



CU SoCal
eWAREHOUSE

Orders will be processed & shipped on business days within 72 hours after approval.

Please Login

loginID:

Password: [Forgot your password?](#)

☐ Remember my Login ID

If you have trouble logging in, please contact our support staff at dianeh@marinagraphics.com

USERS, LOGIN, ORDERING

Users & Approvers

Only those approved as CU SoCal administrators (Users & Approvers) will have access to log into CU SoCal eWarehouse. **If you should have access but do not**, have your manager/supervisor contact the Purchasing/Facilities team.

eWarehouse Access

Access the eWarehouse link on the CU SoCal Intranet under "Corporate Resources."

Login

User ID is your email address **without** the @CUSoCal.org.

Input your User ID at the first login. Use the temporary password: **Welcome1!**
(Please note that there is an exclamation mark at the end.)

You will then be prompted next to select a **new password**.

If you have any questions or issues during your login or ordering experience, please contact the eWarehouse administrator, Diane Hooker at: dianeh@marinagraphics.com

Please provide:

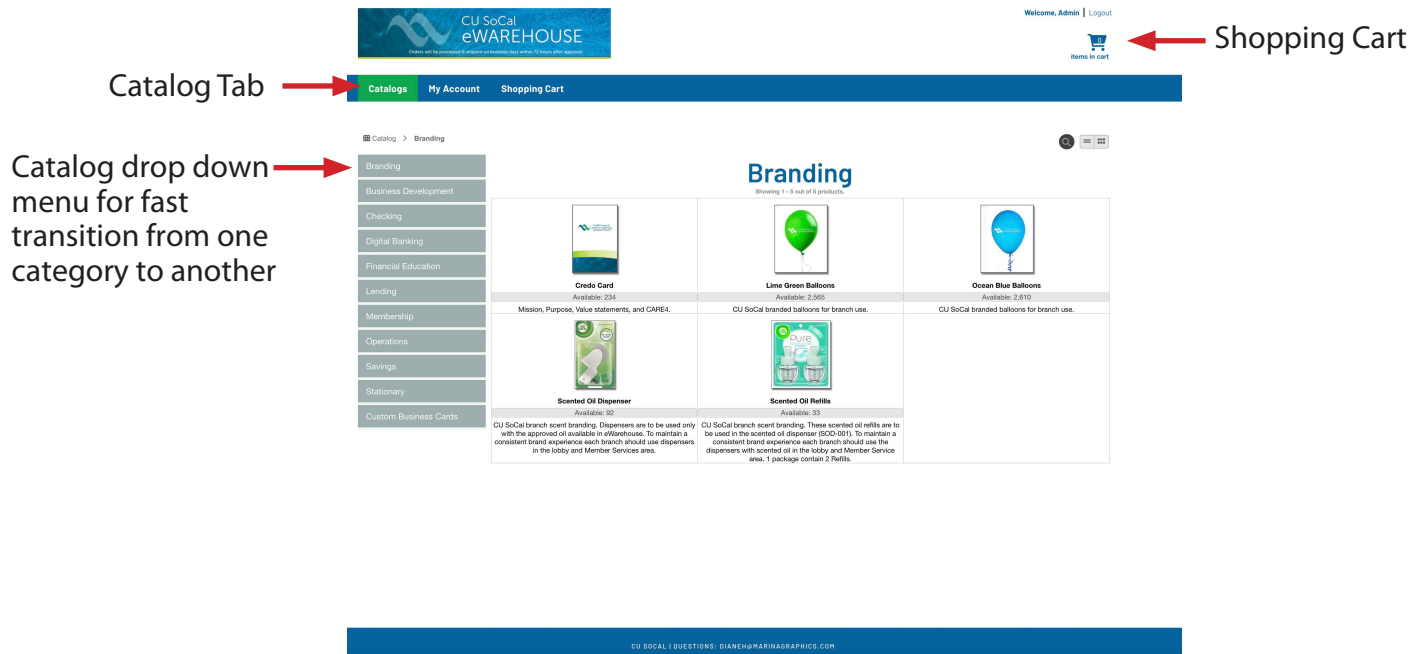
Complete name

Email

Details of problem

Orders

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MAIN CATALOG PAGE

Catalog tab

User can go directly into a specific category for list of available items in the Catalog tab. Added items can be viewed in the top right Shopping Cart icon or the tab next to "My Account."

NOTE: A few items you will be unable to order through eWarehouse such as: **cashier's checks, temporary checks, and traveler's checks** (these must be secured at CU SoCal due to fraud). Order these specific items from Purchasing/Facilities.

HR to order Business Cards ► **Business cards will be ordered by the HR Manager for "management" employees.** Submit request via email.

"Non-management" business cards will also be ordered by the HR Manager, with executive management approval, for designated employees below. Submit request via email.

Business Development Supervisor
Business Development Representative
Commercial Lending Consultant
Facilities Coordinator

Internal Auditor
MSO 3/Lead
Senior Information Security Officer
Talent Acquisition Specialist

Order through eWarehouse ► **Generic (fill-in) business cards** are available to frontline and back office employees. Designated eWarehouse Users/Approvers can continue to order through eWarehouse (Item BC-FILL-IN-B).

Order through Marketing ► **Custom business cards** that include a photo or additional information other than the CU SoCal business card, are to be submitted to Marketing. These include business cards for Investment Services and Real Estate Lending Consultants.



Welcome, Admin | Logout



Catalogs My Account Shopping Cart

■ Catalog > Branding

- Branding
- Business Development
- Checking
- Digital Banking
- Financial Education
- Lending
- Membership
- Operations
- Savings
- Stationary
- Custom Business Cards

Branding

Showing 1 - 5 out of 5 products.

 Credo Card Available: 234	 Lime Green Balloons Available: 2,565	 Ocean Blue Balloons Available: 2,610
Mission, Purpose, Value statements, and CARE4.  Scented Oil Dispenser Available: 92 CU SoCal branch scent branding. Dispensers are to be used only with the approved oil available in eWarehouse. To maintain a consistent brand experience each branch should use dispensers in the lobby and Member Services area.	CU SoCal branded balloons for branch use.  Scented Oil Refills Available: 33 CU SoCal branch scent branding. These scented oil refills are to be used in the scented oil dispenser (SOD-001). To maintain a consistent brand experience each branch should use the dispensers with scented oil in the lobby and Member Service area. 1 package contain 2 Refills.	CU SoCal branded balloons for branch use.

Search...

Input Item # or
product name

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Subcategories, Search, Quantities

Subcategories are listed under the main header categories. Click the item name to get a larger view with additional details such as description and item number.

Minimum order quantity is populated automatically. Click the Qty drop down menu to order larger quantities. **Select Qty—Add to Cart.**

As inventory is replenished, item numbers and dates will be listed on most materials created by the CU SoCal marketing team. **Note:** Some items will not have item numbers or dates if they are created and printed by other vendors.

If you are unable to find an item, use the “Search Category” in the upper right to search by product name.



Welcome, Admin | Logout



Catalogs My Account **Shopping Cart**

[+ Add More Items / Continue Shopping](#) [Remove ALL Items](#) [Proceed to Checkout](#)

2 item(s) in cart



1.00

Credo Card

MEMO:

Cart Total: \$0.00

\$0.00

[Save for Later](#)
[Change Options](#)
[View PDF Proof](#)
[Copy Item](#)
[Remove Item](#)



100.00

Lime Green Balloons

MEMO:

[Save for Later](#)
[Change Options](#)
[View PDF Proof](#)
[Copy Item](#)
[Remove Item](#)

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Shopping Cart

Once all items have been selected, click the Shopping Cart tab to view. You can change quantities or delete items if needed by clicking the "Change Options" button.

If your order is correct, click the blue "Proceed to Checkout" button to place your order.

Note: If you need to exit the eWarehouse site, you can exit and return later to complete the order and your cart will remain how you left it.

NOTE: The estimated delivery time is 10-15 business days.

Shipping Address Options

Click a "Ship to..." button for your default shipping address, use your Address Book to choose from a list of locations, or enter a new address for this order below.

ADDRESS BOOK

Select an address from the dropdown menu below, or click "Import" to load your own list of addresses if this order should be split and sent to many locations.

Choose an address...

ENTER A NEW SHIPPING ADDRESS

Name/Company: required

Attention:

Address: required

Address 2:

City: required

State: Choose a State...

Zip Code: required

Country: United States

Phone:

Residential:

Verify:
☒ Verify Address
Verify address before proceeding.

Notification Email:

Shipping

Shipping addresses are intertwined with "address book" function. You can select a pre-existing address from the drop-down menu or search for one directly above.

If the address is not listed in the drop down menu, enter the shipping information below. This address can be saved for future use by clicking the "Save to Address Book" button. To proceed without saving the address to the address book, just click continue once you have filled out the fields above.

User may return to the catalog by selecting "Catalog" or proceed with "Continue."


Welcome, Admin | Logout

[Catalogs](#)
[My Account](#)
[Shopping Cart](#)

1 2 3 4 5
 Address Shipping Payment Review Finish

SHIPPING DETAILS

Shipping Address

Marina Traffic Center
Address
12001 Corona Ave
Hawthorne, CA 90250-5820
US

Shipping Method

Turnaround: 3-4 Day
Will Ship: UPS Ground - CUSC

PAYMENT INFORMATION

Billing Address

Name/Company
Address
City, CA Zip Code
(775) 455-1993

Payment Type

Net 30
Purchase Order Number (if applicable): TEST

ORDER SUMMARY

[Place Your Order](#)

Items Ordered:	Price
1.00 - Credit Card	\$0.00
100.00 - Lima Green Balloons	\$0.00
Item(s) Subtotal:	\$0.00
Estimated Tax:	\$0.00
Insurance Fee:	\$0.00
Shipping & Handling:	\$20.89
Grand Total:	\$20.89

PROJECT NAME (IF APPLICABLE)

TEST

SPECIAL INSTRUCTIONS


Welcome, Admin | Logout

[Catalogs](#)
[My Account](#)
[Shopping Cart](#)

1 2 3 4 5
 Address Shipping Payment Review Finish

ORDER SENT

OrderID: NS110
Your order has been accepted for processing. An email confirmation will be sent to you.

[View Order](#)
[Your Account](#)
[Continue Shopping](#)

More actions you can take regarding the new order you just placed:

[Append Files to Your Order](#)
[Review Your Order](#)
[Send a Message](#)

Order Confirmation

Use the command key + "P" key to print a copy for your records.

You can review order details by clicking "View Order "

An email will be automatically sent to the designated person for approval (Approver).

Approval Confirmation: N5110



○ MGC eStore <estore@marinagraphics.com>

To: ✓ Cameron Buckingham

Approval Confirmation

Please approve the order at <https://marina.presswise.com/account/status.php?webID=MDgzYzRkNWM0MTZm>

Approver Email Notification & Approval

Before the “User’s” order is submitted for fulfillment, the Approver must approve the order. The Approver will receive an email.

Approver Action

To review and approve the order, the Approver will need to click the link on the right of the email. This link will bring the Approver to the "approvals page."

Note: Only “Users” will need the “Approver” to approve their order before fulfillment. If an “Approver” submits an eWarehouse order, it will automatically be sent to eWarehouse for fulfillment.



Welcome, King Admin | Logout



Catalogs My Account Shopping Cart

My Account > View Orders > Order Status

ORDER INFORMATION

Order Status: **Waiting Approval**
Order Received: Mar 17, 2025 15:23:05

Order Note

Cancel Order

UPLOAD FILES

Upload

ORDER NOTES

ORDERED BY	ORDER ID
Admin	N5110
SHIP ON DATE	
Mar 20, 2025	
CUSTOMER PO	
TEST	
PROJECT NAME	
TEST	
SHIP TO < 1 OF 1 >	
Marina Graphic Center Admin 12901 Cerise Ave Hawthorne, CA 90250-5520 US Shipping Method: UPS Ground - CUSC	
BILL TO	
Name/Company Attention Address City, CA ZipCode (123) 456-7890	

SELECT TO APPROVE/REJECT					
#	ITEM DESCRIPTION		APPROVAL	PRODUCTION	AMOUNT
☐ 1	1 Credo Card		Waiting Approval	Pending	\$0.00
☐ 2	100 Lime Green Balloons		Waiting Approval	Pending	\$0.00
All / None					Subtotal \$0.00 FIXED S & H \$20.89 Tax \$0.00 Grand Total \$20.89 Payments \$0.00 Total Due \$20.89
☒ Approve Selected Item ☐ Reject Selected Item Help					

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Approving Orders

The Approver may decline or approve the items in the Order Summary page.

Note: The check box must be selected for each approved or declined item. Click “Approve Selected Item” to finalize the order and submit for fulfillment.

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My Account > View Orders > Order Status

Login

ORDER INFORMATION

Order Status: **Waiting Approval**

Order Received: Mar 17, 2025 15:23:05

Order Note

Cancel Order

UPLOAD FILES

Upload

ORDERED BY

Admin

ORDER ID

N5110

SHIP ON DATE

Mar 20, 2025

TEST

TEST

SHIP TO

Marina Graphic Center
Admin
12901 Cerise Ave
Teme, CA 90250-5520

Shipping Method: UPS Ground

Name/Company
Attention
Address
City, CA ZipCode
(123) 456-7890

REJECT ARTWORK

Please indicate why the artwork is being rejected and what must be done to correct it.

Reject Cancel

SELECT TO APPROVE/REJECT

#	ITEM DESCRIPTION		APPROVAL	PRODUCTION	AMOUNT
☐ 1	1 Credo Card		Waiting Approval	Pending	\$0.00
☒ 2	100 Lime Green Balloons		Waiting Approval	Pending	\$0.00
Subtotal FIXED S & H Tax Grand Total Payments Total Due					\$0.00 \$20.89 \$0.00 \$20.89 \$0.00 \$20.89

Approve Selected Item

Reject Selected Item

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Declined Items

To decline an item, Approver must select the declined item via the check box and click the "Reject Selected Item" button. A window pop up will appear to input details. Click the "Submit" button to adjust the order.

Click "Approve Selected" to finalize the order and submit for fulfillment.

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QUICK LINKS



Invoice Summary



Invoice Detail Report

CONTACT INFORMATION

Customer Service Rep:

Don Schreiber

Email: dons@marinagraphics.com

Phone:

Sales Rep:

Diane Hooker

Email: diane@marinagraphics.com

Phone:

For customer service please call us at 310-970-1777 ext. 297, or email us at diane@marinagraphics.com

Reports

The "Reports" tab permits the User or Approver to produce 2 reports: and invoice summary and a invoice detail report.

Two steps to run a report.

1. Choose a report.
2. Customize. Input dates (30-day time frame).

Results may be produced on screen or exported as an Excel file. Once opened in Excel, the report may be sorted by columns.

Questions?

If you have questions regarding your order, login, or the eWarehouse website, email Diane Hooker at Diane@marinagraphics.com or call Marina Graphic Center at 310-970-1777 ext. 297

If you have questions regarding marketing materials, please contact Dan Castaneda, from the Marketing team.