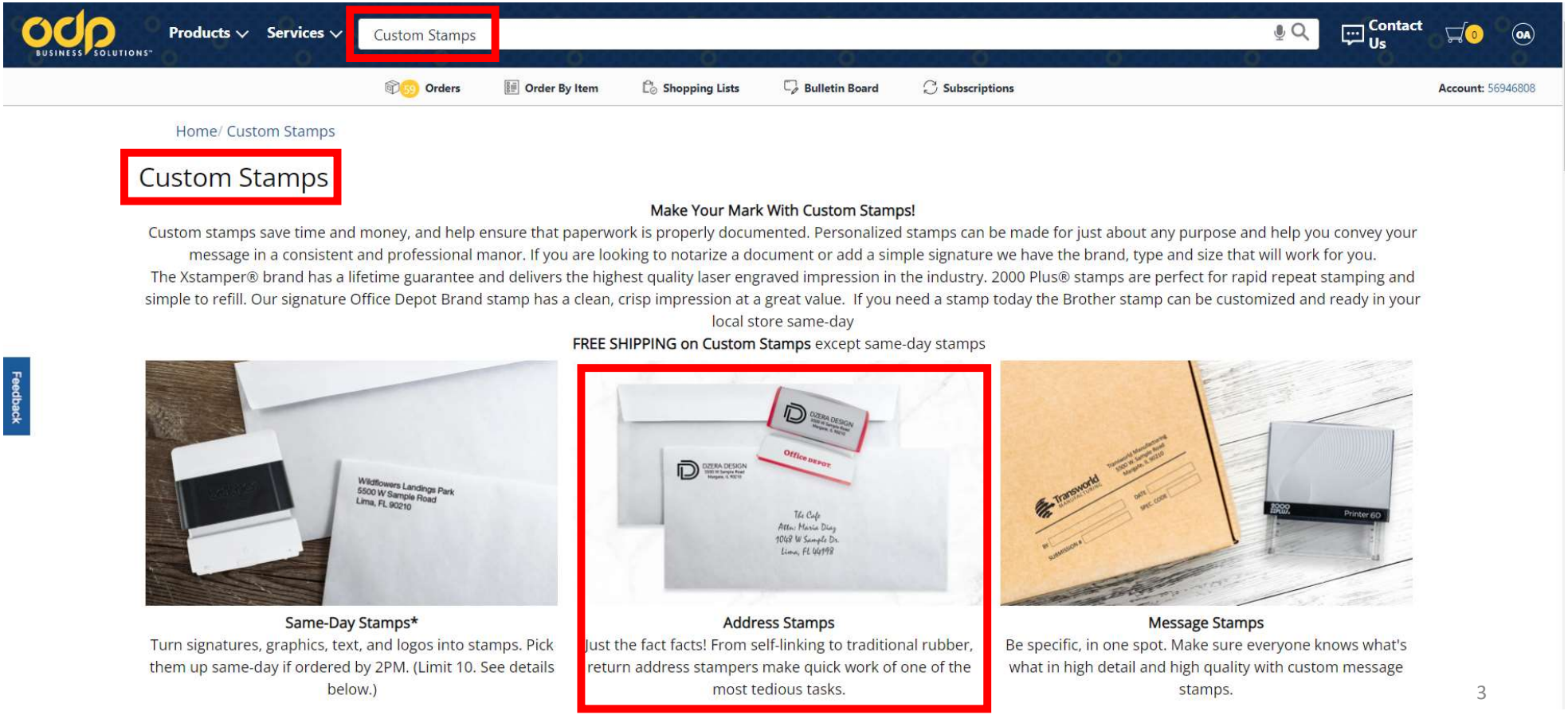
VAPHS
VA Pittsburgh Healthcare System

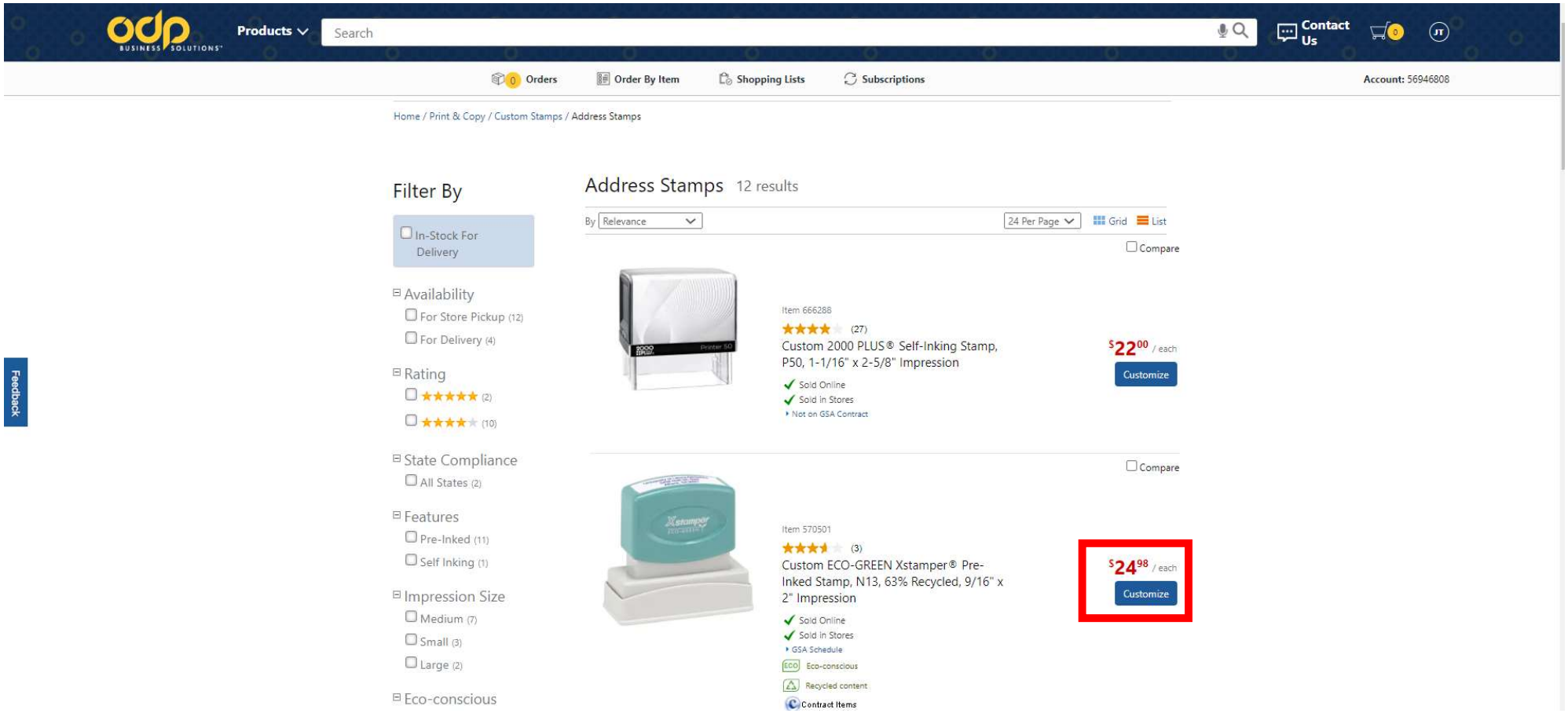
Custom Stamp Ordering Guide Prepared for VAPHS

1.) “Log In” to your Federal Purchasing Page at www.odpbusiness.com

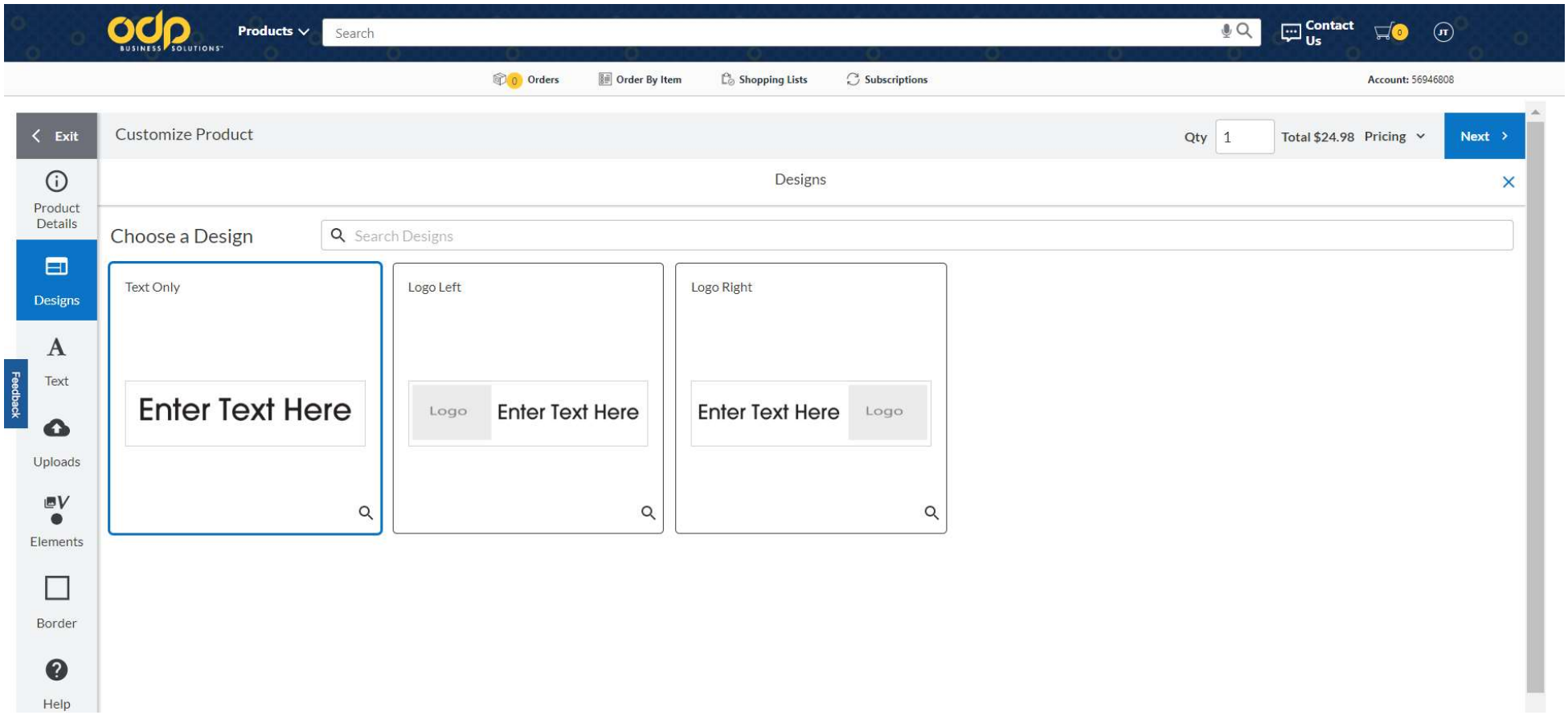
2.) Type “Custom Stamps” into the Search Bar and hit enter on your keyboard which will bring you to this page. Select “Address Stamps” below by clicking on the image.



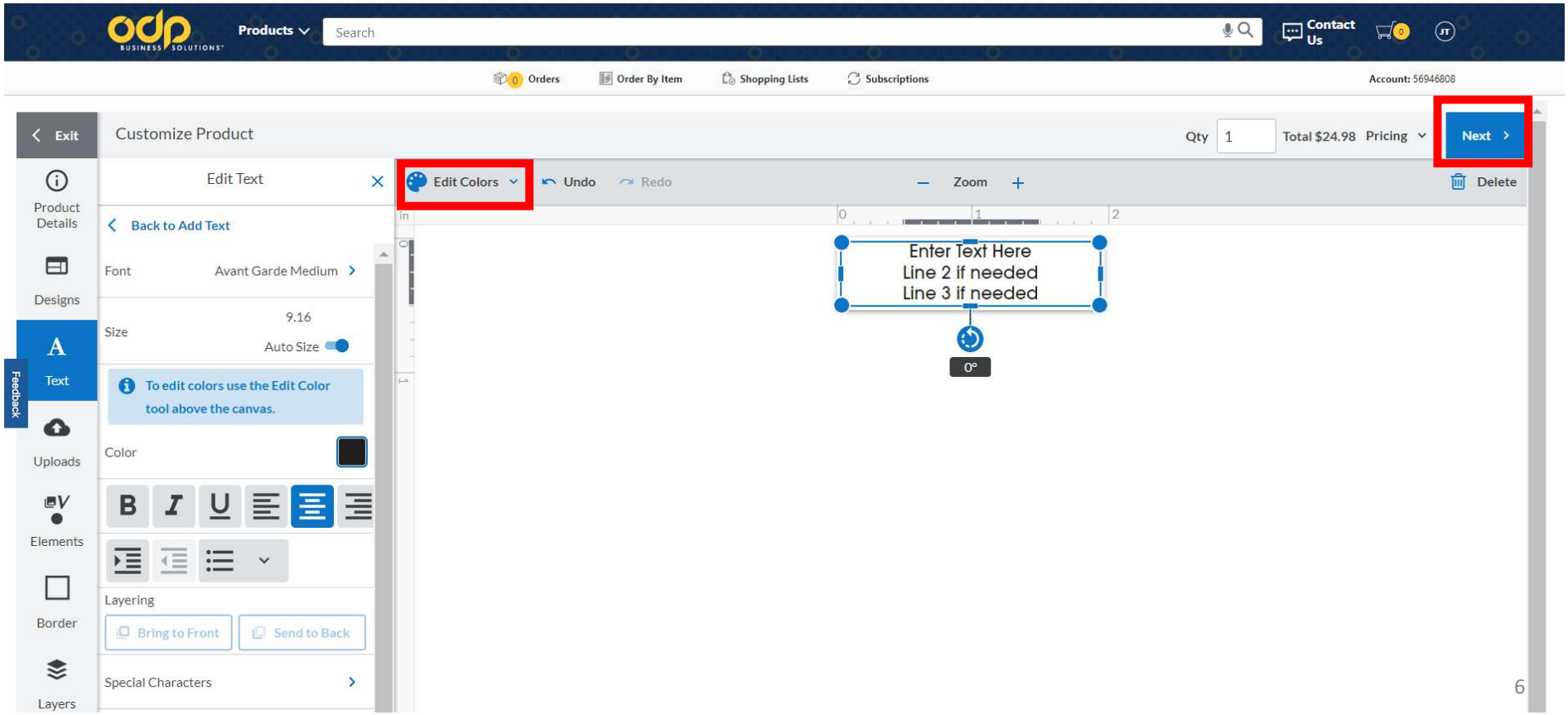
3.) Select one of the Address Stamps and Click on the Blue “Customize” Button.



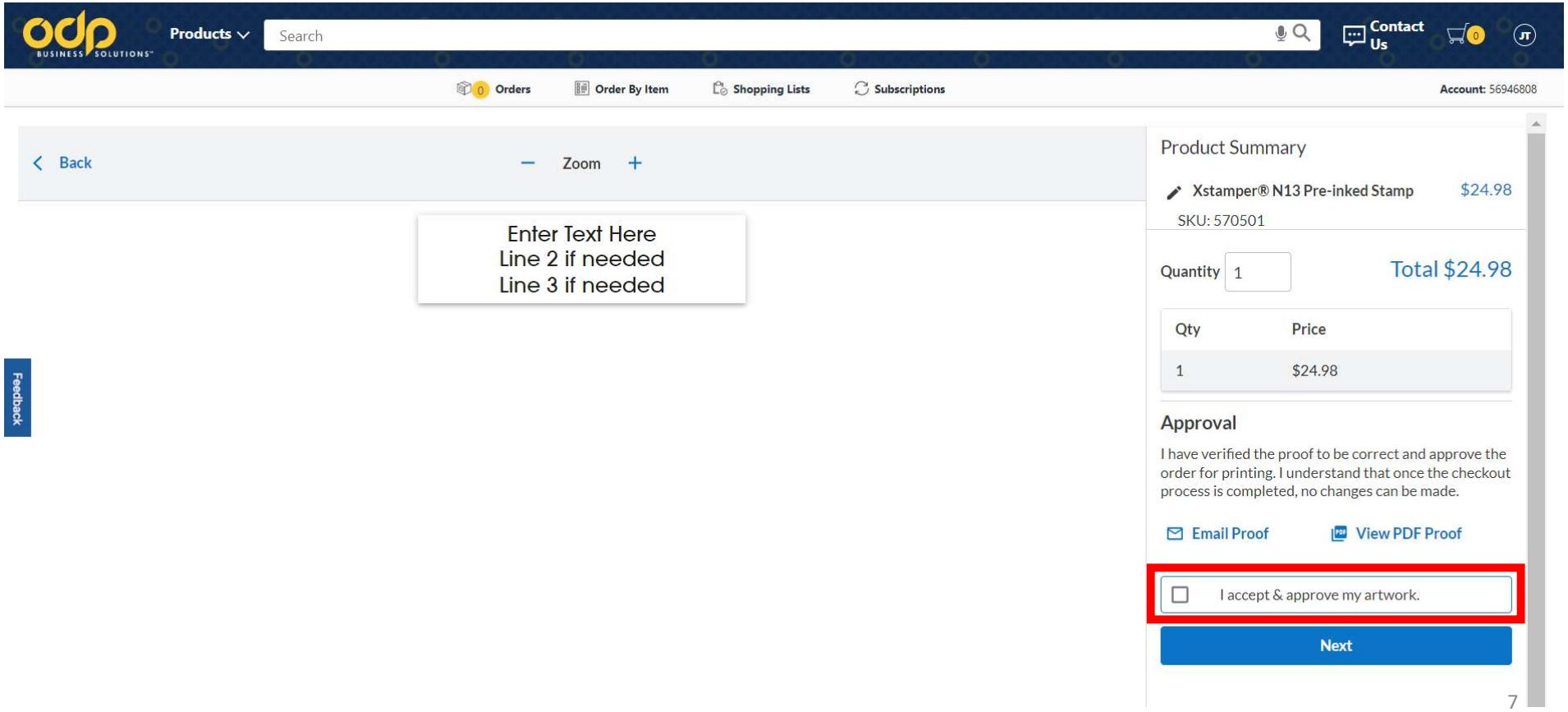
4.) On the Customize Product screen below – Select “Enter Text Here” on the left.



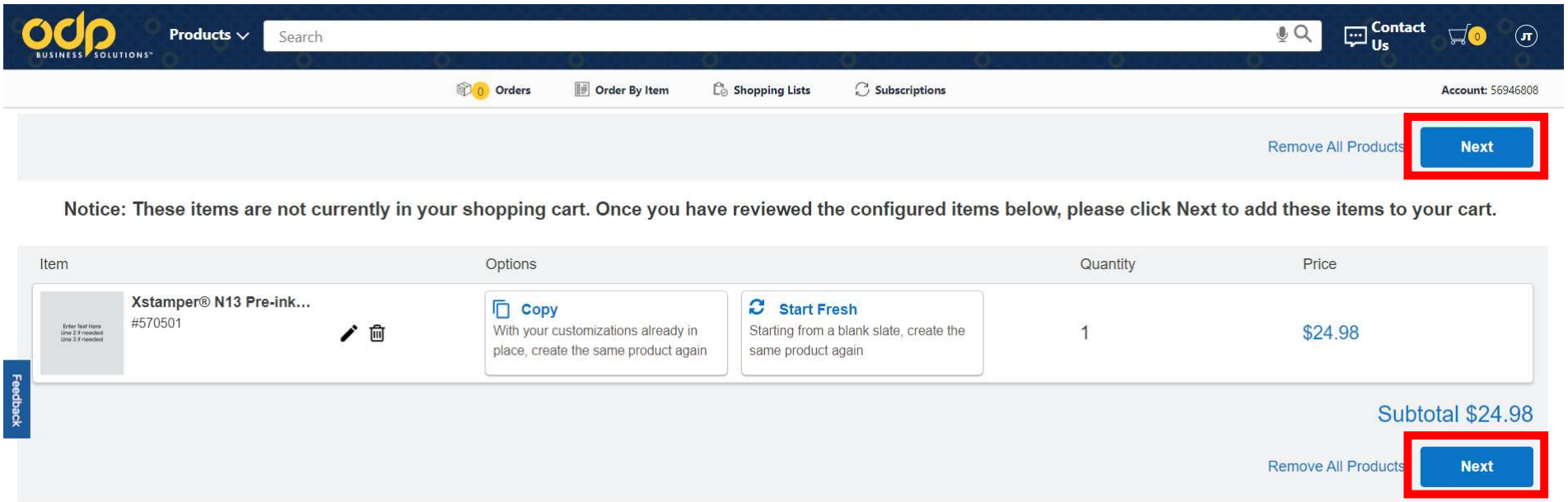
5.) Enter your Address Information in the "Enter Text Here" field. If you hit "Enter" on your keyboard it will shrink the text and allow you to put in additional lines if required. You can configure the stamp with the options on the left. For example, you can change fonts and you can also change the color of the ink of the stamp. Note: if you change the color to RED the text on the example and proof will also show in red. To proceed, click on the Blue "Next Button" in the upper right corner.



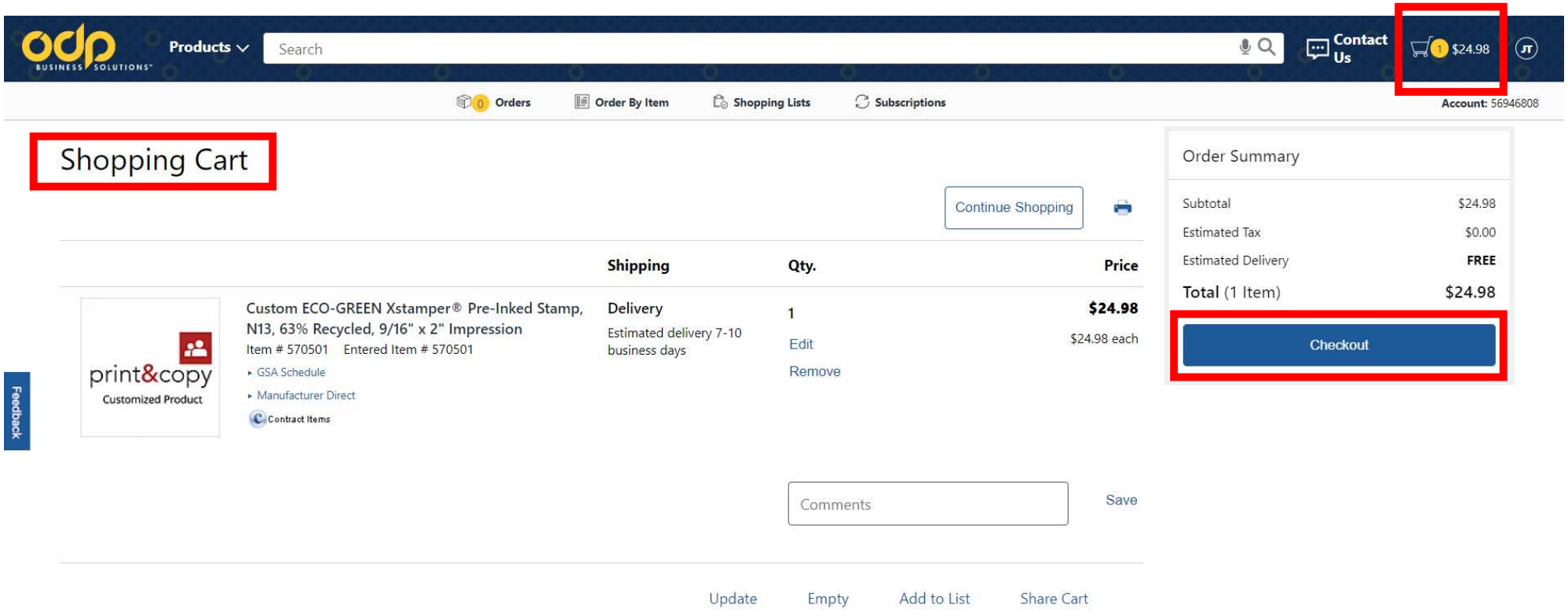
6.) On this screen you can Change Quantities, Email the Proof and View PDF Proof. Note: you are required to Check the box next to "I accept & approve my artwork." Once that box is checked, you can then "Click" the Blue button "Next" underneath to proceed.

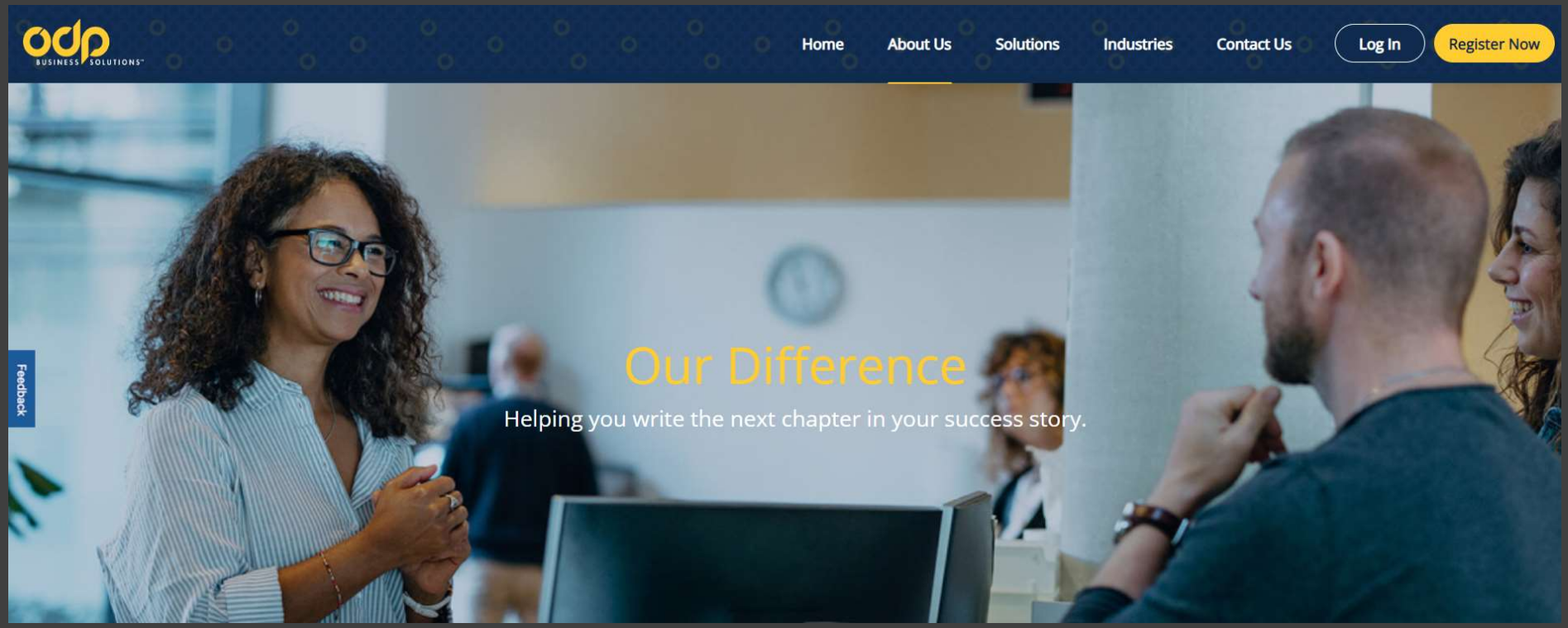


7.) On this screen you can create copies of the stamp that you just created. This is feature is designed to allow you to efficiently create additional stamps with the same format and you can easily edit, change the information etc. If you are ready to add this stamp to your Shopping Cart – Select "Next" in either blue button.



8.) Once in your Shopping Cart you can now Checkout and place your order.

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Thank You!