

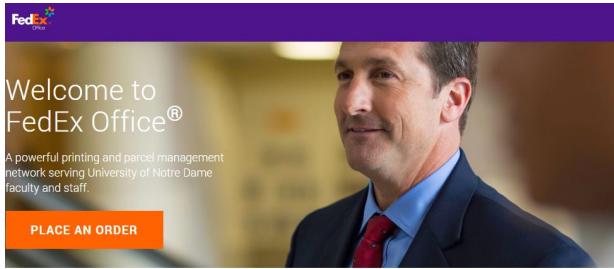


FedEx Office® Print On Demand

Quick Reference Guide: Catalog

Login

- To access your ordering site, go to: www.office.fedex.com/ondemand/nd - click on **PLACE AN ORDER**.



The University of Notre Dame alignment with FedEx Office connects faculty, staff and administrators to a seamless network, supporting Notre Dame's business, communication, and document needs.

- Enter your University NetID credentials.

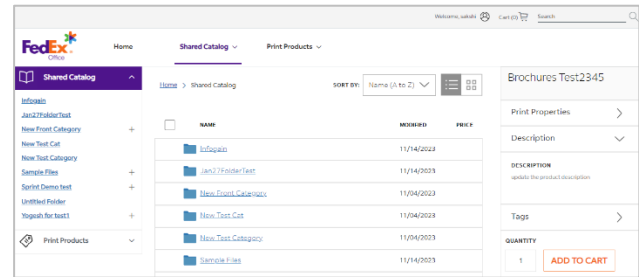
- Select **Create My User ID**. Depending on your site configuration, you may be granted immediate access, or your access may need to be approved by your site administrator.

Order from Catalog

- Choose **Browse Catalog** to access your Shared Catalog, or choose a specific folder from the Shared Catalog dropdown.
- Navigate the Catalog by selecting a folder to view its contents. You may also navigate the Catalog using the folder tree in the left-hand

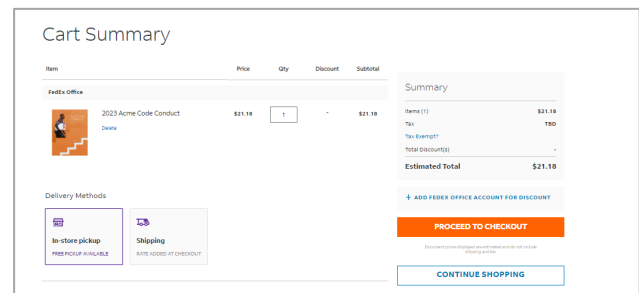
navigation panel. Click the + icon to expand a folder to view subfolders.

- Add items to your Cart by selecting the checkbox next to the item name and selecting **Add to Cart**, or by choosing Add to Cart from the Actions menu at right.
- Select an item in the Catalog to view print properties and/or a document description.
- You may enter an item quantity, or choose to update all item quantities at once in Cart Summary.
- Add all items to Cart and select the Cart icon in the top navigation bar to proceed to **Cart Summary**.



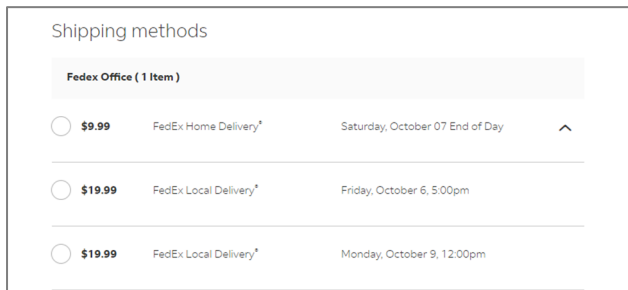
Cart Summary

- At Cart Summary, you can modify item quantities, remove items from cart, or access other ordering options (depending on your site configuration)
- Choose Delivery Method (In-store pickup or Shipping) and select **Proceed to Checkout**.



Checkout with Shipping

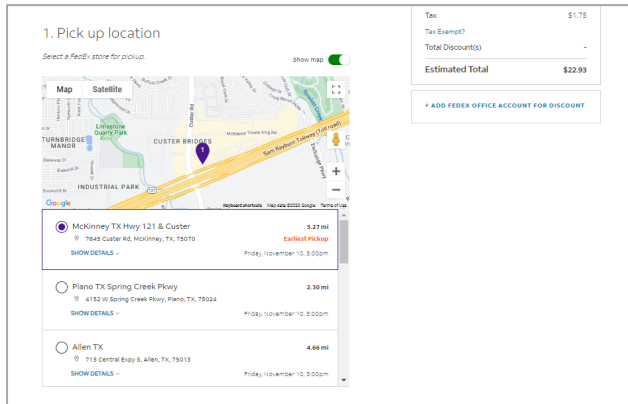
1. At Cart Summary, choose **Shipping** and then select **Proceed to checkout**.
2. Enter recipient address for delivery.
3. If applicable, enter a FedEx Shipping Account Number and Shipping Reference ID.
4. Select **See Shipping Results**.
5. Choose shipping method. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location.



6. Choose a Contact Person and **Continue to Payment**.

Checkout with Pickup

1. At Cart Summary, choose **In-store pickup** and then select **Proceed to checkout**.
2. Search for a pickup location by entering an address or zip code and choose your preferred location.

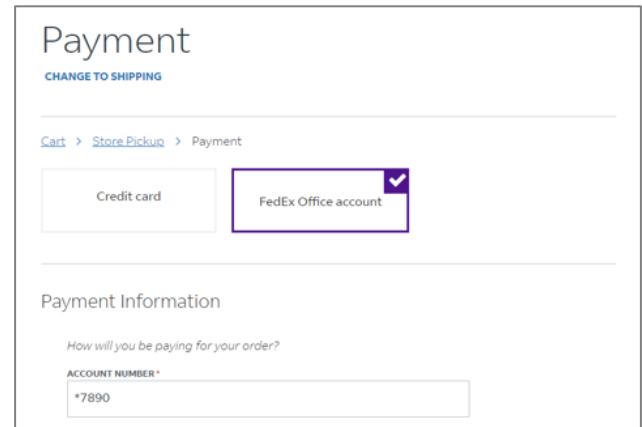


3. Select **Change Pickup Time** to modify your desired due date and time.

4. Assign an alternate pickup person, if needed, and **Continue to Payment**.

Payment

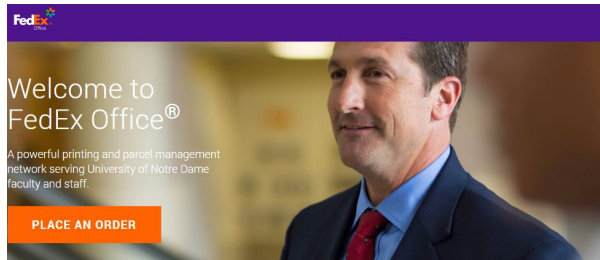
1. Complete payment method information.
2. Continue to **Order Summary**.



3. Review your order and select **Edit** to make any revisions. When ready **Submit Order**.
4. You will receive an email confirmation of your order submission. Order details are saved to Order History.

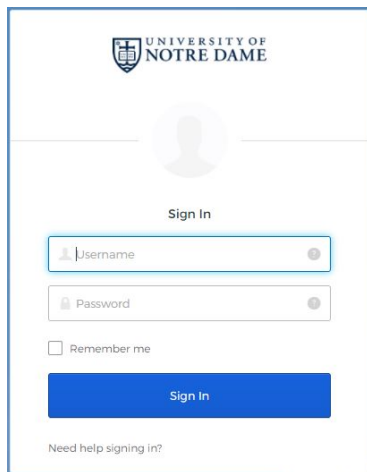
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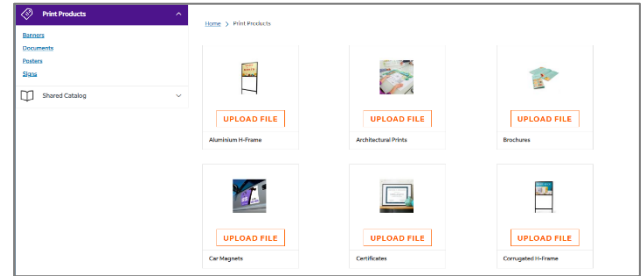
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Create a project

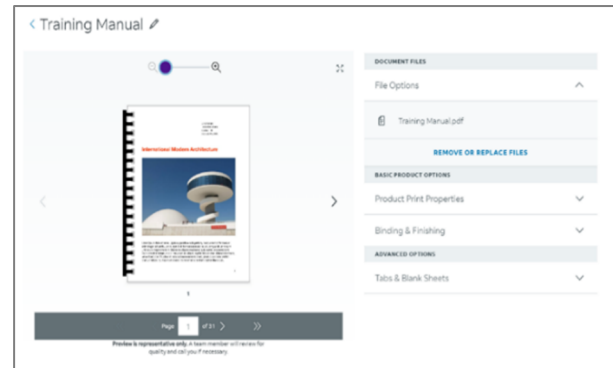
- Choose **Browse Print Products** to create a new project.
NOTE: For narrow format document printing, select **Upload & Print** to bypass product selection.



- Choose the print product that best represents your desired finished product and select **Upload File**.
- Select **Browse Files** or drag-and-drop to add files. If you upload multiple files, they will be combined.

Set up a project

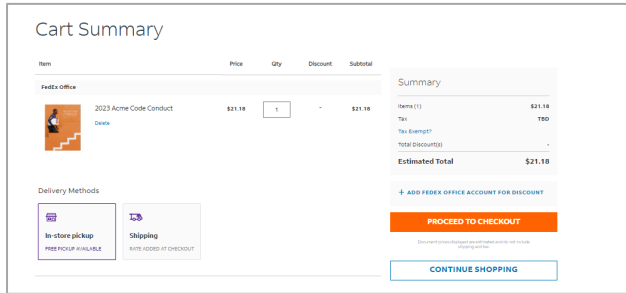
- Use the menus to select print and finishing options for your project and select **Add to Cart**. The dynamic document preview and pricing will update to reflect your selections.



- Choose **View Price Details** for a price breakdown, including any discounts.
- Select **Remove or Replace Files** from File Options to add, replace, or remove files associated with your project.

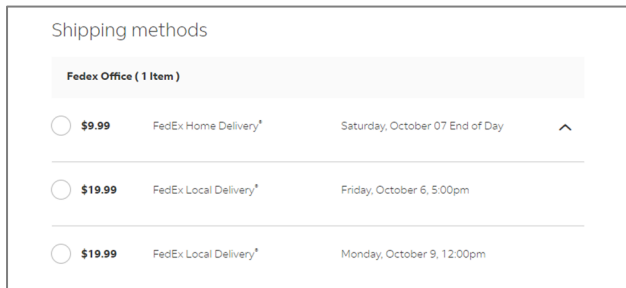
Cart Summary

- At Cart Summary, you can modify item quantities, remove items from cart, or edit print options for items in cart.



Checkout with shipping

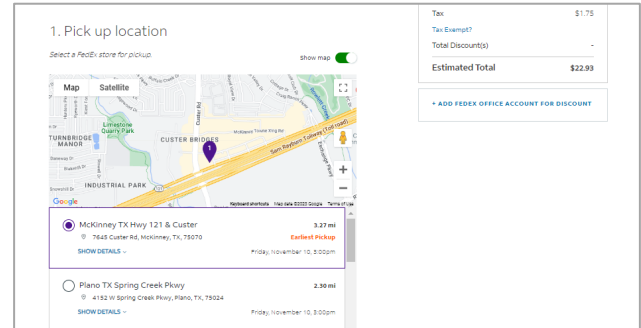
1. At Cart Summary, choose **Shipping** and then select **Proceed to checkout**.
2. Enter recipient address for delivery.
3. If applicable, enter a FedEx Shipping Account Number and Shipping Reference ID.
4. Select **See Shipping Results**.
5. Choose shipping method. FedEx Office Local Delivery service is available for recipients within 30 miles of a FedEx Office production location.



6. Choose a Contact Person and **Continue to Payment**.

Checkout with pickup

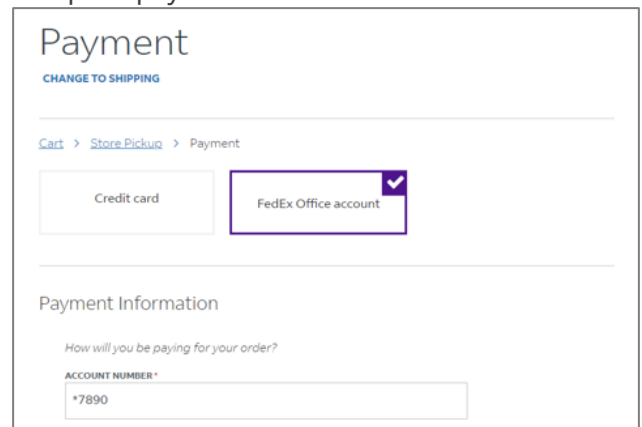
1. At Cart Summary, choose **In-store pickup** and then select **Proceed to checkout**.
2. Search for a pickup location by entering an address or zip code and choose your preferred location.



3. Select **Change Pickup Time** to modify your desired due date and time.
4. Assign an alternate pickup person, if needed, and **Continue to Payment**.

Payment

1. Complete payment method information.



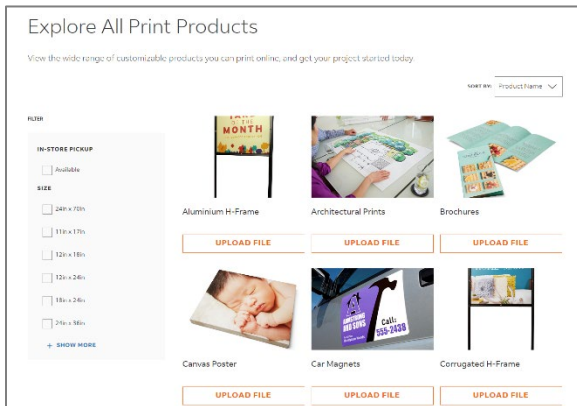
2. Continue to **Order Summary**.
3. Review your order and select **Edit** to make any revisions. When ready **Submit Order**.
4. You will receive an email confirmation of your order submission. Order details are saved to Order History.

Have a project that requires complex printing and/or finishing services or needs additional print instructions? No problem. FedEx Office Print On Demand *Upload to Quote* allows you to submit a quote request online to a FedEx Office team member for review and pricing before you place your order.

Create a project

1. Choose **Browse Print Products** to create a new project.

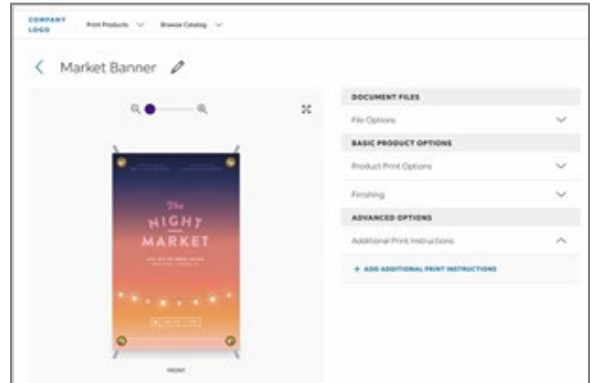
NOTE: For narrow format document printing, select **Upload & Print** to bypass product selection.



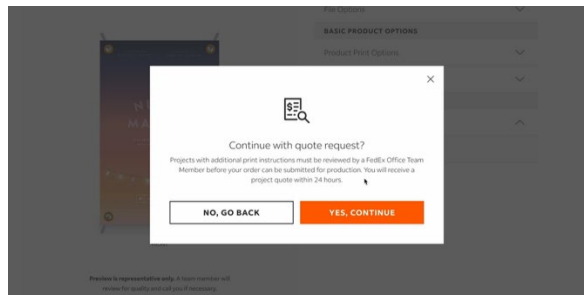
2. Choose the print product that best represents your desired finished product and select **Upload File**.
3. Select **Browse Files** or drag-and-drop to add files. If you upload multiple files, they will be combined.

Additional Print Instructions

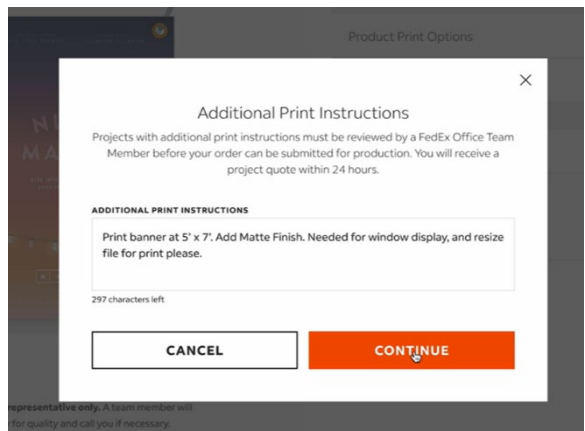
1. Use the menus to select the available print and finishing options for your project.
2. Open the **Additional Print Instructions** menu and select **+Add Additional Print Instructions**.



3. A prompt will ask you to acknowledge that you'd like to **Continue with quote request**. Select **Yes** to continue.



4. Enter the additional instructions for your project, i.e. "trim to crop marks" or "print as a saddle stitched booklet".



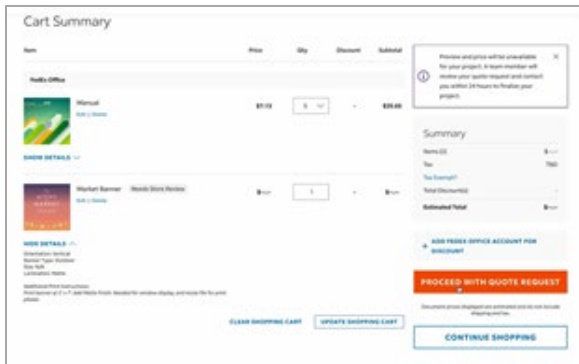
5. Select **Continue**.
6. Select **Add to Cart**.

Cart Summary

1. Update the quantity for items in your quote request. Quantity cannot be altered after Quote submission.

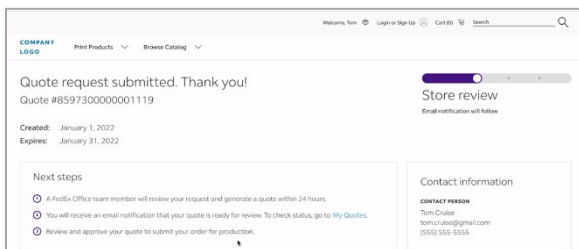
NOTE: All items in Cart will be included in the quote request. Items without additional print instructions can be submitted as a separate order, if needed.

2. Select **Proceed with Quote Request** to continue.



Submit quote request

1. Enter the recipient address or zip code where the order will be picked up or delivered and contact information.
2. Select **Submit Quote Request**.

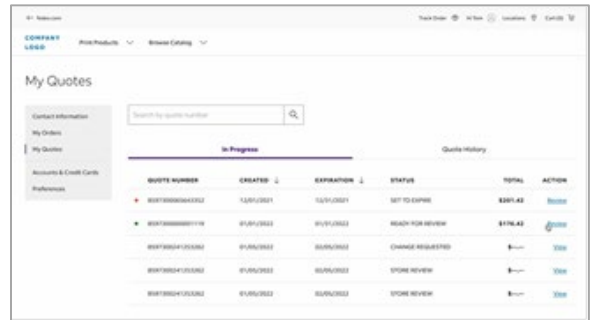


3. A quote submission confirmation page will provide your quote number, a status tracker, and next steps. Quotes can be viewed via the **My Quotes** menu.

NOTE: Please allow 24 hours for your quote to be prepared. You will receive an email when your quote is ready for review.

Quote review and approval

1. Once your quote request has been reviewed and a quote has been prepared by a FedEx Office team member, you will receive an email prompting you to review and approve.
2. Log in to your site and go to **My Quotes** (under My Profile).



3. Select **Review** for the quote you would like to review.
4. You can **Preview**, **Request Change**, or **Delete** the quoted item. Requesting a change to an item will initiate a new quote and require additional lead time.
5. Select **Approve** to add your quoted items to cart or **Decline** to cancel your quote request.

Submit order

1. Choose a delivery method (Pickup or Shipping) and select **Proceed to Checkout**.
2. Enter delivery details, contact and payment information for your order.
3. Select **Submit Order**.
4. You will receive email confirmation of your order submission. Order details are saved to Order History.