

FLYER GENERATOR ORDERING INSTRUCTIONS

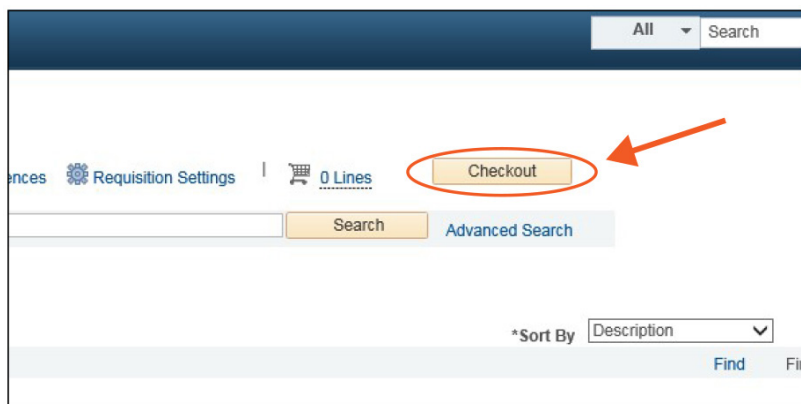
Thank you for using the Flyer Generator to create your flyer. The downloaded PDF can be used for your digital and internal printing marketing needs.

If you wish to print a quantity with an outside vendor, please follow these instructions.

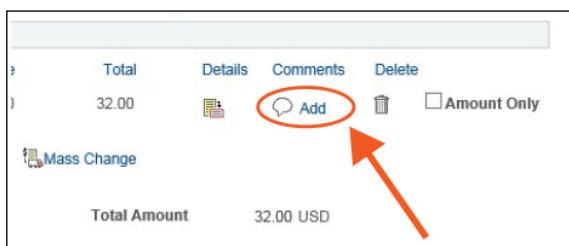
1. Email the PDF artwork that downloaded automatically to your computer (look in your “Downloads” folder) to a St. Elizabeth-approved print vendor. It is recommended to utilize the services of *Evolution creative solutions*, contact is charley.lindemann@evo-creative.com.
2. With the vendor contact, confirm needed quantity, substrate and delivery location/timeline. *Recommended flyer substrate is “80# Text” minimum.*
3. Once the vendor contact provides a quote, download it as a PDF and then submit a requisition in eProcurement to generate and dispatch a PO #. (See steps below.)

Please follow these instructions to retrieve a PO#.

1. Sign in to PeopleSoft. PeopleSoft can be located on the Intranet or Shortcuts.
2. Click "Requisition Classic" and then click "Special Requests" to create a non-catalog requisition.
3. Add in relevant order information and click “Add to Cart” at the bottom.
4. Click “Checkout.”



5. Click “Add” under the Comments column.



6. Click “Add Attachments” under the Comment box.

Line Comment

Business Unit SEH01 Requisition Date 04/01/2022
Status Pending

Line 1

Comments Find First 1 of 1 Last

Entered On:

1

Send to Supplier Show at Receipt Show at Voucher

Add Attachments

OK Cancel

7. Click “Browse” for and upload the PDF file with your quote that you downloaded from the print vendor contact. Click “Upload” after the file loads in.

File Attachment

Help

Browse...

Upload Cancel

8. Click “OK” on next screen once you see the uploaded file listed as an attachment.

Send to Supplier Show at Receipt Show at Voucher

Add Attachments

OK Cancel

9. On the Checkout page, you can add a description into the “Requisition Name” section for future use.

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit St Elizabeth Corporat BU Requisition Name Flyer Order

*Requirer *Currency USD *Requisition Options Regular Requisition

Priority Medium

10. Complete normal checkout process by entering account information under “Accounting Lines” section and clicking “Save & submit” when ready.

11. Once the PO # is dispatched, send to the vendor contact to confirm the order and proceed to printing. The vendor may send you a digital proof to review.