



To: University of Hartford Administrators for Web to Print Ordering  
From: Advanced Printing Services, Inc. – PRINTERSTATE i135 Web to Print Division  
Re: Site Upgrade

Effective Date: Wednesday, July 19, 2006

We are pleased to announce the following enhancements to your existing catalog ordering site:

- Shopping Cart – to hold orders until you are ready to submit for print production
- Multiple Shipping locations – allows 1 order with multiple products to ship to various locations
- Multiple Billing locations – allows 1 order with multiple products to bill to various addresses / cost centers
- Shipping / Billing Address Book – create custom addresses for drop down access for future orders
- Product Pricing – all available quantities and pricing listed upon selection of the product
- Catalog View – Categorized by product; enhanced with product specific images for easier identification

Overall, we hope you will enjoy the cleaner appearance and superior features of your new site. While this enhancement is still user friendly, refresher training sessions may be arranged for the fall.

**Due to this cutover, the site will be unavailable for ordering until Wednesday, July 19.**

**Login information:**

<http://i135.aprints.com/universityofhartford>

Username = your email address; Password = same (as you're currently using)

The site will also be linked to the Purchasing Department's web site next week:

<http://uhaweb.hartford.edu/purchase>

Click on Shop, then Stationery

In the meantime, if you have questions regarding site use, please contact [orderinfo@aprints.com](mailto:orderinfo@aprints.com)

Product needs: Linda Zigmont – Office of Communication - 768-4966 .

Pricing: Dennis Gacioch, Purchasing - 768-4007

To obtain a user name: Jennifer Davis, Purchasing - 768-5330.

Thank you!

PRINTERSTATE i135 Development Team