Business Card Ordering for Madison College

Getting Started Guide

Econoprint’s Orders system allows Madison College employees to place business card orders in a secure, convenient online environment using a familiar shopping cart interface. This guide covers the core order handling functionality of the Orders system.

Self-Registration

If you have never used Orders, please self-register:

- Visit orders.econoprint.com in your web browser, and click the Need an account? link on the right. You will see the following screen:

  ![Self-Registration Form](image)

  - Complete the form. In the Requested access box, type the name of your business unit. Click the Create button at the bottom of the form.
  - You will receive a confirmation e-mail. Check your spam folder; sometimes the confirmation is caught by filters. Click on the link in the message to confirm that you control your e-mail address.
  - After Madison College’s account administrators review your request, you will receive another e-mail that indicates your account is activated. At that point, you may log in with the e-mail address and password you chose.

Updating Your User Profile

Once logged in, you may use the Edit Profile link, located under Your Account at the left of the page, to set certain defaults to make your use of the Orders system even easier.

- You can change your password in this area.
- You can set your Default Address to Truax, so that you will be presented with a simplified check-out screen. You can also set your default address to any other Madison College location or home office during the checkout process.

Business Card Ordering Flow

![Business Card Ordering Flow Diagram](image)
Ordering Business Cards

Placing an order for business cards is a simple process. Once you have logged in:

- Access any of the Product Catalog links
- Select Madison College Business Cards. You will see the form below:

```
Madison College Business Cards

Product Details
Madison College Business Cards, printed two-sided.
Estimated ship date: October 10, if approved within 2 hours and 15 minutes.

Product Pricing Guide

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each</td>
<td>$0.88</td>
<td>1</td>
</tr>
<tr>
<td>Each 250</td>
<td>$0.75</td>
<td>1</td>
</tr>
<tr>
<td>Each 500</td>
<td>$0.75</td>
<td>1</td>
</tr>
</tbody>
</table>

Business Card Form

Quantity: 250
Name:
Title:
Address select: Truax
Address:
Madison, WI 53706
Email:
Office:
Optional Phone:
Fax:

Add to Cart
```

- Complete the form. Leave any field blank that you do not want to appear on the card. By default, the phone fields are formatted as NPA.NXX.XXXX and the e-mail field is converted to lowercase in the artwork. To override these defaults, use an equals sign (=) as the first character in the field.
- Click Add to Cart, and after a few seconds you will see a preview of the card. Please review this on-screen image carefully for content. Note however that colors on-screen may vary slightly from the final printed version.
- If textual or quantity changes are required, click the Make Changes link at the bottom of the page to edit the form content. You may also make changes in the checkout process via the Edit links within the shopping cart.
- If you are ready to check out, you may click any of the Check Out links on the page. Alternatively, you can continue adding cards to your cart by either clicking Continue Shopping or Product Catalog.

Checking Out

When you are ready to submit your order for internal approval, use any available Check Out link or button. You will be taken to the screen below:

- Your business unit’s approver will use the Purchasing Reference field to enter the appropriate chartfield code for this order. Do not enter P-Card or credit card information in this field, as it is not secure.
- Use the Special Instructions section to specify any comments you might have about the order. These comments will be visible to your business unit’s approver and to Econoprint.
- In the Shipping Address section, please select the Truax address from the Select Address drop-down. Madison College has arranged for direct delivery to the Truax campus at no cost, and cards will be distributed via campus mail once received at Truax. We recommend setting Truax as your default shipping address in your User Profile.
- When you are ready, click the Continue Checkout button. You’ll be presented with a final view of your order. If everything is correct, click the Submit button; otherwise, use the editing links to make changes.
- At this point, you are done. You may either use the Log Out link, or place additional orders through the Product Catalog link.

After you submit your order, an e-mail is sent to your business unit’s internal approval staff requesting review of your order. Econoprint will only act on orders approved by those staff members. Please contact your internal approval staff directly if your project is time-sensitive.

Password Retrieval

If you’ve forgotten your password, use the Forgot your password? link on the ORDERS login page. A new password will be e-mailed to you. After you have logged in to ORDERS, use the Edit Profile link to change the password to something meaningful to you.

Finding Help

If nothing seems to be happening with your order: Please contact your business unit’s approvers or administrators listed on the welcome page, displayed immediately after you log in. Econoprint will not print your cards until they have been approved by someone with the appropriate purchase authority.

If you receive a system error message: Please contact your Econoprint representative. You may also contact the ORDERS team at orders@msn.econoprint.com.