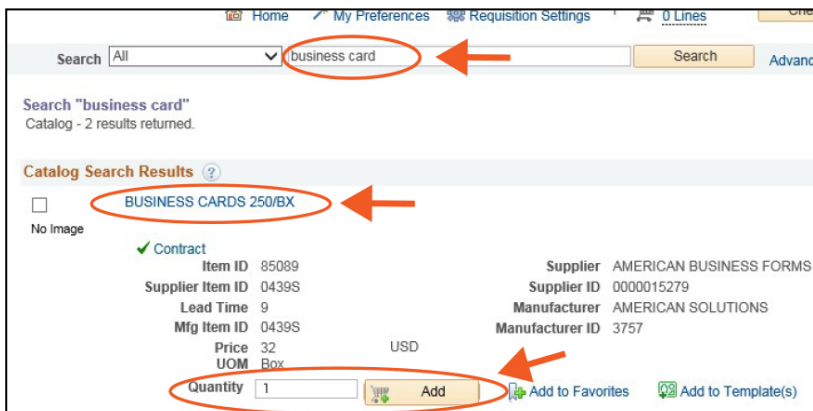


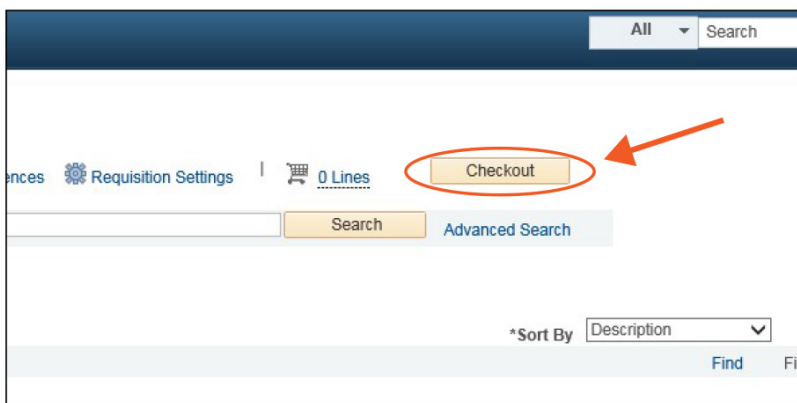
# BUSINESS CARD GENERATOR ORDERING INSTRUCTIONS

Thank you for using the Business Card Generator to create your business card. Please follow the steps below to complete your order!

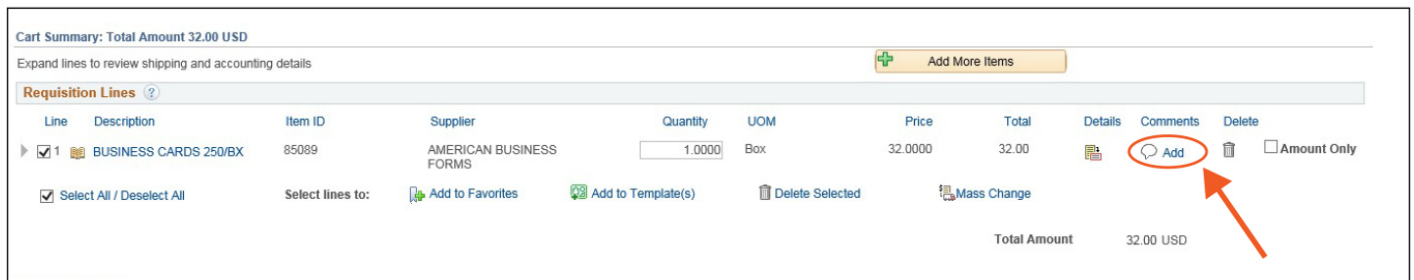
1. Sign in to PeopleSoft. PeopleSoft can be located on the Intranet or Shortcuts.
2. Click "Requisition Classic" and then click "Special Requests" to create a non-catalog requisition.
3. Type "business card" in the search bar.
4. Under "BUSINESS CARDS 250/BX", add the number of boxes you want to order in the "Quantity" box and click "Add".



5. Click "Checkout".



6. Click "Add" under the Comments column.



7. Click “Add Attachments” under the Comment box.

Line Comment

Business Unit SEH01 Requisition Date 04/01/2022  
Status Pending

Line 1

Comments Find First 1 of 1 Last

Entered On:

1

Send to Supplier  Show at Receipt  Show at Voucher

**Add Attachments**

OK Cancel

8. Click “Browse” for and upload the PDF proof file with your card artwork that downloaded automatically to your computer - look in your “Downloads” folder. Click “Upload” after the file loads in.

File Attachment

Help

Browse...

Upload Cancel

9. Click “OK” on next screen once you see the uploaded file listed as an attachment.

Send to Supplier  Show at Receipt  Show at Voucher

Add Attachments

OK Cancel

10. On the Checkout page, you can add a description into the “Requisition Name” section for future use.

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit St Elizabeth Corporat BU Requisition Name **Business Card Order**

\*Requester Priority Medium

\*Currency USD

\*Requisition Options Regular Requisition

11. Complete normal checkout process by entering account information under “Accounting Lines” section and clicking “Save & submit” when ready.