

# Smart Brand Deals – Ordering & Fulfillment Process

## Catalog Review

We provide detailed product catalogs for you to review. Once you've selected the items you'd like to purchase, we'll issue a Purchase Order (PO) form to complete.

## PO Verification

After receiving your PO, we verify all SKUs and quantities directly with the brand and/or vendor to ensure accuracy and confirm availability.

## Invoice & Payment

Once the order is confirmed, we move forward with the brand/vendor. An invoice will then be issued to you – typically the same day, but no later than **5–7 business days**.

## Prep & Fulfillment

After the order is placed, our warehouse team will provide onboarding information to prepare for the arrival and handling of your inventory.

## Lead Times

Please allow **7–14 business days** from the time the order is placed for products to arrive at CPS

