

PURDUE ENTERPRISE PRINT SERVICES (PEPS)

DELIVERED BY XEROX SERVICES

Online Ordering System

**Purdue University
ALL CAMPUSES**



765-494-2006

PurduePrintDigital@Xerox.com

Contact Information

Purdue Enterprise Print Service (PEPS)

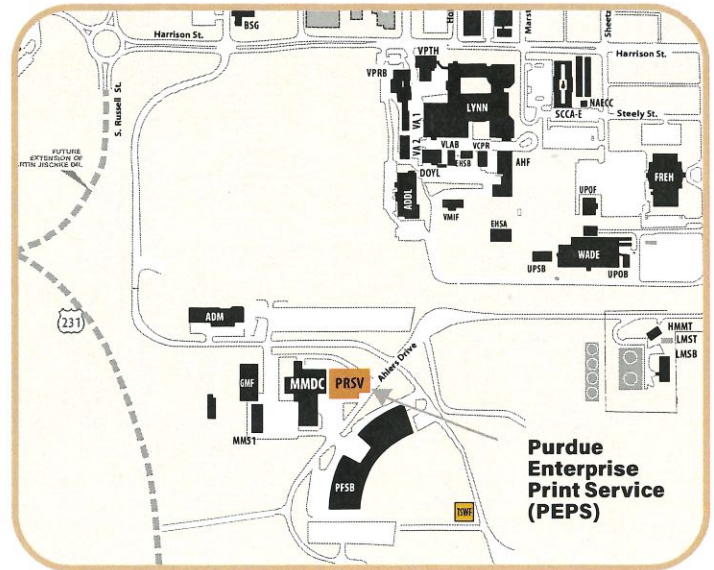
698 Ahlers Drive
West Lafayette, IN 47907

Located a short distance off US 231 S,
in the Printing Services Building (PRSV)
on the south end of campus.

Email: PurduePrintDigital@xerox.com

Call: **765-494-2006**

Stop in any time
Monday-Friday 8-12 and 1-5
or call for appointment



PEPS has several customer service representatives who will manage your projects from start to finish. Please see the list below along with their specialties. Contact any one of them to manage your project, request quotes, or ask questions.

Business cards, stationery, dissertations and large format posters

Iris Dean
765-496-7221
iris.dean@xerox.com

Course notes and mailings

Sherry Swank
765-496-7321
sherry.swank@xerox.com

Vended orders, offset printing and specialty items such as pens and tablecloths

Virginia Myers
765-496-0359
virginia.myers@xerox.com

In-house printing and fulfillment

Megan Timmons
765-494-0255
megan.timmons@xerox.com

Strategic Account Manager, E-publishing

Kevin Darling
317-460-7861
kevin.darling@xerox.com

Project Specialist

Nancy Montenegro
317-557-6515
nancy.montenegro@xerox.com

Any requests can also be directed through our main office at **765-494-2006** or PurduePrintDigital@xerox.com. We will put you in contact with one of our staff.

Services

Extensive capabilities to deliver what you need

Print & Copy Services

Digital full color up to 14.33x26
Offset full color up to 26x40

Design Services

Design consultation
Graphic design
Variable data design

Binding Services

Saddle stitch
Plastic comb
Spiral/coil
Perfect bind
Wire-o

Lamination

Multiple sizes available
Both standard and write-erase

Wide and Grand Format Printing

Banners (indoor and outdoor)
Retractable banners
Yard signs
Vehicle and wall wraps
Posters
Tradeshow displays

Mailing Services

Mail and address prep for USPS,
campus and international mailings
Multi-piece inserting
Inkjetting
Sealing
Metering

ePublishing

Online web-reader
Digital apps

Warehousing and Fulfillment

Daily packaging and mailing
Purdue folders
Certificate holders
Calendars
Forms and more

Imaging and Scanning

Multiple page documents
Indexing
Secure

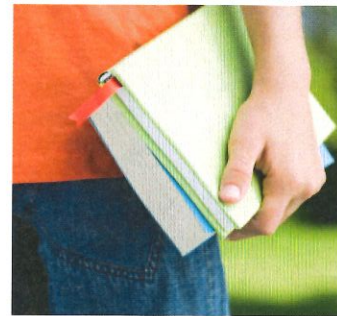
Kitting

Online Storefront Solutions

Course packets

Premiums and Apparel

Table Cloths
T-shirts
Pens, pencils
Post It pads
Labels—different shapes and sizes
rolls and sheets
Variety of specialty items



Don't see what you need?

Just ask!

765.494.2006

Quotes

If a quote is required, use the form below or send a detailed email with the information (see example) to PurduePrintDigital@xerox.com and one of PEPS customer service staff will send the pricing.

Click here for Quote Request form:
<http://www.xeps.net/forms.html>

Coil bound books

Quantity: 25 copies
Cover Stock: 80# Dull Coated Cover
Text Stock: 80# Dull Coated Text
of Pages: 50 pages printed front and back
Special Instructions
 Add black back and clear front.
 4 tabs
Deliver By: 1/1/21
Deliver to: John Doe / PRSV
Ariba Requester for this Project: John Doe
Proof: PDF Proof only

Example of detailed information for quote

Client _____

Department _____ Bldg. _____ Room # _____

Phone _____ Email _____

Ariba Requester _____ Email _____ Phone _____

Title of Order _____

Pages / Sheet(s) _____

Quantity _____

Paper _____

Ink Color _____

Flat Size _____ Finish Size _____

Type of Finishing _____

Mailing None Campus First Class Mail Non-Profit International

Due Date _____ Proof Needed Yes No

Previous Xerox Job # _____

Special Instructions _____

Type of Delivery Campus mail Pick-Up UPS ground
 Other _____

Deliver to the attention of: _____

Delivery Location _____ Bldg./Room # _____

Order Information

There are 3 ways to place an order. The catalog is the same for each method, but the manner of payment will determine which method you will use.

Choose one of the access methods listed below:

Ariba - departmental funds

Career Account - business partners, student organizations, or PCard

Personal - credit card, check or cash

Ariba

Most orders are paid through departmental funds and will need to be submitted through Ariba by a business office person who has an Ariba requester role.

The person requesting the materials or the Ariba requester may request one of the PEPS staff to assist with the order. Most Ariba requesters will place standard catalog items such as business cards, stationery, brochures or flyers but may need the PEPS staff to assist with the more complex orders. You will need to identify and provide the PEPS customer service representative with the name of the Ariba requester to provide quotes or enter a job. Contact us at 765-494-2006 or at PurduePrintDigital@xerox.com for assistance.

The person requesting the materials will need to provide the Ariba requesters with account information and cost associated with the order. Contact your business office early in the order process to provide details and let them know an order will be coming.

Special Note: If PEPS enters a more complex order for the Ariba requester, the order should not be submitted until it is approved by the person needing the materials and all costs are included in the order. We will let the Ariba requester know when the order is ready to be submitted.

Career Account

Orders that will be paid through a business partner number, student organization or PCard can be placed at wprint.xeps.net using a career account login. PEPS staff can assist with entering the order but will need to know the business partner number or student organization name. Contact us at 765-494-2006 or at PurduePrintDigital@xerox.com for assistance or to arrange payment.

Personal

Personal orders (non-Purdue related) can be placed at print.xeps.net. Contact the PEPS office at 765-494-2006 for assistance or to arrange payment.

Placing New Orders through Ariba

Simple orders such as business cards, stationery, brochures or flyers can be submitted by an Ariba requester. Easy to follow steps are listed below.

Files may be uploaded when placing the order or sent separately through ITaP's FileLocker or email to PurduePrintDigital@Xerox.com. Confidential files, such as data files, should be sent through ITaP's FileLocker or other secure applications.

Easy steps to enter and place a new catalog order through Ariba

Open Ariba through the OneCampus Portal

1. In Ariba, select the catalog tab, select **Xerox Corporation** as the supplier.
2. Click **Buy from Supplier**.
3. Click the catalog button you would like to order (such as **Brochures & Flyers**). This will start your cart.
4. Select the specifications needed by following the buttons and drop downs then click **Continue**.
5. Click **Upload File and Quantity** button to upload the print file (if available) and add the quantity. **Check Out**.
Print and data files can be sent separately through ITaP's FileLocker (secure) or by email.
6. Enter order name, something easy to remember or reference.
7. Select **Order Site** – Purdue Enterprise Print Service
8. Enter shipping information. Add a new address if going to a different person than yourself.
9. Click **Place Order**, confirm total.
10. **Place Order** at the bottom of the cart to continue on to Ariba.
11. Click **Return Cart to Ariba** and **Proceed to Checkout**.

Completing the Ariba information:

Once you are in your Ariba cart, fill in your title, dates and other required information at the top. Scroll down to the bottom left corner right below the line items, click **Edit** in the drop down box. This will take you to a new screen to fill in your account information and delivery location. You will receive a message saying that there are errors. Once you complete the information the errors will go away. Click **Next** and a summary will appear. If everything is correct, then submit your order.

It is a good idea to note your PR number for tracking purposes.

Xerox is not able to see the PR numbers, but we can track orders through our catalog order numbers or the PO number.

If you have additional questions, contact the Ariba help desk at 494-7279.

Submitting Orders through Ariba

The more complex orders that the PEPS staff create will need to be submitted through Ariba. The steps for submission are listed below.

Special Note: Once all the costs and changes have been made to the order, an email will be sent to the Ariba requester and the person requesting the materials letting them know the total cost and that the order is ready to submit.

Easy steps to submit an order through Ariba that has been entered in by PEPS staff

Open Ariba through the OneCampus Portal

1. In Ariba, select the catalog tab at the top, select **Xerox Corporation** as the supplier.
2. Click **Buy from Supplier**.
3. Click **All Orders Placed** in the thin gray bar under the blue heading.
A list of all your orders will appear starting with the most recent order.
4. Locate the order number you need to submit and click the **Modify** button on the far right side.
This will open the cart that our staff created.
5. Make sure the Purdue Enterprise Print Services site has been selected (upper right corner).
Review the order to make sure information and pricing is correct.
Add or change shipping information. Add a new address if going to a different person than yourself.
6. Click **Place Order**, confirm total.
7. **Place Order** at the bottom of the cart to continue on to Ariba.
8. Click **Return Cart to Ariba** and **Proceed to Checkout**.

Completing the Ariba information:

Once you are in your Ariba cart, fill in your title, dates and other required information at the top. Scroll down to the bottom left corner right below the line items, click **Edit** in the drop down box. This will take you to a new screen to fill in your account information and delivery location. You will receive a message saying that there are errors. Once you complete the information the errors will go away. Click **Next** and a summary will appear. If everything is correct, then submit your order.

It is a good idea to note your PR number for tracking purposes.

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If you have additional questions, contact the Ariba help desk at 494-7279.

Standard Catalog Items

There are a variety of standard catalog selections for all departments to choose from. Custom catalog items that are used primarily by your department can also be created for easy ordering. Send an email to PurduePrintDigital@xerox.com to let us know what you need.

Standard Catalog Selections

- Business Cards - Purdue standard and non-standard
- Brochures & Flyers - most popular sizes and stocks
- Postcards & Notecards - most standard sizes and stocks
- Envelopes & Letterhead - Purdue standard and non-standard
- Wide Format Printing - posters larger than 14x26 and engineering prints
- General Store Items - a variety of Purdue items (forms, calendars, note cards, certificate holders)

For business cards, letterheads and envelopes, approved templates are included in some of the selections.

Enter the information into the templates

Click **Preview** to review layout

Click **Proof** to download a file for your records or to send to other staff.

Enter quantity in the bottom left corner

Check Out if finished, or **Add to Cart** to add additional items

Special Note: You can only order one set of business cards per order. If you need several cards, send an email to PurduePrintDigital@xerox.com and request a spreadsheet for business cards. Complete the spreadsheet and email to PurduePrintDigital@xerox.com. Our staff will enter the order for you and send proofs for review.

If selections are not available for the item you need, contact PurduePrintDigital@xerox.com for assistance.

Custom Order Items

For items not available as a standard catalog selection, choose **Custom Order** and select your specifications. Please contact us at 765-494-2006 or email PurduePrintDigital@xerox.com if you need assistance.

To place a Custom order item:
 Log into our catalog
 Click on the **Custom Order** item

Enter the order title (ex. Inspection form).

Enter the number of pages in Item 1.
 Do not enter sheets, the number of sheets will be determined by options you select (1-sided or 2-sided).
 Example: a 2-sided flyer would have 2 pages.

Enter quantity.
 If more than one copy can fit on a sheet, divide the total quantity by the number printing on each sheet and enter this number for quantity.
 Example:
 8.5x5.5 will print 2 per 8.5x11 sheet
 4.25 x 5.5 will print 4 per 8.5x11 sheet
NOTE: Enter the total quantity of pieces you want in the special instructions area.

Click **Preview/Change Options** to choose print options.

Special Note: Send us a note under the **Additional Notes** section if you need to provide additional instructions.

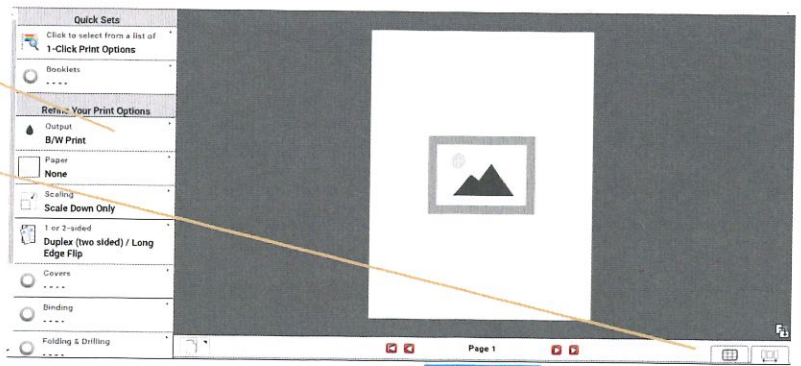
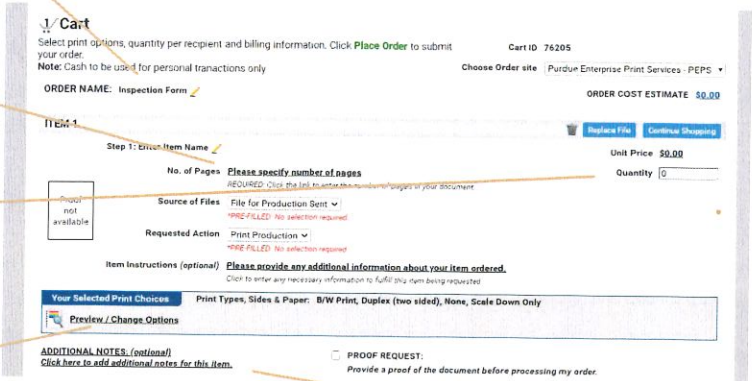
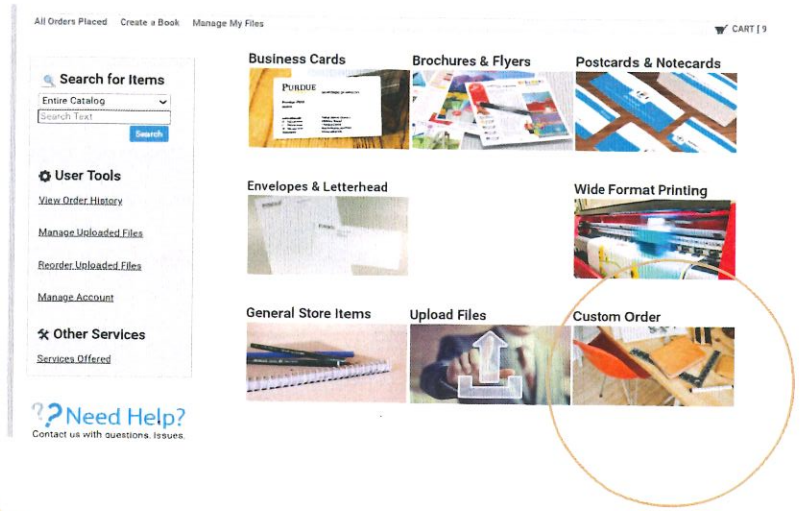
Select print options from the left side by clicking on the boxes.

If file is uploaded, the file will show in the window. Click the small grid in the bottom right corner to set options to certain pages. Right click the page to see options available.

If file is not uploaded, the image will not show in the window but you can still select the options.

Click **Done With Print Options** once you have made your selections to go back to cart.

Click **Continued Shopping** to add more items if needed, enter delivery information and select a due date.



House Stocks

White Cover 80#, 100#, 130# uncoated, dull and gloss coated

White text 20#, 24#, 70#, 80#, 100# uncoated
80# and 100# dull and gloss coated

Color text 20# pastels
blue, buff, canary, cherry, goldenrod, gray, green, ivory, orchid, pink, salmon, tan

24#/60 pastels
blue, canary, goldenrod, gray, green, ivory, pink, tan

24#/60# Astrobrights
Celestial Blue, Cosmic Orange, Fireball Fuchsia, Galaxy Gold, Gamma Green,
Lift-Off Lemon, Martian Green, Planetary Purple, Pulsar Pink, Rocket Red, Orbit Orange,
Re-Entry Red, Terrestrial Teal, Solar Yellow, Vulcan Green

Color Covers 65# pastels
blue, buff, canary, cherry, goldenrod, gray, green, ivory, orchid, pink, salmon, tan

24#/60 pastels:
blue, canary, goldenrod, gray, green, ivory, pink, tan

24#/60# Astrobrights
Celestial Blue, Cosmic Orange, Fireball Fuchsia, Galaxy Gold, Gamma Green,
Lift-Off Lemon, Martian Green, Planetary Purple, Pulsar Pink, Rocket Red, Orbit Orange,
Re-Entry Red, Terrestrial Teal, Solar Yellow, Vulcan Green

Crack and peel stock

White - matte and gloss

Fluorescent colors: orange, red, green

Bright colors: solar yellow, lunar blue

Pastel colors: canary

White peel off labels - variety of sizes and shapes

2-part carbonless NCR forms

3-part carbonless NCR forms

4-part carbonless NCR forms

All other stocks will be ordered upon request.

Helpful Information

Do not attach files through Ariba. **Files** need to be added in the PEPS order or sent to PurduePrintDigital@xerox.com or through Purdue's FileLocker (secure)

Remember the **PEPS order number**. These numbers are valuable to track current orders, look up previous specifications, identify files and place reorders.

All **invoices** are sent around the 22nd of each month for the orders closed in our system the previous month (Example: All orders completed and closed in April will be invoiced around the 22nd of May)

Canceling an order in Ariba does not cancel the order in the PEPS Ordering system. Please contact PEPS if you need to cancel an order.

Turnaround times will vary depending on quantities and finishing requirements. Let PEPS know what you need and when you need them in hand so delivery dates can be confirmed.

Identifying the **Ariba requester** early in the order process is critical to keeping your order on schedule.

If you want to **review all your orders**, click on the **All Orders Placed** in the thin gray bar under the large blue banner.

Reorders can be submitted by going to your list of orders in the PEPS system. Quantities will reset to the lowest minimum quantity when you reorder so click the **View** button first, note the quantities for each line item and then click the **Reorder** button. Make the necessary changes, update the quantities. Special order items may need prices updated before you can reorder. Contact a staff member for current pricing.

The first time you go to the PEPS catalog in Ariba or through the Career account, your profile is automatically set up. If you change names, department, buildings, etc. or it will not automatically change in the PEPS catalog. To **change your profile**, go to the top of the page and click **My Account**.

Have questions or need help?

call

765.494.2006

email

PurduePrintDigital@xerox.com