

# How to Order Sales Transit Time Maps

## 1. Login to Staples Business Advantage.

- a. [www.staplesadvantage.com](http://www.staplesadvantage.com)
- b. Roadrunner Account #: 1837251

Secure | <https://www.staplesadvantage.com/webapp/wcs/stores/servlet/salogo?ts=8&catalogId=1&langId=-1&storeId=10101&loginType=1>

LEARN SHOP Other Staples Sites

**STAPLES**  
Business Advantage

SEARCH

### Log In to Your Account

Account Number | [What's this?](#)  
1837251

User ID:  
CMITCHELL@RRTS.COM

Password:  
\*\*\*\*\*  
Password is case sensitive.

**LOGIN** [Forgot your Account Number or User ID?](#)  
[Forgot your Password?](#)

DON'T HAVE A LOGIN?

- > [My company is new to Staples Business Advantage.](#)
- > [My company has a Staples Business Advantage account, but I need a login.](#)

## 2. Select your Ship-To Location.

- a. Either click 'Change' or click 'OK'

### Ship-To Location

Please select a Ship-To Location.

#### Ship-To Locations:

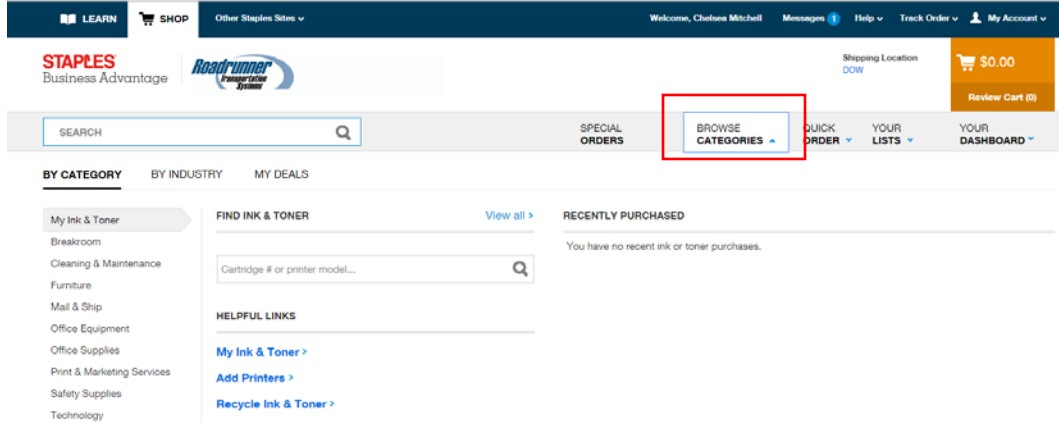
DOW (DOWNERS GROVE, IL) **Change**

#### You have selected:

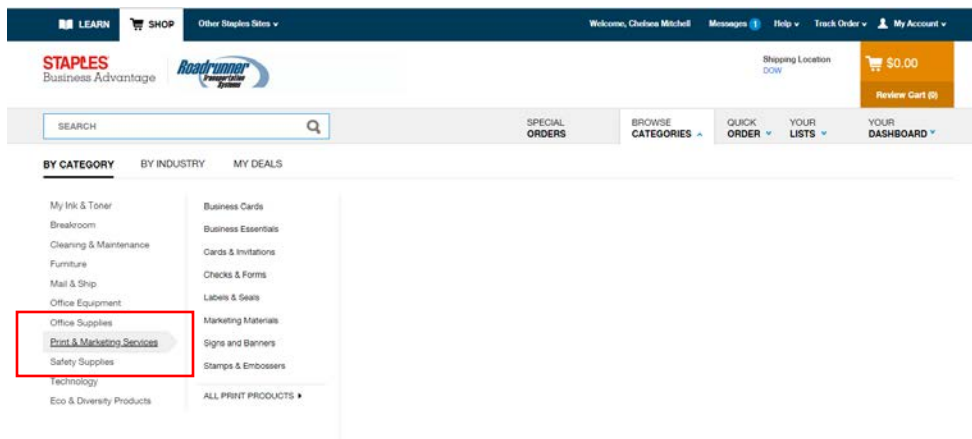
DOW  
ROADRUNNER TRANSPORTATION SYSTEMS  
1431 OPUS PL  
STE 530  
DOWNERS GROVE, IL 60515  
US

**OK**

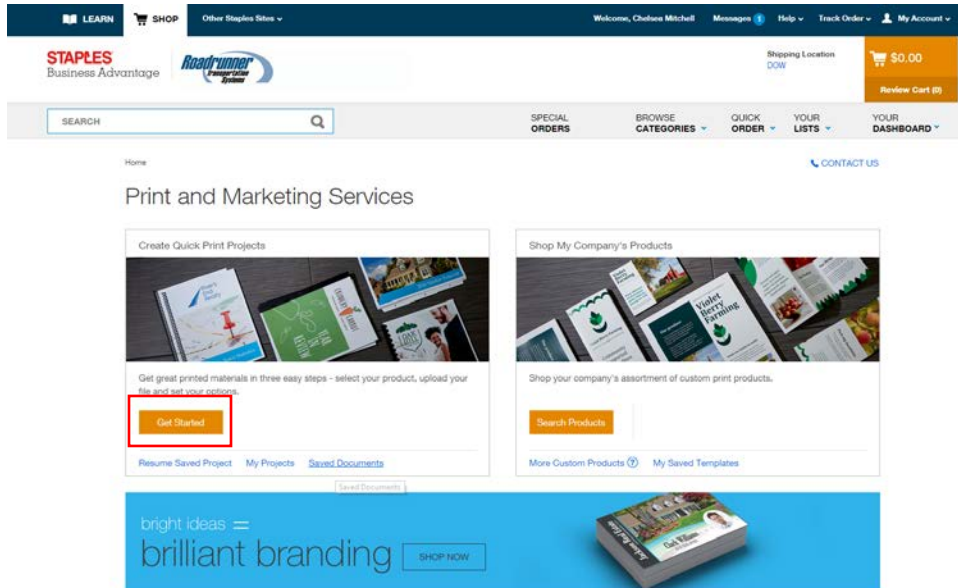
### 3. Click the Browse Categories drop down.



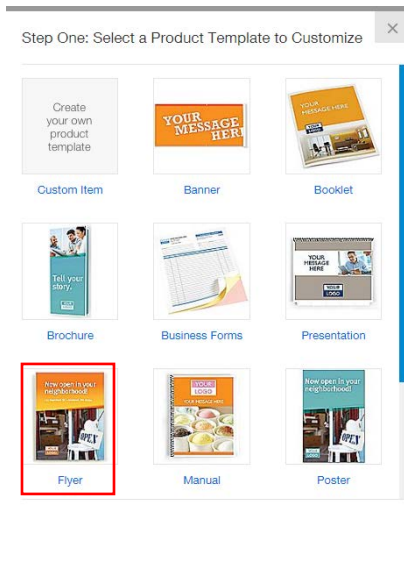
### 4. Click Print and Marketing Services.



5. In the left 'Create Quick Print Projects' box, click the orange 'Get Started' button.



6. In the pop-up dialog box, select 'Flyer' option.



## 7. In the side bar pop-out:

- a. Choose <1,500 for the quantity needed (you will specify precise quantity in the next screens)
- b. 8.5 x 11 in the size field
- c. Designate shipping timetable for your needs
- d. Choose delivery or pick up in store option
- e. Click the orange Next Step: Upload Files button

Step One: Select a Product Template to Customize

Create your next product template

Custom Item

YOUR MESSAGE HERE

Banner

Booklet

Brochure

Business Forms

Presentation

Flyer

Manual

Poster

Selected Product: Flyer

\*required field

\*How many do you need?

<1,500

\*What is the finished document size?

8.5 x 11

\*When do you need them?

3-5 Days

\*Choose a delivery option:

Delivery (default)

Pick up in store \*

\*availability depends on products/options selected

Cancel Next Step: Upload Files

## 8. Name Your Project.

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Business Advantage



1. Select Documents 2. Configure Documents 3. Add to Order

Order Name is required before selecting files or continuing to the next step

New Project: Step 1 — Select Documents

- Add documents to your order by uploading or selecting from saved documents.
- Preview your documents for accuracy and approve before continuing to the next step.
- Fields marked with an \* are required.

A) Enter Project Name

\* Project Name

Print Center: Chicago IL-82762

Order Template: None

Order Name is required before selecting files or continuing to the next step.

B) Add Documents

Upload New Files

Select Saved Files

C) Preview and Approve Documents

Current documents for this project:

Cancel project Return to print services Save for later

9. Skip to section B) on this page and click the orange 'Select Saved Files' button.



1. Select Documents 2. Configure Documents 3. Add to Order

Order Name is required before selecting files or continuing to the next step

New Project: Step 1 — Select Documents

- Add documents to your order by uploading or selecting from saved documents.
- Preview your documents for accuracy and approve before continuing to the next step.
- Fields marked with an \* are required.

A) Enter Project Name

\* Project Name  
Print Center: Chicago IL-82762  
Order Template: None

B) Add Documents

Upload New Files  
**Select Saved Files**

C) Preview and Approve Documents

Current documents for this project:

Cancel project Return to print services Save for later

10. In the 'Search for Files' grey area, underneath 'Choose a Filing Cabinet' use the drop-down arrow to select 'Corporate Default'.



New Project: Select Your Documents

- To locate an item, select from the drop-down and enter a keyword.
- Select a document and click 'Add to Project' to continue.

Search for Files

Choose a Filing Cabinet: PERSONAL  
PERSONAL  
Corporate Default  
PERSONAL

Search Current Filing Cabinet  
Search All Filing Cabinets

Clear Search

PERSONAL

Select all Clear all

Showing 1 of 1

| File Name/Description                    | Type   | Pages | Created Date        | Preview |
|--|--------|-------|---------------------|---------|
| Roadrunner Freight Transit Time Maps.zip | Folder |       | 5/9/2018 5:24:11 PM |         |

Showing 1 of 1

Select all Clear all

Back Add to project

11. Using the check boxes, click in the box of the respective map you want to order. Click the orange 'Add to project' button at the bottom of the screen.

STAPLES Business Advantage Roadrunner Freight Services

New Project: Select Your Documents

• To locate an item, select from the drop down and enter a keyword.  
• Select a document and click 'Add to Project' to continue.

Search for Files

Choose A Filing Cabinet: Corporate Default | Search Current Filing Cabinet | Search All Filing Cabinets

Search on the criteria to search for files:  
Name: [ ] Clear Search

Corporate Default

Select all Clear all

Showing 1 - 10 of 19

|                                     | File Name/Description  | Type      | Pages | Created Date         | Preview |
|-------------------------------------|--|-----------|-------|----------------------|---------|
| <input checked="" type="checkbox"/> | RR Freight map_Atlanta, GA.PDF<br>RR Freight map_Atlanta, GA       | Adobe PDF | 1     | 5/15/2019 2:58:53 PM |         |
| <input checked="" type="checkbox"/> | RR Freight map_Charlotte, NC.PDF<br>RR Freight map_Charlotte, NC   | Adobe PDF | 1     | 5/15/2019 2:58:54 PM |         |
| <input checked="" type="checkbox"/> | RR Freight map_Chicago, IL.PDF<br>RR Freight map_Chicago, IL       | Adobe PDF | 1     | 5/15/2019 2:58:55 PM |         |
| <input type="checkbox"/>            | RR Freight map_Cincinnati, OH.PDF<br>RR Freight map_Cincinnati, OH | Adobe PDF | 1     | 5/15/2019 2:58:56 PM |         |
| <input type="checkbox"/>            | RR Freight map_Cleveland, OH.PDF<br>RR Freight map_Cleveland, OH   | Adobe PDF | 1     | 5/15/2019 2:58:56 PM |         |

12. On the next screen, confirm you selected the appropriate maps and click the orange 'Next' button.

STAPLES Business Advantage Roadrunner Freight Services

Print Center: Chicago IL-42762  
Order Template: None

B) Add Documents

Upload New Files  
Select Saved Files

C) Preview and Approve Documents

Current documents for this project:  
Document(s) Successfully Added

|                                       | File  | Type      | Pages | Preview |
|---------------------------------------|---|-----------|-------|---------|
| <input type="button" value="Remove"/> | RR Freight map_Chicago, IL.PDF (Letter)<br>RR Freight map_Chicago, IL     | Adobe PDF | 1     |         |
| <input type="button" value="Remove"/> | RR Freight map_Charlotte, NC.PDF (Letter)<br>RR Freight map_Charlotte, NC | Adobe PDF | 1     |         |
| <input type="button" value="Remove"/> | RR Freight map_Atlanta, GA.PDF (Letter)<br>RR Freight map_Atlanta, GA     | Adobe PDF | 1     |         |

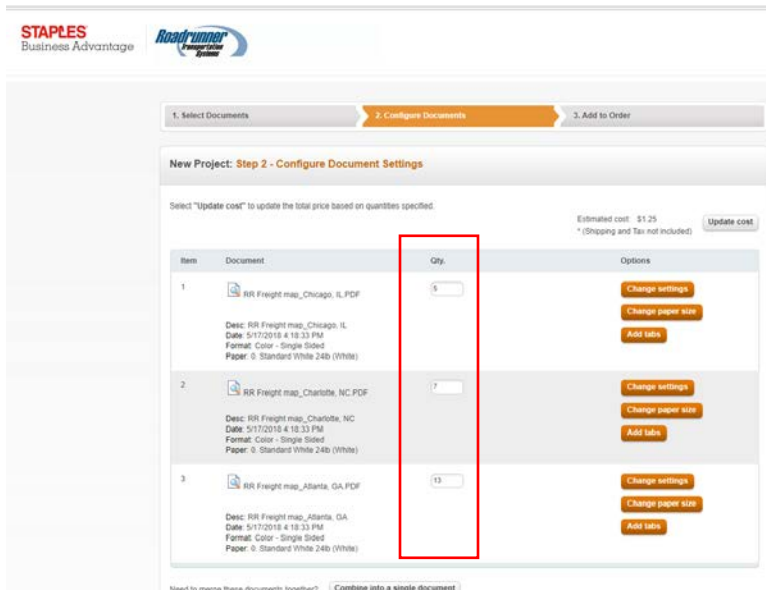
Showing Files: 1 - 3 of 3

Cancel project Return to print services Save for later **Next**

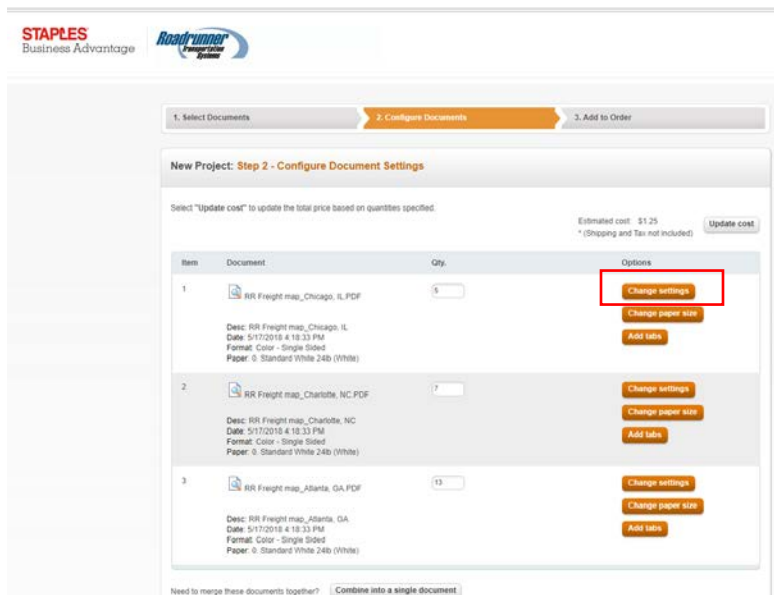
13. In the pop-up dialogue box, click 'yes' that you have previews and approved your files.



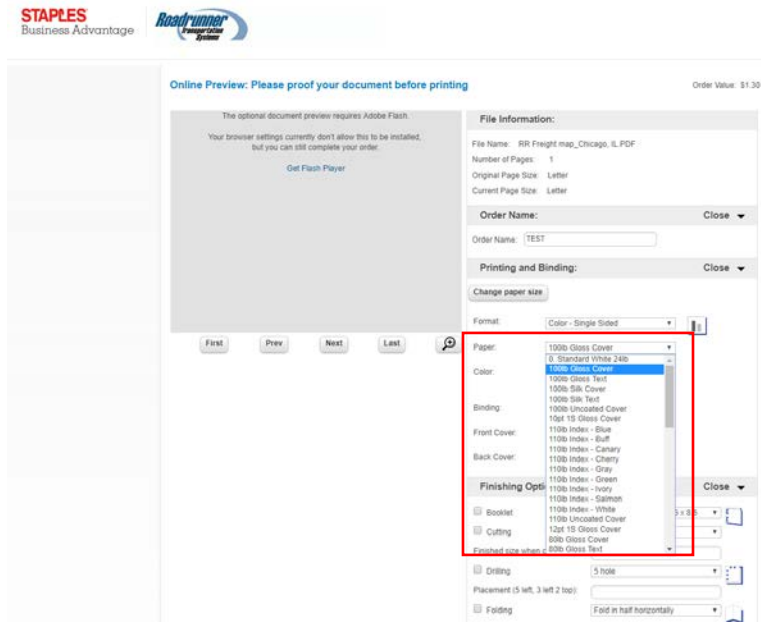
14. Using the Qty. column, designate how many prints of EACH map you want printed.



15. For each line item (map), click the orange 'Change Settings' button to print on heavy paper.




16. In the 'Printing and Binding' section, to the right of 'Paper' use the drop-down arrow to select the appropriate paper weight and finish. '100lb Gloss Cover' is recommended.





## 17. Click the orange 'Save' button.

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Printing and Binding: Close

Change paper size

Format: Color - Single Sided

Paper: 100lb Gloss Cover

Color: White

Binding: None

Front Cover: None

Back Cover: None

Finishing Options: Close

Booklet: Booklet - Finish Size 5.5 x 8.5

Cutting: Trim to size

Finished size when cut:

Drilling: 5 hole

Placement (5 left, 3 left 2 top):

Folding: Fold in half horizontally

Padding: Padding 100 per pad


Pouch Lamination: Pouch Lam Ledger 5 mil

Shrinkwrap: Shrinkwrap 100 per pack




Stapling: Double Staple

Cancel Save

## 18. Repeat as necessary. When complete, click the orange 'Next' button.

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(Shipping and tax fees not included)

| Item | Document   | Qty. | Options   |
|------|--|------|---|
| 1    |  RR Freight map_Chicago, IL.PDF<br>Desc: RR Freight map_Chicago, IL<br>Date: 5/17/2018 4:18:33 PM<br>Format: Color - Single Sided<br>Paper: 100lb Gloss Cover (White)         | 5    | <span>Change settings</span><br><span>Change paper size</span><br><span>Add tabs</span> |
| 2    |  RR Freight map_Charlotte, NC.PDF<br>Desc: RR Freight map_Charlotte, NC<br>Date: 5/17/2018 4:18:33 PM<br>Format: Color - Single Sided<br>Paper: 9 Standard White 24lb (White) | 1    | <span>Change settings</span><br><span>Change paper size</span><br><span>Add tabs</span> |
| 3    |  RR Freight map_Atlanta, GA.PDF<br>Desc: RR Freight map_Atlanta, GA<br>Date: 5/17/2018 4:18:33 PM<br>Format: Color - Single Sided<br>Paper: 9 Standard White 24lb (White)     | 1    | <span>Change settings</span><br><span>Change paper size</span><br><span>Add tabs</span> |

Need to merge these documents together? Combine into a single document

Cancel project Back Save for later Next

\*The project's estimated cost shown here may not reflect the final invoice price. The project cost will be charged at the time of order placement. The estimated cost for your order does not include shipping fees, handling fees or taxes. To the extent that shipping fees, handling fees and transaction-based taxes apply (and a valid exemption certificate is not provided), the additional fees and taxes will be appropriately calculated and included on your final invoice.

## 19. Confirm your order details and click the orange 'Add to Cart' button.

STAPLES Business Advantage Roadrunner Transportation Systems

View project details Estimated Cost \$3.18 Update cost

\* (Shipping and taxes not included)

Add Additional Recipients

Create new recipient Select recipient from address book Add yourself

| Recipient   | Select Delivery                                     | Cover Page                      | Quantity                        |
|---|---|---------------------------------|---------------------------------|
| <a href="#">Remove</a> <a href="#">Edit Job</a> Chelsea Mitchell<br>ROADRUNNER TRANSPORTATION SYSTEMS<br>1431 Opus Pl<br>Ste 530<br>Downers Grove, IL 60515 | Standard Delivery (2 days turn-around)<br>5/21/2018 | <a href="#">Edit Cover Page</a> | <a href="#">Edit Quantities</a> |

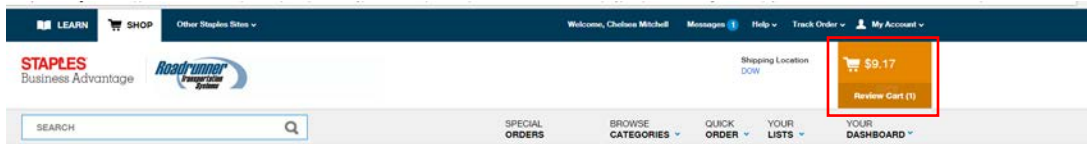
Special Order Instructions: [Frequently asked questions](#)

Request a Hard Copy Proof (optional):  
Check: "Request a hard copy proof" to receive a sample of your order before production begins. The order will be produced as specified in the configuration process. The production center will not be responsible for misconfigurations of projects or incorrect content. If necessary, corrections and returns will be subject to additional charges that are applied to your account.  
 Request a hard copy proof [Frequently asked questions](#)

Cancel project Back Save for later **Add to Cart**

\*The project's estimated cost shown here may not reflect the final invoice price. The project cost will be charged at the time of order placement. The estimated cost for your order does not include shipping fees, handling fees or taxes. To the extent that shipping fees, handling fees and transaction-based taxes apply (and a valid exemption certificate is not provided), the additional fees and taxes will be appropriately calculated and included on your final invoice.

## 20. In the orange 'Cart' area, located in the top right corner of the page, click 'Review Cart'. Click the orange 'Review & Checkout' button.



## 21. Review your order one last time and click the orange 'Submit Order' button.

STAPLES Business Advantage SEARCH BROWSE CATEGORIES QUICK ORDER YOUR LISTS YOUR DASHBOARD Add to List Print as PDF

**My Cart**

**SHIPPING INFORMATION**  
Change Shipping Location DOW  
Chelsea Mitchell  
ROADRUNNER TRANSPORTATION SYSTEMS  
1431 OPUS PL  
DOWNERS GROVE, IL 60515 US  
STE 530  
\*311 903-4288  
[Edit](#)

**ACCOUNTING INFORMATION**  
\*BILL CODE  
 Specify for each item  
 Apply to entire order  
7830  
[Change](#)  
\*LOCATION CODE  
10  
[Change](#)

**PAYMENT METHOD**  
 Invoice this account  
 Use a new credit card

Subtotal \$3.18  
Minimum Order Fees \$5.99  
**TOTAL \$9.17**

**CONSOLIDATE SMALL ORDERS AND SAVE TIME, ENERGY AND MONEY.**  
To keep costs low, be sure to place orders with a subtotal of \$50.00 or more.  
[View more](#)

**SUBMIT ORDER**

**Items for Delivery**  
[Check delivery date](#)