



Quick Reference Guide

Community Prints

You will be provided with a unique **User ID** and **Password** to use to log on to the system to place your orders.

You can reach the Log On screen above from the

Community Prints

tile at ruistores.teambrandscape.com.



Customer Log On

User ID:

Password:

Log On



Enter your **User ID** and **Password** here and then **select Log On.**

Please contact stores@teambrandscape.com with any questions when placing your orders.



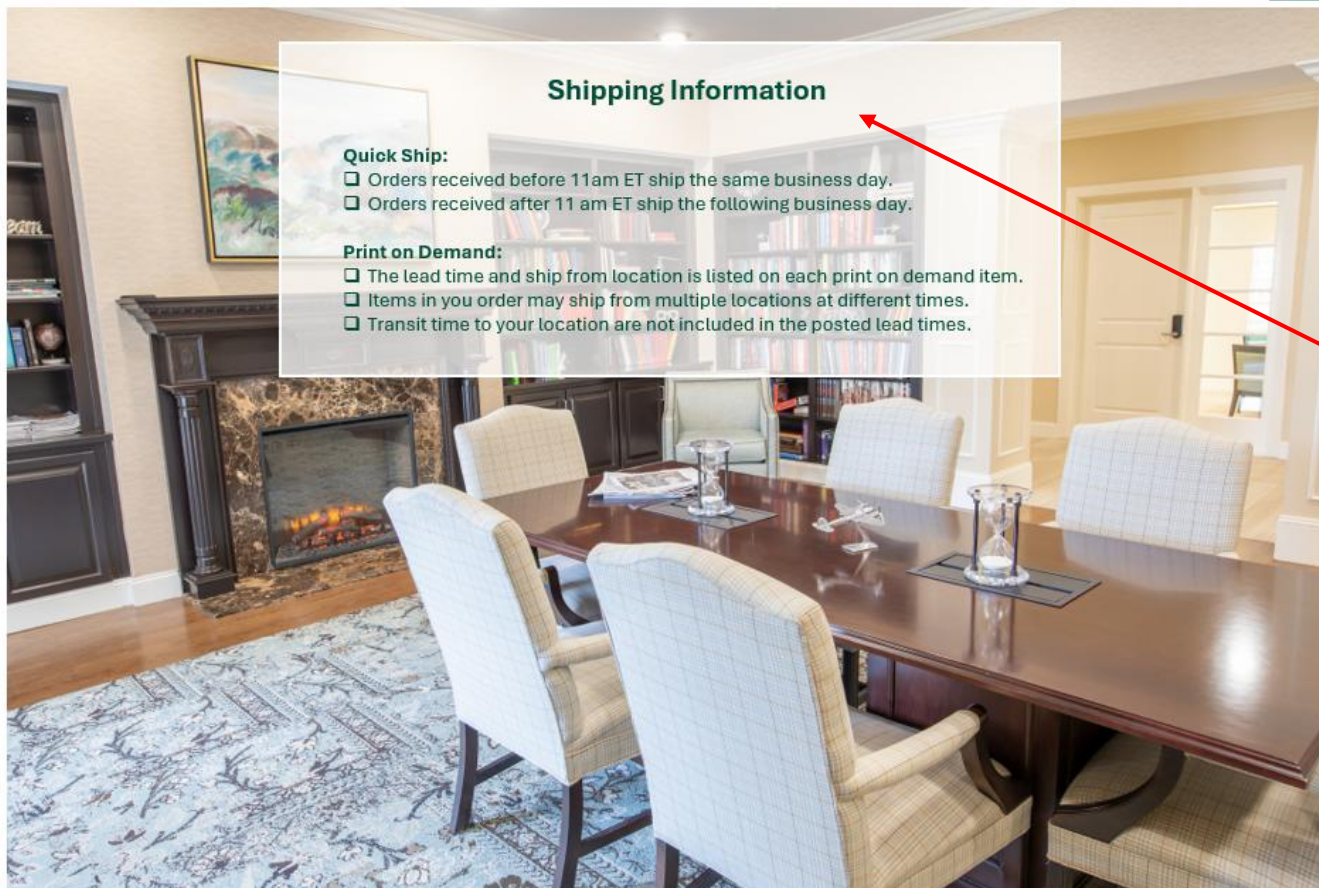
If you have questions or need help with an order, please reach out to stores@teambrandscape.com.

Please contact stores@teambrandscape.com with any questions or if you need help with your order.



You are now at the home page of the ordering portal.

You may use these navigation shortcuts from any page on the site.



The Shipping Information Panel on the front page details how different types of items on the site will ship.

The ship from locations and production lead times are indicated on each product page.

You'll find the catalogs of items you have access to order at the menu bar.

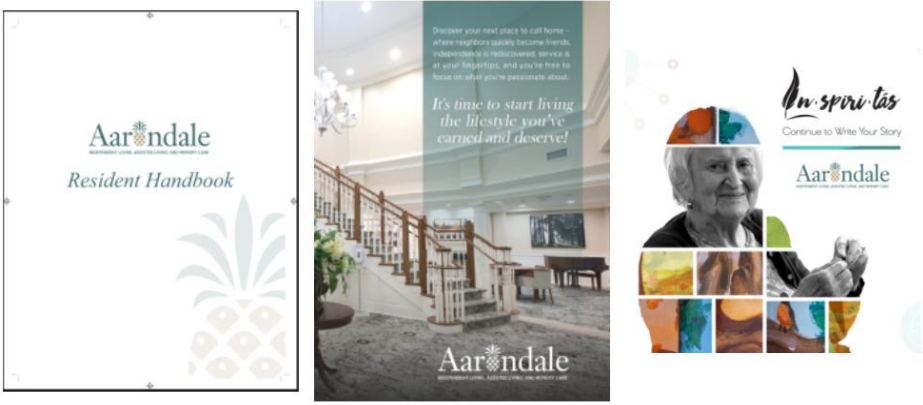
- ☐ **Print on Demand:** these items require production and ship at posted lead times
- ☐ **Quick Ship:** these items are in inventory and ship within one business day

You may combine Print on Demand and Quick Ship items in the same order.

Navigation bar: Contact Us | **AAR-Print on Demand** | Quick Ship | Order History | Settings | [Home] [Shopping Cart] [Lock] [Help]

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Booklets
Brochures & Flyers
Cards & Notecards
Envelopes
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Navigation bar: Contact Us | **AAR-Print on Demand** | Quick Ship

Items 1 through 2 of 9 matching items.
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Cards
Stickers
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New Hire Orientation

Cards
RUI031 - Card, Taste of RUI Dining 50 per pack



This item will ship from Charlottesville
Packed: 50 per pack
On Hand: 0

with any questions or if you need help with your order.

Contact Us AAR-Print on Demand **Quick Ship** Order History Settings

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Stickers

RUI033 - Stickers, Taste of RUI - rolls 250/roll
This item will ship in one business day after the order is received. It ships from Charlottesville, VA.
Packed: 250 per roll
Last Order: 1 RL
On Hand: 0

Price: \$48.24 Quantity: RL -

RUI034 - Pet Service Sticker - Dog removable for doors Singlee 25 per pack
This item will ship in one business day after the order is received. It ships from Charlottesville, VA.
Packed: 25 per pack
Last Order: 1 PK
On Hand: 0

Price: \$16.73 Quantity: PK -

RUI035 - Pet Service Sticker - Cat removable for doors Singlee 25 per pack
This item will ship in one business day after the order is received. It ships from Charlottesville, VA.
Packed: 25 per pack
Last Order: 1 PK
On Hand: 0

Price: \$16.73 Quantity: PK -

RUI036 - Pet Service Sticker - Bird removable for doors Singlee 25 per pack
This item will ship in one business day after the order is received. It ships from Charlottesville, VA.
Packed: 25 per pack
Last Order: 1 PK
On Hand: 0

Price: \$16.73 Quantity: PK -

RUI037 - Recording In Progress stickers - removable for doors 25 per pack
This item will ship in one business day after the order is received. It ships from Charlottesville, VA.
Packed: 25 per pack
On Hand: 0

Price: \$26.29 Quantity: PK -

Add to Cart

For **Quick Ship** items, you can order from a list for each category.

You'll hit the **Add to Cart** button once you have confirmed the quantity for each item.

For **Print on Demand** items, you'll order each item separately.

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This print on demand items will ship in 3 to 5 business days after the order is received. It ships FedEx Ground from Pennsylvania.

Item #: RUI029-AAR
Envelope, #10 Window - Aarondale 500 per box
Item UOM: (BX)
500 per box

Quantity	
Qty	1+ 2+
\$(BX)	195.00 230.00

Total Quantity: 1
Sub-Total: 195.00
Additional quantity discounts may be applied in the shopping cart.

Add to Cart

Each item will have a **Unit of Measure (UOM)** and quantity per UOM.

Each item will show the production lead time and the ship from origin of the order. The lead time does not factor in transit time to your location. Orders ship via FedEx or UPS Ground service.

You'll hit the **Add to Cart** button once you have confirmed the quantity for each item.

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CardsStickersFlyersNew Hire Orientation

RUI033 - Stickers, Taste of RUI - rolls 250/roll
This item will ship in one business day after the order is received. Packed: 250 per roll
Last Order: 1 RL
On Hand: 0



Price: \$48.24 Quantity: 1 RL -

Please keep the following in mind when ordering:

1. **The available inventory** – for Quick Ship items only. You should not order quantities above what is available.
2. **The value of each item** - the value of the items you order will be allocated to your location by your accounting department.

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Items 13 through 13 of 29 matching items.
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6929 Matthew Place
Springfield, VA 22015



Item #: RUI029-AAR
Envelope, #10 Window -
Aarondale 500 per box
Item UOM: (BX)
500 per box

Qty	1+	2+
\$(BX)	195.00	230.00

Total Quantity: 1

Sub-Total: 195.00

Additional quantity discounts may be applied in the shopping cart.

Add to Cart

This print on demand items will ship in 3 to 5 business days after the order is received. It ships FedEx Ground from Pennsylvania.

Some **Print on Demand** items, have minimum order quantities.

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Item #: RUI030-AAR
Notecard, Community Bifold - Aarondale 50 per pack
Minimum Order: 2
Item UOM: (PK) Minimum order 2 packs 50 per pack

Quantity				
Qty	2+	4+	5+	
\$(PK)	23.75	15.00	13.25	1

Total Quantity:
Sub-Total:
Additional quantity discounts may be applied in the shopping cart.

Add to Cart

If the item has a **Minimum Order Quantity**, it will be noted in the item description.

commerce.fsr1.com says

The minimum order quantity for item RUI030-AAR is 2.

OK

You'll receive an alert if an item has a **Minimum Order Quantity** if you have not met the minimum so you can correct the order before proceeding

Quantity				
Qty	2+	4+	5+	
\$(PK)	23.75	15.00	13.25	2

Total Quantity:
Sub-Total:
Additional quantity discounts may be applied in the shopping cart.

Add to Cart

When you added the last item to your order you have reached the Cart. You can remove items, change quantities, continue shopping or complete your order.

Please review your order for accuracy at this time.

INCORPORATED

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Search

Empty Cart

Update Cart

Complete Order

Continue Shopping

Warehouse Release

RUI033 - Stickers, Taste of RUI - rolls 250/roll
This item will ship in one business day after the order is received. It ships from Charlottesville, VA.
Packed: 250 per roll

Last Order: 1 RL

On Hand: 0

Price: \$48.24 RL - Remove Save For Later

RUI035 - Pet Service Sticker - Cat removable for doors Singles 25 per pack
This item will ship in one business day after the order is received. It ships from Charlottesville, VA.
Packed: 25 per pack

Last Order: 1 PK

On Hand: 0

Price: \$16.73 PK - Remove Save For Later

Catalog Order

RUI029-AAR - Envelope, #10 Window - Aarondale 500 per box
This print on demand items will ship in 3 to 5 business days after the order is received. It ships FedEx Ground from Pennsylvania.
Packed: 500 per box

Last Order: 1 BX

Price: \$195.00	1	BX -	Qty	1+	2+
			\$	195.00	230.00

Remove Save For Later

Subtotal: \$66.70

Update Cart

If you make any changes to your order on this screen, you must hit **Update Cart** to save the changes.

When you have finalized your order, hit the **Complete Order** button to move to **Checkout** to complete your order information.

Shopping Cart

- Enter a number in the Quantity box to change the number of items you'd like to order.
- Click Empty Cart to delete ALL items from your Cart.
- Click the Remove box to delete an item from your Cart.
- Click the Update Cart button to view most recent changes.
- Click the Complete Order button to complete your order.



This is the Checkout screen where you will complete your order.

Please contact stores@teambandscape.com with any questions or if you need help with your order.

Contact Us AAR-Print on Demand Quick Ship Order History Settings    

You **MUST** provide your phone number and email address.

Order Information

Contact Name (*):	Location Code:
Test Aarondale	MSV688-AAR
Email (*):	PO Number:
Phone (*):	Cost Center:
Ship Via:	
Ground Delivery	

Most RUI users will order for a specific and that information will default in the checkout.

If you need to provide **Special Instructions (like event dates)** for fulfillment, enter them here.

Shipping Information

Please choose a location:

MSV688-AAR Aarondale 6929 Matthew Place Springfield VA 22151 US	Company Name (*): Aarondale Address Line 1 (*): 6929 Matthew Place Address Line 2: City (*): Springfield State/Province (*): VA Postal Code / ZIP (*): 22151 Country (*):
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NOTE: If you are a user who is authorized to order and ship to multiple locations, there are instruction on a page 11.

Special Instructions:

Your subtotal is \$276.70.
Taxes and shipping will be calculated during checkout.
Order confirmation will

When you are **100% ready to complete your order**, hit the **Continue** button. **Once you hit this button, your order is placed.**

This is the Checkout screen for users who order and ship to multiple RUI locations.

NOTE: You may ship orders to one RUI location in any shopping cart. Please keep this in mind if you have access to items from all locations.

Retirement Unlimited
INCORPORATED

Please contact stores@teambandscape.com with any questions or if you need help with your order.

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Order Information

Contact Name (*): Retirement Unlimited
Email (*):
Phone (*):
Ship Via: Ground Delivery

Location Code: MSV688-AAR
Number:
Cost Center:

Shipping Information

Please choose a location:

- 350 Hiroaks Road
Richmond VA 23225 US
- MSV688-WLH
Woodland Hills
3365 Ogden Road
Roanoke VA 24018 US
- MSV688-AAR
Aarondale
6929 Matthew Place
Springfield VA 22151 US**
- MSV688-BLK
Bay Lake
4225 Chase Drive

☐ Modify Shipping Address

Company Name (*): Aarondale
Address Line 1 (*): 6929 Matthew Place
Address Line 2:
City (*): Springfield
State/Province (*): VA
Postal Code / ZIP (*): 22151
Country (*):

Special Instructions:

Your subtotal is \$205.88.
Taxes and shipping will be calculated during checkout.
Order confirmation will be sent via e-mail.

Continue

You **MUST** provide your **phone number** and **email address**.

If you need to provide **Special Instructions** (like event dates) for fulfillment, enter them here.

You will need to select the correct location for the order from the **Shipping Information Location** list. This is so the order total gets allocated to the correct location.

NOTE: The system sorts the Shipping Information **Location** list alphabetically by City.

If you need to ship an order to a different address than the location's physical address (for example to an event venue), you'll check the **Modify Shipping Address** box and key in the address information.

When you are **100% ready to complete your order**, hit the **Continue** button. Once you hit this button, your order is placed.

NOTE: For some RUI users, your order will require approval before it is transmitted to Brandscape/MSV for processing. Your order will automatically be forwarded to your approver when you hit Complete Order.

This is the Order Confirmation screen. You should print or save this screen in the event you need to follow up on the order.



Order Confirmation Number

Please contact stores@teambrandscape.com with any questions or if you need help with your order.

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Your request has been processed. Your confirmation number is 87989. Thank You.

Order Details

Contact:
Test Aarondale
customerservice@fsr1.com

Location Code: MSV688-AAR
PO Number: 87989
Cost Center:

Shipping Address:
Aarondale
6929 Matthew Place
Springfield VA 22151 US

Ship Via:
Ground Delivery

Sub Total: \$276.70
Shipping & Handling: \$0
Sales Tax: \$14.67
Total: \$291.37

Print Page

OK

Item Details	Price	Quantity	Total
RUI033 - Stickers, Taste of RUI - rolls 250/roll This item will ship in one business day after the order is received. It ships from Charlottesville, VA. Packed: 250 per roll	\$48.24	1 RL	48.24
RUI035 - Pet Service Sticker - Cat removable for doors Singles 25 per pack This item will ship in one business day after the order is received. It ships from Charlottesville, VA. Packed: 25 per pack	\$16.73	2 PK	33.46
RUI029-AAR - Envelope, #10 Window - Aarondale 500 per box This print on demand items will ship in 3 to 5 business days after the order is received. It ships FedEx Ground from Pennsylvania. Packed: 500 per box	\$195.00	1 BX	195.00

Please contact stores@teambrandscape.com with any questions when placing your orders.



Please contact stores@teambrandscape.com with any questions or if you need help with your order.

This is the Approval screen.

Approvers will receive an email whenever an order is placed that needs to be reviewed and approved. There will be a link in each email that takes you to this screen.

Navigation: Contact Us | Products | **Order Approval** | Reports | Order History | Settings

Search:

Sort By: **Order# 87990** Placed: 08/07/26 PO Number:

Name: Test Aarondale Attention: Test Aarondale Ship Via: Ground Delivery Special Instructions: TEST		MSV688-AAR Aarondale 6929 Matthew Place Springfield VA 22151 US		
Item	Price	Unit	Quantity	Extension
RUI031 - Card, Taste of RUI Dining 50 per pack 50 per pack	\$10.88	PK	2	21.76
Item	Price	Unit	Quantity	Extension
RUI044-AAR - Flyer, Community Info - Aarondale 25 per pack 25 Per	\$27.50	PK	1	27.50
Order# 87990 ☐ Approve ☒ Hold ☐ Delete ☐ Modify Order				\$49.26

Confirm order information here.

If no changes are required, select **Approve** and then **Update Pending Orders** to send the order to Brandscape/MSV for processing/shipping.

You can delete an order in total by selecting **Delete** and then **Update Pending Orders**.

If changes are required, select **Modify Order**, make the changes and then **Update Pending Orders** to send the order to Brandscape/MSV for processing/shipping.

The RUI user who originally placed the order will receive an email notification of any actions you've taken for all orders.

Business Cards – order from Print on Demand catalog

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Business Card - Aarondale Pack of 25
RUI017-AAR25

Business Card - Aarondale Pack of 50
RUI017-AAR50

Business Card - Aarondale Pack of 100
RUI017-AAR100

Business Card - Aarondale Pack of 200
RUI017-AAR200

Please contact stores@teambandscape.com
with any questions or if you need help with your order.

Print on Demand **Quick Ship** **Order History** **Settings**    

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Item #: RUI017-AAR50
Business Card -
Aarondale Pack of 50
50 Per PK
\$28.45 **Order**



1. Select the Business Card option for the quantity you wish to order. Hit the Order button when the item window opens.

Business Cards – order from Print on Demand catalog

Navigation: Contact Us | AAR-Print on Demand | Quick Ship | Order History | Settings

Please Enter Your Imprint Information:

Name:

Job Title:

Phone:

Mobile:

Email:



Complete the order form on the left side of the screen. **Note that you can only select a title from the RUI approve title list.**

Hit the **Review Proof** button. The proof to the right will display.

Navigation: Contact Us | AAR-Print on Demand | Quick Ship | Order History | Settings

Online Proof For Item: RUI017-AAR50

Qty:



Please review the proof carefully to ensure the information is correct. Your card will print as shown on the proof. Hit Edit to make any changes and then repeat the proof process if needed.

When you are satisfied with your card, add the **QTY** for the order (should be 1 in most cases) and hit **Add to Cart**.

You should also download or print a PDF of the final card imprint.