

Quick Reference Guide

Express Press has a new look! This easy to use ordering site is accessible through **buyND** and will require **new registration**. Your username and password can remain the same as before, but the password, which is case sensitive, must contain 6 characters at a minimum and be a combination of letters and numbers.

Once you have registered and **logged in**:

- Click **“Ordering Starts Here”**
- Select one of the categories to begin the ordering process



Welcome to the online ordering site for the University of Notre Dame
All stationery items available on this site are produced on environmentally friendly Classic Crest 100% Recycled Bright White stock.

For questions, please contact Amy Sims at 574-277-3355

ACADEMIC DEPARTMENTS

Business cards, letterhead, and envelopes

ADMINISTRATIVE DEPARTMENTS

Business Cards, letterhead, and envelopes

NOTE CARDS, PANEL CARDS AND FYI CARDS

LARGE ENVELOPES

9 x 12 or 10 x 13 catalog envelopes

A screenshot of the Express Press registration form. The form is titled 'Registration' and has a red header with 'User Information'. It contains fields for 'Username', 'Password', 'Confirm Password', and 'E-mail Address'. A red 'Request Account' button is located below the fields. Below the button, there is a note: 'Create a unique username. Passwords must contain a combination of letters and numbers'. At the bottom of the form, there is a 'Go To' dropdown menu and a link to 'Additional Locations'.A screenshot of the Express Press login form. The form is titled 'Customer Utilities' and has a red header with 'Express Press INCORPORATED'. It contains fields for 'Username' and 'Password'. A red 'Enter Your Site' button is located below the fields. Above the fields, there is a note: 'To access your online order center, enter your username and password into the fields below. If you have forgotten or misplaced your username and/or password please call us at 574-277-3355. If you don't have an online order center setup and are interested in one, please call 574-277-3355 or contact us at expresspress.com'.

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To order an item:

- Choose the **“Quantity”** from the drop down menu and scroll to the bottom and click **“Continue”**
- On the next screen, fill in the variable information for the item
- After completing the information, review the order by clicking **“Preview”**
- To continue with the order, click **“Order.”**
- To go back and change the information on the order, click **“Modify.”**

The image displays two screenshots of the Express Press online ordering system. The left screenshot shows a product selection screen with quantity dropdown menus and a 'Continue' button. The right screenshot shows a form for entering address and phone information, with 'Order' and 'Modify' buttons at the bottom. A large 'Express Press PROOF' watermark is centered between the two screenshots.

Left Screenshot (Product Selection):

- Quantity dropdown menu (circled in red)
- Administrative - Custom Foil Letterhead - Option 2
- Administrative custom foil letterhead with blue copy at top of sheet.
- Quantity Subtotal
- 500 \$112.11
- 1000 \$168.98
- 1500 \$221.72
- 2000 \$276.35
- 2500 \$314.88
- 3000 \$391.22
- 10000 \$1,122.46
- Quantity dropdown menu (circled in red)
- Administrative Foil Business Envelope
- Gold foil University Park with blue copy.
- Quantity Subtotal
- 500 \$151.30
- 1000 \$228.15
- 1500 \$299.90
- 2000 \$368.48
- 2500 \$427.93
- 5000 \$766.09
- 10000 \$1,582.18
- Quantity dropdown menu (circled in red)
- Blank Stock
- Quantity Subtotal
- 500 \$23.05
- 1000 \$46.10
- Quantity dropdown menu (circled in red)
- Continue button (circled in red)

Right Screenshot (Form):

- Address
- Address Line 2
- City
- Home Phone
- State
- Country
- Zip
- AS STA
- Phone/Fax
- Please enter your plus 4 zip code extension if you have one. No Dash.
- or Send from the drop down menu.
- or Send from the drop down menu.
- case of long email addresses.
- case of long web addresses.
- Order button (circled in red)
- Modify button (circled in red)

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To order additional items:

- Click **“Continue Shopping.”**

To checkout:

- Enter a **“FOAPAL Number”**
- Choose a date for delivery
- Choose **“Pay Later (FOAPAL)”**
- Click **“Submit Payment”** to complete the order

Additional Information:

- Past order history will not be accessible in the new system. To access old orders, please contact Express Press for help. A new history will be recorded in the system as you order items.
- To make an item larger, click on any image preview or thumbnail.
- Items will remain in the shopping cart if you do not complete the ordering process. They can be modified at a later date.
- Delete the default information from fields that should not appear on the item.
- Check the proof carefully to make sure all of the information is correct.
- Contact Amy Sims at asims@express-press.com or 574-277-3355 for help.

The screenshot shows a checkout form with several fields and buttons. Red circles highlight the following elements:

- Continue Shopping** button at the top right.
- FOAPAL Number** input field.
- Payment Option** section, specifically the **Pay Later (FOAPAL)** radio button.
- Submit Payment** button at the bottom right.

The form includes the following text and fields:

Update Quotes | **Continue Shopping**

If you are using a specific FOAPAL number, please list it in the space below. To provide credit card payment, please complete the form below.

Your Name
Staci Hibbard

E-mail Address
staci@express-press.com

FOAPAL Number
[Empty field]

Please select when you need this order
please allow at least 3 days
[Empty field]

If a due date is not chosen, your order will arrive in 7-10 business days

Additional Instructions
[Empty text area]

Payment Option

- Pay Now (CREDIT CARD)
- Pay Later (FOAPAL)

Submit Payment