Online Ordering User Guide

Login

https://bsu.compumail.net/login

Q Search

Provided by

FULL LINE
GRAPHICS
A Complete Print Communication Company

PRODUCTION SCHEDULE:
Orders are downloaded on Monday. Be sure to place orders by 2:00 p.m. on Friday to be included in the weekly download. Orders print and ship within 5-10 business days from download date.

CONTACTS:
For Bridgewater State University Polices/Style Guide questions, contact Creative Services and Publications at 508-531-1335.
For order inquiries, email orderinfo@compumail.net

Thank you for using Full Line Graphics.

Username & Password:

If you have not received an email with your username and password, contact orderinfo@compumail.net.

If you have never ordered, contact Creative Services and Publications to request a username and password.

🔒 **LOGIN**

Email or Username

Email or Username

Password

Password

LOGIN

Reset password

To place a re-order click on ORDER HISTORY

For ordering assistance, you may access an online User Guide from any page of the ordering site.

To create a new order click on a Category.

You may need to scroll down to see all categories.

Browser bar:

Bridgewater State University

https://bsu.compumail.net   80%   Search

Bridgewater 1Developer

0

Search Site

PRODUCTS

PROFILE

ADDRESS BOOK

CLICK HERE TO ACCESS USER GUIDE

Provided by

FULL LINE GRAPHICS
A Complete Print Communication Company

PRODUCTION SCHEDULE:
Orders are downloaded on Monday. Be sure to place orders by 2:00 p.m. on Friday to be included in the weekly download. Orders print and ship within 5-10 business days from download date.

CONTACTS:
For Bridgewater State University Polices/Style Guide questions, contact Creative Services and Publications at 508-531-1335.
For order inquiries, email orderinfo@compumail.net

Thank you for using Full Line Graphics.

HOME   BUDGETS   ORDER HISTORY   SHOPPING CART   LOGOUT

Welcome to the stationery ordering site for the Bridgewater State University.

HOW TO PLACE AN ORDER:
Click on the Category you need below. Click on the Product you need. Select a Quantity. Click on the down arrow below Ship To and click on New Address. Create a new address. Once you have created an address, it will always appear in this drop-down.

Click Customize Order. Fill in the information and click Update Preview. Check your proof. You may then click the box next to "Yes, I approve this document." or Save for Later. (If you Save for Later and you want to edit or approve, you will need to click on your Shopping Cart, click on View Saved Items, and click on Continue Design.)

After checking your Shopping Cart for accurate information, click Proceed to Checkout. On the next screen, choose a PO and Account No. from the drop-down. Then click Check Out. You will receive an email when your order is received and another when it has been approved or denied.

RUSH ORDERS must be approved by Creative Services and Publications.
Please call 508.531.1335 before placing a rush order.
Please DO NOT combine RUSH items and standard delivery items in the same Order or we can not guarantee RUSH delivery.

Business Cards

VIEW ITEMS

Letterheads

VIEW ITEMS

Envelopes

VIEW ITEMS

Go back one page
Pull down to show history

HOME   BUDGETS   ORDER HISTORY   SHOPPING CART   LOGOUT

BRIDGEWATER
STATE UNIVERSITY

👤 Bridgewater 1Developer

0

Search Site   🔍

PRODUCTS   ▸

Recently Viewed

⬛ Envelopes

PROFILE

ADDRESS BOOK

**CLICK HERE
TO ACCESS
USER GUIDE**

Provided by

**FULL LINE
GRAPHICS**
A Complete Print Communication Company

PRODUCTION SCHEDULE:
Orders are downloaded on Monday. Be
sure to place orders by 2:00 p.m. on
Friday to be included in the weekly
download. Orders print and ship within
5-10 business days from download
date.

CONTACTS:

Envelopes

All Products / Envelopes   Sort by   Default   ▾

BSU No. 10 Envelope-Style 1

VIEW DETAILS

BSU No. 10   neric-

VIE

Some products require
customization and others do
not. Both are explained in this
guide.

Click on a **Product.**

You may need to scroll down
to see all products.

BSU No. 10 Envelope-Generic-
Style 2

VIEW DETAILS

BSU No. 10 Window Envelope

VIEW DETAILS

BSU No. 10 Window Envelope-
Generic

VIEW DETAILS

BSU No. 10 Envelope-Style 1 ☓ +

https://bsu.compumail.net/product/BUR10-1   80%   C   Q Search

HOME   BUDGETS   ORDER HISTORY   SHOPPING CART   LOGOUT

All Products / Envelopes / BSU No. 10 Envelope-Style 1

BSU No. 10 Envelope-Style 1

RUSH ORDERS must be approved by Creative Services and Publications. Please call 508.531.1335 before placing a rush order.

If you have permission to RUSH this order, Click the arrow and select **Yes.**

Do not combine RUSH items with Non-RUSH items on the same order. It could delay your rush order.

Select a **Quantity** from the dropdown.

Quantity

500

Rush This Order?

No

DESCRIPTION

With ghosted image

RUSH ORDERS must be approved by Creative Services and Publications. Please call 508.531.1335 before placing a rush order.

Price $155.01

Select a **Ship To** location from the dropdown.

Ship To

Select one

Click on **CUSTOMIZE ORDER**

For non-customizable products please continue to page 8.

CUSTOMIZE ORDER

BACK TO CATALOG   SHOPPING CART

After you have customized your order, click update preview below. Check your proof carefully. Your order will print exactly as shown.

Department, Office or Other

Building *

Room No.

Page Number: 1

Preview Size: Standard

Update Preview

To change the size of the preview select from the 'Preview Size' dropdown

Fill in the variable fields where applicable that you would like printed and make selections from the drop-down boxes.

Then click **Update Preview**

You may need to scroll down to see all fields.

*Update Preview required

Update Preview

Yes, I approve this document.

Cancel   Save for Later   Add to Cart

Customize Document

https://bsu.compumail.net/product/BUR10-1/f10e73dd-e523-47b9-ab3f-04   80%   Search

HOME   BUDGETS   ORDER HISTORY   SHOPPING CART   LOGOUT

BRIDGEWATER
STATE UNIVERSITY

After you have customized your order, click update preview below. Check your proof carefully. Your order will print exactly as shown.

All required items have been completed.

Department, Office or Other
Academic Achievement Center

Building *
26 Summer Street

Room No.
123

Page Number: Preview Size:
1   Standard   Update Preview

Check your visual proof carefully.

If you would like a pdf proof to print or email, click **Save for Later.** (See next page to view saved items and download pdf proof.)

When you are ready to approve your document, click **Yes, I approve this document.** Then click **Add to Cart.**

Update Preview required

Update Preview

☐ Yes, I approve this document.

Cancel   Save for Later   Add to Cart

![Browser window showing the Saved for Later page]

Saved for Later

BSU No. 10 Envelope-Style 1

Price: $155.01
Quantity: 500
Added on: 9/19/2017

EDIT OPTIONS OR QUANTITY

CONTINUE DESIGN

DOWNLOAD PDF

REMOVE

Bridgewater 1Developer

$155.01   1

Search Site

PRODUCTS

HOME   BUDGETS   ORDER HISTORY   SHOPPING CART   LOGOUT

Wait a moment for the button to change from 'Generate Proof' and click on **DOWNLOAD PDF**

Another window will open giving the choice to view or download a pdf proof. You may print or email this proof if you wish.

Click **CONTINUE DESIGN** to approve or make changes and 'Add to Cart'.

Browser tabs: Pressero - Site Users | BSU No. 9 Business Reply En... | +

https://bsu.compumail.net/product/BU9BREacademicaffairs — 80% — Search

HOME   BUDGETS   ORDER HISTORY   SHOPPING CART   LOGOUT

BRIDGEWATER STATE UNIVERSITY

TO ORDER A NON-CUSTOMIZABLE PRODUCT

All Products / Academic Affairs / BSU No. 9 Business Reply Envelope - Academic Affairs

BSU No. 9 Business Reply Envelope - Academic Affairs

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 5 BRIDGEWATER, MA

POSTAGE WILL BE PAID BY ADDRESSEE

ACADEMIC AFFAIRS
BRIDGEWATER STATE UNIVERSITY
131 SUMMER STREET
BRIDGEWATER MA 02324-9971

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

Click To...

DESCRIPTION

RUSH ORDERS must be approved by Creative Services and Publications. Please call
508.531.1335 before placing a rush order.

RUSH ORDERS must be approved by Creative Services and Publications. Please call 508.531.1335 before placing a rush order.

If you have permission to RUSH this order, Click the arrow and select Yes.

Do not combine RUSH items with Non-RUSH items on the same order. It could delay your rush order.

Quantity

500

Rush This Order?

No

Price $122.77

Ship To

Select one

Select a Quantity from the dropdown.

Select a Ship To location from the dropdown.

Then click ADD TO CART.

ADD TO CART

BACK TO CATALOG   SHOPPING CART

Browser chrome:

Tabs: Pressero - Bridgewater State | Shopping Cart | Spending Accounts | New Tab | +

Address bar: https://bsu.compumail.net/cart — 80%

Search

Shopping Cart

Navigation: HOME   BUDGETS   ORDER HISTORY   **SHOPPING CART**   LOGOUT

BRIDGEWATER STATE UNIVERSITY

Shopping Cart

Please **DO NOT combine RUSH items and standard delivery items in the same Order or we can not guarantee RUSH delivery.**

> This is your **Shopping Cart.** To add another item click **CONTINUE SHOPPING.**
>
> **Do not combine RUSH items with Non-RUSH items on the same order. It could delay your RUSH ORDER.**
>
> When you have finished adding all the items you want in your shopping cart, review your order and click **PROCEED TO CHECKOUT** or **SAVE FOR LATER.**

1 Item Shipping To

Andrea Test
Compumail
298 Captain Lewis Dr.
Southington, CT 06010
3334445555

Shipping options

Shipping Included $0.00

BSU No. 10 Envelope-Style 1   500 $155.01

PROOF

DUPLICATE   SAVE FOR LATER   EDIT   REMOVE

Ship To

Andrea Test, Compumail, 298 Captain Lewis Dr., Southington, CT

Details

Quantity = 500
Rush This Order? = **No**

ORDER SUMMARY

1 product shipping to 1 location

Items:	$155.01
Shipping:	$0.00
Total Before Tax:	$155.01
Estimated Tax:	$0.00
Order Total:	**$155.01**

CONTINUE SHOPPING

PROCEED TO CHECKOUT

AVAILABLE BUDGET(S)

P0099999-000000 $20,000.00
Approvers PO

Checkout

Purchase Order & Account Code (required)

Please Select

Payment Method

○ Check Out

ORDER SUMMARY

2 products shipping to 1 location
Items: $310.02
Shipping: $0.00
Total Before Tax: $310.02
Estimated Tax: $0.00
Order Total: **$310.02**

EDIT QUANTITIES OR SHIPPING OPTIONS.

CHECK OUT ⊙

Select your 'Purchase Order & Account Code'
from the dropdown list and click **CHECK OUT.**

Order Item Summary

(2) Item Shipping To Compumail

Description	Quantity	Price
BSU No. 10 Envelope-Style 1	500	$155.01
BSU No. 10 Envelope-Style 1	500	$155.01

The 'Order Summary' appears when the order has been submitted.

When your order is submitted for approval, you will receive a 'New Order' email.

When your order is approved or denied, you will get an 'Order Approved' or 'Order Denied' email.

When it is shipped you will receive an 'Order Completed' email which includes a tracking number.

Click **Print Summary** to print the Order Summary

For a PDF of your order click on the proof link.

Browser window:

Order Summary

https://bsu.compumail.net/complete/15   50%

Search

HOME   BUDGETS   ORDER HISTORY   SHOPPING CART   LOGOUT

Thank you for your order. A summary of your order is below. You may want to print this page for your records.

Order #1551

REORDER

PO Number	n/a	
Order Date	9/19/2017 9:50 AM	
Subtotal	$310.02	
Shipping	$0.00	
Total	$310.02	

Bill To
Accounts Payable
Bridgewater State University
131 Summer Street
Boyden Hall
Bridgewater, MA 02325
DepartmentTest Department

Ordered By
Bridgewater 1Developer
karna@compumail.net

Notes

Print Summary

BSU No. 10 Envelope-Style 1   Approved

PROOF

QTY   500
Price $155.01
Item Number: 2

REORDER

000155100002

Details
Quantity = 500
Rush This Order? = No

Files
proof_1551-2-.pdf

Status
9/19/2017 9:50 AM
Order Received
Bridgewater 1Developer <karna@compumail.net>

Preview

PROOF

Shipping Method
Name Shipping Included
Carrier NONE

Approved Text
Yes, I approve this document.

Ship To
Andrea Test
Compumail
298 Captain Lewis Dr.
Southington, CT 06010
3334445555