



ONLINE ORDERING GUIDE



cintas®
READY FOR THE WORKDAY™

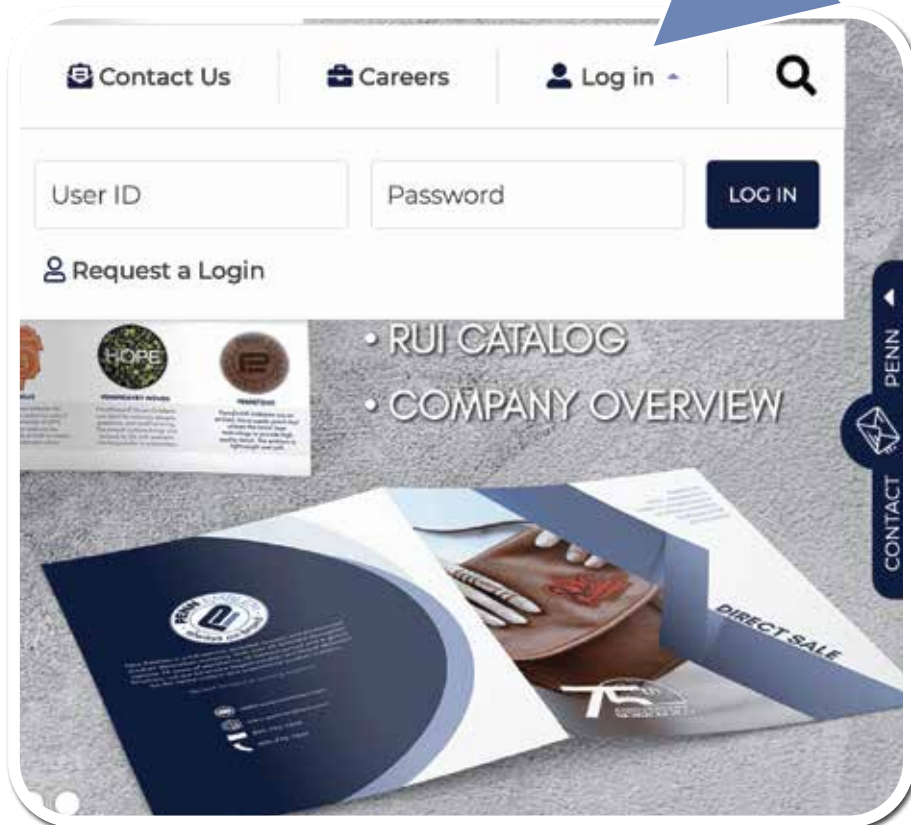
www.pennemblem.com



STEP

1

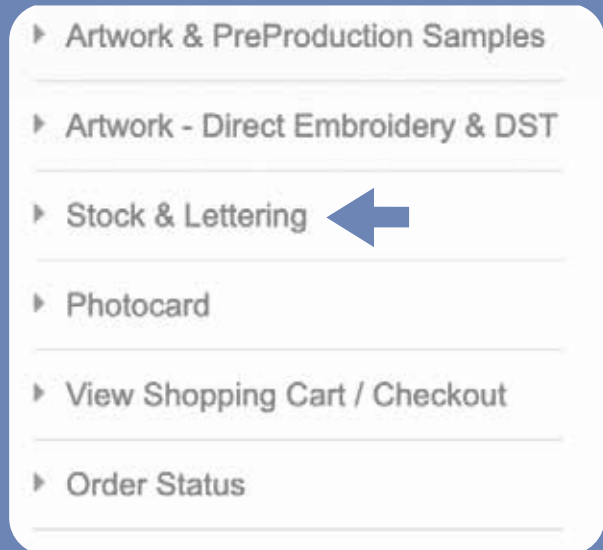
Go to our webpage www.pennemblem.com. Then click on the Log in tab.



STEP

2

Enter Your User ID and Password, then click 'LOG IN'.



STEP

3

Select Stock & Lettering, then proceed to click the program tab.

Stock & Lettering

Fields denoted with a * are required

WYSIWYG: Please type your text as you want it made: ALL CAPS or Upper Lower

Lettering Only **Program** Blanks Stock Items & Names Lettering Penn Edge Consumables/ Supplies

*Program:

Font:

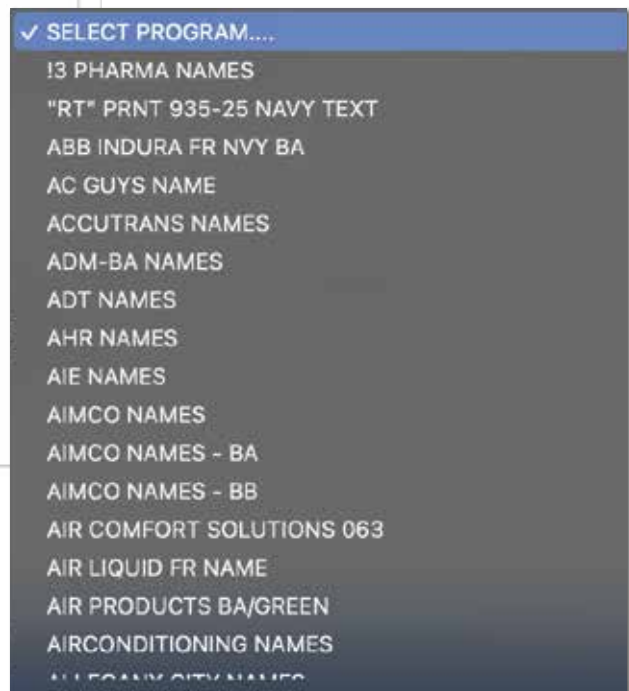
Die Size:

Lettering Color:

Fabric Color:

Border Color:

*Total Quantity: Split Quantity:



STEP

4

Select a program

Fields denoted with a * are required

WYSIWYG: Please type your text as you want it made: ALL CAPS or Upper Lower

Lettering Only Program Blanks Stock Items & Names Lettering Penn Edge Consumables/ Supplies

*Program:

ALLIED WASTE

Font:

08 Script

Die Size:

BA * RE1.625X3.625P

Lettering Color:

23 Royal Blue

Fabric Color:

198 Silver Reflective

Border Color:

97 Cinder

*Total Quantity:

10

Split Quantity:

5

*Text:

Line 1: TEST

Line 2: PAGE

*Please choose if this is a New, Existing, Direct Sale, or Supply:

New

Save Item to Cart

STEP

5

Fill in the total quantity that you want. If you choose to have some of the emblems sent to your location, enter your text on line 1. You may use line 2 if you have additional text, or if you would like to add a person's title. Please review the information you type to avoid any errors. Then specify whether it is 'new' or 'existing' depending on if it is a new or existing emblem.

- ▶ Artwork & PreProduction Samples
- ▶ Artwork - Direct Embroidery & DST
- ▶ Stock & Lettering
- ▶ Photocard
- ▶ View Shopping Cart / Checkout
- ▶ Order Status

STEP

6

Click on 'Save Item to Cart'. This will save your work to the shopping cart and take you back to the Total Quantity box where you can enter the next name. You will repeat this process until you finish entering all the names. You can then click on the check out button.

After having saved items in Shopping Cart, your items will be stored in our system for 24 hours. If they haven't been ordered, they will be automatically removed after this period. **Please don't add more than 300 lines to your order.**

1 line(s) and 10 Piece(s) in Shopping Cart

Your shopping Cart

		Total Qty	Split Qty
Item added on 11/10/2022	Item: 10801120002319800097017 Desc: ALLIED WASTE GL Category: new	10	5
Remove	Lines 1. TEST 2. PAGE		

[Back to Dashboard](#)

[Proceed to Checkout](#)

CHECK OUT - Contact and Shipping Information

Please complete your Contact and Shipping Information.

Click on "Confirm Order" to proceed to an Order Summary page where you can still make changes to your order.

ATTENTION: ALL ID LABEL PRODUCTS SHIP GROUND BY DEFAULT FROM NOGALES, AZ ONLY

Comfort Tape and ExpressPrint T2 & Classic, Ink Ribbons and Mending Material Products ship **GROUND SERVICE** by default. Even if your default ship method with Penn is different, it will be **OVERRIDDEN** in the system to **GROUND SHIPPING**.

All ID label tape products will be shipped out of our Nogales, AZ warehouse only.

Kindly contact Penn Customer Service to **MANUALLY OVERRIDE** the ship method, or to split your order using different ship methods to save on freight charges.

Thank you in advance for your cooperation, we are working to improve our online ordering process.

Customer Service: East Coast: (800) 793-7366, West Coast: (800) 821-1029

Customer:	199183 - CINTAS CORPORATION 061
Bill-To Address:	10080 SANDMEYER LANE; PHILADELPHIA, PA 19116
*Ship-To Address:	<input type="text" value="Please select:"/>
Default Ship Method:	UPS Red on Penn
Override Ship Method:	<input type="text" value="Select here if you would like another ship method:"/>
*PO #:	<input type="text"/>
*Contact:	<input type="text"/>
Attention To:	<input type="text"/>
*Email:	<input type="text"/>
2nd Email:	<input type="text"/>
*Phone #:	<input type="text"/>
**** Split Shipping Information ****	
Split Ship-To:	<input type="text" value="Please select:"/>
Split Default Ship Method:	UPS Red on Penn
Override Ship Method:	<input type="text" value="Select here if you would like another ship method:"/>

STEP

7

After clicking on check out, fill in the information on the page for your PO, email addresses and ship to. You will then click on the confirm order button at the bottom of the page. If you split the quantity to 2 locations, you must have the first address go to the DC and the second one come to your location. Click on Confirm Order.

STEP

8

Confirm all of your information and click on Submit Order. Please only click it once to avoid double orders. The check out process is the same for all of the items you can order in Web Order Entry no matter if you order one item or something from each field on the left.

10 Piece(s) in Shopping Cart (Click "X" to delete an item. Items will be saved for 24 hours.)

Your shopping Cart

	Total Qty	Split Qty
Item added on 11/10/2022 Item: 10801120002319800097017 Desc: ALLIED WASTE GL Category: new Remove Lines 1. TEST 2. PAGE	10	5

Reset Values

Confirm Order

STEP

9

After clicking on confirm order, you will be prompted to a order details page. Please review and click on 'Submit Order'.

ORDERING BLANK EMBLEMS

WELCOME CINTAS CORPORATION 061

Valued Customers,

UPS has notified Penn Emblem that it will be changing our daily parcel pickup time to one hour earlier, which may result in production times being delayed. We will do everything within our power to expedite the process.

We suggest daily emblem orders are submitted as early as possible each day as well as submitting orders with high priority emblems first, rather than sending one large daily emblem order. We will keep you updated as changes occur, and we thank you for your patience.

*** Please note: due to supply chain issues, staffing shortages, and shipping delays, many orders are taking extra time for production and delivery. Please consider this when placing your order.***

Penn Emblem Team

TO IMPORT EXCEL SPREADSHEET [PLEASE CLICK HERE](#)

[Click here for a listing of available mending materials and sizes](#)

[How To Order Mending Materials](#)

NEW! Color Chart for Poly Fabric, Poly Thread, Flame Resistant Fabric and Thread, PennEdge™ Fabric, ColorPrint™

[Cintas PennEdge™ and Matching Border Thread and Fabric Chart](#)

Artwork & PreProduction Samples

Artwork - Direct Embroidery & DST

Stock & Lettering

Photocard

View Shopping Cart / Checkout

Order Status

STEP

1

Select Stock and Lettering on the left hand side of the screen.

Lettering Only Program **Blanks** Stock Items & Names Lettering Penn Edge Consumables/ Supplies

☒ Embroidered ☐ Silk-Screened

*Die Size: 1E S1.5x3.5

*Fabric Color: 104 BLUE POSTMAN

*Border Color: 00002 TAN 313

*Total Quantity: 10 Split Quantity: 5

*Please choose if this is a New, Existing, Direct Sale, or Supply: Existing

[Save Item to Cart](#)

STEP

2

Click on Blanks Tab. Choose the type of blank that you want: embroidery or silk screen. Next, click the drop down menu to select the size, fabric color and border color. Enter the quantity. Click Save Item to Cart. Repeat the process for each color that you need until finished.

After having saved items in Shopping Cart, your items will be stored in our system for 24 hours. If they haven't been ordered, they will be automatically removed after this period. **Please don't add more than 300 lines to your order.**

1 line(s) and 10 Piece(s) in Shopping Cart

Your shopping Cart		Total Qty	Split Qty
Item added on 11/10/2022	Item: 10007000000010400002017 Desc: BLANK:1E S1.5x3.5;104 BLUE POSTMAN;00002 TAN 313 GL Category: existing	10	5
Remove			

[Back to Dashboard](#)

Proceed to Checkout

CHECK OUT - Contact and Shipping Information

Please complete your Contact and Shipping Information.
Click on "Confirm Order" to proceed to an Order Summary page where you can still make changes to your order.

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Thank you in advance for your cooperation, we are working to improve our online ordering process.

Customer Service: East Coast: (800) 793-7366, West Coast: (800) 821-1029

Customer:

199183 - CINTAS CORPORATION 061

Bill-To Address:

10080 SANDMEYER LANE; PHILADELPHIA, PA 19116

*Ship-To Address:

Please select:

Default Ship Method:

UPS Rad on Penn

Override Ship Method:

Select here if you would like another ship method:

STEP

3

Next, click on 'check out' at the top of the page, fill in the required information and click 'confirm'.

STEP

4

Review your order information. Click on 'confirm order'. You will then receive a confirmation.


10 Piece(s) in Shopping Cart (Click "X" to delete an item. Items will be saved for 24 hours.)

Your shopping Cart		Total Qty	Split Qty
Item added on 11/10/2022	Item: 10007000000010400002017 Desc: BLANK:1E S1.5x3.5;104 BLUE POSTMAN;00002 TAN 313 GL Category: existing	10	5
Remove			

Reset Values

Confirm Order

STOCK ITEMS



WELCOME FROM THE WORKPLACE

- ▶ Artwork & PreProduction Samples
- ▶ Artwork - Direct Embroidery & DST
- ▶ Stock & Lettering
- ▶ Photocard
- ▶ View Shopping Cart / Checkout
- ▶ Order Status
- ▶ Service Inquiry
- ▶ Site Feedback
- ▶ LOG OUT...

Welcome CINTAS CORPORATION 061

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[How To Order Mending Materials](#)

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[Cintas PennEdge™ and Matching Border Thread and Fabric Chart](#)

- ▶ Artwork & PreProduction Samples
- ▶ Artwork - Direct Embroidery & DST
- ▶ Stock & Lettering
- ▶ Photocard
- ▶ View Shopping Cart / Checkout
- ▶ Order Status

Stock & Lettering

Fields denoted with a * are required

WYSIWYG: Please type your text as you want it made: ALL CAPS or Upper Lower

Lettering Only	Program	Blanks	Stock Items & Names	Lettering Penn Edge	Consumables/ Supplies
----------------	---------	--------	--------------------------------	---------------------	-----------------------

If ordering precut round or square mending material please order in quantities of bags instead of pieces.

*Item#:

[Get a listing of the Cintas Penn Edge LX name Codes Click Here](#)

Lettering Only	Program	Blanks	Stock Items & Names	Lettering Penn Edge	Consumables/ Supplies
----------------	---------	--------	--------------------------------	---------------------	-----------------------

*Item#: 7F1303

Description: AM FLAG 2X3.5 GLD (33204B)

*Total Quantity Split Quantity:

*Please choose if this is a New, Existing, Direct Sale, or Supply: Existing

STEP

1

Select Stock and Lettering on the left hand side of the screen. Then Select Stock Items and Names.

STEP

2

Enter the item number and click on get this item. Fill the quantity you want, and choose existing or new. Save it to the cart. Continue this process until you have entered all the items you need and proceed to check out.

1 line(s) and 10 Piece(s) in Shopping Cart

Your shopping Cart

		Total Qty	Split Qty
Item added on 11/10/2022	Item: 7F1303 Desc: AM FLAG 2X3.5 GLD (33204B) GL Category: existing	10	5

[Remove](#)

[Back to Dashboard](#)

[Proceed to Checkout](#)

STEP



Continue this process until you have entered all the items you need and proceed to check out.

STEP



Review your order information, click on 'confirm order'. You will then receive a confirmation.

CHECK OUT - Contact and Shipping Information

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Customer: 199183 - CINTAS CORPORATION 061

Bill-To Address: 10080 SANDMEYER LANE; PHILADELPHIA, PA 19116

*Ship-To Address:

Default Ship Method: UPS Rad on Penn

Override Ship Method:

10 Piece(s) in Shopping Cart (Click "X" to delete an item. Items will be saved for 24 hours.)

Your shopping Cart

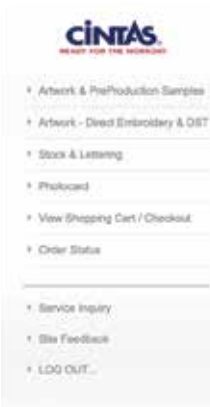
		Total Qty	Split Qty
Item added on 11/10/2022	Item: 7F1303 Desc: AM FLAG 2X3.5 GLD (33204B) GL Category: existing	10	5

[Remove](#)

[Reset Values](#)

[Confirm Order](#)

LETTERING ONLY



Welcome CINTAS CORPORATION 061

Valued Customers,

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Cintas PennEdge™ and Matching Border Thread and Fabric Chart

- ▶ Artwork & PreProduction Samples
- ▶ Artwork - Direct Embroidery & DST
- ▶ Stock & Lettering ←
- ▶ Photocard
- ▶ View Shopping Cart / Checkout
- ▶ Order Status

Stock & Lettering

Fields denoted with a * are required

WYSIWYG: Please type your text as you want it made: ALL CAPS or Upper Lower

Lettering Only	Program	Blanks	Stock Items & Names	Lettering Penn Edge	Consumables/ Supplies
----------------	---------	--------	---------------------	---------------------	-----------------------

What is Split Quantity?

☒ Embroidered ☐ Silk-Screened ☐ ColorPrint & Inkjet

*Type of Name:

*Type of Font:

*Size:

*Text Color:

*Fabric Color:

*Border Color:

*Total Quantity: Split Quantity:

*Text

Line 1:

Line 2:

*Please choose if this is a New, Existing,

STEP

1

Select Stock and Lettering on the left hand side of the screen. Then Select Lettering Only.

STEP

2

Choose which type you need and the quantity you need for each name. Fill in the boxes, save items to cart, and click 'confirm order'.

ORDER BY CINTAS ITEM

CINTAS
READY FOR THE WORKDAY

Welcome CINTAS CORPORATION 061

Valued Customers,

LFD has notified Penn Emblem that it will be changing our daily parcel pickup time to one hour earlier, which may result in production times being delayed. We will do everything within our power to expedite the process. We suggest daily emblem orders are submitted as early as possible each day as well as submitting orders with high-priority emblems first, rather than sending one large daily emblem order. We will keep you updated as changes occur, and we thank you for your patience.

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Penn Emblem Team

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- ▶ Order Status

Stock & Lettering

Fields denoted with a * are required

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Lettering Only Program Blanks **Stock Items & Names** Lettering Penn Edge Consumables/ Supplies

If ordering precut round or square mending material please order in quantities of bags instead of pieces.

*Item#:

[Get a listing of the Cintas Penn Edge LX name Codes Click Here](#)

Lettering Only Program Blanks **Stock Items & Names** Lettering Penn Edge Consumables/ Supplies

*Item#:

Description: BA0200-R1-R1,625X3,625RD-White/Navy-Script-White

*Total Quantity: Split Quantity:

*Text: Line 1:
Line 2:

*Please choose if this is a New, Existing, Direct Sale, or Supply:

STEP

1

Select Stock and Lettering on the left hand side of the screen. Then Select Stock Items and Names.

Click on Order by Cintas Item#.

STEP

2

Enter the information, choose new, or existing emblem, and click Save Item to Cart. Repeat this process until you are finished with your order, and click on 'confirm order'.