

Letterhead and envelope orders – Graphic Resource

Please place letterhead and envelope orders by utilizing the order form from Graphic Resource. If you have a sample, please attach it with the order form to your ePro requisition. If you do not have a sample mock one up and attach with the order form. (Training on how to enter an ePro requisition can be found here: https://www.mga.edu/procurement/docs/ePro_Training.pdf)

Please use **Supplier ID 000003998** Graphic Resource - NIGP code for letterhead: **96651** Letterhead Printing NIGP code for envelopes: **96631** Envelope Printing

Expense account: **742100** (should default to this account)

In your line description please provide the following information:

- either letterhead or envelope printing (not combined)
- if you place an order for 500 list Qty 500 in the item description line (see example: Line 1) Note in the quantity field state 1 and unit of measure each.
- Department name e.g. Human Resources

* Please make sure to enter one separate line for shipping cost at Qty 1, \$9.00 per order. The NIGP code for Shipping is 96286 which corresponds with expense account 714111. *

Example: Line 1

Line 2

Line 3

Line 1	Line 2	Line 3
<p>Special Requests ?</p> <p>Enter information about the non-catalog item you would like to order.</p> <p>Item Details</p> <p>*Item Description <input type="text" value="Envelope Printing Procurement Office Qty 500"/></p> <p>*Price <input type="text" value="82.00"/> *Currency <input type="text" value="USD"/></p> <p>*Quantity <input type="text" value="1"/> *Unit of Measure <input type="text" value="EA"/></p> <p>*Category <input type="text" value="96631"/> Due Date <input type="text"/></p> <p>Supplier</p> <p>Supplier ID <input type="text" value="000003998"/></p> <p>Supplier Name <input type="text" value="Graphic Resource"/> <input type="text" value="Graphic Resource"/> Suggest New Supplier</p> <p>Supplier Item ID <input type="text"/></p> <p>Manufacturer</p> <p>Mfg ID <input type="text"/></p> <p>Manufacturer</p> <p>Mfg Item ID <input type="text"/></p> <p>Additional Information</p> <p><input type="checkbox"/> Send to Supplier <input type="checkbox"/> Show at Receipt <input type="checkbox"/> Show at Voucher</p> <p>Request New Item</p> <p><input type="checkbox"/> Request New Item A notification will be sent to a buyer regarding this new item request.</p> <p><input type="button" value="Add to Cart"/></p>	<p>Special Requests ?</p> <p>Enter information about the non-catalog item you would like to order.</p> <p>Item Details</p> <p>*Item Description <input type="text" value="Letterhead Printing Procurement Office Qty 500"/></p> <p>*Price <input type="text" value="74.00"/> *Currency <input type="text" value="USD"/></p> <p>*Quantity <input type="text" value="1"/> *Unit of Measure <input type="text" value="EA"/></p> <p>*Category <input type="text" value="96651"/> Due Date <input type="text"/></p> <p>Supplier</p> <p>Supplier ID <input type="text" value="000003998"/></p> <p>Supplier Name <input type="text" value="Graphic Resource"/> <input type="text" value="Graphic Resource"/> Suggest New Supplier</p> <p>Supplier Item ID <input type="text"/></p> <p>Manufacturer</p> <p>Mfg ID <input type="text"/></p> <p>Manufacturer</p> <p>Mfg Item ID <input type="text"/></p> <p>Additional Information</p> <p><input type="checkbox"/> Send to Supplier <input type="checkbox"/> Show at Receipt <input type="checkbox"/> Show at Voucher</p> <p>Request New Item</p> <p><input type="checkbox"/> Request New Item A notification will be sent to a buyer regarding this new item request.</p> <p><input type="button" value="Add to Cart"/></p>	<p>Special Requests ?</p> <p>Enter information about the non-catalog item you would like to order.</p> <p>Item Details</p> <p>*Item Description <input type="text" value="Shipping"/></p> <p>*Price <input type="text" value="9.00"/> *Currency <input type="text" value="USD"/></p> <p>*Quantity <input type="text" value="1"/> *Unit of Measure <input type="text" value="EA"/></p> <p>*Category <input type="text" value="96286"/> Due Date <input type="text"/></p> <p>Supplier</p> <p>Supplier ID <input type="text" value="000003998"/></p> <p>Supplier Name <input type="text" value="Graphic Resource"/> <input type="text" value="Graphic Resource"/> Suggest New Supplier</p> <p>Supplier Item ID <input type="text"/></p> <p>Manufacturer</p> <p>Mfg ID <input type="text"/></p> <p>Manufacturer</p> <p>Mfg Item ID <input type="text"/></p> <p>Additional Information</p> <p><input type="checkbox"/> Send to Supplier <input type="checkbox"/> Show at Receipt <input type="checkbox"/> Show at Voucher</p> <p>Request New Item</p> <p><input type="checkbox"/> Request New Item A notification will be sent to a buyer regarding this new item request.</p> <p><input type="button" value="Add to Cart"/></p>