



## Customer Instructions for Locating Previous Orders

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 where you will find previous orders. Click on the **Reports** button at the top left.

Products View cart **Reports** Admin

Home Tuesday, April 29, 2014 10:22 AM

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.*

**Business Card** **Envelopes** **Catalog & Booklet Envelopes** **BRM Envelopes**

4. Click on **Order Report**.

Products View cart **Reports** Admin

Search PRODUCTS

**ORDER REPORTS**

- Order Report**
- Line Item Report
- Inventory Report
- Pending Approval Report
- Account Status Report
- Account Transaction Report
- Shipment Report

**ORDER SEARCH**

Results will contain orders active within the last 90 days. Active orders include submitted, awaiting approval, and declined. To view a complete order history including orders older than 90 days use the various order reports.

**Standard Orders**  
Open (0)  
Completed (0)  
Canceled (0)

**Price Requests**  
Open (0)  
Awaiting Response (0)  
Accepted (0)  
Declined (0)  
Canceled (0)

**Order Search**

Order ID

Shipping Address

Date Range From:   To:

Last n Orders

5. On the **Display Columns** menu, while **holding down your Control key**, click on the first item in the list, **Order ID**, scroll down to the last item, **Name of Job** (see image 2) and then click on **Preview** to view all of your jobs. Selecting Date Range (shown below in Image 2) is optional.

**Order Report**

*i* For faster, more specific results, designate multiple conditions and narrow date ranges.

Report Name:

**Conditions**

Order ID:

Order Type:

Order Status:

User: All [load options...](#)

**Subtotal On**

Column:

Time:

**Date Range**

From:  To:

Time Span:

**Display Columns**

- Order ID
- Company
- User
- Groups
- Order Type
- Order Status
- Date Submitted
- Date Completed
- Date Canceled
- Shipping & Handling
- Tax
- Payment Method
- Bill To Identifier
- Bill To Address

To select multiple columns to display, hold down the shift or control key while selecting fields.

Image 2:

**Order Report**

*i* For faster, more specific results, designate multiple conditions and narrow date ranges.

Report Name:

**Conditions**

Order ID:

Order Type:

Order Status:

User: All [load options...](#)

**Subtotal On**

Column:

Time:

**Date Range**

From:  To:

Time Span:

**Display Columns**

- Bill To Address
- Comments
- Total
- Amount On Account
- Spending Account
- Coupon Code
- Discount Amount
- Placed by
- Account #1 Allocated:
- Account #1 Code:
- Account #2 Allocated:
- Account #3 Allocated:
- MSU Account number
- Name of Job (required field)

To select multiple columns to display, hold down the shift or control key while selecting fields.

6. The order report will now contain all of your previous jobs. Click on the **Order ID** of the job you need to re-order.

**Order Report**

Report Name:  ?

**Conditions**

Order ID:

Order Type: Standard + Replenishment ▾

Order Status: All ▾

User: All [load options...](#)

**Subtotal On**

Column: None ▾

Time: None ▾

**Date Range**

From:  To:

Time Span:  ?

**Display Columns**

- Order ID
- Company
- User
- Groups
- Order Type
- Order Status
- Date Submitted
- Date Completed
- Date Canceled
- Shipping & Handling
- Tax
- Payment Method
- Bill To Identifier
- Bill To Address

To select multiple columns to display shift or control key while selecting file

Order ID	Name of Job (required field):
1335	
7264	Radigan Cards

7. Review your order. If you wish to make it a **Favorite**, check the appropriate box and click on **Repeat Order**.

**Standard Order - 7264**

**Standard Order ID:** 7264

**Date Submitted:** Wednesday, August 29, 2012 3:05 PM

**Status:** Completed

**Created By:** - 1

**Comments:**

**Cost Center:**

**Payment Method:** Account Number

**Bill To:** MSU Cookingham  
Attn: Aaron Cookingham  
468 Green Way  
Michigan State University  
East Lansing, MI 48824  
Phone: 50364

**Ship To:** MSU Cookingham  
Attn: Aaron Cookingham  
468 Green Way  
Michigan State University  
East Lansing, MI 48824  
Phone: 50364

**Shipments:**

**Account #1 Code:** MS\*xt022951\*GNLS\*6556\*000000\*0000000000\*00000000

**Account #1 Allocated:** 100%

**Account #2 Allocated:** 0

**Account #3 Allocated:** ~

**Name of Job (required field):** Radigan Cards

Product	Specifications	Unit Price	Quantity	Total Quantity	Quantity Shipped	Price
BC - Dave Radigan	Business Card	\$31.00	1 (x250)	250	1 (x250)	\$31.00

Subtotal: \$31.00  
Shipping & Handling: \$0.00  
Tax: \$0.00  
**Total: \$31.00**

Favorite Order? ?

**Order Changes (Current data in bold)**

Line Item	Changed By	Date	Changed	Old Value	New Value
Upload Files or Request a Quote	Kristin Jorissen at Michigan State University	8/30/2012	Deleted Line Item		

8. Proceed to check-out or click "Continue Shopping" to order another product.