



SUFFOLK
UNIVERSITY
BOSTON



ONLINE ORDERING GUIDE

FOR QUESTIONS AND HELP CONTACT:
SUPPORT@FENWAYCOMMUNICATIONS.COM

URL: <https://suffolk.fenwayprint.com>

LOGIN

Email or Username

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 Account

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

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.


[Home](#) [Order History](#) [Shopping Cart](#) [Logout](#) [Save for Later](#)





[College of Arts and Sciences](#)
[New England School of Art and Design](#)
[Sawyer Business School](#)
[Suffolk Law School](#)
[Suffolk University](#)
[Suffolk University Madrid](#)



COLLEGE OF
ARTS & SCIENCES


NEW ENGLAND
SCHOOL OF
ART & DESIGN


SAWYER
BUSINESS
SCHOOL


SUFFOLK
LAW SCHOOL


SUFFOLK
UNIVERSITY


SUFFOLK
UNIVERSITY

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.

[Home](#) [Order History](#) [Shopping Cart](#) [Logout](#) [Save for Later](#)

[College of Arts and Sciences](#)
[New England School of Art and Design](#)
[Sawyer Business School](#)
[Suffolk Law School](#)
[Suffolk University](#)
[Suffolk University Madrid](#)

Order History

Start Date
2/20/2019

End Date
3/20/2019

Order Status
All

Approval Status
All

Ordered By
Just My Orders

Billing To

APPLY FILTERS

	Order Nu...	Order Date	Ordered By	SubTotal	Tax	Shipping	Pro
View Details Reorder	22647	03/12/2019 16:45 PM	Admin Suffolk	\$300.00	\$0.00	\$0.00	\$0.00
View Details Reorder	22646	03/12/2019 16:31 PM	Admin Suffolk	\$300.00	\$0.00	\$0.00	\$0.00
				\$600.00	\$0.00	\$0.00	\$0.00

1

25 items per page

1 - 2 of 2 items

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



Quantity
250

Price
\$58.00

Ship To
Melissa Miller, Suffolk University, Office of...

Additional Instructions

CUSTOMIZE ORDER

BACK TO CATALOG SHOPPING CART

DESCRIPTION

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

Be sure to select your school 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 *

Name *

First Lastname

Title Line One

Title

Title Line Two

Title Line Three

Phone *

1112223333

Phone Two Label

CELL:

Phone Two

4445556666

Page Number: 1 Preview Size: Standard


Update Preview

proof

STREET ADDRESS
CITY, STATE ZIP CODE

@suffolk.edu
suffolk.edu

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



111-222-3333 | CELL: 444-555-6666
8 ASHBURTON PLACE, ROOM 123
BOSTON, MA 02108

name@suffolk.edu
suffolk.edu/college

☐ Yes, I approve this document.

Cancel Save for Later Finished Editing

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

Melissa Miller
Marketing Operations Coordinator
Suffolk University
Office of Marketing & Communications
73 Tremont Street
11th Floor
Boston, MA 02108
617.573.8098
mmiller7@suffolk.edu

Ship To
Melissa Miller, Suffolk University, Office of Marketing ...
Shipping options
Fenway driver \$0.00
☐ Ship items to separate addresses



College of Arts and Sciences
Business Card

250 \$58.00

Job Item Name
FIRST LASTNAME
Details
Quantity = 250

ORDER SUMMARY

3 products shipping to 1 location
Items : \$174.00
Shipping : \$0.00
Total Before Tax : \$174.00
Estimated Tax : \$0.00
Order Total : \$174.00

SAVED FOR LATER

You have 1 item saved for later

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 *

Comments or other information about this order (optional)

Payment Method
☒ Check Out

ORDER SUMMARY

3 products shipping to 1 location
Items : \$174.00
Shipping : \$0.00
Total Before Tax : \$174.00
Estimated Tax : \$0.00
Order Total : \$174.00