

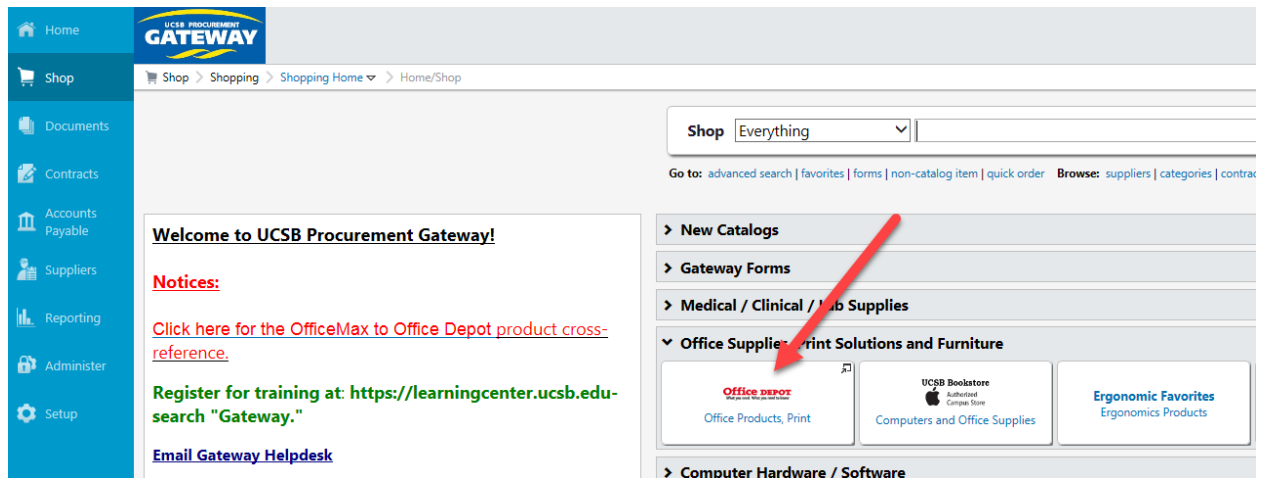
GATEWAY TRAINING GUIDE

Office Depot Punch-out – Business Card and Envelope Ordering

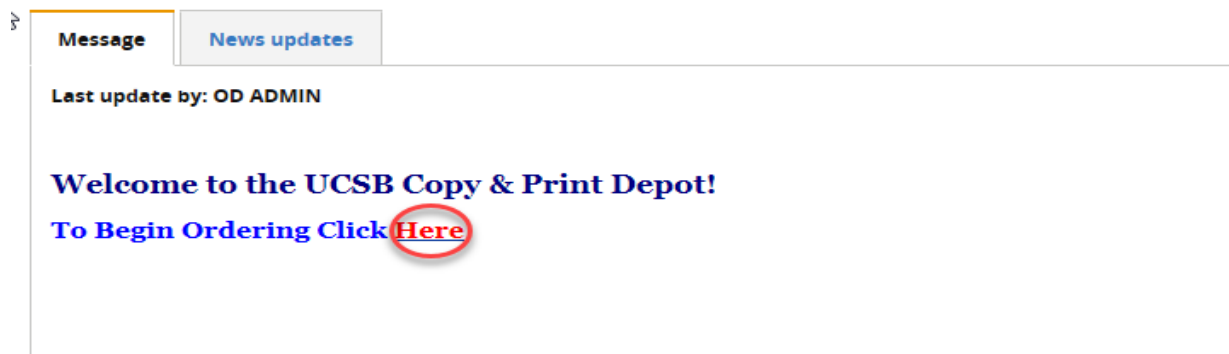


You can browse and create your proofs all within the Office Depot Punch-out, then checkout to Gateway. For screenshots and instructions see below:

- 1) The Office Depot Punch-out tile is in the Office Supplies, Print Solutions and Furniture Category.
- 2) Click on the Office Depot tile and the Office Depot Punch-out will open.



- 3) Access to business cards and envelopes is located in the middle of the screen.



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- 4) On the next screen, go to Brand Identity on the right and click on “Get Started”.

Account 15754762 Hi, k_yabsley Logout

Order By Item | My Lists

Office DEPOT Search by Keyword or Item#

My Account - Orders - Quick Order - My Lists - Cart - 0 Items \$0

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology & Services Furniture School Supplies Print & Copy

Home / Print & Copy Services

Print & Copy Services™

myprint center Count on us for copies, brochures, forms, posters, banners and more.

File Cabinet Easily retrieve and store documents from your dedicated file cabinet. **GET STARTED**

Brand Identity (CSO) Order your company's branded stationery products here! **GET STARTED**

MY OFFICE DEPOT

Hi, K_yabsley Logout Account 15754762

Cart 0

Recently Viewed

Quick Order

Recent Searches

- 5) We have 6 business card templates and one for envelopes. Click on a template layout.

UCSB (University of Santa Barbara) Catalog

Business Card Template #1 Layouts

Business Card Template #2 Layouts

Business Card Template #3 Layouts

Business Card Template #4 Layouts

Business Card Template #5 Layouts

Business Card Template #6 Layouts

Envelopes

- 6) In each template, all of the various stock and color options are available for further selection.
- 7) Click details to see the pricing for multiple boxes.
- 8) Click the create button for the option of your choice to begin creating your card.

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Business Card Template #1 Layouts

Vellum Template #1 Black Business Card - BC01 Details 1 boxes (500 Qty) Create	Sky Blue Linen Template #1 Black Business Card - BC06 Details 1 boxes (500 Qty) Create	Sandstone Template #1 Black Business Card - BC11 Details 1 boxes (500 Qty) Create
Sea Spray Blue Template #1 Black Business Card - BC16 Details	Vellum Template #1 Blue and Black Business Card - BC21 Details	Sky Blue Linen Template #1 Blue and Black Business Card - BC26 Details

Envelopes

#10 Standard Envelope - EN01 Details 1 boxes (500 Qty) Create	#10 Window Envelope - EN02 Details 1 boxes (500 Qty) Create	#9 Envelope - EN03 Details 1 boxes (500 Qty) Create
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- 9) As you enter your information, tab or click on the next field and the product preview (proof) appears at the right.
- 10) You can zoom for a closer look and email a preview of the card or envelope if you choose.

Vellum Template #1 Black Business Card - BC01 Quantity: 1 boxes (500 Qty)

Add your customization. Then if you approve your preview, select the 'Add To Cart' option; or select 'Order More' if you want to add this item to your cart and continue to order another item.

Add Your Customization

Name: Kathleen Yabsley

Title 1: Gateway Systems Manager

Title 2: Purchasing

Department: Business & Financial Services

Address: 3203 SAASB Bldg 568

City: Santa Barbara

State: CA

Zip Code: 93106-1150

Phone: (805) 893-3542

Contact Field 1: Kathleen.Yabsley@ucsb.edu E-mail

Product Preview: Zoom Level: 175% View Full Size Image

Please review your information. Your order will be printed exactly as shown.

Buttons: Cancel, Order More, Add To Cart

- 11) Click "Add To Cart" to view the items in your cart.

Shopping Cart

[Continue Shopping](#)
[Need Help?](#)
[Email](#)
[FAQs](#)
[Print](#)

	Price	Qty.	Total
Business Cards, Imprint, Box of 500 Item # 750695 Entered Item # 750695 Manufacturer Direct	\$32.31 / box	1	\$32.31
		Edit View Remove	

[Continue Shopping](#)

[Update Cart](#) | [Empty Cart](#) | [Save Cart To List](#)

Order summary

Subtotal **\$32.31**

[Estimate Shipping & Taxes](#)

Total (1 Item) \$32.31

[Checkout](#)

[Order by item #](#)

- 12) Click "checkout" here to transfer the cart back to Gateway, where you can complete or assign your cart.

GATEWAY Kathleen Yabsley 34.89 USD Search (Alt+Q)

My Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 80293036 - Draft Requisition

Shopping Cart for Kathleen Yabsley

Add Non-Catalog Item

Cart Name: 2016-10-14 K.yabsley 02 Requested Delivery Date: mm/dd/yyyy Internal Note: External Note: add note...

Share cart: External Note 2: Prevailing Wage Applies: Fair Work/Fair Wage: Select from all values...

Supplier / Line Item Details

Hide line details: OFFICE DEPOT INC. more info... Contract: PO Number: Quote number: To Be Assigned

The item(s) in this group was retrieved from the supplier's website. What does this mean? You can no longer access this item(s) on the supplier's website. What does this mean? Line(s): 1

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Business Cards, Imprint, Box of 500 Manufacturer Part Number: UCSBTEMP1VELBLKRCIM Supplier Part Auxiliary ID: NI-672874363926300290	750695	BX	\$32.31	1 BX	\$32.31 USD

Supplier subtotal 32.31USD