Welcome to the Allegra Direct 3 online ordering and fulfillment system. AD3 is another exciting benefit of working with Allegra Pittsburgh and will be a valued tool for entering new print order and placing releases from customer inventory. AD3 represents a significant upgrade over the current Orderspot system. Online ordering is not meant to replace the personalized service offered by Allegra, it is a value add to our sales and service team meant to streamline the order process, reduce order errors, and quicken product turnaround. Should you have any questions about AD3 or your orders, we are always at your service.

Mark Hirschfeld
AD3 Storefront Manager
media@allegrapittsburgh.com
P: 412-922-0422

David Barringer
Vice President
dbarringer@allegrapittsburgh.com
P: 412-922-0422
Log In Page

Access Allegra Direct online ordering
Order site Domain:  weborders.allegrapittsburgh.com

Login page:

Existing Users:
Enter username and password, click Login button.

Password is case sensitive.

Forgot your Password? Click Forgot Password,

Enter your username and click submit.
Your password will be emailed.

First time user:
Click Register Here and Complete the Form.
The Security Code is RMU23
New Users
Click New User.

Complete user profile, The Robert Morris Customer Code is **RMU23**. Click Register to continue.

Reminder: the address you enter here will be your default mailing address.
Ordering Process

Click **New Order** button to start the order process.

Click **Search** if you are having trouble finding a specific product.

Click **View Orders** to find previous orders and place exact reorders.

The **Revisions** button does NOT apply to the RMU storefront.
After you click the New Order Button you will select the appropriate category button by clicking on the corresponding image.
Select Templates Page

Click the product image you would like to order. If you cannot locate your product see if it is listed under another product category. All categories are listed along the left side of the page.
Personalize Page

Dynamic items will require you to select from the personalization field on the left hand side of the form. In the case of letterhead, you select a department name from the dropdown list. Click Continue to move on.

For static products that do not require personalized, Click Continue to proceed to the next step. Click Previous at anytime to return to the previous screen.
Personalize Business Cards

Complete the form along the left. Fields with an * are required. Once the form is complete click Preview Proof to view your card.

Note: If there is an item you would like to add that is not a field in the order form, make a note in the special instructions field in the checkout page at the end of your order.
Select List/Quantities

Select the order quantity. Some products will have a dropdown menu listing the available quantities while others will require you to submit the specified amount.

Click Continue to proceed.
Select List/Quantities

View Summary Static Items

Shows enlarged proof of the item and general order information. Click Add to Cart to proceed.
View Summary Dynamic Items

View Summary Screen for dynamic products shows you a proof of how the final card will print. (Exceptions are cards with special instructions. Those will be proofed via email.) Proof read carefully as the cards and letterhead will go to print once the order is sent.

If you notice a change that should be made, click the Previous button twice to go to the order form. Make your changes and proceed with the order.

If the proof is OK, Click Add to Cart.
Shopping Cart Page

The Shopping Cart screen shows all items in your shopping cart. Click Continue Shopping if you would like to add another product or click Checkout to complete your order.
Check Out Page

Check out is the final step. There are four (4) required fields: Shipping Method, Payment Information, PO Number and the Terms and Conditions Check Box. Click Submit Order when finished.

**Shipping Method:**
- 3-5 days
- Rush Method: 2-3 days

**Payment Information:** Select the Billing option. The PO field will appear. (Billing will continue to take place through standard university protocol.)

**PO Number:** You must enter your department code in this box to facilitate accurate bill back.

**Shipping Information:** will pre fill with the order placers information. To change, click Edit. Enter the new contact information and click Update.

**Special Instructions:** Add any instructions not addressed in the order and check out forms. Such as, desired delivery date or special instructions for business cards.

**Terms and Conditions** click the check box.
Completed Order

Once you click Submit Order a prompt will post at the top of the page saying your order was successful and an email confirmation will arrive promptly in your inbox.
ALLEGRA CUSTOMER CARE SPECIALISTS:

Mark Hirschfeld  
AD3 Storefront Manager  
phone: 412-922-0422  
fax: 412-922-2922  
media@allegrapittsburgh.com

Christine Mondin  
Customer Service  
phone: 412-922-0422  
fax: 412-922-2922  
cmondin@allegrapittsburgh.com

Lisa Cusick  
Office Manager  
phone: 412-922-0422  
fax: 412-922-2922  
lcusick@allegrapittsburgh.com

Dave Barringer  
Vice President  
phone: 412-922-0422  
fax: 412-922-2922  
dbarringer@allegrapittsburgh.com