



ONLINE ORDERING SYSTEMS

Client User Guide

Online System User Guide

ALCOM ONLINE ORDERING SYSTEM

www.podonline.com/alcom

© POD Online Systems c/o Alcom
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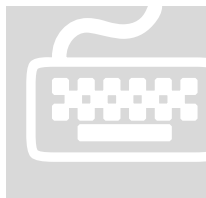


Log onto the System

Internet Access Required

TO Log onto the system from any browser go to :

<http://www.podonline.com/alcom>



Each user has been setup with a user name and password.

(This information should have been supplied to you)

Click: Please Sign In

- Enter your email address
- Enter the password that has been supplied to you

You will see: Welcome <your name> <your company name>

You are now logged into the system and may place orders, view your order history or perform administrative tasks.

Placing an order

1. Select a Category (displayed on the left side of your screen)
Products associated with the selected category will appear
2. Enter the quantity desired next to the product
3. Click the “Order” button near the quantity entered
4. The product will be added to your shopping cart

Repeat steps 1, 2 & 3 until you are finished placing your order.

Ordering Customized Products

1. Select the product you wish to customize
2. At the top of the screen you can view sample customized images of the product selected
3. Fill out the information you would like to have on the product you selected
4. Click the “Proof PDF” button
5. You will now see the information you supplied on the product you selected. Please review the proof carefully; you may make changes in the next step if desired. Click the “Close” button when done
6. You can select “Change Proof” which will allow you to add, modify or delete supplied information <Repeat steps 3 and 4 above as necessary until you are completely satisfied with your product>

AND/OR

7. You can select “Proof Approved No Changes” which will complete this product and add it to you shopping cart. **This selection means are completely satisfied and are giving your approval for this item to be printed for you.**

Ordering Mailing Products

1. Select the product and complete the steps in the Customized Products Section
2. You will be now prompted to supply a mail list or purchase a mail list. Please select the appropriate icon below for detailed instructions on Uploading a File or Purchasing a Mail List.



Upload a File



Mail List Purchase

Check Out

1. Click “Checkout”
2. Verify your Shipping and Billing Information
 - a. Edit as necessary
 - b. If you have Address Book contacts saved (see next page) you can choose a contact from the list. This will automatically fill in the fields with the contact information
 - c. Billing information is used for accounting allocations or actual billing
3. Click “Continue Checkout”
4. Select the shipping carrier and method you require for your order
 - a. Carriers include UPS, FedEx, USPS or Arrange Own Shipping
 - b. Enter Delivery Instructions if necessary. This is required if “Arrange Own Shipping” is selected.
5. Click “Continue Checkout”
6. Confirm Order page appears. If everything is correct, click “Confirm”
7. System Order Confirmation Receipt will appear to indicate that your order is completed. This information will be automatically emailed to you.

My Account

This is a general account profile for you. You can modify this section as you see fit.

Remember the demographic and system information is what allows you to place orders via the electronic ordering system. This also will ensure your order is shipped to the correct destination.



Order History

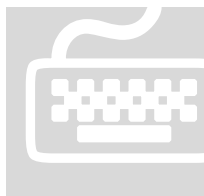
This area will store all orders you have placed.

- Click on the Order Number - displays order details
- Click on the Airplane to Track your shipment

My Address Book

- **This personnel address book is used to store additional contacts and shipping information.**

Electronic Ordering Solutions with worldwide distribution



For support email:

helpdesk@podonlinesystems.com

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