



# UBC bookstore

**ONLINE ORDERING PORTAL  
TRAINING MANUAL**

# LOG IN TO E-WAY

This Custom Print Portal is for ordering Custom Name Badges, stamps and signs only. This Custom Print Portal will not accept supplies and copy paper orders. Please use the separate Workday site to order supplies and copy paper.

Start your ordering process by going to <https://www.eway.ca>.

Log in by clicking the login button the top right of the screen on eway.ca. Enter your login credentials and select 'Sign in'.

**Your login credentials are UBCBADGECC for both User ID and Password.** Please note: recommended internet browsers include Google Chrome and Firefox.

The screenshot shows the top navigation bar of the E-Way website. It includes a search bar with the text "Search for all your business needs", a magnifying glass icon, and a button labeled "Ink & Toner". To the right are links for "Sign in", "Help", and a red "Cart" button. Below the navigation bar, there are dropdown menus for "PRODUCTS", "SERVICES & SOLUTIONS", and "DEALS". A "Sign in" modal is open, displaying a "User ID" field with the value "UBCBADGECC", a "Password" field with masked characters, and a "Save User ID" checkbox. A red "Sign in" button is highlighted with a mouse cursor. Below the modal, there is a link for "Forgot User ID or Password?". The background of the page shows a banner for "Working Well" with the text "Work From Home" and a "now" button.

**Back At Work hub**  
Solutions & Resources | [Learn more >](#)

**Work From Home hub**  
Solutions & Resources | [Learn more >](#)

**FREE shipping on any orders. No minimum.**  
Limited time only.



# ONCE LOGGED IN TO E-WAY

In the top menu bar, find 'Services & Solutions', click 'Custom Stamps' from the available drop-down menu to proceed to the next page.

Please make note of the following message on your main screen:

This account is reserved for name badges and stamp order only.  
Please refer to WORKDAY to order your supplies and copy paper.  
Click on Service & Solutions then Click on "Custom Print Program" in the category bar to place an order. Thank you

**STAPLES**  
Business Advantage

Search for all your business needs



Ink & Toner

PRODUCTS ▾

**SERVICES & SOLUTIONS** ▲

DEALS ▾

PUBLICATIONS ▾

**Custom Stamps**

Business Perks

Online Learning Centre

Mes

This acc

Custom Stamps

Embossers / Notary Seal

Custom Dat

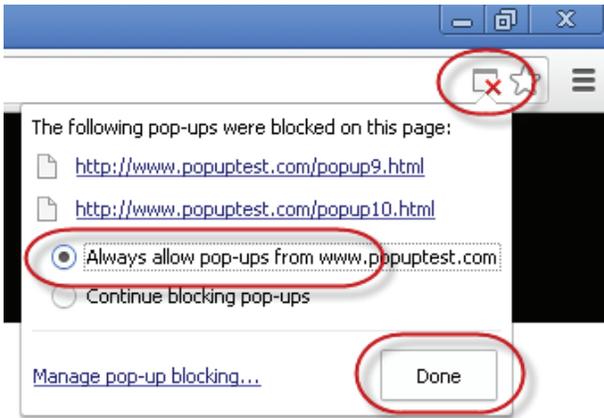
Stamp Pads & Inks

Signs & Banners

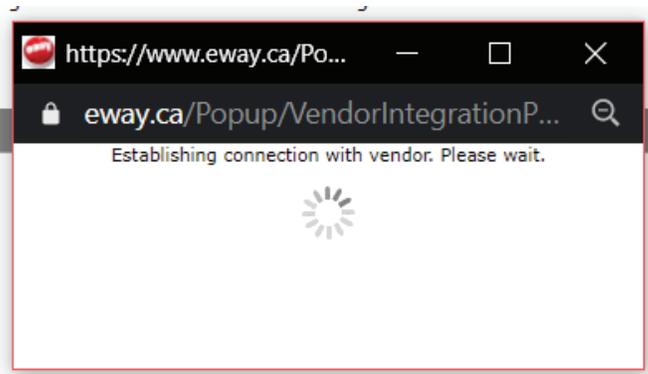
Nameplates



# DISABLING POP-UP BLOCKERS



To make sure pop-up blockers are turned off or disabled. Refer to the image on the left for allowing pop-ups for this site. Different internet browsers will use different processes for disabling & enabling pop-ups.



If pop-up blockers are disabled, you should see this brief window appear which will assist validate your credentials as you pass through to your custom ordering portal.

# SHIPPING AND BILLING INFORMATION

Please fill in your email address, phone number and address information (accepted formats below). P.O number is not mandatory and should be left blank. Select 'Proceed to Next Step' to enter your separate custom print portal. Make sure pop-up blockers are disabled at this stage. (more information available on following page)

## Step 1 - Confirm Shipping and Billing Information

Please confirm the information below before continuing to the vendor's site. The information will be used to ship and bill your transaction and will be reconfirmed before you submit your order. You will not be able to change this information after entering the vendor's site.

### Order Information

|   |                                      |
|---|--------------------------------------|
| Ordered by                                  | Cost Center                          |
| <input type="text" value="UBC BADGECC"/>    | <input type="text"/>                 |
| Email Address *                             | Account# *                           |
| <input type="text" value="test@email.com"/> | <input type="text" value="1059346"/> |
| Phone Number *                              | Extension                            |
| <input type="text" value="111111111"/>      | <input type="text"/>                 |
| P.O. Number                                 |                                      |
| <input type="text"/>                        |                                      |
| Delivery Instructions                       | 30/30                                |
| <input type="text"/>                        |                                      |

① Maximum 30 characters. Do not use to specify alternate address location or for Special Delivery products.

← P.O number is not mandatory and should be left blank.

### Address Information

|  |   |   |
|--|---|---|
| Company/Individual Name*                               | Building/Floor/Suite/Room                             |   |
| <input type="text" value="ENTER YOUR DEPT NAME"/>      | <input type="text" value="ENTER YOUR BLDG NAME RM#"/> |   |
| Attention  | City*   | Province*   |
| <input type="text"/>                                   | <input type="text" value="VANCOUVER"/>                | <input style="border: 1px solid #ccc;" type="text" value="British Columbia"/> |
| Street Address*  | Postal Code*  |   |
| <input type="text" value="ENTER YOUR STREET ADDRESS"/> | <input type="text" value="V6T1Z4"/>                   |   |



## Accepted formats for address:

### UBC Department address example

UBC Forestry  
Jenny Smith  
#356-2424 Main Mall  
Vancouver BC  
V6T1Z4

### UBC Home Office delivery

UBC Forestry (Please use your department name)  
Jenny Smith  
#138-1765 Main Street  
Coquitlam BC  
V3E3L9

# PRODUCTS LANDING PAGE

Select 'Branded Products Portal' to be redirected to your custom print portal. The products available below this link are also available for order, but do not contain any pre-approved branded templates.



UBC BADGECC  
M: 340195  
P: 1059344  
S: 1059346

Search All Categories



**BRANDED PRODUCTS  
PORTAL**

PRINT PRODUCTS

SIGNAGE  
PRODUCTS

STAMPS &  
DATERS

NAME BADGES &  
NAMEPLATES

INK PADS &  
ACCESSORIES

EMBOSSERS &  
SEALS

ACCOUNT

ORDER HISTORY

LOGOUT

## Print, Signage and Stamping Solutions



### Print Products

Brand your company with custom stationery, envelopes, business cards and more!



### Signage Products

Promote your business with a variety of branded signage to make you stand out!



### Stamps & Daters

Ensure accurate deposits and maintain a professional image with our self-inking stamps.



### Name Badges & Nameplates

Nameplates and name badges personalized for your department, staff or office.

# CUSTOM PRINT ORDERING PORTAL

Choose between the available Name Badge groupings by clicking 'View Options'. Each category offers a different group of Name Badges with different customization options.



THE UNIVERSITY OF BRITISH COLUMBIA

[SIGN OUT](#)

(0) Items

NAME BADGES ONLINE ORDER MANAGEMENT

CATALOGUE  
HOME

NAME BADGES

## PRODUCTS

### UBC GENERAL



- 1.25" x 3" or 1.5" x 3" Silver aluminum full colour - Blue or Black logo
- 1.25" x 3" or 1.5" x 3" Brushed Brass full colour - Blue or Black logo
- Name or Name and Title options
- Pinback or Magnet options

VIEW OPTIONS

### UBC INTERNATIONAL STUDENT INITIATIVE



- 1.25" x 3" or 1.5" x 3" Silver aluminum full colour - Blue or Black Logo
- 1.25" x 3" or 1.5" x 3" Brushed Brass full colour - Blue or Black Logo
- Name Only
- Pinback or Magnet options

VIEW OPTIONS

### ALUMNI UBC



- 1.25" x 3" or 1.5" x 3" Silver aluminum full colour - Blue or Black logo
- Name and Multiple Title options
- Pinback or Magnet options

VIEW OPTIONS

### UBC BOOKSTORE



- 1.25" x 3" White aluminum full colour - Bookstore logo
- Name or Name and Title options
- Pinback or Magnet options

VIEW OPTIONS

# CUSTOM NAME BADGES & NAMEPLATES

Within the UBC General Name Badges category, choose one of the options below based on your requirement for titles.

## UBC GENERAL NAME BADGES

### Name



Badges 1.25" X 3", English - Name only,  
Silver background

Magnet Fastener : \$12.95

Pin Fastener : \$12.95

[VIEW DESIGN](#)

### Name & Title



Badges 1.25" X 3", English - Name and  
Title, Silver background

Magnet Fastener : \$12.95

Pin Fastener : \$12.95

[VIEW DESIGN](#)

### Name & Multiple Titles



Badges 1.5" X 3", English - Name, Title1,  
Title2, Silver background

Magnet Fastener : \$12.95

Pin Fastener : \$12.95

[VIEW DESIGN](#)

## CUSTOMIZATION

Customize your product by filling out the name field and the available title fields, the presented option below is the two title name badge template. Use the drop-down option to choose the logo/text colour and fastener type. There is an additional field for quantity, this can also be edited within the shopping cart.

Click 'Continue' to proceed to adding the item to your cart.

### Badges 1.5" X 3", English - Name, Title1, Title2, Silver background

Name:

Title:

Title 2:

Logo/Text Colour:

Badge Fastener:

Quantity:



[CONTINUE](#)

# CONFIRM PRODUCT & SHOPPING CART

Before adding the item to your cart there is a final verification stage to ensure your product is correct. Click add to cart if your name badge is correct, or click edit to make a change.

This is a visual representation of your name badge for proofing. The size and condensing of the lettering may vary slightly in final production.



Part Number: UBCGESL3M ; Black logo and text  
Badges 1.5" X 3", English - Name, Title1, Title2, Silver background, with Magnet Fastener \$12.95

Add To Cart

Edit

Note: Please use Edit button to go back. DO NOT use the "Back button" in your browser.

## SHOPPING CART

In the shopping cart you are able to see all the items which have been added. To move forward with your order, click 'Proceed to Checkout'. **To update the quantity of your order, change the quantity in the available field and click the 'Quantity Update' button, otherwise the quantity change will not take place on your order.** There will be one more screen to confirm your order before it is finalized.

### SHOPPING CART

| Remove                   | Product Description  | Colour          | Quantity                                       | Unit Price                                    | Total Price    |
|--------------------------|--|-----------------|--|---|----------------|
| <input type="checkbox"/> | TCBBADGE - Badges 1.5" X 3", English - Name, Title1, Title2, Silver background, with Magnet Fastener [UBCGESL3M]<br>re: Michael Towns<br>Manager | Black Logo/text | 1 <input type="text"/>                         | \$12.95                                       | \$12.95        |
|                          |  |                 | <input type="button" value="Quantity Update"/> |   |                |
|                          |  |                 |  | <b>Total price before taxes and shipping:</b> | <b>\$12.95</b> |

◀ CONTINUE TO SHOPPING

PROCEED TO CHECKOUT ▶

# SHIPPING DETAILS

Confirm your shipping information in the fields below. This is the final stage in the order process before receiving your order confirmation number. Once you have properly reviewed all the information, click the 'Complete Order' to finalize your order.

**Please note: the Phone Number field is mandatory**, if you had not entered the number on Eway, you will be prompted to do so here before your order is placed. The phone number will be used to validate your credit card information. You will receive an email confirmation of your order for future reference.

## SHIPPING DETAILS

### Shipping Information

Location Name: UBC Forestry  
Attention or Contact: Jenny Smith  
Address: #356-2424 Main Mall  
Address (Line 2):  
City / Province: VANCOUVER BC  
Zip Code: V6T1Z4  
Country: Canada  
E-mail Address: jenny.smith@ubc.ca  
Telephone Number:

Cost Center:  
PO Number:  
Account: 1059346  
Delivery Instructions:

### Products Selected for Order

| Product Description  | Unit Price | Quantity | Unit Total |
|--|------------|----------|------------|
| TCBBADGE Badges 1.5" X 3", English - Name, Title1, Title2, Silver background, with Magnet Fastener - UBCGESL3M - Black Logo/text<br>Re: Michael Towns<br>Manager<br>Customer Service | \$12.95    | 1        | \$12.95    |

Total Sale Before Shipping and Taxes: \$12.95

[COMPLETE ORDER](#) 

# ORDER CONFIRMATION

You will be contacted by telephone for your credit card details. Once the order is processed, the ETA is 7-10 business days to your delivery address. After selecting the 'Complete Order' button it will bring you to your order confirmation page with your confirmation number, order date and product information.

## ORDER CONFIRMATION

**Confirmation Number:** SBA18071

**Order Date:** 25 November 2020

### Shipping Information

Location Name: UBC Forestry  
Attention or Contact: Jenny Smith  
Shipping Address: #356-2424 Main Mall

VANCOUVER BC V3T1Z4

Country: Canada  
Telephone Number: 2342342342  
E-mail Address:

Cost Center:  
PO Number:  
Account: 1059346  
Delivery Instructions:

| Product Code   | Description | Unit Price | Quantity | Unit Total |
|--|-------------|------------|----------|------------|
| TCBBADGE Badges 1.5" X 3", English - Name, Title1, Title2, Silver background, with Magnet Fastener - UBCGESL3M - Black Logo/text |             | \$12.95    | 1        | \$12.95    |

Re: Michael Towns  
Manager  
Customer Service

**Total Sale Before Shipping and Taxes:** \$12.95

[CONTINUE TO SHOPPING](#)