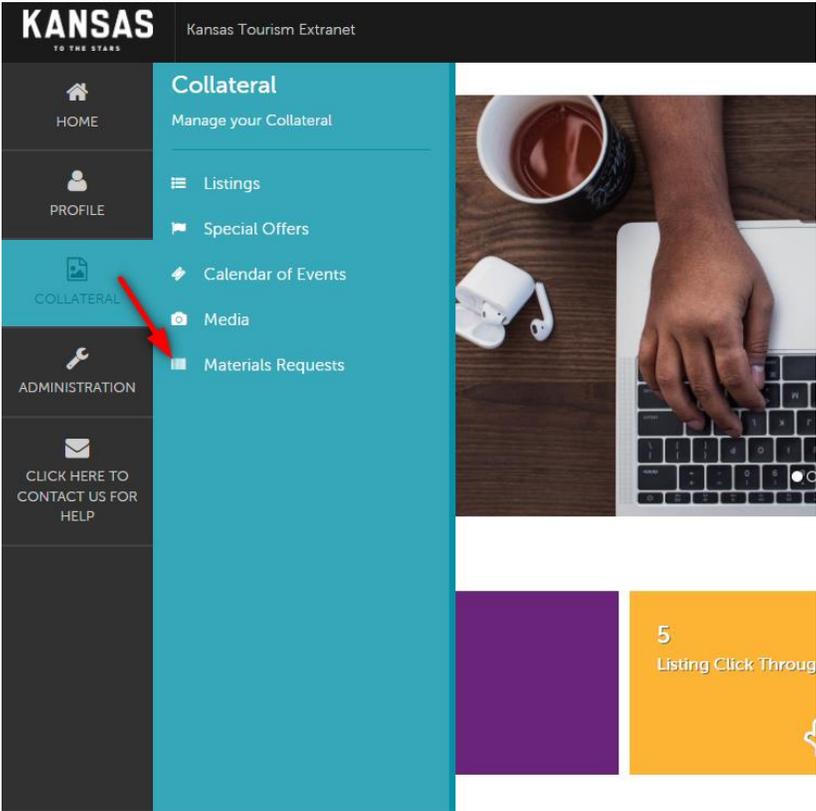


Bulk Orders/Materials Request

Click [here](#) to watch the tutorial video.

You can easily place orders for bulk amounts of Travel 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.
- 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	

a) **Materials Request Information**

- i. **Status** – This will stay pending until your items have shipped.
- ii. **Source Code** – This is for our records and is not editable.
- iii. **Special Instructions** – Please place any notes here.

b) **Attached To** – This is the general information and is pulled from your account information.

Everything in these fields should stay the same.

c) **Order Recipient** – This information is auto-populated from your account. If the shipment should be delivered somewhere other than the information in this section, you can edit.

d) **Order Address** – This will auto-populate as well from your account but can be edited if needed.

e) **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.

f) **Save** – This order will be processed and sent to your location unless otherwise noted in special instructions.