

Procedure to order Ben's shirts (and stuff) online

08-03-15

Go to: <http://bpsstore.com/en/index.cfm>

They may be a pop-up window in the center of the screen that asks for a user name and PW. If not then it usually comes up later in the shopping process. User is "ben" and PW is "paint".

You can enter your name and e-mail address in the lower left corner if you want. It will ask for an e-mail address within the ordering process anyway.

Click on the items you want and add to your cart. When looking at shirts, a drop down menu is available for each one showing the available colors. Click on a color and it will change the preview image for you.

Review your order summary for accuracy.

Begin checkout. Click "Secure Checkout" at the bottom

On the Address screen enter your personal information on the left. Enter your **store's shipping address** on the right. All fields with a * must have data in them. No dashes used in phone numbers.

Click Continue for a review of the addresses and your order.

Click Continue to go to the payment screen. Click the drop down menu for Card Type and choose P.O. number. Enter a made up P.O. number –anything will do. Don't create a real P.O. & don't enter one that is in our P.O. format (X-XXXXXX). Just use 1234, 5678, gonefishin or BR549...whatever you want.

Click on Process Order Now.

Look for the items to arrive at your store within a week or two.

Depending on whether you have met your allowance for the year, you will be payroll deducted for anything beyond that balance. To date the annual allowance per employee per year is \$65.00.

Accessory items like coffee mugs, letter openers and clocks are not included in the \$65.00 allowance. Those will be payroll deducted.