


# Issues or Questions?

- Send us an e-mail to [omya@graphicvillage.net](mailto:omya@graphicvillage.net) or call 1-513-241-1865 and ask for Larry Scott or Paul Adelsperger
- Make sure to include your order #

http://easyorderentry.com/branding/omya/ - Windows Internet Explorer


http://www.omyaorders.com/ | Google

http://easyorderentry.com/branding/omya/





Username:

Password:



[Forgot your password?](#)



# Welcome

Log in and order your business supplies with the click of your mouse.

1. Go to [www.omyaorders.com](http://www.omyaorders.com).
2. Enter username and password.
3. Click blue arrow button to continue.

Done Internet 100%



What would you like to do?



**Order from Our Catalog**

Conveniently order print-ready documents from the Print Provider's Catalog.

[Start Ordering](#)







**Order Status**

Easily and conveniently Track the status of your order.

[View Status](#)

4. Click on "Start Ordering".
5. If you ordered before, "View Status" allows you to check on shipping OR reorder something you ordered before.

Select Category	Business cards		Shopping Cart
<a href="#">Business cards(12)</a>	 <input type="button" value="Select"/>	 <input type="button" value="Select"/>	No items in cart. <input type="button" value="View Cart"/>
<a href="#">Letterhead(2)</a>			
<a href="#">Envelopes(1)</a>	 <input type="button" value="Select"/>		 <input type="button" value="Remove"/> <input type="button" value="Add to Cart"/>

6. Select a product category (on the left or by clicking on “select” next to the category box).

All Products > Business cards

Select Category

- Business cards(12)
- Letterhead(2)
- Envelopes(1)

**Business Card - Cincinnati, OH**



[Add to Cart](#)  
[Hold](#)

**Business Card - Florence, VT**



[Add to Cart](#)  
[Hold](#)

**Shopping Cart**

No items in cart.

[View Cart](#)

7. Select “Add to Cart”  
Note: the french language cards are at the bottom - just scroll down to see all 12 versions by location and language.

**Business Card - Kingsport, TN**



[Add to Cart](#)  
[Hold](#)

**Business Card - Lucerne Valley, CA**



[Add to Cart](#)  
[Hold](#)

**Items On Hold**

[Remove](#)   [Add to Cart](#)

Business Card - Cincinnati, OH

Variable Information

Preview

Default

Page: 1

\* Name:

Maria Angelica Burt

\* Degree: (only if PhD is this applicable)

\* Title:

Purchasing Agent

\* Segment: ex: Business Unit Paper

Location:

U.S.A.

Leave "blank" if ordering for Plant Location



8. Fill in variable information and click on "Continue"  
Note: a red asterix means the field is required OR must be changed OR empty. For example, the 'XXXX' for the phone extension can't be left as is, otherwise you can't continue. Other rules in red above.

Cancel

Continue



Order Jobs

Track Jobs

Manage Account



Business Card - Cincinnati, OH

Variable Information Preview

Default

4674

Fax Area Code: 513

Fax Prefix: 387

\* Fax Number: 4311

Mobile Area Code: \* Mandatory for company cellphones 513

Page: 1

Refresh, Back, Forward, PDF, Print icons

Maria Angelica Burt

Purchasing Agent  
U.S.A.

Omya Inc.  
9987 Carver Road, Suite 300  
Cincinnati, OH 45242  
U.S.A.

Tel (513) 387-4674  
Tel (800) 749-8882 ext. 4674  
Fax (513) 387-4311  
Mobile (513) 426-3500  
maria.burt@omya.com  
www.omya.com

Cancel Continue

An example of a complete card before clicking “continue”. Note that the preview updates as you move to the next field - if it does not do so automatically (on older web browsers), then click the green arrows to refresh the preview OR the Acrobat PDF button to view a PDF version. Also note that the cellphone is mandatory for company cellphones.



Business Card - Cincinnati, OH

Variable Information **Preview**

Page: 1     



9. This screen is your final proof - (please review carefully and check the box)  
10. Click on "Add to Cart".

Note: If you are ordering several items – use the "Add to Cart" button; if you are ordering a single item – use the "Add to Cart & Order" button.

I have reviewed the Proof and accept it

Cancel Back **Add to Cart** **Add to Cart & Order**




PDF Preview -- Webpage Dialog

http://easyorderentry.com/newsway/versions/250/site/iway/app/jobproofing/default.asp?ranges=1-10&jobpath=14308&

1 / 2 190% Collaborate Sign

Find



Maria Angelica Burt

Purchasing Agent  
U.S.A.

Omya Inc.  
9987 Carver Road, Suite 300  
Cincinnati, OH 45242  
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Tel (513) 387-4674  
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maria.burt@omya.com  
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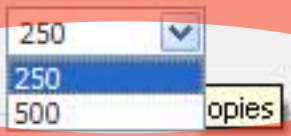
Close

http://easyorderentry.com/newsway/versions/250/site/iway/app/jobproofing/default.asp?ranges=1-10&jobpath=14308& Internet

The PDF Preview option.

## Shopping Cart

Click on **Proceed to Checkout**.

JOB #	Thumbnails	Job Name	Quantity
14308	<a href="#">Save For Later</a> <a href="#">Delete</a>	<a href="#">Business Card - Cincinnati, OH #14308</a>	250  <b>opies</b>

11. Select quantity from drop down menu.  
12. Click on "Proceed to Checkout".

[Proceed To Checkout](#)



Order Jobs

Track Jobs

Manage Account



## Checkout

Shipping Details

Email Approvers

Billing Details

Confirmation

Please enter your shipping details:

Choose The Shipping Date:

07-01-2011 08:00



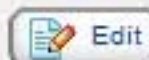
Choose a Shipping Method:

UPS Ground

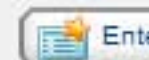


Ship to this Address:

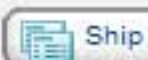
**Maria Burt**  
9987 Carver Rd, Suite 300  
Cincinnati  
OH  
45242  
United States



Edit



Enter a New Shipping Address



Ship to Multiple Addresses

13. Confirm or enter shipping address.  
14. Click on "Continue".

Cancel

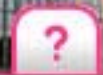
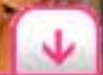
Continue



Order Jobs

Track Jobs

Manage Account



### Checkout

Shipping Details **Email Approvers** Billing Details Confirmation

Please choose email approvers:

Message Subject:

Approval Email for an order, including Job # 14308

Add Comments:

please approve ASAP, need these by Thursday!

Mandatory Approvers:

[linda.pleiman@omya.com](mailto:linda.pleiman@omya.com)

Optional Approvers:

[Address Book](#)

15. Enter an optional note for the approver (in this case, Linda Pleiman is reviewing all orders) and click continue

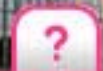
Cancel Back **Continue**



Order Jobs

Track Jobs

Manage Account



## Checkout

Shipping Details | Email Approvers | **Billing Details** | Confirmation

Before placing the order, Verify all relevant information.

### Order Information

**Ship to Maria Burt**

**Shipping To:** Maria Burt  
9987 Carver Rd, Suite 300  
Cincinnati  
OH  
45242  
United States

Shipping Date: 07-01-2011 ,08:00  
Shipping Method: UPS Ground

Job#	Job Name	Job Details	Quantity
14308	Business Card - Cincinnati, OH #14308 Ordered by: Bramkamp Omya	Ref Code: 76370020	250

16. Enter Cost Center associated with the person's name on the card in the "Ref Code" box  
17. Click on "Place Your Order".

I accept all of the terms as they are defined in the [Terms and Conditions](#)

Cancel | Back | **Place Your Order**



Order Jobs

Track Jobs

Manage Account



## Checkout

Shipping Details

Email Approvers

**Billing Details**

Confirmation

Before placing the order, Verify all relevant information.

### Order Information

#### Ship to Maria Burt

**Shipping To: Maria Burt**  
9987 Carver Rd, Suite 300  
Cincinnati  
OH  
45242  
United States

Job#	Job Name
14308	Business Card - Cincinnati, OH #14308
	Ordered by: Bramkamp Omya

Quantity
250

Terms and Conditions -- Webpage Dialog

http://easyorderentry.com/newsway/versions/250/site/iway/app/promptdialc

**Terms and Conditions**

You must click next to the **I accept all of the terms as they are defined in the disclaimer** in order to continue.

OK

17. Print Order Confirmation after Accepting Terms and clicking "Place Your Order"

18. Click on "Continue shopping" or Log out using the "exit" sign arrow in the upper right corner

I accept all of the terms as they are defined in the [Terms and Conditions](#)

Cancel

Back

Place Your Order



Order Jobs

Track Jobs

Manage Account



Saved Jobs

Shopping Cart

Approval

Printing

Shipping

Received

Search

Track Jobs Approval

JOB #	Status	Thumbnails	Job Name	Quantity
13632 	Rejected <input type="button" value="Order Again"/> <input type="button" value="Delete"/>		<a href="#">Business Card - Hawesville, KY #13632</a>	250
13634 	Rejected <input type="button" value="Order Again"/> <input type="button" value="Delete"/>		<a href="#">Letterhead second sheet #13634</a>	500
13649 	Pending Approval		<a href="#">Business Card - Cincinnati, OH #13649</a>	250
13678 	Rejected <input type="button" value="Order Again"/> <input type="button" value="Delete"/>		<a href="#">Business Card - Cincinnati, OH #13678</a>	250

“Track Jobs” button at the top shows Approval, Shipping, etc. status - and let’s you reorder by simply clicking “Order Again”.



Order Jobs

Track Jobs

Manage Templates

Manage Account



Saved Jobs

Shopping Cart

Approval

Printing

Shipping

Received

Search

### Track Jobs - Approval

Pending Approval

Rejected



Reject



Approve

JOB #	<input checked="" type="checkbox"/>	Thumbnails	Job Name	Ordered By	Quantity
13649	<input checked="" type="checkbox"/>		<a href="#">Business Card - Cincinnati, OH #13649</a>	Bramkamp Omya	250
14308	<input checked="" type="checkbox"/>		<a href="#">Business Card - Cincinnati, OH #14308</a>	Bramkamp Omya	250

What the “Approver” sees in their queue - they get an instant e-mail notification of items pending approval. If you don’t see an e-mail notification with your order status, please check “Omya Spam”.

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