

How to place an Order

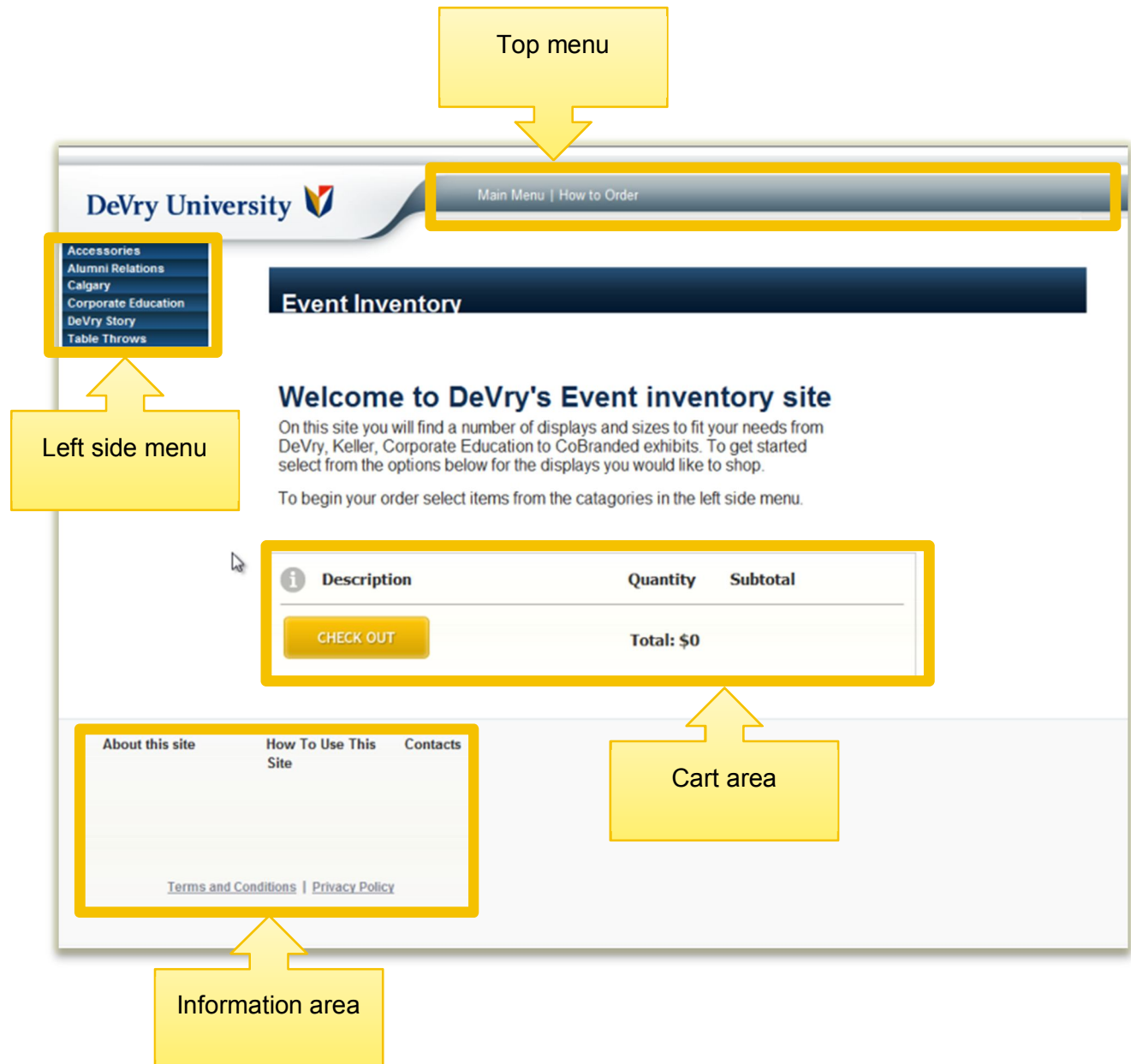
A step by step guide to ordering event exhibits

Screen Layout

Top menu

The top menu contains two links. The [Main Menu](#) link navigates to the home page. (If you have an item in your cart an alert message will warn you of unsaved information. You may cancel the page exit request to continue your order)

The [How to Order](#) link will provide information on how to use this website. If you are using a browser that supports the pdf file format you can view the instruction online, or a link will be provided to download instructions. Additionally there is a short video tutorial that will guide you through the order process



Preview pane and Cart

Left side menu

From the left side menu you will be able to select items from the categories. Right click a category to expand the available options.

Click an item and the item information will appear in the preview pane.

To add an item to your cart, click the **ADD TO CART** button. To change the quantity you can either enter the desired quantity into the quantity field or **ADD TO CART** button to increase the quantity value by one.

To remove an item click the **remove** button

When finished adding items to cart click the **CHECK OUT** button inside the cart area

The screenshot shows the DeVry University online ordering system. The interface is divided into several sections:

- Left side menu:** A vertical menu on the left lists categories: Accessories, Alumni Relations, Calgary, 10 Foot Pop-Up, 8 Foot Pop-Up, Banner Stand 33, Banner Stand Table Top 59, Graphics for 10 Foot Pop-Up, Graphics for 8 Foot Pop-Up, Corporate Education, DeVry Story, and Table Throws. An arrow points to this menu with the label "Left side menu".
- Preview pane:** The main area displays the selected item, "Calgary - 8 Foot Pop-Up". It includes an image of the pop-up, a description, and a price. An arrow points to this section with the label "Preview pane".

Item Description: 8 Foot Pop-Up

 - Dimensions 8' wide by 92" tall
 - One (1) self locking frame and hardware
 - One (1) Transporter case with wheels - case converts to podium (transporter dimension, approx: 26"w x 15"deep x 38.5"h) (total weight - approx. 78lbs)
 - Three (3) Inkjet graphic front panels
 - Two (2) Inkjet graphic end panels
 - Two (2) Halogen Lights
 - Instructions Included

Price: \$3450.00

ADD TO CART
- Cart area:** At the bottom, a table shows the items in the cart. An arrow points to this section with the label "Cart area".

Description	Quantity	Subtotal
Calgary - 8 Foot Pop-Up	QTY: 1	\$3450.00

REMOVE

CHECK OUT

Total: \$3450

Billing and Shipping form

Fill out all fields in the form and click the **SUBMIT ORDER** button located at the bottom of the form.
(Depending on your browser settings you may need to scroll this form)

Fields with formatting errors will be highlighted in red with additional information on the correct format.
Fix all errors using correct formats and re-submit the form by clicking the **SUBMIT ORDER** button

The screenshot displays the DeVry University 'orderform' interface. The main form is titled 'Billing and Shipping Information' and contains several sections: 'Billing Information' (Name, Email, Department Number, Account Number, Phone), 'Shipping Information' (Ship to Name, Ship to Address, City, State, Zip Code, Country), and a 'Description' section with a table for items. A 'SUBMIT ORDER' button is located at the bottom of the form. A yellow callout box labeled 'Format error' points to the 'Email' field, which is highlighted in red and contains the message 'We need your email address to contact you'. Another yellow callout box labeled 'Format error alert message' points to a red alert box at the top of the form that reads: 'There is an error in one of the fields. It has been highlighted. Correct the error and click the submit order button. We need your email address to contact you'.

Completed Order

When you complete your order a thank you acknowledgement will display with links to preview the order in the pdf format or print the screen for your records.(In order to preview the pdf file you will need to have a pdf reader installed on your device)

A representative with ion will confirm your order via email or by phone

DeVry University

Accessories
Alumni Relations
Calgary
10 Foot Pop-Up
8 Foot Pop-Up
Banner Stand 33
Banner Stand Table Top 59
Graphics for 10 Foot Pop-Up
Graphics for 8 Foot Pop-Up
DeVry Story
Katie
Table Throws

You order has been completed. An ion exhibits representative will be in contact with you within 24 hours to confirm your order. To place another order click on 'Menu' in the top menu bar.

[download pdf](#) [print](#)

Billing Information
First Name: John
Last Name: Doe
Email: jed@devry.edu
Department Number: 999999
Account Number: 99999
Phone Number: (555) 555-5555

Shipping Information
Ship to First Name: John
Ship to Last Name: Doe
Address 1: 123 Main Street
Address 2: Suite 1
City: Greenville
State: NC
Zip: 99999
Country: United States

Order Information
Item 1
Calgary - 8 Foot Pop-Up
Quantity: 1
Unit Price: \$3450.00
Extended Price: \$3450.00

ion exhibits
700 District Drive
Itasca, IL 60143
ph 630.285.9500
fax 630.285.9501

ORDER
Date: 2011/11/29

Order Number: D00001

Billing Information
First Name: John
Last Name: Doe
Email: jed@devry.edu
Department Number: 999999
Account Number: 99999
Phone Number: (555) 555-5555

Shipping Information
Ship to First Name: John
Ship to Last Name: Doe
Address 1: 123 Main Street
Address 2: Suite 1
City: Greenville
State: NC
Zip: 99999
Country: United States

Order Information
Item 1
Calgary - 8 Foot Pop-Up
Quantity: 1
Unit Price: \$3450.00
Extended Price: \$3450.00

[About this site](#) [Set-up Instructions](#) [Contacts](#)

[Terms and Conditions](#) | [Privacy Policy](#)

Terms and Conditions
* Freight and taxes (if applicable) will be invoiced separately.
* Standard lead time for production is 10 business days.
External variances may affect standard lead times.
50% Deposit is required to initiate the order.
Remaining balance is required prior to release of the shipment.
100% payment in advance for rentals & services.
7.25% sales tax when applicable.
Shipping & handling are additional. FOB Manufacturer.
Please allow four to six weeks for production to avoid rush charges.
All not supplied within early guidelines may incur additional charges.
Changes to design may affect cost.
This estimate is valid for 30 days.
Order Cancellations must be received within 48 hours from the day the order was placed. To cancel an order please call Kim Gillette @ 630-227-4561 or Mary Levi @ 630-227-4564. No orders will be cancelled after 48 hours, unless arrangements have been discussed.

Created By: ion exhibits - DeVry Website