

## Ordering Printed Materials from DTPrints

### How to Access DTPrints

Access DTPrints on the Knowledge Center from :

- KC Home page under Helpful Links
- Store Operations menu
- Sales/Promotions page
- Orders page under Showroom Supplies (POP Materials)



Or go directly to: <http://dtprints.randgraphics.com>

### Logging In

Log in to DTPrints with your store's username and password:

**User Name:** Store Code (no space, e.g. AZP99)

**Password:** Discount1

**Note:** User Names and Passwords have been set up for all stores. Designated Corporate/Regional users may log in using their email address for user name and Discount1 for password.



### Placing an Order

DTPrints offers an easy online ordering process:

| Step | Action  |
|------|---|
| 1    | Search or Navigate to the item you want.  |
| 2    | Enter the Quantity and select <b>Add to Cart</b> .                              |
| 3    | Hover over the Cart icon and select <b>Checkout</b> .                           |
| 4    | Review your items & quantities, then select <b>Proceed to Checkout</b> .        |
| 5    | <i>Your shipping information will display.</i><br>Select <b>Confirm Order</b> . |

### Shipping

The shipping method is based on what is most cost efficient for your specific order.

#### Orders:

- Fulfilled and shipped within 24 hours for most products.
- Ship using either FedEx Ground Collect or US postal service, depending on the size and weight of the package.
- Confirmed via email and include applicable tracking information
- Delivered in 2-4 business days for most products.

### Invoicing

Invoices are sent through Dolphin for approval within 7 days of the order placement.

### Contact

If you need a quicker order delivery, call Nona Gardner at 480-606-5913.

If you need technical assistance, contact the Support Desk at 800-366-4399 or [Support@discounttire.com](mailto:Support@discounttire.com).