Welcome to Print and Mail Services Online

A user name and password is required to access this service!

Please contact Jason Tucker, Supervisor, Digital Services at jjtucker@mun.ca
or 864-8261 for any setup or support inquiries regarding this system.

Login to your Account

User Name: _____

Password: _____   Login

Forgot Your User Name or Password?

FAQ | Contact Us | Terms And Conditions

This is the initial login page. If you don't have a username and password, please contact us to get one set up. If you do have a username and password but don't remember what they are, click the "Forgot Your User Name or Password?" link and you can have that information emailed to you.

Order Jobs | **Track Jobs** | **Manage Templates** | **Manage Account**

Track Jobs - Approval

Saved Jobs >
Shopping Cart >
Approval >
Printing >
Shipping >
Received >
Search >

Pending Approval | Rejected

❌ Reject | ✅ Approve

Job #		Thumbnails	Job Name	Ordered By	Quantity	Price (CAD$)
1317	☐		MUN Standard Business Card #1317	Test User	100	CAD$25.00

You can click "Track Jobs" on the top menu, then "Approval" on the left menu to access the Approval screen. Here you will see a list of jobs that are waiting for approval. For each, you can click the checkbox (between the yellow note icon and the thumbnail) to select it, then click either the Approve or Reject button above. Clicking on the thumbnail will allow you to see a better preview of each item.

Checkout

Shipping Details 〉 Billing Details 〉 Confirmation

Please enter your shipping details:

Saved Jobs	>
Shopping Cart	>
Approval	**>**
Printing	>
Shipping	>
Received	>
Search	>

Shipping Date: 4/3/2015 5:00 PM

Choose a Shipping Method: Print and Mail Services Delivery

Ship to this Address:

☐ **Print and Mail Services**
Ingstad Building
Room PS1007
St. John's
A1E 5S7

Edit

Show Address Book | Enter a New Shipping Address | Ship to Multiple Addresses

Cancel | Continue

You will be asked to review the shipping information for each order. You can change this information if you wish.

MEMORIAL UNIVERSITY
Print and Mail Services

Saved Jobs >
Shopping Cart >
Approval >
Printing >
Shipping >
Received >
Search >

Checkout

Shipping Details | **Billing Details** | Confirmation

Before placing the order, Verify all relevant information.

Billing

Billing Address: ⊖ **Print and Mail Services**
Ingstad Building
Room PS1007
St. John's
A1E 5S7

[Edit]
[Show Address Book]

Order Information

Ship to Print and Mail Services

Shipping To: ⊖ **Print and Mail Services**
Ingstad Building
Room PS1007
St. John's
A1E 5S7

Shipping Method: Print and Mail Services Delivery

Job#	Job Name	Job Details	Quantity	Price (tax excluded)
1317	**MUN Standard Business Card #1317** Ordered by: Test User	FOAPAL: 100001-4000-70410-2000-0-0	100	CAD$25.00

Summary

	Price:	CAD$25.00
	Sub Total:	CAD$25.00
	Total Price:	**CAD$25.00**

☑ I accept all of the terms as they are defined in the Terms and Conditions

[Cancel] [Back] [**Place Your Order**]

You will be asked to review the billing information for the order. You can change the billing address and FOAPAL if required. Before continuing, you will have to check the box in the lower left corner acknowledging our Terms and Conditions. These basically state that the on-screen proof is the only proof provided and that the FOAPAL selected here is the one the order will be charged to and we may not be able to change it later.

Checkout

Shipping Details 〉 Email Approvers 〉 Billing Details 〉 **Confirmation**

Thank you for the order. The order will be placed in the Approval Queue and will await Supervisor approval. Verify the status of your order in Track Jobs. For your convenience, it is recommended to Print out this page.

Billing

Billing Address: ⊟ **Print and Mail Services**
Ingstad Building
Room PS1007
St. John's
A1E 5S7

Payment Method

FOAPAL
PO Number:

Ship to Print and Mail Services

Shipping To: ⊟ **Print and Mail Services**
Ingstad Building
Room PS1007
St. John's
A1E 5S7

Shipping Method: Print and Mail Services Delivery

Job#	Job Name	Job Details	Quantity	Price (tax excluded)
1317	**MUN Standard Business Card #1317** Ordered by: Test User	FOAPAL: 100001-4000-70410-2000-0-0	100	CAD$25.00

Summary

Order #:

Price:	CAD$25.00
Sub Total:	CAD$25.00
Total Price:	**CAD$25.00**

[Continue Shopping]

The final screen is the Confirmation screen. Shown here is the one that the person placing the original order would see, but the one that appears during the approval process is identical except for the Track Jobs menu on the left. Once this screen appears, the person who ordered the job will receive an email informing them that the approval has taken place, and the order itself will go to Print and Mail Services for production.