



# How to Place an Order to Select Vouchers

1. You may access the Voucher Portal via SalesConnect. There you will find a link for '**Voucher Portal**' under the 'Links to do my job' navigation bar.

The image shows a screenshot of the SalesConnect user interface. At the top, there is a horizontal navigation bar with the following tabs: Home, Leads, Accounts/Dealers, Opportunities, Deal Proposals, Contacts, Cases, Reports, Dashboards, and Sp. Below this bar is a sidebar menu with several sections:

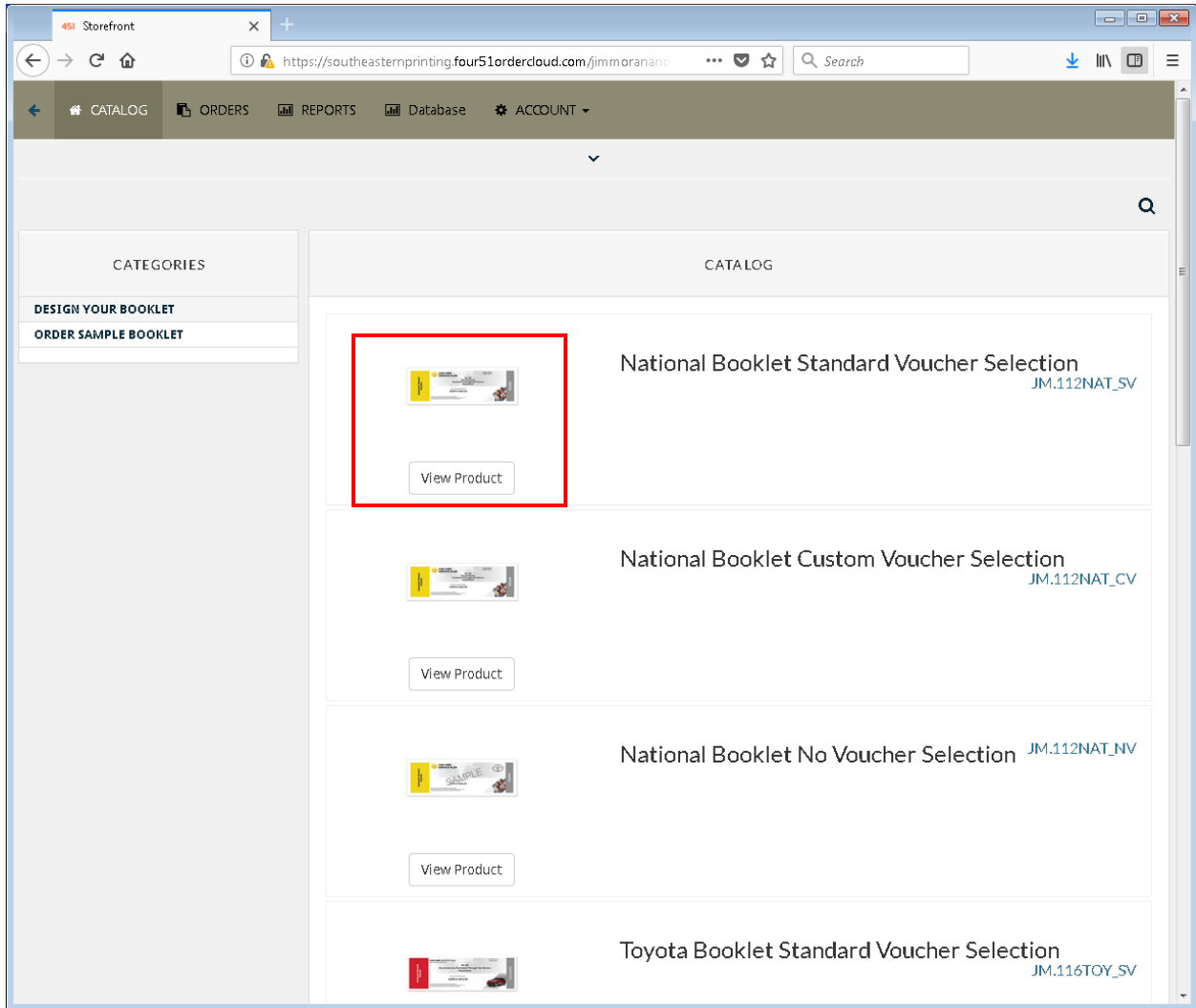
- Messages and Alerts**: A section with a light blue background and a small arrow icon on the right.
- Create New...**: A dropdown menu button with a downward arrow.
- Shortcut**: A section header.
- Unresolved Items**: A link with a warning icon (triangle with exclamation mark).
- Recent Items**: A section header.
- No records to display**: A message indicating no recent items.
- Links to do my job**: A section header.

Under the 'Links to do my job' section, there is a list of links. The link 'Voucher Portal' is highlighted with a red rectangular box. Other links in the list include: Account Development Manual, Deal Proposal, Field Support Resource Materials Form/Material Bulk Update Wizard, JM&A Group Store, NCP Reporting, PDC Enrollments, PDC Seminar Request Form, Sales Tracker, T&E Reporting, The Hub, Kia CPO Incentives, Volvo VIP Incentives, Dealer Portal, JM&A Portal, Retail Ready Resources Portal, and Competitor Information Portal.

2. Once you log to the voucher portal, click on your desired category.

The screenshot shows a web browser window with the URL <https://southeasternprinting.four51ordercloud.com/jimmoranandasso>. The page features the JMA&A GROUP logo and a navigation menu with links for CATALOG, ORDERS, REPORTS, Database, and ACCOUNT. A search bar is located in the top right corner. On the left, a 'CATEGORIES' sidebar lists 'DESIGN YOUR BOOKLET' and 'ORDER SAMPLE BOOKLET'. The main content area displays two promotional cards: 'DESIGN YOUR BOOKLET' (highlighted with a red border) and 'ORDER SAMPLE BOOKLET'. The 'DESIGN YOUR BOOKLET' card features images of a 'REWARD VOUCHER', 'SAMPLE DEAL!', and 'CAR CARE SERVICE PLAN'. The 'ORDER SAMPLE BOOKLET' card features an image of a person and a 'CAR CARE' label. At the bottom right, the page is powered by Four51, with copyright information for 2018 and a link to 'Conditions of Use'.

3. Select desired item from provided options.




### Tips & Tricks

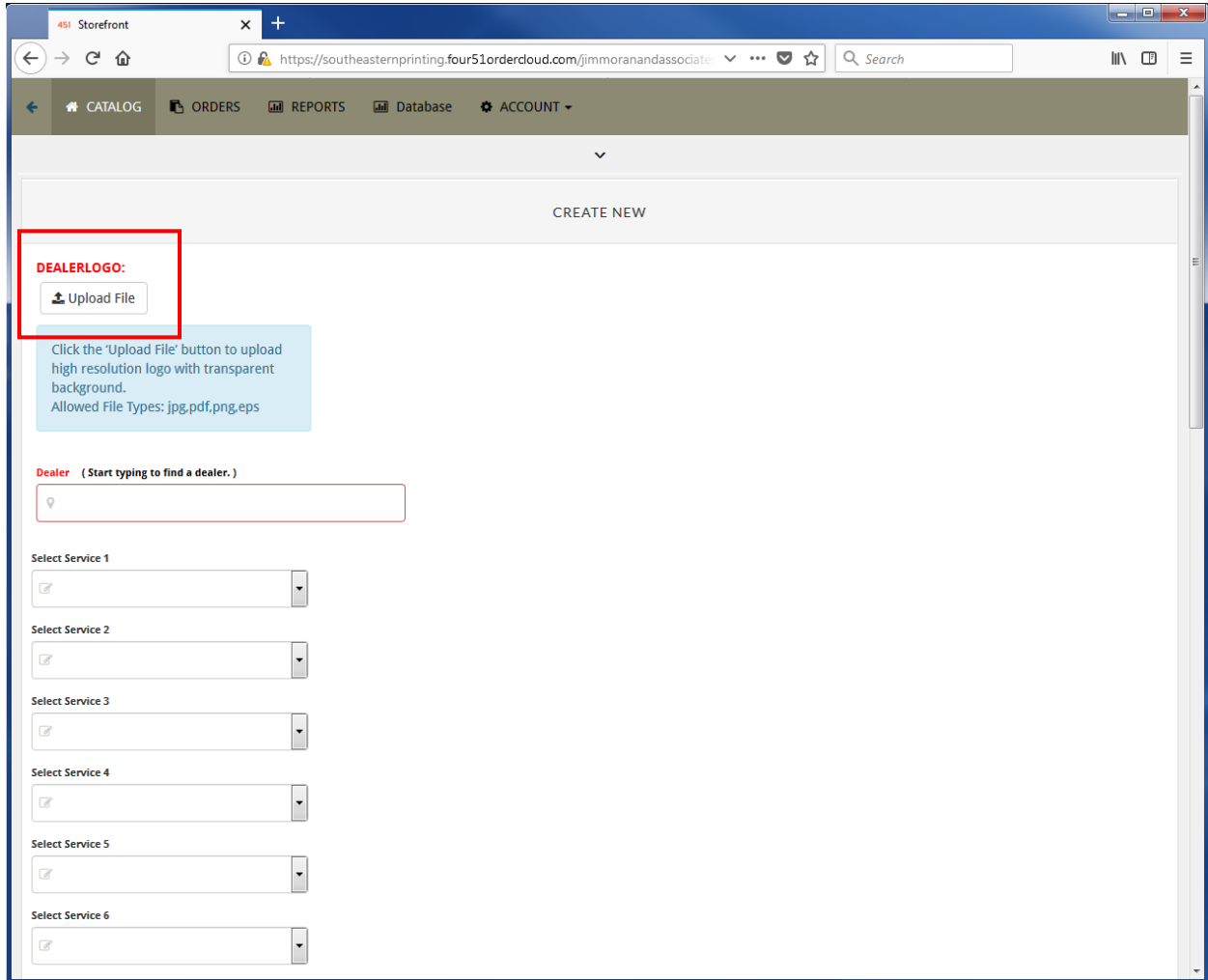
Select Kit products if dealer wants common vouchers across multiple programs.

4. Click the 'Create New' button to customize your selected option.

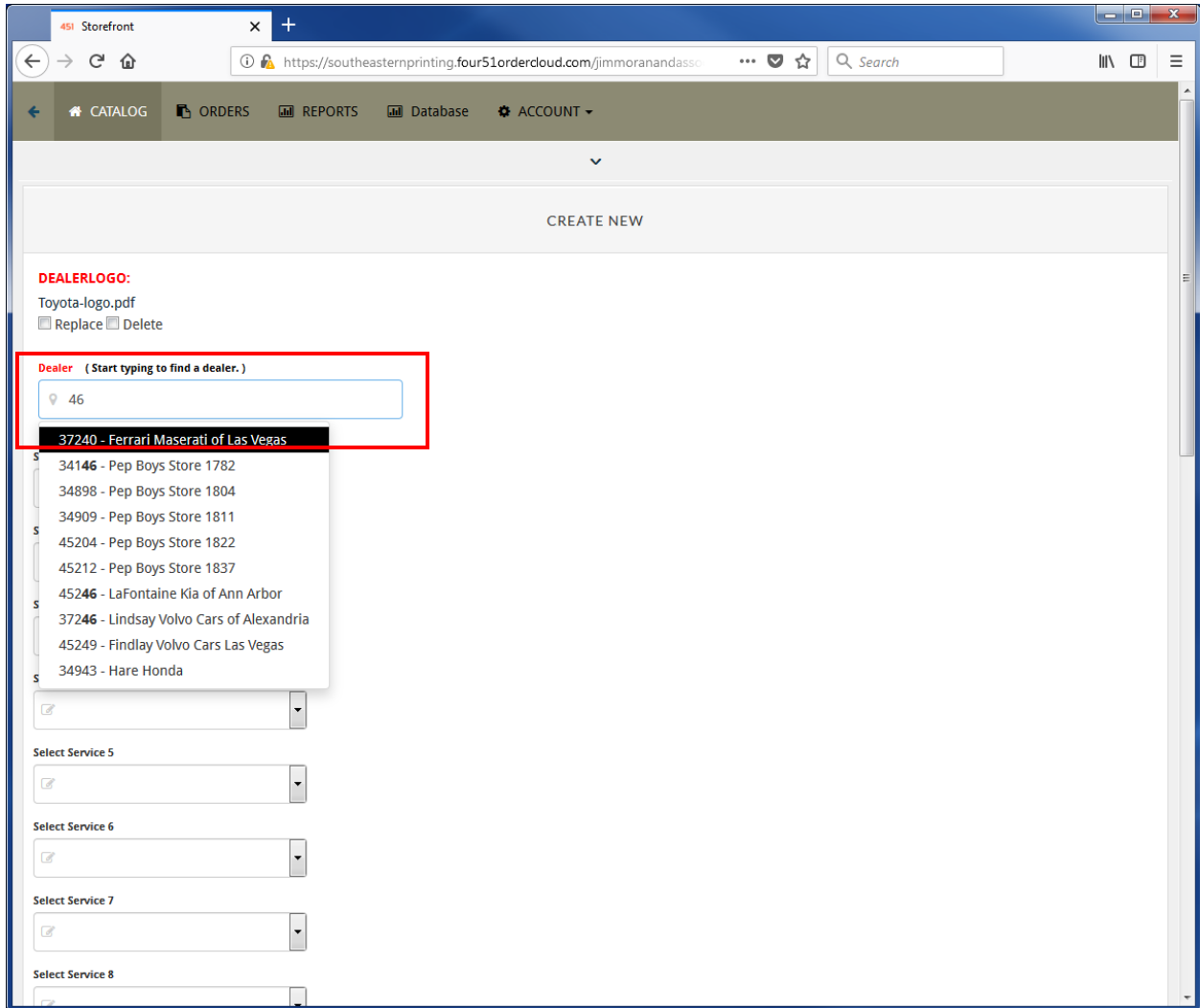
The screenshot shows a web browser window with the URL <https://southeasternprinting.four51ordercloud.com/jimmorans>. The browser's address bar and navigation icons are visible at the top. Below the browser window, a navigation menu contains links for CATALOG, ORDERS, REPORTS, Database, and ACCOUNT. The main content area features a product page for "National Booklet Standard Voucher Selection". On the left, there is a thumbnail image of a "CAR CARE SERVICE PLAN" booklet. The right side of the page has a dark blue header for "DESCRIPTION" and a white box containing the product ID "JM.112NAT\_SV" and a note: "\*If you are uploading a logo, 100, 150 or 300 high resolution logo with transparent background is needed. Allowed file types: jpg,pdf,png,eps". Below this is a "Product Variants" section with a "Create New" button highlighted by a red rectangular box. At the bottom right, a footer contains the text "Powered by Four51", "Copyright © 2018 Four51 Inc.", "All Rights Reserved.", and "Conditions of Use".

- If you have a high resolution logo that you would like to place in the voucher instead of dealer's address, you may upload it at this time by clicking the **'Upload File'** button. Otherwise, dealer address will appear in its place.

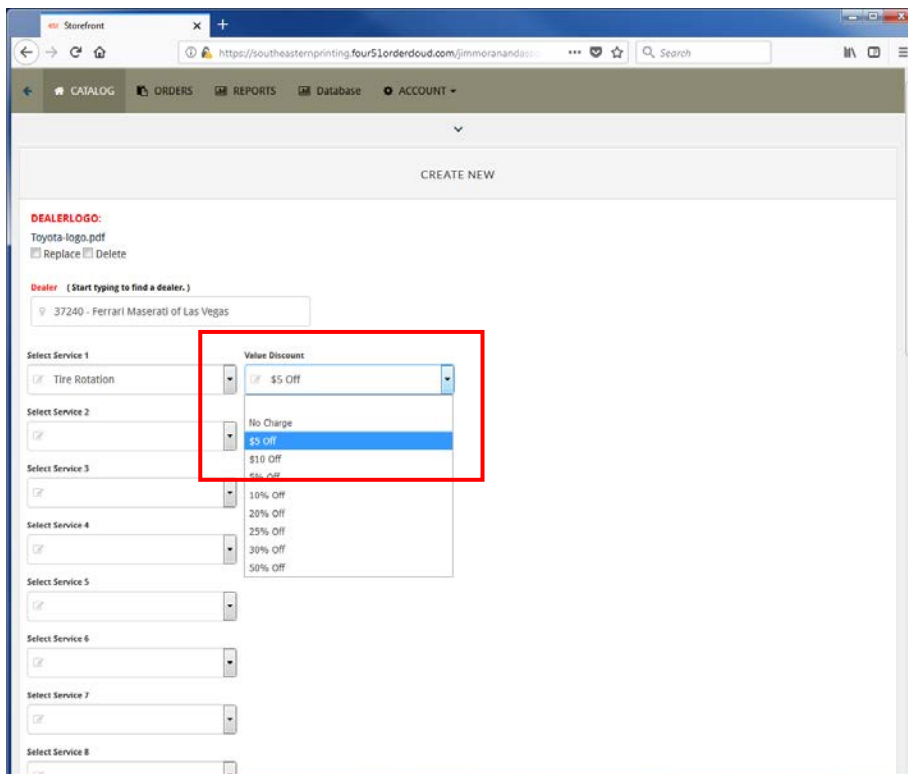
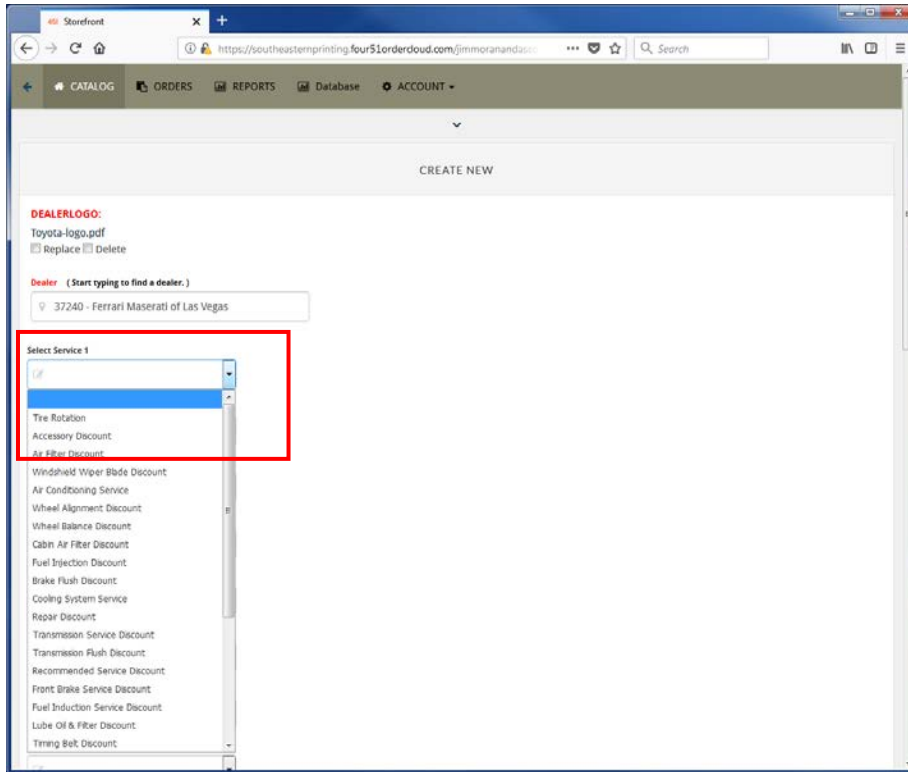
 **Important Note:** 100, 150 or 300 high resolution logo with transparent background is needed. Allowed file types are: jpg, pdf, png, eps



6. Search for Dealer by entering the dealer number or dealer name in the 'Dealer' search field.

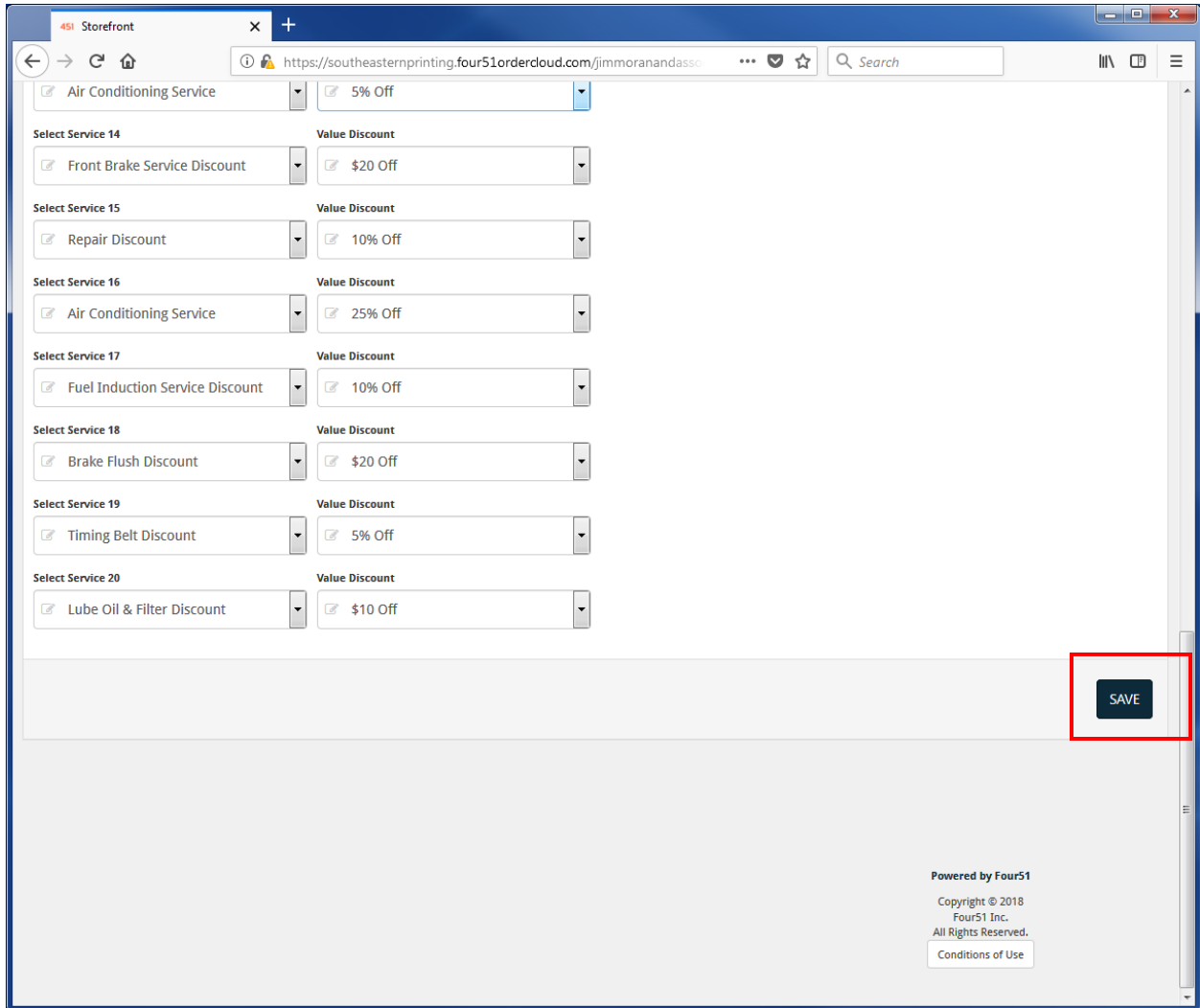


7. Select desired voucher services and values from provided 'Select Service' and 'Value Discount' options.





8. Once you have completed your selected, scroll down and click the 'SAVE' button to continue.



9. At this time please take a moment to review your selections by clicking the **'View PDF'** button.

The screenshot shows a web browser window with the URL <https://southeasternprinting.four51ordercloud.com/jimmorans>. The page title is "451 Storefront". The navigation menu includes "CATALOG", "ORDERS", "REPORTS", "Database", and "ACCOUNT". The product navigation path is "National Booklet Standard Voucher Selection / 37240".

The product image shows a "CAR CARE SERVICE PLAN" with "\$1 OFF Tire Rotation" and "FERRARI MASERATI OF LAS VEGAS". Below the image are three buttons: "Edit", "Remove", and "View PDF", with the "View PDF" button highlighted by a red box.

The product ID is "37240". The description section is titled "DESCRIPTION" and contains the text: "ID: JM.112NAT\_SV" and "\*If you are uploading a logo, 100, 150 or 300 high resolution logo with transparent background is needed. Allowed file types: jpg,pdf,png,eps".

The order section is titled "ORDER" and includes an "Order Quantity" dropdown menu set to "1" and a green "Add To Cart" button.

At the bottom right, there is a footer: "Powered by Four51", "Copyright © 2018 Four51 Inc.", "All Rights Reserved.", and "Conditions of Use".



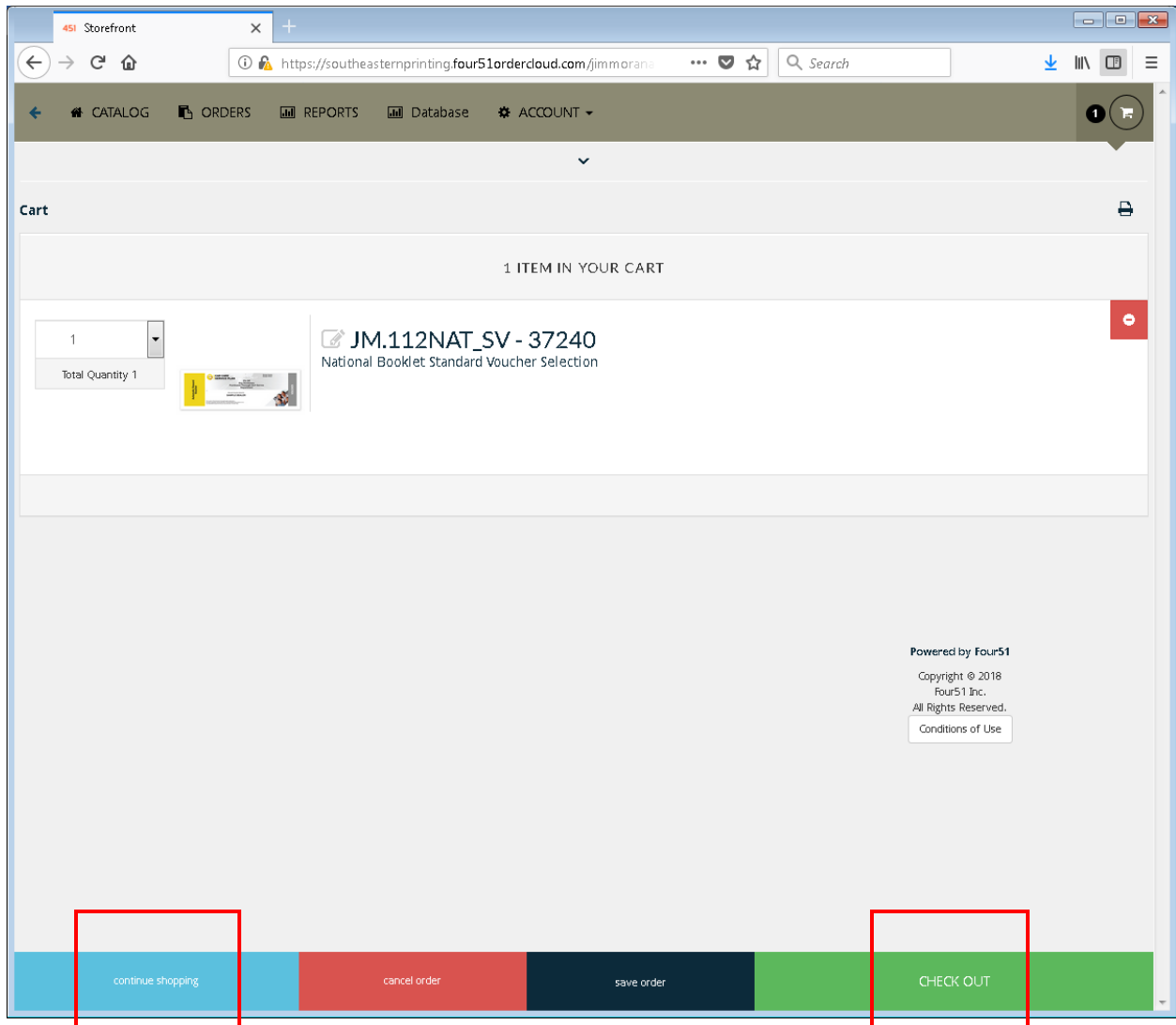
### Tips & Tricks

You may save this PDF to send to others for additional review and approvals.

10. Click the 'Add To Cart' button to continue.

The screenshot shows a web browser window with the URL <https://southeasternprinting.four51ordercloud.com/jimmorans>. The page is titled 'Product Navigation / National Booklet Standard Voucher Selection / 37240'. On the left, there is a product image for a 'CAR CARE SERVICE PLAN' with a '\$5 OFF Tire Rotation' offer, featuring logos for Toyota and Ferrari Maserati of Las Vegas. Below the image are buttons for 'Edit', 'Remove', and 'View PDF'. The main content area displays the product ID '37240' and a 'DESCRIPTION' section with the ID 'JM.112NAT\_SV' and a note: '\*If you are uploading a logo, 100, 150 or 300 high resolution logo with transparent background is needed. Allowed file types: jpg,pdf,png,eps'. Below this is an 'ORDER' section with an 'Order Quantity' dropdown menu set to '1'. A green 'Add To Cart' button is prominently displayed and highlighted with a red rectangular box. At the bottom right, there is a footer with the text: 'Powered by Four51', 'Copyright © 2018 Four51 Inc.', 'All Rights Reserved.', and 'Conditions of Use'.

11. If you have other items to add to your cart, click the **'continue shopping'** button. Otherwise, click the **'CHECK OUT'** button to continue.



12. **Shipping Address** – If sample book was ordered, click **'New Address'** button to enter shipping address, if no sample book was ordered, leave Southeastern Printing as Shipping Address.

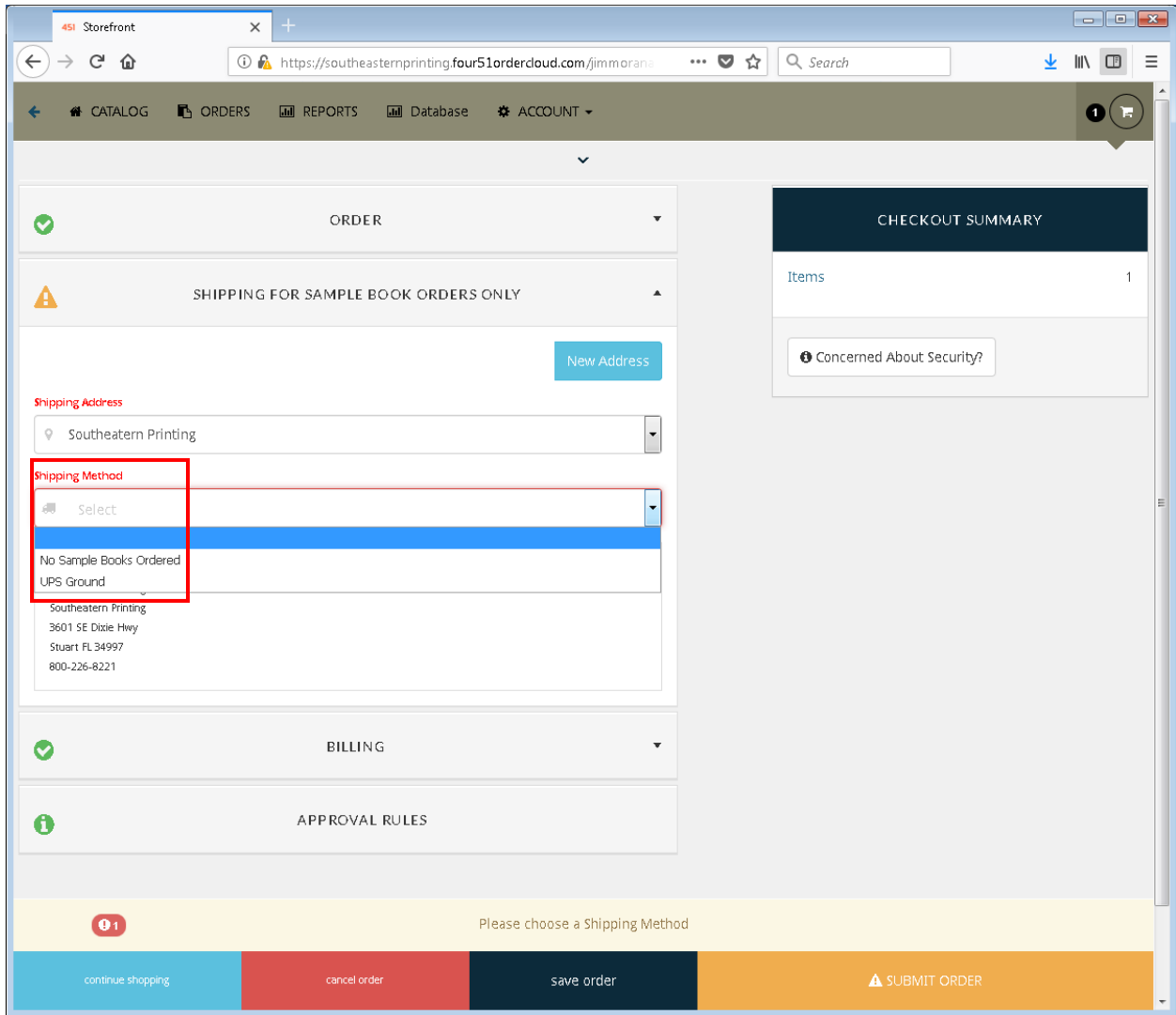
The screenshot shows a web storefront checkout page. The browser address bar displays the URL: <https://southeasternprinting.four51ordercloud.com/jimmorans>. The page navigation includes CATALOG, ORDERS, REPORTS, Database, and ACCOUNT. The main content area is divided into sections: ORDER, SHIPPING FOR SAMPLE BOOK ORDERS ONLY, BILLING, and APPROVAL RULES. The SHIPPING FOR SAMPLE BOOK ORDERS ONLY section contains a 'New Address' button, a 'Shipping Address' dropdown menu (highlighted with a red box) showing 'Southeastern Printing', and a 'Shipping Method' dropdown menu (highlighted with a red box) showing 'Select'. Below the shipping method dropdown is a 'Shipping Location' box containing the address: Southeastern Printing, 3601 SE Dixie Hwy, Stuart FL 34997, 800-226-8221. The BILLING and APPROVAL RULES sections are currently collapsed. On the right side, there is a 'CHECKOUT SUMMARY' section showing 'Items' with a count of '1' and a 'Concerned About Security?' link. At the bottom of the page, there is a yellow banner with a warning icon and the text 'Please choose a Shipping Method'. Below the banner are four buttons: 'continue shopping', 'cancel order', 'save order', and 'SUBMIT ORDER'.




### Tips & Tricks

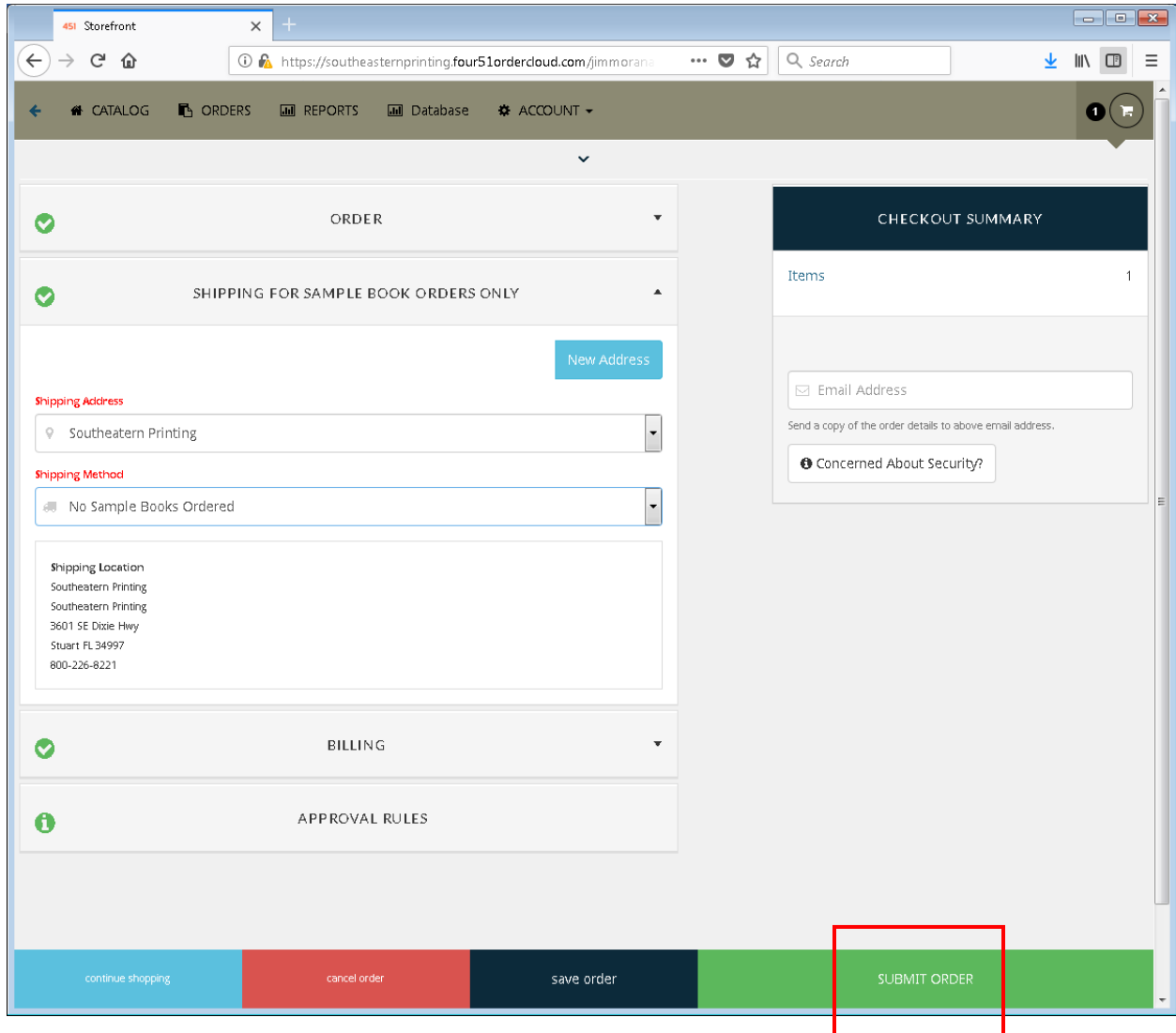
Your saved addresses will remain on your account and they will appear in the dropdown for future use.

13. **Shipping Method** – If no sample book was ordered, please select **'No Sample Books Ordered'** from the **'Shipping Method'** dropdown. If you ordered sample books, please select **'UPS Ground'**.



14. Click the 'SUBMIT ORDER' button to process your order.

 **Important Note:** Orders go through an approval process, once order(s) is approved your order will move to production.



The screenshot displays a web storefront interface for a checkout process. The browser address bar shows the URL: <https://southeasternprinting.four51ordercloud.com/jimmorane>. The navigation menu includes CATALOG, ORDERS, REPORTS, Database, and ACCOUNT. The main content area is divided into two columns. The left column contains sections for ORDER, SHIPPING FOR SAMPLE BOOK ORDERS ONLY, BILLING, and APPROVAL RULES. The SHIPPING section includes a 'New Address' button, a 'Shipping Address' dropdown menu (currently showing 'Southeastern Printing'), a 'Shipping Method' dropdown menu (currently showing 'No Sample Books Ordered'), and a 'Shipping Location' box with the following details: Southeastern Printing, Southeastern Printing, 3601 SE Dixie Hwy, Stuart FL 34997, 800-226-8221. The right column contains a 'CHECKOUT SUMMARY' section with 'Items' listed as 1. Below this is an 'Email Address' input field with a note: 'Send a copy of the order details to above email address.' and a 'Concerned About Security?' link. At the bottom of the page, there is a row of four buttons: 'continue shopping' (light blue), 'cancel order' (red), 'save order' (dark blue), and 'SUBMIT ORDER' (green). The 'SUBMIT ORDER' button is highlighted with a red rectangular box.

15. Below is receipt screen, you will also receive an email notification with your order details.

451 Storefront

https://southeasternprinting.four51ordercloud.com/jimmorana

CATALOG ORDERS REPORTS Database ACCOUNT

Standard Order ID: 451-JMAV162

1 ITEM IN THIS ORDER

**JM.112NAT\_SV - 37240**  
National Booklet Standard Voucher Selection

**Shipper Name**  
No Sample Books Ordered

**Shipper ACCOUNT**  
343789

★ Favorite Name  Save Favorite

APPROVALS

Rule Summary	Approver	Status
Order is submitted by Zone Service Manager - SE group Category is STANDARD VOUCHER APPROVAL	Suzanne Kenik Approver	Pending

**ORDER DETAILS**

Status: Awaiting Approval  
Created By: Test Account  
Payment Method: Purchase Order

**Ship to**  
Southeastern Printing  
3601 SE Dixie Hwy  
Stuart, FL 34997

**Bill to**  
Jim Moran & Associates  
PO Box 8603  
Deerfield Beach, FL 33443

REPEAT ORDER

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