



Electronic Ordering Instructions

For Hilton Hotels Punch Out

Provided by:

Superior
UNIFORM GROUP

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Site Overview

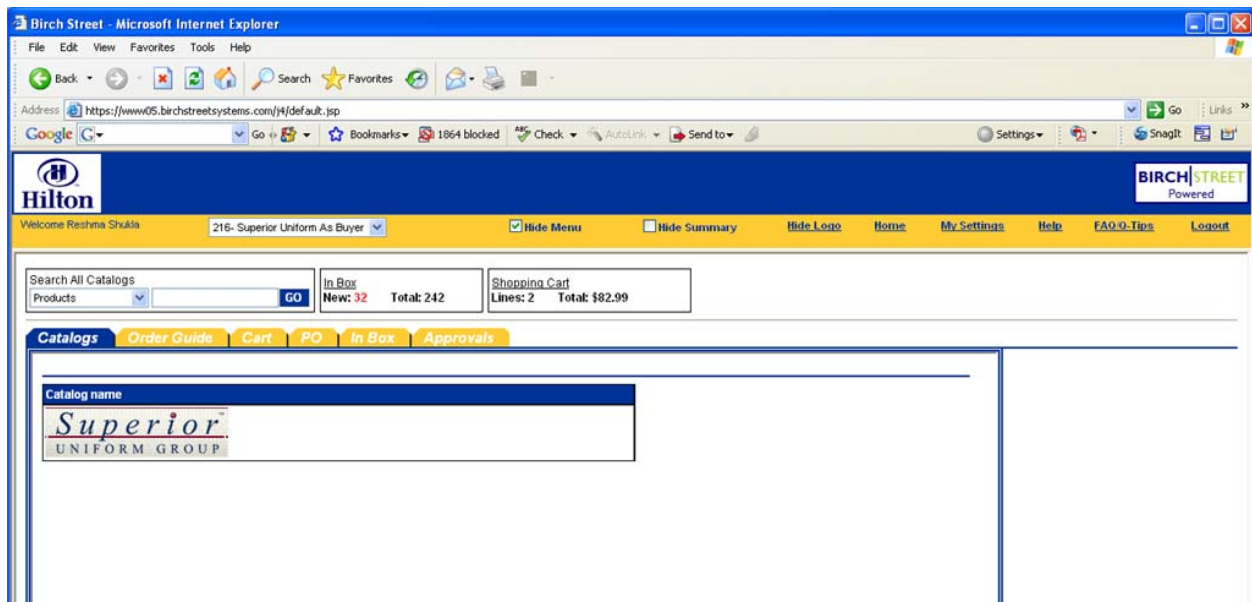
This Web site is a tool to allow you to order your uniforms quickly and simply while providing information and operation unique to Hilton Hotels. The Web site offers two main functions:

Product Catalog: An online catalog that allows you to easily navigate through your selection options through either a vertical, hierarchical navigation tree, or a role/category visual view that provides thumbnail images of the available items. This is where you place new orders.

Inquire Order Status: Allows you to check on your orders to find the status and other valuable information.

The Web site is available 24 hours a day, seven days a week with the exception of Saturday night 6:00 pm to Sunday Morning 6:00 am when the system is down for maintenance.

Log into Birch Street and select the Superior Uniform Group link on the Catalogs Tab.



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FREQUENTLY ASKED QUESTIONS
TERMS OF USE
CONTACT US

HOME FIND/PLACE ORDER PRODUCT INFO

Shop using the Product Catalog | Inquire Order Status

PRODUCT SEARCH

GO

The Apparel e-Store, *Your place for Apparel on the Internet!*

Shop using the Product Catalog

Inquire Order Status

YOUR INFORMATION

Welcome Hilton Hotel

[General Information](#)

Last 3 e-Store Orders:

Order Ref:	Date:
000000000004572	11/14/2006
000000000000094	11/03/2006
000000000000093	11/03/2006

Your Information: This area welcomes you by location; please confirm that it is correct. Below that is a link to **General Information** specifically for Hilton's employees. Please check this page often, as it may be updated frequently. At the bottom you will find a quick link to your last three orders placed via the Web site. By clicking on these links you will go directly to that order in the Inquire Order Status page.

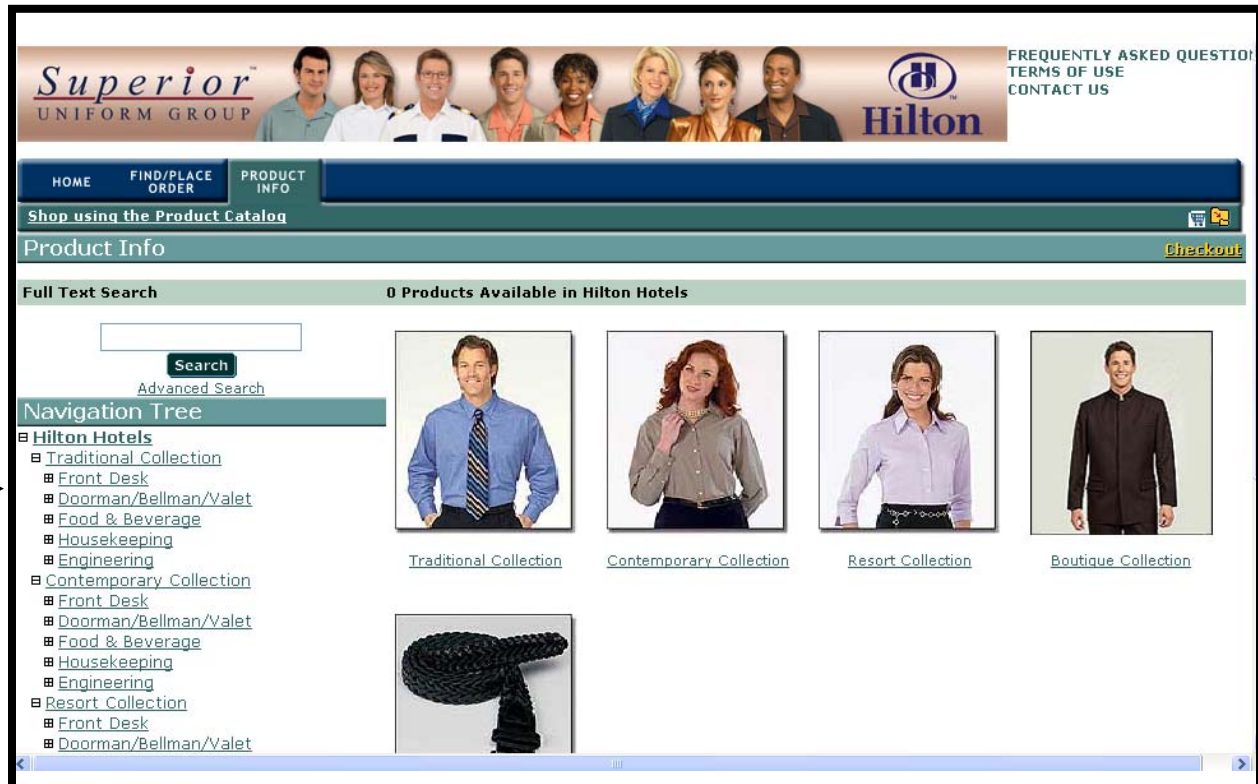
Shop Using the Product Catalog: The product catalog provides a structured way to shop your uniform program. Products are arranged in groups. Pictures and descriptions as well as features, sizes and prices are displayed. See page 5 for more information.

Inquire Order Status: The Order status link will allow you to check on the status of your orders. Information provided includes future shipment scheduling, carrier information, ship dates, sizes and quantities shipped and tracking numbers. See page 12 for more information.

Administration, Contact and Help: Links to help you manage your accounts, get help and contact us. See page 17 for more information.

Shop Using the Product Catalog

Navigation Tree: The Navigation Tree is designed to be a guide to help you find the products you are interested in.



Navigation is supplemented by images of the available products on the right side of the screen.

Here you will see items listed for Hilton by item description. By clicking on the **image** or the **item description** you will be brought to the **Product Detail Page** (see next page).

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FREQUENTLY ASKED QUESTIONS
TERMS OF USE
CONTACT US

HOME FIND/PLACE ORDER PRODUCT INFO

Shop using the Product Catalog

Product Info [Checkout](#) [Return](#)

Full Text Search 41032

Search
Advanced Search

Navigation Tree

- Hilton Hotels
 - Traditional Collection
 - Front Desk
 - Suiting
 - Blouses**
 - Shirts
 - Sweaters
 - Doorman/Bellman/Valet
 - Food & Beverage
 - Housekeeping
 - Engineering
 - Contemporary Collection
 - Front Desk
 - Doorman/Bellman/Valet
 - Food & Beverage
 - Housekeeping
 - Engineering
 - Resort Collection
 - Front Desk
 - Doorman/Bellman/Valet
 - Food & Beverage
 - Housekeeping
 - Engineering
 - Boutique Collection
 - Front Desk
 - Doorman/Bellman/Valet
 - Food & Beverage
 - Housekeeping
 - Engineering
 - Accessories
 - Ties
 - Scarves
 - Belts
 - Outerwear

Style #: 41032
Ladies' White Long Sleeve Executive Blouse

- 100% Poly
- Silky texture
- Open collar
- Single button cuffs

[Click Here](#) to view size conversion chart.
[Click Here](#) for information on how to measure your size.
[Click Here](#) to view garment care instructions.

[Click Here to View Enlarged Image](#)

Select Size and Quantity [Add to Cart](#) | [Add to Cart & Checkout](#)

XS	S	M	L	XL	2XL	3XL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
\$28.95	\$28.95	\$28.95	\$28.95	\$28.95	\$31.85	\$34.74

The available sizes are listed above.
Enter a quantity in the box corresponding to the sizes you wish to order.
Click "Add to Cart" to save your selections to the cart and continue shopping.
Click "Add to Cart & Checkout" to save selections and go to cart.

[Checkout](#) [Return](#)

The **Product Detail Page** provides detailed information and images to help you in your selection. After viewing, enter the requested quantity and click **Checkout** or the **Shopping Cart icon** to proceed to the Shopping Cart or **Return** to return to the Product page.

Certain garments have the option for adding a logo or embroidery. If that option is available, an additional alteration field will be available on the same page. Simply check the appropriate checkbox (Add embroidery to pocket or Add Hilton logo to pocket). If selecting embroidery, then you can select an embroidery size and enter up to 30 characters to be embroidered in the field labeled Line 1.

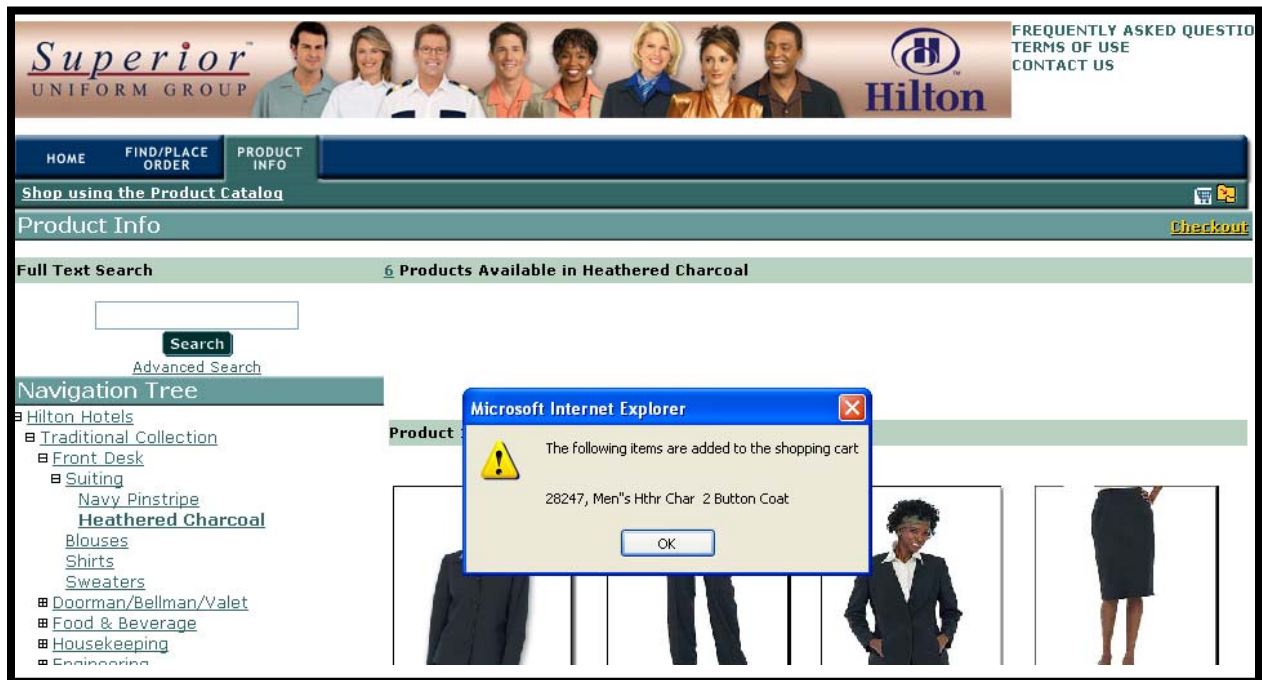
Select Alterations

The available alterations are listed below.
Click on the check box next to an Alteration to select/enable it.

Add embroidery to pocket
Size: 1/2
Line 1:

Add Hilton logo to pocket

[Add to Cart](#) | [Add to Cart & Checkout](#) | [Return](#)



At this point you may continue shopping or click **Checkout** to start the checkout process with a review of the shopping cart (see next page).

Checkout

The screenshot shows the checkout interface for Superior Uniform Group. At the top, there is a navigation bar with links for HOME, FIND/PLACE ORDER, and PRODUCT INFO. Below this is a banner for 'Express Order Entry Using the Order Form' with buttons for Update, Continue To Checkout, and Product Lookup. The main content area displays customer and shipping information, a shipping carrier dropdown menu, and a table of order items. A summary of the order is shown at the bottom right, including subtotal, freight, taxes, and total. Callouts point to various elements: 'Click here to continue to checkout' points to the 'Continue To Checkout' button; 'Change shipping carrier' points to the shipping carrier dropdown; 'Add additional message' points to the 'Order Message' field; 'Summary of order' points to the order table; and 'Total taxes and estimated freight charges' points to the summary totals.

Customer: 11021872 - HILTON PUNCHOUT TEST
10055 SEMINOLE BLVD
SEMINOLE FL 33772
US

Ship To: HILTON PUNCHOUT TEST
10055 SEMINOLE BLVD
SEMINOLE FL 33772
US

Ship Via: UPS GROUND

Order Message: (prints on your Invoice)

Style	Description	Size	Qty	Unit	Net Price	Extended Price	Action
41032	Ladies' White L/S Exec Blouse 1 IN STOCK	Small	1	EA	28.95	28.95	View/Order Delete Line
41032	Ladies' White L/S Exec Blouse 2 IN STOCK	Medium	2	EA	28.95	57.90	View/Order Delete Line
28247	Men's Hthr Char 2 Button Coat 2 IN STOCK	42 - Regular	2	EA	89.95	179.90	View/Order Delete Line

Subtotal: 266.75
Freight: 14.50
Taxes: 19.69
Total: 300.94

On the checkout screen, a summary of your current order is displayed in the shopping cart. In addition to the contents of your order, taxes based on the defined ship-to address and estimated freight charges calculated based on weight, are provided, along with your total cost.

Additionally, you can look again at what you have ordered, make shipping carrier changes, add an additional message, or you can **cancel the order**.

If your order is complete, click on the highlighted **Continue to Checkout** link to proceed with your order.

Order Verification Page

After clicking **Continue to Checkout** on the Order form, the **Order Verification** page is displayed:

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FREQUENTLY ASKED QUESTIONS
TERMS OF USE
CONTACT US

HOME FIND/PLACE ORDER PRODUCT INFO

Shop using the Product Catalog | Inquire Order Status

Shopping Cart: Verification [Place Order](#) [Return to Shopping Cart](#)

YOU MUST CLICK ON THE "PLACE ORDER" LINK TO THE RIGHT TO COMPLETE YOUR ORDER.

Order Header

Customer: HILTON PUNCHOUT TEST
10055 SEMINOLE BLVD
SEMINOLE FL 33772

Ship To: HILTON PUNCHOUT TEST
10055 SEMINOLE BLVD
SEMINOLE FL 33772

Attention:
Payment Terms: Net 30 Days

PO Date: 11/16/2006
Requested Ship Date: 11/16/2006

Ship Via: UPS GROUND
Order Message: TEST#1

Line	Style	Description	Size	Qty	Unit	Net Price	Extended Price
000020	28247	Men's Hthr Char 2 Button Coat Approx. Ship Date: 2 IN STOCK	42 - Regular	2	EA	89.95	179.90

Subtotal: 179.90
Freight: 11.50
Taxes: 13.39
Total: 204.79

[Place Order](#) [Return to Shopping Cart](#)

The order verification page provides a final look at the order before it is placed in our system. If all the information is correct click **Place Order**, if not click **Return to Shopping Cart** to change the order. At this point your cart will be transferred to Birch Street.

The buyer is returned back to Birch Street PO tab and the newly created Purchase Order.

Search All Catalogs
Products GO In Box New: 35 Total: 245 Shopping Cart Lines: 2 Total: \$82.99

Catalogs Order Guide Cart **PO** In Box Approvals

Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Header Update
Notes	Attachment	History	Accept CO	Reject CO	Send Message
Add to OG	Add to cart	Copy PO	Delete PO	Receiving History	Create Items
PO Recall	Approval Details	Resubmit Apprv	Transfer	Add Add'l Info	Receive Confirm

My Last 30 Days PO's
First Previous Next Last Refresh
Search Column: Supplier name
Search Text: SUPERIOR GO
Page 1 of 1 / Rows 1-5 of 5 found

			PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total
<input checked="" type="radio"/>	Edit		000000000004642	New	No	Superior Uniform Group (Punchout)	11/16/2006	11/16/2006	\$179.90
<input type="radio"/>	Edit		000000000004572	Accepted by supplier	No	Superior Uniform Group (Punchout)	11/14/2006	11/14/2006	\$6,479.20
<input type="radio"/>	Edit		000000000004424	Accepted by supplier	No	Superior Uniform Group (Punchout)	10/18/2006	10/18/2006	\$228.20
<input type="radio"/>	Edit		000000000004423	Accepted by supplier	No	Superior Uniform Group (Punchout)	10/18/2006	10/18/2006	\$144.00
<input type="radio"/>	Edit		000000000004422	Accepted by supplier	No	Superior Uniform Group (Punchout)	10/18/2006	10/18/2006	\$487.35

IMPORTANT - Once the PO has been created in Birch Street, you **must** “Submit” the order back to Superior Uniform Group for the order to be processed by Superior Uniform Group. The PO status will change from “New” to “Submitted to Supplier” or “Submitted for Approval” (only for those hotels using the electronic approval process).

Once Superior Uniform Group has successfully received the submitted order from Birch Street, the PO status will change from “Submitted” to “Accepted by Supplier.”

Search All Catalogs
Products GO In Box New: 35 Total: 245 Shopping Cart Lines: 2 Total: \$82.99

Catalogs Order Guide Cart **PO** In Box Approvals

Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Header Update
Notes	Attachment	History	Accept CO	Reject CO	Send Message
Add to OG	Add to cart	Copy PO	Delete PO	Receiving History	Create Items
PO Recall	Approval Details	Resubmit Apprv	Transfer	Add Add'l Info	Receive Confirm

My Last 30 Days PO's
First Previous Next Last Refresh
Search Column: Supplier name
Search Text: SUPERIOR GO
Page 1 of 1 / Rows 1-5 of 5 found

			PO number	PO Status	Confirm	Subj / Supplier	PO date	Req delivery	PO Total
<input checked="" type="radio"/>	Edit		000000000004642	New	No	Superior Uniform Group (Punchout)	11/16/2006	11/16/2006	\$179.90
<input type="radio"/>	Edit		000000000004572	Accepted by supplier	No	Superior Uniform Group (Punchout)	11/14/2006	11/14/2006	\$6,479.20
<input type="radio"/>	Edit		000000000004424	Accepted by supplier	No	Superior Uniform Group (Punchout)	10/18/2006	10/18/2006	\$228.20
<input type="radio"/>	Edit		000000000004423	Accepted by supplier	No	Superior Uniform Group (Punchout)	10/18/2006	10/18/2006	\$144.00
<input type="radio"/>	Edit		000000000004422	Accepted by supplier	No	Superior Uniform Group (Punchout)	10/18/2006	10/18/2006	\$487.35

Inquire Order Status

You may use the Web site to inquire on orders previously placed on the Web or manually through fax, e-mail or phone call. Order status information includes shipping and tracking information as well as expected ship dates for unshipped orders.

Order Status Inquiry:

Click **Inquire Order Status** from the homepage or on the green navigation bar available on most screens. This will display the Find Order Page:

The screenshot shows the 'Find Order' page with the following elements:

- Navigation bar: HOME, FIND/PLACE ORDER, PRODUCT INFO
- Shop using the Product Catalog | Inquire Order Status
- Find Order (Return)
- 11021872 - HILTON PUNCHOUT TEST
- Sales Order Search
- Display Sales Order
- Style No.:
- PO No.:
- Ship To:
- Order created from: 10/18/2006
- Order created to: 11/17/2006
- SEARCH
- Sales Order No.:
- VIEW

Using the Find Order Page you can search for orders of interest. You may search by **Style Number**, **PO Number**, **Ship to**, and **Order Date**. Simply enter the search criteria and click **Search**.

Changing the from and to dates to the same specific date will allow you to look at all the orders placed on that date. You can quickly view the statuses and shipping information of these orders.

If you have a particular order you wish to inquire on, enter the order number in the **Sales Order No.** box and click **View**.

Any orders matching your search criteria will be displayed on the Sales Order List page:

Customer 11021872 From 11/01/2006 To 11/17/2006

Order No.	Status	PO No.	Date	Order Type
2820568	In process	000000000000094	11/03/2006	Standard Order
2820566	In process	000000000000093	11/03/2006	Standard Order
2820565	In process	000000000000092	11/03/2006	Standard Order
2818632	In process	000000000000090	11/02/2006	Standard Order
2819566	In process	000000000000091	11/02/2006	Standard Order
2817860	In process	000000000000089	11/01/2006	Standard Order

This page is sorted by date as a default, but you may change the sort by clicking on **Order No.** or **PO No.** This will sort the sales order list by the selected field.

When you find the order you are interested in, click the **Order No.** link on the left to view the associated sales order information.

At the top the screen you will find all the relevant order header information and the overall order status. Statuses are: In process, Partially Shipped, Shipped, On-Hold and Cancelled.

The screenshot displays the Superior Uniform Group website interface. At the top, there is a navigation bar with links for HOME, FIND/PLACE ORDER, and PRODUCT INFO. Below this, there are links for 'Shop using the Product Catalog' and 'Inquire Order Status'. The main content area is titled 'Sales Order' and includes a 'Standard Order' section with the following details:

Order No.: 2820566
PO No.: 000000000000093
PO Date: 11/03/2006
Order Date: 11/03/2006
Payment Terms: Net 30 Days
Requested Ship Date: 11/03/2006
Attention:
Order Status: In process
Ordering Method: Other
Ship Via: UPS GROUND

Customer: HILTON PUNCHOUT TEST, SEMINOLE
Ship To: Superior Uniform As Buyer Claire, NEWPORT BEACH

Subtotal: 117.15 USD
Freight: 11.50 USD
Taxes: 9.97 USD
Total: 138.62 USD

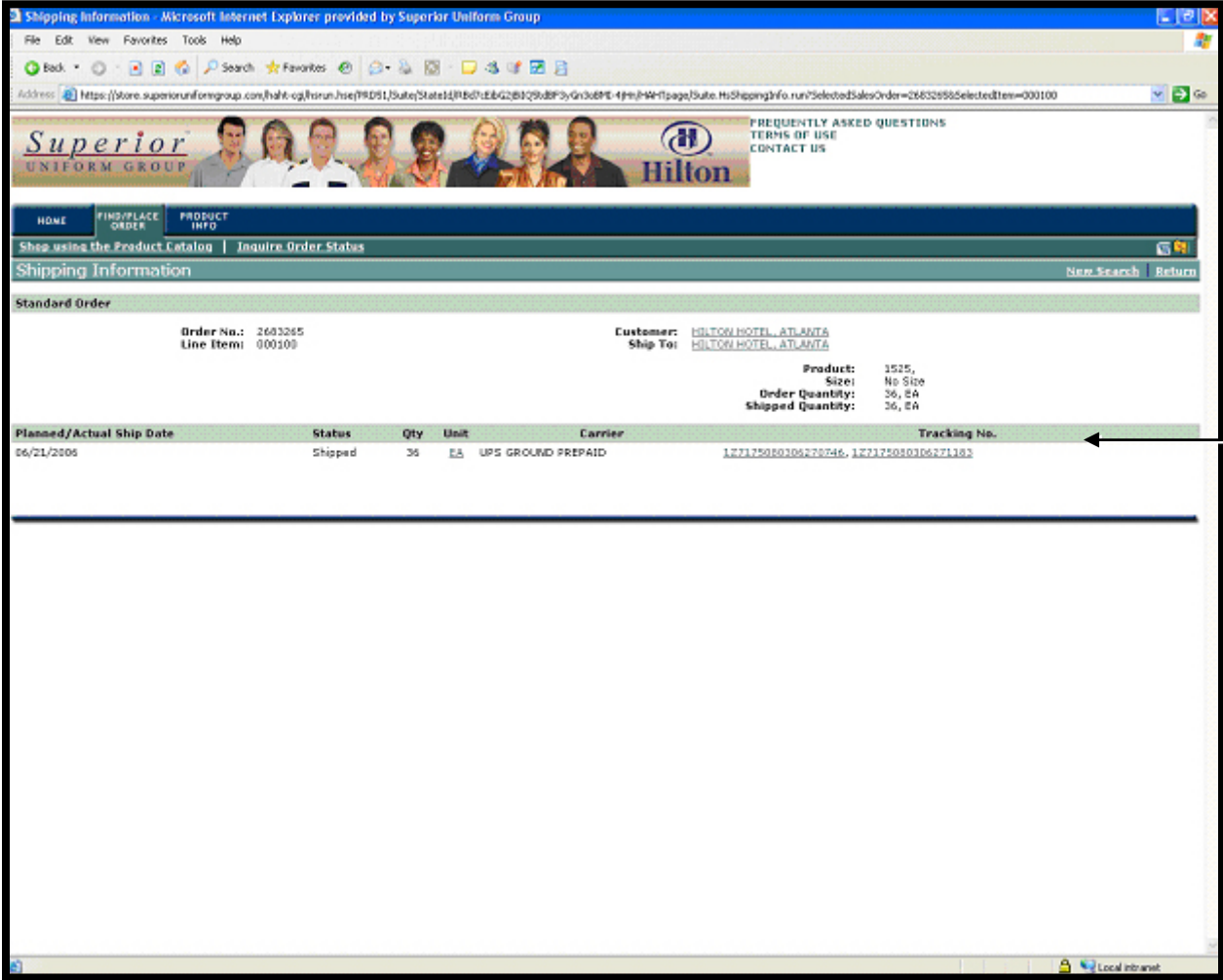
Below the order details is a table with the following columns: Line Items, Style, Description, Size, Qty, Unit, Embroidery Info., Net Price, Extended Price, Ship Status, and Ship Info. The table contains one row of data:

Line Items	Style	Description	Size	Qty	Unit	Embroidery Info.	Net Price	Extended Price	Ship Status	Ship Info
000020	20698	Ladies' Navy Pinstripe 4-Button Jacket	10	1	EA		117.15	117.15	Open	Ship Info

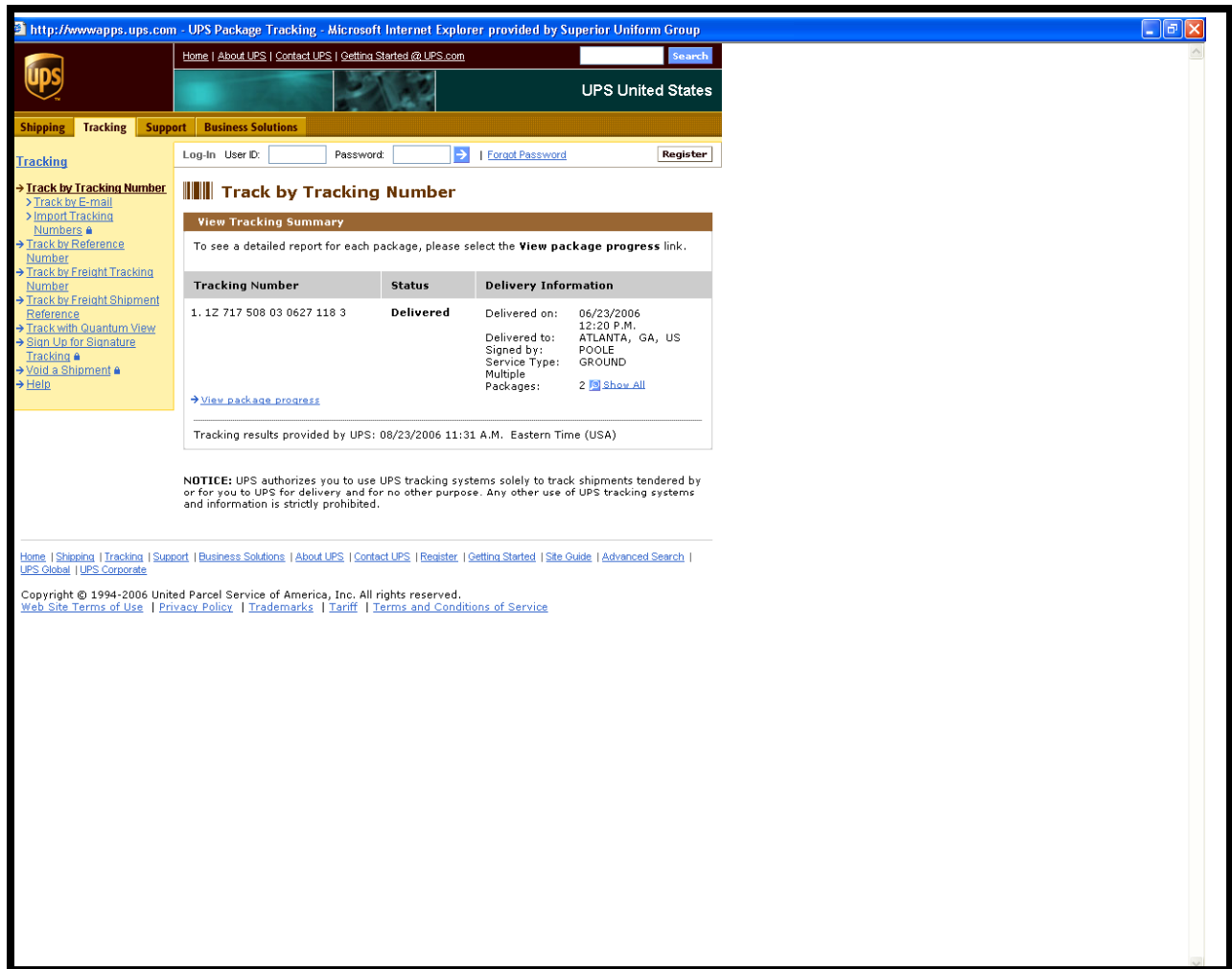
At the bottom of the table, there are navigation links: Previous, Next, New Search, and Return.

In the bottom portion of the page, the order detail is displayed with a ship status for each line. Ship statuses include Open or Completed. To display the shipping information for the line click **Ship Info** on the right to display the Shipping Information page.

Shipping Information Page



The Shipping Information page displays the product (style number), quantity, actual ship date, carrier and shipment tracking number. You can click the tracking number to display the specific carrier tracking information.



If the line status is listed as “open” on the Sales Order page, then the date displayed on the Shipping Information page is the planned ship date.



Frequently Asked Questions: Click here to see questions asked by other users of our sites, and answers from our experts.

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Contact us: Clicking this link will open up a page that will allow you to send our help desk questions, report problems and provide other feedback.