



evergreen

**Guide to
Online Storefront Ordering**

Hosted by, PRINT NW

STEP 1

Requisitioner*, logs in with their User ID (email) and password at:
https://marcomcentral.app.pti.com/Print_NW/Evergreen

*Requisitioners are users that require order approval by their assigned group approver prior to their order being produced/fulfilled.

evergreen
OLYMPIA, WASHINGTON

Sign In

User Id: joe@evergreen.edu
Password:

Forgot My Password

Login

Customer Service at 253-625-5680 or OnlineOrderSupport@printnw.net | Need Help? Visit the [FAQ](#)
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securityMETRICS
Certified

STEP 2

Requisitioner selects product from catalog, completes checkout and places their requisition*.

*Requisitions are pending orders placed by a Requisitioner. These are NOT live orders and must be approved by assigned group approver prior to their order being produced/fulfilled.

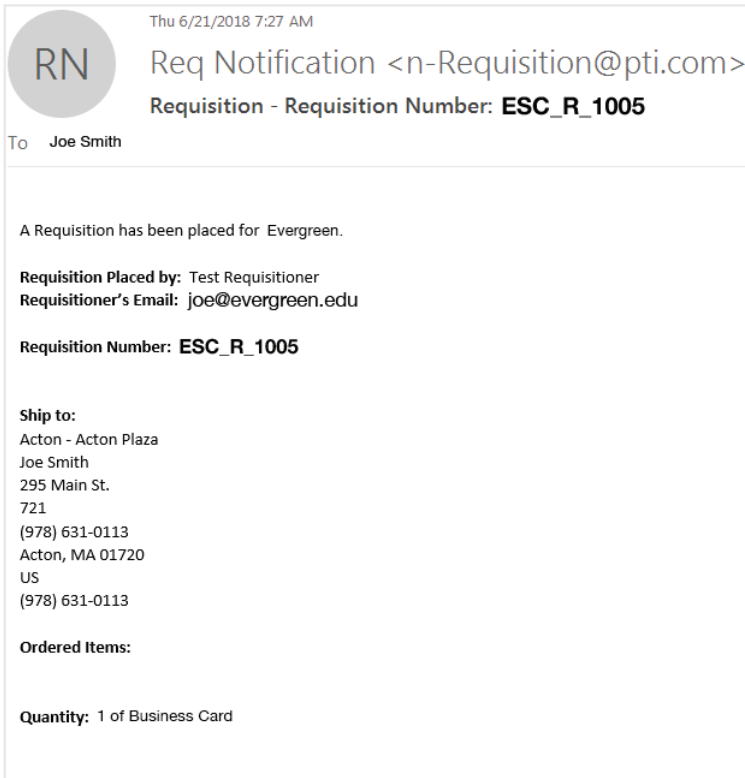
Shipping → Confirm Order

Current Ship To Address	Evergreen State College Joe Smith 2700 Evergreen Parkway (360) 867-6000 Olympia, WA 98505 US	Requisition Number:	
Current Bill To Address	Evergreen State College 2700 Evergreen Parkway (360) 867-6000 Olympia, WA 98505 US		

Items	Name	SKU	Qty	Price
1	Business Card	ESC-BC_-_Joe Smith	150	\$44.90
	Description standard 3.5" x 2" one-sided business card.	Cost Center ESC991 - Default - ESC991	Est. Weight 0.6000 Pounds	Shipping Price \$0.00
	Ship To Evergreen State College Joe Smith 2700 Evergreen Parkway (360) 867-6000 Olympia, WA 98505 US	Ship Method FedEx Ground [Change]	File(s) Attached	

Subtotal:	\$44.90
Shipping:	\$0.00
Tax:	\$3.91
Total:	\$48.81

Back Complete Order »



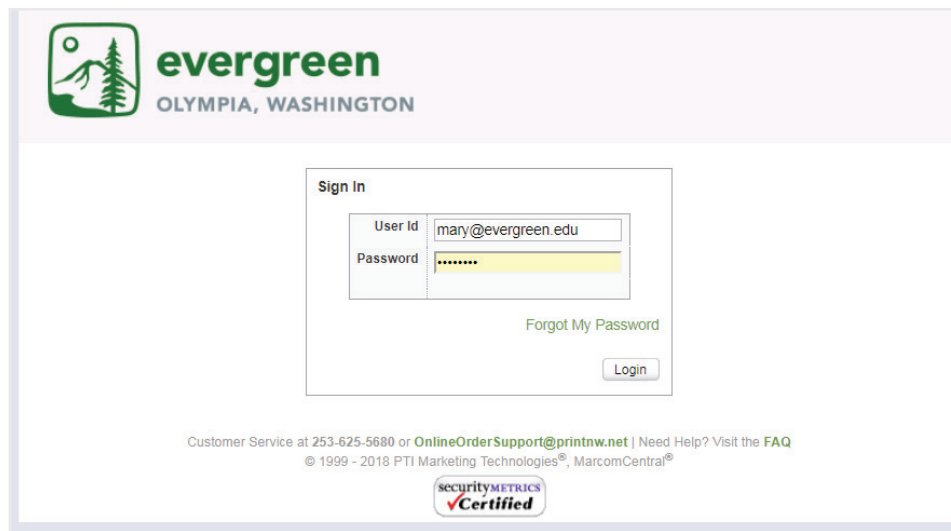
STEP 3

The Requisitioner's assigned group Approver* receives an email from PRINT NW that there is a requisition pending their order approval.

*An Approver is a user that can approve pending orders for their assigned territory group. Orders will not be produced/fulfilled unless approved by an Approver.

STEP 4

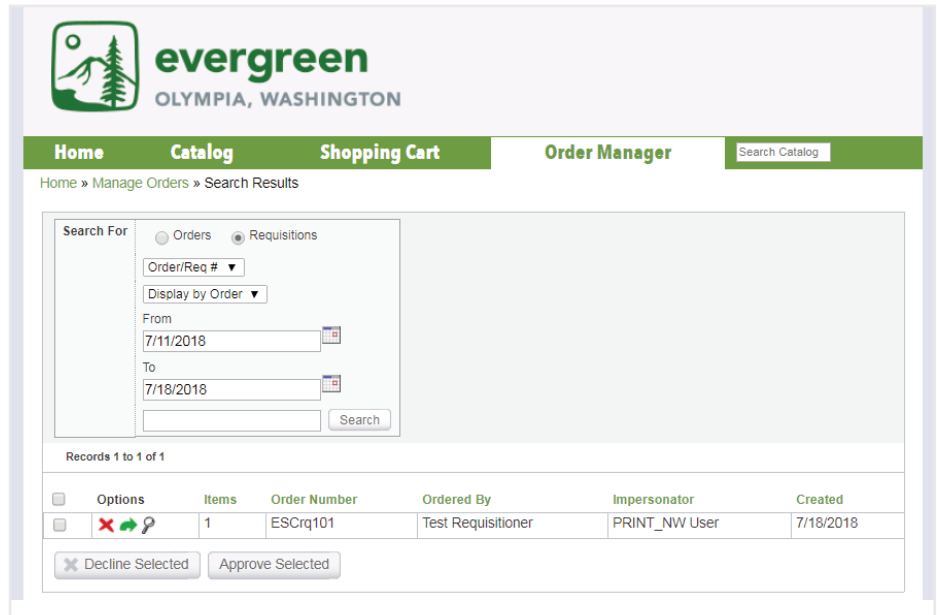
Approver*, logs in with their User ID (email) and password at:
https://marcomcentral.app.pti.com/Print_NW/Evergreen



STEP 5

Approver proceeds to “Order Manager” to review all pending requisitions and either approves or denies as necessary.

*Approvers can approve from Order Manager screen by clicking the green arrow, or deny by clicking the red X. Approvers can click the magnifying glass to view the order in detail and approve/deny by line item.



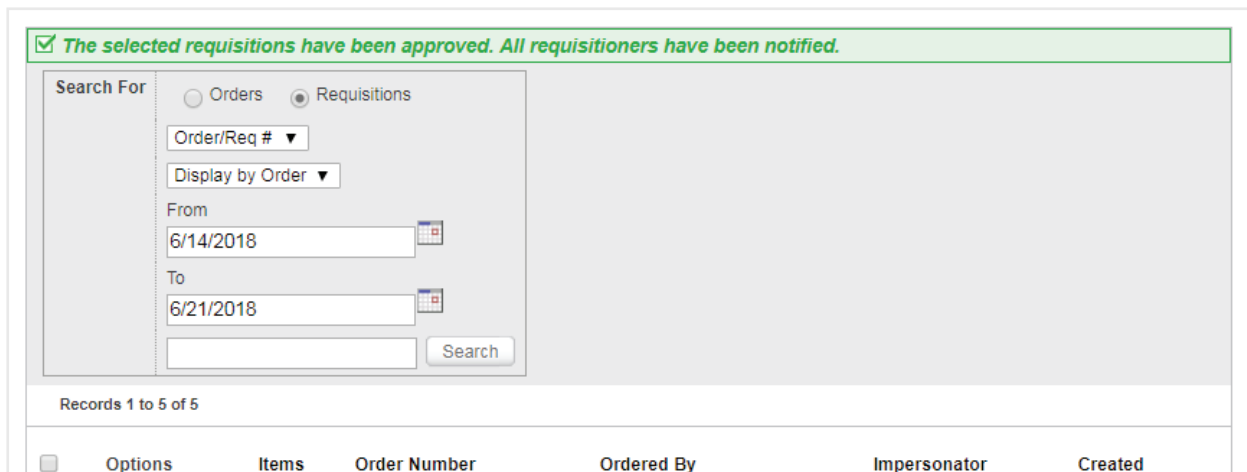
The screenshot shows the Evergreen OLYMPIA, WASHINGTON interface. The navigation bar includes Home, Catalog, Shopping Cart, Order Manager, and Search Catalog. The breadcrumb trail is Home » Manage Orders » Search Results. The search criteria are: Search For: Requisitions, Order/Req #: (blank), Display by Order: (blank), From: 7/11/2018, To: 7/18/2018. The search results show 1 record. The table below shows the details of the requisition.

Options	Items	Order Number	Ordered By	Impersonator	Created
<input type="checkbox"/>	1	ESCq101	Test Requisitioner	PRINT_NW User	7/18/2018

Buttons: Decline Selected, Approve Selected

STEP 6

If a requisition is approved, it becomes a live order. The Requisitioner receives an email notification that their order has been approved for production.



The screenshot shows the Evergreen Order Manager interface with a confirmation message at the top: **The selected requisitions have been approved. All requisitioners have been notified.** The search criteria are: Search For: Requisitions, Order/Req #: (blank), Display by Order: (blank), From: 6/14/2018, To: 6/21/2018. The search results show 5 records. The table below shows the details of the requisitions.

Options	Items	Order Number	Ordered By	Impersonator	Created
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					