

Roxbury Community College Online Stationery Ordering System
User Guide

To login to the online stationery ordering system, copy and paste the link below into your browser:
<http://www.proforma.com/rcc>

The first time you visit the site, you will need to create an account. Enter your preferred username in the **Create an Account** box, then click Create an Account:



AUTHENTICATION

A screenshot of the "CREATE AN ACCOUNT" form. The form has a title "CREATE AN ACCOUNT" and a sub-header "YOUR PERSONAL INFORMATION". It contains several input fields: "First name" (Jordan), "Last name" (Smock), "Phone number" (857-212-9562), "E-mail address" (marketingstaff@rcc.mass.edu), "User name" (example2), "Password" (masked with dots), and "Confirmation" (masked with dots). A red asterisk indicates a required field. At the bottom, there is a "Register" button and a "Back" link. A blue arrow points from the text "Enter preferred username" to the "User name" field. Another blue arrow points from the text "Click Create An Account" to the "CREATE AN ACCOUNT" button.

Fill out your personal information to complete the registration process. Make sure to:

- 1) Include text for all required fields
- 2) Use your rcc.mass.edu email address

When the form is complete, click "Register"

A screenshot of the "CREATE AN ACCOUNT" form. The form has a title "CREATE AN ACCOUNT" and a sub-header "YOUR PERSONAL INFORMATION". It contains several input fields: "First name" (Jordan), "Last name" (Smock), "Phone number" (857-212-9562), "E-mail address" (marketingstaff@rcc.mass.edu), "User name" (example2), "Password" (masked with dots), and "Confirmation" (masked with dots). A red asterisk indicates a required field. At the bottom, there is a "Register" button and a "Back" link. A blue arrow points from the text "Click Register to Complete the Sign-up Process" to the "Register" button.

Click Register to Complete the Sign-up Process


After clicking the Register button, you will be re-directed to the sign-in page. You can sign-in using the credentials you established in the “Already Registered” box:

ALREADY REGISTERED?

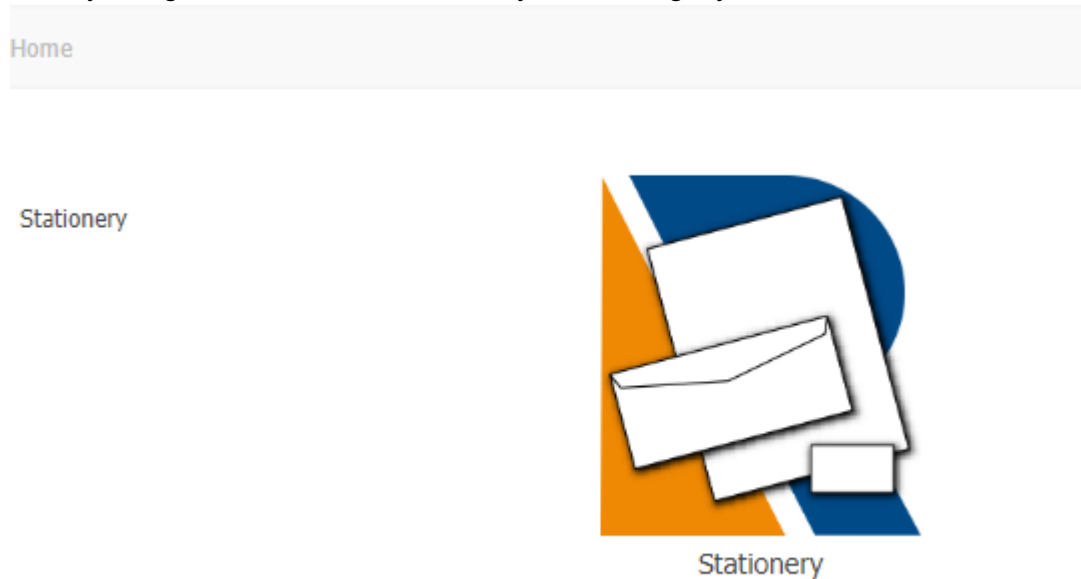
User name

Password

[Forgot your password?](#)



Once you sign-in, click on the Stationery Icon to begin your order:



Please keep the following in mind, when customizing your stationery:

- The Department List for all stationery items is pre-programmed; and, you will need to make sure that you select the correct department from the pre-programmed list. The rest of the fields will need to be filled in manually. Please make sure that you preview your item to ensure that there are no typos – only you and your cost center approver will have the opportunity to proof your order.
- If your department is missing from the drop-down list, please email Jordan Smock at jsmock@rcc.mass.edu to have your department added.
- Recommendation: As many staff members are located in temporary offices, you may want to leave the “Building/Room” field blank, to increase the longevity of your stationery.

Once you have customized all of your stationery pieces and you are ready to complete you order, go to your shopping cart. This is accessible from the top, right-hand side of the menu bar:





Important note: Finalizing your order is a multi-step process. All steps must be completed for your order to be successfully submitted.

Step 1) Review your order and assign a cost center for each piece of stationary. If you need to remove an item from your order, click the X under the remove tab:

SHOPPING-CART SUMMARY

1. SUMMARY	2. SIGN IN	3. ADDRESS	4. SHIPPING	5. PAYMENT
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Your shopping cart contains: 3 Products


Product	Id	Details	Unit Price	Qty	Total	Remove	
 Business Cards	RCC-BC-Jordan Emily Smock	Cost Center - Department * 1040 - Marketing and Communicat	\$0.12	500	\$59.00	X	
 Business Cards	RCC-BC-Sherman Hart	Cost Center - Department * 7000 - Reggie Lewis Track & Athle	\$0.07	1000		X	View Proof

Once the cost center has been assigned, click “proceed to check-out” at the bottom of the page:

SHOPPING-CART SUMMARY

1. SUMMARY	2. SIGN IN	3. ADDRESS	4. SHIPPING	5. PAYMENT
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Your shopping cart contains: 1 Product

Product	Id	Details	Unit Price	Qty	Total	Remove	
 Business Cards	RCC-BC-Jordan Emily Smock	Cost Center - Department * 1040 - Marketing and Communicat	\$0.12	500	\$59.00	X	

Subtotal	\$59.00
Shipping & Handling	\$0.00
Tax	\$0.00
GRAND TOTAL	\$59.00

Continue shopping



Proceed to checkout

Step 2) Choose a delivery and billing address. For all offices excluding the Reggie Lewis Center: choose “Roxbury Community College” from the drop-down list. List your name in the “Attn” field under delivery address, and your cost center approvers name in the “Attn” field under billing address:

ADDRESSES

1. SUMMARY	2. SIGN IN	3. ADDRESS	4. SHIPPING	5. PAYMENT
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Choose a delivery address:

Choose a billing address:

YOUR DELIVERY ADDRESS

1234 Columbus Avenue

ATTN:

Roxbury Crossing, MA 02120-3400
US

YOUR BILLING ADDRESS

1234 Columbus Avenue

ATTN:

Roxbury Crossing, MA 02120-3400
US

Then click, Proceed to checkout.

Step 3) Review your order for accuracy. The bottom of the page is pre-programmed to reflect that your method of payment is purchase order. You do not need a purchase order number (this will be assigned by the business office after your approver as formally approved the order).

If your order is accurate/correct, click "Submit Order":

1. SUMMARY	2. SIGN IN	3. ADDRESS	4. SHIPPING	5. PAYMENT
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Product	Id	Details	Unit Price	Qty	Total
Business Cards	RCC-BC-Jordan Emily Smock	Cost Center - Department: 1040 - Marketing and Communications	\$0.12	500	\$59.00
Subtotal					\$59.00
Shipping & Handling					\$0.00
Tax					\$0.00
Grand Total					\$59.00

Please Select your Payment Method

Pay by Purchase Order Number:

Once your order is submitted, your cost center approver will approve the order through the system. This online approval take the place of an encumbrance: as such, you do not need to submit an encumbrance for your order.

Upon receiving your order, you will need to submit an ATP.

Any questions about this system can be directed to Jordan Smock at jsmock@rcc.mass.edu or 857-701-1234.