



Welcome to the **Amgen Ordering Portal** @
amgen.crwconnect.com.

If you happen to need help with this site, please don't hesitate to
contact crwconnect@crwgraphics.com.

Upon entering your SAML login, it will send you to the following page.

This is the default page which shows all the Product Categories.

Click into the individual category to order the desired product.

The screenshot shows the Amgen Ordering Portal homepage. At the top, there is a navigation bar with links for 'Products', 'Save for Later', 'Shopping Cart', 'Pending', 'Order History', and 'Logout'. There is also a 'User' icon, a 'Cart 0 items' link, a 'Search Site' input field with a magnifying glass icon, and a grid view icon. Below the navigation, there is a 'Need help?' section with an 'Email us at' link to 'crwconnect@crwgraphics.com' and a 'Frequently Asked Questions' link. The main content area displays five product categories in a grid: 'Business Cards' (image of a business card), 'Envelopes' (image of an envelope), 'Letterhead' (image of letterhead), 'Pocket Folder' (image of a pocket folder), and 'Thank You Card/Env' (image of a thank you card and envelope). At the bottom of the page, there is a 'CONTACT US' section with the same 'Need help?' and 'Frequently Asked Questions' links as the top.

- Amgen Portal User Guide -

The Business Card category looks like this. All business card templates live here.

Business Cards

All Products / Business Cards

Sort by Default

US Business Card Horizontal
This product must be edited to be purchased because it needs to be customized

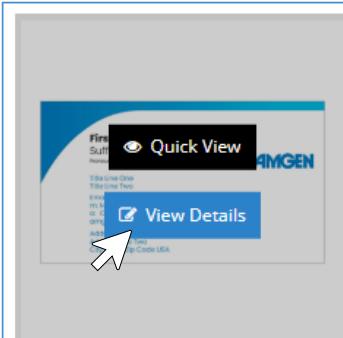
US Business Card Vertical
This product must be edited to be purchased because it needs to be customized

US RDBU Business Card H...
This product must be edited to be purchased because it needs to be customized

US RDBU Business Card Ve...
This product must be edited to be purchased because it needs to be customized

Thoracic Team Patient Con...
This product must be edited to be purchased because it needs to be customized

Hovering over a specific product brings up these two options. Click on View Details.



US Business Card Horizontal
This product must be edited to be purchased because it needs to be customized

Clicking View Details brings up this screen. From here you can adjust your quantity and select a Box of 100 or Box of 250. You can also Name your Job and add any Additional Instructions if applicable.

Once you are ready, click on Customize Order.

Products ▾ Save for Later Shopping Cart Pending Order History Logout

All Products / Business Cards / US Business Card Horizontal

US Business Card Horizontal



AmgBChor		
Unit	Description	Price
Box of 100		\$78.00
Box of 250		\$90.00

Quantity

Selection

Price **\$78.00**

Name Your Job (optional)

Additional Instructions

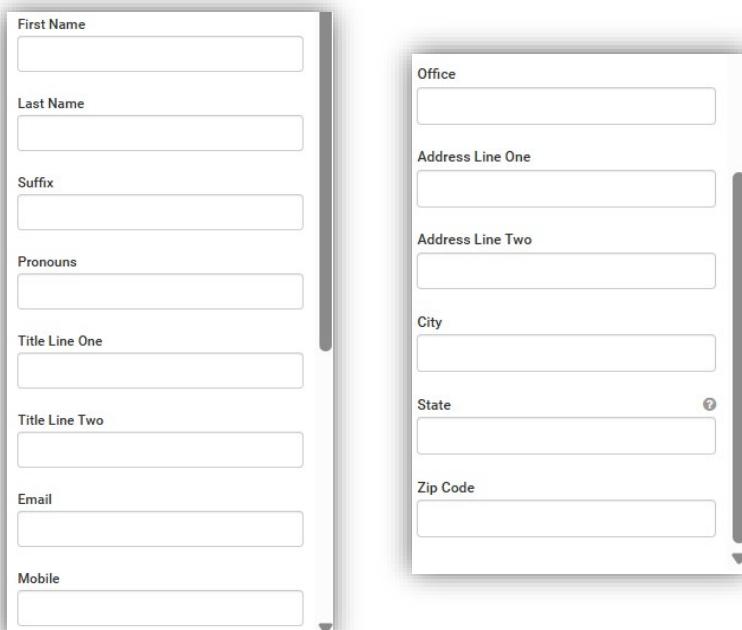
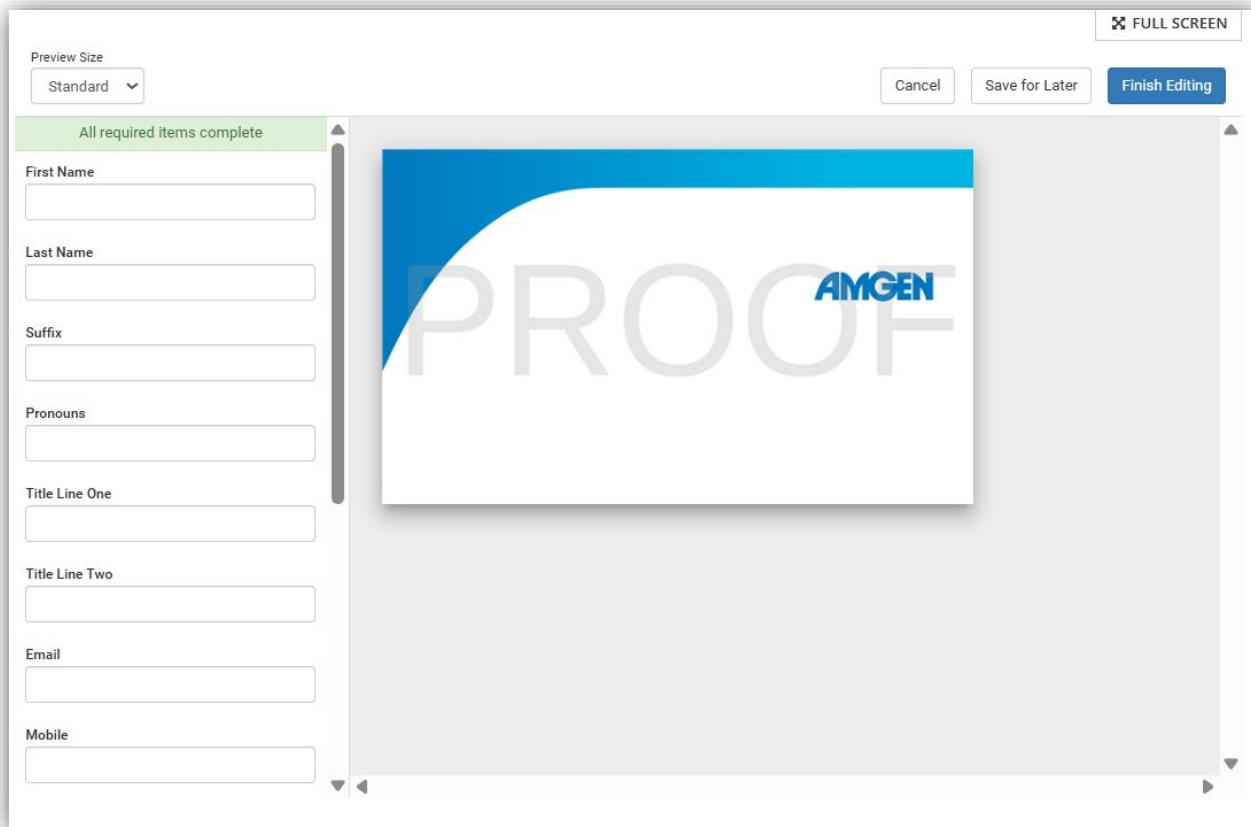
CUSTOMIZE ORDER 

BACK TO CATALOG **SHOPPING CART**

DESCRIPTION

This business card must be customized prior to placing the order.

Clicking Customize Order brings up this screen. Fill in all applicable fields and then click Update Preview. Any information you input in the editable fields will be shown on the proof.



Here are all of the fields you can edit. Once you have made your changes, you can click Update Preview.

Changes Detected!

Update Preview

When you are happy with the Proof and finished with any updates, you have a few options. You can save the template for later ordering or Finish Editing.

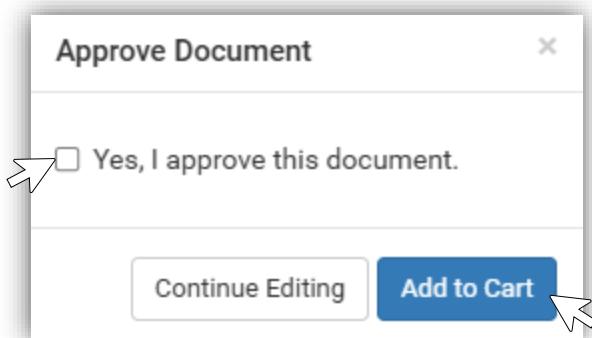
Cancel

Save for Later

Finish Editing

Clicking Save for Later will move the incomplete template to your Save for Later tab. Clicking on the Save for Later tab within the navigation bar allows you to view and edit all saved templates.

Clicking Finish Editing will bring up this screen. When the Proof shown is finalized and ready to order, click **Yes, I approve this document** and Add to Cart. This item will now be sitting in your cart.



If you would like to order additional items, click the Products tab in the navigation bar. This will bring you back to the main screen with all the Product Categories.

If you would like to checkout, click Checkout.

Clicking Checkout will take you to this screen. From here you can select your Ship To address or click the + to add the information for an address not listed. You can also select the Shipping Method from the dropdown list.

Shipping

Ship To

Subtotal	\$78.00
Shipping	\$0.00
Tax	\$0.00
Total	\$78.00

CONTINUE

Shipping Method

Add New Address

To add an entry to your address book, please fill out the following information and click the Save button.

First Name *	City *
<input type="text"/>	<input type="text"/>
Last Name *	Country *
<input type="text"/>	United States of America
Title	State or Province *
<input type="text"/>	<input type="text"/>
Business Name	Postal Code *
<input type="text"/>	<input type="text"/>
Address 1 *	Phone *
<input type="text"/>	<input type="text"/>
Address 2	Fax
<input type="text"/>	<input type="text"/>
Address 3	Email
SAVE CANCEL	

This is the dropdown menu where you will select the Shipping Method. You can choose Ground, Next Day Air (overnight), or 2nd Day Air (2-day shipping).

Shipping Method

Here is the menu where you will add all available address information. Everything with an asterisk is required information. Click on Save when you are ready to save this address.

Here is the Checkout page. You are required to enter in the Cost Center associated with the order. You also have the option to enter in any additional details you would like to add. When ready, click Complete Order.

Checkout

Please fill out the following information before completing your order.

Payment Method	Subtotal	\$78.00
Prepaid	Shipping	\$0.00
Cost Center *	Total Before Tax	\$78.00
	Tax	\$0.00
	Total	\$78.00
Comments (optional)	 COMPLETE ORDER	
Shipping	Edit	
 US Business Card Horizontal	\$78.00	
Shipping To		
1 Amgen Center Drive Thousand Oaks, CA US 91320		

Here is the Envelopes category. You will have the option of ordering either a #10 Security Envelope or a 9x12 Security Envelope.

Envelopes

All Products / Envelopes

Sort by Default

#10 Security Envelope

This product must be edited to be purchased because it needs to be customized

9 x 12 Security Envelope

This product must be edited to be purchased because it needs to be customized

#10 Security Envelope

DESCRIPTION

This #10 Security Envelope must be customized with an address prior to placing the order.

Unit	Description	Price
Box of 50	\$60.00	
Box of 100	\$72.00	
Box of 250	\$108.00	
Box of 500	\$180.00	
Box of 1000	\$324.00	

Quantity: 1

Selection: Box of 50

Price: \$60.00

Name Your Job (optional):

Additional Instructions:

CUSTOMIZE ORDER

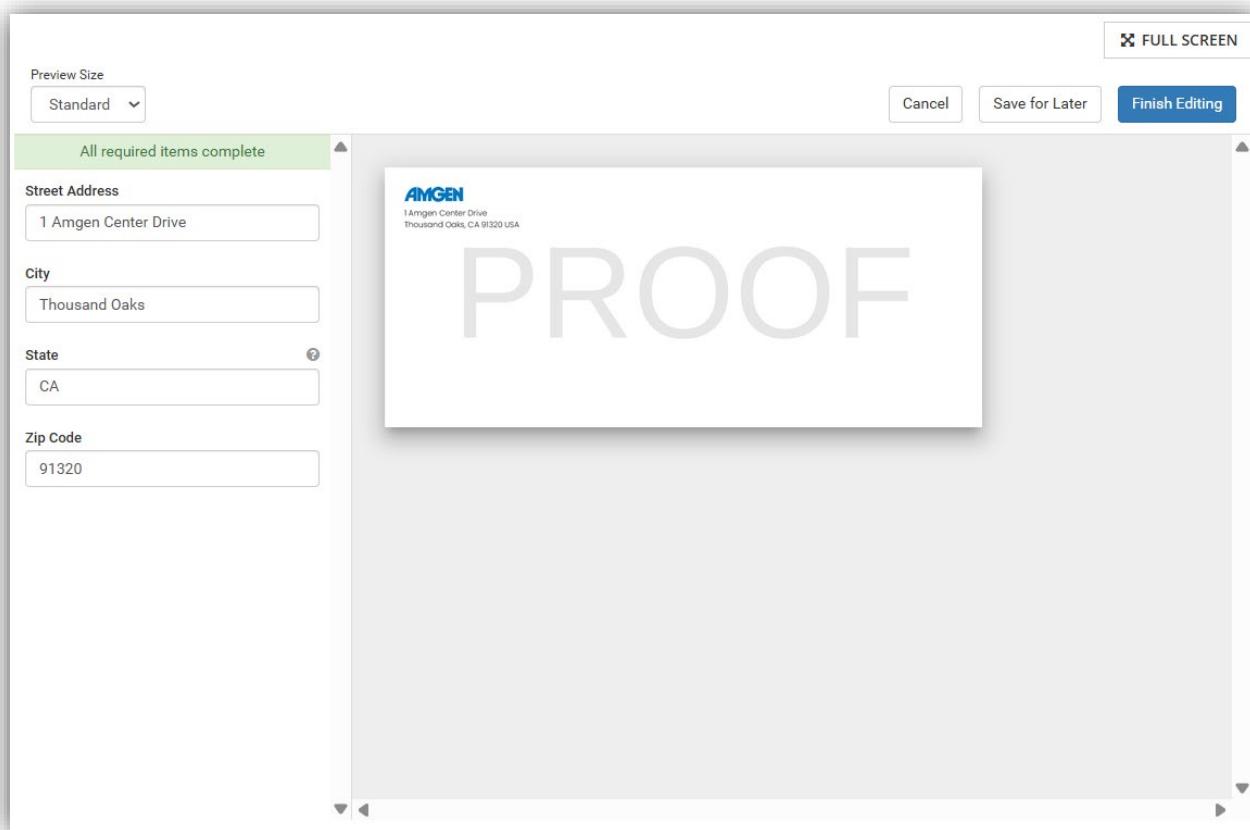
[BACK TO CATALOG](#) [SHOPPING CART](#)

Clicking on View Details as you hover your mouse over either product will bring up this screen.

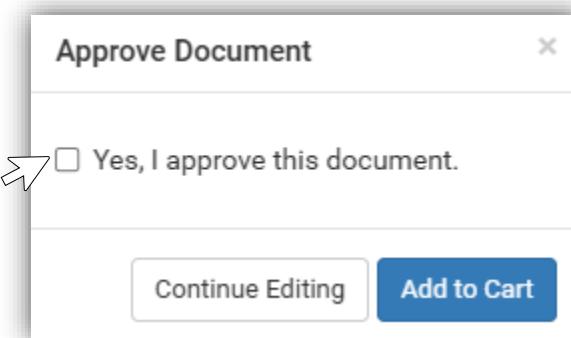
These products also give you the ability to name the job as well as add any additional instructions.

Click Customize Order when you are ready.

Clicking Customize Order brings up this screen on both envelopes. The fields are auto populated with the Thousand Oaks, CA address. They are able to be edited. Fill in all applicable fields and then click Update Preview.



Click Finish Editing when you are ready.
When the Proof shown is finalized and you are ready to order, click **Yes, I approve this document** and Add to Cart. This item will now be sitting in your cart.

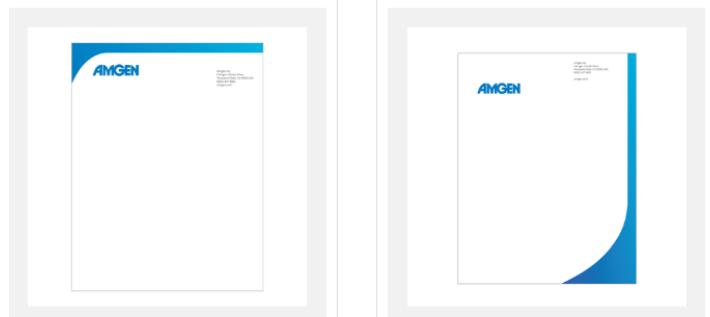


Here is the Letterhead category. There are two options.

Letterhead

All Products / Letterhead

Sort by Default



Letterhead Option 1

This product must be edited to be purchased because it needs to be customized

Letterhead Option 2

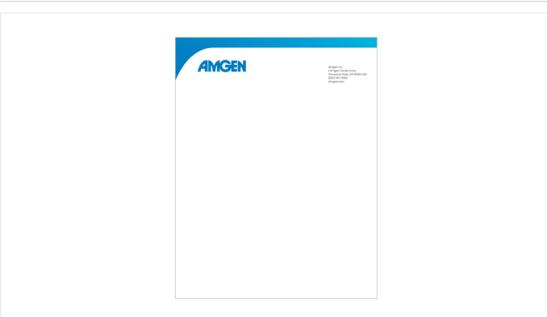
This product must be edited to be purchased because it needs to be customized

Clicking on View Details as you hover your mouse over either product will bring up this screen.

These products also give you the ability to name the job as well as add any additional instructions.

Click Customize Order when you are ready.

Letterhead Option 1



AmgLH1

Unit	Description	Price
Box of 50	\$54.00	
Box of 100	\$66.00	
Box of 250	\$102.00	
Box of 500	\$156.00	
Box of 1000	\$270.00	

Quantity

Selection

Price **\$54.00**

Name Your Job (optional)

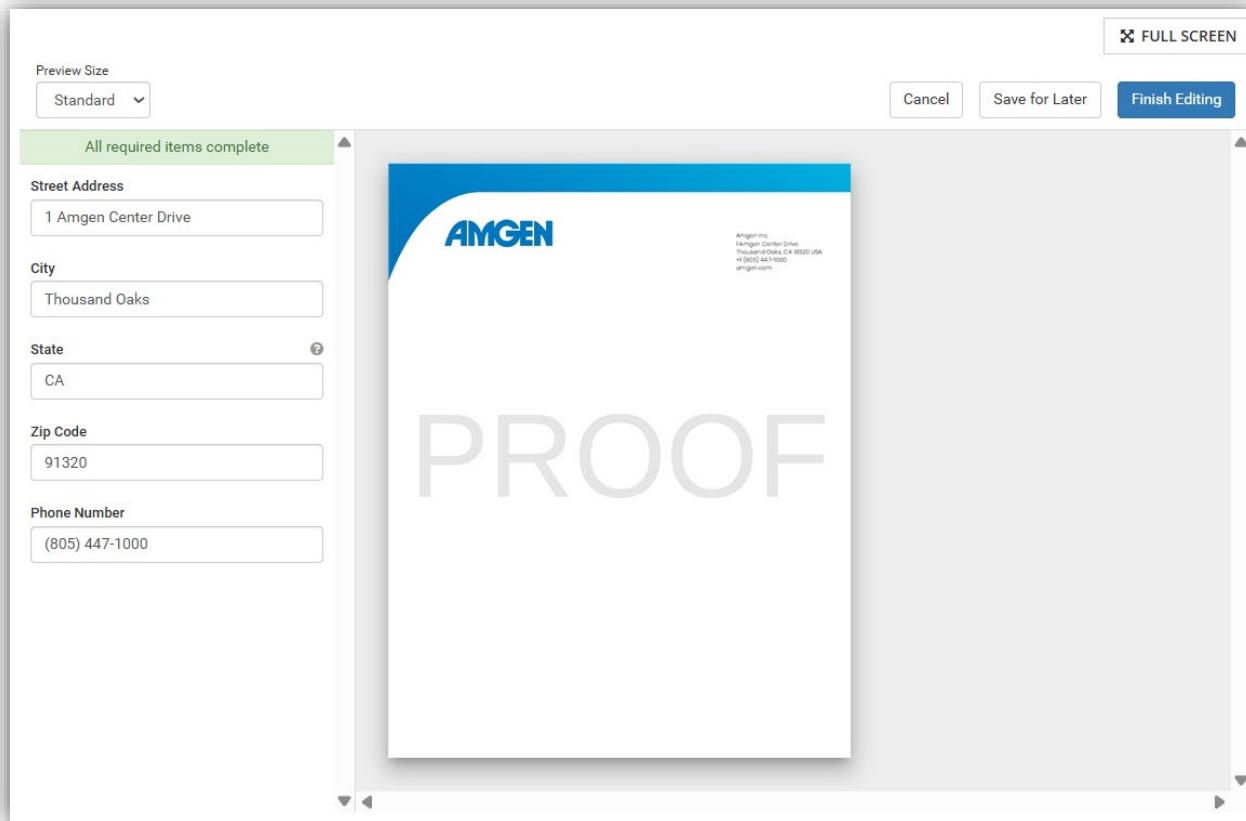
Additional Instructions

CUSTOMIZE ORDER 

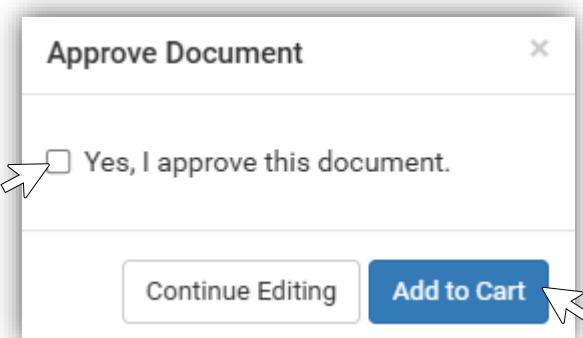
BACK TO CATALOG **SHOPPING CART**



Clicking Customize Order brings up this screen. The fields are auto populated with the Thousand Oaks, CA address. They are able to be edited. Fill in all applicable fields and then click Update Preview. These fields are identical on both versions of the letterhead template.



Click Finish Editing when you are ready. When the Proof shown is finalized and you are ready to order, click **Yes, I approve this document** and Add to Cart. This item will now be sitting in your cart.

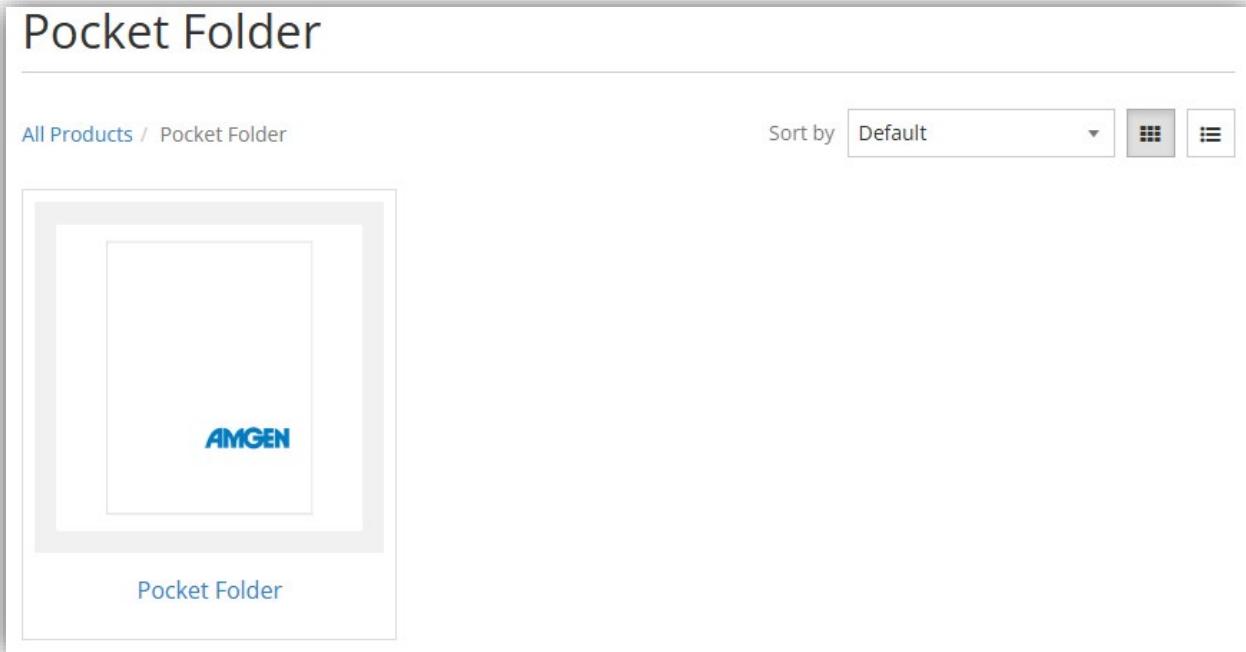


Here is the Pocket Folder category. There is one pocket folder available. This folder is not a customizable product. It is a standard inventory item.

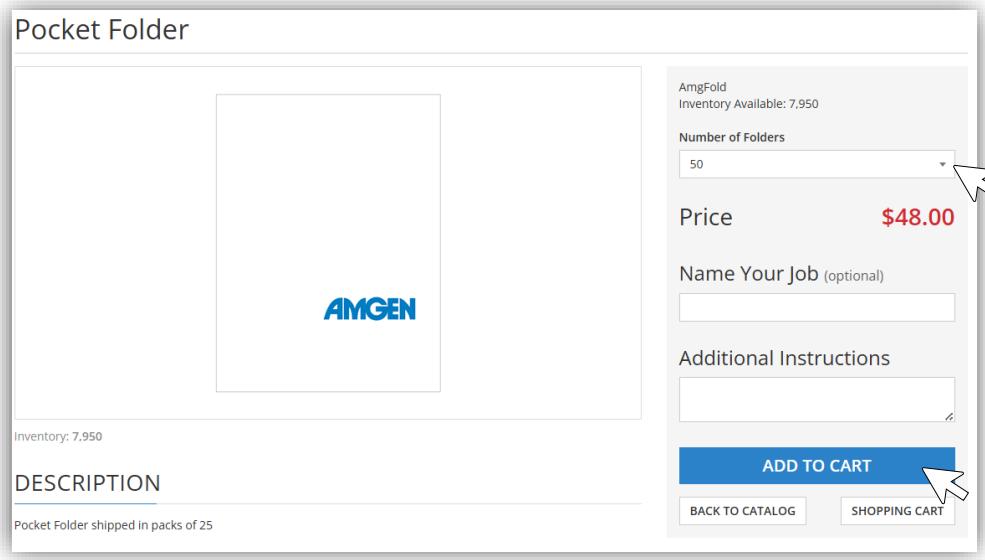
Pocket Folder

All Products / Pocket Folder

Sort by Default



Pocket Folder



Inventory: 7,950

DESCRIPTION

Pocket Folder shipped in packs of 25

AmpFold
Inventory Available: 7,950

Number of Folders
50

Price \$48.00

Name Your Job (optional)

Additional Instructions

ADD TO CART

BACK TO CATALOG

SHOPPING CART

Clicking on View Details as you hover your mouse over the product will bring up this screen.

The pocket folder can be ordered in quantities of 50, 100, 250, 500, and 1,000. This product also gives you the ability to name the job as well as add any additional instructions.

Click Add to Cart when you are ready.

Here is the Thank You Card/Envelope category.
This product is a stock item and is not customizable.

Thank You Card/Envelope

All Products / Thank You Card/Envelope

Sort by Default



Thank You Card & Envelope

Clicking on View Details as you hover your mouse over the product will bring up this screen.

The Thank You Card is shipped with a corresponding envelope in shrinkwrapped packs of 25. You can select the quantity of packs you would like to order. This product also gives you the ability to name the job as well as add any additional instructions.

Thank You Card & Envelope

AmgTycard

Unit	Description	Price
Pack of 25	\$121.20	

Quantity Selection

Price **\$121.20**

Name Your Job (optional)

Additional Instructions

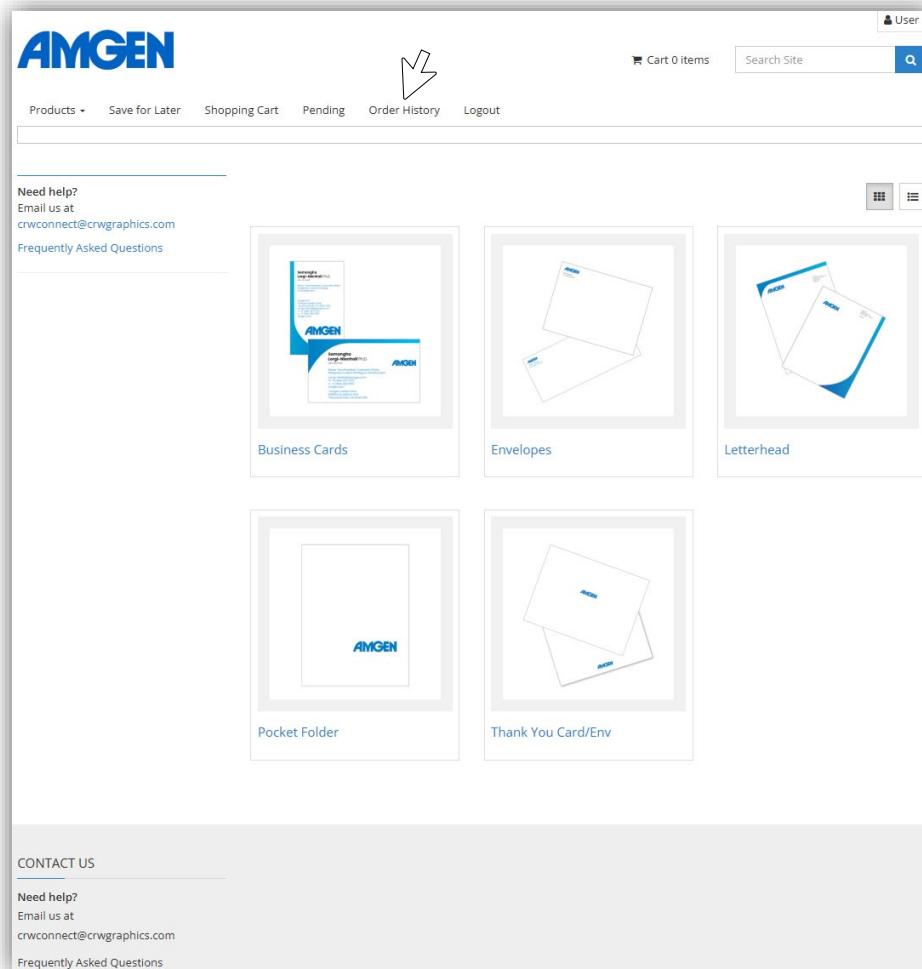
ADD TO CART 

BACK TO CATALOG **SHOPPING CART**

Thank you card with Envelope Included. They are available in packs of 25.

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Once an order has been submitted, it will move into our Production queue. You can view all past orders in the Order History tab.



The screenshot shows the 'Order History' page. The top navigation bar includes 'Products', 'Save for Later', 'Shopping Cart', 'Pending', 'Order History' (which is the active tab), and 'Logout'. A 'PENDING' status indicator is visible. The main content area is titled 'Order History' and shows a single order entry in a table format. The order details are: Paid (X), Order Number (19792), Order Date (4/17/2025 3:13 PM), Ordered By (User), SubTo (\$121.2), and a note indicating a View | Reorder link. Below the table, there are navigation buttons for page number (1) and items per page (25), and a message stating '1 - 1 of 1 items'.

Clicking on the Order History tab will bring up a screen that looks like this. You can view all past orders in the Date Range selected.

Here you can View the order details or Reorder the entire order.

Frequently Asked Questions:

For all questions about the Amgen Portal, please email crwconnect@crwgraphics.com to reach our Help Desk Support Team. For questions regarding a specific order, please include the order number.

When submitting an order for a customizable item or non-customizable but printed item, how long does it take to ship out an order?

The usual turnaround policy for printed materials is within 2-3 business days. If an inventory item is included in an order with printed items. The inventory product will be held, that way it can be packed and shipped with the printed items. It will still be a 2-3 day turnaround.

Can you provide a tracking number for my order?

When your order has been shipped, the system will automatically send a notification to the email address associated with the order with the tracking number.

The tracking number will also appear in the Order History once it has shipped. Click on View, next to the order number, and scroll to the bottom of the page to see the tracking information on the order detail screen.