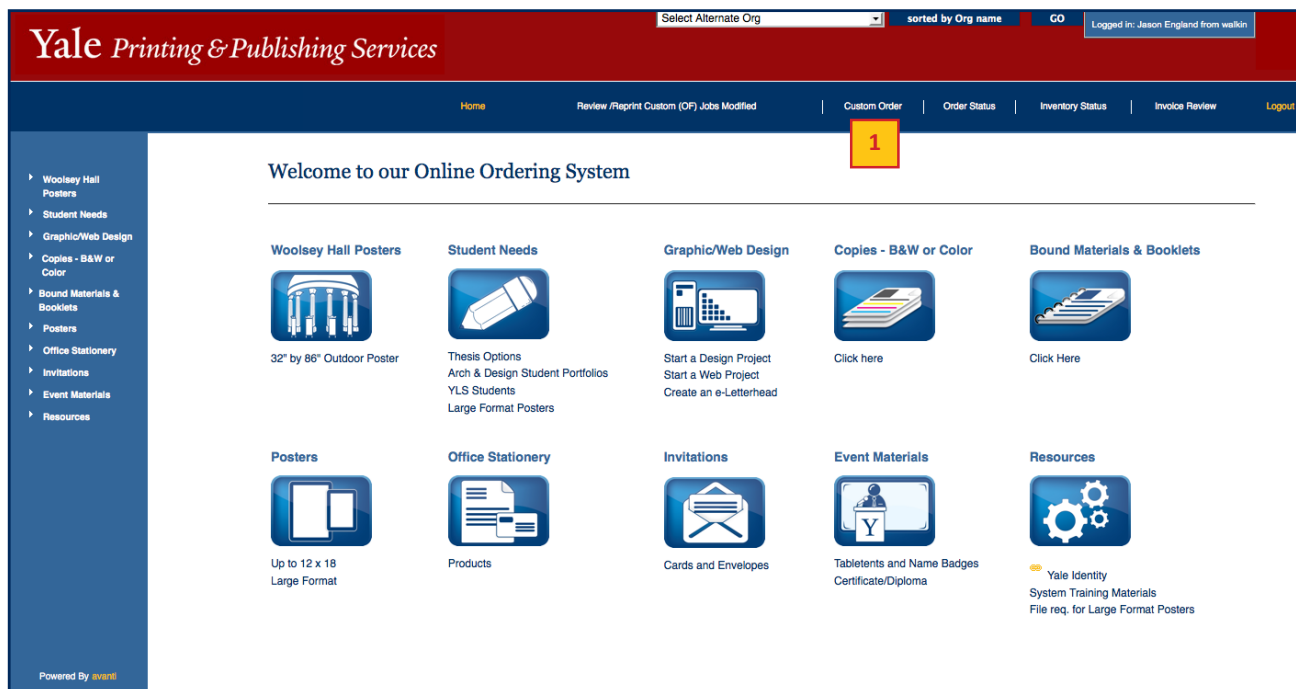


This guide will allow you to order unique items not found in our standard catalog.

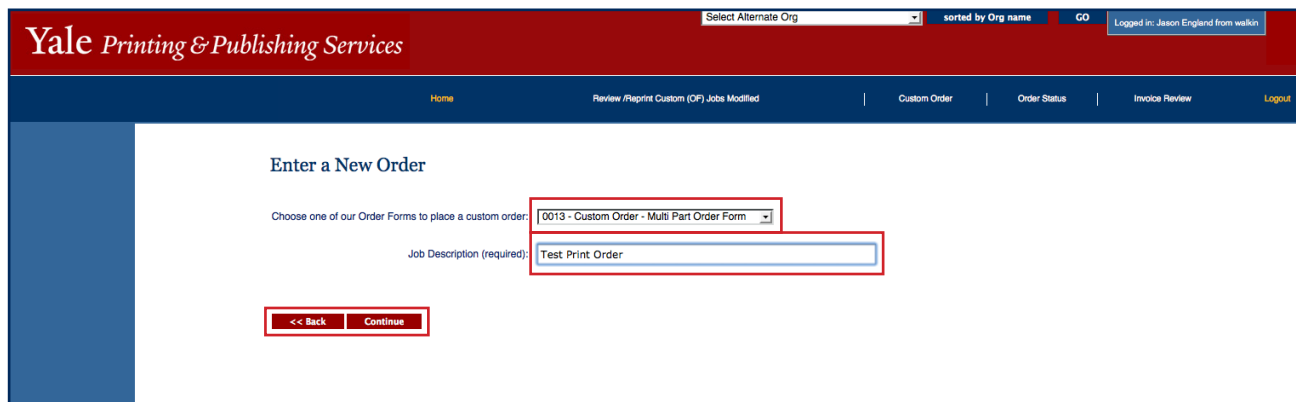
1 Custom Order selection (Order Form)

- a. Select **Custom Order** from the top navigation pane.
*Use this ordering method when the standard catalog products do not match your print ordering needs.
 The electronic order form will present you with a series of questions where you can enter specific details about your print request.*



Enter a New Order

- b. Select **0013-Custom Order-Multi Part Form** from the drop-down list of options provided.
This form can be used to handle several print job requests at once.
- c. Then enter a required **Job Description** in the text field provided.
- d. [Click] **Continue** to proceed with the print order or to return to the previous screen, [click] **<<Back**.



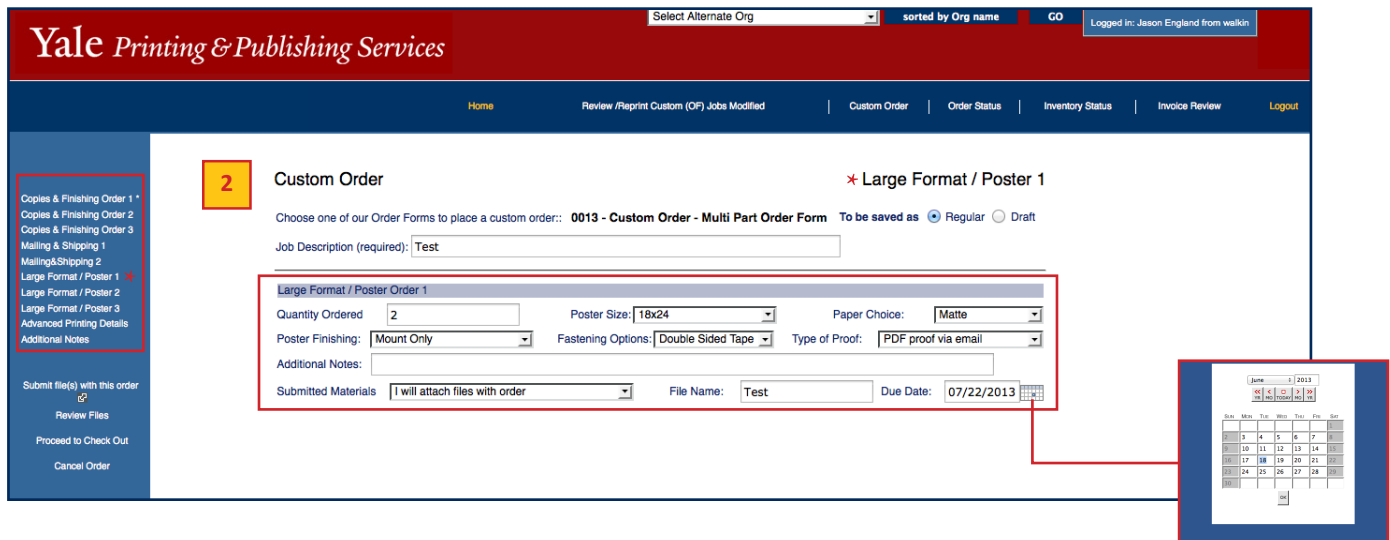
2 Custom Order Form Options & Job Questions

e. From the left-hand navigation pane, select the type of print order that best meets your printing request.

Example: To enter a copy request with different print specifications, select **Copies & Finishing Order 1** for the first print job and then choose **Copies & Finishing Order 2** for the second request; to add a poster to the same order, [click] **Large Format / Poster 1** from the left-hand navigation and enter your poster requirements; each item would appear in Your Cart.

In this guide, a print job will be created for a **Large Format Poster**.

- [Click] on **Large Format / Poster 1** from the left hand navigation pane.
- Enter the number of posters needed in the **Quantity Ordered** text box.
- Select the **Poster Size** from the list of options provided or select **Other – Indicate in Notes** to create a poster using unique dimensions.
- For this type of poster, Gloss is selected by default as the **Paper Choice**. Please keep the default or choose another option from the drop-down list.
- Choose your desired **Poster Finishing** from the list.
- Select the **Fastening Options** you would like.
- Indicate how you would like to receive your **Type of Proof** for this print request.
- Add a descriptive message for the job in the **Additional Notes** field.
- Enter a descriptive **File Name** in the text box provided.
- Choose a **Due Date** for this print job by clicking on the calendar.



Submit File(s)

- f. To upload files with your print request, select **Submit file(s) with this order**.
A new window will appear to browse from and choose a file to attach to this request.
Multiple files can be attached to a single request.
- g. After you browse to the desired file and enter a brief **Description** for it, [click] **Submit**.
Max file size for uploads is 100MB - for larger files please use YPPS' Secure File Transfer System.
<http://ypps.yale.edu/transfer-files-ypps>
- h. If you would like to upload more than one file for this print request, [click] on **Submit Other Files** and repeat the steps above.
When you are done attaching files, [click] **Close**.
- i. To Review or Delete files you have uploaded, select **Review Files** from the left-hand navigation.

The screenshot shows the 'Custom Order' page for 'Large Format / Poster 1'. The left-hand navigation pane includes options like 'Copies & Finishing Order 1', 'Mailing & Shipping 1', and 'Submit file(s) with this order'. The main content area has a form for 'Large Format / Poster Order 1' with fields for 'Quantity Ordered' (2), 'Poster Size' (18x24), 'Paper Choice' (Matte), and 'Submitted Materials' (I will attach files with order). A red box highlights the 'Submit' button in the form. Below the form, a message states 'Your file has been uploaded.' with a red box highlighting the 'Submit Other Files' button.

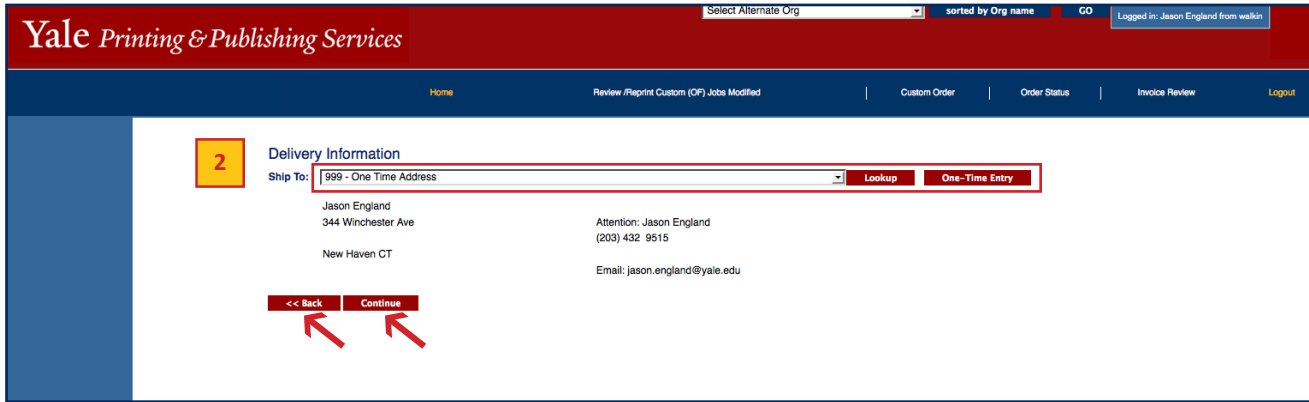
Complete Print Order Request

- j. Select **Proceed to Check Out** from the left-hand navigation pane while continuing on with your print request or to cancel and start over with a new order, choose **Cancel Order** to return to the welcome screen.

This screenshot is identical to the previous one, showing the 'Custom Order' page. In this view, a red box highlights the 'Proceed to Check Out' button in the left-hand navigation pane. The 'Submit' button in the form is no longer highlighted.

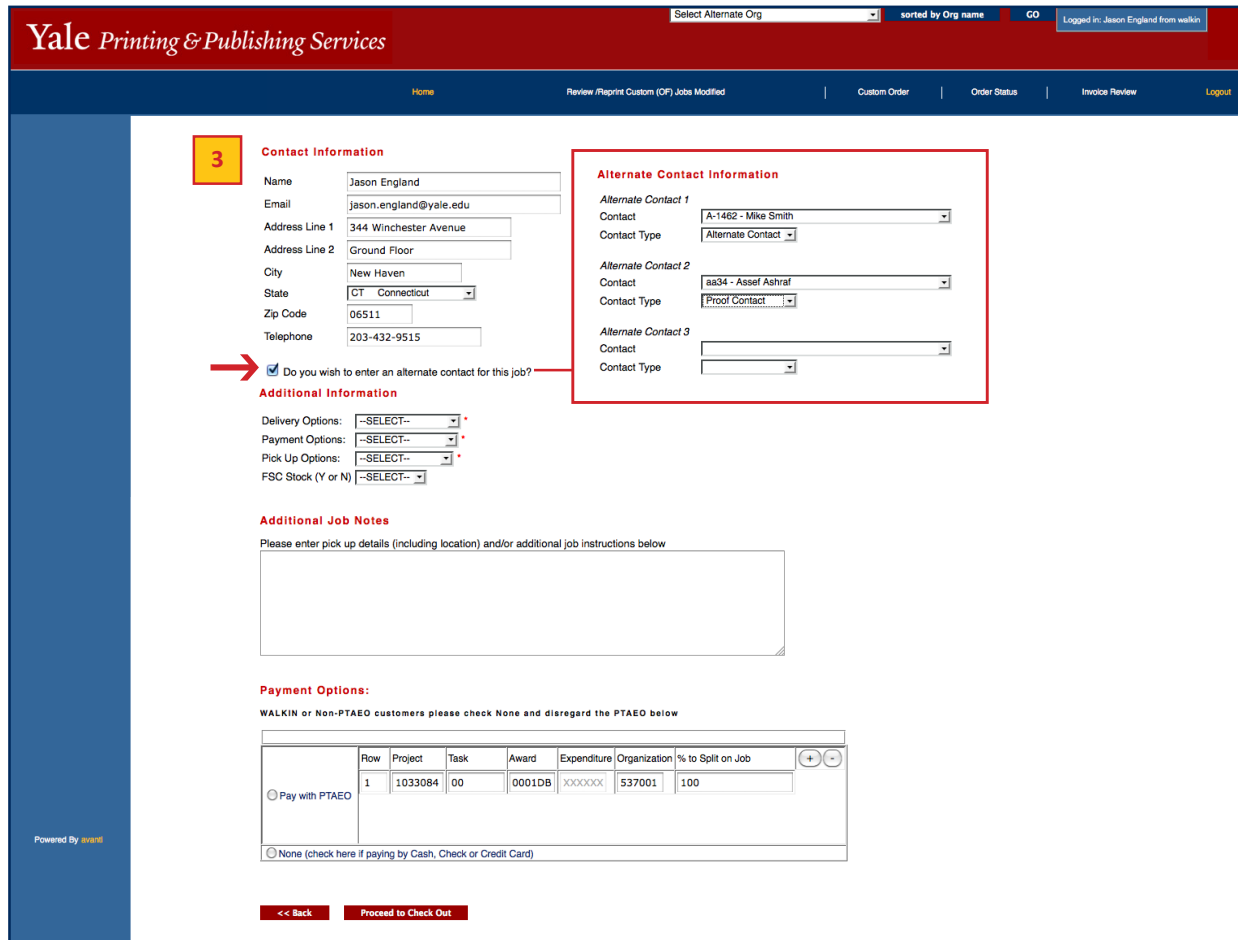
2 Delivery Information

- k. Review the **Ship To** pre-populated address associated with your name.
 - If the address is incorrect, use the drop-down list to choose another address (the addresses displayed are associated with your ORG) or [click] on **Lookup** for a full listing.
 - Alternately, you can create a new address by clicking **One-Time Entry** and entering in the required delivery information.
- l. [Click] **Continue** to proceed with your print order or **Cancel** to return to the previous screen.



3 Order Information

- m. Confirm that your **Contact Information** is correct. If changes are required, please enter updated information into the appropriate boxes.
 - If you would like to have another individual be involved with communications regarding this print order, please [click] in the box next to **Do you wish to enter an alternate contact for this job?** Alternate contacts, associated with your ORG, will be available from drop-down lists after you make this selection. Indicate for each alternate contact, whether the individual is a Main Contact, Alternate Contact, or Proof Contact.



Order Information *continued*

- Select options from the **Additional Information** section as required.
 - Enter optional **Additional Job Notes**.
 - In the **Payment Options** section, enter the PTAE0(s) being billed or choose None if you are a customer who is not using a PTAE0 to process payment.
 - Enter the **Date Required** in the available text box .
By default, the system will choose a date that is three days from your order date.
- n. Once you have reviewed the form for accuracy and confirmed that it is correct, [click] **Check Out** to proceed with your print order or **Cancel** to return to the previous screen.

Contact Information

Name: Jason England
 Email: jason.england@yale.edu
 Address Line 1: 344 Winchester Avenue
 Address Line 2: Ground Floor
 City: New Haven
 State: CT Connecticut
 Zip Code: 06511
 Telephone: 203-432-9515

Do you wish to enter an alternate contact for this job?

Alternate Contact Information

Alternate Contact 1
 Contact: A-1462 - Mike Smith
 Contact Type: Alternate Contact

Alternate Contact 2
 Contact: aa34 - Assef Ashraf
 Contact Type: Proof Contact

Alternate Contact 3
 Contact:
 Contact Type:

Additional Information

Delivery Options: Call When Ready
 Payment Options: Cash Payment
 Pick Up Options: No
 FSC Stock (Y or N): -SELECT-

Additional Job Notes

Please enter pick up details (including location) and/or additional job instructions below

Payment Options:

WALKIN or Non-PTAE0 customers please check None and disregard the PTAE0 below

Row	Project	Task	Award	Expenditure	Organization	% to Split on Job
1	1033084	00	0001DB	XXXXXXXX	S37001	100
2	2222222	2222222	222222	XXXXXXXX	222222	50

None (check here if paying by Cash, Check or Credit Card)

<< Back Proceed to Check Out

4 Order Confirmation

- o. A receipt for your order will display.
 - Please review the information and save it for your records.
 - To end your session please use the **Logout** button in the top left of the screen.

The screenshot shows the 'Yale Printing & Publishing Services' website. At the top, there is a navigation bar with a search dropdown, 'sorted by Org name', a 'GO' button, and a 'Logged in: Jason England from walkin' indicator. Below this is a secondary navigation bar with links for 'Home', 'Review /Reprint Custom (OP) Jobs Modified', 'Custom Order', 'Order Status', 'Inventory Status', 'Invoice Review', and 'Logout'. A red arrow points to the 'Logout' link.

The main content area features a yellow box with the number '4' and the text 'You Just created Job # TO000027'. Below this are three buttons: 'Show Order Status', 'Print Order Confirmation', and 'Review Attached Files'. A message states: 'Your Order Confirmation is shown below - please print this page for your records.'

CUSTOMER INFORMATION		JOB TITLE	
Customer Code	walkin	Title	Test
Customer Name	ADMPPS Walk-In Customer	ORDER/PAYMENT INFORMATION	
Submitted By	Jason England	Job Number	TO000027
PO Number	JE24	Date Submitted	07/16/2013
Phone	203-432-9515	Date Required	07/19/2013
Email	jason.england@yale.edu	Payment Type	1033084-00-0001DB-XXXXXX-537001 50% 2222222-22222222-222222-XXXXXX- 222222 50%
Ship To	Jason England Jason England 34 Winchester Avenue New Haven, CT	Delivery Options:	Call When Ready
JOB DETAILS		Payment Options:	Cash Payment
0 Files Uploaded	Custom Order	Pick Up Options:	No
		Job Notes:	

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