

Ordering Printed Materials through *SMARTworks*

Billing Process & Guidelines

Starting December 2nd, 2019, all printed items should now be purchased through Taylor Communications web to print platform, *SMARTworks*. This platform includes stationery materials such as business cards, appointment cards, envelopes, and letterhead, plus clinical and administrative forms and other AMITA Health Marketing materials. If you do not see the item you are looking for in the system, please help Taylor build the library by requesting a new item to be added or changed by filling out this form:

<https://digitalforms.taylorcommunications.com/amita-smartworks-item/>

If you need to request access to *SMARTworks*, please sign up here:

<https://digitalforms.taylorcommunications.com/amitasw/>

All orders placed within *SMARTworks* require the following information at checkout:

- A valid 10 digit cost center, which includes your 5 digit GLBU #, and 5 digit Dept #.
- A detailed shipping address

As of July 1, 2020, an Amount Only PO is not required to purchase from Taylor Healthcare. Instead, you will be asked to provide a valid 10 digit cost center, which includes your 5 digit GLBU #, and 5 digit Dept #.

Checking out in *SMARTworks*

The shopping cart page in *SMARTworks* is a single page allowing for quick order detail entry and placement. At checkout, you will be required to enter the following information:

- ATTN: First Name & Last Name
- Contact Phone Number
- Ship to Location
- A valid 10 digit cost center, which includes your 5 digit GLBU #, and 5 digit Dept #. Your default cost center should be loaded to your *SMARTworks* profile. You will have the ability to change and select your cost center at the checkout screen.

Upon placing your order, you will receive an order confirmation email directly from *SMARTworks*. Once your order ships, you will receive a shipping confirmation email with tracking information.

Need to access *SMARTworks*?

Login here:

<https://login6.smartworks.com/DotNet/Authentication/Login.aspx?>

Key Contact Information on this Process

- For Questions surrounding the billing process or determining your cost center, please reach out to AMITADataSpecialists@ascension.org
- For Questions on *SMARTworks* please reach out to AMITA@taylorcommunications.com

