

MONTCLAIR

STATE UNIVERSITY

DIGITAL PRINTING & PHOTOCOPYING UNC # 1591

Procurement Services has awarded a University wide contract for Digital Printing & Photocopying Services fulfilling printing & photocopying services including binding and special services to One Source Solutions.

This contract excludes business cards, letterheads, envelopes.

Supplier contact:

One Source Solutions:

Contact: Sean Costello

Phone # 2973-330-3307

Email: scostello@onesourcenj.com

For other UNC # 1591 questions contact:

Jennifer Valera, Marketing Director, University Communications via email at valeraj@montclair.edu

The University is currently working towards a punchout catalog for this supplier and will advise the community when the implementation is complete

ORDERING PROCESS

1. Obtain a quote from One Source Solutions. Please ensure they reference UNC# 1591 on all quotes related to this contract.
2. Supplier Contract Information
Supplier Contract# **SCON-000313** has been created for this UNC. When entering requisitions, please select "**University Contracts (UNC#)**" as the purchasing methodology and enter "**UNC#1591**" on the "Memo to Suppliers" and the questionnaire sections.

- a. Please ensure the Supplier is selected first; otherwise, the contract will not appear when clicking “Supplier Contract.”

The screenshot shows a form with two fields. The 'Supplier' field is populated with 'KM MEDIA GROUP LLC DBA ONE SOURCE SOLUTIONS' and has a close button (X) and a menu icon (three horizontal lines). The 'Supplier Contract' field is empty and has a menu icon (three horizontal lines).

- b. Select “Approved Supplier Contracts for Company Supplier”

The screenshot shows a dropdown menu for the 'Supplier Contract' field. The menu is open, showing three options: 'Approved Supplier Contracts for Company and Supplier' (highlighted with a red box), 'Multi-Supplier Contracts for Supplier and Company', and 'Search'. The 'Approved Supplier Contracts for Company and Supplier' option has a right-pointing arrow next to it.

- c. Select the Supplier Contract:

The screenshot shows a search results dropdown for the 'Supplier Contract' field. The dropdown is open, showing a search bar at the top. Below the search bar, there are two options: 'Approved Supplier Contracts for Company and Supplier' (with a left-pointing arrow) and 'SCON-000313: RFP-1591, Digital Photocopying Svcs, Comm & Mktg' (with a radio button). A red arrow points to the radio button next to the second option.

NOTE: The vendor should never begin a project without a purchase order. Therefore, all requisitions should be created from the quote and not the invoice.

3. Receive goods in Workday once the item has been delivered to your office.
4. Send invoice with the purchase order number referenced to invoices@monclair.edu

Please note that One Source Solutions is the only authorized vendor to provide Digital Printing & Photocopying Services for the University.