City Apparel User Guide

When ordering from City Apparel in eStores, you must first create a quote. After your quote has been created City Apparel will send you a confirmation email with the quote number to complete your order.

For rental uniforms, the procedure is similar.

Ordering

The first step is to click on the “Create Quote” button.
Next, you are going to start selecting your items to add to the cart.
In this example we have selected “Vests” under the “Uniforms” category and specified a color of “Safety Orange” in the size of 3XL.
After selecting the items you want to order you can personalize the items. Once completed you will either click on “add to cart” if you want to continue shopping or “Add to cart & checkout” if done. In the example below we are clicking on Add to Cart & Checkout.
Please review the details in the shopping cart. Changes can be made if needed. Once you are ready to send in the quote request, click on “Submit” at the bottom of the page.
The next step is to fill in your contact information and any additional information you want to provide to the supplier. Please confirm the email address because this is the address that the quote will be emailed to.
Once you receive your quote confirmation, you will be ready to place your order. When the email is received, the quote number will be in the subject line.
After receiving the quote from the supplier, go back to the City Apparel supplier website in eStores.

Here you need to enter the quote number and click “Submit Order”.

![City Apparel supplier website screenshot](image-url)
The next screen you should see is the item(s) that you requested to be quoted. Click on the “submit” button to take your items to the checkout page.
After clicking on “submit”, you will return back to the eStores cart with your items listed. Click “checkout” to complete your order.
Rental Apparel

To order rental apparel, the steps are similar to purchasing items. A quote must be created first.
All items that you can rent are located in “Rental Inquiry”
There is one page for rental, which is asking for the standard information to start creating a quote for rental uniforms. Once the required information is filled out, click on “Add to Cart” or “Add to Cart & Checkout”
The checkout screen is the same as when purchasing items and will require you to fill out your contact information after clicking on “Submit”.

![Checkout Screen Example](image_url)
You will receive an email with your quote number to enter.

Click on “Submit” to bring you to the eStores checkout page.
Click “checkout” to complete your order.

Any questions please contact the eStores team at stores@osu.edu or 614-292-2694.