

NaviSite

ONLINE ORDER INSTRUCTIONS

CREATE AN ACCOUNT

Click on “Create an Account” and fill in all your information.

Please note: The address you enter on this page will become your **default shipping address**. If you would like to change your default shipping address or add another address later, simply click on the **Profile** link in the left sidebar from the homepage and choose the **My Addresses** tab. Then click “Add New Address.”

The address you are entering on the account page *is not* the address that will appear on your business card.

You will enter a password. This password will be your access to the order site for all future orders.

PLACING AN ORDER

BUSINESS CARD ORDERS

Log Into your Account

STEP 1 – Select Item

Click the Select Item button, then select **Business Cards**.

STEP 2 – Select Region

Click the Select Location button, then select either **US Location**, or **International Location**.

STEP 3 – Select Location – US or International

From menu, select your NaviSite location.

STEP 4 – Select Business Card Type

From menu, select either Standard, Sales, or Oracle Logo Business Card.

Product Description Page

The Product Description page contains a description of the card you've selected, including a preview image. Here select the quantity you wish to order and the **Name of Contact receiving this shipment**.

Once you select a quantity, click **Customize Order** to enter your personal information to the card

STEP 5 – Customize Your Card

Please read the instructions on the form before entering your information.

All items marked with an asterisk (*) are required.

In fields on left side of page, enter the information to appear on the card.

To see the entered information on the card, click the **"Update Preview"** button. If you make any changes to the information you've entered, make sure to click the **"Update Preview"** to show the latest entered contact information.

Once complete, check the **"Yes, I approve this document"** box at the bottom of the page, then click **"Add to Cart"** to proceed to Shopping Cart.

IMPORTANT NOTE: If you need to go back to edit the Quantity or Shipping Attention to name for this order, make sure to click the **Customize Order** or **Add To Cart** button, to save those changes.

STEP 6 – Shopping Cart

Here you'll find all the cards that you've just added. Note: any previously incomplete orders may still be in the Shopping cart, so please check to ensure you only have items that you wish to be included in this order.

Please verify your information.

Here you'll select the ship to address **FOR EACH CARD**, from the drop down list. If the address is not on the list, use "Add New Address."
Unfortunately, at this time, we can not deliver to P.O. Boxes.

Once you've selected a Ship to Address, select your shipping method from the menu. Note, shipping rates will change as you switch between the different options.

If you selected "Add New Address," this will bring you to the **Settings** page. Click "Add New Address," enter the ship to address, and click "Save." This will save in your address book and add the address to the Ship to menu for future orders. To return to the shopping cart, click the "Shopping Cart" link at the top of the page.

Once the correct shipping address is displayed, click "**Proceed to Checkout**". If ordering additional cards on this order, click the **Continue Shopping** button .

STEP 7 – Checkout

If you have any special instructions, please enter them on this page in the "**Comments or other information**" text box.

Verify all your information on this page.

If you need to make any changes, click "**Edit quantities or shipping options**" button above the "**Submit Order**" button to return to the **Shopping Cart**. Click **Edit** (pencil icon) to make changes or click **Delete** (X icon) to remove the card from the order.

If all is correct, on the **Checkout** page, click "**Submit Order**" to complete your order.

STATIONERY ORDERS

STEP 1 – Select Item

Click the **Select Item** button, then select one of the Stationery Items.

Choose from the following:

- Note Pads
- Letterhead
- Letterhead
- #10 Stationery Envelope
- #10 Window Envelope
- 10x13 Booklet Envelope

STEP 2 – Select a Region

Click the Select Location button, then select either **US Location**, or **International Location**

STEP 3 – Select Location – US or International

From menu, select your NaviSite location.

STEP 3 – Product Description Page

The Product Description page contains a description of the product you've selected, including a preview image. Here select the quantity you wish to order, and **Name of Contact receiving this shipment**.

Once you've selected your quantity, click **Add To Cart** button, to add these items to your **Shopping Cart**.

If the product is **Personalized**, then you'll click the **Customize Item** button, to proceed.

Please read the instructions on the form before entering your information.

All items marked with an asterisk (*) are required.

In fields on left side of page, enter the information to appear on the card.

To see the entered information on the card, click the **"Update Preview"** button. If you make any changes to the information you've entered, make sure to click the **"Update Preview"** to show the latest entered contact information.

Once complete, check the **"Yes, I approve this document"** box at the bottom of the page, then click **"Add to Cart"** to proceed to Shopping Cart.

IMPORTANT NOTE: If you need to go back to edit the Quantity or Shipping Attention to name for this order, make sure to click the **Customize Order** or **Add To Cart** button, to save those changes.

STEP 4 – Shopping Cart

Here you'll find all the cards that you've just added. Note: any previously incomplete orders may still be in the Shopping cart, so please check to ensure you only have items that you wish to be included in this order.

Please verify your information.

Here you'll select the ship to address **FOR EACH ITEM**, from the drop down list. If the address is not on the list, use "Add New Address."
Unfortunately, at this time, we can not deliver to P.O. Boxes.

Once you've selected a Ship to Address, select your shipping method from the menu. Note, shipping rates will change as you switch between the different options.

If you selected **"Add New Address,"** this will bring you to the **Settings** page. Click **"Add New Address,"** enter the ship to address, and click **"Save."** This will save in your address book and add the address to the Ship to menu for future orders. To return to the shopping cart, click the **"Shopping Cart"** link at the top of the page.

Once the correct shipping address is displayed, click **"Proceed to Checkout"**. If ordering additional cards on this order, click the **Continue Shopping** button.

STEP 5 – Checkout

If you have any special instructions, please enter them on this page in the **“Comments or other information”** text box.

Verify all your information on this page.

If you need to make any changes, click **"Edit quantities or shipping options"** button above the **"Submit Order"** button to return to the **Shopping Cart**. Click **Edit** (pencil icon) to make changes or click **Delete** (X icon) to remove the item from the order.

If all is correct, on the **Checkout** page, click **“Submit Order”** to complete your order.

REORDERING

To reorder – when you log on, click **“Order History”** at the top of the page.

Click **“Reorder”** on the previous order you would like to reorder.

You can then click **“Edit”** to make any changes to your order.

If no changes are needed, click **“Proceed to Checkout.”**

If you have any questions about this order, please contact [Michelle Files](mailto:mfiles@navisite.com) (mfiles@navisite.com)