

# **ONLINE ORDERING GUIDE**



#### URL: https://suffolk.fenwayprint.com

Email or Username	
Email or Username	
Password	
Password	
LOGIN	
Reset password	Create an account

#### LOGIN SCREEN

New Users - Create an account. Existing Users - Enter username and password and click Login. Forgot your password? - Click Reset password.

#### **NEW USER REGISTRATION**

Fill out all of the required fields marked with an asterisk.

The Site Group drop down selection refers to the college you belong to. When complete, click Create Account.

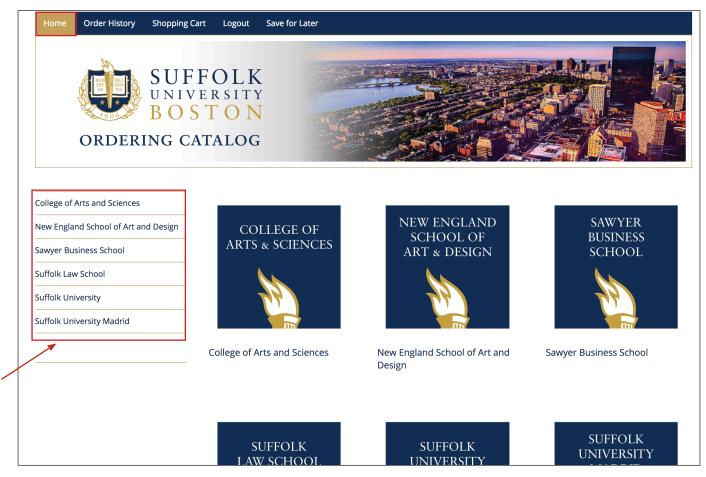
Create an Accour	t			
Please fill out the information below and click the "Create Account" button.				
General Information				
First Name *	Phone			
Last Name *	Cell Phone			
Email *	Fax			
Username *	Time Zones (UTC-05:00) Eastern Time (US & Canada)			
Title	Website			
Site Group *	Location			
	•			

# CATALOG

Once logged in, you will see the storefront.

In the storefront, you can place new orders, place reorders, and check order history.

Schools are listed on the left side as well as in the center. To view products associated to a specific school, click the icon or the text.



### **ORDER HISTORY**

The Order History tab lists all of your past orders including the order number, order date, and cost. Click the Reorder button to easily place an exact reorder.

College of Arts and Sciences	Order His	stor	V						x
New England School of Art and Design			<b>,</b>						
Sawyer Business School	Start Date		End Date		Order Status		Approval Sta	atus	Q
Suffolk Law School	2/20/2019	ä	3/20/2	019	All	•	All		•
Suffolk University	Ordered By		Billing To						
Suffolk University Madrid	Just My Orders	•				*	APF	PLY FILTERS	
Suffolk University Madrid	Just My Orders	•					APF		ு
Suffolk University Madrid	Just My Orders		nden N.	Orden Date	Ordered Du	4	* EXPAND /	ALL 🔀	
Suffolk University Madrid			rder Nu	Order Date	Ordered By				Pro
Suffolk University Madrid	Just My Orders	0	rder Nu 2647	Order Date 03/12/2019 16:45 PM	Ordered By Admin Suffolk	4	* EXPAND /	ALL 🔀	
	View Details	0		03/12/2019 16:45		SubTotal	Tax	ALL Shipping	Pro

# PLACING AN ORDER

For products that need personalization, follow the steps below:

Choose the product you wish to order.

Select your desired quantity and click Customize Order.

College of Arts and Sciences Business Card		
the set of set of the	Quantity 250 •	
	Price <b>\$58.00</b>	
Statistics and an and a statistical state	Ship To	
See I FINE OR FOR 133	Melissa Miller, Suffolk University, Office of 🔻	
SUFFOLK SUFFOLK SUFFOLK UNITATION DOTION ANTICIDATIONA	Additional Instructions	
	&	
	CUSTOMIZE ORDER	
DESCRIPTION	BACK TO CATALOG SHOPPING CART	

Fill out all of the required fields on the template marked with an asterisk.

**Be sure to select your schoool from the first drop down to generate the correct logo.** Click Update Preview to proof your newly created product. Be sure to check for any misspellings before continuing to checkout.

CONTACT INFORMATION Click "Update Preview" to see any edits. Select School *	Page Number:     Preview Size:       1     +       Standard +
Name * First Lastname Title Line One Title Title Title	STREET ADDRESS CITY, STATE ZIP CODE
Title Line Three           Phone *           1112223333           Phone Two Label           CELL:         ‡	@suffolk.edu suffolk.edu
Phone Two 4445556666	

Once you have proofed your product, check the "Yes I approve" box and add it to your cart.



# **SHOPPING CART & CHECKOUT**

Once added to your cart, you can do all of the following:

Select the delivery address and method, continue shopping, proceed to checkout, copy the product so it duplicates in your cart, save the product to order later, or remove the product from your cart entirely. All of these options are highlighted below.

Shopping Cart						
Shipping Address	Ship To	ORDER SUMMARY				
Melissa Miller Marketing Operations Coordinator	Melissa Miller, Suffolk University, Office of Marketing 🔻	3 products shipping to 1 location Items : \$174.00				
Suffolk University	Shipping options	Shipping : \$0.00				
Office of Marketing & Communications 73 Tremont Street 11th Floor	Fenway driver \$0.00	Total Before Tax : \$174.00				
Boston, MA 02108 617.573.8098	Ship items to separate addresses	Order Total : \$174.00				
mmiller7@suffolk.edu						
		PROCEED TO CHECKOUT				
Business Ca	rts and Sciences 250 \$58.00 rd	SAVED FOR LATER				
SUPERIX SUPERI		You have 1 item saved for later				
	DUPLICATE SAVE FOR LATER EDIT REMOVE	VIEW SAVED ITEMS				
Job Item Name						
FIRST LASTNAME						
Details						
Quantity = <b>250</b>						

Please enter a GL code.

All orders are invoiced. Click Checkout to complete your order.

Checkout			
Please fill out the following information before completing your order.			
GL Code *	ORDER SUMMARY		
	3 products shipping to 1 locati	on	
	ltems :	\$174.00	
Comments or other information about this order (optional)	Shipping :	\$0.00	
	Total Before Tax :	\$174.00	
	Estimated Tax :	\$0.00	
	Order Total :	\$174.00	
	EDIT QUANTITIES OR SHIP	IPPING OPTIONS.	
	CHECK OUT	Ð	
Payment Method			
Check Out			
	-		