

Instructions for ordering Business Cards - Step 1

1. Open internet browser and in the address bar type <https://live.goepower.com>
2. User Name: **phxunion1**
3. Password: **order**
4. **Click log in**
5. To order a standard business or a standard 2 sided business card [click on the business card or click continue](#)

Standard 2 Sided Business Card (Please note, the second side is pre-printed already)

1. **Click on drop down box** to select your campus
2. Enter your name
3. Enter your position
4. Enter the last 4 digits of your phone number
5. Enter your 7 digit fax number (digits only)
6. Enter your email address
7. **Click Preview** to view your proof. Please view carefully and follow instructions on proof
 - If proof looks good, **print** and close PDF
(locate [printer icon](#) at the top or bottom of PDF depending on which internet browser you use)
 - Select Quantity 250, 500, or 1,000
 - Check **"I accept the proof"** box
 - **Click Add to Cart**
8. If finish click **Checkout**
9. To place another business card order repeat steps 1 through 9
10. **Click Continue** to finish process (must click continue to get **Confirmation Number** - Order will not process without **Confirmation Number**).
11. **Write Confirmation Number** on printed PDF form **OR** add the name and confirmation number in the visions note section while completing **step 2**.
12. **Proceed to Step 2, Ordering Business Cards in IVISIONS**

Ordering Business Cards in IVISIONS - Step 2

Click on **Warehouse** > **Ordering** > **Control Panel** > **ADD (green plus)**

1. DAC
2. Requestor
3. Ship to
4. Print Shop Warehouse

Click on **Item Number** drop down arrow

2 Sided Business Cards

BC2-1000 - BC2-250 - BC2-500

Enter Qty

Business cards are sold in sets of 250, 500, 1,000 per name. When entering your Qty, 1 = 250, 1 = 500, 1 = 1,000. You can place orders for multiple names, for example 2 names @ 250 the Qty will be 2 or 3 names @ 500 the Qty will be 3 etc.

Click - **Blue floppy disc** to save

Click - **Submit for Approval**

Click - **OK**

Attach Business Card Form

Go to **Control Panel**

Click on newly created requisition to highlight

Click on **Actions**

Select **Manage Documents** to open TCM

Select **New** > **Import Doc or Scan**

Document Information

In the description type **Confirmation Number and Name**

Then click **Save**