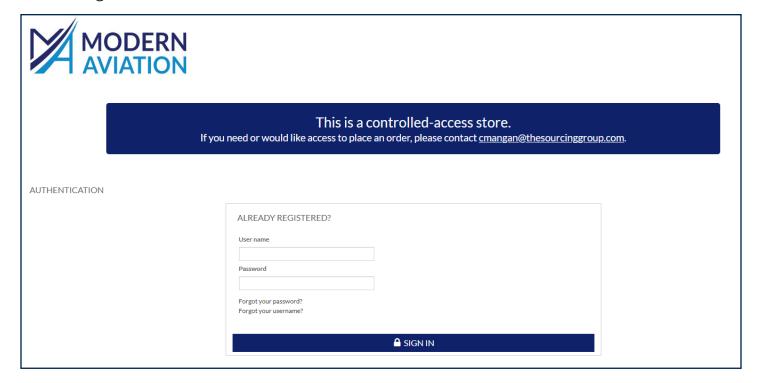
# Modern Aviation Ordering Guide

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

# Login

Go to: modern-aviation.tsgsourcekey.com

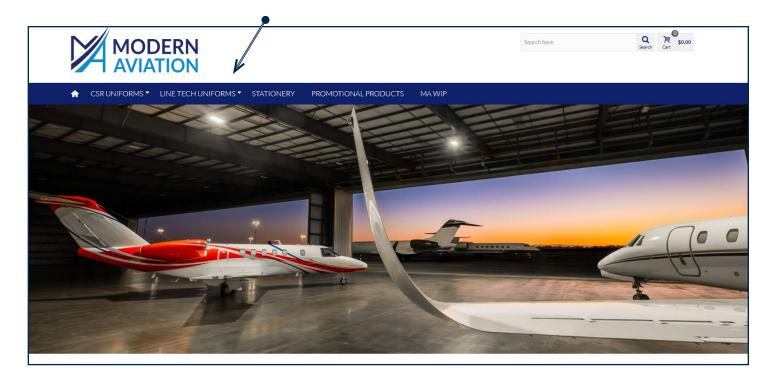
- Type in your username and password.
- · Click Sign In.



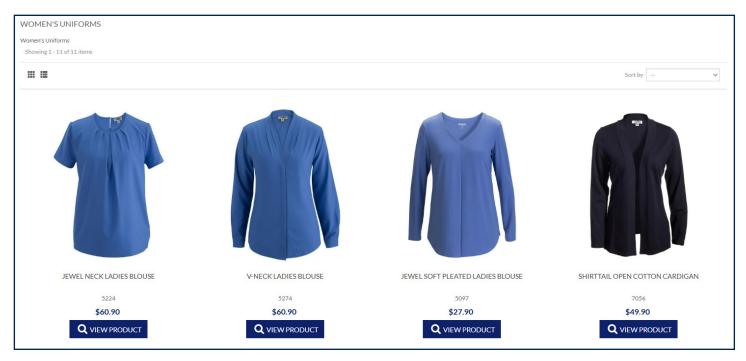


# Placing an Order

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.

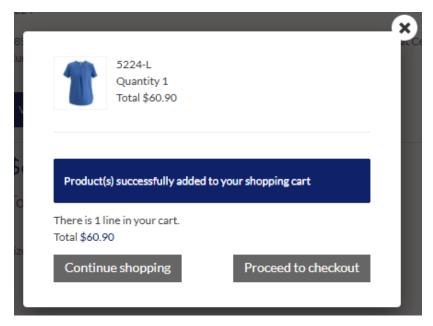




To view the size chart for an apparel item, click on "View Size Chart". Select your size then add quantity you would like to order and "Add to Cart".



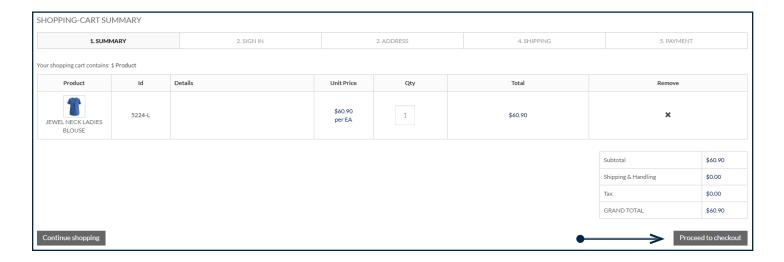
If you need to add more items to your chopping cart, click on "Continue Shopping". If you are ready to checkout, click on "Proceed to Checkout".





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.

Once you are satisfied, click on "Proceed to Checkout".

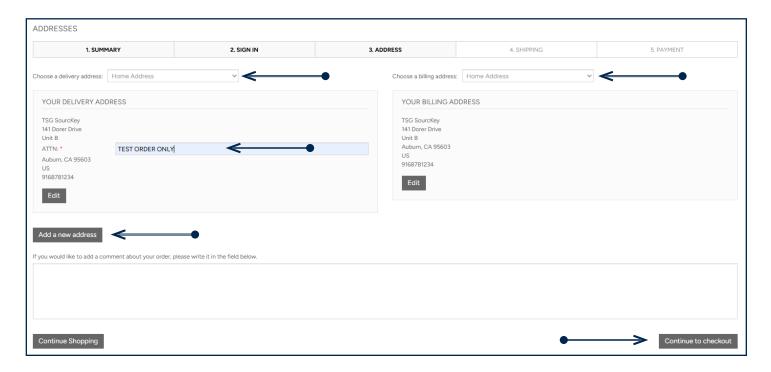


Select your address from the drop-down (you may only have one option). Add an attention line. Select your Billing Base Code from the drop-down (you may only have one option). Add any order comments and click on "Continue to Checkout".

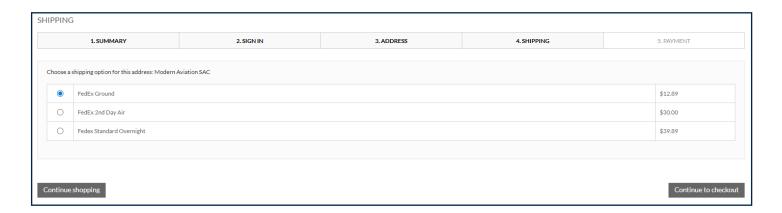




Select your address from the drop-down or "Add a New Address" if you do not see the one you need. Add an attention line. Your billing address must match the address on file with your credit card company. Add any order comments and click on "Continue to Checkout".



Select your shipping service then click on "Continue to Checkout".





This is the final review of your order.

• Add a purchase order number if applicable.

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 cmangan@thesourcinggroup.com.





## **Additional Site Information**

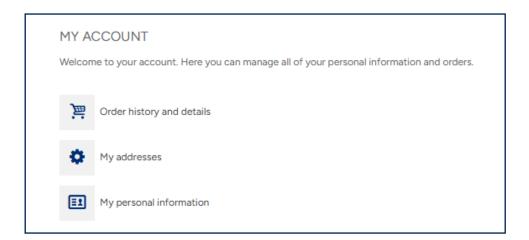
Additional information can be found in the header on the top right or in the footer.





## My Account

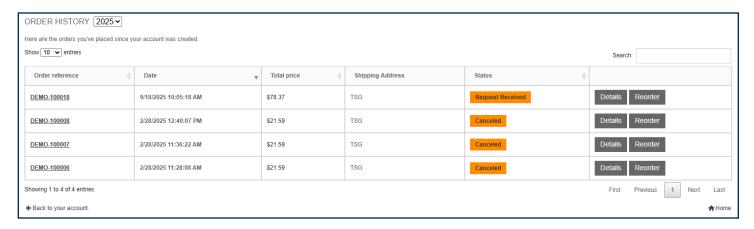
The "My Account" link is where you can see your order history and manage any additional addresses you have added.





#### In order history you will:

- Be able to see the status of your order.
- See tracking information.
- See details of the order.
- Quickly reorder, by add all items from the order to your shopping cart.



## **Privacy Policy**

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

#### PRIVACY POLICY NOTICE

Effective: June 30, 2023

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

If you do not find an answer here contact cmangan@thesourcinggroup.com.



#### Customer Service



