HOW TO PLACE AN ORDER IN ROYAL ON DEMAND (ROD)

CONTENTS

STEP 1 - LOG IN

Log into EREQ login home page. Use the same username and password you use to log on to your TD computer. You must select the group you belong to when logging in: RNET, TDBFG, BKNG, or SECURITIES. This takes you into the EREQ landing page.

Authorized Users Only; Please log on to continue.

Logon ID:	
Password:	
Group:	TDBFG ▼

Login

Enter your TD Bank computer Login ID and Password. Select the group to which you belong and click Login.

Group
TDBFG: Corporate Office, Wealth, TD Canada Trust (non-Branch users)
RNET: TD Canada Trust (Branch users only)
TD SECURITIES: Wholesale
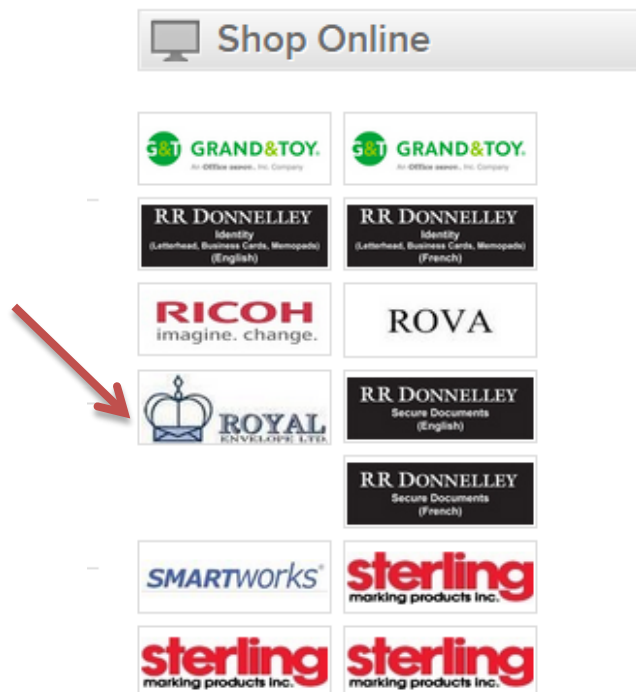**BKNG:** U.S. Employees only
TDI: TDI Employees

STEP 2 - VENDOR
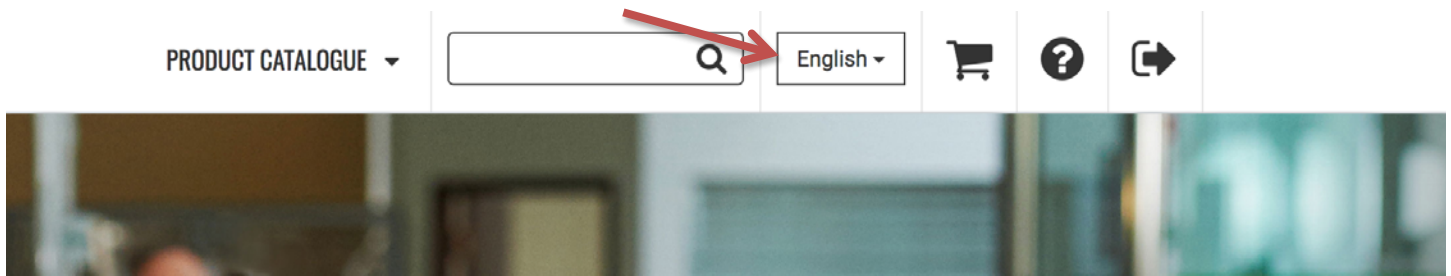
Click on the **Royal Envelope (ROD) icon**.

Note: You will only see the icons you are allowed to order from so it might not look the same as the screen shown below.

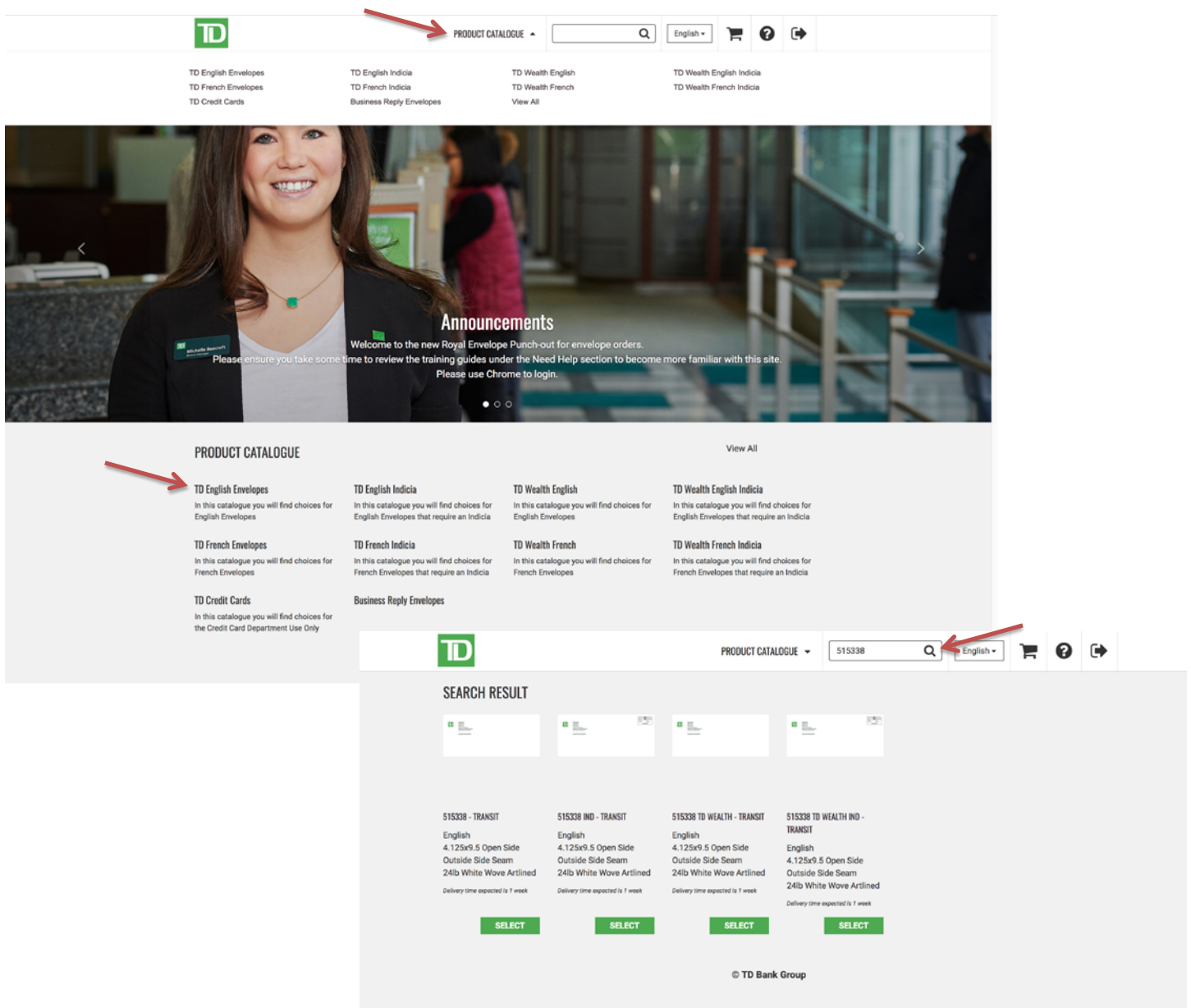You are now in Royal's ROD system.

STEP 3 - LANGUAGE

Choose your language preference by clicking the **language dropdown**.

STEP 4 - PRODUCT CATALOGUE

Click on **Product Catalogue** and choose the type of envelope you want (English or French).
Alternatively, you can search by the envelope form number in the **search field**.

STEP 5 - PRODUCTS

Click on the **SELECT button** for the envelope you want to order.

Note: If you are ordering an envelope with an indicia, the envelope form number will be identified with the number followed by IND. i.e. 548022 IND

STEP 6 - PRODUCT DETAIL

A preview of the chosen envelope style will appear. Click the **thumbnail** to enlarge the sample or click **CONTINUE** to customize your envelope. Warehouse or static envelope orders will go directly to Step 10.

STEP 7 - CUSTOMIZE

If you are ordering a variable print envelope enter the required information and click **NEXT** when done. You can click the **thumbnail** to enlarge the proof. *What you type is what will be printed on the envelope, so make sure the information is correct!*

STEP 8 - INDICIA

If you are ordering an envelope that requires an indicia, you will need to enter the indicia number within the tool. It is found on the **CUSTOMIZE** page in the field **7-10 Digit Indicia Account #**.

STEP 9 - UPLOAD SAMPLE

If you are ordering an envelope where artwork or a sample is required, you can upload a sample directly with your order. Click on the **upload icon** then click **Upload file**. Click **Select** to choose the saved file from your computer. Remove the uploaded file by clicking the **X**.

STEP 10 - APPROVE PROOF & SET QUANTITY

If you've ordered a variable print envelope, review the proof for any errors, including spelling. Input the amount you are ordering and click on **ADD TO CART** when you are ready to place the order.

STEP 11 - SHOPPING CART

From the Shopping Cart screen, click:
- **CHECK OUT** - if you are ready to place the order. Once the order has been submitted it will punch back out to EREQ.
- **CONTINUE SHOPPING** - if you want to place more orders before proceeding to **CHECK OUT**
- **CANCEL** - if you want to remove all items from your cart and return to EREQ
- **X** - if you want to delete the item from the order
- **Picture icon** - to view this order before placing it
- **Edit** - to edit the item's variable text, quantity, etc.

STEP 12 - BILLING & SHIPPING ADDRESS

Click the Address button under the 'Ship to' section to add your shipping address. Once selected or added you will return to this screen. Another way to ensure the shipping address is correct is to key in the Cost Centre number. Once done you will be taken to a screen where you choose the shipping address.

You have successfully placed an order in ROD!

An email notification from Coupa will be sent. Keep track of the **requisition number** (EREQ-generated) and the **order number** (assigned by Royal Envelope) for possible future inquiries.

ADDITIONAL SUPPORT

For questions related to ordering envelopes, please contact Royal Envelope: support_rod@royalenvelope.com

For questions related to EREQ, please contact: TD.ProcurementPortalHelpdesk@td.com