

Community College of Philadelphia

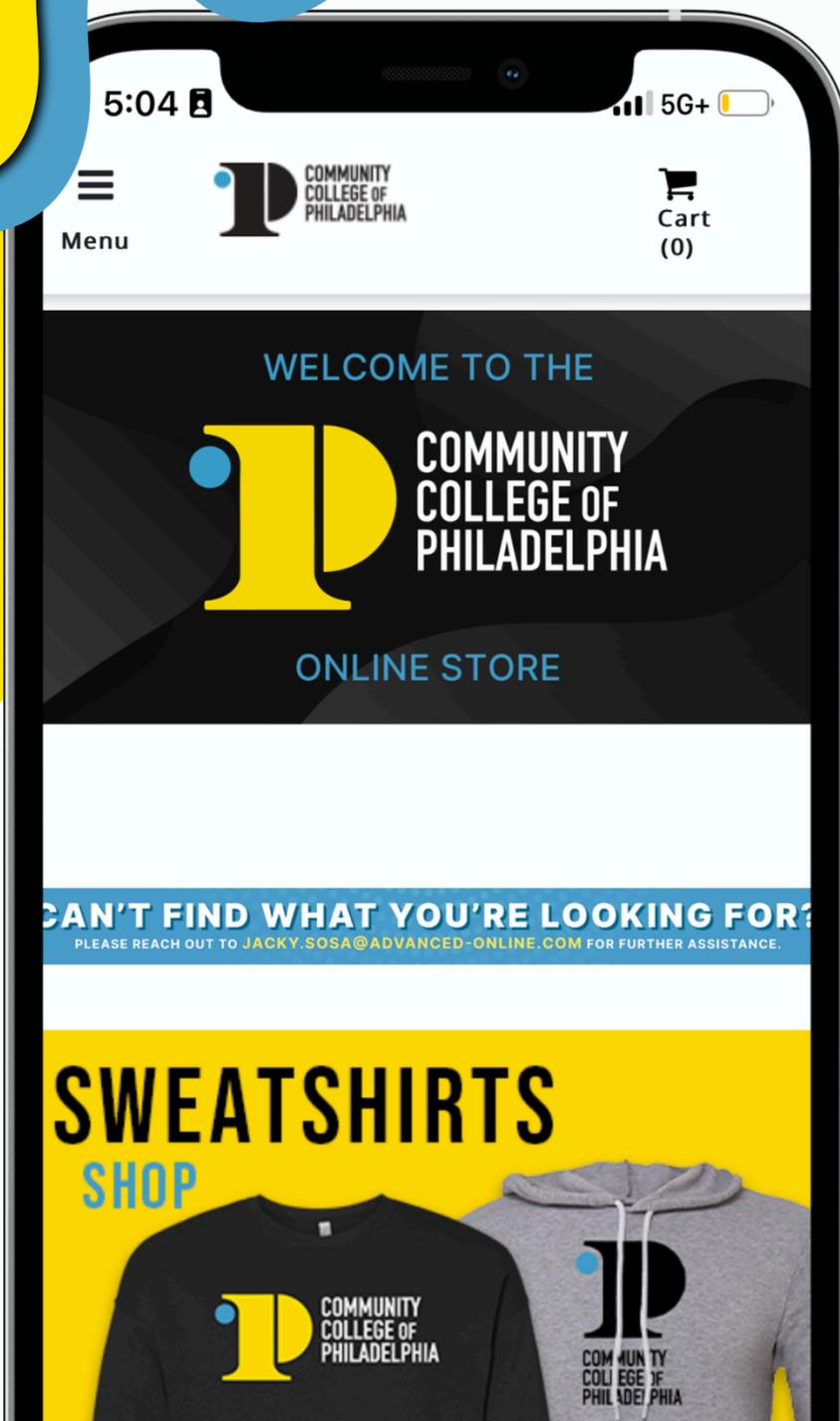
online store FAQ's

- For orders under \$2,000, purchase by P-Card is recommended. Don't have a P-Card? Please reach out to your Department Head!
- Purchase Limit for Credit Cards is \$2,000. If your purchase is over, a PO will be required. To request a purchase order, submit the photos of your cart along with a purchase requisition to purchasing. Purchasing then creates the purchase order (PO)!

Shopping On the Website:

To browse, you will need to select the “Shop” Icon. Once you find an item you want, select, choose size (if applicable), add desired quantity, and add to cart!

Using a mobile device? No worries! Select the Menu on the top left and view all categories!



Browse Products

You can browse through the items by clicking through the categories located on the “Shop” dropdown.



Shirts



Pants



Jackets



Bags



Hats



Supplies



Drinkware

CAN'T FIND WHAT YOU'RE LOOKING FOR?

PLEASE REACH OUT TO JACKY.SOSA@ADVANCED-ONLINE.COM FOR FURTHER ASSISTANCE.

Adding To Cart

When selecting an item you would like to purchase, you will be able to view the item in full, see a description of the product, select your size, change the quantity, and view the total. After selecting your size and the quantity you would like to purchase, click add to cart.

COMMUNITY COLLEGE OF PHILADELPHIA OFFICIAL ONLINE STORE

Skip Navigation Sign Up for Deals Product Suggestions FAQs Account

Shop Order Status Gift Certificate

Search Cart (0)

Boxercraft Oxford Grey Heather Sullivan 1/4 Zip - CCP Institutional Mark
\$70.72

SIZE AND QUANTITY

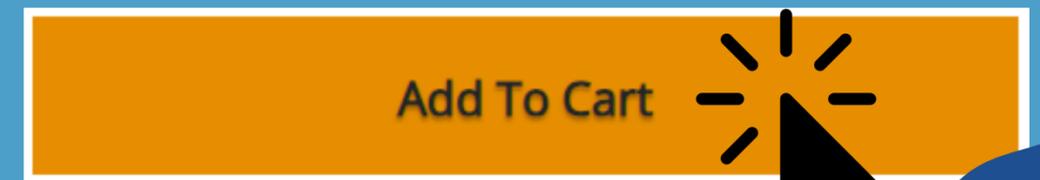
-	<input type="text" value="0"/>	+ Small
-	<input type="text" value="1"/>	+ Medium
-	<input type="text" value="1"/>	+ Large
-	<input type="text" value="0"/>	+ X-Large
-	<input type="text" value="0"/>	+ XX-Large

View Size Chart

Total: **\$141.44**

You'll love the soft feel and the go-with-anything style. Features a self-fabric zipper placket and a faux leather zipper pull. A quilted back yoke and shoulder adds durability. 1x1 folded rib knit cuffs retain their shape. Side vents give a little extra breathing room.

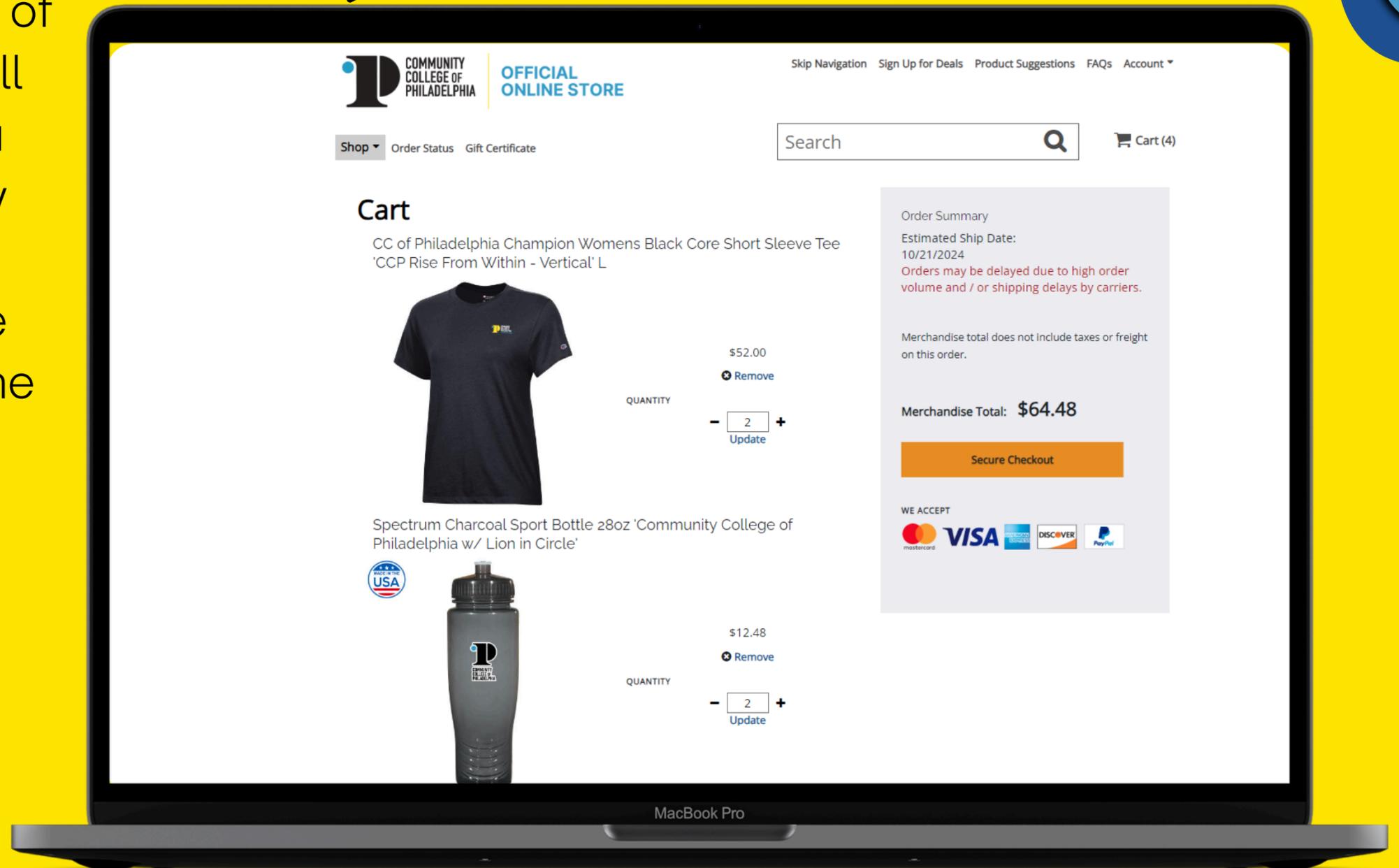
- 10.6 oz., 100% poly



Inside Your Cart Cart (4)



To view your cart, select the shopping cart icon on the top right of the page. Inside your cart, you will be able to view all the items you previously selected, the quantity selected for each item, and the merchandise total. Once you are satisfied with your selection, hit the “Secure Checkout” button.



PROCESS FOR ORDERS UNDER \$2,000

Checkout page:

After double checking your selection within the cart, please proceed by clicking the “Secure Checkout” button under your Merchandise total. On the 1st page at checkout, you will be asked to provide the contact and shipping information. This will include your name, address, city, state, zip code, country, and phone number.

After filling out, you will be asked to select a Payment Type.

Please select the Credit Card option. Leave PO Field blank!

After selecting the credit card option, click the orange “Continue” button and proceed to select your shipping method.

The screenshot displays the checkout page for the Community College of Philadelphia's official online store. The page is titled "Checkout" and features a "Back to Cart" link. The contact information section includes fields for "Email Address", "Attention Name", "Company Name", and "Address". The payment options section includes "Select Payment Type:" with radio buttons for "Company Purchase", "Credit Card", "PayPal", and "Gift Certificate". The "Credit Card" option is selected, and the "Continue" button is highlighted with a blue arrow. The "PO Number" field is blank, and the text "This order may need approval" is visible above it. The page also features logos for VISA, MasterCard, and PayPal.

Cart

Columbia White Omni Wick Shotgun 1/4 Zip
'CCP Institutional Mark' L



\$540.80

Remove

QUANTITY

- 8 +
Update

Nike White Tech Basic Dri Fit Polo 'CCP
Institutional Mark - Vertical' M



\$565.76

Remove

QUANTITY

- 8 +
Update

Womens Black Puffer Jacket 'CCP Institutional
Mark - Vertical' L



\$1,068.60

Remove

QUANTITY

- 15 +
Update

PROCESS FOR ORDERS OVER \$2,000

The Community College of Philadelphia's online store has a purchase limit for Credit Cards is \$2,000. If your purchase is over, a PO will be required. To request a purchase order, submit the photos of your cart along with a purchase requisition to purchasing. Purchasing then creates the purchase order (PO)!

- Make sure you include a picture of both the cart, and the shipping quote.
- To determine your shipping quote, please click on "Secure Checkout" within the cart, provide your contact information, select "Company Purchase", enter the PO #, and select continue.
- Select your shipping option and then take a picture of the order summary.

Order Summary

Merchandise Total	\$2276.87
Freight via UPS 1 Business Day Standard	\$647.59
Tax at 0.00% (EXEMPT orders)	\$0.00

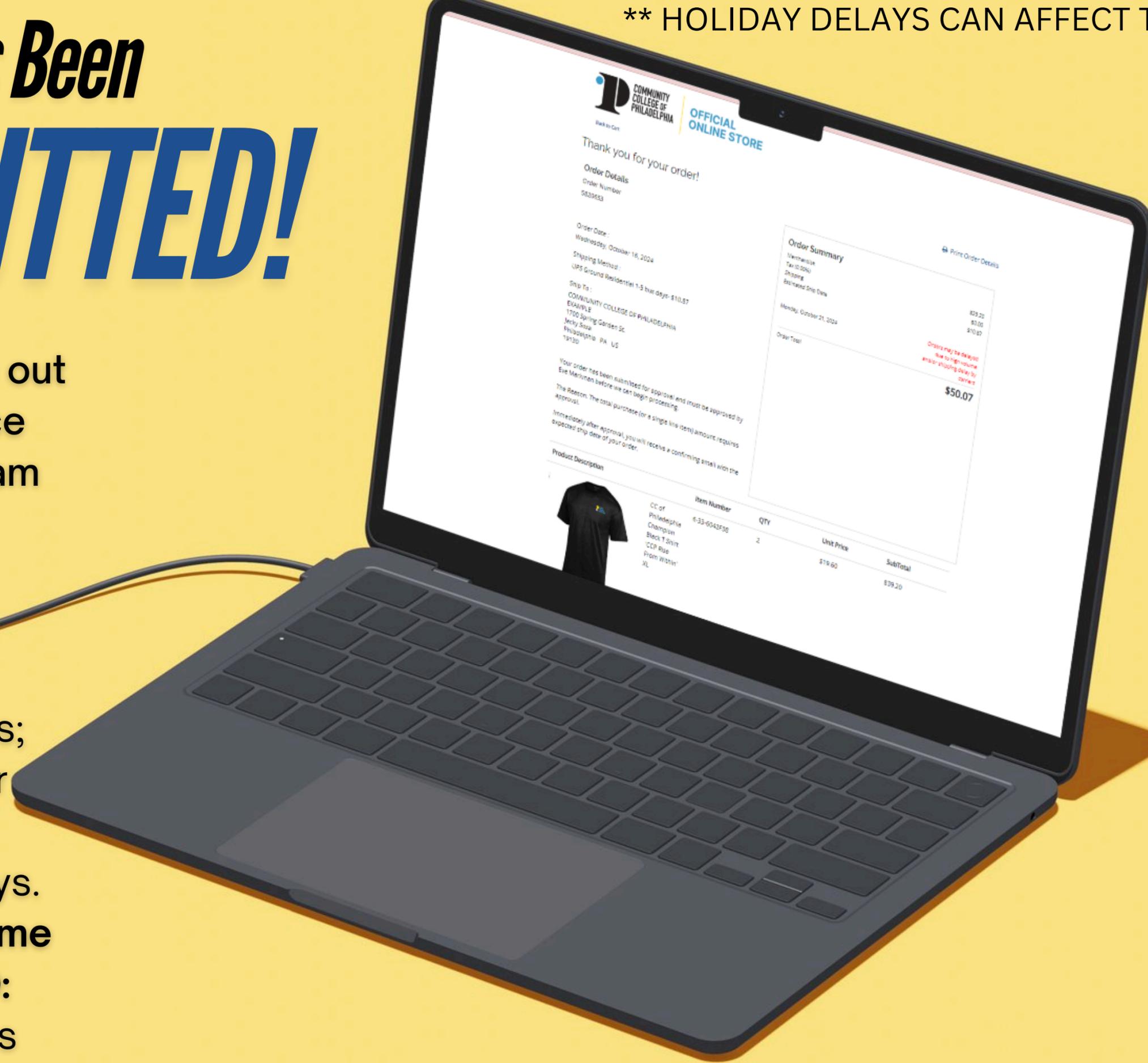
Order Total **\$2924.46**

WE ACCEPT



Order Has Been SUBMITTED!

- All Orders will go out for Approval. Once approved, our team will proceed with producing.
- **Production Time:**
5-7 Business Days;
Orders with larger quantities require 7-10 Business Days.
- **Shipping Timeframe via UPS GROUND:**
3-4 Business Days



RETURN POLICY

Where Do I Return? Can I Return to the Bookstore?

To submit your return, please cut out and use the label on your packing slip. Choose a return reason and include this slip with the item in your package by the shipper of your choice.

Returns will not be accepted at the bookstore for items purchased on our website.

We will also need your name, email and phone to contact you. If you need assistance, please contact customerservice@advanced-online.com or call 877-471-5410

Mail it to:

Advanced-Online, Attn: Returns
750 Gateway Blvd
Coppell, TX 75019

Within 10 days of receipt of your return, we will issue a refund to the original form of payment.

****If an item is deemed non-returnable, we will contact you directly.****

Returning a gift?

You must return the gift with the order# or packing slip in order to return the package.

Please note: Personalized or customized items may not be returned unless they are found defective.

Freight will be credited to your account for defective products only.

Can I exchange an item?

We do not offer exchanges. If you would like a different item, please place a new order directly on the web site and return the original product for a refund.



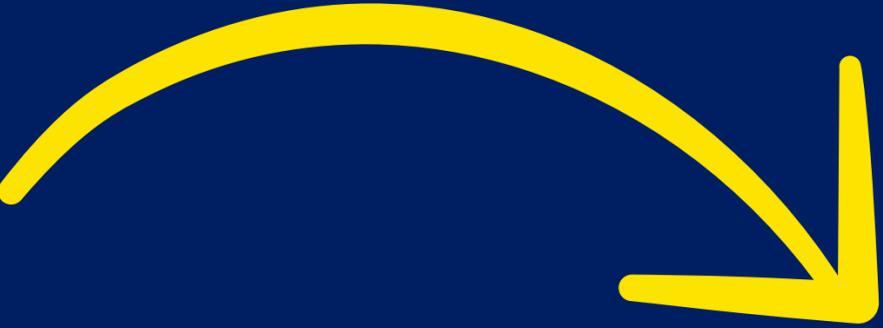
CUSTOM ORDERS

What is a Custom Order?

- A custom order is processed for items that include the dept or program name, as well as the College's logo.
 - All custom orders are subject for review and approval.
- ✓ Standard production time is 5-7 business days. If the quantity is greater than 100 for each product, production time is 7-10 business days.
 - ✓ Transit time via UPS Ground is 3-5 Business Days after shipped.

- Dept Name cannot stand alone; however, exceptions can be made (see page 12)
- Depts and Programs with official logo extension files can order a short sleeve t-shirt using Left chest logos ONLY
- Please reach out to Marketing to obtain your official brand extension logo

***Approved Location Proofs Can be Found on Pages 12-17*



When submitting a custom order request, please make sure to provide the following:

- Item # or Item Description
 - Quantity & Size (If applicable)
 - Logo wanted for each
 - Confirm if order will be paid via Credit card or PO
 - If using a PO, please confirm the PO # so we can proceed
 - Shipping Address
- 

Once this information is provided, a quote will be provided within 24-72 hours.

***For items that are not part of our product line, this can take longer.*

Full Back



Down Right OR Left Sleeve



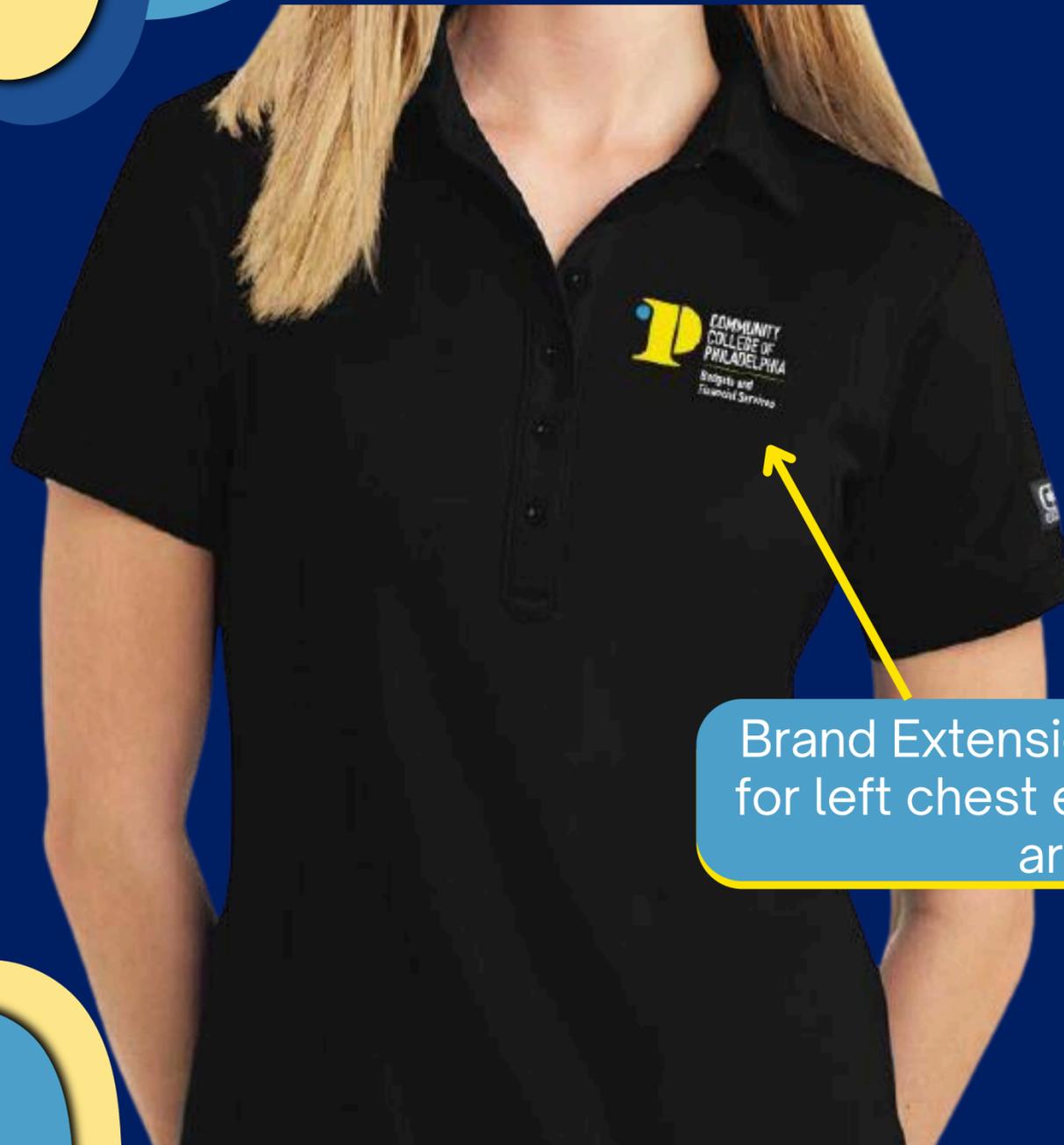
OR

*These locations cannot be used at the same time****





Logo can **only** be added to center for journals



Brand Extension logos can only be added for left chest embroidery. Full chest logos are **NOT** allowed.



Brand Extension logos can only be added for left chest embroidery. Full chest logos are **NOT** allowed.



Centered
Logo
ONLY

Approved Promotional Items: Includes
Totes, Table Throw, Pens, Blankets, Etc.



REMINDER: For items currently not available on the site, please reach out directly to the Account Manager, Jacky Sosa.

Email: Jacky.Sosa@advanced-online.com

***The items offered on the website are options available, but they are not limited.