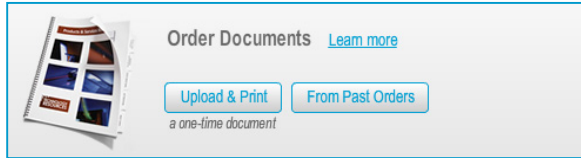


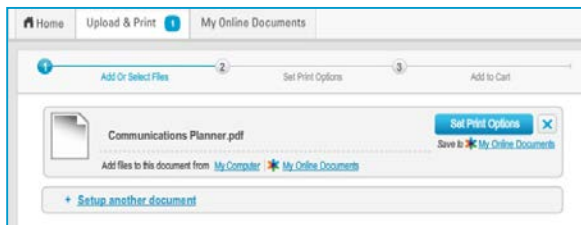
Log in to Purchasing System

1. [Need customer supplied instructions for this step.]
2. Select an option from the **Order Documents** menu to begin your order.



Upload Files and Create Documents

1. Click **Upload** to navigate to the file(s) for your document.
2. Select file(s) for uploading. Maximum file size is 100MB each. You may combine files to create single document, or upload files separately to create multiple documents.



3. If your document has a custom page size, you may convert it to a standard size or use the file as-is. To use the file as-is, enter instructions into the **Keep this size** field about how you would like the document produced.



NOTE: Full preview and pricing may not be displayed for nonstandard page sizes. For nonstandard page size orders, see the Special Instructions section below.

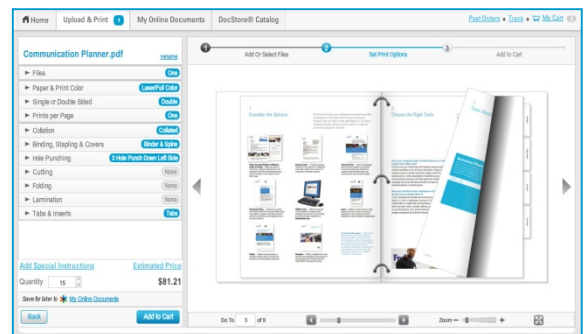
4. You may choose to add files to your document by adding them from **My Computer** or from **My Online Documents** (if available for your account). If combining multiple files into a single document, you may override the default document name, if desired.

5. Once all files have been uploaded/selected, click **Set Print Options** to begin configuring your document(s).

Configure Document Print/Finishing Options

1. Configure your document by selecting print and finishing options from the menus at right. **Document Preview** and **Estimated Price** will dynamically update to reflect your selections.

TIP: Click on **Estimated Price** to reveal detailed document pricing.



2. Review your document preview by clicking and dragging pages, or by using the controls within the preview window. This is your online proof of the finished document.
3. If the options you need are not available, use the **Special Instructions** field to describe how you would like the document produced.

NOTE: Full preview and pricing will not be available online for documents with special instructions. Please reference the **Special Instructions** section to review additional steps in the process.

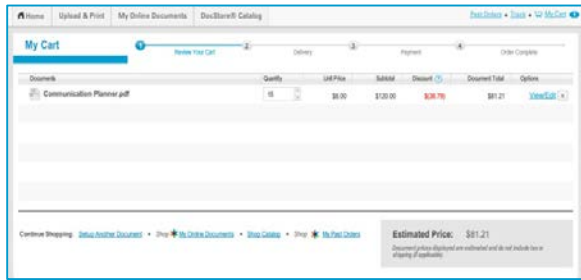
4. Click **Add to Cart** once you have finished setting up your document.

View and Reorder From Past Orders

1. Documents are available to reorder for a period of six months from last date of order. To reorder a document, use the **From Past Orders** button, or add a previously ordered document to your order from the **My Cart** page by clicking the **Shop My Past Orders** button.
2. Switch to the **Reorder** tab to view eligible documents. Mark the checkbox beside all documents you would like to reorder.
3. Click the **Reorder** button at the bottom of the screen to place the selected items in **My Cart**.

My Cart Options

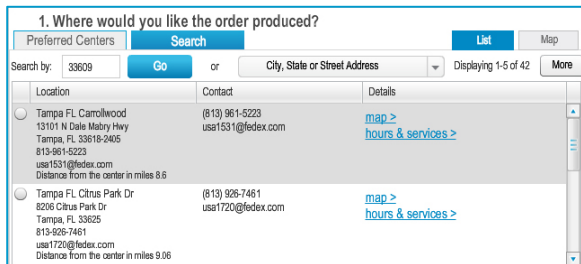
1. Adjust document quantities as needed (defaults to 1).



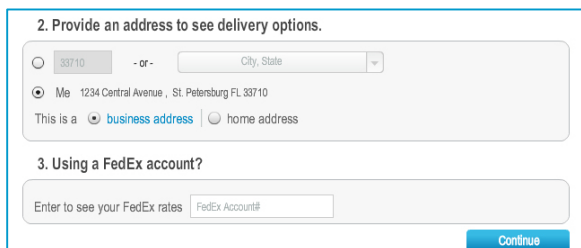
2. You may continue shopping or **Check Out**.

Shipping and Production Details

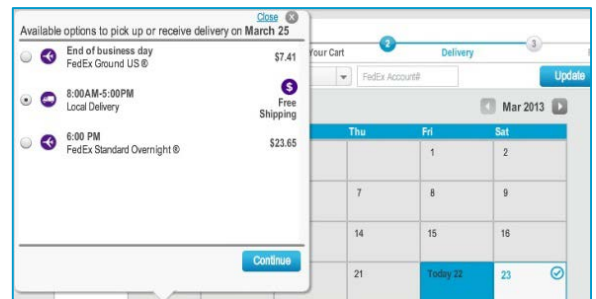
1. Choose a FedEx Office production center from the **Preferred Centers** list, or click **Search** to access options for locating a center.



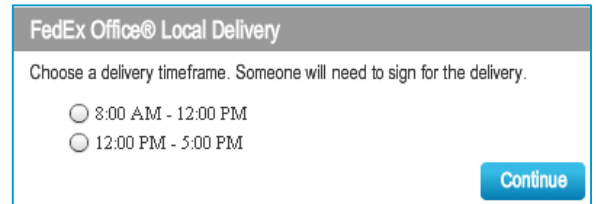
2. Provide an address to see delivery options. If your order will be shipped, you may enter a **FedEx Ship Account** number (if enabled for your account).



3. Choose the date you would like to receive your order to see delivery options. Delivery options are calculated based on your project(s) and selected center. If you are unable to select your preferred method of delivery, you may select another center or change your order due date to see additional options.
4. Select your delivery option and click **Continue**.

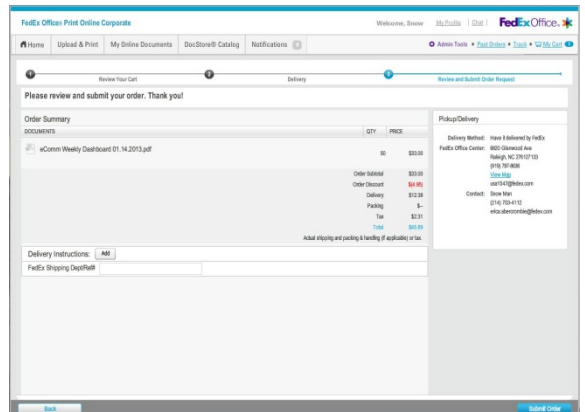


5. Select the time you would like to receive your order and click **Continue**.



Contact and Recipient Information

The contact and recipient information is contained within your company's ERP system and will automatically be provided on the approved purchase order.



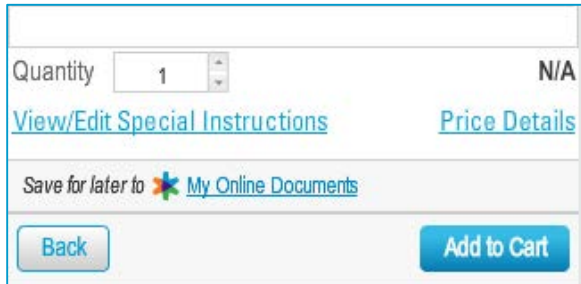
Payment and Order Submission

The payment information is contained within your company's ERP system and will be required at the time of approval of your purchase order.

1. Click **Submit Order** to complete your order.
NOTE: Orders requiring approval are not sent to the producing center until they are approved by your organization's approver.
2. You will receive an on-screen confirmation as well as an email confirmation. This confirmation is your receipt and will contain order details as well as a tracking number to allow you to track your order status.

Orders with Special Instructions

1. When Special Instructions are entered into the order, online pricing will be removed and additional steps will be needed to receive a quote on your order.
2. Enter the **Special Instructions** for your document and click **Save Instructions**. The price will be updated to **N/A**.



3. Click **Add to Cart** and continue through the check out screens.
4. When the **Submit** button is clicked, no cart is returned to your purchasing system as the price has been removed. The quote is routed to a FedEx Office team member for review and pricing.
5. Once the quote has been priced, you will receive an email notification informing you that your quote is ready to review.
6. Log back into the site and you will see a notification on the home page informing you that you have a quote ready for review.



7. Click on **View Now** in the notification and then on View Quote.
8. Click on **Submit for Approval** to bring the cart back to your purchasing system.

