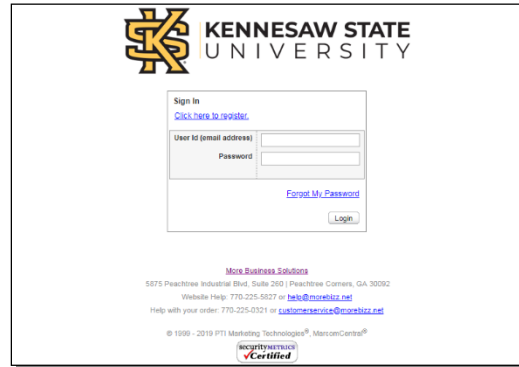


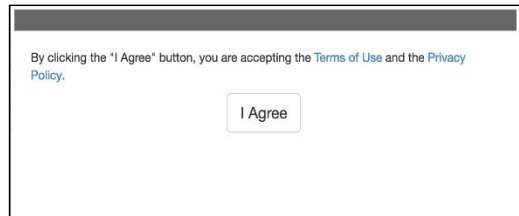
Quick Start Guide - Website for ordering KSU Stationery (business cards, letterhead, envelopes etc).

Link to website: <http://members.printable.com/morebizz/arc/>

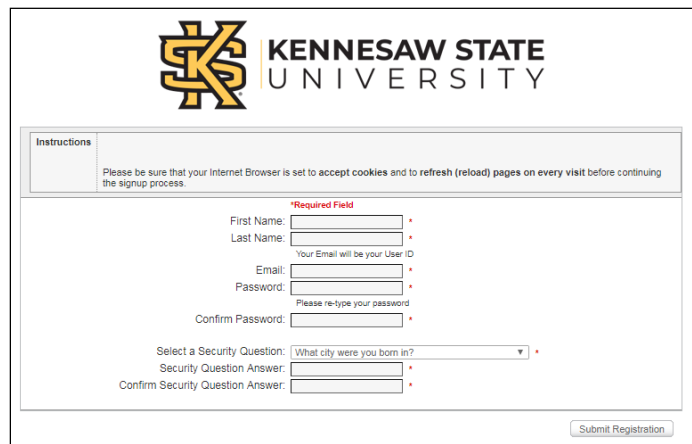
1. Create your user account: Follow the 'Click Here to Register' link to set up your account.



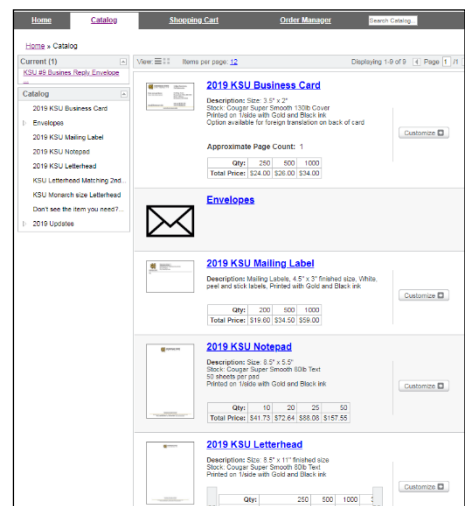
You will be prompted to review the site policies before proceeding.



2. Fill in the required info and click 'Submit Registration'.



3. Now you are on the main catalog page which shows all of the products we have ready for order. Click on the first item you want to order (letterhead for this example).



- Complete the fields on the left side and click the green 'Refresh' button on the right side above the preview image. Your custom proof will be created onscreen.

Autofill Options – You can use Autofill to save your entries for use on other products or future orders. To get started, when you are happy with your proof, click 'Save Autofill Content'. At your next order, click 'Autofill Options' to load your previously saved content.

- This is the final proof, so be sure to look carefully for any typos or errors. You can zoom in and out or move your view, or you can open a pdf of the item. This pdf can be saved and emailed for approval if needed. To make changes, edit your information on the left and click the refresh button again.
- When your item is customized as needed, select the quantity, click the checkbox to approve your proof, and click 'Add to Cart'.

- Now you should see your shopping cart. If you need to order more items, click on the Catalog link at the top and continue shopping. If you are ready to checkout, click the Checkout button.

8. Enter your **shipping** address and click Continue.
You don't have to select a Shipping Method.

Shipping → Billing → Confirm Order

Choose Shipping Address: (All Products) - Enter your valid Purchase Order number:

Use an Existing Address: Attn:
OR
 Use a New Address (This order only). Note: All orders must be shipped to KSU facilities in Kennesaw, GA :

Country:
 Company:
 Attn:
 Addr1:
 Addr2:
 Building Name, Room #:
 Phone Number:
 City:
 State:
 Zip:
*Required Field

Shipping → Billing → Confirm Order

Choose Shipping Address: (All Products) - Enter your valid Purchase Order number:

Use an Existing Address: Attn:
OR
 Use a New Address (This order only). Note: All orders must be shipped to KSU facilities in Kennesaw, GA :

Country:
 Company:
 Attn:
 Addr1:
 Addr2:
 Building Name, Room #:
 Phone Number:
 City:
 State:
 Zip:
*Required Field

Click the 'Save Address' button to use the address you entered for future orders.

Save Address ✕

Description

Save as Default Ship To Address
 Save as Default Bill To Address

Click 'Continue'

State:
 Zip:
*Required Field

Products	Description	Ship To	Shipping Instructions	Qty
<input type="checkbox"/> KSU Letterhead KSU_LH-Strategic Communications and Marketing	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/8 side with Gold and Black Ink - Strategic Communications and Marketing	Current		250

Subtotal: \$56.00
 Total: \$56.00

- Enter your **billing** address. This must be the billing address for your credit card if you are paying with a P-Card. Otherwise if paying with a Purchase Order please enter the address of the office that is requesting the P.O.

Shipping → Billing → Confirm Order

Please Note: By submitting this order you are confirming that you have proofed all content and accept all charges for items ordered. Any changes or re-orders will be the financial responsibility of the ordering department.

Choose Billing Address: (All Products) - Enter your valid Purchase Order number:

Use Shipping Address
Use a New Address (This order only). Note: All orders must be shipped to KSU facilities in Kennesaw, GA :

Country: United States
 Addr1: 1000 Chastain Rd
 Addr2:
 City: Kennesaw
 State: Georgia
 Zip: 30144

Choose Payment Method:

Purchase Order

PO Number (All Products) - Enter your valid Purchase Order number:

SKU	Description	PO Number	Qty	Price
<input type="checkbox"/> KSU_LH-Strategic Communications and Marketing	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/4side with Gold and Black Ink - Strategic Communications and Marketing		250	\$6.00
			Subtotal:	\$56.00
			Total:	\$56.00

Remove

Select Purchase Order and enter the PO#, or select Credit Card

Choose Payment Method:

Purchase Order
 Credit Card

PO Number (All Products) - Enter your valid Purchase Order number:

Choose Payment Method:

Credit Card

SKU	Description	Qty	Price
<input type="checkbox"/> KSU_LH-Strategic Communications and Marketing	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/4side with Gold and Black Ink - Strategic Communications and Marketing	250	\$6.00
		Subtotal:	\$56.00
		Total:	\$56.00

Remove

- Confirmation screen: Check over all information carefully before completing your order.

At the bottom of the page, enter your credit card info (if you are paying with a P-Card). Click Complete Order.

Shipping → Billing → Confirm Order

Current Ship To Address
 Kennesaw State University
 First and Last Name
 3391 Town Point Drive NW
 Town Point Building, Ste.2700
 470-578-6203
 Kennesaw, GA 30144
 US
[\[Change\]](#)

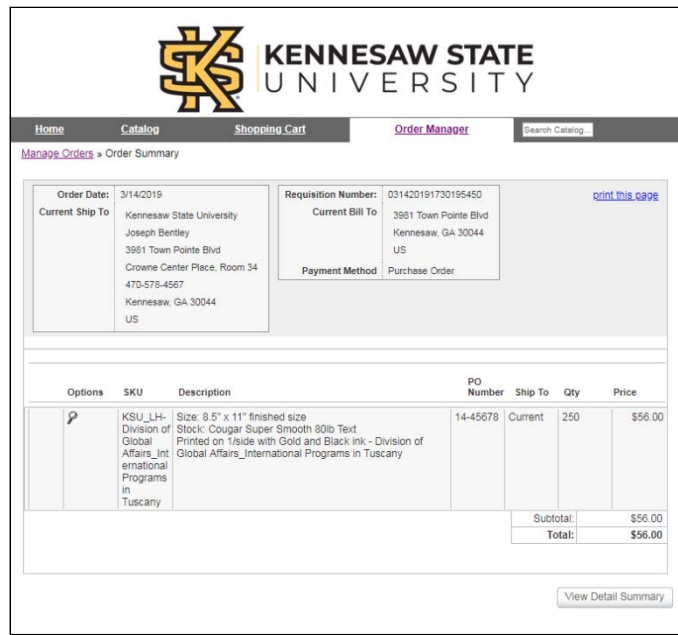
Purchase Order Number: Enter your valid PO number (ex: 0000520xxx):
Current Bill To Address 1000 Chastain Rd
 Kennesaw, GA 30144
 US
[\[Change\]](#)
Payment Method Credit Card

Items	Name	SKU	Qty	Price
1	KSU Letterhead Description Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/4side with Gold and Black Ink - Strategic Communications and Marketing Ship To First and Last Name 3391 Town Point Drive NW Kennesaw, GA 30144 US [Change]	KSU_LH-Strategic Communications and Marketing	250	\$6.00
				Subtotal: \$56.00
				Total: \$56.00

Credit Card Type: Visa
Credit Card Number:
 Expiration: 01 2018
 First Name on Card:
 Last Name on Card:
 Phone Number:

11. Your order is complete when you see your Requisition Number or Purchase Order Number you are finished!

Requisitions – If the items you are ordering require approval by the KSU University Relations department, you will receive a **Requisition Number**. After they approve your order, it will be assigned an **Order Number**. You will receive an email notification that includes your Order Number



12. Be sure to print this screen to use as your receipt. You can also log in later and click on the ‘Order Manager’ link to review your previous orders, print receipts or place reorders.

Need Help?			
<p><i>Questions about an order you have placed?</i></p> <p>Customer Service 770.225.0321 orders@morebizz.net</p>	<p><i>Website questions?</i></p> <p>Seth Caldwell 770.225.5816 seth@morebizz.net</p>	<p><i>Invoice questions?</i></p> <p>April Trammell 770.225.5845 Apriltrammell@morebizz.net</p>	<p><i>Don't see the item you need?</i></p> <p>Amber Bryant 770.225.5838 AmberBryant@morebizz.net</p>