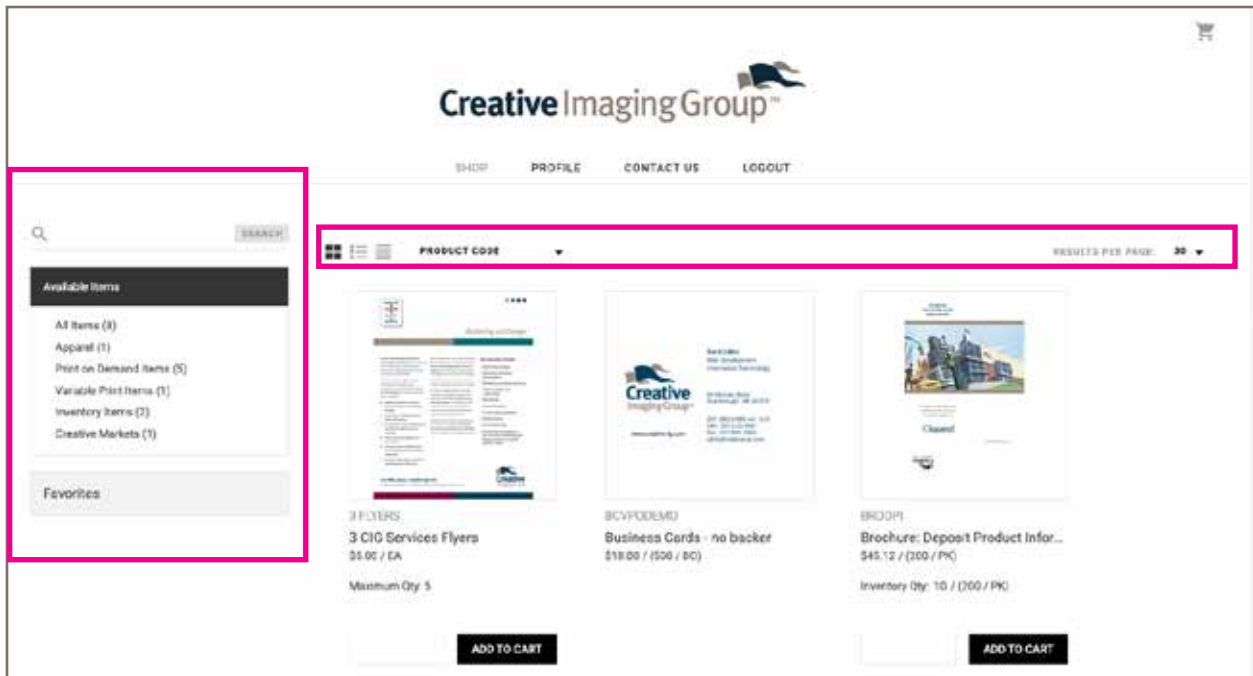
Enter

Clear

Once the system has successfully authenticated your login - you will be directed to your item catalog where you can select the items and quantities you would like to order.

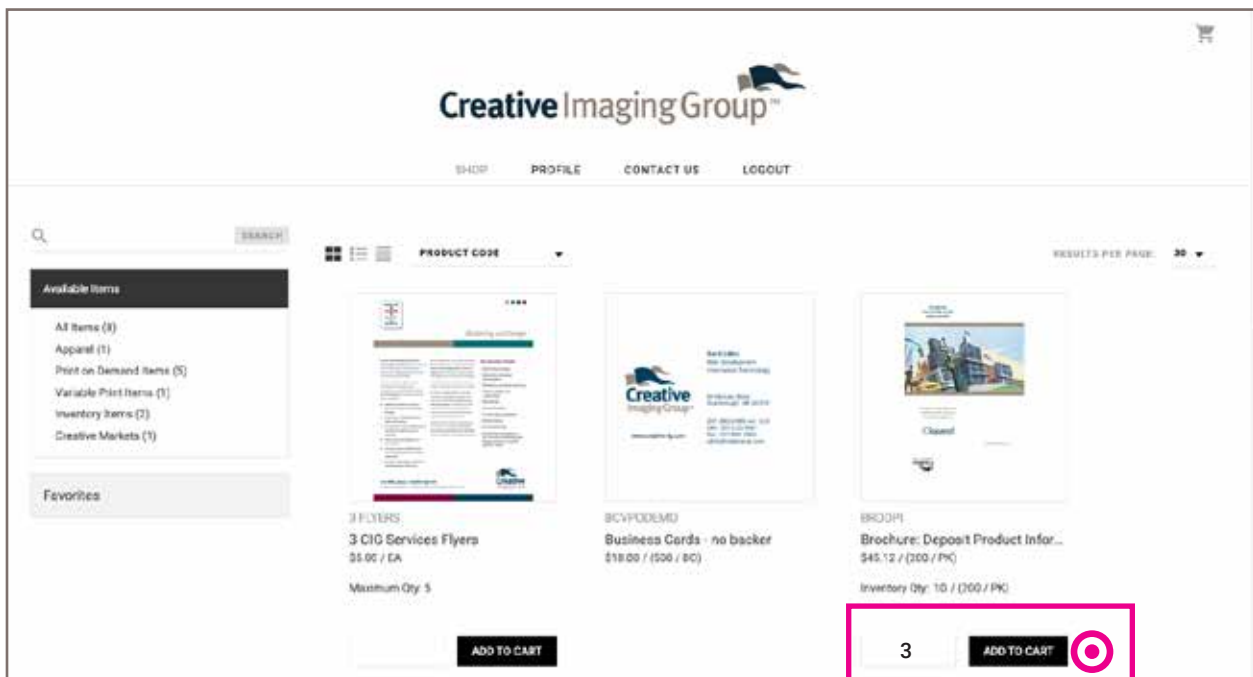


Items may appear in categories - which are selectable from the left menu column.
You also have the option to change how products are listed in the menu bar.



Once you have found an item to order, enter the quantity needed in the field below the thumbnail. Pay close attention to the unit of measure so you don't order more than you need.

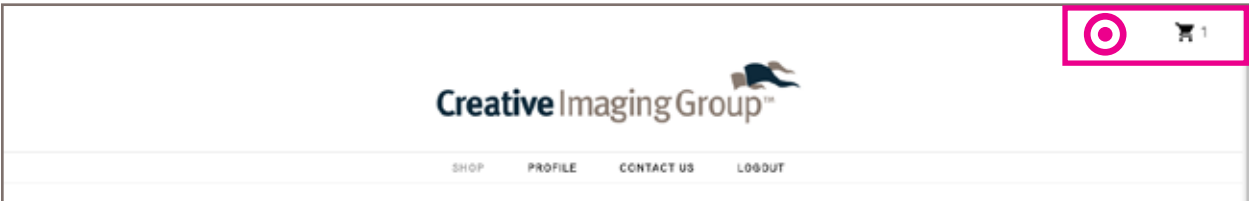
With the quantity in the field - Click the Add To Cart button to add the item to your order.



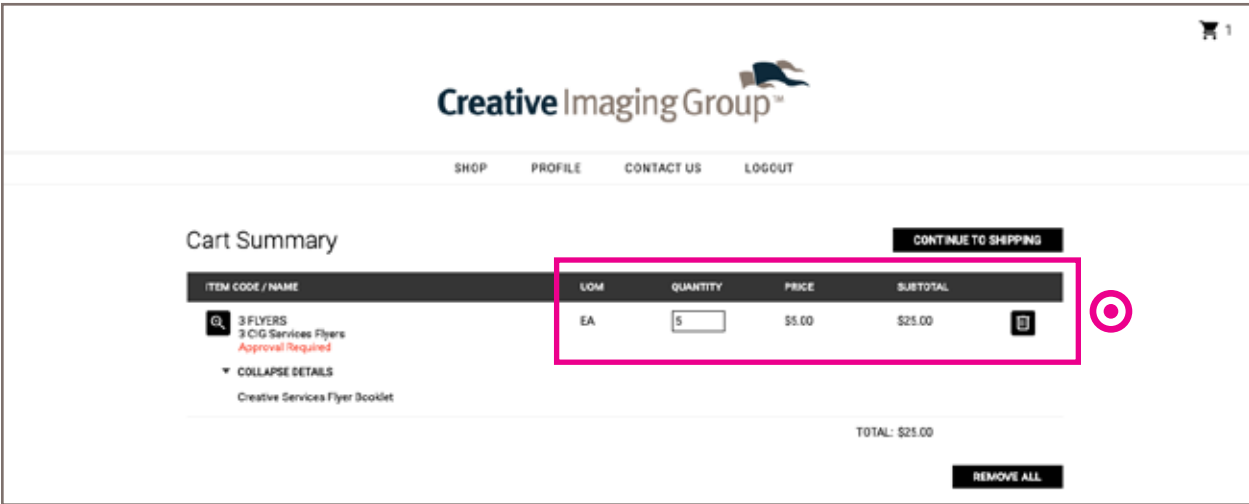
Once you have added an item to your cart a message will appear in the upper right corner saying that you added an item to your shopping cart.



Continue to add items to the cart as needed.
When done ordering items, click the cart icon to proceed to the checkout screens.

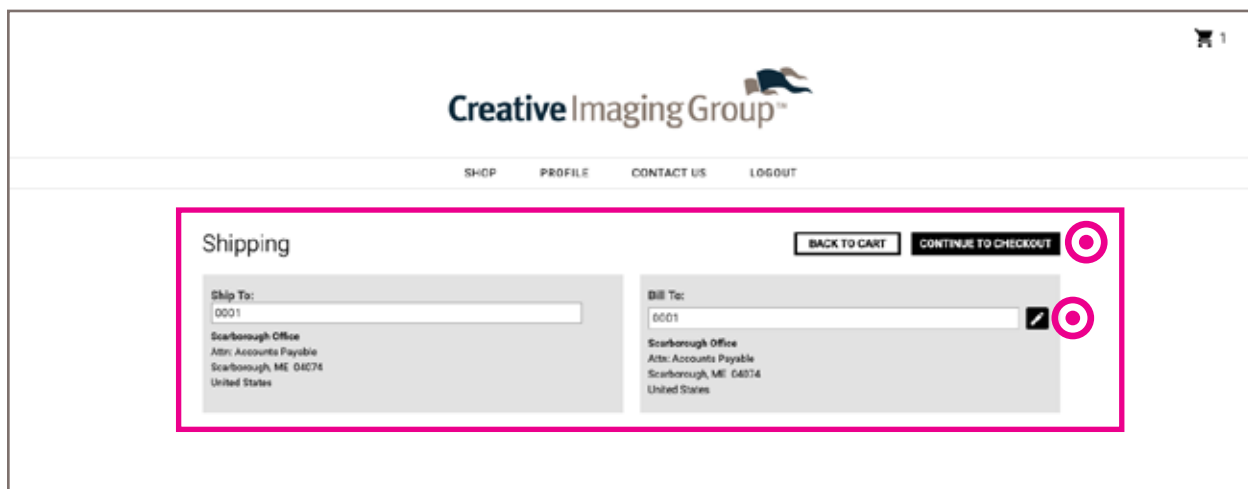


On the View Cart screen - your **Shopping Cart** will be displayed showing all items in your order. You can adjust quantity or remove items in this screen as needed.



If everything looks as you want it to and you are finished shopping,
click the **Continue To Shipping** button to move to the order checkout screen.

Depending on the setup of your account you will see several options on the shipping screen. If your login is associated with edit permissions you will be able to modify your Ship To location as well as the Bill To: location at this screen.



The screenshot shows the Creative Imaging Group shipping page. At the top, the company logo is centered, with a shopping cart icon in the top right corner. Below the logo is a navigation bar with links for SHOP, PROFILE, CONTACT US, and LOGOUT. The main content area is titled "Shipping" and contains two columns of address information. The left column is labeled "Ship To:" and the right column is labeled "Bill To:". Both columns show a ZIP code of 0001 and the address "Scarborough Office, Attn: Accounts Payable, Scarborough, ME 04074, United States". In the top right corner of the shipping section, there are two buttons: "BACK TO CART" and "CONTINUE TO CHECKOUT". Two red circles with arrows point to the "CONTINUE TO CHECKOUT" button and the edit icon (a small pencil) next to the "Bill To:" address field.

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SHOP PROFILE CONTACT US LOGOUT

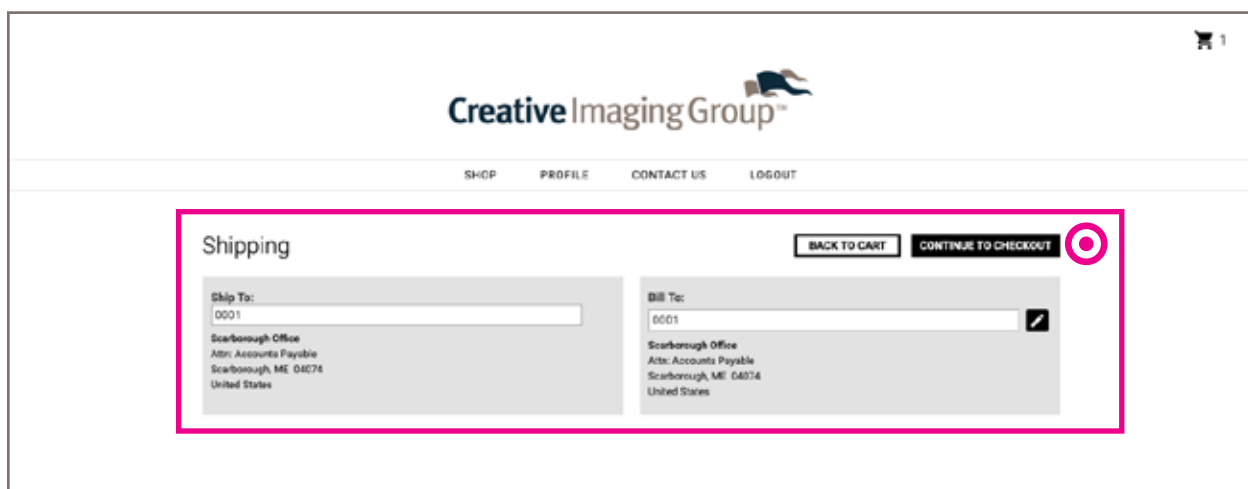
Shipping

BACK TO CART CONTINUE TO CHECKOUT

Ship To:
0001
Scarborough Office
Attn: Accounts Payable
Scarborough, ME 04074
United States

Bill To:
0001
Scarborough Office
Attn: Accounts Payable
Scarborough, ME 04074
United States

Most users can simply double check the Ship To location is accurate and then click the **Continue to Checkout** button.



This screenshot is identical to the one above, showing the Creative Imaging Group shipping page. It includes the company logo, navigation bar, and shipping address fields for "Ship To" and "Bill To". The "CONTINUE TO CHECKOUT" button and the edit icon are also present. A single red circle with an arrow points to the "CONTINUE TO CHECKOUT" button.

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SHOP PROFILE CONTACT US LOGOUT

Shipping

BACK TO CART CONTINUE TO CHECKOUT

Ship To:
0001
Scarborough Office
Attn: Accounts Payable
Scarborough, ME 04074
United States

Bill To:
0001
Scarborough Office
Attn: Accounts Payable
Scarborough, ME 04074
United States

On the Checkout screen enter the **Attention To** field - this is a required field, and should list for whom the order will arrive to at the shipment destination. Only items with "*" are required on this page. If you do have a PO number, fill it in the Client PO field. Order remarks field is available for any other order specific details needed.

Click the **Submit Order** button finalize and complete your order.

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SHOP PROFILE CONTACT US LOGOUT

Checkout

BACK TO CART SUBMIT ORDER

CART TOTAL

SubTotal (1 items) \$25.00

Grand Total \$25.00

CHECKOUT FIELDS

Attention To * :

Client PO :

ORDER REMARKS

The "Order Remarks" section at the bottom of your checkout page can be used for special shipping instruction. E.g. date needed or any other special instructions.

Once you click the Submit button, your order has been submitted to our system for processing and you will see your order receipt. Please note your Order Number, as this is the number that all our customer service representatives will reference.

This is an automated email, please do not reply.
If you need assistance please email your customer service representative directly.

Order Number 190136

Ordered By Sibby1

Order Date: 04/11/2022

Attention To TEST

Ship To

0001
Scarborough Office
Attn: Accounts Payable
Scarborough, ME 04074
United States

Charge To

0001
Scarborough Office
Attn: Accounts Payable
Scarborough, ME 04074
United States

QTY	ITEM CODE/NAME	ORDER UNIT	PRICE	TOTAL
5	3 FLYERS 3 CIG Services F)10/19/2019 **Pending Approval**	EA/1	\$5.00	\$25.00

Sub Total: \$25.00

Total: \$25.00