

# Your New SAGE Store is Ready to Proof

Before releasing the company store to your client it is important to check that everything is just the way you like it! Please use the steps below to not only quality check the content of the store but to also make sure that carts have all of the data you need from submission to fulfillment.



## QUALITY CONTROL:

- Confirm your contact information to make sure your clients can easily reach out to the store's contact person.
- Be sure to browse all non-product pages to make sure all other company info is correct.
- Now that all of the products have been added to your store, please make sure that all of the information is correct. Did you provide sizes for all apparel? Are the color choices correct? Does the buyer have the option to choose a logo or logo placement?

## ORDERING:

- Add yourself as a user in the store and sign in to begin testing your checkout process.\*
- Add a product to your cart and follow the steps to check out.
- Did your cart add tax for your tax nexus?
- Are the shipping charges what you expected to see? We have multiple shipping options if you need to try another method.
- If your client is offering to pay for a portion or the total cost for their employees, please make sure you test both our PromoCode feature and Account Credit feature to ensure you have chosen the correct one for your client. Your Website Consultant can help you set this up.
- The website will accept credit cards for you even if you do not have payment processing with SAGE.
- After checking all of these areas, submit your cart and proceed to testing fulfillment.

## ORDER FULFILLMENT:

- The main contact for the website will be notified when you have an order. Do you need to add anyone else for this email?
- Review the order details in [www.sagemember.com](http://www.sagemember.com). Work through what your fulfillment process is to make sure you have all of the data you need.

Please share any notes or requests you have with your Website Consultant if you would like to apply any additional changes to your SAGE website.

\*Logging in as a user is only necessary if you are using this feature. This feature is required if you are using account credit, and is recommended for use with promo codes

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