



Purdue Print and Digital Services

Ordering with your Purdue Career Account



Contact Us

Purdue Print and Digital Services:

Location: 698 Ahlers Drive

Hours: 8 a.m. – 12 p.m.,
1 p.m. – 5 p.m.
Monday-Friday

Phone: 765-494-2006

PurduePrintDigital@xerox.com

BoilerCopyMaker:

Location: PMU, Room 186

Hours: 8 a.m. – 12 p.m.,
1 p.m. – 5 p.m.
Monday-Friday

Phone: 765-496-3888


PurdueBLCMPrintDigital@Xerox.com

Step 1: Logging into the Online Ordering application.

Access the system by using this URL <https://wlprint.xeps.net>

Login with your Purdue career account.

You have asked to login to: <https://www.purdue.edu/apps/ldphs/Authn/ExtCas?conversation=e1s1>



PURDUE
UNIVERSITY

Log in using your Purdue Career Account

Login:

Password:

Login

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.

[Forgot your password?](#)

Note: Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's [Acceptable Use Policy](#).

Step 2: Select item to order.

Are you looking for a business card, poster, postcard, etc.? Simply pick the portlet that is relevant to your order.

For this ordering guide, we will upload a file.

Business Cards



Brochures & Flyers



Postcards & Notecards



Envelopes & Letterhead



Wide Format Printing



General Store Items



Upload Files



Custom Order



Step 2a: Select print options.

1/ Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Note: Cash to be used for personal transactions only

Cart ID 47739

Order site

Order name

Order Estimate **\$0.00**

Item 1



[Upload File](#)

[Continue Shopping](#)



WebCRDWorkingWithProduction TA.pdf

26 Pages

8.50x11.00 Inches

Unit Price **\$0.00**

Quantity

Click the image to review the proof.

Select your print options, then click Preview to review this item prior to ordering.

Your Selected Print Options

Print Types, Sides & Paper **B/W Print, Duplex (two sided), 8.5X11 - 20# - WHITE - Plain, Scale Down Only**



[Preview / Change Options](#)

Enter special instructions for this item.

Provide a proof of the document before processing my order.

Step 2b: Select print options.

On this page, you can change from Black and White printing to color, paper stocks, size, finishing options, etc.

*Note: If you are not sure what to order, please call us and ask! 765-494-2006

The screenshot shows a print options interface for a PDF document titled "WebCRDWorkingWithProduction TA.pdf". The interface is divided into a left sidebar and a main preview area.

Left Sidebar (Print Options):

- Quick Sets:**
 - Click to select from a list of 1-Click Print Options
 - Booklets
- Refine Your Print Options:**
 - Output:** Color Print
 - Paper:** 8.5X11 - 20# - WHITE - Plain
 - Scaling:** Scale Down Only
 - 1 or 2-sided:** Duplex (two sided) / Long Edge Flip
 - Covers
 - Binding
 - Folding & Drilling
 - Finishing & Mailing Options (not shown)

Main Preview Area:

The preview shows a document page with the RSA logo (Rochester Software Associates) at the top left. The main text reads "RSA WebCRD™ Working With Production". At the bottom right, it says "Task Aids".

Bottom Bar:

- Navigation icons (back, forward, search, etc.)
- Page 1
- Done With Print Options button

Page Header: Print Options Summary, Unit Price \$0.00

Step 3: Select your quantity.

1/ Cart

Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.
Note: Cash to be used for personal transactions only

Cart ID 47739

Order site Xerox Print & Digital Services ▾

Order name Test Cart ✎

Order Estimate **\$0.00**

Item 1



[Upload File](#)

[Continue Shopping](#)



WebCRDWorkingWithProduction TA.pdf ✎

26 Pages
8.50x11.00 Inches

Click the image to review the proof.
Select your print options, then click Preview to review this item prior to ordering.

Unit Price ~~\$8.00~~

Quantity

Your Selected Print Options

Print Types, Sides & Paper B/W Print, Duplex (two sided), 8.5X11 - 20# - WHITE - Plain, Scale Down Only



[Preview / Change Options](#)


Enter special instructions for this item.


Provide a proof of the document before processing my order.

Step 4: Delivery information.

- A. Select the due date by clicking the small calendar icon.
- B. Select the delivery method.
- C. Add or edit recipients.


Shipping Information Add Address

I would like my order shipped by: **Friday, April 13, 2018**  *Note: Only dates when the print center is open may be selected.*

Test User 

Xerox
Purdue Printing Services
698 Ahlers Dr.
PRSV
PRSV
West Lafayette, Indiana 47907
United States

Pickup & Delivery Options

Select 

Delivery Estimate
Friday, April 13, 2018


Ordered Items	Quantity
1 <u>WebCRDWorkingWithProduction TA.pdf</u>	<u>2</u>

Enter shipping instructions for this recipient and include room numbers

Step 5: Billing Information

- A. Select the appropriate payment option
- B. Review the price estimate
- C. Submit the order by clicking the Place Order button.
- D. Approve the order by clicking the Place Order button in the confirmation box.

Billing Information

Finance Contact 
Xerox
Purdue Printing Services
698 Ahlers Dr.
PRSV
PRSV

Order Estimate \$9.60
Click the price to view the cost details

Select Billing Codes for Payment

Student Organization
If your organization is not on the list, please notify the print center.

Cash / Check / Credit Card / PCard
Select Cash for personal use only.

Business Partner Codes
Type in your Business Partner Code within this field. (Not for Student Organizations)

Enter billing instructions for this order
Enter business office contact name & phone number

[Save to Start a New Cart](#) [Continue Shopping](#) [Place Order](#)


Your total is \$9.60. Click **Place Order** to approve this price and place the order.
Note: Cash to used for personal transactions only

[Go back to cart](#) [Place Order](#)

Step 6: Payment.

- A. If paying by a **Student Organization**, select your organization from the dropdown list and you will be invoiced after the order is completed.
- B. If paying with a **credit card, cash or check**:
 - a. Credit card: stop by one of our locations to pay (see page 2), or call 765-494-2006.
 - b. Cash: stop by one of our locations to pay (see page 2).
 - c. Check: bring or mail to one of our locations (see page 2).
- C. If paying by a **Purdue Business Partner Number**, enter your number in the appropriate field and you will be invoiced after the order is completed.

Billing Information

Finance Contact 

Xerox
Purdue Printing Services
698 Ahlers Dr.
PRSV
PRSV

Order Estimate [\\$9.60](#)
Click the price to view the cost details

Select Billing Codes for Payment

Student Organization
If your organization is not on the list, please notify the print center.

Cash / Check / Credit Card / PCard
Select Cash for personal use only.

Business Partner Codes
Type in your Business Partner Code within this field. (Not for Student Organizations)

[Enter billing instructions for this order](#)
[Enter business office contact name & phone number](#)

[Save to Start a New Cart](#)[Continue Shopping](#)[Place Order](#)