



Jake

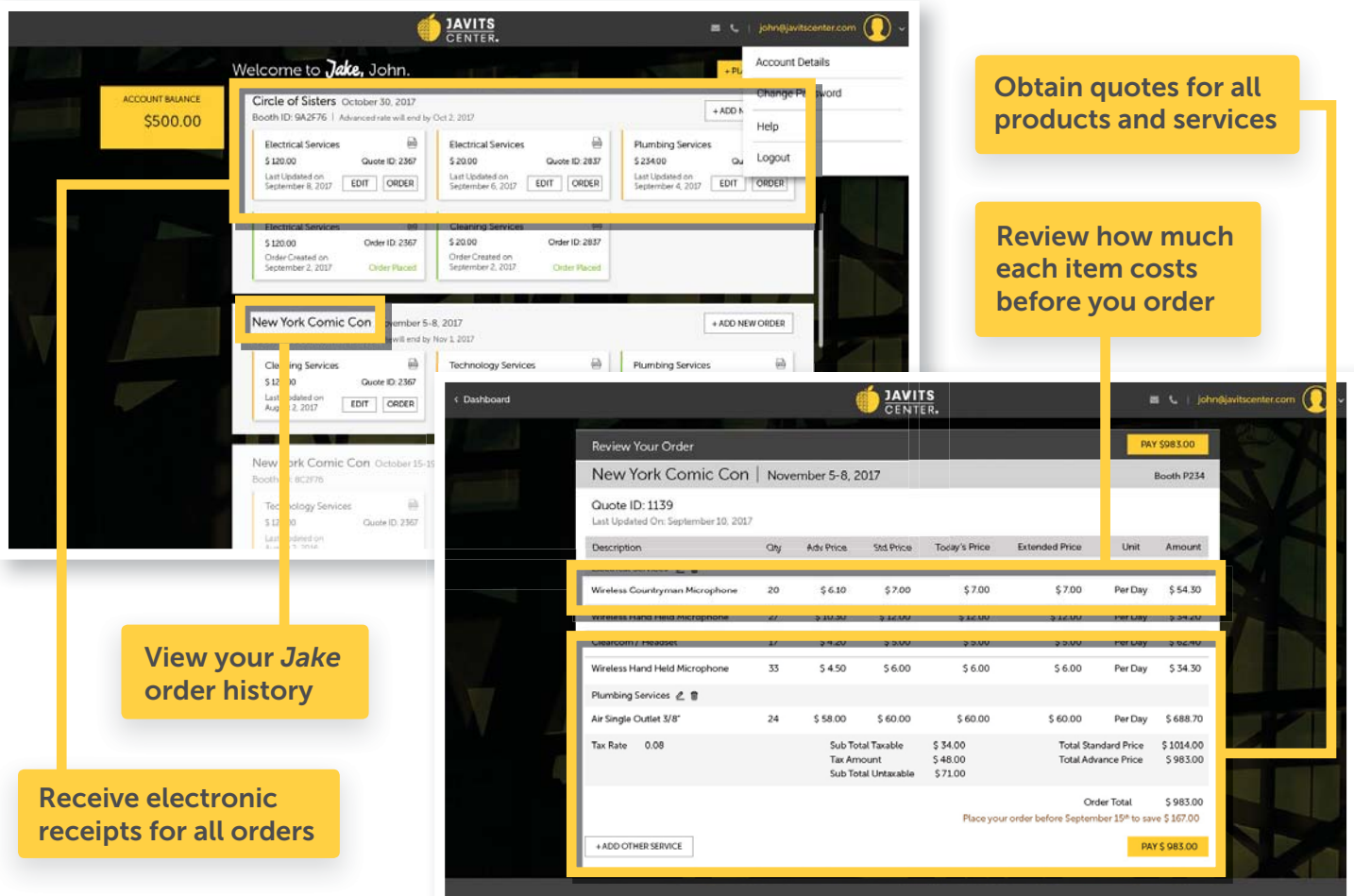
Visit our new online customer portal to order products and services at javitscenter.com

Use Free Wi-Fi to Order: [@_Jake](https://twitter.com/_Jake)

- ✓ Obtain quotes for all products and services
- ✓ Review how much each item costs before you order
- ✓ View your *Jake* order history
- ✓ Receive electronic receipts for all orders



Jake is the Javits Center's new online ordering portal that allows exhibitors to easily order all products and services offered at the convention center on Manhattan's West Side. This online portal was developed specifically to meet the needs of our customers, making sure that your visit is easier than ever before. With a user-friendly shopping cart experience, your exhibitors can order electrical, cleaning and technology services among other items—all from their mobile device or computer.



Obtain quotes for all products and services

Review how much each item costs before you order

View your Jake order history

Receive electronic receipts for all orders

Description	Qty	Adv Price	Std Price	Today's Price	Extended Price	Unit	Amount
Wireless Countryman Microphone	20	\$ 6.50	\$ 7.00	\$ 7.00	\$ 7.00	Per Day	\$ 54.30
Wireless Hand Held Microphone	33	\$ 4.50	\$ 6.00	\$ 6.00	\$ 6.00	Per Day	\$ 34.30
Air Single Outlet 3/8"	24	\$ 58.00	\$ 60.00	\$ 60.00	\$ 60.00	Per Day	\$ 688.70
Tax Rate	0.08						
			Sub Total Taxable	\$ 34.00		Total Standard Price	\$ 1014.00
			Tax Amount	\$ 48.00		Total Advance Price	\$ 983.00
			Sub Total Untaxable	\$ 71.00			
					Order Total	\$ 983.00	

Jake Discount Offer

Starting on January 1, 2018, *Jake* will debut on our website, javitscenter.com. And we're so excited about *Jake's* debut that we're offering a special incentive to all of your exhibitors—a 2% discount on all orders placed through the customer portal. From audio equipment to cleaning, we have more than 200 products and services available for purchase at your fingertips. All you need is a valid email address to start placing orders immediately.

Jake

User Guide

Functions to know:

+Place New Order – will take you to the **Select an event** screen.

Return to Portal – will take you to the **Welcome to Jake** screen.

Update – will update and accept the information on the screen.

Create Quote – will register your company with the selected event and prepares for service selections.

Start Over – sends you back to Home.

Save – retains the transaction.

Refresh – reruns the rules in Commerce.

Add to Transaction – add the items selected to your quote and returns to the Select A New Service screen (Electrical, Technology, Cleaning, Plumbing).

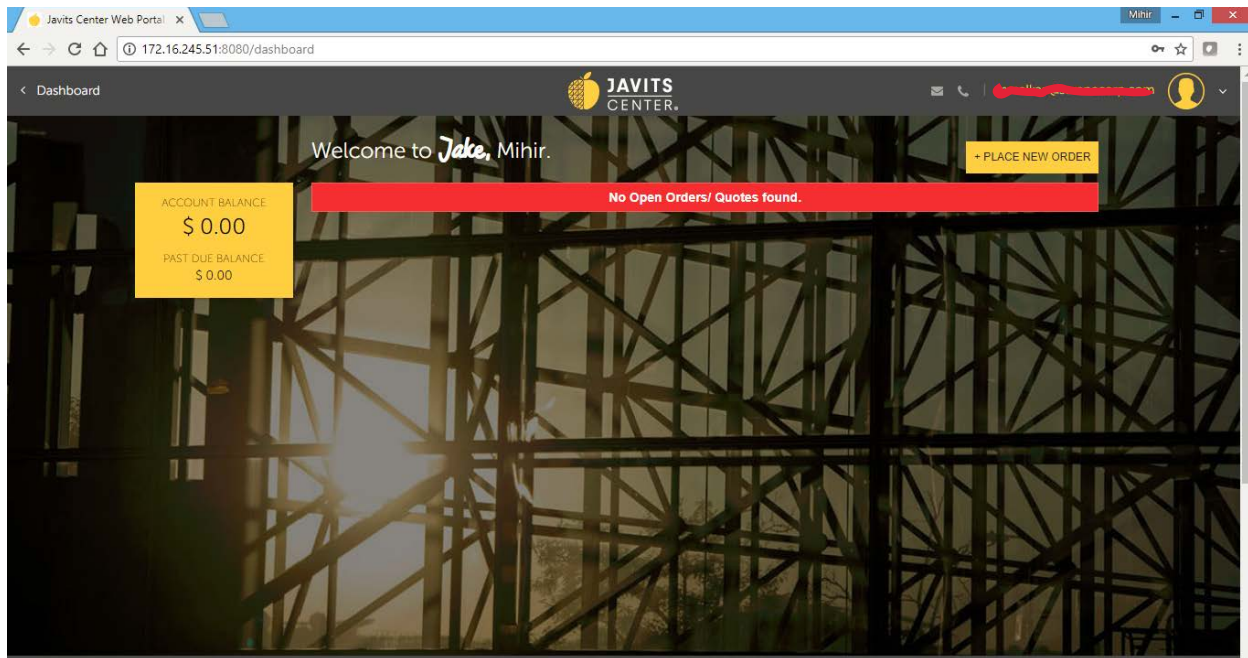
Return to Transaction – return to Quote Details without adding any new items.

Let's get started:

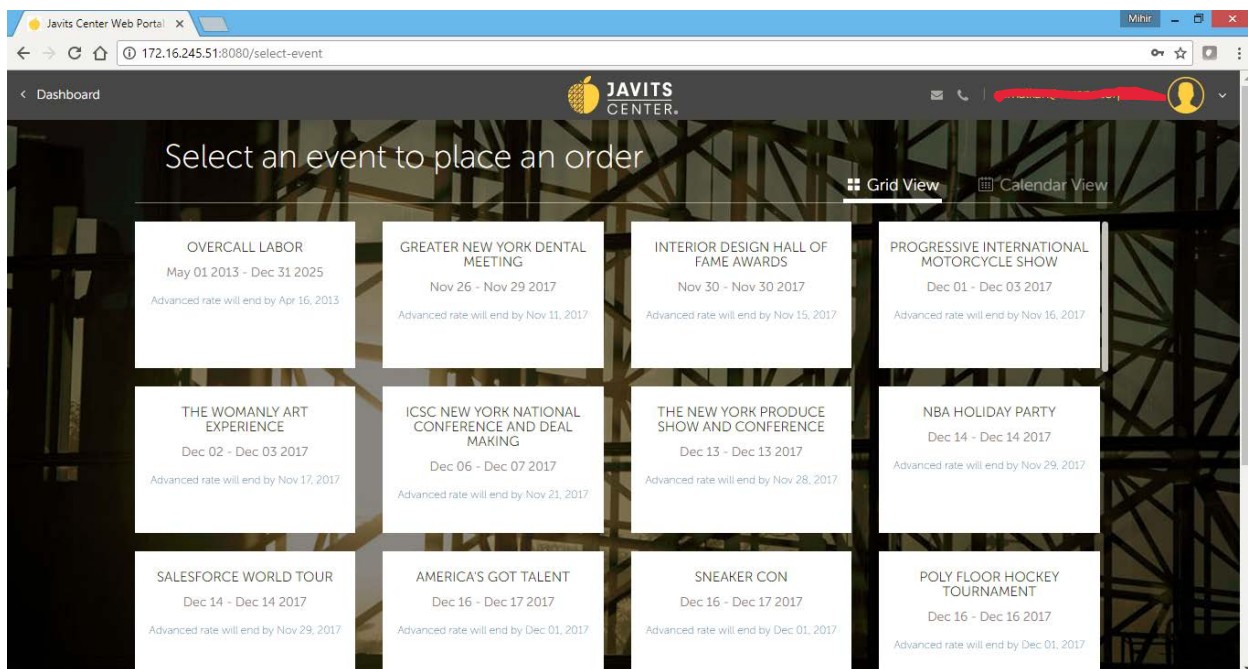
1. Already have a Javits Sign In:
 - a. Enter your **Email address** and **Password** and click **Sign In**.
2. First-Time user: click on **Create an Account**.

The screenshot shows a web browser window with the URL <https://jake.javitscenter.com/register>. The page features a dark background with a geometric pattern and a white registration form. The form includes a yellow sidebar with a welcome message: "Welcome to *Jake*, the Javits Center's new customer portal that provides an online ordering system for all products and services." The registration fields are: "Email" (with the example "tworid@javitscenter.com"), "Password" (with a masked field of 10 dots), a yellow "SIGN IN" button, and a white "Create an Account" button. A "Forgot Password?" link is located at the bottom right of the form. At the bottom of the page, a footer note states: "The site performs the best on the following versions (or higher) of Chrome 31, Firefox 26, Safari 6 and IE 9 browsers."

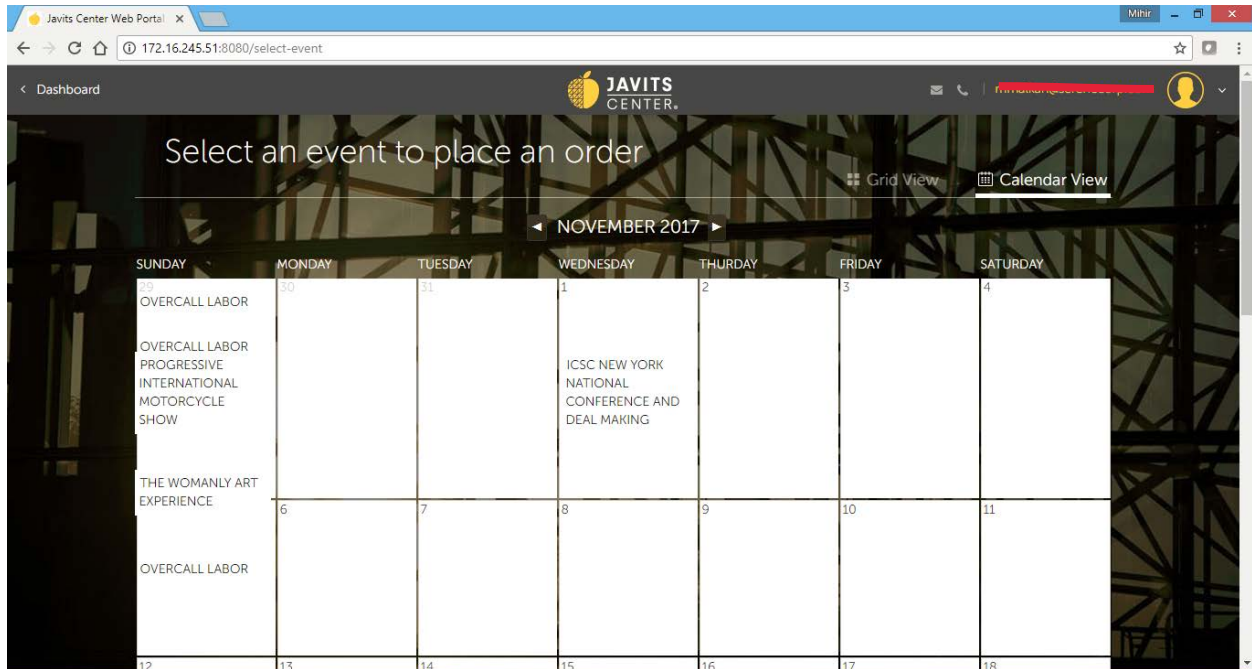
3. Click on **Place New Order**:



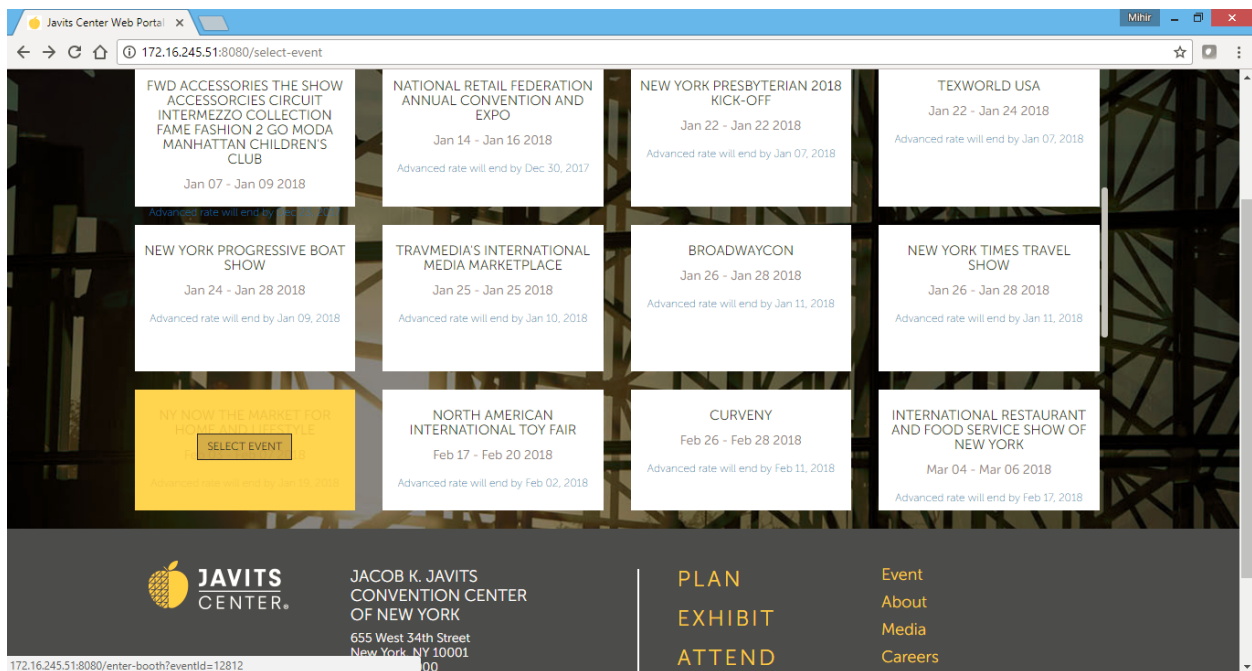
- a. 1st Option: **Event Grid View**: shows a list in tile format of all the upcoming events for selection.



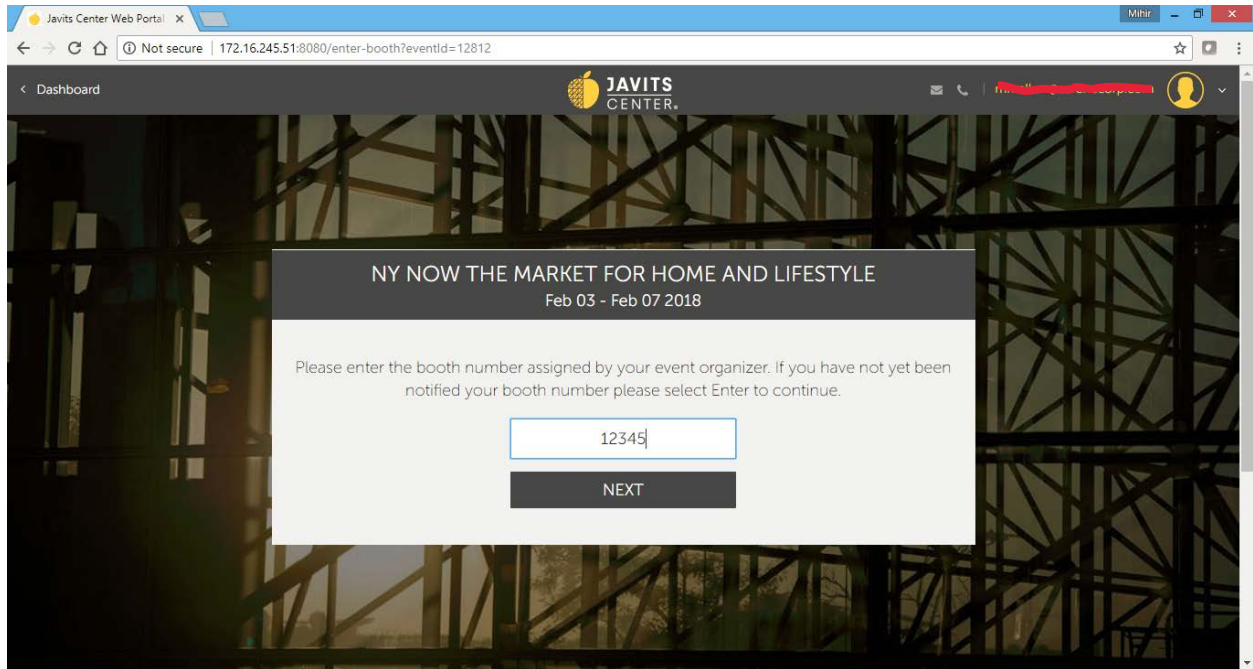
- b. 2nd Option: **Events Calendar View**: shows a list in calendar format of all the upcoming events for selection.



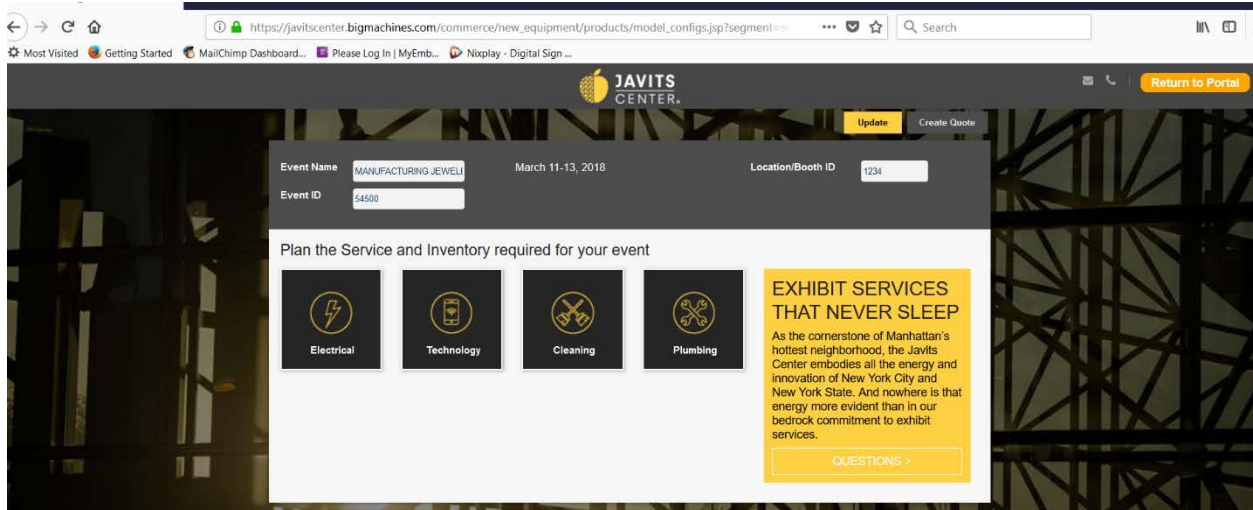
4. Hover over the required Event tile and click on **Select Event**:



5. Enter the **Booth Number** assigned to you and click **Next**:



6. Click in **center of circle** of the service tile for services you require:



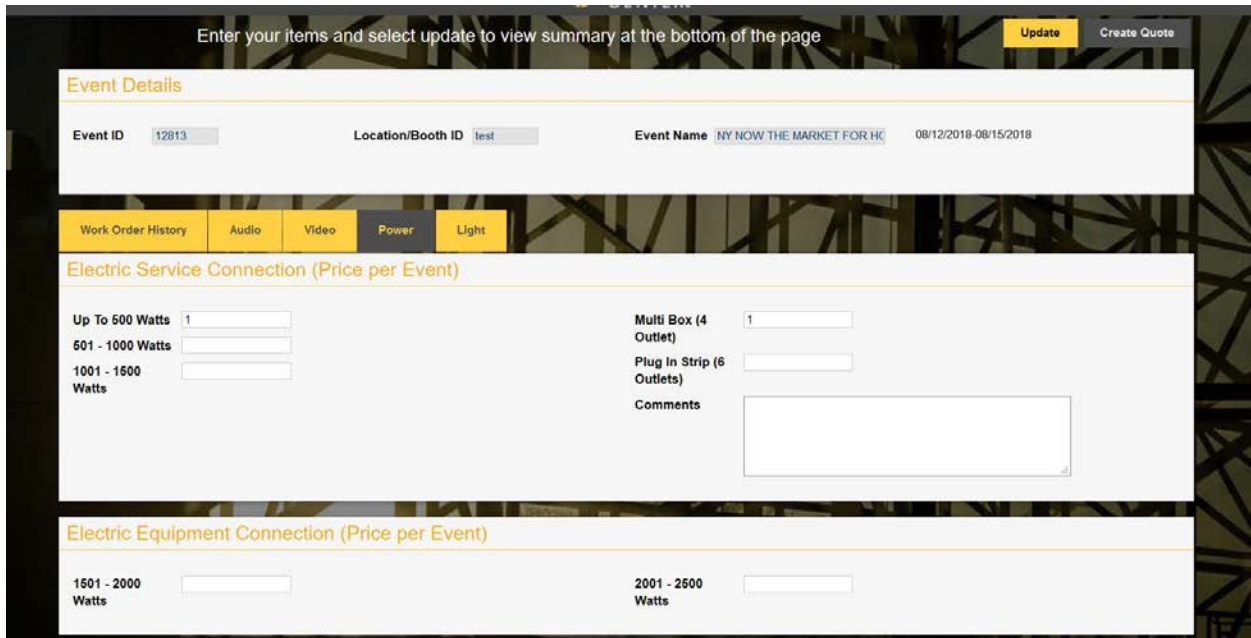
7. Click on the desired YELLOW tab to display items to order:



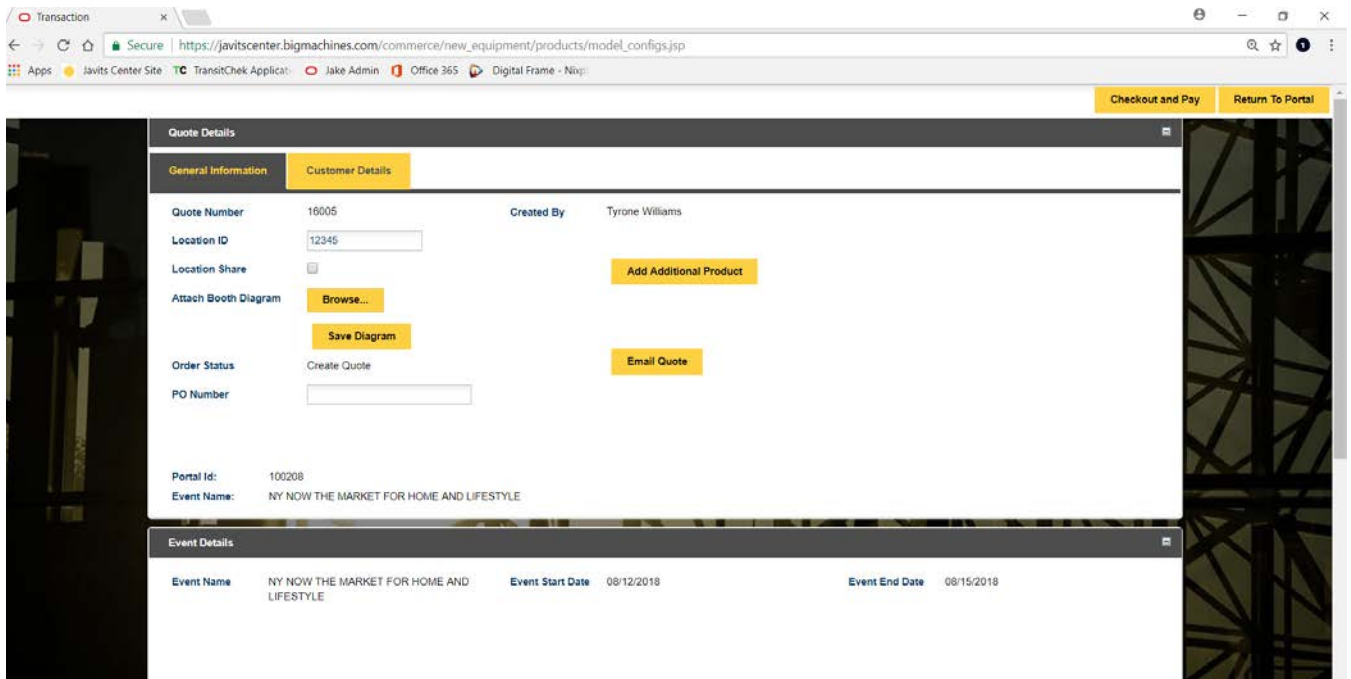
8. Enter the quantity in the boxes of the item required:

9. Click **Update**:

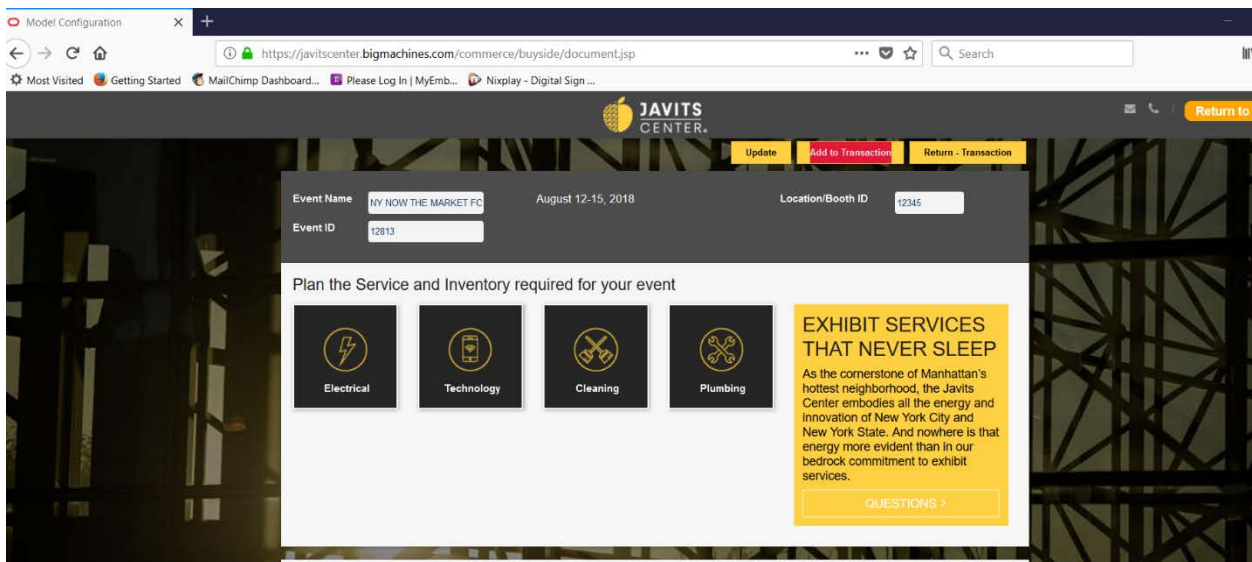
10. Click on **Created Quote**:



11. To add a new service: Click on **Add Additional Product** (optional):



12. Click **Add to Transaction**: Select tile either of the same type of service or if required, select tile of a different type of service. (follow steps 8-10 & 13.)



13. You should be taken back to the Quote Details Page:

Quote Details

General Information Customer Details

Quote Number: 18005 Created By: Tyrone Williams

Location ID: 12345

Location Share:

Attach Booth Diagram: [Browse...](#) [Add Additional Product](#)

[Save Diagram](#) [Email Quote](#)

Order Status: Create Quote

PO Number:

Portal Id: 100208
Event Name: NY NOW THE MARKET FOR HOME AND LIFESTYLE

Event Details

Event Name: NY NOW THE MARKET FOR HOME AND LIFESTYLE Event Start Date: 08/12/2018 Event End Date: 08/15/2018

Item Details

#	Part #	Product	UOM	Qty	Standard Price	Advance Price	Today's Price	Net Price	Extended Price
1.0		Electrical							
1.1	E025	Up To 500 Watts	EACH	5	\$182.20	\$124.35	\$124.35	\$124.35	\$621.75

14. Scroll down to the Item Details tab and verify all the items selected are services you require:

15. Scroll Down to the Totals tab and check your balance.

16. Click Checkout and Pay tab on the top right corner of screen:

Portal Id: 100208
Event Name: NY NOW THE MARKET FOR HOME AND LIFESTYLE

Event Details

Event Name: NY NOW THE MARKET FOR HOME AND LIFESTYLE Event Start Date: 08/12/2018 Event End Date: 08/15/2018

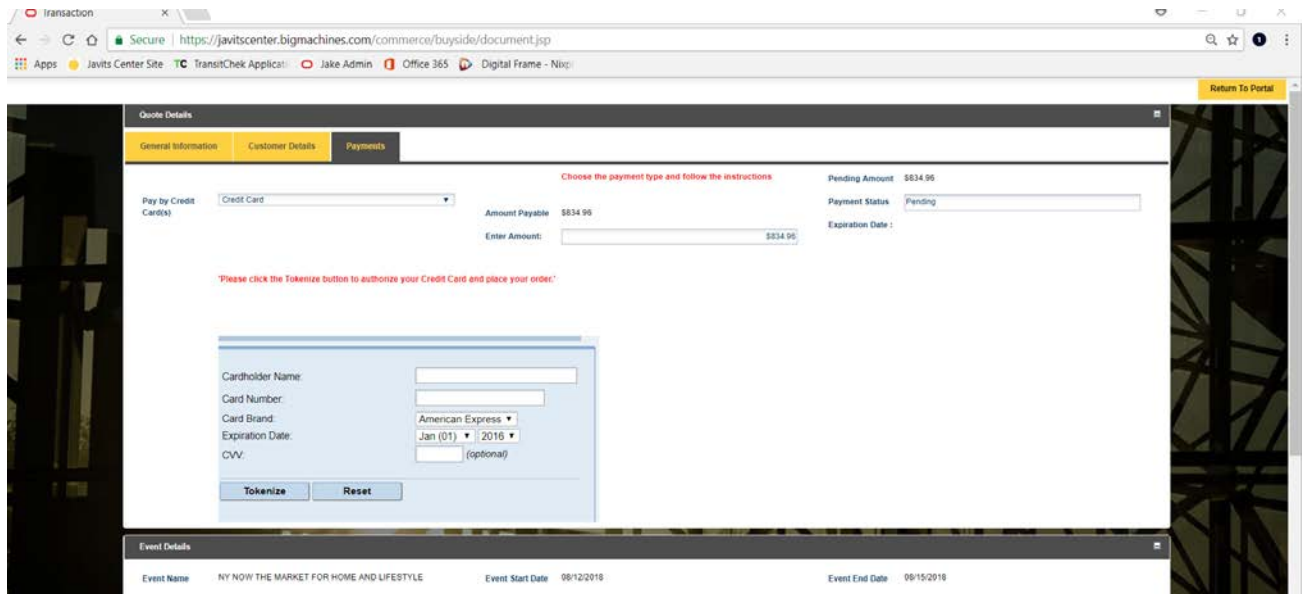
Item Details

#	Part #	Product	UOM	Qty	Standard Price	Advance Price	Today's Price	Net Price	Extended Price
1.0		Electrical							
1.1	E025	Up To 900 Watts	EACH	5	\$182.20	\$124.35	\$124.35	\$124.35	\$621.75
1.2	E028	Multi Box (4 Outlet)	EACH	5	\$89.15	\$46.05	\$46.05	\$46.05	\$230.25
2.0		Home							

Totals

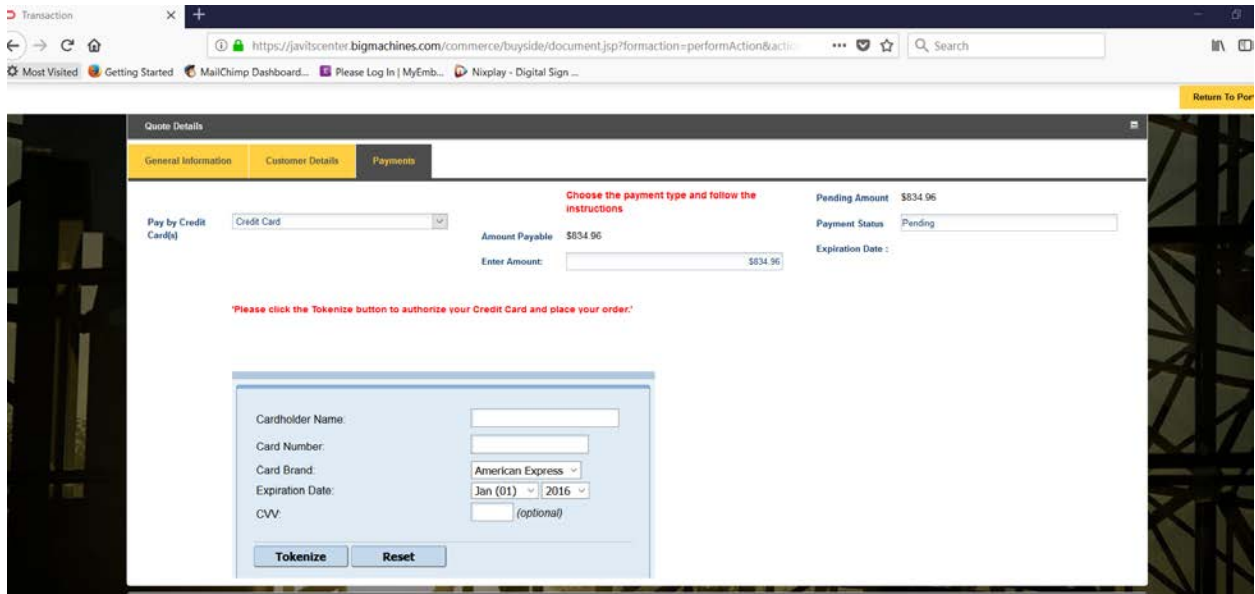
Tax Calculation			
Subtotal Standard	\$1,256.75	Subtotal Nontaxable	\$852.00
Subtotal Advanced	\$852.00	Subtotal Taxable	\$0.00
Advanced Price Savings	\$404.75	Tax Rate	0.875
2 % Portal Discount	\$17.04	Tax Amount	\$0.00
		Order Total	\$834.96

17. Click on the **Payments** tab:



18. Enter your Credit Card details and click **Tokenize**:

- If card is **approved**, you will receive an email order confirmation.
- If card is **declined**, you will need to enter a new card for payment.



If you still require assistance, please call 1.877.4.JAVITS Monday-Friday 9am-5pm EST.