



QUICK GUIDE • PLACING REORDERS

Placing an online reorder has never been easier when you order on Navitor.com

To place a reorder on a previous order from Navitor.com simply go to the My Account page. Scroll down until you see the **Reorders (online orders only)** link.

We've updated your My Accounts page, which is now the default page after you login. You can even upload your own image to replace the one above (540px wide by 100px tall). Simply click the image to access the customize page.

If you are new to Navitor, please see this blog post to learn how to place orders and get assistance.

New products available for online ordering!

- Spot Color Business Cards
- Value Full Color Business Cards
- Posters
- Water Bottle Labels
- Mailing Labels
- Spot Post-it® Notes
- Economy Folders
- Extra Thick Business Cards
- Special Shaped Labels
- Foil & Embossed Combination Labels

Order Center

Saved Carts (5)

[20180910-01](#) | [Shelby- NavMidwest 1](#)

[20180807-01](#) | [Amber Allen](#)

[20180727-02](#) | [Project-PO# BLANK](#)

[20180727-01](#) | [Project-PO# BLANK](#)

[20180719-01](#) | [Project-PO# BLANK](#)

[More Carts](#)

[Order History](#)

[Reorders \(online orders only\)](#)

[Pending Orders \(0\)](#)

[Invoices](#)



Once there you can search for your previous order by the web order number, PO#, and customer phone number if it was entered in the previous order. Add in your information and click on **“Filter”**

Place Reorder (Online Orders Only)

Filter Results

Placed After: Web Order Number: P.O. # / Project Name:

Placed Before: Customer Phone #:

Creation Date	Released On	Web Order #	P.O. # / Project Name	Last Name	Phone #	
10/02/2018	10/02/2018	2000551840	Eekhoff	Tracy Eekhoff	5073813916	<input type="button" value="Start Reorder"/> <input type="button" value="Receipt"/>
10/01/2018	10/01/2018	2000551185	Vicki Rudenick 100118	Vicki Rudenick (Located in NSP Building)	5073046365	<input type="button" value="Start Reorder"/> <input type="button" value="Receipt"/>

Once you click filter the order information will show for that order. You can then either view the **“Receipt”** or click on **“Start Reorder”**. Here is a quick guide:

Start Reorder

- Exact Reorder
- Changes to artwork Exact Reorder
- Changes to artwork
- Updating the quantity or stock
- Mailing location or method different
- Use this Start Reorder link to save time!

Receipt

- View the suggested retail/list price
- Locate the wholesale merchandise and shipping charge
- Verify the ship to location
- Review and download a pdf proof
- Print my order confirmation

If you click on **“Receipt”** the old order confirmation will show- note that you can toggle between the retail and the wholesale cost by clicking on the **“View List Price Order Confirmation”**

[Email Order Confirmation](#) | [Print Order Confirmation](#) | [View List Price Order Confirmation](#)

Done

Order Confirmation

An email confirmation has been sent with your order confirmation number and all other order information.

Order Number	Order Date	Shipping Method
2000204309	9/18/2018 10:34:50 AM CST	Local Pickup

Billing Information	Ship-To Address	Order Reference
Account # 12345 Navitor Inc. 1625 Roe Crest Drive Suite 103 North Mankato, MN 56003	John Smith 100 Test St Suite 103 Mankato, MN 56001	Purchase Order: Customer's Name: Customer's Phone Number: Customer's Company:

Line Item Summary (All prices shown on this page are your wholesale price)

Line	Product	Stock	Quantity	Price
1	9' x 12' 1-Color Die Cut Handle Plastic Bags, 1-Sided View PDF Proof Email PDF Proof	Yellow	100	\$133.00

Sales Terms and Conditions

Please note that proofing for spelling, type size, font selection, design layout, ink color and stock selection is the responsibility of the customer. Once an order has been submitted we are unable to make changes to the order.

*Note:



Sales Tax is not included in your cart and will automatically be added to your payment if you are shipping the order to: AL, AZ, CA, CO, CT, FL, GA, IL, IN, IA, KS, KY, MD, MA, MI, MN, NE, NV, NJ, NY, NC, OH, PA, RI, SC, TN, TX, UT, VA, WA, VT or WI. If your business is tax exempt, please contact customer support to have your account updated.

Navitor is not required to and does not collect sales tax in LA, OK, and SD. Your purchase for delivery to these states is subject to sales or use tax unless the purchase is specifically exempt. Please note that

Order Sub-Total	\$133.00
Shipping & Processing	\$0.00
*Grand Total	\$133.00

If you click on **“Start Reorder”** the order will open into a new cart

1. You can edit the artwork if needed- (Remember to remove the old artwork if adding new artwork)
2. Edit the Product Specifications (Stock and quantity)
3. Add additional items

1. Spot Color Stationery Envelopes Flat 1 Spot Color (PMS Ink)	Product Specifications [EDIT]
Front Artwork: env_stat_10_caliesobay_pms_front.pdf [EDIT] 	Back Artwork: env_stat_10_caliesobay_pms_back.pdf [EDIT] 
Product Line: Envelopes Category: Spot Color Envelopes Sub Category: Spot Color Stationery Envelopes Number of Inks: 1 Spot Color 1 or 2 Sided (1 Ink) Ink Color: PMS Ink Ink Type: Flat Size: Spot Color Stationery Envelope #10 Side: Front and Back Flap Imprint Stock: Classic Laid Solar White 24 lb. Quantity: 250	
Remove This Item Duplicate item (Keep Same Artwork) Duplicate item (Upload New Artwork) View PDF Proof E-mail a PDF Proof	Item Price: \$76.95
Add Another Product To This Order ?	
Sub-Total: \$76.95	

Order Reference ?	Ship-To Address ? *Required	Select Shipping Method
Project/P.O. # Customer's Company Customer's Name Customer's Phone	<input checked="" type="checkbox"/> This is a Drop Ship. Customer's Name * Address Line 1 * Address Line 2 City * <input type="text"/> <input type="button" value="Select Sta"/> Zip Code *	Fill out the ship-to address form and click refresh below to get shipping options! <input type="button" value="Refresh Shipping Options"/> NOTE: Uncheck the "This is a Drop Ship." checkbox to ship to your default address.

Payment Type	Order Sub-Total
<input checked="" type="radio"/> On My Account ? <input type="radio"/> Pay By Credit Card ? Credit Card Edit	\$76.95
	Shipping: TBD
	*Grand Total: TBD

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