SUBMITTING A STATIONERY 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** or launch from the link at **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 second row under "Stationery Catalogs". Click the item block you would like to order. Business Cards, Envelopes, Letterhead, Memo Pads, Labels (click configure) **to begin.**

Select your Campus or Unit. City, State and Zip will populate based on this selection with the exception of "Off Campus" or "Extension". If you select Off Campus or Extension you will need to complete the City, State and Zip fields at the bottom of the Form Fields. Complete the forms fields appropriate for your order.

Important: Please create a proof and review it carefully. The file submitted will be the file use for printing. If a red error box appears on the proof, it will prompt you what needs to be fixed. If you submit an order with a red error box, the stationery item will be cancelled, and you will need to resubmit the order with corrections.

The quantity box has been moved to this page. Please select a quantity for each item submitted.

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

Item: All information submitted on stationery items is locked when submitted to the cart. If you find an error has been submitted, you can click the trash to remove the item and start again.

Item Name: The file name auto populates with the name of the template you have selected *(click pencil to edit if desired). Recommended to use the name from the order.*

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

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 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 above. 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.