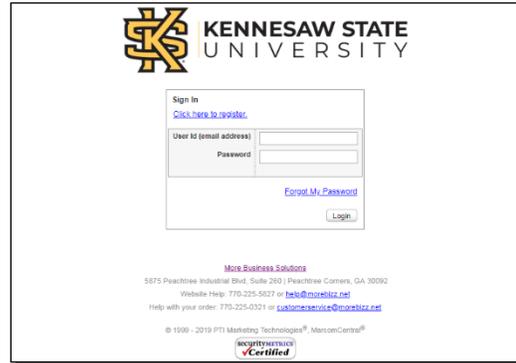


Quick Start Guide - Website for ordering KSU Stationery (business cards, letterhead, envelopes etc).

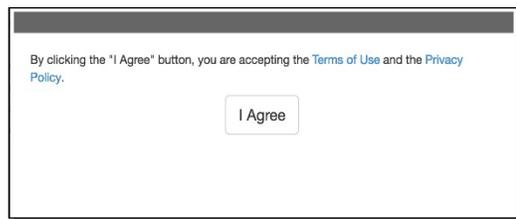
Link to website: <https://marcomcentral.app.pti.com/morebizz/arc>

Or, you can type the shortcut ksuprints.com in your browser address bar

1. Create your user account: Follow the 'Click Here to Register' link to set up your account.

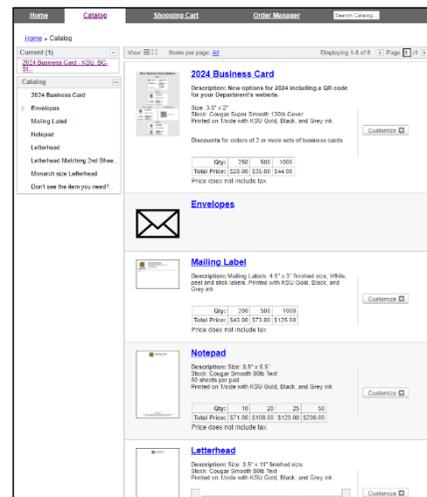


You will be prompted to review the site policies before proceeding.



2. Fill in the required info and click 'Submit Registration'.

3. Now you are on the main catalog page which shows all of the products we have ready for order. Click on the first item you want to order (letterhead for this example).



- Complete the fields on the left side and click the green 'Preview' button on the right side above the preview image. Your custom proof will be created onscreen.

Autofill Options – You can use Autofill to save your entries for use on other products or future orders. To get started, when you are happy with your proof, click 'Save Autofill Content'. At your next order, click 'Autofill Options' to load your previously saved content.

- This is the final proof, so be sure to look carefully for any typos or errors.** You can zoom in and out or move your view, or you can open a pdf of the item. This pdf can be saved and emailed for approval if needed. To make changes, edit your information on the left and click the refresh button again.

Qty:	250	500	1000	2000	10000
Total Price:	\$56.00	\$54.50	\$56.00	\$201.00	\$510.00

- When your item is customized as needed, select the quantity, click the checkbox to approve your proof, and click 'Add to Cart'.

- Now you should see your shopping cart. If you need to order more items, click on the Catalog link at the top and continue shopping. If you are ready to checkout, click the Checkout button.

Products	Qty	Price
<input type="checkbox"/> KSU Letterhead SKU: KSU_LH-Strategic Communications and Marketing Description: Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/size with Gold and Black ink - Strategic Communications and Marketing	250	\$56.00

Subtotal: \$56.00

8. Enter your **shipping** address and click Continue.

Choose Shipping Address :

Use an Existing Address: Attn: OR Use a New Address (This order only). Note: All orders must be shipped to KSU facilities in Kennesaw, GA :

Country: United States
 Company: KSU Office of Finance and A
 Attn: Office of Finance and Accou
 Address 1: 3391 Town Point Drive NW,
 Address 2:
 Building Name, Room #: Houghton Hall Rm 202
 Phone Number: 770-225-2525
 City: Kennesaw
 State: Georgia
 Zip: 30144 *Required Field

Address Book - To use the address you entered for future orders, click the 'Save Address' button

Save Address

Description: Shipping

Save as Default Ship To Address
 Save as Default Bill To Address

9. Click 'Continue'

State: Georgia
 Zip: 30144 *Required Field

Products	Description	Ship To	Shipping Instructions	Qty
<input type="checkbox"/> KSU Letterhead KSU_LH-Strategic Communications and Marketing	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/8side with Gold and Black ink - Strategic Communications and Marketing	Current		250

Subtotal: \$66.00
 Total: \$66.00

10. Enter your **billing** email address. We will send the invoice or credit card payment link to this email address.

11. You may pay with a Purchase Order or with a credit card (P-card).

If you are paying with a Purchase Order, please enter the PO#.

If you are paying with a credit card, your card info is not required at this time. Please type 'Pay with CC' in the purchase order field. DO NOT enter your credit card number. When your order has been approved and processed, we will email you with a link to complete the credit card payment.

Shipping → Billing → Confirm Order

New Payment Process Effective 3/21/24:
 If you are paying with a Purchase Order, please enter your PO# at checkout.
 For credit card payments, your card info is not required at this time. Please type 'Pay with CC' in the purchase order field at checkout - DO NOT enter your credit card number. When your order has been approved and processed, we will email you with a link to complete your credit card payment.

Billing Email Address :

Use Shipping Address
 Use a New Address (This order only). Note: All orders must be shipped to KSU facilities in Kennesaw, GA :
 Email Address for Invoice : sethc@morebizz.net *Required Field

Enter your PO number, or type 'Pay with CC' to pay by credit card. DO NOT enter your credit card # :

SKU	Description	Enter your PO number, or type 'Pay with CC' to pay by credit card. DO NOT enter your credit card #	Qty	Price
<input type="checkbox"/> KSU_BC-Style 1_Seth Caldwell_sethcaldwell	New options for 2024 including a QR code for your Department's website. Size: 3.5" x 2" Stock: Cougar Super Smooth 130# Cover Printed on 1/8side with KSU Gold, Black, and Grey ink. Discounts for orders of 2 or more sets of business cards - Seth Caldwell_sethcaldwell		250	28.00

Subtotal: \$28.00
 Total: \$28.00

12. Confirmation screen: Check over all information carefully before completing your order.

Current Ship To Address	KSU Office of Finance and Accounting Office of Finance and Accounting 3391 Town Point Drive NW, Suite 3800 Houghton Hall Rm 202 770-225-2525 Kennesaw, GA 30144 US [Change]	Invoice will be emailed to:	Current Bill To Address	sethc@morebiz.net [Change]	
Items					
1	Name 2024 Business Card Description New options for 2024 including a QR code for your Department's website. Size: 3.5" x 2" Stock: Cougar Super Smooth 130lb Cover Printed on 1/size with KSU Gold, Black, and Grey Ink Discounts for orders of 2 or more sets of business cards - Seth Caldwell_sethcaldwell Ship To KSU Office of Finance and Accounting Office of Finance and Accounting 3391 Town Point Drive NW, Suite 3800 Houghton Hall Rm 202 770-225-2525 Kennesaw, GA 30144 US [Change]	SKU KSU_BC-Style_1_Seth Caldwell_sethcaldwell Enter your PO number, or type 'Pay with CC' to pay by credit card. DO NOT enter your credit card # Pay with CC: [Change]	Qty 250	Price \$28.00	
				Subtotal:	\$28.00
				Total:	\$28.00
← Back Complete Order »					

13. Your order is complete when you see your Requisition Number.

Requisitions – The items you are ordering require approval by the KSU Office of Communications and Marketing. You will receive a **Requisition Number** at checkout. After they approve your order, it will be assigned an **Order Number**. You will receive an email notification that includes your Order Number

 KENNESAW STATE UNIVERSITY																																											
Home Catalog Shopping Cart Order Manager Search Catalog																																											
Manage Orders > Order Summary																																											
Order Date: 3/14/2019	Requisition Number: 031420191730195450 print this page																																										
Current Ship To Kennesaw State University Joseph Bentley 3961 Town Point Blvd Crowne Center Place, Room 34 470-578-4567 Kennesaw, GA 30044 US	Current Bill To 3961 Town Point Blvd Kennesaw, GA 30044 US Payment Method Purchase Order																																										
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View Detail Summary																																											

14. Be sure to print this screen to use as your receipt. You can also log in later and click on the 'Order Manager' link to review your previous orders, print receipts or place reorders.

Need Help?			
<p><i>Questions about an order you have placed?</i></p> <p>Customer Service 770.225.0321 orders@morebiz.net</p>	<p><i>Website questions?</i></p> <p>Seth Caldwell 770.225.5816 sethc@morebiz.net</p>	<p><i>Invoice questions?</i></p> <p>Accounting 770.225.5820 AR@morebiz.net</p>	<p><i>Don't see the item you need?</i></p> <p>Lisa Lawrence 770.225.5839 LisaLawrence@morebiz.net</p>