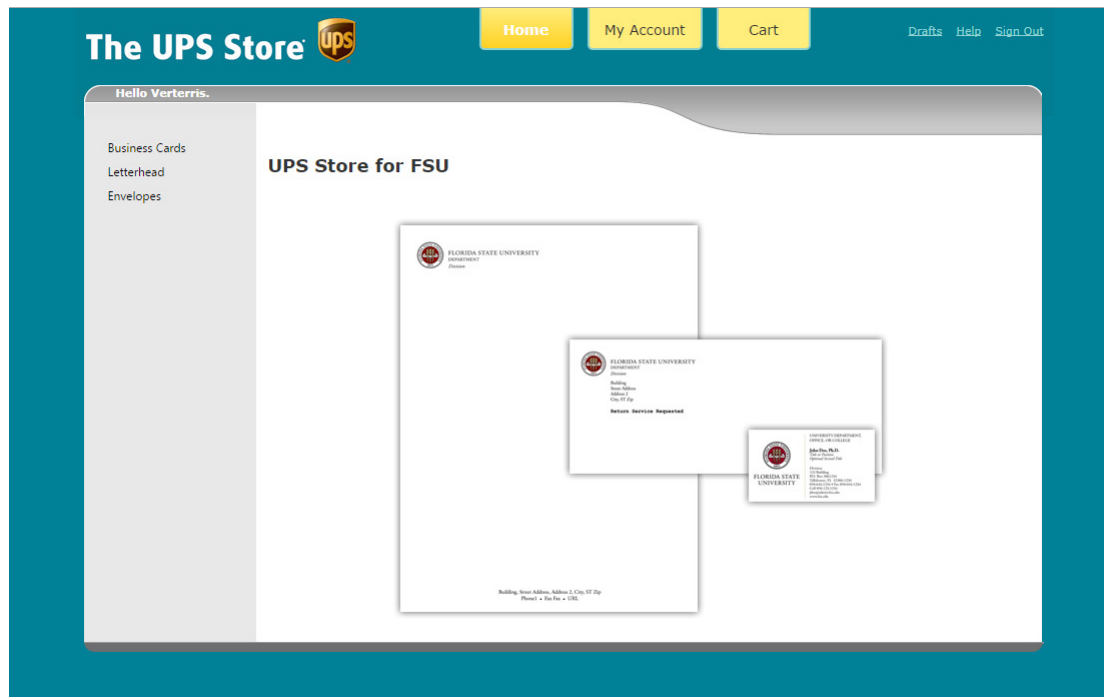


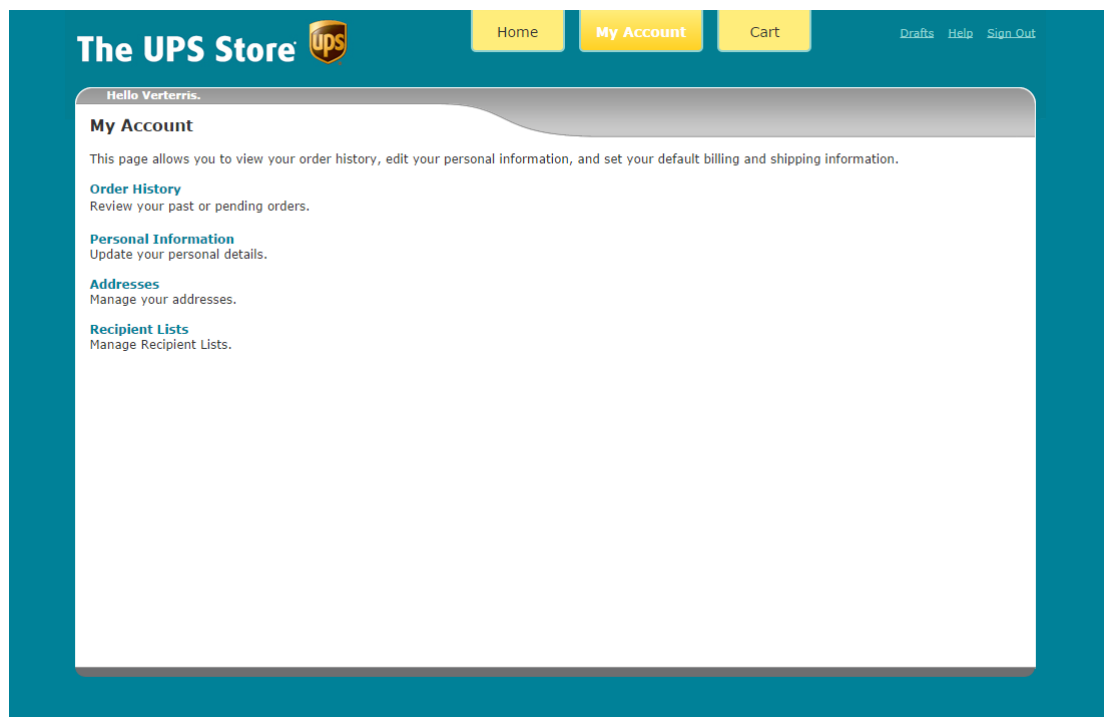


REORDERING A PREVIOUS ORDER

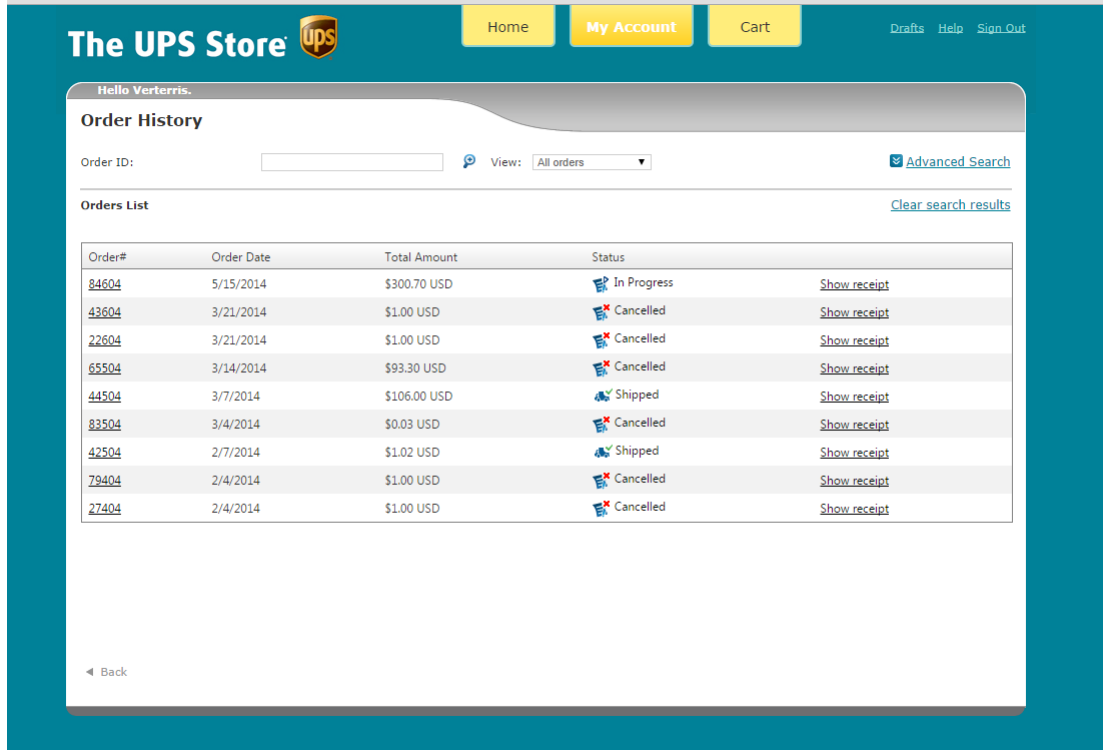
- Click on “My Account” tab



- Then click on **Order History**



- Next select any of the previous orders you would like to reorder by clicking Order #

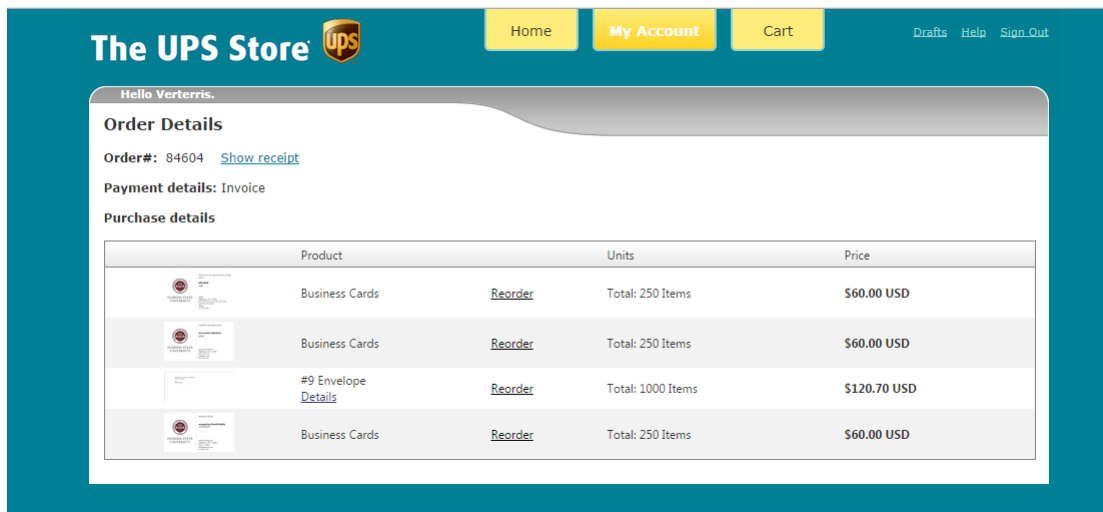


The screenshot shows the 'Order History' section of a user's account. At the top, there are navigation buttons for 'Home', 'My Account', and 'Cart'. Below these, the user is greeted with 'Hello Verterris.' and the page title 'Order History'. There is a search bar for 'Order ID:' and a 'View:' dropdown menu set to 'All orders'. An 'Advanced Search' link is also present. Below the search area is an 'Orders List' table with columns for Order#, Order Date, Total Amount, and Status. A 'Clear search results' link is located to the right of the table.





Order#	Order Date	Total Amount	Status
84604	5/15/2014	\$300.70 USD	In Progress Show receipt
43604	3/21/2014	\$1.00 USD	Cancelled Show receipt
22604	3/21/2014	\$1.00 USD	Cancelled Show receipt
65504	3/14/2014	\$93.30 USD	Cancelled Show receipt
44504	3/7/2014	\$106.00 USD	Shipped Show receipt
83504	3/4/2014	\$0.03 USD	Cancelled Show receipt
42504	2/7/2014	\$1.02 USD	Shipped Show receipt
79404	2/4/2014	\$1.00 USD	Cancelled Show receipt
27404	2/4/2014	\$1.00 USD	Cancelled Show receipt

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- Then click on **Reorder**



The screenshot shows the 'Order Details' page for order #84604. At the top, there are navigation buttons for 'Home', 'My Account', and 'Cart'. Below these, the user is greeted with 'Hello Verterris.' and the page title 'Order Details'. The order number is displayed as 'Order#: 84604' with a 'Show receipt' link. Below this, there are sections for 'Payment details: Invoice' and 'Purchase details'. The 'Purchase details' section contains a table with columns for Product, Units, and Price. Each row includes a 'Reorder' link.

Product	Units	Price
 Business Cards Reorder	Total: 250 Items	\$60.00 USD
 Business Cards Reorder	Total: 250 Items	\$60.00 USD
 #9 Envelope Reorder Details	Total: 1000 Items	\$120.70 USD
 Business Cards Reorder	Total: 250 Items	\$60.00 USD

CHECKING OUT

- The Checkout-Order Summary screen allows you to enter your billing and shipping address by selecting **Add**.



- If you would like to pick up your order, enter the address of the campus UPS Store which is:


**75 N. Woodward
Tallahassee, FL 32313**


- Otherwise your order will be delivered to your local shipping address at no charge.

Checkout - Order Summary

Order Details > Payment & Submission

Billing Address

75 N. Woodward Avenue, Tall  Add...

Selected address
UPS Campus Location  Edit...
75 N. Woodward Avenue
Tallahassee, Florida 32306
United States

Shipping

Select Shipping Address 

Use billing Address
 Select from My Shipping Addresses

Order Items		Service
Name	No. of Units	
#10 Envelope	500	Delivery in Tallahassee, FL 





- Once an address has been entered, select **Next**.

- On the following screen, review your order and select your payment method. If you would like to pay by p-card, enter you card information. Our site is secure and we are committed to protecting your personal information.
- If you would like to pay by a purchase order or foundation funds, please select **Invoice**.

Checkout - Order Summary

Order Details > **Payment & Submission**

Ordered Items

	Name	Units	Price
	#10 Envelope Details	Total: 500 Items	\$158.30 USD
	Letterhead	Total: 500 Items	\$105.00 USD

Total: **\$263.30 USD**

Select Payment Method

Credit Card - Instant Clearing with PayPal

Invoice

< Back**Checkout**

- Once completed, select **Checkout**.
- After checking out, you should receive a job order number. Throughout the entire printing process, you should receive emailed updates regarding the status of your order. Please know that the printing process takes 7 business days.