



get your **swag** on

Your Cornerstone Swag Store is here!

Everything Cornerstone-branded that you need is now in one, convenient place. Make your promo ideas come to life with the power of portal technology.

Portal Swag Store Features

- Standard production time is 7-10 days*
- Greater ease of ordering and billing
- Ship to multiple locations
- Track your orders, download invoices or re-order products with ease
- Management has access to give full approval to orders prior to orders being placed

Qty & Pricing	25+	50+	200+	500+	1000+
	\$9.90	\$6.20	\$5.00	\$4.90	\$4.80

Quantity
25 Minimum of 25

Base Price \$247.50 = 25 x \$9.90
Product Subtotal \$247.50

Add to Cart
to select sizes and quantities

1 Color Imprint / 1 Side
Shipping and applicable taxes will be included on your final invoice after order shipment.

*Some items require longer production. See product details for accurate times. Production time does not include transit time.

Ready to Access Your New Portal Store?

Head over to Coupa and click on Cornerstone Swag Store under Shop Online.

Need help getting started?
Check out our [How to Order](#) page and our [FAQ](#) page.

We are here to help

From inspired ideas to campaign support – we are here to make your next event truly memorable!



Asia Lipanovich
alipanovich@csod.com
310.752.1845



Neal Skuro
neal@offbeatproductions.com
818.531.4730





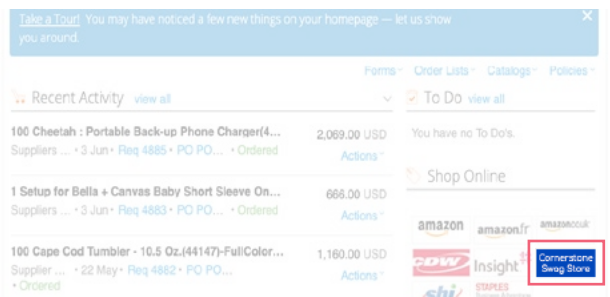
How to Place an Order

This document will take you through the step by step process for placing an order, viewing your order history and tracking orders.

1

Start Here

Access the Cornerstone Swag Store by clicking the link under Shop Online.



2

Welcome

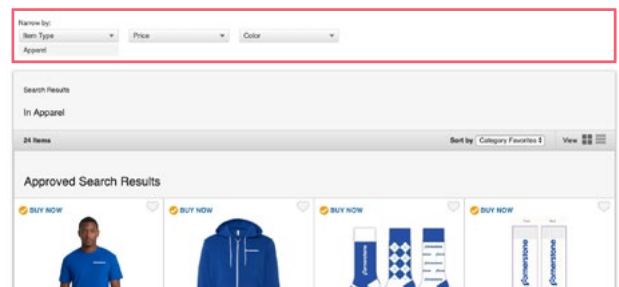
You will be redirected to the Cornerstone Swag Store where you will be signed in automatically.



3

Browse

Once logged in, you can browse Cornerstone products by category or by using the search bar. You can also view all items by clicking on the "View All Approved Products" link located underneath the header on the right hand side.

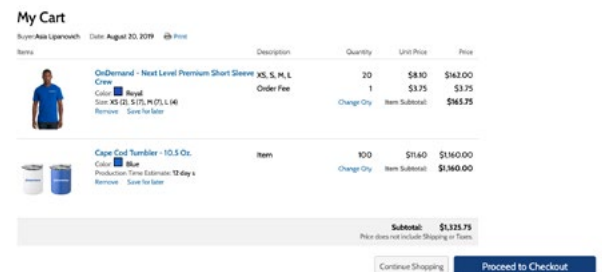


4

Checkout

After adding products, you may select "Proceed to Checkout" on the "My Cart" page.

Please note: Apparel items will require you to enter quantities per size.



Shipping

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Enter the shipping address, and select the date you would like the items delivered by. In the notes, if you have an event date, put the actual event date, and/or other notes you would like us to know about this order.

Shipping Address

How many locations will you be shipping this order to?

- One location
- Multiple locations

Yes, use my primary address for shipping

Asia Lipanovich
Cornerstone OnDemand
1601 Cloverfield Blvd Ste 400
Santa Monica CA 90404-4082
(310) 752-1845
alipano@csod.com

Continue to Billing

What do you need the items in hand?

- Not sure or no date specific
- Date

Date: 08/30/2019

Shipping Method

All orders default to ship via Ground delivery. Should we not be able to meet your requested in-hand date with Ground delivery, an account manager will reach out to you to discuss expedited freight, rush production, or alternate product options, if applicable.

Notes and Instructions (Optional)

Add special shipping and/or order instructions here. If for example, tell your Account Manager know this is a Rush order or mention them that your company logo was recently updated.

Billing

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Continue to "Billing" and select invoice.

Billing Information

Payment Process

Your account manager will contact you to finalize and confirm order details. Once your entire order has shipped, we will send you an invoice or charge your credit card.

Select payment type

- Invoice

Continue to Order Review

Review Order

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Review your order details and when you confirm all information is accurate, click "Place Order" to move to the next step.

Review Your Order

Please verify the order details and shipping & billing information included below. Clicking "Place Order" will submit this order request to your Account Manager so they can review and confirm details. You will also receive an Order Acknowledgement email with the order details listed below.

Shipping Info

One Ship-To Location
Need by August 30, 2019

Asia Lipanovich
Cornerstone OnDemand
1601 Cloverfield Blvd Ste 400
Santa Monica CA 90404-4082
US
(310) 752-1845
alipano@csod.com
Change

Billing Info

Pay by Invoice

Accounts Payable
Cornerstone OnDemand
1601 Cloverfield Blvd, Suite 400 South
Santa Monica CA 90404
USA
(310) 752-0200

Order Summary

Items \$1,321.00
Order Fee \$3.75
Order Total before applicable taxes and freight \$1,324.75

Place Order

Item	Change Cart	Description	Quantity	List Price	Price
		OnDemand - Next Level Premium Short Sleeve XS, S, M, L Crew Color  Size: XS (2), S (7), M (7), L (4)	20	\$8.10	\$162.00
		Order Fee	1	\$3.75	\$3.75
		Item Subtotal:			\$165.75

		Cape Cod Tumbler - 10.5 Oz. Color  Production Time Estimate: 12 day s	100	\$16.00	\$1,600.00
		Item Subtotal:			\$1,600.00

Review Cart

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Choose your Department, Budget Category, Verify Ship-To Address, and then review your cart.

Requests Orders Invoices Community Inventory Sourcing Suppliers Items Reports Setup

Review Cart

General Info Cart Items Approvals Comments History

General Info

Created By: Asia Lipanovich

On-Behalf Of:

Department:

Justification:

Attachments:

Budget Category:

OR (Procurement Use Only):

Contract #

Ref to contract number for new contract requests

Contract PDR (Partner Opt only):

Contract ID (Partner Opt only):

Ship To

Address: 1601 Cloverfield Blvd
Suite 400S
Santa Monica, CA 90404
United States

Attention: Asia Lipanovich

Cart Items

Item	Quantity	Unit	Price	Total
OnDemand - Next Level Premium Short Sleeve Crew Office Production	20	USD	8.10	162.00

Billing

Cornerstone US
Cornerstone US-64142 Employee
Benefit Programs - Employee SBAG-
2500 - Home - US - USA & Mexico

Submit

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Select or add approver and click the "Submit for Approval" button to send your order.

Approvers

Add

Asia Lipanovich Erica Martinez Chris Forte

Save for Later Save **Submit for Approval**

Visit the Cornerstone Swag Store today!

Q. Who can use and access the Cornerstone Swag Store?

A. Cornerstone employees who have a Coupa account.

Q. What if I do not have a Coupa account but need to order swag?

A. No problem! First, check with your manager and your teammates to see if they have a Coupa account and can order on your behalf. If not, please reach out to Asia Lipanovich at alipanovich@csod.com who will direct you to a representative on your team who can assist you in placing your order.

Q. How do I place an order?

A. You can start shopping by accessing the Cornerstone Swag Store located in Coupa. See "How to Place an Order" for more instructions.

Q. What is the approval workflow?

A. Once you've placed your order, it must be approved by the approval workflow (typically your manager depending on order cost). If there are any edits/changes to your order, our vendor may reach out to you with adjustments to your original order.

Q. Does this get charged to my team's budget?

A. Yes, this will be billed back to your assigned team budget unless you manually change the budget in Coupa. Note, if you need to bill your order to another team's budget, please be sure to seek the proper approvals prior to placing your order.

Q. What is the turnaround time?

A. Production time can vary depending on the manufacturer. Production time is shown in the store for each product and is typically about 7-10 business days plus transit time. Some items will have longer lead times. Check product details on each item for more information.

Q. Is there a rush service?

A. Some products offer rush shipping. Contact your Cornerstone rep, Neal at neal@offbeatproductions.com or (818) 531-4730.

Q. What if I need something today?

A. Click on the "OnDemand" category to shop inventoried items.

Q. How do I change the ship to address?

A. You can change the ship to address after checkout. Select "One Location" and uncheck "Yes, use my primary address for shipping" to enter a new location. Review your shipping address on the final "Review Cart" screen in the Coupa platform.

Q. Can I ship to multiple places?

A. Your Account Manager will contact you within 24 hours of receiving your Order Request to collect and confirm shipping address and instructions. For your convenience, you may use the Notes and Instructions section to enter multiple ship to locations on the "Shipping Address" page.

Q. What if I need a custom item?

A. Please contact Asia Lipanovich at alipanovich@csod.com