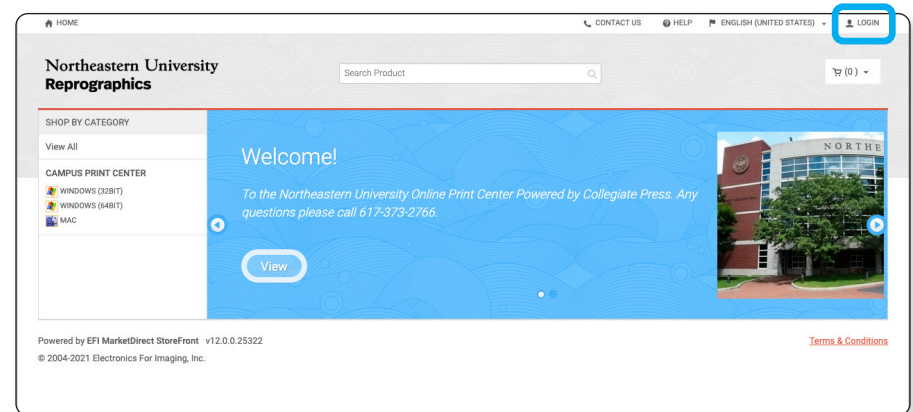


Northeastern University Student Activities Business Office Online Ordering Tutorial

Print | Copy | Bind | Wide Format | Promotional



- Go to nursabo.myprintdesk.net/DSF and click the **Log In** link in the top right corner.



- Enter your credentials. Your default username and password is the first part of your department's email address:

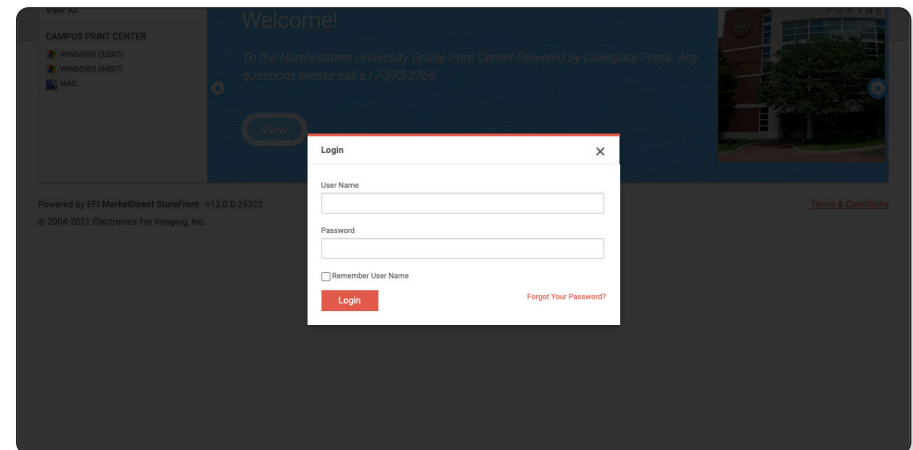
Example:

“sabodepartment@northeastern.edu” would be

USERNAME: sabodepartment

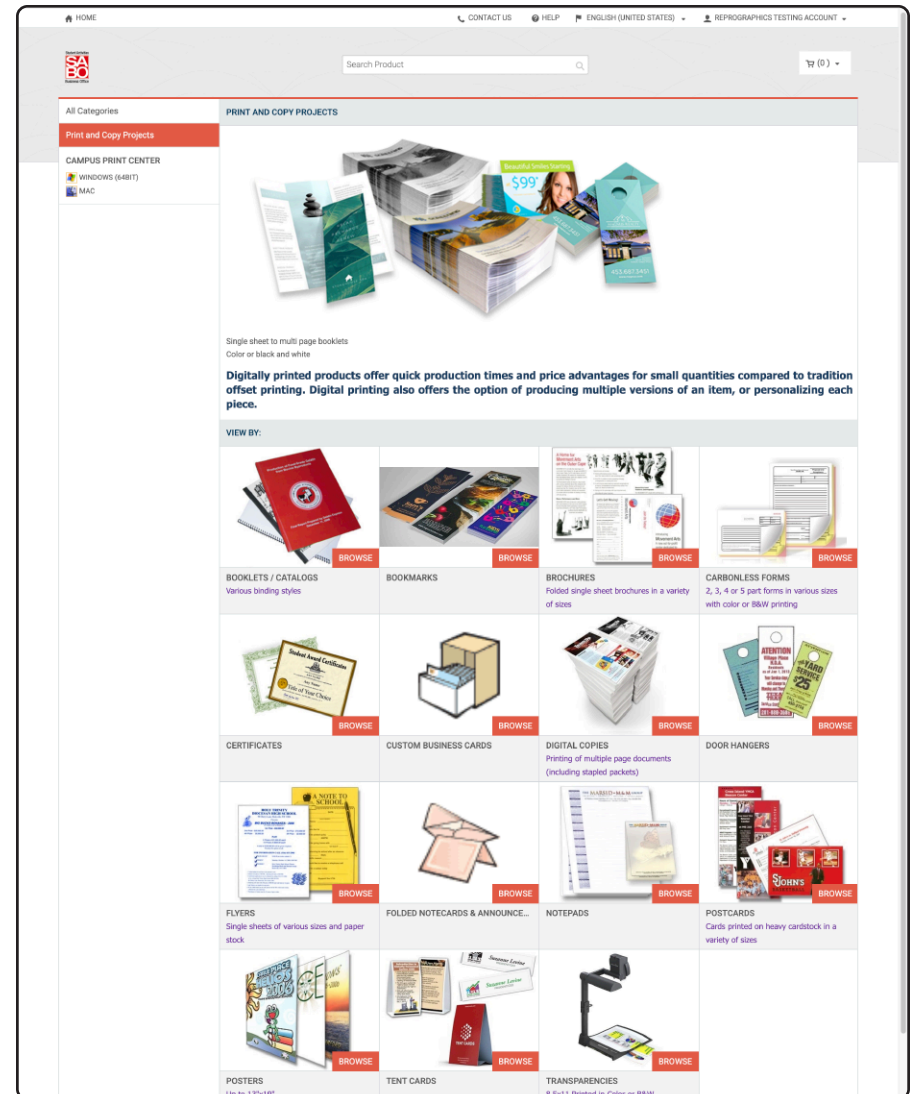
PASSWORD: sabodepartment

If you do not have an account email SABO at:
sabo434@northeastern.edu



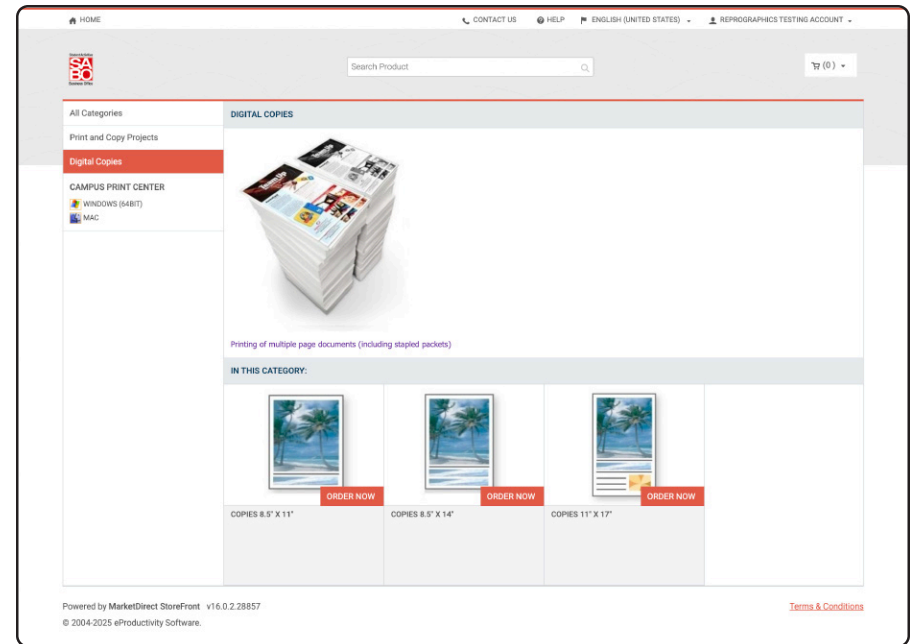
- 5 Select the product category from which you would like to order, and click **Browse**.

You may also navigate the available categories by using the links in the column to the left.



- 6 Select the specific type of product you'd like to order, and click on **Buy Now**.

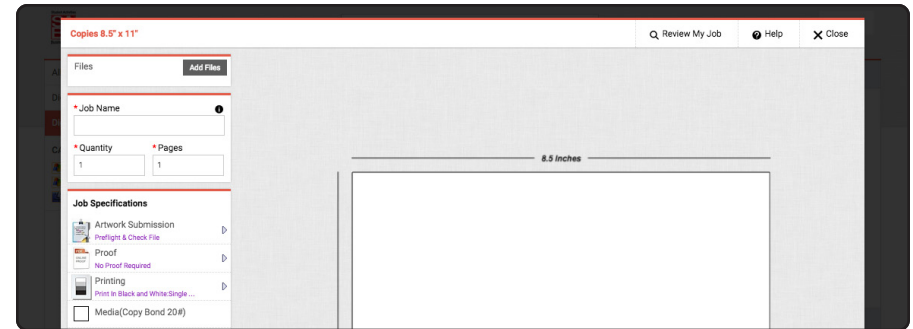
*You may return to the available categories in the left column by clicking **All Categories**.*



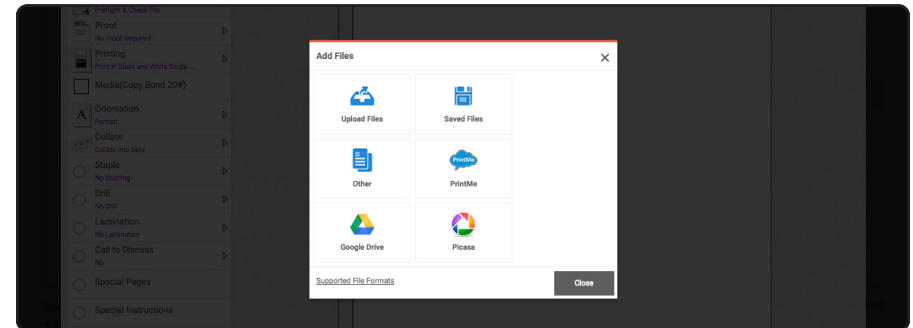
UPLOAD YOUR FILE



7 Click the **Add Files** button in the upper left.

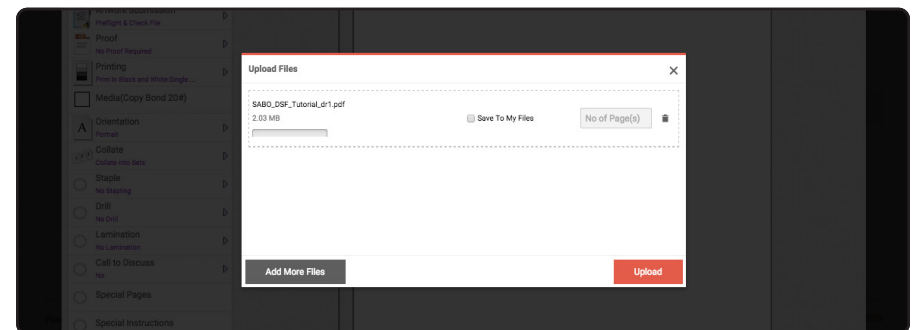


8 Select the source of your files. This will usually be **Upload Files**. Click on **Close**.



9 Click the **Add More Files** button if you would like to submit more than one file.

When done, click the **Upload** button.



JOB DETAILS



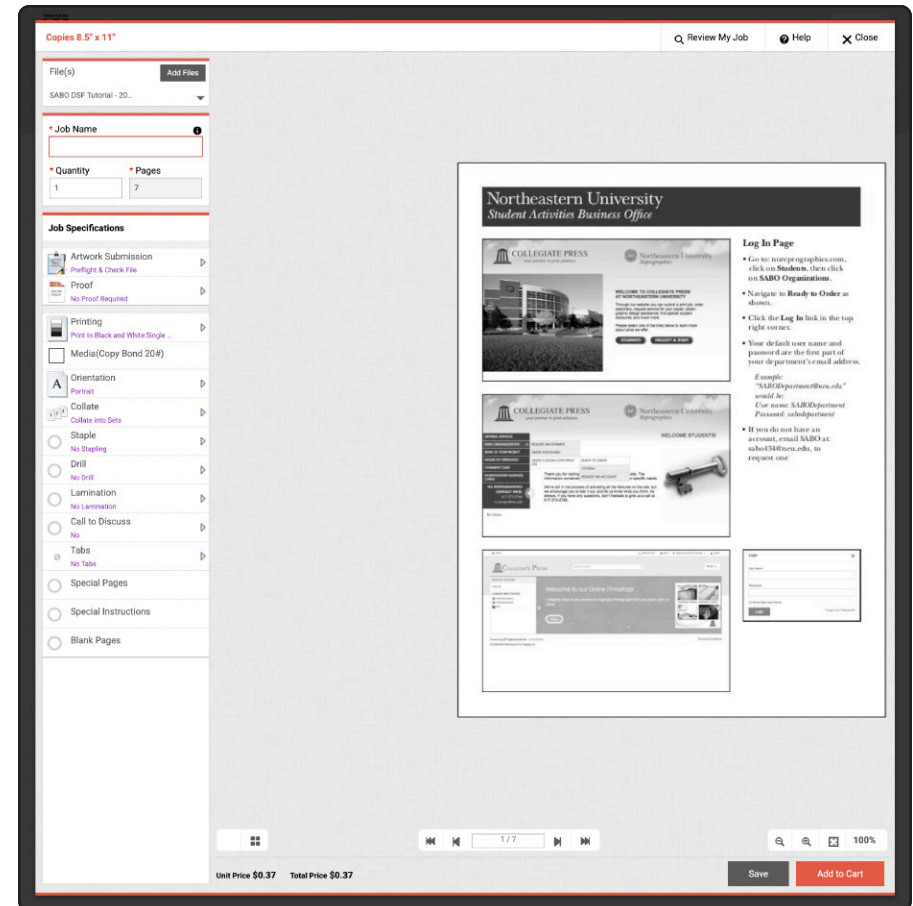
10 When your files have uploaded, you will be shown an on-screen preview.

Enter a **Job Name** for your order.

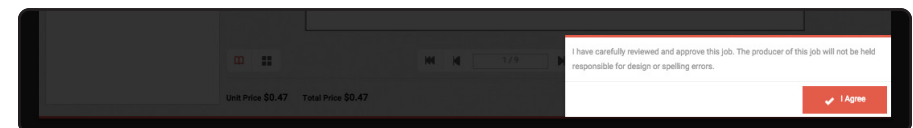
Enter the number of copies you require under **Quantity**.

Choose additional options for your order under **Job Specifications**.

Click **Add to Cart** when finished.



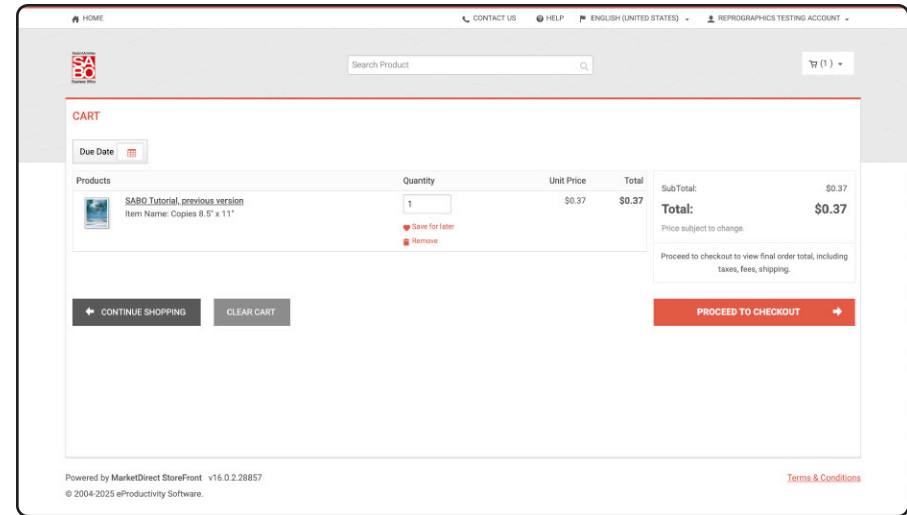
11 Review your submission carefully. Click **Agree** when you are sure that your order accurately reflects your needs.



SHOPPING CART

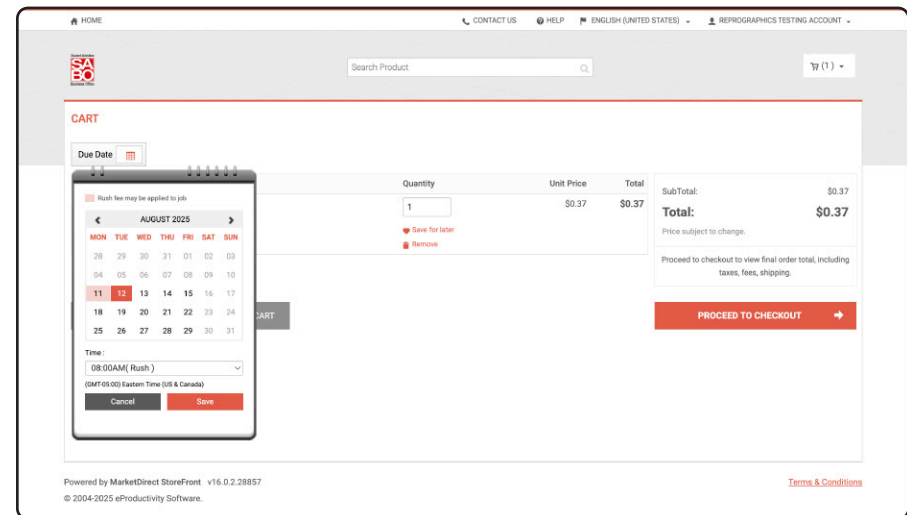


12 Review the contents of your **Shopping Cart**.



13 Click on **Due Date** to request a date and time for your order's completion.

When you're ready, click on **Proceed to Checkout**.



SHIPPING OPTIONS



14 All orders are to be picked up in the Ell Hall Copy Center #011.

HOME CONTACT US HELP REPROGRAPHICS TESTING ACCOUNT

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type.
Internal Customer Pick-Up

ADDRESS
[Add from Address Book](#)

• First Name:
Reprographics

• Last Name:
Testing Account

• Address Line 1:
360 Huntington Ave

Address Line 2:

Address Line 3:

• City:
boston

• State/Province/Region:
MA - Massachusetts

• Zip/Postal Code:
02115

Phone Number 1:
6173732766

• Company:
NUR06-SABO

• Email:
a.boucek@neu.edu

Delivery Instructions

Save to My Address Book

You must click save to proceed with checkout.

Products		
Qty	Unit Price	Total
1	\$0.47	\$0.47
Subtotal:		\$0.47
Shipping:		\$0.00
Taxes:		\$0.00
Total:		\$0.47

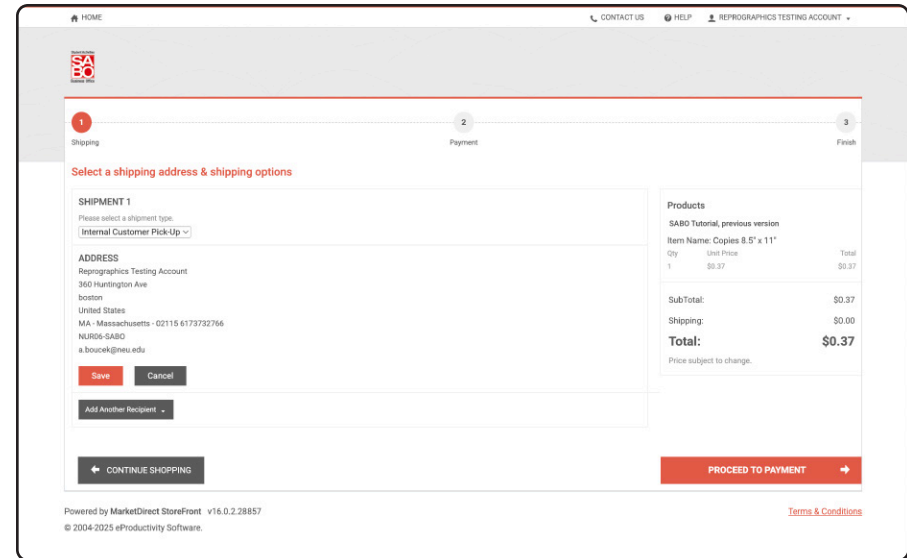
Price subject to change.

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SHIPPING REVIEW



- 15 Verify your shipping address and job options.
Click **Proceed to Payment** when you are ready.



16 Enter your **Driver Work Tag**.

(Please note: you will not be able to submit your order without this step being completed – if your account is not available in the system, please log out and your order will remain in your cart.)

17 Click **Place My Order** to finalize and submit order.

You will receive an email confirmation from **printcenter@collegiatepress.net** with your DSF order number, confirming that your order processed successfully and has been forwarded to SABO for Approval.

You will receive another email when the status of your order has been changed to approved or declined.

