

US Silica Apparel and Promo Ordering Guide

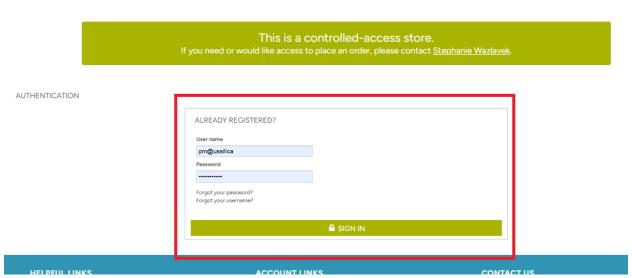
You may reach the TSG customer service representative Monday - Friday

from 9:00 am to 4:30 pm ET at 410-808-7640 or at ussilica@thesourcinggroup.com

Login Using the Credentials Provided

If you do not have any credentials and need to access the system please reach out to Vero Brown at <u>346-387-4011</u>, <u>BrownV@ussilica.com</u> or Carrie Lueker at <u>281-505-4244</u>, lueker@ussilica.com

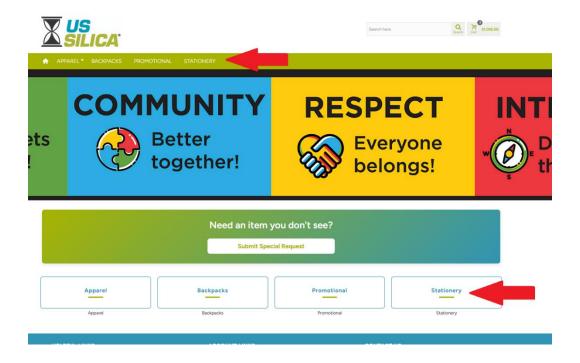






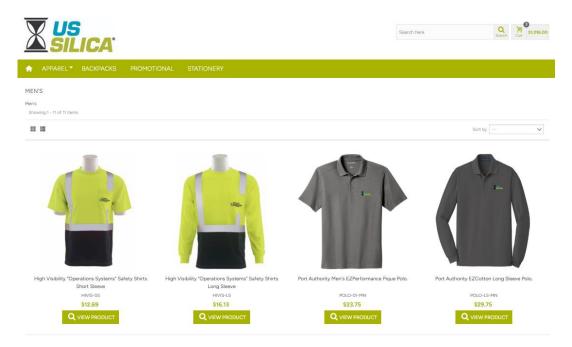
Placing an Order

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.





Select the quantity you would like to order and "Add to Cart". You can add all the different sizes in one selection if you see the Grid...





HIGH VISIBILITY "OPERATIONS SYSTEMS" SAFETY SHIRTS SHORT SLEEVE

Description update: UNISEX Type R, Class 2 Long sleave tigh visibility shirt with reflective tape, back bottom and left chest pocket. 10-15 days for production.



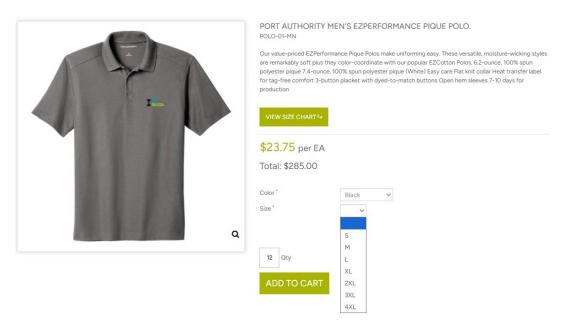
ш	Oty
HMS-SS-S	а
HIVIS-SS-M	0
HIVS-SS-L	o o
HIVIS-SS-XL	a
HIVIS-SS-DIL	0
HIVIS-SS-3X8.	а
HIVIS-535-4X0.	a
HIVIS-SS-SML	0

Total of all items: \$0.00

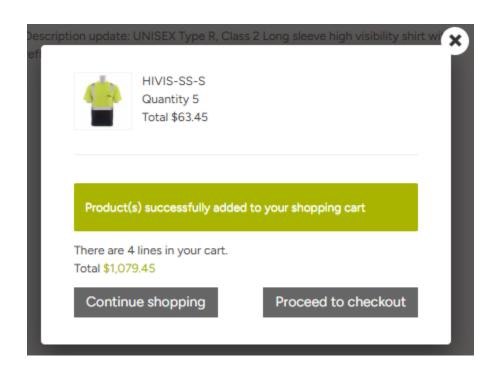
ADD ALL TO CART

....or choose by size if you have a drop down.





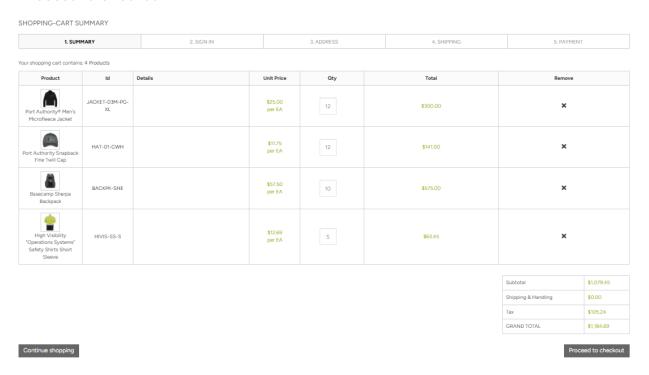
If you need to add more items to your chopping cart, click on "Continue Shopping". If you are ready to checkout, click on "Proceed to Checkout".



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".

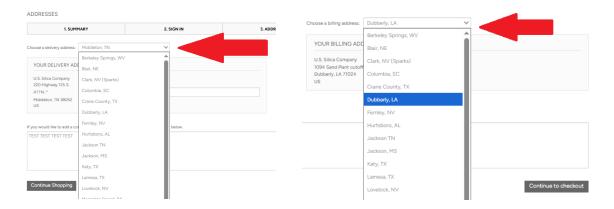


If any order does not meet the minimum required quantities the system will let you know to update the exact item and what the minimum quantities are.

SHOPPING-CART SUMMARY							
1. SUMMARY	2. SIGN IN	3. ADDRESS	4. SHIPPING	5. PAYMENT			
Product 'High Visibility "Operations Systems" Safety Shirts Short Sleeve' minimum order quantity is 24.00							



Select an address from the drop-down, add an attention line. Select the Billing Location that this order should be tracked under. Add any order comments and click on "Continue to Checkout".



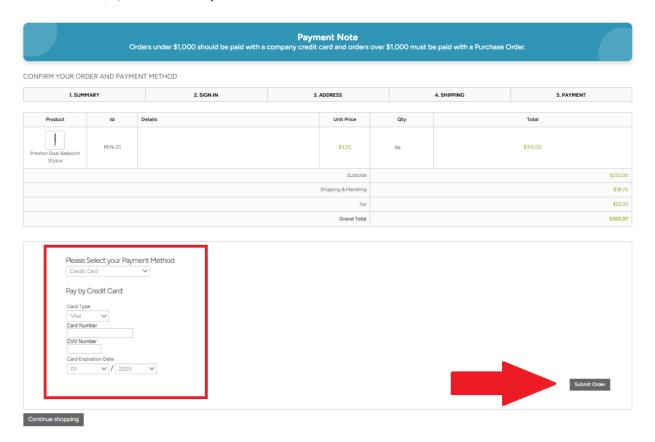
Please note at this time, FedEx ground is the only shipping option available. If you need expedited shipping, please contact ussilica@thesourcinggroup.com. Click on "Continue to Checkout".



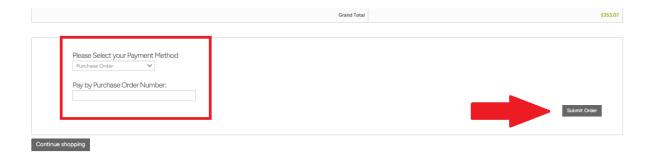
Payment



VERY IMPORTANT: Orders under \$1,000 should be paid with a company credit card and orders over \$1,000 must be paid with a Purchase Order.



If a Purchase Order is needed, head over to the US Silica system and *create a NEW order* using **VENDOR ID 10142987** (The Sourcing Group LLC). Once your PO number is issued, return to your order and place the number in the field below.



If your order looks correct, click on "Submit Order" and your order is Complete.



You will receive an email confirmation with the details of your order.

Order Receipt - USS-100002



If there are problems with how this message is displayed, click here to view it in a web browse

**** CAUTION **** This email originated outside of TSG. Do not click links or open attachments unless you verify the sender and know the content is safe

Order ID: USS-10000
Order Date: 7/29/2025
Order Type: Standard
Submitted By: pm@ussilica

Order Comments:
TEST TEST TEST TEST

Order Items

Product Id:	Name:	Unit Price:	Quantity:	Total Price:
JACKET-03M	Port Authority® Men's Microfisece Jacket	\$25.00	12 x 1	\$300.00
HAT-01	Port Authority Snapback Fine Twill Cap	\$11.75	12×1	\$141.00
BACKPK-SHE	Basecamp Sherpa Backpack	\$57.50	10×1	\$575.00
HIVIS-SS	High Visibility "Operations Systems" Safety Shirts Short Sleeve	\$12.69	24×1	\$304.56

Subtotal:	\$1,320.56
Shipping & Handling:	\$99.37
Sales Tax:	\$138.44
Discount:	\$0.00
Grand Total:	\$1,558.37

Thank you for your order.

Thank you!