



**Saint
Joseph's
College
of Maine**

**CNOW Online Ordering
Platform Tutorial**



To get started, in a web browser go to:
www.creative-ig.com/NOW/

CreativeNOW™

 Email

 Password

SIGN IN

[Forgot your Password?](#)

1

2

1 Login

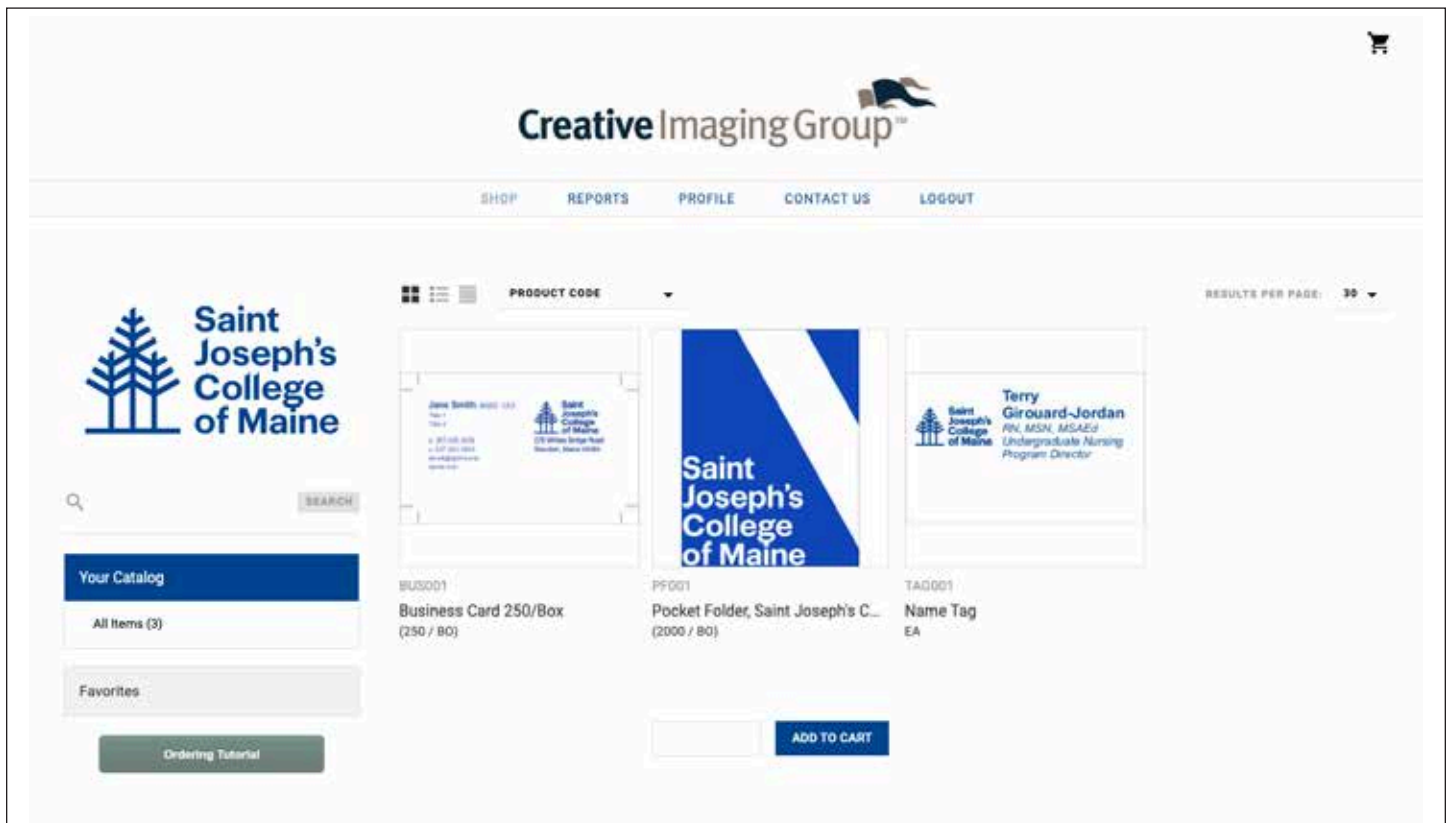
Sign in to your account by typing your credentials, then click **SIGN IN**.

2 Update / Forgot Password

Click here if you forgot your password. Follow steps to create new password.

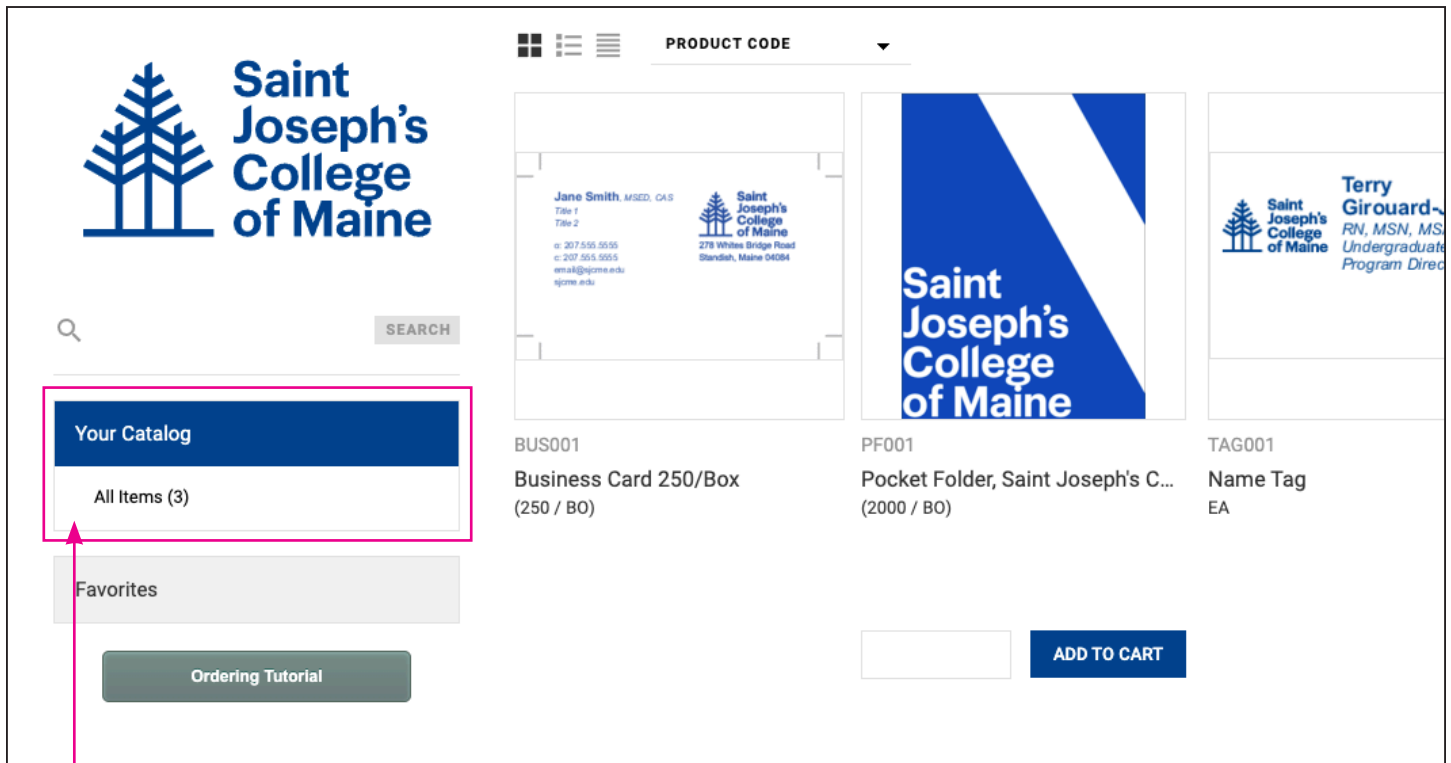
Initial View of Catalog

After login the portal will show the all items category by default as your initial starting location.



Start shopping

by choosing one of the category options or scroll down through all the items.

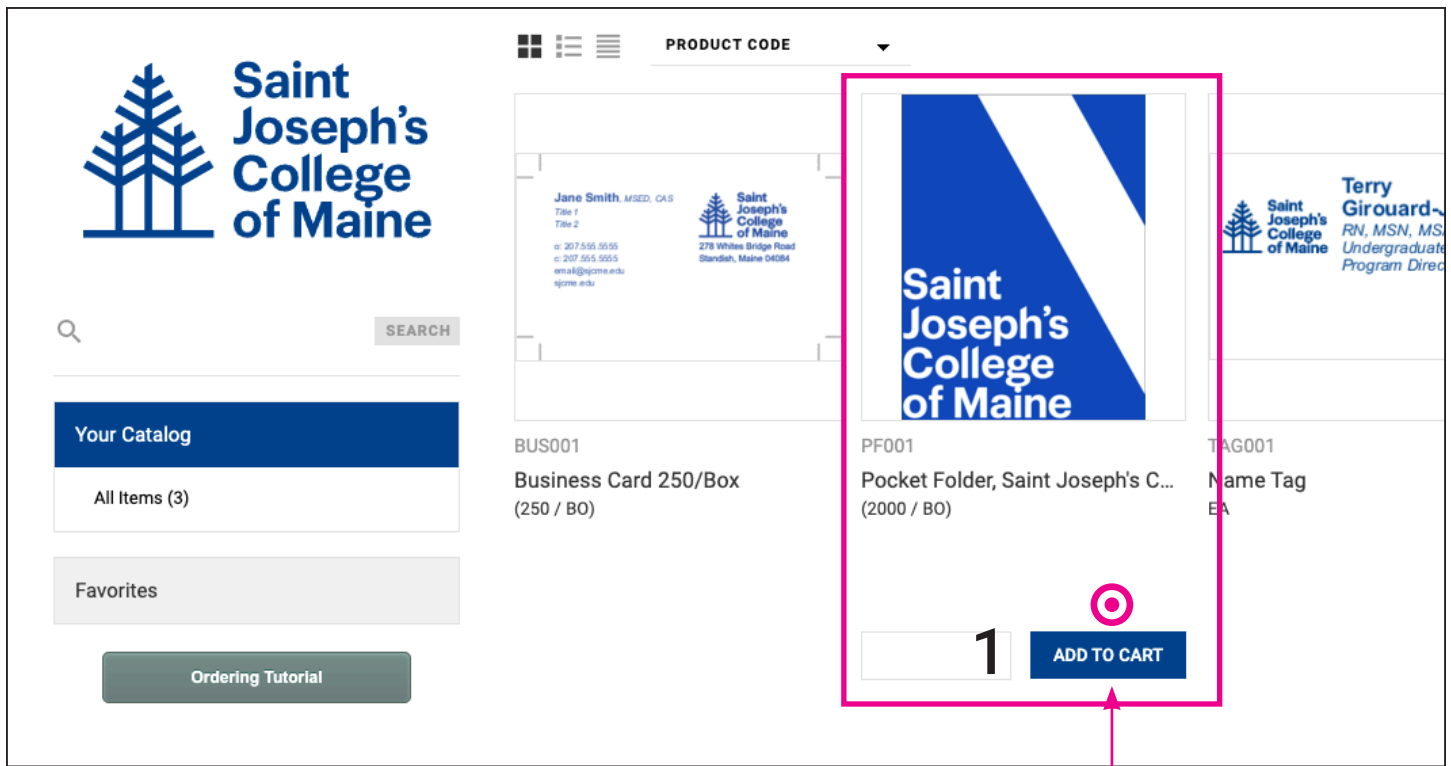


Category Options

Will appear in the side bar as more items are added to the site.

Each item can appear in more than one category if needed.

Ordering Process - Add items to cart



Once you have found an item to order, enter the quantity needed in the field below the thumbnail paying close attention to the unit of measure so you don't order more than you need.

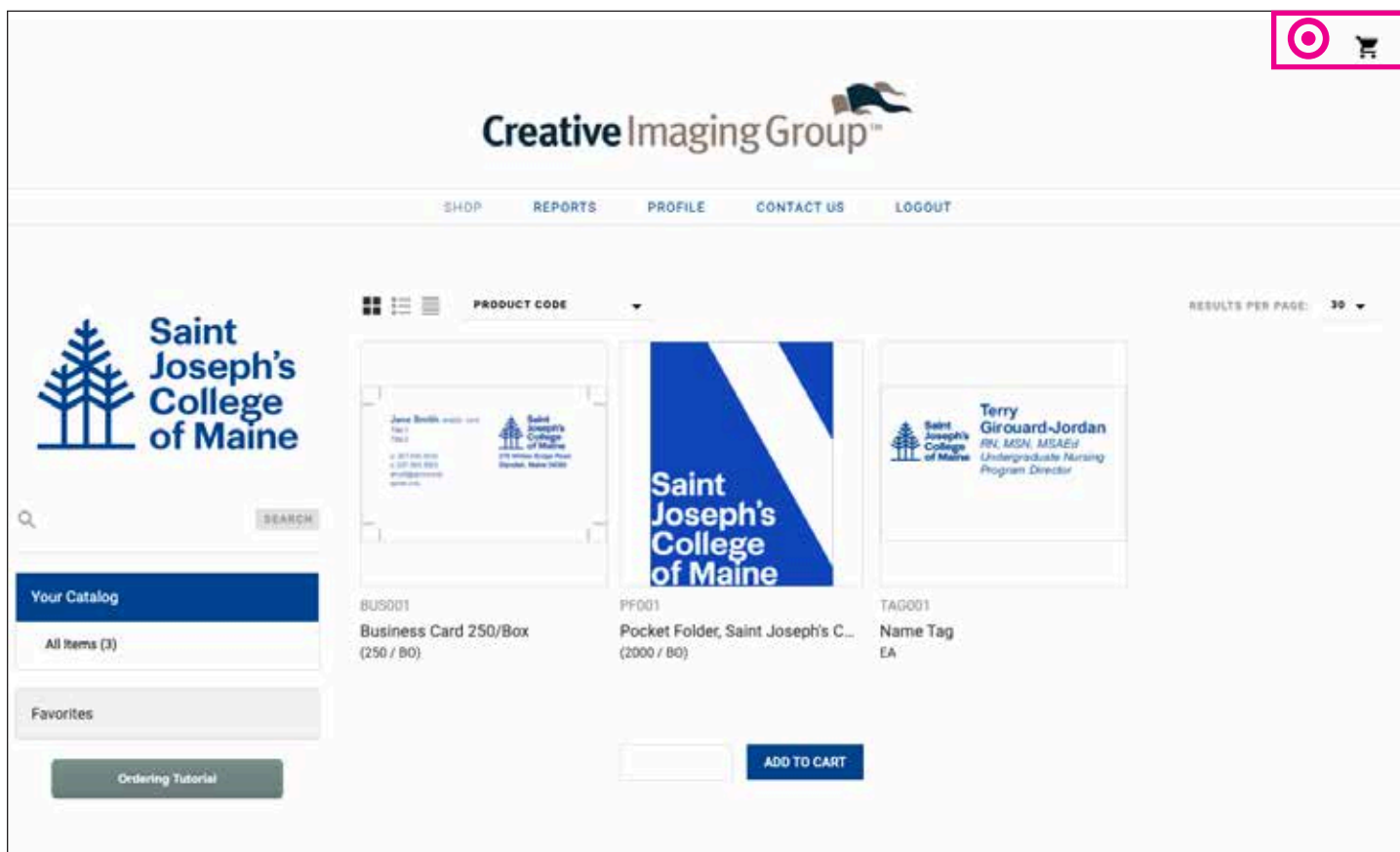
With the quantity in the field - Click **Add To Cart**.

Once you have added an item to the cart, it will be noted in the upper right corner showing item in your cart.

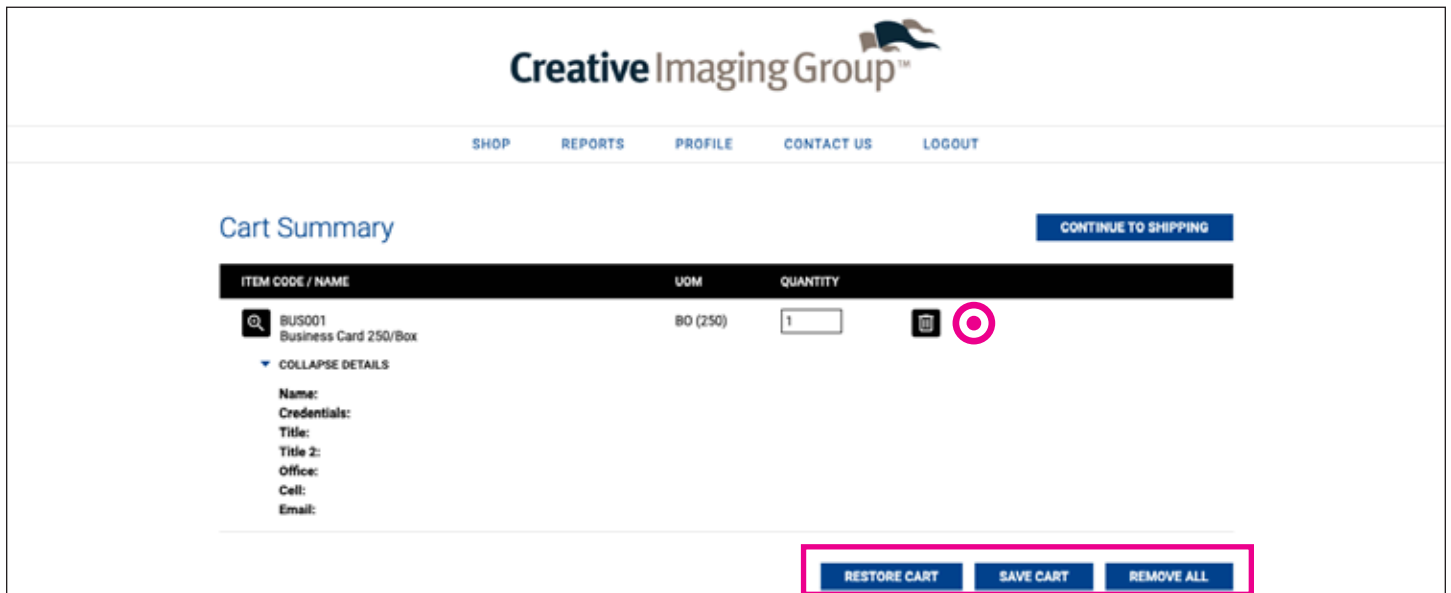


Continue to add items to the cart as needed.

When done, click the **Cart Icon** to proceed to the checkout screens.



Ordering Process - Cart Summary



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Cart Summary [CONTINUE TO SHIPPING](#)

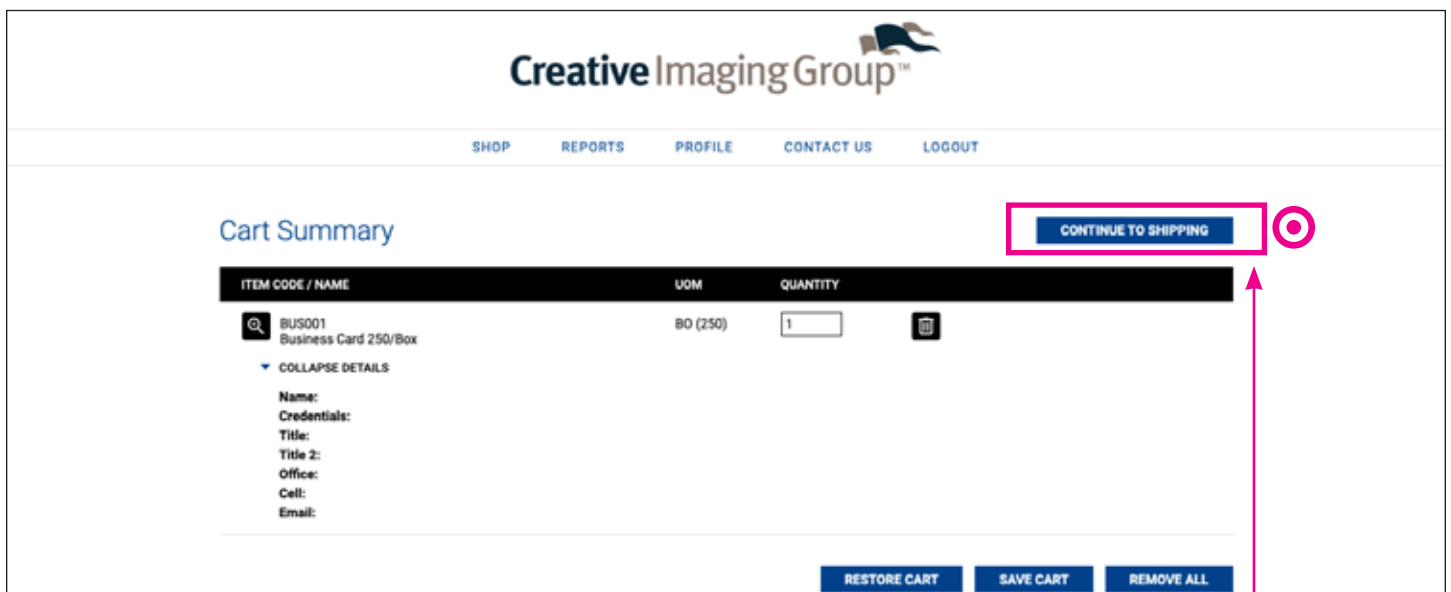
ITEM CODE / NAME	UOM	QUANTITY
 BUS001 Business Card 250/Box	BO (250)	1 

▼ COLLAPSE DETAILS

Name:
Credentials:
Title:
Title 2:
Office:
Cell:
Email:

[RESTORE CART](#) [SAVE CART](#) [REMOVE ALL](#)

On the **Cart Summary** screen - your **Shopping Cart** will be displayed showing all items in your order. You can adjust quantities or remove items in this screen as needed. The portal also allows you to save/restore your cart if you order frequently.



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Cart Summary [CONTINUE TO SHIPPING](#)

ITEM CODE / NAME	UOM	QUANTITY
 BUS001 Business Card 250/Box	BO (250)	1 

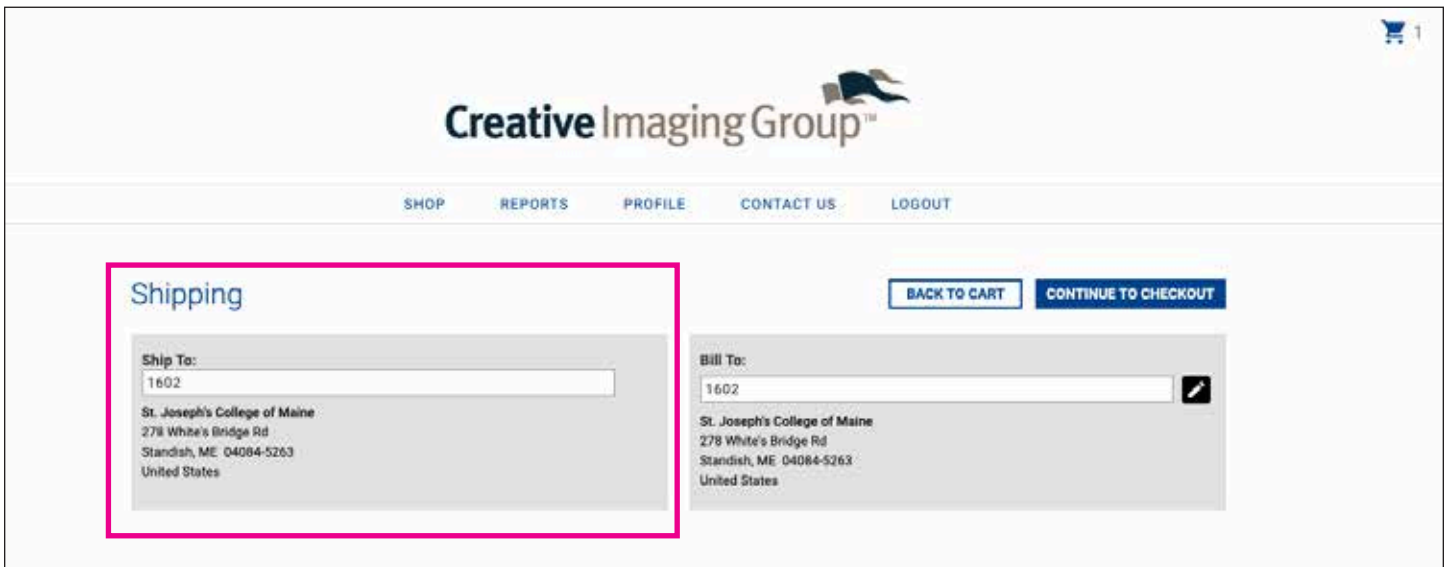
▼ COLLAPSE DETAILS

Name:
Credentials:
Title:
Title 2:
Office:
Cell:
Email:

[RESTORE CART](#) [SAVE CART](#) [REMOVE ALL](#)

When your **Shopping Cart** is final, click on **Continue to Shipping**.

Ordering Process - Shipping



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Shipping

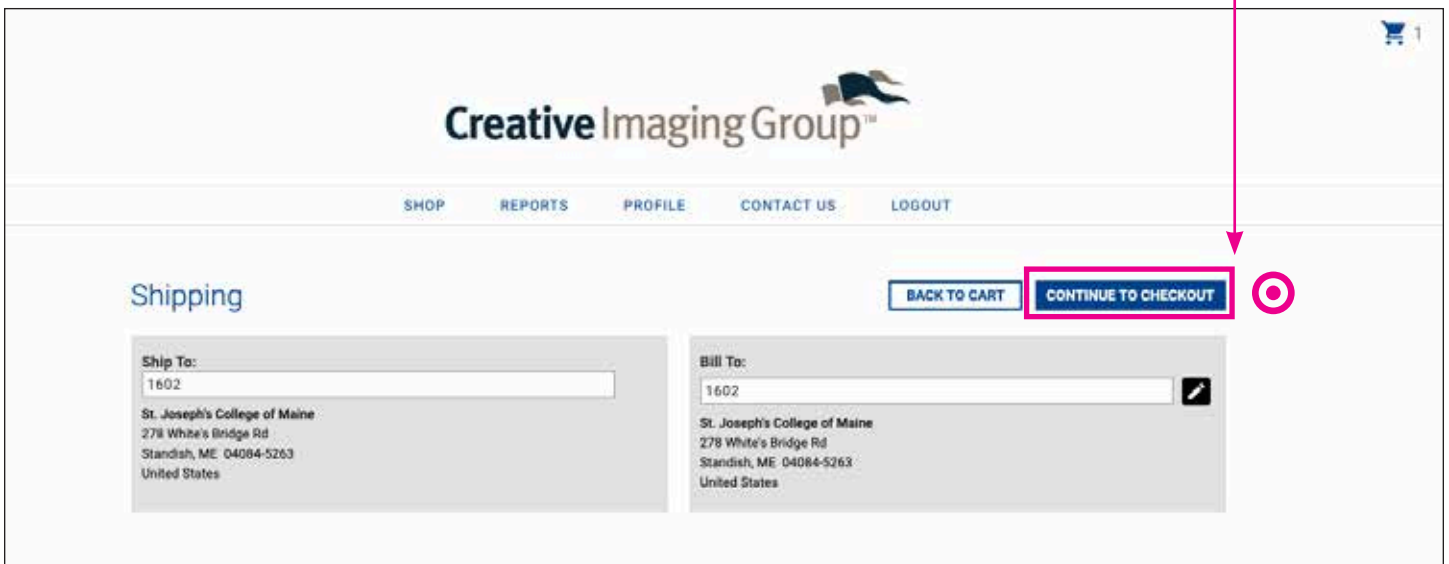
BACK TO CART CONTINUE TO CHECKOUT

Ship To:
1602
St. Joseph's College of Maine
278 White's Bridge Rd
Standish, ME 04084-5263
United States

Bill To:
1602
St. Joseph's College of Maine
278 White's Bridge Rd
Standish, ME 04084-5263
United States

On the **Shipping** screen - you will need see where the order is being shipped to as well as billed to. Admin users will have options to select custom ship to and bill to options at this screen. Confirm all shipping information is accurate.

You are now ready to check out. Click **CONTINUE TO CHECKOUT**.



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Shipping

BACK TO CART CONTINUE TO CHECKOUT

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Ordering Process - Checkout



SHOP REPORTS PROFILE CONTACT US LOGOUT

Checkout

[BACK TO CART](#) [SUBMIT ORDER](#)

CART TOTAL

CHECKOUT FIELDS

 **Attention *** :

:

Client PO :

ORDER REMARKS

On the **Checkout** screen enter the **Attention To** field - this is a required field, and should list for whom the order will arrive to at the shipment destination. Only items with “*” are required on this page.

If you do have a PO number, fill it in the Client PO field. Order remarks field is available for any other order specific details needed (ie. date needed, ship via, etc.)

Ordering Process - Check Out



SHOP REPORTS PROFILE CONTACT US LOGOUT

Checkout

[BACK TO CART](#) [SUBMIT ORDER](#)

CART TOTAL

CHECKOUT FIELDS

Attention * :

:

Client PO :

ORDER REMARKS

Click the **SUBMIT ORDER** button to inalize your order.

Ordering Process - Completed / Order Confirmation

Once the portal has processed the order you will receive confirmation that your order has been submitted on the page, as well as emailed to you. This confirmation also displays your **Order Number**.

Your order has been submitted. Please print this order confirmation for your records. Thank you. 

This is an automated email, please do not reply.
If you need assistance please email your customer service representative directly.

Order Number 216533

Ordered By
Order Date:
Attention

Ship To
Creative Imaging
64 Mussey Road
Scarborough, ME 04074

Charge To
Creative Imaging
64 Mussey Road
Scarborough, ME 04074

QTY	ITEM CODE/NAME	ORDER UNIT	PRICE	TOTAL
2	BUSCARD - Business Cards	BX / 500	\$0.00	\$0.00
Sub Total:				\$0.00
Total:				\$0.00

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