

Novitex Online Ordering System — Ordering Quickstart Guide

How to Place an Order

Below is a step-by-step guide to placing an order.

1. Log in. If you belong to more than one organization, click “Select org” in the top right corner and select the appropriate organization from the dropdown menu.
2. If the person or company you wish to ship your order to has not yet been entered in your Address Book, add it now. This is not mandatory, but ensures that your recipient's address will be saved for future use.
3. Click the [Products](#) tab in the navigation bar. This presents a list of items you have available to order.
4. Choose a quantity of the item you wish to order. There may be one of several ways to specify a quantity:
 - An empty text box: Enter any quantity you require.
 - A dropdown menu: There may be one or several fixed quantities to choose from.
 - An empty text box with a specific minimum: If there is text beside the input box like [Min: 5], you must order at least this amount.

You may specify quantities for more than one item if you wish to order several at once. Note that products with an [AR] beside the quantity box require manager approval before the order is placed into production. Click [Continue](#).

5. If you have ordered a variable data document (e.g. a business card) you must supply additional information for the item before proceeding. You will be directed to the **Input Required** page where you can do so. Enter your information into the fields provided exactly as you need it to appear on the document. Note that not all fields may be required; those that are will have bold labels. Note also that some automatic formatting may take place to meet with corporate consistency requirements (e.g. text may be converted to all capitals, or brackets may be added around the area code in a phone number). Click [Continue](#) when you are finished. A live preview of your document will be generated (please be patient as this process may take a moment) and you will arrive at the **Product Preview** page. You may inspect either the preview in the browser itself, or right-click the preview image and choose “Save as...” from the menu (language will vary depending on your browser version) to download a PDF document. Note that depending on your browser configuration, a *left*-click might launch Adobe Acrobat Reader in your window, which you will need to close to return to the **Product Preview** page. *Please ensure the document is accurate before proceeding. Novitex cannot be held responsible for inaccurate information on variable documents.* If your information does not fit on your document (e.g., an extremely long email address that flows off the edge of a business card) please contact your Novitex sales representative. If you need to make adjustments, click [Modify](#) and enter the information again; otherwise click [Continue](#).

6. The **Your Order page is displayed.** The top of the page shows a summary of the items you have ordered so far. If you need to change the quantity of an item, click the [change](#) link next to the item, enter the new value, and click **Update**. If you wish to remove an item from your order, click the appropriate **Delete** icon. If you wish to add additional items, click the [Add more items](#) button; you will return to the **Product List** (*i.e.*, back to step 3 above). If you wish to cancel the order, click [Cancel this order](#) in the action area. Click **Continue** when you are ready to proceed.

7. The **Shipping page is displayed.** You must provide a shipping address for your order. You may choose one from your Address Book, or enter one manually. If you enter an address manually, you may optionally check the box to save to your Address Book for future use.

8. The **Additional info page is displayed,** allowing you to enter any additional information regarding your order.

- i)** You must provide a due date. This is the date by which you need to have your order arrive to you. Enter one either manually (in *yyyy-mm-dd* format) or by clicking the calendar icon which will allow you to select a date.
- ii)** Enter any additional info. This field is optional. If there is any extra information that Novitex needs to process your order (*e.g.* a PO number, unique shipping requirements, etc.) enter it here.
- iii)** Enter any notes. This field is optional, and can be used to record information about your order for your records. This information will be saved with your order and will be viewable in order detail pages and reports.
- iv)** Enter email addresses to CC confirmation to. These addresses will receive an email confirmation when the order is finalized. You may enter more than one; separate them by commas.

Click **Continue** when you are ready to proceed.

9. The **Confirmation page is displayed.** This is the final step in the ordering procedure. The results of the previous three steps are displayed for your confirmation. If you need to make any adjustments, you can click the appropriate link to return to a previous page. If everything is accurate, click **Place this order**. This will send the order to Novitex, and an email notification to the appropriate manager if approval is required on any items you ordered. *This action cannot be undone, so please ensure your order is accurate.* You will be taken to a confirmation screen and sent a confirmation email, either of which is suitable for printing for your records if you desire.