

permobil

Dokshop User Guide

dokshop
powered by prisma

The customer service team at Prisma is here to help.
If you need technical assistance, please reach out to us.

T 888-365-7411

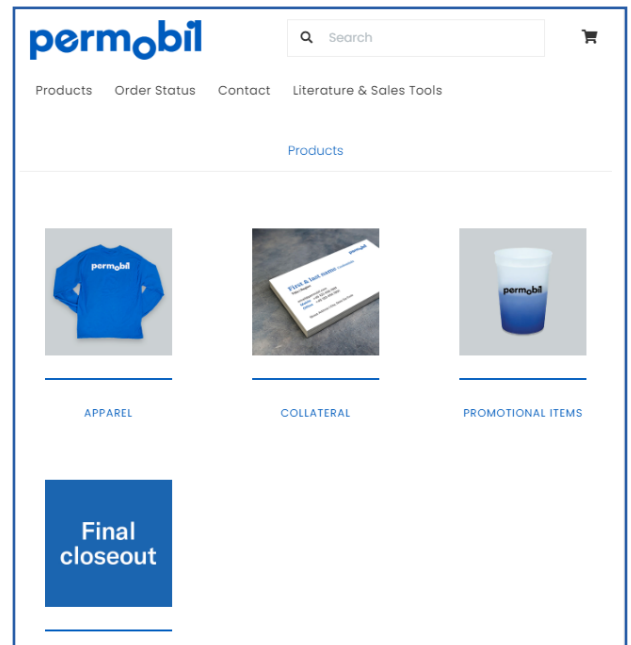
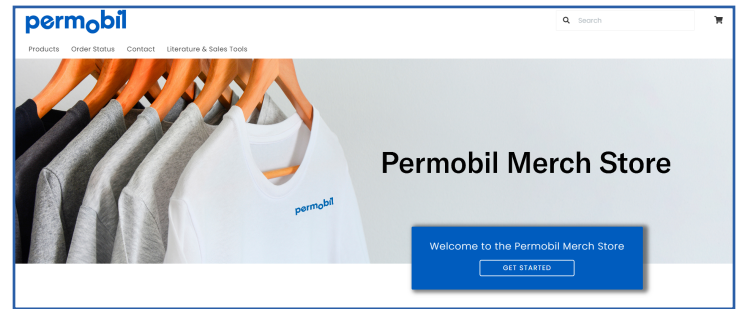
E dokshop@poweredbyprisma.com

2937 East Broadway Road, Phoenix, Arizona 85040

M-F, 8am-5pm (MST)

Welcome

- **Products** - View available categories and order products.
- **Orders** - Find previous orders.
- **Saved for Later** - Find saved carts from previous shopping sessions.
- **Favorites** - View items that have been favorited.
- **Contact** - Contact the DokShop Customer Service Team for support.
- **Profile** - Select the person icon to view details.
- **Search** - Find items by keyword.
- **Shopping Cart** - Select the shopping cart to view items in your open cart.



Products

Select **Products**, then choose a product category.

On the top level of a product, you can see the product name and other descriptions.

Select the **Preview** link to view a larger proof.

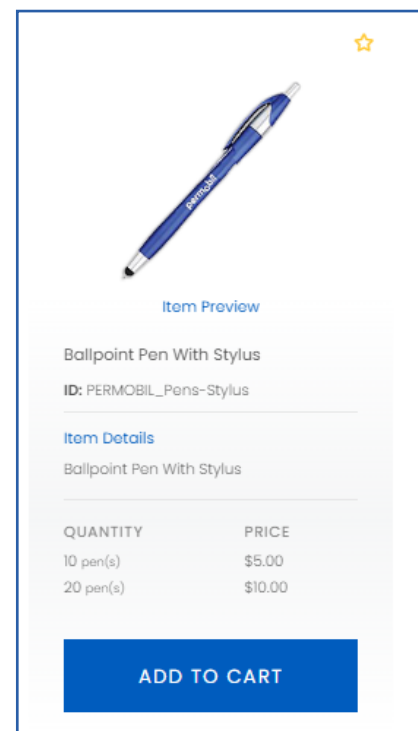
(For apparel items, you'll need to select the designated size before you can view a larger preview.)

You can also select **View Details** to see production information, expanded pricing and your order history for that product.

Select the **Favorites** star to save the product to your Favorites section.

If you wish to order an item that does not require personalization, select **Add to Cart** to proceed to the Order page.

If you do not see a product that you need, please reach out the the DokShop Customer Service Team to request adjustments to your account.



Products - Inventory


Inventory products are items that are pre-produced and typically ship within 1-2 business days.

Products - Static POD

Static POD (print on demand) items are non-customizable products that need to be produced before they are shipped. These items typically take 3-5 business days to produce and ship.

Products- Dynamic POD

Dynamic POD (print on demand) items are customizable products that need to be produced before they are shipped. These items typically take 3-5 business days to produce and ship.



Item Preview


Business Card

ID: PERMOBIL_BC

Item Details

| QUANTITY | PRICE |
|--------------|----------|
| 250 card(s) | \$48.00 |
| 500 card(s) | \$96.00 |
| 1000 card(s) | \$144.00 |

PERSONALIZE




Color Change Cups

ID: PERMOBIL_ColorCups

Item Details

| QUANTITY | PRICE |
|------------|---------|
| 5 Cups(s) | \$5.00 |
| 10 Cups(s) | \$10.00 |

ADD TO CART



Explorer Mini - 24" x 36" Poster

ID: PERMOBIL_Poster_ExplorerMini

Item Details

| QUANTITY | UNIT PRICE |
|--------------|-------------------|
| any quantity | \$2.99 per poster |


ADD TO CART

You do not need to sign in, Continue to merch.

After selecting checkout for a product you will be prompted to log in to the literature store before finalizing your purchase.

Click the continue to merch button. You can check out as a public user, you do not need to have an account to place an order.

Continue with your order for shipping: Enter your address and select the shipping method. After entering in the shipping information click continue to move on to billing.



Sign-in for sales rep literature and tools

User Name *

Password *

SIGN IN

CONTINUE TO MERCH

Forgot your password? [Reset it here.](#)

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PHOENIX | NASHVILLE

DOKSHOP@PRISMAGRAPHIC.COM

P: 888-365-7411

Products

Customization Page

Many products allow you to customize. Select the Add to Cart & Customize to proceed the personalization page.

Select and fill out required and/or optional fields on the customization page.

*indicates a required field.

Once you have filled out the form page, click Generate Proof to view your proof.

A proof of the product will be displayed for your review.

Please note that this proof is an exact representation of what will print on the final product. Customized products cannot be returned, so please review your proof carefully before accepting.

You may select Back to make edits. If you are happy with your proof, select Accept Proof to continue.

PLEASE NOTE: There is an approval process, so all your orders need to be approved before going to production. This may include waiting period.

Line Description & Quantity

After selecting and/or personalizing an item, you will go to the Order page. On this page, you can enter the Item Description and choose your desired Quantity. The Item Description will be your choice of how you want to describe your item to differentiate other products in your order.

When finished, select Add to Cart.

Cart

Once in your shopping cart, you may Continue Shopping, Close and Save for Later to finish later (accessible from Saved for Later link), or Checkout.

Product Description *

enter a product description to help uniquely identify this product from other similar products contained in your order.
Example: Business Card for Jane Doe

Full Name *

Credential *

Title *

Region

Email Address *

Mobile Phone Number

Office Phone Number

Address *

City

State

Zip

BACK GENERATE PROOF

Business Card
82 FRANKLIN, MI

Your personalized product proof has been generated and is displayed below. Please review this proof for accuracy as it will be produced exactly as shown below. **Please Note:** In an effort to minimize page download times, this proof is a low-resolution proof. The final output used for production is high-resolution for best production results.

If the proof is accurate and meets with your approval, then click the Accept Proof button located on the bottom of the page.

Brian Jones Credential
Title | United States
brianjones@gmail.com
Mobile 248 471 0675
Office 120 444 4444
8150 West California Avenue, 771 Detroit, MI 48264
permobil.com

BACK DOWNLOAD PROOF ACCEPT PROOF

Item Description & Quantity

Item Description *

Quantity

250 cards - 1 pack

BACK ADD TO CART

Cart #01253

| Item | Quantity | Price |
|-----------------|-----------|--------|
| 82 FRANKLIN, MI | 250 cards | \$5.00 |

CONTINUE SHOPPING CLOSE AND SAVE FOR LATER CHECKOUT

Shipping Destination

When you select Checkout from the cart, you will see the Shipping Destination page.

If you have an address connected to your account, it will populate under the shipping address. Click Edit New Shipping Address if you'd like to input another shipping address.

You can also Move Item to New Ship-To Destination

if you want to send different line items to different destinations.

Select Continue to review your order shipping methods.

Shipping Destination > Shipping Method > Billing/Payment > Order Confirmation

SHIPPING DESTINATION

Ship-To Destination 1

Shipping Address

Prisma
Attn: Prisma User
2947 Brick Church Pike
Nashville, TN 37207
US

Items

Lapel Magnet
ID: PERMOBL_Magnet Qty: 1

Cart #121292

| Item | Quantity | Price |
|------------------------------------|-------------|-------|
| Lapel Magnet ID: PERMOBL_Magnet | 1 magnet(s) | 10.00 |

BACK CONTINUE

SHIPPING METHOD

Ship-To Destination 1

Shipping Address

Prisma
Attn: Prisma User
2947 Brick Church Pike
Nashville, TN 37207
US

Fulfillment

1 box at 0.06 pounds:

Shipping Method

FedEx - Ground Service - Business (\$5)

Item ID: PERMOBL_Magnet - Lapel Magnet
Quantity: 1 magnet(s)
Item Type: Fulfillment

Cart #121292

| Item | Quantity | Price |
|------------------------------------|-------------|-------|
| Lapel Magnet ID: PERMOBL_Magnet | 1 magnet(s) | 10.00 |

BACK CONTINUE

Multiple Shipments

PLEASE NOTE: Depending on the products you order, you may see more than one shipment and also, separate prices for these shipments. This is due to certain items shipping from different departments within Prisma.

Inventory items come from our warehouse and will ship from that department.

Static and dynamic print on demand items are produced by one of our production departments and will ship together.

POD apparel items will ship directly from the decorator.

We are unable to combine shipments from separate departments.

Billing/Payment

Your order will be summarized for your review. You must enter an order description (used in your order history).

Verify your contact information. If you wish to send order and shipping confirmations to multiple email addresses, separate with a “;”. Once completed, select Submit Order.

Shipping Destination > Shipping Method > Billing/Payment > Order Confirmation

BILLING/PAYMENT

Order Information

Order Description *

Test Order Do Not Produce

Name *

Brian Jones

Phone Number *

248470075

Email Address *

brianjones@gmail.com

Billing Information

Company

test

Attention To

Attention To

Line 1 *

5150 West California Avenue

Line 2

77

Country *

United States of America

City *

Detroit

State/Region

Michigan

Zip/Postal Code

45784

Payment Information

The charge for this order will display on your card statement as billed by Prisma Graphic.

First Name *

Last Name *

Credit Card Number *

Security Code *

Expiration Month *

January

Expiration Year *

2024

Cart #121297 Checkout Summary

| Item | Quantity | Price |
|--|-----------|-------|
| Color Change Cups ID: PERMOBL_ColorCups | 5 cups(s) | 5.00 |

Sub Total: 5.00
Tax (8%): 0.00
Postage: 0.00
Estimated Shipping: 5.00
Order Total: 10.00

BACK SUBMIT ORDER

Confirmation

An order confirmation will display and be emailed to the order email address. In addition, a shipping confirmation with tracking information will be emailed when your order is on its way.

Please note that all orders go through an approval process. If you need an update please reach out to dokshop@poweredbyprisma.com

Order History

You can check your order's progress via the Orders section under the Profile tab. Select Mange to access a detailed order summary with order contents, current order status, and tracking information.

If you wish to order a previously ordered product, select

the Reorder button. If the item is customizable, you will have a chance to review and update any details before

viewing a new proof and adding it to your cart.

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