

HYDAC Company Store Ordering Guide

You may reach the Company Store customer service representative Monday - Friday from 9:00 am to 4:30 pm ET at HYDACCS@thesourcinggroup.com.

Create New User

Go to: [Shop HYDAC Company Store](#)

- Type in a new username that you would like to use.
- The user name in the below image is an example only.
- Click Create an Account.

HYDAC

This is a controlled-access store.
If you need or would like access to place an order, please contact [Customer Service](#).

AUTHENTICATION

CREATE AN ACCOUNT
Please enter your User name to create an account.

User name

CREATE AN ACCOUNT

ALREADY REGISTERED?

User name

Password

[Forgot your password?](#)
[Forgot your username?](#)

SIGN IN



- Add your information.
- Name, Phone, Email Address, Choose your password.
- Click on Register.

CREATE AN ACCOUNT

YOUR PERSONAL INFORMATION

First name *

Last name *

Phone number

E-mail address *

User name *

sdunn@baycareuser

Password *

Confirmation *

*Required field

Register

Back

- In the Already Registered, type in your login and password.
- Click on Sign In.

HYDAC

This is a controlled-access store.
If you need or would like access to place an order, please contact [Customer Service](#).

AUTHENTICATION

CREATE AN ACCOUNT

Please enter your User name to create an account.

User name

CREATE AN ACCOUNT

ALREADY REGISTERED?

User name

sdunn@hydac

Password

.....

Forgot your password?

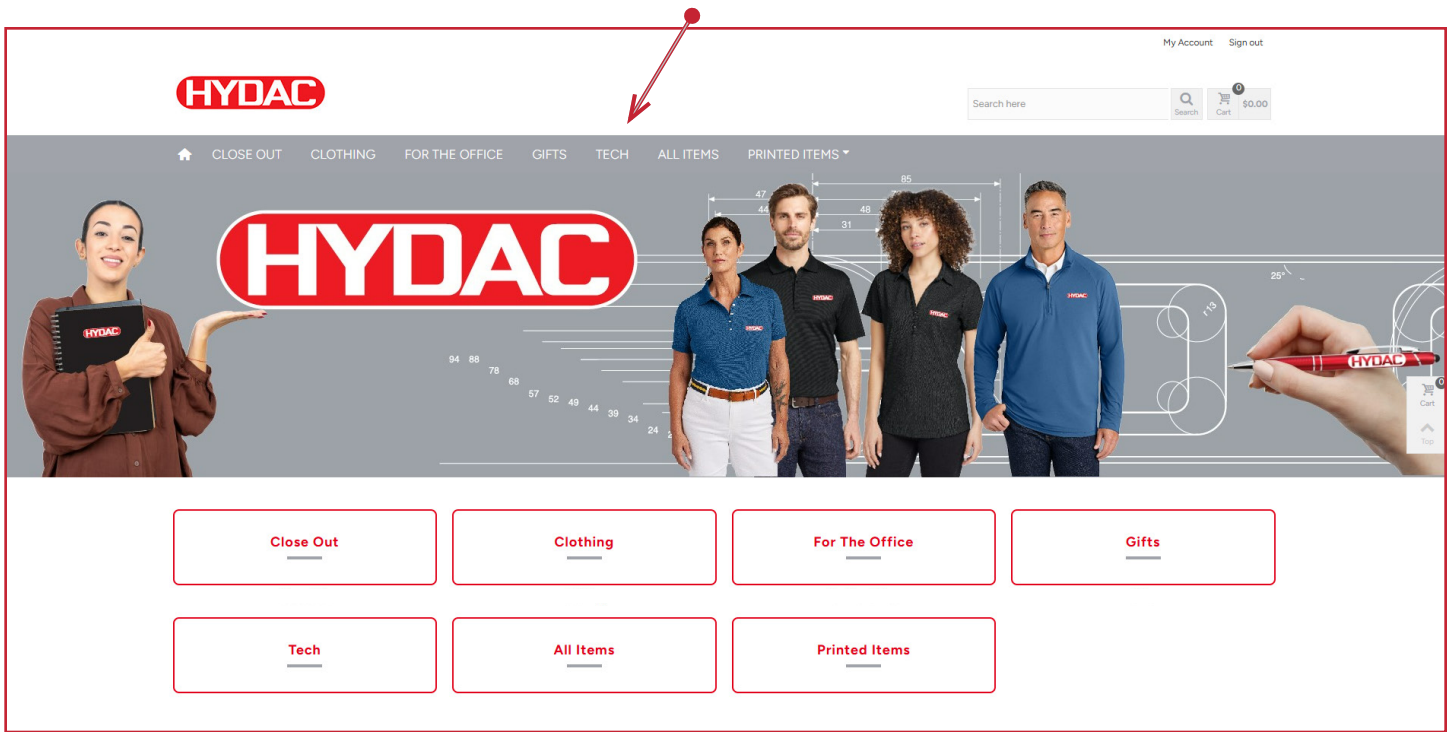
Forgot your username?

SIGN IN

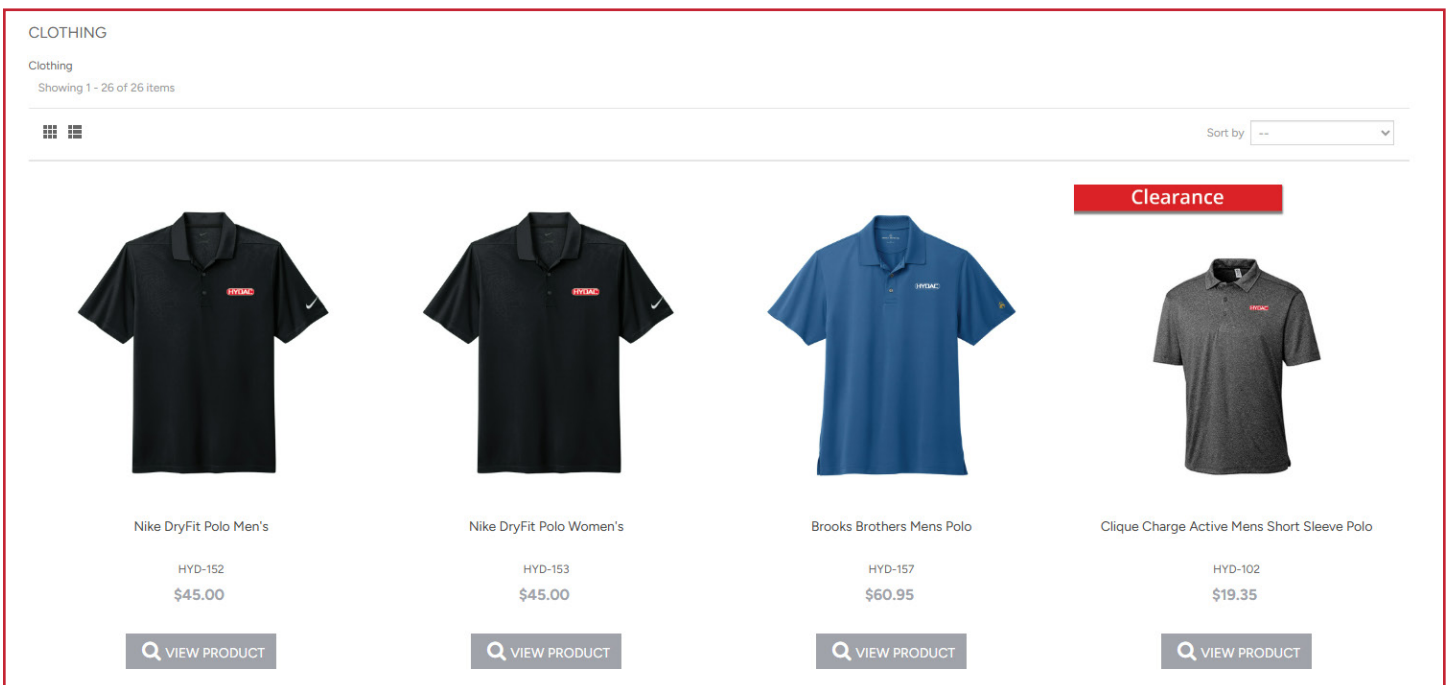


Placing an Order

From the homepage, click on the catalog for the type of items you would like to order.



Click on the item that you would like to order.



Type in the quantity you would like for your size, then “Add all to Cart”.

Clearance



Q

CLIQUE CHARGE ACTIVE MENS SHORT SLEEVE POLO

Our super soft, super comfortable short sleeve polo is constructed from lightweight performance 100% Polyester jersey for great performance, and a modern heathered effect for great style. This item also features removable tags for comfort and relabeling.

ADD ALL TO CART

←

Size/Item	S	M	L	XL	2XL	3XL	4XL
Clique Charge Active Mens Short Sleeve Polo	0 18 avail	0 18 avail	1 8 avail	0 9 avail	0 5 avail	Out of stock	Out of stock

←

Total of all items: \$19.35

ADD ALL TO CART



- Enter the required information for the selected item.
- Click on "Save Version" to save this card as a profile. On future orders, you can select this saved profile for quick reorder or make changes as needed.
- Click on "Next Step".
- Click on "Proof" to see a proof of the customized item. If changes are needed, click "Edit", update the information in the input fields, and review the proof again.
- Once you are satisfied with the proof, check the "I Approve" box
- Select your quantity, and "Add to Cart"

FIRST LAST
Title

HYDAC INTERNATIONAL

Administration
2260 City Line Road, Bethlehem, PA 18017
Phone **999.999.9999**
Mobile **888.888.8888**
E-mail email@hydac.com
Website www.hydac.com/en-us

HYDAC BUSINESS CARD
HYD-BC01

Full Name *

Certifications

Title *

Title Line 2

Division

Select Address *

Phone

Mobile

Email *

SAVE VERSION **NEXT STEP**

Version saved successfully.

Quantity	Price
1 Box of 125	\$20.15
2 Boxes of 125	\$21.85
4 Boxes of 125	\$25.30
8 Boxes of 125	\$43.35

I Approve * ☒ I have reviewed the proof and QR code link and understand this will be the print file.

PROOF

x125 (125) Qty

EDIT **ADD TO CART**



When you click on “Proceed to Checkout”, you will be taken to your shopping cart summary. Here you will be able to review your shopping cart, make any changes to the quantities, or remove any items you no longer wish to order.

- Any promo codes successfully applied to your order will be listed below the input box.
- Promo discounts will be shown in the discount area above the Grand total.

Once you are satisfied, click on “Proceed to Checkout”.

SHOPPING-CART SUMMARY

1. SUMMARY 2. SIGN IN 3. ADDRESS 4. SHIPPING 5. PAYMENT

Your shopping cart contains: 1 Product

Product	Id	Details	Availability	Unit Price	Qty	Total	Remove
Clique Charge Active Mens Short Sleeve Polo	HYD-102-L		In Stock	\$19.35 per EA	1	\$19.35	X

Apply Promo

Subtotal	\$19.35
Shipping & Handling	\$0.00
Tax	\$0.00
GRAND TOTAL	\$19.35

Continue shopping **Proceed to checkout**

Select your address from the drop-down or “Add a New Address” if you do not see the one you need. Add an attention line. Your billing address must match the address on file with your credit card company. Add any order comments and click on “Continue to Checkout”.

ADDRESSES

1. SUMMARY 2. SIGN IN 3. ADDRESS 4. SHIPPING 5. PAYMENT

Choose a delivery address: Home Address

Choose a billing address: Home Address

YOUR DELIVERY ADDRESS

TSG SourcKey
141 Dorer Drive
Unit B
ATTN: * **TEST ORDER ONLY**
Auburn, CA 95603
US
9168781234

Edit

YOUR BILLING ADDRESS

TSG SourcKey
141 Dorer Drive
Unit B
Auburn, CA 95603
US
9168781234

Edit

Add a new address

If you would like to add a comment about your order, please write it in the field below.

Continue Shopping **Continue to checkout**



YOUR ADDRESSES

To add a new address, please fill out the form below.

*Required field

Address Label/ Nickname *

Name

Address Classification

Company

Address *

Address (Line 2)

City *

State/Province *

Zip/Postal Code *

Country *

Phone *

Save

Add a new address

- The Label you assign will appear in the address dropdown for future orders.
- Your billing address must match the address on file with your credit card company.

At this time, FedEx ground is the only shipping option available. If you need expedited shipping, please contact the Company Store customer service representative at HYDACCs@thesourcinggroup.com. Click on “Continue to Checkout”.

SHIPPING

1. SUMMARY	2. SIGN IN	3. ADDRESS	4. SHIPPING	5. PAYMENT
------------	------------	------------	-------------	------------

Choose a shipping option for this address: Bethlehem, 2204 Avenue C

☒	FedEx Ground	\$14.57
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Continue shopping **Continue to checkout**



This is the final review of your order.

- If you have funds available in a spending account, please select that payment method first so the balance is deducted from the order total. Any remaining balance will then be charged to your credit card.
- Add your credit card information. The Sourcing Group will show as the merchant on your credit card statement.

If your order looks correct, click on "Submit Order". You will receive an order confirmation from support@tsgsourcekey.com. For any questions about your order, please email the Company Store customer service representative at HYDACCS@thesourcinggroup.com.

CONFIRM YOUR ORDER AND PAYMENT METHOD

1. SUMMARY		2. SIGN IN		3. ADDRESS		4. SHIPPING		5. PAYMENT	
Product	Id	Details	Availability	Unit Price	Qty	Total			
 Clique Charge Active Mens Short Sleeve Polo	HYD-102-L		In Stock	\$19.35	1	\$19.35			
Subtotal						\$19.35			
Shipping & Handling						\$17.95			
Tax						\$2.70			
Grand Total						\$40.00			

HYDAC Budget MM:

Please Select your Payment Method

Credit Card

Pay by Credit Card:

Card Type
Visa

Card Number

CVV Number

Card Expiration Date
01 / 2026

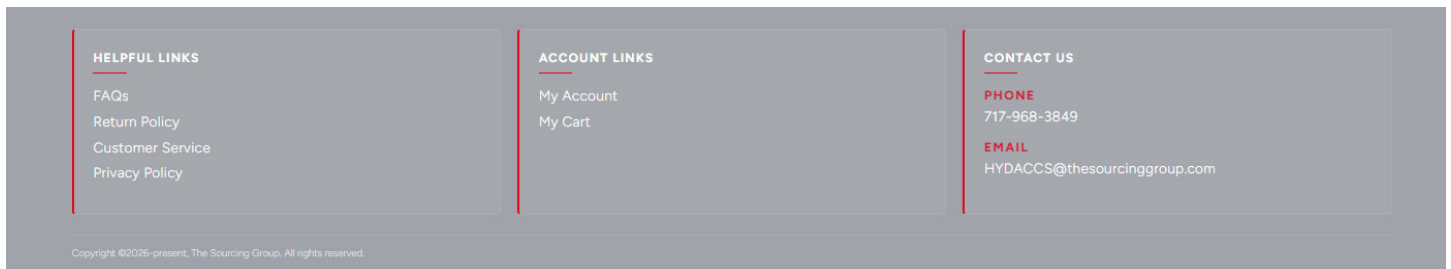
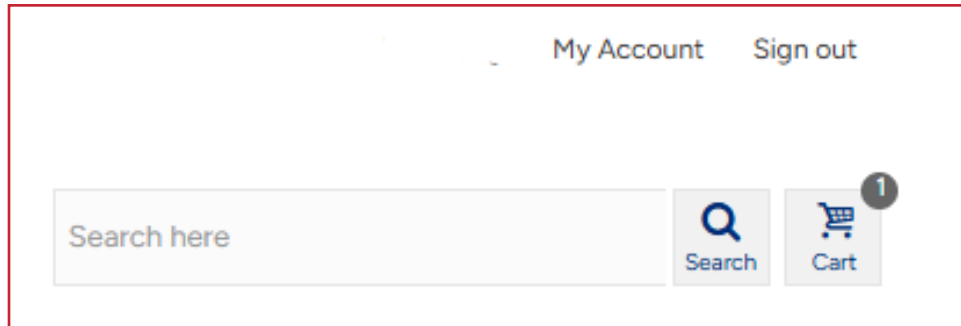
Submit Order

Continue shopping



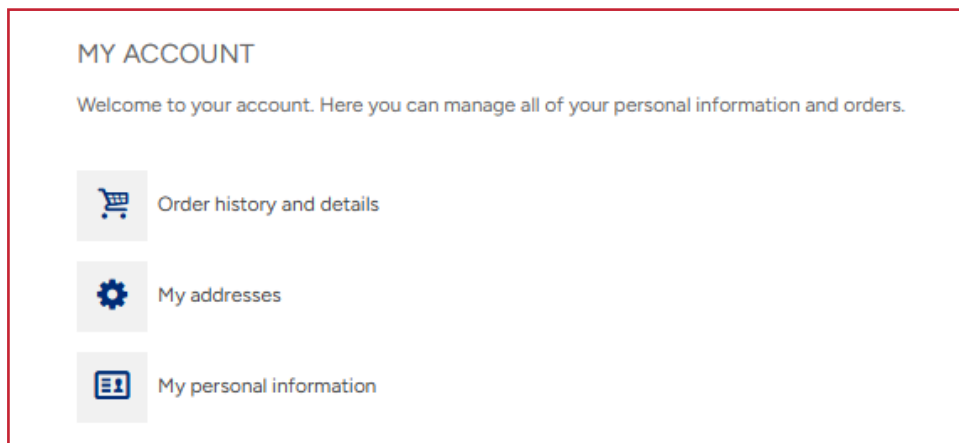
Additional Site Information

Additional information can be found in the header on the top right or in the footer.



My Account

The “My Account” link is where you can see your order history and manage any additional addresses you have added.



In order history you will:

- Be able to see the status of your order.
- See tracking information.
- See details of the order.
- Quickly reorder a previous order by clicking Reorder to add all items; then you can change quantities or delete individual items in the New Order.

ORDER HISTORY 2025

Here are the orders you've placed since your account was created.

Show 10 entries

Search:

Order reference	Date	Total price	Shipping Address	Status	
TSBRASS-100005	8/15/2025 1:02:10 PM	\$59.98	Home Address	In Production	Details Reorder
TSBRASS-100004	8/7/2025 2:48:18 PM	\$59.98	Home Address	In Production	Details Reorder
TSBRASS-100002	8/7/2025 11:27:04 AM	\$29.60	T&S Brass and Bronze Work	Canceled	Details Reorder

Showing 1 to 3 of 3 entries

[First](#) [Previous](#) 1 [Next](#) [Last](#)

[Back to your account.](#)

[Home](#)

Manage your addresses by editing, deleting, or adding new.

MY ADDRESSES

Please configure your billing and delivery addresses when placing an order. You may also add additional addresses, which can be useful for sending gifts or receiving an order at your office.

Your addresses are listed below.

Be sure to update your personal information if it has changed.

HOME ADDRESS

TSG SourcKey
123 Lincoln Way
Auburn CA 95603
US
9168781234

[Edit](#) [Delete](#)

[Add a new address](#)



Add new addresses as you need them. The “Address Label” is what you will see in the drop-down menu during the checkout process.

YOUR ADDRESSES

To add a new address, please fill out the form below.

*Required field

Address Label/ Nickname *

Name

Address Classification

Company

Address *

Address (Line 2)

City *

State/Province *

Zip/Postal Code *

Country *

United States

Phone *

Save

Privacy Policy

Here you will find The Sourcing Group’s privacy policy.

PRIVACY POLICY NOTICE
Effective: June 30, 2025

This document applies to all of The Sourcing Group (“TSG”) and its wholly owned subsidiaries D/B/A CarpeDiem Inc., Amplifii, SI Solutions, Greg Hough, and Brand Alliance. We place a high priority on maintaining the privacy and confidentiality of our customer’s personal information. In order to provide our services to you, we may collect, use and transfer personal information. This notice intends to help you understand our commitment to protecting this information at all times. We are providing this information to describe the data that we may process, and the situations where we may disclose that information to another party. Any questions or comments may be addressed to any member of our senior leadership team at 646-572-7520.

As part of our commitment, TSG will only disclose information to third parties directly involved in fulfillment activities for purposes of completing the transaction. We will only collect the minimum required information and will not disclose any of such to third parties for any purpose. The identities of authorized third parties will vary depending upon the material being ordered or manufactured but will be limited to authorized branded apparel manufacturers and printers as certified by TSG to deliver to the locations within the US and the EU.



Frequently Asked Questions - FAQs

FAQs

Everything you need to know about placing orders, shipping, and getting support. If you don't find your answer here, our Customer Service team is happy to help.

How do I place my order?

Browse the site and add items to your cart. During checkout, sign in, enter your shipping and billing addresses, select a shipping method, and confirm your payment to place your order.

How do I see my shopping cart?

Click on the "Shopping Cart" button in the upper right-hand corner of the screen.

How do I manage my addresses?

Go to "My Account" > "My Address" to add or manage your shipping and billing addresses. You can also enter a new address during checkout by selecting "Enter a Custom Location." If your billing and shipping addresses differ, both will need to be entered.

How can I confirm my order was placed?

You'll receive an order confirmation email immediately after placing your order. You can also check your status at any time by logging into your account under "Order History."

What are the shipping fees?

Shipping is calculated based on item weight and destination. Expedited shipping fees are based on FedEx rates at the time of order. We recommend reviewing the shipping map before selecting your method — ground shipping is preferred and is usually the most efficient option.

What if I need to make changes?

All sales are final. If you believe an error was made, please contact our Customer Service team with your order number and we will follow up within 24 hours to confirm if your change can be made.

When will I get my order?

In-stock items are processed and shipped within 1–2 business days. On-demand orders have a 7–10 day production period. FedEx tracking will be provided once your shipment has been processed.

My question wasn't answered here.

Our Customer Service team is happy to help with any additional questions or concerns. Use the link below to get in touch.

How do I contact Customer Support?

Visit our [Customer Service page](#) for full support options, hours, and resources.

Customer Service

CUSTOMER SERVICE HOURS

Monday – Friday, 9:00 AM – 4:30 PM ET

We strive to respond to all inquiries within 24 hours. Messages received on Friday afternoon may not be addressed until the following business day. If you reach our voicemail, please leave a message and we will return your call as soon as possible.

Before reaching out, you may find a quick answer in one of our resources:

→ [Frequently Asked Questions](#)

→ [Return Policy](#)

PHONE

717-968-3849

EMAIL

HYDACCS@thesourcinggroup.com

