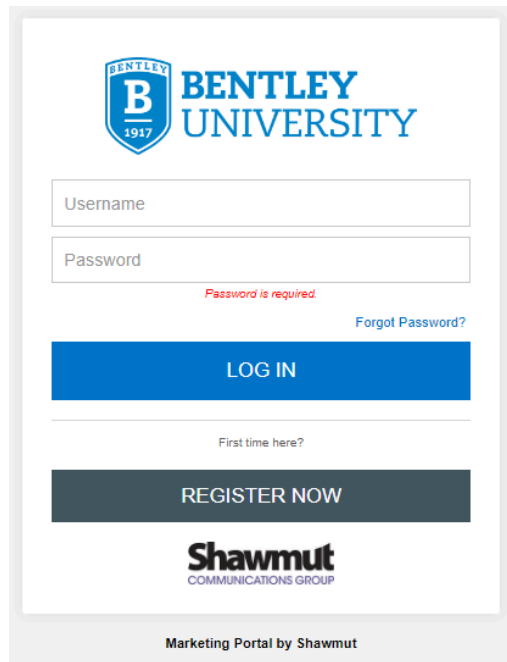


Welcome to the Bentley University Online Ordering Portal  
<https://store.shawmutdelivers.com/login/Bentley>



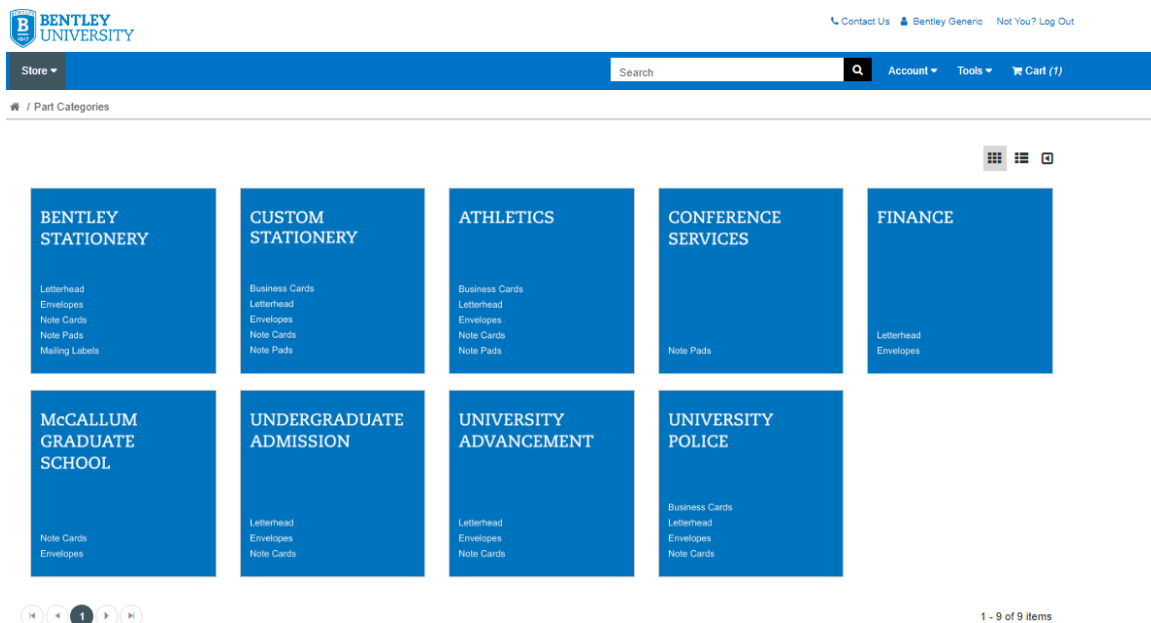
The image shows a login page for Bentley University. At the top left is the Bentley University logo, which consists of a shield with a 'B' and '1917' inside, followed by the text 'BENTLEY UNIVERSITY'. Below the logo are two input fields: 'Username' and 'Password'. A red error message 'Password is required.' is displayed below the password field. To the right of the password field is a link for 'Forgot Password?'. Below these fields is a large blue button labeled 'LOG IN'. Underneath the 'LOG IN' button is a link for 'First time here?'. Below that is a dark grey button labeled 'REGISTER NOW'. At the bottom of the page is the 'Shawmut COMMUNICATIONS GROUP' logo and the text 'Marketing Portal by Shawmut'.

To login, enter your user name and password that you have created.  
Click Log In.

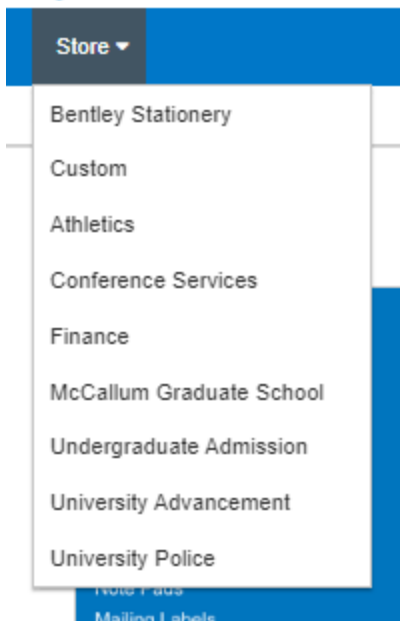
If you are a new user click “Register Now” to create an account.

## Portal Navigation

Logging in will bring you to the main menu landing page. Click on any block to access the available products.



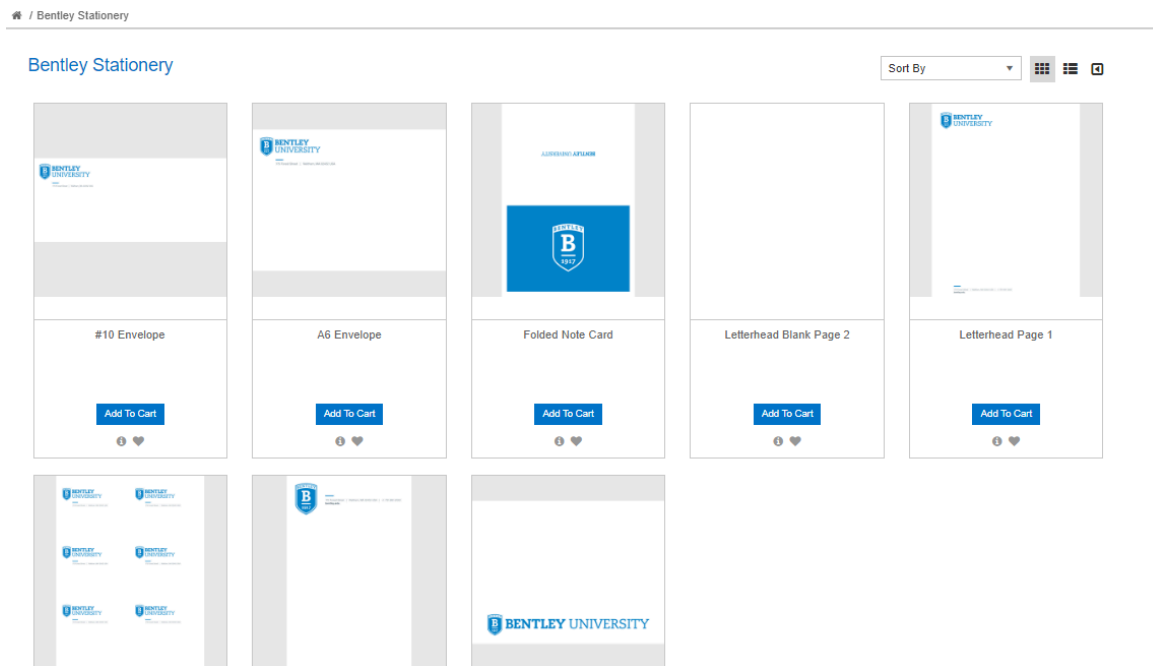
The image shows the main menu landing page of the Bentley University Online Ordering Portal. At the top left is the Bentley University logo. To the right of the logo are links for 'Contact Us', 'Bentley Generic', and 'Not You? Log Out'. Below the logo is a blue navigation bar with a 'Store' dropdown menu, a search bar, and links for 'Account', 'Tools', and 'Cart (1)'. Below the navigation bar is a breadcrumb trail: 'Home / Part Categories'. The main content area features a grid of product categories, each represented by a blue block with a title and a list of products. The categories and their products are: Bentley Stationery (Letterhead, Envelopes, Note Cards, Note Pads, Mailing Labels), Custom Stationery (Business Cards, Letterhead, Envelopes, Note Cards, Note Pads), Athletics (Business Cards, Letterhead, Envelopes, Note Cards, Note Pads), Conference Services (Note Pads), Finance (Letterhead, Envelopes), McCallum Graduate School (Note Cards, Envelopes), Undergraduate Admission (Letterhead, Envelopes, Note Cards), University Advancement (Letterhead, Envelopes, Note Cards), and University Police (Business Cards, Letterhead, Envelopes, Note Cards). At the bottom left is a pagination control showing '1' of 9 items. At the bottom right is the text '1 - 9 of 9 Items'.



You can also use main toolbar "Store" tab to access all categories.

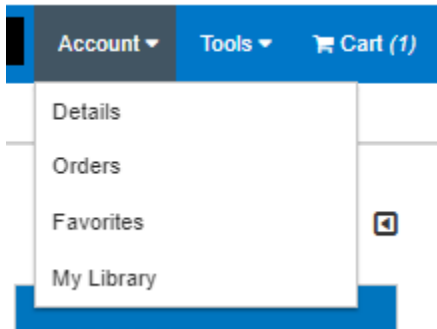
Click on any category or select from the drop down to navigate to a category and order materials.

On the product pages there are multiple ways to personalize the view of items. See below:



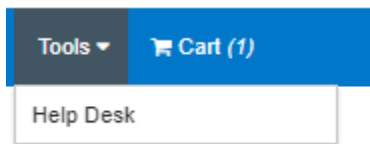
- “Sort By” drop down menu - Sort all items in a category by price, alphabetically, newest or oldest
- Grid View and List View buttons - Located beside the drop down, select grid view or list view
- Search Bar - Quickly access items

## Portal Features - From the main toolbar



### Account:

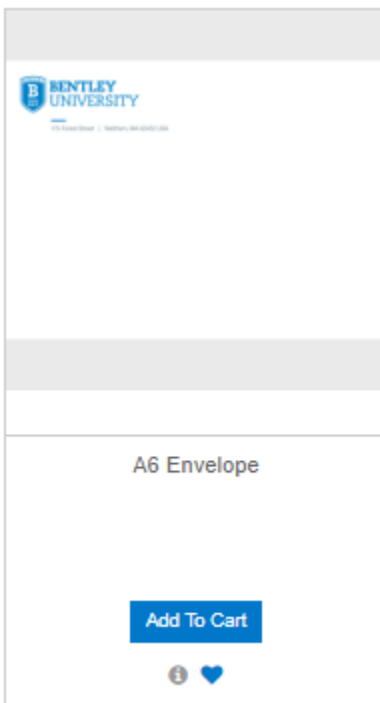
- Details - View and edit account details
- Orders - Review past orders you have placed
- Favorites - Any item that was marked as a favorite will be saved here
- My Library - Review past orders for personalized items and reorder them



### Tools:

- Help Desk - Any storefront related queries can be input here

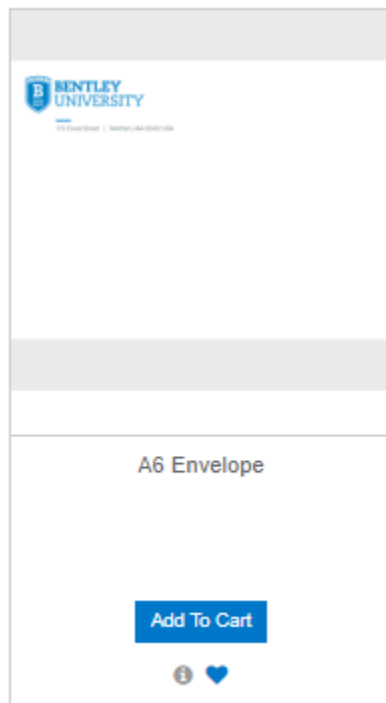
## Part Details



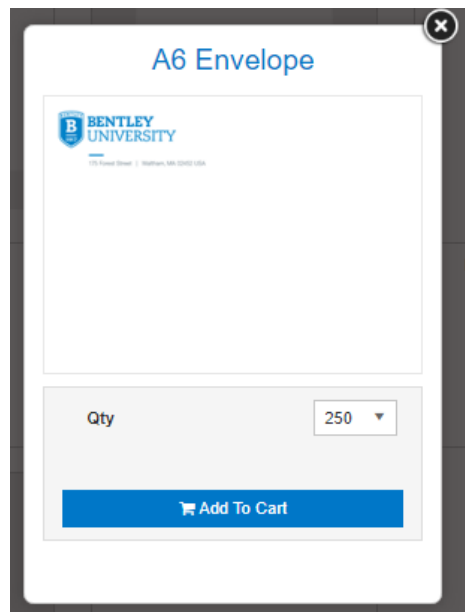
- Favorites - By clicking the heart on the bottom of the product you add the item to your Favorites. These are saved under the "My Account" tab for faster reordering in the future. You can also create lists in your Favorites to organize your items.
- Info Bubble - By clicking the "i" bubble on the bottom of the product it will display additional information about the product
- "Add to Cart" - Add items to your cart to order. Select quantity from drop down menu
- "Personalize" button - items that are able to be customized will not say "Add To Cart" and will bring you to the template to personalize the item when you click
- Click on the product description to view additional part details and download PDF of most products

## How to Place an Order

Click “Add to Cart” under the item you would like to order.

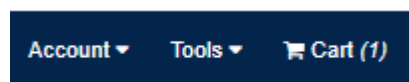


Use the drop down menu to select the quantity you want to order:

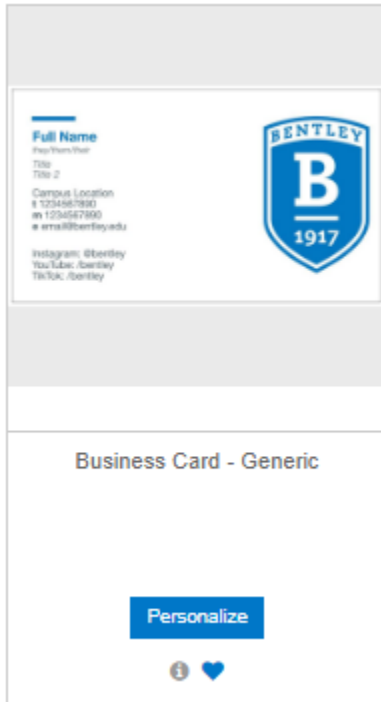


*You can also click on the product description to order in the same way.*

You can see the items have been added to the cart at the top right of the screen:



## Ordering Personalized Items



Click the “Personalize” button

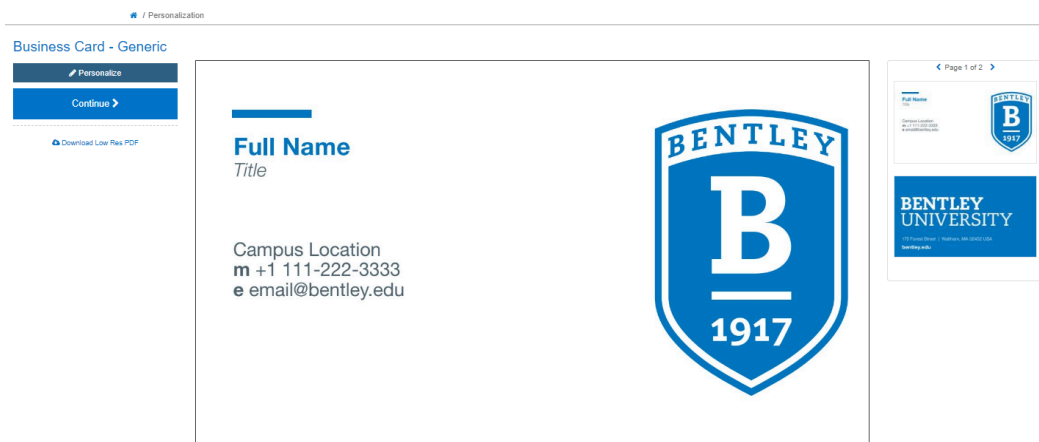
On the next screen enter the personalized information in the fields for the item and click “Build Proof.” Fields marked with an asterisk are required.

A screenshot of the 'Personalize Information' form. The form contains the following fields and options:

- Name \* (text input: Full Name)
- Degree (text input)
- Pronouns (dropdown menu)
- Title \* (text input: Title)
- Title 2/Department Name (text input)
- Campus Location (text input: Campus Location)
- Contact 1 Type \* (dropdown menu: Mobile)
- Contact 1 Info \* (text input: +1 111-222-3333)
- Contact 2 Type (dropdown menu: Select One)
- Contact 2 Info (text input)
- Contact 3 Type (dropdown menu: Select One)
- Contact 3 Info (text input)
- Email (text input: email@bentley.edu)
- Social Media Type1 (dropdown menu: Select One)
- Social Media Account1 (text input)
- Social Media Type2 (dropdown menu: Select One)
- Social Media Account2 (text input)
- Social Media Type3 (dropdown menu: Select One)
- Social Media Account3 (text input)
- Color Accent (dropdown menu: Blue)

Buttons for 'Build Proof' are located at the top right and bottom right of the form.

Review your personalized item very carefully. You are responsible for all content. If you need to make changes click “Personalize.” When complete, click “Continue.”



Before proceeding, you must approve the proof. Enter your initials where indicated. You can customize your proof name for future reference (this is saved under your account “My Library”). Click "Accept" to continue.

### Proof Approval

I agree with the statements below:

I have verified that all spelling and content are correct.

I am satisfied with how this proof represents the high resolution print job.

I understand I cannot make changes after I place this order, and I assume all responsibility for any errors.

Initial here \*

Proof Name


[← Cancel](#) [Accept →](#)

## Completing your Order

When you are ready to check out, click on your cart. Review the items in your cart. If you would like to save items for later, click “Save for Later” and the item will be moved to another section of your shopping cart and saved.

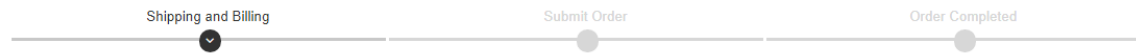
Please allow 4 - 6 days processing for all print on demand items to be produced and shipped.

[← Continue Shopping](#) [✕ Clear Cart](#) [Checkout →](#)

Item	Qty	Subtotal
 A6 Envelope <a href="#">Remove</a> <a href="#">Save for Later</a>	250	\$1.08 \$270.00 <a href="#">Click for Discounts</a>
SUBTOTAL		\$270.00

[← Continue Shopping](#) [✕ Clear Cart](#) [Checkout →](#)

When you are ready to checkout click the “Checkout” button.

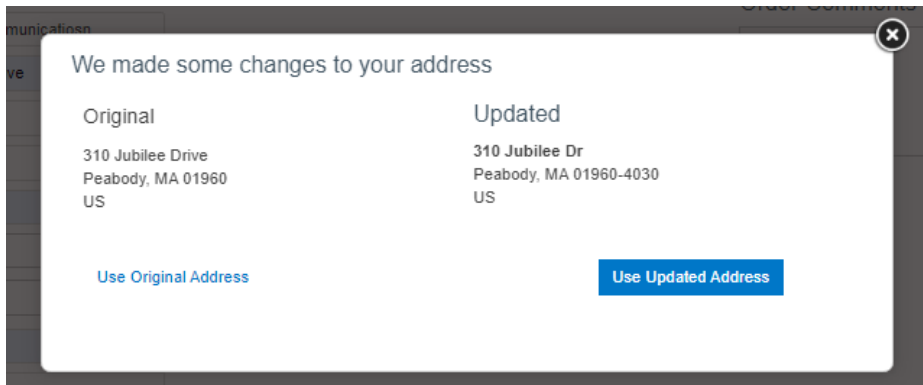


If shipping to Bentley University add Campus Location

<b>Ship Address</b> <a href="#">Address Book</a>	<b>Order Information</b>	<a href="#">REVIEW AND PLACE YOUR ORDER</a>
Attn/Contact * Cori Ryan	Desired Ship Date * 6/17/2024	Order Comments TEST ORDER
Company Name Shawmut Communicatiosn		
Address Line 1 * 310 Jubilee Drive		
Campus Location		
Address Line 3		
City * Peabody		
State * Massachusetts		
Country * United States		
ZIP Code * 01960		
Phone Number 9783044039		

- If your address is saved to your account details it will prepopulate in the shipping address or you will need to enter the shipping address for your order.
- Enter any order comments in the “Order Comments” box.
- ***If shipping to Bentley University be sure to enter a campus location***

Click “Review and Place Your Order” to continue  
The portal includes real time address verification.  
If you see the screen below, please review the address information.



Below is the final stage to review and double check your order before it is placed. Confirm your shipping options. There is only one payment option available to you; you do not need to select your desired payment option. When you click on “Place Order” you will be prompted to enter your credit card information.

🏠 / Shopping Cart / Checkout / Place Order

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Shipping and Billing  Submit Order  Order Completed

**Shipping Address** [Change](#)

Bentley Generic  
Shawmut Communications Group  
310 Jubilee Dr  
Peabody, Massachusetts 01960-4030  
9783044039

**Billing Address**

Bentley Generic  
Shawmut Communications Group  
310 Jubilee Drive  
Peabody, Massachusetts 01960  
(978) 304-4039

Item	Unit Price	Quantity	Subtotal
 Folded Note Card	\$1.30	250	\$326.00
Subtotal			\$326.00

**Shipping Options**

FedEx Ground  
Total Weight: 7.20 lbs  
Shipping costs will be applied when shipped.  
 Signature Required

**Payment Options**

Please select your desired payment option.

You will be asked to enter your credit card information when you click Place Order.

**Pricing Summary**

Subtotal	\$326.00
Shipping and Handling	\$3.00
Processing Fee	\$11.52
<b>TOTAL</b>	<b>\$340.52</b>

Cancel

**Shawmut**  
Your Secure Payment Processor

**\$340.52**

Name

Credit Card Number

Expiration Date  CVV

Unit Price      Quantity      Subtotal

Enter your credit card information and click “Pay Now” to submit your order.




Your have successfully placed your order when you see this screen:

🏠 / Order Placed [Print Receipt](#) [Continue Shopping](#)

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Shipping and Billing Submit Order Order Completed



Order Number <b>BTYU-1</b>	Order Date <b>6/10/2024</b>	Desired Ship Date <b>6/17/2024</b>	Order Status <b>Released</b>	Order Total <b>\$278.00</b>
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**PAYMENT INFORMATION**

<b>Shipping Address</b> Shawmut Communicatiosn Cori Ryan 310 Jubilee Dr Peabody, Massachusetts 01960-4030 United States 9783044039	<b>Payment Information</b> Item(s) Subtotal: \$270.00 Shipping and Handling: \$8.00 Total: \$278.00 Total Weight: 3.73 lbs
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**YOUR ORDER**

	QUANTITY	SUBTOTAL
A6 Envelope	250	\$270.00

- Print Receipt - Print a copy of your receipt and save as PDF for P card reconciliation.
- Order Number - Order number associated with your order. (Please reference order number when inquiring about order details, shipping, etc.)
- Order Status - Released means that your order is released to Shawmut to fulfill your order.

*You will receive an email confirmation of your order and also an email notification when your order has been shipped to include tracking numbers.*