

WEB TO PRINT ONLINE STORE

Step By Step Guide

1. Access Storefront via the IDOA Vendor Page
2. Enter User Name & Password
3. Review Options & Select Product
4. Enter Order Quantity & Type
5. Enter Billing Data (Business Unit Number & Dept. Code)
6. Select Shipping/Delivery Options
7. Click Proceed to Checkout or Continue Shopping
8. Checkout, Select Monthly Billing
9. Review Order Confirmation



Please Contact
Customer Service
317.232.7190
with any questions
you may have.



POSTMASTERS
FROM DATASTREAM TO MAILSTREAM

ENHANCED MAILING & SHIPPING (EMS)

Step By Step Guide

1. Access EMS via IDOA Vendor Page
2. Enter Username/Password
3. Select Shipment Date
4. Add New or Search Address
5. Select Carrier or Best Way
6. Select Preferred Rate & Carrier
7. Enter Business Unit Number
8. Enter Department Number
9. Enter Special Instructions and Shipping Notes
10. Click Submit
11. Print and Attach "Request to Send" (RTS) to Package

3

4

5

6

7

8

9

10

11

12

Please Contact
Customer Service
317.232.7190
with any questions
you may have.



POSTMASTERS
FROM DATASTREAM TO MAILSTREAM