

Ordering Business Cards

Introduction

Follow this guide to create a requisition to order Business cards in eProcurement using the University preferred supplier – WINC.

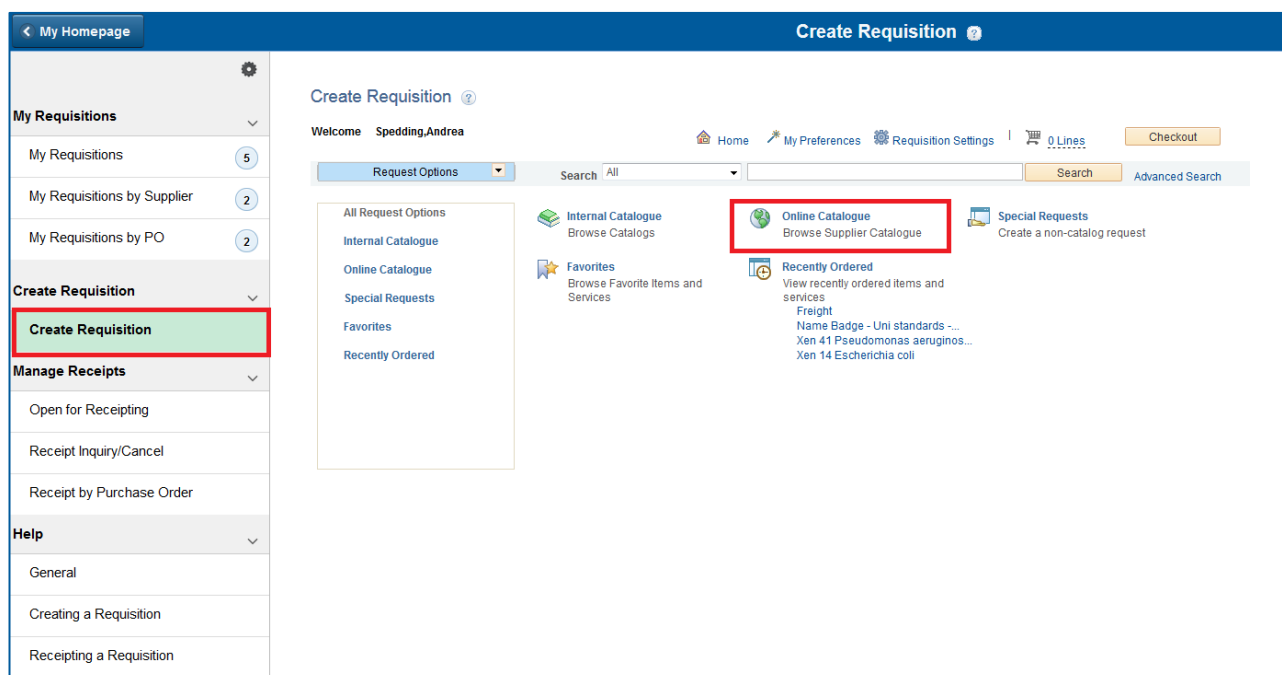
Note: for optimal performance, please ensure you are using the most up to date versions of Internet Explorer, Chrome or Firefox; unfortunately Safari is unable to be used for this catalogue

Procedure

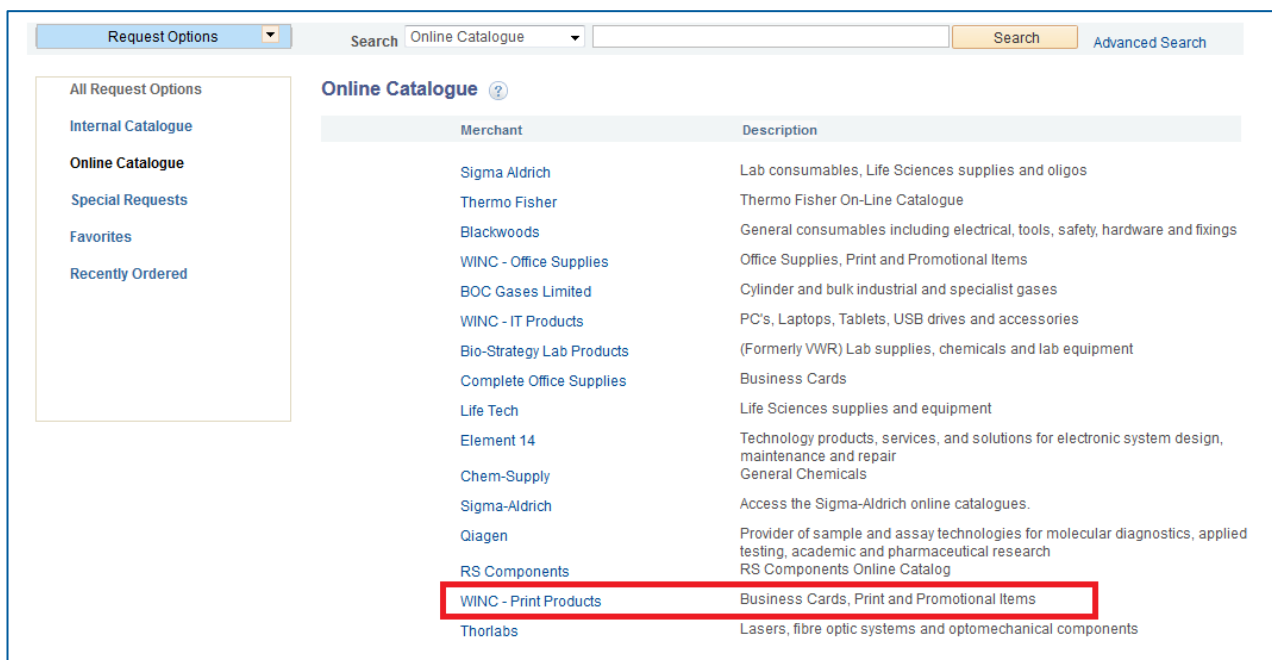
1. Log into [PeopleSoft](#), from **My Homepage** click into **eProcurement** tile (this screen will vary according to what user access you have)



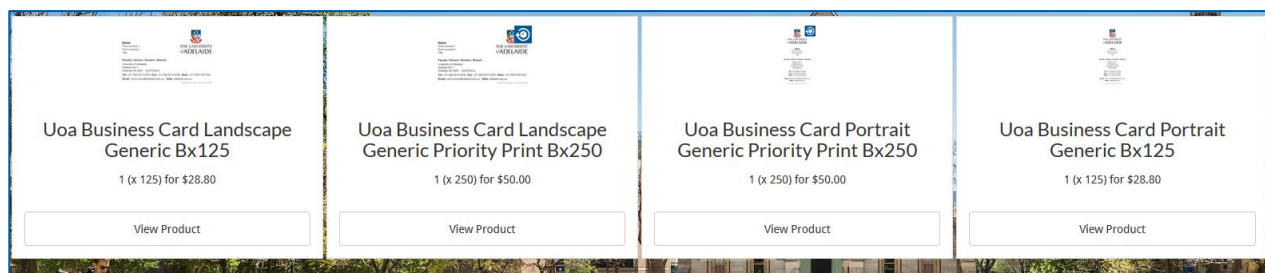
2. Under the heading Create a Requisition in the left hand menu, click **Create Requisition**
3. Click on **Online Catalogue**



4. Click on WINC – Print Products



5. From the WINC online catalogue, select Business Cards then select the style you require.



6. Create New. Complete the information in the boxes that you would like on your business card. The boxes highlighted in RED are mandatory

7. Using the drop down box, choose to have a blank background or blue with the University logo (example below).

Back Background



8. Remember to View as a PDF to check for any errors



- 9. If you are happy with the proof – approve and put in the quantity of boxes you require
- 10. Add to cart
- 11. On the bottom right of your screen you will have a ‘submit’ button
You will then be redirected to the **Checkout – Review and submit** page in the University Finance System
- 12. Add a **Requisition Name** this is a reference for you to easily identify your order when you have multiple orders in your Requisition WorkCentre
- 13. If you have multiple project codes - check you are using the correct one, if everything is correct and you’re ready to get the order processed click **Save & Submit**. If you want to continue to work on your request at a later date, click **Save for Later**.

NOTE: You must complete the requisition within the same calendar month it was created

Checkout - Review and Submit
Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit: UNIAD Adelaide University
Requester: a1612480 Spedding,Andrea
Requisition Name: Business cards - WINC
*Currency: AUD

Cart Summary: Total Amount 105.00 AUD
Expand lines to review shipping and accounting details Add More Items

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments/ Attachments	Delete
1	Adelaide University Test Mater		Winc Australia Pty Ltd	1,0000	Box	105.0000	105.00		Add	

Select All / Deselect All Select lines to: Add to Favorites Delete Selected Mass Change

Total Amount 105.00 AUD

Shipping Summary

Edit for All Lines

Ship To Location: NTRMP03
Address: Reception, Level 3, Rundle Mall Plaza
44-60, Rundle Mall
North Terrace Campus
ADELAIDE, SA 5005
Attention To: Spedding,Andrea

Save & submit Save for Later Add More Items

Contact us

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or finprosupport@adelaide.edu.au