

# Rabo Print Shop

Online Ordering Site for Rabobank Marketing Materials



***Rabobank***

[Rabobank.CentralCoastPrinting.com](http://Rabobank.CentralCoastPrinting.com)

# Contents

About the System..... 3

Sign In..... 4

Home Screen..... 5

Ordering Marketing Collateral..... 6

Personalized Collateral..... 7

Ad Requests..... 8

Shopping Cart & Checkout..... 9

Custom Design Requests..... 10

# About This System

The **Rabo Print Shop** is the online ordering system for Rabobank, N.A. marketing materials. The purpose of this system is to provide marketing support for Rabobank employees and to streamline the ordering process. The system can be accessed via web browser by visiting **www.Rabobank.CentralCoastPrinting.com**. Employees can request access by visiting the site.

## Items available through the Rabo Print Shop include:

### Branch Collateral

- Product Brochures
- Disclosures
- Sales Tools
- Invitations and Announcements
- Posters and Flyers
- Teller Mats and Buck Slips
- Banners and Window Clings



### Personalized Collateral

- Personalized Flyers and Postcards
- Thank You Cards



### Ad Requests

- Sponsor Ads for Publications and Events



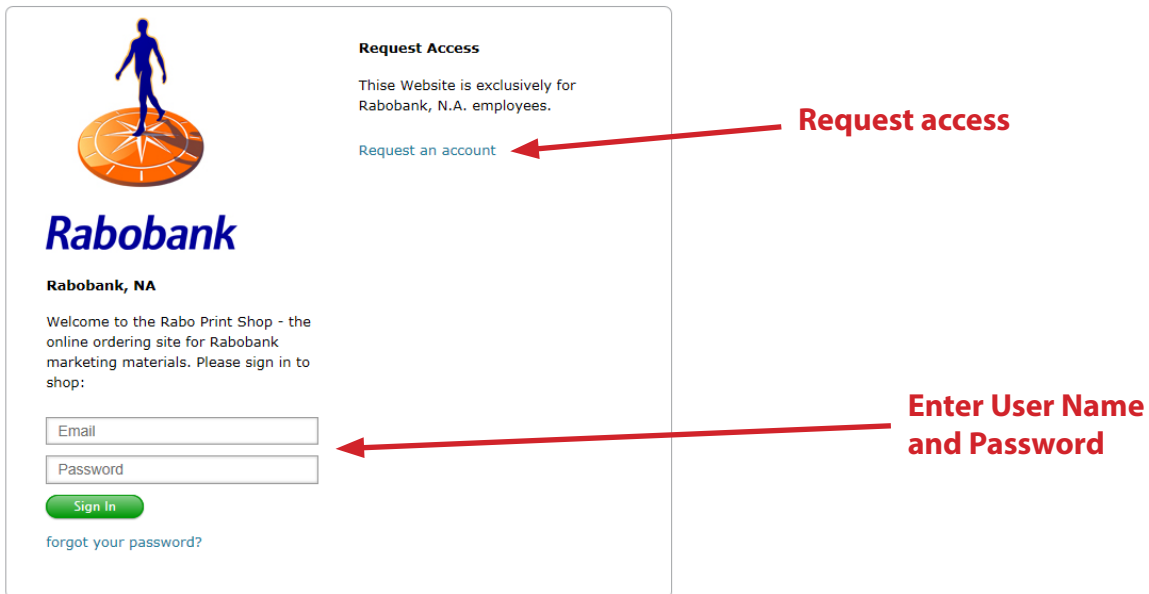
### Custom Requests

- Request Custom Marketing Materials not listed on ordering site

# Sign In

Employees can request access to the Rabo Print Shop by visiting [www.Rabobank.CentralCoastPrinting.com](http://www.Rabobank.CentralCoastPrinting.com). Once access is granted, you will be sent a user name and password.

Using a web browser, go to [www.Rabobank.CentralCoastPrinting.com](http://www.Rabobank.CentralCoastPrinting.com) to sign in. If you have forgotten your password, click on 'Forgot your password?' and a link to reset will be emailed to you.



The screenshot shows the Rabobank NA Sign In page. At the top left is the Rabobank logo, which features a stylized figure standing on a globe. Below the logo is the text "Rabobank" in a large, bold, blue font, followed by "Rabobank, NA" in a smaller, bold, black font. To the right of the logo, under the heading "Request Access", is a message: "This Website is exclusively for Rabobank, N.A. employees." Below this message is a link that says "Request an account". A red arrow points from the text "Request access" to this link. Below the logo and the "Request Access" section is a welcome message: "Welcome to the Rabo Print Shop - the online ordering site for Rabobank marketing materials. Please sign in to shop:". Below this message are two input fields: "Email" and "Password". A red arrow points from the text "Enter User Name and Password" to the "Email" field. Below the input fields is a green button that says "Sign In". Below the "Sign In" button is a link that says "forgot your password?".

**Request Access**

This Website is exclusively for Rabobank, N.A. employees.

[Request an account](#)

**Rabobank**

**Rabobank, NA**

Welcome to the Rabo Print Shop - the online ordering site for Rabobank marketing materials. Please sign in to shop:

Email

Password

[Sign In](#)

[forgot your password?](#)

**Request access**

**Enter User Name and Password**

# Home Screen

After signing in, you will be taken to the Home Screen. Items on the ordering site are organized by categories. Below is a brief description of the contents of each category:

The screenshot shows the Rabobank Print Shop Home Screen. At the top, there is an orange navigation bar with 'Home' and 'My Account' links. Below the navigation bar, the user is greeted with 'Hi, Rabobank User (Sign Out)'. The main heading is 'Rabo Print Shop'. On the left, there is a 'Document Library' sidebar with a search bar and a list of categories: Personal Banking, Business Banking, Food & Agribusiness, Wealth Management, Treasury Management, Equipment Leasing, Branch Promotional Materials, Disclosures, Event Equipment, Seasonal & Other Items, Personalized Collateral, and Ad Requests. To the right of the sidebar is a grid of category buttons: Personal Banking, Business Banking, Food & Agribusiness, Wealth Management, Treasury Management, Equipment Leasing, Branch Promotional Materials, Disclosures, Event Equipment, Seasonal & Other Items, Personalized Collateral, and Ad Requests. At the bottom of the sidebar, there is a 'Help Guide' button. Two red arrows point from text annotations to the 'Search' bar and the 'Help Guide' button.

**If you can't find what you're looking for, use the Search function to find items by name or description.**

**View the User Guide for help**

Need something but can't find it here? Submit a [Custom Design Request](#)

Online ordering questions? Please call (805) 489-0661, Extension 112

**Personal Banking:** Collateral items related to Personal Banking products (brochures, flyers, etc.)

**Business Banking:** Collateral items related to Business Banking products (brochures, flyers, banker bios, etc.)

**Food & Agribusiness:** Collateral items related to Food & Ag products (brochures, flyers, etc.)

**Wealth Management:** Collateral items related to Wealth Management products (brochures, flyers, banker bios, etc.)

**Treasury Management:** Collateral items related to Treasury Management products (brochures, flyers, etc.)

**Equipment Leasing:** Collateral items related to Equipment Leasing products (brochures, flyers, etc.)

**Branch Promotional Materials:** Marketing items used in branch such as posters, flyers, teller mats, buck slips, banners, window clings

**Disclosures:** New account disclosures

**Event Equipment:** Items to be used at events such as pull up banners, generic sponsor banners

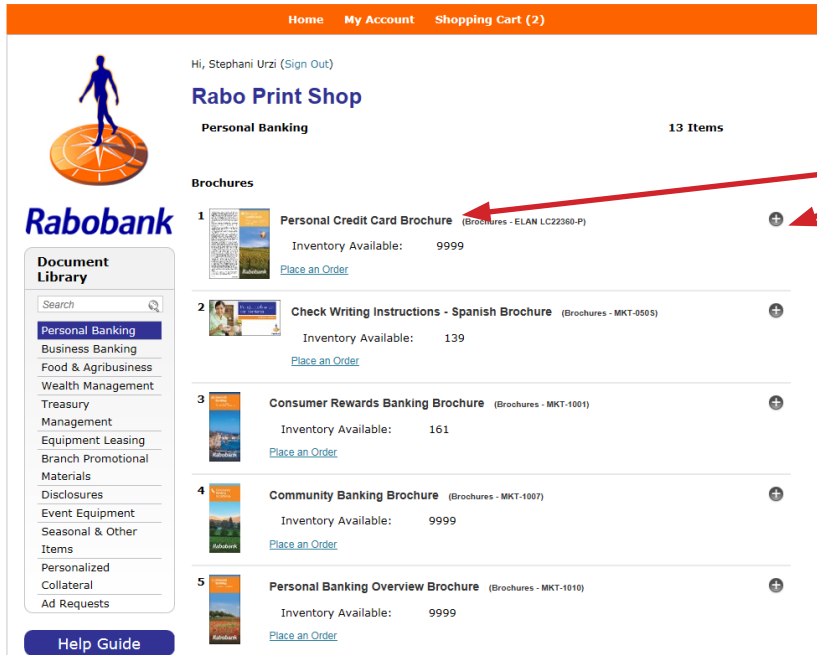
**Seasonal & Other Items:** Holiday cards, presentation folders, stationery/letterhead, etc.

**Personalized Collateral:** Personalized collateral items such as mortgage flyers, business flyers, postcards, etc.

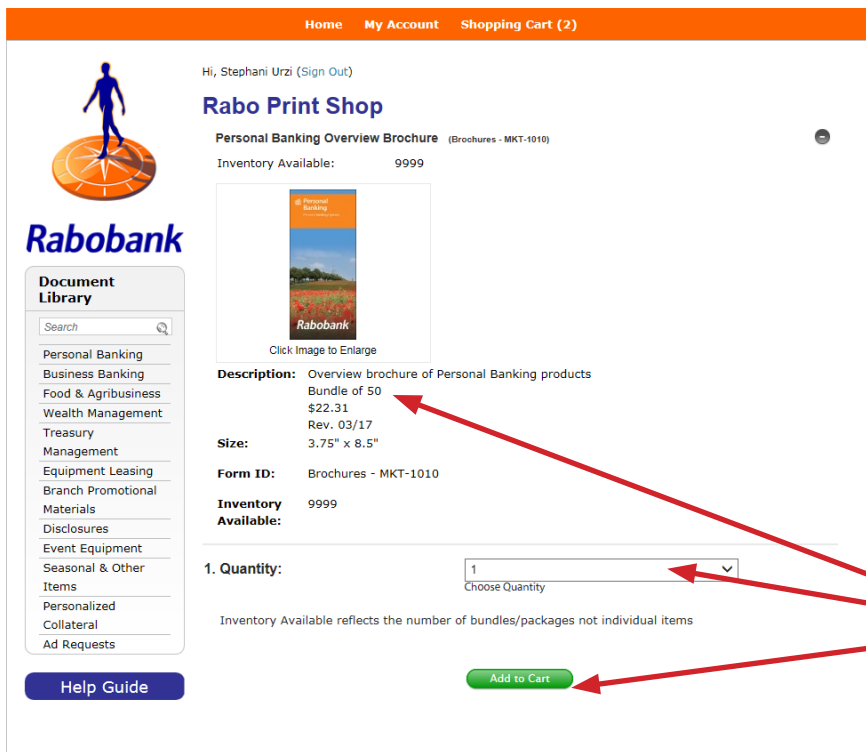
**Ad Requests:** Requests for event and sponsor ads for publication

# Ordering Marketing Collateral

To view the items in a category, click the category of your choice on the Home Screen and you will be shown available items in list format. Click on individual items to see their details or add to cart.



Click the item name or + to view item details or add to cart.



Select the quantity you would like and click Add to Cart. Please note: the quantity refers to amount of bundles, not individual items.

# Personalized Collateral

To create personalized marketing collateral, identify the item you would like then click 'Place an Order'. You will be taken to the customization screen to select your personal details. Once personal details are selected, you must view and approve the proof before adding the item to your cart.

Document Library

Search

- Personal Banking
- Business Banking
- Food & Agribusiness
- Wealth Management
- Treasury Management
- Equipment Leasing
- Branch Promotional Materials
- Disclosures
- Event Equipment
- Seasonal & Other Items
- Personalized Collateral
- Ad Requests

Home My Account

Hi, Rabobank User (Sign Out)

## Rabo Print Shop

Click Image to Enlarge

**Description:** Mortgage Niche Market Flyer (7/17)  
**Size:** 8.5" x 11"  
**Form ID:** Mortgage - MKT-1303

Quantity:	50	100	200	300	400	500
Price Each	0.750	0.550	0.400	0.320	0.280	0.254
Total	\$37.50	\$55.00	\$80.00	\$96.00	\$112.00	\$127.00

Help Guide

1. Quantity: 50 @ \$37.50  
Choose Quantity

2. \*Name  
☒ Amy Siroky  
☐ Andreas Fellner  
☐ Beverly Martin  
☐ Didi Reynoso  
☐ Don Martin  
☐ Edna Young  
☐ Elizabeth Diaz

3. Branch  
 (Click on the menu to the right and begin typing the name of the branch to search)  
 Angels Camp

4. Preview:  
  
 Click to enlarge preview...  
 View Proof File (PDF)

**STOP**  
 Before proceeding, please click "View Proof File (PDF)" above and carefully review the proof for accuracy.  
 Preview above is for content, not color. Please select "View Proof File" for a color-correct PDF proof.  
 Once you have reviewed the proof, please signify you have done so by checking the box below.  
 You will not be allowed to add this item to your cart until you have checked the box.

5. \*Final Proof Approval  
☐ I have reviewed the PDF proof above and approve it to be printed.

Online Price

details

TOTAL PER EACH	\$	0.75	TOTAL PRICE	\$	37.50
----------------	----	------	-------------	----	-------

Add to Cart

1. Select the quantity you would like.

2. Select the user for whom the item will be customized.

3. Select the branch location to be listed for the user.

4. View the proof and review for accuracy.

5. Acknowledge that proof is accurate.

6. Add item to cart.

# Ad Requests

You can create ads for events and sponsorships, based on standard ad sizes. Identify the ad size and orientation you require then click 'Place an Order'. You will be taken to the customization screen to select the ad details. Once details are selected, you must view and approve the proof before adding the item to your cart. If you require an ad that is not one of the standard sizes available on the site, please complete a Custom Design Request.

[Home](#) [My Account](#) [Shopping Cart \(2\)](#)



Hi, (Sign Out)

**Rabo Print Shop**

Document Library

Search

[Personal Banking](#)  
[Business Banking](#)  
[Food & Agribusiness](#)  
[Wealth Management](#)  
[Treasury Management](#)  
[Equipment Leasing](#)  
[Branch Promotional Materials](#)  
[Disclosures](#)  
[Event Equipment](#)  
[Seasonal & Other Items](#)  
[Personalized Collateral](#)  
[Ad Requests](#)

[Help Guide](#)

4.25" x 5.5" Full Color Business Ad, vertical (Business - MKT-9301-3B)



Click Image to Enlarge

**Description:** Business Financial Solutions Ad, 4.25" x 5.5" Full Color, vertical  
Ads will be delivered via email after checkout.  
Rev. 8/17

**Size:** 4.25" x 5.5"

**Form ID:** Business - MKT-9301-3B

<b>Quantity:</b>	1
<b>Price Each</b>	25.000
<b>Total</b>	\$25.00

1. Quantity:

1 @ \$25.00

Choose Quantity

2. Select Banker:

A.J. Flores

View

3. Select Image:

☒ Businessman

☐ Businessman Architect

☐ Businessman Warehouse

☐ Business Partners

☐ Business Partners Meeting

☐ Business Woman

☐ Business Woman Business Owner

☐ Hispanic Businessman Warehouse

View

View

View

View

View

View

View

**Preview Note**

Preview below is for content, not color. Please select "View Proof File (PDF)" for a color-correct PDF proof.

Some images may appear blurry due to low-resolution downsampling for web viewing. This is normal and is not representative of the final product.

4. Preview:



Click to enlarge preview...  
View Proof File (PDF)

**STOP**

Before proceeding, please click "View Proof File (PDF)" above and carefully review the proof for accuracy.

Preview above is for content, not color. Please select "View Proof File" for a color-correct PDF proof.

Once you have reviewed the proof, please signify you have done so by checking the box below.

You will not be allowed to add this item to your cart until you have checked the box.

5. Final Ad Proof Approval

☐ I have reviewed the PDF proof above and confirm that it is correct.

Online Price

details

TOTAL PER EACH	\$ 25.00	TOTAL PRICE	\$ 25.00
----------------	----------	-------------	----------

Add to Cart

1. Select the user or branch for whom the item will be customized.

2. Select the image you would like on the ad.

3. View the proof and review for accuracy.

4. Acknowledge that proof is accurate.

5. Add item to cart.

Need something but can't find it here? Submit a [Custom Design Request](#)

Online ordering questions? Please call (805) 489-0661, Extension 112

Rabo Print Shop User Guide 8





# Shopping Cart & Checkout

Review and place your order.

[Home](#) [My Account](#)

Step 1: Review Order

Product	Name	Quantity	Subtotal	Actions
	Mortgage General Flyer (Mortgage - MKT-1302)	50	\$37.50	<a href="#">Change</a> <a href="#">Remove</a>
	Half Page, Vert... (General - MKT-9302-5B)	1	\$25.00	<a href="#">Change</a> <a href="#">Remove</a>

[Forgot something?](#) [Continue Shopping](#)

[Want to submit a partial order?](#) [Split Order](#)

Step 2: Shipping Options

UPS

UPS Ground Shipping

UPS Ground Shipping

Shipping Address

Saved Addresses:

-- New Address --

Stephani

Urzi

Primary Phone

Attention (optional)

Company Name (optional)

1234

Apt., Suite, Bldg. (optional)

City

State

Zip Code

United States

☐ This address is residential.

Save as

Label for this address

Save

Step 3: Payment Options

Invoice

Invoice

A billing address is not required for the payment method you selected.


Step 4: Additional Information

\* Cost Center (Please enter the cost center to which this job should be billed)

Cost Center

Additional Comments or Instructions:

Please provide any additional information relevant to this order. All items marked with an asterisk (\*) are required.



Subtotal

\$62.50

Tax

\$4.84

Total

\$67.34

[Complete Order](#)

1. Review your order.

2. Split Order: if you would like to save some items for a future order, you may split the order here.

3. Select your shipping address.

4. Ignore this section.

5. Enter the cost center to be billed.

6. Submit your order.


# Custom Design Request

You may submit a Custom Design Request for ads or other custom items you do not see elsewhere on this site. Complete the Custom Design Request Form and allow up to **two weeks** for completion and delivery.

## Rabo Print Shop

### Custom Ad Request

Job Name: \*

Due Date: \*   Date

Priority

Type:

Color: \*

Width: \*  Height: \*

Unit of Measure:

Format: \*

Name of Publication/Event

Sponsored: \* ☐ Yes ☐ No

Nature of Publication:

Publication Type:

Image Preference

Additional Instructions

Bankers/Branches \*

E-Mail: \*   
Where to send Proofs and Notifications

**1. Enter details for request.**

**2. Remember to allow up to two weeks for request to be completed.**

**3. Include as much detail as possible for the request.**

**4. Submit your request.**

Submit