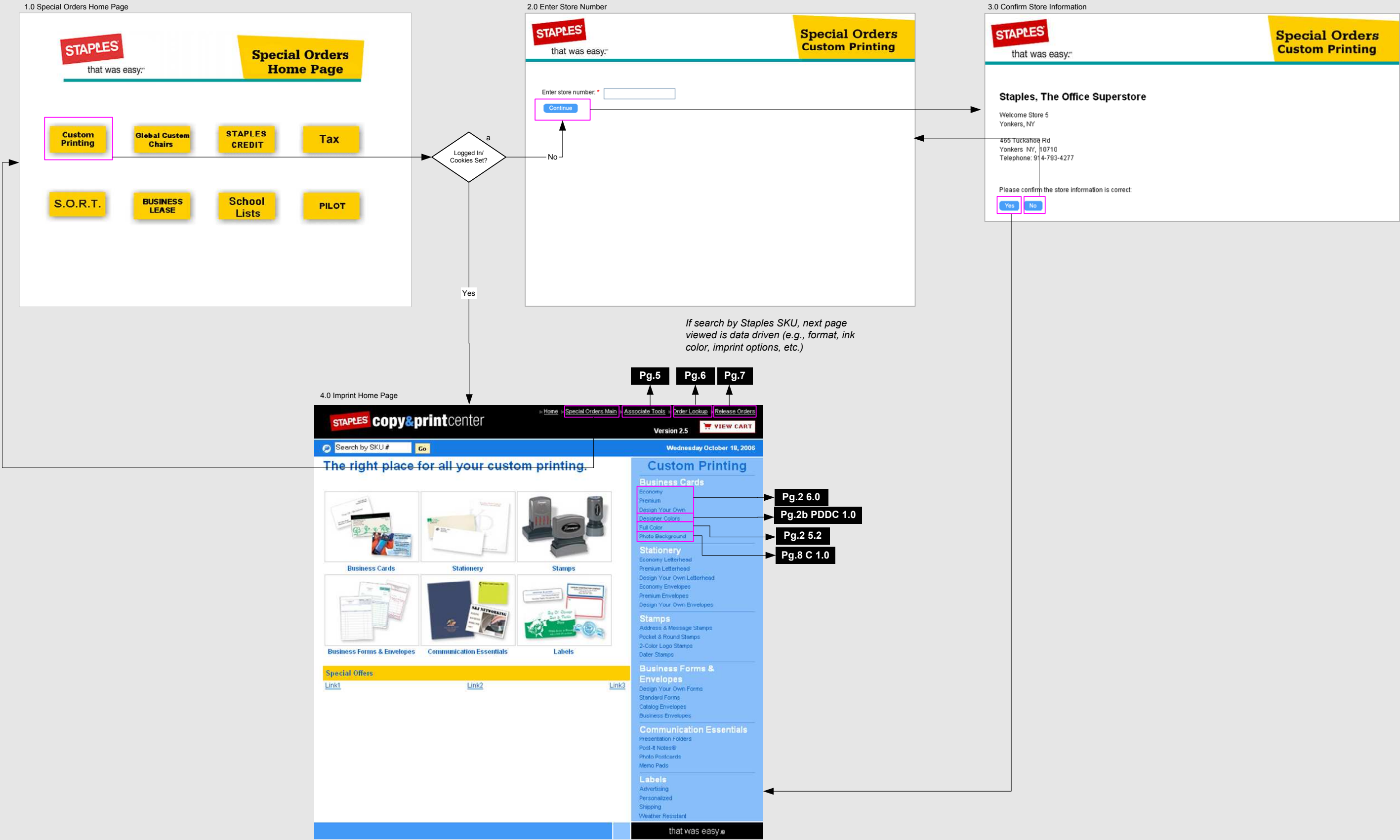
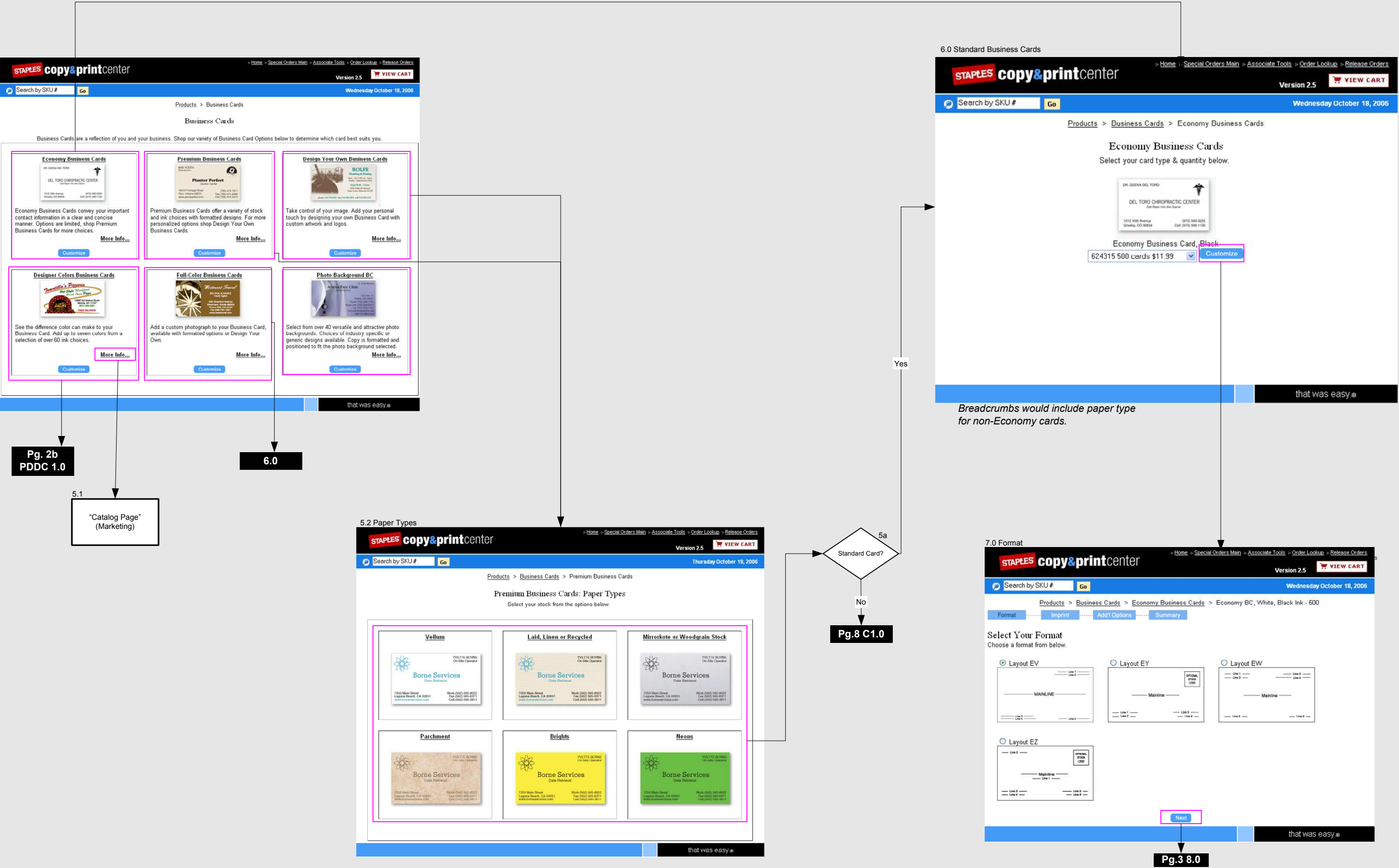
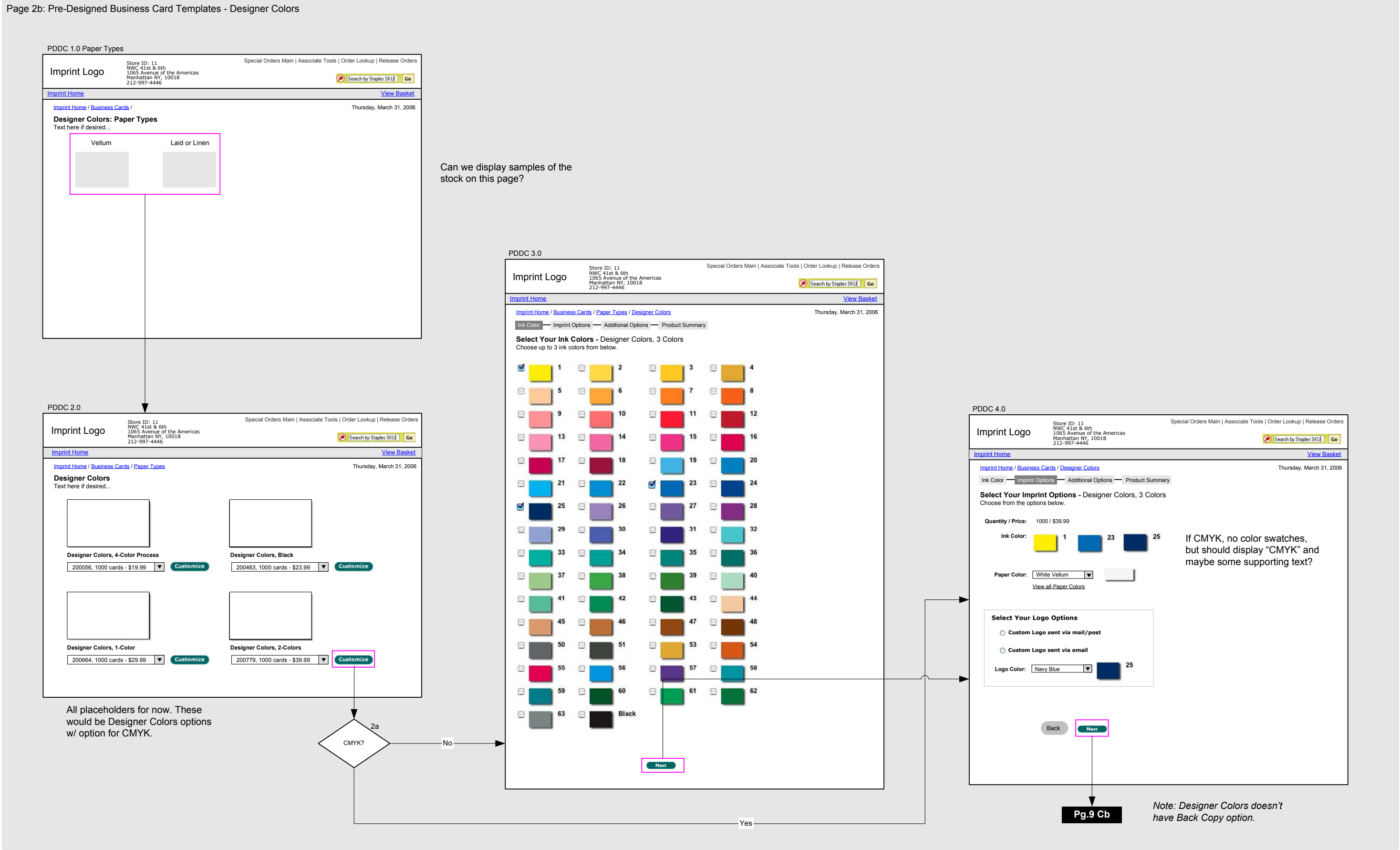


Page 1: Flow from SOWeb to IRG site



Page 2: Flow & Configuration Process





Page 3: Flow & Configuration Process

8.0 Imprint Options

STAPLES copy&printcenter

Home > Special Orders Main > Associate Tools > Order Lookup > Release Orders

Version 2.5

VIEW CART

Search by SKU# Go

Thursday October 19, 2006

Products > Business Cards > Premium Business Cards > Laid, Linen or Recycled > Premium BC, Laid, Linen, Recycled, 1 Color - 500

Format Imprint Add'l Options Back Copy Summary

Select Your Imprint Options

Type in your text and choose from the logo options below.

Update Preview View Template

Mainline: Staples Retail Imprint

Line 1: John Doe

Line 2: Retail Guru and General Gen

Line 3: john.doe@staples.com

Line 4: 500.253.5000

Line 5: www.staples.com

Line 6:

Line 7:

Line 8:

Line 9:

Quantity/Price: 500 / \$32.99

Paper Options: White Laid

View All Materials

Printing Method: Raised Thermography

Mainline Typestyle: Helvetica

Mainline Font Size: 12

Ink Color: Red

View All Colors

Select Your Logo Options

No Logo

Stock Logo

00-26

Select this logo

Back Update Preview Next

that was easy

5/1: Still need to work out the flow in this section.

8.4

STAPLES copy&printcenter

Home > Special Orders Main > Associate Tools > Order Lookup > Release Orders

Version 2.5

VIEW CART

Search by SKU# Go

Thursday October 19, 2006

Products > Business Cards > Premium Business Cards > Laid, Linen or Recycled > Premium BC, Laid, Linen, Recycled, 1 Color - 500

Format Imprint Add'l Options Back Copy Summary

Additional Options

You may select any or all of the following additional options for this product.

Proof - \$10.00

Rush - \$39.99

Back Next

that was easy

8.5 Back Copy (FORMATTED)

STAPLES copy&printcenter

Home > Special Orders Main > Associate Tools > Order Lookup > Release Orders

Version 2.5

VIEW CART

Search by SKU# Go

Thursday October 19, 2006

Products > Business Cards > Premium Business Cards > Laid, Linen or Recycled > Premium BC, Laid, Linen, Recycled, 1 Color - 500

Format Imprint Add'l Options Back Copy Summary

Back Copy

Format: No Back Copy

View All Formats

Back Next

that was easy

8.51 Back Copy popup

Formats

Click on an item to select it.

No Back Copy

No Back Copy

M

HAS AN APPOINTMENT

MON. TUE. WED. THUR. FRI. SAT. SUN.

AT

IF UNABLE TO KEEP APPOINTMENT, KINDLY SEND AN E-MAIL NOTICE.

Back Copy A

Need to verify this layout will work for all product types, assuming we can have a different layout for stamps...?

The Update Preview button at the bottom of the page should anchor the page back to the top when clicked on.

8.1 Stock Logos [Pop-up]

http://tpe.staples.singleresource.com - Logos - Microsoft Internet Explorer

Select a category: Agriculture

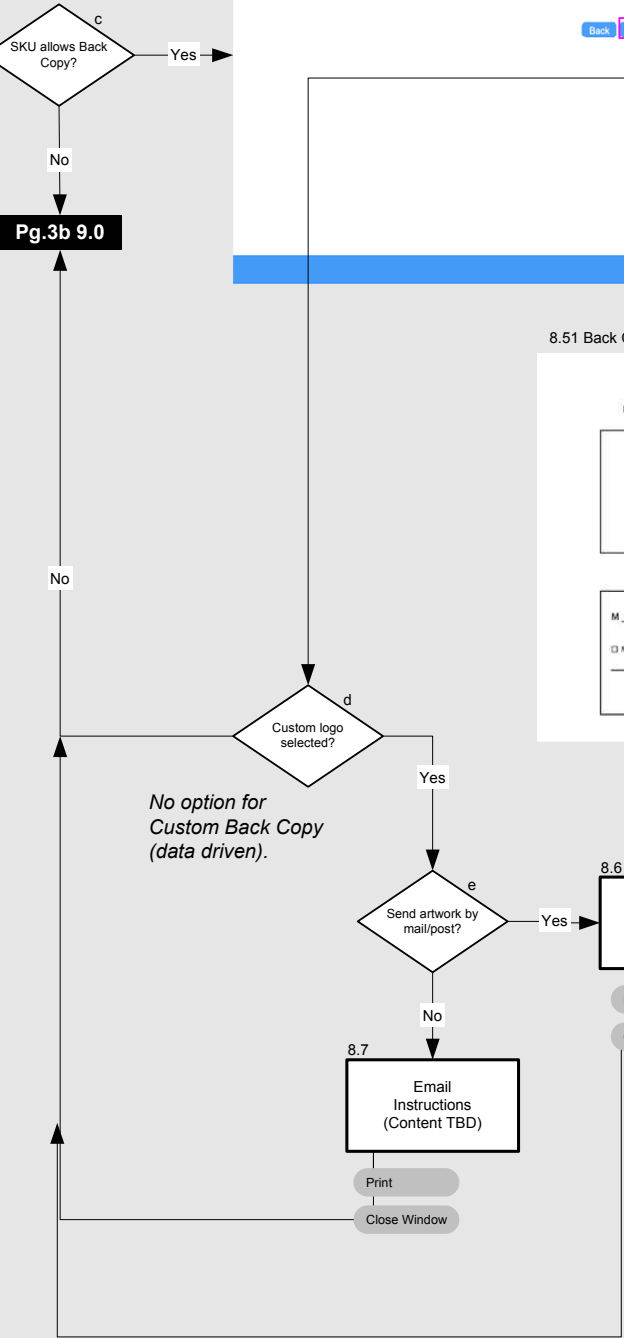
Logos

Click on an item to select it.

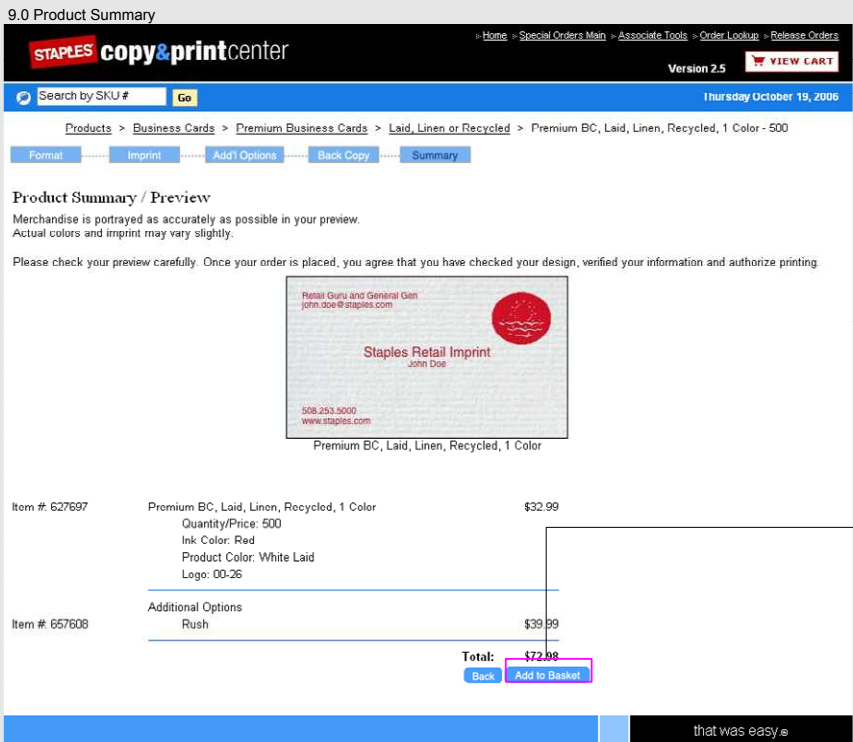
00-1 00-10 00-11 00-12 00-13 00-14 00-15 00-16 00-17

00-18 00-19 00-2 00-20 00-21 00-22 00-23 00-24 00-25

Internet

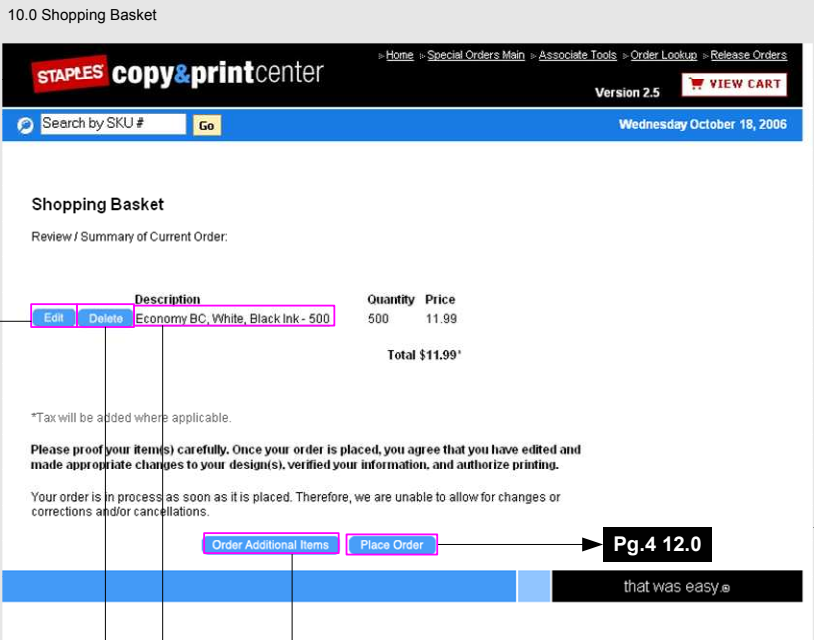


Page 3b: Flow & Configuration Process



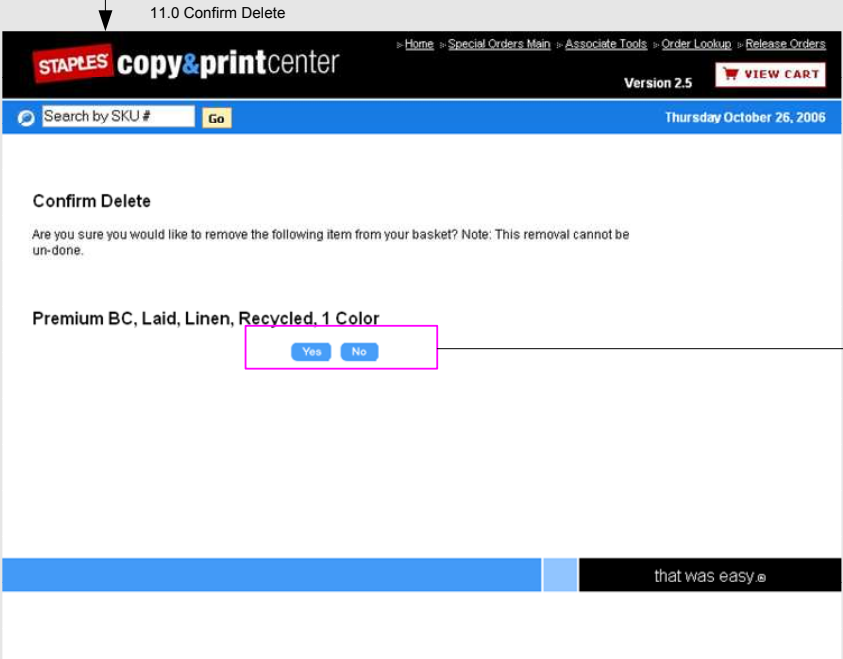
The following were removed:
Email this Page button, and
extra Add to Basket button.
Item # is downplayed.

Any additional options
selected will display on this
page w/ Sku and price.




Pg.1 4.0

Pg.4 12.0



Yes - Brings user back to
Shopping Basket and item is
deleted.
No - Acts as "Cancel."


copy&printcenter

[Home](#)
[Special Orders Main](#)
[Associate Tools](#)
[Order Lookup](#)
[Release Orders](#)

Version 2.5
[VIEW CART](#)

Wednesday October 18, 2006

Shipping & Customer Information

All orders will be shipped to the store unless otherwise indicated. Please verify that the store shipping information is correct and enter the customer's contact information below.

Shipping Method

Type: Standard Shipping - 7-10 business days
Charge: FREE

Shipping Location

Company Name: Staples #5
Address 1: 465 Tuckahoe Rd
Address 2:
City: Yonkers
State / Prov: NY
Zip / Postal Code: 10710
Area Code and Phone: 914-793-4277

Customer Information

*Required fields
☐ Same as Shipping Information

* First Name:

* Last Name:

Company:

* Address 1:

Address 2:

* City:

* State / Prov:

* Zip / Postal Code:

* Day Phone:

Evening Phone:

Fax Number:

Email:

Staples Reward #:

12.1 Change Shipping Information

STAPLES

copy&printcenter

Version 2.5

VIEW CART

Search by SKU #

Go

Thursday October 26, 200

Shipping Method

Please select from the shipping options below.

Ship to Original Store

Selecting any of these options will result in shipping to the original store of purchase.

☒ Standard (FREE)
7-10 business days

☐ 1-Day Shipping (\$60)

☐ 2-Day Shipping (\$30)

Ship to Another Location

To edit shipping location, you must first select a shipping method from below.


☐ Standard (\$10)
7-10 business days

☐ 1-Day Shipping (\$60)

☐ 2-Day Shipping (\$30)

Cancel

Update Shipping Information


13.0 Final Review

[Home](#) > [Special Orders Main](#) > [Associate Tools](#) > [Order Lookup](#) > [Release Orders](#)

STAPLES copy&printcenter

Version 2.5
[VIEW CART](#)

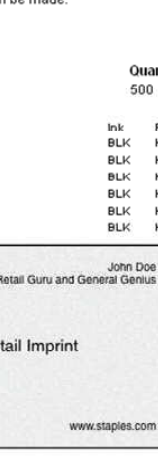
Wednesday October 18, 2005

Final Review

Once this order has been submitted no changes can be made.

| Design | Quantity | Price |
|------------------------------------|----------|-------|
| Economy BC, White, Black Ink - 500 | 500 | 11.99 |

| Field | Text | Ink | Font | Size |
|----------|--------------------------------|-----|------|------|
| Mainline | Staples Retail Imprint | BLK | HLV | 012 |
| Line1 | John Doe | BLK | HLV | 008 |
| Line2 | Retail Guru and General Genius | BLK | HLV | 008 |
| Line3 | john.doe@staples.com | BLK | HLV | 008 |
| Line4 | 508.253.5000 | BLK | HLV | 008 |
| Line5 | www.staples.com | BLK | HLV | 008 |


Pg.3b 10.0

Customer Information

John Doe
Staples
500 Staples Dr
Framingham MA 01701
Phone: (508) 253-5000

Shipping address

Staples #5
465 Tuckahoe Rd
Yonkers NY 10710
Phone: 914-793-4277

Shipping Method: Standard Shipping - *FREE*

Total Price: \$11.99

*Sales tax not included. Tax will be added to the purchase total at the register. Pricing and availability are subject to change without notice and are valid only for the day your order is placed.

Please check your order carefully. Once your order is placed, you agree that you have checked your design, verified your information and authorize printing.

Pg.4b 14.0

For printable version, suppress area in blue and move remainder of information on Store copy up.

14.0 POS Print Out

Imprint Logo

Store Copy

See text file.

Pg.1 4.0

Print Order

Imprint Home

Special Orders Main

Pg.1 1.0

Cashier Copy

Please present this page to store cashier

Customer/Order Details

Customer: John Doe

Phone: (508) 222-0981

Delivery Zip: 02148

Order Number: 62270000554

Pre-Tax Subtotal: \$26.99

Order Date: April 25, 2006

Cashier Steps for Processing Custom Print Orders

Step 1: Press F10 Key*

Step 2: Scan or key Order Number

Step 3: Verify order details for accuracy

Step 4: Conclude transaction

Step 5: Return to the Kiosk and release this order from the Custom Printing application

* If F10 key fails to retrieve order details, see Backup Order Processing Steps for order 62270000554

Backup Order Processing Steps for order 62270000554

Use these instructions ONLY if the F10 Register key failed to retrieve order details.

A. Key the following SKU number(s): 627709, 657663, 657663.

B. When prompted, Scan or Key Order Number 62270000554 (you will need to enter the order number for each sku above).

C. Verify order details for accuracy.

D. Conclude transaction.

E. Return to the Kiosk and release this order from the Custom Printing application.

Order Number: 62270000554

Order Date: April 25, 2006

1 of 1 items

Custom Printing Order

Design

Laid, Linen or Recycled Stock, Black and Light Blue InkLayout B&C1

Field

Main Line

Line 1

Line 2

Line 3

Line 4

Line 5

Text

ACME Company

Jane F. Doe

123 Main Street

Anywhere, LL 12345

Phone: 555.555.1212

Fax: 555.555.3232

Quantity

1000

Price

\$39.99

Stock

Grey Laid

123 Main Street

Anywhere, LL 12345

OPTIONAL

LOGO

HERE

ACME Company

Jane F. Doe

Phone: 555.555.1212

Fax: 555.555.3232

Artwork Number: A3A1663602-1

*Sales tax not included. Tax will be added to the purchase total at the register.

Order Arrival: Your order will arrive at the store in 7-10 business days.

Pricing and availability are subject to change without notice and are valid only for the day your order is placed.

Returns - Items must be returned to the store within 30 days for refund or merchandise credit.

Please check proof copy above for accuracy, confirm that the customer information is correct and sign below.

Customer

Signature:

Date:

Customer Information:

Susan Rice

500 Staples Drive

Framingham, MA 01702

Day Telephone: 555-555-1212

Shipping Location:

Staples, The Office Superstore #5

Staples #5

465 Tuckahoe Road

Yonkers, NY 10710

Telephone: 914-793-4277

Shipping Method: Standard Shipping - FREE

Total Price*: \$64.99

Page Break

Page Break

Need to change this text, because it assumes delivery to store...?

Secure pages

Page 4b



14.1 POS Print Out

Pg.1 1.0

Pg.14.0

STAPLES

copy&printcenter

Home » Special Orders Menu » Associate Tools » Order online » Release Order

Version 7.5

Wednesday October 18, 2006

Print OrderSpecial Orders MenuClose Window

1. Print the order. 2. Obtain signature. 3. File store copy. 4. Give Customer Copy to customer.

Store Copy

Please present this page to store cashier

Customer Order Details

Customer: John Doe
Order Number: 62910003918

Phone: (609) 265-5000
Pre-Tax Subtotal: \$11.99

Delivery To: 10710
Order Date: October 15, 2006

Cashier Steps for Processing Customer Print Orders

Step 1:
Press F10 Key*

Step 2:
Scan or key Order Number

62910003918

Step 3:
Verify order details for accuracy

Step 4:
Conclude transaction

Step 5:
Return to the Kiosk and release this order from the Custom Printing application

* If F10 key fails to release, error details: see Back up Order Processing Steps for order 62910003918

Use these instructions ONLY if the F10 Register key failed to relieve order details.

A. Key in the following 8-digit number(s), 6291315
B. When prompted, Bar or Key Order Number 62910003918. You will need to enter the order number for each sku above.
C. Verify order details for accuracy.
D. Conclude transaction.
E. Return to the Kiosk and release this order from the Custom Printing application.

Store Copy

October 18, 2006

Custom Printing Order

Design Economy BC, White, Black Ink - 500

| | | | | |
|-----------|--------------------------------|------|------|------|
| Field | Totl | nk | Foat | Size |
| Main Line | Staples Retail Imprt | RtK | Ht Y | r 47 |
| Line1 | John Doe | BULK | HLV | CO9 |
| Line2 | Retail Guru and General Genius | BULK | HLV | CO9 |
| Line3 | john.doe@staples.com | BULK | HLV | CO9 |
| Line4 | 606.265.5000 | BULK | HLV | CO9 |
| Line5 | www.staples.com | BULK | HLV | CO9 |

John Doe
Retail Guru and General Genius

Staples Retail Imprt

john.doe@staples.com
606.265.5000

www.staples.com

Customer Information

John Doe
Staples #5
600 Staples Dr
Franklin, MA 01710
Phone: (609) 265-5000

Shipping Method: Standard Shipping - \$0.00

Total Price*: \$11.99

Customer Copy

October 18, 2006 - Order Number - 62910003918

Custom Printing Order

Design Economy BC, White, Black Ink - 500

| | | | | |
|-----------|--------------------------------|------|------|------|
| Field | Totl | nk | Foat | Size |
| Main Line | Staples Retail Imprt | RtK | Ht Y | r 47 |
| Line1 | John Doe | BULK | HLV | CO9 |
| Line2 | Retail Guru and General Genius | BULK | HLV | CO9 |
| Line3 | john.doe@staples.com | BULK | HLV | CO9 |
| Line4 | 606.265.5000 | BULK | HLV | CO9 |
| Line5 | www.staples.com | BULK | HLV | CO9 |

John Doe
Retail Guru and General Genius

Staples Retail Imprt

john.doe@staples.com
606.265.5000

www.staples.com

Customer Information

John Doe
Staples #5
600 Staples Dr
Franklin, MA 01710
Phone: (609) 265-5000

Shipping Method: Standard Shipping - \$0.00

Total Price*: \$11.99

Sales tax not included. Tax will be added to the purchase total at the register upon arrival. Your order will arrive at the store in 7-10 business days. Pricing and availability are subject to change without notice and are valid only for the day your order is placed. Returns items must be returned to the store within 30 days for refund or merchandise credit.

Please check proof copy above for accuracy, confirm that the customer information is correct and sign below.

Customer Signature:

Date:

Tia was easy!

Page 5: Associate Tools - from top level nav

STAPLES

copy&printcenter

» Home

» Special Orders Main

» Associate Tools

» Order Lookup

» Release Orders

Version 2.5

VIEW CART

Search by SKU #

Go

Thursday October 26, 2006

Associate Tools

Here are the resources available for associate tools.

General Resources

FAQs

Policy & Procedures

Forms

Order Form 1

Order Form 2

Order Form PP

Custom Art Attachment Form

Quote Form

Re-do Form

Guides

Product Guide

This guide will give you training on custom stationery products. The guide is broken down into specific product modules.

Operations Guide

This guide will lead you through the operations of the CPC Retail Imprint Solutions.

Art Guide

This guide will give you descriptions and illustrations of artwork terminology.

Reports

Daily Status Report

This report will show you orders that have shipped in the past three days, all orders that are currently in production and all orders on hold along with the questions being asked.

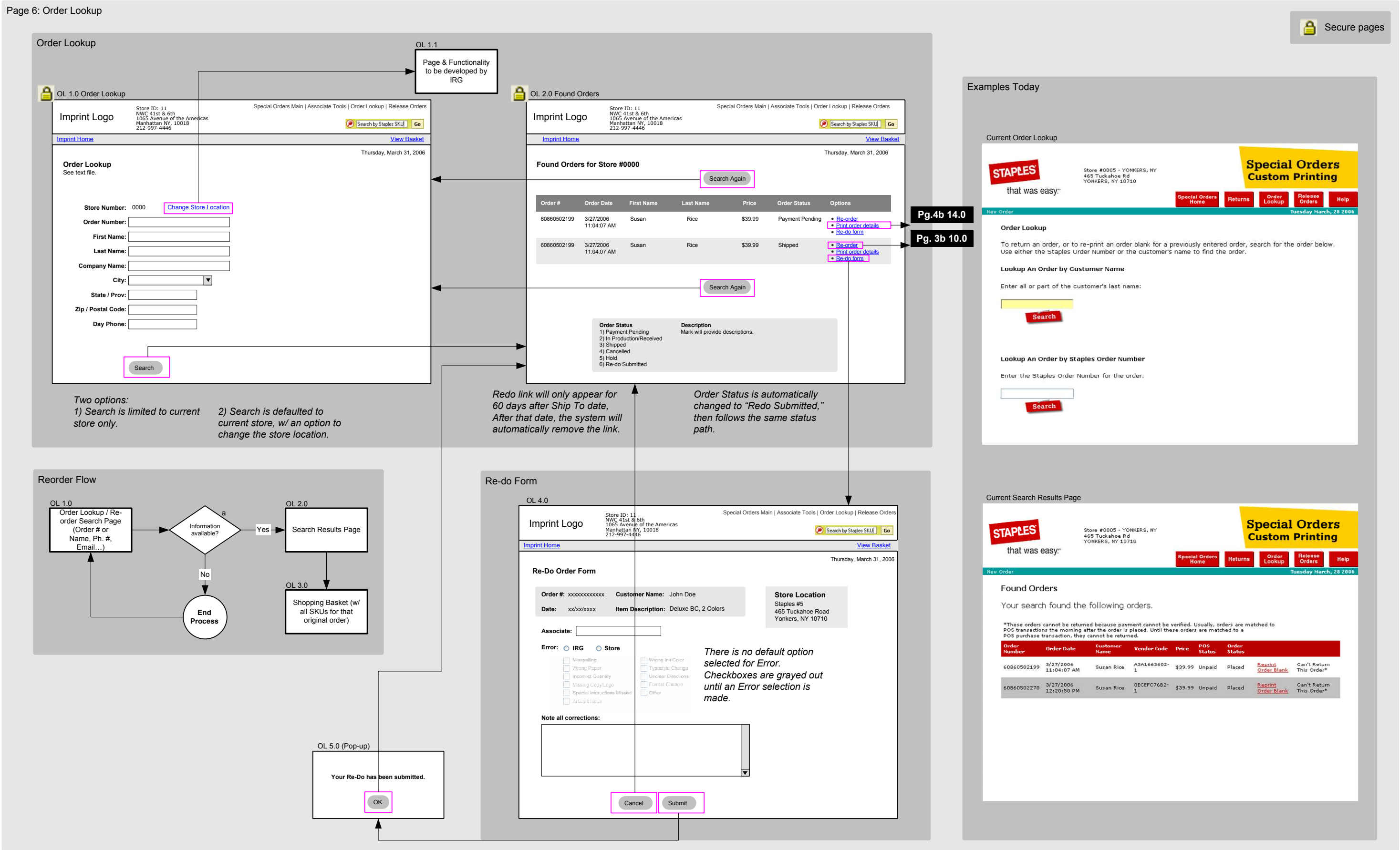
Key Indicator Report

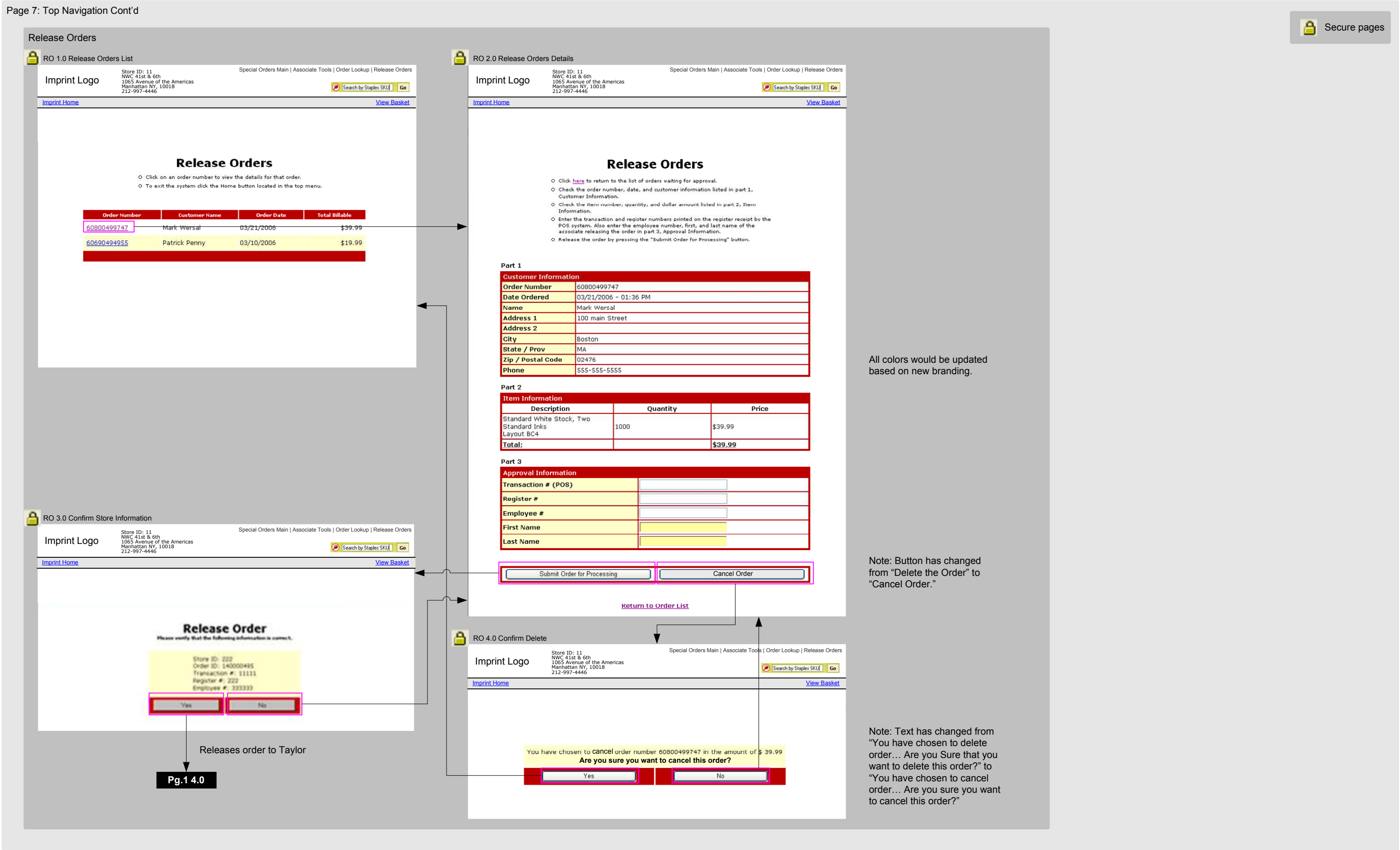
This report is a monthly gauge of sales, margin, redos, holds & kiosk compliance.

Promotion Report

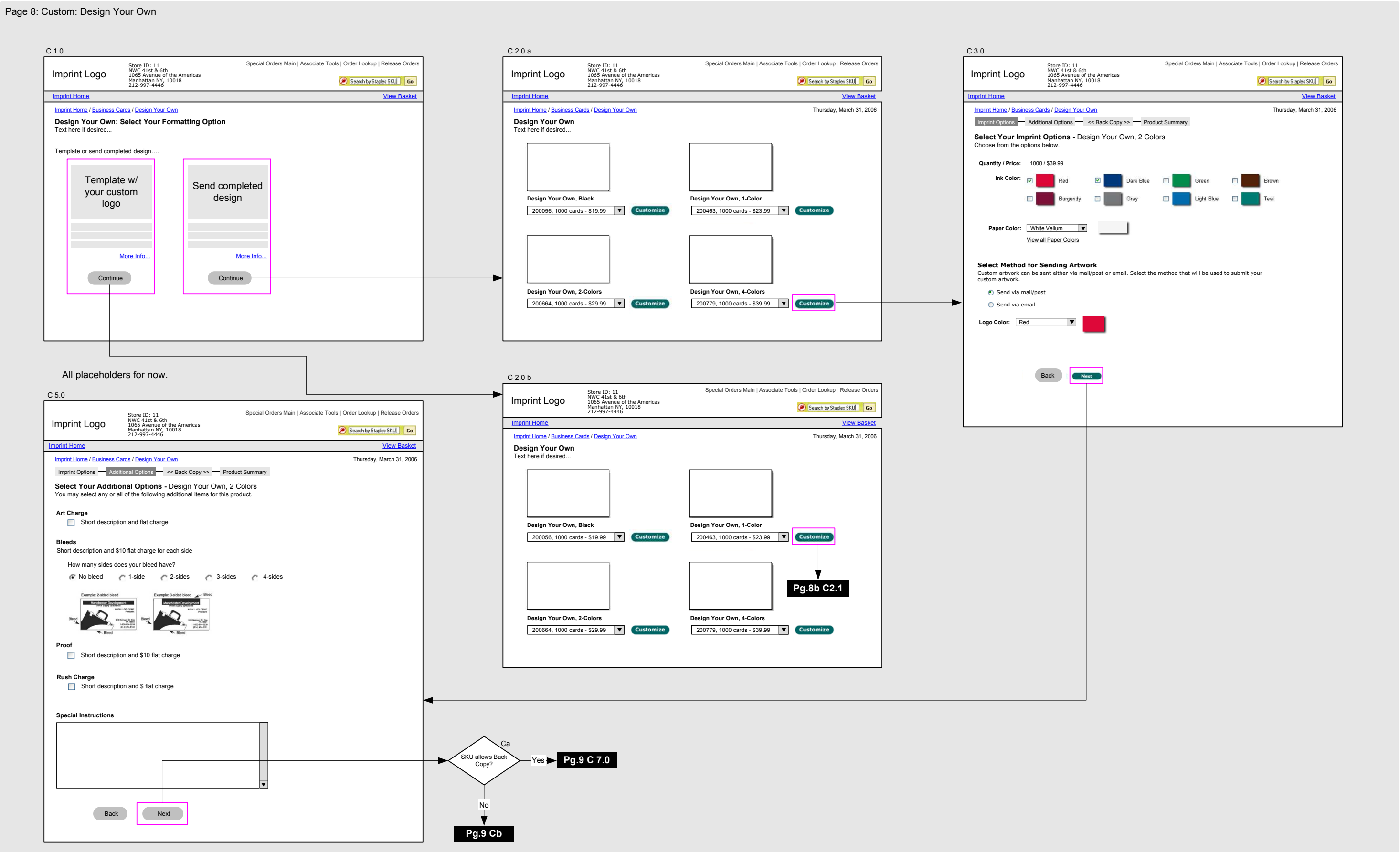
This report will give you sales information for any seasonal or promotional program (i.e. Xstamper, Holiday).

that was easy.

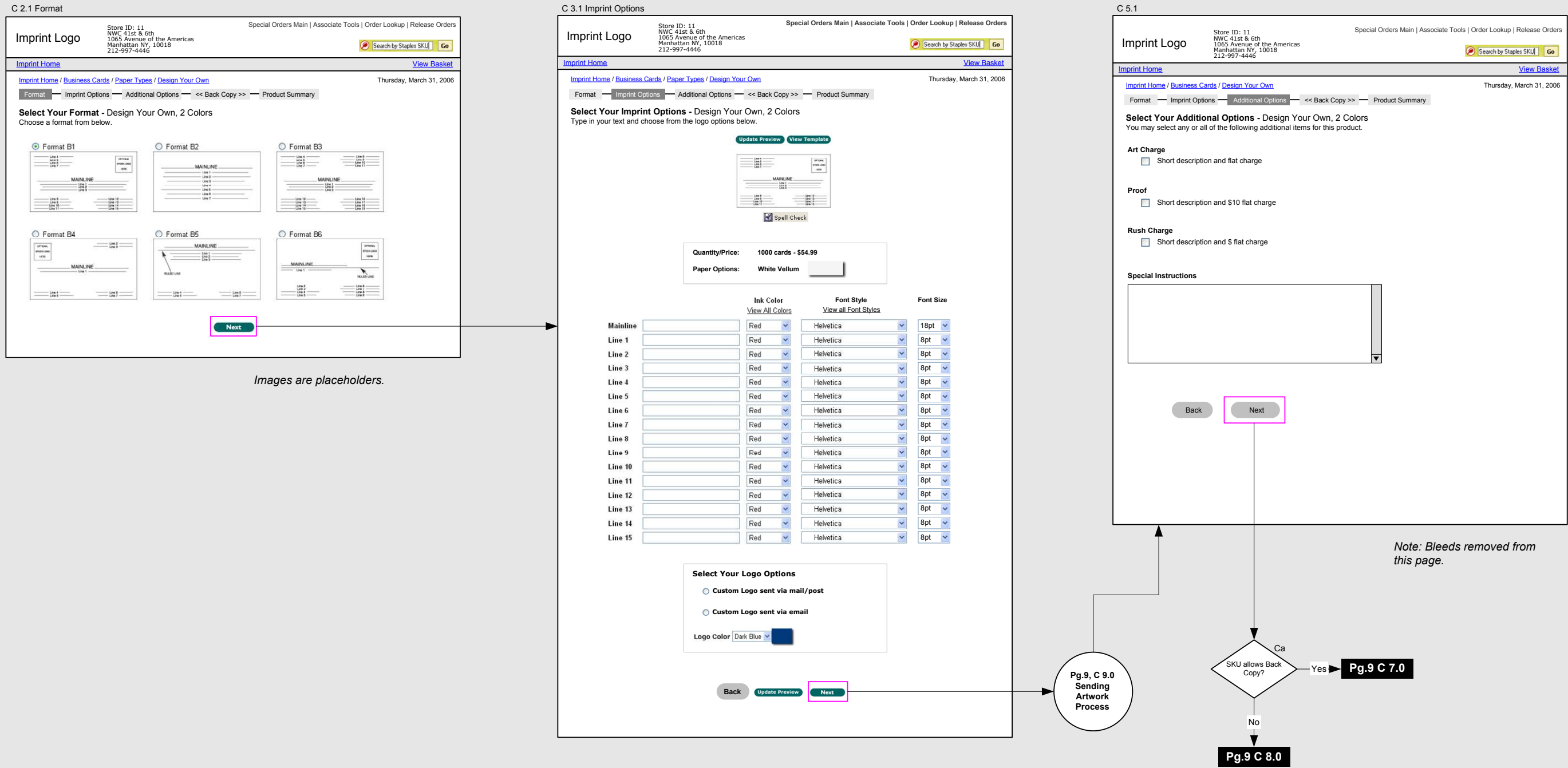




Page 8: Custom: Design Your Own



Page 8b: Custom: Design Your Own w/ Formatted Template



Page 9: Custom: Design Your Own

C 7.0 Back Copy

FORMATTED

Imprint Logo

Store ID: 11
NWC 41st & 6th
1065 Avenue of the Americas
Manhattan NY, 10018
212-997-4446

Special Orders Main | Associate Tools | Order Lookup | Release Orders

Search by Staples SKU Go

[Imprint Home](#) [View Basket](#)

[Imprint Home / Business Cards / Design Your Own](#)

Thursday, March 31, 2006

Imprint Options Additional Options Product Summary

Select Your Additional Options - Design Your Own, 2 Colors

You may select any or all of the following additional items for this product.

Back Copy

Text here...

Format: Back Copy Format 2 View all formats

Update Preview View Template

MAINLINE

Line 1

Line 2

Ink Color: Red View all colors

Mainline Typestyle: Helvetica View All Typestyles

Mainline Font Size: 12

Back Next

CUSTOM

Imprint Logo

Store ID: 11
NWC 41st & 6th
1065 Avenue of the Americas
Manhattan NY, 10018
212-997-4446

Special Orders Main | Associate Tools | Order Lookup | Release Orders

Search by Staples SKU Go

[Imprint Home](#) [View Basket](#)

[Imprint Home / Business Cards / Design Your Own](#)

Thursday, March 31, 2006

Imprint Options Additional Options Product Summary

Select Your Additional Options - Design Your Own, 2 Colors

You may select any or all of the following additional items for this product.

Back Copy

Text here...

Format: Custom View all formats

Select the ink color for your custom back copy.

Ink Color: Red View all colors

Back Next

C 8.0 Product Summary

W/ No Back Copy

Imprint Logo

Store ID: 11
NWC 41st & 6th
1065 Avenue of the Americas
Manhattan NY, 10018
212-997-4446

Special Orders Main | Associate Tools | Order Lookup | Release Orders

Search by Staples SKU Go

[Imprint Home](#) [View Basket](#)

[Imprint Home / Business Cards / Design Your Own](#)

Thursday, March 31, 2006

Imprint Options Additional Options Product Summary

Review the Product Summary - Design Your Own, 2 Colors

Front: Custom

Custom, 2 Colors TABCCUSTOM \$39.99

Quantity/Price: 1000

Ink Color: Dark Blue and Red

Product Color: White Vellum

Logo: Custom, Mail/Post

Total: \$39.99

Back Add to Basket

Additional options
will be displayed
here w/ SKU and
price.

Pg.3b 10.0

C 9.0 Sending Artwork

C 4.0a [Pop-up]

Sending Artwork: Mail/Post Instructions

Include Center name, address, phone number, and artwork number below when sending custom artwork through the mail.

THE ARTWORK NUMBER 15281717 IS REQUIRED FOR ARTWORK TO BE MATCHED WITH THE ORDER. THE ORDER CAN NOT BE PROCESSED WITHOUT THIS ARTWORK NUMBER.

Staples
1650 Tower Blvd.
North Mankato, MN 56003

Artwork Requirements

- Uploaded logos will be stored for a period of 12 months following their use on an order.
- The maximum file size accepted for logos is 5 MB.
- Logos should be black and white only. Grayscale, color or antialiased logos should NOT be imported.
- Logos should have a minimum resolution of 600 dots per inch. The recommended resolution for logos is between 600 and 1200 DPI.
- Accepted image file types are the following: BMP, GIF, JPG/JPEG, PCT/PICT, PSD, and TIF/TIFF.

Please Note: If you send a graphic with less than 600 dpi, a graphic that is not exclusively black and white, or a graphic that is anti-aliased, we cannot be responsible for the final print quality of the logo.

Print Close Window

From C 3.1, Pg. 8b

Send artwork by mail/post?

Yes

No

Text for these pages?

To C 5.1, Pg. 8b

C 4.0b [Pop-up]

Sending Artwork: E-Mail Instructions

??

Artwork Requirements

- Uploaded logos will be stored for a period of 12 months following their use on an order.
- The maximum file size accepted for logos is 5 MB.
- Logos should be black and white only. Grayscale, color or antialiased logos should NOT be imported.
- Logos should have a minimum resolution of 600 dots per inch. The recommended resolution for logos is between 600 and 1200 DPI.
- Accepted image file types are the following: BMP, GIF, JPG/JPEG, PCT/PICT, PSD, and TIF/TIFF.

Please Note: If you send a graphic with less than 600 dpi, a graphic that is not exclusively black and white, or a graphic that is anti-aliased, we cannot be responsible for the final print quality of the logo.

Print Close Window

W/ Formatted Back Copy

Imprint Logo

Store ID: 11
NWC 41st & 6th
1065 Avenue of the Americas
Manhattan NY, 10018
212-997-4446

Special Orders Main | Associate Tools | Order Lookup | Release Orders

Search by Staples SKU Go

[Imprint Home](#) [View Basket](#)

[Imprint Home / Business Cards / Design Your Own](#)

Thursday, March 31, 2006

Imprint Options Additional Options Product Summary

Review the Product Summary - Design Your Own, 2 Colors

Front: Custom

Back: Formatted

Custom, 2 Colors TABCCUSTOM \$39.99

Quantity/Price: 1000

Ink Color: Dark Blue and Red

Product Color: White Vellum

Logo: Custom, Mail/Post

Total: \$39.99

Back Add to Basket

Additional options
will be displayed
here w/ SKU and
price.

Pg.3b 10.0