



Customer Instructions for One-Sided Standard Business Card

1. Go to Print Procurement: <http://usd.msu.edu/purchasing/contracts-and-services/print-procurement/index.asp> - you may want to bookmark it as a favorite. **Existing Users**, go to circled area **1** and click to login. Those new to the system - complete form under **New User** **2** to request a user name.

Print Procurement

Use PrintOnline to order stationery, copies, and other custom print materials. Quote requests may also be submitted. Suppliers in the system have been selected and approved by Purchasing.

1

Existing User: [Click here to login](#)

2

New User

* = Required Field

*First Name

*Last Name

*E-mail Address

*Phone

*MSUNetID

*Verify MSUNetID

Organization Code
Please Select from Drop Down List

Notes

2. Log into PrintOnline.

User Name

Password

[Need help logging on?](#)

3. This is the product page. Click on the **Business Card** image.

[Home](#)

Welcome to PrintOnline

Please select the appropriate icon below to begin.

Note: PrintOnline has been updated for uploading mail projects that will be sent to MSU suppliers. The tutorials below have been prepared for reference.

[How to submit jobs that print and mail](#)

[How to submit mail only jobs](#)

[How to submit print only jobs](#)

Confirming orders: PrintOnline is to be used at the start of a project—the system may not be used for "confirming orders" that have been completed by a supplier.

Save time on reorders: Select a previous job and click on "Repeat Order."

[PrintOnline FAQs](#)

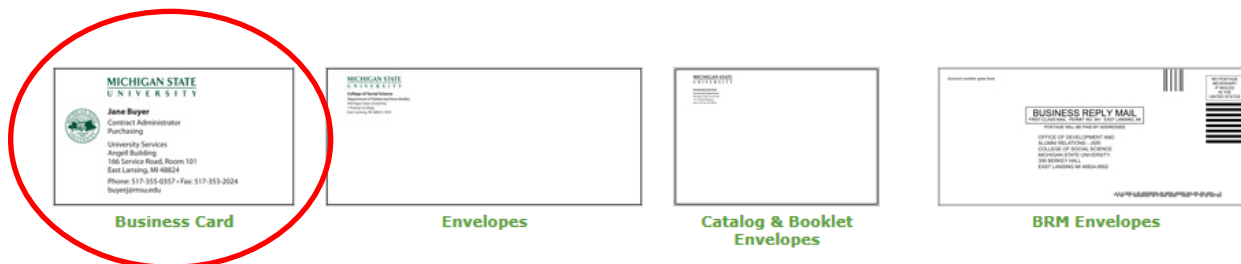
Standard Delivery Times*

Black and White Copies: 2-5 days

Stationery: 4-6 days

Offset projects: 5-10 days


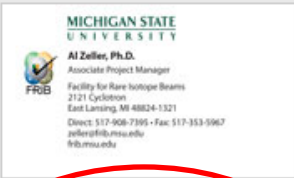

*Estimated times are in business days and may vary by project. Rush delivery is available for most jobs, however additional charges may be incurred.



4. Click on the circled option, the one-sided standard business card.

Business Card


[Products](#) > **Business Card**

	Cyclotron Business Card PMS 567 green and black ink, one-sided, 100# cover Cyclotron BC
	FRIB Business Card Printed in full color, one-sided, 100# cover FRIB Business Card
	Business Card PMS 567 green and black ink, one-sided, 100# uncoated cover BC

5. This screen shows a sample of what your completed card could look like. Click on the circled area **Create New**.

Business Card

Products > Business Card > Business Card



MICHIGAN STATE UNIVERSITY

Jane Buyer
Contract Administrator
Purchasing

University Services
Angell Building
166 Service Road, Room 101
East Lansing, MI 48824

Phone: 517-355-0357 • Fax: 517-353-2024
buyerj@msu.edu

Business Card BC

Order Type: Standard

PMS 567 green and black ink, one-sided, 100# uncoated cover

Base Price:

Quantity	Price
250	\$32.86
500	\$45.58
750	\$58.30
1000	\$71.02
1250	\$84.05
1500	\$96.50
1750	\$109.52
2000	\$121.90
2250	\$145.10
2500	\$147.34
5000	\$139.14


Please select from the following:

Create New

6. Complete the form and click **Save** (circled).

Business Card

Products > Business Card > Business Card > BC



MICHIGAN STATE UNIVERSITY

Jane Buyer
Contract Administrator
Purchasing

University Services
Angell Building
166 Service Road, Room 101
East Lansing, MI 48824

Phone: 517-355-0357 • Fax: 517-353-2024
buyerj@msu.edu

Name:

Title:

Department or Unit:

Department or Unit Line 2:

College or Division:

Building Name:

Street Address, Room Number:

City, State Zip (5 Digits only):

Phone 1: :

Extension:

Phone 2: :

Phone 3: :

E-mail or Web 1:

E-mail or Web 2:

E-mail or Web 3:

To add accents or special characters, [click here](#) to learn how examples: à ñ • (bullet)

Save **Cancel**

7. Review your card. You may use the options immediately below it (circled) to edit, remove, or view it as a PDF. Once you are satisfied click on **Yes** in the proof box, **choose quantity** (chart below for reference), and **Add to Cart**.

Products > Business Card > Business Card >



Edit | Remove | View PDF

Business Card BC

* = required field

Order Type: Standard

Proof: I have reviewed this proof and accept it as is: *

Rush Charge:

Order Quantity: *

Item Total:

PMS 567 green and black ink, one-sided, 100# uncoated cover

Base Price:

Quantity	Price
250	\$32.86
500	\$45.58
750	\$58.30
1000	\$71.02
1250	\$84.05
1500	\$96.50
1750	\$109.52
2000	\$121.90
2250	\$145.10
2500	\$147.34
5000	\$179.14

8. Complete the necessary **account** information, **name the job**, and **Check Out**.

Cart

Please provide MSU accounting line data below. Yellow indicates required fields; all others are optional. Charges may be made to a single account, or up to include sub accounts as needed.

Please note: "Name of Job" is a required field, it must be filled in order to check out.

Split Billing	Chart (2 digits)	Account (8 digits)	Sub-Account (3 digits)	Object Code (4 digits)	Sub-Object Code (6 digits)	Project Code (10 digits)	Org Ref ID (8 digits)	% Allocated	\$ Amount
#1	MS	XT123456	0000	6556	000000	0000000000	00000000	100	32.86
#2	MS		00000	6556	000000	0000000000	00000000	0	0
#3	MS		00000	6556	000000	0000000000	00000000	0	0
								100	

Cart > Shipping > Billing > Confirm

* = required field

Comments:

Name of Job (required field) *

Remove	ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Date Needed	Price
<input type="checkbox"/>		Business Card	Proof:Yes	\$32.86	250 (1x250)	250		\$32.86

Remove Selected

Subtotal: \$32.86


Order will deliver via campus delivery at no additional charge.

[Save Changes](#) | [Cancel Order](#) | [Continue Shopping](#)

9. Enter the **Shipping Address Information**, save to **Billing Address Book** (if same address used for both) and click **Continue**.


Shipping

Cart > Shipping > Billing > Confirm

Select a Shipping Address: 

Back To Cart **Continue >**

Create a New Shipping Address:
* = required field

Address Name: * 

First Name: *

Last Name: *

Company Name:

Address Line 1: *

Address Line 2:

City: *

State/Region/Province: *

Zip/Postal Code: *

Country: *

Phone: *

Save to Billing Address Book


Save

10. Select from the **drop-down box** your billing address, if previously saved, otherwise **complete billing information** and click **Continue**.

Billing

Cart > Shipping > Billing > Confirm

Order Total: \$32.86


Select a Billing Address: 

Open Orders

Edit | Delete

Back To Cart **Continue >**

Create a New Billing Address:
* = required field

Address Name: * 

First Name: *

Last Name: *

Company Name:

Address Line 1: *

Address Line 2:

City: *

State/Region/Province: *

Zip/Postal Code: *

Country: *


Phone: *

Save to Shipping Address Book

Save

11. Please review your order. If satisfied, click **Submit**. This will send the order for printing and processing. You should receive your order within a week to 10 days.

Confirm

 Please review your standard order carefully. Click Submit at the bottom of the page when you are ready to submit the standard order.

Cart > Shipping > Billing > Confirm

Comments:

Payment Method: Account Number
Bill To: Univ Services

Ship To: Universtiy Services

Account #1 Code: MS*XT123456*00000*6556*000000*0000000000*00000000
Account #1 Allocated: 100%
Account #2 Allocated: 0
Account #3 Allocated: 0
Name of Job (required field): SB Business Card

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
	Business Card	Proof:Yes	\$32.86	1 (x250)	250	\$32.86

Subtotal: \$32.86

Shipping & Handling: \$0.00

Tax: \$0.00

Total: \$32.86