



OFFICE SUPPLY PROGRAM

Getting Started - Private Label - Website Help



PINNACLE

Private Label

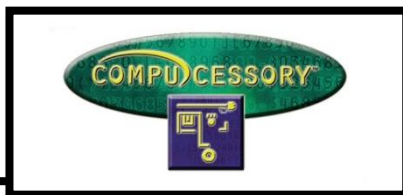
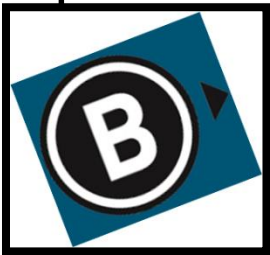
SERVICES, PROGRAMS AND RESOURCES OVERVIEW S.P.RICHARDS COMPANY

Private Labels

- Savings Opportunities
 - BUSINESS SOURCE
 - COMPUCESSORY
 - LORELL
 - NATURE SAVER
 - ELITE IMAGE
 - INTEGRA
 - GENUINE JOE



TRADITION OF INNOVATION



PINNACLE

Private Label

Prefixes & Search Bar Help

Business Source (general supplies)

- BSN
- *Search hint: BSN binder, BSN folder*

Integra (writing utensils)

- ITA
- *Search hint: ITA Marker, ITA pencil*

Compucessory (technology supplies)

- CCS
- *Search hint: CCS CDR, CCS air (can air)*

Genuine Joe (jan/san & breakroom)

- GJO
- *Search hint: GJO Towel, GJO sugar, GJO Fork*

Elite Image (toner / ink)

- ELI

Lorell (furniture)

- LLR

Nature Saver (recycled)

- NAT



WEB USER GUIDE

General Purchaser



PINNACLE

Company List

Corporately Approved Products for each user to access: These items are viewed by all users. Items cannot be added or deleted from this list unless you are the administrator on the account.

The screenshot displays the REGENCY website interface. At the top left is the REGENCY logo with the tagline 'nefabtest of Nefab Packaging Inc. USA'. To the right is a 'Logout' link and a 'SHOP NOW COMPANY STORE' button. Below the logo is a navigation bar with 'COMPANY LIST' and 'MY SHOPPING LIST' links, and a search box. A large 'WELCOME!' message is centered, with a yellow arrow pointing to the word 'REGENCY' in the text below it. The text reads: 'REGENCY has redesigned the shopping experience to provide a user-friendly environment, with your shopping lists and search feature at your finger tips!'. Below this are two computer monitors: the left one shows an 'INVENTORY FULFILLMENT' page, and the right one shows a 'COFFEE' product category page. On the right side, there are two vertical menus: 'ORDERING CENTER' with links like 'Quick Order', 'Express Quick Order', 'View Cart', 'Scheduled Orders', 'Order History', 'Product Show Room', 'HON Furniture', and 'HP Printer Finder'; and 'ADMIN CENTER' with links like 'Reset Password', 'Return Request', 'Special Item Request', 'Rebate History', 'Redeem Request', and 'Contact Us'. At the bottom, there is a dark navigation bar with 'COMPANY LIST', 'MY SHOPPING LIST', a search box, a phone icon, 'Toll Free 888.973.4362', 'Customer Service Terms', 'Order FAQs', and 'Logout'. Below this are two logos: 'hp Qualified Supplies Partner 2017' and 'GeoTrust SECURED 2017-07-11 UTC'.

Custom Shopping List

List of regularly used items that are managed by the individual user. These items are only viewed by that particular user and items can be added and deleted at any time by each user.

The screenshot displays the REGENCY website interface. At the top left is the REGENCY logo and the text 'nefabtest of Nefab Packaging Inc. USA'. To the right is a 'Logout' link and a 'SHOP NOW COMPANY STORE' button. Below the logo is a navigation bar with 'COMPANY LIST' and 'MY SHOPPING LIST' links, and a search bar. A large yellow arrow points to the 'WELCOME!' message, which states: 'Regency has redesigned the shopping experience to provide a user-friendly environment, with shopping lists and search feature at your finger tips!'. Below this message are two computer monitors. The left monitor shows an 'INVENTORY FULFILLMENT' page, and the right monitor shows a 'COFFEE' product category page. On the right side of the page, there are two vertical menus: 'SHOPPING CART' (Items: 0, Total: 0.00) and 'ORDERING CENTER' (Quick Order, Express Quick Order, View Cart, Scheduled Orders, Order History, Product Show Room, HON Furniture, HP Printer Finder). Below these is an 'ADMIN CENTER' menu (Reset Password, Return Request, Special Item Request, Rebate History, Redeem Request, Contact Us). At the bottom of the page, there is a footer with 'COMPANY LIST', 'MY SHOPPING LIST', a search bar, 'Toll Free 888.973.4362', 'Customer Service Terms', 'Order FAQs', and 'Logout'. Two security logos are visible: 'hp Qualified Supplies Partner 2017' and 'GeoTrust SECURED 2017-07-11 UTC'.

Search Center

Easily search for items by key word, product description, or SKU#.

REGENCY
nefabtest of Nefab Packaging Inc. USA

Logout

SHOP NOW
COMPANY STORE

COMPANY LIST MY SHOPPING LIST Search

SHOPPING CART
Items: 0
Total: 0.00

WELCOME!
Regency has redesigned the shopping experience to provide a user-friendly environment, with your shopping lists and search feature at your finger tips!

ORDERING CENTER
[Quick Order](#)
[Express Quick Order](#)
[View Cart](#)
[Scheduled Orders](#)
[Order History](#)
[Product Show Room](#)
[HON Furniture](#)
[HP Printer Finder](#)

ADMIN CENTER
[Reset Password](#)
[Return Request](#)
[Special Item Request](#)
[Rebate History](#)
[Redeem Request](#)
[Contact Us](#)

COMPANY LIST MY SHOPPING LIST Search Toll Free 888.973.4362 Customer Service Terms Order FAQs Logout

hp **Qualified Supplies Partner** 2017
GeoTrust **SECURED** 2017-07-11 UTC

Product Search Bar

Deductively narrow down your search using product specific “categories” and drop down “features”.

The screenshot shows the REGENCY website interface. At the top left is the REGENCY logo and the text 'nefabtest of Nefab Packaging Inc. USA'. At the top right is a 'Logout' link and a 'SHOP NOW COMPANY STORE' button. Below the header is a navigation bar with 'COMPANY LIST' and 'MY SHOPPING LIST' tabs, and a search bar containing the text 'Search'. The main content area displays search results for 'binder'. The results are filtered by 'Presentation / View Binders(561)', 'Standard Ring Binders(475)', 'Portfolios(78)', 'Miscellaneous(59)', 'Color Hanging Folders(14)', and 'More'. The results are sorted by 'Relevance' and show 10 results per page. The first three results are highlighted with yellow arrows pointing to the left. The first result is 'Ave170112 Avery Durable View Binders with Slant Rings' priced at \$5.44 / EA. The second result is 'Ave05711 Avery Economy View Binders with Round Rings - without Merchandising' priced at \$3.49 / EA. The third result is 'Ave79199 Avery Heavy-Duty View Binders with Locking One Touch EZD Rings' priced at \$7.79 / EA. The fourth result is 'Ave05710 Avery Economy View Binders with Round Rings - without Merchandising' priced at \$4.09 / EA. Each result includes a product image, a 'Compare' checkbox, a 'Quantity' input field, and a 'Add to Cart' button. The product descriptions include details like '1" Binder Capacity - Letter - 8 1/2" x 11" Sheet Size' and '220 Sheet Capacity'. The website footer features the PINNACLE logo and the text 'www.PinnacleOfficeProducts.com • Toll Free 888-552-6782'.

Search Results

Customize your search by choosing up to 50 results per page or filter by assorted category.

REGENCY
nefabtest of Nefab Packaging Inc. USA

Logout

SHOP NOW
COMPANY STORE

COMPANY LIST MY SHOPPING LIST Search

Total: 1325 product(s) Search for " binder "

1 | 2 | 3 | 4 | 5 | Next | » Sort by Relevance Result per page 10 View by List

Refine Results by Keyword

Compare Add & View Cart Add to Cart

Compare AVE17012 Avery \$5.44 / EA
Avery Durable View Binders with Slant Rings
1" Binder Capacity - Letter - 8 1/2" x 11" Sheet Size - 220 Sheet Capacity - 3 x Slant D-Ring Fastener(s) - 2 Internal Pocket(s) - Poly - White - Recycled - 1 Each
Quantity:

- DuraHinge design that's stronger, lasts longer and resists tearing
- DuraEdge makes the sides and top more pliable to resist splitting

Compare AVE05711 Avery \$3.49 / EA
Avery Economy View Binders with Round Rings - without Merchandising
1" Binder Capacity - Letter - 8 1/2" x 11" Sheet Size - 175 Sheet Capacity - 3 x Round Ring Fastener(s) - 2 Internal Pocket(s) - Vinyl - White - Recycled - 1 Each
Quantity:

- Simple and lightweight means of organizing your papers
- Round ring holds pages securely

Compare AVE79199 Avery \$7.79 / EA
Avery Heavy-Duty View Binders with Locking One Touch EZD Rings
1" Binder Capacity - Letter - 8 1/2" x 11" Sheet Size - 275 Sheet Capacity - 3 x D-Ring Fastener(s) - 4 Internal Pocket(s) - Poly, Chipboard - White - Recycled - 1 Each
Quantity:

- DuraHinge design that's stronger, lasts longer and resists tearing
- DuraEdge makes the sides and top more pliable to resist splitting

Compare AVE05710 Avery \$4.09 / EA
Avery Economy View Binders with Round Rings - without Merchandising
1" Binder Capacity - Letter - 8 1/2" x 11" Sheet Size - 175 Sheet Capacity - 3 x Round Ring Fastener(s) - Internal Pocket(s) - Vinyl - Black - Recycled - 1 Each
Quantity:

Categories: Presentation / View Binders(561), Standard Ring Binders(475), Portfolios(78), Miscellaneous(59), Color Hanging Folders(14), More

Manufacturers: Avery(323), ACCO Brands Corporation(247), TOPS Products(215), Samsill Corporation(128), Sparco Products(117), More

Product Type: All(1266)

Brand Name: All(1266)


Packaged Quantity: All(1233)

More



Compare Products

Compare up to four products side-by-side by checking the boxes located next to the product picture and then clicking "Compare".


AVE17012 \$5.44 / EA
Avery Durable View Binders with Slant Rings
 1" Binder Capacity - Letter - 8 1/2" x 11" Sheet Size - 220 Sheet Capacity - Slant D-Ring
 Fastener(s) - 2 Internal Pocket(s) - Poly - White - Recycled - 1 Each





- DuraHinge design that's stronger, lasts longer and resists tearing
- DuraEdge makes the sides and top more pliable to resist splitting

AVE05711 \$3.49 / EA
Avery Economy View Binders with Round Rings - without Merchandising
 1" Binder Capacity - Letter - 8 1/2" x 11" Sheet Size - 175 Sheet Capacity - 3 x Round Ring Fastener(s)
 - 2 Internal Pocket(s) - Vinyl - White - Recycled - 1 Each



- Simple and lightweight means of organizing your papers
- Round ring holds pages securely

Avery Durable View Binders with Slant Rings



AVE17012
\$5.44

QTY:



Avery Economy View Binders with Round Rings - without Merchandising



AVE05711
\$3.49

QTY:



General Information

| | | |
|-------------------------------------|---------------------------------------|---|
| Manufacturer | Avery | Avery |
| Manufacturer Part Number | 17012 | CV11-10-WE |
| Manufacturer Website Address | http://www.avery.com | http://www.avery.com |
| Brand Name | Avery | Avery |
| Product Line | Durable | |
| Product Name | Durable View Binders with Slant Rings | Economy View Binders with Round Rings - without Merchandising |



PINNACLE

Product Info Screen

Click on any item for a detailed description, packing levels, and the corresponding catalog page number.


All Categories > Office Supplies > Binders & Accessories > Binders > Presentation / View Binders



Product No. AVE17012

[Tour rich-marketing](#)

Description Avery Durable View Binders with Slant Rings

Your Price \$5.44 Quantity  Stock Check



1" Binder Capacity - Letter - 8 1/2" x 11" Sheet Size - 220 Sheet Capacity - 3 x Slant D-Ring Fastener(s) - 2 Internal Pocket(s) - Poly - White - Recycled - 1 Each

- DuraHinge design that's stronger, lasts longer and resists tearing
- DuraEdge makes the sides and top more pliable to resist splitting
- Deep texture film offers a smoother finish for high-quality look and feel
- Wide binder panels fully cover standard dividers and sheet protectors
- Pages lie flat with back-mounted rings



Similar Products



AVE05711

SPR19601

Promotion



AVE17002

AVE17032

AVE17022

AVE17042

Suggested Products



AVE05304

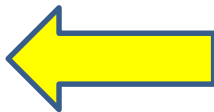
AVE09301

Summary

Detail

General Information

Catalog Page Number 277



Product Info Screen

If product specifications are desired, click on “Detail” Tab within the product information screen. An extended overview of the product appears.

Categories > Office Supplies > General Supplies > Indexing Flags & Tabs > Index Tabs & Page Markers



Product No. AVE74762

[\\$25 Subway Card w \\$75 Avery Purchase](#)
[rich-marketing](#)

Description Avery UltraTabs Repositionable Mini Tabs

Your Price \$8.70

Quantity

Stock Check



Write-on Tab(s) - 1.50" Tab Height x 1" Tab Width - Neon Tab(s) - 80 / Pack

- More durable than a flag
- Write on small tabs for easy access to notes and more
- Repositionable for versatile use
- Reusable
- Smudge-resistant



Similar Products



AVE74770



AVE74759

Promotion



AVE74763



AVE74756



AVE74757

Suggested Products



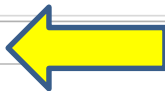
MMM686F1



AVE74767

Summary

Detail



General Information

Catalog Page Number 797

General Information

Manufacturer Avery

Manufacturer Part Number 74762

Manufacturer Website <http://www.avery.com>

Address

Brand Name Avery

Product Name UltraTabs Repositionable Mini Tabs

Marketing Information Ultra Mini Tabs are writable on both sides and more durable than a flag. The adhesive body is clear so you can see text underneath. Durable small tabs are repositionable and reusable yet stick securely and remove cleanly with no residue. Smudge-resistant tab and body are writable with pens, markers, pencils and highlighters.



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Inventory Availability

Check inventory availability by clicking on the “Stock Check” link to avoid back orders.

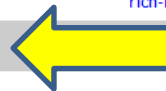
All Categories > Office Supplies > General Supplies > Indexing Flags & Tabs > Index Tabs & Page Markers



Product No. AVE74762
 Description Avery UltraTabs Repositionable Mini Tabs

\$25 Subway Card w \$75 Avery Purchase
[rich-marketing](#)

Your Price \$8.70 Quantity Stock Check



Write-on Tab(s) - 1.50" Tab Height x 1" Tab Width - Neon Tab(s) - 80 / Pack

- More durable than a flag
- Write on small tabs for easy access to notes and more
- Repositionable for versatile use
- Reusable
- Smudge-resistant

Similar Products



AVE74770



AVE74759

Promotion



AVE74763



AVE74756

AVE74757

Suggested Products



MMM686F1



AVE74767

Stock Check

Product: AVE74762

Zip Code:

| Location | Available |
|----------------|-----------|
| SACRAMENTO | 35 |
| LOS ANGELES | 9 |
| SALT LAKE CITY | 9 |
| SEATTLE | 28 |
| PHOENIX | 51 |



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Add to Shopping List

Add items to a shopping list from the product information screen by clicking on the “Add to shopping list” link.

Note: Make sure the QTY box is “0” when adding to shopping list.

All Categories > Office Supplies > General Supplies > Indexing Flags & Tabs > Index Tabs & Page Markers



Product No. AVE74762

Description Avery UltraTabs Repositionable Mini Tabs

\$25 Subway Card w \$75 Avery Purchase rich-marketing

Your Price \$8.70 Quantity Stock Check



Write-on Tab(s) - 1.50" Tab Height x 1" Tab Width - Neon Tab(s) - 80 / Pack

- More durable than a flag
- Write on small tabs for easy access to notes and more
- Repositionable for versatile use
- Reusable
- Smudge-resistant

Similar Products



AVE74770



AVE74759

Promotion



AVE74763



AVE74756

AVE74757

Suggested Products



MMM686F1





AVE74767


















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































Managing Shopping Lists

Delete items off the list by clicking on the  symbol.
 Add items to another shopping list by clicking on the  symbol.

| Product | Description | Unit | Price | Qty | Ext. Price | Budget | |
|--|---|------|-------|----------------------|----------------------|----------------------|---|
|  BSN09952 | View Binder, w/ 2 Inside Pockets, 1 in. Capacity, Black | EA | 1.59 | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
| Message: <input type="text"/> | | | | | | | |
|  BSN09954 | View Binder, w/ 2 Inside Pockets, 1-1/2 in. Capacity, Black | EA | 1.99 | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
| Message: <input type="text"/> | | | | | | | |
|  BSN09958 | View Binder, w/ 2 Inside Pockets, 3 in. Capacity, Black | EA | 4.40 | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
| Message: <input type="text"/> | | | | | | | |
|  BSN09985 | Standard View Binder, 2 in. Capacity, 11 in. x8-1/2 in. , White | EA | 4.00 | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
| Message: <input type="text"/> | | | | | | | |
|  BSN16451 | Adhesive Note Pads, 3 in. x3 in. , 100 Sheets, 12/PK, Neon | PK | 13.22 | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
| Message: <input type="text"/> | | | | | | | |

Manage Shopping Cart

To delete an item from your cart, click the red 'X' next to the item and then click update at the bottom of the screen.































| Product | Manufacturer | Price | Cost | GM% | UOM | Qty | Ext Price | Actions |
|---|--------------------|--|---------|--|-----|--------------------------------|-----------|---|
|  AVE11125 | Avery | <input type="text" value="5.55"/> | \$3.71 | 33.15 | ST | <input type="text" value="1"/> | \$5.55 |    |
| Index Dividers, T/Contents, 26 Tab, A-Z, 3HP, 8-1/2 in. x11 in. , 1/ST, MI | | Message: <input type="text" value="Line Comment"/> | | | | | | |
|    | | Project: <input type="text" value="Project ID"/> | | Budget: <input type="text" value="Budget ID"/> | | | | |
|  BSN63108 | Business Source | <input type="text" value="6.89"/> | \$7.26 | -5.37 | DZ | <input type="text" value="2"/> | \$13.78 |    |
| Legal Pads, Legal Ruled, 50 Sht, 8-1/2 in. x11-3/4 in. , 12Pack, WE | | Message: <input type="text" value="Line Comment"/> | | | | | | |
|   | | Project: <input type="text" value="Project ID"/> | | Budget: <input type="text" value="Budget ID"/> | | | | |
|  DEF73502RT | Deflect-O | <input type="text" value="31.56"/> | \$26.76 | 15.21 | ST | <input type="text" value="4"/> | \$126.24 |    |
| Wall Pocket System, 3-Letter Pockets, 13 in. x4 in. x20 in. , Smoke | | Message: <input type="text" value="Line Comment"/> | | | | | | |
|   | | Project: <input type="text" value="Project ID"/> | | Budget: <input type="text" value="Budget ID"/> | | | | |
|  FALDPSXL12 | FALCON SAFETY | <input type="text" value="6.19"/> | \$7.18 | -15.99 | EA | <input type="text" value="3"/> | \$18.57 |    |
| Disposable Compressed Gas Duster, 12 oz Can | | Message: <input type="text" value="Line Comment"/> | | | | | | |
|   | | Project: <input type="text" value="Project ID"/> | | Budget: <input type="text" value="Budget ID"/> | | | | |
|  HOD26202 | House Of Doolittle | <input type="text" value="13.00"/> | \$11.65 | 10.38 | EA | <input type="text" value="1"/> | \$13.00 |    |
| Monthly Planners, 8-1/2 in. x11 in. , 2PPM, BK Cover | | Message: <input type="text" value="Line Comment"/> | | | | | | |
|    | | Project: <input type="text" value="Project ID"/> | | Budget: <input type="text" value="Budget ID"/> | | | | |
|  AAGE717T50 | At-A-Glance | <input type="text" value="8.20"/> | \$4.64 | 43.41 | EA | <input type="text" value="2"/> | \$16.40 |    |
| Desk Calendar Refill, F/ 17-Base, Red Mthly Tabs, 3-1/2 in. x6 in. | | Message: <input type="text" value="Line Comment"/> | | | | | | |
|    | | Project: <input type="text" value="Project ID"/> | | Budget: <input type="text" value="Budget ID"/> | | | | |

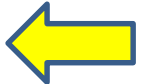
Inhouse Comments

- Shop Company Store
- Shop Office Supplies
- Clear
- Update**
- Save as Quote
- Checkout

Manage Shopping Cart

The message bar next to each item can be used for internal notes. The information saved in the message bar will appear on the packing slip.

| Product | Manufacturer | Price | Cost | GM% | UOM | Qty | Ext Price | Actions |
|--|--|--|---------|--------|-----|----------|---|---|
|  AVE11125 | Avery | 5.55 | \$3.71 | 33.15 | ST | 1 | \$5.55 |    |
| Index Dividers, T/Contents, 26 Tab, A-Z, 3HP, 8-1/2 in. x11 in. , 1/ST, MI | | | | | | Message: | <input type="text" value="Line Comment"/> | |
|  | Project: <input type="text" value="Project ID"/> | Budget: <input type="text" value="Budget ID"/> | | | | | | |
|  BSN63108 | Business Source | 6.89 | \$7.26 | -5.37 | DZ | 2 | \$13.78 |    |
| Legal Pads, Legal Ruled, 50 Sht, 8-1/2 in. x11-3/4 in. , 12Pack, WE | | | | | | Message: | <input type="text" value="Line Comment"/> | |
|  | Project: <input type="text" value="Project ID"/> | Budget: <input type="text" value="Budget ID"/> | | | | | | |
|  DEF73502RT | Deflect-O | 31.56 | \$26.76 | 15.21 | ST | 4 | \$126.24 |    |
| Wall Pocket System, 3-Letter Pockets, 13 in. x4 in. x20 in. , Smoke | | | | | | Message: | <input type="text" value="Line Comment"/> | |
|  | Project: <input type="text" value="Project ID"/> | Budget: <input type="text" value="Budget ID"/> | | | | | | |
|  FALDPSXL12 | FALCON SAFETY | 6.19 | \$7.18 | -15.99 | EA | 3 | \$18.57 |    |
| Disposable Compressed Gas Duster, 12 oz Can | | | | | | Message: | <input type="text" value="Line Comment"/> | |
|  | Project: <input type="text" value="Project ID"/> | Budget: <input type="text" value="Budget ID"/> | | | | | | |
|  HOD26202 | House Of Doolittle | 13.00 | \$11.65 | 10.38 | EA | 1 | \$13.00 |    |
| Monthly Planners, 8-1/2 in. x11 in. , 2PPM, BK Cover | | | | | | Message: | <input type="text" value="Line Comment"/> | |
|  | Project: <input type="text" value="Project ID"/> | Budget: <input type="text" value="Budget ID"/> | | | | | | |
|  AAG717T50 | At-A-Glance | 8.20 | \$4.64 | 43.41 | EA | 2 | \$16.40 |    |
| Desk Calendar Refill, F/ 17-Base, Red Mthly Tabs, 3-1/2 in. x6 in. | | | | | | Message: | <input type="text" value="Line Comment"/> | |
|  | Project: <input type="text" value="Project ID"/> | Budget: <input type="text" value="Budget ID"/> | | | | | | |



Inhouse Comments

Shop Company Store

Shop Office Supplies

Clear

Update

Save as Quote

Checkout



PINNACLE

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Accessing ePrint Company Store

To Access the Company Store, Click on “Shop Now - Company Store” icon on the top right of the page.

REGENCY Search **SHOP NOW COMPANY STORE** **SUPPORT CENTER** SUBMIT REQUEST

SRS Demo User of SRS Distribution

Company List My Shopping List Logout

COFFEE & Breakroom

Items: 0
Total: 0.00
[VIEW CART](#)

ORDERING CENTER

- [Quick Order](#)
- [Express Quick Order](#)
- [View Cart](#)
- [Scheduled Orders](#)
- [Order History](#)
- [Product Show Room](#)
- [Hon Furniture](#)

ADMIN CENTER

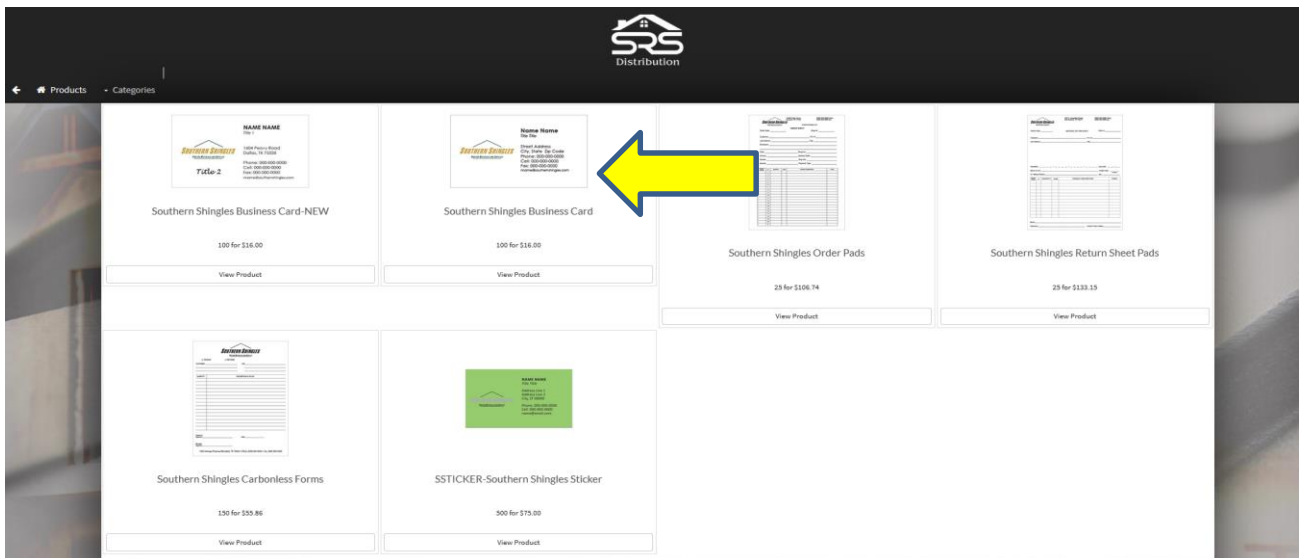
- [Manage Account](#)
- [Change Password](#)
- [Order Approval Wizard](#)
- [Dealer Order Approval](#)
- [Return Request](#)
- [EDocuments](#)
- [Report Subscription](#)
- [cXML Resubmit](#)
- [Help](#)
- [Contact Us](#)

ePrint Store Instructions

The corporate approved categories customized for your company are listed with picture icons in the middle of the page.



Once inside the icon - you can choose which item to customize to your specific needs.



ePrint Store Instructions

Create a new version of the item:

The screenshot shows the 'Southern Shingles Business Card' product page. On the left is a business card image with the Southern Shingles logo and contact information. On the right, a table lists existing versions:

| Quantity | Price |
|----------|---------|
| 100 | \$16.00 |
| 250 | \$25.00 |
| 500 | \$37.00 |
| 1000 | \$52.00 |

Below the table is a section titled 'Existing Versions' with a 'Create New Version' button. A yellow arrow points to this button.

Fill in the variable information, including the drop down listing your location - then click “Save New Version”

The form contains the following fields:

- Name:
- Title:
- Select Location:
- Phone:
- Cell:
- Fax:
- Email:

A yellow arrow points to the 'SAVE NEW VERSION' button at the bottom right.

ePrint Store Instructions

After you create your version, you can “View PDF” to ensure all of the information is correct. After you have reviewed, you need to choose your quantity and confirm that the proof is approved. (Cannot continue without both of these filled out) - then click “Add to Cart”

Southern Shingles Business Card

John Doe
Manager
4899 US Highway 377 South
Krugerville, TX 78227
Phone: 1 282-44-4567
Cell: 1 282-456-7890
johndoe@ss@southernshingles.com

100# Cougar Digital Smooth Cover
3.5x2" - Digital
P3# 17334
ID: Southern_BC
UOM: DKCD

To order the proof displayed above, complete the Proof Approval, select your quantity, and add to the cart.
Proof is no longer usable/out of date? Select the REMOVE button to delete it from your options or select EDIT to modify your information.

EDIT REMOVE VIEW PDF

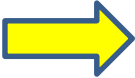

| Quantity | Price |
|----------|---------|
| 100 | \$16.00 |
| 250 | \$25.00 |
| 500 | \$37.00 |
| 1000 | \$52.00 |

Proof Approval
I have reviewed my PDF proof and approve it for production.

Order Quantity
250 (5x50)

Total Quantity 250

Add To Cart \$25.00



You will then review all information, here you can “Submit” to Finish the Checkout process or can “Continue Shopping” where you can add additional personalized sets of cards.

Shopping Cart


250 (5x50)
Total Quantity 250

Southern Shingles Business Card
Proof Approval: I have reviewed my PDF proof and approve it for production.

Unit Price \$5.00
Total \$25.00

Subtotal \$25.00



Cancel Order Continue Shopping Submit




Ship To Locations

Manage multiple location and department codes for shipping.

1) REVIEW CART 2) SHIPPING & PAYMENT 3) PLACE ORDER ORDERING CENTER


Ship To  ORDER SUMMARY
Name Phone
Address 1 Phone Ext.
Address 2 PO Number
City Cost Center 

Ship To 





Ship To ID: Name:
Address1: Address2:
City: State:
Zip: Country:

[Search](#) [Reset](#)

| Ship To ID | Name | Address1 | Address2 | City | State | Zip | Country | UseShipToAsBillTo | ShipMethod Name |
|-----------------------|------------------------|-------------------|------------------------|------------|--------|-----|---------|-------------------|-----------------|
| <input type="radio"/> | Turtle Creek Ste 1700 | Turtle Creek Main | 3811 Turtle Creek Blvd | Suite 1700 | Dallas | TX | 75219 | No | |
| <input type="radio"/> | Turtle Creek Suite 150 | F and M Bank | 3811 Turtle Creek | Suite 150 | Dallas | TX | 75219 | No | |

Bill to 

Name
Address 1
Address 2
City
State
Zip Code
Country



Card Type
CC Number
Expiration /
CW
Name on Card

Address 1
Address 2
City
State
Zip Code
Country

[Help](#)
[Contact Us](#)

[Confirm & Skip OAS](#) [Update](#) [Order & Schedule](#) [Checkout](#)

1) REVIEW CART 2) SHIPPING & PAYMENT 3) PLACE ORDER ORDER SUMMARY

Ship To  Contact Items: 10
Name Phone Items Total: \$242.02
Address 1 Phone Ext. Tax: \$19.96
Address 2 PO Number
City Cost Center  Other Charges:
State
Zip Code
Country

Order Total: \$261.98

Special Instructions


Charge Codes & Cost Centers

Each location has a set Branch ID - in the system, this will be listed under “Cost Center” on the checkout page. If the Cost Center is not pre-populated, you will click on the magnifying Glass to Add the Cost Center to the Order.

Company List **My Shopping List**

1) REVIEW CART **2) SHIPPING & PAYMENT**

| | | | |
|-----------|----------------------|-------------|----------------------|
| Ship To | <input type="text"/> | Contact | <input type="text"/> |
| Name | <input type="text"/> | Phone | <input type="text"/> |
| Address 1 | <input type="text"/> | Phone Ext. | <input type="text"/> |
| Address 2 | <input type="text"/> | PO Number | <input type="text"/> |
| City | <input type="text"/> | Cost Center | <input type="text"/> |
| State | <input type="text"/> | | |
| Zip Code | <input type="text"/> | | |
| Country | <input type="text"/> | | |



1) REVIEW CART **2) SHIPPING & PAYMENT**

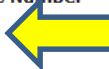
| | | | |
|-----------|----------------------|-------------|----------------------|
| Ship To | <input type="text"/> | Contact | <input type="text"/> |
| Name | <input type="text"/> | Phone | <input type="text"/> |
| Address 1 | <input type="text"/> | Phone Ext. | <input type="text"/> |
| Address 2 | <input type="text"/> | PO Number | <input type="text"/> |
| City | <input type="text"/> | Cost Center | <input type="text"/> |
| State | <input type="text"/> | | |
| Zip Code | <input type="text"/> | | |
| Country | <input type="text"/> | | |

Cost Center [X]

CostCenterID: Name:

[Search](#) [Reset](#)

| CostCenterID | Name | CC Number |
|-----------------------|-------|-----------|
| <input type="radio"/> | RPJEF | RPJEF |




Check Out

When ready to check out, simply click on the “Check Out” link where you can review your order before confirming.

1) REVIEW CART

2) SHIPPING & PAYMENT

3) PLACE ORDER

Ship To 

Name

Address 1

Address 2

City

State

Zip Code


Country

Contact

Phone

Phone Ext.

PO Number

Cost Center 

ORDER SUMMARY

Items: 10


Items Total: \$242.02

Tax: \$19.96

Other Charges:

Order Total: \$261.98

Special Instructions

Bill To 

Name

Address 1

Address 2

City

State

Zip Code

Country



Card Type

CC Number

Expiration /

CVV

Name on Card

Address 1

Address 2

City

State

Zip Code

Country

Confirm & Skip OAS

Update

Order & Schedule

Checkout





PINNACLE

Confirming Order

Review the order to ensure accuracy. Once you are ready to confirm the order, select 'Place Order' at the bottom of the screen.

| 1) REVIEW CART | | 2) SHIPPING & PAYMENT | | 3) PLACE ORDER | |
|----------------|------------------------|----------------------------|----------------|---|--------|
| Ship To: | | Contact/Order Information: | | Order Summary: | |
| Ship To ID | Turtle Creek Ste 1700 | Contact | Brenda Sirucek | Items: | 2 |
| Ship To | Turtle Creek Main | Phone | | SubTotal: | \$2.76 |
| Address 1 | 3811 Turtle Creek Blvd | Extension | | Tax: | \$0.64 |
| Address 2 | Suite 1700 | Cost Center | | Other Charges: | |
| City | Dallas | PO Number | | Small Order Charge for OP Orders \$5.00 | |
| State | TX | Card Type | | Total: \$8.40 | |
| Zip Code | 75219 | Card Number | | | |
| Cart | | | | | |

| Product | Description | OrdQty | Price/UOM | Ext Price | Message | Budget | Project |
|---|--|--------|-----------|-----------|---------|-------------------|---------|
|  | SPR25225 Straight Scissors, Rubber Handles, 7 in. Straight, Black | 1 | \$1.84/EA | \$1.84 | | 001-Dallas Branch | |
|  | | | | | | | |
|  | BSN36550 Binder Clip, Small, 3/4 in. W, Steel, 3/8 in. Capacity, 1/DZ, Black | 4 | \$0.23/DZ | \$0.92 | | 001-Dallas Branch | |
|  | | | | | | | |

Special Instructions

Place Order



The Return Process

1. Select 'Return Request' under the Admin Center found on the left side toolbar.
2. Select the magnifying glass icon next to the 'Order' field to select which WO your item is part of.
3. Once you select the order, the details of that order will populate. Enter the quantity for each item that needs to be returned.
4. Select 'Submit Request' Regency's customer service takes it from there.

Note: When returning an item, do not send back with courier. Wait 2-3 business days to receive an RA number for return after completed online return form.

CONTACT US

SPECIAL ITEM REQUEST

RETURN REQUEST

Order:



NOTE: Return Reason field is required for all products listed. If a return reason is not provided, return may be subject to delay/cancellation.

| Product | Description | U/M | Price | Order Qty | Return Qty | Return Reason |
|--|---|-----|--------|-----------|--------------------------------|----------------------|
|  DXESXP10PATHPK | Plates, Extra Heavy Weight, 10 in., 125.PK, Pathways/White | PK | 32.84 | 1 | <input type="text" value="0"/> | <input type="text"/> |
|  CCS20515 | Privacy Filter, Blackout, LCD 16.9 Form Fctr,21.5 in.W, Black | EA | 179.56 | 1 | <input type="text" value="0"/> | <input type="text"/> |
|  BSN36593 | Multipurpose Paper,20lb.,92 Bright,8-1/2 in.x14 in.,10RM/CT,White | CT | 57.49 | 1 | <input type="text" value="0"/> | <input type="text"/> |



User ID

Phone:

Ext

Email:

Submit Request



PINNACLE

www.PinnacleOfficeProducts.com • Toll Free 888-552-6782





Order History Toolbar

The Order History menu selection allows users to access quotes as well as previously placed orders in any of these statuses: pending approval, confirmed, shipped, or rejected.

COMPANY LIST MY SHOPPING LIST Search

WELCOME!

Regency has redesigned the shopping experience to provide a user-friendly environment, with your shopping lists and search feature at your finger tip 



Prefer shopping by category?
Visit the Product Showroom in the Ordering Center!

ORDERING CENTER

- [Quick Order](#)
- [Express Quick Order](#)
- [View Cart](#)
- [Scheduled Orders](#)
- [Order History](#)
- [Product Show Room](#)
- [HON Furniture](#)
- [HP Printer Finder](#)

ADMIN CENTER

- [Manage Account](#)
- [Reset Password](#)
- [Order Approval Wizard](#)
- [Dealer Order Approval](#)
- [Return Request](#)
- [Special Item Request](#)
- [Rebate History](#)
- [Redeem Request](#)
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