

THE 10 STEPS OF STOREFRONT ORDERING FOR BUSINESS CARDS, STATIONERY AND PADS

STEP 1: Go to <http://www.educationorders.com/ut/login.aspx> and log into the site using your UT user name and the same password you use for ordering supplies from Office Max or Office Depot.

STEP 2: A page will appear with the following products available at this time:

- Business Cards
- Envelopes
- Letterhead
- Notepads

STEP 3: Client should click on the product they would like to order and fill in the information for the customized product.

STEP 4: Once information has been completed a PROOF SIGN-OFF statement will be viewable that indicates the client should check over the item to ensure that all information is correct. Client can then click on the “PDF Preview” button to download and view a visual copy of the product.

STEP 5: If information is incorrect, the client can close the visual PDF file and change in the correct data box. If information is correct, you should click the “I have proofed this item and approve it.” User must approve this item before the system will continue and then click on NEXT STEP at the bottom right of the screen.

STEP 6: Client will then enter quantities and be given a cost of the product. Then click on NEXT STEP at the bottom right of the screen.

STEP 7: Client will then be shown a screen that shows the following:

Description: Initials of Product (BC for Business Card)

Product: Product Description

ID: Product assigned an ID number for tracking

STEP 8: After printing out this screen or recording the ID number, you have three options. You may choose to print out the final PDF preview and then add to the shopping cart or just add to the shopping cart.

1) Add to shopping cart

- 2) Quit without saving
- 3) PDF preview

STEP 9: Client may choose to print out the final PDF preview and then add your purchase to the shopping cart or skip the preview and just add to the shopping cart. Once the product is in the shopping cart, the client will be given the opportunity to charge to one account or split the cost between two account numbers.

STEP 10: Printing plates will be produced and product will be printed. Client should expect product to be delivered in 10 business days.