

PURDUE ENTERPRISE PRINT SERVICES (PEPS)

DELIVERED BY XEROX SERVICES

Digital Offset Wide Format ePublishing

Placing print and digital orders with Purdue Enterprise Print Services (PEPS)

Most print 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 contact 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.

Helpful guide for Ariba requesters:

1. Make sure you have the account information
2. In Ariba, select the catalog tab, select **Xerox Corporation** as the supplier.
3. Click **Buy from Supplier**.
4. Click the portal for the item you would like to order (such as **Brochures & Flyers**).
5. Select the specifications needed by following the buttons and drop downs then click **Continue**.
6. Click **Upload File and Quantity** button to upload the file (if available) and add the quantity. **Check Out**.
7. Enter order name.
8. Select order site
9. Enter shipping information.
10. Click **Place Order** and confirm total.
11. Click **Place Order** again to continue on to Ariba.
12. Click **Return Cart** to Ariba and **Proceed to Checkout**.

Non-Ariba users may go directly to <https://print.xeps.net> to place an order.

765-494-2006

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