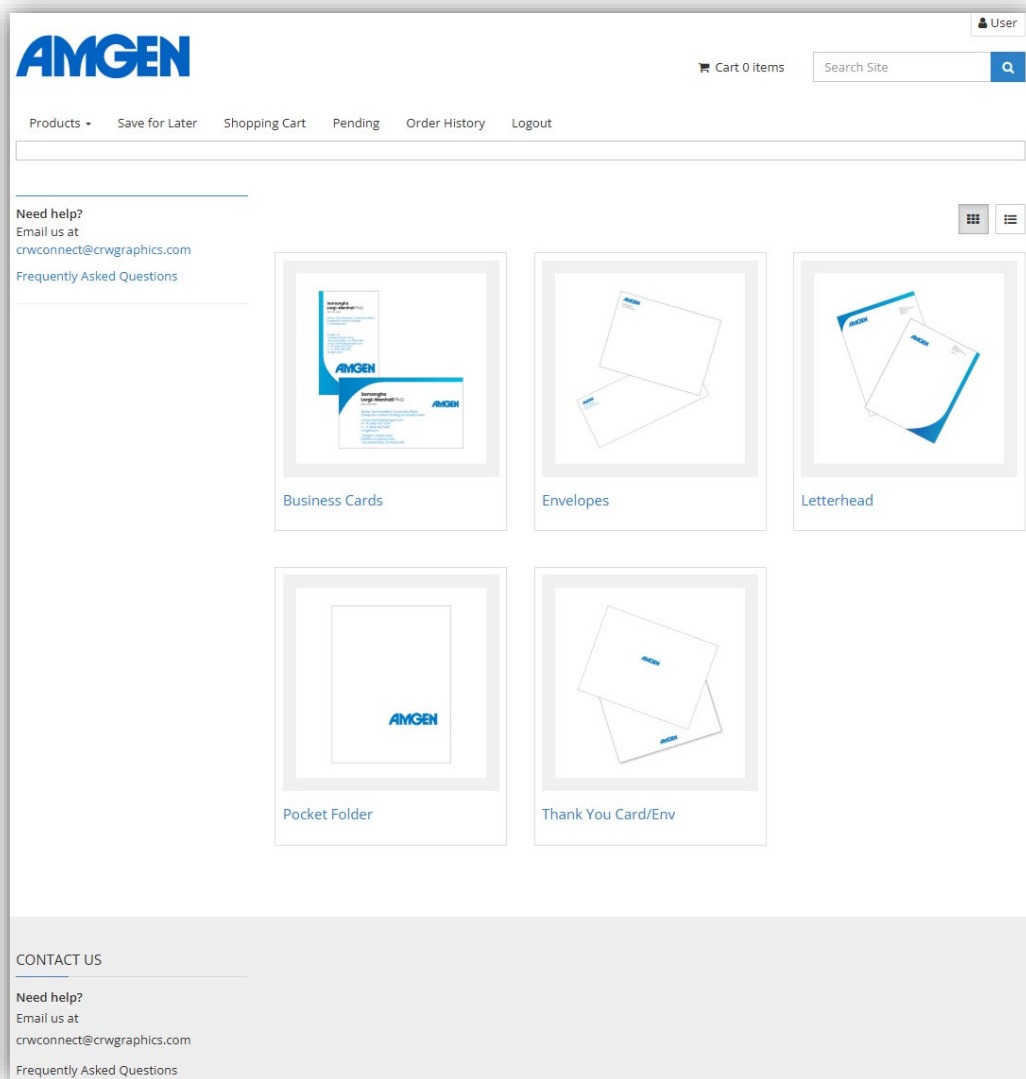




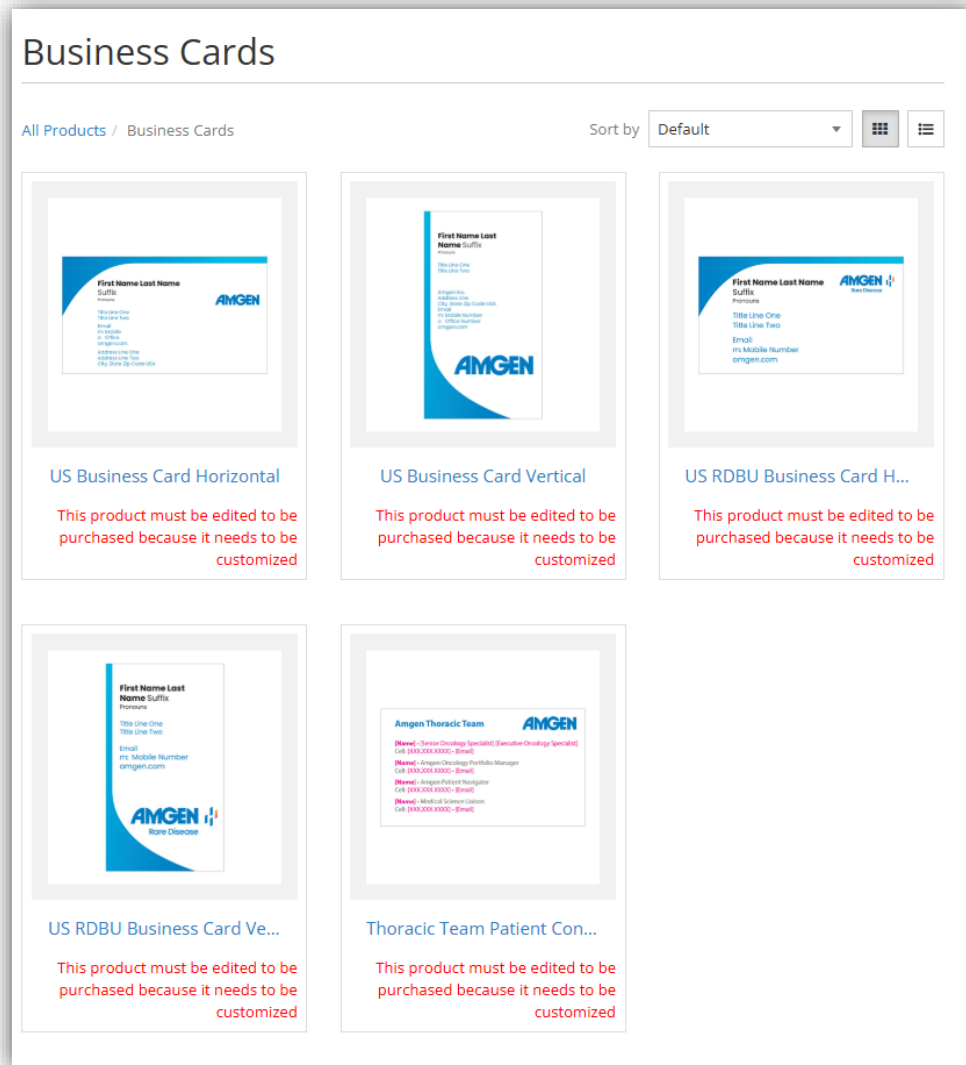
Welcome to the **Amgen Ordering Portal** @
amgen.crwconnect.com.

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

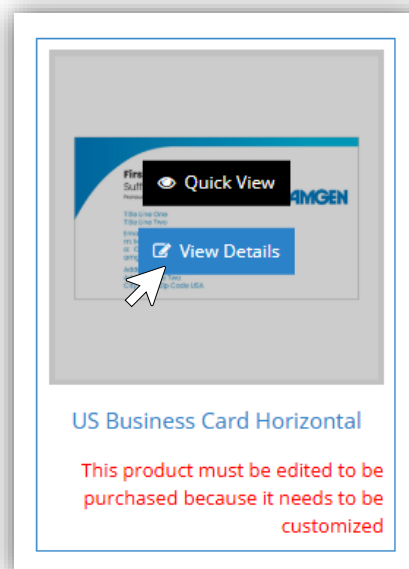
Upon entering your SAML login, it will send you to the following page.
This is the default page which shows all the Product Categories.
Click into the individual category to order the desired product.



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



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




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



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

Quantity

Selection

Box of 100 ▾

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.

Preview Size
Standard

Cancel Save for Later Finish Editing

All required items complete

First Name

Last Name

Suffix

Pronouns

Title Line One

Title Line Two

Email

Mobile

PROOF AMGEN

First Name

Last Name

Suffix

Pronouns

Title Line One

Title Line Two

Email

Mobile

Office

Address Line One

Address Line Two

City

State

Zip Code

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.

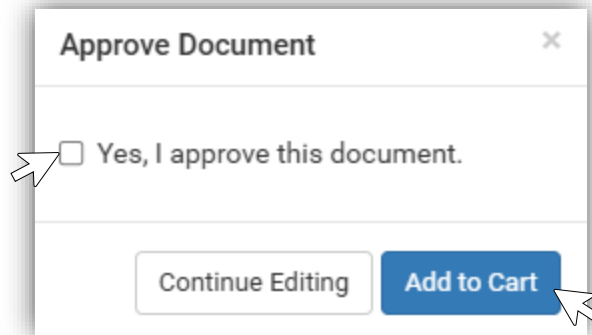
Cancel

Save for Later

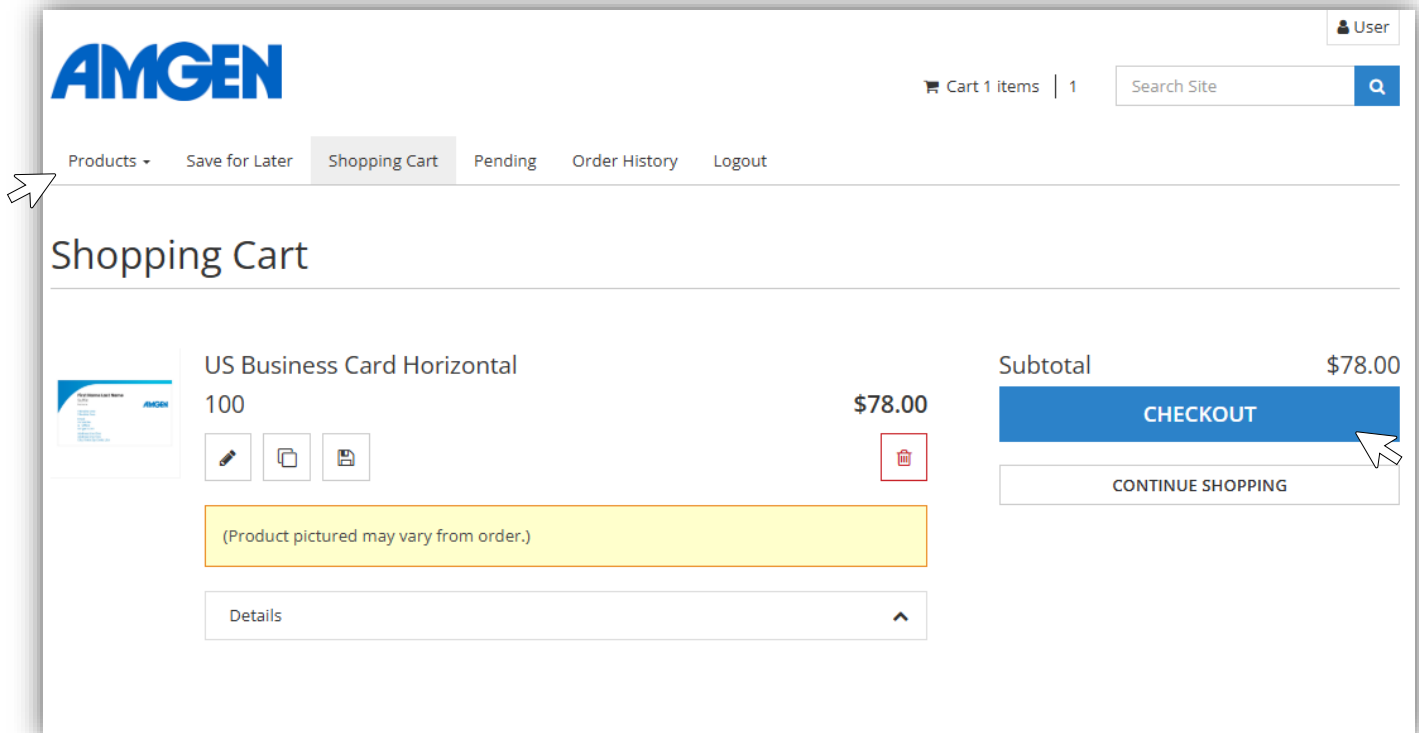
Finish Editing

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

1 Amgen Center Drive, Thousand Oaks, CA, 91320 (001:)

1 Amgen Center Drive
Thousand Oaks, CA US 91320

Shipping Method

UPS Ground (3rd Party) \$0.00

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

CONTINUE

Add New Address

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

First Name *
Last Name *
Title
Business Name
Address 1 *
Address 2
Address 3
City *
Country *
United States of America
State or Province *
Postal Code *
Phone *
Fax
Email

SAVE **CANCEL**

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.

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

UPS Ground (3rd Party) \$0.00

UPS Ground (3rd Party) \$0.00

UPS Next Day Air (3rd Party) \$0.00

UPS 2nd Day Air (3rd Party) \$0.00

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

Prepaid

Cost Center *

Subtotal

\$78.00

Shipping

\$0.00

Total Before Tax

\$78.00

Tax

\$0.00

Total


\$78.00

Comments (optional)

COMPLETE ORDER

Shipping

Edit



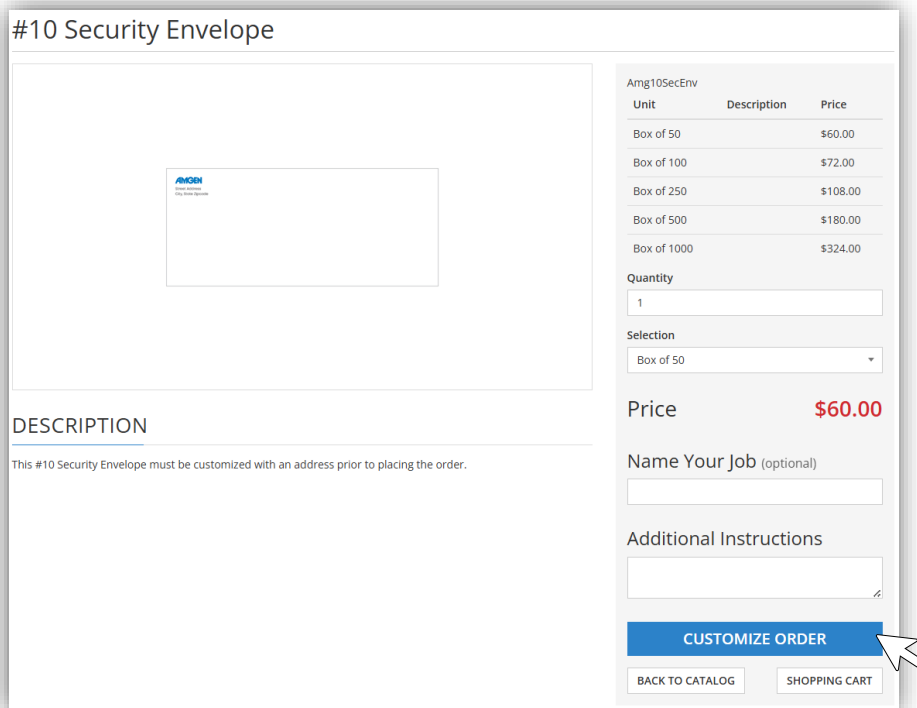
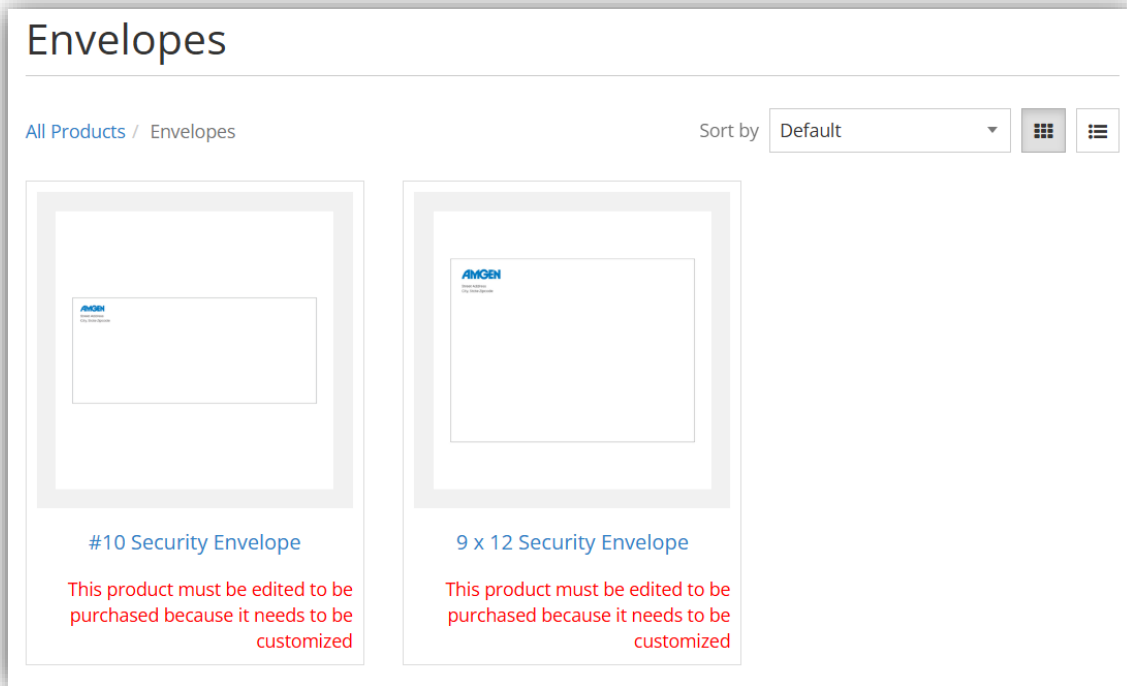
US Business Card Horizontal

\$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.



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.

Preview Size
Standard

Cancel Save for Later Finish Editing

All required items complete

Street Address
1 Amgen Center Drive

City
Thousand Oaks

State
CA

Zip Code
91320

AMGEN
1 Amgen Center Drive
Thousand Oaks, CA 91320 USA

PROOF

Click Finish Editing when you are ready.

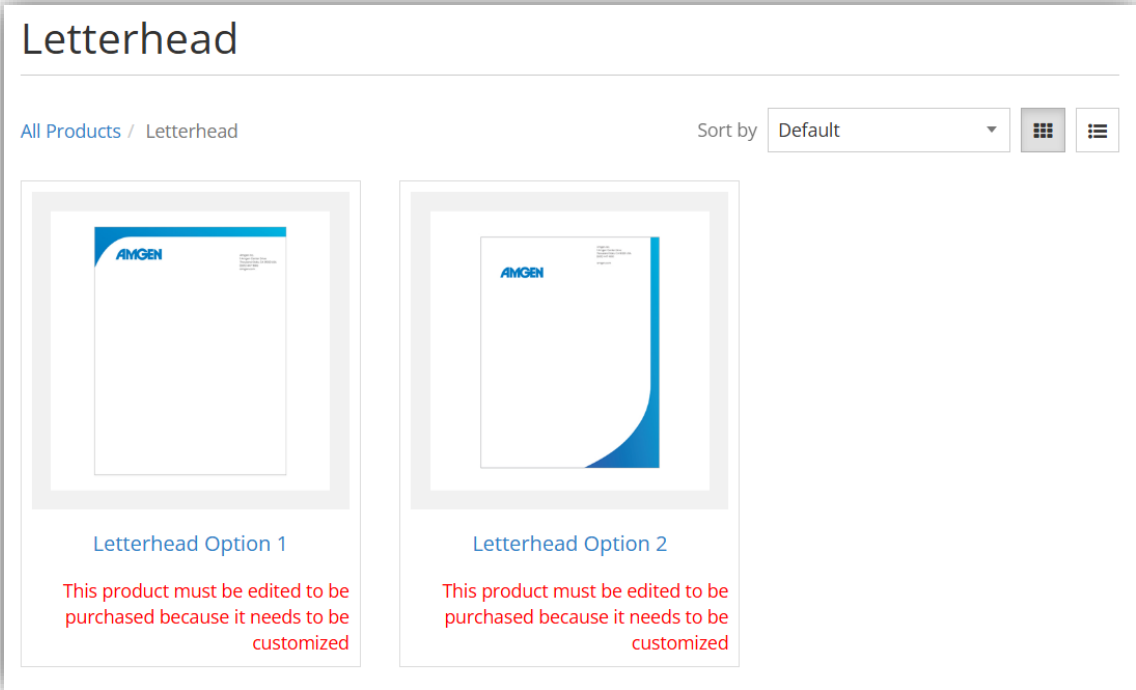
When the Proof shown is finalized and you are ready to order, click **Yes, I approve this document** and Add to Cart. This item will now be sitting in your cart.

Approve Document

☐ Yes, I approve this document.

Continue Editing Add to Cart

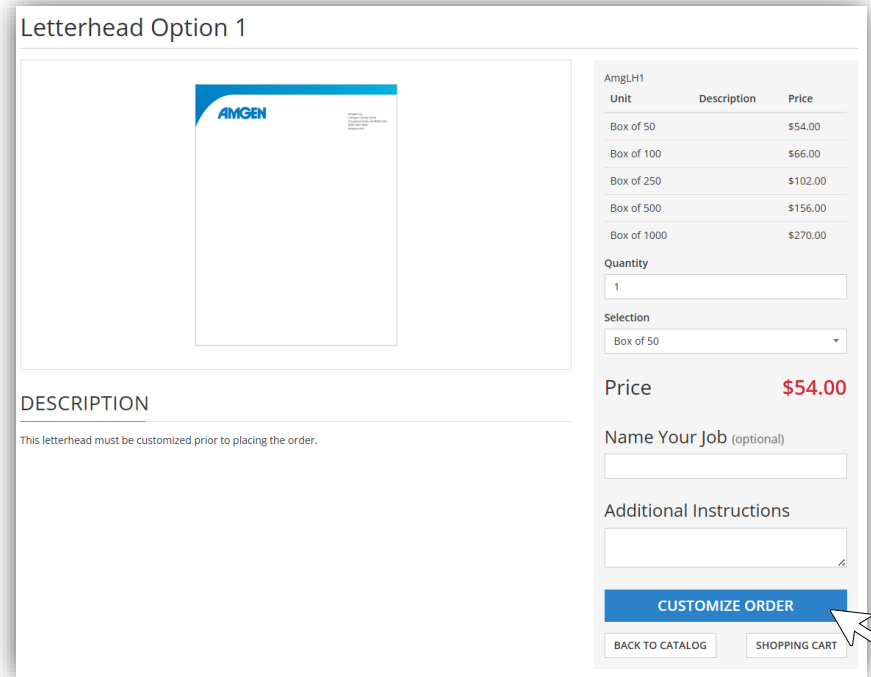
Here is the Letterhead category. There are two options.



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. 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.

Preview Size
Standard

Cancel Save for Later Finish Editing

ALL required items complete

Street Address
1 Amgen Center Drive

City
Thousand Oaks

State
CA

Zip Code
91320

Phone Number
(805) 447-1000

AMGEN

Amgen Inc.
1 Amgen Center Drive
Thousand Oaks, CA 91320 USA
(805) 447-1000
amgen.com

PROOF

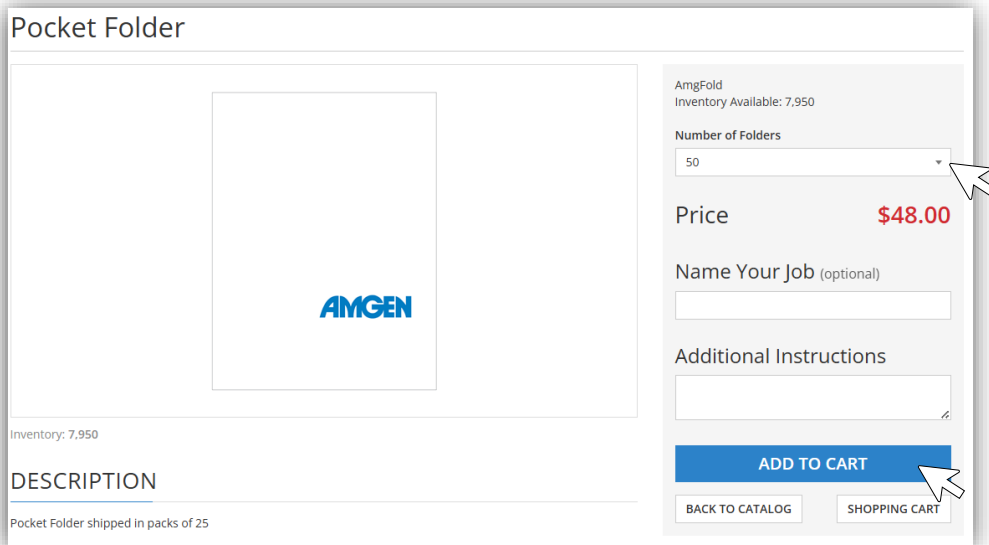
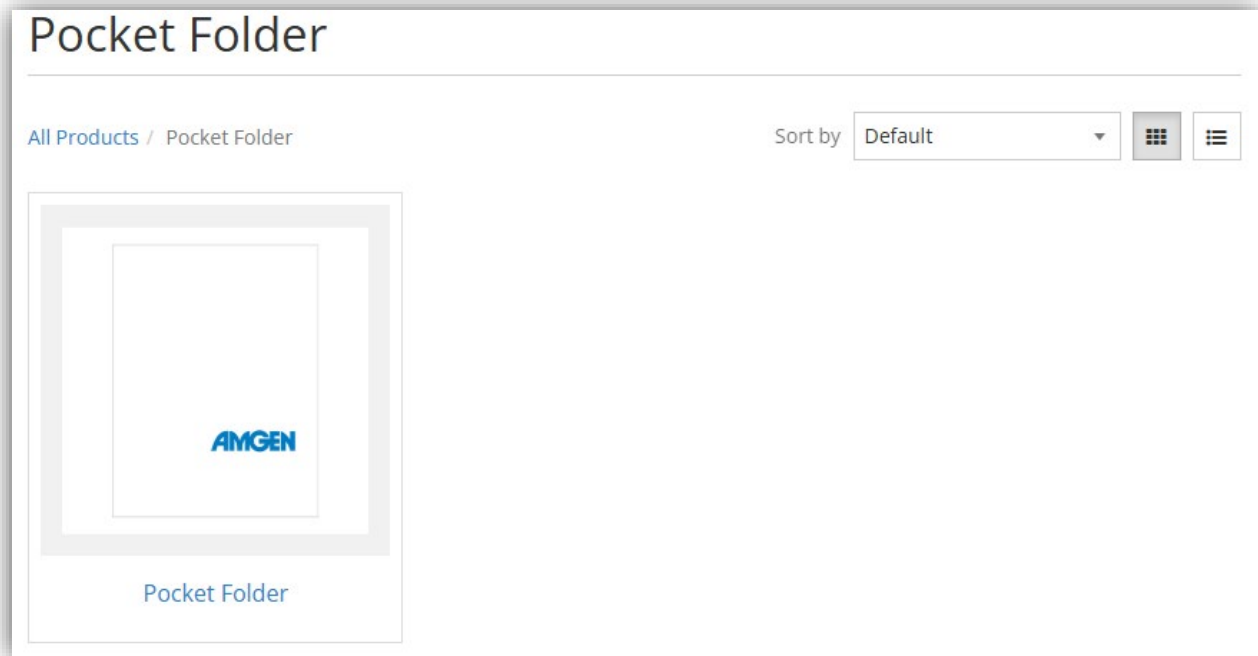
Click Finish Editing when you are ready.
When the Proof shown is finalized and you are ready to order, click **Yes, I approve this document** and Add to Cart.
This item will now be sitting in your cart.

Approve Document

☐ Yes, I approve this document.

Continue Editing Add to 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.

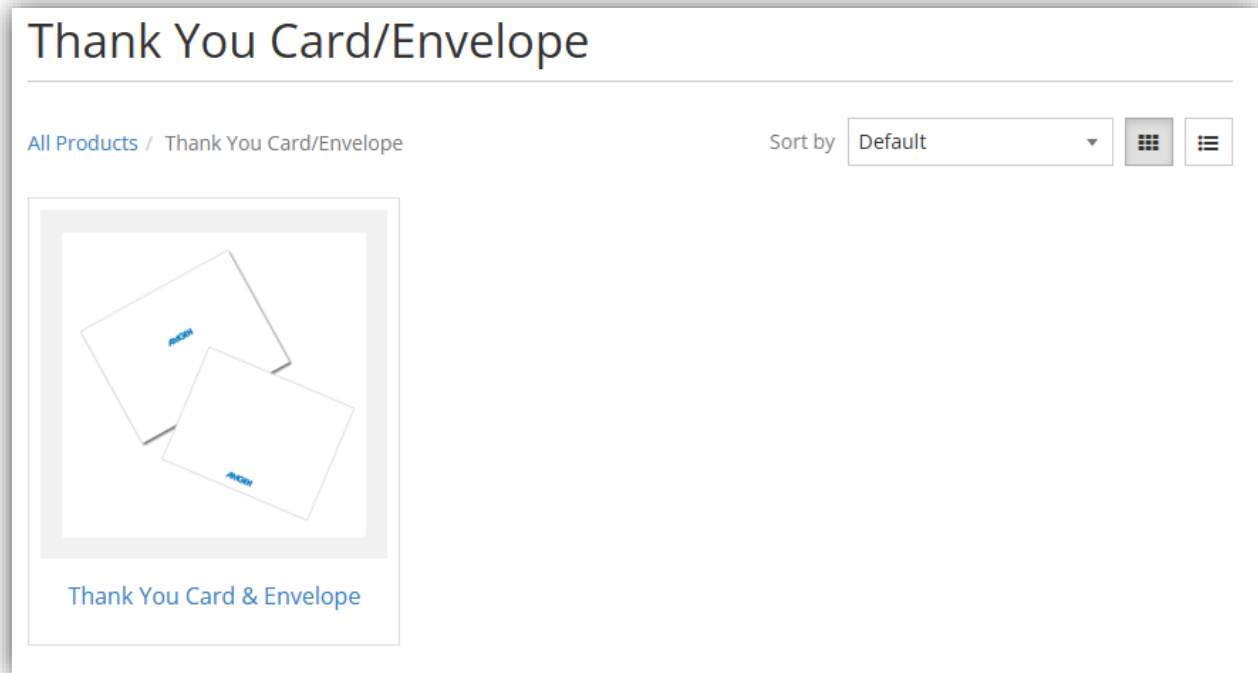


Clicking on View Details as you hover your mouse over the product will bring up this screen.

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.



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: 1

Selection: Pack of 25

Price: **\$121.20**

Name Your Job (optional):

Additional Instructions:

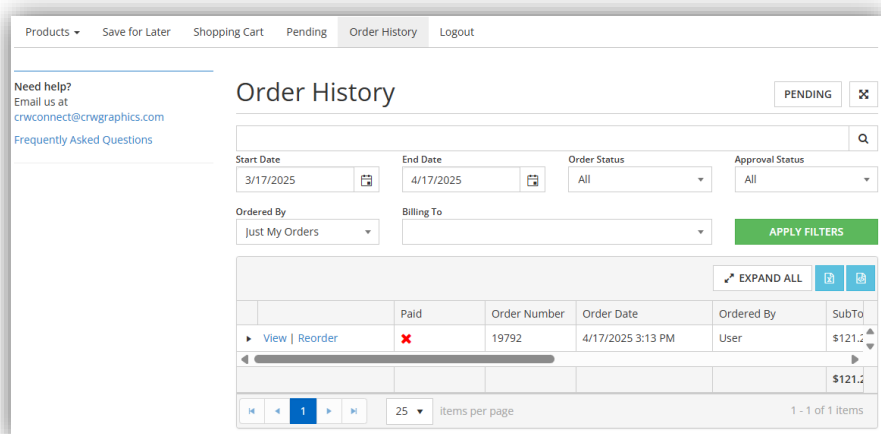
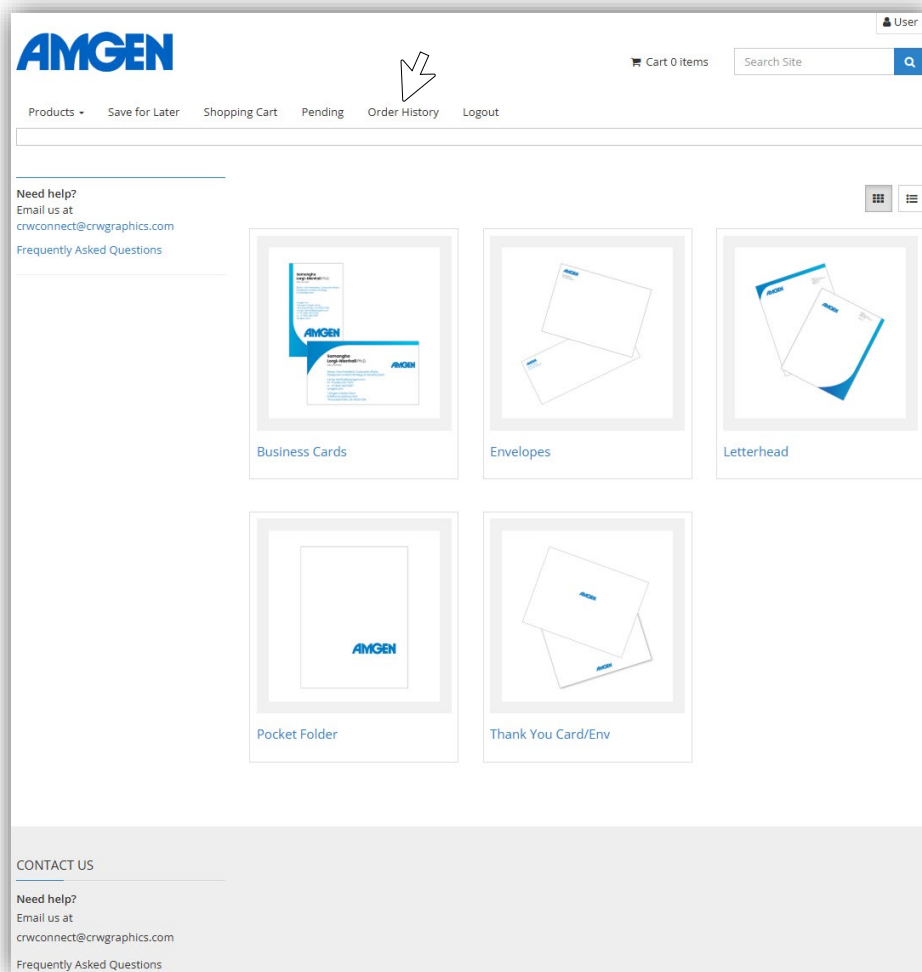
ADD TO CART

BACK TO CATALOG SHOPPING CART

DESCRIPTION

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

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



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.