PREMIER PACKAGING WEB PORTAL
GETTING STARTED GUIDE

FEATURES
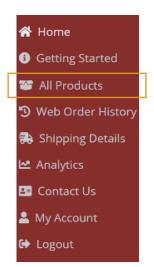
Order Analytics

Order Directly Online

Price List Export

Shipping Status and Reports

And More!

PREMIER
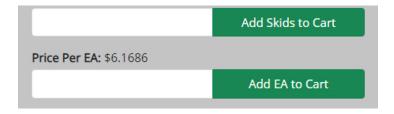## PACKAGING

Contact Your Local
Customer Service Representative
For More Information

ALL PRODUCTS

Order online using the All Products section - order by the skid or cases per each.

If you are ordering in skid quantity, enter your quantity in the # Of Skids/Cases to Order column and press Add Skids to Cart. If you're ordering in any other Unit of Measure enter your quantity in the # Of EA to Order column and press Add EA to Cart.
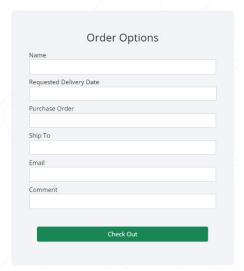
- Alternatively, you may enter the quantities and press Add All to Cart without needing to press Add to Cart multiple times.
- If you receive a Restock Prompt when adding an item to the cart, this means that the quantity available has dropped below the re-order level. You may choose Yes if you wish to restock the item or No if you feel there is no longer a need to restock.
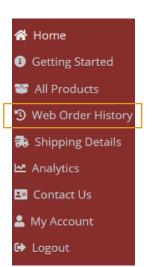
ItemID	Part	Item Name	Quantity	Type	Subtotal	
50171790	TRANSFER RIBBON	T-TRANSFER RIBBON	500	EA	$3,084.30	✕

Check Out:

You may delete an item by pressing the Red X or edit a quantity by typing a new quantity in the Quantity field.

- Please fill out the fields in the Order Options Area.
- Press the Check Out Button.
- You will be redirected to the home screen and prompted with the ability to print an Order Confirmation and you'll receive a copy automatically via email.
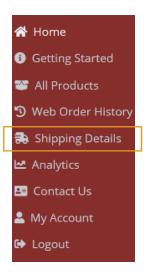
WEB ORDER HISTORY

See past orders submitted online.
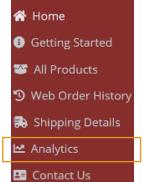- Reorder past web orders by selecting the "Reorder Past Web Orders" Icon.

📁 Reorder Past Web Orders

Export Order W_LLC5BV2 to PDF ⬇

Id	Web Order ID	Customer	Item Name	Qty	Purchase Order	Create Date
31655	W_LLC5BV2	CASTL	26 X 17 X 14 RSC 32ECT C KR	100		2020-12-28 15:05:51

Export Web Order W_rGJ24kd to PDF ⬇

Id	Web Order ID	Customer	Item Name	Qty	Purchase Order	Create Date
31374	W_rGJ24kd	CASTL	26 X 17 X 14 RSC 32ECT C KR	5		2020-12-04 16:28:02

SHIPPING DETAILS

Check shipment status, back ordered shipments or drop shipments.

| Shipment Status | Backordered Shipments | Drop Shipments | | | | | |

Search BOL: 🔍

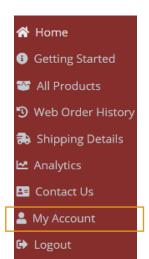| BOL #	Pallets Shipped	BOL Date	Tracking	Delivered?	Carrier	Customer	Shipped?
1554615	1	2022-03-08	Not Available	NO	BEST	HALDEX	YES
1555029	11	2022-03-04	Not Available	YES	BEST	HALDEX	YES
1550641	1	2022-03-01	Not Available	YES	BEST	HALDEX	YES
1550550	600	2022-02-24	Not Available	YES	BEST	HALDEX	YES
1546880	1	2022-02-22	Not Available	YES	TRUCK	HALDEX	YES
1552782	26	2022-02-22	Not Available	YES	BEST	HALDEX	YES

ANALYTICS

View order and invoice history, orders awaiting shipment, and open invoices.
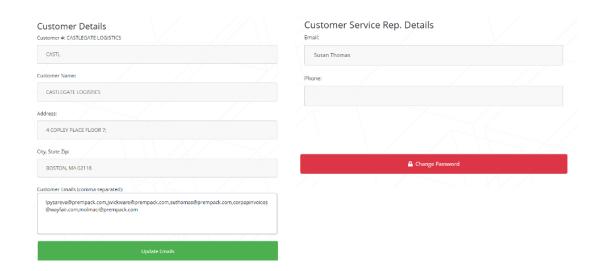- Export lines to a CSV file.

| Order History | Invoice History | Orders Awaiting Shipment | Open Invoices | Invoice Lines Export (CSV) | | | |

Search PO #: 🔍
Search Web Order #: 🔍

PO #	Web Order #	Order Date	Due Date	Product Name	Quantity	Price	
WF0023225		2022-04-22	2022-04-25	CASTL115323	1000	$3.216	
WF0023225		2022-04-22	2022-04-25	CASTL115321	1500	$3.024	
8353137		2022-04-22	2022-04-25	25 5252125	136	$16.68	
WF0023225		2022-04-22	2022-04-25	CASTL115325	625	$4.55	
2501445		2022-03-25	2022-03-28	GEEK87746SH	2	$47.89	
2501445		2022-03-25	2022-03-28	GEEK87755SH	2	$35.438	
wf0019906		2022-03-25	2022-03-28	castl115324	600	$3.713	
wf0020012		2022-03-25	2022-03-28	CASTL90003	1000	$0.932	

CONTACT US

Contact Us

Supply Chain Specialist	Customer Service Representative
Bruce Lindsey	Susan Thomas
blindsey@prempack.com	773-310-1316

MY ACCOUNT

Easily change your password and update emails for order confirmation.

Customer Details

Customer #: CASTLEGATE LOGISTICS

CASTL

Customer Name:

CASTLEGATE LOGISTICS

Address:

4 COPLEY PLACE FLOOR 7;

City, State Zip:

BOSTON, MA 02116

Customer Emails (comma separated):

lpysareva@prempack.com,jwickware@prempack.com,suthomas@prempack.com,corpapinvoices@wayfair.com,molmaci@prempack.com

Update Emails

Customer Service Rep. Details

Email:

Susan Thomas

Phone:

🔒 **Change Password**

Reach out to your Customer Service Representative for any questions or portal support. Contact your local Supply Chain Specialists for any quotes or pricing questions.

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