

Before We Start

- The presentation will be recorded. All event participants and registrants will receive an email with a link to the recording. The recording will also be available on the Purchase, Pay & Travel website following the session.
- All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.
- Enter any questions you have into the chat feature of Zoom throughout the presentation, and we will address them when time permits.

PrintGizmo Punchout

- Launched November 21, 2022 – utilizes the University's approved Contracted Suppliers for Print and Graphic Design
- Quickly order University branded printed items including business cards, letterhead, and Vincent Payment Solutions brochures and credit card sleeves.
- Easily request quotes from print and graphic design suppliers for items such as magazines, manuals, posters, flyers, and more.
- Benefits include:
 - Competitive pricing to induce Department Savings up to 30%
 - University Brand Fidelity
 - Faster contracting process

Overview of Topics:

- Design Function Templates
- Checking Out - Draft Cart Conversion
- Additional Help and Information

Design Function Templates

- Design Templates are available only for the following:
 - Business Cards
 - Envelopes
 - Letterhead
- Common Issues Identified:
 - Submitting *Request for Quotes* on routine items
 - Run-on text
 - Current templates are approved by University Communications and Marketing

Checking Out - Draft Cart Conversion

- *Where is my order/purchase order?*
- Common Issues Identified:
 - Draft cart not submitted (still sitting in PantherExpress Account)
 - Receiving draft cart in PEX, **BUT** deleting print/graphic design items, and putting other items in that cart.
 - If you do not want the order from PrintGizmo, you **MUST** delete the associated draft cart and not use for other shopping items.
 - Correct shipping information in PrintGizmo punchout, **BUT** no change in PEX
- *Shoppers* will no longer have access to punchout starting March 27, 2023
 - Buyers are not affected by this change

Additional Help and Information

- PPT Customer Service
 - Call 412-624-3578 (4-3578 or “HELPU”) or submit a web inquiry form: <https://www.ppt.pitt.edu/help-training/contact-us>
- PrintGizmo User Manual
 - Found on the PantherExpress Knowledge Base
- Training Session Recordings
 - <https://www.ppt.pitt.edu/content/printgizmo>
- To update PEX User Permissions
 - <https://www.ppt.pitt.edu/help-training/system-access-training>
 - Select “Request Access” and follow instructions to complete the User Profile Form and required training