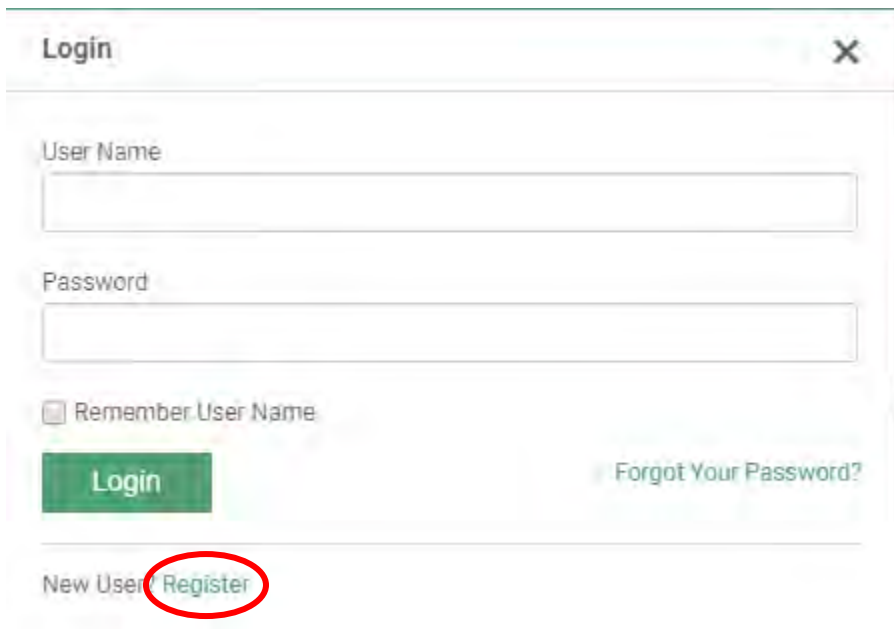
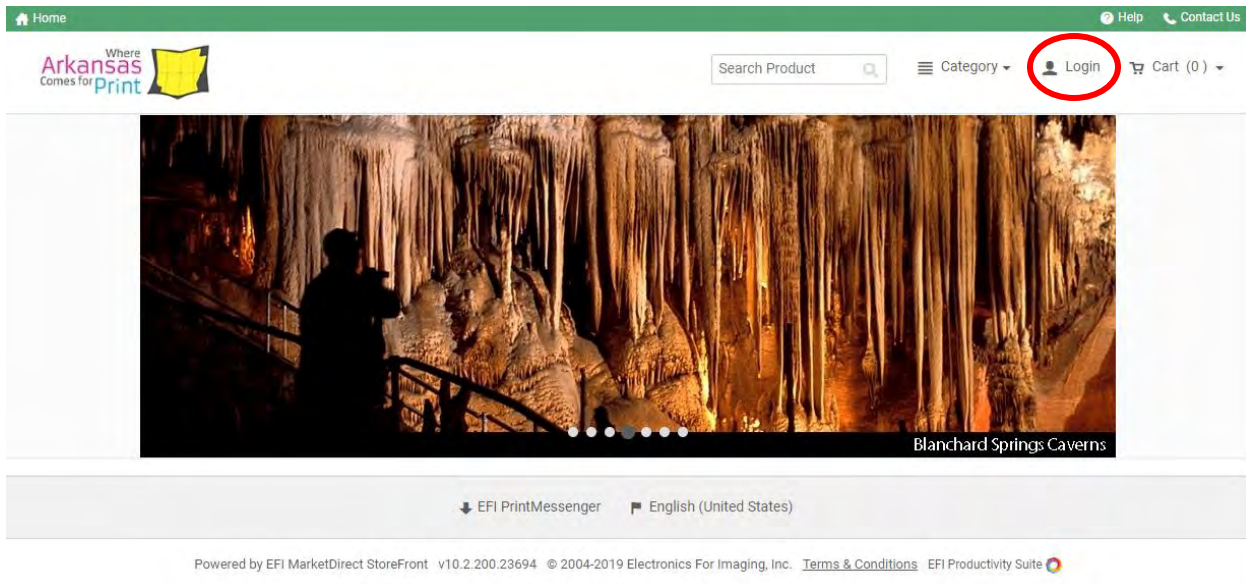


UALR Ordering: Business Cards, Envelopes and Letterhead

- Once you have your Purchase Order (PO) go to the UALR Storefront
 - Web Address: arkansasprints.myprintdesk.net/dsf
- Should Look like below. Click Login and either login or create a new account by clicking Register and filling in the required information.



The screenshot shows the 'Login' form in the UALR Storefront website. The form is titled 'Login' and has a close button (X) in the top right corner. It contains the following fields and elements:

- User Name:** A text input field.
- Password:** A text input field.
- Remember User Name**
- Login** button (green background).
- [Forgot Your Password?](#) link.
- New User** [Register](#) link (circled in red).

- Once you are in the system your screen will look like below. Click on what you are ordering. For this example I am doing Business Cards.



UA Little Rock Fountain

FEATURED CATEGORIES



Banners/Signs/Window...

Browse



Business Cards

Browse



Multi Sheets

This Category contains products who's PDF files

Browse



Single Sheet

This Category contains products who's PDF file

Browse



Standard Products

Browse



Envelopes

This Category is for Envelopes of all sizes and styles

Browse



Stationery



Carbonless Forms

- Click Buy Now


All Categories

Business Cards

BUSINESS CARDS



IN THIS CATEGORY:

 <p>UNIVERSITY OF CENTRAL ARKANSAS 1907</p>	<p>Leo Hingan PROJECT & COMMUNICATIONS COORDINATOR COLLEGE OF BUSINESS 355 D 701 University Blvd., Conway, AR 72035</p> <p>OFFICE (501) 844-2227 FAX (501) 458-5333 EMAIL rhingan@uca.edu MOB (501) 458-5333</p>
--	--


UCA Business Card Matrix

This is for standard UCA business cards.

[Buy Now](#)

- Select if the Address is On/Off Campus and if it is 1 or 2 Sided. Then Click Buy Now.

UCA Business Card Matrix X



Lee Hogan
PROJECT & COMMUNICATIONS COORDINATOR
COLLEGE OF BUSINESS
155 D
201 Dinwaghey Ave, Conway, AR 72035

OFFICE (501) 852-1227
FAX (501) 450-5302
EMAIL chogan2@uca.edu
WEB uca.edu/business

UNIVERSITY OF
CENTRAL ARKANSAS
uca.edu

Item No.: BC

[Reset Filters](#)

On Campus (Yes/No): Yes ▼

Prints: 1 Side ▼

Product: UCA 1 sided BC

Continue Shopping
Buy Now

- For Job Name you may name this whatever makes since to you. I typically name mine with the PO# and then Last name of who the card is for.
- Select the Quantity
- Finish filling in the remaining information and click Update Preview. (This could take several seconds to load.)

UCA 1 sided BC Split Window Review My Job Help X Close

Job Name
PO123456 Gibbons

Quantity * **Pages**
250 1

Print Options

Printed File Holder

Special Instructions

Personalization

* First Name: Holly

* Last Name: Gibbons

Title: Buyer

College/Division: Purchasing

Department: McCastlain Basement

Room Number: 101

Office Phone Number: 501-852-0728

Toll Free Number:

Call Phone Number:

Fax Number: 501-450-5020

Email: hollys@uca.edu

Departmental Website: |


Preview

Unit Price \$0.08 Total Price \$20.00

Save
Update Preview
Add to Cart

- Review that the information is correct and click Add to Cart. You can choose to Save here if you are not ready to order yet.
- NOTE: Each time you save it will create a Copy of the original file so be sure to delete old saved files.

Update Preview PDF Proof


UNIVERSITY OF
**CENTRAL
ARKANSAS™**
uca.edu

Holly Gibbons
BUYER

PURCHASING
McCastlain Basement, 101
201 Donaghey Ave, Conway, AR 72035

OFFICE (501) 852-0728
FAX (501) 450-5020
EMAIL hollys@uca.edu

1 / 1

100%

Save Add to Cart

- Once you have clicked Add to Cart. Click "I Agree"

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

I Agree


- Click Proceed to Checkout

Home Help Contact Us

Where Arkansas Comes for Print Search Product Category Holly Gibbons Cart (1)

CART

Due Date: MON October 14 2019 08:00 Selected Print Shop: UALR Printing Services

Products	Quantity	Unit Price	Total
 P0134347 Plate Item Name: UCA 1 sided BC <input type="checkbox"/> Tax Exempt	250	\$0.08	\$20.00

Subtotal: \$20.00
*Estimated Taxes: \$1.80
Total: \$21.80
Price subject to change.

Proceed to checkout to view final order total, including taxes, fees, shipping.

[CONTINUE SHOPPING](#) [CLEAR CART](#) [PROCEED TO CHECKOUT](#)

EFi PrintMessenger English (United States)

Powered by EFi MarketDirect StoreFront v10.2.200.23694 © 2004-2019 Electronics For Imaging, Inc. [Terms & Conditions](#) EFi Productivity Suite

- Input your shipping information and Contact Email.
- Then click Save

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

***Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.**

SHIPMENT 1
Please select a shipment type.
UALR Delivery

ADDRESS
[Add from Address Book](#)

* First Name: Holly
Last Name: Gibbons
* Address Line 1: 2125 College Ave Ste 2
Address Line 2:
Address Line 3:
* City: Conway
Country: United States
* State/Province/Region: AR - Arkansas

Products	Qty	Unit Price	Total
P0134347 Plate Item Name: UCA 1 sided BC	250	\$0.08	\$20.00

Subtotal: \$20.00
*Estimated Shipping: \$0.00
*Estimated Taxes: \$1.80
Total: \$21.80
Price subject to change.

* Zip/Postal Code:
72034

Office Phone Number:
5018520728

Company:
University of Central Arkansas

Email:
hollis@uca.edu

Delivery Instructions

Save to My Address Book

Save **Cancel**

You must click save to proceed with checkout.

← CONTINUE SHOPPING **PROCEED TO PAYMENT →**

- Click Proceed To Payment

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

1 *Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.

SHIPMENT 1
UALR Delivery

ADDRESS
[Edit Address](#)
Steven Flores
201 Donaghey Avenue
Music: Snow Fine Arts RM 103
Conway
United States
AR - Arkansas - 72035-5001 501-450-5751
University of Central Arkansas
sflores2@uca.edu

Products

P0134347 Plate
Item Name: UCA 1 sided BC

Qty	Unit Price	Total
250	\$0.08	\$20.00

Subtotal: \$20.00

*Estimated Shipping: \$0.00

*Estimated Taxes: \$1.80

Total: \$21.80

Price subject to change.

← CONTINUE SHOPPING **PROCEED TO PAYMENT →**

Powered by EFI MarketDirect StoreFront v10.2.200.23694 © 2004-2019 Electronics For Imaging, Inc. [Terms & Conditions](#) EFI Productivity Suite

- Type in your PO number then click Place my Order

Shipping 2 Payment 3 Finish

How would you like to pay?

i *Your order contains estimated amounts; final charges will be calculated upon completion of your order. If paying by Credit Card, the initial authorization may not reflect the final total. You will only be charged for the final amount.

PAYMENT METHOD
Please select a payment type.

PO/FOPAL

PO/FOPAL

* PO Number:

Products
P0134347 Plate
Item Name: UCA 1 sided BC

Qty	Unit Price	Total
250	\$0.08	\$20.00

Subtotal: \$20.00
*Estimated Shipping: \$0.00
*Estimated Taxes: \$1.80
Total: \$21.80
Price subject to change.

[← CONTINUE SHOPPING](#) [PLACE MY ORDER →](#)

Powered by EFI MarketDirect StoreFront v10.2.200.23694 © 2004-2019 Electronics For Imaging, Inc. [Terms & Conditions](#) EFI Productivity Suite

- Then you will see this screen to confirm your order. It will have your order number in the top left along with deliver date information.

Shipping Payment **3** Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number 5127	Status: User approved As of 10/7/2019 9:37:09 AM CDT	Order Date: 10/7/2019 9:37:09 AM CDT Due Date: 10/14/2019 8:00:00 AM CDT
-----------------------------	---	---

Order placed by:
Holly Gibbons
hollys@uca.edu
University of Central Arkansas
2125 College Ave Ste 2
Conway
AR - Arkansas
72034
United States
5018520728

Print Shop
UALR Printing Services
wtgrimmitt@ualr.edu
2801 s university
little rock
AR - Arkansas
72204
United States
501-569-3260

Hours Of Operation

Sun : Closed
Mon-Fri : 8:00 AM-5:00 PM
Sat : Closed

Products
P0134347 Plate
Item Name: UCA 1 sided BC

Qty	Unit Price	Total
250	\$0.08	\$20.00

Payment Method:
PO/FOPAL
P.O. Number:
P0134349

Subtotal	\$20.00
Shipping	\$0.00
Taxes	\$1.80
Total	\$21.80

SHIPMENT 1
UALR Delivery

ADDRESS
Steven Flores
201 Donaghey Avenue
Music: Snow Fine Arts RM 103
Conway
United States
AR - Arkansas - 72035-5001 501-450-5751

- You will receive an email confirmation.

EXAMPLES of the Screens for Letterhead and Envelopes

LETTERHEAD (STATIONERY) - Click Buy Now for Smart Canvas

All Categories

Stationery

STATIONERY



This is for your branded Letterhead

IN THIS CATEGORY:



UCA Letterhead

Buy Now



UCA Letterhead Smart Canvas

Buy Now

- For Job Name you may name this whatever makes sense to you. I typically name mine with the PO# and then Last name of the department.
- Select the Quantity
- Finish filling in the remaining information and click Update Preview. (This could take several seconds to load.)

The screenshot displays a web interface for creating business cards. On the left, a 'Job Details' form is filled out with the following information:

- Job Name:** P0133289 Student Financial Aid
- Quantity:** 2500
- Pages:** 1
- Personalization:**
 - College/Division Logo:** Financial Aid
 - Department Name:** Office of Student Financial Aid
 - Building Name:** Harrin Hall
 - Room/Suite Number:** Suite 200
 - Office Number:** (empty)
 - Toll Free Number:** 501450-3140
 - Fax Number:** 501-450-5159
 - Email Address:** finaid@uca.edu
 - WebAddress:** uca.edu

On the right, a preview of the business card is shown. The card features the University of Central Arkansas logo and the text 'FINANCIAL AID'. At the bottom, the following contact information is displayed:

OFFICE OF STUDENT FINANCIAL AID
 Harrin Hall, Suite 200 | 204 Donaghey Ave., Conway, AR 72035
 (501) 450-3140 | FAX: (501) 450-5159 | Email: finaid@uca.edu | UCA.edu



- Click Save if you are not ready to place the order or Add to Cart if you are ready.
- Follow same checkout procedures for Business Cards

ENVELOPES - Click Buy Now for Smart Canvas

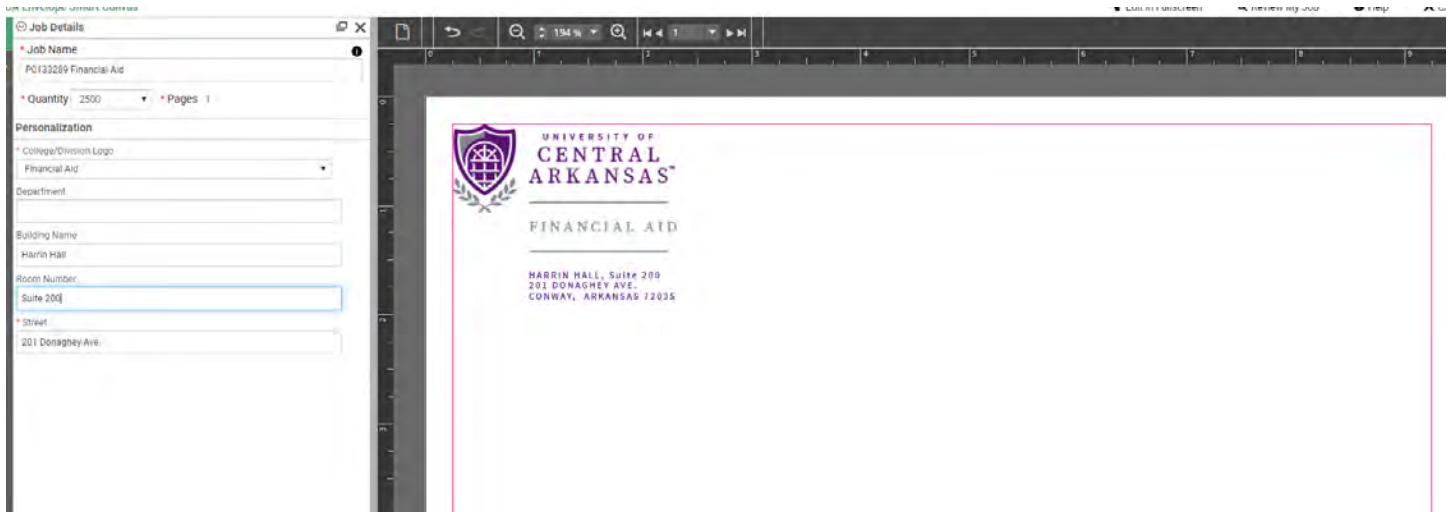


This Category is for Envelopes of all sizes and styles

IN THIS CATEGORY:

	
UCA Envelope Smart Canvas	UCA Envelopes
Buy Now	Buy Now

- For Job Name you may name this whatever makes sense to you. I typically name mine with the PO# and then Last name of the department.
- Select the Quantity
- Finish filling in the remaining information and click Update Preview. (This could take several seconds to load.)



- Click Save if you are not ready to place the order or Add to Cart if you are ready.
- Follow same checkout procedures for Business Cards