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](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](https://www.ppt.pitt.edu/content/printgizmo)

• To update PEX User Permissions
  • [https://www.ppt.pitt.edu/help-training/system-access-training](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