Ordering Stationery with More Business Solutions

There are two ways to order business cards and stationery for your department. The first, and easiest way, is to use a Purchasing Card (P-Card). The second way, if your department does not have a P-Card, is to use a Purchase Order. Please note: whichever way you order stationery through More Business Solutions, you will *not* need Design Approval. This is the *only* type of purchase that uses the University’s name or logo that does not require Design Approval.

- To see a list of current pricing, please click [here](#).
- For a guide on how to place an order through the Stationery Portal, please click [here](#).

Ordering Stationery Using a P-Card:
To place an order using a P-Card, navigate to the More Business Solutions ordering portal, found [here](#). If you need to create an account, you can find the guide [here](#). You will then create your order using the templates found on the portal, entering the information for the department or person needing stationery. At the checkout screen, you will choose Credit Card and enter your P-Card information to complete the order.

Ordering Stationery Using a Purchase Order:

**Stage 1 – eProcurement Requisition**
You will need to create a Special Request requisition in order to be processed to a Purchase Order, which will then be used during the checkout portion in Step 2. The Special Request job aid is found [here](#).

When entering the Supplier ID, please use the following: 0000003397. This will be for “Moore Partners, Inc.”, which is the correct Supplier name. Please see this [link](#) for current stationery pricing. Once the requisition has been turned to a Purchase Order, continue to Step 2 to place your order. **Note:** Until the PO has been issued, the items you are purchasing through the stationery portal will not ship. You must complete Step 2 in order to have your items shipped and delivered.

**Stage 2 – Ordering Online Using the Purchase Order**
After receiving the Purchase Order number, please proceed to the More Business Solutions ordering portal, found [here](#). Follow the Stationery Ordering Guide, which is located [here](#), in order to continue the transaction. Please note that at the final stage of the transaction, you will choose Purchase Order instead of Credit Card. The Purchase Order number that has been given to you by the Office of Procurement and Contracting will be the number you will use at checkout.
Quick Start Guide - New Website for ordering KSU Stationery
(business cards, letterhead, envelopes etc).

Link to website: http://members.printable.com/morebizz/arc/

1. Create your user account: Follow the ‘Click Here to Register’ link to set up your account.

2. Fill in the required info and click ‘Submit Registration’.

3. Now you are on the main catalog page which shows all of the products we have ready for order. Click on the first item you want to order (letterhead for this example).
4. First, choose your department’s logo. Click on the Gallery button ( ) to see the logos. From the gallery view you can also search by name. 
*If you can’t find your logo, it will need to be created for you before you can complete your order. Please send an email to: logos@kennesaw.edu to request your logo.*

5. Now complete the rest of the fields on the left side and click the green ‘Refresh’ button on the right side above the preview image. Your custom proof will be created onscreen.

*This is the final proof, so be sure to look carefully for any typos or errors.* You can zoom in and out or move your view, or you can open a pdf of the item. This pdf can be saved and emailed for approval if needed. To make changes, edit your information on the left and click the refresh button again.

6. When your item is customized as needed, select the quantity and click ‘Add to Cart’.
7. Now you should see your shopping cart. If you need to order more items, click on the Catalog link at the top and continue shopping. If you are ready to checkout, click the Checkout button.

8. Enter your **shipping** address and click Continue. 
   *You don’t have to select a Shipping Method.*

9. Enter your **billing** address. This must be the billing address for your credit card. *Payment Method is Credit Card.* Click Continue.
10. **Confirmation screen:**
Check over all information carefully before completing your order.

[Image of confirmation screen]

At the bottom of the page, enter your credit card info. Click Complete Order.

11. **Your order is complete.**
Once you see your purchase order number you are finished!

This is your order summary.

Be sure to print this screen to use as your receipt.

You can also log in later and click on the ‘Order Manager’ to review your previous orders, print receipts or place reorders.
Stationery Pricing List

Please click on the type of stationery you are wishing to purchase to see the current pricing list:

- Letterhead
- Envelopes
- Business Cards
- Notepads
- Mailing Labels
<table>
<thead>
<tr>
<th>Letterhead Pricing</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>250</td>
<td>56.00</td>
</tr>
<tr>
<td>Letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>500</td>
<td>64.50</td>
</tr>
<tr>
<td>Letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>1000</td>
<td>96.00</td>
</tr>
<tr>
<td>Letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>3000</td>
<td>201.00</td>
</tr>
<tr>
<td>Letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>10,000</td>
<td>510.00</td>
</tr>
<tr>
<td>2nd blank sheet for letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>250</td>
<td>17.75</td>
</tr>
<tr>
<td>2nd blank sheet for letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>500</td>
<td>29.50</td>
</tr>
<tr>
<td>2nd blank sheet for letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>1000</td>
<td>53.00</td>
</tr>
<tr>
<td>2nd blank sheet for letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>3000</td>
<td>147.00</td>
</tr>
<tr>
<td>2nd blank sheet for letterhead, 8.5&quot; x 11&quot;, Classic Linen Avon Brilliant White</td>
<td>10,000</td>
<td>480.00</td>
</tr>
<tr>
<td>Monarch Letterhead, 7.25&quot; x 10.5&quot;, Classic Linen Avon Brilliant White</td>
<td>250</td>
<td>41.50</td>
</tr>
<tr>
<td>Monarch Letterhead, 7.25&quot; x 10.5&quot;, Classic Linen Avon Brilliant White</td>
<td>500</td>
<td>57.50</td>
</tr>
<tr>
<td>Monarch Letterhead, 7.25&quot; x 10.5&quot;, Classic Linen Avon Brilliant White</td>
<td>1000</td>
<td>82.00</td>
</tr>
<tr>
<td>Monarch Letterhead, 7.25&quot; x 10.5&quot;, Classic Linen Avon Brilliant White</td>
<td>3000</td>
<td>183.00</td>
</tr>
<tr>
<td>Monarch Letterhead, 7.25&quot; x 10.5&quot;, Classic Linen Avon Brilliant White</td>
<td>10,000</td>
<td>510.00</td>
</tr>
</tbody>
</table>

Please click [here](#) to return to the Stationery Pricing overview page
<table>
<thead>
<tr>
<th>Envelope Pricing</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>#10 envelope to match University Letterhead, 24# Classic Linen Avon Brilliant White Text</td>
<td>250</td>
<td>$56.50</td>
</tr>
<tr>
<td>#10 envelope to match University Letterhead, 24# Classic Linen Avon Brilliant White Text</td>
<td>500</td>
<td>$71.50</td>
</tr>
<tr>
<td>#10 envelope to match University Letterhead, 24# Classic Linen Avon Brilliant White Text</td>
<td>1000</td>
<td>$116.00</td>
</tr>
<tr>
<td>#10 envelope to match University Letterhead, 24# Classic Linen Avon Brilliant White Text</td>
<td>3000</td>
<td>$264.00</td>
</tr>
<tr>
<td>#10 envelope to match University Letterhead, 24# Classic Linen Avon Brilliant White Text</td>
<td>10,000</td>
<td>$760.00</td>
</tr>
<tr>
<td>Standard Window Business #10 Envelope; 24# Classic Linen Avon Brilliant White Text</td>
<td>250</td>
<td>$48.50</td>
</tr>
<tr>
<td>Standard Window Business #10 Envelope; 24# Classic Linen Avon Brilliant White Text</td>
<td>500</td>
<td>$75.00</td>
</tr>
<tr>
<td>Standard Window Business #10 Envelope; 24# Classic Linen Avon Brilliant White Text</td>
<td>1000</td>
<td>$113.00</td>
</tr>
<tr>
<td>Standard Window Business #10 Envelope; 24# Classic Linen Avon Brilliant White Text</td>
<td>3000</td>
<td>$282.00</td>
</tr>
<tr>
<td>Standard Window Business #10 Envelope; 24# Classic Linen Avon Brilliant White Text</td>
<td>10,000</td>
<td>$780.00</td>
</tr>
<tr>
<td>Monarch Envelope, 3 7/8&quot; x 7 1/2&quot;, 24# Classic Linen Avon Brilliant White Text</td>
<td>250</td>
<td>$48.50</td>
</tr>
<tr>
<td>Monarch Envelope, 3 7/8&quot; x 7 1/2&quot;, 24# Classic Linen Avon Brilliant White Text</td>
<td>500</td>
<td>$71.00</td>
</tr>
<tr>
<td>Monarch Envelope, 3 7/8&quot; x 7 1/2&quot;, 24# Classic Linen Avon Brilliant White Text</td>
<td>1000</td>
<td>$108.00</td>
</tr>
<tr>
<td>Monarch Envelope, 3 7/8&quot; x 7 1/2&quot;, 24# Classic Linen Avon Brilliant White Text</td>
<td>3000</td>
<td>$261.00</td>
</tr>
<tr>
<td>Monarch Envelope, 3 7/8&quot; x 7 1/2&quot;, 24# Classic Linen Avon Brilliant White Text</td>
<td>10,000</td>
<td>$770.00</td>
</tr>
<tr>
<td>Standard Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>250</td>
<td>$35.50</td>
</tr>
<tr>
<td>Standard Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>500</td>
<td>$46.00</td>
</tr>
<tr>
<td>Standard Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>1000</td>
<td>$51.00</td>
</tr>
<tr>
<td>Standard Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>3000</td>
<td>$90.00</td>
</tr>
<tr>
<td>Standard Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>10,000</td>
<td>$210.00</td>
</tr>
</tbody>
</table>
## Envelope Pricing (continued)

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Window Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>250</td>
<td>$ 36.50</td>
</tr>
<tr>
<td>Standard Window Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>500</td>
<td>$ 48.00</td>
</tr>
<tr>
<td>Standard Window Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>1000</td>
<td>$ 54.00</td>
</tr>
<tr>
<td>Standard Window Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>3000</td>
<td>$ 99.00</td>
</tr>
<tr>
<td>Standard Window Business #10 Envelope; Stock: 24# White Wove Text; Colors: 1/0 (black)</td>
<td>10,000</td>
<td>$ 240.00</td>
</tr>
<tr>
<td>#9 Business Reply Envelopes; Standard commercial grade 24# white wove; Black Ink Only</td>
<td>250</td>
<td>$ 28.25</td>
</tr>
<tr>
<td>#9 Business Reply Envelopes; Standard commercial grade 24# white wove; Black Ink Only</td>
<td>500</td>
<td>$ 36.00</td>
</tr>
<tr>
<td>#9 Business Reply Envelopes; Standard commercial grade 24# white wove; Black Ink Only</td>
<td>1000</td>
<td>$ 48.00</td>
</tr>
<tr>
<td>#9 Business Reply Envelopes; Standard commercial grade 24# white wove; Black Ink Only</td>
<td>3000</td>
<td>$ 87.00</td>
</tr>
<tr>
<td>#9 Business Reply Envelopes; Standard commercial grade 24# white wove; Black Ink Only</td>
<td>10,000</td>
<td>$ 200.00</td>
</tr>
</tbody>
</table>

Please click [here](#) to return to the Stationery Pricing overview page.
<table>
<thead>
<tr>
<th>BUSINESS CARDS</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Cards, Standard 3.5 x 2 (Horizontal and Vertical) Business Cards, 80# Classic Linen Avon Brilliant White Cover</td>
<td>250</td>
<td>$ 24.00</td>
</tr>
<tr>
<td>Business Cards, Standard 3.5 x 2 (Horizontal and Vertical) Business Cards, 80# Classic Linen Avon Brilliant White Cover</td>
<td>500</td>
<td>$ 26.00</td>
</tr>
<tr>
<td>Business Cards, Standard 3.5 x 2 (Horizontal and Vertical) Business Cards, 80# Classic Linen Avon Brilliant White Cover</td>
<td>1000</td>
<td>$ 34.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTEPADS</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notepads, 8.5 x 5.5 finished size; 80# Neenah Paper Environment Text - 50 sheets per pad</td>
<td>10</td>
<td>$ 41.73</td>
</tr>
<tr>
<td>Notepads, 8.5 x 5.5 finished size; 80# Neenah Paper Environment Text - 50 sheets per pad</td>
<td>20</td>
<td>$ 72.64</td>
</tr>
<tr>
<td>Notepads, 8.5 x 5.5 finished size; 80# Neenah Paper Environment Text - 50 sheets per pad</td>
<td>25</td>
<td>$ 88.08</td>
</tr>
<tr>
<td>Notepads, 8.5 x 5.5 finished size; 80# Neenah Paper Environment Text - 50 sheets per pad</td>
<td>50</td>
<td>$ 157.55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAILING LABELS</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing labels, 4.5 x 3 finished size; White, peel and stick labels matte</td>
<td>200</td>
<td>$ 19.60</td>
</tr>
<tr>
<td>Mailing labels, 4.5 x 3 finished size; White, peel and stick labels matte</td>
<td>500</td>
<td>$ 34.50</td>
</tr>
<tr>
<td>Mailing labels, 4.5 x 3 finished size; White, peel and stick labels matte</td>
<td>1000</td>
<td>$ 59.00</td>
</tr>
</tbody>
</table>

Please click [here](#) to return to the Stationery Pricing overview page
Stationery Ordering Portal System

Placing an Order – Business Card
Business Card

1. Fill out form
2. Preview proof

Open PDF

This opens to a new window where proofs can be downloaded and printed

3. Confirm quantity

4. Accept disclaimer

5. Add to cart
Checkout needs to show all respective prices and totals.
Stationery Ordering Portal System

Other Catalog Forms
Envelopes
Letterhead
Mailing Label
ENVELOPE

1. Fill out form

2. Preview proof

3. Accept disclaimer

4. Add to cart
LETTERHEAD

1. Fill out form

**KSU Letterhead**

**Product Information**

**Form**

Choose the form below and preview your results to the right.

**Audit Options**

To choose your logo, click on the “Audits” button where you can see the available logos and select by name.

**Choose your Logo**

Office of the President

Did you find the logo you need?**

[ ] Yes
[ ] No

**Room Type**

Room Number: 1412

Mail Drop Number: 3611

City State Zip: Kennesaw, GA 30141

Phone: 470-578-1855

Fax: 470-578-0257

**Drop Down Menus**

Choose your Logo:

Office of the President

Did you find the logo you need?**

[ ] Yes
[ ] No

**Building Name**

Kennesaw Hall

**Room Type**

[ ] Room
[ ] Suite

**Room Number**

[ ] Yes
[ ] No

**Gallery**

**New floating window**

[ ] Eyeball Options

To choose your logo, click on the “gallery” button where you can see the available logos and select by name.

**Choose your Logo**

[ ] Gallery

Did you find the logo you need?**

[ ] Yes
[ ] No

**Gallery page**

**Gallery search**

**Gallery search results where one can view full logo with mouse over action**
2. Preview proof

Open PDF

This opens to a new window where proof can be downloaded but not printed

3. Confirm quantity

4. Accept disclaimer

5. Add to cart
MAILING LABEL

1. Fill out form

2. Preview proof

3. Confirm quantity

4. Accept disclaimer

5. Add to cart

Drop Down Menus

Open PDF

This opens to a new window where proofs can be downloaded
Job Aid EPC2
Create a Special Request Requisition

1. Select eProcurement from the menu
2. Select Requisitions
3. If you would like to use Requisition Settings to enter default settings/data (which is a time-saving option when creating multi-line requisitions), click the link prior to selecting ‘Special Request’. When using this function, please only use for the Supplier, Unit of Measure and Category Code. These fields will populate as the default information on every line of your requisition.

   ![Diagram of eProcurement interface]

   [If you do not use this option, please skip to Step 4.]

4. Select ‘Special Request’
5. If you did not use Requisition Settings (step 3), complete steps a - i below for each line/item you need to enter including credit lines and shipping/freight:
   a. Enter an Item Description
   b. Enter the Price of the item
   c. Enter the Quantity requested
   d. Enter or select the Unit of Measure (most common is EA and JOB)
   e. Enter the NIGP/Category code in the Category field using the Category Code Reference sheet: [http://procurement.kennesaw.edu/docs/categorycodes.pdf](http://procurement.kennesaw.edu/docs/categorycodes.pdf) *(It is not recommended to use the search function for this field)*
   f. Enter the Supplier ID or the Supplier Name
   g. If you have any information associated with the line, enter it in the Additional Information field
   h. Check the ‘Show at Receipt’ and ‘Show at Voucher’ checkboxes
   i. Select the ‘Add to Cart’ button

The following fields will remain blank: Due Date, Supplier Item ID, Mfg ID, and Mfg Item ID
6. Confirm the Shopping Cart updated with your requisition line(s) in the upper right corner

7. Select the ‘Checkout’ button located beside the Shopping Cart
8. Enter a name for your requisition in the Requisition Name field
9. You can update the distribution/accounting information, using one of two methods below (Individual Lines or Multiple Lines):

   NOTE:
   When using either option for accounting allocation changes:
   If you use the SpeedChart function, you must also populate the BudRef field on the Chartfields 2 tab.
   If you manually enter the allocation, you must first populate the GL Unit field on the Chartfields 1 tab in addition to populating the BudRef on the Chartfields 2 tab.

To Update Accounting Allocation on Individual lines:
Click the Expand buttons (triangles) and make necessary updates for each line
To Update Accounting Allocation on Multiple lines simultaneously:
Select the line checkboxes of all the lines you need to update, then select the Mass Change link.

- Update the accounting allocation by populating the information on Chartfields 1 – 3 tabs or by using the SpeedChart field/box.
- Update the Ship To Location if necessary.

- Click ‘OK’
- Click ‘OK’ for All Distribution Lines to apply to all selected lines.
10. To add supporting documentation, click on the Comment bubble or the Add link at the end of the first line of your requisition; **DO NOT** use the “Add More Comments and Attachments” link at the bottom of the screen.

11. Click ‘Add Attachments’ and **Browse** for the saved scanned documents.

12. Once located, click on your file and click ‘Open’.

13. Click ‘Upload’ and then ‘OK’.

14. To verify you have attached your document(s), you will be able to see a ‘View’ button on the screen where you added the documentation and you will see a paperclip will be attached to your Comment bubble on the line when you return to the ‘Review and Submit’ screen.

15. Enter the business purpose or comments in the Approval Justification field (**NOTE**: Do not include any slashes / in your comments).

16. Select the checkboxes for ‘Show at Receipt’ and ‘Shown at Voucher’.

17. **To insert any additional approvers (if requested or required)**, click ‘Save for Later’ then the Preview Approvals link.

18. Click on a green plus sign to search for the User ID of the Approver you would like to insert, click ‘Insert’.

19. Click ‘Apply Approval Changes’ button.

20. Click ‘Save & Submit’ to start the requisition lines into the approval workflow.