

Please call us if you need any help–

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Printing Services

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<http://www.pacs.arizona.edu/printinggraphics/pgs.html>

Tips-

Please make sure your email address is filled in on your Arizona BuyWays profile.

If you are using Firefox please upgrade to the latest version.

How to Order Stationery Items using Arizona BuyWays/West Press

1. Login in to Arizona BuyWays
2. Create cart
3. Add product
4. **Click** on the West Press logo
5. Pick the product to order
6. Fill in the form
7. Pick the quantity- **you can also see the prices here by Clicking on the “View” button above the quantity box**
8. **Click** “Refresh item preview”
9. **Click** “View the PDF”
10. Enlarge the PDF view
11. Save a copy of the PDF
12. **Click** “Add to cart”
13. **Click** “Order selected item now- Go”
14. **Click** “Transfer Cart”
15. Name your cart
16. **Click** “Save cart”
17. Either email proof or **Click** “place order”

How to Modify items

1. Login in to Arizona BuyWays
2. Select draft cart and pull it to active card
3. Under Supplier/ Line item Details **Click** on “Modify item”
4. Say yes to redirect
- 5- Lower right corner- change option to “Edit Selected items Now- **Click** go”
5. Left side- **Click** on “part number”
7. You are now back at original form to make corrections or changes
8. **Click** “Refresh item preview”
9. **Click** “View PDF”
10. Save a copy of the PDF
11. **Click** “Add to cart”
12. **Click** “Order selected item now- Go”
13. **Click** “Transfer Cart”
14. Name your Cart
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