

How to Order Stamps and Name Badges

SmartSpend Job Aid

Access SmartSpend from the homepage of the Insider (Insider > Tools Dropdown menu > SmartSpend) or the homepage of the Retail Resource Center.

- A. Click on the Office Supply Catalog. On the next page click the Office Depot catalog link (Office Depot Catalog ID-AZ019)



- B. This is the Office Depot homepage



- C. From Office Depot home page click the link for name badges:

Custom Stamps and Name Badges: Please click [here](#) to access M&T Bank any issues with ordering, please contact Stephanie Rizzo at 716-842-5754.

Ordering Instructions: [How to Order Stamps and Name Badges](#)

- D. Next, Choose "Brand Identity (CSO)" to the right:

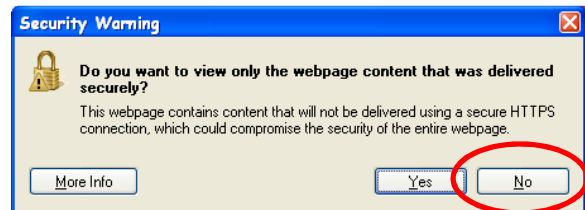
Brand Identity (CSO)



Order your company's branded stationery products here!

GET STARTED

- E. If you get this error, please click "No":
NOTE: If you click yes in error, you will see a navigation error. Exit the catalog and start over. You need to reset your security settings for the session or you cannot move forward.

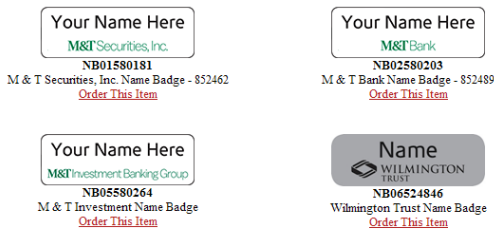


- F. Here is what our stamp site looks like:



Custom Stamps: Pre-inking stamps (notary); rubber stamps (branch stamps)
Daters & Numberers: FICA stamp, teller dater stamps, traditional date stamps
Nameplates, Signs, and Badges: Name plates and badges
Seals and Embossers: Notary Seals
Stamp Accessories: Ink and refill pads

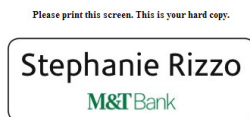
- G. For this example, let's order a name badge. First, click on "Nameplates, Signs and Badges":



- H. Choose which badge you would like to order. For this example, we'll order the standard name badge. You can enter the name and click next:

Item Information	
Item Number:	NB02580203
Description:	M & T Bank Name Badge - \$52489
Quantity:	1 <input type="text"/>
<i>Quantities are for Boxes of 1.</i>	
Imprint Information	
Information will be printed exactly as you type it.	
Name:	<input type="text" value="Stephanie Rizzo"/>
<i>(Pin & Magnetic Fastener Included With Each Badge)</i>	

- I. At the Preview Product Image, you will have the opportunity to print a hard copy of the item you are requesting:



- J. Please note:
Name Badges:
 Branch Managers: Full Name
 Tellers: First Name Only
Name Plates:
 Full Name in all CAPS

- K. Click "Next" and the item will be added to your cart:

Shopping Cart

Description	Price/unit	Qty.	Available	B/O	Total
Name Badge, Imprint Item # 580203 Entered Item # 580203 * Manufacturer Direct	\$7.05 / box	1	1	0	\$7.05
		EDIT	VIEW	Remove Item	

- L. You can continue shopping for other office supplies or Checkout.
 M. By scrolling over "View Cart," a drop down with all of your items will appear. From here, you can also check out:

1 Item(s): \$183.90		
View Cart Check Out My Shopping Lists		
Qty.	Product	Price
5	Office Depot® Brand EnviroCopy™ 30% Recycled FSC Certified Paper, 8 1/2" x 11", 104 (Euro)92 (U.S.) Brightness, 20 Lb. 500 Sheets Per Ream, Case Of 10 Reams	\$183.90
Subtotal (1 item(s))		\$183.90
VIEW ALL ITEMS		GO TO MY SHOPPING LIST
		CHECK OUT

- N. After clicking on "Checkout," you see this screen. Click "Continue":

Description	Price/unit	Qty.	Backorder	Total
Bank Name Badge SB101 Item # 852489 Entered Item # 852489	\$7.05 / box	1	0	\$7.05
CONTINUE				

- O. This will take you back to your cart in SmartSpend. You can continue to add items or Submit your order as usual.

**** Please note, once you check out from the Office Depot catalog you are transmitted to SmartSpend. If you wish to save your order to edit later click exit, then save on the next screen. ****