Online Sign Ordering Instructions

Proud FedEx Partner

ibisSIGNS is proud to offer online ordering of all FedEx, MUTCD Regulatory, Street, and Custom Signs. Below you will find an overview of how to find the online ordering system and what you will need to place your online orders.

★ *System designed for Google Chrome and Mozilla Firefox*

WEB LINK	**www.ibissigns.com/fedex**

Adding Standard Signs to the Cart

1.) Visit **www.ibissigns.com/fedex** to begin shopping.

2.) Browse through the sign types to find what you seek by clicking the product group buttons:

FedEx Signs — Regulatory Signs — Street Signs — Custom Signs

3.) Locate a sign/component and press the "**Add to Cart**" button located below the description with cost (when available) as seen in the graphic to the right: ➡

4.) When a sign has been successfully added to the cart, "*Item Added to Cart*" will be displayed next to the cart overview and button located on the header.

EMERGSHOWER
Emergency Shower
7" x 10" | **$5.93**
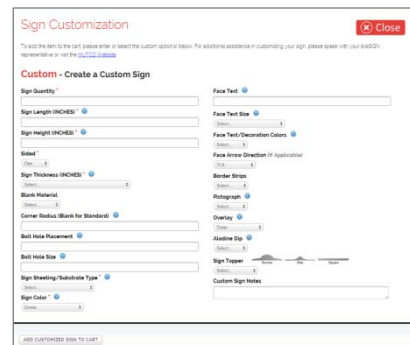
🛒 Add to Cart

Adding Customized Signs to the Cart

Some signs require additional information for ordering and when it comes to a fully customized sign, many details and potential art file uploads will be required. Continuing from the first 3 steps above, please complete the following:

1.) After pressing the "**Add to Cart**" button on a sign that requires input, a customization form will drop down allowing you to enter the required information to specify the sign details. Once entry is complete, press the "**Add Customized Sign to Cart**" button.

Fully Customized Sign Setup

MUTCD Regulatory, Street Name, and Custom Signs require detailed speciation to ensure that ibisSIGNS has as much information as possible in order to reduce additional questions and to speed up the quote production process.

The sign detail entry form will appears as seen to the right: ➡

Viewing the Cart

1.) Locate the "**View Cart**" button placed in the upper right hand corner of the page next to the header menu.

2.) Click on the "**View Cart**" button to view a drop down listing of all items added.

🛒 View Cart

Items: 1
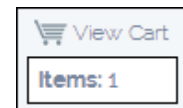
Creating an Online Order

Creating an online order through ibisSIGNS is quick and simple because it is designed with the needs of FedEx in mind. Utilizing a FedEx Employee #, Cost Center #, and General Ledger, allows for easy ordering and processing. Once orders have been placed, the status may be tracked by utilizing one of the *FedEx specific numbers* mentioned above. Below is an overall description of the checkout process:

Checkout Process

1.) Once all items have been added to the Cart, press the "🛒 **Checkout Now**" button.
2.) Next, choose between entering in your details, or if you have placed an online order before, looking up your information via Employee # to auto-fill the details collection form.
3.) The Order Details Entry Form will appear. Once all available information is entered with all field requirements met, press the "**Create Order**" button to continue to the next step.
4.) Depending on whether or not you added customized signs to your cart, you will either be taken directly to the order verification page, or you will be provided a listing of items with the ability to upload digital art files to your order to help our artists prepare a custom quote.
   - No Custom Signs in Cart, *Continue to step 5*.
   - Custom Signs in Cart, please follow the instructions below:

QTY	Item Type	Description	Price	File Upload
11	FedEx Item	**11-SL15-REG** - Speed Limit 15 (18in x 24in)	$22.66	
1	FedEx Item	**CAUHMPROC** - Caution Hazardous Processing Area (10in x 7in)	$5.93	
1	FedEx Item	**CAUNOSMOKE** - No Smoking (10in x 7in)	$5.93	
1	FedEx Item	**5KEYS** - 5 Keys to Safe Driving (47in x 31in)	$58.07	
1	FedEx Item	**D432F** - Custom Message (Freight) (21in x 24in) - (**Customized:** Face Text, test)	$33.50	Choose File No file chosen
1	Custom Sign	(12in x 12in)	-	Choose File No file chosen

   1.) A listing of the cart items will be displayed and those items which have customized options will have a file upload box next to them allowing for the selection of a file to upload for review by an ibisSIGNS artist.
   2.) Click the "**Choose File**" or "**Browse…**" button, depending on what browser you are using, next to the signs you wish to choose an art file to upload and associate.
   3.) Once you have selected your files, click the "**Continue to Final Verification**" button. Please be aware that the form submission may take a few moments depending on the size and quantity of files you have attached.
5.) A listing of the cart items, any art files, and the information entered will be listed for final verification. Once you have reviewed the order, press the "**Finalize Order**" button submit the order for review by an ibisSIGNS representative.
6.) A "*Submitting Order…*" message will appear in the page header and once the order creation is complete, a "*Submission Success!*" message will notify you that the order was sent.

After you submit your final order, you will momentarily receive a notification email and a PDF copy of the order for your records. The order will then be reviewed by an ibisSIGNS representative to verify all details and to validate the submission.

Tracking the Status of Orders

The status of all orders placed through the ibisSIGNS website may be tracked using the FedEx Employee #, Order #, or the specified P.O. # used during creation. Follow the steps below to track the status of your order:

Tracking Orders

1.) Press the " Track Order " button located in the upper left-hand corner of the page to toggle the tracking input form.

2.) Enter an Order #, FedEx Employee #, or P.O. # in to the input field and press the " Track " button to search for the order.

If an order is found matching to the number entered, a dropdown will appear that shows the order status along with the ability to view the order details or save the order in PDF format.

Customer Support

Customer support is available by email, phone, or through the contact form located on the ibisSIGNS website. Contact details are as follows:

Online Contact Form

Visit the www.ibissigns.com/fedex website 24/7 and click the "**Contact**" button to view the contact form. Simply select the Inquiry Type, enter your details and message, and press "**Submit**." Once submitted, a representative will reply as soon as possible.

Standard Contact Information

Representatives are eager to assist you with any questions that you may have. Orders may also be placed over the phone if one wishes.

Mailing Address	Phone & Fax	Email Address
Ibis Tek Signs 496 Pittsburgh Road Butler, PA. 16002	**PH #:** 724-431-2085 **FAX #:** 724-431-3099	**dhalliday@ibistek.com**