

Arizona BuyWays (Shop Catalogs) Training Guide



WEST·PRESS

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INTRODUCTION

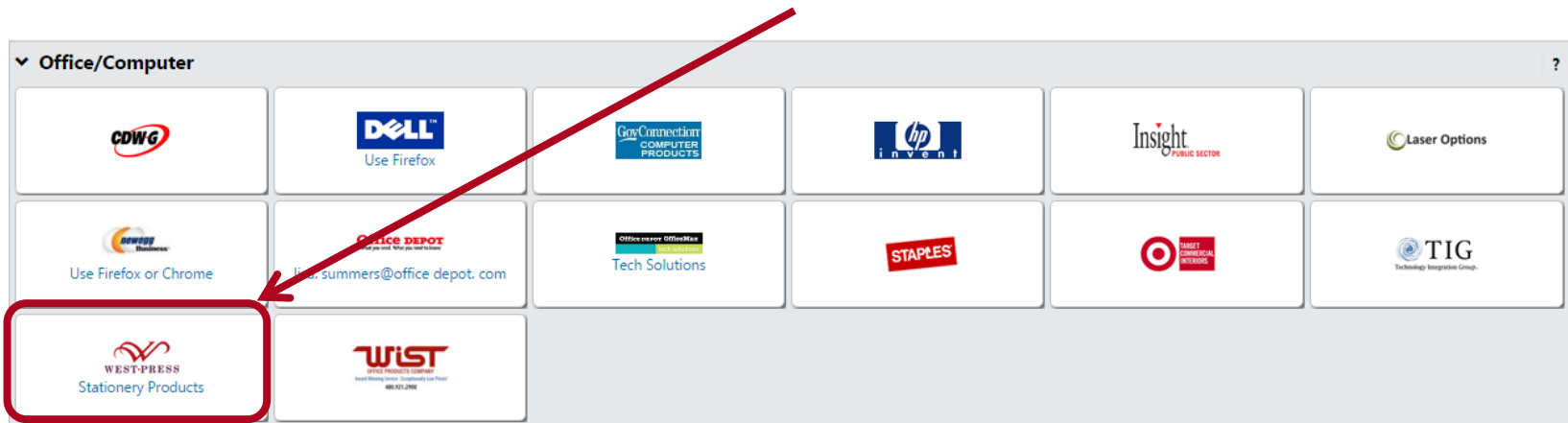
What is a Punch-Out catalog?

The punch-out catalog through Arizona BuyWays (Shop Catalogs) takes the user directly into the West Press website and allows users to shop while logged into UAccess Financials.

Benefits of ordering from a Punch-Out catalog

All browsing, shopping, real-time inventory lookup and pricing are done from the vendor's website.

West Press provides most business cards and other stationery products and is available through their punch-out site on Arizona BuyWays (Shop Catalogs).




West Press Landing Page

On the Landing Page, you can access the product catalog, view a current or saved shopping cart, and view contact information.

SelectSite PunchOut Cancel PunchOut

ECLESIE

<<< **STATIONERY ORDERING** >>>

HomeCatalog of ProductsShopping Cart

Home » Catalog

Shopping Cart

No items in cart.


Catalog

- Letterheads
- Business Cards
- Envelopes
- Miscellaneous
- ▶ Athletics Department


This site works best when viewed with Firefox, Safari, or Chrome (web browsers). Please do not use Internet Explorer.

View: Items per page: 12 Displaying 1-5 of 5 Page 1 / 1


Letterheads



Business Cards




Envelopes




Miscellaneous

Description: Labels, AzCC Appt. cards, Notecard with Blank Envelope



Athletics Department

Description: Stationery, Notecards, Envelopes for the Athletics Department



TO BEGIN SHOPPING

Click on one of the item categories located on the left hand column or click on the folder located in the center of the landing page. The categories available are **Letterheads, Business Cards, Envelopes, Miscellaneous, or Athletics Department.**



STATIONERY ORDERING

Home Catalog of Products Shopping Cart Search Catalog...

Home » Catalog

Shopping Cart No items in cart.

Catalog

- Letterheads
- Business Cards
- Envelopes
- Miscellaneous
- ▶ Athletics Department

This site works best when viewed with Firefox, Safari, or Chrome (web browsers). Please do not use Internet Explorer.

View: Items per page: 12 Displaying 1-5 of 5 Page 1 / 1

Letterheads

Business Cards

Envelopes

Miscellaneous
Description: Labels, AzCC Appt. cards, Notecard with Blank Envelope

Athletics Department
Description: Stationery, Notecards, Envelopes for the Athletics Department



BROWSING THE CATALOG

After selecting a product category, the search results will display available products. Click on the product name to order or click Customize.

Home » Catalog » Business Cards


Home **Catalog of Products** Shopping Cart Search Catalog..

Shopping Cart
No items in cart.

Catalog
Letterheads
Business Cards
Envelopes
Miscellaneous
Athletics Department

This site works best when viewed with Firefox, Safari, or Chrome (web browsers). Please do not use Internet Explorer.

View: [Icons] Items per page: 12 Displaying 1-6 of 6 Page 1 / 1




Master Brand Business Card - Two Color Back (A)

Description: Business card printed on 80# white Cougar cover stock. Back side of card has UA Red and Arizona Blue UA Master Brand logo. 5-10 business day turnaround.

Qty:	250	500	1000	2000
Total Price:	\$10.25	\$14.25	\$22.33	\$38.17

Price does not include tax

Customize




Master Brand Business Card - Two Color Back (A) RUSH

Description: Business card printed on 80# white Cougar cover stock. Back side of card has UA Red and Arizona Blue UA Master Brand logo. 3-5 business day turnaround.

Qty:	250	500	1000	2000
Total Price:	\$60.25	\$64.25	\$72.33	\$88.17

Price does not include tax

Customize



Master Brand Business Card - One Color Back (B)

Description: Business card printed on 80# white Cougar cover stock. Front side of card prints in both UA Red and Arizona Blue. Back side of card has Arizona Blue UA Master Brand logo. 10-15 business day turnaround.

Customize

PLACING AN ORDER

The ordering options have changed for business cards, there are different design options to choose from and depending on the design and urgency of your order, there may be additional fees assessed.

To place your business card order you will need to completely fill out all the information on the form.

Once you have completed your order you will have the opportunity to save the form information for future orders. Scroll to the end of the "Form" and click on **Save Autofill Content**. Enter name of template and the information will be saved for future orders.

Product Information

Master Brand Business Card - Two Color Back (A)

Description: Business card printed on 80# white Cougar cover stock. Back side of card has UA Red and Arizona Blue UA Master Brand logo. 5-10 business day turnaround.

Instructions: To add this item to your order, complete the necessary information below and make sure to click the green 'Update' button to view your proof before adding the item to your cart. This is the only proof you will receive so please review carefully.

Version This Product

*Required Fields

Form	Proof
<p>Complete the form below and preview your results to the right.</p> <p>Autofill Options</p> <p>Left Column</p> <p>Name Letter Case* <input checked="" type="radio"/> ALL CAPS <input type="radio"/> Mixed Case</p> <p>Name Line 1* <input type="text"/></p> <p>Name and/or Credentials Line 2 <input type="text"/> <i>Name and/or Credentials Line 2 is Optional</i></p> <p>Title Line 1 <input type="text"/></p> <p>Title Line 2 <input type="text"/></p> <p>College/Center/Department <input type="text"/></p> <p><i>Please use department social media (not personal).</i></p> <p>Social Media Label 1 <input type="text"/></p> <p>Social Media 1 <input type="text"/> <i>Must select label for field to show.</i></p> <p>Social Media Label 2 <input type="text"/></p> <p>Social Media 2 <input type="text"/> <i>Must select label for field to show.</i></p> <p>Social Media Label 3 <input type="text"/></p> <p>Social Media 3 <input type="text"/> <i>Must select label for field to show.</i></p> <p>Email <input type="text"/></p> <p>Website <input type="text"/></p> <p>Right Column</p> <p>Building and/or Room Number 1 <input type="text"/></p>	<p>Update</p> <p>Basic Image View ▼</p>

PLACING AN ORDER, CONT.

Once information is entered, click on **Update**. The business card should update and show all entered information.

Form
Complete the form below and preview your results to the right.

Autofill Options

Left Column

Name Letter Case* ALL CAPS
 Mixed Case

Name Line 1*

Name and/or Credentials Line 2
Name and/or Credentials Line 2 is Optional

Title Line 1

Title Line 2

College/Center/Department

Please use department social media (not personal).

Social Media Label 1
Social Media 1
Must select label for field to show.

Social Media Label 2
Social Media 2
Must select label for field to show.

Social Media Label 3
Social Media 3
Must select label for field to show.

Email

Website

Right Column

Building and/or Room Number 1

Building and/or Room Number 2

Street Address


P.O. Box

City, ST Zip +4


Phone Label 1

Phone 1

Proof



DWIGHT SCHRUTE
ASSISTANT REGIONAL
MANAGER
Dunder Mifflin



THE UNIVERSITY
OF ARIZONA

202
1752 Slough Ave.
Scranton, PA 18501
Tel: 570-555-5555

Too many lines of text. Please adjust or call UA Print Services.

Basic Image V

Next, click on **Open PDF** to review, and confirm your business card design. If there are too many lines of text, you will need to contact Printing Services and request a custom order – additional fees will apply.

PLACING AN ORDER, CONT.

After clicking on **Open PDF**, an image of your business card will appear in a pop-up window. Verify all information is correct and then close the window. The view will vary depending on the type of card you selected. *Saving a copy of the PDF is recommended.*

If the information is incorrect, close the window, update the data, click **UPDATE** and **Open PDF** until the desired results are displayed correctly.



PLACING AN ORDER, CONT.

If the form and design looks correct (it is recommended you save a copy of the PDF of your ordered business cards) scroll to the bottom of the screen, where you will find the **Add to Cart** button.

From the drop-down menu, select the quantity you need, then click **Add to Cart**.

Order Information

Lead Time: 7-10 Business Days

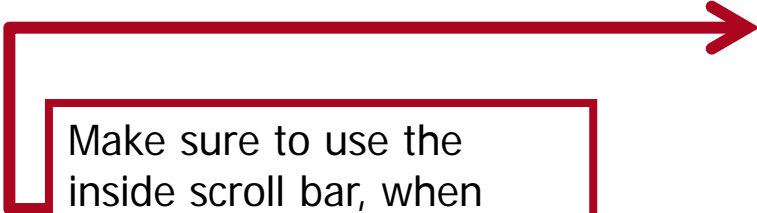
Qty:	250	500	1000	2000
Total Price:	\$10.25	\$14.25	\$22.33	\$38.17

Price does not include tax

Qty: 250 ▼

Add to Cart

*Required Fields



Make sure to use the inside scroll bar, when scrolling to the bottom of the screen

PLACING AN ORDER, CONT.

Once you've added your items to the cart, you can **Transfer Cart** which will transmit the items to Arizona BuyWays, then to UAccess Financials.



◀◀ **STATIONERY ORDERING** ▶▶

Home Catalog of Products **Shopping Cart** Search Catalog..

Shipping → Billing → Confirm Order

Home » Shopping Cart

Search Cart by: Product Name ▼ Search Cart... Search

Products	Qty	Price
<input type="checkbox"/> Master Brand Business Card - Two Color Back (A) SKU: BC-OPT 1-Dwight Schrute Description: Business card printed on 80# white Cougar cover stock. Back side of card has UA Red and Arizona Blue UA Master Brand logo. 5-10 business day turnaround. - Dwight Schrute	250 ▼	\$10.25
<input type="button" value="X Remove"/>	<input type="button" value="↻ Update"/>	Subtotal: \$10.25

◀ Back To Catalog **Transfer Cart ▶**

To continue shopping, click on **Back to Catalog.**

VIEW AN ORDER FROM AZBW CART

Once you have transferred your order to an Arizona BuyWays Cart, your next step will be to click on Proceed to **UAccess Financials**.

 **Shopping Cart** for Emette C Leslie

Name this cart:

[Continue Shopping](#)

1 Item(s) for a total of **10.25 USD**
subtotal: 10.25 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to UAccess Financials

Have you made changes?

 | [Help](#) | Perform an action on (0 items selected)...

 **West Press** [more info...](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 3/9/2016 10:18:10 AM

Line(s): 1

Product Description	Unit Price	Quantity	Total
<small>Item added on Mar 9, 2016</small> Business card printed on 80# white Cougar cover stock. Back side of card has UA Red and Arizona Blue UA Master Brand logo. 5-10 business day turnaround. - Dwight Schrute - Qty 250  <small>Part Number 14364320</small> <input type="button" value="Remove"/>	10.25 USD EA	1	10.25 USD <input type="checkbox"/>

ORDERING BUSINESS CARDS USING THE AUTOFILL FEATURE

After selecting business cards, you have the choice to use the autofill feature, which will allow you to select previously saved content. (*The **Autofill Options** is only available for the type of business card it was saved under, i.e. Master Brand Business Card – Two Color Black (A), Master Brand Business Card – Two Color Black (A) RUSH, Master Brand Business Card – One Color Back (B), etc.*)

When the **Autofill Options** is selected a pop-up will appear. From the list select the desired name, which will then populate the form with the saved content.


Then click on **Update**, if everything looks correct, then select the quantity and **Add to Cart**. Continue shopping after the business cards are in your cart or transfer the cart to Arizona BuyWays.

Version This Product

*Required Fields

Form

Complete the form below and preview your results to the right.

Autofill Options 

Left Column

Name Letter Case* ALL CAPS Mixed Case

Name and/or Crede

College/Center/

Please use department

Social M


So

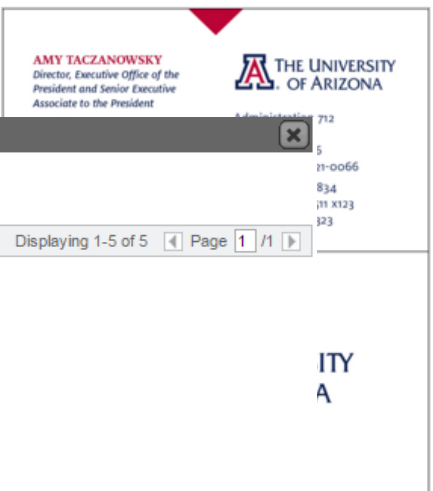
Social M

So

Social M

Proof






AMY TACZANOWSKY
Director, Executive Office of the
President and Senior Executive
Associate to the President

THE UNIVERSITY
OF ARIZONA

ITY
A

Autofill Options

Display: All Saved Content

View:  Items per page: 15 Displaying 1-5 of 5 Page 1 / 1

Name	Date Saved
My Biz Cards	2015-Jul-17
My New Biz Cards	2016-Mar-9
OZ	2015-Jan-12
Test 1	2015-Jan-26
Test 3	2015-Jan-26

Import... Export... Delete... Close

PRINTING SERVICES CONTACT

If you have any questions or need assistance with order, please contact:

Karen Campasano

Phone: 520-621-9514

Fax: 520-626-8816

Email: ksc1@email.arizona.edu

Mauretta Allan

Phone: 520-621-7306

Fax: 520-626-8816

Email: mallan@email.arizona.edu