

**INTRO ON NEW NISOURCE SITE  
AND HOW TO ORDER GARMENTS  
WITH THE 811 LOGO FOR YOUR  
AREA**

**[www.nisource.arrowuniform.com](http://www.nisource.arrowuniform.com)**



**Know what's below.  
Call before you dig.**



# ANNOUNCING NEW UPDATES TO THE NISOURCE UNIFORM WEBSITE

We are happy to announce the updated [www.nisource.arrowuniform.com](http://www.nisource.arrowuniform.com) website to all NiSource divisions. Here are some of the exciting updates and improvements we have made for your convenience:

1. You can now select the 811 logos for a Right Sleeve application in addition to your Left Chest company logo applications. (See all approved 811 logos on the last few pages of this power-point.)
2. You can now preview your embellishments prior to adding them to your CART.
3. By ensuring that you have added your email address to the “Ordered By” information page, you will now receive an emailed Order Confirmation that will serve as your Receipt for your order and will show you all the details of the order.
4. You will have more selection of approved products for your division throughout the year as well as recommended products based on best availability and quickest turnaround times, etc.





# ANNOUNCING NEW UPDATES TO THE NISOURCE UNIFORM WEBSITE

6. All USERNAMES now begin with a uppercase “U” in front of the number when logging in to the updated site. All passwords have remained the same.

**Make sure you add a “U” in front of your username # if you don’t already have a “U” as part of your username.**



**Returning Customers**

Username  
U123456

Password

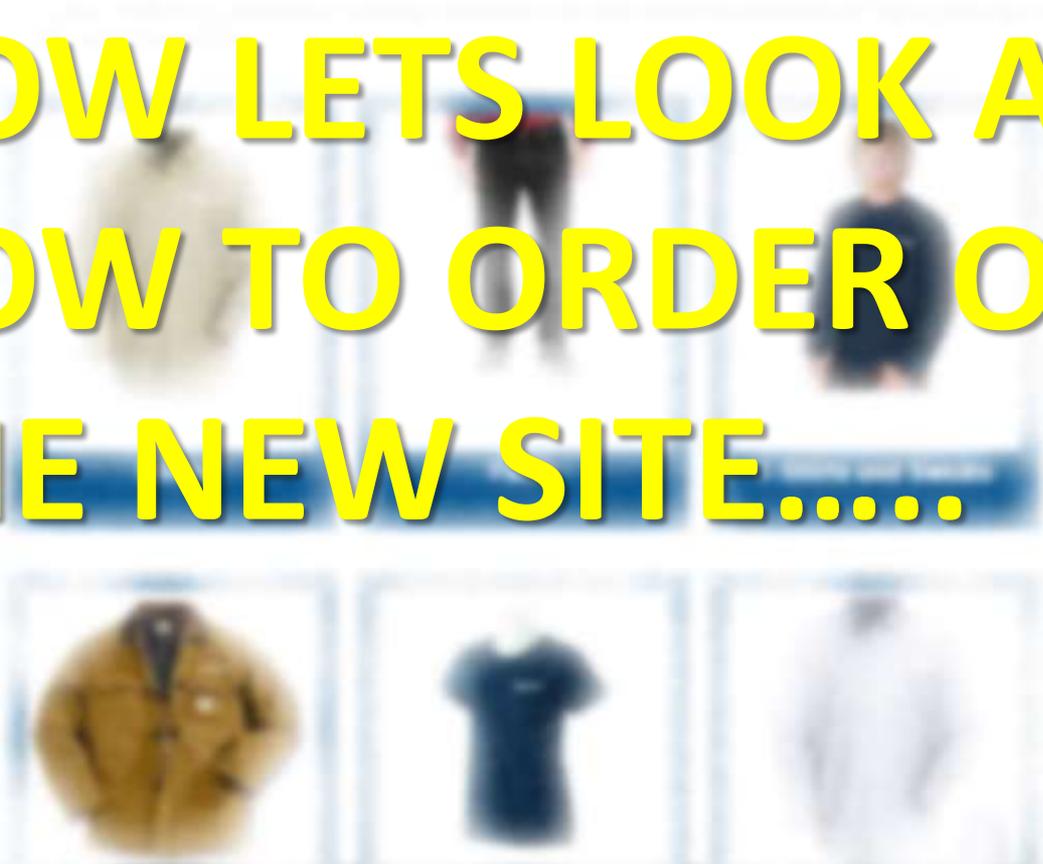
Log In

[Forgot Username or Password?](#)



# NOW LETS LOOK AT HOW TO ORDER ON THE NEW SITE.....

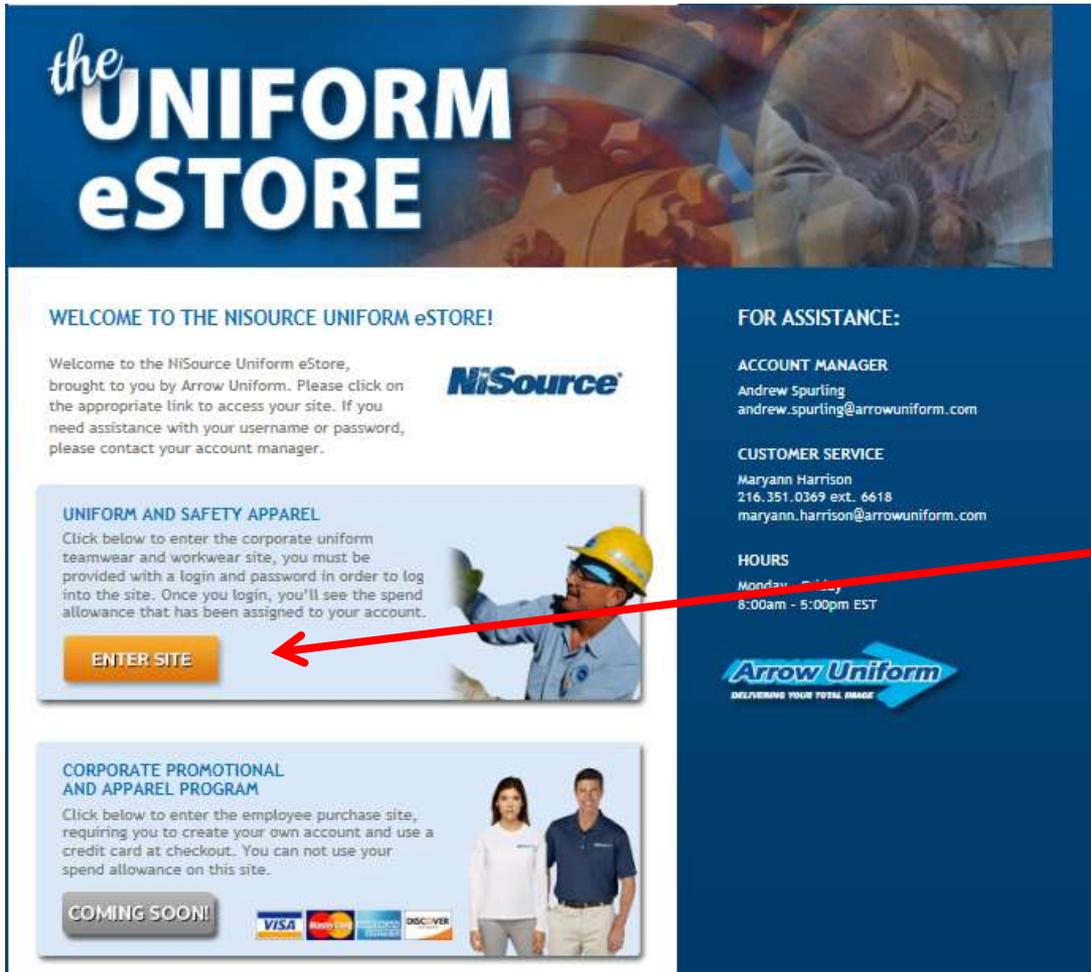
- Home
- Products
- 1. Men's and Boy's
- 2. Women's
- 3. Big & Tall
- 4. Kids
- 5. Workwear
- 6. Safety
- 7. Accessories
- 8. Contact Us



# How To Order Garments with the Left Chest Company Logo Options and the Right Sleeve 811 Logo options



# Instructions for Ordering Garments with the 811 Logos (Ordering on New NiSource 2.0 website = [www.nisource.arrowuniform.com](http://www.nisource.arrowuniform.com))



The screenshot shows the top of the NiSource Uniform eSTORE website. At the top left, it says "the UNIFORM eSTORE" in large white letters on a blue background. Below this is a "WELCOME TO THE NISOURCE UNIFORM eSTORE!" section with a paragraph of text and the NiSource logo. To the right is a "FOR ASSISTANCE:" section with contact information for an account manager and customer service. Below the welcome message are two main sections: "UNIFORM AND SAFETY APPAREL" and "CORPORATE PROMOTIONAL AND APPAREL PROGRAM". The "UNIFORM AND SAFETY APPAREL" section has an "ENTER SITE" button, which is highlighted with a red arrow. The "CORPORATE PROMOTIONAL AND APPAREL PROGRAM" section has a "COMING SOON!" button and logos for Visa, MasterCard, American Express, and Discover. At the bottom right of the page is the Arrow Uniform logo with the tagline "DELIVERING YOUR TOTAL IMAGE".

**the UNIFORM eSTORE**

**WELCOME TO THE NISOURCE UNIFORM eSTORE!**

Welcome to the NiSource Uniform eStore, brought to you by Arrow Uniform. Please click on the appropriate link to access your site. If you need assistance with your username or password, please contact your account manager.

**NiSource**

**FOR ASSISTANCE:**

**ACCOUNT MANAGER**  
Andrew Spurling  
andrew.spurling@arrowuniform.com

**CUSTOMER SERVICE**  
Maryann Harrison  
216.351.0369 ext. 6618  
maryann.harrison@arrowuniform.com

**HOURS**  
Monday - Friday  
8:00am - 5:00pm EST

**Arrow Uniform**  
DELIVERING YOUR TOTAL IMAGE

**UNIFORM AND SAFETY APPAREL**  
Click below to enter the corporate uniform teamwear and workwear site, you must be provided with a login and password in order to log into the site. Once you login, you'll see the spend allowance that has been assigned to your account.

**ENTER SITE**

**CORPORATE PROMOTIONAL AND APPAREL PROGRAM**  
Click below to enter the employee purchase site, requiring you to create your own account and use a credit card at checkout. You can not use your spend allowance on this site.

**COMING SOON!**

VISA MasterCard AMERICAN EXPRESS DISCOVER

**Arrow Uniform**  
DELIVERING YOUR TOTAL IMAGE

**Step 1:**  
Go to: [www.nisource.arrowuniform.com](http://www.nisource.arrowuniform.com)

**Step 2:**  
Click on the "UNIFORM AND SAFETY APPAREL"  
Enter Site button



# Instructions for Ordering Garments with the 811 Logos



## Welcome to the NiSource Online Uniform eStore



Arrow Uniform is proud to partner with NiSource for all your Apparel and Safety Gear needs. Once you login you will see a wide selection of products from some of the most reputable and recognized brands in the industry.

Questions? Download a copy of your account User Manual.

Please click here to view. 

To obtain a username and password to the corporate apparel and safety site, please contact your national program administrator Maryann Harrison at 216-351-0369, Ext. 6618, or [maryann.harrison@arrowuniform.com](mailto:maryann.harrison@arrowuniform.com)

### Returning Customers

Username

Password

Log In

[Forgot Username or Password?](#)

**Enter your username and password. Please note that ALL usernames will begin with a "u" and then your number.**



# Instructions for Ordering Garments with the 811 Logos



Name: Nisource Test User  
Annual Balance: \$500.00



[Update PCard](#) [Manage Employees](#) [Add Employee](#) [Annual Report](#)

## Arrow Uniform's Online Store Proudly Serving Nisource

Arrow Uniform is pleased to partner with NiSource and offer the customized items pictured on this website. Thank you for your partnership.



Shirts



Pants



T-Shirts and Sweats



Outerwear



Women's



Big & Tall

Click on a garment category to view a listing of all garment styles in that category.



# Instructions for Ordering Garments with the 811 Logos

Name: Nisource Test User  
Annual Balance: \$500.00



DELIVERING YOUR TOTAL IMAGE

Shirts | Update PCard | Manage Employees | Add Employee | Annual Report

Shirts

1 2 3 next

**Best Seller**



**363807 Nike golf dri fit micro pique polo Starting At \$32.28**  
STYLE: 363807NiSource2

- Stay cool when things heat up.
- Engineered with Dri-FIT fabric which provides moisture management technology.
- This comfortable micro pique polo has an exceptionally soft hand.
- The design features a flat knit collar three-button placket open hem sleeves.
- The contrast Swoosh design trademark is embroidered on the left sleeve.
- Made of 4.4-ounce 100% polyester.

| details...



**373749 Nike golf pebble texture polo Starting At \$28.88**  
STYLE: 373749NiSource2

- An understated pebble texture meets high-performance moisture -wicking from Dri-FIT fabric in this Nike Golf style.
- Designed to keep you comfortably dry features include a self-fabric collar two-button placket and open hem sleeves.
- Pearlized buttons are selected to complement the shirt color.
- The contrast Swoosh design trademark is embroidered on the left sleeve.
- Made of 3.9-ounce 100% polyester.

| details...



**3900 Bella & Canvas unisex triblend cardigan Starting At \$22.08**  
STYLE: 3900NiSource2

HOME / CART

Home

View Cart

ACCOUNT MANAGEMENT

My Orders

Change Password

Sign Out

OTHER INFO

Measuring Instructions

Click on the garment you are interested in purchasing. Once you are on that specific garment page, you will then enter your Size, Color, Select Your Embellishments, Enter Quantity, and then Add To Cart.



# Instructions for Ordering Garments with the 811 Logos

**G240NiSource2**  
**G240 Mens Long Sleeve T-Shirt Starting At \$7.64**

- 100% preshrunk cotton
- Double-needle stitching throughout
- Taped shoulder-to-shoulder
- Ribbed cuffs

**\$7.64**

Select A Color

LIGHT BLUE



Size

L

• Please select a left chest logo for your division

[Select One]

• Please select a right sleeve 811 logo for your division

[Select One]

**First select your Color and Size.  
Then select which Embellishment  
Options you want for your specific  
division of NiSource.**



# Instructions for Ordering Garments with the 811 Logos



View Larger

Size

\* Please select a left chest logo for your division

[Select One]

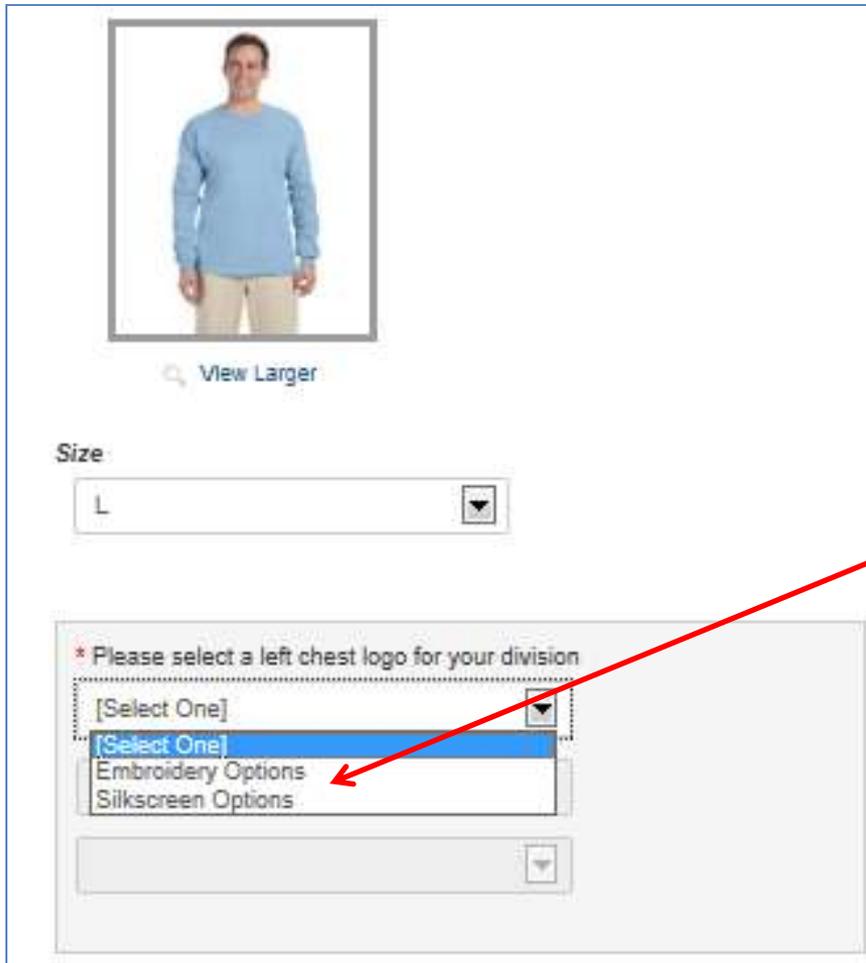
\* Please select a right sleeve 811 logo for your division

[Select One]

After selecting your size, you will see 2 embellishment boxes pop up asking you to select a “Left Chest Logo” and a “Right Sleeve 811 Logo” for your specific division of NiSource.



# Instructions for Ordering Garments with the 811 Logos



The screenshot displays a web interface for ordering garments. At the top left, there is a product image of a man wearing a light blue long-sleeved shirt and khaki pants. Below the image is a magnifying glass icon and the text "View Larger".

Below the image, there is a "Size:" label followed by a dropdown menu showing "L".

Below the size selection, there is a section titled "\* Please select a left chest logo for your division". This section contains a dropdown menu with the following options: "[Select One]", "[Select One]", "Embroidery Options", and "Silkscreen Options". A red arrow points from the yellow text box on the right to the "Embroidery Options" option in the dropdown menu.

Below the logo selection, there is another empty dropdown menu.

**\*Make sure that you select the correct embellishment type you want for your shirt. T-shirts and Sweatshirts have the option for either a Silk Screen application or an Embroidery application. All other garments just have an Embroidery Only option. Whichever type of embellishment you choose for your Left Chest application, you will want to choose the same type for the 811 logo as well.**

# Instructions for Ordering Garments with the 811 Logos

\* Please select a left chest logo for your division

Silkscreen Options

[Select One]

[Select One]

- Columbia Gas of Kentucky
- Columbia Gas of Maryland
- Columbia Gas of Massachusetts
- Columbia Gas of Ohio
- Columbia Gas of Pennsylvania
- Columbia Gas of Virginia
- Columbia Gas Transmission
- Columbia Gulf Transmission
- Columbia Pipeline
- Cosroads Pipeline
- NIPSCO
- NiSource - Printing & Inserting
- NiSource Gas Training
- NiSource Midstream

division

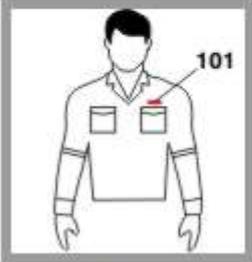
Qty

\* Please select a left chest logo for your division

Silkscreen Options

Columbia Gas of Kentucky

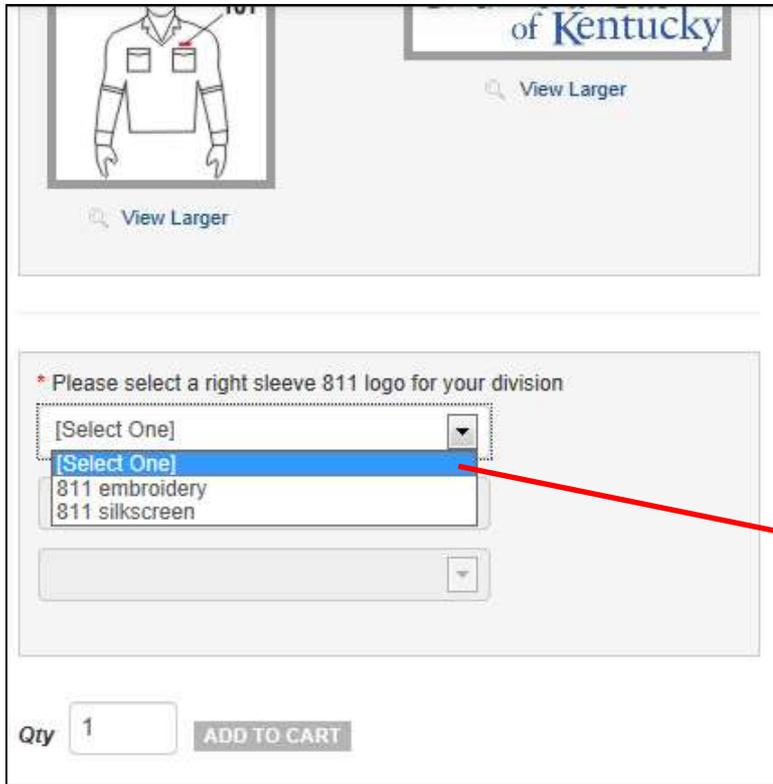
Silkscreen - Columbia Gas of Kentucky

 101



Once you have selected your embellishment type, then click on the next drop down field to select your division. This will then allow you to see all the specific embellishments that are currently available for your division in the Left Chest location.

# Instructions for Ordering Garments with the 811 Logos



of Kentucky

View Larger

View Larger

\* Please select a right sleeve 811 logo for your division

[Select One]

[Select One]

811 embroidery

811 silkscreen

Qty 1

ADD TO CART

Once you have selected your Left Chest company division logo application, you will then select your Right Sleeve 811 Logo application.

\* Please select a right sleeve 811 logo for your division

811 silkscreen

Columbia Gas of Kentucky

811 silkscreen - CGK (1-8349-110 )



110

View Larger

View Larger

**Kentucky 811**

The logo preview will help you ensure that you are selecting the correct version of logo for the style and color of garment you are selecting.

# Instructions for Ordering Garments with the 811 Logos

[Cart](#) > [Billing / Shipping](#) > [Payment](#) > [Confirm](#)

| Qty  | Description  | Unit Price | Price  | Remove  |
|--|--|------------|--------|---|
| 1  | <b>G240 Mens Long Sleeve T-Shirt Starting At \$7.64</b>  |            |        |   |
|  | <b>L-CTN LS T-SHIRT</b><br>(LIGHT BLUE) (L)<br>SKU:NiSource2G240-LIGHT BLUE-L                      | \$7.64     | \$7.64 |   |
|  | <b>Silkscreen - Columbia Gas of Kentucky (1-7602-1)</b><br>(PERSONALIZATION) (N/A)<br>SKU:1-7602-1 | \$1.00     | \$1.00 |  |
| <b>811 silkscreen - CGK (1-8349-110 )</b><br>(PERSONALIZATION) (N/A)<br>SKU:1-8349-110-CGK | \$1.00   | \$1.00     |        |   |

[Update Cart](#)

[Continue Shopping](#)

**Subtotal: \$9.64**

**This is how the garment would look in the CART showing both the Left Chest logo and the new 811 Logo.**



# AN EMAIL ORDER CONFIRMATION WILL NOW SERVE AS THE PURCHASE RECEIPT



- ✓ An Order confirmation will be emailed to the USER within minutes of the order submission and can also go to an assigned ADMIN, via email as well. This confirmation will now serve as the Purchase Receipt for the order.



# Questions?

## the UNIFORM eSTORE

### WELCOME TO THE NISOURCE UNIFORM eSTORE!

Welcome to the NiSource Uniform eStore, brought to you by Arrow Uniform. Please click on the appropriate link to access your site. If you need assistance with your username or password, please contact your account manager.



#### UNIFORM AND SAFETY APPAREL

Click below to enter the corporate uniform teamwear and workwear site, you must be provided with a login and password in order to log into the site. Once you login, you'll see the spend allowance that has been assigned to your account.



ENTER SITE

#### CORPORATE PROMOTIONAL AND APPAREL PROGRAM

Click below to enter the employee purchase site, requiring you to create your own account and use a credit card at checkout. You can not use your spend allowance on this site.



COMING SOON!



### FOR ASSISTANCE:

#### ACCOUNT MANAGER

Andrew Spurling  
andrew.spurling@arrowuniform.com

#### CUSTOMER SERVICE

Maryann Harrison  
216.351.0369 ext. 6618  
maryann.harrison@arrowuniform.com

#### HOURS

Monday - Friday  
8:00am - 5:00pm EST



## CUSTOMER SERVICE

Maryann Harrison  
216.351.0369 ext. 6618  
maryann.harrison@arrowuniform.com

## HOURS

Monday - Friday  
8:00am - 5:00pm EST



# Instructions for Ordering Garments with the 811 Logos (Manual Order Process – Phone or Email)

## CALLING OR EMAILING YOUR ORDERS IN TO ARROW UNIFORM:

1. Write down the garment options you wish to purchase from the current website/e-catalog offering from [www.nisource.arrowuniform.com](http://www.nisource.arrowuniform.com) and contact Arrow Customer Service at **888-332-7769** or Via Email at [customer.service@arrowuniform.com](mailto:customer.service@arrowuniform.com) to place your order over the phone. (You will need to have your P-card or personal credit card information ready in order to complete the transaction).
2. You will need to reference the following information for the Arrow CS Rep to correctly order what you need:
  - \*We need the Item # of each garment you want to purchase
  - \*We need the Size, Color, and Quantity you want in each garment
  - \*We need to know what division you work for
  - \*We need to know if you want the Silk Screen/Heat Transfer logos or the Direct Embroidery logos for your garments
3. You will receive an email with an electronic order form confirmation attached to the email. This will serve as your receipt of the purchase.
4. Use the attached 811 Logo guide below to reference for which options are available.



# 811 Logo Embroidery Options for Right Sleeve Applications on All Color garments



Tape# 7-11987-110 (Design #005VRZ)



Tape# 7-11990-110 (Design #005VSK)



Tape# 7-12790-110 (Design #00838U)



## 811 Logo Silk Screen Options for Right Sleeve Applications - Kentucky (T-shirts and Sweatshirts only)



Trade #1-8350-110 (Design #00809Q)



*\*For application on Dark colored garments.*

Trade #1-8349-110 (Design #007QLR)



*\*For application on Light colored garments.*

# 811 Logo Silk Screen Options for Right Sleeve Applications - Virginia (T-shirts and Sweatshirts only)

Trade #1-8352-110 (Design #00821C)



*\*For application on Dark colored garments.*

Trade #1-8351-110 (Design #007UYR)



*\*For application on Light colored garments.*



# 811 Logo Silk Screen Options for Right Sleeve Applications – General 811 Logo Option (T-shirts and Sweatshirts only)

Trade #1-8354-110 (Design #008B4G)



*\*For application on Dark colored garments.*

Trade #1-8353-110 (Design #007QLH)



*\*For application on Light colored garments.*

