Guide to Working with a Print Vendor

5 Easy Steps. 4 if your job is under $5,000.

1. Go to the Procure-to-Pay web site to identify one or more potential print vendors.
   b. Jobs under $5,000 only require that you identify one vendor.
   c. For jobs over $5,000, you’ll need to identify two vendors.

2. Contact vendor(s) to determine its/their ability to meet your needs and the estimated cost of your job.
   a. Use the Common Spec Sheet for quickest results.
      i. <<url for Common Spec Sheet here>>
   b. If your job is under $5,000, skip ahead to step 4.
   c. If your job is over $5,000, be sure to get a second estimate and go to step 3.
   d. If you are unable to identify a Preferred Vendor that has the capacity to meet your needs, see the “Guide to Working with a Non-Preferred Print Vendor”

3. For jobs over $5,000, submit the estimates to your Finance Center.
   a. Email electronic copies of your estimates.
   b. Be sure to indicate which vendor you have selected.

4. Work with your chosen vendor to complete your print job.

5. Once complete, receive delivery of your print job and its accompanying invoice.
   a. If under $5,000, email electronic copies of the invoice and spec sheet to your Finance Center, indicating “okay to pay”.
   b. If over $5,000, email your Finance Center to confirm completion of the print job and accuracy of the invoice.
Guide to Working with a Non-Preferred Print Vendor

Follow Steps 1 and 2 on the “Guide to Working with a Print Vendor”

3. Contact three Non-Preferred Vendors to determine their ability to meet your needs and the estimated cost of your job.
   a. Use the Common Spec Sheet for quickest results.
      i. <<url for the Common Spec Sheet here>>

4. Forward estimates to Procurement.
   a. Email electronic copies of your estimates along with the Print Exceptions Form.
      i. <<url for Print Exceptions Form here>>
      ii. <<Procurement email address here>>
   b. Procurement staff will contact the Preferred Vendors to either identify their potential capacity to meet your needs or confirm their inability to do so. Procurement will either decline or accept your request for an exception accordingly.
   c. If Procurement accepts your request, skip ahead to step 7.
   d. If Procurement declines your request, go to step 5.

5. If Procurement declines your request, the Procurement staff will forward you at least one suggested Preferred Vendor with the capacity to meet your needs.
   a. If you choose to work with a Preferred Vendor, skip to step 7.
   b. If you would like to work with a Non-Preferred Vendor, go to step 6.

6. Work with your Fiscal Officer to determine your department’s willingness to utilize a Non-Preferred Vendor.
   a. If your department is willing to utilize a Non-Preferred Vendor, he/she should complete the Fiscal Officer portion of the Exceptions Form and email it to you and to Procurement.
      i. <<Procurement email address here>>
   b. If your department is not willing to utilize a Non-Preferred Vendor, please engage a Preferred Vendor.

7. Email appropriate material to your Finance Center.
   a. If utilizing a Preferred Vendor: estimates and note the Preferred Vendor you have selected.
   b. If utilizing a Non-Preferred Vendor: estimates and Exceptions Form and note the Non-Preferred Vendor you have selected.

8. Work with your chosen vendor to complete your job.

9. Once complete, receive delivery of your job and its accompanying invoice.
   a. Email your Finance Center to confirm completion of the print job and accuracy of the invoice.