

Welcome to the @WinXS 2.0 website:

Welcome to the RR Donnelley/ Moore Wallace North America website.



Orders placed through this website will be processed by Moore Wallace North America, an RR Donnelley company. For more information on this company, please click on the link below.

This website offers a fully integrated process for forms catalog order management to the UTMB community, including:

- Item search
- Requisition creation
- Order placement for UTMB forms
- Pricing information
- Delivery schedules
- Order confirmation



This user guide provides the basic steps to enter your Moore Wallace punchout order.

Home Page

On the right of the screen is a list of important messages and services available to you:

- Who to contact for support
- How to place expedited orders
- How to order items not available on the website

UTMB-FPRD

Home | Worklist | Add to Favorites | Sign

UTMB The University of Texas Medical Branch **@winXS™ 2.0**
Powered by Moore Wallace

Home | Catalog Ordering | Quick Item Entry | Shopping Cart (11 items) | Cancel | Help

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UTMB®
The University of Texas Medical Branch

[Click here to place your order](#)

Messages

Message 1 of 7 - User Manual 02/26/2007 ▼
Click here or choose Help for User Manual.

Message 2 of 7 - UTMB Customer Service 04/03/2007 ▼
For questions on how to use the PeopleSoft e-Procurement system, or if you are having trouble accessing the Moore Wallace website, contact:
Logistics HelpDesk
Ph: 409-747-8000
Email: [Logistics HelpDesk](#)

Or for questions regarding the contract documentation, and order processes contact:
UTMB Contract Administration
Neal Cooper, C.P.M., CTPM
Contract Administrator
Ph: 409-747-7918
Fax: 409-747-8030
Email: [Neal Cooper](#)

Message 3 of 7 -

Placing an Order

To begin placing an order, click the **Click here to place your order** icon.

To order items from the **UTMB catalog**, simply click the **Shopping Cart** icon that appears to the right of the item description. As you click on the **Shopping Cart** icon for each item, items will continually be added to your shopping cart and the icon will fade.

Note: If you wish to view a larger copy of the form, click the **View Item** icon.

The screenshot shows the UTMB @winXS catalog interface. The header includes the UTMB logo and the text "The University of Texas Medical Branch" and "@winXS 2.0 Powered by Moore Wallace". The navigation bar contains links for Home, Catalog Ordering, Quick Item Entry, Shopping Cart (2 Items), Cancel, and Help. The main content area shows a search for "UTMB Catalog Forms" with 116 results. A table lists items with columns for Description, Add To Cart, and View Item. The second item, "ER AGREEMENT & AUTHORIZATION", has its shopping cart icon circled in red.

Description	Add To Cart	View Item
Item #: 2001 Description: AGREEMENTS AUTHORIZATION FORM 2001		
Item #: 2001-101 Description: ER AGREEMENT & AUTHORIZATION		
 Item #: 2083 Description: INTRAUTERINE GROWTH CHART 2083 100/PAD		

Once you've completed your selection, click either of the two **Proceed to Checkout** links that appear both above and below the list of items.

This screenshot is similar to the previous one, but it highlights two "Proceed to Checkout" buttons. One is located above the table, and another is located below the table. A red arrow points to the "Proceed to Checkout" button located below the table. The shopping cart icon for the second item in the table is also circled in red.

Description	Add To Cart	View Item
Item #: 2001 Description: AGREEMENTS AUTHORIZATION FORM 2001		
Item #: 2001-101 Description: ER AGREEMENT & AUTHORIZATION		

Enter the quantity you wish to order for each item in your shopping cart.

To add more items to your shopping cart, click the **Order More Items** icon.

Once all items are in your shopping cart with appropriate quantities to be ordered, click the **Update Cart** button to display pricing information.

After validating the items in your shopping cart, confirming the unit of measure and quantity to be ordered, click the **Transfer to Requisition** button to return to PeopleSoft.

UTMB-FPRD Home Worklist Add to Favorites Sign out

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Home Catalog Ordering Quick Item Entry Shopping Cart (2 Items) Cancel Help

Select Quantity and Unit of Measure

Please enter the unit of measure and order quantity for each item in the shopping cart. To add more items to the shopping cart, click on "**Order More Items**." To add these items to your requisition, click on "**Transfer to Requisition**." Click on "**Update Cart**" to update pricing information and remove items from the cart.

Remove	Item #	Item Description	UOM*	Qty*	Price 1	Avail	View/Modify	View Item
<input type="checkbox"/>	2083	INTRAUTERINE GROWTH CHART 2083 100/PAD	PD of 100	<input type="text" value="0"/>				
<input type="checkbox"/>	5001	RECORD OF SENSITIVITY 5001 100/PAD	PD of 100	<input type="text" value="0"/>				

Item is available.
 Item is not available. If you want us to backorder this item for you, continue with your order.
 Temporarily unable to determine availability, or the cart has not been updated to get availability.

Order More Items **Transfer to Requisition** **Update Cart** **Cancel Order**

¹ Price subject to change, not to exceed price shown. Freight charges are additional. Taxes are additional.

Note: To remove items from your shopping cart, select the item to be removed and click the **Update Cart** button.

To location a specific form, click the **Search** tab, enter appropriate Search Criteria, and click the **Search** button.

Note: Items in the UTMB Catalog, that do not contain a shopping cart icon, will need to be ordered directly from Materials Management.

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Home Catalog Ordering Quick Item Entry Cancel Help

click and drag the line to expand view

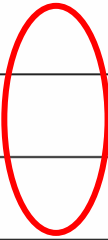


Current Selection: Item Search

Criteria Entered:
Item #: (begins with) **6501**

Express Shopping

Searched : **Items for the search criteria above**
Results Found: 3 - Displaying 1 - 3

Go to Page: 1 Page 1 of 1

Description	Add To Cart	View Item
Item #: 65010 Description: AIRBORNE PRECAUTIONS CARD BLUE 50/PK Order from Mat'l Mgt		
Item #: 65011 Description: DROPLET PRECAUTIONS CARD GREEN 50/PK Order from Mat'l Mgt		
Item #: 65012 Description: CPMTACT PRECAUTIONS LABEL ORANGE 25/PKG Order from Mat'l Mgt		

Searched : **Items for the search criteria above**
Results Found: 3 - Displaying 1 - 3

Go to Page: 1 Page 1 of 1

Thank you for choosing Moore Wallace