

Purdue Print and Digital Services

Online Ordering System

Purdue Print & Digital Services Contact Information

Purdue Print and Digital Services delivered by Xerox:

Location: 698 Ahlers Drive

Hours: 8 a.m. - 5 p.m.
Monday-Friday

Phone: 765-494-2006

PurduePrintDigital@xerox.com

BoilerCopyMaker:

Location: Purdue Memorial Union,
Room 186

Hours: 7:30 a.m. - 5 p.m.
Monday-Friday

Phone: 765-496-3888

PurdueBLCMPrintDigital@Xerox.com

Contact either Purdue Print and Digital Services delivered by Xerox or the Boiler Copy Maker if you have questions regarding available services.

Online Ordering

Ariba

- Direct (Ariba account)
- Indirect (Business Office)
 - Request Form
 - Phone

<http://www.purdue.edu/employeeportal/>

Career Account

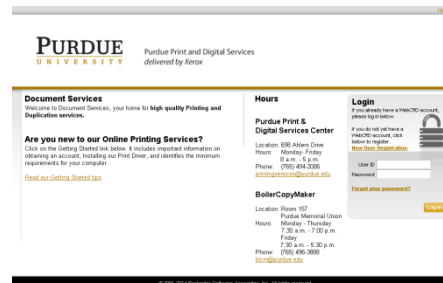
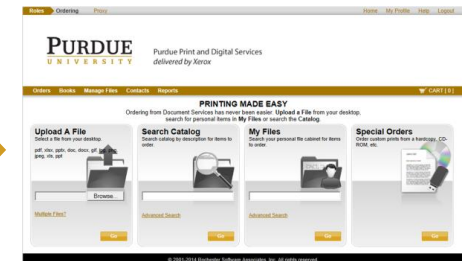
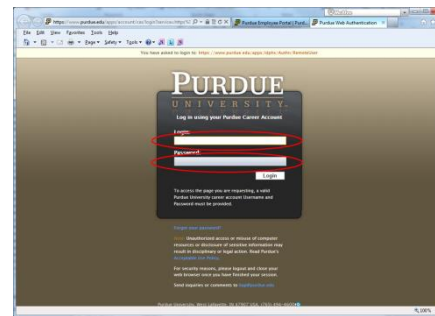
- Business Transactions
 - Pcard
- Personal Transactions
 - Credit (Visa / MasterCard)
 - Cash / Check

<https://wlprint.xeps.net>

Guest User

- Cash /Check
- Credit (Visa / MasterCard)

<https://print.xeps.net>



Print Options

Vended Print

- Contact your Xerox Support Representative (XSR) 765-494-2006
- Share your job specifications and provide your Ariba requester and approver
- XSR will obtain quotes from vendors
- Review quotes with XSR and select vendor
- XSR will enter quote into ordering system for customer or business office requester

Custom Order

- Contact your Xerox Support Representative (XSR) 765-494-2006
- Share your job specifications and provide your Ariba requester and approver
- XSR will assist the requester or enter the order into the system

Standard Print

- Enter your job directly into the online ordering system

Online Ordering

PURDUE CAREER ACCOUNT

Online Ordering – Purdue Career Account

Step 1: Logging into the Online Ordering application

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

You have asked to login to: <https://www.purdue.edu/apps/idphs/Authn/RemoteUser>

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](#).

For security reasons, please logout and close your

Online Ordering – Purdue Career Account

Step 2: Select file to print

Select the browse button to select files from your system to upload.

***Note:** The system will accept MS Office, PDF, GIF, JPG, JPEG.

The screenshot shows the Purdue Print and Digital Services website. The top navigation bar includes 'Roles', 'Ordering', and 'Proxy' on the left, and 'Home', 'My Profile', 'Help', and 'Logout' on the right. The main header features the 'PURDUE UNIVERSITY' logo and the text 'Purdue Print and Digital Services delivered by Xerox'. Below this is a secondary navigation bar with 'Orders', 'Books', 'Manage Files', 'Contacts', and 'Reports', along with a shopping cart icon labeled 'CART [0]'. The main content area is titled 'PRINTING MADE EASY' and contains a sub-header: 'Ordering from Document Services has never been easier. Upload a File from your desktop, search for personal items in My Files or search the Catalog.' There are four main sections: 'Upload A File' (highlighted with a yellow border), 'Search Catalog', 'My Files', and 'Special Orders'. Each section has a search input field and a 'Go' button. The 'Upload A File' section lists supported file formats: pdf, xlsx, pptx, doc, docx, gif, jpg, png, jpeg, xls, ppt. The footer contains the copyright notice: '© 2001-2014 Rochester Software Associates, Inc. All rights reserved.'

Online Ordering – Purdue Career Account

Step 3a: Select color, paper stocks & sides printed

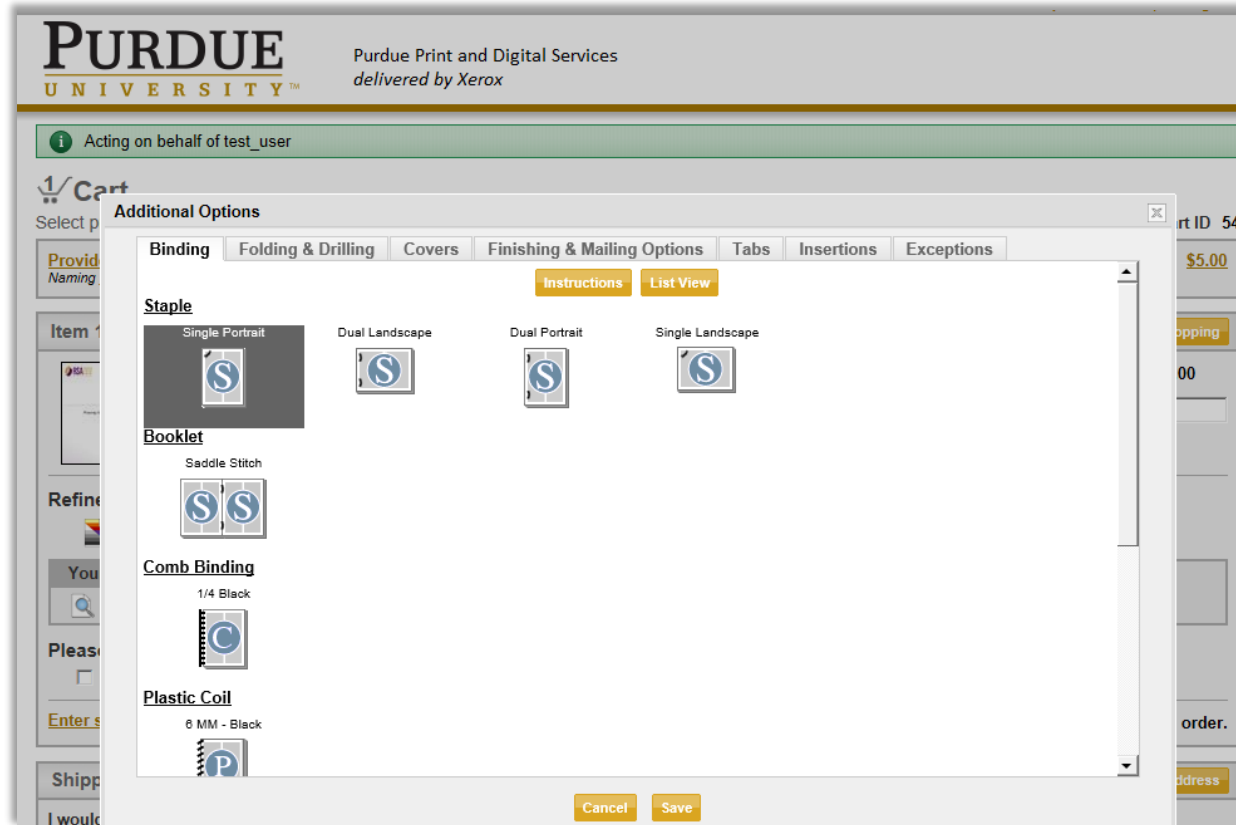
In this section you will chose the printing type (color, black & white, color with BW or wide format), sides printed and paper stock. Click **Save** when done .

The screenshot displays the Purdue University online ordering system interface. At the top, the Purdue University logo is visible alongside the text "Purdue Print and Digital Services delivered by Xerox". Below this, a green bar indicates the user is acting on behalf of "test_user". The main section is titled "Cart" and includes a "Place Order" button and a "Cart ID 54". A note suggests providing an optional name for the order, and the order estimate is shown as \$0.54. The item being ordered is "WebCRD_TA_Placing_20 Pages", priced at \$0.54 with a quantity of 1. A "Basic Options" dialog box is open, allowing the user to select "Color" for output, "Duplex" for plex, and "8.5x11 - 24# - White - Bond" for paper stock. The interface also includes a "Refine Your Print Options" section with a "Preview Document" button and a checkbox for approving the document for printing.

Online Ordering – Purdue Career Account

Step 3b: Select binding options, covers & special service requirements

In this section you will choose your binding type (*staple, coil, tape, etc*), finishing, covers, tabs and exceptions.



Online Ordering – Purdue Career Account

Step 4: Review & Approval your requirements and online soft proof

- Preview** the document to make sure it has the correct print requirements.
- Check** the box to verify you approve the preview.

PURDUE UNIVERSITY Purdue Print and Digital Services delivered by Xerox

Acting on behalf of test_user

Cart
Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order. Cart ID 54

Provide an optional name for your order. Naming your order can be helpful for reordering. Order Estimate **\$5.01**

Item 1 Replace File Continue Shopping Price **\$5.01**

WebCRD_TA_Placing_Orders_90.pdf
20 Pages

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

Refine Your Print Options:
Color, Stocks & Sides Printed Click to choose color, paper stock, double-sided output.
Binding & additional options Click to choose a binding, staples, etc.

Your Selected Print Options: Print Types, Sides & Paper Color, Duplex, 8.5x11 - 24# - White
Binding Staple / Single Portrait

[Preview Document](#)

Please approve this document for printing:
 I have viewed the proof and preview (when available) and approve the document for printing.

[Enter special instructions for this item.](#) Provide special instructions

Purdue Print and Digital Services - User ID [KMcMellan] - Windows Internet Explorer
https://print.xerox.net/open/sure#preview/psmOrderDocumentID=104

Order 54 - WebCRD_TA_Placing_Orders_90.pdf

Rotates Full Screen

KEYBOARD SHORTCUTS
DOWN/RIGHT ARROW - Page forward
UP/LEFT ARROW - Page backward
PAGE DOWN - Ten pages forward
PAGE UP - Ten pages backward
HOME - First page
END - Last page

Click or drag pages to turn.

Note: Please see your proof document for an accurate representation of fonts and graphics.

User Task Aid


1


Online Ordering – Purdue Career Account

Step 5: Delivery information

- A. Select the **Service Level**
- B. Select the **Delivery Method**
- C. Add or edit recipients

Shipping Information Add Address

I would like my order shipped by: **Wednesday, May 28, 2014**  *Note: Only dates when the print center is open may be selected.*


test user xerox Indiana United States	 Pickup & Delivery Options Hold for pickup Pick up during business hours				
Delivery Estimate: Thursday, May 29, 2014 Enter shipping instructions for this recipient					
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left;">Ordered Items</th><th style="text-align: right;">Quantity</th></tr></thead><tbody><tr><td>1 WebCRD_TA_Placing_Orders_90.pdf</td><td style="text-align: right;">1</td></tr></tbody></table>		Ordered Items	Quantity	1 WebCRD_TA_Placing_Orders_90.pdf	1
Ordered Items	Quantity				
1 WebCRD_TA_Placing_Orders_90.pdf	1				

Online Ordering – Purdue Career Account

Step 6: Billing Information

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

Billing Information

test user 
xerox
Indiana
United States

Order Estimate **\$5.01**
Click the price to view the cost details

Select Billing Codes for Payment

Ariba PO Number 0 %


Cash / Check / Charge

Total Split Percentage 0%

[Add Split](#) Click the 'Add Split' button to add more Account Codes for split billing.
[Enter billing instructions for this order](#)

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

Shipping Information [Add Address](#)

I would like my order shipped by: **Purdue Print and Digital Services - User ID [KMcclellan]**  be selected.

test user
xerox
Indiana
United States

Your total is \$5.01. Click Place Order to approve this price and place the order.

[Cancel](#) [Place Order](#)

Thursday, May 29, 2014

[Enter shipping instructions for this recipient](#)

Ordered Items	Quantity
1 WebCRD_TA_Placing_Orders_90.pdf	1

Best Practice Notes

1. The web ordering system can keep you updated on the status of your order by configuring the email options of your profile.
2. Use the Orders page to view the status of your order and to reorder option previously submitted jobs.
3. Please use the chart below to help with your paper selection.

Paper Weight	Common Usage
20#	General black & white or color documents
24#	Higher quality color documents
80#	Document covers, post cards, greeting cards
100#	Posters, flyers, promotional materials