Ordering Posters through LECOMT

Overview:

Poster printing is done via an approved vendor named Graphicsland which is accessed online at www.MakeSigns.com. Since LECOM has an account with this company all orders are placed via a standard Purchasing Order system. The basic process follows. Residents/Fellows upload his/her presentation and submit the order 15-30 days in advance. No payment is submitted by the Resident/Fellow. The Resident/Fellow sends the Order Summary to LECOMT who submits a Purchase Order Requisition to LECOM. Purchasing sends payment to MakeSigns. The poster is shipped directly to the Resident/Fellow. Lastly, the Resident/Fellow sends the packing slip to LECOMT. Be sure to follow the instructions to avoid charges.

IMPORTANT:

- This PO system requires placing orders 15-30 days in advance of the date the poster is needed.
- Only shipping via FedEx ground home delivery will be covered.
- Payment will be sent directly to MakeSigns by LECOM.
- Residents/Fellows will not be reimbursed if he/she pays out-of-pocket.

Step by Step Instructions for Submitting Order:

- 1. Go to http://www.makesigns.com/.
- 2. MakeSigns has templates available to use in conjunction with Microsoft PowerPoint. (Apple Key Note is not compatible with MakeSigns' software. I-Pages may be utilized if the sizing is set for 36" x 48".)
- 3. Choose the size you need, media (glossy is recommended) and the quantity. Most posters ordered are sized 36" x 48" in the hanging format, not trifold. However, LECOMT will cover a larger size or trifold if needed.
- Choose "Add to Cart".
- 5. If you need more than one poster, add it before checking out so they are shipped together under one order number.
- 6. Review order.
- 7. Choose "Checkout Now".
- 8. Enter email address. Checking out as a guest is sufficient.
- 9. Complete "Where Are We Sending This Order" and "What Is The Address?" Poster will be shipped directly to the Resident/Fellow.
- 10. Choose "Continue to order details".
- 11. Choose shipping option "FedEx ground home delivery" under "How Fast Do You Want It?" Verify the shipping address.

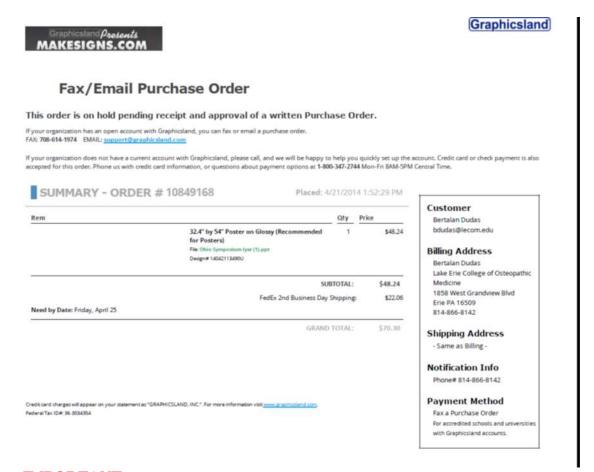
*NOTE: Only FedEx ground home delivery will be authorized for payment.

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- 12. Choose "Continue to Payment".
- 13. Choose "How Would You Like To Pay?" Choose "Fax/E-mail a Purchase Order".

*NOTE: You must choose "Fax/E-mail a Purchase Order" for your poster to be covered by LECOMT.

14. The following screen will appear. Your order is complete. PRINT it out.



IMPORTANT:

- Your order is complete when you see "Fax/Email Purchase Order" with "Summary Order #" screen.
- The statement "This order is on hold pending the receipt and approval a written purchase order" indicates MakeSigns is waiting for approval and payment from LECOM.
- Print the screen pictured above.
- There is nothing more you need to do on the MakeSigns.com website.
- Continue to page 3 for steps you need to take to request LECOM send payment to MakeSigns.
- 15. Your poster will not be printed or shipped until you request payment from LECOMT. See page 3.

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Step by Step Instructions for Obtaining Payment for Poster:

1. Submit a request for payment to LECOMT via e-mail to Laurie Mahoney lmahoney@lecom.edu and Deborah Lee-Sanko dsanko@lecom.edu. You may submit the printout from step # 12 and/or forward the e-mail from MakeSigns pictured below:

ORDER# 123456

<u>View Order Receipt</u>

Thanks for your order!

Resident/Fellow,

Thank you for your order! We have received the order and we are reviewing it. If you need to make a change to the order, call us at <u>1-800-347-2744</u> or email <u>support@makesigns.com</u> Support is available 8am - 5pm Central Time, Mon - Fri.

This order is on hold pending receipt and approval of a written Purchase Order

View Order Receipt

We appreciate your business and will do everything in our power to make sure you are satisfied.

— The MakeSigns Team

- 2. Include the date the poster is needed in the body of the e-mail to LECOMT.
 - * NOTE: This PO system requires placing orders 15-30 days in advance of the date the poster is needed.
- 3. LECOMT will then submit the Purchase Order Requisition to LECOM Purchasing who will send payment to MakeSigns.
- 4. Your poster will be shipped to the address provided on the on-line order.
- 5. When you receive the poster scan or photograph the packing slip and e-mail to lmahoney@lecom.edu Purchasing requires this verification of receipt for their records.

IMPORTANT:

- LECOM Purchasing will send payment directly to MakeSigns.com.
- MakeSigns will create your poster and ship directly to you when they receive payment.
- The packing slip found inside the package is the receipt you are required to submit. It may not be readily visible, so check carefully for it.