ubc bookstore

Custom Print Portal

STAPLES
Business Advantage

For Support, contact Kathleen Hatami at:
Kathleen.Hatami@Staples.com
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.
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
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 seperate 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 proceeding to the vendor’s site. This 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: UBC BADGECC
Email Address: 
Phone number: 
Ext: 
P.O. Number: 
Cost Center: 
Account #: 1059346
Delivery Instruction: 

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

Address

Name: ENTER YOUR DEPT NAME
Attention: UBC BADGECC
Street Address: ENTER YOUR STREET ADDR
Building/Floor/Suite/Room: ENTER BLDG NAME AND
City, Province: VANCOUVER BC
Postal Code: 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
Select ‘UBC - Custom Name Badges’ 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.
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.

### PRODUCTS

#### UBC GENERAL

**Name**
- **Title 1**
- **Title 2**

- 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

**Name**
- **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

**Name**
- **BA'13**
- **Title 1**
- **Title 2**

aluinmiUBC

- 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

**Name**

- 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:** Michael Towns
- **Title:** Manager
- **Title 2:** Customer Service
- **Logo/Text Colour:** Black
- **Badge Fastener:** Magnet
- **Quantity:** 1

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**Michael Towns**
Manager
Customer Service

[CONTINUE BUTTON]
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.

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.
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

<table>
<thead>
<tr>
<th>Location Name:</th>
<th>UBC Forestry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention or Contact:</td>
<td>Jenny Smith</td>
</tr>
<tr>
<td>Address:</td>
<td>#356-2424 Main Mall</td>
</tr>
<tr>
<td>Address (Line 2):</td>
<td></td>
</tr>
<tr>
<td>City / Province:</td>
<td>VANCOUVER BC</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>V6T1Z4</td>
</tr>
<tr>
<td>Country:</td>
<td>Canada</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:jenny.smith@ubc.ca">jenny.smith@ubc.ca</a></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>2342342342</td>
</tr>
<tr>
<td>Cost Center:</td>
<td></td>
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<tr>
<td>PO Number:</td>
<td></td>
</tr>
<tr>
<td>Account:</td>
<td>1059346</td>
</tr>
<tr>
<td>Delivery Instructions:</td>
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</tbody>
</table>

Products Selected for Order

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Unit Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCBBADGE Badges 1.5&quot; X 3&quot;, English - Name, Title1, Title2, Silver background, with Magnet</td>
<td>$12.95</td>
<td>1</td>
<td>$12.95</td>
</tr>
<tr>
<td>Fastener - UBCGESLM - Black Logo/text</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re: Michael Towns Manager Customer Service</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Confirmation Number:</th>
<th>SBA18071</th>
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<tbody>
<tr>
<td>Order Date:</td>
<td>25 November 2020</td>
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</table>

Shipping Information

<table>
<thead>
<tr>
<th>Location Name:</th>
<th>UBC Forestry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention or Contact:</td>
<td>Jenny Smith</td>
</tr>
<tr>
<td>Shipping Address:</td>
<td>#356-2424 Main Mall</td>
</tr>
<tr>
<td></td>
<td>VANCOUVER, BC V6T1Z4</td>
</tr>
<tr>
<td>Country:</td>
<td>Canada</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>2342342342</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

Committee:

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCBBADGE</td>
<td>Badges 1.5&quot; X 3&quot;, English - Name, Title1, Title2, Silver background, with Magnet</td>
</tr>
<tr>
<td>Fastener</td>
<td>- UBCGESL3M - Black Logo text</td>
</tr>
<tr>
<td></td>
<td>Re: Michael Towns, Manager Customer Service</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Quantity</th>
<th>Unit Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12.95</td>
<td>1</td>
<td>$12.95</td>
</tr>
</tbody>
</table>

Total Sale Before Shipping and Taxes: $12.95

CONTINUE TO SHOPPING