



Customer Instructions for Mail File Upload

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

SUBMIT

2. Log into PrintOnline.

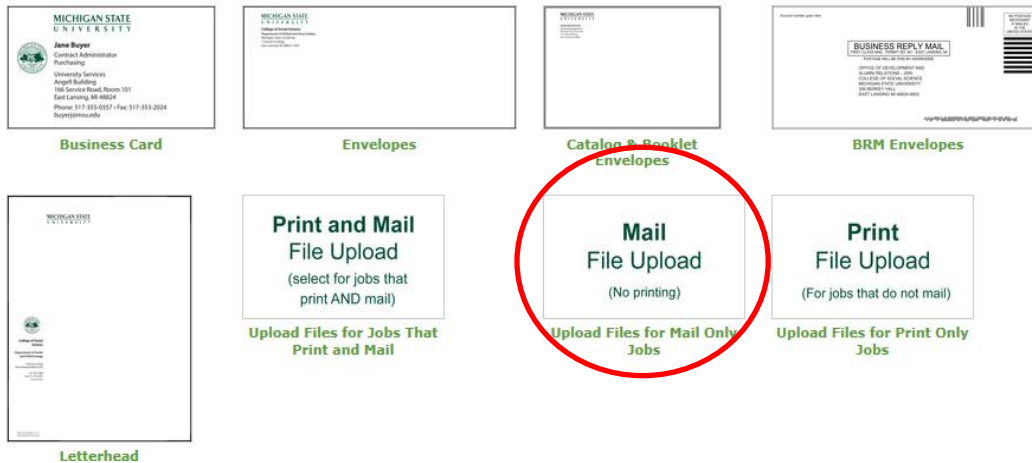
User Name

Password

[Need help logging on?](#)

Submit

3. At the PrintOnline home page, click on **Mail File Upload**.



4. Navigate to online form by clicking on **Choose Details** as shown below.

Products > Upload Files for Mail Only Jobs

The screenshot shows the 'Mail File Upload' form. The form is titled 'Mail File Upload (No printing)'. It includes a section for 'Upload Mail List' with instructions and a list of options: 'Campus Mail' and 'Off-Campus Mail'. There is also a section for 'Instructions' with a list of steps. At the bottom right, there is a 'Choose Details' button circled in red.

5. Complete the form and click **Add to Cart**.

Products > Upload Files for Mail Only Jobs > Upload Mail List

The screenshot shows the 'Upload Mail List' form. The form is titled 'Mail File Upload (No printing)'. It includes a section for 'Upload Mail List' with a list of fields: 'Order Type', 'Job Name', 'Department Name', 'Department Contact', 'Contact Phone', 'Account Number for Postage', 'Mail class', 'File', 'Special notes', 'Mail Drop Date', 'Order Quantity', and 'Item Total'. The 'Add To Cart' button is circled in red.

6. Your cart will look like this. Complete the circled areas, change object code to 6555 for mail, and **Check Out**.

Cart Wednesday, December 11, 201

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 three percentages must equal 100%. Please 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 (5 digits)	Object Code (4 digits)	Sub-Object Code (6 digits)	Project Code (10 digits)	Org Ref ID (8 digits)	% Allocated	\$ Amount
#1	MS	XT123456	00000	6555	000000	0000000000	00000000	100	0
#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	Price
<input type="checkbox"/>	Upload Print Files for Mailing	Upload Print Files for Mailing	Pickup/Delivery: (unspecified) Select Vendor: Aldinger Special notes: (unspecified) Job Name: test Description: test File: (unspecified) Mail class: (unspecified) Mail List name: (unspecified) Mailing: (unspecified)		1	1	\$0.00

Remove Selected **Subtotal:** \$0.00

Order will deliver via campus delivery at no additional charge.

Save Changes | Cancel Order | Continue Shopping **Check Out >**

7. Put in Shipping Information. Click **Save to Billing Address Book**, and then click **Continue**.

NOTE: Address may already exist; check drop-down menu before entering as new.

Cart > Shipping > Billing > Confirm

Select a Shipping Address:

Bill Davis
Bill Davis
test
test, MI 48824
Phone: 517-884-6180
[Edit](#) | [Delete](#)

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

8. Enter or choose Billing Address from drop-down menu. Click **Save to Shipping Address Book**, then click **Continue**.


Select a Billing Address: 

Testing - Mail 

Testing - Mail
test test
166 Service Rd.
East Lansing, MI 48824
Phone: 517-884-6180
[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](#)

9. Review your order and click **Submit** at the bottom of the page.

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: test test
166 Service Rd
East Lansing, MI 48824
Phone: 517-884-6180

Ship To: test test
166 Service Rd.
East Lansing, MI 48824
Phone: 517-884-6180

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): Upload Mail List

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
Upload Mail List ONLY	Upload Mail List	Account Number for Postage:XT12345 Contact Phone: 517-432-6153 Department Contact: aa-aa Department Name: aAA Due Date: (unspecified) Job Name: aaaa Select Vendor: (unspecified) Special notes: (unspecified) File: (unspecified) Mail class: First-Class		1	1	\$0.00

Subtotal: \$0.00

Shipping & Handling: \$0.00

Tax: \$0.00


Total: \$0.00

[Submit](#)

10. Below is a sample of the submitted order.

Standard Order - 11705

Monday,

 Thank you, your standard order has been submitted.

Standard Order ID: 11705
Date Submitted: Monday, November 25, 2013 3:36 PM
Status: Open
Created By: aaa aaa
Comments:
Payment Method: Account Number
Bill To: test test
166 Service Rd
East Lansing, MI 48824
Phone: 517-884-6180
Ship To: test test
166 Service Rd.
East Lansing, MI 48824
Phone: 517-884-6180
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): Upload Mail List

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Quantity Shipped	Price
Upload Mail List ONLY	Upload Mail List	Account XT12345 Number for Postage: Department aa-aa Contact: Department aAA Name: Contact 517-432 Phone: -6153 Job Name: aaaa Mail class: First- Class		1	1	0	\$0.00

Subtotal: \$0.00
Shipping & Handling: \$0.00
Tax: \$0.00
Total: \$0.00

11. Print copies of the submitted order for your records as well as for attaching to mail materials. Place materials in your building's common pick up location. Most often, this is the mail room.