

## Bienali Promotions Information

Bienali Promotions is an Advertising and Promotional Products punchout catalog. They offer a variety of customizable promotional products ranging from Apparel, Bags & Totes to Computer, Phone & Music Accessories. They also offer Eco-Friendly products.

**IMPORTANT:** When ordering from Bienali, the desired artwork must be added to the requisition in PDF format as an External Attachment. Upon receipt of the PO, a vendor representative will be in contact with you to finalize the details of the order.

### Bienali Promotions Punchout Pointers

- Once an item is selected and added to the shopping cart, the quantity/price options will display by hovering over the price indicated.
- On the Decoration details page, the following details will be requested:
  - Imprint Method
    - If only one option, it will default to that method.
    - Different methods, if available, are different fees. This will show in the Order Summary once the method is selected.
  - Imprint Location
    - This is an optional field.
  - Imprint Color
    - This is a required field.
    - Imprint colors for selected item are listed in the production information under Imprint.
    - You may enter N/A. The sales representative will assist with artwork finalization, color selection and confirmation upon receipt of the PO with the desired artwork attached in PDF format as an External Attachment.
  - Decoration Instructions
    - This is an optional field.
- The Order Summary will detail the item price, quantity and artwork fee.
- Shipping does not need to be added to the order. That fee is figured into the product cost.