Audencia Web to Print
User guide

audencia.goubault.com

Creating an account

On your first visit to the Audencia store, you will need to create a personal access code for the site. In order to do this, you will be asked to provide personal information. This information will be used for automatic filling of business card fields.

Log on to the web site **audencia. goubault.com**, then click on the **create an account** link.

Please fill in the fields and confirm creation of your account.

Please note that at this point it is very important to choose the correct group to which you belong: **Administrative personnel** or **Professor**.

This will automatically determine the person who approves your order.

Logging on to the site

On your following visits, all you need to do is log on by entering your **e-mail address** (or your Username), then your **password**.

Changing your user information

The information entered when you create your account can be modified; All you need to do is click on your first name at the top of the page on the web site, modify your personal data, then save the modifications.

Choosing a product

1. Click on an item to go to its specific page.

2. From the drop-down menu, choose the desired *Quantity* for this product. The other fields cannot be modified.

3. Once you have chosen the quantity, click on the *Customize Order* button to access customisable cards.

Customising a product

4. Fill in the various fields.

5. To view your information on the preview of the card on the right-hand side of the screen, click on the *Update Preview* button.

6. When you have finished editing your card, you should click on the *Finish Editing* button and then check the *Yes, I approve this document* box before adding the card to your basket.

It is important to note that at this stage, you are solely responsible for the accuracy of the information entered and that the order shall be considered "ready for printing".

SHOPPING CART

Livraison garantie par Chronopost entre 9h et 13h. Delivery guaranteed by Chronopost between 9am and 1pm.
Pour le bon suivi de votre livraison, vous serez informé(e) par SMS et par e-mail. For the good follow-up of your delivery, you will be informed by SMS and e-mail.

Audencia 50	59,00 €	**Subtotal**	**59,00 €**

Checkout

Continue Shopping

Details ⌄

Quantité = 50
Impression = Quadri Recto Verso

SHIPPING

Ship To

8 Route de la Jonelière, BP 31222, Nantes Cedex 3, Loire-Atlantique, 44312 (Atlantic Campus ▾)

8 Route de la Jonelière
BP 31222
Nantes Cedex 3, Loire-Atlantique FR 44312

Subtotal	59,00 €
Shipping	0,00 €
Tax	11,80 €
Total	**70,80 €**

Shipping Method

Chronopost 15 et 30 du mois 0,00 € ▾

Continue

CHECKOUT

Please fill out the following information before completing your order.

Payment Method

Facturation Mensuelle ✓

Subtotal	59,00 €
Shipping	0,00 €
Total Before Tax	59,00 €
Tax	11,80 €
Total	**70,80 €**

Shipping   Edit

Audencia   59,00 €

Complete Order

Audencia   Welcome Commercial   My Account ▾   Search   🛒 0 items

PRODUITS | COMMANDES ▾ | ASSISTANCE ▾ | SE DÉCONNECTER

Nous vous remercions pour votre commande, un résumé est disponible ci-dessous.
Votre commande sera traitée après approbation par votre responsable.

ORDER #1384

Reorder

PO Number	n/a	**Bill To**
Order Date	29/04/2022 11:41	8 Route de la Jonelière
Subtotal	59,00 €	BP 31222
Shipping	0,00 €	Nantes Cedex 3, Loire-Atlantique 44312
Tax	11,80 €	
Total	70,80 €	**Ordered By**
Notes		Commercial GOUBAULT
		devis@goubault.eu
		+33 (0)2 51 12 75 75

🖨 Print Summary

AUDENCIA   **Needs Approval** You cannot approve this item.

Michel DURAND, PhD
Departement Full Professor
mdurand@audencia.com
Phone : +33 (2)5 98 78 65 32

AUDENCIA ATLANTIC CAMPUS
8 route de la Jonelière | BP 31222
44312 Nantes Cedex 3 - France

QTY	50
Price	59,00 €
Item Name:	DURAND
Item Number:	1

Reorder

Checking products

The previous steps must be repeated for each different document that you need to order. When you are on the *Shopping Cart* page, click on the *Continue shopping* button to return to the homepage and choose a new document to order.

If you have finished preparing your order, click on the *Checkout* button.

On the *Shipping* page, from the list, choose the address to which you want the cards to be delivered. By default, the cards will be delivered on the 15th and 30th day of the month. Subject to agreement from Audencia, you can choose an urgent delivery option (within 5 days) for an extra charge.

The *Checkout* page is the last step before final confirmation of the order. At this point, you can still modify one or more of the elements.

Confirming your order

To finalise your order on the *Checkout* page, click on *Complete Order* button.

This leads to the creation of the *final page proof* for the documents chosen, confirmation of your customisable data entered on them, the quantities, the delivery address and the processing of the order by our personnel.

A *summary of your order* is then displayed on the following page. This summary can be viewed at any time you wish in the *Order history* section of the site (see the following page).

A confirmation e-mail is sent to the address entered for your account.

Approval of the order

Your order is then submitted to be *approved* by Audencia. It will only be produced once a person authorised to approve it has given their agreement.

Notification by e-mail will be sent to you to let you know if your order has been approved or refused.

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Order history

The order history page allows you to view the details of your orders at any time, regardless of whether they have been approved or not. Several tools are available to you to help you search for an order previously made.

The *Search* field, beneath the page title, allows you to single out an order by entering its number, or to search for a card by entering the customised data included on it.

Date filters are also available to refine the number of results for the search.

The *Pending* button becomes *Orders*, to return to the orders in the process of being produced or already delivered. You can also access them via the Orders menu.

The *Approval status* list allows you to filter orders depending on the response of the approver: approved or refused.

To apply the filters above, click on the green *Apply the filters* button.

Displaying details

In the first column of the table, the *View* link allows you to display the summary of orders (seen previously in confirming the order). This page can allow you to consult the response of the approver regarding your item (this information is also available by notification by e-mail).

Making a new order

In the first column of the table, the black triangle allows you to view the details of the order and contains the *Reorder* link. This function allows you to retrieve the data entered during a previous order so as to make a new one. The information retrieved in this way can be modified if necessary.

This link is only displayed if the previous order has been approved and produced.