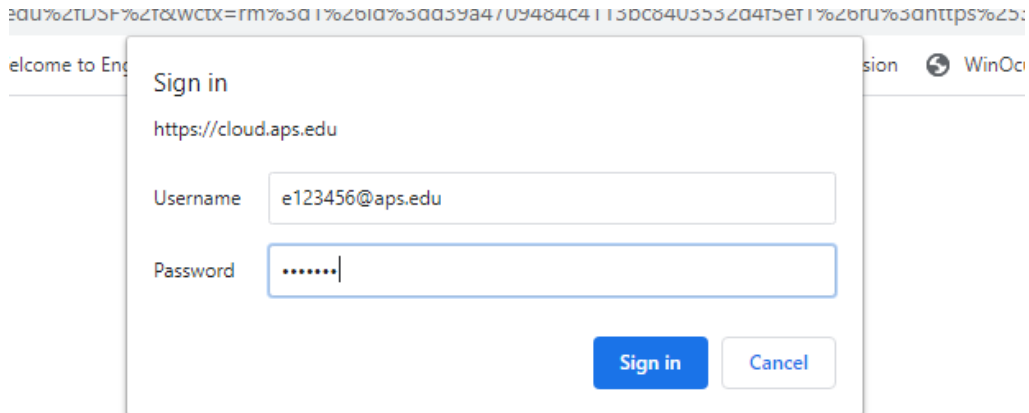
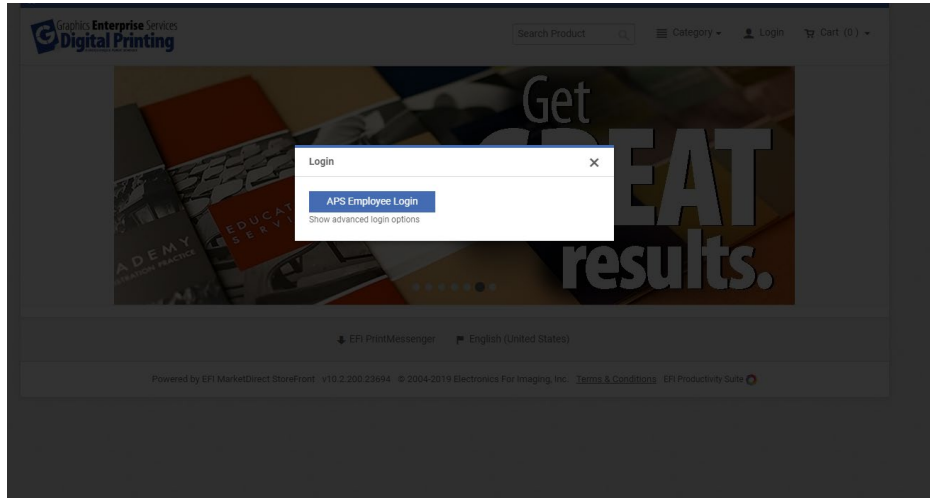


[Storefront.aps.edu](http://Storefront.aps.edu)

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.



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

Graphic Enterprise Services  
Digital Printing

Search Product  Category  Cart (0)

**LOGIN or REGISTER**  
as a new user.

Login

User Name

Password

Remember User Name

[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
- Documents Printing

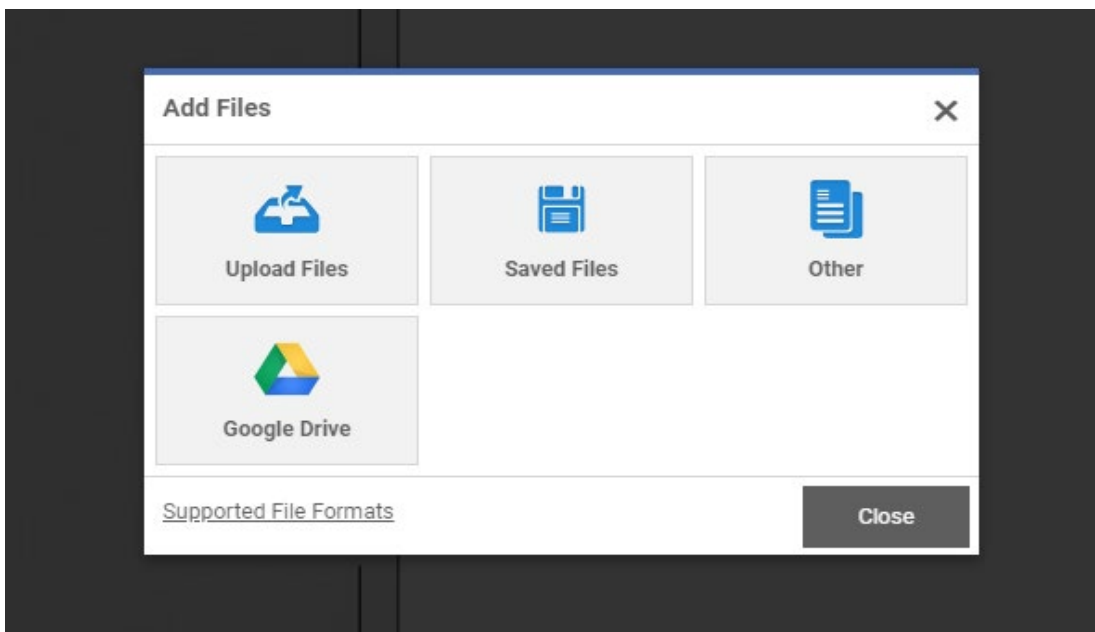
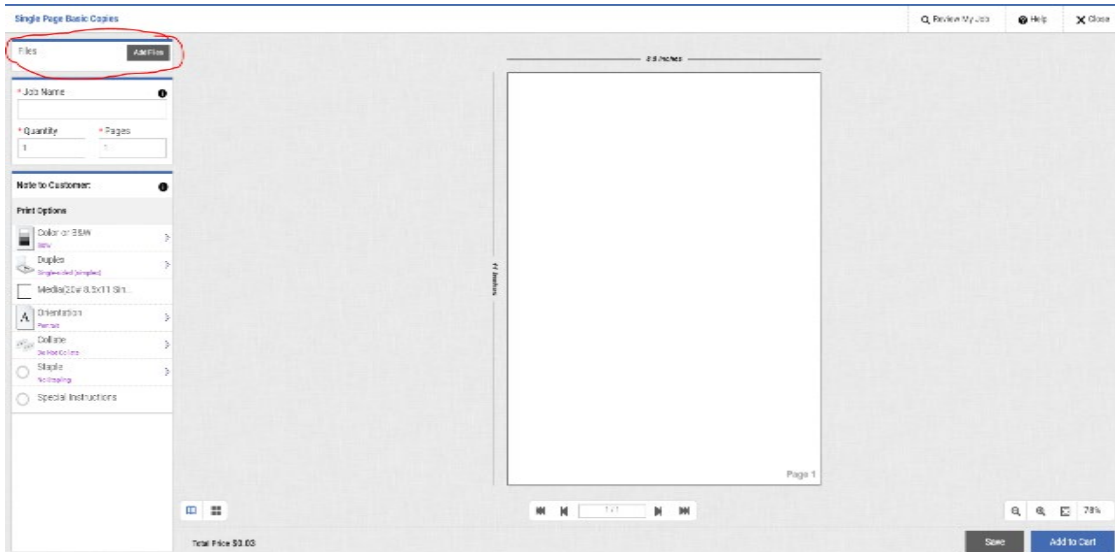
Multi-Page, Color or Black & White Printing ...
- Flyers

Color or Black and White
- Brochures

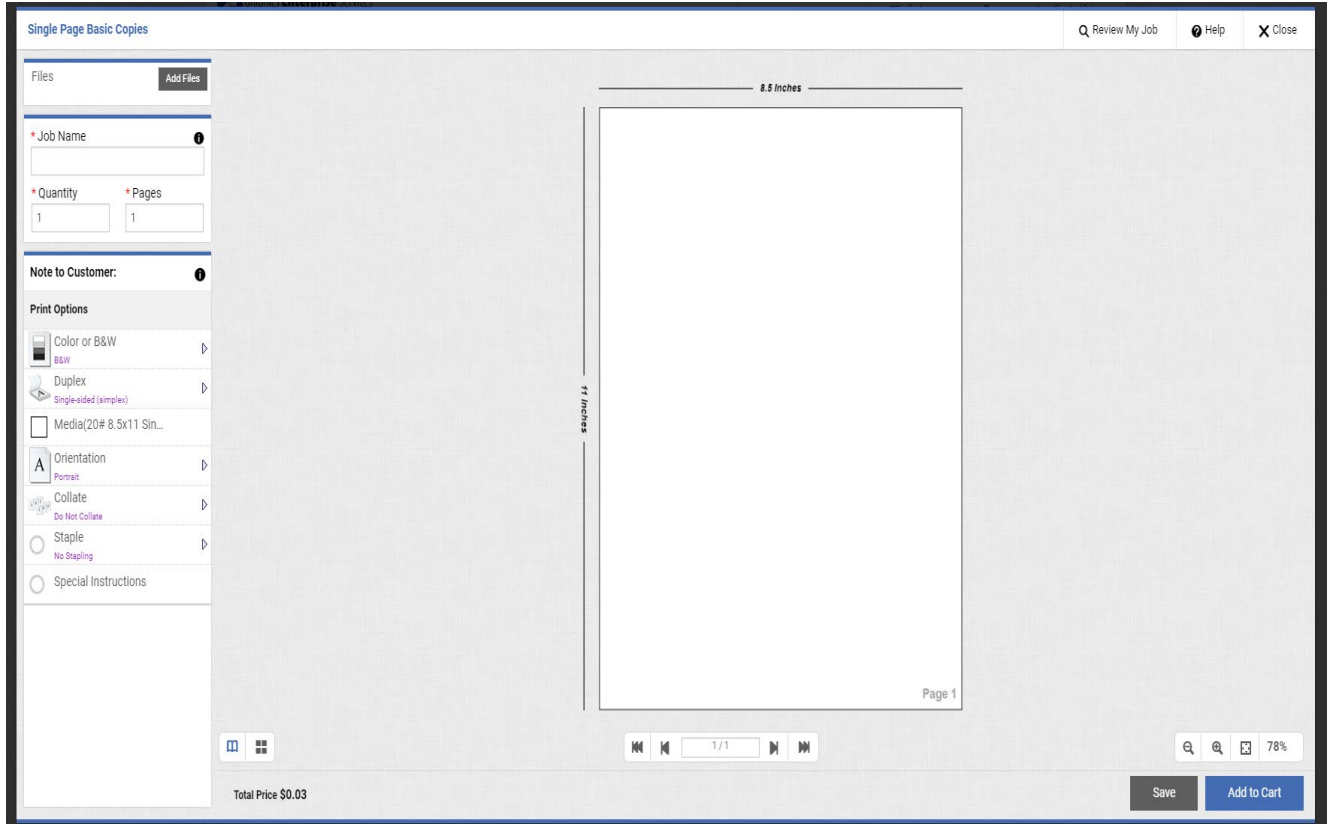
Single page folded
- NCR Forms

Full page sizes  
Half page sizes ...
- Postcards/Invites
- Posters/Banners

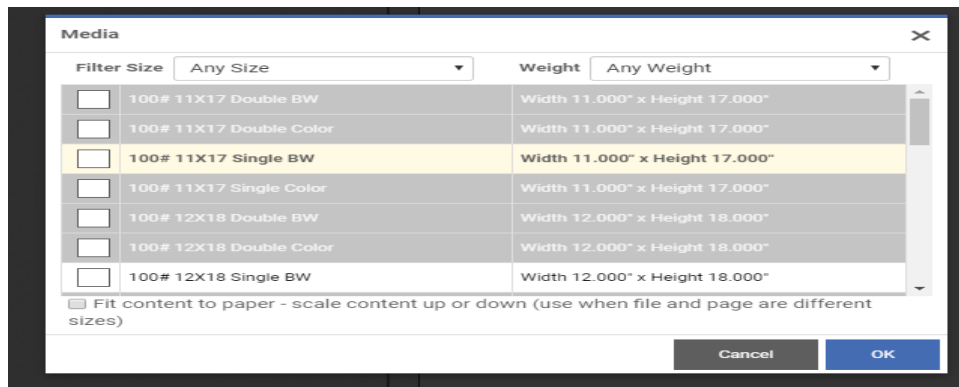
3. Select “Add Files” in the upper left corner. You’ll then select upload, saved, or other. Upload is to upload new files, saved is to retrieve any old files you might have used in the past, and other is for hard copy submissions. For this option you will have to select from the drop down and name the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



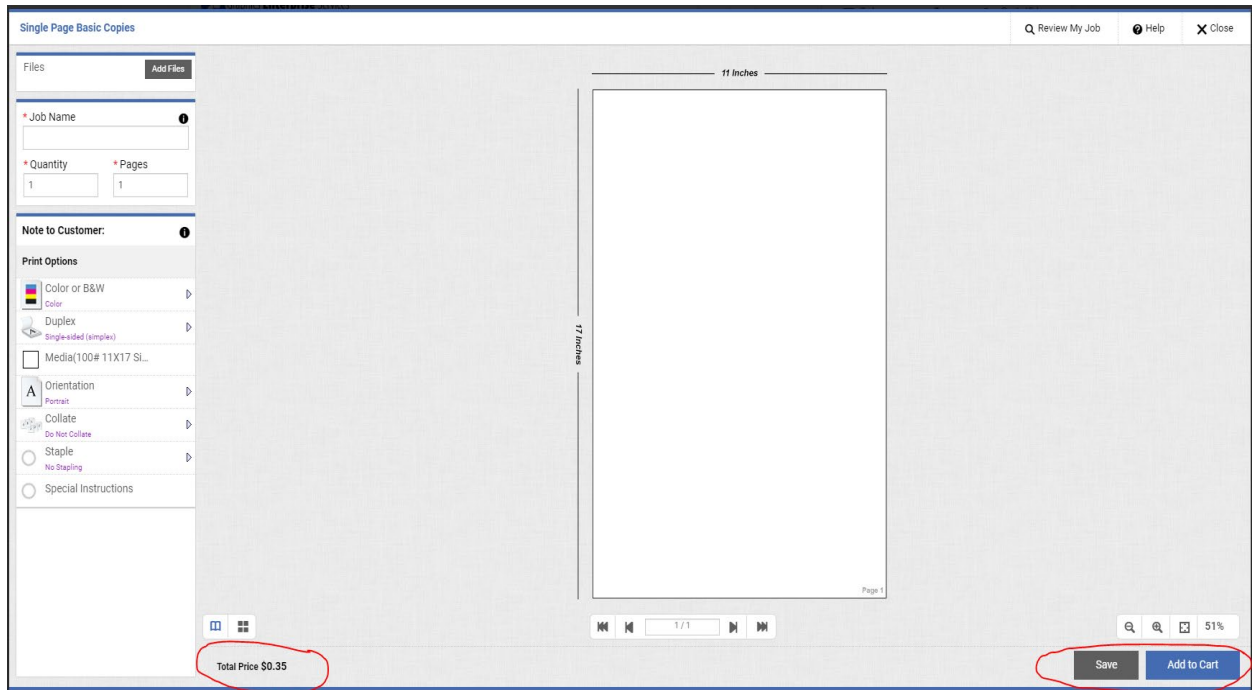
- Enter a Job Name along with quantities need and total number of pages in your file. You may then select print options; color, double/single sided, paper and paper size, orientation, collate and staple. If you require any special printing instructions you may click on the box and type in any instructions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



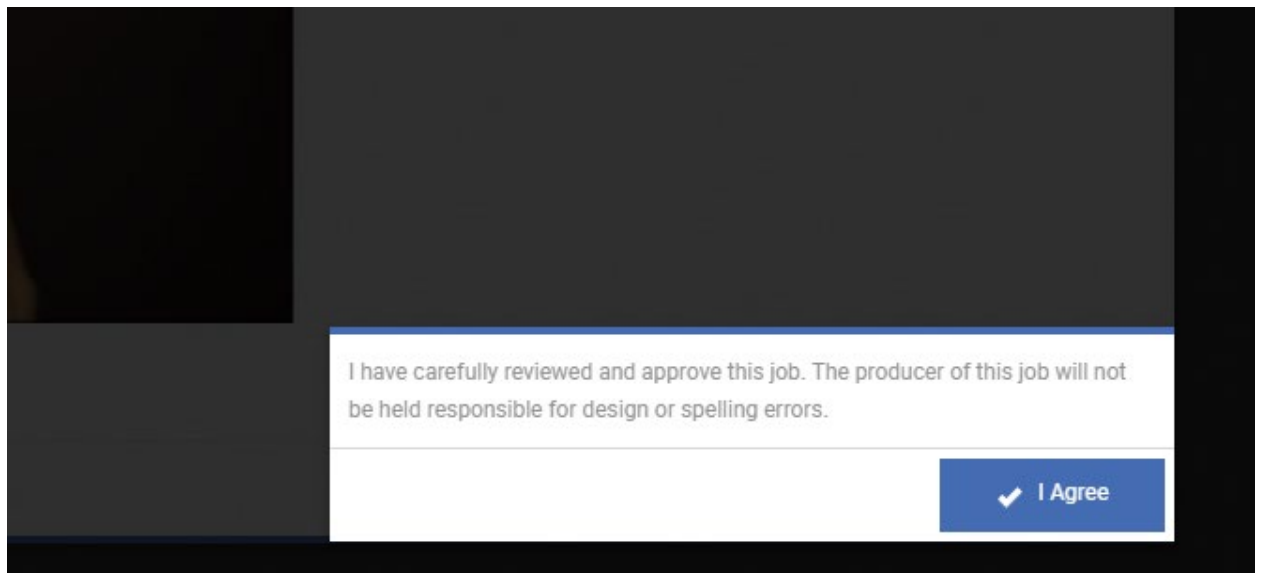
**Please Note:** The system is set up to recognize compatible paper with selected color option and duplex option. E.g., if you select B&W, single sided option you will only be able to select compatible paper and size media for that option. All incompatible options will be grayed out.



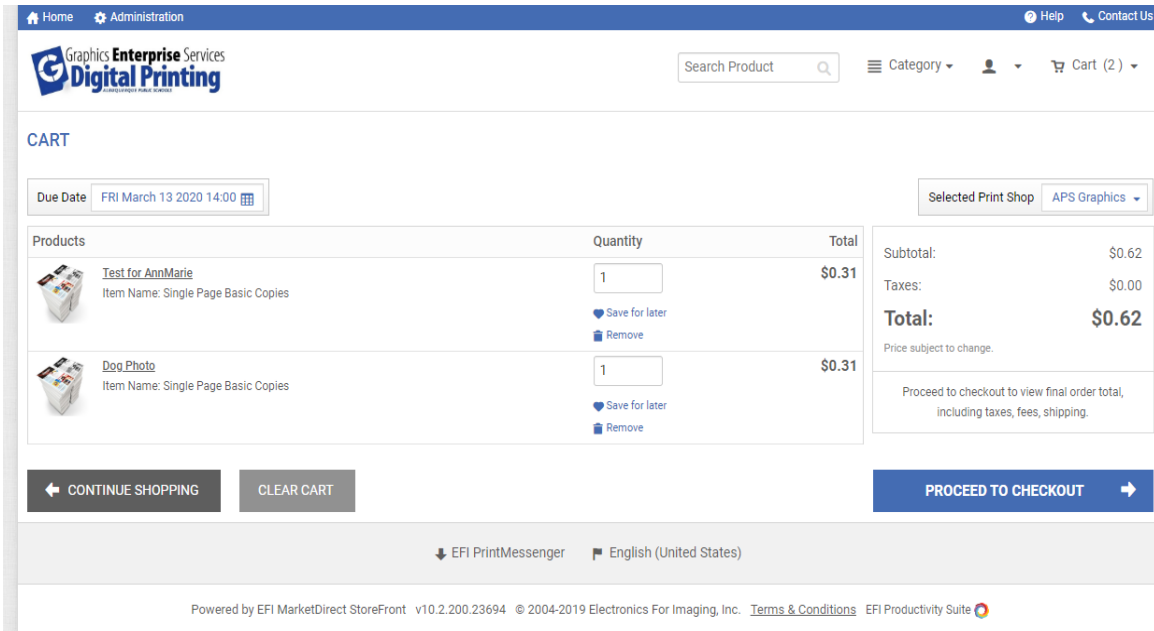
5. You will find your quote on the lower left hand side of the screen. You will need to save your job. You may click on Add to Cart but please keep in mind that you cannot fully check out until a PO is submitted.



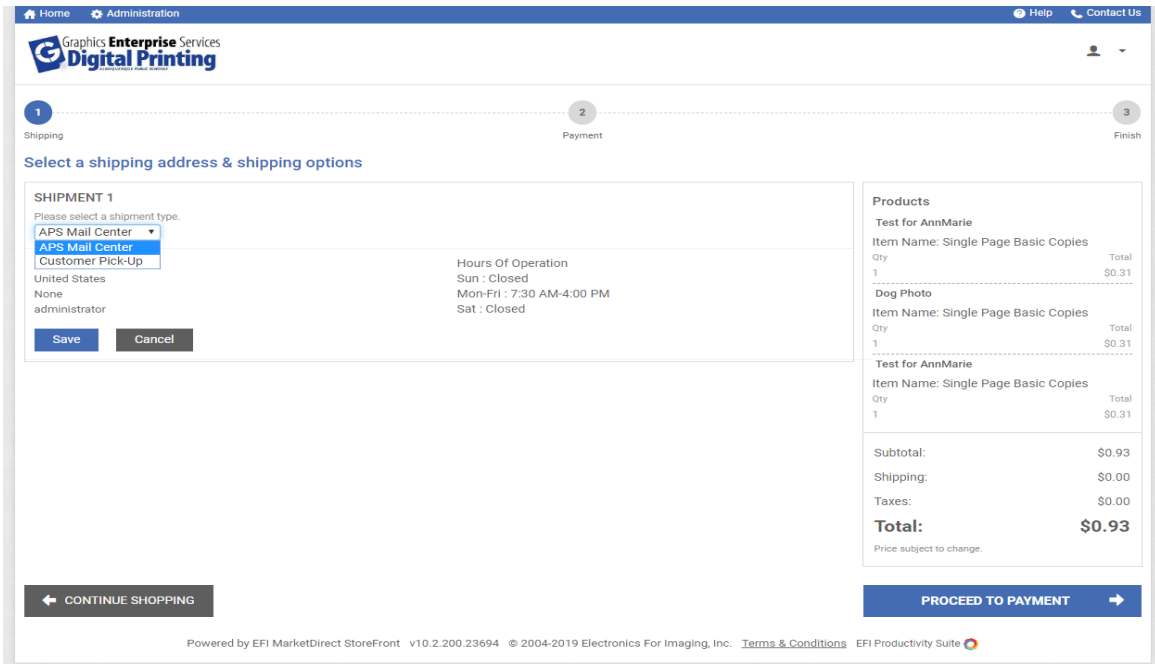
6. You will need to acknowledge that you approve the job before you can check out.  
**Please Note:** Upon approval the job will print as seen in preview and you will be responsible for payment.



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



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.



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 (current), and Finish. 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 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, taxes are \$0.00, and the total is \$0.93. Navigation buttons for 'CONTINUE SHOPPING' and 'PLACE MY ORDER' are visible at the bottom.

Item Name	Qty	Total
Test for AnnMarie	1	\$0.31
Dog Photo	1	\$0.31
Test for AnnMarie	1	\$0.31
<b>Subtotal:</b>		<b>\$0.93</b>
Shipping:		\$0.00
Taxes:		\$0.00
<b>Total:</b>		<b>\$0.93</b>

10. You will receive an Order Confirmation.

The screenshot shows the Order Confirmation page. It includes a thank you message and instructions for store pickup. The order details are as follows:

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

Item Name	Qty	Total
Test for AnnMarie	1	\$0.31
Dog Photo	1	\$0.31
Test for AnnMarie	1	\$0.31
<b>Subtotal</b>		<b>\$0.93</b>
Shipping		\$0.00
Taxes		\$0.00
<b>Total</b>		<b>\$0.93</b>

Payment Method:  
**PO Number**  
PO Number:  
**123**

Navigation buttons: CONTINUE SHOPPING, PRINT