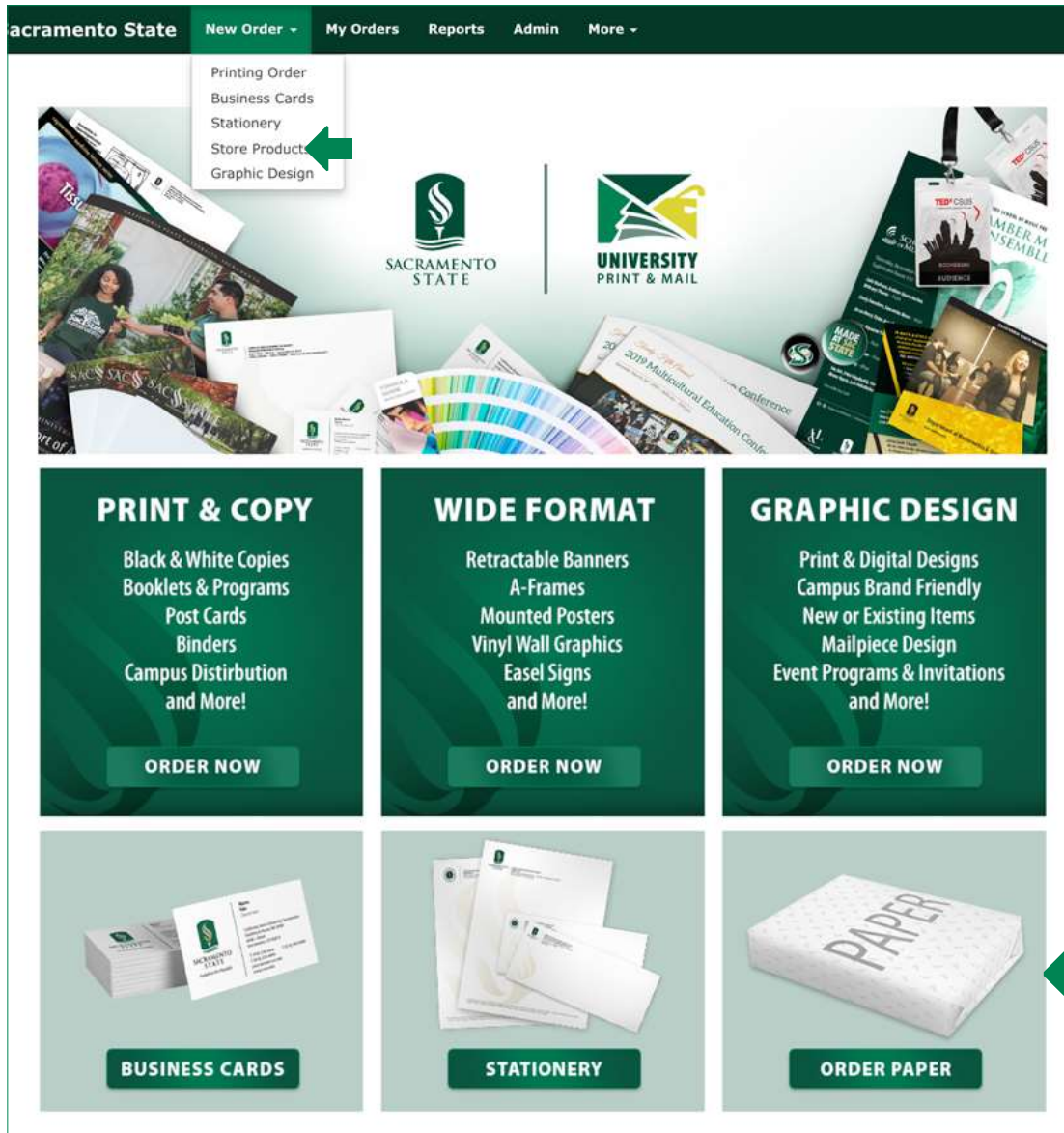# Placing a Store Order

Store orders in Print Shop Pro, refer to orders for items that University Print has in stock, and ready to provide to campus. These items include copy paper, pocket folders, or our Guides to Services.

You can locate the store items in Print Shop Pro from two areas on the home page:

## Paper Orders

University Print currently offers a variety of paper stocks, in several different color and weight options for department purchase. If you do not see the paper you wish to purchase in Print Shop Pro, please email us at: universityprint@csus.edu with your request.

**NOTE:** It is anticipated that beginning November 2019, the campus will be instructed to purchase all 20# white bond from Staples. 20# white bond will appear on our Store until that is official.



### Step 1

From the Print Shop Pro home page, the fastest way to order paper is to click on the paper icon labeled **'ORDER PAPER'**.
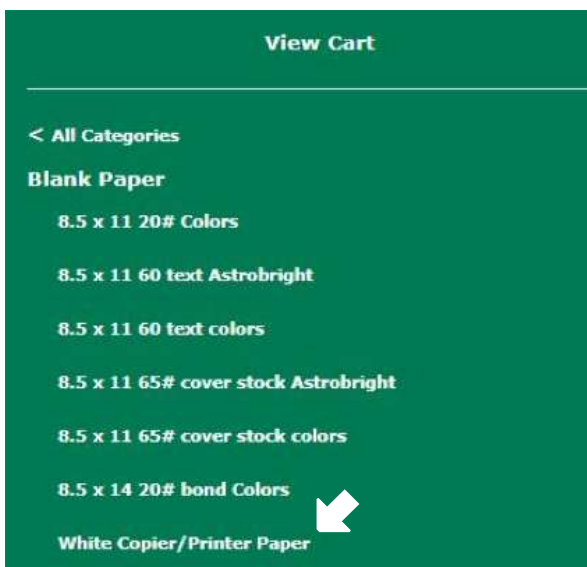


### Step 2

You will now see a list of blank paper options. Paper options are listed in alphabetical order, according to weight/size/name/color.

From the menu on the left, click on **'Blank Paper'**.

You may also search for paper using the search bar at the top of the page.





### Step 3

Once you have clicked on the link for blank paper, you will see a list of paper options appear. Please click on the appropriate link for the paper selection you would like.

For the purposes of this exercise, we will click on **'White Copier/Printer Paper'**.

White Copier Paper (Printer Paper) is available in 20# bond, with the options of pickup or delivery, and is delivered in cases.

 ***2011BondDel is the _delivery_ option, and 2011BondPU is the _pickup_ option.**

Please select your preferred option by clicking on the appropriate icon. We will select the delivery option.
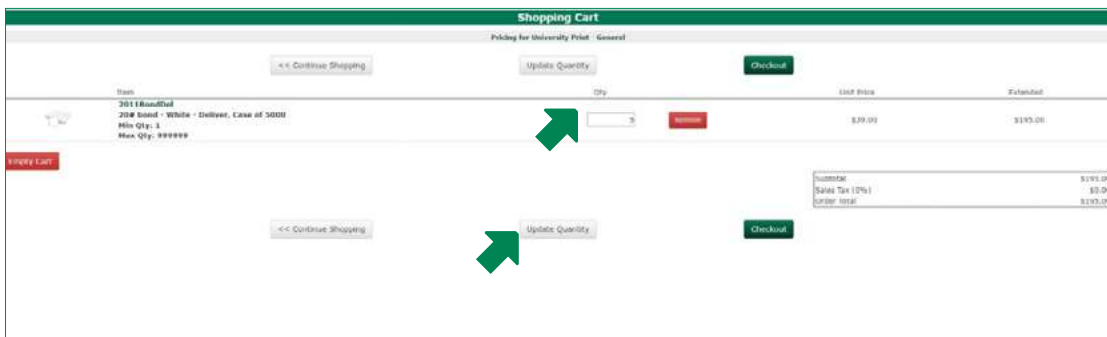
## Step 4

Once you have selected your paper option, click **'Add to Cart'**.



## Step 5

Now you will be able to adjust the quantity of paper for your order. Please note: paper orders are sold by cases and there are 10 reams to a case.
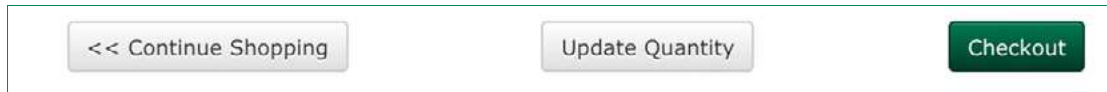


If you have changed the quantity, please click **'Update Quantity'**.
For paper orders, the price you see for the order, after the quantity is updated, will be your final cost.

## Step 6

You are now give the option to add more items, or check out.  To complete your order, click the **'Checkout'** button.

| << Continue Shopping | Update Quantity | Checkout |
|---|---|---|

## Step 7

Now you will need to verify your contact information, in the event that we need to speak to you regarding your order, we will use this information to reach you.

**Contact Information**

| Contact Name | Laura M O'Neill |
|---|---|
| Phone Number | 916-278-6915 |
| Site / Dept | University Print - General |

You will then be required to select the speedtype to be charged for your order, and add any additional billing instructions.
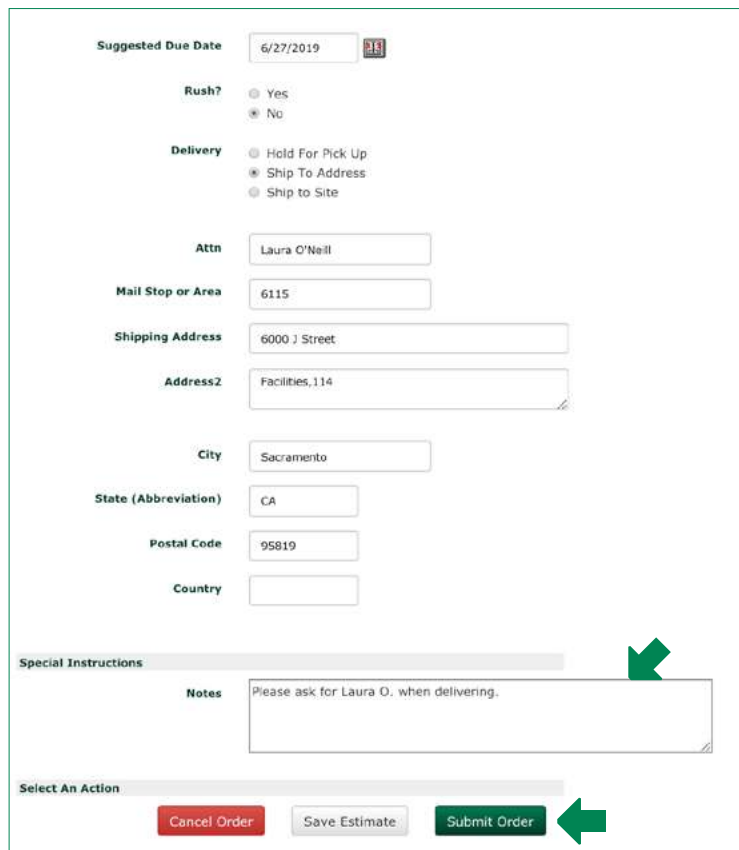
**Speedtype Number**

Please Select ▼ ⬅

**Additional Billing Instructions**

Select a delivery date, let us know if the order is a "rush" order, and select the delivery location.  You will also be able to enter any special instructions for the delivery at this time.

When you are ready, click **'Submit Order'**. The ticket number for your order will appear, please make note of this for future reference.

| Suggested Due Date | 6/27/2019 |
|---|---|
| Rush? | ○ Yes  ● No |
| Delivery | ○ Hold For Pick Up  ● Ship To Address  ○ Ship to Site |
| Attn | Laura O'Neill |
| Mail Stop or Area | 6115 |
| Shipping Address | 6000 J Street |
| Address2 | Facilities,114 |
| City | Sacramento |
| State (Abbreviation) | CA |
| Postal Code | 95819 |
| Country | |

**Special Instructions**

| Notes | Please ask for Laura O. when delivering. |
|---|---|

**Select An Action**

| Cancel Order | Save Estimate | Submit Order |
|---|---|---|

## Pocket Folder Orders

University Print carries Sac State Green and Gold Pocket folders that are available for purchase by campus departments. The Sac State Pocket Folders are green, 9 x 12 folders that have the Sacramento State gold foil logo on the front. Pocket Folders are sold in sets of 25.



### Step 1

From the homepage of Print Shop Pro, in the **'New Orders'** drop down menu at the top of the page, select **'Store Products'**. On the left side menu, click **'Pocket Folders'** from the list of available options.



### Step 2

Click on the icon for the Pocket Folders. Then, click **'Add to Cart'**.

### Step 3

Now, you may adjust the quantity of the folders being ordered. Once you are finished, click **'Update Quantity'** to proceed with your order.



When ready, click **'Checkout'** to continue placing the order.

## Step 4

Now you will verify the accuracy of your contact information, select your speedtype from the drop-down menu, add any additional billing instructions, select your delivery date and specify any additional delivery instructions. When you are ready, click **'Submit Order'**.

## University Print Guide to Services

University Print offers a pocket sized guide to our services. This guide includes paper samples and is helpful to keep on-hand for use while planning future print order projects. Our Guide to Services is offered free of charge to all campus departments.
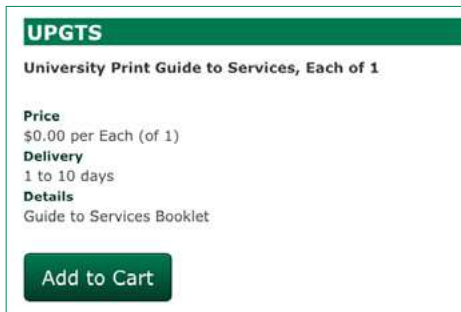


### Step 1

From the home page of Print Shop Pro, please select **'Store Products'** from the drop down, **'New Order'** menu at the top of the page.



### Step 2

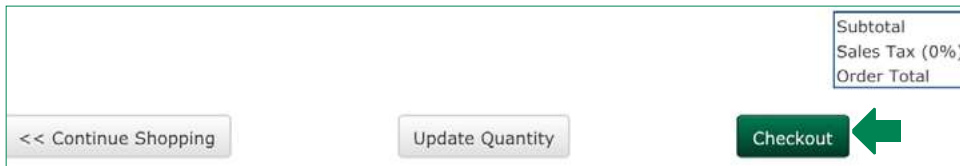Select **'Guides'** from the list of store categories on the left side of the page.



### Step 3

Click on the UPGTS icon. Then click, **'Add to Cart'**.

### Step 4

To submit your order, click the **'Checkout'** button.

## Step 5

Now you will verify the accuracy of your contact information, select your speedtype from the drop-down menu, add any additional billing instructions, select your delivery date and specify any additional delivery instructions. When you are ready, click **'Submit Order'** and we will deliver a Guide to Services Book to your specified location.

| | |
|---|---|
| **Suggested Due Date** | 6/27/2019 📅 |
| **Rush?** | ○ Yes<br>◉ No |
| **Delivery** | ○ Hold For Pick Up<br>◉ Ship To Address<br>○ Ship to Site |
| **Attn** | Laura O'Neill |
| **Mail Stop or Area** | 6115 |
| **Shipping Address** | 6000 J Street |
| **Address2** | Facilities,114 |
| **City** | Sacramento |
| **State (Abbreviation)** | CA |
| **Postal Code** | 95819 |
| **Country** | |

**Special Instructions**

**Notes** Please ask for Laura O. when delivering.

**Select An Action**

[Cancel Order] [Save Estimate] [Submit Order]