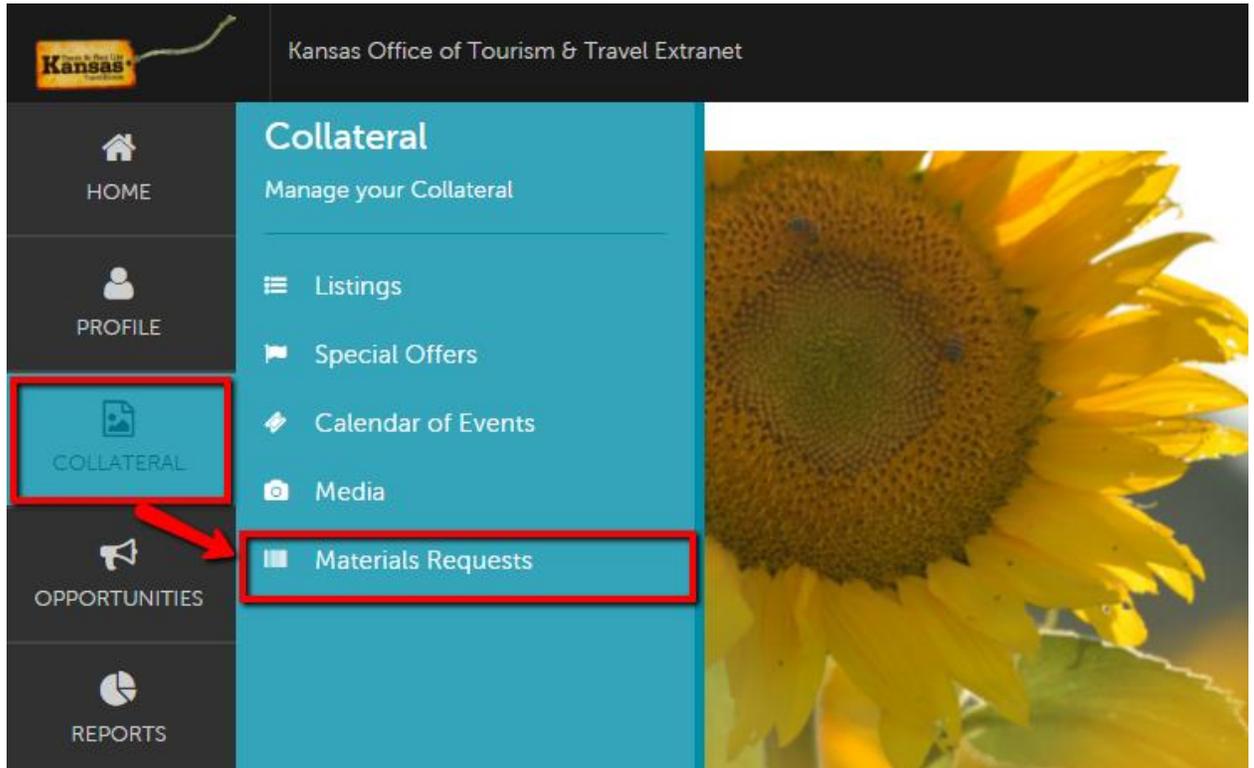


Bulk Orders/Materials Request

You can easily place orders for bulk amounts of Travel Guides, Outdoor Guides, Byway Guides and State Maps from your Extranet account.

1. Click on **Collateral** in your account.
2. Click **Materials Requests** to see all past orders on your account.

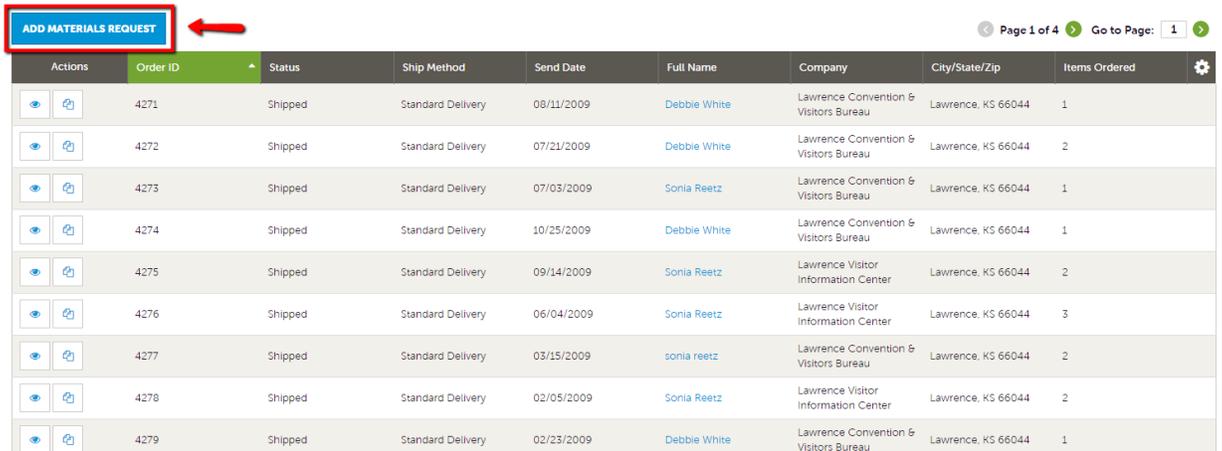


You can FILTER requests to find specifics:

Materials Requests

A screenshot of the "Materials Requests" filter interface. A red box highlights the "Filters (0)" section. This section contains a "Status is:" label followed by a dropdown menu. Below the dropdown menu is a green button labeled "APPLY FILTERS". To the right of the filter section is a "Manage Filters" link with a gear icon.

3. Click **Add Materials Request** to submit a new order.



Actions	Order ID	Status	Ship Method	Send Date	Full Name	Company	City/State/Zip	Items Ordered
 	4271	Shipped	Standard Delivery	08/11/2009	Debbie White	Lawrence Convention & Visitors Bureau	Lawrence, KS 66044	1
 	4272	Shipped	Standard Delivery	07/21/2009	Debbie White	Lawrence Convention & Visitors Bureau	Lawrence, KS 66044	2
 	4273	Shipped	Standard Delivery	07/03/2009	Sonia Reetz	Lawrence Convention & Visitors Bureau	Lawrence, KS 66044	1
 	4274	Shipped	Standard Delivery	10/25/2009	Debbie White	Lawrence Convention & Visitors Bureau	Lawrence, KS 66044	1
 	4275	Shipped	Standard Delivery	09/14/2009	Sonia Reetz	Lawrence Visitor Information Center	Lawrence, KS 66044	2
 	4276	Shipped	Standard Delivery	06/04/2009	Sonia Reetz	Lawrence Visitor Information Center	Lawrence, KS 66044	3
 	4277	Shipped	Standard Delivery	03/15/2009	sonia reetz	Lawrence Convention & Visitors Bureau	Lawrence, KS 66044	2
 	4278	Shipped	Standard Delivery	02/05/2009	Sonia Reetz	Lawrence Visitor Information Center	Lawrence, KS 66044	2
 	4279	Shipped	Standard Delivery	02/23/2009	Debbie White	Lawrence Convention & Visitors Bureau	Lawrence, KS 66044	1

Materials Request Information

- a. **Status** – This will stay pending until your items have shipped.
- b. **Special Instructions** – Please place any special instruction here. Example: You would like to pick your materials up at the warehouse instead of having them shipped.
2. **Attached To** – This is the general information and is pulled from your account information. Everything in these fields should stay the same.
3. **Order Recipient** – This information is auto-populated from your account. If the shipment should be delivered to someone other than the information in this section, you can edit.
4. **Order Address** – This information is auto-populated from your account. If address should be different, please place in correct shipping address.
5. **Order Detail** – Fill out the quantity of BOXES you will need of each item. If there is a limit to how many you may order it display under the column titled “Available” at the very right. REMINDER: these orders are for boxes and not single products.

Order Detail

Image	Product	Price	Qty	Available
	2016 Kansas Travel Guide (50 per box) Input number of boxes	\$0.00	<input type="text" value="0"/>	945
	Kansas Byways Booklet (90 per box)	\$0.00	<input type="text" value="0"/>	1137
	Kansas State Parks Guide (75 per box)	\$0.00	<input type="text" value="0"/>	464
	2015-16 Kansas Road Map (150 per box) Select No. of boxes	\$0.00	<input type="text" value="0"/>	-Unlimited-
	Kansas Outdoors (75 per box)	\$0.00	<input type="text" value="0"/>	468
	Kansas Wineries Map (L40/per box)	\$0.00	<input type="text" value="0"/>	8
	2016 Fishing Atlas (70/per box)	\$0.00	<input type="text" value="0"/>	0
	Tourism U Book	\$0.00	<input type="text" value="0"/>	0

4. Click **Save** to complete your order

New Materials Request

SAVE

CANCEL

Materials Request Information

Status: **Source Code**

Special Instructions:

Sections:

- [Materials Request Information](#)
- [Attached To](#)
- [Order Recipient](#)
- [Order Address](#)
- [Order Detail](#)