



Customer Instructions for Print 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

2. Log into PrintOnline.

User Name

Password

[Need help logging on?](#)

3. At the PrintOnline home page, click **Print File Upload** link for jobs that DO NOT MAIL.



Envelopes



Catalog & Booklet
Envelopes



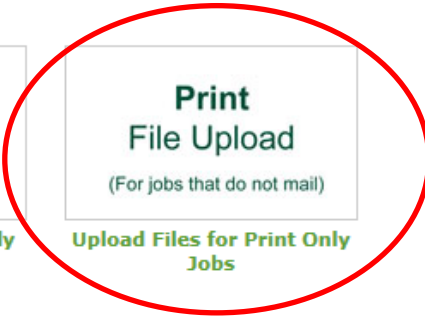
BRM Envelopes



Upload Files for Jobs That
Print and Mail



Upload Files for Mail Only
Jobs



Upload Files for Print Only
Jobs

4. Click on the logo or **Choose Details** as shown below to navigate to form:

Upload Files for Print Only Jobs

Products > Upload Files for Print Only Jobs

	<p>Upload Print File - No Mailing Instructions:</p> <ul style="list-style-type: none">• Complete online form, upload print file, click Add to Cart, and Submit job <p>Upload Print File - No Mailing</p> <p>Choose Details</p>
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5. Complete the required fields and **Add to Cart**.

Products > Upload Files for Print Only Jobs > Upload Print File - No Mailing

**Print
File Upload**
(For jobs that do not mail)

Upload Print File - No Mailing Upload Print File - No Mailing

* = required field

Order Type: Standard

Job Name:

*

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

Description:

*

Browse...

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.

Pickup or Deliver:

*

Add special notes or list additional quantities to quote:

*

Order Quantity: *

Item Total:

Add To Cart

6. Complete the circled areas and **Check Out**.

Cart

Tuesday, December 3,

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 6 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	XT123456	00000	6556	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): * Upload Print File - No Mailing

Remove	ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
<input type="checkbox"/>	Upload Print File - No Mailing	Upload Print File - No Mailing	Pickup/Delivery: Deliver to Mail Processing Select Vendor: Aldinger Special notes: . Job Name: testing 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. Complete Shipping Information. Click **Save to Billing Address Book**. NOTE: Address may already exist; check drop-down menu before entering a new address. Click **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

Continue >

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

Save

8. Enter or choose pre-existing Billing Address from drop-down menu. Save to Shipping Address book and 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: * 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

[Save](#)

9. Review your order and click Submit.

Confirm Tuesday, Dec

 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*6556*000000*0000000000*00000000

Account #1 Allocated: 100%

Account #2 Allocated: 0

Account #3 Allocated: 0


Name of Job (required field): Upload Print File - No Mailing

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Price
Upload Print File - No Mailing	Upload Print File - No Mailing	Pickup/Delivery: Deliver to Mail Processing Select Vendor: Aldinger Special notes: . Job Name: testing Description: test File: (unspecified) Mail class: (unspecified) Mail List name: (unspecified) Mailing: (unspecified)		1	1	\$0.00

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

[Submit](#)

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

 Thank you, your standard order has been submitted.

Printable Table 1
Printable Portra

Standard Order ID: 11895
Date Submitted: Thursday, December 12, 2013 9:23 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*6556*000000*0000000000*00000000
Account #1 Allocated: 100%
Account #2 Allocated: 0
Account #3 Allocated: 0
Name of Job (required field): Print File - No Mailing

ID	Product	Specifications	Unit Price	Quantity	Total Quantity	Quantity Shipped	Price
Upload Print File - No Mailing	Upload Print File - No Mailing	Pickup/Delivery: Pickup at Stores Receiving Special notes: . Select Vendor: Aldinger Job Name: test Description: test		1	1	0	\$0.00

Subtotal: \$0.00

Shipping & Handling: \$0.00

Tax: \$0.00

Total: \$0.00