



## SUBMIT A COPY JOB

### University Customer Process (Faculty, Staff, and Students)

You will be sending your information to MPC where a customer service representative will receive and review the information provided. If there are questions regarding your specifications someone will contact you to discuss prior to sending to print. Billing information is required to complete the process.

To begin, go to: [PSUprints.psu.edu](http://PSUprints.psu.edu) or launch from the link at [multimediaprint@psu.edu](mailto:multimediaprint@psu.edu) and create an account. System resides behind WebAccess so you will need to go through DUO Authentication process. Once in the system (for first time users) Go to "My Account" in the upper right corner of the header and set-up your preferences for the system. Once account is created you are ready to begin.

Go to first column under "Digital Print files" first selection down. Click "click to browse" link to find and attach file to be submitted for printing (Recommended file type is a PDF DO NOT ATTACH InDesign Files).

#### Prompts:

**Order Name** – You must add an order name to proceed with the process (click pencil to edit).

**Item: 1** Providing print specifications for your project.

**Item Name:** When you selected a file, the file name auto populates the item name field (click pencil to edit if desired).

**File Attachment:** (Replace File – Blue button to the right) If for some reason you should need to replace the file you have already attached, you may do so using this button (Recommended file type is a PDF DO NOT ATTACH InDesign Files).

**Total Finished Pieces This Item:** Enter the total number of finished pieces you would like to receive of this specific item.

**Edit Your Selected Print Options:** (Click (Preview/ Change Options) Follow the prompts down the left edge of the screen to best describe the options you would like applied to your order (Any additional information you would like to relay please add in the Special Instructions prompt).

**Special Note for Booklets:** this option is for making a saddlestitch booklet. Sizes available are 5.5 x 8.5 and 8.5 x 11. Your file must contain multiple pages for the booklet option to be available. **See special instructions for booklet layout in booklet pop-out window.**

As you select the options available, your document preview will change with lines to show the options you have chosen. The arrows at the bottom of the page will allow you to page through your document.

When you have completed these steps go to the bottom of the screen and **click "Done with Print Options"**.

**"Please approve this document for printing:"** The system will not allow you to advance beyond this screen without clicking this box. If you would like to receive a hard copy proof of the document, please specify in the "Special Instructions Tab"

**"Enter special Instructions for this item:"** Click this selection if you feel additional information needs to be relayed. It can be copy pasted text.

There is a help link at the bottom of the left column that can assist you if needed.

**Shipping Information:** This will auto fill with the information you have added in the My Account function. If the order should ship to someone/ somewhere else (click the pencil to edit). If you would like to add more than one delivery destination use the

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blue button to the right to "Add Address" you will now need to designate the quantities to be shipped to each address.

### **Select a shipping method from the dropdown box**

### **Select a Delivery date**

**Enter shipping instructions for this recipient:** You can add special instructions for each address added to the order.

**Billing Information:** This will auto fill with the information you have added in the My Account function. **Billing information is required to complete the process** (*click the pencil to edit*).

**Payment Method:** Choose from dropdown list (*note: all payment types will require you to select a GL Code. Bursar/Purchase Order, Credit/Check Taxable, Purchasing Card Tax Exempt DO Not require a CC or WBS or IO Number*).

**CC or WBS or IO Number:** Each College and Unit in the University has been assigned new accounting information. Please check with your accounting area to find your new SIMBA accounting designation. A Look-up dropdown has been added to assist (*this file contains thousands of records, if you do not add a minimum of a partial criteria the system, it will search the entire file for information slowing the process*).

**GL Code:** Select from the provided dropdown, prepopulated dropdown are only codes available for use.

**Add Split:** Click the 'Add Split' button to add more Account Codes for split billing. note: costs may only be split between like payment types (*if cc is selected as payment type, all splits must be cc*).

**Billing information will be validated prior to allowing the order to be placed. While the information is being validated the "place order" button will be grayed out. Once the information is validated the "place order" button will become active to proceed.**

If you have additional items to add to your order, click the continue shopping button at the bottom of your cart page. This will take you back to the home page where you can repeat the process outlined for item 1. Continue adding items as needed. When you have added everything, you need to your order, click Place Order. This will complete the ordering process. If you have selected the email options in the account set-up section, you will receive an order acknowledgement via email containing your order number for your records.