

# Ordering Process for Business Cards

## Step 1

Go to [www.mga.edu](http://www.mga.edu); Offices and Services; Procurement Office:



Click on the link for new business cards:

### Middle Georgia State University

Business Card

The Printing People

Purchase order required

#### Middle Georgia State University Business Cards

Quantity	Subtotal	
100	\$20.50	<input type="checkbox"/>
250	\$22.00	<input type="checkbox"/>
500	\$35.00	<input type="checkbox"/>
1,000	\$45.00	<input type="checkbox"/>

Back Printing:   
Name on Card:   
Shipping:   
Total:

#### MGU Athletics – 2 sided Business Card

Quantity	Subtotal	
100	\$22.50	<input type="checkbox"/>
250	\$27.00	<input type="checkbox"/>
500	\$40.00	<input type="checkbox"/>
1,000	\$48.00	<input type="checkbox"/>

Website Address: [www.printingpeople.com](http://www.printingpeople.com)  
Click: Customer Login  
Login: mgsu  
Password: mgsu10

Complete form and save it as a pdf file. This will be your quote for the ePro requisition.

## Step 2

Create ePro Requisition

Line description: Business Cards for (enter Name(s) here)

NIGP Code: 96607

Account: 714106

Attach form created in Step 1

Submit requisition and monitor approvals –

## Manage Requisitions

Manage Requisitions

**Search Requisitions**

To locate requisitions, edit the criteria below and click the Search button.

Business Unit <input type="text" value="83000"/>	Requisition Name <input type="text"/>	Budget Status <input type="text"/>
Requisition ID <input type="text" value="0000503691"/>	Request State <input type="text" value="All but Complete"/>	Origin <input type="text" value="Special Request"/>
Date From <input type="text"/>	Date To <input type="text" value="08/07/2017"/>	PO ID <input type="text"/>
Requester <input type="text"/>	Entered By <input type="text"/>	

[Show Advanced Search](#)

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000503691	Samantha Boswell Busine...	83000	08/01/2017	PO(s) Dispatched	Valid	20.50 USD	View Cycle <input type="button" value="Go"/>



Click on the purchase order icon:

Business Unit 83000

**Requisition information** Find | View All First 1 of 1 Last

Requisition ID	0000503691	Line Number	1
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**PO information** Find | View All First 1 of 1 Last

PO Number	0000514328	Buyer	AWALKER	Change Order			
PO Date	08/01/2017	Supplier ID	0000014845	Terms	N30	PO Status	Dispatched

**Lines** Personalize | Find | View All | First 1 of 1 Last

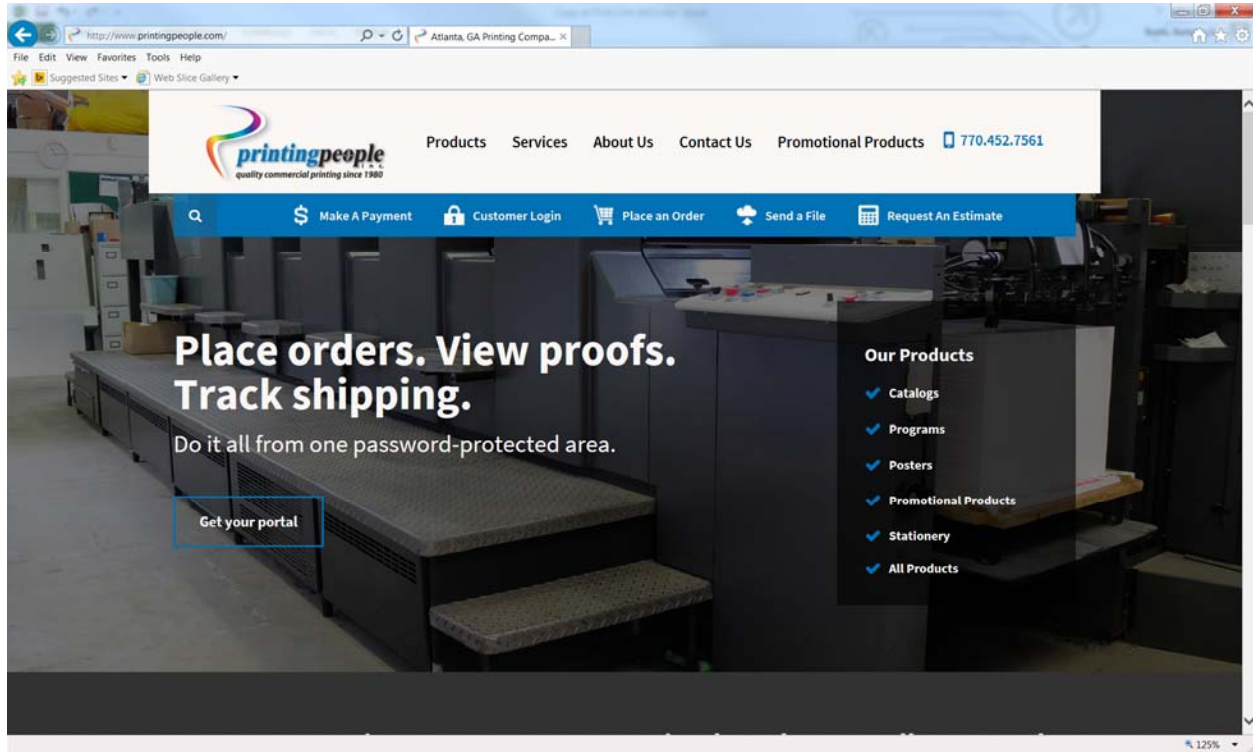
Line	Item ID	Description	Merchandise Amt	UOM	PO Qty	Status	Line Details
1		MGA Business Cards for Samantha Boswell (100)	20.50 USD	EA	1.0000	Approved	

[Return to Requisition Cycle](#)

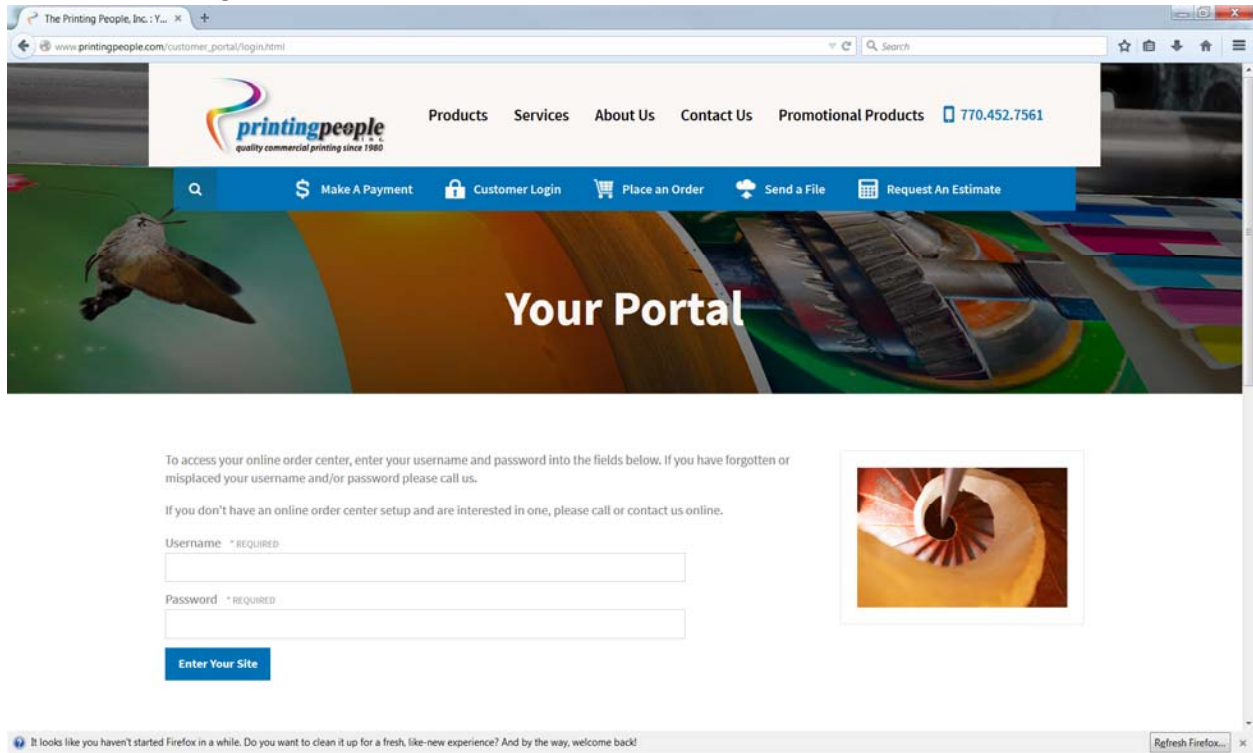
## Step 4

How to place your order for business cards online after completing the business cards order form and having a purchase order number:

Website: [www.printingpeople.com](http://www.printingpeople.com)



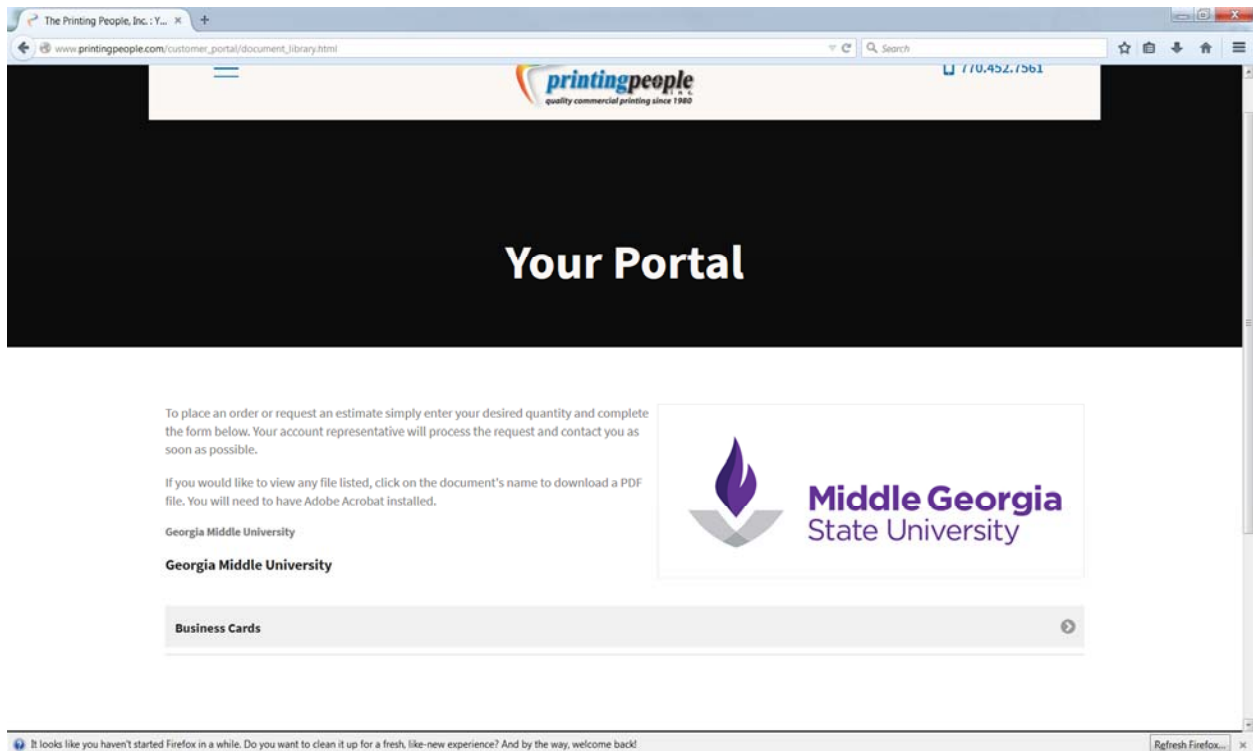
## Click Customer Login



The screenshot shows the login page of the Printing People customer portal. The browser address bar displays "www.printingpeople.com/customer\_portal/login.html". The page features the company logo, navigation links for Products, Services, About Us, Contact Us, and Promotional Products, along with a phone number 770.452.7561. A blue navigation bar contains icons for Make A Payment, Customer Login, Place an Order, Send a File, and Request An Estimate. The main heading is "Your Portal". Below this, there is a login form with fields for Username and Password, both marked as required. A blue "Enter Your Site" button is positioned below the password field. To the right of the form is a small image of a spiral staircase. At the bottom of the browser window, a message reads: "It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!" with a "Refresh Firefox..." button.

Username: mgsu

Password: mgsu10



The screenshot shows the document library page of the Printing People customer portal. The browser address bar displays "www.printingpeople.com/customer\_portal/document\_library.html". The page features the company logo and phone number 770.452.7561. The main heading is "Your Portal". Below this, there is a section for placing orders or requesting estimates, with instructions to enter quantity and complete the form. A second instruction states that users can download PDF files from the library, provided they have Adobe Acrobat installed. The document library lists "Georgia Middle University" and "Georgia Middle University". To the right of the text is a logo for Middle Georgia State University, featuring a stylized purple flame above the text "Middle Georgia State University". Below the document list is a "Business Cards" category with a right-pointing arrow. At the bottom of the browser window, the same Firefox message from the previous screenshot is visible.

Click: Business Cards Chevron on the right

To place an order or request an estimate simply enter your desired quantity and complete the form below. Your account representative will process the request and contact you as soon as possible.

If you would like to view any file listed, click on the document's name to download a PDF file. You will need to have Adobe Acrobat installed.

Georgia Middle University > Business Cards

[Add Item\(s\) to Cart](#)

**Business Cards**

**Middle Georgia State University Business Cards**

QUANTITY	SUBTOTAL
100	\$20.50
250	\$22.00
500	\$35.00
1,000	\$45.00

Quantity: 0

Back Printing: NO BACK PRINT

**MGU Athletics - 2 sided Business Cards**

Quantity: 0

It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back! Refresh Firefox...

Change the Quantity to the requested number of business cards. E.g. 250

Click: Add item(s) to cart

**Your Portal**

To place an order or request an estimate simply enter your desired quantity and complete the form below. Your account representative will process the request and contact you as soon as possible.

If you would like to view any file listed, click on the document's name to download a PDF file. You will need to have Adobe Acrobat installed.

**Middle Georgia State University Business Cards**

Name:

Title Line 1:

Title Line 2:

Department:

Location:

Location: --Choose Your Location--

Address:

City, ST, Zip:

Office Number:

Fax Number:

Email Address:  @mg.edu

Back:

It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back! Refresh Firefox...

Fill in information – proofread – we will have to pay for incorrect information entered.

The screenshot shows a web browser window with the URL [www.printingpeople.com/customer\\_portal/document\\_library.html?get\\_id=VFZzdXUHY3K%2F2Boc9T27H4Gx3auJy7wKk5e0t8j4L8E9fweDjUw0lwaZ3VoSMd38s5w4g1Z%2F](http://www.printingpeople.com/customer_portal/document_library.html?get_id=VFZzdXUHY3K%2F2Boc9T27H4Gx3auJy7wKk5e0t8j4L8E9fweDjUw0lwaZ3VoSMd38s5w4g1Z%2F). The page title is "Your Portal".

Instructions: "To place an order or request an estimate simply enter your desired quantity and complete the form below. Your account representative will process the request and contact you as soon as possible." and "If you would like to view any file listed, click on the document's name to download a PDF file. You will need to have Adobe Acrobat installed."

**Middle Georgia State University Business Cards**

Name: Amy Walker

Title Line 1: Procurement Technician

Title Line 2:

Department: Procurement Office

Location: Macon

Address: 100 University Parkway

City, ST, Zip: Macon, GA 31206

Office Number: 478.471.2071

Fax Number: 478.471.2087

Email Address: amy.walker@mg.edu

Back: Administrations Card Back

[Preview](#)

It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back! [Refresh Firefox...](#)

Click: Preview

The screenshot shows the same web browser window, but now the form is in preview mode. The URL is [www.printingpeople.com/customer\\_portal/document\\_library.html](http://www.printingpeople.com/customer_portal/document_library.html). The page title is "Your Portal".

Instructions: "To place an order or request an estimate simply enter your desired quantity and complete the form below. Your account representative will process the request and contact you as soon as possible." and "If you would like to view any file listed, click on the document's name to download a PDF file. You will need to have Adobe Acrobat installed." and "Please proof your document below. Click on the image to receive a PDF version of your proof. (PDF Viewing requires Adobe Acrobat Reader)."

**Middle Georgia State University**

Macon, Cochran, Dublin, Eastman, Warner Business and online, www.printingpeople.com/macon

**Amy Walker**  
Procurement Technician

**Procurement Office**  
100 University Parkway, Macon, GA 31206  
© 478.471.2071 • 478.471.2087  
amy.walker@mg.edu

[Order](#) [Modify](#)

3427 Dulciff Road  
Suite 112  
Atlanta, GA 30340

It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back! [Refresh Firefox...](#)

After confirming information – click: Order

To place an order or request an estimate simply enter your desired quantity and complete the form below. Your account representative will process the request and contact you as soon as possible.

If you would like to view any file listed, click on the document's name to download a PDF file. You will need to have Adobe Acrobat installed.

**Middle Georgia State University**  
**Business Cards**

200

Standard Business Cards Single Sided or Double Sided

**Name**  
Amy Walker

**Title Line 1**  
Procurement Technician

**Department**  
Procurement Office

**Location**  
Macon

**Address**  
300 University Parkway  
City, ST Zip  
Macon, GA 31206


**Office Number**  
478.471.2071

**Fax Number**  
478.471.2097

**Email Address**  
amy.walker@mg.edu

**Back**  
Admissions Card Back

**Back Printing**  
NO BACK PRINTING



**Middle Georgia State University**

**\$22.00**

[Update Quantities](#) [Continue Shopping](#)

It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back! [Refresh Firefox...](#)

You can place additional orders for business cards by clicking: Continue Shopping

Or you can modify, delete or update quantities

Scroll down:

[Update Quantities](#)

[Continue Shopping](#)

770.452.7561

**\$22.00**

To complete your order, please provide your information in the form below and click on the "Send Request" button. A customer service representative will process your request and contact you with additional information.

Your Name - required

Company

Address

City, State, Zip

Phone Number

PO #

E-mail Address - required

**Additional Details**  
Please provide additional details about your job in the field below.

[Submit Request](#)

It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back! [Refresh Firefox...](#)

Enter your information e.g.

The screenshot shows a web browser window with the URL [www.printingpeople.com/customer\\_portal/document\\_library.html?get\\_id=LHWtpANuRhuG7u%28feuxlEQ5ro%2FueLzYpWhmICPLWBQ6ulmBOTwFHCjgPhOoy1Cyea0d1](http://www.printingpeople.com/customer_portal/document_library.html?get_id=LHWtpANuRhuG7u%28feuxlEQ5ro%2FueLzYpWhmICPLWBQ6ulmBOTwFHCjgPhOoy1Cyea0d1). The page header includes the Printing People logo and a phone number 770.452.7561. A shopping cart icon shows a total of \$22.00. Below the header are two buttons: "Update Quantities" and "Continue Shopping".

The main content area contains a form with the following fields and values:

- Your Name:
- Company:
- Address:
- City, State, Zip:
- Phone Number:
- PG #:
- E-mail Address:

Below the form is a section for "Additional Details" with a text area and a "Submit Request" button.

At the bottom of the browser window, a message reads: "It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!" with a "Refresh Firefox..." button.

Then click submit request.