

# WEB USER GUIDE

*General Purchaser*

# Accessing ePrint Company Store

To Access the Company Store, Click on  
“Shop Now - Company Store” icon on the  
top right of the page.

 **REGENCY**

Search



**SHOP NOW**  
COMPANY STORE 

SRS Demo User of SRS Distribution

 **SUPPORT CENTER**  
SUBMIT REQUEST

[Company List](#)

[My Shopping List](#)

[Logout](#)



Items: 0  
Total: 0.00  
[VIEW CART](#) 

**ORDERING CENTER**

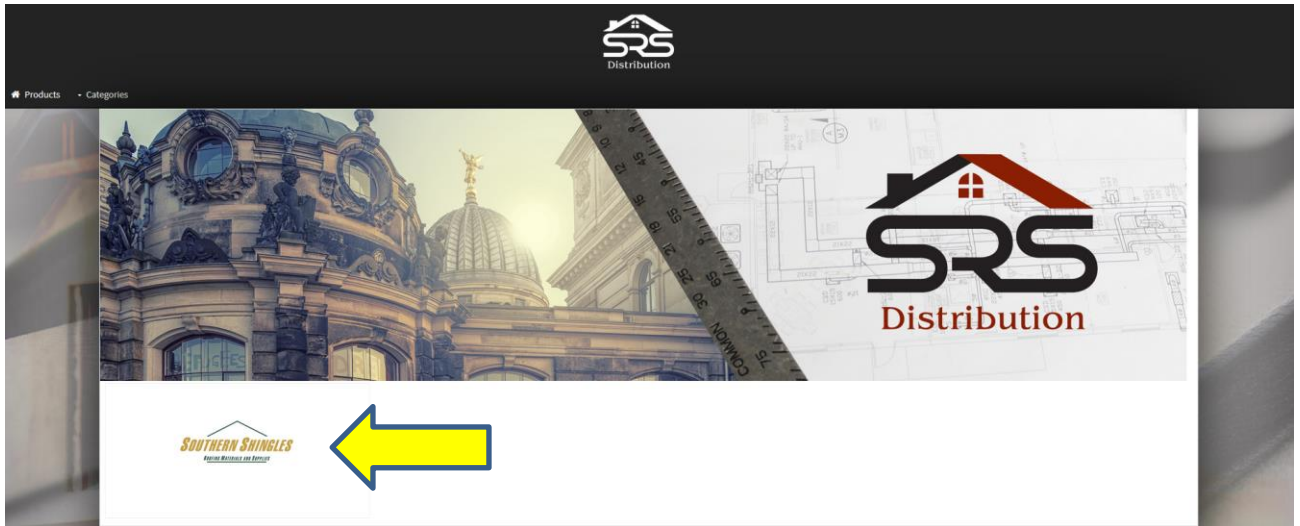
[Quick Order](#)  
[Express Quick Order](#)  
[View Cart](#)  
[Scheduled Orders](#)  
[Order History](#)  
[Product Show Room](#)  
[Hon Furniture](#)

**ADMIN CENTER**

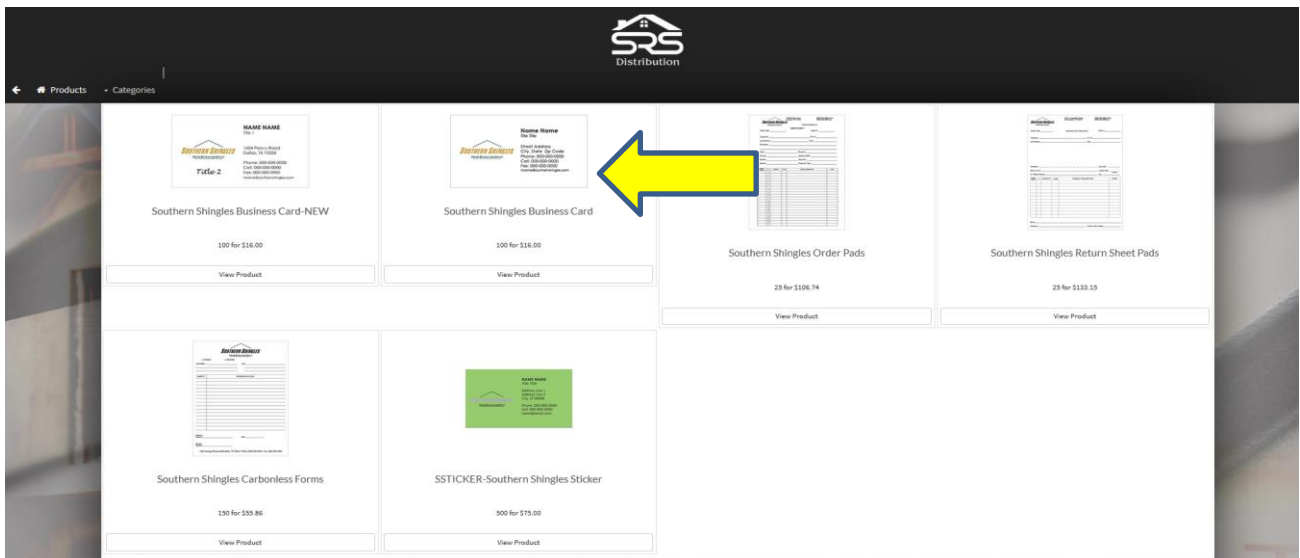
[Manage Account](#)  
[Change Password](#)  
[Order Approval Wizard](#)  
[Dealer Order Approval](#)  
[Return Request](#)  
[EDocuments](#)  
[Report Subscription](#)  
[cXML Resubmit](#)  
[Help](#)  
[Contact Us](#)

# ePrint Store Instructions

The corporate approved categories customized for your company are listed with picture icons in the middle of the page.



Once inside the icon - you can choose which item to customize to your specific needs.



# ePrint Store Instructions

Create a new version of the item:

The screenshot shows the 'Southern Shingles Business Card' product page. On the left is a business card image with the following text: **Name Name**, Title Title, Street Address: City, State Zip Code, Phone: 000-000-0000, Cell: 000-000-0000, Fax: 000-000-0000, www.southernshingles.com. On the right, the product details are: 100# Cougar Digital Smooth Cover, 3.5x2" - Digital, P3# 17334, ID: Southern\_BC, UOM: BXSD. Below this is a table of existing versions:

| Quantity | Price   |
|----------|---------|
| 100      | \$16.00 |
| 250      | \$25.00 |
| 500      | \$37.00 |
| 1000     | \$52.00 |

Below the table is a section titled 'Existing Versions' with a 'Create New Version' button. A yellow arrow points to this button.

Fill in the variable information, including the drop down listing your location - then click “Save New Version”

Name

Title

Select Location

Phone

Cell

Fax

Email

A yellow arrow points to the 'SAVE NEW VERSION' button.

# ePrint Store Instructions

After you create your version, you can “View PDF” to ensure all of the information is correct. After you have reviewed, you need to choose your quantity and confirm that the proof is approved. (Cannot continue without both of these filled out) - then click “Add to Cart”

Southern Shingles Business Card

**John Doe**  
Manager  
4899 US Highway 377 South  
Krugerville, TX 78227  
Phone: 1 281-234-4567  
Cell: 1 281-456-7890  
johndoe@ssm@southernshingles.com

100# Cougar Digital Smooth Cover  
3.5x2" - Digital  
PS# 17334  
ID: Southern\_BC  
UOM: DKCD

To order the proof displayed above, complete the Proof Approval, select your quantity, and add to the cart.  
Proof is no longer usable/out of date? Select the REMOVE button to delete it from your options or select EDIT to modify your information.

EDIT REMOVE VIEW PDF

| Quantity | Price   |
|----------|---------|
| 100      | \$16.00 |
| 250      | \$25.00 |
| 500      | \$37.00 |
| 1000     | \$52.00 |

Proof Approval  
I have reviewed my PDF proof and approve it for production.

Order Quantity  
250 (5x50)

Total Quantity 250

Add To Cart \$25.00

You will then review all information, here you can “Submit” to Finish the Checkout process or can “Continue Shopping” where you can add additional personalized sets of cards.

Shopping Cart

250 (5x50)  
Total Quantity 250

**Southern Shingles Business Card**  
Proof Approval: I have reviewed my PDF proof and approve it for production.

Unit Price \$5.00  
Total \$25.00

Subtotal \$25.00

Cancel Order Continue Shopping Submit

# Search Center

Easily search for items by key word, product description, or SKU#.

The screenshot displays the Regency website's search center. At the top left is the Regency logo with the tagline "nefabtest of Nefab Packaging Inc. USA". To the right is a "SHOP NOW COMPANY STORE" button and a "Logout" link. Below the logo is a navigation bar with "COMPANY LIST" and "MY SHOPPING LIST" links, followed by a search input field with a magnifying glass icon. A large yellow arrow points to this search field. The main content area features a "WELCOME!" heading and a message: "Regency has redesigned the shopping experience to provide a user-friendly environment, with your shopping lists and search feature at your finger tips!". Below this are two computer monitors: the left one shows an "INVENTORY FULFILLMENT" page, and the right one shows a "COFFEE" product showroom. A text prompt asks, "Prefer shopping by category? Visit the Product Showroom in the Ordering Center!". On the right side, there are two menu sections: "SHOPPING CART" (Items: 0, Total: 0.00) and "ORDERING CENTER" (with links for Quick Order, Express Quick Order, View Cart, Scheduled Orders, Order History, Product Show Room, HON Furniture, and HP Printer Finder). Below that is an "ADMIN CENTER" section with links for Reset Password, Return Request, Special Item Request, Rebate History, Redeem Request, and Contact Us. The bottom navigation bar includes "COMPANY LIST", "MY SHOPPING LIST", a search field, a phone icon, "Toll Free 888.973.4362", "Customer Service Terms", "Order FAQs", and "Logout". At the very bottom are logos for "hp Qualified Supplies Partner 2017" and "GeoTrust SECURED 2017-07-11 UTC".

# Product Info Screen

If product specifications are desired, click on “Detail” Tab within the product information screen. An extended overview of the product appears.

Categories > Office Supplies > General Supplies > Indexing Flags & Tabs > Index Tabs & Page Markers



Product No. AVE74762

[\\$25 Subway Card w \\$75 Avery Purchase](#)  
[rich-marketing](#)

Description Avery UltraTabs Repositionable Mini Tabs

Your Price \$8.70

Quantity

Stock Check



Write-on Tab(s) - 1.50" Tab Height x 1" Tab Width - Neon Tab(s) - 80 / Pack

- More durable than a flag
- Write on small tabs for easy access to notes and more
- Repositionable for versatile use
- Reusable
- Smudge-resistant



#### Similar Products



AVE74770



AVE74759

#### Promotion



AVE74763



AVE74756



AVE74757

#### Suggested Products



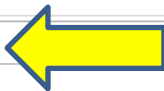
MMM686F1



AVE74767

Summary

Detail



#### General Information

Catalog Page Number 797

#### General Information

Manufacturer Avery

Manufacturer Part Number 74762

Manufacturer Website

Address <http://www.avery.com>

Brand Name

Avery

Product Name UltraTabs Repositionable Mini Tabs

Ultra Mini Tabs are writable on both sides and more durable than a flag. The adhesive body is clear so you can see text underneath. Durable small tabs are repositionable and reusable yet stick securely and remove cleanly with no residue. Smudge-resistant tab and body are writable with pens, markers, pencils and highlighters.

Marketing Information

# Inventory Availability

Check inventory availability by clicking on the “Stock Check” link to avoid back orders.

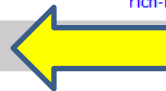
All Categories > Office Supplies > General Supplies > Indexing Flags & Tabs > Index Tabs & Page Markers



Product No. AVE74762  
Description Avery UltraTabs Repositionable Mini Tabs

\$25 Subway Card w \$75 Avery Purchase  
rich-marketing

Your Price \$8.70 Quantity  Stock Check



Write-on Tab(s) - 1.50" Tab Height x 1" Tab Width - Neon Tab(s) - 80 / Pack

- More durable than a flag
- Write on small tabs for easy access to notes and more
- Repositionable for versatile use
- Reusable
- Smudge-resistant



#### Similar Products



AVE74770



AVE74759

#### Promotion



AVE74763



AVE74756

AVE74757

#### Suggested Products



MMM686F1



AVE74767

#### Stock Check



Product: AVE74762

Zip Code:

Check

| Location       | Available |
|----------------|-----------|
| SACRAMENTO     | 35        |
| LOS ANGELES    | 9         |
| SALT LAKE CITY | 9         |
| SEATTLE        | 28        |
| PHOENIX        | 51        |

# Custom Shopping List

List of regularly used items that are managed by the individual user. These items are only viewed by that particular user and items can be added and deleted at any time by each user.

The screenshot displays the REGENCY website interface. At the top left is the REGENCY logo with the tagline 'nefabtest of Nefab Packaging Inc. USA'. To the right is a 'Logout' link and a 'SHOP NOW COMPANY STORE' button. Below the logo is a navigation bar with 'COMPANY LIST' and 'MY SHOPPING LIST' links, and a search bar. A large 'WELCOME!' message is centered, with a yellow arrow pointing to the text 'Regency has redesigned the shopping experience to provide a user-friendly environment, with shopping lists and search feature at your finger tips!'. Below this are two computer monitors: the left one shows an 'INVENTORY FULFILLMENT' page, and the right one shows a 'COFFEE' product showcase. To the right of the main content is a sidebar with 'SHOPPING CART' (Items: 0, Total: 0.00), 'ORDERING CENTER' (Quick Order, Express Quick Order, View Cart, Scheduled Orders, Order History, Product Show Room, HON Furniture, HP Printer Finder), and 'ADMIN CENTER' (Reset Password, Return Request, Special Item Request, Rebate History, Redeem Request, Contact Us). At the bottom is a footer with 'COMPANY LIST', 'MY SHOPPING LIST', a search bar, 'Toll Free 888.973.4362', 'Customer Service Terms', 'Order FAQs', and 'Logout'. Two security logos are visible: 'hp Qualified Supplies Partner 2017' and 'GeoTrust SECURED 2017-07-11 UTC'.

# Add to Shopping List

Add items to a shopping list from the product information screen by clicking on the “Add to shopping list” link.

**Note: Make sure the QTY box is “0” when adding to shopping list.**

All Categories > Office Supplies > General Supplies > Indexing Flags & Tabs > Index Tabs & Page Markers



Product No. AVE74762

[\\$25 Subway Card w \\$75 Avery Purchase rich-marketing](#)

Description Avery UltraTabs Repositionable Mini Tabs

Your Price \$8.70 Quantity  Stock Check



Write-on Tab(s) - 1.50" Tab Height x 1" Tab Width - Neon Tab(s) - 80 / Pack

- More durable than a flag
- Write on small tabs for easy access to notes and more
- Repositionable for versatile use
- Reusable
- Smudge-resistant

#### Similar Products



AVE74770



AVE74759

#### Promotion



AVE74763



AVE74756

AVE74757

#### Suggested Products































MMM686F1



AVE74767

# Managing Shopping Lists








































Delete items off the list by clicking on the  symbol.  
Add items to another shopping list by clicking on the  symbol.

| Product  | Description  | Unit | Price | Qty                  | Ext. Price           | Budget               |   |
|--|--|------|-------|----------------------|----------------------|----------------------|---|
| <br>BSN09952  | View Binder, w/ 2 Inside Pockets, 1 in. Capacity, Black<br>    | EA   | 1.59  | <input type="text"/> | <input type="text"/> | <input type="text"/> |       |
| Message: <input type="text"/>  |  |      |       |                      |                      |                      |   |
| <br>BSN09954  | View Binder, w/ 2 Inside Pockets, 1-1/2 in. Capacity, Black<br>    | EA   | 1.99  | <input type="text"/> | <input type="text"/> | <input type="text"/> |       |
| Message: <input type="text"/>  |  |      |       |                      |                      |                      |   |
| <br>BSN09958  | View Binder, w/ 2 Inside Pockets, 3 in. Capacity, Black<br>    | EA   | 4.40  | <input type="text"/> | <input type="text"/> | <input type="text"/> |       |
| Message: <input type="text"/>  |  |      |       |                      |                      |                      |   |
| <br>BSN09985 | Standard View Binder, 2 in. Capacity, 11 in. x8-1/2 in. , White<br>   | EA   | 4.00  | <input type="text"/> | <input type="text"/> | <input type="text"/> |    |
| Message: <input type="text"/>  |  |      |       |                      |                      |                      |   |
| <br>BSN16451 | Adhesive Note Pads, 3 in. x3 in. , 100 Sheets, 12/PK, Neon<br>   | PK   | 13.22 | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
| Message: <input type="text"/>  |  |      |       |                      |                      |                      |   |



# Manage Shopping Cart

To delete an item from your cart, click the red 'X' next to the item and then click update at the bottom of the screen.

| Product   | Manufacturer       | Price  | Cost    | GM%  | UOM | Qty                            | Ext Price | Actions   |
|---|--------------------|--|---------|--|-----|--------------------------------|-----------|---|
|  AVE11125  | Avery              | <input type="text" value="5.55"/>                  | \$3.71  | 33.15  | ST  | <input type="text" value="1"/> | \$5.55    |          |
| Index Dividers, T/Contents, 26 Tab, A-Z, 3HP, 8-1/2 in. x11 in. , 1/ST, MI  |                    | Message: <input type="text" value="Line Comment"/> |         |  |     |                                |           |   |
|          |                    | Project: <input type="text" value="Project ID"/>   |         | Budget: <input type="text" value="Budget ID"/> |     |                                |           |   |
|  BSN63108  | Business Source    | <input type="text" value="6.89"/>                  | \$7.26  | -5.37  | DZ  | <input type="text" value="2"/> | \$13.78   |          |
| Legal Pads, Legal Ruled, 50 Sht, 8-1/2 in. x11-3/4 in. , 12Pack, WE   |                    | Message: <input type="text" value="Line Comment"/> |         |  |     |                                |           |   |
|     |                    | Project: <input type="text" value="Project ID"/>   |         | Budget: <input type="text" value="Budget ID"/> |     |                                |           |   |
|  DEF73502RT  | Deflect-O          | <input type="text" value="31.56"/>                 | \$26.76 | 15.21  | ST  | <input type="text" value="4"/> | \$126.24  |          |
| Wall Pocket System, 3-Letter Pockets, 13 in. x4 in. x20 in. , Smoke   |                    | Message: <input type="text" value="Line Comment"/> |         |  |     |                                |           |   |
|     |                    | Project: <input type="text" value="Project ID"/>   |         | Budget: <input type="text" value="Budget ID"/> |     |                                |           |   |
|  FALDPSXL12   | FALCON SAFETY      | <input type="text" value="6.19"/>                  | \$7.18  | -15.99   | EA  | <input type="text" value="3"/> | \$18.57   |          |
| Disposable Compressed Gas Duster, 12 oz Can   |                    | Message: <input type="text" value="Line Comment"/> |         |  |     |                                |           |   |
|     |                    | Project: <input type="text" value="Project ID"/>   |         | Budget: <input type="text" value="Budget ID"/> |     |                                |           |   |
|  HOD26202  | House Of Doolittle | <input type="text" value="13.00"/>                 | \$11.65 | 10.38  | EA  | <input type="text" value="1"/> | \$13.00   |    |
| Monthly Planners, 8-1/2 in. x11 in. , 2PPM, BK Cover  |                    | Message: <input type="text" value="Line Comment"/> |         |  |     |                                |           |   |
|    |                    | Project: <input type="text" value="Project ID"/>   |         | Budget: <input type="text" value="Budget ID"/> |     |                                |           |   |
|  AAGE717T50  | At-A-Glance        | <input type="text" value="8.20"/>                  | \$4.64  | 43.41  | EA  | <input type="text" value="2"/> | \$16.40   |    |
| Desk Calendar Refill, F/ 17-Base, Red Mthly Tabs, 3-1/2 in. x6 in.  |                    | Message: <input type="text" value="Line Comment"/> |         |  |     |                                |           |   |
|    |                    | Project: <input type="text" value="Project ID"/>   |         | Budget: <input type="text" value="Budget ID"/> |     |                                |           |   |

Inhouse Comments

Shop Company Store

Shop Office Supplies

Clear

Update

























Save as Quote

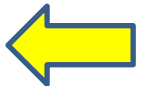
Checkout



# Manage Shopping Cart

The message bar next to each item can be used for internal notes. The information saved in the message bar will appear on the packing slip.

| Product   | Manufacturer       | Price                              | Cost    | GM%    | UOM | Qty                            | Ext Price | Actions   |
|---|--------------------|------------------------------------|---------|--------|-----|--------------------------------|-----------|---|
|  <b>AVE11125</b><br>Index Dividers, T/Contents, 26 Tab, A-Z, 3HP, 8-1/2 in. x11 in. , 1/ST, MI<br>Project: <input type="text" value="Project ID"/> Budget: <input type="text" value="Budget ID"/> | Avery              | <input type="text" value="5.55"/>  | \$3.71  | 33.15  | ST  | <input type="text" value="1"/> | \$5.55    |          |
| <input type="text" value="Line Comment"/>   |                    |                                    |         |        |     |                                |           |   |
|  <b>BSN63108</b><br>Legal Pads, Legal Ruled, 50 Sht, 8-1/2 in. x11-3/4 in. , 12Pack, WE<br>Project: <input type="text" value="Project ID"/> Budget: <input type="text" value="Budget ID"/>        | Business Source    | <input type="text" value="6.89"/>  | \$7.26  | -5.37  | DZ  | <input type="text" value="2"/> | \$13.78   |          |
| <input type="text" value="Line Comment"/>   |                    |                                    |         |        |     |                                |           |   |
|  <b>DEF73502RT</b><br>Wall Pocket System, 3-Letter Pockets, 13 in. x4 in. x20 in. , Smoke<br>Project: <input type="text" value="Project ID"/> Budget: <input type="text" value="Budget ID"/>      | Deflect-O          | <input type="text" value="31.56"/> | \$26.76 | 15.21  | ST  | <input type="text" value="4"/> | \$126.24  |          |
| <input type="text" value="Line Comment"/>   |                    |                                    |         |        |     |                                |           |   |
|  <b>FALDPSXL12</b><br>Disposable Compressed Gas Duster, 12 oz Can<br>Project: <input type="text" value="Project ID"/> Budget: <input type="text" value="Budget ID"/>                             | FALCON SAFETY      | <input type="text" value="6.19"/>  | \$7.18  | -15.99 | EA  | <input type="text" value="3"/> | \$18.57   |          |
| <input type="text" value="Line Comment"/>   |                    |                                    |         |        |     |                                |           |   |
|  <b>HOD26202</b><br>Monthly Planners, 8-1/2 in. x11 in. , 2PPM, BK Cover<br>Project: <input type="text" value="Project ID"/> Budget: <input type="text" value="Budget ID"/>                     | House Of Doolittle | <input type="text" value="13.00"/> | \$11.65 | 10.38  | EA  | <input type="text" value="1"/> | \$13.00   |    |
| <input type="text" value="Line Comment"/>   |                    |                                    |         |        |     |                                |           |   |
|  <b>AAGE717T50</b><br>Desk Calendar Refill, F/ 17-Base, Red Mthly Tabs, 3-1/2 in. x6 in.<br>Project: <input type="text" value="Project ID"/> Budget: <input type="text" value="Budget ID"/>     | At-A-Glance        | <input type="text" value="8.20"/>  | \$4.64  | 43.41  | EA  | <input type="text" value="2"/> | \$16.40   |    |
| <input type="text" value="Line Comment"/>   |                    |                                    |         |        |     |                                |           |   |



Inhouse Comments

Shop Company Store

Shop Office Supplies

Clear

Update

Save as Quote

Checkout


# Charge Codes & Cost Centers

Each location has a set Branch ID - in the system, this will be listed under “Cost Center” on the checkout page. If the Cost Center is not pre-populated, you will click on the magnifying Glass to Add the Cost Center to the Order.

**Company List**   **My Shopping List**

**1) REVIEW CART**   **2) SHIPPING & PAYMENT**

|           |                      |             |                      |
|-----------|----------------------|-------------|----------------------|
| Ship To   | <input type="text"/> | Contact     | <input type="text"/> |
| Name      | <input type="text"/> | Phone       | <input type="text"/> |
| Address 1 | <input type="text"/> | Phone Ext.  | <input type="text"/> |
| Address 2 | <input type="text"/> | PO Number   | <input type="text"/> |
| City      | <input type="text"/> | Cost Center | <input type="text"/> |
| State     | <input type="text"/> |             |                      |
| Zip Code  | <input type="text"/> |             |                      |
| Country   | <input type="text"/> |             |                      |




**1) REVIEW CART**   **2) SHIPPING & PAYMENT**

|           |                      |             |                      |
|-----------|----------------------|-------------|----------------------|
| Ship To   | <input type="text"/> | Contact     | <input type="text"/> |
| Name      | <input type="text"/> | Phone       | <input type="text"/> |
| Address 1 | <input type="text"/> | Phone Ext.  | <input type="text"/> |
| Address 2 | <input type="text"/> | PO Number   | <input type="text"/> |
| City      | <input type="text"/> | Cost Center | <input type="text"/> |
| State     | <input type="text"/> |             |                      |
| Zip Code  | <input type="text"/> |             |                      |
| Country   | <input type="text"/> |             |                      |

**Cost Center**

Search   Reset



| CostCenterID          | Name  | CC Number |
|-----------------------|-------|-----------|
| <input type="radio"/> | RPJEF | RPJEF     |




# Ship To Locations

Manage multiple location and department codes for shipping.

1) REVIEW CART      2) SHIPPING & PAYMENT      3) PLACE ORDER      ORDERING CENTER


Ship To         ORDER SUMMARY  
Name       Phone   
Address 1       Phone Ext.   
Address 2       PO Number   
City       Cost Center  

**Ship To** 





Ship To ID:  Name:   
Address1:  Address2:   
City:  State:   
Zip:  Country:

[Search](#) [Reset](#)

| Ship To ID            | Name                   | Address1          | Address2               | City       | State  | Zip | Country | UseShipToAsBillTo | ShipMethod Name |
|-----------------------|------------------------|-------------------|------------------------|------------|--------|-----|---------|-------------------|-----------------|
| <input type="radio"/> | Turtle Creek Ste 1700  | Turtle Creek Main | 3811 Turtle Creek Blvd | Suite 1700 | Dallas | TX  | 75219   | No                |                 |
| <input type="radio"/> | Turtle Creek Suite 150 | F and M Bank      | 3811 Turtle Creek      | Suite 150  | Dallas | TX  | 75219   | No                |                 |

Bill to  

Name   
Address 1   
Address 2   
City   
State   
Zip Code   
Country



Card Type   
CC Number   
Expiration  /   
CW   
Name on Card

Address 1   
Address 2   
City   
State   
Zip Code   
Country

[Help](#)  
[Contact Us](#)

[Confirm & Skip OAS](#) [Update](#) [Order & Schedule](#) [Checkout](#)

1) REVIEW CART      2) SHIPPING & PAYMENT      3) PLACE ORDER      ORDER SUMMARY

Ship To        Contact       Items: 10  
Name       Phone       Items Total: \$242.02  
Address 1       Phone Ext.       Tax: \$19.96  
Address 2       PO Number   
City       Cost Center        Other Charges:  
State   
Zip Code   
Country

Order Total: \$261.98

Special Instructions


# Check Out

When ready to check out, simply click on the “Check Out” link where you can review your order before confirming.

## 1) REVIEW CART

## 2) SHIPPING & PAYMENT

## 3) PLACE ORDER

Ship To  

Name

Address 1

Address 2

City

State

Zip Code


Country

Contact

Phone

Phone Ext.

PO Number

Cost Center  

ORDER SUMMARY

Items: 10

Items Total: \$242.02

Tax: \$19.96


Other Charges:

---

Order Total: \$261.98

---

### Special Instructions

Bill To  

Name

Address 1





Address 2

City

State

Zip Code

Country

Card Type

CC Number

Expiration  /

CVV

Name on Card

Address 1

Address 2

City

State

Zip Code

Country

Confirm & Skip OAS

Update

Order & Schedule



Checkout



# Confirming Order

Review the order to ensure accuracy. Once you are ready to confirm the order, select 'Place Order' at the bottom of the screen.

| 1) REVIEW CART       |                        | 2) SHIPPING & PAYMENT      |                | 3) PLACE ORDER                          |        |
|----------------------|------------------------|----------------------------|----------------|---|--------|
| Ship To:             |                        | Contact/Order Information: |                | Order Summary:                          |        |
| Ship To ID           | Turtle Creek Ste 1700  | Contact                    | Brenda Sirucek | Items:                                  | 2      |
| Ship To              | Turtle Creek Main      | Phone                      |                | SubTotal:                               | \$2.76 |
| Address 1            | 3811 Turtle Creek Blvd | Extension                  |                | Tax:                                    | \$0.64 |
| Address 2            | Suite 1700             | Cost Center                |                | <b>Other Charges:</b>                   |        |
| City                 | Dallas                 | PO Number                  |                | Small Order Charge for OP Orders \$5.00 |        |
| State                | TX                     | Card Type                  |                | <hr/>                                   |        |
| Zip Code             | 75219                  | Card Number                |                | <b>Total: \$8.40</b>                    |        |
| <a href="#">Cart</a> |                        |                            |                | <hr/>                                   |        |

|   | Product  | Description   | OrdQty | Price/UOM | Ext Price | Message | Budget            | Project |
|---|----------|---|--------|-----------|-----------|---------|-------------------|---------|
|    | SPR25225 | Straight Scissors, Rubber Handles, 7 in. Straight, Black            | 1      | \$1.84/EA | \$1.84    |         | 001-Dallas Branch |         |
|   |          |   |        |           |           |         |                   |         |
|   | BSN36550 | Binder Clip, Small, 3/4 in. W, Steel, 3/8 in. Capacity, 1/DZ, Black | 4      | \$0.23/DZ | \$0.92    |         | 001-Dallas Branch |         |
|  |          |   |        |           |           |         |                   |         |

Special Instructions

Place Order



# The Return Process

1. Select 'Return Request' under the Admin Center found on the left side toolbar.
2. Select the magnifying glass icon next to the 'Order' field to select which WO your item is part of.
3. Once you select the order, the details of that order will populate. Enter the quantity for each item that needs to be returned.
4. Select 'Submit Request' Regency's customer service takes it from there.

**Note:** When returning an item, do not send back with courier. Wait 2-3 business days to receive an RA number for return after completed online return form.

CONTACT US

SPECIAL ITEM REQUEST

RETURN REQUEST

Order:



**NOTE:** Return Reason field is required for all products listed. If a return reason is not provided, return may be subject to delay/cancellation.

| Product  | Description   | U/M | Price  | Order Qty | Return Qty                     | Return Reason        |
|--|---|-----|--------|-----------|--------------------------------|----------------------|
| <br>DXESXP10PATHPK | Plates, Extra Heavy Weight, 10 in., 125.PK, Pathways/White        | PK  | 32.84  | 1         | <input type="text" value="0"/> | <input type="text"/> |
| <br>CCS20515       | Privacy Filter, Blackout, LCD 16.9 Form Fctr,21.5 in.W, Black     | EA  | 179.56 | 1         | <input type="text" value="0"/> | <input type="text"/> |
| <br>BSN36593       | Multipurpose Paper,20lb.,92 Bright,8-1/2 in.x14 in.,10RM/CT,White | CT  | 57.49  | 1         | <input type="text" value="0"/> | <input type="text"/> |



User ID

Phone:

Ext

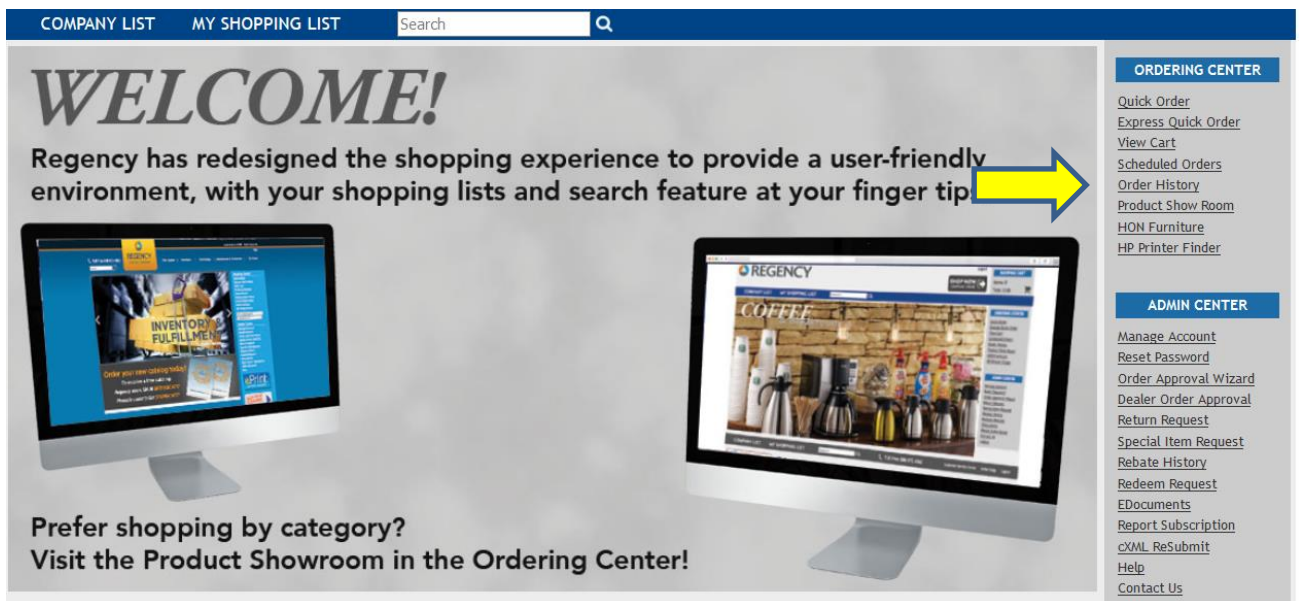
Email:

Submit Request



# Order History Toolbar

The Order History menu selection allows users to access quotes as well as previously placed orders in any of these statuses: pending approval, confirmed, shipped, or rejected.



The image shows a screenshot of the Regency website's user interface. At the top, there is a dark blue navigation bar with the following elements: 'COMPANY LIST', 'MY SHOPPING LIST', a search input field with the placeholder text 'Search', and a magnifying glass icon. Below the navigation bar, the main content area has a light gray background. On the left, the word 'WELCOME!' is written in a large, bold, italicized serif font. Below it, a paragraph of text reads: 'Regency has redesigned the shopping experience to provide a user-friendly environment, with your shopping lists and search feature at your finger tip'. A yellow arrow points from the end of this text to the 'Order History' menu item in the 'ORDERING CENTER' on the right. The 'ORDERING CENTER' is a vertical list of links: 'Quick Order', 'Express Quick Order', 'View Cart', 'Scheduled Orders', 'Order History', 'Product Show Room', 'HON Furniture', and 'HP Printer Finder'. Below this is the 'ADMIN CENTER' with links: 'Manage Account', 'Reset Password', 'Order Approval Wizard', 'Dealer Order Approval', 'Return Request', 'Special Item Request', 'Rebate History', 'Redeem Request', 'EDocuments', 'Report Subscription', 'cXML ReSubmit', 'Help', and 'Contact Us'. Two computer monitors are shown in the lower half of the page. The monitor on the left displays a 'PRODUCT SHOWROOM' page with a banner for 'INVENTORY FULFILLMENT' and a list of products. The monitor on the right displays a 'COFFEE' product page with images of coffee makers and a list of items. Below the monitors, text reads: 'Prefer shopping by category? Visit the Product Showroom in the Ordering Center!'.

**WELCOME!**

Regency has redesigned the shopping experience to provide a user-friendly environment, with your shopping lists and search feature at your finger tip

**ORDERING CENTER**

- [Quick Order](#)
- [Express Quick Order](#)
- [View Cart](#)
- [Scheduled Orders](#)
- [Order History](#)
- [Product Show Room](#)
- [HON Furniture](#)
- [HP Printer Finder](#)

**ADMIN CENTER**

- [Manage Account](#)
- [Reset Password](#)
- [Order Approval Wizard](#)
- [Dealer Order Approval](#)
- [Return Request](#)
- [Special Item Request](#)
- [Rebate History](#)
- [Redeem Request](#)
- [EDocuments](#)
- [Report Subscription](#)
- [cXML ReSubmit](#)
- [Help](#)
- [Contact Us](#)

Prefer shopping by category?  
Visit the Product Showroom in the Ordering Center!