

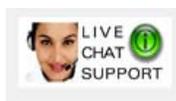
Online Print Procurement System

# Quick Start Guide

To begin using the netEZPrintX system you must login into the online catalog. To login, simply enter your full company e-mail address (i.e. a.demo@aceaerospace.com), and then click on the “LOGIN” button to access the catalog.



This page also includes the contact information for Sunset’s Customer Service and Technical Support departments.



Once you are logged into the catalog, our “Live Chat Support” feature will also be available for any questions you may have. A link to this feature will appear at the top of every catalog page.

**Live Support will be available Monday thru Friday 8:00 AM - 5:00 PM EST.**

**NOTE: The netEZPrintX system requires Adobe Acrobat Reader.** If you do not have Acrobat Reader on your system, use the button on the login page to visit Adobe.com and download it for free.

The image below shows the Login page's "User Name" field and "LOGIN" button. You can login here using your previously established User Name. First-time users permitted by their company to create a user profile will be taken to a confirmation page to make sure they typed their information correctly. If you wish to create a New User Account, see page 3.

A screenshot of a login form. At the top, it says "Enter your Email Address in the field below to Login or to create a New Login." Below this is a text input field containing the email address "a.demo@aceaerospace.com". Underneath the input field is a button labeled "LOGIN".

Enter your **Email Address** in the field below to **Login** or to **create a New Login**.

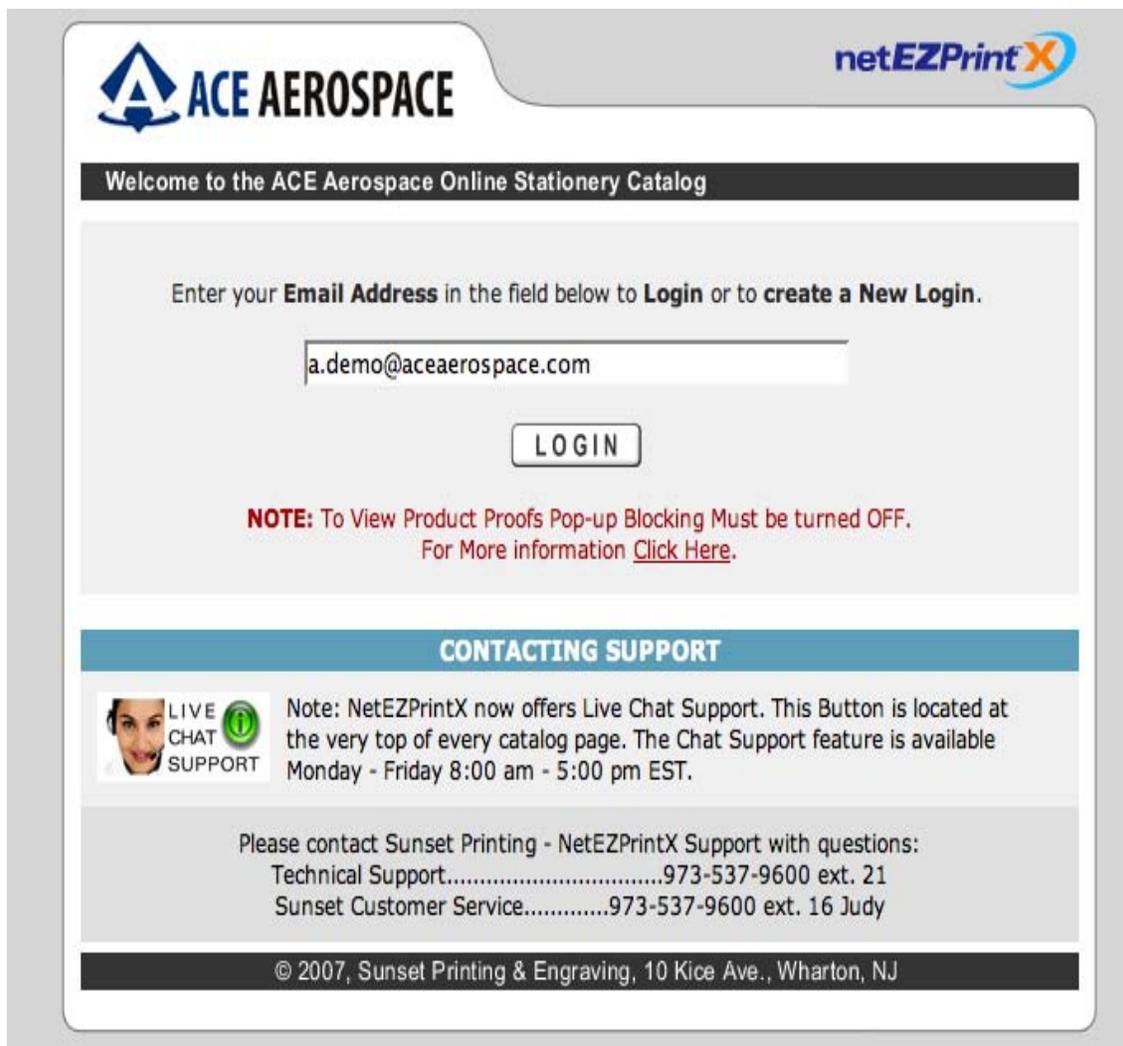
**Returning Users Please confirm your User Name before proceeding!**

## Creating a New User Account

If this is your first time using the system or you are using a different e-mail address, you will be taken to the “New User Login page.”

If you wish to create a new Login and User Account, confirm the name you typed in on the Login page, then click the “Create A User Name” button.

**Please Note: If you have used the system before and mistyped your User Name, use the back button on your browser to return to the previous Login screen.**



**Returning Users Please confirm your User Name before proceeding!**

## Creating Your Profile

First-time users will be taken directly to the profile page. This information will be used for billing and shipping and also to prefill the product templates with your personal information. We suggest you fill out the entire profile for your convenience. Please make sure all of your information is accurate.

Click "Create/Edit Profile" to enter or revise your personal information. Click "Save Information" to enter the Information. Filling out this information will make it much easier for you to order and eliminate typos.

**Please Note: After adding your account information, use the "Start" button in the upper-left corner to enter catalog.**

The screenshot shows the 'My Profile' page of the netEZPrint X website. The page header includes the ACE AEROSPACE logo, a 'LIVE CHAT SUPPORT' icon, and the netEZPrint X logo. The navigation bar contains 'Start', 'Shopping Cart', 'Orders', 'My Library', and 'My Profile'. A welcome message 'Welcome, a.demo@aceaerospace.com' and a 'Logout' link are also present.

The 'My Profile' section contains a 'Create/Edit Profile' button and a text box with instructions: 'This is the user profile page. Click "EDIT PROFILE" and enter your personal information in the corresponding fields. This information will be used to pre-fill the content of your orders and checkout steps. At any time you may edit this information by clicking "MY PROFILE" on the menu bar. Once completed, click save and then begin ordering by clicking on the "START" button on the upper menu.'

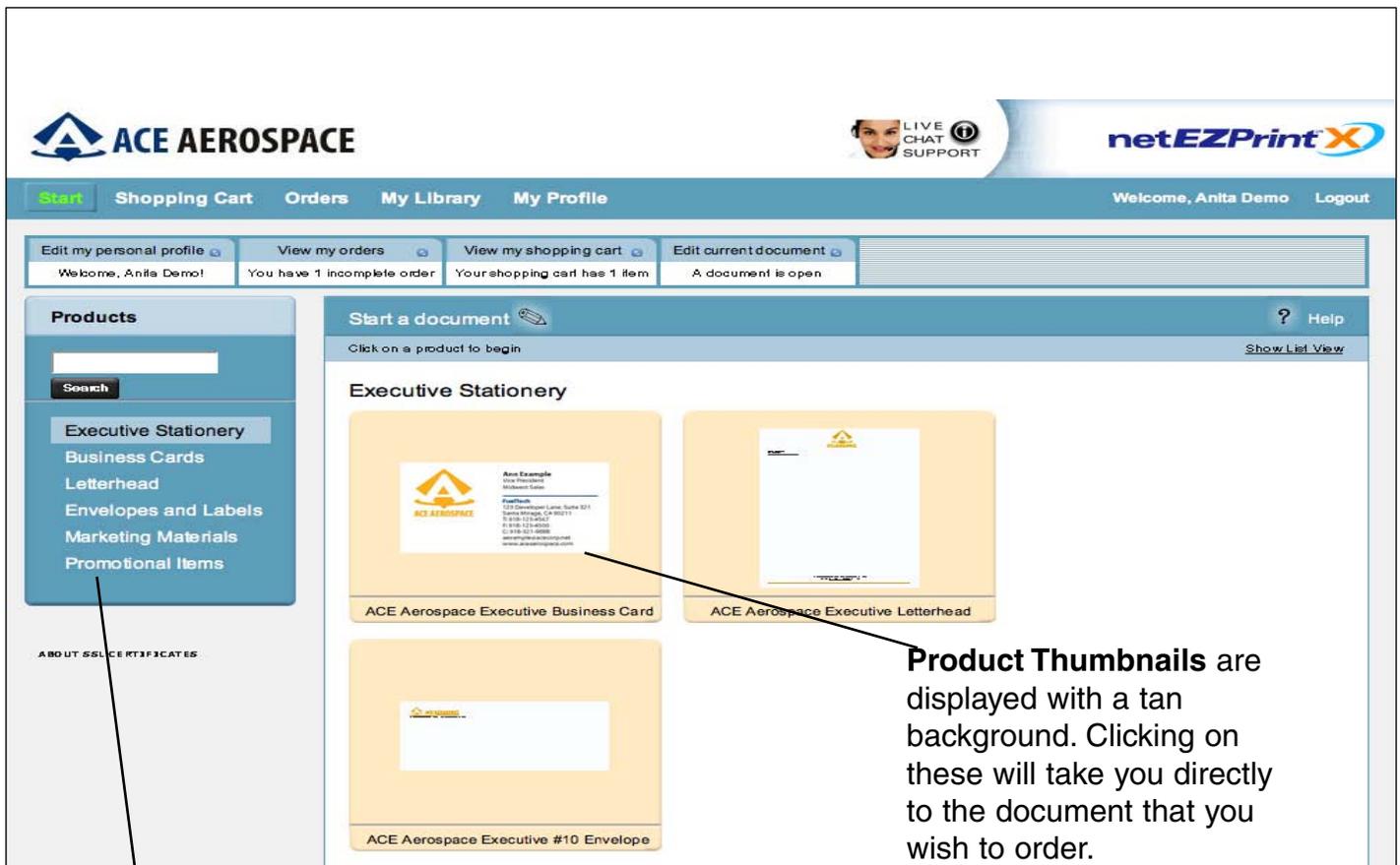
The form fields are as follows:

- First Name: Anita
- Last Name: Demo
- Employee Level: - Select One - (dropdown menu with options: Executive (VP and above), General Employee, Marketing/Sales, Administration (All Products), None)
- Excellence Award Seal:
- Address 1: [Empty field]
- Address 2: [Empty field]
- City: [Empty field]

## Getting Started

After you have logged in, you will be taken to the “Start” page. You can return to this page at any time by clicking the “Start” button on the left-hand side of the gray navigation bar. The windows below the navigation bar display information about any incomplete orders or any orders already in your shopping cart.

The “Start a Document” section displays the products available to you in your online catalog. Click one of the tabs on the left-hand side to select another product category. Product Thumbnails are displayed with a tan background. Clicking these will take you directly to document you wish to order.



### Categories

Clicking on a category to the left will bring you to different product templates, depending on division, product type, etc.

## Overwrite Warning

Once you have clicked on a product thumbnail, the NetEZPrint-X system creates a new order. If you move to another part of the catalog or logout, the information you added to the document is saved into the system (but not added to the shopping cart). When you return to this product at a later time, you will be prompted with the warning below, asking whether you wish to start a new document. If you want to start a new document, click on the “Continue” button. This will overwrite any information you previously added to this document. If you wish to use the document you already started, click the “Cancel” button. This will open the saved document that you started earlier.



**Warning: The current document has not been added to your Shopping Cart. Starting a new document will cause changes to be lost.**

**Continue**

**Cancel**

## Form Filling - Creating a Document

This is the document's "Form Filling" page. This is where you add or edit the information you want to appear on the product. The fields will automatically prefill with the information you provided in your "Profile." Additional information can be typed in or filled from drop down menus or by using the "Address Directory" feature.

**Please Note: Check the PDF proof carefully to make sure all the information entered is correct.**

Editing Steps

ACE Aerospace Field Sales Business Card

Next Step

? Help

**Form Filling:** Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes. \*\* STAGED CONTENT \*\* Step 1 of 3

1 Form Filling

2 Printing

3 Finish

Update
PDF Preview...

**Please Note: Fields marked with a red "\*" are required.**

Special Characters A E Ñ

**FRONT OF CARD**

\*First Name:

\*Last Name:

Credentials:

\*Approved Titles:

- Select Title -

- Sales Professional
- Senior Sales Professional
- Executive Sales Professional
- Specialty Sales Executive
- National Account Manager
- District Sales Manager
- Senior District Sales Manager
- Federal Sales Specialist
- Federal Account Manager
- Regional Account Manager
- Regional Account Director
- Vice President, Sales

\*State:

\*Zip Code:

\*Phone:

\*Voice Mail Extention:

Optional Phone 1:

Type:

- Select Phone Type -

Number:

Optional Phone 2:

Type:

- Select Phone Type -

Above and Beyond... ACE AEROSPACE

**Anita Demo**

10 Kice Avenue, Wharton, NJ 07885  
 Tel: 111-222-3333 222-333-4444  
 Voice Mail: 800-888-9977 ext: 4455  
 E-mail a.demo@aceaerospace.com

**Form Filling:** Fill out the form to change the document. Click 'PDF Preview' to view changes.

**Update**   **PDF Preview...**

**Please Note: Fields marked with a red "\*" are required.**

**Special Characters** À É Ñ

\*First Name:  
Johnny

\*Last Name:  
Samples

\*Title 1:  
Vice President

Title 2:

\*Division:  
Sales

**Address Directory**

\*Address 1:  
10 Kice Avenue

**Update**

Update the information on the template

**PDF Preview**

Review a PDF proof of the document as it would be printed

**Special Characters**

Opens a window to display the necessary codes for entering special characters

**Diacritical Marks Chart**  
To enter these characters in any of the fields, hold down the **Alt Key** and type the number on the **Numeric Keypad** on the right side of the keyboard.

®	Alt+0174	©	Alt+0169	™	
À	Alt+0192	Á	Alt+0193	Â	
Ã	Alt+0195	Ä	Alt+0196	Å	
à	Alt+0224	á	Alt+0225	â	
ã	Alt+0227	ä	Alt+0228	å	
È	Alt+0200	É	Alt+0201	Ê	
Ë	Alt+0203	è	Alt+0232	é	
ê	Alt+0234	ë	Alt+0235		
Ì	Alt+0204	Í	Alt+0205	Î	
Ï	Alt+0207	ì	Alt+0236	í	

**Address Directory**

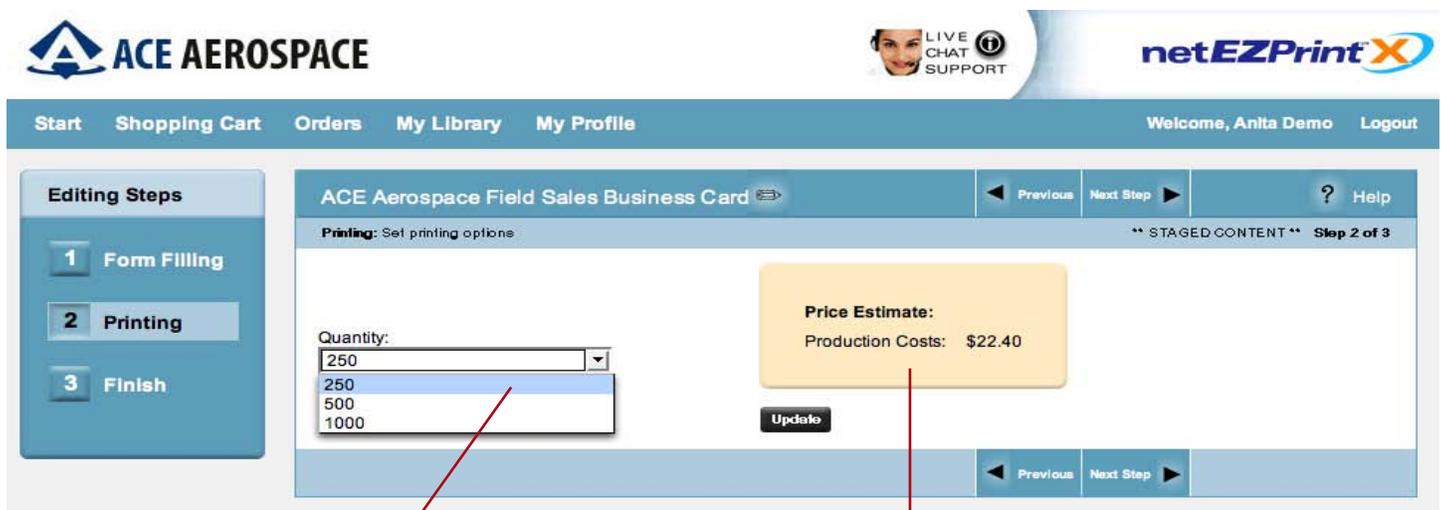
Opens database of office locations and addresses

	Address1	Address2	City	State	Zip
Select	123 East Lane		Stratford	CT	10099
Select	62 Airport Road	Hanger 12	Northville	NJ	10234
Select	217 Madison Ave.		New York	NY	10022
Select	1313 Mockingbird Lane	2nd Floor	Mockingbird Heights	NY	10033

## Printing Options

This page displays the “Printing Options” available for this product. Use the drop down list to select the quantity desired. Use the “Update” button to see the price for the quantity you selected. This page will not update automatically, you must click the “Update” button to see the correct price.

When done click on the Step 3 “Finish” (or Step 4 “Finish) Tab on the left-hand side of the window or click on the “Next Step” button at the top of the window. Please note that you can also go back to the previous page by using the “Previous” button also found at the top of the window.



The screenshot shows the netEZPrint X interface for the 'Printing' step of an ACE Aerospace Field Sales Business Card. On the left, there is a vertical 'Editing Steps' menu with three options: '1 Form Filling', '2 Printing' (which is highlighted), and '3 Finish'. The main content area is titled 'ACE Aerospace Field Sales Business Card' and includes navigation buttons for 'Previous' and 'Next Step'. Below the title, it says 'Printing: Set printing options' and 'STAGED CONTENT Step 2 of 3'. A 'Quantity:' dropdown menu is open, showing options for 250, 500, and 1000. To the right of the dropdown is a yellow box labeled 'Price Estimate:' with 'Production Costs: \$22.40'. Below the price estimate is an 'Update' button. At the bottom of the main content area, there are 'Previous' and 'Next Step' navigation buttons.

Select Quantity from Dropdown Menu

Click Update for Correct Price

## Add to Shopping Cart - Finish Step

This page is where you decide to add your document to the shopping cart. It displays the description of the product you ordered and its NetEZPrint-X ID number. It is a good idea to highlight and type in a unique name for your order in the “Description” field to make it easier to locate or reorder in the future. You can complete this step by using the 3 dark gray buttons at the bottom of the window.

**Click on and type into the “Description” field to give your document Order a customized description.**

The screenshot shows the netEZPrint-X interface during the 'Finish' step of adding a document to the shopping cart. The user is logged in as 'Anita Demo BC'. The main content area displays the following information:

- Description:** Anita Demo BC (highlighted by a red arrow from the text above)
- Product:** ACE Aerospace Field Sales Business Card
- ID:** D-872C12C6

At the bottom of the main content area, there are three buttons: 'Add to Shopping Cart' (highlighted in green), 'Quit Without Saving', and 'PDF Preview...'. A 'Previous' button is also visible at the top right of the main content area. The left sidebar shows 'Editing Steps' with '1 Form Filling', '2 Printing', and '3 Finish' (the current step).

**Add to Shopping Cart:** Adds document to your shopping Cart. You will be taken to a page with a summary of the selections you made for this product (more information about this in the next section).

**Quit without Saving:** Closes window, deletes any information you added to the document, and returns you to the “Start” page.

**PDF Preview:** Opens PDF proof of your document in a Acrobat Reader. This allows you to double check that all the information on your document is correct before adding to the cart.

**Please Note:** You can also go back to the previous page by using the “Previous” button found at the top of the window.

## The Shopping Cart

When you have added a product to the “Shopping Cart,” the page will open displaying a confirmation that your product has been added to the cart. At this point, you can use the 2 buttons to either “Proceed to Checkout” or “Continue Shopping.” You can reach this page from the “Shopping Cart” button in the navigation bar. When you login to the system the Start page will display the number of items in your cart.

**This page also allows you to:**

**Edit:** Return to “Form Filling” to make changes to this product.

**PDF Preview:** Open your product in Adobe Acrobat to review information.

**Duplicate:** Duplicate this product.

**Delete:** Permanently delete this product.

**Hold:** Moves Item to the “Hold for Later” section of the shopping cart.

**Move to Cart:** Moves jobs that were put on “Hold” back into shopping cart.

ACE AEROSPACE

Start **Shopping Cart** Orders My Library My Profile
Welcome, Anita Demo Logout

Shopping Cart
? Help

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

\* 'Anita Demo BC' has been added to the Shopping Cart.

Proceed to Checkout
Continue Shopping

Thumbnail	ID	Description	Product	Date Modified	Options	Price
	D-872C12C6	Anita Demo BC	ACE Aerospace Field Sales Business Card	6/26/2008 9:44 AM	<a href="#">Edit</a>   <a href="#">PDF Preview</a> <a href="#">Duplicate</a>   <a href="#">Delete</a> <a href="#">Hold</a>	\$27.80

Subtotal: \$27.80

Proceed to Checkout
Continue Shopping

Hold for Later

Items to buy later: click 'Move to Cart' to move an item back to the shopping cart for purchase

Thumbnail	ID	Description	Product	Date Modified	Options
	D-FC8D405A	Wharton ENV #10	No. 10 Envelope	6/26/2008 9:53 AM	<a href="#">Edit</a>   <a href="#">PDF Preview</a> <a href="#">Duplicate</a>   <a href="#">Delete</a> <a href="#">Move to Cart</a>

## Ship To Information

The “Shipping” (or Ship To:) page is the first step in the “Check Out” process. This page will partially prefill with information from your profile. Type in the Ship-To address, or use the “Address Look Up” feature to select from a database of sanofi-aventis locations. Use the “Cancel Checkout” to exit the checkout process.

Enter the Email Address you wish to have your Email Receipt sent to.

**Checkout**

**Shipping:** Set Shipping Options

**Please note: Fields marked with a red \* are required.**

**SHIPPING ADDRESS:**

Special Characters A E N

**\* FIRST NAME:**  
Anita

**\* LAST NAME:**  
Demo

**\* EMAIL ADDRESS:**  
a.demo@aceaerospace.com  
Receipt will be sent to this address.

Address Look Up

**\* ADDRESS 1:**  
10 Kice Avenue

**ADDRESS 2:**

**\* CITY:**  
Wharton

**\* STATE/PROVINCE:**  
New Jersey

**\* POSTAL CODE:**  
07885

**\* COUNTRY:**  
United States

**DELIVERY METHOD:**

- UPS Ground: \$5.70
- UPS 3 Day Select: \$10.69
- UPS Second Day Air: \$14.34
- UPS Next Day Air: \$31.55

Update Delivery Cost Estimates

Click on the “Next Step” button to continue with the checkout or click on “Step 2 Payment.”

You can also select your shipping options on this page. Check the “Delivery Methods,” then click the dark gray “Update Delivery Cost Estimates” button.

**DELIVERY METHOD:**

- UPS Ground: \$5.70
- UPS 3 Day Select: \$10.69
- UPS Second Day Air: \$14.34
- UPS Next Day Air: \$31.55

Update Delivery Cost Estimates

## Payment Information

The “Payment” (or Bill To:) page is the second step in the “Check Out” process. Enter your “Billing Address” information and “Payment Information” in the specific fields. Click “Next Step” to continue. Use the “Cancel Checkout” to exit the checkout process.

The screenshot displays the netEZPrint X checkout interface. At the top left is the ACE AEROSPACE logo. To the right is a 'LIVE CHAT SUPPORT' icon and the netEZPrint X logo. A navigation bar contains links for 'Start', 'Shopping Cart', 'Orders', 'My Library', and 'My Profile', along with 'Welcome, Anita Demo' and 'Logout'. On the left, a 'Checkout Steps' sidebar shows three steps: 1 Shipping, 2 Payment (highlighted), and 3 Order. The main content area is titled 'Checkout' and includes navigation arrows for 'Previous' and 'Next Step', a 'Help' icon, and the text 'Payment: Set Payment Options' and 'Step 2 of 3'. A 'Cancel Checkout' button is located in the top right of the form area. A note states: 'Please note: Fields marked with a red \* are required.' The 'BILLING ADDRESS' section includes a 'Special Characters A E N' button and fields for:
 

- \* FIRST NAME: Anita
- \* LAST NAME: Demo
- \* ADDRESS 1: 10 Kice Avenue
- ADDRESS 2: (empty)
- \* CITY: Wharton
- \* STATE/PROVINCE: New Jersey (dropdown)
- \* POSTAL CODE: 07885
- \* COUNTRY: United States (dropdown)

 The 'PAYMENT INFORMATION' section includes a dropdown menu for '\* METHOD OF PAYMENT:' with options: Invoice (selected), Invoice, Credit Card, and Purchase Order. At the bottom of the form are 'Previous' and 'Next Step' navigation arrows.

## Placing Your Order

This is the last page before your order is finished. It displays the products ordered and their description as well as a breakdown of the printing and shipping costs. To complete your order, click on the gray “Place Order” button. To cancel your order, use the gray “Cancel Checkout” button.

Start Shopping Cart Orders My Library My Profile
Welcome, Anita Demo Logout

Checkout
◀ Previous
? Help

Order: Review and place your order for production Step 3 of 3

**Place Order**
**Cancel Checkout**

Items:

Thumbnail	ID	Description	Product	Date Modified	Price
	D-872C12C6	Anita Demo BC	ACE Aerospace Field Sales Business Card	6/26/2008 9:44 AM	\$27.80
	D-44AB26E7	Wharton ENV #10	No. 10 Envelope	6/26/2008 9:47 AM	\$55.20

**Subtotal**    \$83.00

**Handling**   + \$0.00

**Tax**            + \$5.81

---

**Total Price** \$88.81

**Place Order**
◀ Previous

## Order Confirmation

This page confirms your order has been placed. It displays your order number, date and time created, items ordered, total price, and status. To review your order, click on the “Details” link to display a summary of your order.







Start Shopping Cart **Orders** My Library My Profile
Welcome, Anita Demo Logout

Orders
? Help

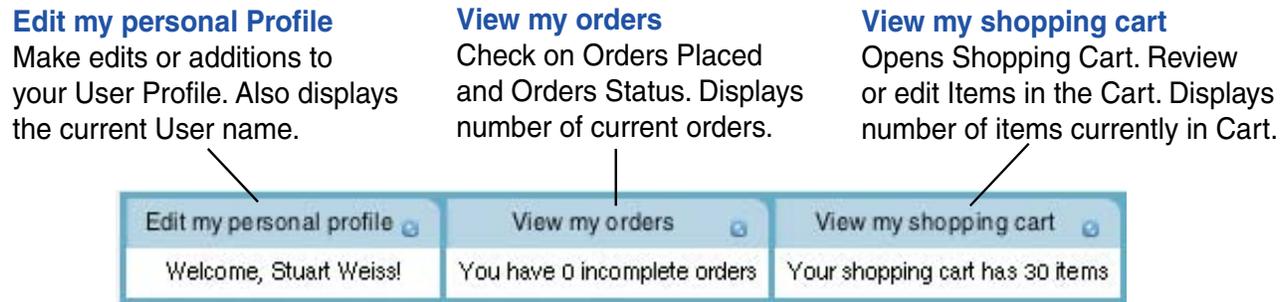
All of your recent and past order submissions can be found here.

View:

Order	Created	Items	Total Price	Status	Options
G-A200B24F	6/26/2008 9:52 AM	Anita Demo BC Wharton ENV #10	<b>\$88.81</b>	<span style="color: green;">?</span> Pending Review	<a href="#">Details</a>

## Navigating the Online Catalog

Our online catalog is designed to make the ordering experience as easy as possible. Here is a breakdown of the buttons found on our system and a brief explanation of their functionality.



**VeriSign Seal**  
Click to view verification of site.



**List View**  
Check the box to change thumbnails to a list of products.

## Navigating the Ordering Process

Here are the buttons you use to create a document and also when placing and editing an online order. Some of these buttons will appear on several different pages.

**Update**  
Updates product layout with current information.

**PDF Preview**  
Launches high quality proof in Acrobat Reader.

**STEP BUTTONS:** These buttons are found on several of the pages used for ordering

**Form Filling Step**  
Adding information to the document.

**Printing Step**  
Print options such as quantity and price.

**Finish Step**  
Adding document to the Shopping Cart.

**Address Look Up**  
Opens database of office locations.

**Previous**  
Returns to Previous step.

◀ Previous Next Step ▶

**Next Step**  
Moves to Next step.

**Add to Shopping Cart**  
Adds document to the Cart.

**Quit Without Saving**  
Cancels current document and any information added.

## Support and Contact Information

NetEZPrint-X offers several different types of support to help you with the ordering process. Please review this document or open the online “Help” section to find answers to your questions before contacting support.

Note: All Support is Available Monday to Friday 8:00 am - 5:00 pm ET.

**Technical Support ..... 973-537-9600 Ext. 21**

**Customer Service ..... 973-537-9600 Ext. 16 Nancy**

**E-mail Support ..... [support@sunsetcorpid.com](mailto:support@sunsetcorpid.com)**

### Live Chat Support

To access "Live Chat Support" click on the button (shown to the right) to launch the service. It can be found at the top of every catalog page. You will be asked a few questions, such as username, E-mail, and type of problem before connection to our support staff.



Note: If Chat service is unavailable, button will display "Chat Offline."