

Customer Instructions for Two-Sided Standard Business Card

1. Go to Print Procurement screen at URL: <http://usd.msu.edu/purchasing/contracts/print-procurement.asp> (you may want to bookmark 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

University Services has an ordering system for printed materials called [PrintOnline](#). Purchasing has negotiated, approved, and selected suppliers who provide the best overall value to the university. Stationery products, digital quick print, and custom print projects may be ordered through PrintOnline. You may also submit requests for quotes.

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

2 New User: To use this system the first time, you must request a user name. Please allow one business day to process your request.

First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Email Address:	<input type="text"/>	*
Phone Number:	<input type="text"/>	*
MSUNetID:	<input type="text"/> @msu.edu	*
Verify MSUNetID:	<input type="text"/> @msu.edu	*
Organization Code:	Please Select from Drop Down List	
Special Notes:	<input type="text"/>	

[Request Access](#)

2. Log into PrintOnline (Four51) with previously given User Name and Password:

User Name	<input type="text"/>
Password	<input type="password"/>
Need help logging on?	
Submit	

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](#)

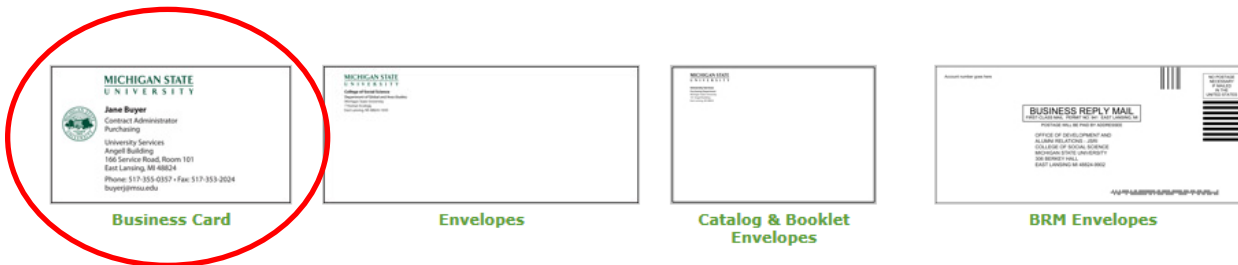
Standard Delivery Times*

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 **two-sided standard business card**.

 <p>Michigan State University business card for Sarah Spartan, showing both front and back sides. The back side contains Chinese text.</p>	<p>Business Card, two-sided upload Please follow the instructions to upload a custom back to your business card. Click here to download instructions. Click here to download back side template. PMS 567 green and black ink front/black ink back, 100# uncoated cover BC 2sided upload</p>
 <p>Michigan State University business card for Sarah Spartan, showing both front and back sides with matching content.</p>	<p>Business Card, two-sided, same format PMS 567 green and black ink, two-sided, same format front and back, 100# cover BCFB</p>
 <p>Michigan State University business card for Jane Green, showing both front and back sides. The back side contains clinic hours.</p>	<p>Business Card, two-sided PMS 567 green and black ink, two-sided, 100# uncoated cover BC2S</p>

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

Products > Business Card > Business Card, two-sided



Business Card, two-sided
Current Order Type: Standard

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

Base Price:

Quantity	Price
250	\$58.30
500	\$83.21
750	\$108.12
1000	\$133.03
1250	\$157.94
1500	\$182.85
2000	\$239.04
2500	\$290.76
3000	\$347.40
3750	\$423.74
5000	\$531.59

Please select from the following:

No items currently available for order.

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

FRONT SIDE OF CARD

Name

Title

College or Department

Division or Unit

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

BACK SIDE OF CARD

Heading Line 1

Heading Line 2

Body Line 1

Body Line 2

Body Line 3

Body Line 4

Body Line 5

Body Line 6

Body Line 7


Body Line 8

Footer Line 1

Footer Line 2

7. Review your card. You may use the options immediately below it (circled) to edit, remove, or view 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, two-si



MICHIGAN STATE UNIVERSITY

Jane Buyer
University Services
Purchasing
166 Service Rd.
East Lansing, MI 48824
Office: 517-355-6623 • Fax: 517-355-6626
Cell: 517-923-4427 • uservices@msu.edu
usd.msu.edu

University Services Purchasing

Hours
8:00 - 5:00 pm

usd.msu.edu

Edit | Remove | View PDF

Business Card, two-sided BC2S

* = required field
Current Order Type: Standard
Proof: I have reviewed this proof and accept it as is: *

Order Quantity: *

Item Total:

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

Base Price:

Quantity	Price
250	\$58.30
500	\$83.21
750	\$108.12
1000	\$133.03
1250	\$157.94
1500	\$182.85
2000	\$239.04
2500	\$290.76
3000	\$347.40
3750	\$423.74
5000	\$531.59

8. Complete the **account** information; **name the job**; **remove any previous orders** (if necessary) by selecting box and clicking on **Remove Selected**; click on **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 three (total 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	6556	000000	0000000000	00000000	100	91.16
#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 checked="" type="checkbox"/>		Business Card	Proof:Yes	\$32.86	250 (1x250)	250	<input type="text"/>	\$32.86
<input type="checkbox"/>		Business Card, two-sided	Proof:Yes	\$58.30	250 (1x250)	250	copy to all <input type="text"/>	\$58.30

Remove Selected

Subtotal: \$91.16


Order will deliver via campus delivery at no additional charge.

Save Changes | Cancel Order | Continue Shopping

9. Enter the **Shipping Address Information** (only if the drop-down box indicates something different or not at all); 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 **Continue >**

Back To Cart

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): JB 2-sided Business Card

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
1	Business Card, two-sided	Proof:Yes	\$58.30	1 (x250)	250	\$58.30

Subtotal: \$58.30

Shipping & Handling: \$0.00

Tax: \$0.00

Total: \$58.30