



Online Ordering Instructions

Step 1 Go to SarrisCorporate.com

- If you are a new Sarris Corporate customer, click “**LOGIN**” and sign up for a new account under “**NEW CORPORATE CUSTOMER**”.
- If you are a current Sarris Corporate customer but have not placed an order online previously, click “**LOGIN**” then click “**RETURNING CORPORATE CUSTOMER**” with the email address associated with your account and use the word “**password**”. You can change the password once you log in.
- If you have an existing online Sarris Corporate account, log in under “**RETURNING CORPORATE CUSTOMER**”.

Step 2 Address List Add, edit, update or delete addresses on your list as well as import and export your address list.

- If you are a new Sarris Corporate customer, you can either add addresses one at a time under “**SHIPPING INFORMATION**” or you can import an address list from your computer. (Importing is recommended if you are sending to multiple addresses.)
- If you are a returning Sarris Corporate customer or are an existing Sarris Corporate customer ordering online for the first time, your most recent address list will appear on the “**MY ACCOUNT**” page under “**SHIPPING INFORMATION**”.
- You can make any changes to single addresses under “**SHIPPING INFORMATION**”
- You can export the address list to make changes on the address spreadsheet then import the updated list.

IMPORTING: Under “**SHIPPING INFORMATION**”, click on “**IMPORT ADDRESS LIST**” and follow the instructions.

EXPORTING: Under “**SHIPPING INFORMATION**”, click on “**EXPORT ADDRESS LIST**” and follow the instructions.

Step 3 Shop For Gifts Once you have added your addresses or imported your address list, you can choose gifts to send.

- Click on “**PRODUCTS**” and choose “**VIEW ALL**” to browse all products or choose a department to browse particular products. When you find an item you are interested in, click on the picture to view the description page.
- For many of our products, you have the option of gift wrap and/or a custom label that includes personalized text and/or your company logo.
 - Choose one of the gift wraps shown or, if you do not want gift wrap, choose “**NONE**”.
 - If you want a custom label, click “**YES**”.
 - Choose “**small**”, “**medium**” or “**large**” under the label shape you want (round, square or rectangle).
 - Click the drop-down box under “**PICK YOUR DESIGN**” to choose your design.
 - To add personalized text, under “**CUSTOMIZE TEXT**”, you can type in how you want the text to read.
 - To add company logo along with OR instead of personalized text, upload the logo in the designated area (file types accepted: JPEG, EPS, PDF, BMP, PNG, PSE, TIF).
 - You will receive an email from our graphic designer with a proof for your label within 1-2 business days.
 - If you do not want a custom label, click “**NO**”.
 - During the checkout process, you will have the opportunity to add a gift message that will print on a standard label.
- Enter the quantity then click “**ADD TO CART**”.
- Make sure you have added all of items that you wish to send to the contacts on your address list.

Step 4 Checkout

Once you have added all of the items you want to send, click **“PROCEED TO CHECKOUT”**.

SINGLE ADDRESS SHIPPING

- Under **“SHIPPING INFORMATION”** click the circle by the address where you are shipping.
- Scroll down the page and click **“CONTINUE”**.
- Choose your shipping method then click **“CONTINUE”**.
- If applicable, type in gift message, requested ship date or any comments. Click **“CONTINUE”**.
- Review your order then click **“CONTINUE”**.
- Enter credit card information then click **“SUBMIT ORDER”**.
- You will receive an email confirming your order.

MULTIPLE ADDRESS SHIPPING

- Scroll down the page and click **“SHIP TO MULTIPLE ADDRESSES”**.
- Each item in your shopping cart will appear individually. If you are ordering multiples of the same item, they will also appear individually. Click on the drop-down box beside each item to choose the shipping address for that item.
- If you are sending the same item to each address on your list, you can click **“AUTO ASSIGN ITEMS TO ADDRESS LIST”** and the drop-down boxes by each item will be filled in with the addresses from your address list.
- Click **“CONTINUE”** and you will see each address you are shipping to is labeled Package 1, Package 2, etc.
- If you want the same shipping method automatically applied to all addresses, under **“APPLY SHIPPING”** choose the shipping method. Otherwise, you can choose the shipping method for each package manually.

Please note: Sometimes we are unable to offer the same shipping method for all packages due to warmer temperatures in some states. In this case, you will need to choose the shipping method for each package manually.

- Under **“APPLY GIFT MESSAGE”** type in the message you want included with your shipments then click **“APPLY”**. This gift message will be automatically applied to each one. (Not applicable to products with custom labels.)
- Click **“CONTINUE”** to go to payment page where you can see the discount applied, shipping cost and total cost of order.
- If applicable, type in requested ship date or any comments.
- Enter credit card information and click **“SUBMIT ORDER”**.
- You will receive an email confirming your order.

Step 5 Custom Chocolate Logo

- If your order includes a custom chocolate logo item, you can use the logo already on file with us or, if you have a new logo, you will need to upload the file. Go to the **“MY ACCOUNT”** page to select the logo on file or to upload a new one.
- File for new logo must be in one of the following formats: PDF, AI or EPS.

Need additional help? Call 1.800.255.7771