PLACING AN ORDER

As you requested, following are the instructions for placing an order on our website. Please feel free to call me if you have any questions or trouble navigating the portal.

Start at **printing.wisc.edu**.

- Go to the *Ordering* heading and select the first option: *Digital Print Center Order WebCRD Net ID*. Use your NetID to log in.

- Click on the *Upload and Print* thumbnail.

- Select your file from your PC, click *Open*, then choose *Configure Ready Items*.

- Your file will open in a new window with a preview of the first page and a specifications panel on the left side. Use the panel to set the details for your project. If your project has multiple pages use the navigation arrows under the image to review each page.

  IMPORTANT: This preview will serve as your production review; we do not provide proofs unless requested. If you require a proof, please use the *Special Instructions* field and indicate whether you would like to receive a PDF or hard copy proof of your project (note that hard copy proofs will add cost and time). If no additional proofs are requested it is assumed that you have approved the file for production based on the preview.

- Ensure your specifications are correct and that you have thoroughly reviewed the pages via preview or requested a proof (if preferred). If everything is accurate and meets your expectations, click on the red *Approve & Continue* button in the lower right corner. **This is your confirmation that you have reviewed and approved the document for printing and/or fulfillment.**

- After selecting *Approve & Continue* you will return to the main screen. If you have another project to upload, you may do that now. Otherwise, go to your cart and select *Checkout*.

- Set your Shipping details and select *Continue* when ready.
  - ✓ Ship To: Ensure the delivery information is correct; edit as needed by using the *Change* button. If available, include the room # in the address.
  - ✓ Ship Date: This is the date your project will leave DPPS. Deliveries are made to campus the same day in the afternoon. If your project is needed in the morning, please request shipping the day prior.

- ✓ Shipping Method: For DPPS delivery, the address must be a business campus location. If you need the item(s) delivered to a residence or personal address, UPS shipping will be required at an additional cost.

- Set your Billing details and select *Continue* when ready.
  - ✓ Billing Address: Ensure the billing address is correct; edit as needed by using the *Change* button.
  - ✓ Payment Method & Account Codes: Lookup your DoIT Billing Customer ID Number by selecting the magnifying glass (leave the search field blank). When the search window opens, enter all or part of your ICUS #. If your number cannot be located, enter TEMP and then provide the FDM components in the fields below. DPPS will request a Customer ID Number from Accounting on your behalf. Select Continue when ready.

- FINAL REVIEW.
  - ✓ Give your project a name. Be descriptive.
  - ✓ Carefully review the product details and shipping and billing addresses. Also make note of the Cart ID, found in the upper right corner – this is your order number.
  - ✓ If everything looks accurate, select *Complete Order*. You will receive a confirmation via email.

Please contact DPPS if you have any questions or concerns or need to make any adjustments.