# PRINT SERVICES ONLINE ORDERING SYSTEM

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**University at Buffalo**
Division of Finance and Administration

# TODAY'S TOPICS

- Print Services Overview
- Create an Account
- Place an Order
- Quote Orders
- Manage Your Print Orders
- UB Branded Stationery
- Mailings
- New Services
- Ordering Tips

# Print Services Overview



Campus Mail Center, North Campus.

Monday – Friday, 8 a.m. to 4 p.m.

Faculty/Staff parking lot behind our building facing Millersport Highway.
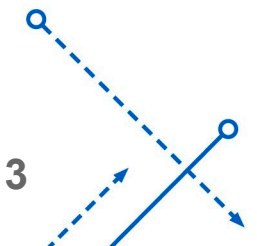
Grab and Go pick up station for easy, quick, and contactless order pickup.

Shipping to all 3 campuses via Campus Mail.

Printservices@buffalo.edu
***BEST WAY TO CONTACT US***

716.829.3528

# Create an Account

**Note:** UBIT credentials needed for registration.

Select the Site/Department that best fits your UB affiliation.

**buffalo.webdeskprint.com**

**Note:** Useful links at the bottom of our homepage.

# Place an Order

## Steps

1. Select Category
2. Select Finished Size
3. Print Order Information
4. Finishing
5. Attach Files
6. Billing and Delivery

[ Design Services Now Available! ]

### Step 1: Select Category

What best describes the Category of your Printing Request?

Black Ink Copies    Color Ink Copies    Brochures    Booklets    Books    Post Cards

Posters    Envelopes    Notecards    Certificates    Pads    NCR / Carbonless

Tent Cards    Stickers & Labels    Binding Only

Don't see a category that fits your project?

Email us at Printservices@buffalo.edu for assistance.

**Step 2: Select Finished Size for Black Ink Copies**

What best describes the Category of your Printing Request?

8-1/2 x 11    8-1/2 x 14    11 x 17

**Step 3: Print Order Information**

| | |
|---|---|
| Job Type | Black Ink Copies - 8-1/2 x 11 |
| Contact | Pamela Hyman |
| Phone | 716-829-2930 |
| Site | Print Services |

Edit Site Information

Job Name

# of Copies          What is this?

**Main Paper**

Format          ○ 1 Sided    ○ 2 Sided
# Originals          What is this?
Ink Color          ● Black
Stock Style          Text          What is this?
Stock Weight          20#          What is this?
Paper Color          ○ Blue    ○ Goldenrod
                     ○ Gray    ○ Green
                     ○ Ivory    ○ Lilac
                     ○ Pink    ○ Salmon
                     ● White    ○ Yellow

**Step 4: Finishing**

Binding          None  Change
                 ● None  ○ Staple 1 Top
Hole Punches     None  Change
                 ● None  ○ 3 Side
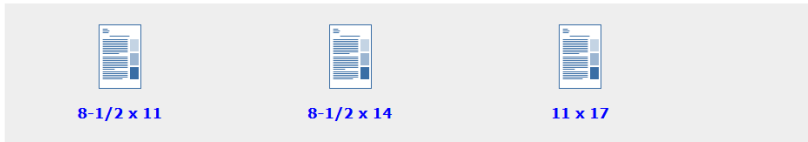Collating        ● No Collating  ○ Collate
Special Instructions

Copy Orders include sizes 8.5x11 up to 12x18.

Poster Sizes include 18x24 and up. Anything smaller should be submitted as a Copy Order.

If you need a smaller size than what is listed for any given category, select the closest one and let us know in the **Special Instructions** what size you need!

6

## Step 5: Attach Files

**Attach a File?**

Back    Upload File    No - Skip Attaching a File

## Step 5: Attach Files

**Attach a File**

Please upload your print ready files.

PDF, Word, or PowerPoint are preferred.

Hide File Type Guidelines

Click Browse to Select a File    Browse...

Select Attachment Type    Document

Special Instructions

By uploading this file, I agree that it is used lawfully and adheres to organization standards.

☐ I agree to the above statement

Back    Attach File

## Step 5: Approve the Attached File

**Please note: some formatting options (i.e. graphics, fonts sizes, font types) may NOT be preserved during the conversion process. Select "No" for "File Approved?" to use the original file.**

Original File Name    Print Services Online Ordering System.docx

File Size    15 Kilobytes

Attachment Type    Document

View Converted File    7672_PrintServicesOnlineOrderingSystem_10052023_PH.pdf

Notes

File Approval    ○ OK As Is - Proceed with Project
○ Not Approved - Make Changes and Send Proof
○ Not Approved - Make Changes and Proceed with Project (No Proof Necessary)

Cancel Attaching a File    Continue
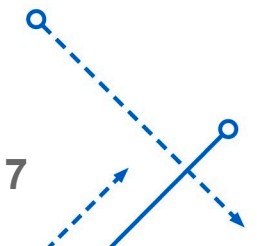
## OK As Is – Proceed with Project

approval to use your file converted to PDF by the system.

## Not Approved – Make Changes and Send Proof

small changes needed, proof sent, original file will be used.

## Not Approved – Make Changes and Proceed with Project

small changes needed, **no** proof sent, original file will be used.

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Step 6: Billing and Delivery

| | |
|---|---|
| Job Name | test |
| Type | Black Ink Copies - 8-1/2 x 11 |
| # of Copies | 1   Back to Edit Quantity |
| Total | $0.04 |
| | ($0.04 Each) |
| | This is your initial ESTIMATE. Price may vary. |

Site — Print Services

Billing

Account Number (State RF or UBF Only) or type "Other" for alternate payment methods

Previously Entered Numbers

Additional Billing Instructions

**Shipping Information**

Suggested Due Date

Delivery
- Hold For Pick Up
- Ship To Address
- Ship to Site

Site

Attn — Pamela Hyman

Department

Shipping Address

Address2

City

State (Abbreviation)

Postal Code

Country

Back    Save As Quote    Cancel Order    Finish

We accept UB account numbers:
State
123456 or 123456-12

Research Foundation
1234567-1-12345

UB Foundation
1234-123456
or 0-12345

Paying for an order with your personal credit card? We will send you the link to process your payment via UB Marketplace.

Marketplace

Print Services

Pay your Print Services invoice.

Fields with asterisk are required.

Invoice/Order Number *

First and Last Name *

Email *

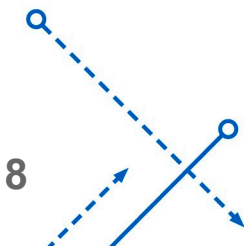Phone Number *

Please enter your payment amount:
0
The price must be from $0.00 to $1,000.00

ADD TO CART

# Quote Orders

- Select the category you wish to receive a quote for

- Make your order selections to the best of your ability

- At the end of the order form, select Save As Quote

- We do not monitor Quote Orders, but if you send us an email, we will check your order over for accuracy so you can stay on budget

- If the price is right, simply log back in and view your order from your My Orders tab under the top navigation and view the order you wish to proceed with. Make any necessary changes and submit your order.



Order Detail for Order ID 4619

| Back | Edit Order | Copy Order | Print Ticket | | Estimate | $0.04 |

Price Each ($0.04 per Set)

| Cancel Order | Submit Order |

| Job Name | test | | | Status | Quote Only |
| Site/Dept | Print Services | Order Category | Black Ink Copies | Date Due | 10/16/2023 |
| Contact | Pamela Hyman | Finish Size | 8-1/2 x 11 | Due Time | |
| Account Number | Other | | | | |
| Terms | | | | | |
| Additional Billing Instructions | | | | | |

# Manage Your Print Orders

Orders can be tracked from start to finish from your My Orders List found in the top navigation.

Reorder the same thing weekly? Every semester? Select that previous order, View it, and Copy it, Replace files if necessary, and Submit! All your previous order information will be pre-populated.

# Managing Multiple Accounts

Are you in charge of managing multiple accounts and need to see orders others have placed? Email us at Printservices@buffalo.edu and we will give you Admin permissions to view other accounts.

Once the accounts have been added to your profile, you can view them all from your My Orders list. You must uncheck the box "My Orders Only" then you will see all accounts associated with your profile.



**Note:** Must uncheck My Orders Only to see other accounts

# UB Branded Stationery

- Business Cards have a set template for the front, but you have various options for the back side.

- Letterhead and Envelope options include the Master Brand or Unit Brand

- Envelopes come in various sizes

UB Branded Envelopes will be formatted as per University Communications Guidelines. Proofs will be sent via email upon order submission.

Sending a mailing out? Submit your excel spreadsheet and Campus Mail Services Request form along with your envelope order. Copy Orders must be placed separately for included mail pieces.

| | | | | | |
|---|---|---|---|---|---|
| 3-5/8 x 5-1/8 (A1) | 4-3/8 x 5-3/4 (A2) | 4-3/4 x 6-1/2 (A6) | 5-1/4 x 7-1/4 (A7) | 3-7/8 x 7-1/2 (Monarch) | 3-7/8 x 8-7/8 (#9) |
| 4-1/8 x 9-1/2 (#10) | 4-1/2 x 10-3/8 (#11) | 6 x 9 | 9 x 12 | 9-1/2 x 12-1/2 | 10 x 13 |

Business Card

Business Card Content on Both Sides

Double Sided Appointment Card

Double Sided Business Card

Student Business Card

Master Brand Letterhead

Unit Brand Letterhead
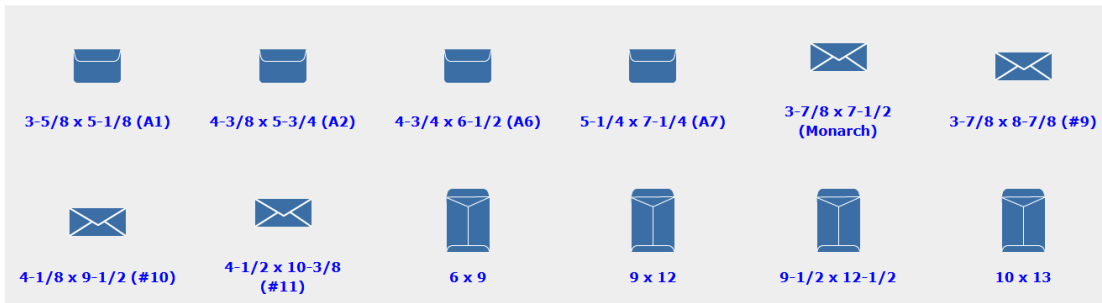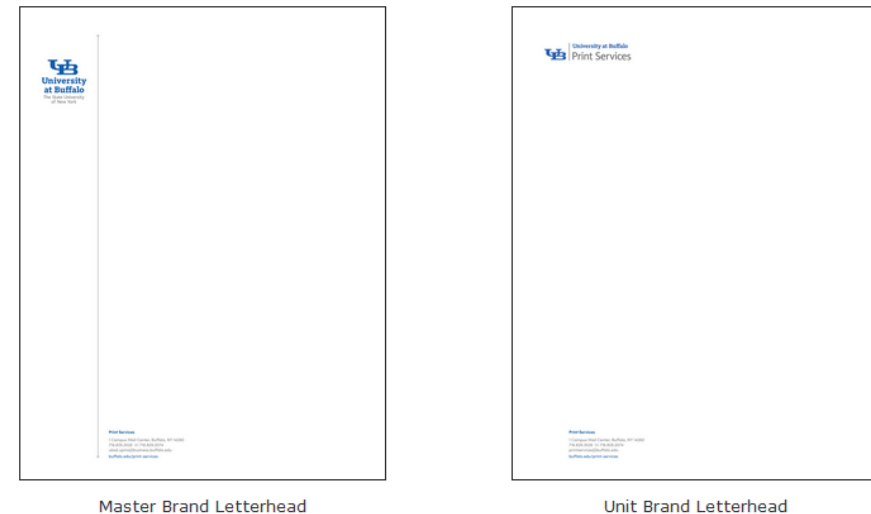
# Mailings

- We offer mailing services via Campus Mail or USPS

- An excel spreadsheet can be uploaded with your Envelope or Postcard order

- Mailings sent via Campus Mail must include separate columns for Name, Department, Room Number, and Building Name

- Mailings send via USPS are sent either Bulk Rate or First Class. Your mail list will be processed according to the USPS standards in place for either option

- A Campus Mail Services Request form will need to be filled out for your mailing. It can be found at **www.buffalo.edu/campus-mail**

# New Services

- Design Services – We now have a designer on staff who can help bring your ideas to life! Starting from scratch or minor tweaks? Place your design order today! Projects include but are not limited to; brochures, postcards, and flyers!

- Die Cutting – Want a special shape cut out for your next project? This new machine can cut it out for you! We have tested it out with tent cards, mini boxes, and stickers. Have ideas for your next project? Email us at printservices@buffalo.edu

# Ordering Tips

- Have a print ready file
  (crops and bleeds when necessary)

- Check the UB Brand webpage for helpful templates

- Turnaround time for most orders can be 1-2 business days
  for pickup at Print Services (allow extra time for delivery)

- Ensure your account number is correct

- Select the proper due date when submitting

- Check your file for errors

- Make sure your request is clear and concise,
  so, we can begin production of your job as soon as possible

# THANK YOU!

**How did we/I do?**

**Take the** Session Survey **on your smart device using the QR Code on your schedule.**