

Ordering Printed Envelopes in IVISIONS

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

Regular #10 Envelopes

EV-1

Window #10 Envelopes

EV-2

10" x 13" Brown Kraft W/O Clasp

EV-10

Enter Qty

All Envelopes are sold in boxes of 500. When entering your Qty, 1 = 500 per box.

Example: 1 = 500, 2 = 1,000, 3 = 1,500, 4 = 2,000.

Click - **Blue floppy disc** to save

Click - **Submit for Approval**

Click - **OK**

Attach Sample in TCM

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 **Envelope Sample**

Then click **Save**