



Customer Instructions for Print and Mail File Uploads

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



4. Select the first option (see below) for jobs that print AND mail by clicking on either the logo or **Choose Details** as shown below:

Upload Files for Jobs That Print and Mail

Products > Upload Files for Jobs That Print and Mail

The screenshot shows the 'Upload Files for Jobs That Print and Mail' page. The 'Print File Upload' option is circled in red. The 'Choose Details' link for the 'Upload Print Files for Mailing' option is also circled in red.

Print File Upload (select for jobs that print AND mail)	Upload Print Files for Mailing Instructions: <ul style="list-style-type: none">• After uploading your print file, click Add to Cart• Click Continue Shopping• At the home page, click Upload Files for Jobs That Print and Mail• On the next screen, click on Upload Mail List• Complete mail specifications and submit job Upload Print Files for Mailing Choose Details
Mail File Upload (select for jobs that print AND mail)	Upload Mail List with Printing Upload your mailing list for either on-campus or off-campus distribution, including: <ul style="list-style-type: none">• Campus Mail• Presorted First-Class Mail• Non-Profit Mail• Presorted Standard Mail Upload Mail List with Printing Choose Details

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

Print File Upload
(select for jobs that print AND mail)

Upload Print Files for Mailing Upload Print Files for Mailing

* = required field

Order Type: Standard

Job Name:

Choose a supplier from the list or leave blank for Purchasing to select for you:

Description:

There is a 10 MB limit to the size of the file you can upload.
Maximum File Size 10000 KB

Please upload your file by clicking on the browse button.
Please .zip your files into one folder if you are trying to upload multiple files.

Add special notes or list additional quantities to quote:

Order Quantity:

Item Total:

6. Your cart will look like this. **Do not check out**. Click **Continue Shopping**, to include the mail list to your cart. This will return you to the home page (see next image below - #7)

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 1 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 (3 digits)	Object Code (4 digits)	Sub-Object Code (6 digits)	Project Code (10 digits)	Org Ref ID (8 digits)	% Allocated	\$ Amount
#1	MS		00000		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

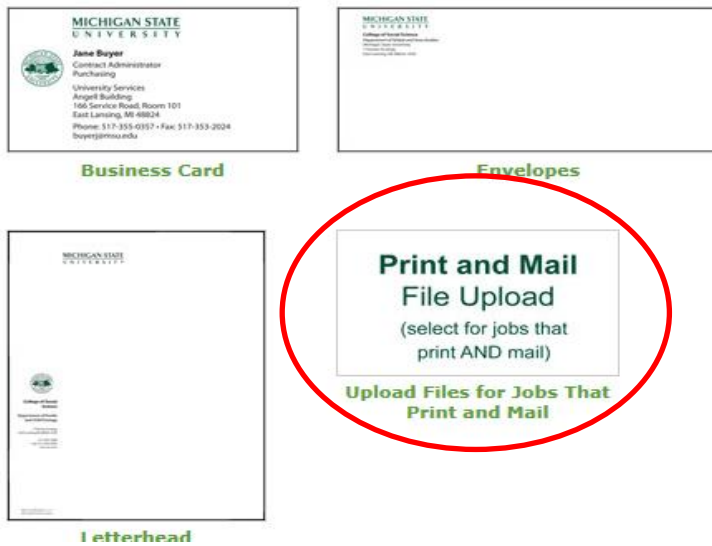
Remove Selected

Subtotal: \$0.00

Order will deliver via campus delivery at no additional charge.

Save Changes | Cancel Order | **Continue Shopping**

7. Click on **Print and Mail** again.



8. On the **Mail File Upload** section, click **Choose Details**.

Upload Files for Jobs That Print and Mail

Products > Upload Files for Jobs That Print and Mail

<p>Print File Upload (select for jobs that print AND mail)</p>	<p>Upload Print Files for Mailing Instructions:</p> <ul style="list-style-type: none">• After uploading your print file, click Add to Cart• Click Continue Shopping• At the home page, click Upload Files for Jobs That Print and Mail• On the next screen, click on Upload Mail List• Complete mail specifications and submit job <p>Upload Print Files for Mailing Choose Details</p>
<p>Mail File Upload (select for jobs that print AND mail)</p>	<p>Upload Mail List with Printing Upload your mailing list for either on-campus or off-campus distribution, including:</p> <ul style="list-style-type: none">• Campus Mail• Presorted First-Class Mail• Non-Profit Mail• Presorted Standard Mail <p>Upload Mail List with Printing Choose Details</p>

9. Complete form and **Add to Cart**.

Upload Mail List with Printing

Products > Upload Files for Jobs That Print and Mail > Upload Mail List with Printing

Mail File Upload
(select for jobs that print AND mail)

Upload Mail List with Printing Upload Mail List with Printing

* = required field

Current Order Type: Standard

Job Name:

Department Name:

Department Contact:

Contact Phone:

Account Number for Postage:

Mail Class:

File:
There is a 10 MB limit to the size of the file you can upload.
Maximum File Size 10000 KB

Special Notes:

Mail Drop Date:

Order Quantity:

Item Total:

10. Complete the accounting information and **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
<input type="checkbox"/>	Upload Mail List with Printing	Upload Mail List with Printing	Account Number for Postage: XT123456 Contact Phone: 884-6187 Department Contact: test Department Name: test Due Date: (unspecified) Job Name: testing Select Vendor: (unspecified) Special Notes: (unspecified) File: (unspecified) Mail Class: First-Class		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

11. Complete Shipping Information. NOTE: Address may already exist – check drop-down menu before entering a new address. Click **Save to Billing Address Book**, then **Continue**.


Cart > Shipping > Billing > Confirm

Select a Shipping Address:   

Bill Davis
Bill Davis
Bill Davis
test
test, MI 48824
Phone: 517-884-6180
Edit | Delete

Back To Cart 

Create a New Shipping Address:
* = required field

Address Name: * Testing - Mail 

First Name: * test

Last Name: * test

Company Name:

Address Line 1: * 166 Service Rd.

Address Line 2:

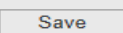
City: * East Lansing

State/Region/Province: * Michigan




Zip/Postal Code: * 48824

Country: * United States of America

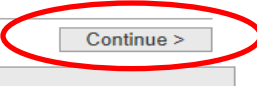
Phone: * 517-884-6180

Save to Billing Address Book 


12. Enter or choose Billing Address from drop-down menu. 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 

Create a New Billing Address:
* = required field

Address Name: * Testing - Mail 

First Name: * test

Last Name: * test

Company Name:

Address Line 1: * 166 Service Rd

Address Line 2:

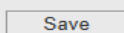
City: * East Lansing

State/Region/Province: * Michigan

Zip/Postal Code: * 48824

Country: * United States of America

Phone: * 517-884-6180

Save to Shipping Address Book 

13. Review your order and click **Submit**.

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

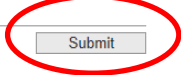
Cart > Shipping > Billing > Confirm

Comments:

Payment Method: Account Number
Bill To: Bill Davis
 test
 test, MI 48824
 Phone: 517-884-6180
Ship To: Bill Davis
 test
 test, MI 48824
 Phone: 517-884-6180
Account #1 Code: MS*XT123456*00000*6555*000000*0000000000*00000000
Account #1 Allocated: 100%
Account #2 Allocated: 0
Account #3 Allocated: 0
Name of Job (required field): Print and Mail files

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
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
Upload Mail List with Printing	Upload Mail List with Printing	Account Number for Postage: XT123456 Contact Phone: 884-6187 Department Contact: test Department Name: test Due Date: (unspecified) Job Name: testing 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



14. Below is a sample of the submitted order. Print a copy for your records.

Standard Order - 11888 Wednesday, December 11, 2013 1

Thank you, your standard order has been submitted.

[Printable Table](#)
[Printable Portr](#)

Standard Order ID: 11888
Date Submitted: Wednesday, December 11, 2013 10:39 AM
Status: Open
Created By: aaa aaa
Comments:
Payment Method: Account Number
Bill To: Bill Davis
 test
 test, MI 48824
 Phone: 517-884-6180
Ship To: Bill Davis
 test
 test, MI 48824
 Phone: 517-884-6180
Account #1 Code: MS*XT123456*00000*6555*000000*0000000000*00000000
Account #1 Allocated: 100%
Account #2 Allocated: 0
Account #3 Allocated: 0
Name of Job (required field): Print and Mail files

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Quantity Shipped	Price
Upload Print Files for Mailing	Upload Print Files for Mailing	Select Vendor: Aldinger Job Name: test Description: test		1	1	0	\$0.00
Upload Mail List with Printing	Upload Mail List with Printing	Account Number for Postage: XT123456 Contact Phone: 884-6187 Department Name: test Department Name: test Contact: 884-6187 Phone: 884-6187 Job Name: testing Mail Class: First-Class		1	1	0	\$0.00

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