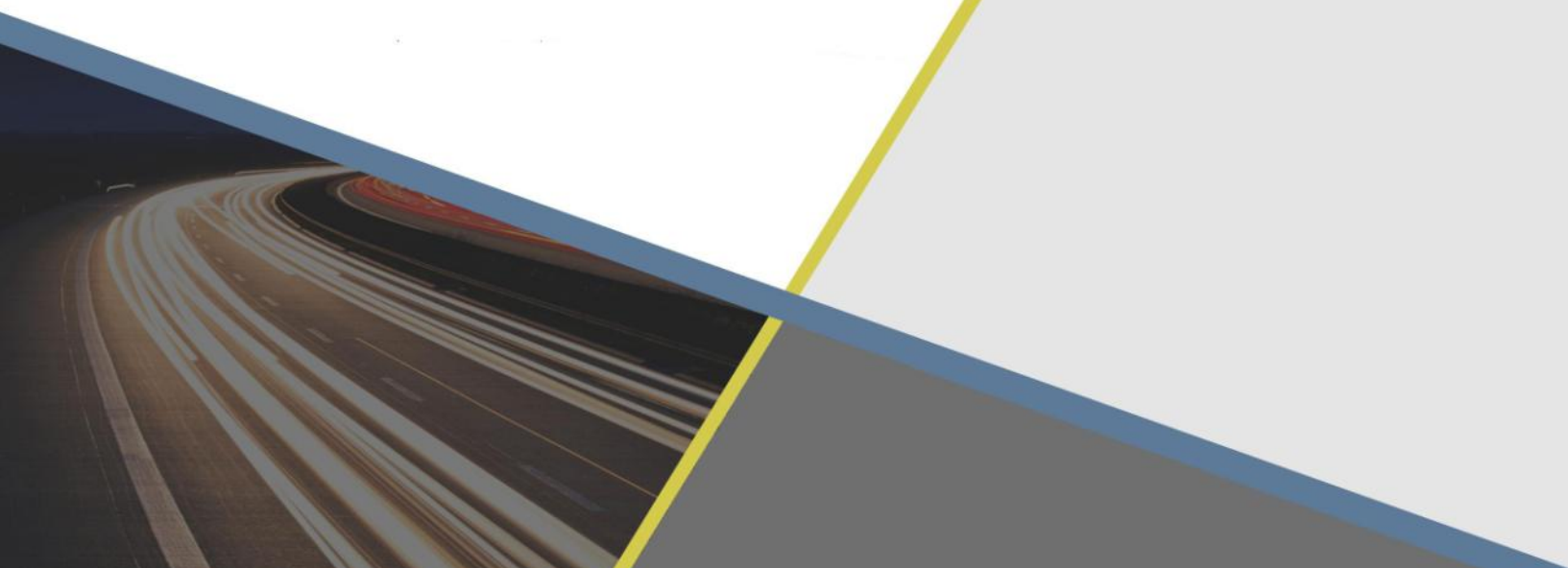


# ProcureLink2.0

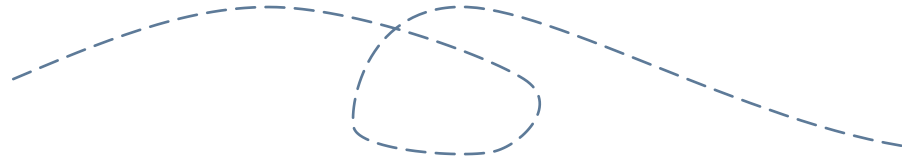
*eManaging Your Brand Identity* ● ● ● ●



{ **In Demand. On Demand.** }



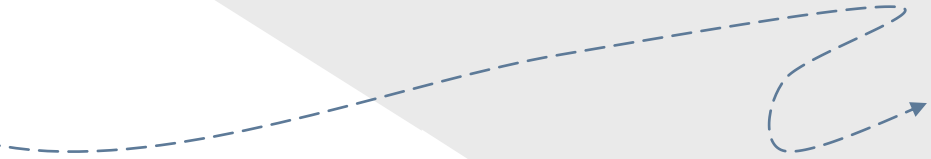
{ in demand. on demand. }



What does it mean to be in demand? It means to be an industry leader and innovator. It also means that you value your clients - and value their opinions. Nearly two decades ago executives at The Regal Press, Inc. acknowledged an issue that was repeatedly voiced by their clients - Why can't the ordering process be easier? Why can't our clients receive the products they need, when they need them?

After years of research, advancement in technology, and software development - ProcureLink® was born, and the once dreadful question of *why?* became not so dreadful. Now Regal is happy to answer the question our clients pose - why can't we have it all?

...you can !



ProcureLink® allows you to order what you need...when you need it. We appreciate that you may not need 10,000 window envelopes next Tuesday, or 1500 business cards for the boss' son during his 2-week internship...

**On-Demand** ordering capabilities will reduce costs and minimize waste - it may also make Bob from accounting happy too.



{ online ordering...simplified }



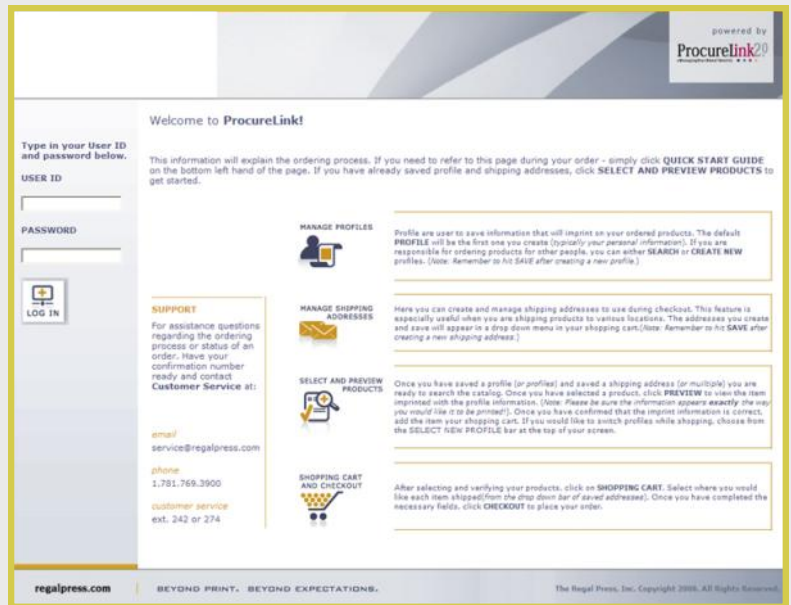
We know you have enough on your plate already, that's why we created a system that is **streamlined**, user-friendly and efficient. Whether you are ordering for yourself, or for the whole office - ProcureLink® allows you to get in, get out, and get on with your day (*if only that 3:00 a.m. conference call with Tokyo was that simple...*) Take a look at what **simple** looks like... from sitting down to your computer to receiving your new stationery.

# step 1: Login

Once we have set up your new ProcureLink® site - or linked it to your company's network, you are good to go!

The Login page features our *Quick Start Guide* - which will help get you get going on your path to ordering ease.

When you are ready to get started, simply enter your unique user ID and password (your company can decide the format of user ID, for example the name portion of your company's email system like - [jsmith@yourcompany.com](mailto:jsmith@yourcompany.com))



{ psssst! theres more... }

## step 2: Profile Management

The screenshot displays a web form for profile management. At the top, there are three numbered steps: 1. Manage Profiles and Existing Addresses, 2. Select New Profile, and 3. Shipping Cart. The main form area is titled 'Please enter the following information where appropriate'. It includes sections for 'Cost Center', 'First Name', 'Title Line 1', 'Title Line 2', 'Address Information' (with fields for Address Line 1, Address Line 2, City, State, and Zip Code), and 'Contact Information' (with fields for Telephone, Home Office, Mobile, Pager, and Fax). There is also an 'E-Mail' field and an 'Imprint Address' field. The form is powered by ProcureLink and has a sidebar with navigation options like Shipping Addresses, Products, Shopping Cart, Order History, Company Info, and Support.

The profile information defines the what will be printed on your company's various corporate identity products. Once you have saved a profile it is easily available every time you sign in.

If you are ordering for multiple employees in your office you can even save and manage as many profiles as you want! This makes ordering multiple products for numerous people **fast** and **simple**.

A ProcureLink® team manager will help you decide what imprint fields to include, and make suggestions on time-saving tips such as when to use a drop down box to make the process even more efficient.

## step 3: Shipping Address Management

We are constantly developing new ways to save you time - and one of those ways is our shipping address management feature. Now you can create and save **multiple** shipping profiles, and quickly access them during the checkout process.

This feature is especially useful when ordering multiple products and shipping them to multiple locations - all in one order...makes sense right?

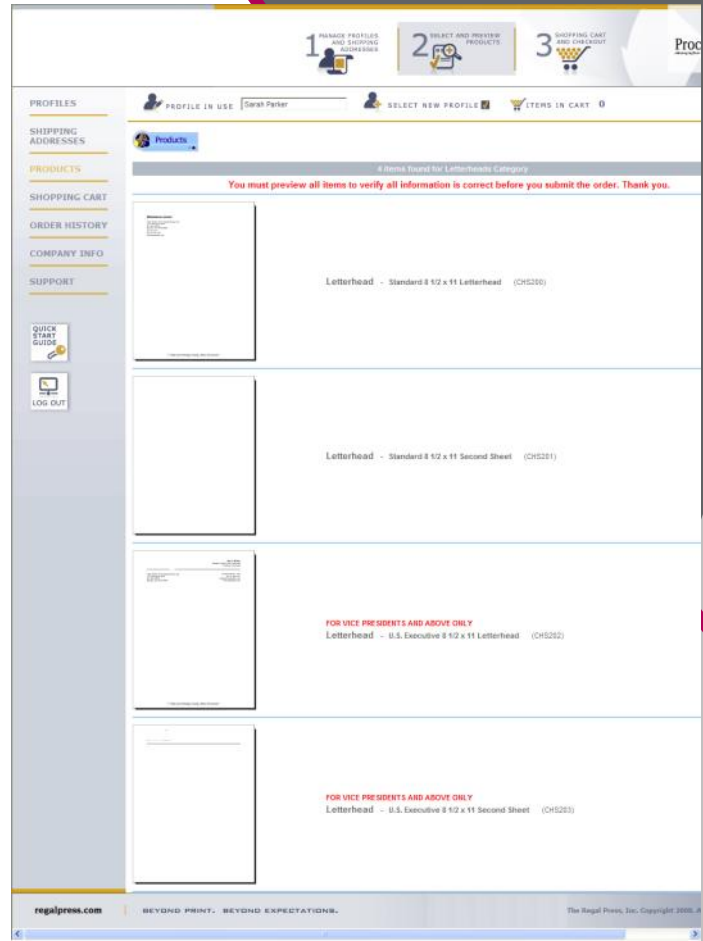
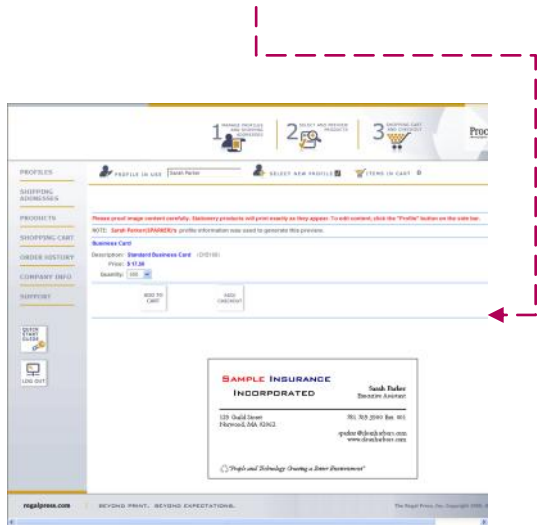
{ why didn't I **think** of that? }

# step 4: Product Catalog



Once you have saved your profile (or many!) you are ready to shop through the product catalog. You can organize your various collateral pieces however you want, for example; business cards, letterhead, envelopes etc...

Once you find the product you need, click preview to **instantly** see what it will look like printed with your profile information.



As soon as you confirm that all of the information is correct, and your item looks exactly the way you want it printed - you can add it to the shopping cart. Click *Add/Checkout* if you are finished shopping, if not - you can return to the product catalog and continue ordering. Click *Select New Profile* if you would like to preview and order products for another profile.

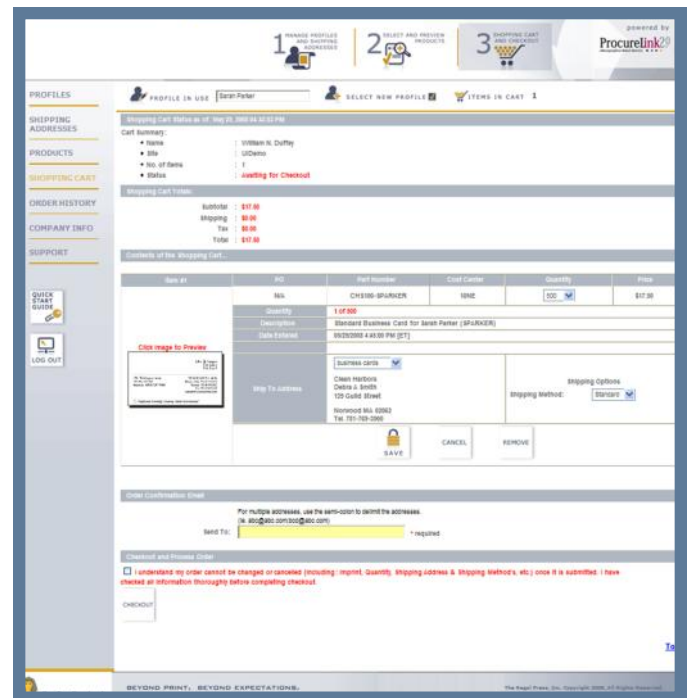
# step 5: Shopping Cart & Checkout



When you have finished shopping the product catalog, click *Shopping Cart* to checkout. In the shopping cart you can view your various products, and pick the desired shipping addresses for your items.

If your company requires an approval process a field can be incorporated in the shopping cart. Once an order has been executed, the approver will receive an email that includes an image of the item, and an approve or deny option. We can also incorporate a multi-tier approval chain if desired.

After reviewing your cart, click *Checkout* to send your order. ProcureLink® will then send an email notification summarizing the order. You will also receive an email once your product has been shipped!



{ that was easy... }

{ and yet there's **more!** }



Archived Order History



Automatic Email Notification



Automatic Shipping Notification



Custom Site Design



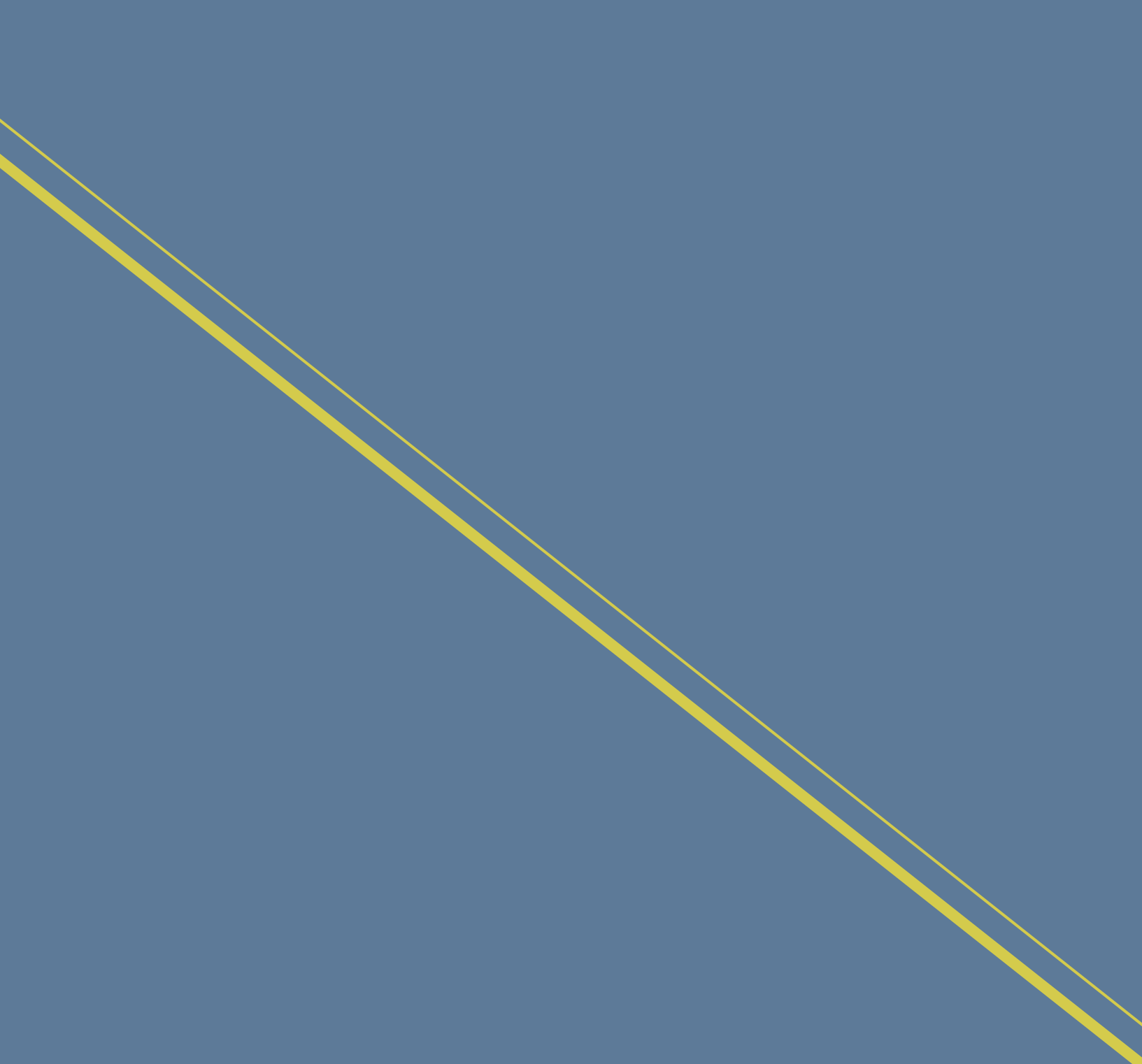
Dedicated Customer Service Representative

Please contact us  
for more information  
on



and

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