


CVPR 2016 EVENT POSTERS

Step by step ordering instructions



Login: https://Portal.Shopvox.Com
user: CVPR2016
password: posters



shopVOX

Sign in

Login

Password

Sign in

The image shows a screenshot of the ShopVOX login page. At the top center is the ShopVOX logo, which consists of a stylized 'S' icon followed by the text 'shopVOX'. Below the logo is a white rectangular box containing the login form. The form has a white header with the text 'Sign in'. Below the header are two input fields: the first is labeled 'Login' and the second is labeled 'Password'. At the bottom of the form is a green button with the text 'Sign in'.

- Click the “Products” link at top of ribbon

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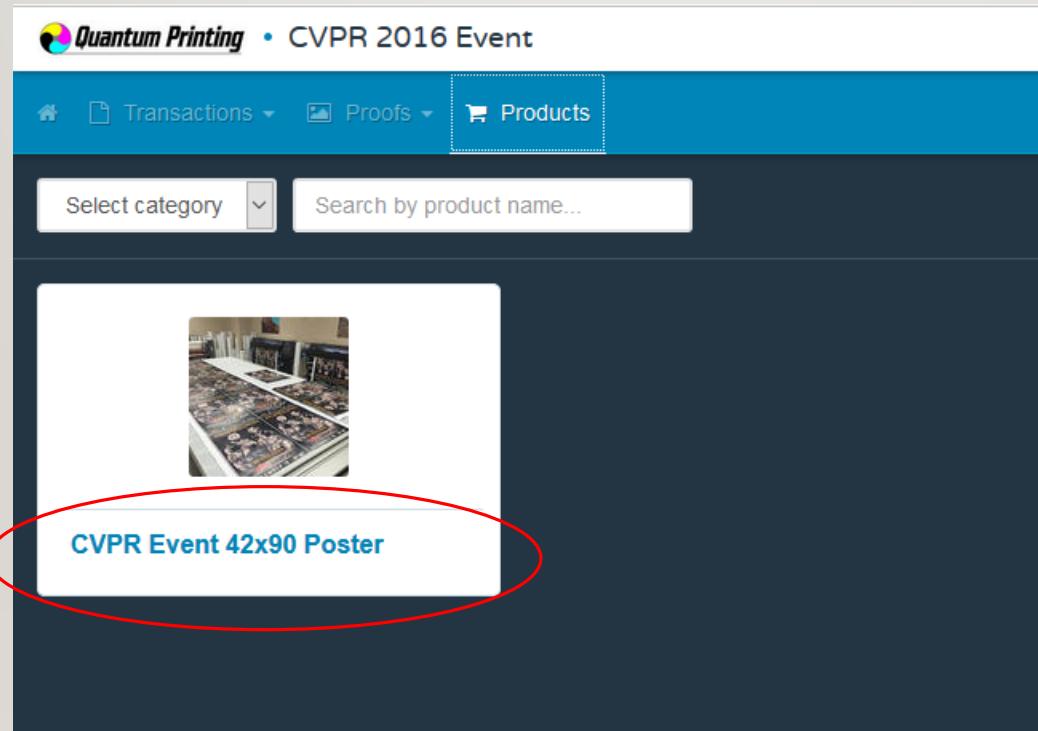
Home Transactions Proofs **Products**

Transactions

Quotes	Sales Orders
You don't have any Quotes.	You don't have any Sales Orders.

Proofs

- Choose the “CVPR Event 42x90 poster”




Input qty of posters to order
Then choose add to cart

CVPR Event 42x90 Poster ×

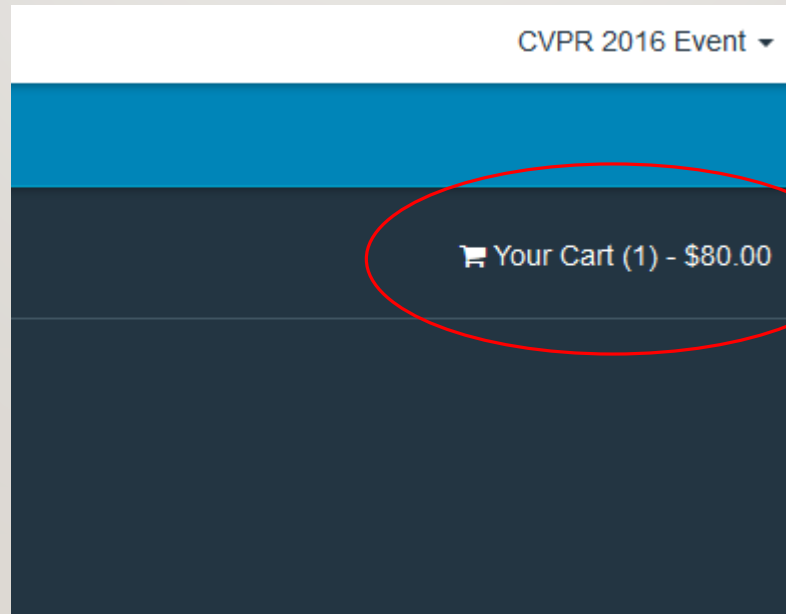
Product Description
42x90 Poster The posters will be delivered to Caesars Palace on June 26th at 6am for the CVPR 2016 Event.

Qty (Each)

\$80.00

 Add to Cart

- Click on your cart to view items to order located in the upper right corner



- First click on the “Add your note here” link
- Please type your name and email address in this field (This is very important for identification)
- Then type your phone number in the PO# field
- This will identify the order
- Then click the “Place Order” button

Your cart (1) [← Back to Products](#)

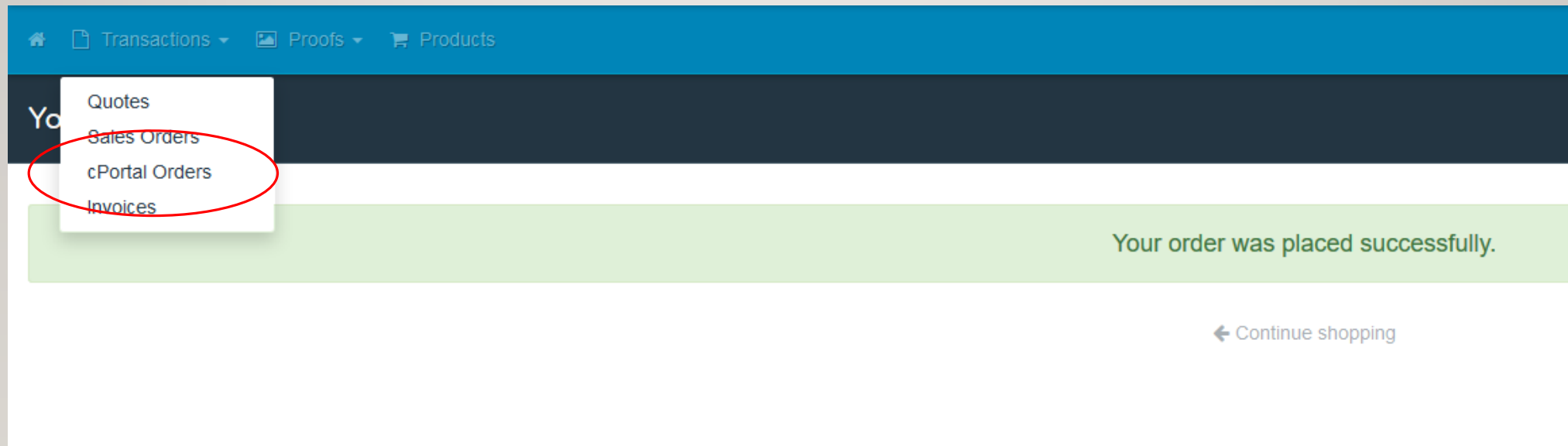
	Quantity	Price	Total price
CVPR Event 42x90 Poster Add your note here	1	\$80.00	\$80.00 ✕

PO #

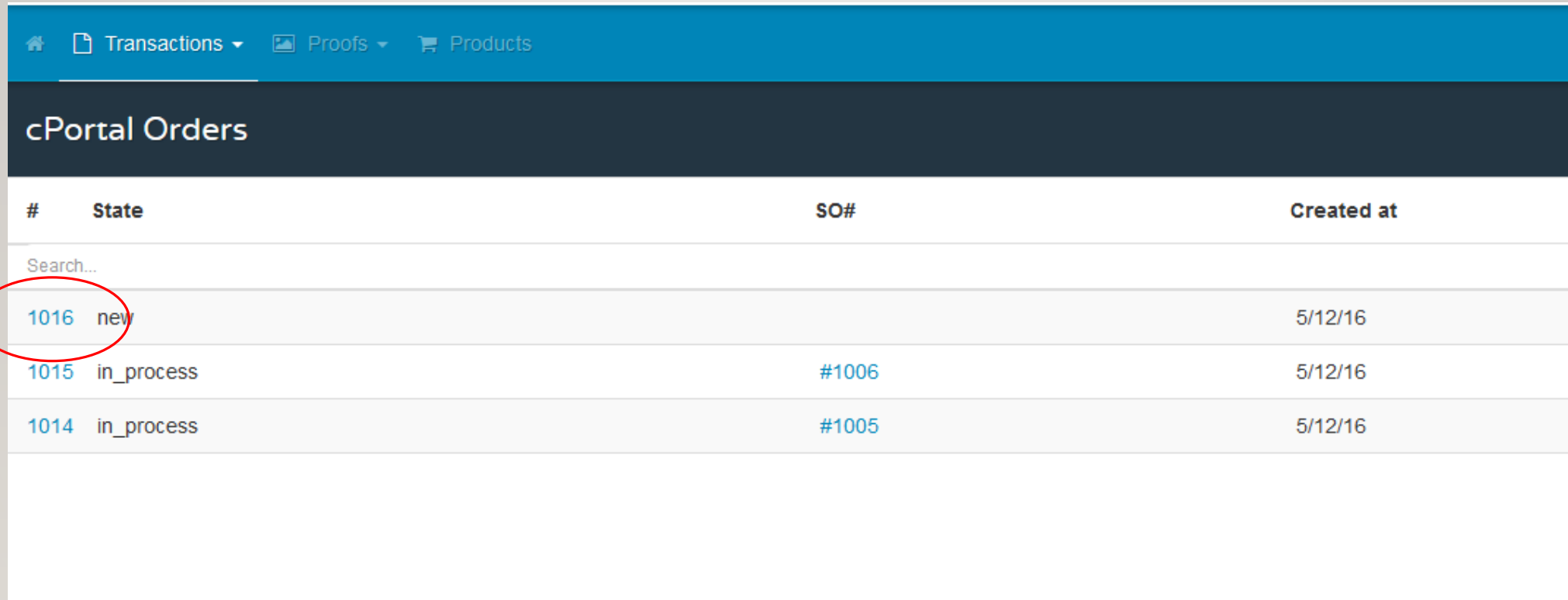
Sub total: **\$80.00**
Total: **\$80.00**
Total tax: **\$0.00**

[Place order](#)

- Click on the “transactions” button
- Then choose “cPortal Orders”



- Choose your order number in the list



#	State	SO#	Created at
Search...			
1016	new		5/12/16
1015	in_process	#1006	5/12/16
1014	in_process	#1005	5/12/16

- Locate the button “Click to Pay”
- Press the “Click to Pay” button and fill out the credit card information to complete the purchase.

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Transactions ▾ Proofs ▾ Products

CO #1028

6/7/16 ORDER DATE NEW STATUS

[Click to Pay](#)

#	Item	Quantity	Price	Total price	Taxable	
1	CVPR Event 42x90 Poster 42x90 Poster The posters will be delivered to Caesars Palace on June 26th at 6am for the CVPR 2016 Event.	1.0	\$80.00	\$80.00	Y	i -

Subtotal **\$80.00**
Tax **\$6.52**
Total **\$86.52**
Payments **\$0.00**
Balance **\$86.52**

- First make sure the PO# filed matches your name
- Then click the Green Box to the right of the total price and choose "Upload Asset"

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Transactions ▾ Proofs ▾ Products

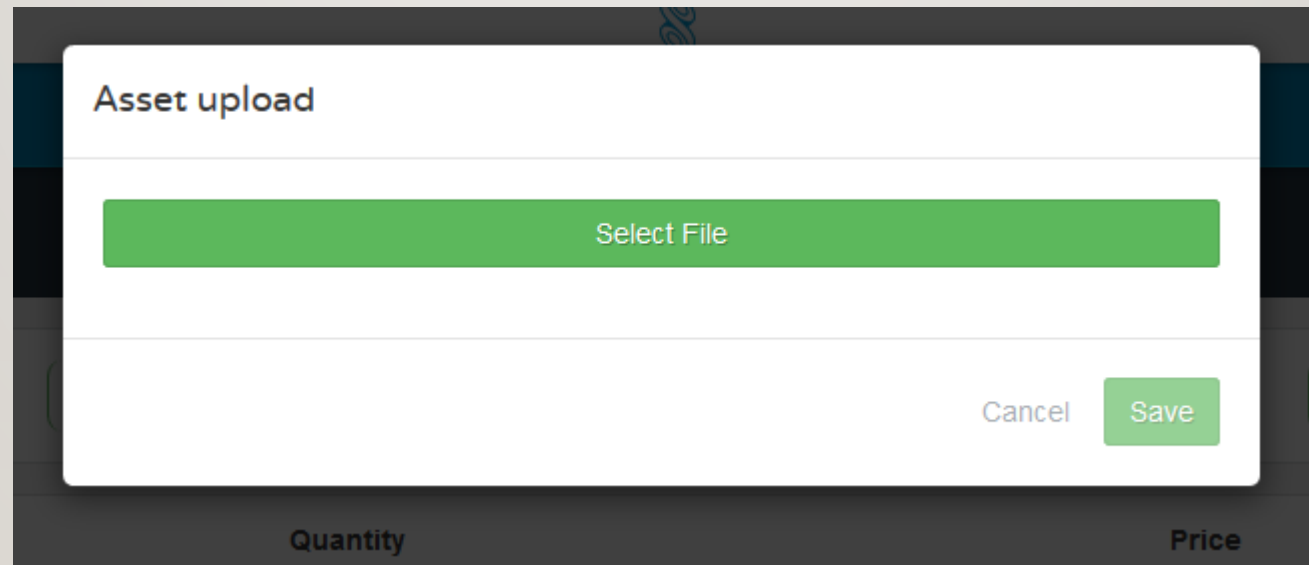
CO #1016

5/12/16 ORDER DATE NEW STATUS

#	Item	Quantity	Price	Total price	Taxable
1	CVPR Event 42x90 Poster 42x90 Poster The posters will be delivered to Caesars Palace on June 26th at 6am for the CVPR 2016 Event.	1.0	\$80.00	\$80.00	N i ▾

Subtotal **\$80.00**
Tax \$0.00
Total **\$80.00**

- Choose “Select File” and browse your computer to upload your artwork
 - After file has successfully uploaded then click the Save button
- **Files must be print ready to 42”x90” size in .PDF format
-



- This completes your order process
 - You will receive an email to complete the payment process
-

Have a Great Event!!
Thank you for the order