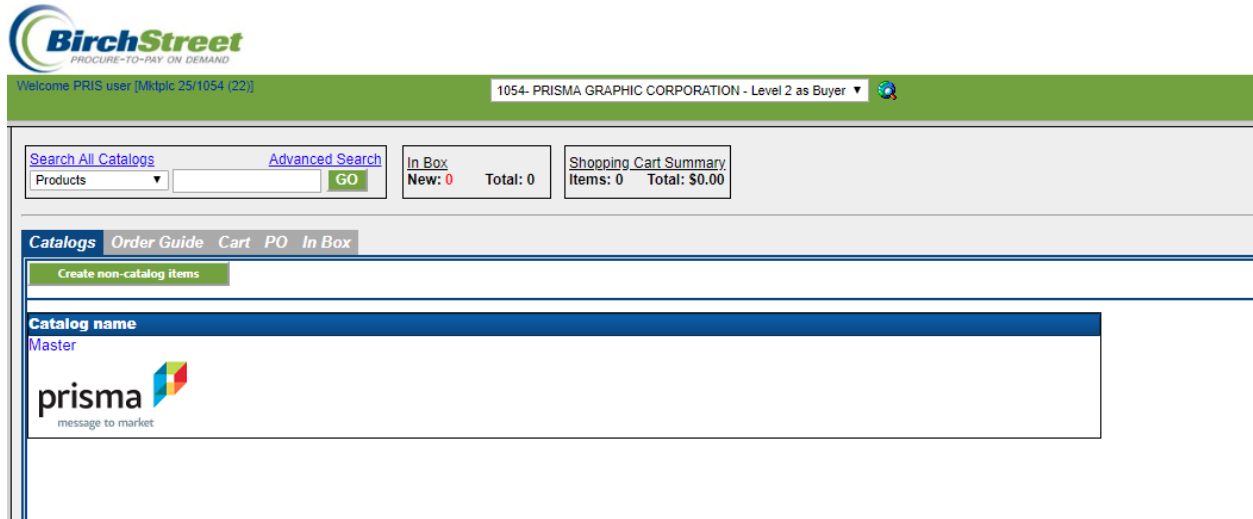
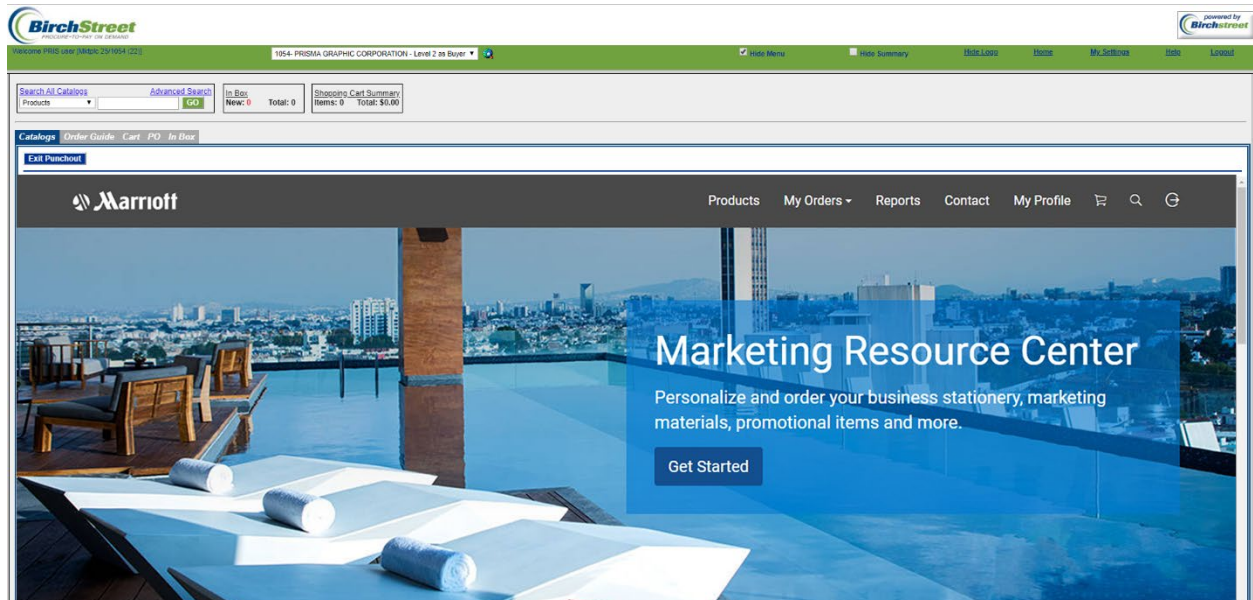


Birchstreet Order Flow for dokshop (powered by Prisma)

Once logged into Birchstreet, click on **Catalogs** where you will see all of the vendors you have access to. You will select **Prisma** and it will log you in to our normal dokshop site and you'll see everything the way we see it normally.



You are able to search and browse, and can even open a previously saved cart just as normal.



The one difference from our direct login is that when you submit an order, you are not done. The system takes you back to a page in **Birchstreet** to finish the order.

Checkout

Order Information

* Indicates required fields

Order Description *

Used for your reference when looking up your order in order history.

Purchase Order

Name *

AAA Prisma

Order #747032 Summary

MILUX_2622	444.00 (USD)
Marriott Luxury Brand Business Cards	
Banner Health (Postage Cost Not Included)	
Qty: 250 each(s)	
Sub Total:	444.00 (USD)
Tax:	38.18 (USD)
Discounts:	0.00 (USD)
Estimated Shipping & Handling:	15.69 (USD)

You have a few options, most of which are turned off for dokshop by Prisma (we require any changes in dokshop itself). At this point in dokshop, the order is still a “Saved Cart”.

PO List

PO number	PO Status	Payment Method	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Home cur.	Cost Center
0000000000000001	New	Purchase order	No	PRISMA GRAPHIC CORPORATION - Level 2	12/20/2019	12/20/2019	\$60.00	\$60.00	

Once you click on the **Submit** button, Birchstreet sends dokshop by Prisma the PO number and dokshop sets the order to submitted.

1054- PRISMA GRAPHIC CORPORATION - Level 2 as Buyer

Submit Buyer Contact Supp Contact Print / View / Edit Print w/Details Header Update Notes Attachment History Send Message Add to OG Add to cart

Copy PO Delete PO Create Items Approval Details Add Adm't Info

PO number	PO Status	Payment Method	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Home cur.	Cost Center
0000000000000001	New	Purchase order	No	PRISMA GRAPHIC CORPORATION - Level 2	12/20/2019	12/20/2019	\$60.00	\$60.00	

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Submit Buyer Contact Supp Contact Print / View / Edit Print w/Details Header Update Notes Attachment History Send Message Add to OG Add to cart

Copy PO Delete PO Create Items Approval Details Add Adm't Info

PO number	PO Status	Payment Method	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Home cur.	Cost Center
0000000000000001	Accepted by supplier	Purchase order	No	PRISMA GRAPHIC CORPORATION - Level 2	12/20/2019	12/20/2019	\$60.00	\$60.00	

The status changes on your screen but does not go back into dokshop.

1054- PRISMA GRAPHIC CORPORATION - Level 2 as Buyer

Submit Buyer Contact Supp Contact Print / View / Edit Print w/Details Header Update Notes Attachment History Send Message Add to OG Add to cart

Copy PO Delete PO Create Items Approval Details Add Adm't Info

PO number	PO Status	Payment Method	Confirm	Subj / Supplier	PO date	Req delivery	PO Total	Home cur.	Cost Center
0000000000000001	Accepted by supplier	Purchase order	No	PRISMA GRAPHIC CORPORATION - Level 2	12/20/2019	12/20/2019	\$60.00	\$60.00	