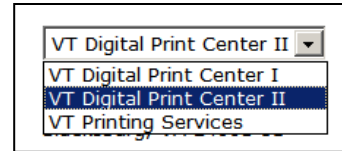


Quick Guide - Interdepartmental Printing Request (11-18-09)

HokieMart Will Deliver PO

From the Main Screen of HokieMart:

- Click “Interdepartmental Printing Request.”



In the Interdepartmental Printing Request, from the drop-down menu:

- Choose the desired VT supplier.

Supplier Info	
Supplier	VT Digital Print Center II
Address	142 Smyth Hall Blacksburg, VA 24061 US
Supplier Phone	+1 (540) 231-6831

Supplier Name and Distribution Address will appear.

- Complete “General Info” section of the form.

In the External Info section:

- Select “click here to download the template.”

External Info	
External Info Instructions	Fill out the IPR Work Request template (click here to download template) and attach it to this form. This will include department, building/room, contact name, phone, service by date and the request specifications.
External Attachments	<input checked="" type="checkbox"/> Value required
add attachment...	

If the IPR is not attached, this error message will appear.

External Info							
External Info Instructions	Fill out the IPR Work Request template (click here to download template) and attach it to this form. This will include department, building/room, contact name, phone, service by date and the request specifications.						
External Attachments	<table><tr><td>IPR.doc (42k)</td><td>remove...</td></tr><tr><td>New Requestor Guide.doc (420k)</td><td>remove...</td></tr><tr><td colspan="2">add attachment...</td></tr></table>	IPR.doc (42k)	remove...	New Requestor Guide.doc (420k)	remove...	add attachment...	
IPR.doc (42k)	remove...						
New Requestor Guide.doc (420k)	remove...						
add attachment...							

- Save the IPR to the desktop or other location.
- Complete applicable information on the IPR template.
- Close the template.

Under **External Attachment**:

- Click “add attachment.”
- Browse and attach IPR template in the same way as an email attachment.
Other attachments may be added by scanning and attaching (**External Attachment**).
- Close the attachment box.

The attachment name will appear in the box.

The attachment(s) must be done as EXTERNAL ATTACHMENT(S). Total attachment(s) cannot exceed 5 MB and must have a file extension (Guide.doc, Supplies.pdf).

From the Available Action drop-down menu,

- Click “Add and go to Cart.”
- Click “Go.”

User will now be in the **Cart – Draft Requisition.**



- Complete the PR using instructions:
 - Edit the Cart
 - Review the Cart
 - Submit the PR

- Follow the instructions for Requisition and Purchase Order Follow-up.

NOTE: When cost of printing services exceeds \$50 for an off-campus supplier, the IPR will be electronically routed to Printing Services for approval. Please process the IPR **BEFORE** using an off-campus vendor.

NOTE: Users may wish to attach a sample (business card, form, envelope, etc.) to the IPR. Scan, save, and attach the document (**External Attachment**) as you would a document to an email. It will become part of the IPR.

NOTE: Account Code
Printing Services - 12150
Digital Print Centers -12152