

SitOnIt • Seating®

ORDER MANAGEMENT

Streamlined Solutions for Every Large-Scale Project



What Makes Us Different?

Our Order Management Team is your trusted partner for handling complex, large-scale projects. With years of expertise and a proven track record, we ensure every project is delivered seamlessly and on schedule, setting us apart in the industry.

- Offering presale support to ensure we fully understand the customer's requirements
- Proactive and transparent communication at every stage
- Expertise in managing complex logistics and delivering innovative solutions when challenges arise
- End-to-end support for projects exceeding \$150 list

Our Order Management Model

Our evolution from quick-ship custom chairs to comprehensive turnkey solutions has paved the way for handling today's large-scale, multi-faceted projects. The modern Order Management Model integrates advanced tools and processes for streamlined execution.

Traditional Model:

- Rapid small-order fulfillment
- Single factory orders
- Short-term shipping

Modern Model:

- Multiproduct, multisite coordination for large projects
- Specific delivery dates and proactive monitoring
- Real-time tracking and updates leveraging advanced technology

Order Management Advocates

Each member of our Order Management Team plays a vital role in ensuring your project's success, combining expertise and dedication to meet your needs.

Presale Project Specialist (PPS): Collects critical project details to eliminate delays and ensure a clean order submission.

- Runs a Presale Order Fulfillment Check (POFC), which confirms part availability against delivery date requirement.
- Proactively reviews COM/COL or fabric compatibilities with product approvals on the product that is ordered.
- Validates that the TVR is current with the products ordered and valid.
- Provides truck capacity assessment for project.
- Notifies Finance early on regarding credit requirements.

Order Management Specialist (OMS): Manages projects post-order, serving as the primary contact for seamless coordination.

- Facilitates communication and manages the resources working on the order.
- Proactively maintains alignment at every stage of the order fulfillment process.
- Manages risks, anticipates any potential issues, and implements strategies to minimize their impact on the order's success.
- Provides regular updates regarding order status, including shipping and delivery details.
- Follows up post-installation and requests a survey.

Meet the Team

Our Order Management Team combines expertise, dedication, and a passion for precision.



Brett Geldert



Julie Whitley

Presale Project Specialists: ompps@exemplis.com



Katrina Baca



Alexis Lehman



Amanda Uribe



Ashley Brummel

Order Management Specialists: largeprojectsupport@exemplis.com

Delivering Real-World Results

From bustling universities to sleek corporate spaces, our Order Management Team has facilitated stunning transformations with SitOnIt Seating solutions.



Houston Community College

https://www.sitonit.net/press/project_spotlights/houston-community-college.html



San Diego State University

https://www.sitonit.net/press/project_spotlights/sdsu-library.html



Winston-Salem State University

https://www.sitonit.net/press/project_spotlights/winston-salem-state-university.html



California State University, Fullerton

https://www.sitonit.net/press/project_spotlights/visual-arts-building-csuf.html

Partner With SitOnIt Seating Today

Let us take the complexity out of your large-scale projects. Our Order Management Team is here to provide unmatched support, precision, and expertise from start to finish.

Contact us:

Presale Project Team: ompps@exemplis.com

Order Management Team: largeprojectsupport@exemplis.com

888.274.8664, press 2

Fill out the Project Form online [here](#)

SitOnIt • Seating®

For more information, please visit us at sitonit.net • tel (888) 274-8664 • fax (714) 995-4855 • sales@sitonit.net • 6415 Katella Avenue, Cypress, CA 90630

SitOnIt Seating is registered trademark of Exemplis LLC. ©2025 Exemplis LLC. #250218

Project Notification Form

The Order Management Team has created a position called the Presale Project Specialist (PPS). Our objective is to establish a strong relationship between the dealer's Project Manager and the Presale Project Specialist and serve as the liaison between our reps and dealers. The PPS will be the specific point of contact to manage the presale activities to the order entry process. The PPS' first point of contact for any project will be the SOI Sales Representative. This will occur when the project has been entered as it hits 75% closure rate and the revenue meets \$150k list price and above. Please do not profile a project until you are ready to have a PPS reach out to you and have a dialogue regarding critical information required to manage the project.

Dealership Name	Your Name
<input type="text"/>	<input type="text"/>
Dealer Contact Name	Dealer Portal login name
<input type="text"/>	<input type="text"/>
Dealer Contact Email	Your Email
<input type="text"/>	<input type="text"/>
End User	Dealer Portal login Email
<input type="text"/>	<input type="text"/>
Dealer List Amount	Company Name
<input type="text"/>	<input type="text"/>
Project Name	Expected PO Date
Project Name or Name of End User	<input type="text"/>
	<input type="text"/>
	Sales Stage
	Only submit if stage 3 or 4


Kindly inform us of the services you wish to obtain.

- | | |
|---|--|
| <input type="checkbox"/> Presale Order Fulfillment Check (POFC)
(Validate part availability for an upcoming order) | <input type="checkbox"/> Pre-quote truck capacity assessment (Analyze product specifications to determine trucks and overflow) |
| <input type="checkbox"/> AB qualification (Applies to chairs only; assembled in bag product with a carrier specializing in blanket wrap services) | <input type="checkbox"/> Smart Delivery Program (SDP) quote (Rate for a precise order delivery date and time) |

Comments

Please provide any extra details about this Large Order Project.

Please upload any associated documents



No files

Submit