This easy to use ordering site is accessible through buyND. Your username and password can be something unique or just your email address, but the password, which is case sensitive, must contain 6 characters at a minimum and be a combination of letters and numbers.
Registration

How it works:

1. Log into BuyND and select the Preferred Supplier Showcase tile for Express Press - Supplier Info Website. Follow instructions on linked webpage.

2. Select the LOGIN HERE or REGISTER HERE link as applicable to access the Express Press web portal.

3. First-time users complete the Notre Dame Registration form. Registered users enter Username and password.

4. Continue by clicking Request Account or Enter Your Site accordingly.
Once you have registered and logged in:

1. Click “Ordering Starts Here”
Choose a Catalog

Now it’s time to start ordering what your department needs.

1. Choose the catalog you want to begin with.

2. The New Catalog items are new items that were made available in the summer of 2017.

3. The Legacy Items are all of the items that were retained from the previous years.
To order an item

1. Select a quantity from the drop down menu of the item you wish to order.

2. Fill in the information.

3. Once all of the information is filled in, select the preview button. This will produce a proof for you to review. If your preview looks exactly right, select Order.

If you notice that you need to change something, select Modify and go back and make the change, preview the card again, and if it is correct, select Order.

Please Note: The proof is exactly the way the card will be produced.
The Checkout

To order additional items:

- Click “Continue Shopping”

To checkout:

There are two different ways to checkout of the ND portal.

1. Enter a “Foapal Number”
   - Choose a date for delivery
   - Choose “Pay Later (FOAPAL)”

2. Enter your “Credit Card Information”
   - Choose a date for delivery
   - Choose “Pay Now (Credit Card)”

- To complete your order
  - Click “Submit Payment” to complete order
Additional Information

- 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 Lynn Handley at lhandley@express-press.com or 574-277-3355 for help.

Shipment Tracking

Orders will be hand-delivered by Express Press to your campus address at no additional charge. Standard turnaround time is 3-5 business days.