

FAQ- Ordering Stationery Online

A new online stationery ordering system is in place for the following:

- Business cards
- Appointment cards
- Letterhead
- Envelopes

To place an order, visit the Marketing page at <http://www.rowan.edu/som/marketing/index.html> or use the following direct link for stationery

orders: https://www.myorderdesk.com/SignIn/Default.asp?Provider_ID=797583&CartID=278141&&rd=Cart%2Easp

STATIONERY ORDERING PROCESS

Please follow the below instructions:

- *Sign In* using the email address and password; If you do not have an existing account, choose *I am a new customer*
- Click on the appropriate logo for your order; clinical offices should click on Rowan Medicine or one of the Institute logos.
- Click on the *Order Business Cards, Letterhead and Envelopes* tab
- Select the form you need from the *Card Type* drop-down box
- Enter the information, then *Refresh* or *View PDF Proof*
- In the gray box at left:
 - Select *Quantity*
 - If an option is not listed in a drop-down or if you have special instructions, please enter this in the *Notes* area. A revised proof will be emailed to you for your review **before** your order is submitted to the printer.
 - Check box to submit for review
- Click the *Add to Cart* button
- Click the *Add to Your Order* button to order more stationery
- Once all items are in the cart, choose *Check Out*
- Enter your name, department and building. If someone else will process the requisition, enter that person's contact information.
- Select *Continue*
- Write down your *Cart Number* (located in the *Review Your Order* box)
- Open up a new internet tab, log into Banner, then begin the requisition process using vendor ID No. 910002439 for Pirolli Printing.
- **Enter your cart number and a short description** to insure proper payment to the vendor. For example:
 - Cart # 161859 Business Cards for A. Smith
 - Cart # 161859 Letterhead for Admissions Office
 - Cart # 161859 Envelopes #10 Window for Admissions Office
- After your requisition is complete, enter the requisition number into the *Payment Method* area of your cart. Once the requisition is converted into a Purchase Order (PO) it must be sent to contact@pirolliprinting.com (Cart # in the subject line) to avoid delayed delivery.
- Select *Request Approval*

If you have any questions about the new streamlined stationery ordering process, please contact Lynne Yarnell at falchelm@rowan.edu or call 566.6094.