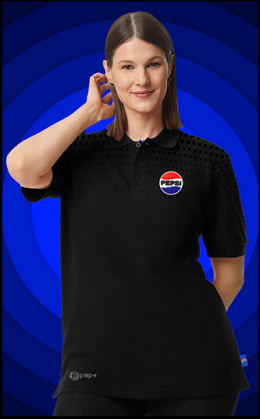




## PEPSI UNIFORM COLLECTION ARIBA/MYBUY ORDERING GUIDE

PRESENTED BY  G&G OUTFITTERS, INC.  
WORKWEAR



## Pepsi Uniform Collection

### Supplier Details

- G&G Outfitters Ariba Supplier#: 2211438
- Uniform Direct Buy Reference#: 38118
- Uniform Miscellaneous Reference#: 14314

G&G Team & Support  
4901 Forbes Blvd., Lanham, MD 20706

Chris Missett  
Account Executive  
[cmissett@sureshiponline.com](mailto:cmissett@sureshiponline.com)  
301-560-2201

Chloe Kerrigan  
Account Executive  
[ckerrigan@ggoutfitters.com](mailto:ckerrigan@ggoutfitters.com)  
301-560-2236

Allie Robbins  
Account Executive  
[arobbins@ggoutfitters.com](mailto:arobbins@ggoutfitters.com)  
301-560-2218

Customer Support  
[support@pepsiuniformcollection.com](mailto:support@pepsiuniformcollection.com)  
818-381-5565

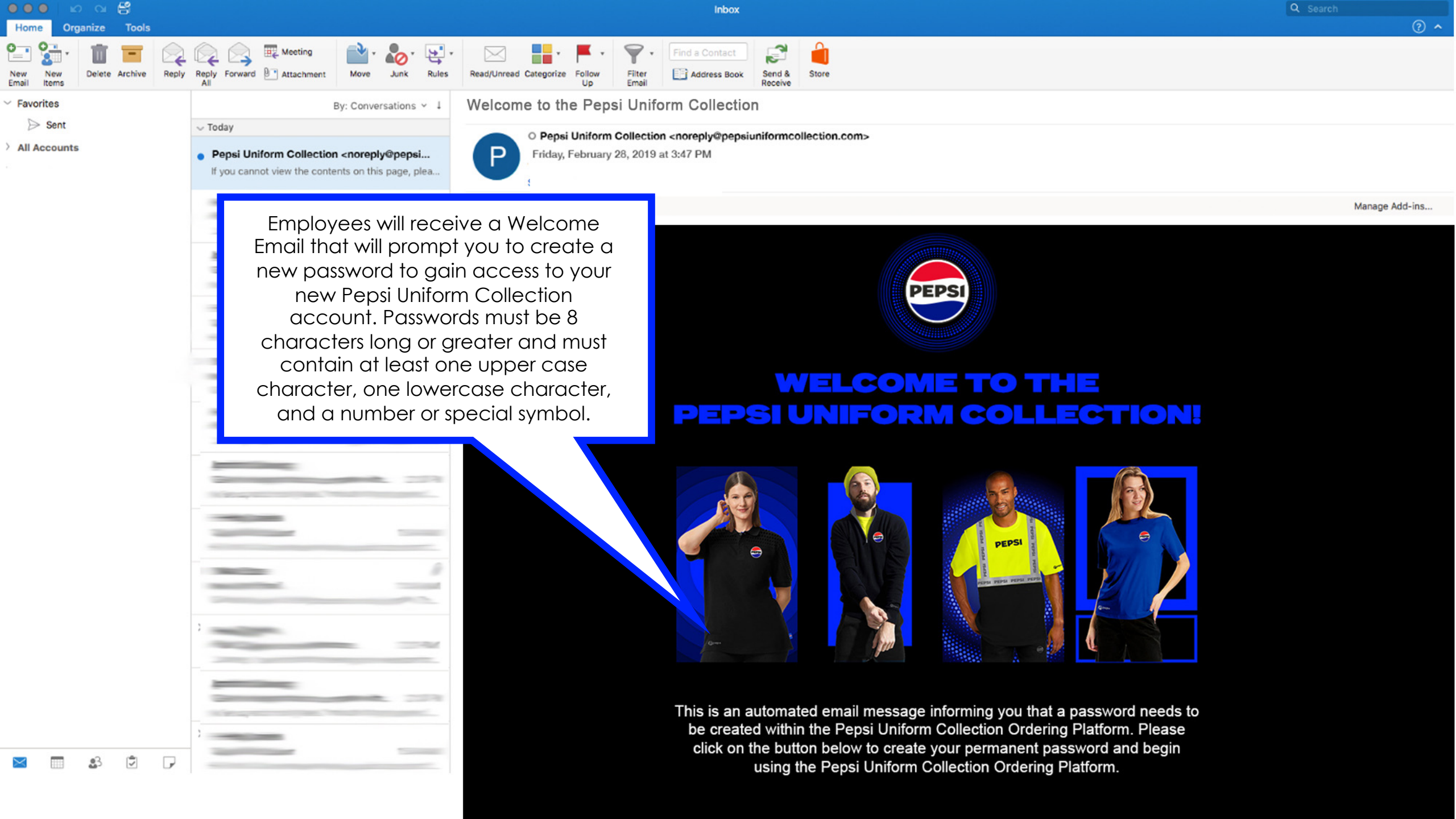


G&G OUTFITTERS, INC.



Pepsi Ariba Support Team  
[BusinessProcess.SupplierServices@pepsico.com](mailto:BusinessProcess.SupplierServices@pepsico.com)





Employees will receive a Welcome Email that will prompt you to create a new password to gain access to your new Pepsi Uniform Collection account. Passwords must be 8 characters long or greater and must contain at least one upper case character, one lowercase character, and a number or special symbol.

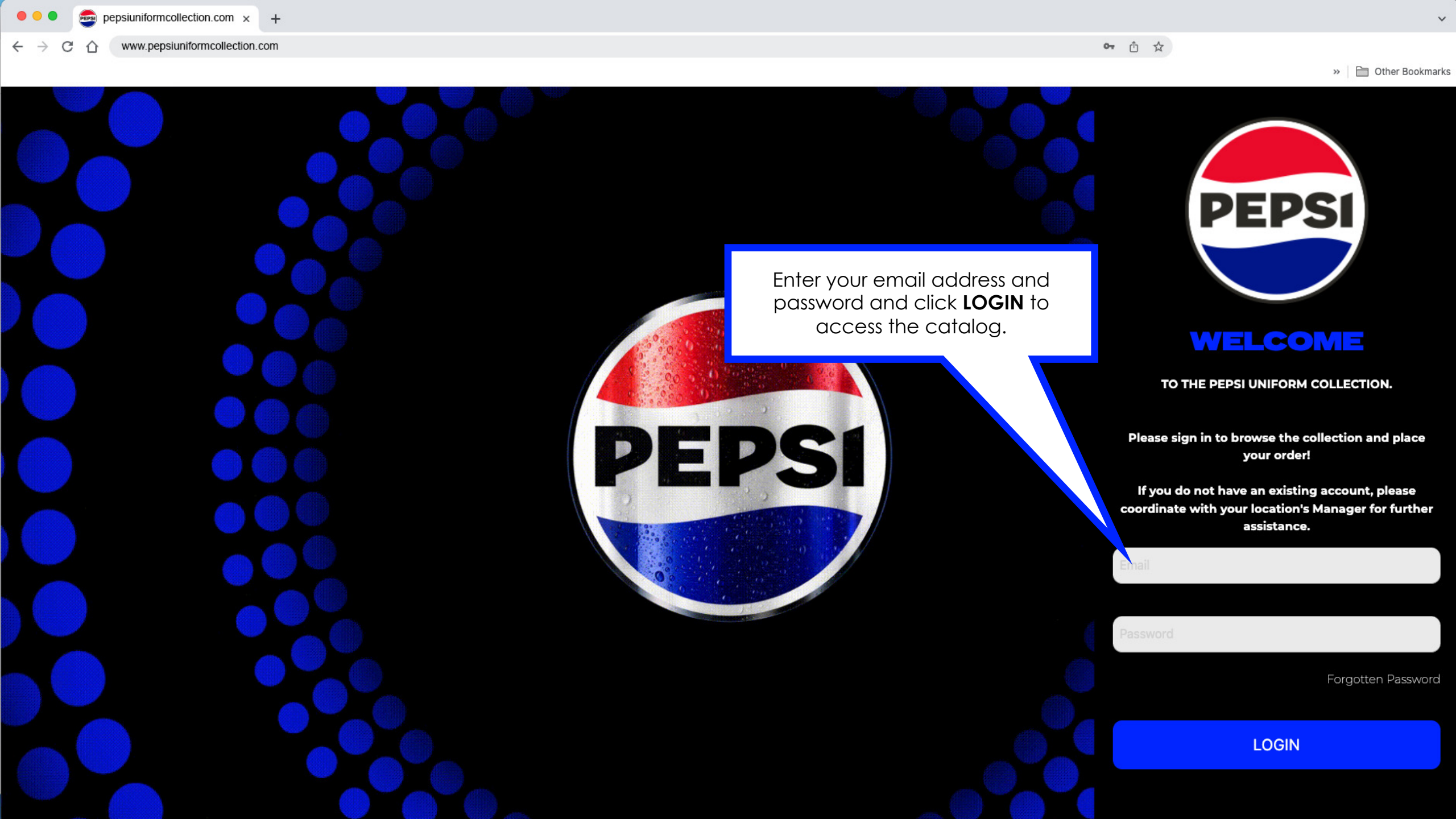


## WELCOME TO THE PEPSI UNIFORM COLLECTION!



This is an automated email message informing you that a password needs to be created within the Pepsi Uniform Collection Ordering Platform. Please click on the button below to create your permanent password and begin using the Pepsi Uniform Collection Ordering Platform.





Enter your email address and password and click **LOGIN** to access the catalog.



**WELCOME**

TO THE PEPSI UNIFORM COLLECTION.

Please sign in to browse the collection and place your order!

If you do not have an existing account, please coordinate with your location's Manager for further assistance.

Email

Password

[Forgotten Password](#)

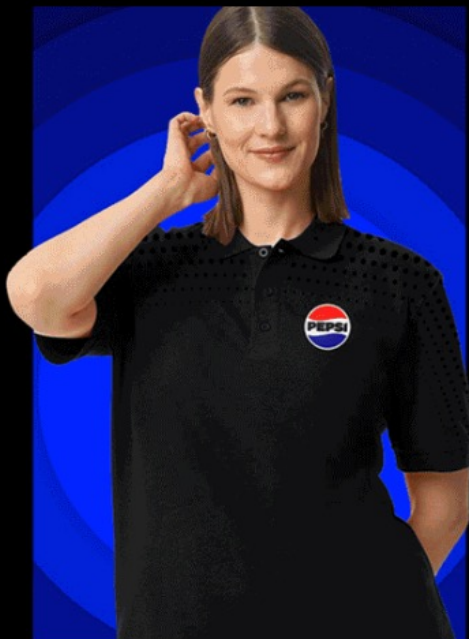
LOGIN



ORDER NOW



## SHOP BY OCCUPATION GROUP



Welcome to the Pepsi Uniform Collection! You will be able to view all uniform offerings in the collection. This is the home page that employees will see upon arrival.



**TO VIEW THE FULL COLLECTION OF PEPSI WORKWEAR,  
CHOOSE YOUR OCCUPATION BELOW**

**SALES**

**MERCHANDISER**

**DRIVER**

**CHECKERS**



## SHOP BY OCCUPATION GROUP

Select **SHOP BY OCCUPATION GROUP** to view all available occupations. Select the occupation you would like to view.

### SALES



### MERCHANDISER



### DRIVER



### CHECKERS



### WAREHOUSE



### PES FIELD



### PES HUB




### MANUFACTURER







## SHOP BY OCCUPATION GROUP

 > Shop By Occupation Group > Merchandiser

**SALES**

**MERCHANDISER**

**DRIVERS**

**CHECKERS**

**WAREHOUSE**

**PES FIELD**

**PES HUB**

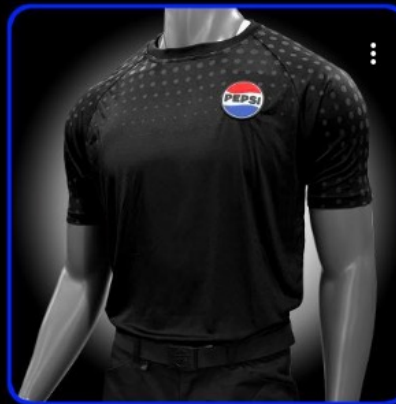
**MANUFACTURER**

**OUTERWEAR**

**HATS & ACCESSORIES**

## MERCHANDISER

**SORT**



**Men's Matrix  
Performance Short  
Sleeve Tee**

**\$17.06**

[MORE DETAILS](#)



**Men's Matrix  
Performance Short  
Sleeve Tee**

**\$17.06**

[MORE DETAILS](#)



**Women's Matrix  
Performance Short  
Sleeve Tee**

**\$17.06**


[MORE DETAILS](#)

We are now viewing the Merchandiser page.





## SHOP BY OCCUPATION GROUP

 > Shop By Occupation Group > Merchandiser

**SALES**

**MERCHANDISER**

**DRIVERS**

**CHECKERS**

**WAREHOUSE**

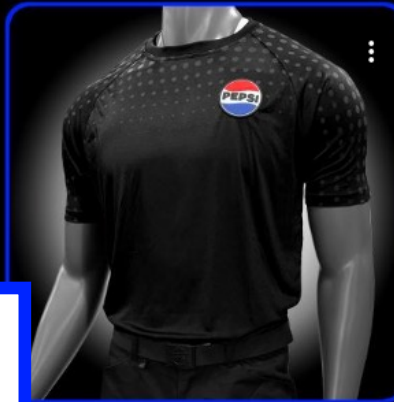
**PES FIELD**

**PES HUB**

**MANUFACTURER**


## MERCHANDISER

**SORT** 



**Men's Matrix  
Performance Short  
Sleeve Tee**

**\$17.06**

[MORE DETAILS](#) 



**Men's Matrix  
Performance Short  
Sleeve Tee**

**\$17.06**

[MORE DETAILS](#)



**Women's Matrix  
Performance Short  
Sleeve Tee**

**\$17.06**

[MORE DETAILS](#)

Click **MORE DETAILS** to visit a specific product page and view full details regarding that item.



ORDER NOW



## SHOP BY OCCUPATION GROUP

[Home](#) > [Shop By Occupation Group](#) > [Merchandiser](#) > [Men's Matrix Performance Short Sleeve Tee](#)



## MEN'S MATRIX PERFORMANCE SHORT SLEEVE TEE

\$17.06

**CATEGORY:** Merchandiser

**SIZE CHART**

On this page you can find product details, pricing, size offerings, size chart, and a customer service number for questions about the product.

### AVAILABLE OPTIONS

SM

MD

LG

XL

2X

3X

4X

5X

6X

**DESCRIPTION**

**CUSTOMER SERVICE**

This performance tee is crafted from 100% rPET polyester materials, making it lightweight with a soft, natural feel and moisture-wicking



SHOP BY OCCUPATION

 > Shop By Occupation Group > Merchandiser > Men's Matrix Performance Short Sleeve Tee



MEN'S  
PERFORMANCE  
SLEEVE  
TEE  
06

Click the thumbnail images below the main product image to see multiple views of the item.

Hovering over the main product image with your mouse allows you to see a zoomed in view of the item.

CATEGORY: Merchandiser

 SIZE CHART

AVAILABLE OPTIONS

- SMMDLGLXL2X3X
- 4X5X6X

Men's Matrix Performance Short Sleeve Tee



DESCRIPTION

CUSTOMER SERVICE

This performance tee is crafted from 100% rPET polyester materials, making it lightweight with a soft, natural feel and moisture-wicking



ORDER NOW



## SHOP BY OCCUPATION GROUP

Home > Shop By Occupation Group > Merchandiser > Men's Matrix Performance Short Sleeve Tee



## MEN'S MATRIX PERFORMANCE SHORT SLEEVE TEE

\$17.06

CATEGORY: Merchandiser

SIZE CHART

### AVAILABLE OPTIONS

SM

MD

LG

XL

2X

3X

4X

5X

6X

Once you have gathered all information for your order, you can click the **ORDER NOW** button located in the top right corner of the page.

This will direct you to the Pepsi Uniform Collection Ordering Platform.

Men's Matrix Performance Short Sleeve Tee



DESCRIPTION

CUSTOMER SERVICE

This performance tee is crafted from 100% rPET polyester materials, making it lightweight with a soft, natural feel and moisture-wicking





View [Pepsi Uniform Collection Catalog](#)  
Welcome, John!

Welcome to the Pepsi Uniform Collection Ordering Platform! This is where you will enter and submit all details for your Pepsi Uniform Order. You will be automatically logged into this page.

## PEPSI UNIFORM COLLECTION ORDERING PLATFORM

### HOW TO ORDER

[Click here](#) to download the latest training document for a thorough walk through of the ordering process.

1. Select location from the available drop-down list

4. Verify the order Summary is accurate

2. Download a blank Pepsi Uniform Collection order spreadsheet

5. At the bottom of your order summary, enter your order's Ariba PO#



## PEPSI UNIFORM COLLECTION ORDERING PLATFORM

Detailed instructions are available to walk you through the spreadsheet upload process – we'll cover those steps here now.

### HOW TO ORDER

[Click here](#) to download the latest training document for a thorough walk through of the ordering process.

1. Select location from the available drop-down list
2. Download a blank Pepsi Uniform Collection order spreadsheet
4. Verify the order Summary is accurate
5. At the bottom of your order summary, enter your order's Ariba PO#

# HOW TO ORDER

[Click here](#) to download the latest training document for a thorough walk-through of the ordering process.

1. Select location from the available drop-down list

2. Download a blank Pepsi Uniform Collection Order Spreadsheet
4. Verify the order summary is accurate

5. At the bottom of your order summary, enter your order's Ariba PO#

6. Submit your order by selecting the process order button

Uniform Collection Order Spreadsheet

## Select **New 2024 Pepsi Uniform Collection Order Spreadsheet.**

An Excel spreadsheet will automatically download from your browser.

# ADD YOUR ORDER SPREADSHEET HERE



## PLEASE CHOOSE YOUR DELIVERY LOCATION

Select Delivery Location ▾

## UPLOAD YOUR ORDERS HERE

Choose File No file chosen

Remember to check your version before uploading your order by clicking the "Version" sheet.  
If you are not using Version T1, please download a new Ordering Spreadsheet.

Upload

# HOW TO ORDER

[Click here](#) to download the latest training document for a thorough walk-through of the ordering process.

1. Select location from the available drop-down list

2. Download a blank Pepsi Uniform Collection Order Spreadsheet

3. Upload the completed Pepsi Uniform Collection Order Spreadsheet
4. Verify the order summary is accurate

5. At the bottom of your order summary, enter your order's Ariba PO#

6. Submit your order by selecting the process order button

Scroll down and click **Select Delivery Location** to choose your desired delivery location for your order.

## LOAD YOUR ORDER SPREADSHEET HERE



## PLEASE CHOOSE YOUR DELIVERY LOCATION

Select Delivery Location ▾

 [58 - 4315 Olympic Blvd, Erlanger, KY 41018](#)

[G&G - 4901 Forbes Blvd #100, Lanham, MD 20706](#)

## UPLOAD YOUR ORDERS HERE

Choose File No file chosen

Upload

tion before uploading your order by clicking the "Version" sheet.  
ersion T1, please download a new Ordering Spreadsheet.



Ready Accessibility: Investigate 85%

Each occupation has a row with **recommended order quantities** highlighted in blue for reference when creating an order.

Ready Accessibility: Investigate 85%



	Sales-Men's	Sales-Women's	Merchandise-Men's	Merchandise-Women's	Seasonal Merchandise	Drivers	Checkers	Warehouse	PES Field Men	PES Field Women	PES Hub Men	PES Hub Women	Manufacturers	Outerwear	Hats & Accessories	+	
--	-------------	---------------	-------------------	---------------------	----------------------	---------	----------	-----------	---------------	-----------------	-------------	---------------	---------------	-----------	--------------------	---	--



[illegible]

A screenshot of a Mac OS file dialog box. At the top, the 'Save As:' field contains the text 'Pepsi\_Uniform\_Collection\_Spreadsheet'. Below it, the 'Tags:' field is empty. The main area shows a sidebar with 'Favorites' and 'Devices' sections, and a central pane displaying a list of files, all named 'Screen Sh...' followed by a timestamp. The 'Desktop' location is selected at the top. At the bottom, the 'File Format:' dropdown is set to 'Excel Workbook (.xlsx)'. There are buttons for 'Online Locations', 'Options...', 'Cancel', and 'Save'.

Once you have finished creating your order, select **File > Save** and save your spreadsheet to your files.

# HOW TO ORDER

[Click here](#) to download the latest training document for a thorough walk-through of the ordering process.

1. Select location from the available drop-down list

2. Download a blank Pepsi Uniform Collection Order Spreadsheet

3. Upload the completed Pepsi Uniform Collection Order Spreadsheet
4. Verify the order summary is accurate

5. At the bottom of your order summary, enter your order's Ariba PO#

6. Submit your order by selecting the process order button

# DOWNLOAD YOUR ORDER SPREADSHEET HERE



# PLEASE CHOOSE YOUR DELIVERY LOCATION

Select Delivery Location ▾

# UPLOAD YOUR ORDER HERE

Choose File No file chosen

Remember to check your version before uploading your order by clicking the "Version" sheet.  
If you are not using Version T1, please download a new Ordering Spreadsheet.

Upload

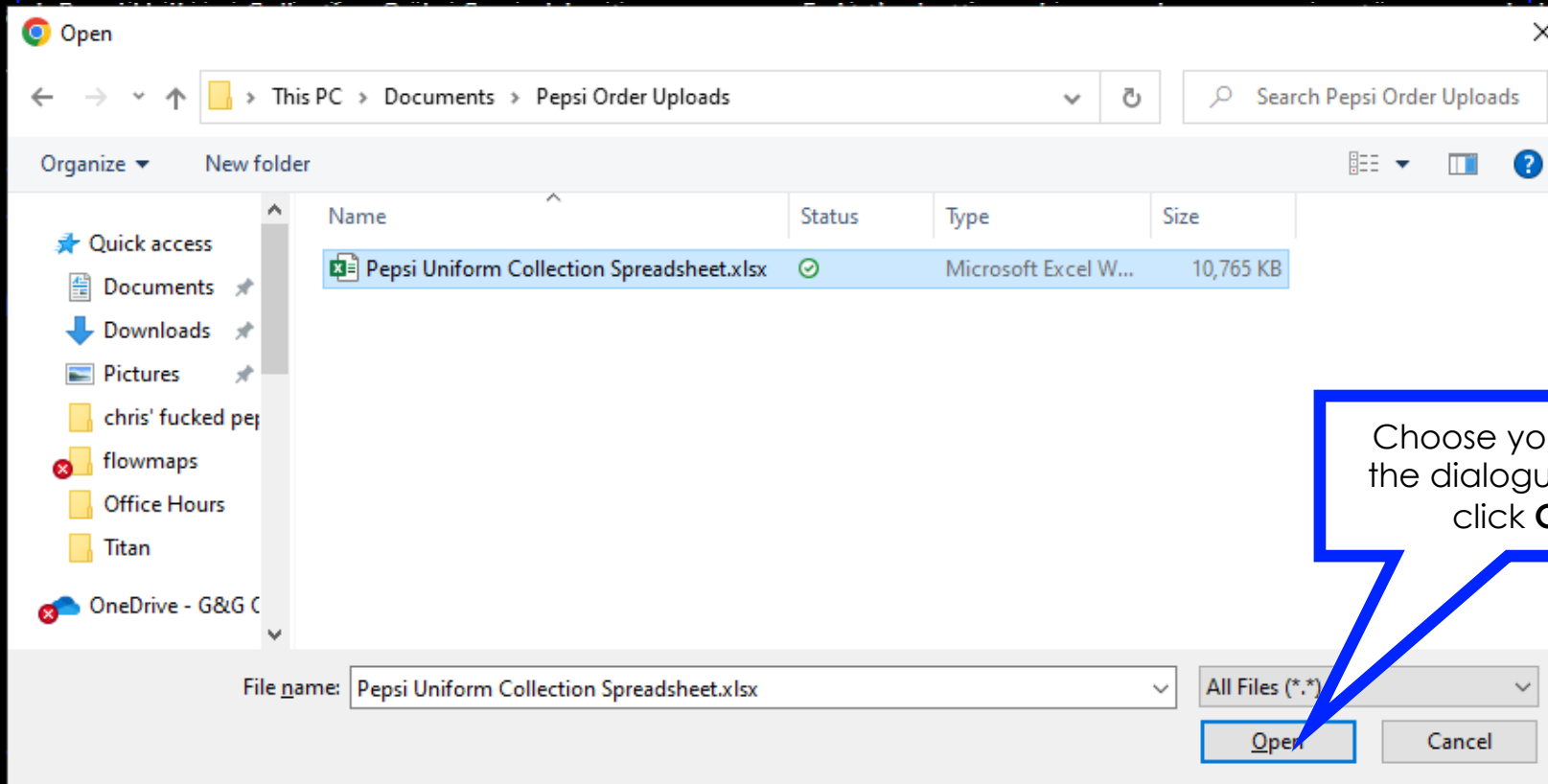
Go back to the Pepsi Uniform Collection Ordering Platform and select **Choose File** to begin uploading your spreadsheet.

# HOW TO ORDER

[Click here](#) to download the latest training document for a thorough walk-through of the ordering process.

1. Select location from the available drop-down list

4. Verify the order summary is accurate



Remember to check your version before uploading your order by clicking the "Version" sheet.  
If you are not using Version T1, please download a new Ordering Spreadsheet.

Upload

## HOW TO ORDER

[Click here](#) to download the latest training document for a thorough walk-through of the ordering process.

1. Select location from the available drop-down list
2. Download a blank Pepsi Uniform Collection Order Spreadsheet
3. Upload the completed Pepsi Uniform Collection Order Spreadsheet
4. Verify the order summary is accurate
5. At the bottom of your order summary, enter your order's Ariba PO#
6. Submit your order by selecting the process order button

## DOWNLOAD YOUR ORDER SPREADSHEET HERE

The name of the file you selected will appear next to the **Choose File** button.

### PLEASE CHOOSE YOUR DELIVERY LOCATION

Select Delivery Location ▾

### UPLOAD YOUR ORDERS HERE

Choose File | Pepsi Unif...adsheet.xlsx

Remember to check your version before uploading your order by clicking the "Version" sheet.  
If you are not using Version T1, please download a new Ordering Spreadsheet.

Upload



# HOW TO ORDER

[Click here](#) to download the latest training document for a thorough walk-through of the ordering process.

1. Select location from the available drop-down list

2. Download a blank Pepsi Uniform Collection Order Spreadsheet

3. Upload the completed Pepsi Uniform Collection Order Spreadsheet
4. Verify the order summary is accurate

5. At the bottom of your order summary, enter your order's Ariba PO#

6. Submit your order by selecting the process order button

# DOWNLOAD YOUR ORDER SPREADSHEET HERE



# PLEASE CHOOSE YOUR DELIVERY LOCATION

Select

Click **Upload** to process the order you created.

# UPLOAD YOUR ORDERS HERE

Choose File | Pepsi Unif...adsheet.xlsx

Remember to check your version before uploading your order by clicking the "Version" sheet.  
If you are not using Version T1, please download a new Ordering Spreadsheet.

Upload

### Purchase Order Creation Instructions:

When creating your Ariba MyBuy PO, please select the Catalog Part Number PEPSI\_UNIFORM.

Enter the Unit Price at \$1.00, and for Quantity, use the following number of units: 241.5 (Units)

Order Summary Grand Total equals \$7,821.16. Quantity (Units) is to be entered as 7,822.16 and Unit Price is to be entered as \$1.00 and the Subtotal will calculate to \$7,821.16.

Part # / Description	Type	Return	Qty (Units)	Unit Price	Subtotal
Uniform Program	Material		7,822.16 (EA)	\$1.00 USD	\$7,822.16 USD
Uniform Program					

After you click **Upload**, the contents of your order will be automatically generated, and your Order Summary will be displayed for a final review.

## ORDER SUMMARY

Description	Qty	Price
<b>Merchandise-Men's</b>		
UA Men's Pants	8	\$45.00
Showcase Cap	4	\$5.61
Showcase Cap	4	\$5.61
Undeniable Belt	2	\$13.27
Storm Beanie	4	\$5.40
Storm Beanie	4	\$5.40
Men's Icon Jacket	2	\$56.12
Men's Pulse Performance Quarter Zip	4	\$24.59

Men's Icon Jacket	2	\$56.12
Men's Pulse Performance Quarter Zip	4	\$24.59
Fusion Fleece Quarter Zip	4	\$36.93
Men's Undeniable Performance Shorts	6	\$25.20
Men's Matrix Performance Tee	14	\$17.06
Men's Matrix Performance Tee	14	\$17.06
<b>Subtotal per Occupation</b>	<b>70</b>	<b>\$1,461.82</b>
<b>Grand Total*</b>	<b>70</b>	<b>\$1,462.00</b>

\*Actual uniform invoice amounts will be charged. Sales tax and freight will be charge upon shipment and appear on your final invoice,

Continue to scroll down the page to review your order summary. At the bottom of the summary, you can enter the **myBUY PO# Beginning with "M"**

Supplier #2211438 G&G Outfitters, Inc.  
38118 – Uniform-Direct Buy  
14314 – Uniform Miscellaneous

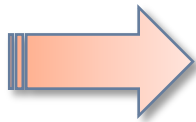
Ariba PO#:

M1234567

Process Order

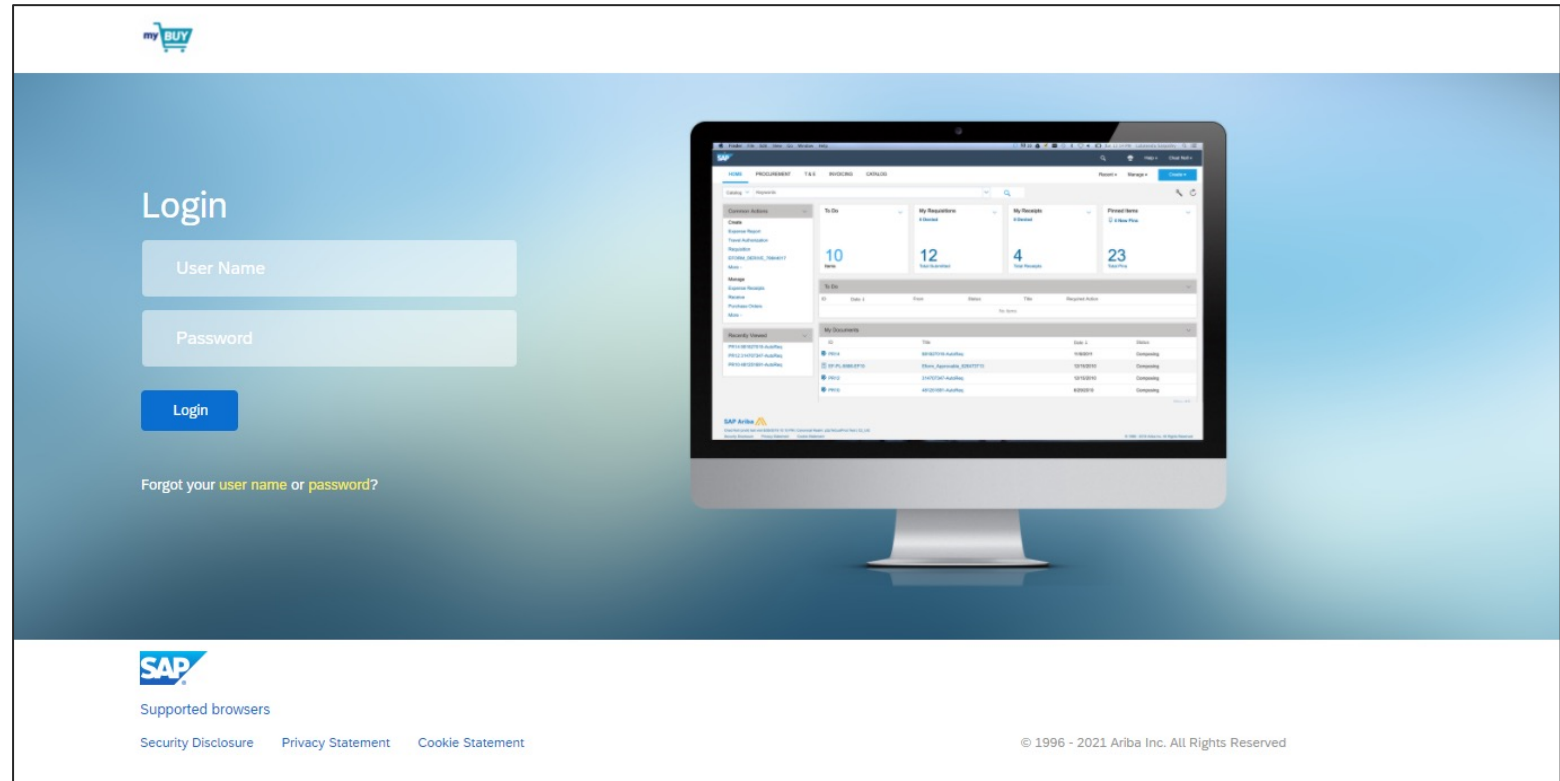
# Creating a Purchase Requisition in myBUY Guided Buying for G&G Outfitters

## Logging into myBUY Guided Buying



Access myBUY Guided Buying through your Chrome web browser.

[Link](#)



Note: VPN will not be required to access myBUY through a web browser but will be needed if accessing myBUY through FIORI tile within S4.



# Creating a Purchase Requisition in myBUY Guided Buying for G&G Outfitters

## Adding Catalog Line Items

1. Welcome to the myBUY Guided Buying Home Page, for added support, check out the **myBUY Help** feature.
2. To Create a G&G Outfitters PO - you must use the **search bar** to find G&G Outfitters.

Guided Buying Getting Started

PEPSICO myBUY

2 G&G Outfitters – click the search icon-->

Shop Your favorites Your requests Your approvals

Business & Professional Services MRO Facilities and Related Services Office Supplies Useful Links and Training myBUY Classic Page

Request catalog item +

1

- For G&G do not use the non-catalog feature
- You **must** select **Catalog Part # PEPSI\_UNIFORM**

Recent requests

Request ID	Status	Item	Amount	Requested
PR400096323	Submitted	test	\$53.00 USD	Requested 27 days ago
PR400096326	Received	PR Header	\$26.50 USD	Requested 27 days ago
PR400096233	Received	Electric Motor Bearing Grease		

# Creating a Purchase Requisition in myBUY Guided Buying for G&G Outfitters

## Adding Catalog Line Items

3. Under Company Catalog - locate G&G Outfitters
4. Hover over the Supplier Catalog Box and the Quantity field will appear. In the Quantity field you will need to enter the total dollar amount of the ORDER found on the G&G Uniform Template Summary
5. Click Add to Cart to auto launch your Shopping Cart

results

Refine catalog results by

Supplier

- ☐ G&G OUTFITTERS INC DBA: G & G OUTFITTERS INC. 1
- ☐ WASTE MANAGEMENT NATIONAL SERVICES\_250004 164

Category

- ☐ Purchased & Rental Jackets T-Shirts (PGT) 1
- ☐ Us\_misc Charges 129
- ☐ Waste Management (PGT) 35

Keyword

Company catalog

Showing 1 results

3

G&G Outfitters, Inc.

Pepsi Uniform Program

G&G OUTFITTERS INC DBA:...

\$1.00 USD / each

Quantity

- 1 + each

Add to cart

4

5

g&g

You have 1 item in your cart

Pepsi Uniform Program

Pepsi Uniform Program

\$1.00 USD

Quantity

6,650.55 +

Total: \$6,650.55 USD

Check out

**OVERVIEW STEPS**

The G&G Purchase Order (PO) process is similar to the existing APS process; the change effective 1/1/22 is that you will be creating the PO in myBUY in lieu of APS

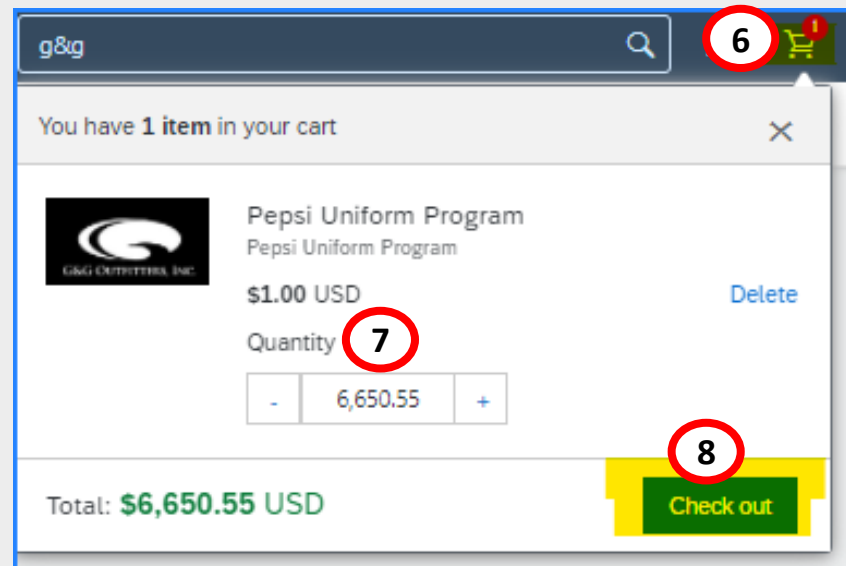
- Create the G&G Uniform Template Summary for your PR/PO Total.
- Login to myBUY and create the PR/PO steps 1-5.
- Enter the Total dollar amount of the online order in the Quantity **Each**
- Click Add to Cart

NOTE: One PR per location. You will not be able to combine locations on the PR/PO)

# Creating a Purchase Requisition in myBUY Guided Buying for G&G Outfitters

## Adding Catalog Line Items

6. Once you click on Add to Cart your shopping cart will launch. If not click top righthand corner
7. Confirm your Quantity Dollar Amount matches your G&G online order total
8. Click Check out



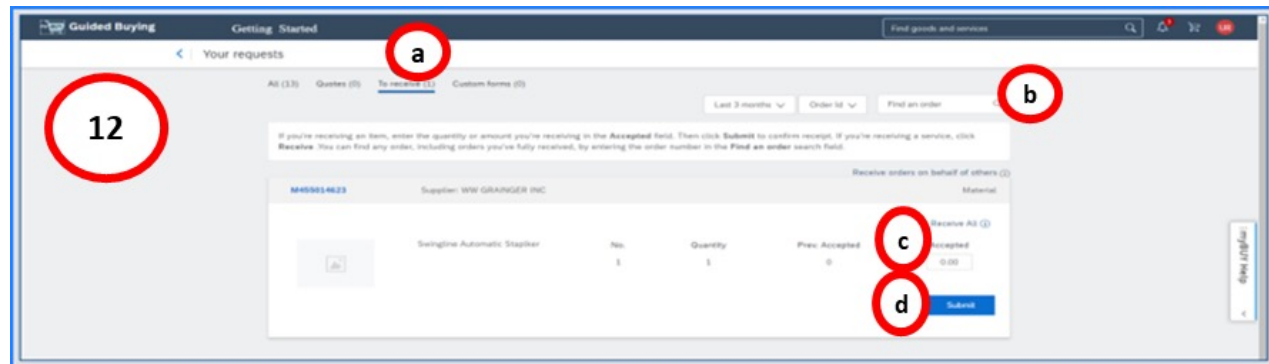
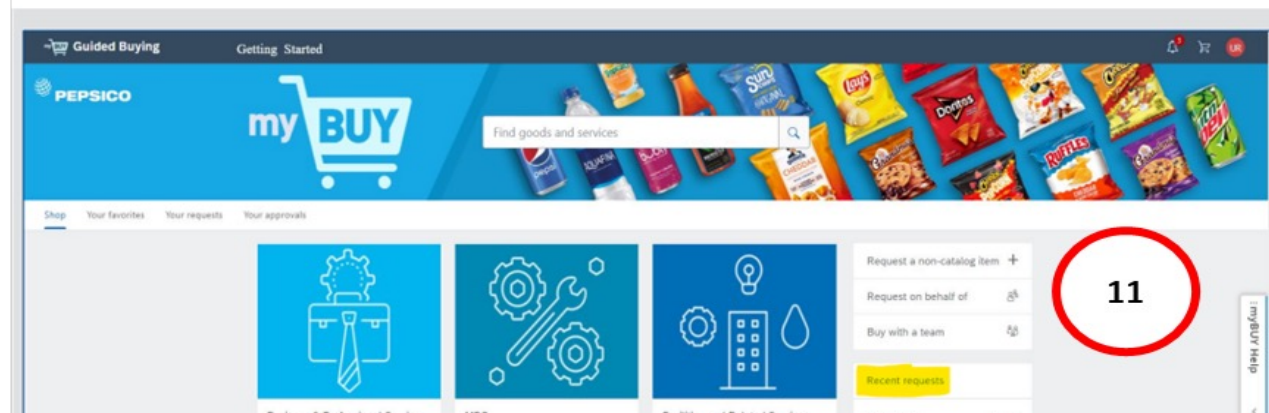




# Creating a Purchase Requisition in myBUY Guided Buying for G&G Outfitters

## Next Steps

11. Note your PO # and return to your G&G Ordering Portal and add the PO in the applicable field as shown in the next slide
  - You **must** enter the Ariba PO# that begins with an “M” followed by 9 digits.
12. Once your order has been received you will need to Process a Good Receipt
  - a. Navigate to the To receive tab
  - b. myBUY will display your list of outstanding receipts from the last 3 months. You can also enter in your PO ID to Search for a PO
  - c. Enter the quantity you wish to receive in the Accepted\* field
  - d. Review the summary and click on Submit



**\*\*You have the option to receive the full quantity, partial quantity, or a negative quantity, if you are returning items that have already been received**

Men's Icon Jacket	2	\$56.12
Men's Pulse Performance Quarter Zip	4	\$24.59
Fusion Fleece Quarter Zip	4	\$36.93
Men's Undeniable Performance Shorts	6	\$25.20
Men's Matrix Performance Tee	14	\$17.06
Men's Matrix Performance Tee	14	\$17.06
<b>Subtotal per Occupation</b>	<b>70</b>	<b>\$1,461.82</b>
<b>Grand Total*</b>	<b>70</b>	<b>\$1,462.00</b>

\*Actual uniform invoice amounts will be charged. Sales tax and freight will be charge upon shipment and appear on your final invoice,

At the bottom of the summary page,  
enter the **Ariba/myBUY PO#**

Supplier #2211438 G&G Outfitters, Inc.  
38118 – Uniform-Direct Buy  
14314 – Uniform Miscellaneous

**Ariba PO#:**

M1234567

Process Order

Men's Icon Jacket	2	\$56.12
Men's Pulse Performance Quarter Zip	4	\$24.59
Fusion Fleece Quarter Zip	4	\$36.93
Men's Undeniable Performance Shorts	6	\$25.20
Men's Matrix Performance Tee	14	\$17.06
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<b>Subtotal per Occupation</b>	<b>70</b>	<b>\$1,461.82</b>
<b>Grand Total*</b>	<b>70</b>	<b>\$1,462.00</b>

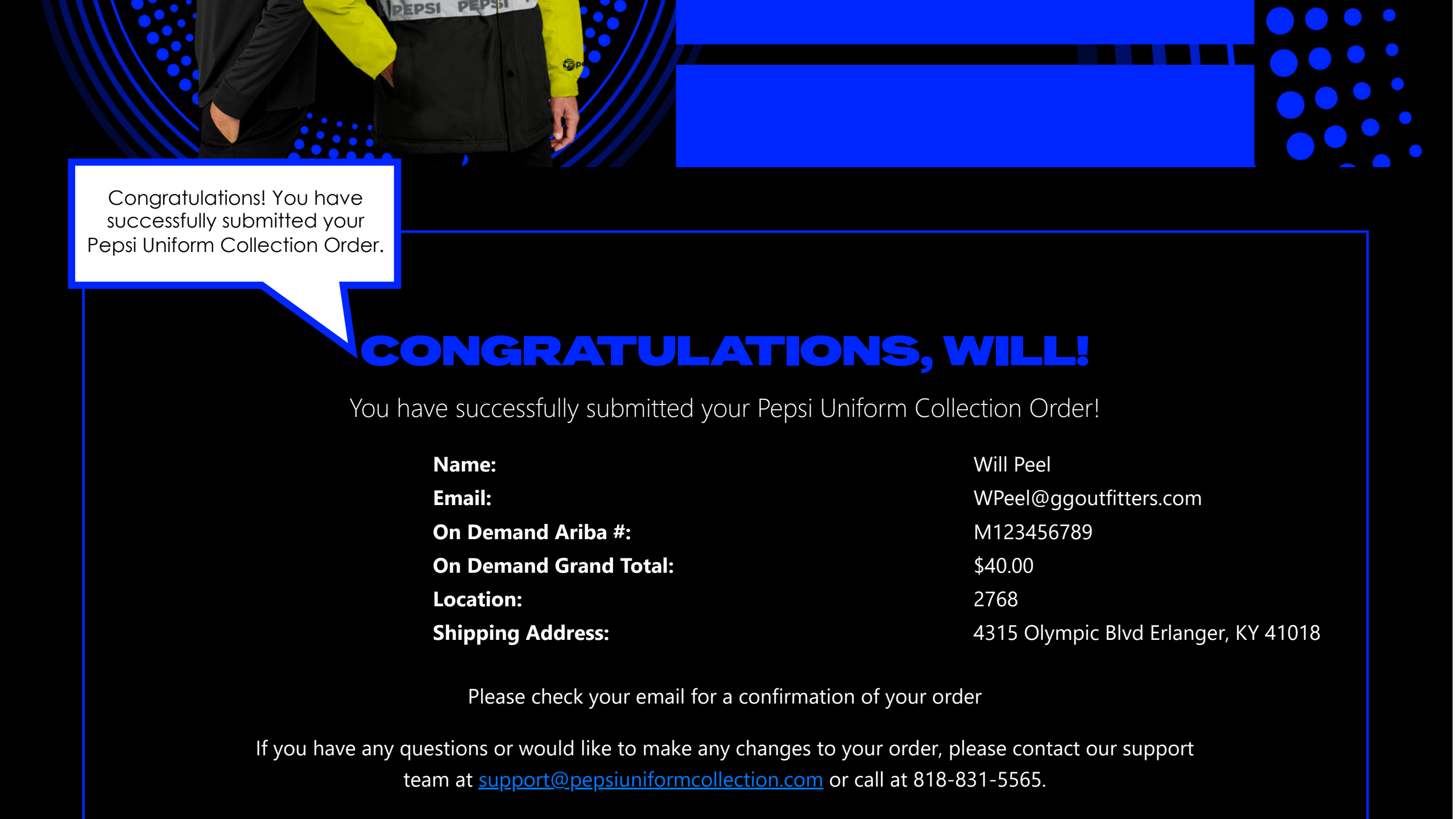
\*Actual uniform invoice amounts will be based on quantities ordered and received upon shipment and appear on your final invoice,

Click **Process Order** to submit the order you created.

Supplier #2211438 G&G Outfitters, Inc.  
38118 – Uniform-Direct Buy  
14314 – Uniform Miscellaneous

Ariba PO#: M1234567

Process Order



Congratulations! You have successfully submitted your Pepsi Uniform Collection Order.

## CONGRATULATIONS, WILL!

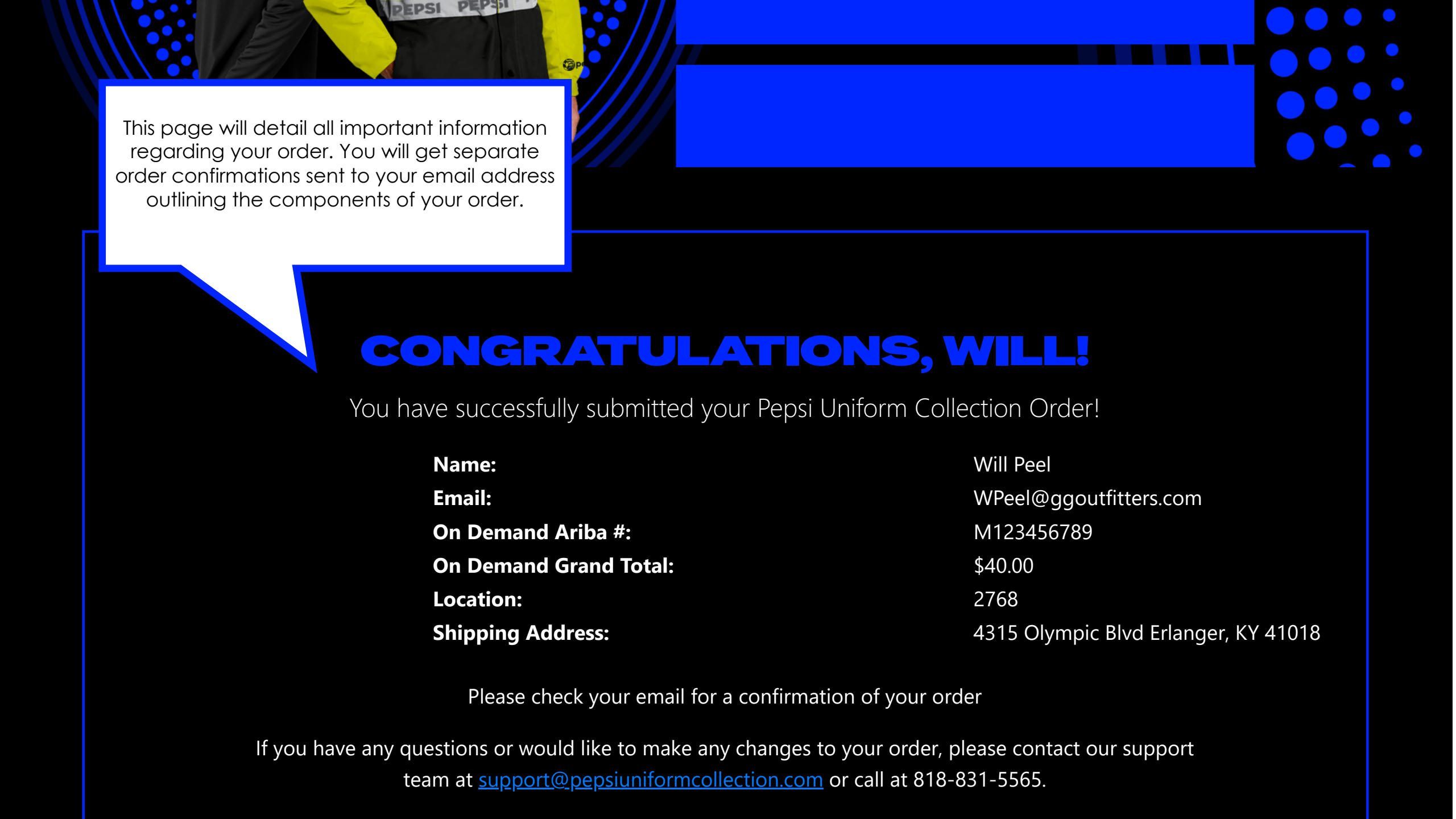
You have successfully submitted your Pepsi Uniform Collection Order!

<b>Name:</b>	Will Peel
<b>Email:</b>	WPeel@ggoutfitters.com
<b>On Demand Ariba #:</b>	M123456789
<b>On Demand Grand Total:</b>	\$40.00
<b>Location:</b>	2768
<b>Shipping Address:</b>	4315 Olympic Blvd Erlanger, KY 41018

Please check your email for a confirmation of your order

If you have any questions or would like to make any changes to your order, please contact our support team at [support@pepsiuniformcollection.com](mailto:support@pepsiuniformcollection.com) or call at 818-831-5565.





This page will detail all important information regarding your order. You will get separate order confirmations sent to your email address outlining the components of your order.

## CONGRATULATIONS, WILL!

You have successfully submitted your Pepsi Uniform Collection Order!

<b>Name:</b>	Will Peel
<b>Email:</b>	WPeel@ggoutfitters.com
<b>On Demand Ariba #:</b>	M123456789
<b>On Demand Grand Total:</b>	\$40.00
<b>Location:</b>	2768
<b>Shipping Address:</b>	4315 Olympic Blvd Erlanger, KY 41018

Please check your email for a confirmation of your order

If you have any questions or would like to make any changes to your order, please contact our support team at [support@pepsiuniformcollection.com](mailto:support@pepsiuniformcollection.com) or call at 818-831-5565.



# CONGRATULATIONS, WILL!

You have successfully submitted your Pepsi Uniform Collection Order!

**Name:**

Will Peel

**Email:**

WPee

**On Demand Ariba #:**

M123

**On Demand Grand Total:**

\$40.0

**Location:**

2768

**Shipping Address:**

4315 Olym Erlanger, KY 41018

A customer service email address and phone number are provided for any questions regarding an order.

Please check your email for a confirmation of your order

If you have any questions or would like to make any changes to your order, please contact our support team at [support@pepsiuniformcollection.com](mailto:support@pepsiuniformcollection.com) or call at 818-831-5565.

HomeOrganizeTools

New EmailNew Items

DeleteArchive

ReplyReply All

ForwardAttachment

MoveJunkRules

Read/UnreadCategorizeFollow Up

Filter Email

Find a ContactAddress Book

Send & ReceiveStore

> Favorites

cmissett@sureshiponlin...

Sent Items

TO DO

Inbox8

GGUA5

FINRA14

HR14

Office11

Merchandising

IT

Accounting2

Felicia/Alliyah3

Marketing2

Warehouse5

Receiving3

Returns6

Pepsi41

Pepsi Emails3

Independent Bottlers

Pepsi Returns1

Purchase Orders1

Stanley Black & Decker (S...4

Purchase Orders

Laerdal Labs (LLABS)

Maxim Healthcare (GGMAX)

Beverage2

Zendesk

NEW PO Folder

Fullfillment Order Error

IMPORTANT

FedEx Notifications

Pepsi EmailsBy From

Chris Missett

Chris Missett

Fwd: Pepsi Uniform Collection Ord...2:54 PM

\*\*\*This email originated from

donotreply@ggoutfitters.us

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...2:51 PM

Hello Chris, Thank you for your

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...2:22 PM

Hello Michelle, Thank you for your

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...1:34 PM

Hello Selene, Thank you for your

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...1:26 PM

Hello Noelle, Thank you for your

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...1:08 PM

Hello Amanda, Thank you for your

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...12:49 PM

Hello Amanda, Thank you for your

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...12:42 PM

Hello Victoria, Thank you for your

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...12:37 PM

Hello Dana, Thank you for your

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...12:22 PM

Hello Trisha, Thank you for your

donotreply@ggoutfitters.us

Pepsi Uniform Collection Order Cre...12:04 PM

Pepsi Uniform Collection Order Created for Ariba PO# M410235863

donotreply@ggoutfitters.us

To missettc@gmail.com

Wed 1/26/2022 2:51 PM

ReplyReply AllForward

If there are problems with how this message is displayed, click here to view it in a web browser.

PEPSI

THANK YOU FOR YOUR ORDER!

Hello Chris,

Thank you for your order. Your order details are included below. We will send a shipment once your package has shipped. The shipment confirmation email will contain tracking information to allow you to track your order.

Ship To:

Pepsi Beverage Company

4901 Forbes Blvd

Lanham, MD 20706

Ariba PO# M410235863

Description	Quantity	Unit Price
Sales-Men's		
UA Men's Corporate Tech Quarter Zip	12	\$27.32
UA Men's Performance Polo	12	\$32.80
UA Men's Pant	18	\$45.54
UA Men's ColdGear® Midweight Jacket	6	\$60.35
Men's RedKap Cell Phone Pocket Shorts	12	\$16.99
Subtotal per Occupation	60	\$2,107.14
Grand Total	60	\$2,107.14

For Order Inquires or Returns please contact us at: [support@pepsiuniformcollection.com](mailto:support@pepsiuniformcollection.com) or 1-818-381-5565.

An Order Confirmation email will be sent to your email detailing the contents of the order you created and submitted.

By: Conversations

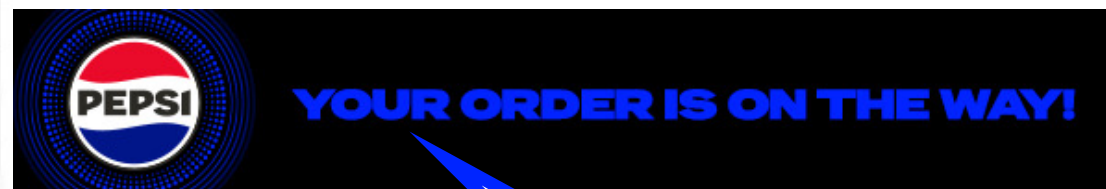
Today

Pepsi Uniform Collection <noreply@pepsi...>  
If you cannot view the contents on this page, plea...

## Important Information: Your Pepsi Uniform Order has Shipped Complete!

donotreply@ggoutfitters.us  
To: barbara.pike@pepsico.com

M410826431\_Order\_Manifest.xls  
6 KB



Hello Barbara Pike,

Great News! Your order has shipped complete and is on its way to you. Details are below.

Ship To:  
Pepsi Beverage Company  
Barbara Pike  
7258 EAST 29TH STREET  
YUMA, AZ 85365

### Order Details

**Ariba PO# M410826431**  
Ship Method: FedEx  
Tracking Number(s): See Attached Manifest

Thank you for the opportunity to supply uniforms to your location and we look forward to working with you in the future!

If you have any questions or concerns about this shipment please contact us at: [support@pepsiuniformcollection.com](mailto:support@pepsiuniformcollection.com) or 1-818-381-551

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message

A Shipping Confirmation email  
will be sent to your email as  
shipped complete or partially  
shipped and will contain a  
Shipping Manifest spreadsheet.





▼ Favorites

► Sent



► All Accounts


By: Conversations ▼


▼ Today

● **Pepsi Uniform Collection** <noreply@pepsi...>  
If you cannot view the contents on this page, plea...

**Important Information: Your Pepsi Uniform Order**

 donotreply@ggoutfitters.us  
To  barbara.pike@pepsico.com

 M410826431\_Order\_Manifest.xls  
6 KB

 **YOUR ORDER**

**Hello Barbara Pike,**

7258 EAST 29TH STREET  
YUMA, AZ 85365

**Order Details**

**Ariba PO# M410826431**  
Ship Method: FedEx  
Tracking Number(s): See Attached Manifest

Thank you for the opportunity to supply uniforms to your location and

If you have any questions or concerns about this shipment please conta

Employee Name	Occupation	Total Pieces
Aaron Deckert	Drivers	3
Aaron Walker	Drivers	6
Adam Hipple	Drivers	6
Alan Moore	Drivers	3
Aleahondra Gonzales	Warehouse	4
Alex Kastern	Warehouse	5
Amanda Meyer	Sales-Women's	3
Andrew Hutchman	Warehouse	2
Blayde Creech	Drivers	6
Bradley K. Hicks	Drivers	7
Brian Greenwalt	Warehouse	4
Brooklyn Maul	Warehouse	2
Card Hall	Merchandiser-Women	4
Carlos Ramos	Warehouse	5
Chase Hull	Sales-Men's	5
Chris Gaffrey	Drivers	4
Christina Carpenter	PES Field Men	9
Daniel Lindauer	Merchandiser-Women	1
Daniel Rushing	Merchandiser-Men's	2
David Figueroa Valenc	Drivers	6
David Kardonowy	Warehouse	2
Davis Tran	Drivers	7
Dustin Meyer	Drivers	3
Elias Robles	Sales-Men's	5
Eric Ferdinand	Drivers	3
Jacob Ambrecht	Sales-Men's	2
	PES Field Men	6

The 'Employees Not Yet Shipped Tab' will inform you of which employees orders are still waiting to be fulfilled.

## **I'm having difficulty gaining access to the store.**

Please make sure that you are visiting [www.pepsiuniformcollection.com](http://www.pepsiuniformcollection.com) from Google Chrome or Internet Explorer\*. If you are utilizing Internet Explorer, it must be version 11 or newer.

## **My spreadsheet won't upload to the store to enter Ariba PO#'s.**

Please make sure that you are only utilizing the latest version of the Ordering Spreadsheet that should be downloaded from the ordering portal before preparing your order. You can also check the "Version" tab to confirm that you are using the most up to date version otherwise your order will not be accepted.

LPO's should not be manually typing any information into the spreadsheet other than their employee's names and GPID's. All other sizes and quantities should be selected from the dropdown list. If you are attempting to copy & paste any data from one spreadsheet to the next, please make sure you double check that your data pastes into the proper fields.

There cannot be any page breaks or blank rows in between individual employee orders on an Occupation tab.

## **When will my order ship?**

All newly submitted PO's going through a brief 24 hour validation period and once approved they are released for processing will be fulfilled and shipped within 48-72 hours. Once a PO has been fulfilled a shipping confirmation email will be issued to the LPO containing the shipping manifest and tracking details for each employee's order.

## **When we will I receive my invoice to process within Ariba?**

All newly issued invoices are applied to their respective PO's directly within myBUY/Ariba for the LPO to issue a goods receipt against the invoice to process payment. Since Pepsi's adoption of myBUY/Ariba G&G Outfitters has been instructed by Pepsi AP to no longer email copies of invoices to users and to advise LPO's to retrieve their invoices directly from within myBUY/Ariba.

Should you have a question regarding your invoice please contact the G&G Outfitters AR Team at [accountsreceivable@ggoutfitters.com](mailto:accountsreceivable@ggoutfitters.com).

## **What do I do if I don't see extended sizes needed for employees?**

Proceed with ordering all other uniform garments that will fit your employees. For the sizes that are not available on the ordering spreadsheet, please reach out to our Special Order Team at [pepsiuniform@ggoutfitters.com](mailto:pepsiuniform@ggoutfitters.com) requesting to place an order for extended sizes and provide them with the following information:

Product Details: i.e. "Men's Matrix Performance Tee"

Requested Size: i.e. "2XL Tall"

Final Quantity: i.e 4 units

## **Where do I get my PO?**

LPO's are to log into Ariba to generate a valid Purchase Order Number for each spreadsheet of employee's uniforms that they upload. Each purchase order requires its own unique Ariba PO# to proceed with uploading your order. All PO's should be entered within Ariba for the exact dollar amount listed within your Order Summary (do not account for tax or freight as this will be applied after your order has shipped).

LPO's cannot create a fake or invalid Ariba PO to suffice not having one available at the time of upload. We will cancel any PO that is not a valid Ariba Purchase Order number.

All Ariba PO's should be issued with Catalog Part # PEPSI\_UNIFORM.

All Ariba PO's should begin with "M" followed by 9 digits.

## **Can I order different uniform garments for other occupations?**

All Pepsi employees are intended to be outfitted with their corresponding occupations uniform attire but LPO's may mix and match uniforms from different occupation groups as needed to satisfy their employees needs.

## **Can I return uniforms for a refund or exchange?**

Due to a high rate of employee turnover, the most efficient and cost-effective solution of dealing with uniforms that do not fit properly is for each location to maintain a supply of various sizes of each uniform.

Please keep the various sizes as backstock (or "safety stock") to serve as replenishment for new hires, or employees that may just need that size in the future. If you are unable to repurpose these extra uniforms LPO's are permitted to return uniforms for an exchange or a refund as long as the uniforms in question meet the return requirements outlined below.

- All uniforms requested to be returned for an exchange or refund cannot exceed 30-days from date of receipt.
- All uniforms must not have been worn in the field or seen any type of usage.
- All uniforms must be returned in their original condition with original tags still attached.

All returned uniforms will be inspected upon of receipt for original order date and that they are still in their original condition, we reserve the right to refuse any requested return if the uniforms do not pass our inspection.



## **My spreadsheet has mapping errors, what do I need to do to clear these errors?**

The Mapping Errors that you are receiving is due to invalid data entries or missing data entries such as typing 2XL into a size box, forgetting to add an employee's name, or quantity for an ordered uniform. The mapping errors will point you directly to the field within the spreadsheet that requires attention, for example:

Drivers                      Row 12      Column L

This example error message means there is a missing quantity for Hi-Vis Travler 3-Season Jacket that is to be ordered. To clear the error, you will need to open your ordering spreadsheet and select your Drivers Tab and locate Row 12/Column L and add a quantity for the Hi-Vis Travler 3-Season Jacket or remove the size selected if it was a typo.


## **I received my shipping manifest and invoice, but I am missing an employee's order.**

Please search your inbox for the PO in question and locate your shipping confirmation email that will contain your shipping manifest. The shipping manifest will contain all employees' orders who have shipped with tracking details and will report which employees' orders have not shipped and were backordered due to out-of-stock uniforms. The tab titled "*Employees Not Yet Shipped*" will inform you exactly which employees orders are backordered and are expected to be shipped at a later date. If your missing employees' package was not listed on the "*Employees Not Yet Shipped*" tab, please check the tracking number from the "Pepsi Order Manifest" tab to track the uniforms to your facility.

If you are still unable to locate an employees order reach out to Chris Missett ([cmissett@sureshiponline.com](mailto:cmissett@sureshiponline.com)) or the Customer Support Team at [support@pepsiuniformcollection.com](mailto:support@pepsiuniformcollection.com).

### Can I order uniforms in bulk without placing individual orders?

Yes! LPO's may certainly purchase uniforms in bulk without needing to prepare individual orders for all sizes and quantities needed. The best way to go about doing this would be to use a place holder name and GPID to purchase the bulk uniforms that are need, please reference the screenshot below for an example of how to fill out the ordering spreadsheet for bulk uniforms.

GPID Number	Employee Name		
		Men's Matrix Performance Tee	
		PUPM-SSPERTBK	
		\$17.06 Size	Per Unit Quantity
Recommended Order Quantity By Item		MD	7
123	BULK-SM	SM	10
456	BULK-MD	MD	20
789	BULK-LG	LG	30
987	BULK-XL	XL	30
654	BULK-2X	2X	15
321	BULK-3X	3X	10

[illegible]