



JobAid: Ordering Stationery

Topic Overview

This job aid is for end-users who order stationery. The enhanced myPrint application provides end-users with the ability to purchase print and fulfillment items from a one-stop shop. Products end-users can view are customized to what the end-user is approved to purchase. This prevents unauthorized individuals from purchasing products specific to your organization. As security is role-based, what is available in the navigation of this training aid may differ from what is on the screen before you. The City of Bremerton is the organization used for the purposes of creating this training aid.

Navigation:

<https://prtonline.myprintdesk.net/DSF/>

1. Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>

2. Click on **Stationery**

Search Product

3

SHOP BY CATEGORY

View All

!Test LNI Business Cards

!Test LNI Envelope Category

!Test LNI Stationery **2**

@!DSHS ALL Non-Fulfillment Products

#TEST Business Card

#TEST Envelope

!Test LNI Custom Printing

Custom Printing

Fulfillment (By Agency)

What you need.
How you need it.
When you need it.

Washington State Department of
Enterprise Services

Washington State Department of
Enterprise Services

FEATURED CATEGORIES



BROWSE

FULLFILLMENT (BY AGENCY)





BROWSE

CUSTOM PRINTING

3. Select the type of stationery you wish to purchase and click on **BEGIN**. This will open the stationery purchase dialog box.

Note: *The products available for you to buy will be different based upon your role and assigned organization. The City of Bremerton is used for this example.*

All Categories	STATIONERY
Stationery	
IN THIS CATEGORY:	
	 <p data-bbox="1008 1372 1144 1421">LETTERHEAD BRE</p>

4. Select your **Product**

5. Click on **BEGIN**.

Letterhead



Item No.: @BRE-LH-2260-PMS563-BLACK-Static

BRE

Turn Around Time: 10 (Day)

Reset Filters

* Select Product:

- Choose
- Invoice Masthead
- Letterhead**

4

Product: Letterhead

Continue Shopping

BEGIN

5

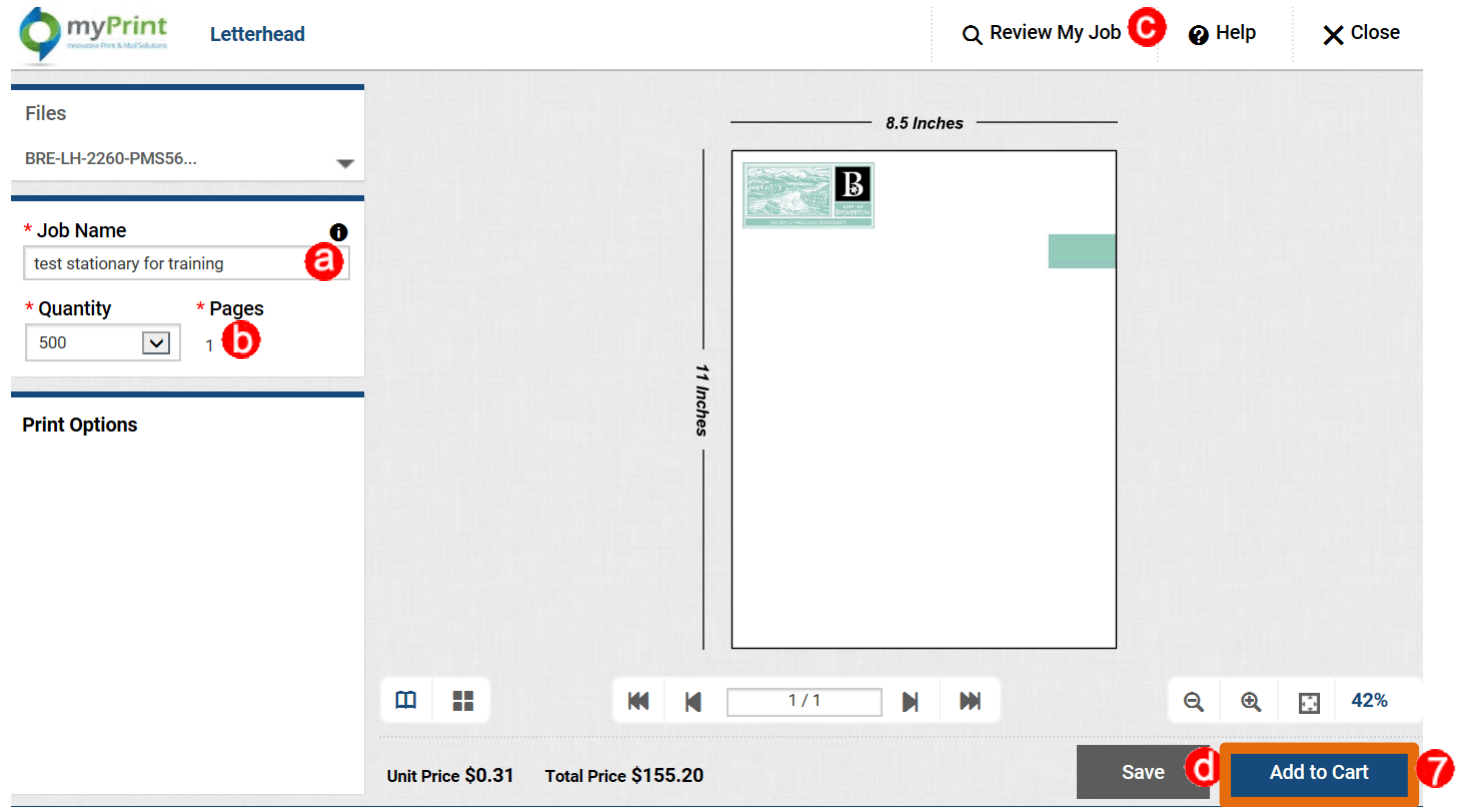
6. Complete the required fields.

- a. **Job Name** - Use a unique name to identify the product you are ordering. This makes re-orders easier.
- b. **Quantity** - Can only be ordered in quantities indicated in the drop-down list.

From here you can

- c. **Review My Job** provides a Summary Page
- d. **Save** will save the job for future use.

7. Click on **Add to Cart**. This will bring you to a preview of your order.



The screenshot shows the myPrint Letterhead interface. On the left, there is a configuration panel with the following fields:

- Files:** BRE-LH-2260-PMS56...
- * Job Name:** test stationary for training (marked with a red 'a')
- * Quantity:** 500 (dropdown menu)
- * Pages:** 1 (marked with a red 'b')
- Print Options:** (empty section)

On the right, there is a preview of a letterhead page with dimensions 8.5 Inches by 11 Inches. The page contains a logo and a header. At the bottom of the interface, there is a navigation bar with the following elements:

- Unit Price \$0.31
- Total Price \$155.20
- Save (marked with a red 'd')
- Add to Cart (marked with a red '7')

8. Clicking **Add to Cart** will bring up an approval dialog box that you must click to proceed. Click **I Agree**.

9. This will bring you to your Cart. You can:

- a. **Continue Shopping**
- b. **Clear Cart**

10. Click on the **Due Date** calendar.

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

8

✓ I Agree

You must click "I Agree" in order to move to your cart



[HOME](#)
[CONTACT US](#)
[HELP](#)
[ENGLISH \(UNITED STATES\)](#)
[CINDY COTTER TEST](#)

Search Product

🛒 (1)

CART


Due Date



10

Selected Print Center

Washington State Department of Enterprise Services

Products	Quantity	Unit Price	Item Tax	Total
 test station for training Item Name: head	500	\$0.31	\$0.03	\$155.20
Save for later Remove				

You must select a **Due Date** before you can proceed with your order

Subtotal: \$155.20
 Taxes: \$13.81
Total: \$169.01

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

Proceed to checkout to view final order total, including taxes, fees, shipping.

← CONTINUE SHOPPING

a

CLEAR CART

b

PROCEED TO CHECKOUT →

The application automatically lets you know the earliest date the item(s) can be picked up. Unavailable dates are grayed out. To pick a Due Date you:

- Click on a non-grayed out date to select when you wish to pick your item(s) up.
- Use the Drop Down box to specify a time for delivery or pick up.
- Click on **Save**
- Click on **Proceed to Checkout** – *this step is not shown.*

CART

Due Date
☰
Choose a Requested Due Date & Time

< JUNE 2016 >


MON	TUE	WED	THU	FRI	SAT	SUN
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22 a	23	24	25	26
27	28	29	30	01	02	03

Time :

11:00AM
▼ **b**

(GMT-08:00) Pacific Time (US & Canada)

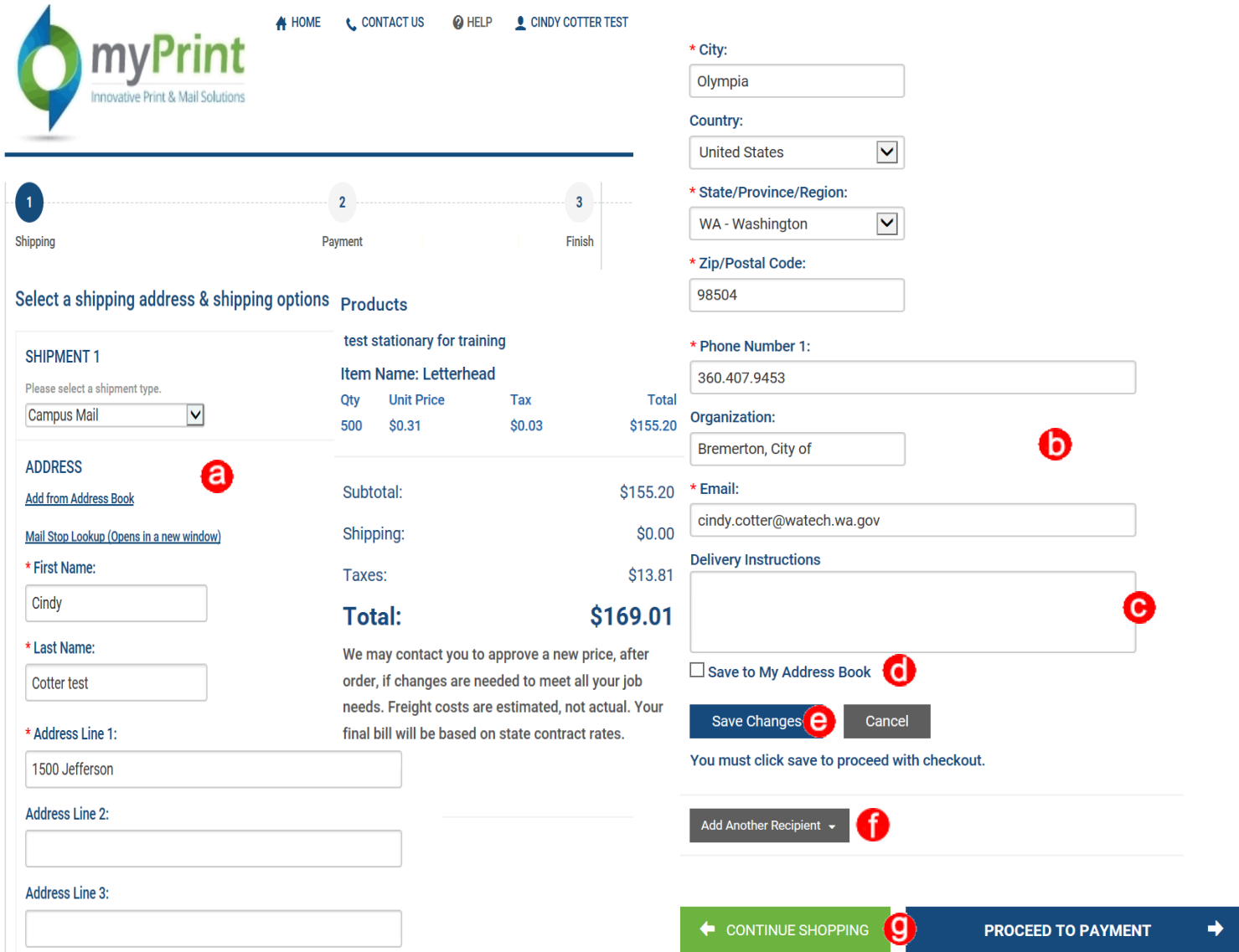
Cancel



Washington State Department of
Enterprise Services

11. Checking out

- Input shipping information
- Verify phone number, organization, and email are correct.
- Add additional **Delivery Instructions** if necessary
- Click **Save to My Address Book** if you frequently ship to this address.
- Click **Save Changes**
- Add **Another Recipient** if desired and click **Save Changes** again.
- Click on either **Continue Shopping** or **Proceed to Payment**



myPrint Innovative Print & Mail Solutions

HOME CONTACT US HELP CINDY COTTER TEST

1 Shipping 2 Payment 3 Finish

Select a shipping address & shipping options Products

SHIPMENT 1
Please select a shipment type.
Campus Mail

ADDRESS **a**
[Add from Address Book](#)
[Mail Stop Lookup \(Opens in a new window\)](#)
* First Name: Cindy
* Last Name: Cotter test
* Address Line 1: 1500 Jefferson
Address Line 2:
Address Line 3:

test stationary for training
Item Name: Letterhead
Qty Unit Price Tax Total
500 \$0.31 \$0.03 \$155.20

Subtotal: \$155.20
Shipping: \$0.00
Taxes: \$13.81
Total: \$169.01

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* City: Olympia
Country: United States
* State/Province/Region: WA - Washington
* Zip/Postal Code: 98504
* Phone Number 1: 360.407.9453
Organization: Bremerton, City of **b**
* Email: cindy.cotter@watech.wa.gov
Delivery Instructions **c**
 Save to My Address Book **d**
Save Changes **e** Cancel
You must click save to proceed with checkout.
Add Another Recipient **f**
CONTINUE SHOPPING **g** PROCEED TO PAYMENT

12. Payment

- a. Choose a **Payment Method** and input the appropriate information. Payment options will vary based upon your organization and approval settings.
- b. Click on **Place My Order**

1
Shipping

2
Payment

3
Finish

How would you like to pay?

PAYMENT METHOD a

Please select a payment type.

Cost Center

COST CENTER

* Organization Code:

11010403

Purchase # or Budget Code (20 Character Limit):

Products

test stationary for training

Item Name: Letterhead

Qty	Unit Price	Tax	Total
500	\$0.31	\$0.03	\$155.20

Subtotal: \$155.20

Shipping: \$0.00

Taxes: \$13.81

Total: \$169.01

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

← CONTINUE SHOPPING

PLACE MY ORDER →
b

13. Order Confirmation

- a. Approvals
- b. Print
- c. Continue Shopping



Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number 87527	Status: a Approval required As of 5/31/2016 4:10:57 PM PDT	Order Date: 5/31/2016 4:10:57 PM PDT Due Date: 6/20/2016 8:00:00 AM PDT
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Order placed by: Cindy Cotter cindy.cotter@watech.wa.gov ltestusability 1500 Jefferson Olympia WA - Washington 98501 United States 3604079453	Print Center Washington State Department of Enterprise Services printing@des.wa.gov 7580 New Market ST SW Tumwater WA - Washington 98501 United States (360) 664-4343
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Hours Of Operation
Sun : Closed Mon-Fri : 8:00 AM-5:00 PM Sat : Closed

SHIPMENT 1
Campus Mail

ADDRESS
Cindy Cotter
1500 Jefferson
Olympia
United States
WA - Washington - 98501 3604079453
ltestusability
cindy.cotter@watech.wa.gov

[← CONTINUE SHOPPING](#) c
[PRINT](#) b

Products

Test Stationery for Training

Qty	Unit Price	Tax	Total
500	\$0.31	\$0.03	\$155.20

Subtotal:	\$155.20
Shipping:	\$0.00
Taxes:	\$13.81
Total:	\$169.01

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

14. Confirmation emails

You will receive:

- a. A confirmation email
- b. Another email indicating if your request was approved
- c. Or denied.

