**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.
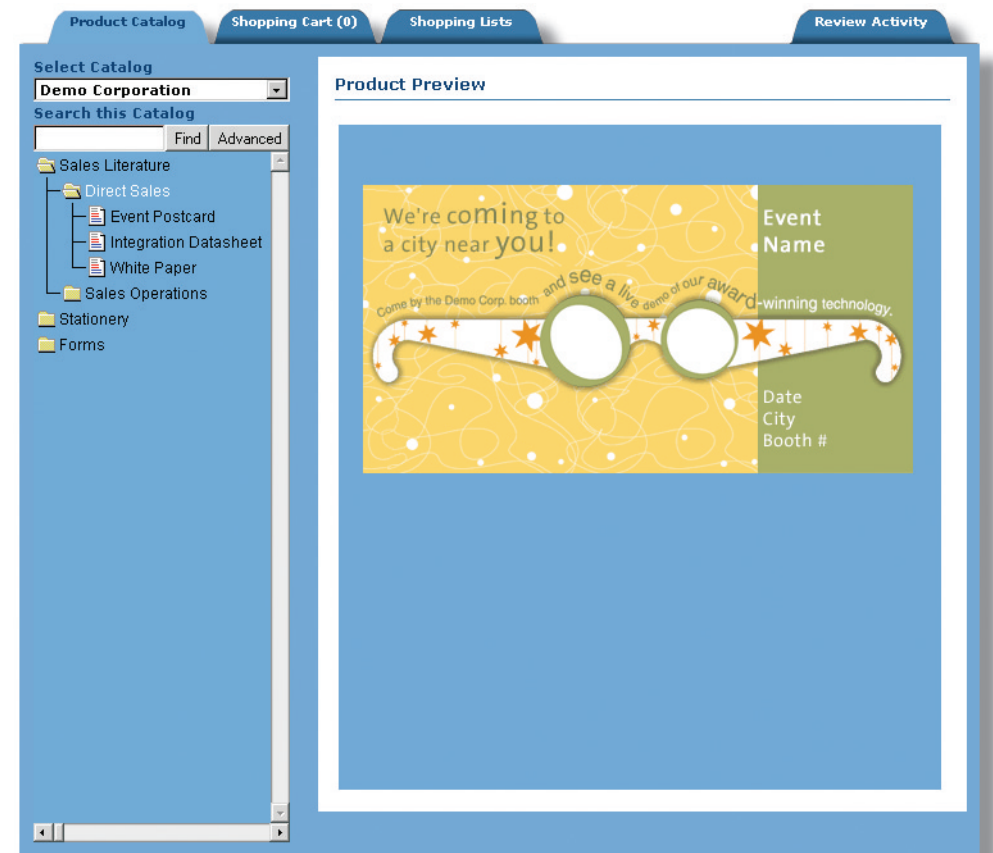
STEP 3: Enter Order Details

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.

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 o f the screen and press Save.

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.
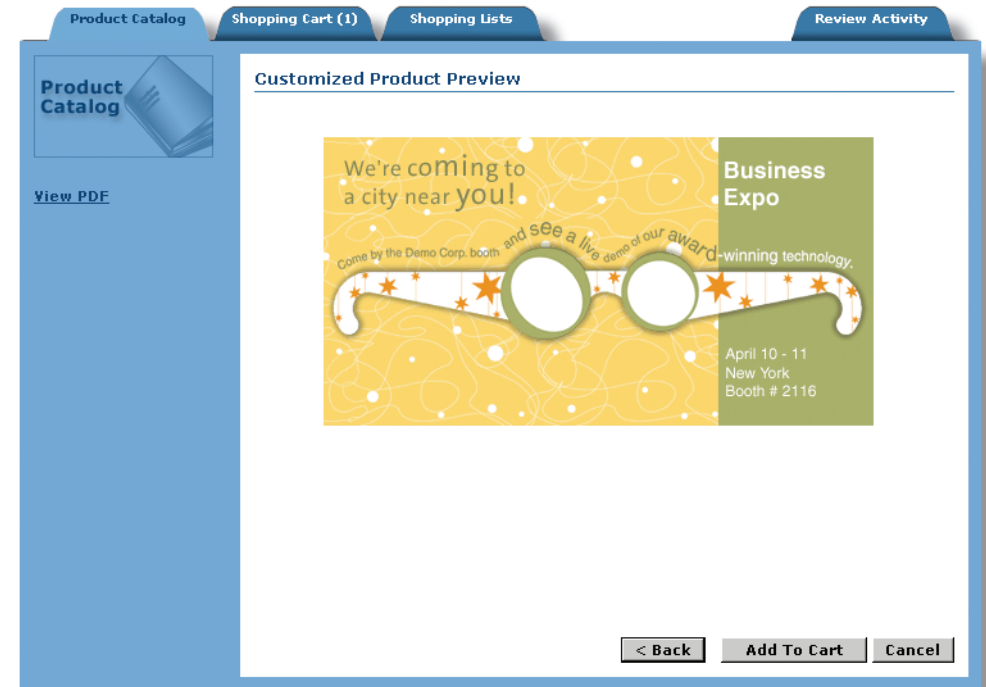
STEP 6: Checkout

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.
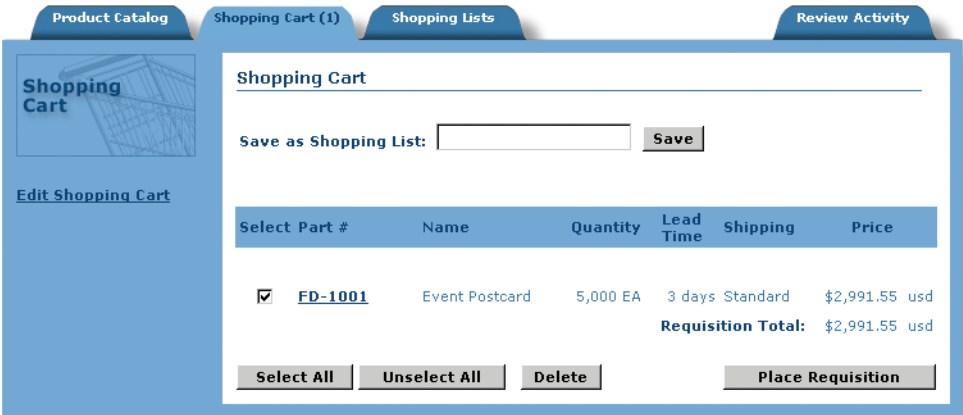
STEP 7: Enter Billing and Shipping Details

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.

$2,991.55 USD

$3,203.23 USD

Shopping Cart

Create Requisition

Requisition #:	12345
Requested Delivery Date:	5/28/2001
E-mail Address:	eone@somewhere.com
Approver E-mail Address:	lynne@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	☐ ✎	**FD-1001**	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.

For more information
contact your Collabria
Sales Representative

collabria
PRINT POSSIBILITIES

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