

To use Lands End online Business system to order items with SBCC Logo 4-2010

1.

Go to Business site NOT the retail site

[http://ocs.landsend.com/cd/frontdoor?store\\_name=corpsales&store\\_type=1](http://ocs.landsend.com/cd/frontdoor?store_name=corpsales&store_type=1)

Register into their system.

Create an id for your self and remember to save it some where

Create a password and save it some where

Enter the rest of the information for your address and email address.

Fill in the rest of the information that they want

Leave the Customer Number blank.

Shipping method UPS Ground is cheapest and may be free.

The screenshot shows a Mozilla Firefox browser window with the address bar displaying [https://ocs.landsend.com/login/incommerce3/EvadMacro/corpsales/CSM\\_ACCT\\_REG.d2w/report/](https://ocs.landsend.com/login/incommerce3/EvadMacro/corpsales/CSM_ACCT_REG.d2w/report/). The page title is "Registration - Contact Information". A red link for "or Canada: 1-800-400-5845" is visible. The form is divided into two sections:

**Step One: Create a user name and password.**  
You will use this to shop when you visit the site. Pick something you'll remember easily.

User name	<input type="text" value="make up one"/>	(don't forget to write it down for future reference!) (User name can be up to 31 characters.)
Password	<input type="password" value="*****"/>	(case sensitive)
Confirm Password	<input type="password" value="*****"/>	(case sensitive)

To help you remember your password, enter a reminder question and answer that can be used to confirm your identity.

Reminder Question	<input type="text" value="reminder"/>	(suggestions: maiden name, a pet's name, or a favorite sports team)
Reminder Answer	<input type="text" value="****"/>	(one word answers only)
Confirm Reminder Answer	<input type="text" value="****"/>	

**Step Two: Enter your basic business contact info.**  
Tell us about yourself - fill out work-related contact information below; click Submit, and your account will be ready!

Company	<input type="text"/>	
Customer Number	<input type="text"/>	Optional
First Name	<input type="text"/>	
Last Name	<input type="text"/>	

You are advanced to the next screen

The screenshot shows a Mozilla Firefox browser window with the title "Registration - Contact Information". The address bar displays "https://ocs.landsend.com/cgi-bin/hcommerce3/ExecMacro/corpsales/CSM\_ACCT\_REG.d3w/report?". The page content includes a "Confirm Reminder Answer" field with four dots. Below this is a section titled "Step Two: Enter your basic business contact info." with the instruction "Tell us about yourself - fill out work-related contact information below, click Submit, and your account will be ready!". The form fields are as follows:

Company	<input type="text"/>	
Customer Number	<input type="text"/>	Optional
First Name	<input type="text" value="first"/>	
Last Name	<input type="text" value="last"/>	
Address 1	<input type="text" value="main street"/>	
Address 2	<input type="text"/>	Optional
City	<input type="text" value="no city"/>	
State	<input type="text" value="New York"/>	
Zip/Postal Code	<input type="text" value="11111"/>	
Country	<input type="text" value="United States"/>	
Phone	<input type="text" value="631 555 1212"/>	
Fax	<input type="text"/>	Optional
Email	<input type="text" value="myemail@email.com"/>	Optional

Note: Providing your email address allows us to email confirmation on your order.

Submit

2.

On the top right side of the screen you will see the words

“ What Else Can I do “

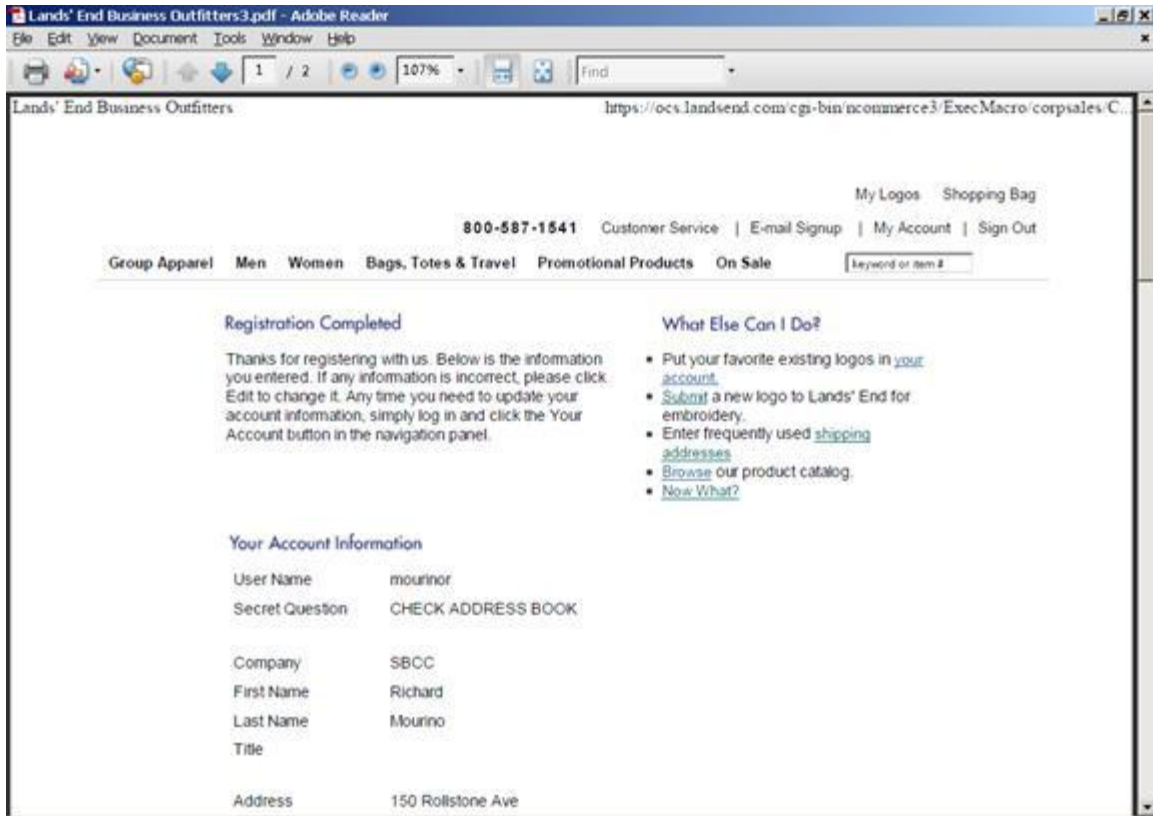
“Put your favorite Logo into your account”

Select this

If this next screen does not have this anymore or

has changed proceed to the sign in screen after you

registration. Then edit your account for Logo's.



3.

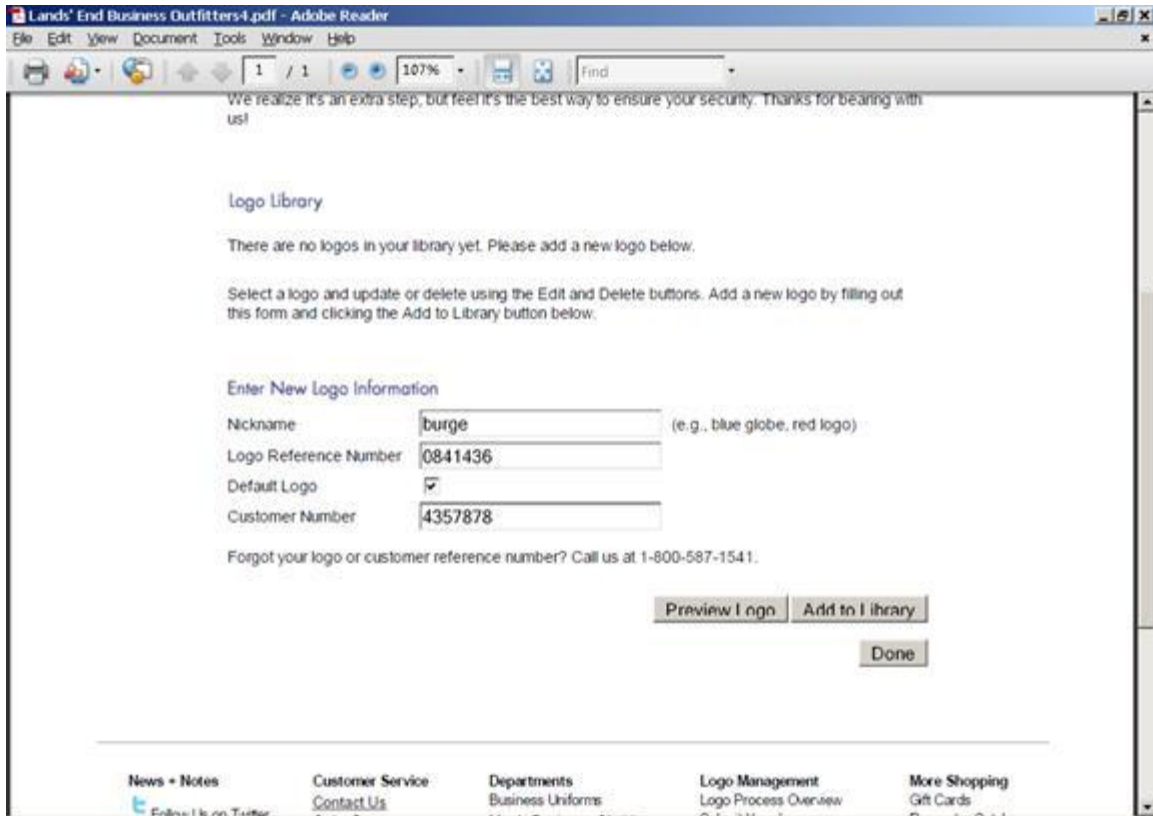
Enter the information as it is shown

Nickname Burgee or SBCC whatever you want.

Logo Number 0841436

Check Default

Customer number 4357878



4

At this point every thing should be setup correctly

You can go back to the business starting page to find the item you want

To buy with the logo. Remember you must login first before buying something.

Purchase Sample

1

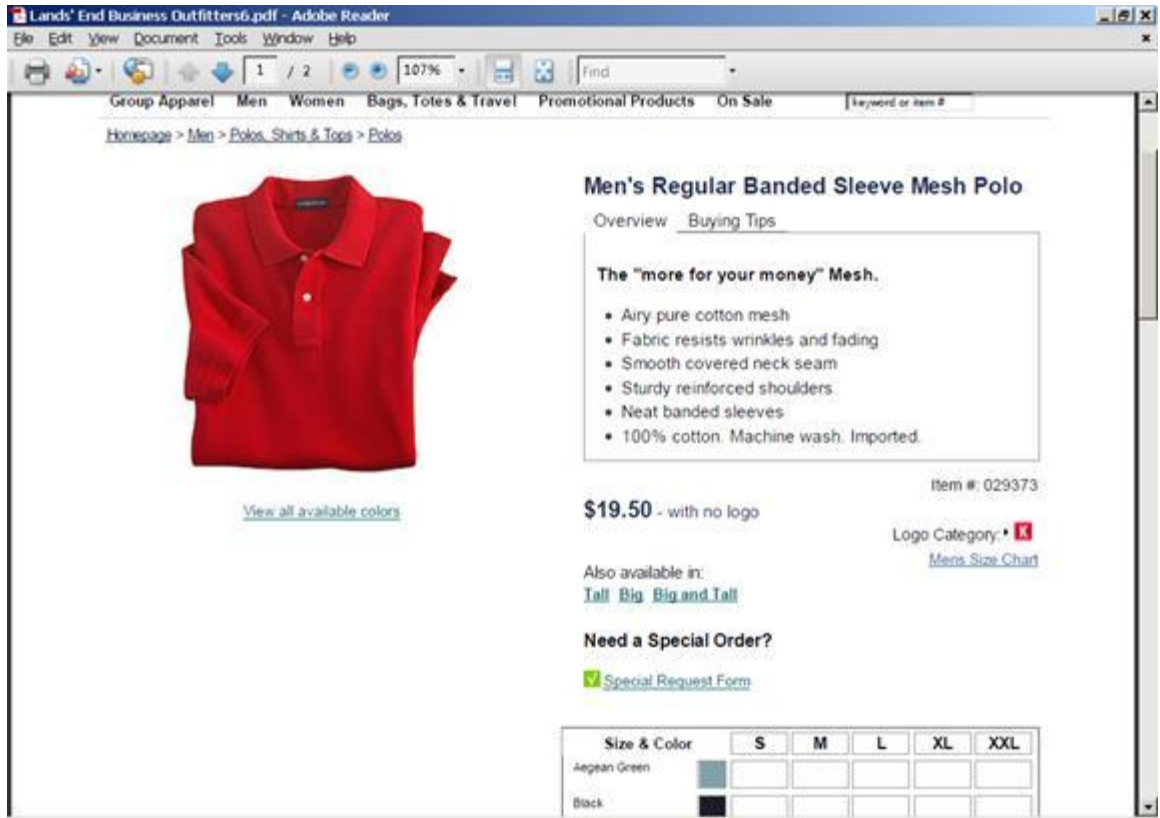
Sample of screen selecting a Polo Shirt

Place the number you want into the size column and column

color that you need and hit the continue button. In sample

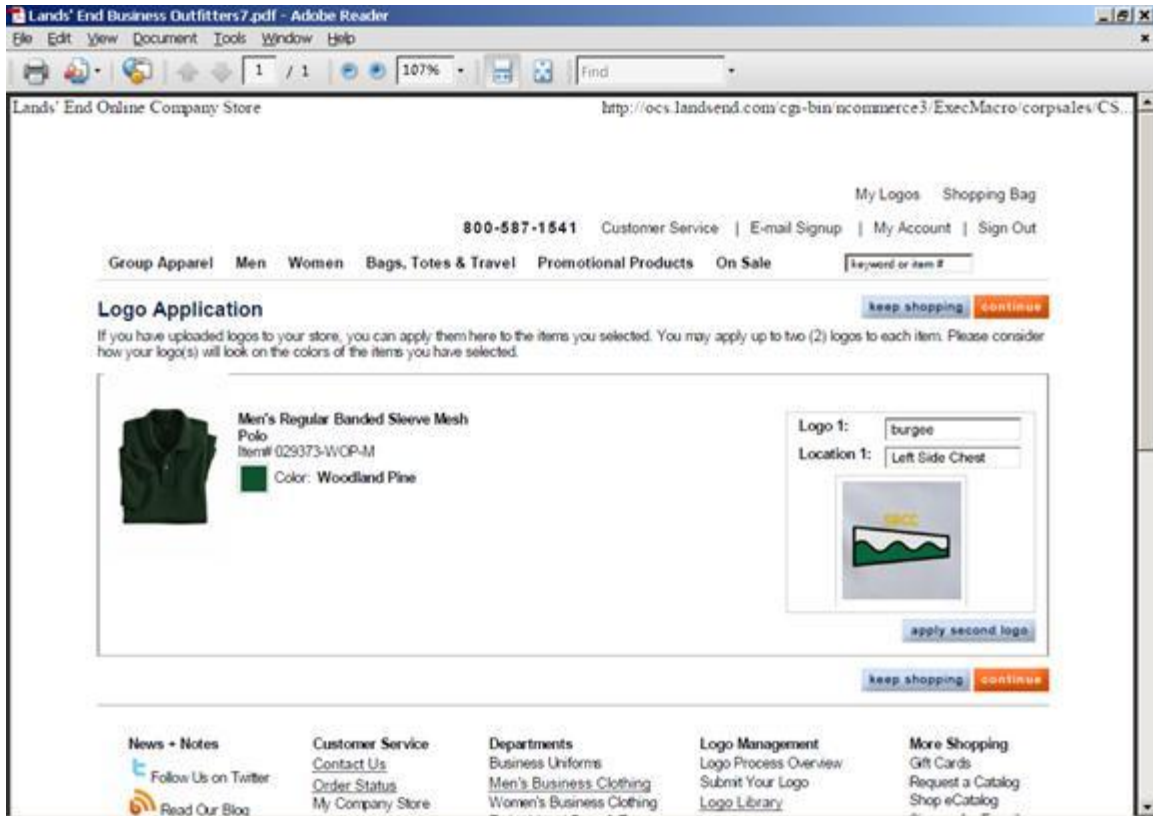
I selected 1 Green medium size so I had a 1 in that color

and size column. This is not shown in this sample.



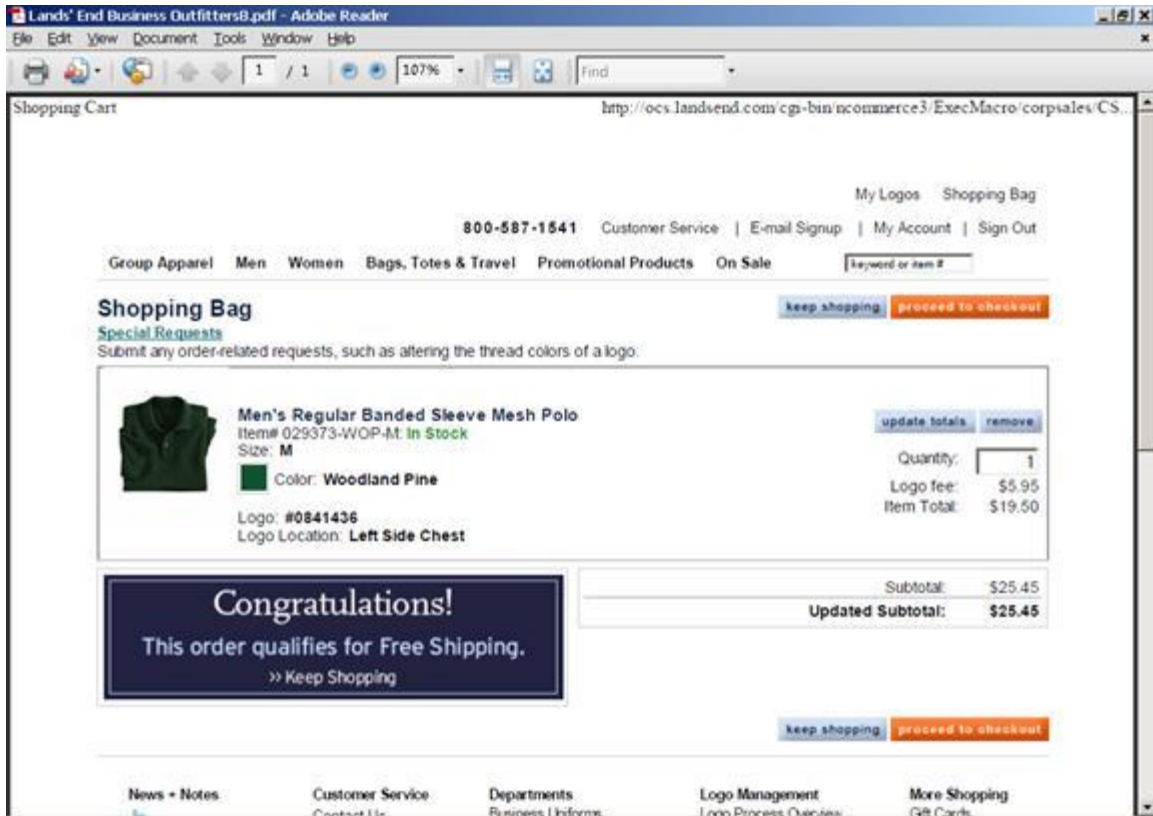
2

This sample screen shows the pull downs to select the logo and where it is To go. Note Left side is your physical left not the side on the picture.



3

Next screen is a verification screen.



4

Select the continue button on the left side which is your default information on your account. Else use the right side to use another shipping address. UPS Ground is the cheapest and slowest shipping and may be free.



Lands' End Business Outfitters9.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 107% Find

800-587-1541 Customer Service | E-mail Signup | My Account | Sign Out

Group Apparel Men Women Bags, Totes & Travel Promotional Products On Sale

1. Shipping Information 2. Shopping Bag Review 3. Billing Information 4. Order Confirmation

[return to shopping bag](#) [continue](#)

### Shipping Information

**Ship to a Single Location**  
Select one shipping location and one shipping method for all items in your order.

**Shipping Location:**

**US Shipping:**  [continue](#)

**Ship Items to Multiple Locations**  
Select different shipping locations and/or shipping methods for each line of your order. [continue](#)

**Manage Address Book**  
Look-up, add, modify or delete locations in your address book. [address book](#)

**Ship to New Location**  
Select a shipping method and enter a new shipping location for all items in your order.

**US Shipping :**

**Company:**

**Title (Optional):**

**First Name:**

**Middle Initial (Optional):**

**Last Name:**

**Address:**

**Line 2 (Optional):**

**City:**

**State:**

**Zip/Postal Code:**

**Country:**

5

The final screen is your credit card information that you will have to fill in.