



ARIBA: Hosted Catalog Navigation—Printing Connection Too

The Printing Connection Too catalog contains letterhead, envelopes, and business cards with the most current, approved NSU logos in the official NSU style.

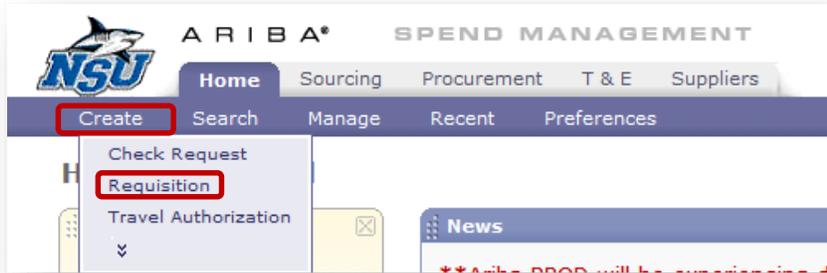
All items in the catalog are custom printed and cannot be returned.

This document will review tips for effectively using the Printing Connection Too catalog. Click the blue links to navigate to different sections of the document.

- [Back to Top](#)—Return here
- [Access the Catalog](#)—Locate and enter the Printing Connection Too catalog
- [Part Numbers](#)—Identify catalog items using standard part numbers
- [Quantity](#)—Select the correct quantity to order
- [Search](#)—Locate the item(s) to be ordered
- [Business Cards](#)—Select a business card option and complete the business form
- [Letterhead and Envelopes](#)—Locate letterhead and envelope options and order entry tips
- [Add Items to Cart](#)—Add single or [multiple](#) items to the Ariba requisition cart
- [Check Out](#)—Complete and submit an order for approval
- [Approve Proofs](#)—Review, approve, or [cancel](#) a request
- [Product Examples](#)—See product samples

Access the Printing Connection Too Catalog

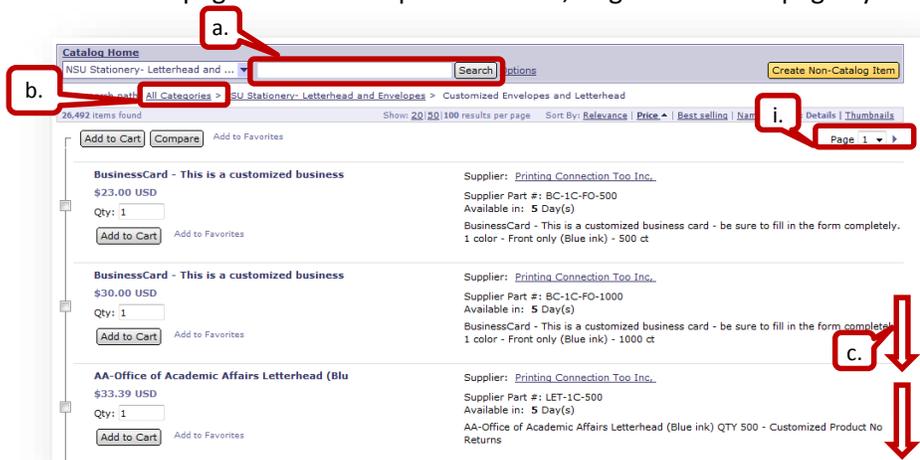
1. Log into Ariba and click 'Create' → 'Requisition' at the top of the page or through Common Actions



2. Catalog Home page
 - a. Click 'Customized Envelopes and Letterhead' under 'NSU Stationery-Letterhead and Envelopes'



3. Catalog view—From this view you can
 - a. Enter information into the [search](#) box
 - b. Click 'All Categories' to return to [Catalog Home](#)
 - c. Scroll down the page to locate items manually
 - i. Select a page from the drop down menu, or go to the next page by clicking the arrow



Part Numbers

1. Use standardized part numbers and designated product information to assist with [searching](#).
 - a. Product type: BC=business card, ENV=envelope, LET=Letterhead
 - b. Color: 1C=one-color, 2C= two-color, MOA= Museum of Art, ATH=Athletics, UNS=University School
 - c. Printed surfaces: FO=front only/one-sided imprint, TS= front and back/two-sided imprint
 - d. Quantity: 500= # of cards in the example; other quantities include 1,000, 1,500, 2,500, and 5,000



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Quantity

1. Business cards are available in quantities of 500 and 1,000.
2. Letterhead and envelopes are available in quantities of 500, 1,000, 1,500, 2,500, and 5,000.
3. Pricing is tiered, meaning one box of 1,500 envelopes costs less per unit than three boxes of 500.
 - a. Example: 500 #9 envelopes cost \$.074 each
 1,500 #9 envelopes cost \$.049 each
 Savings of \$37.28 is possible by ordering one box of 1,500 instead of three boxes of 500.

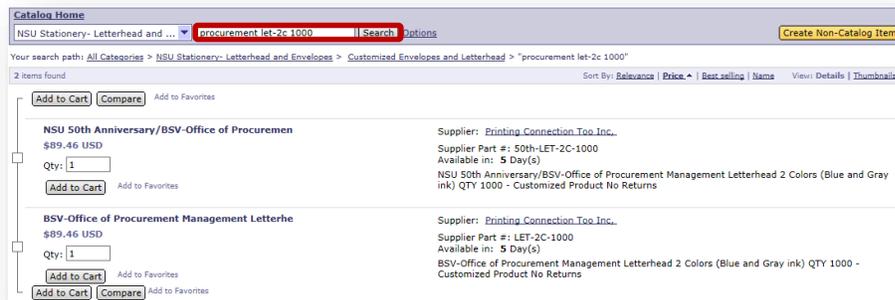
University logos are updated periodically, so ordering more than would be used in 6–12 months is not advisable.

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Search

Use a combination of part number, description, and department name for effective searches.

1. Once in the NSU Stationery category, use the search box to locate your department’s name.
2. Refine search results by adding description, quantity, and/or [part numbers](#) to the search.
 - a. For example, “procurement LET-2C 1000” has only two search results.



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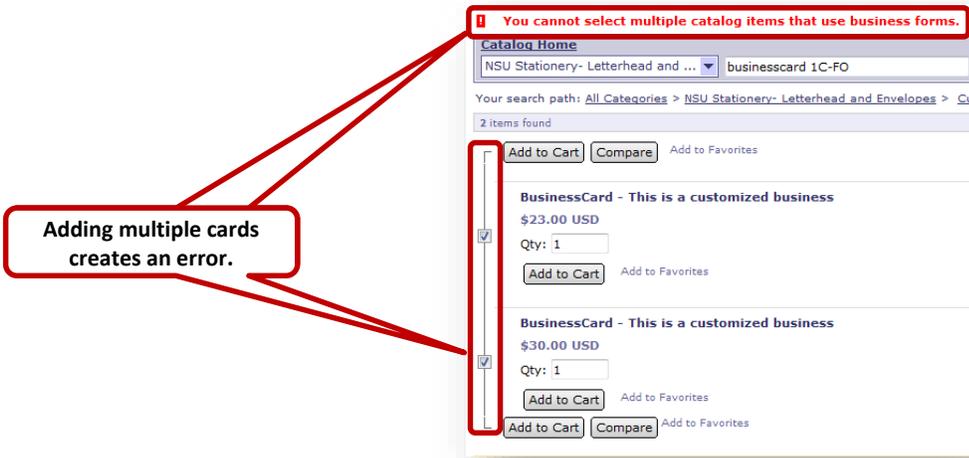
Business Cards

Business cards are available in a variety of layouts in quantities of 500 and 1,000.

1. The choices for business cards are as follows:
 - a. One-sided printing—one-color imprint
 - i. These items are all printed in NSU Blue.
 - ii. A similar card layout is also available in University School Green or MOA blue.
 - b. One-sided printing—two-color imprint
 - i. These items are all printed in NSU Blue with additional coloring in gray.
 - c. Two-sided printing—one-color imprint
 - i. These items are all printed in NSU Blue.
 - ii. The design on the back of the card may vary, depending on information to be printed.
 - d. Two-sided printing—two-color imprint
 - i. These items are all printed in NSU Blue with additional coloring in gray.
 - e. One-sided printing—Athletics Shark logo
 - i. This design is intended for Athletics use only.
 - f. 50th Anniversary—two-sided printing, one-color imprint
 - i. These items are printed in NSU Blue on the front, with an NSU Blue 50th Anniversary logo on the back.
 - g. 50th Anniversary—two-sided printing, two-color imprint
 - i. These items are printed in NSU Blue with additional coloring in gray on the front, with an NSU Blue 50th Anniversary logo on the back.
2. Ordering business cards requires additional data entry onto a business form in Ariba.
 - a. Locate the appropriate business card in the catalog using the [search](#) box.
 - i. The example following is a search for one-color, one-sided business cards.
 - b. Add the desired card to the Ariba cart.
 - i. Business cards must be added to the cart one at a time.



- ii. An error will display if multiple business card lines are added to the cart at once.
- iii. If more than one type of business card is needed, add them to the cart one at a time.



- c. After adding the business card to the cart, complete the business form information.
 - i. The business card form in Ariba auto-fills the name and email address of the preparer.
 - ii. Update this information to the card recipient's information.

i. Default name & email

School, Center, College, or Office: *		Direct Phone: *	
Department, Program, or Division: *		800 Number:	
Name and/or Degree: *	Wright, Tina M	Cellular Phone:	
Title: *		Fax:	
Title 2(if necessary): *		Email: *	tinawrig@nova.edu
Title 3(if necessary): *		Web site:	www.nova.edu/
Address:	Nova Southeastern Univer:	Other:	
Address, line 2:	3200 S. University Drive	Other 2:	
Address, line 3:	Ft. Lauderdale, FL 33314	Other 3:	
Special Notes:		VCard/QR Code Desired?	<input type="checkbox"/>

ii. Updated name & email

School, Center, College, or Office: *	Office of Procurement Management	Direct Phone: *	954-262-8836
Department, Program, or Division: *		800 Number:	
Name and/or Degree: *	Idowu, Jide	Cellular Phone:	
Title: *	Data Analyst	Fax:	
Title 2(if necessary): *		Email: *	jide.idowu@nova.edu
Title 3(if necessary): *		Web site:	www.nova.edu/
Address:	Nova Southeastern Univer:	Other:	
Address, line 2:	3301 College Avenue	Other 2:	
Address, line 3:	Ft. Lauderdale, FL 33314	Other 3:	
Special Notes:		VCard/QR Code Desired?	<input type="checkbox"/>

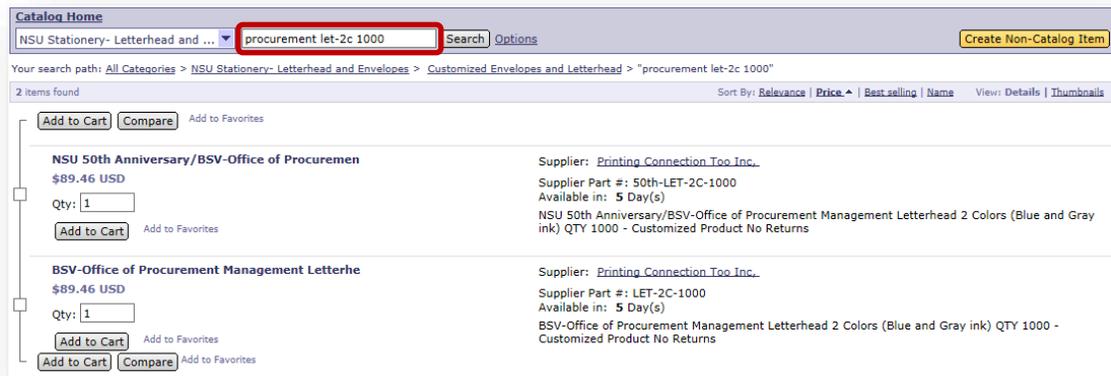
- d. Next, complete all required fields, which are marked with an asterisk.
 - i. To maintain consistency with university style and format, periods may not be removed from degrees.
 - ii. Certifications do not require periods.
- e. Check the box next to VCard/QR Code Desired to add a QR Code to the back of a business card.
 - i. QR Codes allows smart phone users to scan information to the smart phone contact list.
 - ii. The Office of Publications will create the QR Code and provide it to the supplier.
- f. Then, click the yellow 'Next' button at the top or bottom of the form.
 - i. This will return you to the Ariba requisition cart.

- g. To add additional items to a cart, click 'Add from Catalog' or 'Back to Catalog.'
 - i. This will return you to [Catalog Home](#).
 - ii. If the order is complete, click '[Checkout](#).'

Letterhead and Envelopes

All envelopes and letterhead have individual lines listed for each department within the university.

1. Letterhead and envelopes are listed in quantities of 500, 1,000, 1,500, 2,500, and 5,000.
2. Letterhead and envelope printing options available in the catalog are as follows:
 - a. Letterhead and #10 envelopes are available in one- and two-color imprint.
 - b. All other envelopes are available in one-color imprint only.
3. Envelope sizes and measurements available in the catalog are as follows:
 - a. #9 envelopes—small business reply envelopes (3.875x8.875 inches)
 - b. #10 envelopes—standard business envelopes (4.125x9.5 inches)
 - c. Other available envelope sizes—6x9, 6.5x9.5, 9.5x12.5, 10x13, and 11.5x14.5 inches
4. To order letterhead and envelopes, use the [search](#) box to find the items you need.
 - a. Review [part numbers](#) before searching.
 - b. The example below is a search for two-color letterhead for procurement, in a box of 1,000.
 - c. For information on selecting the correct quantity, go [here](#).



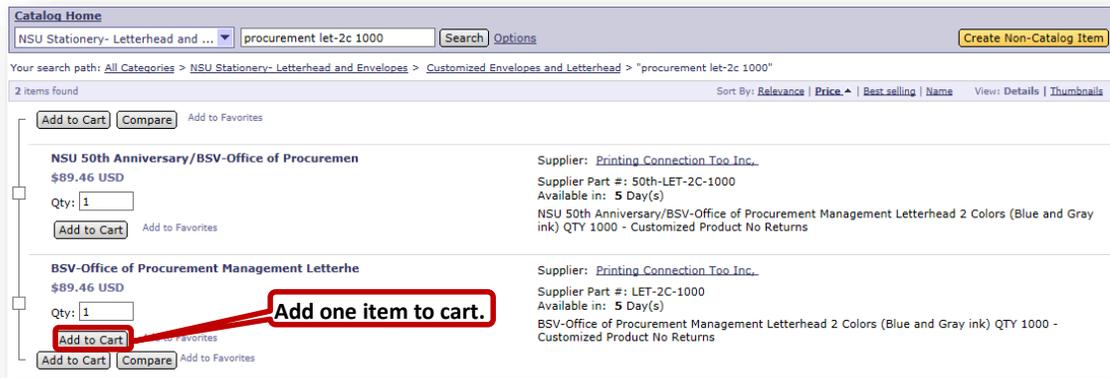
5. Add the desired item(s) to the [cart](#).
 - a. **Multiple** lines of Letterhead and Envelopes can be [added to the cart](#) at one time, unlike business [cards](#).
 - b. Letterhead and envelopes require no additional information to be entered into Ariba.
 - c. Review the [Add to Cart](#) section for more detailed information.

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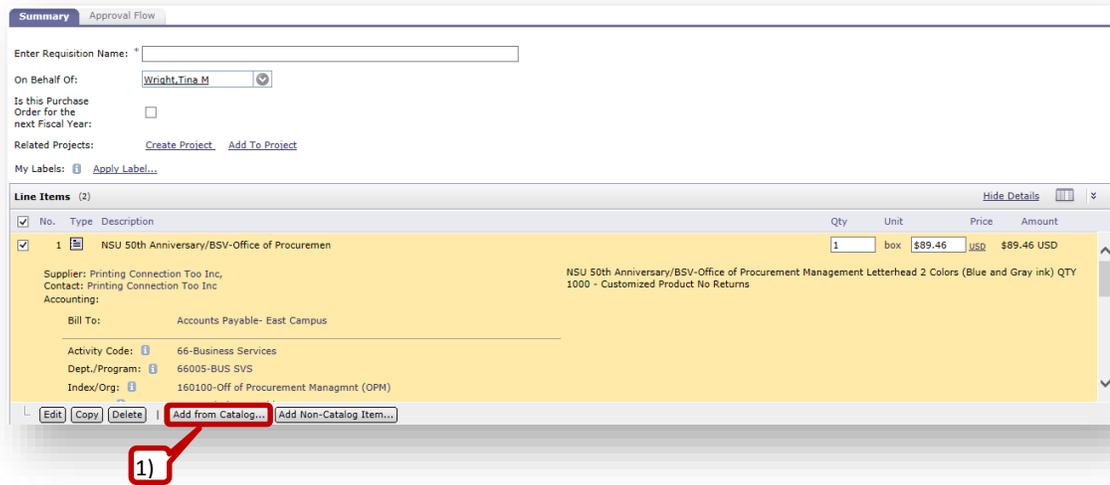
Add Items to Cart

Once the needed items are located, click the check box next to the item(s) and click 'Add to Cart.'

1. Different 'Add to Cart' buttons are used to add single items or [multiple](#) items to a cart.
 - a. To add one item to the cart, click 'Add to Cart' directly under that item's quantity.



- i. This action will return you to your Ariba requisition.
 - 1) To add additional items to the requisition, click 'Add from Catalog.'
 - a) This will take you to the [Catalog Home](#) page.
- ii. Go to [Check Out](#) to complete the order.



- b. To add multiple items to a cart, select the items and click 'Add to Cart' at the top or bottom of the page.
 - i. Business cards must be added to the cart one at a time or an [error](#) will display.



b. Add all checked items to cart.

The screenshot shows a requisition page with two items. The first item is 'NSU 50th Anniversary/BSV-Office of Procurement' with a price of \$89.46 USD and a quantity of 1. The second item is 'BSV-Office of Procurement Management Letterhe' with a price of \$89.46 USD and a quantity of 1. Both items have 'Add to Cart' buttons highlighted with red boxes. A red bracket on the left side of the items is labeled 'b. Add all checked items to cart.'

- c. Clicking 'Add to Cart' will return you to your Ariba requisition.
- d. To add additional items to the requisition, click 'Add from Catalog.'
- i. This will take you to the [Catalog Home](#) page.
- e. Go to [Check Out](#) to complete an order.

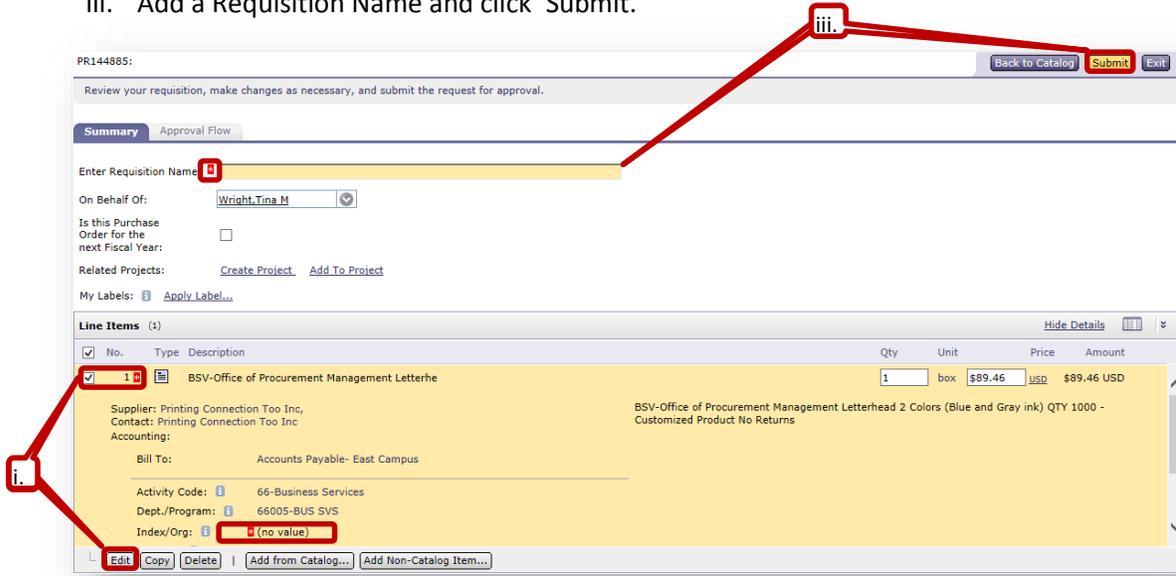
The screenshot shows the 'Summary' tab of a requisition. It includes fields for 'Enter Requisition Name', 'On Behalf Of' (Wright, Tina M), and 'Is this Purchase Order for the next Fiscal Year'. Below these are 'Related Projects' and 'My Labels' sections. The 'Line Items' table shows one item: 'BSV-Office of Procurement Management Letterhe' with a quantity of 1, unit of 'box', price of \$89.46 USD, and amount of \$89.46 USD. The 'Add from Catalog' button is highlighted with a red box and labeled 'd.'

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Check Out

Proceed to check out when your cart is complete.

1. Resolve any errors by editing the line item with errors and completing missing information.
 - a. In the example below, clearing the error requires the following steps:
 - i. Check the box to the left of line one to select the line, and then click 'Edit.'
 - ii. Search for the missing index information or select it from the drop down menu.
 - iii. Add a Requisition Name and click 'Submit.'



- b. For more detailed information on error resolution, review the Hosted Catalog documentation.
- c. Click 'Submit.'

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Approve Proofs

Once an order is fully approved, Printing Connection Too will verify that the correct item has been ordered and that all design and layout information is correct. You will receive an email from pctoo@att.net with an attached proof.

1. Check all aspects of proofs carefully.
 - a. The order will be printed solely based on the approved version of the proof.
 - b. Orders will not be printed unless the proof is approved.
2. The body of the proof email from Printing Connection Too is as follows:



2. Follow the instructions from Printing Connection Too to approve or request changes to your order, copying Ann-Marie Parish in the Office of Publications (annpari@nova.edu) on any change requests.
3. If you receive a proof and do not want the order, follow these steps to cancel the order:
 - a. Respond to the Printing Connection Too email and request order cancellation.
 - i. Copy Ann-Marie Parish in the Office of Publications on all emails (annpari@nova.edu).
 - b. Reject the receipt in Ariba, once you verify that the supplier will not print this order.
 - c. Request 'dis-encumbrance' of funds directly from Budget.

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Please contact aribahelp@nova.edu if you have any questions or need assistance with this catalog or any of its features.

Product Samples

Business Cards



One-Color/One-Sided Business Card



Two-Color/Two-Sided Business Card



Two-Color 50th Anniversary Business Card



ARIBA®

SPEND MANAGEMENT

Letterhead



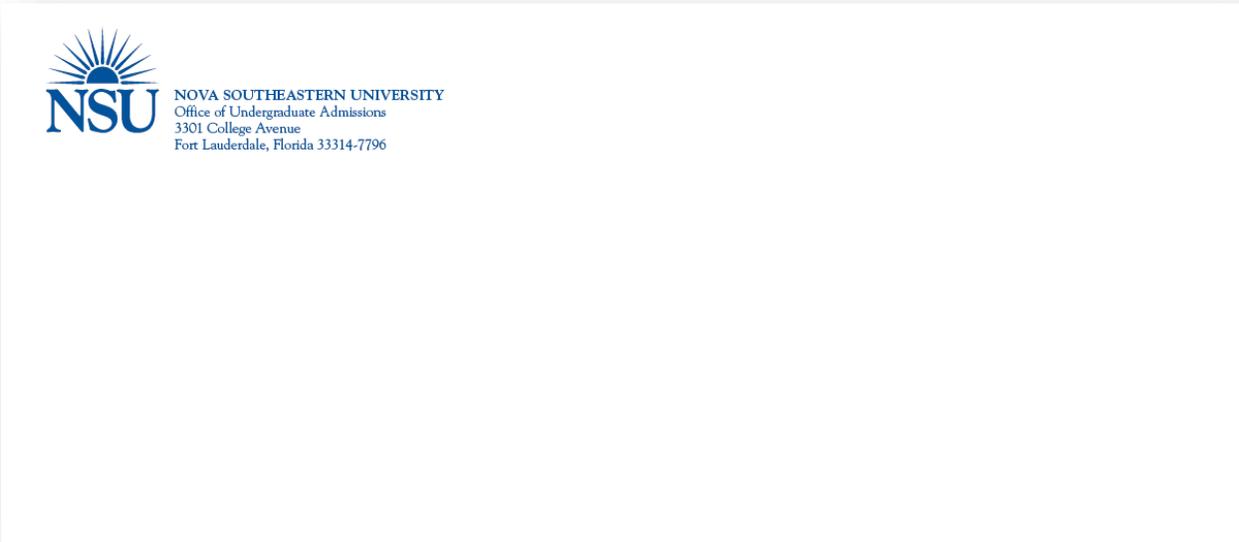
NOVA SOUTHEASTERN UNIVERSITY
Office of Undergraduate Admissions

3301 College Avenue • Fort Lauderdale, Florida 33314-7706
(954) 262-8000 • 800-338-4733, ext. 28000 • Email: admissions@nova.edu

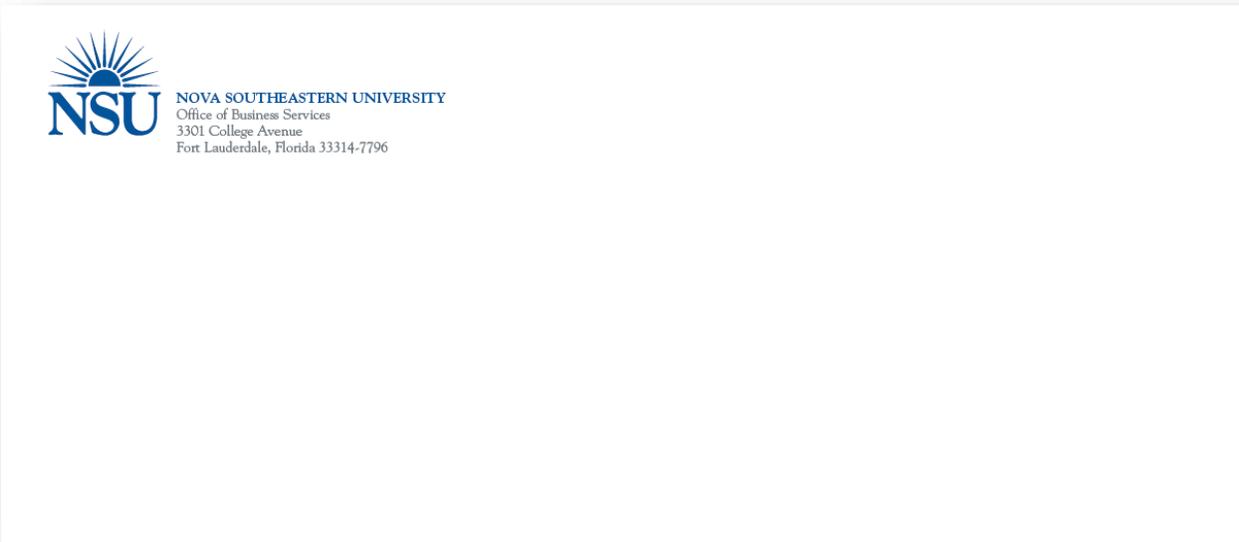
One-Color Letterhead



Envelopes



One-Color Envelope



Two-Color Envelope

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