Letterhead and envelope orders - Graphic Resource

Please place letterhead and envelope orders by utilizing the order form from Graphic Resource. If you have a sample, please attach it with the order form to your ePro requisition. If you do not have a sample mock one up and attach with the order form. (Training on how to enter an ePro requisition can be found here: https://www.mga.edu/procurement/docs/ePro Training.pdf

Please use **Supplier ID 0000003998** Graphic Resource - NIGP code for letterhead: **96651** Letterhead Printing NIGP code for envelopes: **96631** Envelope Printing

Expense account: **742100** (should default to this account)

In your line description please provide the following information:

- either letterhead or envelope printing (not combined)
- if you place an order for 500 list Qty 500 in the item description line (see example: Line 1) Note in the quantity field state 1 and unit of measure each.
- Department name e.g. Human Resources

* Please make sure to enter one separate line for shipping cost at Qty 1, \$9.00 per order. The NIGP code for Shipping is 96286 which corresponds with expense account 714111. *

Example: Line 1 Line 2 Line 3

Special Requests @ Enter information about the non-catalog item you would like to order: Item Details "Item Description Envelope Printing Procurement Office Qty 500 "Price 82.00 "Currency USD "Quantity 1 "Unit of Measure EA Q "Category 96831 Q Due Date III	Special Requests ② Enter information about the non-catalog item you would like to order: Item Details *Item Description *Price *Quantity *Currency *Currency *Currency *Currency *Currency *Currency *Currency *Currency *Due Date *Item *Due Date *Item *Due Date *Item *Item *Category *Category *Item *Category *Item *Category *Item *Category *Item *Category *Item *Item *Category *Item *Item	Special Requests ② Enter information about the non-catalog item you would like to order: Item Details *Item Description Shipping *Price 9.00 *Currency USD *Quantity 1 *Unit of Measure EA Q Category 96288 Q Due Date
Supplier ID 0000003998 Q Supplier Name Graphic Resource Q Graphic Resource Supplier Item ID	Supplier ID 0000003998 Q Supplier Name Graphic Resource Q Graphic Resource Suggest New Supplier Supplier Item ID	Supplier ID 0000003998 Q Supplier Name Graphic Resource Q Graphic Resource Supgest New Supplier Supplier Item ID
Manufacturer Mfg ID Q Manufacturer Mfg Item ID Additional Information	Manufacturer Mfg ID Manufacturer Mfg Item ID	Manufacturer Mfg ID Q Manufacturer Mfg Item ID
Send to Supplier Show at Receipt Show at Voucher	Additional Information Send to Supplier Show at Receipt Show at Voucher	Additional Information Send to Supplier Show at Receipt Show at Voucher
Request New Item Request New Item A notification will be sent to a buyer regarding this new Item request. Add to Cart	Request New Item Request New Item A notification will be sent to a buyer regarding this new item request. Add to Cart	Request New Item Request New Item A notification will be sent to a buyer regarding this new item request. Add to Cart