INTRO ON NEW NISOURCE SITE AND HOW TO ORDER GARMENTS WITH THE 811 LOGO FOR YOUR AREA
www.nisource.arrowuniform.com
ANNOUNCING NEW UPDATES TO THE NISOURCE UNIFORM WEBSITE

We are happy to announce the updated www.nisource.arrowuniform.com website to all NiSource divisions. Here are some of the exciting updates and improvements we have made for your convenience:

1. You can now select the 811 logos for a Right Sleeve application in addition to your Left Chest company logo applications. (See all approved 811 logos on the last few pages of this power-point.)
2. You can now preview your embellishments prior to adding them to your CART.
3. By ensuring that you have added your email address to the “Ordered By” information page, you will now receive an emailed Order Confirmation that will serve as your Receipt for your order and will show you all the details of the order.
4. You will have more selection of approved products for your division throughout the year as well as recommended products based on best availability and quickest turnaround times, etc.
ANNOUNCING NEW UPDATES TO THE NISOURCE UNIFORM WEBSITE

5. We have a new Landing Page that will allow us to add other important documents concerning your uniform program policies, news flashes, return forms, etc throughout the year. You will click on a link button that will open those documents for you in a printable PDF format.
6. All USERNAMES now begin with a uppercase “U” in front of the number when logging in to the updated site. All passwords have remained the same.

Make sure you add a “U” in front of your username # if you don’t already have a “U” as part of your username.
NOW LETS LOOK AT HOW TO ORDER ON THE NEW SITE.....
How To Order Garments with the Left Chest Company Logo Options and the Right Sleeve 811 Logo options
Instructions for Ordering Garments with the 811 Logos
(Ordering on New NiSource 2.0 website = www.nisource.arrowuniform.com)

Step 1:
Go to: www.nisource.arrowuniform.com

Step 2:
Click on the “UNIFORM AND SAFETY APPAREL” Enter Site button
Instructions for Ordering Garments with the 811 Logos

Enter your username and password. Please note that ALL usernames will begin with a “u” and then your number.
Instructions for Ordering Garments with the 811 Logos

Click on a garment category to view a listing of all garment styles in that category.
Instructions for Ordering Garments with the 811 Logos

Click on the garment you are interested in purchasing. Once you are on that specific garment page, you will then enter your Size, Color, Select Your Embellishments, Enter Quantity, and then Add To Cart.
Instructions for Ordering Garments with the 811 Logos

First select your Color and Size. Then select which Embellishment Options you want for your specific division of NiSource.
Instructions for Ordering Garments with the 811 Logos

After selecting your size, you will see 2 embellishment boxes pop up asking you to select a “Left Chest Logo” and a “Right Sleeve 811 Logo” for your specific division of NiSource.
Instructions for Ordering Garments with the 811 Logos

*Make sure that you select the correct embellishment type you want for your shirt. T-shirts and Sweatshirts have the option for either a Silk Screen application or an Embroidery application. All other garments just have an Embroidery Only option. Whichever type of embellishment you choose for your Left Chest application, you will want to choose the same type for the 811 logo as well.
Instructions for Ordering Garments with the 811 Logos

Once you have selected your embellishment type, then click on the next drop down field to select your division. This will then allow you to see all the specific embellishments that are currently available for your division in the Left Chest location.
Instructions for Ordering Garments with the 811 Logos

Once you have selected your Left Chest company division logo application, you will then select your Right Sleeve 811 Logo application.

The logo preview will help you ensure that you are selecting the correct version of logo for the style and color of garment you are selecting.
Instructions for Ordering Garments with the 811 Logos

This is how the garment would look in the CART showing both the Left Chest logo and the new 811 Logo.
An Order confirmation will be emailed to the USER within minutes of the order submission and can also go to an assigned ADMIN, via email as well. This confirmation will now serve as the Purchase Receipt for the order.
Questions?

WELCOME TO THE NISOURCE UNIFORM eSTORE!

Welcome to the NiSource Uniform eStore, brought to you by Arrow Uniform. Please click on the appropriate link to access your site. If you need assistance with your username or password, please contact your account manager.

UNIFORM AND SAFETY APPAREL
Click below to enter the corporate uniform teamwork and workwear site. You must be provided with a login and password in order to log into the site. Once you login, you’ll see the spend allowance that has been assigned to your account.

FOR ASSISTANCE:
ACCOUNT MANAGER
Andrew Spurting
andrew.spurting@arrowuniform.com

CUSTOMER SERVICE
Maryann Harrison
216.351.0369 ext. 6618
maryann.harrison@arrowuniform.com

HOURS
Monday - Friday
8:00am - 5:00pm EST

CORPORATE PROMOTIONAL AND APPAREL PROGRAM
Click below to enter the employee purchase site, requiring you to create your own account and use a credit card at checkout. You can not use your spend allowance on this site.

COMING SOON!

CUSTOMER SERVICE
Maryann Harrison
216.351.0369 ext. 6618
maryann.harrison@arrowuniform.com

HOURS
Monday - Friday
8:00am - 5:00pm EST
Instructions for Ordering Garments with the 811 Logos
(Manual Order Process – Phone or Email)

CALLING OR EMAILING YOUR ORDERS IN TO ARROW UNIFORM:
1. Write down the garment options you wish to purchase from the current website/e-catalog offering from www.nisource.arrowuniform.com and contact Arrow Customer Service at 888-332-7769 or Via Email at customer.service@arrowuniform.com to place your order over the phone. (You will need to have your P-card or personal credit card information ready in order to complete the transaction).
2. You will need to reference the following information for the Arrow CS Rep to correctly order what you need:
   * We need the Item # of each garment you want to purchase
   * We need the Size, Color, and Quantity you want in each garment
   * We need to know what division you work for
   * We need to know if you want the Silk Screen/Heat Transfer logos or the Direct Embroidery logos for your garments
3. You will receive an email with an electronic order form confirmation attached to the email. This will serve as your receipt of the purchase.
4. Use the attached 811 Logo guide below to reference for which options are available.
811 Logo Embroidery Options for Right Sleeve Applications on All Color garments

Tape# 7-11987-110 (Design #005VRZ)  
Tape# 7-11990-110 (Design #005VSK)  
Tape# 7-12790-110 (Design #00838U)
811 Logo Silk Screen Options for Right Sleeve Applications - Kentucky (T-shirts and Sweatshirts only)

*For application on Dark colored garments.

Trade #1-8350-110 (Design #00809Q)

Trade #1-8349-110 (Design #007QLR)

*For application on Light colored garments.
811 Logo Silk Screen Options for Right Sleeve Applications - Virginia (T-shirts and Sweatshirts only)

Trade #1-8352-110 (Design #00821C)

*For application on Dark colored garments.

Trade #1-8351-110 (Design #007UYR)

*For application on Light colored garments.
811 Logo Silk Screen Options for Right Sleeve Applications – General 811 Logo Option (T-shirts and Sweatshirts only)

Trade #1-8354-110 (Design #008B4G)

*For application on Dark colored garments.

Trade #1-8353-110 (Design #007QLH)

*For application on Light colored garments.