

GETTING STARTED

Launch your web browser. Chrome, Firefox or Safari are recommended.

Go to scribrandondemand.mymarketingbench.com/

Click on the link "New User? Click HERE." to setup your login credentials. Enter the password "SCRI2024" to setup your login information. Once you have created a username and password, enter the information into the fields on this screen.



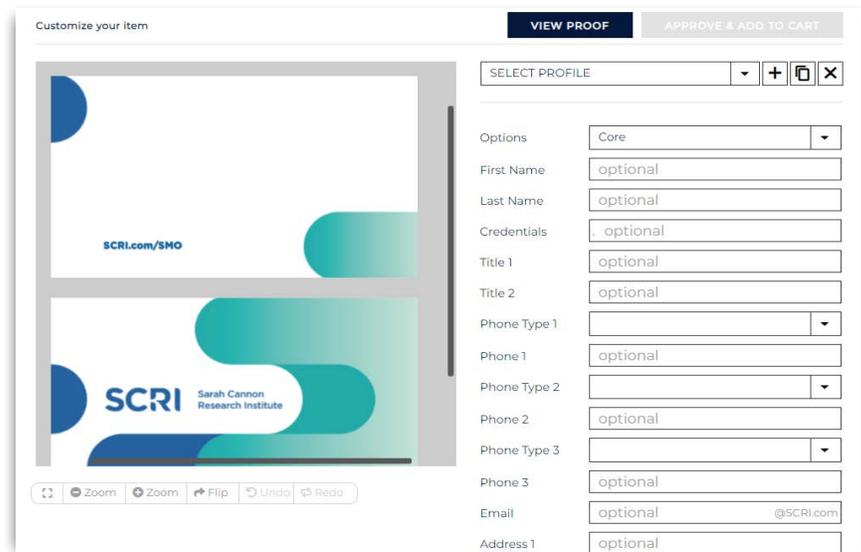
PLACING YOUR ORDER

Scroll down on the HOME page and select a catalog to view items available for ordering. When you click on an item you will see the item name, information, and the price per quantity.

Enter the order quantity in the box or drop-down provided and select ADD TO CART or CUSTOMIZE.

If the print asset is a customizable item, you will be able to enter your specific information into the blank fields within the template. Some fields will be required and some are optional. Once completed, you must select the VIEW PROOF button to review. Then, you will have the option to select APPROVE & ADD TO CART. Customizable items are printed on demand and will be printed to order.

Example of a customizable print item:



Example of a static print item:



To complete your order, select CHECKOUT at the top right side of your screen. Here you can review your order, adjust item quantities and select Shipping and Payment methods. Finalize your order by clicking PLACE THIS ORDER NOW.

You will receive an email confirmation once the order has been successfully submitted. If you find any mistakes regarding the order or the shipping address, please contact Customer Service.

Once orders are placed, they are immediately sent to production and changes or cancellations cannot be guaranteed. Please review your order before submitting.

NAVIGATING THE SITE

CHECKOUT: Review your order, adjust quantities, edit customizable items, choose or enter a Shipping Destination and choose your location for Payment Method. Finalize your order by clicking PLACE THIS ORDER NOW.

Note: The PLACE THIS ORDER NOW button will not work until you fill out all the required information. If you are having trouble placing your order, check the information you provided for Shipping & Billing.

You have 1 item(s) in your shopping cart.

Item #	Description	Back Order	Order Qty	Unit of Issue	Pieces Ordered	Unit Price	Price	Actions
SCRI-FLY02	SMO Fact Sheet	No	1	75	75	\$40.80	\$40.80	Remove

UPDATE QUANTITIES

Subtotal: \$40.80
Tax: TBD
Freight: TBD
Handling: TBD
Total: \$40.80

Shipping

Shipping Destination

Select a Location

--Select a Shipping Location--

Mark to the Attention of

Delivery Instructions

Delivery Options

FedEx Ground

Save this as my default shipping location?

Billing

Payment Method

Select a Payment Method

--Select a Cost Center or Payment Mett--

Purchase Order No.

Save this as my default payment method?

CONTINUE SHOPPING **PLACE THIS ORDER NOW**

MY PROFILE: Account data is saved in this tab. Update your password, change default shipping & billing information and edit saved addresses.

Personal I... **Location Defaults** **Address...** **My Wallet** **Manage My Conta...** **My Images**

Personal Info

Change Password

First Name: Jenna

Last Name: Anderson

Email: janderson@slwmco.com

Update

MY ORDERS: Your order data is saved in this tab. Search for an order to find details such as status and tracking information for shipments. Search by order number, date, or item.

Show Order #:

Show Orders Entered After: (mm/dd/yyyy)

Show Orders Entered On or Before: (mm/dd/yyyy)

Search for orders containing:

Options: Match Case | **Items** | **Search**

Order #	Date	# of Items	Items
There are no orders to display			

ELECTRONIC ASSET LIBRARY: This library contains all electronic, editable templates. To get started, select Electronic Asset Library on the Navigation Bar. On the left side you will see catalogs, select one to see files available for download. Select the check box below the item(s) & then click on the DOWNLOAD SELECTED button. You can also click directly into individual items to review and download.

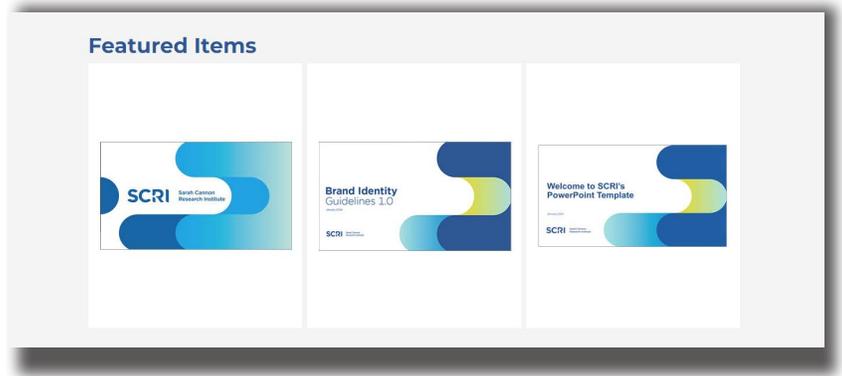
SEARCH

Asset List Asset Detail(Comp) X **DOWNLOAD SELECTED**

SCRI Meeting Agenda...	SMO Meeting Agenda...	CRO Meeting Agenda...	SCRI Oncology Partne...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCRI Corporate Interv...	SCRI Corporate Office ...	SCRI Oncology Partne...	SCRI Teams Backgrou...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCRI Branded Word T...	SCRI CRO Branded W...	SCRI SMO Branded W...	SCRI-SMO-Electronic...
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FEATURED ITEMS

This section on the homepage will be where new items are highlighted moving forward. Click on the image to access the item.



CLINIC WEARABLES

This catalog directs you to an order form. The form contains a link to the scrub options that you can choose from.

A screenshot of a 'Clinic Wearables Order Form' page. At the top right is the SCRI logo and the text 'Sarah Cannon Research Institute'. The main heading is 'Clinic Wearables Order Form'. Below it is the instruction 'Submit this form to place offline orders for embroidery items.' A link is provided: 'Access scrub options here: <https://webbmason.sharefile.com/d-sd1ede43c4c44dc1a1eebe4227488f7d>'. The form contains several input fields: 'Requestor's Name*' (text box), 'Name of the item(s) you'd like to order and the quantity for each item.' (text box), 'Logo*' (dropdown menu), 'Size & Color Breakdown (if applicable) *' (text box with instructions: 'Colleagues should choose shades of blue, preferably royal, or similar, with flexibility of black for vests or jackets. Scrubs will be embroidered with the SCRI acronym logo'), and 'Shipping Address' (dropdown menu with placeholder 'Type an address').

CUSTOMER SERVICE INFORMATION

Please reach out to marketing@scri.com for assistance with Brand on Demand.