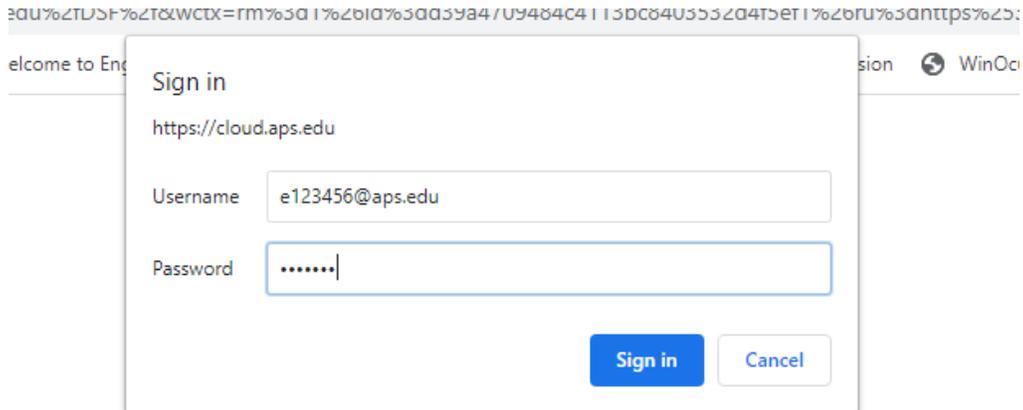
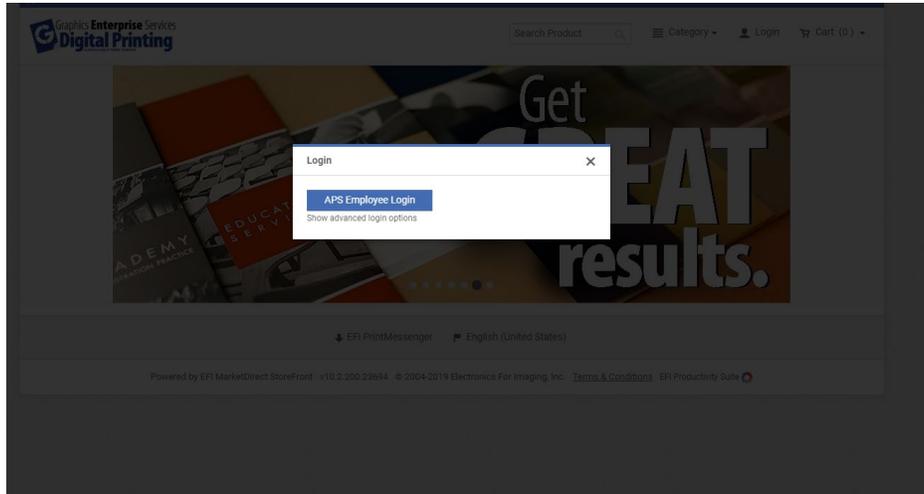


Storefront.aps.edu

1. Click on APS Employee Login

Storefront is tied into Active Directory. It should automatically log you in if you are using your APS assigned computer. If not, you will be prompted to enter your APS credentials. You will need to enter your employee number as shown below. Your password is the same as your APS password.



2. Click on APS Upload and Printing. To begin select "Order" on the category that you would like to print.

Home Administration Help Contact Us

Graphic Enterprise Services
Digital Printing

Search Product Category User Cart (0)

LOGIN or REGISTER as a new user

APS Employee Login

User Name

Password

Remember User Name

Login Forget Your Password?

New User? Register

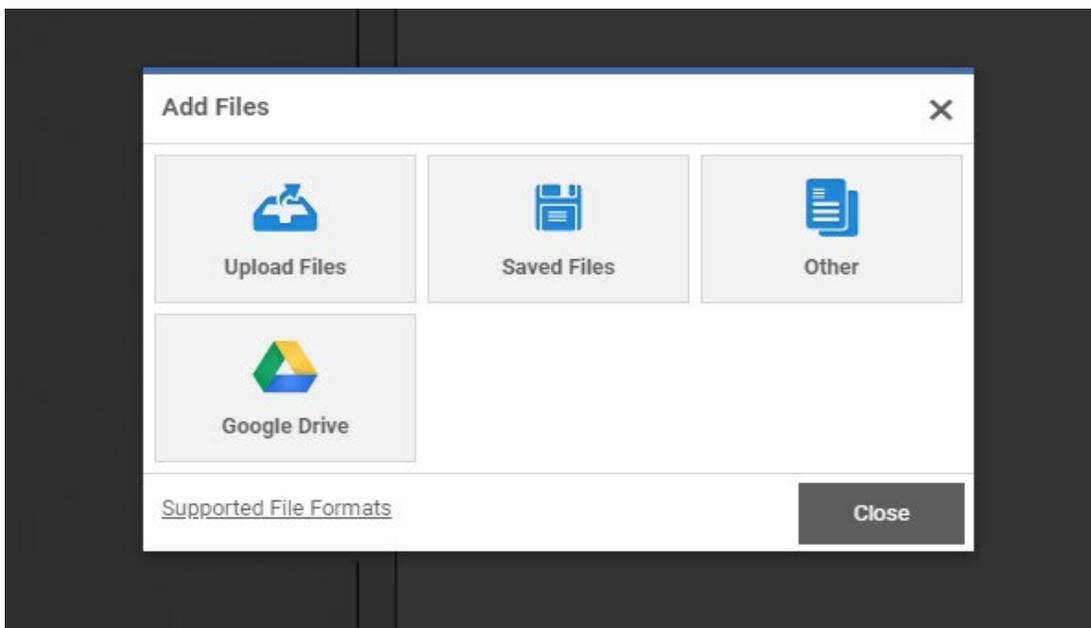
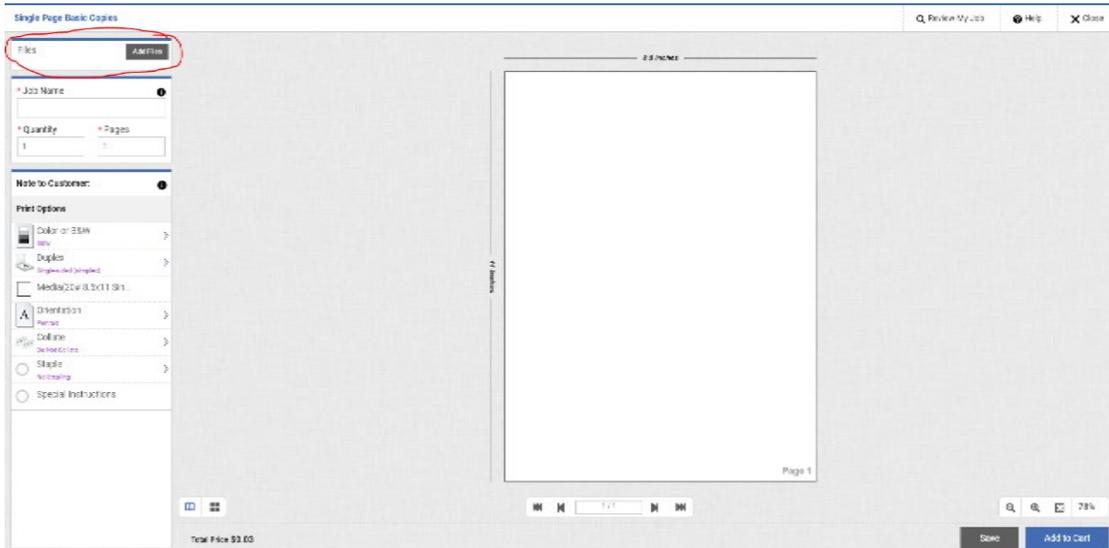
FEATURED CATEGORIES

- APS Upload and Printing
- APS Stationery
- APS District Forms
- APS Curriculum
- APS Agendas/Calendars
- APS Secure Printing

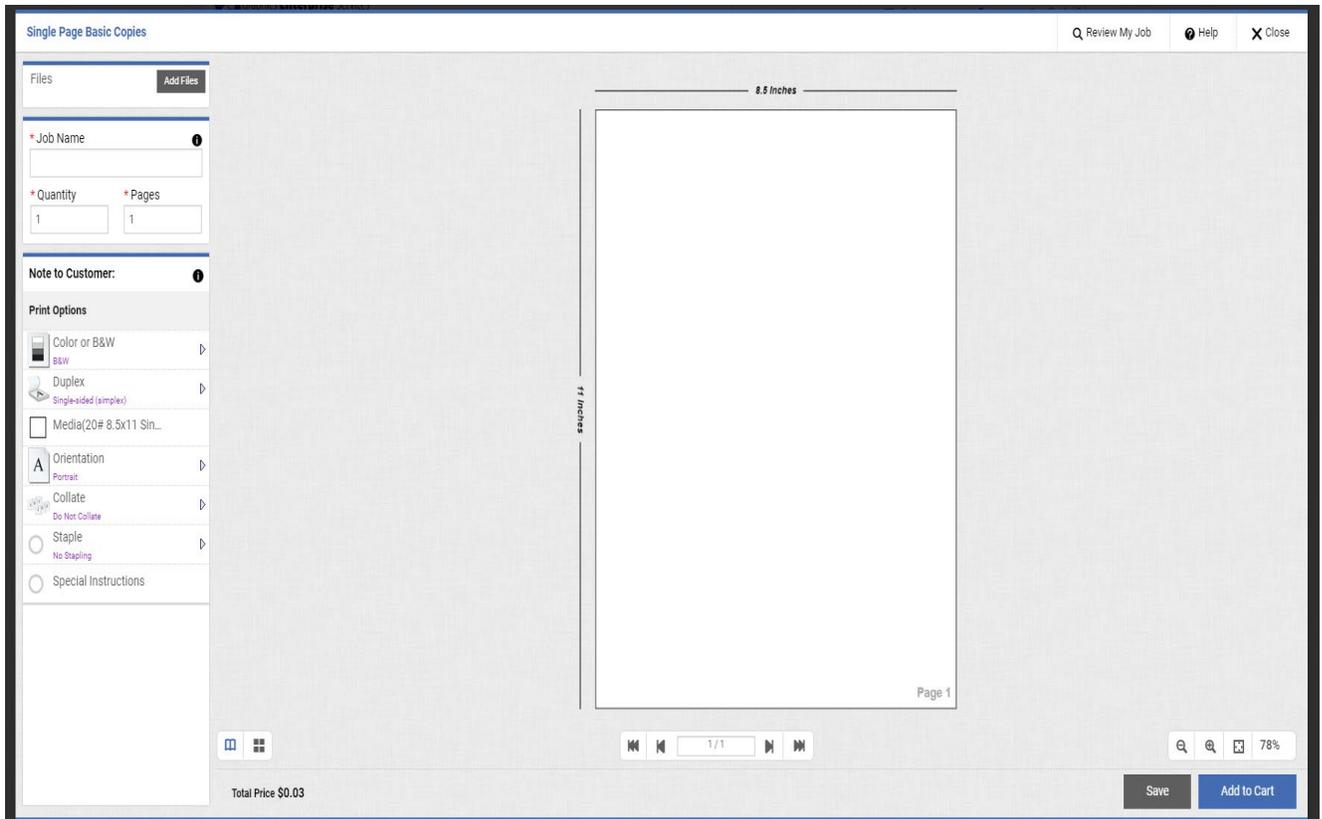
IN THIS CATEGORY:

- Single Page Basic Copies
Single/Double Sided Printing
Color or Black and White
Order
- Documents Printing
Multi-Page, Color or Black & White Printing
...
Order
- Flyers
Color or Black and White
Order
- Brochures
Single page folded
Order
- NCR Forms
Full page sizes
Half page sizes
...
Order
- Postcards/Invites
Order
- Posters/Banners
Order

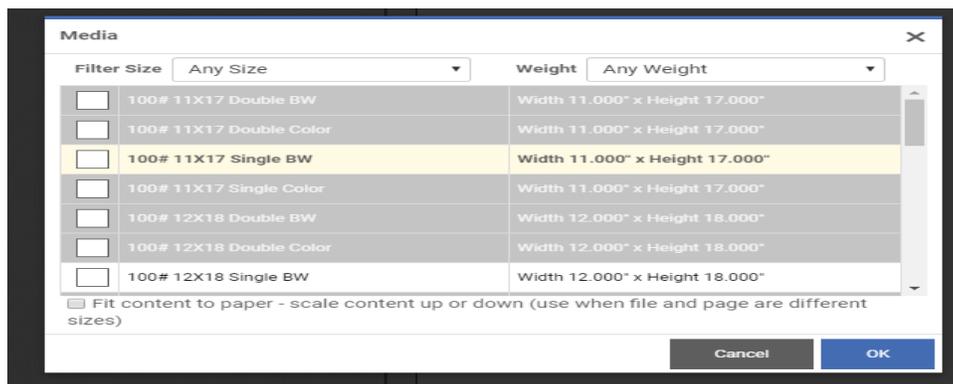
3. Select “Add Files” in the upper left corner. You’ll then select upload, saved, or other. Upload is to upload new files, saved is to retrieve any old files you might have used in the past, and other is for hard copy submissions. For this option you will have to select from the drop down and name the file, number of originals, and any special instructions you might have.



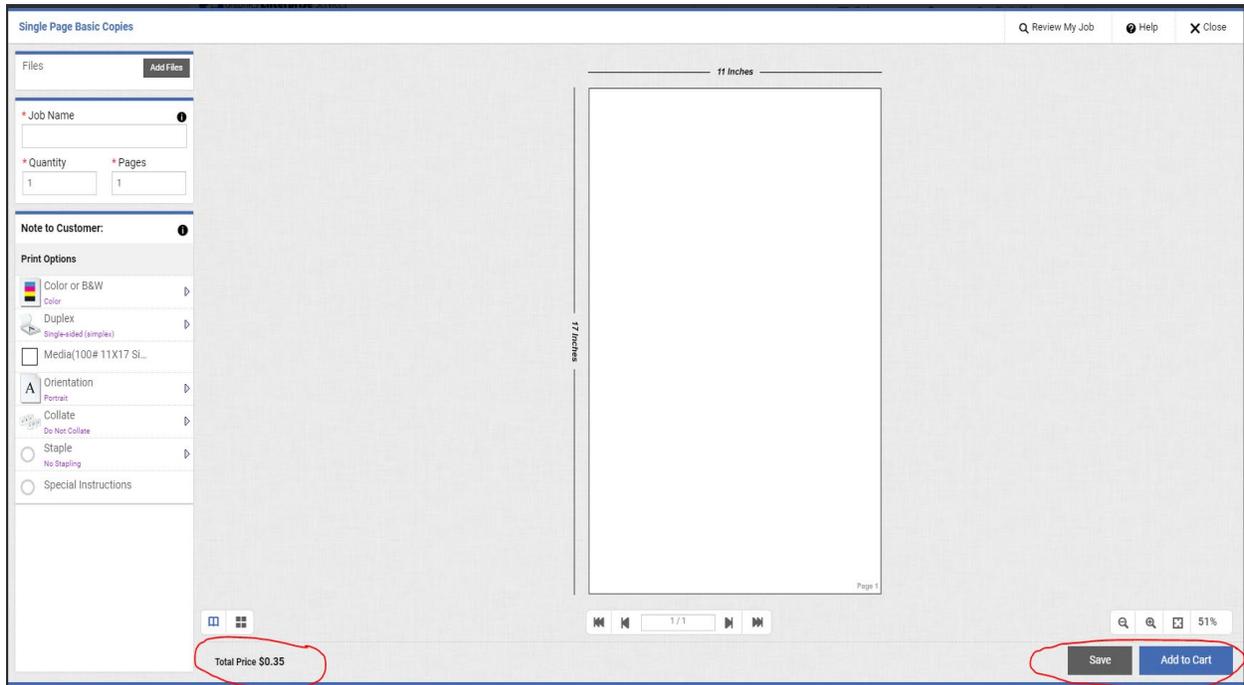
4. Enter a Job Name along with quantities need and total number of pages in your file. You may then select print options; color, double/single sided, paper and paper size, orientation, collate and staple. If you require any special printing instructions you may click on the box and type in any instructions you may have for your print specialist.



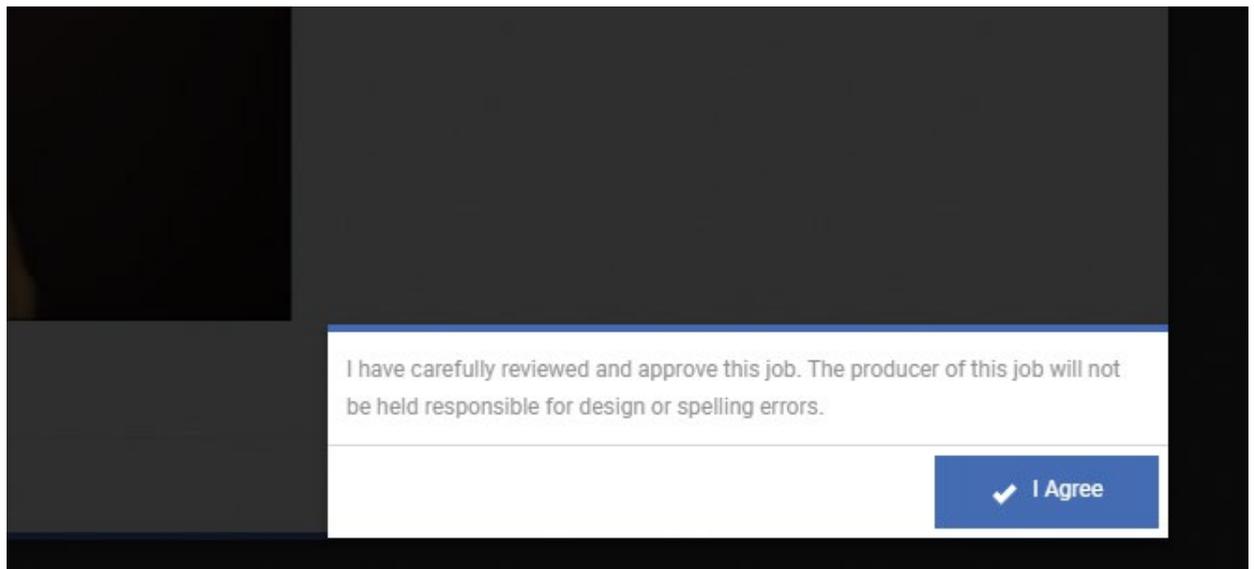
Please Note: The system is set up to recognize compatible paper with selected color option and duplex option. E.g., if you select B&W, single sided option you will only be able to select compatible paper and size media for that option. All incompatible options will be grayed out.



5. You will find your quote on the lower left hand side of the screen. You will need to save your job. You may click on Add to Cart but please keep in mind that you cannot fully check out until a PO is submitted.



6. You will need to acknowledge that you approve the job before you can check out.
Please Note: Upon approval the job will print as seen in preview and you will be responsible for payment.



7. You will find your cart in the upper right hand corner. Click on Proceed to Checkout.

Home Administration Help Contact Us

Graphics Enterprise Services
Digital Printing

Search Product Category Cart (2)

CART

Due Date: FRI March 13 2020 14:00

Selected Print Shop: APS Graphics

Products	Quantity	Total
Test for AnnMarie Item Name: Single Page Basic Copies	1	\$0.31
Dog Photo Item Name: Single Page Basic Copies	1	\$0.31

Subtotal: \$0.62
Taxes: \$0.00
Total: \$0.62
Price subject to change.

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT

EFI PrintMessenger English (United States)

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8. You will have the option of choosing your job to be delivered via APS Mail Center or you may pick up your order at GES. From there click on Proceed to Payment.

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Graphics Enterprise Services
Digital Printing

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type.

- APS Mail Center
- Customer Pick-Up

United States
None
administrator

Hours Of Operation
Sun : Closed
Mon-Fri : 7:30 AM-4:00 PM
Sat : Closed

Save Cancel

Products

Test for AnnMarie	
Item Name: Single Page Basic Copies	
Qty	Total
1	\$0.31
Dog Photo	
Item Name: Single Page Basic Copies	
Qty	Total
1	\$0.31
Test for AnnMarie	
Item Name: Single Page Basic Copies	
Qty	Total
1	\$0.31

Subtotal: \$0.93
Shipping: \$0.00
Taxes: \$0.00
Total: \$0.93
Price subject to change.

CONTINUE SHOPPING PROCEED TO PAYMENT

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9. Enter your PO number before proceeding to Place my Order.

The screenshot shows the checkout process for Graphics Enterprise Services Digital Printing. The page is divided into three steps: Shipping, Payment, and Finish. The Payment step is active, and a message prompts the user to enter a valid PO Number or call 505-842-3696 for credit card payment. The Payment Method section has two options: CC Authorization Number and PO Number. The PO Number option is selected, and a text input field for the PO Number is highlighted with a red circle. The Products section on the right lists three items: 'Test for AnnMarie' (Single Page Basic Copies), 'Dog Photo' (Single Page Basic Copies), and another 'Test for AnnMarie' (Single Page Basic Copies). The subtotal is \$0.93, shipping is \$0.00, and taxes are \$0.00, resulting in a total of \$0.93. At the bottom, there are buttons for 'CONTINUE SHOPPING' and 'PLACE MY ORDER'.

10. You will receive an Order Confirmation.

The screenshot shows the Order Confirmation page. It starts with a 'Thank you for your order!' message and a note about store pickup. The order details are as follows:

Order Number: 779	Status: User approved As of 3/3/2020 2:04:25 PM MST	Order Date: 3/3/2020 2:04:25 PM MST Due Date: 3/13/2020 2:00:00 PM MST
--------------------------	---	---

Order placed by: administrator
None
United States

Print Shop
APS Graphics
gesworkorders@aps.edu
912 Oak Street SE
Building A
Albuquerque
NM - New Mexico
87106
United States
505-842-3696

Hours Of Operation
Sun : Closed
Mon-Fri : 7:30 AM-4:00 PM
Sat : Closed

SHIPMENT 1
APS Mail Center

ADDRESS
United States
None
administrator

Hours Of Operation
Sun : Closed
Mon-Fri : 7:30 AM-4:00 PM
Sat : Closed

Products

Test for AnnMarie	
Item Name: Single Page Basic Copies	
Qty	Total
1	\$0.31
Dog Photo	
Item Name: Single Page Basic Copies	
Qty	Total
1	\$0.31
Test for AnnMarie	
Item Name: Single Page Basic Copies	
Qty	Total
1	\$0.31

Payment Method:
PO Number
P.O. Number:
123

Subtotal	\$0.93
Shipping	\$0.00
Taxes	\$0.00
Total	\$0.93

At the bottom, there are buttons for 'CONTINUE SHOPPING' and 'PRINT'.