# UniPrint Ordering

The Uniprint ordering system does not communicate with Workday.
Please open two browsers to complete the process simultaneously.

## UniPrint:

Go to the UniPrint website https://uniprint.osu.edu/ to begin order. Do not 'SUBMIT"
your order in UniPrint until Workday Requisition is created.

1. Choose the button "Departmental Orders"

2. Log in with your OSU credentials (name.#/password)

3. The Catalog shows up on left and highly requested items have a picture link as well:
   Business, Cards, Letterhead, Envelopes, Mailing Labels, etc.

4. Choose item(s) needed. Depending on item(s) to be ordered, customization will be
   prompted. 'Refresh Preview' to review the Proof. Checkmark "Proof is approved"
   to verify all information is correct.

5. Click next and the total price will appear without shipping cost.

6. Click "Add to Cart" and then "Checkout." Confirm shipping address. Click Next. This
   will bring you to the "**Payment & Submission**" window.

7. Go to **Workday** tab.

## Workday:

1. Start Requisition
2. Type in search field: UniPrint.
3. Choose "*10173896 Printing Services-Digital, Off set, Signage, and Other Services*"
4. Add Dollar amount of order obtained from the UniPrint window.
5. Add Cart and Checkout from Cart at top right of page.
6. Requisition type: BuckeyeBuy
7. Fill in internal Memo information and Memo to suppliers.
8. Confirm Worktags in Goods line.
9. From here click "Save for Later" in order to obtain the RQ#.

Return to the UniPrint window, input RQ# in the PO# line. Fill in the remainder of the
Worktags and Submit. This will generate an order number and invoice. Return to the
Requisition in Workday and attach invoice to Requisition and put the order number in the
Memo line. Once information is filled in, submit RQ.