

QG – Interdepartmental Printing Request (IPR)

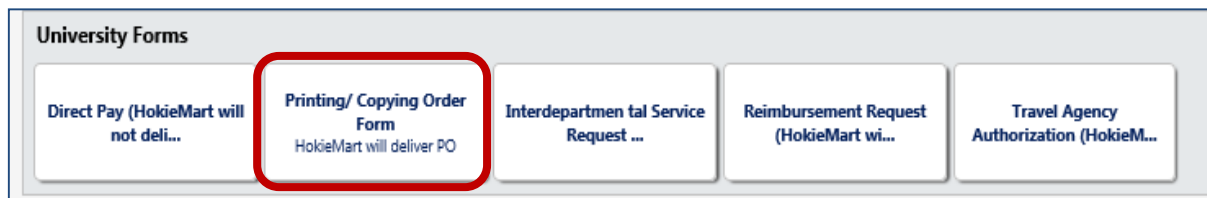
HokieMart will deliver PO

Interdepartmental Printing Request (IPR)

Effective July 1, 2013, the Digital Print Centers have been combined with Printing Services (PS) at the South Main Street location. HokieMart home page has been updated to reflect the change. Use the Interdepartmental Printing Request (IPR) form to process orders to the university Printing Services. The IPR button is now: Printing/ Copying Order Form button.

From the Main Screen of HokieMart:

- Click “Printing / Copying Order Form button”








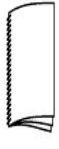
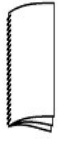
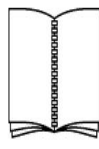
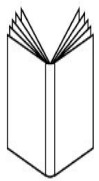


Note: PO’s to the VT Centralized Mail will still be processed on the ISR form. If you have questions about the form, please contact Catherine Chambers or another PS staff member at 231-6701 or printing@vt.edu.

This will bring up the IPR form.

https://solutions.sciquest.com/?&FavoriteProductId=258104&wantReloadOnClose=258104&callerScroll - Windows Internet Explorer - [

Interdepartmental Printing Request (HokieMart will deliver PO) Available Actions: Add and go to Cart Go Close

<p>VT Printing Services ?</p>  <p>Printing Services</p>	<p>Instructions ?</p> <p>Use this form for Interdepartment Printing Requests...</p>	<p>Supplier Info ?</p> <p>Supplier VT Printing Services</p> <p>Fulfillment Address Order Address 1: 1425 S Main St Blacksburg, VA 24061 US</p> <p>Supplier Phone +1 (540) 231-6701</p>
<p>Contact Information ?</p> <p>Contact Name <input type="text"/></p> <p>Contact Phone <input type="text"/></p> <p>Contact Email <input type="text"/></p> <p>Date Needed <input type="text"/> mm/dd/yyyy</p> <p>Distribution Method <input type="text"/></p> <p>Delivery Address (if different than "Ship To" Address)</p> <p>Street Address 1 <input type="text"/></p> <p>Street Address 2 <input type="text"/></p> <p>Street Address 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State Abbv <input type="text"/></p> <p>Zip <input type="text"/></p>	<p>Printing Instructions ?</p> <p>Job Type and Quantity</p> <p>Please select the type of order <input type="text"/></p> <p>Order quantity: <input type="text"/></p> <p>Order Type: <input type="text"/></p> <p>Printing issued estimate # (if applicable) <input type="text"/></p> <p>Brief Description of the Printing Request <input type="text"/></p> <p>250 characters remaining expand clear</p> <p>Estimated Job Cost <input type="text"/></p>	<p>Printing Instructions (Cont.) ?</p> <p>Original Document Information</p> <p>File to Print <input type="text"/></p> <p>Download Location (if stored in a remote location) <input type="text"/></p> <p>Miscellaneous Information</p> <p>Sample Provided? <input type="text"/></p> <p>Proof Requested? <input type="radio"/> No <input type="radio"/> Yes</p> <p>External Attachments</p> <p>External Attachments add attachment...</p>
<p>Printing Options ?</p> <p> <input type="checkbox"/> One Sided <input type="checkbox"/> Two Sided <input type="checkbox"/> Color(s) <input type="checkbox"/> Black <input type="checkbox"/> Bleeds <input type="checkbox"/> Self Cover <input type="checkbox"/> Plus Cover </p>		
<p>Folding Options ?</p> <p> <input type="checkbox"/> None <input type="checkbox"/> Half Fold <input type="checkbox"/> Tri-Fold <input type="checkbox"/> Z-Fold </p>   	<p>Bindery ?</p> <p> <input type="checkbox"/> None <input type="checkbox"/> 3 Hole Punch <input type="checkbox"/> Staple-Corner <input type="checkbox"/> Staple-Two Down <input type="checkbox"/> Saddle Stitch <input type="checkbox"/> Coil <input type="checkbox"/> Comb <input type="checkbox"/> Perfect Bind </p>       	
<p>Special Instructions ?</p> <div style="border: 1px solid gray; height: 80px;"></div>		

The new form is now visually based to make it easier to place orders with Printing Services.

You are no longer “forced” to attach an IPR form to the Purchase Requisition. Now you can attach your document and/or business card order directly.

If you have an electronic file of the document to be printed you can attach under “**File to Print**” area.

-
- 1-Not applicable
 - 2-Print ready file attached
 - 3-Disk supplied
 - 4-Available for download at the following location

To complete the IPR request from the Available Action drop-down menu at the top of the screen:

- Click “Add and go to Cart.”
- Click “Go.”

User will now be in the **Cart – Draft Requisition**.

- Complete the PR as usual.

Office Campus Printing

When cost of printing services exceeds fifty dollars (\$50.00) for an off-campus supplier, the IPR will be electronically routed to Printing Services for approval. Please process the IPR BEFORE using an off-campus vendor.

Account Codes

Digital Printing Service	12150
Printing Services	12152
Off Campus Printing	12156

Printing Services will provide a monthly file to the Controller’s Office to charge the department’s fund for the services provided. The PO encumbrance will then be liquidated.