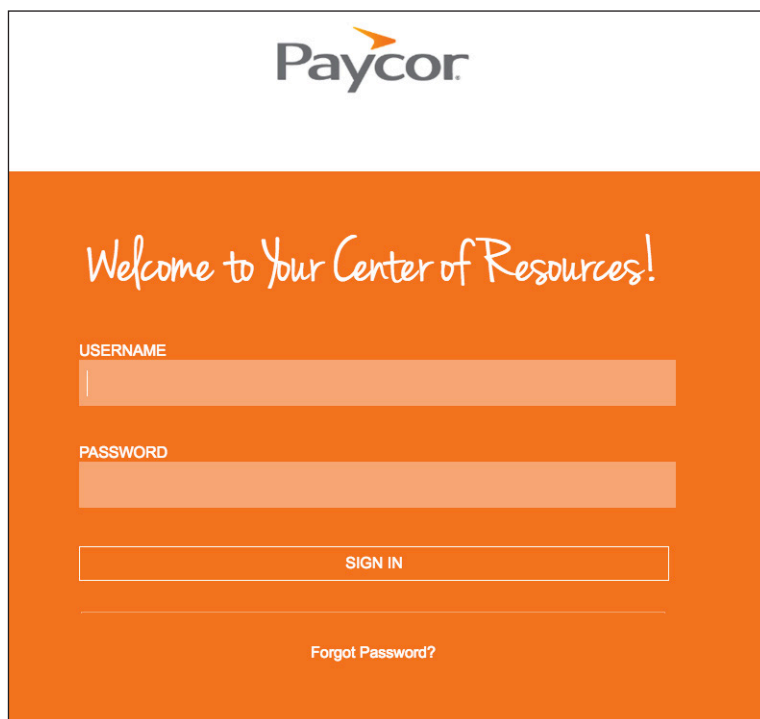Open a new browser window and type in the following url to begin:
www.paycormktg.com
Credentials are as follows:
username: your Paycor email
temporary password: change123

Paycor.

Welcome to Your Center of Resources!
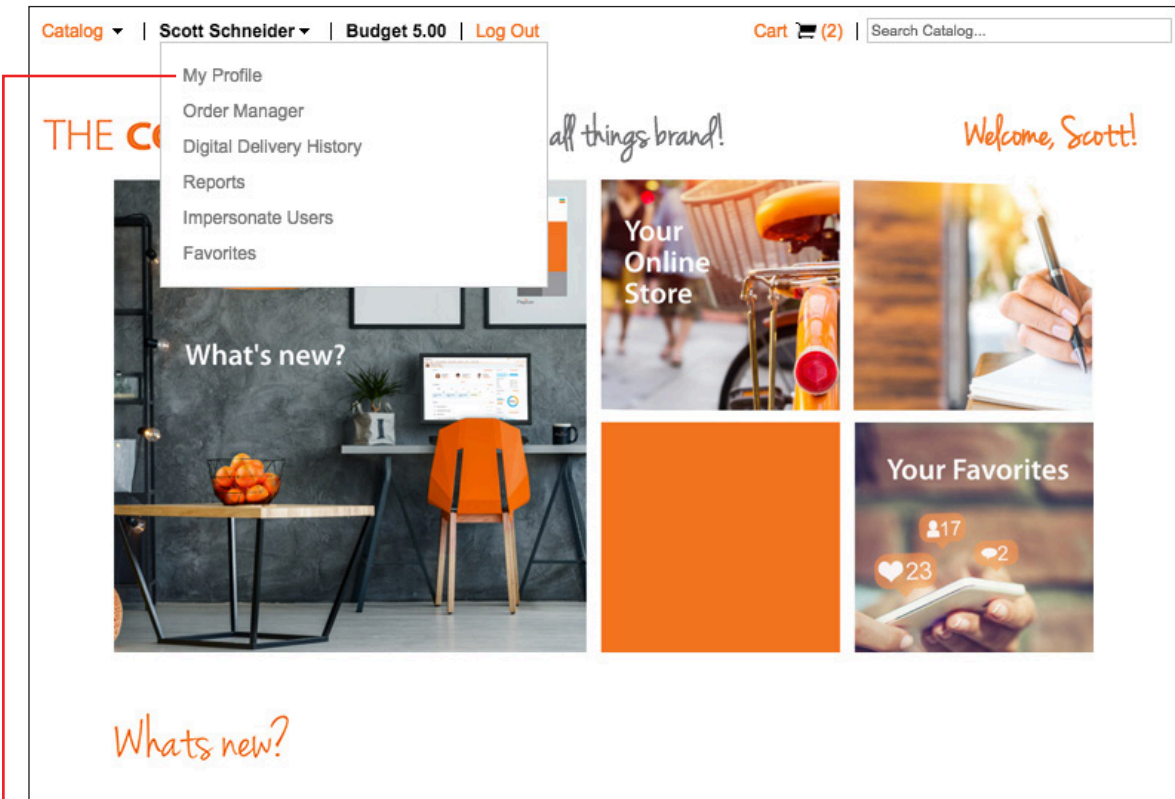
USERNAME

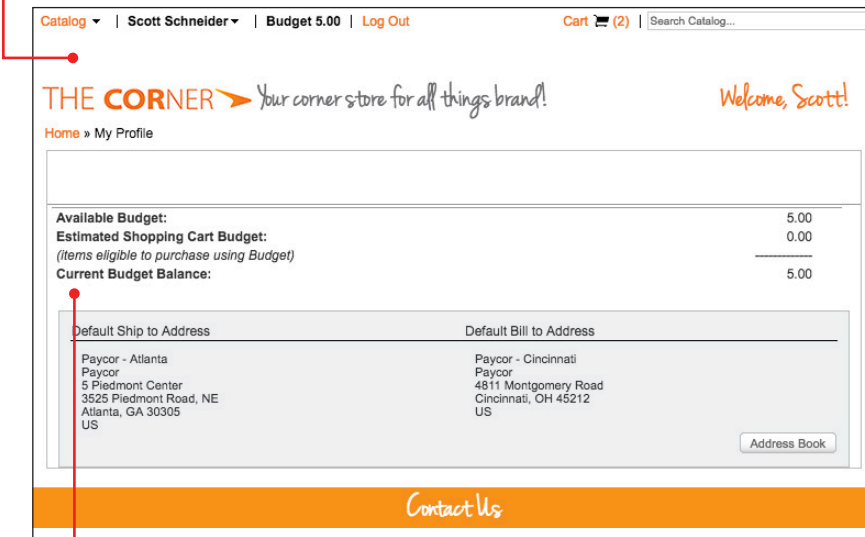PASSWORD

SIGN IN

Forgot Password?

QUICK GUIDE

ADMIN ONLY

GraphicVillage
PRINT MARKETING REIMAGINED

Click on MY PROFILE to review details and modify if necessary.

User budgets are set for a few specific users.
Contact Chris Herter if you need more funds allocated.

4440 Creek Road . Cincinnati, OH 45242 . www.graphicvillage.com . 513.241.1865

Users can set a default ship to address or add additonal addresses for future use.

Address Book

Description	Company	Addr1	City	State	Zip	Country
*Paycor - Atlanta	Paycor	5 Piedmont Center	Atlanta	GA	30305	US
*Paycor - Cincinnati	Paycor	4811 Montgomery Road	Cincinnati	OH	45212	US
Paycor - Apex	Paycor	4437 Fairview Ridge Lane	Apex	NC	27539	US
Paycor - Charlotte	Paycor	2550 West Tyvola Road	Charlotte	NC	28217	US
Paycor - Chicago	Paycor	125 S. Wacker	Chicago	IL	60606	US
Paycor - Chicago West	Paycor	1430 Branding Ln.	Downers Grove	IL	60515	US
Paycor - Cleveland	Paycor	3 Summit Park Drive	Independence	OH	44131	US
Paycor - Columbus	Paycor	4249 Easton Way	Columbus	OH	43219	US
Paycor - Dayton	Paycor	3140 Governors Place Blvd.	Kettering	OH	45409	US
Paycor - Detroit	Paycor	19500 Victor Parkway	Livonia	MI	48152	US
Paycor - Dyer	Paycor	9469 Torrance Pl	Dyer	IN	46314	US
Paycor - Fort Myers	Paycor	8597 Colony Trace Drive	Fort Myers	FL	33908	US
Paycor - Grand Rapids	Paycor	2851 Charlevoix Dr, SE	Grand Rapids	MI	49546	US
Paycor - Hudsonville	Paycor	2019 Jaclyn Drive	Hudsonville	MI	49426	US
Paycor - Indianapolis	Paycor	11405 N. Pennsylvania St.	Carmel	IN	46032	US
Paycor - Jacksonville	Paycor	10550 Deerwood Park Blvd.	Jacksonville	FL	32256	US
Paycor - Kansas City	Paycor	8050 Marshall Drive	Lenexa	KS	66214	US
Paycor - Lewisville	Paycor	8851 Kings Tree Road	Lewisville	NC	27023	US
Paycor - Louisville	Paycor	9300 Shelbyville Road	Louisville	KY	40222	US
Paycor - Nashville	Paycor	1801 West End Ave.	Nashville	TN	37203	US
Paycor - Orlando	Paycor	5401 S Kirkman Rd	Orlando	FL	32819	US
Paycor - Pittsburgh	Paycor	The Gulf Tower	Pittsburgh	PA	15219	US
Paycor - Pittsburgh	Paycor	2009 Mackenzie Way	Cranberry Twp	PA	16066	US
Paycor - Raleigh	Paycor	5400 Trinity Road	Raleigh	NC	27607	US
Paycor - St. Louis	Paycor	7800 Forsyth Blvd	Clayton	MO	63105	US

View: ≡   Items per page: 25   Displaying 1-25 of 27   ◄ Page 1 /2 ►

[+ Add New] [✕ Close]

ADD NEW address. This will be available to you only.

Add Address

Description		* Required for Shipping and Billing.
Country	United States	* Required for Shipping and Billing.
Company		
Attn		* Does not apply to Billing Address
Addr1		* Required for Shipping and Billing.
Addr2		
Addr3		
Addr4		
City		* Required for Shipping and Billing.
State		* Required for Shipping and Billing.
Zip		* Required for Shipping and Billing.

☐ Save as Default Ship To Address

[✓ Save] [✕ Cancel]

Select CATALOG from the drop down at the top. Choose Add to Cart or click on Product Name to be taken to screen below. Different user groups see different catalogs in the drop down.

> *NOTE:*
> *All products will be sent through an order approval process. The orderer will receive email confirmation noting if the order has been approved or denied before the order is processed by Graphic Village. If you have not received your confirmation please contact your Paycor admin.*

Populate specific information to customize the item.

STEP 1. Input information in variable fields. Fields with an asterisk are required.

View larger proof.

STEP 2. Click update proof to view.

A2 Envelope – Customize

4.375" x 5.75"

Saved Settings

Select

Save/Update

Address *
9933 Alliance Road

City *
Cincinnati

State *
OH

Zip *
45242

View ⌄ | 🔍 | 🔍 | ↻ Refresh

Paycor
9933 Alliance Road
Cincinnati, OH 45242

PENDING APPROVAL

⬇ PDF - Low Resolution

Quantity [ ] | Add To Cart

The proof you see is low res but the final print ready proof is created from your input. Please proof carefullly for any misspellings/errors. Once approved then go to Step 3 ....

STEP 3: Choose Quantity

STEP 4: Add to Cart

STEP 5: Approve proof

Please review proof carefully.

Proof is approved to print.

Cancel | I Agree

After adding all items to the current order click on the Cart link.

Click CHECKOUT when ready and go to next screen

STEP 1: Choose a shipping address by choosing the appropriate radio button. Choose CHANGE ADDRESS in the Use an Existing Address section for a list of preset addresses or enter a new address under Use a New Address. *NOTE: Each product in the order can be shipped to a different location by choosing the drop down under SHIP TO next to each item.*

Choose SAVE ADDRESS to bring up a pop up window and save the address for future use. *This is a personal address and cannot be seen by other users.*

Note special instructions here.

Ship method is set to Ground UPS only.

All orders are billed to Paycor. Click CONTINUE to proceed.

Shipping → Billing → Confirm Order

Choose Billing Address: (All Products)

◉ Use an Existing Address:

Paycor
4811 Montgomery Road
Cincinnati, OH 45212
US

	SKU	Description	Ship Method	Qty
☐	[P-PC] restaurant_one_pager_09_2018	Restaurant One Pager	Ground (UPS)	25
☐	pt-111-	4.375" x 5.75"-	Ground (UPS)	500

✖ Remove

◄ Back   Continue »

One last chance to make any changes to the order. Choose any linked noted in [Orange] to modify. COMPLETE ORDER when ready.

User will receive an email confirming the order once the requisition has been approved or denied. If you don't see this email please contact your Paycor administrator.

Once the order has shipped an email will be sent to the user who placed the order (in this case whoever approved the requisition) with all the appropriate information. This information will also include date shipped and tracking number.

Catalog ▾ | Scott Schneider ▾ | Budget 5.00 | Log Out   Cart 🛒 (2) | Search Catalog...

THE **COR**NER ➤ Your corner store for all things brand!   Welcome, Scott!

Shipping → Billing → Confirm Order

Current Ship To Address	Paycor	Purchase Order Number:	
	5 Piedmont Center	**Current Bill To Address**	Paycor
	3525 Piedmont Road, NE		4811 Montgomery Road
	Suite 520		Cincinnati, OH 45212
	Atlanta, GA 30305		US
	US		
	[Change]		

Items

	Name	SKU	Qty
1	Restaurant One Pager	[P-PC] restaurant_one_pager_09_2018	25
	Description Restaurant One Pager	**Ship Method** Ground (UPS) [Change]	
	Ship To Paycor 5 Piedmont Center 3525 Piedmont Road, NE Suite 520 Atlanta , GA 30305 US [Change]		
2	Name A2 Envelope – Customize	SKU pt-111-	Qty 500
	Description 4.375" x 5.75"-	**Ship Method** Ground (UPS) [Change]	
	Ship To Paycor 5 Piedmont Center 3525 Piedmont Road, NE Suite 520 Atlanta , GA 30305 US [Change]		

◄ Back   Complete Order »

Contact Us

GraphicVillage
PRINT MARKETING REIMAGINED

All products ordered by a General User are Requisition only. Once the Admin approves the order that Admin is considered the purchaser of the item. A General User must search Requisitions to view what they ordered.

Graphic Village receives an email once the order is approved. The General User who placed the Requisition will receive an email once the Approver approves or denies the request. If you do not receive this email please contact the Admin who approves your requisitions.

	Options	Items	Order Number	Ordered By	
☐	🔍	1	0121201913130034879	Jeff Jones	
	🔍	2	012120190746271230	Jeff Jones	
	🔍	7	012020190527286758	Chris Bradford	
	🔍	1	011520190529120657	Holly Kerschens	
	🔍	3	012920190522463156	Drew Pifer	
	🔍	4	012920191322548063	Melissa Morgan	
☐	✖ ➡ 🔍	5	0201201905205395955	Mike Coppola	
☐	✖ ➡ 🔍	5	020420190819282758	John Ortwerth	2/4/2019
☐	✖ ➡ 🔍	2	020420190848353692	Ashley Biggs	2/4/2019
☐	✖ ➡ 🔍	5	020420190927148830	Kevin Bandemer	2/4/2019
	🔍	3	020420191511551543	Alex Robinson	2/4/2019

ch For

○ Orders   ● Requisitions

Order/Req # ⬍

Display by Order ⬍

From
7/4/2017

To
7/11/2017

Search

PAYCOR ADMINS ONLY

Select RED X to DECLINE or GREEN ARROW to APPROVE. Window opens - input reason (optional) then SUBMIT.

Reason for Requisition Action

Reason for Requisition Approval

Requisition Number	"022120120831491541"
Reason	

Submit

GraphicVillage
PRINT MARKETING REIMAGINED

Follow these steps to check for ship date and tracking number (if sent via UPS). If sent via USPS there will be no tracking number only a ship date.

1. Go go Order Manager > Requisitions > Display by Item or Display by Order > Choose Dates > Search

NOTE: As of November 2020 there is a bug and the Invalid Status is not correct. If the status is Invalid Status the order has been shipped or denied.

2. Choose Magnifying glass next to order that you want to review to view this screen below.

3. Click on View Detail Summary to see the screen on the left.

4. Click arrrow next to Kit Contents to reveal all details including ship date and tracking number.

ADMIN ONLY - ORDER MANAGER / ORDERS

11

ADMIN ONLY - ORDER MANAGER / ORDERS

Because all items are Requisition only once the Admin approves the order that Admin is considered the purchaser of the item. The Admin can now search orders - a General User is not able to see results of Search Order since they are only the Requisitioner.

REORDER PREVIOUSLY ORDERED ITEM
1. Go to ORDER MANAGER
   – Choose DESCRIPTION and DISPLAY BY ORDER in drop downs
   – Choose DATE RANGE and SEARCH
2. View search results
   – SKU will display name associated with versioned item
   – Click Magnifying Glass to view entire order or Checkbox next to order and choose REORDER SELECTED to add into Current Order

VIEW STATUS OF ORDER
1. Go to ORDER MANAGER
   – Choose ORDER STATUS and DISPLAY BY ITEM in drop downs
   – Choose DATE RANGE
   – Choose ORDER STATUS (Work in Progress shown below) Option in drop down and SEARCH
2. View search results

ADMIN ONLY - IMPERSONATE USERS

Click on IMPERSONATE USERS to access list of users. Choose SELECT to impersonate. This allows you to view what others see and order on their behalf. If you impersonate a user and order they will receive all the email confirmations about the order.

Last Name		gin Id	Impersonate
Allen	John	jallen@paycor.com	✓ Select
Arsenault	Neil	NArsenault@paycor.com	✓ Select
Atkins-Parsanko	Rebecca	batkins@paycor.com	✓ Select
Auerbach	Brian	Bauerbach@Paycor.com	✓ Select
Austin	Drew	DAustin@paycor.com	✓ Select
Bandemer	Kevin	kbandemer@paycor.com	✓ Select
Barton	Andy	abarton@paycor.com	✓ Select
Beilfuss	Brett	BBeilfuss@paycor.com	✓ Select
Bellin	Jennifer	Jbellin@paycor.com	✓ Select
Beresid	Steve	SBeresid@paycor.com	✓ Select

STEP 1
Choose report type.

STEP 2
Modify criteria
if necessary.

STEP 3
Choose date range and format - TABULAR
DATA must be chosen if on screen view is
required.

Choose RUN to get on screen view.

Choose EXPORT to save to .csv or
Excel.

Choose SAVE AS to save a custom-
ized report that will be added to
your CHOOSE REPORT options.