






Printing Services

This form cannot be used as a Blanket / Standing Order. This form is used as a onetime order (excluding prescription pad printing). Please use the Service Request form for Prescription Pad, as they are covered under a different contract.

1. You must read the *Instructions* area first. If the form is incomplete it may be rejected.
2. Select the vendor from the drop down list
3. Fill in a description
4. Attach the three quotes in the *Internal Attachments/Written Quote* area
 - a. Select the *add attachment* link
 - b. Select browse
 - c. Locate the file
 - d. Select *Open*
 - e. Select 
 - f. Repeat a – e until all quotes are attached
5. Fill in the **1** for *Packaging* and select the correct packaging type from the drop down.
6. Fill the in the *Quantity*
7. Fill in the *Unit of Measure* - do not use dollar sign (\$)
8. Search for *Commodity Code* or you can use **82121500**
9. Select the  button to add and go to Cart.
10. Then follow the steps in the cheat sheet *Finalizing The Cart*.



Printing Services Available Actions (Click here for details): Add and go to Cart   

<p>Instructions ?</p> <p>Form Help</p> <p>P09-034(S) Printing Services (Small Business Set-Aside)</p> <p>The University has contracted with twelve (12) New Jersey Small Business Enterprise print vendors for all printing services that cannot be performed by our University Print Shop. The award of Proposal #P09-034 (S) is effective June 1, 2009 through May 31, 2012. The following procedure for internal printing services should be followed PRIOR to making a request to the Contractor.</p> <p>Requests for general printing are to be forwarded to the University Print Shops as follows: Piscataway/New Brunswick/Stratford or Camden Campuses Danny Tabao ext. 5-4091 RWJMS Bsmr CB32 Piscataway</p> <p>Newark Campus, Cesare Passerelli ext. 2-4611 Duplicating UH A123 Newark</p> <p>The requisitioner is to contact the appropriate print shop for a written quotation. If it is determined that the print shop cannot accommodate your request, the Print Shop will indicate "cannot do" on the quotation form which can be accessed from http://www.umdnj.edu/opmweb/Policies/HTML/Admin/00-01-10-92_00.htm or directly from The University Print Shop. The requisitioner can then request a quote for that particular project from at least three (3) of the awarded contractors listed here. After making a selection, submit the requisition to Purchasing Services for processing. A Purchase Order will be issued in the amount of the quotation to the Contractor selected. Remember, when submitting an Electronic Requisition, please attach all 3 quotes to the requisition. Please contact Jennifer Havens at (732) 235-9886 for additional information.</p>	<p>Supplier ?</p> <p>Supplier 1 Source Solutions</p> <p>Fulfillment Address Purchasing Address 1: (preferred) 40 Commerce Street Newark, NJ 07102 US</p> <p>Supplier Phone +1 (973) 751-5100</p>
<p>Description of Services to be Performed ?</p> <p>Product Description</p> <p><input type="text"/></p> <p>255 characters remaining expand clear</p> <p>Internal Attachments/Written Quote</p> <p>add attachment...</p> <p>Three written quotes MUST be attached to this order!</p> <p>External Attachments</p> <p>add attachment...</p>	
<p>Pricing ?</p> <p>Packaging <input type="text"/> EA - Each</p> <p>Quantity <input type="text"/> 1</p> <p>Unit Price <input type="text"/></p> <p>Commodity Code <input type="text"/> search...</p>	

Total 0.00
See configuration for this form