JobAid: **Ordering Envelopes**

Topic Overview

Please use the current URL to access the enhanced Digital Storefront. https://prtonline.myprintdesk.net/DSF/

This job aid is for end-users who order envelopes. The enhanced myPrint application provides end-users with the ability to purchase print and fulfillment items from a one-stop shop. Products that are available for purchase are role based which prevents unauthorized individuals from purchasing products specific to your organization. As security is role-based, what is available in the navigation of this job aid may differ from what is on the screen before you. The City of Bremerton is the organization used for the purposes of creating this aid.

Navigation:
https://prtonline.myprintdesk.net/DSF/

1. **Using a web-browser access myPrint at** https://prtonline.myprintdesk.net/DSF/

2. Click on **Envelopes** *(you can click on it either in the left navigation bar, or in the body of the web page) This will bring you to the envelopes selection page.*

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myPrint
Innovative Print & Mail Solutions

🏠 HOME   📞 CONTACT US   ❓ HELP   🏳 ENGLISH (UNITED STATES) ▾   👤 CINDY COTTER ▾

Search Product   🔍   🛒 (3) ▾

SHOP BY CATEGORY

View All

!Test LNI Business Cards

!Test LNI Envelope Category

!Test LNI Stationery

@!DSHS ALL Non-Fulfillment Products

#TEST Business Card

#TEST Envelope ❷

!Test LNI Custom Printing

Custom Printing

Fulfillment (By Agency)

What you need.
How you need it.
When you need it.

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Enterprise Services

FEATURED CATEGORIES

BROWSE

BROWSE

FULFILLMENT (BY AGENCY)   CUSTOM PRINTING

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Enterprise Services

3. Select the type of envelope you wish to purchase and click on **BEGIN.** This will open the envelop purchase dialog box.

Note: *The products available for you to buy will be different based upon your role and assigned organization.*

4. Select your Product

5. Click on **BEGIN.** This will bring you to a personalization dialog box.

BRE #10 WINDOW ENVELOPE ✕

Item No.: 705 2259

BRE #10 WINDOW ENVELOPE

Reset Filters

* Select Product: Choose
Barnotch Window
Custom Window ❹

Product:

Continue Shopping   **BEGIN** ❺
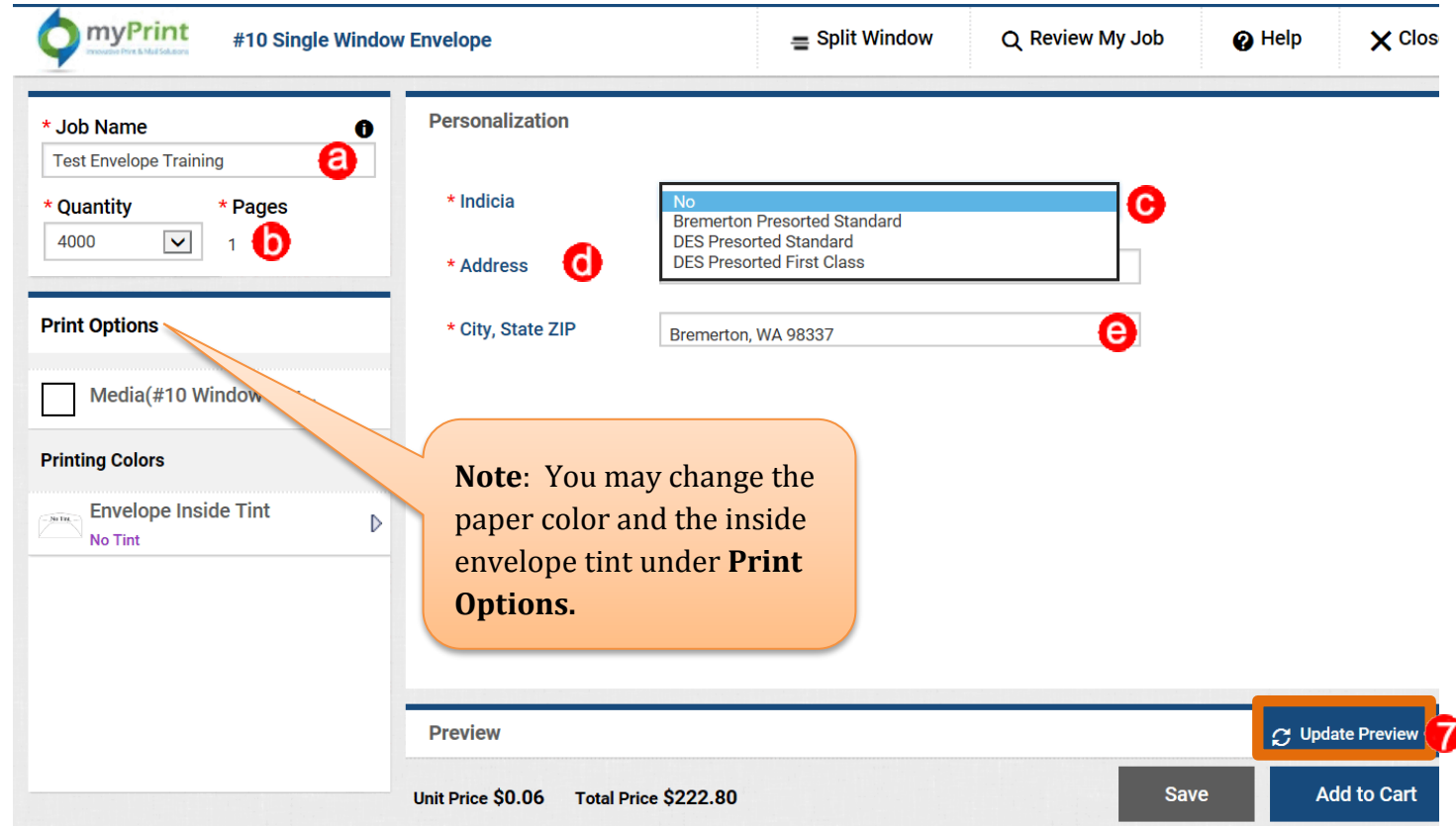
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6. Complete the required fields.

a. **Job Name-** *Use a unique name to identify the product you are ordering. This makes re-orders easier.*

b. **Quantity** - **Note**: Envelopes can be only be ordered in quantities shown in the drop-down list. The minimum order is 1000.

c. **Indicia** means markings used on address labels or bulk mail as a substitute for stamps.

d. (Return) **Address**

e. **City**, **State**, and **Zip Code**

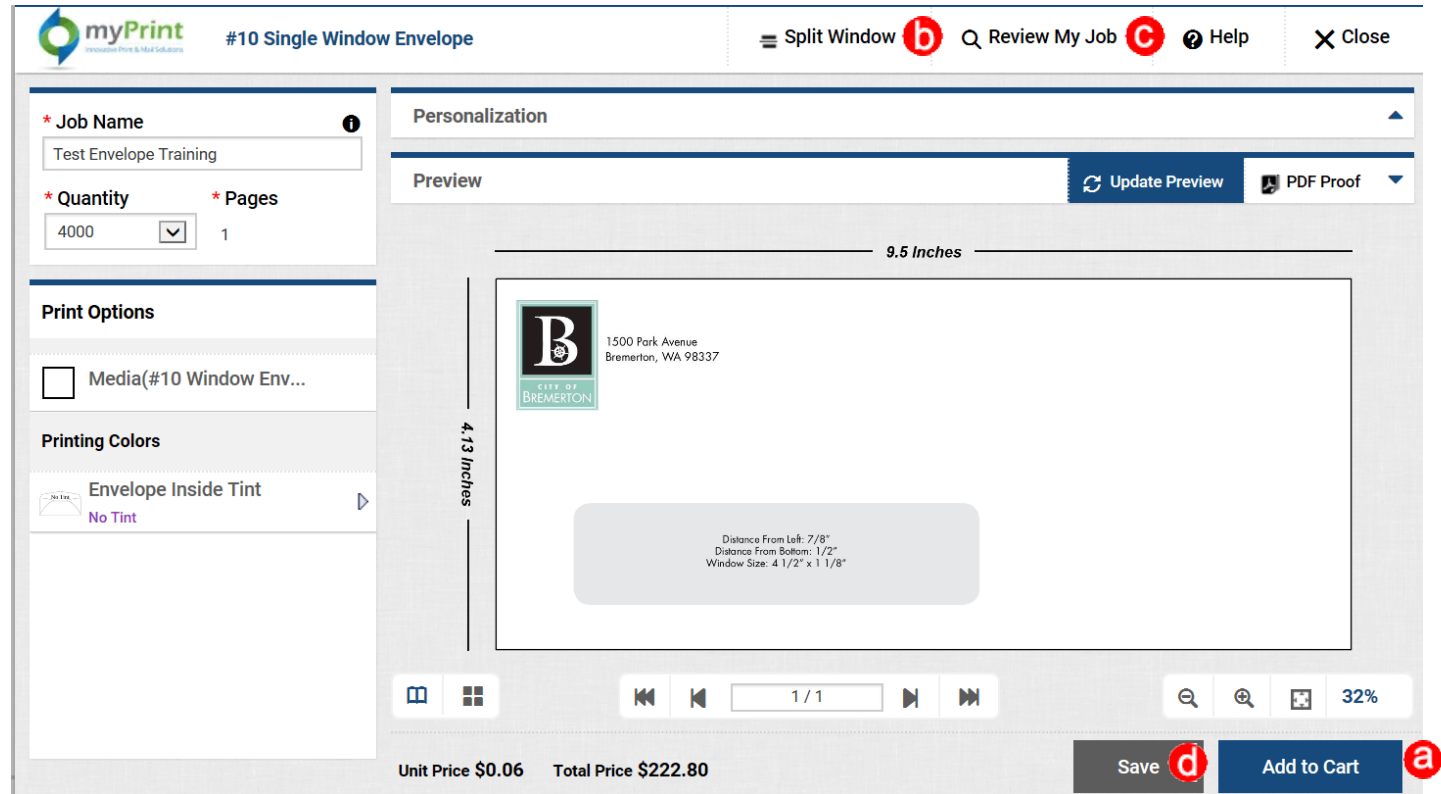**7.** Click on **Update Preview**. This will bring you to a preview of your order.

In the screenshot:

#10 Single Window Envelope — Split Window | Review My Job | Help | Close

* Job Name
Test Envelope Training (a)

* Quantity: 4000 (b)   * Pages: 1

Print Options

Media(#10 Window...)

Printing Colors

Envelope Inside Tint
No Tint

Personalization

* Indicia
No / Bremerton Presorted Standard / DES Presorted Standard / DES Presorted First Class (c)

* Address (d)

* City, State ZIP
Bremerton, WA 98337 (e)

Note: You may change the paper color and the inside envelope tint under **Print Options.**

Preview   Update Preview (7)

Unit Price $0.06   Total Price $222.80   Save   Add to Cart

Washington State Department of Enterprise Services

8. From the preview you can:

a. Review and approve your order by clicking on **Add to Cart**

b. Modify your order by clicking on **Split Window** and updating your field entries. *This view allows you to remain in preview while updating information*

c. **Review My Job** provides a Summary Page

d. **Save** will save the job for future use.

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myPrint   **#10 Single Window Envelope**   ☰ Split Window **b**   🔍 Review My Job **c**   ❓ Help   ✕ Close

Personalization ▲

Preview   ⟳ Update Preview   📄 PDF Proof ▼

*Job Name ⓘ
Test Envelope Training

*Quantity   *Pages
4000   1

Print Options

☐ Media(#10 Window Env...

Printing Colors

Envelope Inside Tint
No Tint ▷

9.5 Inches

4.13 Inches

B
CITY OF
BREMERTON
1500 Park Avenue
Bremerton, WA 98337

Distance From Left: 7/8"
Distance From Bottom: 1/2"
Window Size: 4 1/2" x 1 1/8"

⏮ ◀ 1 / 1 ▶ ⏭   🔍− 🔍+ ⛶ 32%

Unit Price $0.06   Total Price $222.80   Save **d**   Add to Cart **a**

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![myPrint - Innovative Print & Mail Solutions]

9. Clicking **Add to Cart** will bring up an approval dialog box that you must click to proceed. Click **I Agree.**

10. This will bring you to a your cart. You can:

   a. **Continue Shopping**

   b. **Clear Cart**

11. Click on the **Due Date** calendar.

I have carefully reviewed and approve this job. The producer of this job will not be held responsible for design or spelling errors.

9

✔ **I Agree**

> You must click "**I Agree**" in order to move to your cart

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Search Product 🔍   🛒 **(1)** ▾

CART

| Due Date ▦ | | Selected Print Center | Washington State Department of Enterprise Services ▾ |

Products	Quantity	Unit Price	Item Tax	Total
Test Envelope Training Item Name: Single Window Envelope	4000 ▾	$0.06	$0.00	$222.80
💙 Save for later 🗑 Remove				

> You must select a **Due Date** before you can proceed with your order

Subtotal: $222.80

Taxes: $19.83

Total: **$242.63**

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

Proceed to checkout to view final order total, including taxes, fees, shipping.

← CONTINUE SHOPPING **a**   CLEAR CART **b**   PROCEED TO CHECKOUT → **c**

The application automatically lets you know the earliest date the item(s) can be picked up. Unavailable dates are grayed out. To pick a Due Date you:

   a. Click on a non-grayed out date to select when you wish to pick your item(s) up.

   b. Use the Drop Down box to specify a time for pick up.

   c. Click on **Save**

   d. Click on **Proceed to Checkout** – this step is not shown

CART

Due Date ⊞ ◄ Choose a Requested Due Date & Time

◄ JUNE 2016 ►

MON	TUE	WED	THU	FRI	SAT	SUN
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

Time :

11:00AM

(GMT-08:00) Pacific Time (US & Canada)

Cancel   Save

12. Checking out

a. Input **shipping information**
b. Verify **phone number**, **organization**, and **email** are correct.
c. Add additional **Delivery Instructions** if necessary
d. Click **Save to My Address Book** if you frequently ship to this address.
e. Click **Save Changes**
f. Add **Another Recipient** if desired and click **Save Changes** again.
g. Click on either **Continue Shopping** or **Proceed to Payment**

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1 Shipping   **2** Payment   **3** Finish

Select a shipping address & shipping options

SHIPMENT 1

Please select a shipment type.

[Campus Mail ▾]

ADDRESS (a)

Add from Address Book

Mail Stop Lookup (Opens in a new window)

* First Name:
[Cindy]

* Last Name:
[Cotter test]

* Address Line 1:
[1500 Jefferson]

Address Line 2:
[ ]

Address Line 3:
[ ]

Products

Test Envelope Training

Item Name: #10 Single Window Envelope

Qty	Unit Price	Tax	Total
4000	$0.06	$0.00	$222.80

Subtotal:	$222.80
Shipping:	$0.00
Taxes:	$19.83

Total: $242.63

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

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* City:
[Olympia]

Country:
[United States ▾]

* State/Province/Region:
[WA - Washington ▾]

* Zip/Postal Code:
[98504]

* Phone Number 1:
[360.407.9453]

Organization: (b)
[Bremerton, City of]

* Email:
[cindy.cotter@watech.wa.gov]

Delivery Instructions (c)
[ ]

(d) ☐ Save to My Address Book

[Save Changes] (e)   [Cancel]

You must click save to proceed with checkout.

[Add Another Recipient ▾] (f)

[← CONTINUE SHOPPING] (g)   [PROCEED TO PAYMENT →]

13. **Payment**

a. Choose a **Payment Method** and input the appropriate information. Payment options will vary based upon your organization and role settings.

b. Click on **Place My Order**

Shipping ✓ | **2** Payment | **3** Finish

How would you like to pay?

PAYMENT METHOD ⓐ
Please select a payment type.

◉ Cost Center

COST CENTER

* **Organization Code:**

11010403

Purchase # or Budget Code (20 Character Limit):

Products

Test Envelope Training

Item Name: #10 Single Window Envelope

Qty	Unit Price	Tax	Total
4000	$0.06	$0.00	$222.80

Subtotal:	$222.80
Shipping:	$0.00
Taxes:	$19.83
Total:	**$242.63**

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

← CONTINUE SHOPPING

PLACE MY ORDER → ⓑ

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14. Order Confirmation

a. Approvals
b. Print
c. Continue Shopping

🏠 HOME   📞 CONTACT US   ❓ HELP   👤 CINDY COTTER ▾

✓ Shipping ·········· ✓ Payment ·········· ③ Finish

Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order

Order Number	Status:
87527	**Approval required**
	As of 5/31/2016 4:10:57 PM PDT

(a)

> Whether your order requires approval or not depends on your security settings. This example requires approval.

Order placed by:
Cindy Cotter
cindy.cotter@watech.wa.gov
!testusability
1500 Jefferson
Olympia
WA - Washington
98501
United States
3604079453

Print Center
Washington State Department of Enterprise Services
printing@des.wa.gov
7580 New Market ST SW
Tumwater
WA - Washington
98501
United States
(360) 664-4343

Hours Of Operation

Sun : Closed
Mon-Fri : 8:00 AM-5:00 PM
Sat : Closed

Products

Test Envelope Training

Item Name: #10 Single Window Envelope

Qty	Unit Price	Tax	Total
4000	$0.06	$0.00	$222.80

Subtotal:	$222.80
Shipping:	$0.00
Taxes:	$19.83
Total:	**$242.63**

We may contact you to approve a new price, after order, if changes are needed to meet all your job needs. Freight costs are estimated, not actual. Your final bill will be based on state contract rates.

SHIPMENT 1

Campus Mail

ADDRESS
Cindy Cotter
1500 Jefferson
Olympia
United States
WA - Washington - 98501 3604079453
!testusability
cindy.cotter@watech.wa.gov

← CONTINUE SHOPPING **(c)**   PRINT **(b)**

15. Confirmation emails

You will receive:

a. A confirmation email
b. Another email indicating if your request was approved
c. Or denied.

From: ☐ DES Printing and Imaging <noreply@prt.wa.gov> Sent: Tue 5/31/2016 4:11 PM
To: ☑ Cotter, Cindy (WaTech)
Cc:
Subject: New myPRINT/myFULFILLMENT Order Notification **ⓐ**

Your order has been placed successfully. Order Number : 87527   Order Due Date & Time : 6/20/2016 8:00:00 AM PDT   Please log in at http://myPRINT.wa.gov to see the status of your order.

DES Printing and Imaging

From: ☐ DES Printing and Imaging <noreply@prt.wa.gov> Sent: Tue 5/31/2016 4:33 PM
To: ☑ Cotter, Cindy (WaTech)
Cc:
Subject: Your myPRINT/myFULFILLMENT order has been approved

Order number 87532 has been accepted by the approver. Please log in to http://myPRINT.wa.gov to view the order.

DES Printing and Imaging

From: ☐ DES Printing and Imaging <noreply@prt.wa.gov> Sent: Tue 5/31/2016 4:34 PM
To: ☑ Cotter, Cindy (WaTech)
Cc:
Subject: Your myPRINT/myFULFILLMENT order has been declined **ⓒ**

Order number 87527 has been declined by the approver. Please log in to http://myPRINT.wa.gov to view the order.

DES Printing and Imaging

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