

# Welcome To Our Online Ordering System!

# "HOW-TO" Guide for placing print orders



### **1.** Go to <u>https://bpd.uga.edu/</u> (save this as a bookmark)

Bulldog Print + Design Contact Us	Log In
HOW TO Guide to Ordering Artwork Tips UGA Branding Guidelines	
PRINT & COPY       Large Format       Second Support       Second Support <ul> <li>Basic Copies</li> <li>Brochures</li> <li>Booklast</li> <li>Booklast</li> <li>Binders/Tabs</li> <li>Coll Bound Books</li> <li>Binders/Tabs</li> <li>Postcards</li> <li>Coll Bound Books</li> <li>Binders/Tabs</li> <li>Floor Doceals</li> <li>Conder Now ©</li> </ul> <ul> <li>Postcards</li> <li>Conder Now ©</li> </ul> <ul> <li>Conder Now ©</li> <li>Conder Now ©</li> </ul> <ul> <li>Conder Now ©</li> <li>Conder Now ©</li> </ul> <ul> <li>Conder Now ©</li> </ul> <ul> <li>Conder Now ©</li> <li>Conder Now ©</li></ul>	
BUSINESS CARDS         UNIVERSITY OF GEORGIA.         All Departmental Business Cards         "Branding Standards Apply         Order Now (*)             Order Now (*)             Stationery         "Branding Standards Apply             Order Now (*)             Stationery             Stationery         "Branding Standards Apply             Order Now (*)             Stationery             Stationery             Business Cards             Business Cards </td <td></td>	
STORE PRODUCTS • Copy Paper • Certificate • Carpus Mull Envelopes • Campus Mull Envelopes • Newsletters • Developed model • Campus Mull Envelopes • Newsletters • Campus Mull Enveloped •	

- **2.** Click on "Log In" in the top right-hand corner.
- 3. IF you are using a chartstring or speedtype for billing
  - Click on the left "Login Using Your UGA Account"

IF you are paying with a check, or getting invoiced

- Click on the right "Non-UGA Account"

UGA CUSTOMERS: * Using a Chartstring or Speedtype	NON-UGA CUSTOMERS: (Business Use Only) * Paying by Check or Money Order
<ul> <li>Select the "Login Using Your UGA Account" option</li> <li>Authenticate your username and password</li> <li>First-time users, select your site and save. You will be notified once your account has been approved.</li> <li>Login Using Your UGA Account</li> </ul>	<ul> <li>Select the "Non-UGA Account" option</li> <li>Follow instructions</li> <li>First-time users, select your site and save. You will be notified once your account has been approved.</li> </ul> Non-UGA Account

- **4.** For UGA ACCOUNT customers:
  - Sign In using your MyID and Password.

UNIVERSITY OF GEORGIA UGA Single Sign-On Service			
Username:			
Password:			
Login CLEAR			
Trouble logging in?			
About SSO About Us			

# OR

#### For NON-UGA ACCOUNT customers

- Hover over "Create your Profile" and click the link.

EXISTING CUSTO	IER:	
Enter your use	ername and password.	
• Click here to	DMER: Create your Profile".	
Enter Informat     SITE/DEPAR     You will be point	tion in the required fields. <b>TMENT</b> : Select "Non-UGA Customer"	4
• fou will be not	aned when your account has been approved	
<b>Registered Users</b>		
User Name		() Show Help
Password		Show Help
	Login	
Forgotten your passv	vord?	

**5.** This is where you will "create an account" with us.

button below.	ie in necessary, when compr	ete click on the "opdate"
Contact Informat	on	
First Name *		
Middle Initial		
Last Name *		
Email Address *		Show Help
Phone Number *		Show Help
Site / Department *	Please Select	~
Site Mail Stop or Area		
Site Address Line 1 *		3) Show Help
Site Address Line 2		
Site City *		le
Site State	Please Select	~
Site Postal Code *		
Site Country		

- 6. We will get a notification to approve your account.
- 7. Once your account has been approved, you will receive an email notification to start using our online ordering system.

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Login Using Your UGA Account	Non-UGA Account	

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  - Sign In using your MyID and Password.

UNIVERSITY OF GEORGIA UGA Single Sign-On Service		
Username:		
Password:		
Login CLEAR		
Trouble logging in?		
About SSO About Us		

# OR

#### For NON-UGA ACCOUNT customers

- Sign In using your User Name and Password.

EXISTING CUSTO	MER:	
Enter your us	ername and password.	
FIRST TIME CUST	OMER:	
<ul> <li>Click here to</li> <li>Enter informa</li> <li>SITE/DEPAR</li> <li>You will be no</li> </ul>	"Create your Profile". tion in the required fields. <b>ITMENT</b> : Select "Non-UGA Customer" tified when your account has been approved	
Registered	Users	
User Name		(?) Show Help
Password		(?) Show Help
	Login	
Forgotten your password	12	

- **5.** Welcome to our Homepage:
  - a. Notice that you are now logged in, in the top right-hand corner.
  - b. This is also where you will log out.



- 6. When ordering, you can either:
  - a. Click on one of the 8 boxes in the center of the web page, or
  - b. Click on the "New Order" in the red bar at the top.
    - i. Custom Printing (Print Services and Large Format)
    - ii. UGA Business Cards
    - iii. UGA Stationery
    - iv. UGA Envelopes
    - v. Store Products (this replaces UGAmart BPD Stock Items)
- \*NOTE\* If you do not see a category for your specific order, please choose "I don't see a category for my request" icon OR call us @ 706-542-4440.
- 7. Once you submit your order, you will start receiving email notifications of some of the following:
  - a. Submitted letting you know we received your order.
  - b. On Hold letting you know we placed your job on hold per your request or waiting on artwork.
  - c. Ready for Proof Approval letting you know that your printed proof is ready to come look at, if requested.
  - d. Production when your order has been placed into production to print.
  - e. Out for Delivery letting you know your order has been sent to Mail & Receiving Services for delivery to the location you specified.
  - f. Ready for Pickup letting you know your order is finished and ready to pick up.
  - g. Shipping letting you know your order is finished and being shipped out.
  - h. Billed letting you know your order has been billed.

## Thank you for your business!