



Orders4PrintSV User Guide

1. From Intranet, click the www.orders4printsv.com link. You can also access this site from any other computer

2. Login using your email:
(Example)

Email Address: Ronald.Esker@stvincentcharity.com

Password: ibsforms

(This is the default password that you can reset later)

For Meditech users without email access, you have an email setup as follows. Plug your name into this address.

john.doe@orders4printsv.com

Password: ibsforms

If you cannot gain access, please check with Ron Esker or IBS to see if an account has been established for you.

3. Click category to shop from.

The arrangement is similar to what you have been using.

Note: All Non SVPOD forms are stored in the “All/Main/General” category.

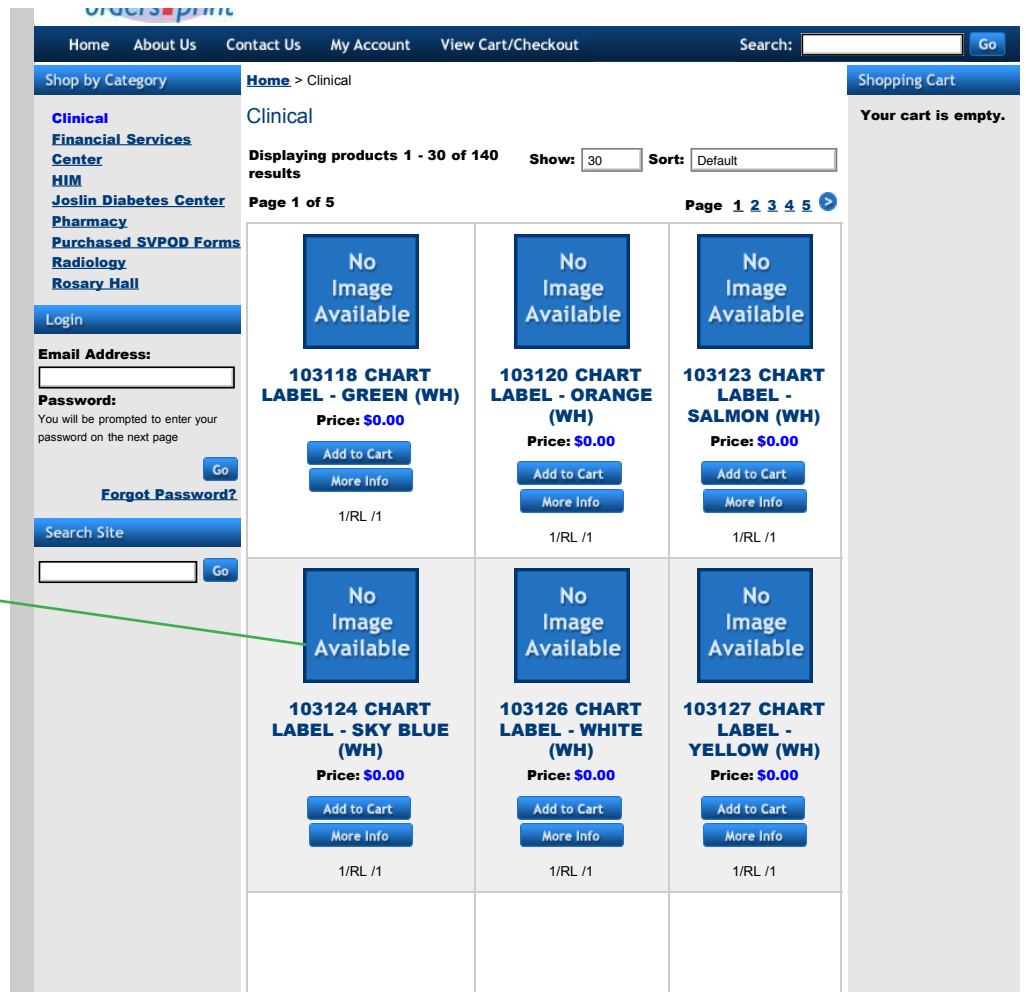
All SVPOD forms are found in the “Purchased SVPOD” category as well as the large Green SVPOD buttons on the home page.

High Volume SVPOD should be purchased. If you only need a few, then go to the “less than 25” for a PDF you can print yourself.

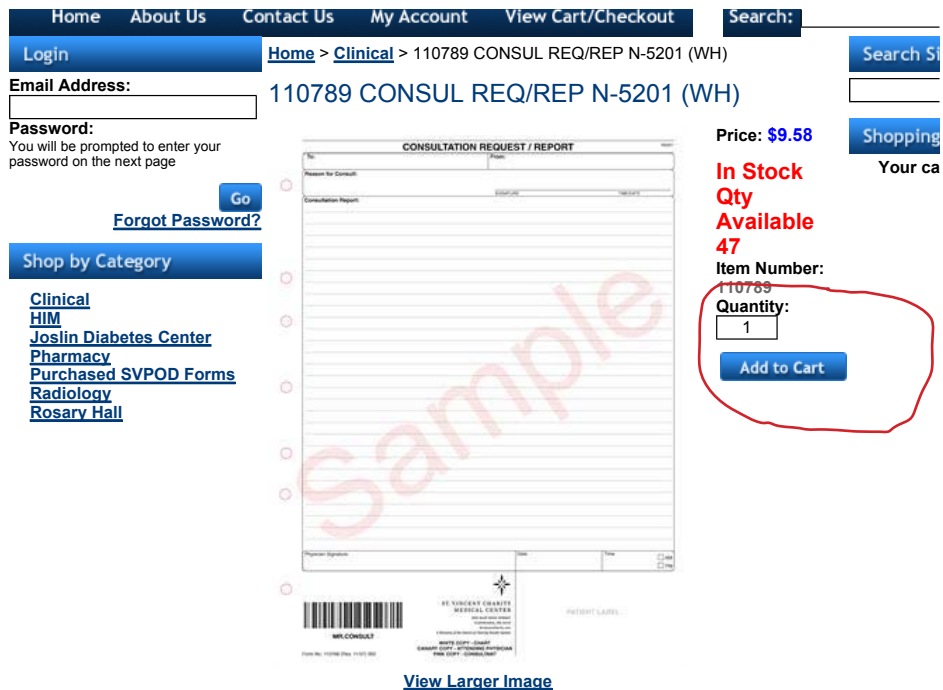
Categories can be created upon request.

Can't find something, then use the search box!

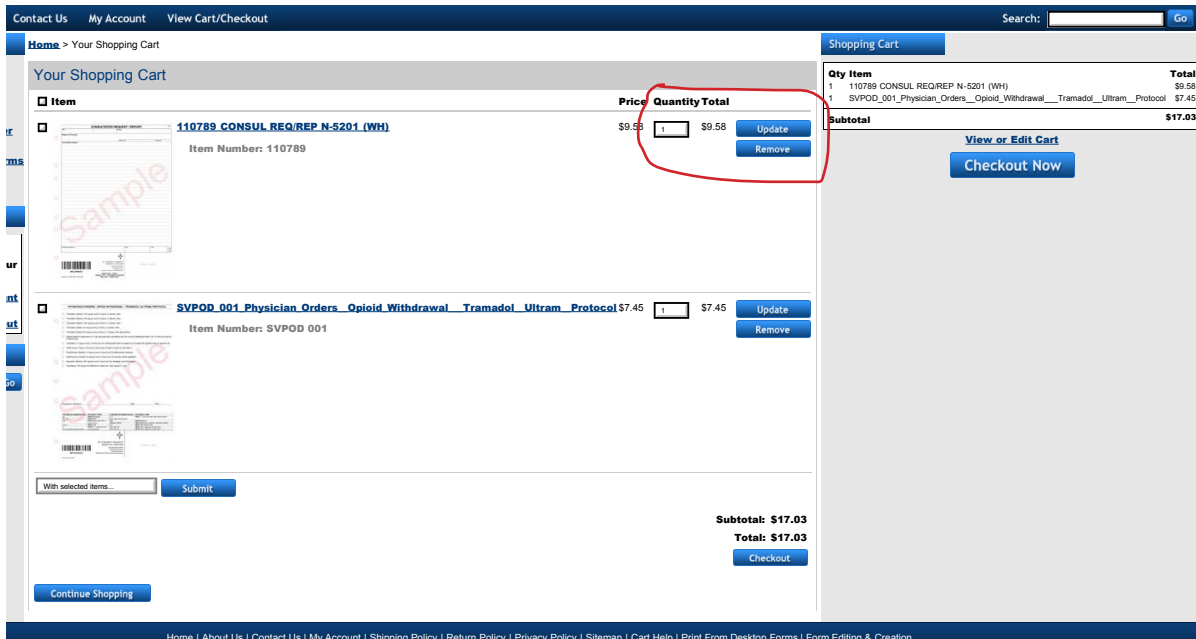
From within the category, you can select the items you need by clicking on the item or simply adding to cart.



From here you can view a larger image for clarification, select your quantity and add to the cart.



When you're done shopping, you will checkout, and see your cart. If you want to make changes to the cart, you can change quantities or remove items before checkout.



Upon checkout, you will see this screen for confirmation.

You must confirm your cost center information, and if it's a change from your default cost center, indicate in the box what cost center to charge and ship the order to.

Ronald.Esker@stvincentcharity.com

RONALD ESKER
SV31912/Santiago, Andres
2251 E. 22nd Street
Cleveland, OH 44115 United States [Edit](#)

Free Desktop Delivery Shipping Options:

Shipping Method	Price
<input checked="" type="radio"/> Free Shipping	\$0.00

* denotes required field

Do you need this item charged/delivered to an alternate cost center? If yes, enter in box below. *

No
 Yes

Enter alternate cost center.

Additional Instructions

 278 characters remaining.

[>> Next](#)

Item	Price	Quantity	Total
110789 CONSUL REQ/REP N-5201 (WH) Item Number: 110789	\$9.58	1	\$9.58
SVPOD_001 Physician Orders Opioid Withdrawal Tramadol Ultram Protocol Item Number: SVPOD 001	\$7.45	1	\$7.45
Subtotal:			\$17.03

When complete, you will receive an order confirmation by email.
 At this point the order will be sent to your approving director.
 Once approved, IBS will process the order for you.



Order Summary

Order Information

Order Number: 24
Date: 2/8/2011 3:58 PM
Status: Order Received
Shipping Method: Free Shipping

Customer Information

Customer: RONALD ESKER
Email: Ronald.Esker@stvincentcharity.com

Ship To

RONALD ESKER
 SV31912/Santiago, Andres
 2251 E. 22nd Street
 Cleveland, OH 44115 United States
Phone: 555-5555

Bill To

RONALD ESKER
 SV31912/Santiago, Andres
 2251 E. 22nd Street
 Cleveland, OH 44115 United States
Phone: 555-5555

Additional Information

Do you need this item charged/delivered to an alternate cost center? If yes, enter in box below.: Yes
Enter alternate cost center.: 31265
Additional Instructions: Please expedite order.

Product Information

Product Name	Item Number	Quantity	Item Price	Total Price
110789 CONSUL REQ/REP N-5201 (WH)	110789	1	\$9.58	\$9.58
SVPOD_001_Physician_Orders_Opioid_Withdrawal__Tramadol_Ultram_Protocol	SVPOD 001	1	\$7.45	\$7.45
			Subtotal:	\$17.03
			Shipping & Handling:	\$0.00
			Tax:	\$0.00

Contact Us!

Feel free to contact us for any concerns you may have.

IBS Printing Services

Customer Service

Tom Kehoe, Jr.
 (216) 351-2149 Direct Phone
 (216) 661-2470 Direct Fax
 tom.kehoe@ibuyibs.com

St. Vincent Purchasing

Ron Esker
 (216) 363-7072
 (216) 363-3360
 ronald.esker@stvincentcharity.com