AMBIT PRESS Online Print Procurement Instructions

The Ambit Press Online Print Procurement ordering system allows users to design, edit, review and order individual business cards and various product materials.

Access the Online Print Procurement System by:
1. Log in to the HST intranet site
2. Select ‘HST People’
3. Select ‘Administration’
4. Select ‘HST Online Stationery Ordering System’
5. Select ‘I have a valid MIT account number and I am ready to place an order.’

The URL is http://www.printchannel.com/cgi-bin/c8260nb/c8260nb

Logging into the system requires a user login and a password. Navigate to above listed URL, then click on the New Log-in/New Password button and follow the instructions that appear on the Login and Password Request screen. User access will be granted and log-in info will be submitted via email notification sent to the valid email address entered during the registration process. Utilize this same function anytime user passwords are ever lost or forgotten.

Before entering into the system, you must have a valid 7 digit MIT account number in hand. You are responsible for ensuring that stationery orders are allowable on the account provided. Questions regarding accounts can be directed to the HST Finance Office or to hst-stationery@mit.edu. You are responsible for proofing your order.

Placing an Order:

Once you have logged onto the system, you must select a category of person at HST that you are ordering for. Once you have chosen a category, you may design and place your order by clicking template image.

Pick Template - Several templates may appear on the screen. These are the templates that are currently used by your company. Please review them carefully and click on the template that most closely matches your requirements.

Pick Address - To save time and to ensure uniformity, common addresses are added to the product data and can be automatically selecting from the scroll list on the screen. If the appropriate address does not appear on the scroll list, pick Custom Address which allows you to manually enter your address on the Enter Data screen. Click on Next to add the selected address to the business card and to continue with the Enter Data screen.

Enter Data - The Enter Data form has appeared on the screen. In the left column you will see the business card template you previously selected. Please enter the appropriate information in the fields in the right column. Fields that are labeled in red are mandatory and must be filled out before an order can be submitted successfully. Some fields require a specific format. Make sure to follow the prescribed format when entering data into those fields.

Check Preview - Once you have entered all the relevant information, click on Next to preview the business card for errors. If you wish to make modifications, click on the Go Back button, make the desired modifications, and click on the Next button to preview the order once again. If you would like to print a copy of your proof please do so during this ordering stage. If you are satisfied with the content, click on the Next button to submit the order.

Submit Order - To submit the order, fill out the fields on the “Submit Order” form. After entering the required information, click on the Next button to review all the information. When all information is correct, click on Next to confirm the order.

Order Confirmation - All the information that you entered or selected for your order is summarized on this screen. If you wish print a copy using the Print command or Print button on your browser. The Order Confirmation number displayed below your image may be used later as a URL to go directly to your order.
Reminders:

- Refrain from using your internet browser's Back and Forward buttons. Utilize the directional buttons provided on the lower portion of the screen. Order data can be lost when the browser directional keys are used.

- Place orders using Internet Explorer whenever possible. The connectivity between the ordering software and other internet browser applications is not consistent or dependable.

- Orders placed through the online system are sent directly into an approval queue. An email containing all of the textual information from the Order Confirmation screen, including the Order Confirmation number and URL, will be submitted to the approving team immediately. This team will review and approve orders which will release the artwork for printing production.

- Orders submitted by 12 noon EST Wednesday will deliver/ship the following Wednesday. If delivery outside this standard schedule is necessary, select RUSH from turnaround menu, submit order, then email hst-stationery@mit.edu or call 617.253.4418 to coordinate alternate print schedule.