Suggested Form Uses:

- This form is used to create a purchase order to be used for invoicing and receiving for Business Card purchases that take place on the OfficeMax Impress website. The purchase order number should be used to complete checkout on the OfficeMax Impress website.

Other notes for use of this form:

- This form does NOT distribute to the supplier as it simply is used for invoicing and receiving.
  - The actual Business Card order is placed separately on the OfficeMax Impress website.
- Business Card ordering is a two-step process that involves:
  - Designing the cards and placing the order directly on their site and
  - Creating a purchase order in Gateway that can be used to invoice and receive against.
- Before finalizing your order on the OfficeMax Print site, send your Business Card Form through your Department's workflow for approval so that you can get a purchase order number assigned.
- The OfficeMax site will need a purchase order number before finalizing the order. Once you have that, you can send your order through.

Where is the form located?

- From the homepage in Gateway, you can select the Business Card Form from the Form Section.
Steps to process an order:
- The form is set up to match the different cart quantities, pricing and stock options available in the print website.
- You should look over the form and find your desired card quantity (either 500 or 1000), design style and pricing option.
- Once found, simply indicate how many you will be purchasing in that style by entering your quantity.

- When complete, scroll back to the top and select “add to cart and go” and click blue “go” button.
- Complete the shopping cart/requisition through departmental workflow, as you would a normal purchase.

For questions regarding use of this form please contact:  
help@gateway.procurement.ucsb.edu