



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

CONTENTS

2	Step 1 - Log In
2	Step 2 - Vendor
3	Step 3 - Language
3	Step 4 - Product Catalogue
4	Step 5 - Products
5	Step 6 - Product Detail
5	Step 7 - Customize
6	Step 8 - Indicia
6	Step 9 - Upload Sample
7	Step 10 - Approve Proof & Set Quantity
7	Step 11 - Shopping Cart
8	Step 12 - Billing & Shipping Address
8	Additional Support

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.

Lagon ID:	<input type="text"/>
Password:	<input type="password"/>
Group:	<input type="text" value="TDBFG"/>
	<input type="button" value="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

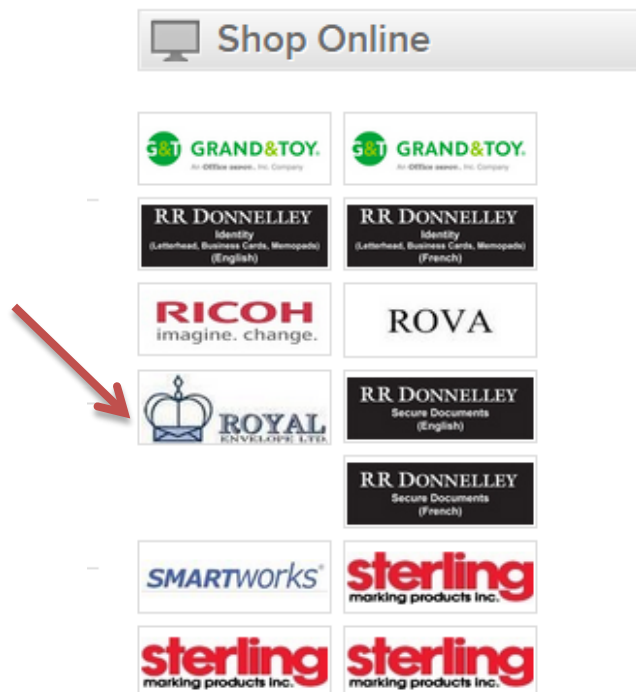
TDI: TDI Employees

STEP 2 - VENDOR

Click on the **Royal Envelope (ROD)** icon.

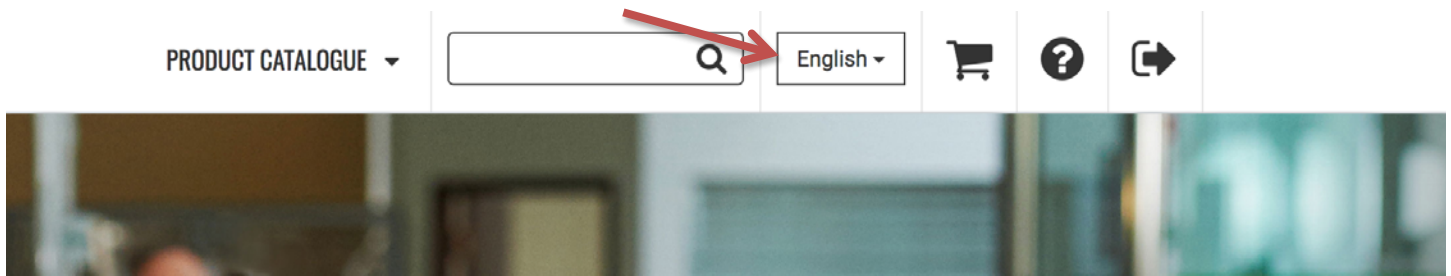
Note: You will only see the icons you are allowed to order from so it might not look the same as the screen shown below.

You are now in Royal's ROD system.



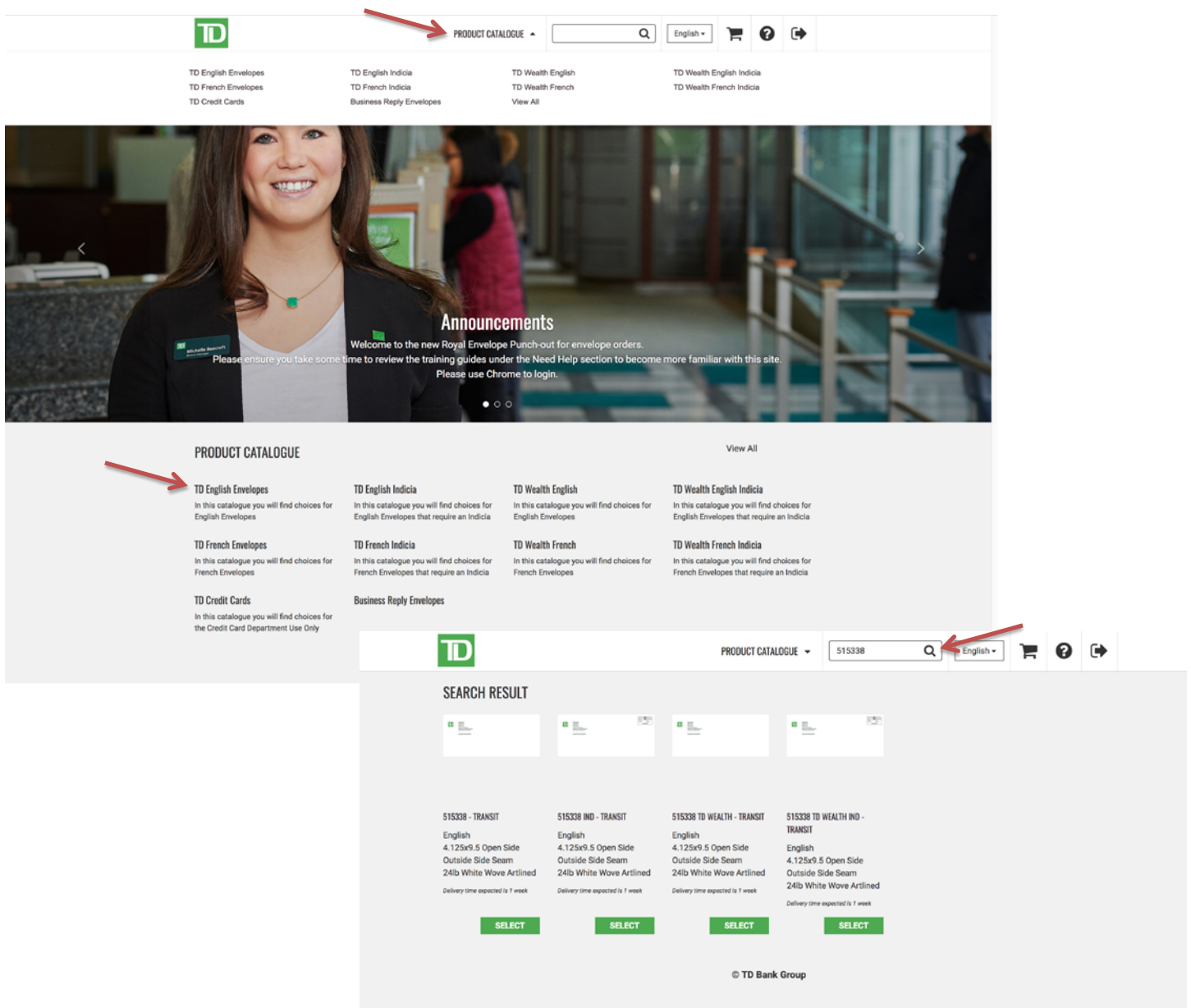
STEP 3 - LANGUAGE

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.

The screenshot shows the TD Product Catalogue interface. At the top, there is a navigation bar with the TD logo, a 'PRODUCT CATALOGUE' dropdown, a search bar, and language and utility icons. Below the navigation bar, the breadcrumb 'HOME > VIEW ALL' is displayed. The main section is titled 'VIEW ALL' and contains a grid of 12 product cards. Each card features a product image, a title, a description, and a 'SELECT' button. A red arrow points to the 'SELECT' button of the first product card.

Product ID	Language	Dimensions	Weight	Delivery Time
515052 - TRANSIT	English	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515052 IND - TRANSIT	English	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515052 TO WEALTH - TRANSIT	English	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515052 TO WEALTH IND - TRANSIT	English	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515053 - TRANSIT	French	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515053 IND - TRANSIT	French	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515053 TO WEALTH - TRANSIT	French	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515053 TO WEALTH IND - TRANSIT	French	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515054 - TRANSIT	English	12x16 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515054 IND - TRANSIT	English	12x16 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515054 TO WEALTH - TRANSIT	English	12x16 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515054 TO WEALTH IND - TRANSIT	English	12x16 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515055 - TRANSIT	French	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515055 IND - TRANSIT	French	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515055 TO WEALTH - TRANSIT	French	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515055 TO WEALTH IND - TRANSIT	French	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515080 - TRANSIT	English	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515080 IND - TRANSIT	English	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week

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

The screenshot shows the TD Product Catalogue interface for 'TD ENGLISH INDICIA'. The breadcrumb is 'HOME > TD ENGLISH INDICIA'. The main section is titled 'TD ENGLISH INDICIA' and contains a grid of 6 product cards. Each card features a product image, a title, a description, and a 'SELECT' button.

Product ID	Language	Dimensions	Weight	Delivery Time
515052 IND - TRANSIT	English	9.5x14.75 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515054 IND - TRANSIT	English	12x16 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515080 IND - TRANSIT	English	10x13 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515310 IND - TRANSIT	English	4x7.5 Open Side Cross Back	24lb White Wove Window	Delivery time expected is 1 week
515320 IND - TRANSIT	English	9x12 Open End	24lb Natural Kraft	Delivery time expected is 1 week
515332 IND - TRANSIT	English	4x9 Open Side Outside Side Seam	24lb White Wove Artlined Window	Delivery time expected is 1 week


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.

515338

PRODUCT DETAILS CUSTOMIZE FINALIZE

English
4.125x9.5 Open Side
Outside Side Seam
24lb White Wove Artlined
Delivery time expected is 1 week



< Front >

BACK CONTINUE

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!***

515338

PRODUCT DETAILS CUSTOMIZE FINALIZE

Ensure all required fields are completed correctly ie. Brand, Legal Entity, Business Line, Division (when applicable).
No abbreviations are to be used. You must use upper and lower case letters. ALL CAPS are not allowed.
Do not include Transit/Branch # or Transit/Branch Name.

Sub-Brand* -- Please Select a Value --
Department
Tower Centre/P.O.Box
Address Line
Suite, Floor, Unit -- Please Select a Value --
Suite, Floor, Unit #
City*
Province* -- Please Select a Value --
Postal Code*
Special Instructions -- Please Select a Value --
* Indicates a required field



< Front >

REFRESH PREVIEW

BACK CANCEL NEXT

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 #**.

Postal Code*

Special Instructions -- Please Select a Value --

7-10 Digit Indicia Account #


* Indicates a required field

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**.


Prices are in CAD, per M (1 M = 1000 Envelopes). Prices do not include tax.

Upload*



Prices are in CAD, per M (1 M = 1000 Envelopes). Prices do not include tax.

Upload*





Add File

Select file(s) to upload

Prices are in CAD, per M (1 M = 1000 Envelopes). Prices do not include tax.

Upload*



 [Royal Envelope logo.pdf \(94Kb\)](#)

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.

515338

PRODUCT DETAILS CUSTOMIZE FINALIZE

Quantity: M (1 M = 1000 Envelopes)

Total Quantity: 25 M (25,000 Envelopes)

Price Per M: \$26.29 CAD

Total Price: \$657.25 CAD

RECALCULATE

1+ Units
\$26.29

Prices are in CAD, per M (1 M = 1000 Envelopes). Prices do not include tax.

It is the responsibility of the employee to select the correct legal entity from the options available. Once your order is submitted, it cannot be changed or cancelled.

Please ensure that you thoroughly review the PDF proof for accuracy, as the envelope will print exactly as the proof appears.

☒ DOWNLOAD PDF PROOF ☐ Proof is approved

BACK CANCEL ADD TO CART

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.

TD PRODUCT CATALOGUE English

SHOPPING CART ITEMS - TO CHECK OUT NOW

	Name	Units	Price
	515338 - Transit Edit	Total: 25 Items	\$657.25 CAD

Subtotal \$657.25 CAD

CONTINUE SHOPPING CANCEL CHECK OUT

© TD Bank Group

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.

The screenshot displays the 'Review Cart' interface. On the left, there are input fields for 'Created By' (Stephanie McCallum), 'On Behalf Of', 'Justification', 'Attachments' (with links for Add File, URL, and Text), 'Req # (TD PI Use Only)', 'ECM Contract #', and 'Quote Provided By'. On the right, the 'Ship To' section is highlighted with a red arrow. It contains fields for 'Address' (380 WELLINGTON ST 5TH FLR, DMS, LONDON, ON N6A5B5, Canada), 'CC/RC Name', 'Business Line Name', 'Building Code', and 'Attention' (Stephanie McCallum). Below this is the 'Cart Items' section, which includes a table with item details: 'Name: DO NOT USE TESTING 515052 - External', 'Number: - Item Details', 'From ROYAL ENVELOPE LTD', 'Commodity FORMS, ENVELOPES, & FULFILLMENT - Payment Terms Net 15 - Part Number PM16854 - Contract Yes - CA Cat Code 061 - US G/I Number 614900', and '1 x 92.22 CAD / Box = 92.22 CAD'. The total is shown as 'Total 1 Unit 92.22 CAD'. At the bottom, the 'Approval Chain' section shows a flow starting with 'Add' and 'Stephanie McCallum', with a red arrow pointing to the next step in the chain.

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