



## PRINT PORTAL BIDDING PROCESS

### University Customer Process (Faculty and Staff)

*Entering information for bidding is not sending the information to a vendor directly for pricing or sending an order to the print center for printing. You will be sending your information to MPC where a customer service representative will receive and review the information provided and contact you to discuss prior to sending to any outside vendor for pricing. Billing information is required to complete the process.*

**Items being requested for bidding should be condensed into 1 Item only. If you feel the request needs to contain multiple items to be sent to bid, please contact Multimedia Print Center to discuss your project before beginning the process. If you have an internal management system that generates a specification form, a PDF file of that form can be attached to the request.**

**SIMBA 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).

**Existing Users:** If you have used [PSUprints.psu.edu](http://PSUprints.psu.edu) website in the past you have an established account and will only need to log in through WebAccess and DUO Authentication.

**New Users:** To begin, go to: [PSUprints.psu.edu](http://PSUprints.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.

**From the Ordering Home page select "Print Portal Get a Quote"**

**Prompts: Order Name** – you must add an order name to proceed with the process.

**Item: 1** Providing General Specifications for your project.

**NO File Attachment:** You can request an estimate with no file attachment as well. If you are not attaching a file, you will need to specify:

- Number of originals (for binding options to be available)
- Total finished pieces
- Preview/Change Print Options

*If you have an internal management system that generates a specification form, a PDF file of that form can be attached to the request (Completing the Print specifications will be optional if a spec sheet is added).*

**File Attachment:** (Replace File – Blue button to the right) If an FPO or Print Ready file is available at the time of request it can be attached. *Recommended file type is a PDF DO NOT ATTACH InDesign Files.*

**If you have an internal management system that generates a specification form, a PDF file of that form can be attached to the request** *(Completing the Print specifications will be optional if a spec sheet is added).*

**Special Order Item:** If a file is added, the name of the file will auto fill this field *(click pencil to edit)* You may change the name or if no file is attached, you will need to add a name. *ie. newsletter, magazine, brochure, etc.*

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

**Edit Your Selected Print Options:** *(Click Preview/Change Options)* Follow the prompts down the left

*continued...*



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.**

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.

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

**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 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 ordering 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.*

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**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.**

### Project Proposal/Award Process

Upon receipt of bids, requestor will receive an email with the subject: "Project Proposal". This will contain the pricing submitted by the selected vendors. Within this email please complete the following:

- "Proposal Response Link" *(click to open)*
  - Under options, select the option you would like produced.
  - Add any necessary comments
  - Purchase Order (Optional)
  - Cost Code (Optional)
  - Attach Print Ready Files (If available)
  - Authorizer Name (required)
  - Authorizer Email (required)
  - Send Project Order
- Completion of this process is authorization for the vendor to begin production.
- Orders valued over \$10,000 will require approval of the Budget and Financial Officers.