

# Printing Services • Ordering for Multiple Recipients

Do you need 100 copies delivered in 4 sets of 25?

Would you like your document printed and shipped in different quantities for all Elementary Schools?

These types of orders are only possible by designating multiple recipients!

This how-to guide will walk you through the process of designating multiple recipients for your order. It will also illustrate how you can set up your own personal address book, so that you can quickly and easily choose your recipients for all future orders.

The screenshot shows the 'Order Cart' page. At the top, there are navigation links: 'Roles', 'Ordering', 'Proxy', 'Home', 'My Account', 'Help', and 'Logout'. The page title is 'Order Cart' with a sub-header 'Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.' The cart ID is '206670'. The order name is 'Order 206670 (Reorder of Order 206665)'. There is one item in the cart: 'Set 4- Sight Word Wall cards 1 .pdf' with 14 pages and a quantity of 100. The print options are 'Print Digital B/W, 1-Sided, Letter Bond Pastel Pink', 'Binding Collated & Stapled (no charge) / One in Corner (Portrait)', and 'Folding & Punching Punch / Left 3'. The shipping information shows the recipient as 'Paul Ackerman SERVICE CENTER' and the delivery estimate as 'Friday, September 30, 2016'. The quantity '100' is circled in green.

On the Order Cart page, notice that your name shows up as the only recipient by default. The quantity entered to the right of the filename will be produced, packed and shipped as a single order.

In this instance, if you were ordering 25 copies for 4 different teachers, you would have to count out the copies yourself and then distribute them to the teachers.

However, if you placed this order by designating multiple recipients, it would be delivered as 4 separate orders of 25 - and you don't need to count them out.

1. To designate a 'New' recipient for this order, click the 'Add Recipient' button to the far right of the Shipping section.

The screenshot shows the 'Order Cart' page. At the top, there are navigation links: Roles, Ordering, Proxy, Home, My Account, Help, and Logout. Below the navigation is a banner with colorful hands and the 'PAUL VALLEY REGIONAL' logo. The main content area is titled 'Order Cart' and includes a 'Place Order' button. The 'Shipping Information' section is highlighted, showing the shipping date as Thursday, September 29, 2016, and the delivery estimate as Friday, September 30, 2016. The 'Add Recipient' button is circled in green.

The screenshot shows a pop-up window with three options: 'Select an existing Contact', 'Select a distribution list', and 'Create a new contact'. The 'Create a new contact' option is circled in green. A 'Cancel' button is at the bottom.

2. A pop-up window will appear, allowing you to add recipients from an existing contact or distribution list in your Contacts list, or create a new contact. Clicking 'Create a new contact' will open a window to enter a new contact's first & last name as well as their location.

You need only to enter the First Name, Last Name and the 3 or 4 letter school acronym (in the Location field) as shown here. Click the radio button near the bottom of the window to use this contact for this order, as well as save them in your Contacts list for future orders. Click 'Save' at the bottom of the window.

The screenshot shows the 'New Shipping Address' form. It has three input fields: 'First name \*' with 'Jane', 'Last name \*' with 'Doe', and 'Location +' with 'HRT'. Below the fields is a note: 'Fields with an \* are required at all times, fields with an + are required to submit an order.' There are two radio buttons under 'Modify Information For': 'This order only' (unselected) and 'This order; and create a new contact in my Contacts list.' (selected). A third option, 'Make this my Default Shipping Address', is a checkbox that is unchecked. 'Cancel' and 'Save' buttons are at the bottom.

3. You will be returned to the order cart screen. Notice that the new recipient is now displayed under your name.

Your Selected Print Options      Print Digital B/W, 1-Sided, Letter Bond Pastel Pink  
Preview / Change Options      Binding Collated & Stapled (no charge) / One in Corner (Portrait)  
Folding & Punching Punch / Left 3

Enter special instructions for this item.

Shipping Information Add Recipient

I would like my order shipped by: **Thursday, September 29, 2016** *Note: Only dates when the print center is open may be selected.*

**1** Paul Ackerman  
SERVICE CENTER      Select a Shipping Method  
Deliver to My School/Dept.      Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	100

Enter shipping instructions for this recipient

**2** Jane Doe  
HRT      Select a Shipping Method  
Deliver to My School/Dept.      Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	0

Enter shipping instructions for this recipient

4. Continue this process until you have each new recipient designated. You can then adjust the quantity requested for each recipient.

Shipping Information Add Recipient

I would like my order shipped by: **Thursday, September 29, 2016** *Note: Only dates when the print center is open may be selected.*

**1** Paul Ackerman  
SERVICE CENTER      Select a Shipping Method  
Deliver to My School/Dept.      Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	25

Enter shipping instructions for this recipient

**2** Jane Doe  
HRT      Select a Shipping Method  
Deliver to My School/Dept.      Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	25

Enter shipping instructions for this recipient

**3** Thomas Magnum  
HRT      Select a Shipping Method  
Deliver to My School/Dept.      Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	25

Enter shipping instructions for this recipient

**4** Fozzy Bear  
HRT      Select a Shipping Method  
Deliver to My School/Dept.      Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	25

Enter shipping instructions for this recipient

5. If you need to remove a recipient that you've added to this order, simply click on the trash can icon to the right of their name. A pop-up window will appear, and clicking the 'Yes, Remove' button in that window will remove that recipient from the order.

Shipping Information Add Recipient

I would like my order shipped by: **Thursday, September 29, 2016** *Note: Only dates when the print center is open may be selected.*

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**1** Paul Ackerman  
SERVICE CENTER **Select a Shipping Method**  
Deliver to My School/Dept.  Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	25

[Enter shipping instructions for this recipient](#)

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**2** Jane Doe  
HRT **Select a Shipping Method**  
Deliver to My School/Dept.  Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	25

[Enter shipping instructions for this recipient](#)

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**3** Thomas Magnum  
HRT **Select a Shipping Method**  
Deliver to My School/Dept.  Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	25

[Enter shipping instructions for this recipient](#)

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**4** Fozzy Bear  
HRT **Select a Shipping Method**  
Deliver to My School/Dept.  Pick up during business hours

Delivery Estimate  
**Friday, September 30, 2016**

Ordered Items	Quantity
1 Set 4- Sight Word Wall cards 1 .pdf	25

[Enter shipping instructions for this recipient](#)

6. Once your recipients are set, and their individual quantities have been entered, click 'Place Order' at the bottom of the order screen. A confirmation screen will appear, providing the order number and a printable receipt.

**BILLING NOTE:** Although you are ordering for multiple recipients (possibly at different schools/depts. than yours) the cost for these types of orders is billed to the person placing the order. It is not possible to divide the billing amongst the multiple recipients. If you have an order that needs to have the billing divided this way, please contact Printing Services @ x. 4028 before submitting the order.

# Designating Multiple Recipients from your Contact List

Once you have added recipients to your Contact List as explained in Step 2, designating them as recipients for future orders is a simple process.

The screenshot shows an 'Order Cart' page with a navigation bar at the top containing 'Roles', 'Ordering', 'Proxy', 'Home', 'My Account', 'Help', and 'Logout'. The main content area includes an 'Order Cart' section with a 'Place Order' button and a 'Cart ID' of 206670. Below this is an 'Item 1' section for 'Set 4- Sight Word Wall cards 1 .pdf' with a quantity of 100. A green 'Add Recipient' button is circled in green. A pop-up menu is open, showing three options: 'Select an existing Contact', 'Select a distribution list', and 'Create a new contact'. The first option is circled in green.

1. From the 'Add Recipient' button pop-up menu, click 'Select an existing Contact.'

The screenshot shows a 'Select Recipient Address' pop-up menu. It has a 'Contact Search' section with a search input field and 'Search' and 'Clear' buttons. Below this is a table of contacts with columns for 'Name' and 'Location'. The table contains four rows: 'Fozzy Bear' (HRT), 'Jane Doe' (HRT), 'Paul Ackerman' (SERVICE CENTER), and 'Thomas Magnum' (HRT). A 'Cancel' button is at the bottom. The text '[1-4] of [4]' is displayed below the table.

Name	Location
Fozzy Bear	HRT
Jane Doe	HRT
Paul Ackerman	SERVICE CENTER
Thomas Magnum	HRT

2. Click on the name of the desired recipient. The recipient will be added to the recipient list on the order screen as shown in Step 3. You may then enter the desired quantity for that recipient, adjust due date and/or delivery options, and then either place the order or continue adding more recipients.