

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.

The screenshot shows the top navigation bar of the E-way.ca 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 icons for "Sign in", "Help", and "Cart". Below the navigation bar 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, a "Save User ID" checkbox, and a red "Sign in" button. A mouse cursor is pointing at the "Sign in" button. Below the modal, there is a link for "Forgot User ID or Password?". The background of the page features 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.

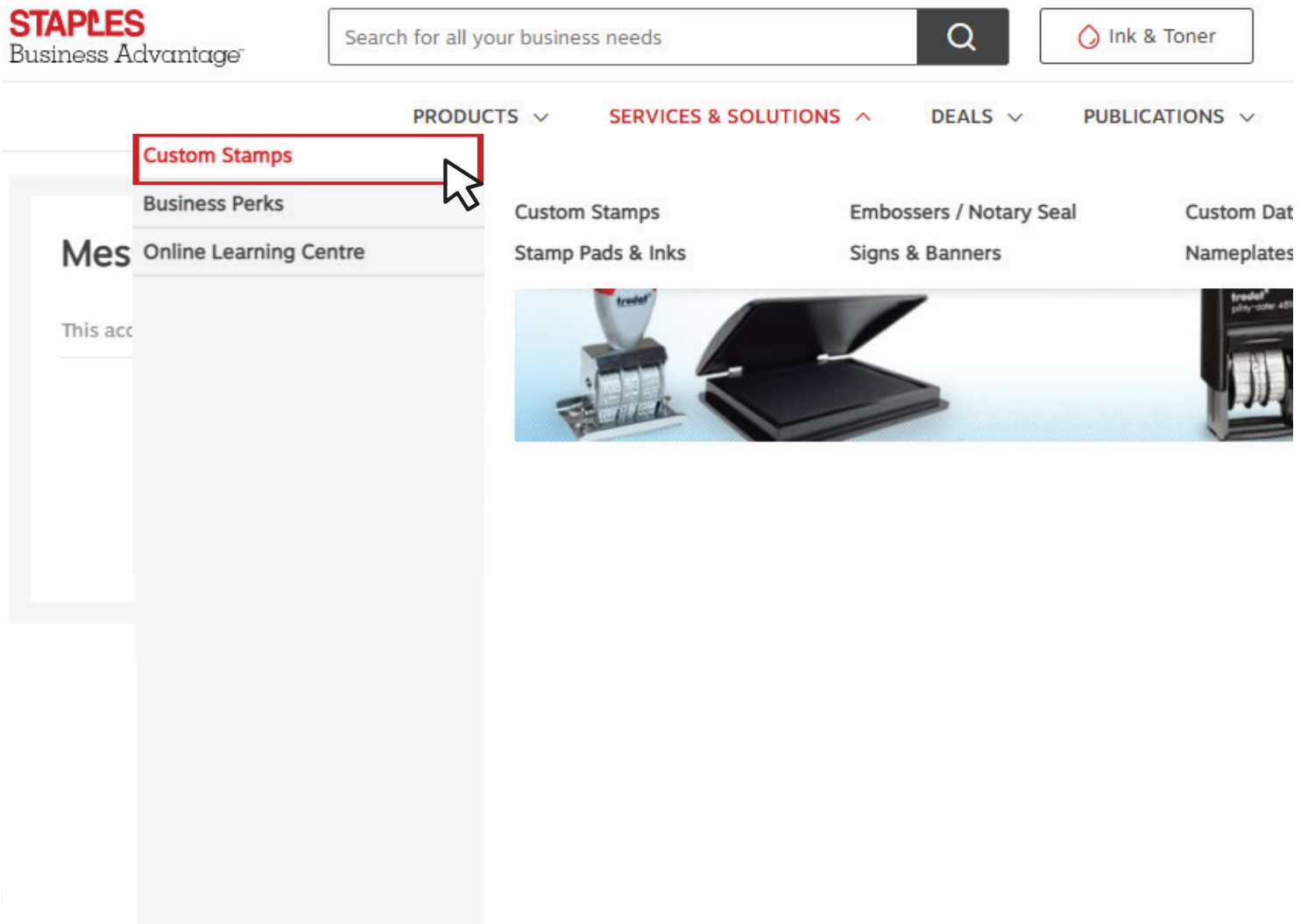


ONCE LOGGED IN TO E-WAY

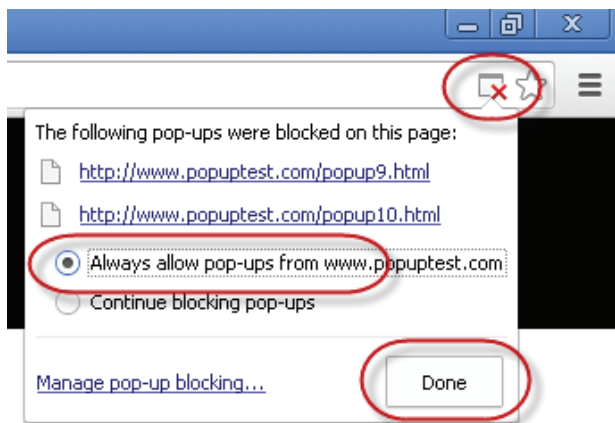
In the top menu bar, find 'Services & Solutions', click 'Custom Stamps' from the available drop-down menu to proceed to the next page.

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

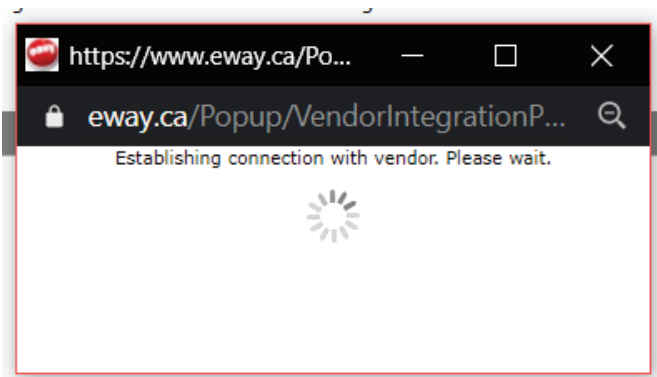
This account is reserved for name badges and stamp order only.
Please refer to WORKDAY to order your supplies and copy paper.
Click on Service & Solutions then Click on "Custom Print Program" in the category bar to place an order. Thank you



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 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.

[Proceed To Next Step](#)

Order Information

Ordered by:
Email Address:
Phone number: - -
Ext:
P.O. Number:
Cost Center:
Account #: 1059346
Delivery Instruction: ¹

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

¹ DO NOT use to specify alternate address location or for Special Delivery products

Address

Name:
Attention:
Street Address:
Building/Floor/Suite/Room:
City, Province:
Postal Code:

[Proceed To Next Step](#)



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 '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.

STAPLES
Business Advantage®

My Shopping Cart  | Français

Welcome: UBC BADGECC


Home Shopping Cart

Stamps & Embossers Online Catalogue


You are Here: |Home | Stamps & Embossers

Stamps, Embossers & Signs

- Stamp Guide
- Custom Self-Inking Stamps
- Custom ProStamps
- Commissioner Stamps
- Xstamper
- Xstamper Round
- Pre Inked Stamps
- Self-Inking Round Stamps
- Woodmount Stamps
- Daters
- Stamp Pads/Inks
- Custom Logo/Signature Stamps
- Embossers / Notary Seals
- Personal Embosser Designs
- Nameplates and Badges
- Signs & Banners
- Shopping Cart

 [UBC - Custom Name Badges](#)


CUSTOM STAMPS



Get Started

Whether you need custom stamps for the home, office or school we have a stamp for you!


STAMP PADS & INKS



Get Started

Quality inks and pads for every application and making device. A variety of colours to choose from.


EMBOSSER/ NOTARY SEAL



Get Started

Our custom embosser and notary seal ensures a crisp, clear impression of your monogram, name, custom design or legal seal.

SIGNS & BANNERS



Get Started

Say it big with custom vinyl banners! Your message can fit a variety of sizes to accommodate any occasion.

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] re: Michael Towns Manager	Black Logo/text	1 <input type="text"/>	\$12.95	\$12.95
			<input type="button" value="Quantity Update"/>		
			Total price before taxes and shipping:		\$12.95

◀ 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 Re: Michael Towns Manager 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](#)