

Enterprise
PrintCommerce
eCatalog™

getting started





Welcome to a better way to manage and buy sales and marketing literature, forms, stationery, and other corporate materials, brought to you by Collabria™.

It only takes a few minutes to place an order from your customized PrintCommerce eCatalog™ Web site. Just follow the 7-step process outlined in this booklet.

Ordering sales and marketing materials has never been easier!

STEP 1: Log On

You can gain access to your company's customized online eCatalog 24 hours a day, 7 days a week, using a standard Web browser. Just log on with your user ID and password.

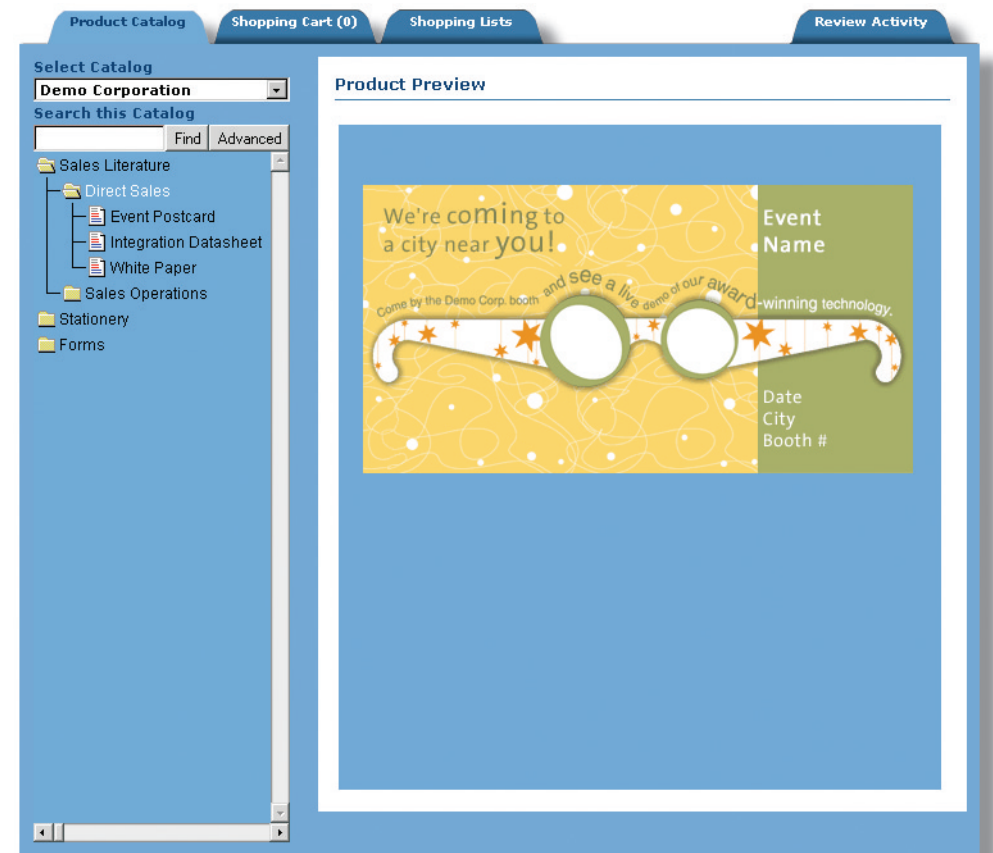
Click the Product Catalog icon to view your selection of items.



STEP 2: Select Items

Your eCatalog can include any items your company requires, from brochures and data sheets to sales displays, stationery items, and corporate apparel.

Browse through your catalog by clicking the category and subcategory folders. As you mouse over the item name, an onscreen picture appears. To select an item, simply click on the name.



STEP 3: Enter Order Details

After you select an item, you can view a larger image by clicking on the thumbnail that appears in the corner of the screen.

Enter the quantity you would like to order. Then select the cost center and purchase method. If you would like to view pricing, shipping, and delivery details, click on the Purchase Details link.

eCatalog items may contain static content or variable data content. To order a static item, simply press the Add to Cart button. If you're ordering an item with variable data, such as the one in this example, press Next to add personal information.

The screenshot displays an eCatalog application window with a blue header and a sidebar. The main content area is divided into two sections: 'Product Information' and 'Purchase Details'.

Product Information:

- Name:** Event Postcard
- Part#:** FD-1001
- Vendor:** Example Printing
- Description:** Event postcard - 2-sided, 4-color on 100# coated book stock

Purchase Details:

- Qty:** 1000
- Measure:** EA
- Lead Time:** 3 Days
- Shipping Method:** Standard
- Cost Center:** Direct Sales
- Purchase Method:** PO

At the bottom right of the 'Purchase Details' section, there are two buttons: 'Next >' and 'Cancel'.

STEP 4: Customize

Type in your personal data, such as the contact information in this example, or choose from a selection of profiles.

Click the Preview button to see an onscreen proof of your customized item.

You can also save profile information to use the next time you place an order. Simply enter a Name and Type at the bottom of the screen and press Save.

The screenshot shows a web application interface with a blue header bar containing four tabs: "Product Catalog", "Shopping Cart (0)", "Shopping Lists", and "Review Activity". The "Product Catalog" tab is active, and a sidebar on the left displays a "Product Catalog" icon. The main content area is titled "Product Customization - Item: Event Postcard". It contains a numbered list of steps: 1. Choose a profile category: All (dropdown); 2. Type profile name: [text input] Find; 3. Or an attribute value: [text input] Find; 4. Select profile from list: Boston Business Expo (dropdown). Below these steps is an "Apply Selected Profile" button. Further down are four labeled text inputs: "Event Name:" Business Expo, "Date:" May 4 - 5, "City:" Boston, and "Booth No.:" 1242. At the bottom, there is a "Save Profile As: Name" [text input] "Type:" [text input] and a "Save" button. At the very bottom are four buttons: "< Back", "Preview", "Add To Cart", and "Cancel".

Product Catalog Shopping Cart (0) Shopping Lists Review Activity

Product Catalog

Product Customization - Item: Event Postcard

1. Choose a profile category: All

2. Type profile name: Find

3. Or an attribute value: Find

4. Select profile from list: Boston Business Expo

Apply Selected Profile

Event Name: Business Expo

Date: May 4 - 5

City: Boston

Booth No.: 1242

Save Profile As: Name Type: Save

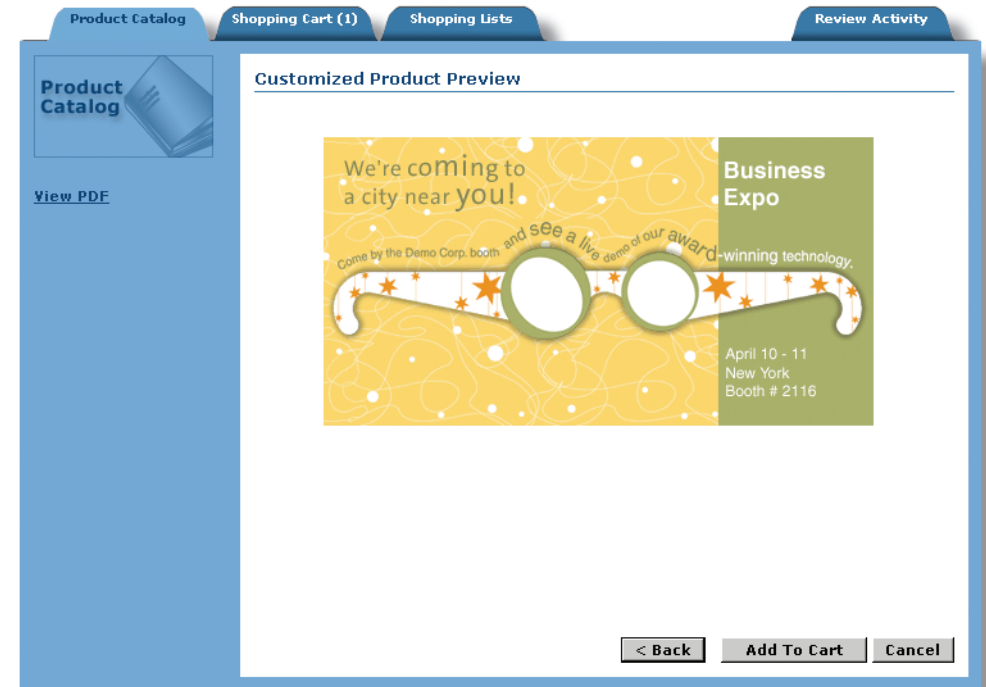
< Back Preview Add To Cart Cancel

STEP 5: Approve Onscreen Proof

Within moments, you'll see an onscreen proof, customized with your personal information

If you want to view a printed copy, click the View PDF link and an Adobe Acrobat file will be downloaded to your computer. You can print the file using Acrobat Reader, available free at www.adobe.com.

Click Add to Cart to move the item to your shopping cart. You can continue shopping by repeating Steps 1 through 5 or you can proceed with the checkout process.

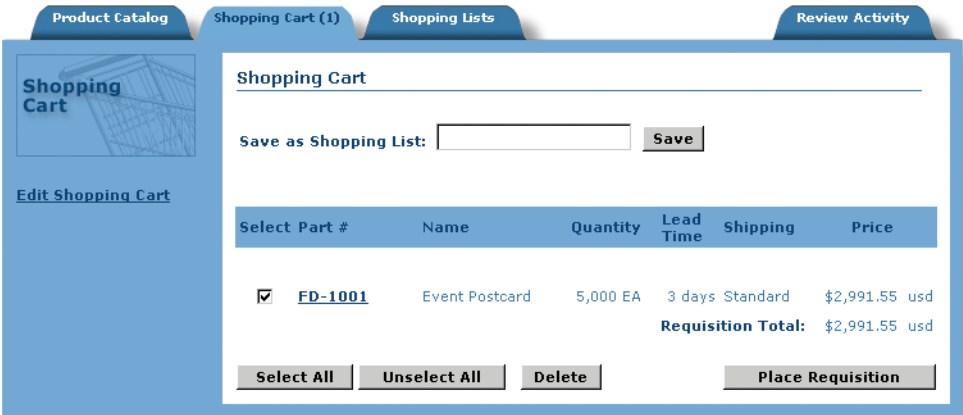


STEP 6: Checkout

When you have selected all the items you would like to order, click Checkout or simply click the Shopping Cart tab. Once you have added items to the shopping cart, you can log out of the system and the system will retain all your order information. That way, you can return and complete your order at any time.

You can review all the details of your order and make any edits or adjustments right from the Shopping Cart. To edit the purchase details, click the Edit Shopping Cart link. To review or edit customized items, click the Customization Details link.

When everything has been reviewed, click the Place Order or Place Requisition button.



STEP 7: Enter Billing and Shipping Details

Enter the purchase order or requisition number in the space provided.

You can either enter the bill-to and ship-to information, or select an office location from the drop-downs to prefill the fields.

Enter any special instructions as required.

Press Next to review and confirm your order or requisition.

Product Catalog

Shopping Cart (1)

Shopping Lists

Review Activity

Shopping Cart

Create Requisition

Requisition #:12345

Requested Delivery Date:5/28/2001

E-mail Address:edone@somewhere.com

Approver E-mail Address:lynn@democorp.com

Approver:Lynne Johnson

General Comments:

Handling Comments:

Bill to:

Texas

Office Location:Texas

Attention:

Company Name:Demo Corp

Street 1:509 Main Street

Street 2:Suite 504

Street 3:

City:Dallas

State:TX

ZIP:75202-3545

Country:USA

Ship to:

Texas

Office Location:Texas

Attention:

Company Name:Demo Corp

Street 1:509 Main Street

Street 2:Suite 504

Street 3:

City:Dallas

State:TX

ZIP:75202-3545

Country:USA

Item	Alt Ship & Comments	Part #	Product Name	Qty	Price
1	<input type="checkbox"/>	<u>FD-1001</u>	Event Postcard	5,000 EA	\$2,991.55 USD
Requisition Total:					\$3,203.23 USD

STEP 8: Confirm Your Order

Review the final summary of your order, which includes tax and shipping estimates. You can still press the Back button to make changes.

If you are ready to submit your order, press the Next button.

You're done! It's that simple.

The screenshot shows a web application interface for reviewing a requisition. At the top, there are four tabs: 'Product Catalog', 'Shopping Cart (2)', 'Shopping Lists', and 'Review Activity'. The 'Shopping Cart (2)' tab is active. On the left side, there is a 'Shopping Cart' icon. The main content area is titled 'Review and Confirm Requisition'. It contains a warning message: 'Your order is not complete! Please verify the information below is correct. Press Back to make changes. Press Next to complete the requisition.' Below this, there are fields for 'Requisition #' (5551212) and 'Requested Delivery Date' (1/18/2001). To the right, there is a 'Vendor' dropdown menu showing 'Example Printing'. Below these fields, there are two columns: 'Bill To' and 'Ship To', both showing the same address: 'Demo Corp, NE 100th Street, Suite 16700, Redmond, WA 98052-3150, USA'. At the bottom, there is a table with columns: 'Item', 'Alt Ship & Comments', 'Part #', 'Product Name', 'Qty', and 'Price'. The table contains one row for 'Event Postcard' with a quantity of 5,000 EA and a price of 211.68 USD. Below the table, there are two summary rows: 'Requisition Subtotal: 2,991.55 USD' and 'Requisition Total: 2,991.55 USD'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Review and Confirm Requisition

Your order is not complete!
Please verify the information below is correct.
Press Back to make changes.
Press Next to complete the requisition.

Requisition #: 5551212
Requested Delivery Date: 1/18/2001

Vendor: Example Printing

Bill To	Ship To
Demo Corp NE 100th Street Suite 16700 Redmond, WA 98052-3150 USA	Demo Corp NE 100th Street Suite 16700 Redmond, WA 98052-3150 USA

Item	Alt Ship & Comments	Part #	Product Name	Qty	Price
1		<u>FD-1001</u>	Event Postcard	5,000 EA	211.68 USD

Requisition Subtotal: 2,991.55 USD
Requisition Total: 2,991.55 USD

< Back Next > Cancel



For more information
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