# 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".
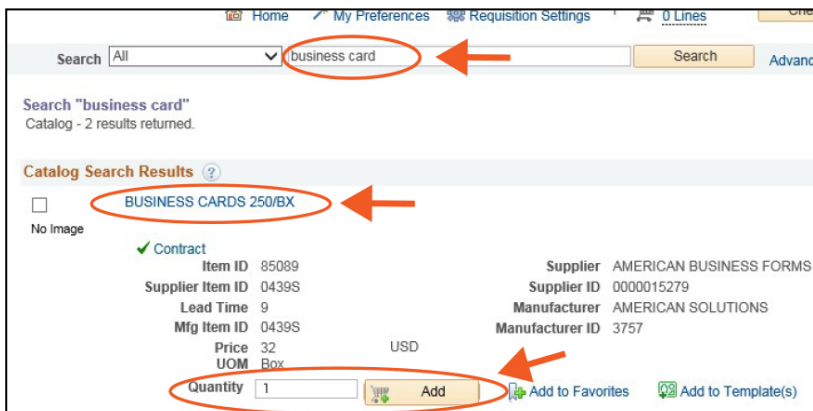
5. Click "Checkout".
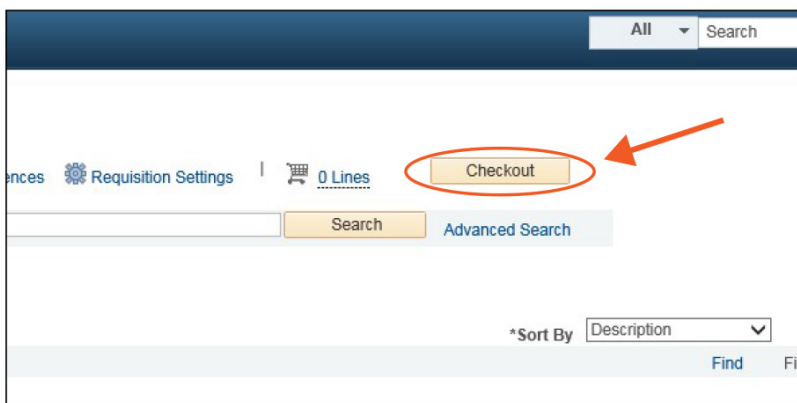
6. Click "Add" under the Comments column.
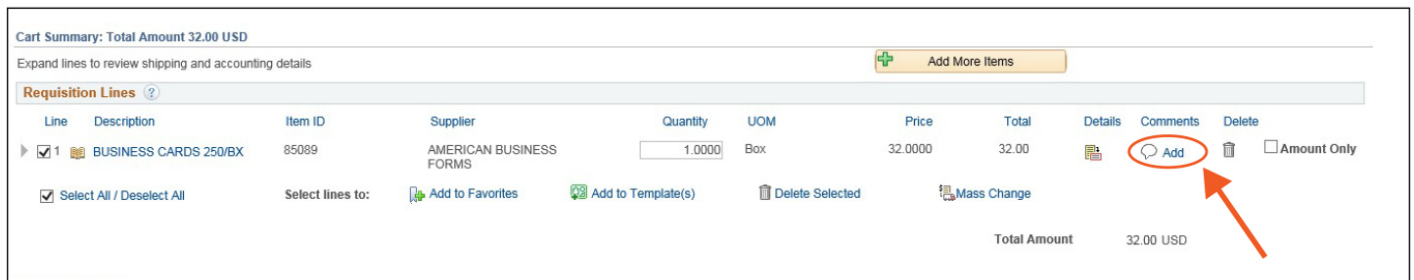
7. Click "Add Attachments" under the Comment box.

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.

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

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

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