PRINT SERVICES ONLINE ORDERING SYSTEM

Pamela Hyman – Director of Print Services

University at Buffalo
Division of Finance and Administration

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
- Ordering Tips

Print Services Overview
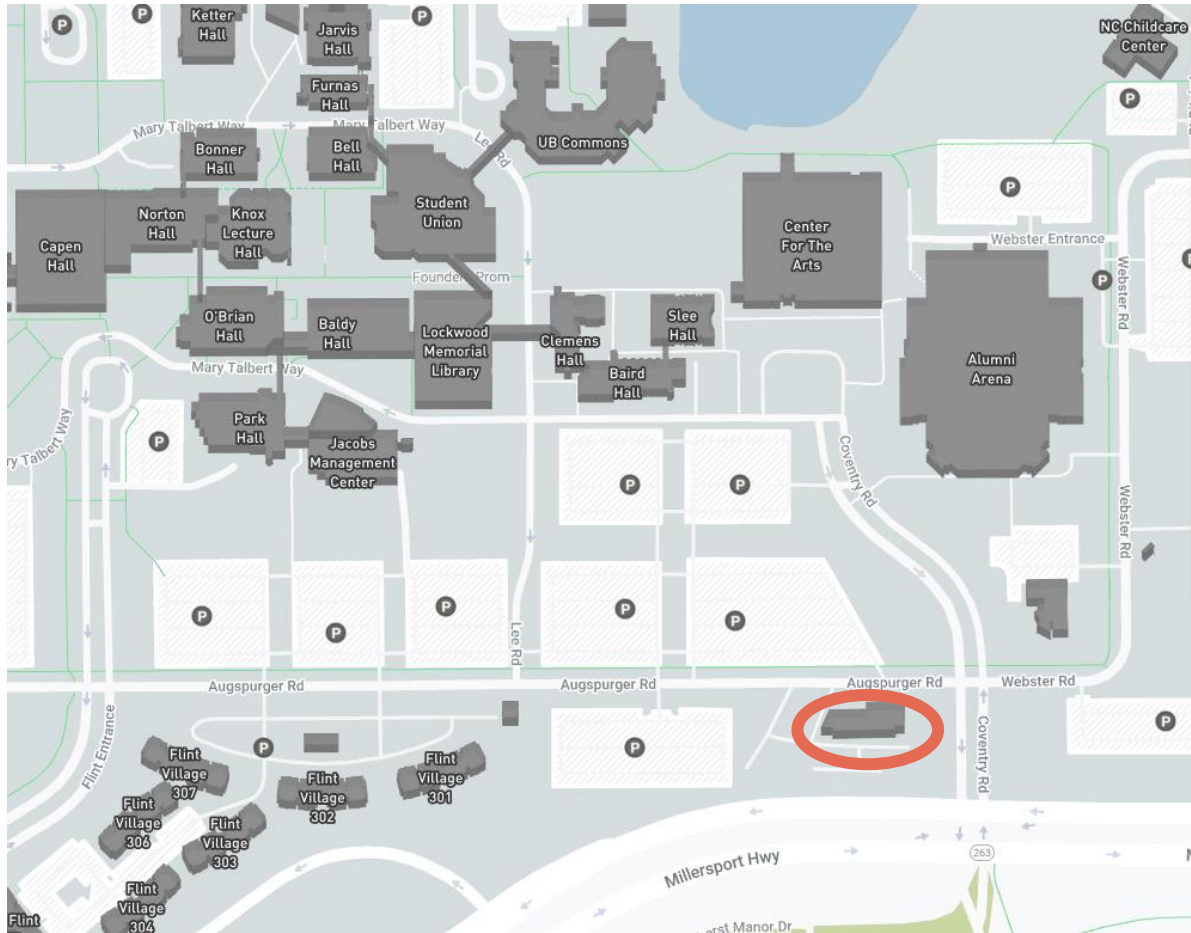
Campus Mail Center, North Campus.

Monday – Friday, 8 a.m. to 4 p.m.

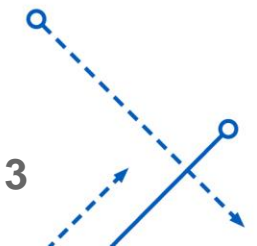Faculty/Staff parking lot behind our building facing Millersport Highway.

Grab and Go pick up station for easy, quick, and contactless order pickup.
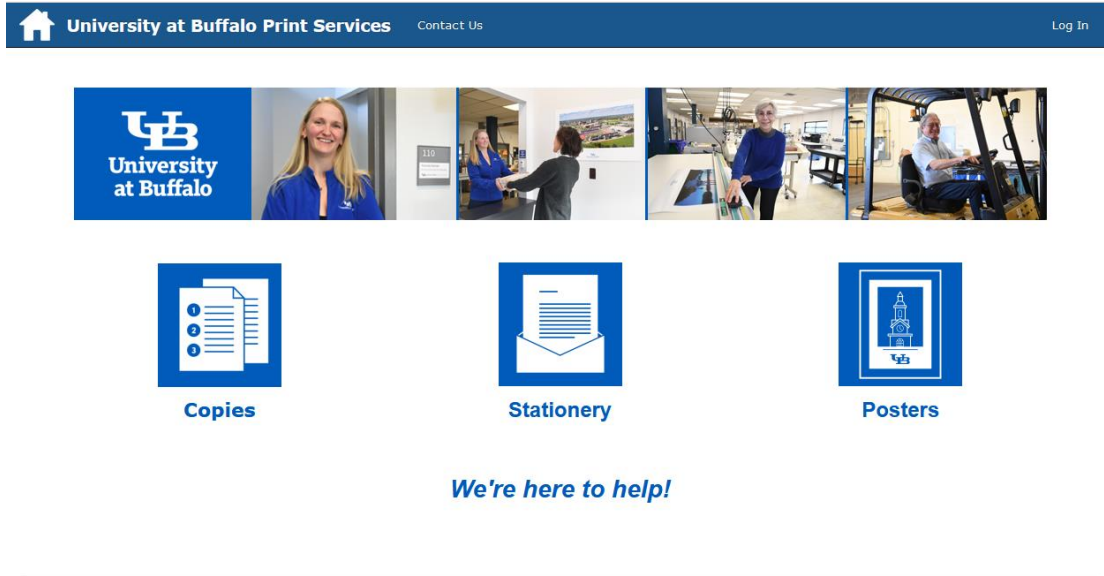
Shipping to all 3 campuses via Campus Mail.

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.

Note: Useful links at the bottom of our homepage.
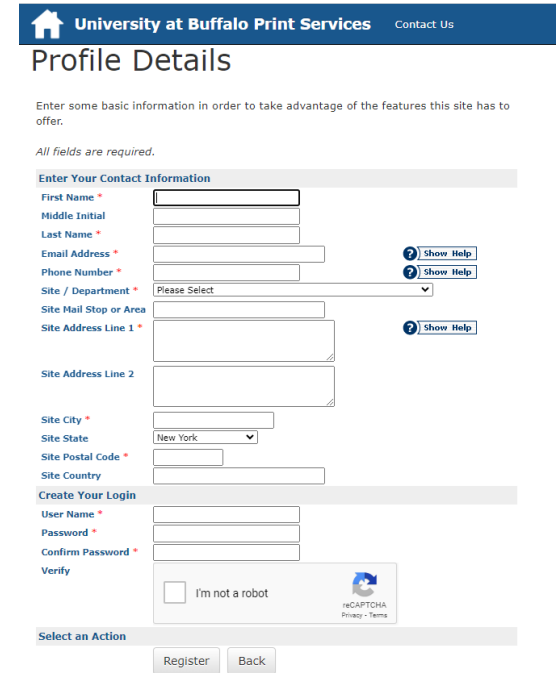
buffalo.webdeskprint.com

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
Category
Coming Soon!]

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**
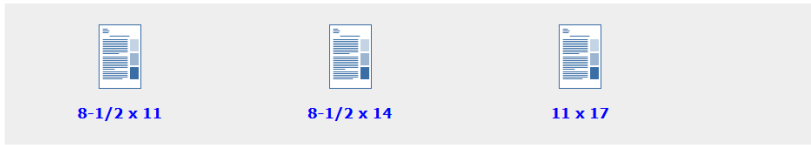
Copy Orders include sizes 8.5x11 up to 12x18.

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!

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 ◯ E 3 Side

Collating   ●No Collating ◯Collate

Special Instructions

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.

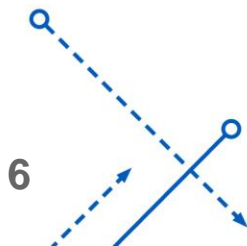PDF, Word, or PowerPoint are preferred.

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.

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.

University at Buffalo — Marketplace

[Search store] [SEARCH]

CIO Finance   Finance and Administration   University Communications   University Events   Provost

Home / Finance and Administration / Print Services

Print Services

Pay your Print Services invoice.

Fields with asterisk are required.

Invoice/Order Number *
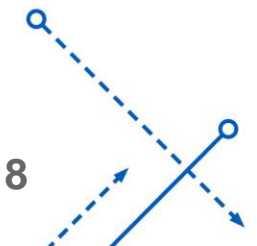[   ]

First and Last Name *
[   ]

Email *
[   ]

Phone Number *
[   ]

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

[1] [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.

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

Envelope sizes:

- 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
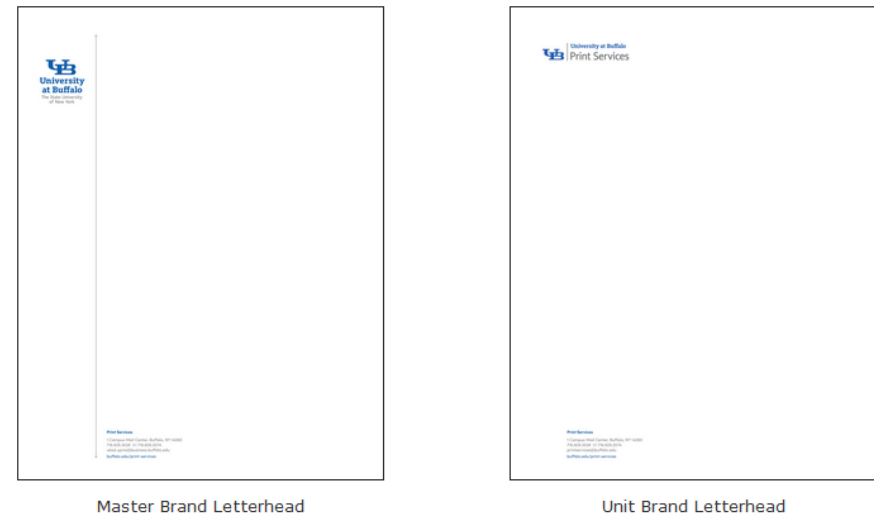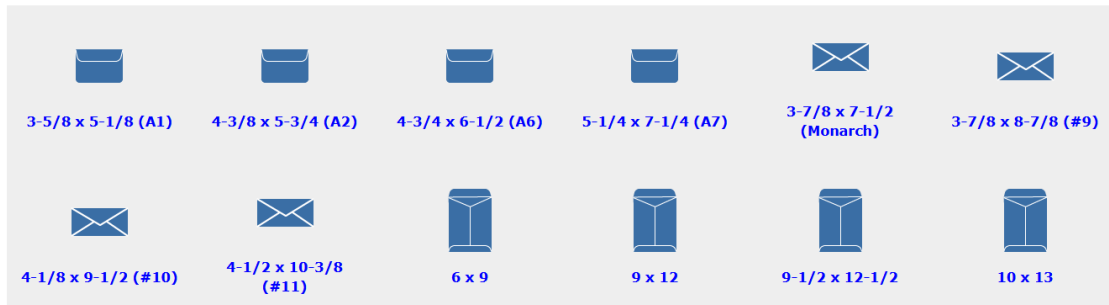
Mailings

- 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**

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,
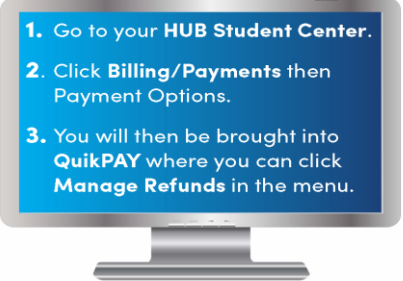 so we can begin production of your job as soon as possible

Get your student refund faster.
Enroll in Direct Deposit.

Enroll in Direct Deposit to receive your financial aid or tuition/fee overpayment refund faster.

- **Saves you time.**
- **No lost or stolen checks.**

Sign up to have refunds of your financial aid or tuition/fee overpayment deposited directly into your U.S. bank account.

Here's how:

1. Go to your **HUB Student Center.**
2. Click **Billing/Payments** then **Payment Options.**
3. You will then be brought into **QuikPAY** where you can click **Manage Refunds** in the menu.

Find out more:
buffalo.edu/studentaccounts

The University at Buffalo is partnered with Nelnet Campus Commerce to provide direct deposit of your refunds. You may have your financial aid or overpayment refunds (excluding credit card overpayments) deposited directly into your U.S. bank account.

University at Buffalo
Student Accounts

THANK YOU