How to Use This Site

The Southeastern Louisiana University “Shop Doc Source” storefront has been created to provide an easy and simple platform for ordering items from The Document Source Print and Mail Center.
Creating a Profile

1. Go to https://shopdocsoure.southeastern.edu/internal/
2. Log in with your school credentials
Select a tab

3. The tabs/categories will be on the left side.

4. For the purpose of this demonstration, we will select Business Card.
Select a quantity and price

5. Click on the dropdown menu and select a quantity and price.
6. Click the Add button
Fill out item form

7. Fill out the form on the left side.
8. Your proof will update on the right side as you populate fields.
9. Click checkout when done.
Accept Your Proof

10. Check the box if you agree

11. Click Accept Proof
Shipping & Billing Information and address

12. Enter the billing information
13. Enter Need By Date Information
14. Enter your contact information
15. Click Review Order
Send Order

16. Review your order
17. Click Send Order
18. You will receive a confirmation email with your order details.