

# NORDSTROM

## **Print Store**

**Instruction Guide**



# Login Screen

To order your replenishment menus follow the link to the AG Nordstrom Print Store at:

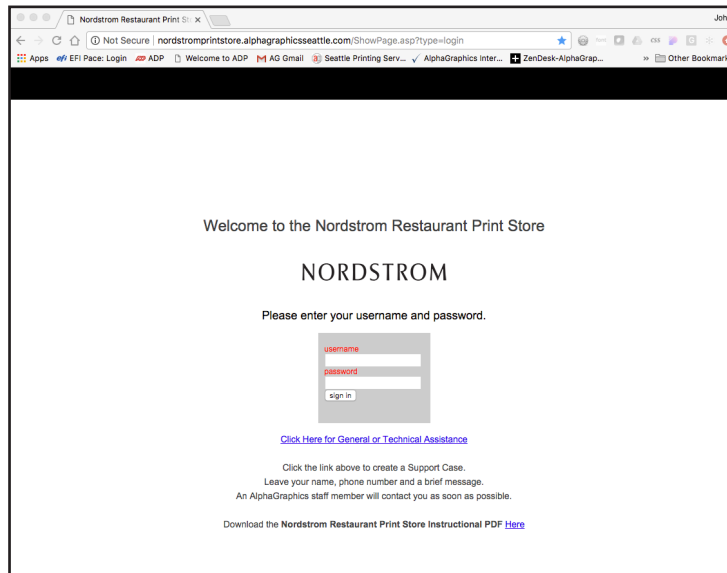
[nordstromprintstore.alphagraphicsseattle.com](http://nordstromprintstore.alphagraphicsseattle.com)

Log in with your User Name and Password (example below).

User Name = StoreXXX (for example Store001, Store830, Store600)

Password= Nordstrom (not case sensitive)

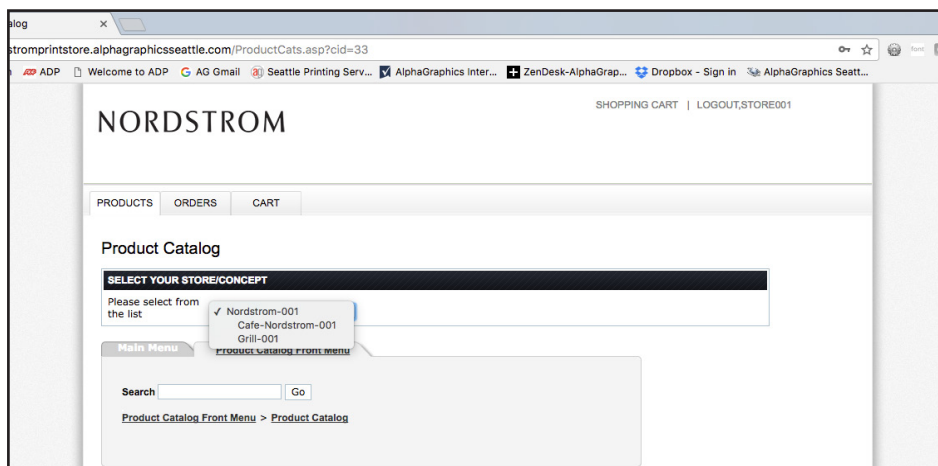
Please **do not** change the User Name or Password



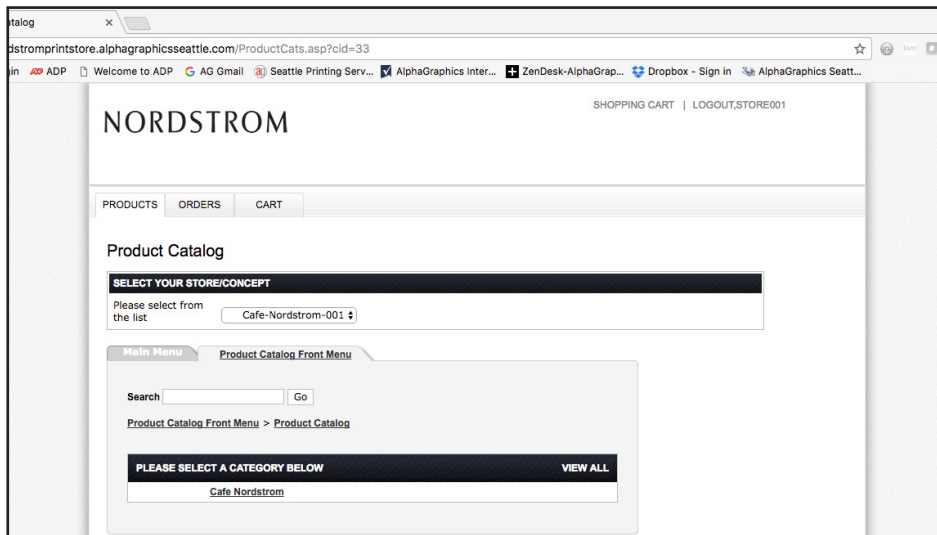
# Product Catalog Screen

## General Ordering Instructions

Step 1 - Use the drop down menu within the Division box to choose your concept.



Step 2 - Click "View All" to bring up all the products available for your concept.

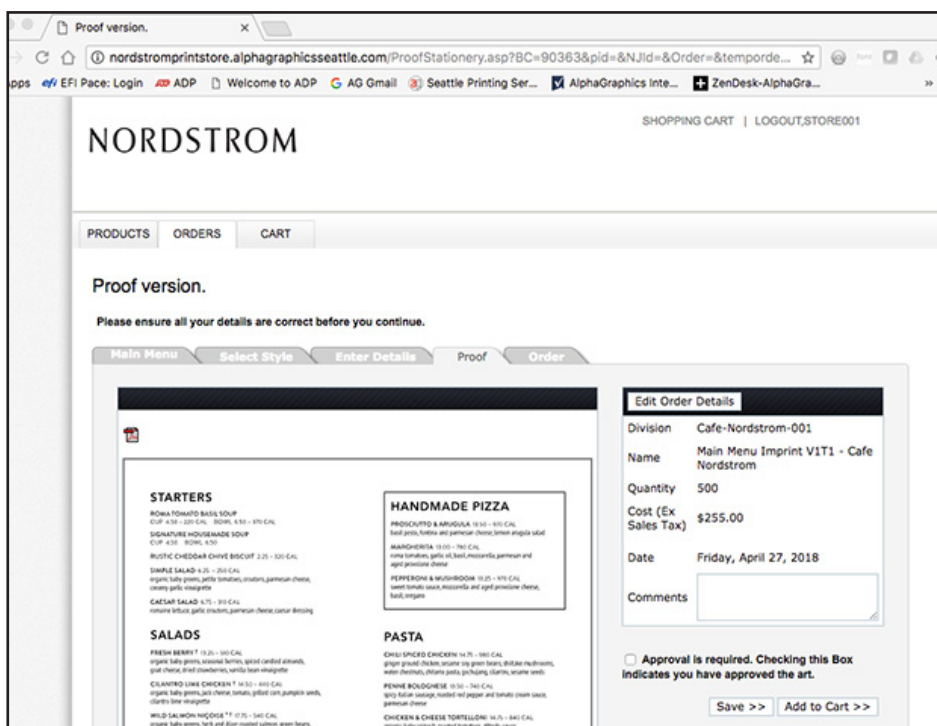


Step 3 - Click the "Select" button to the right of the product/item you would like to order.

Step 4 - On the next screen select the desired quantity using the drop down menu at the bottom of the page then press "Next" to proceed or "Back" to choose another item.

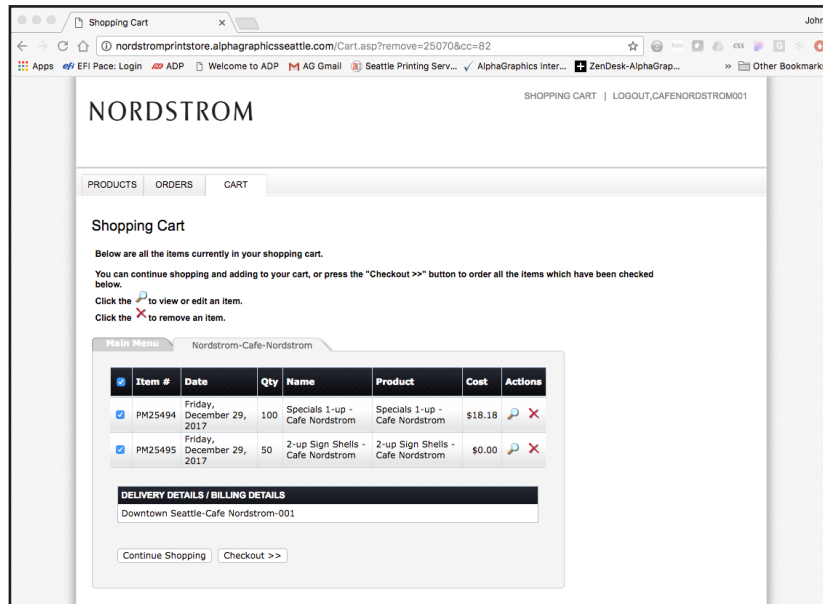
Step 5 - On the next screen review the image to ensure it has the proper content for your product (POD Menus and/or Specials). If ordering Print on Demand (POD) menus verify you have chosen the correct version and tier located on the bottom right corner of the front page of the artwork.

Step 6 - Review and if correct click the "Approved" button below the orders details window and then click "Add to Cart". If the item is not correct click the "Products" tab in the upper left of the window to return to the Product Catalog.



# Shopping Cart Screen

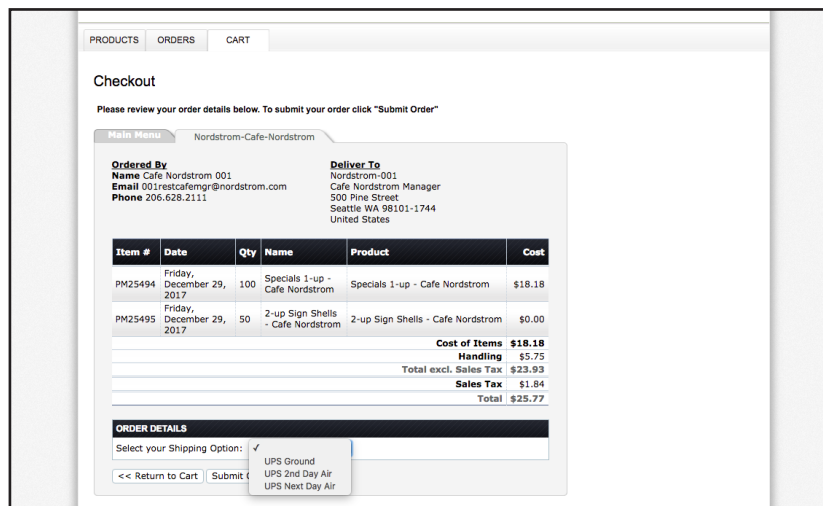
This is where you will review the entire order. You can remove items by clicking the X icon to the right of that line item or view the items details by clicking the spyglass icon. Click the “Continue Shopping” or “Checkout” button to proceed.



# Checkout Screen

The **Checkout** page displays your order details including delivery information. Orders are processed weekly on Mondays at noon and will be shipped no later than Friday. UPS Ground is the default shipping method but can be changed to UPS 2nd Day Air or Next Day Air using the drop down menu located in the **Order Details** box. Once you have selected the shipping method of your choosing please review your cart and click submit order to complete your transaction.

Upon submitting your order you will receive an order confirmation email followed by a shipping confirmation email once your order has shipped and an invoice email once the order has been billed.



# Main Menu Tab

This page displays contact information for **Technical Assistance** and/or **General order** related questions.

Support Hours: **M-F 8:30am to 4:30pm**

