



## Portland State University Ordering Portal Online Ordering Instructions

**Step 1 - Log in to your account**

**Portal web address:** <https://sisorderdesk.com/psu>

A screenshot of a web browser displaying the SIS ORDER DESK website. The browser's address bar shows the URL 'https://sisorderdesk.com/uStore/Home'. The website header includes the Portland State University logo, navigation buttons for 'Home', 'My Account', and 'Cart', and links for 'Drafts', 'Help', and 'Sign Out'. A search bar is visible on the right. Below the header, a sidebar lists product categories: '1-sided Business Cards', '2-sided Business Cards', 'Envelopes', 'Letterhead', and 'Postcards'. The main content area features a large image of a building at night with a green call-to-action box overlaid. The call-to-action text reads: 'Please feel free to contact us at any time with questions about this site. 503-233-5746 | sisorderdesk@stevensis.com'. The user's name 'Hello Morgan.' is displayed in the top right corner of the page content.

### **IMPORTANT:**

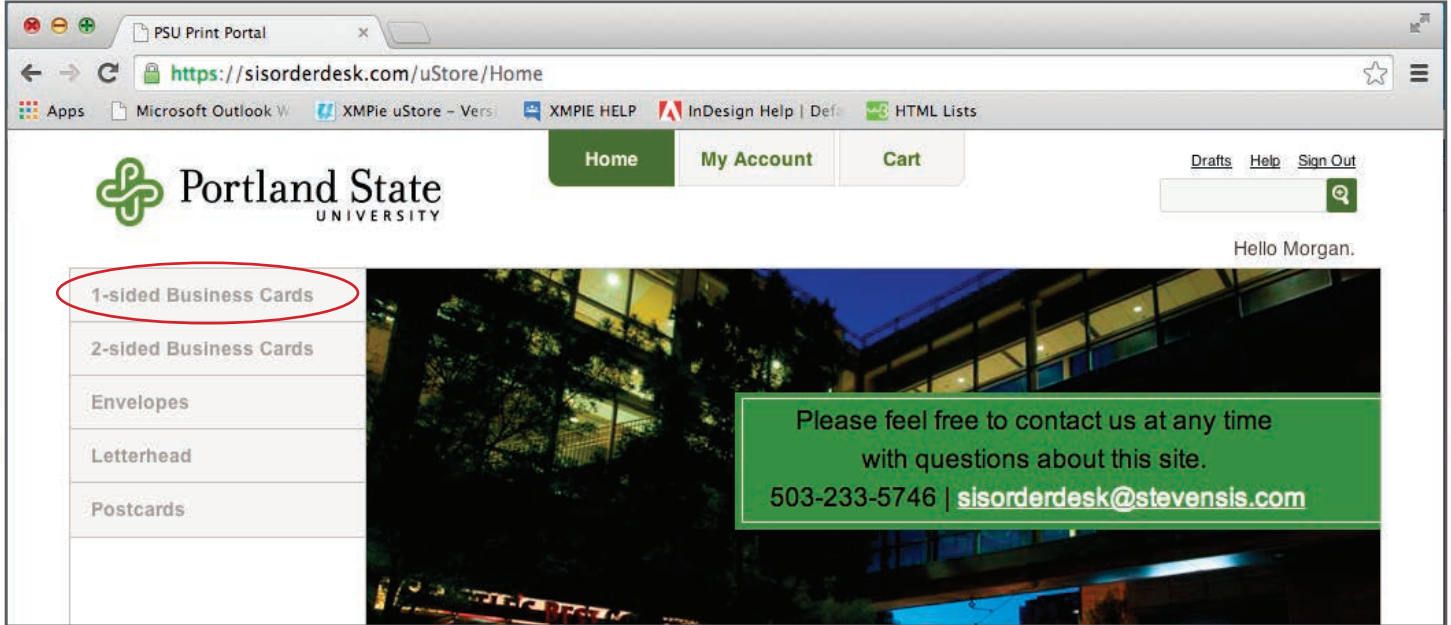
**If you have ordered with us before, the email associated with your account is your username.**

**If you do not already have an account -**

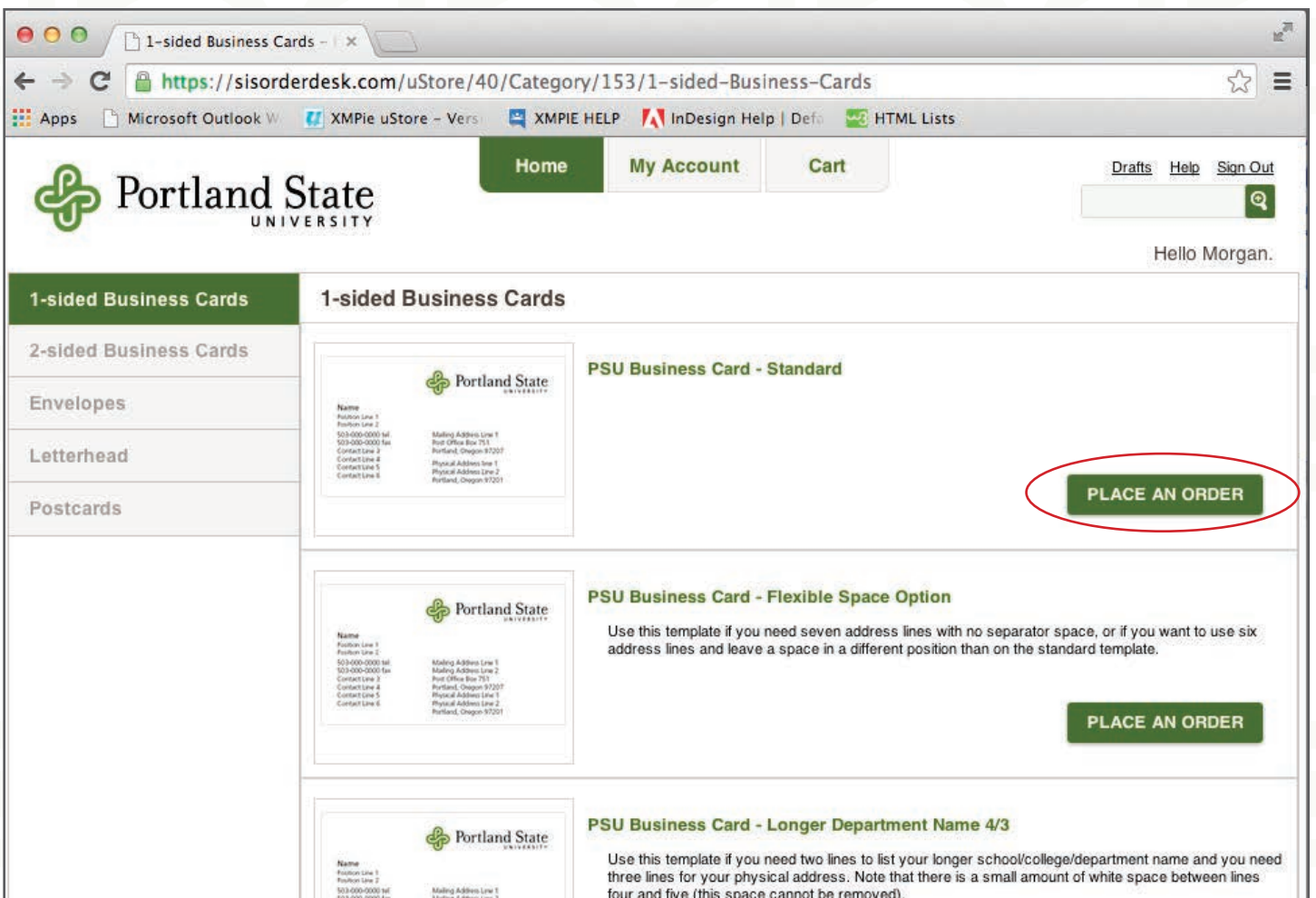
You can create a new account by clicking the “create an account” link below the login fields.

## Step 2 - Create a new order

Select a category from the sidebar on the left.



On the proceeding page, select the appropriate template and click "Place an Order".



### Step 3 - Review your product selection

This page is an overview of the selected item, with quantity and pricing breakdowns.

\*If this is not the item you would like to order, simply click the “back” button at the bottom left of the page to go back to view the other options.

Click “Continue” to proceed to the next page

The screenshot shows a web browser window with the URL <https://sisorderdesk.com/uStore/40/Category/153/Product/843/PSU-Business-Card-Standard>. The page header includes the Portland State University logo, navigation links for Home, My Account, and Cart, and a search bar. The main content area displays the product title "PSU Business Card - Standard" and a preview of the business card. The business card preview shows the Portland State University logo and contact information. Below the preview is a "Pricing Table" with columns for Pricing Element, Option, and quantities of 250, 500, and 1000. The table lists pricing for 1-Sided Business Cards and PSU Delivery Method options. At the bottom of the page, there is a "BACK" button on the left and a "CONTINUE" button on the right, which is circled in red.

**PSU Business Card - Standard**

Page 1

**Pricing Table**

Pricing Element	Option	250	500	1000
1-Sided Business Cards		\$12.75	\$18.87	\$28.05
PSU Delivery Method	Normal delivery (no add'l charge)	\$0.00	\$0.00	\$0.00
	Direct to department delivery (\$5 add'l)	\$5.00	\$5.00	\$5.00
	RUSH delivery (\$10 add'l)	\$10.00	\$10.00	\$10.00

Prices are in USD, for total number of Business Cards. Prices do not include tax.  
Order Quantity: Minimum 250

◀ BACK

CONTINUE

## Step 4 - Customize your order

Enter your information in the form fields. A red asterisk ( \* ) indicates mandatory fields.

Hover over the “What’s this?” link for more information.

PSU Business Card - Standard

**CONTACT DETAILS** LOCATION DETAILS

Name\*  
Lonnie Burns

Position Line 1  
|

Position Line 2

Contact Number 1  
[what's this?]

Designation 1  
tel

Contact Number 2  
[what's this?]

**REFRESH PREVIEW**

\*Indicates a required field

BACK

Note: Depending on the product selected to order, there may be multiple tabs to complete during the customization process

Preview 1:

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Name  
Position Line 1  
Position Line 2  
503-000-0000 tel  
503-000-0000 fax  
Contact Line 3  
Contact Line 4  
Contact Line 5  
Contact Line 6

Mailing Address Line 1  
Post Office Box 751  
Portland, Oregon 97207

Physical Address line 1  
Physical Address Line 2  
Portland, Oregon 97201

Page 1

Preview 2:

Portland State UNIVERSITY

Lonnie Burns  
Assistant Professor

503-233-5746 tel  
503-233-8211 fax  
lonnie@pdx.edu

Post Office Box 751  
Portland, Oregon 97207

Political Science, Room 201  
506 SW Mill Street  
Portland, Oregon 97201

**NEXT**

Preview your customizations by clicking the “Refresh Preview” link.

This will update the preview to reflect your customizations.

## Step 5 - Select quantity and approve proof

Select the desired quantity from the “Quantity” dropdown menu.

For special instructions or details about your order, enter them in the “Note for Print Provider” field.

Enter your PSU Index Code, Approver Name and Email - you MUST enter values into these fields.

Click “VIEW PROOF” to see a PDF of your order. You can save or print a copy for yourself here.

**Please make sure all information on your card is correct before approving the proof.**

Indicate the proof is approved by checking the box next to “I approve this proof”.

The screenshot shows a web browser window displaying the PSU Business Card ordering page. The page title is "PSU Business Card - Standard". The quantity is set to 250 Business Cards. The "Note for Print Provider" field contains the text "[what's this?]", which is circled in red. Below this are input fields for "PSU Index Code\*", "PSU Approver's Name\*", and "PSU Approver's Email\*", each with a red asterisk indicating a required field. The "PSU Delivery Method\*" is set to "Normal delivery (no add'l char)".

Total Quantity:	250 Business Cards
Fixed Price:	\$0.00 USD
Price Per Business Card:	\$0.05 USD
Total Delivery Price:	Will be calculated during checkout
Total Price:	\$12.75 USD

There is a "RECALCULATE" button and a "Show pricing table" link. At the bottom, there is a "View Proof" button with a document icon, circled in red, and a checkbox labeled "I approve this proof\*" which is also circled in red. A "BACK" link is at the bottom left, and an "ADD TO CART" button is at the bottom right, also circled in red.

## Step 6 - Shopping Cart

After customizing your order(s), review them in your shopping cart and take the appropriate action if necessary.

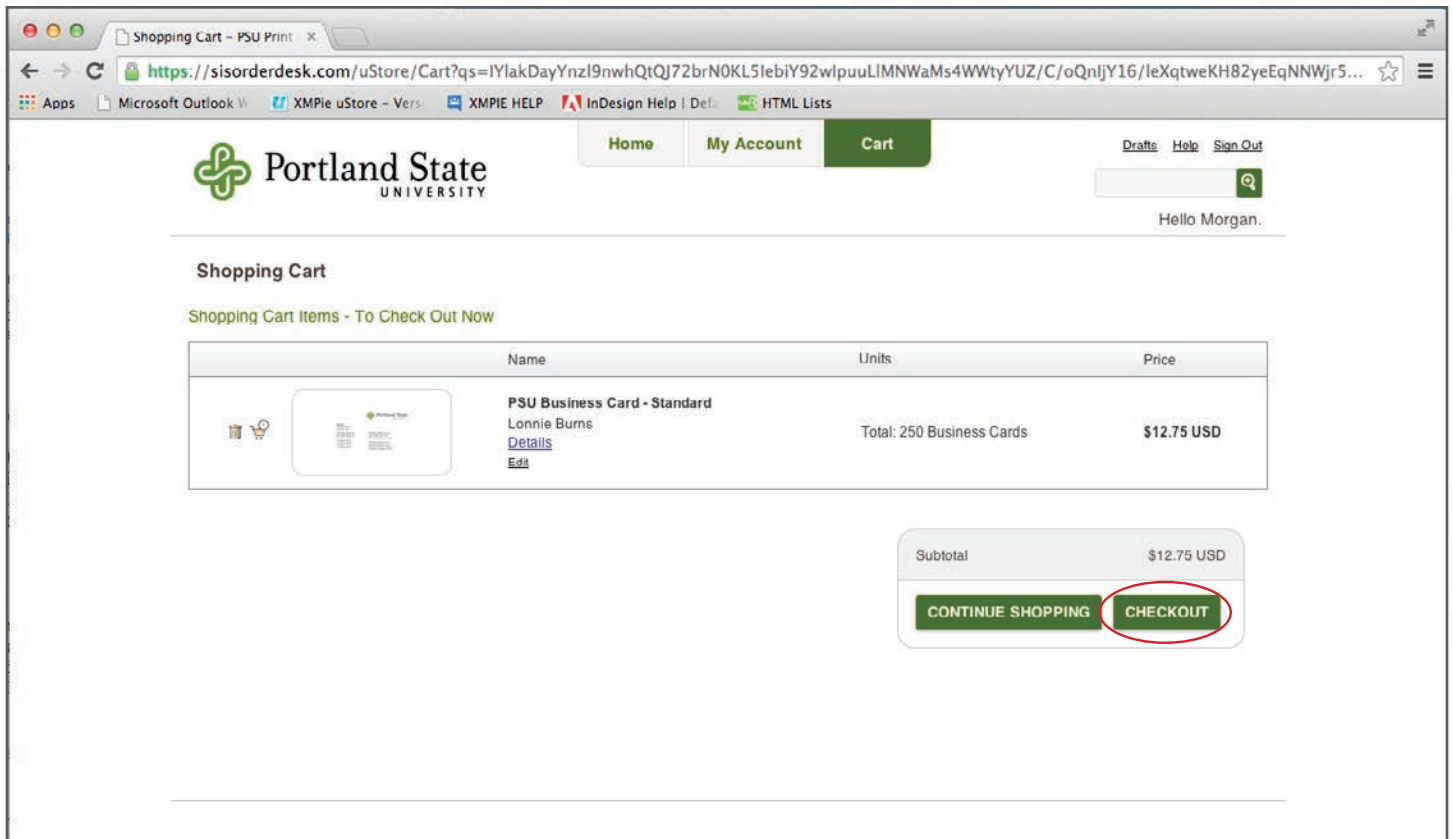
Click "Checkout" to proceed with ordering.





Delete order



Save for later: the order will be placed in a separate queue in your shopping cart for ordering at a later date.



The screenshot shows a web browser window displaying the PSU Shopping Cart page. The URL is <https://sisorderdesk.com/uStore/Cart?qS=IYlakDayYnzI9nwhQtQJ72brN0KL5lebiY92wlpuuLIMNWaMs4WWtyYUZ/C/oQnljY16/leXqtweKH82yeEqNNWjr5...>. The page features the Portland State University logo and navigation links for Home, My Account, and Cart. A search bar and user greeting "Hello Morgan." are also visible. The main content area is titled "Shopping Cart" and "Shopping Cart Items - To Check Out Now". It contains a table with one item:

Name	Units	Price
  <b>PSU Business Card - Standard</b> Lonnie Burns <a href="#">Details</a> <a href="#">Edit</a>	Total: 250 Business Cards	<b>\$12.75 USD</b>

Below the table, the subtotal is shown as \$12.75 USD. At the bottom, there are two buttons: "CONTINUE SHOPPING" and "CHECKOUT". The "CHECKOUT" button is circled in red.

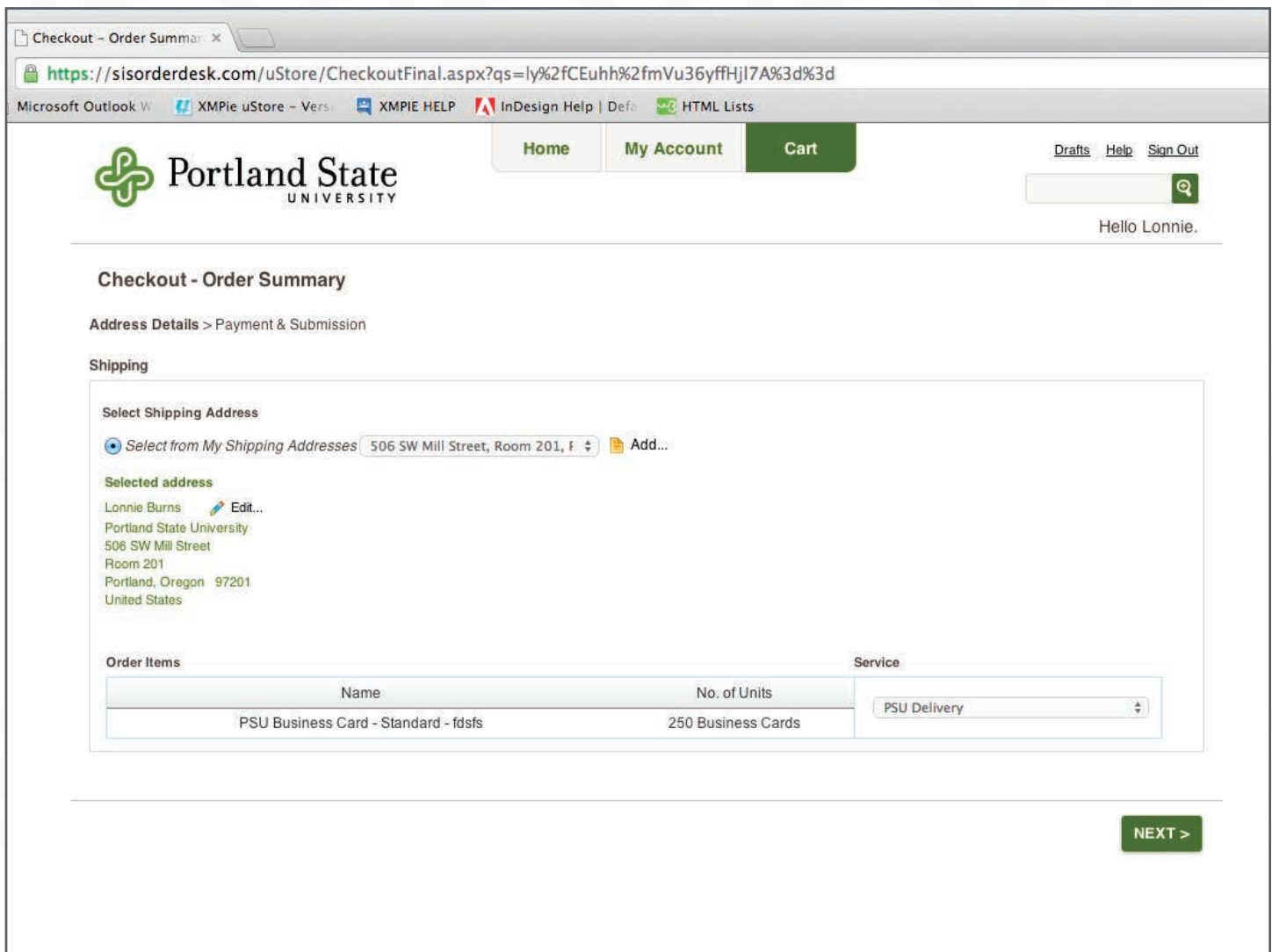
## Step 7 - Checkout - Order Summary - Address Details

Enter the "Shipping Address"

If you add a new address, that address will automatically save in your account address book for future orders.

Review your address entries to insure they are correct.

Click "Next" to proceed.



The screenshot shows a web browser window with the URL <https://sisorderdesk.com/uStore/CheckoutFinal.aspx?qs=ly%2fCEuhh%2fmVu36yffHj17A%3d%3d>. The page is titled "Checkout - Order Summary" and is part of the "Address Details > Payment & Submission" section. The "Shipping" section is active, showing a "Select Shipping Address" dropdown menu with the selected address: "506 SW Mill Street, Room 201, F". Below this, the "Selected address" is displayed: "Lonnie Burns", "Portland State University", "506 SW Mill Street", "Room 201", "Portland, Oregon 97201", "United States". The "Order Items" table shows one item: "PSU Business Card - Standard - fdsfs" with "250 Business Cards" units and "PSU Delivery" service. A "NEXT >" button is visible at the bottom right.

Checkout - Order Summary

<https://sisorderdesk.com/uStore/CheckoutFinal.aspx?qs=ly%2fCEuhh%2fmVu36yffHj17A%3d%3d>

Microsoft Outlook | XMPie uStore - Vers | XMPIE HELP | InDesign Help | Defo | HTML Lists

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Home My Account Cart

Drafts Help Sign Out

Hello Lonnie.

### Checkout - Order Summary

Address Details > Payment & Submission

#### Shipping

Select Shipping Address

Select from My Shipping Addresses 506 SW Mill Street, Room 201, F Add...

**Selected address**

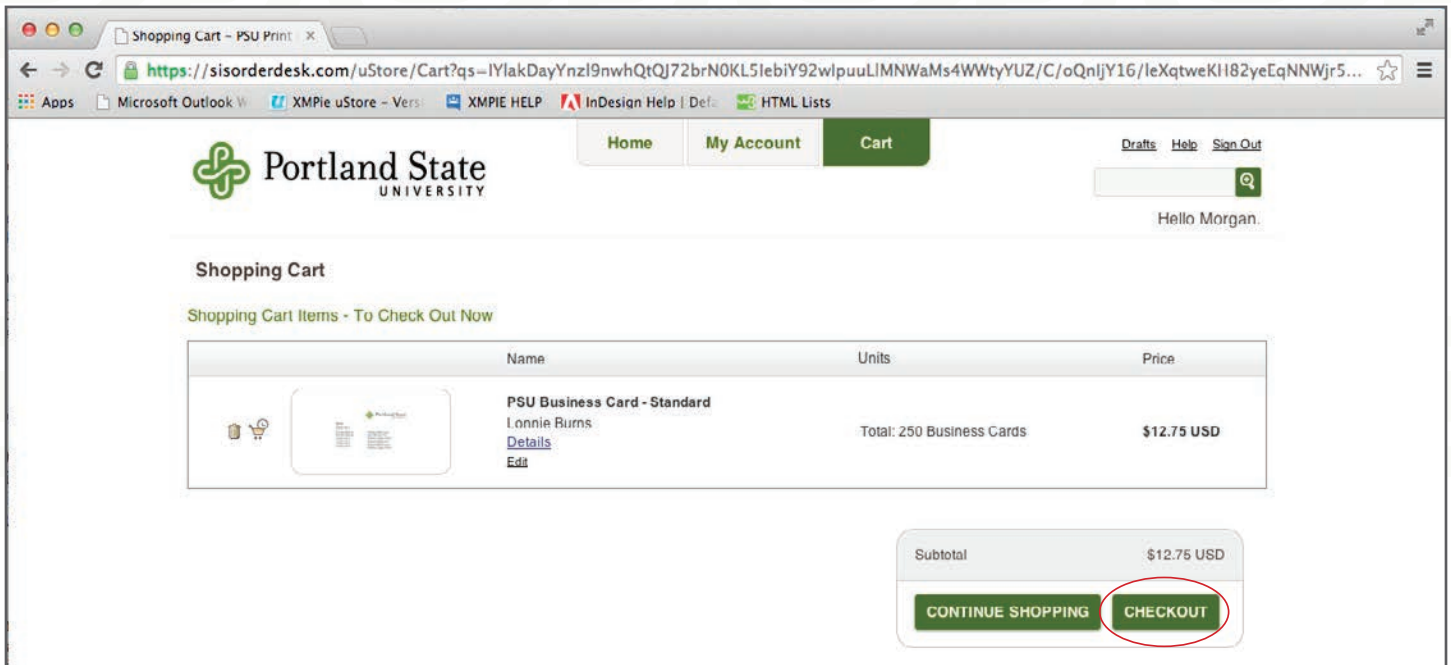
Lonnie Burns Edit...  
Portland State University  
506 SW Mill Street  
Room 201  
Portland, Oregon 97201  
United States

Order Items	Name	No. of Units	Service
	PSU Business Card - Standard - fdsfs	250 Business Cards	PSU Delivery

NEXT >

## Step 8 - Shopping Cart Review - Checkout

Take a final look to make sure everything is correct- Click “Checkout”



Shopping Cart - PSU Print



Home My Account **Cart** Drafts Help Sign Out

Portland State UNIVERSITY

Hello Morgan.

### Shopping Cart

Shopping Cart Items - To Check Out Now

Name	Units	Price
  PSU Business Card - Standard Lonnie Burns <a href="#">Details</a> <a href="#">Edit</a>	Total: 250 Business Cards	\$12.75 USD

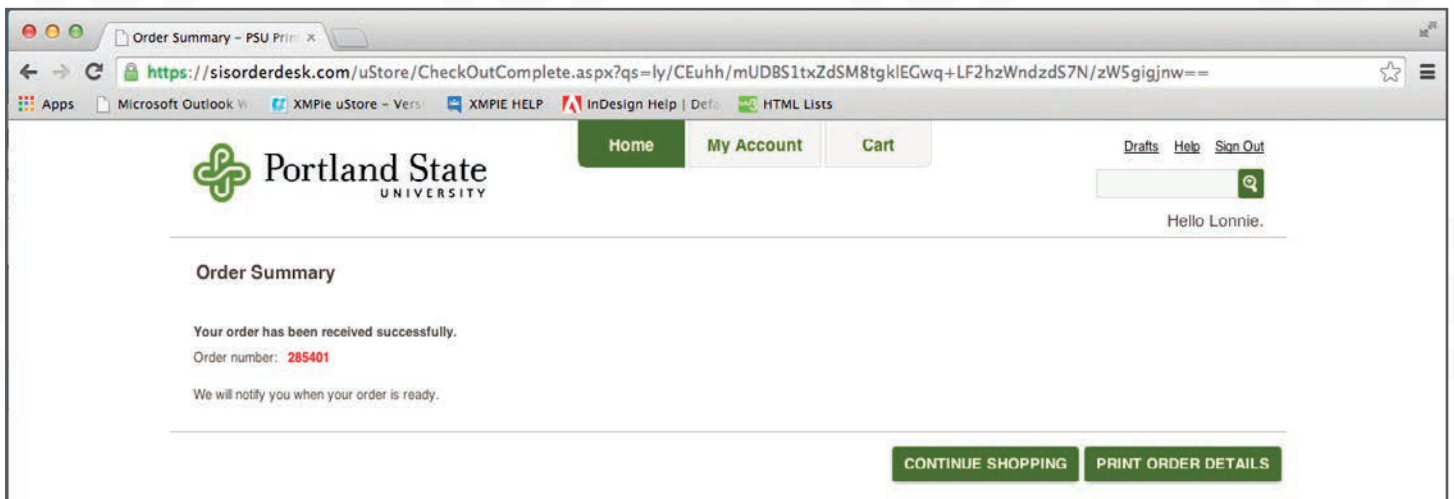
Subtotal \$12.75 USD

[CONTINUE SHOPPING](#) [CHECKOUT](#)

## Step 9 - Order Summary - Confirmation

After clicking “Checkout” on this page, you will receive a confirmation email.

Congratulations! You have have completed your order!



Order Summary - PSU Print

Home My Account **Cart** Drafts Help Sign Out

Portland State UNIVERSITY

Hello Lonnie.

### Order Summary

Your order has been received successfully.  
Order number: **285401**  
We will notify you when your order is ready.

[CONTINUE SHOPPING](#) [PRINT ORDER DETAILS](#)

Please don't hesitate to contact us with questions about the ordering process:

Nick O' Connor or Morgan Thorstenson  
**503.233.5746 or [sisorderdesk@stevensis.com](mailto:sisorderdesk@stevensis.com)**

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