

Strategic Offset Printing Program

Customer Tutorial

Important Changes

- **Forms**

- We have eliminated several of the forms. There is only one print form and one mail form.
- When completing the print form the system will ask if you want to enter mailing information for the project.
- The mail form has been redesigned.

- **Change Orders**

- Suppliers will now need to submit a “Change Order” for any charges outside of the original quote, if applicable.
- Change Orders will need to be approved/disputed by an ePro Req User.

Important Changes

- **View Only Permissions**

- You can now allow others to view your projects by giving them permission.
- They are not allowed to make any changes or supplier selections. This is for viewing purposes only.

- **Selection of suppliers**

- You will be able to select one, some, or all suppliers to include on your quote request.

Important Changes

- **Audit compliance**

- To meet audit requirements the final approval will need to be made by an ePro Req User.
 - ePro Req Approver is identified as the person who can approve the payment of invoices or can place M-marketsite orders
- If you are not an ePro Req User you will need to assign each project to the appropriate approver for your department.

- **Changes to SOA reporting**

- These line items will no longer show up as SUB vouchers.
- They will now show as PO vouchers with the supplier name.

SOPP Login Page

Log into the SOPP website at:

https://mbiz.bf.umich.edu/procurementapp/printingsvcs/offset_login.cfm

- **Your old SOPP password will no longer be valid. You will now be required to use your Uniqname and Kerberos password in order to get to this page.**
- **To begin “Click Here to Start.”**



The screenshot shows the login page for the University of Michigan Strategic Offset Printing Program. The page has a blue header with the University of Michigan logo and the program name. A 'Customer Login' section with a 'Click Here to Start' button is in the top right. A left sidebar contains navigation links: Program Overview, How the Program Works, Online Interactive Training, Q & A, IT Help, Ross Help, and Suggestions. The main content area features a welcome message, a description of the system, a recommendation for a 15-minute training class, technical support information, and a feedback section. A small image of a printing press is on the right. The footer contains the copyright notice: © 2006 The Regents of the University of Michigan.

UNIVERSITY OF MICHIGAN
Strategic Offset Printing Program

Customer Login
Click Here to Start

Program Overview

How the Program Works

Online Interactive Training

Q & A

IT Help

Ross Help

Suggestions

Welcome to the University of Michigan Strategic Offset Printing Program

This new online system is designed to help customers estimate, purchase, record, communicate, evaluate, and report on their offset printing projects. Once you have created an account, the system will remember you and store project and financial information.

If you are a first-time user, we strongly recommend that you take the 15-minute Online Interactive Training class. You also may wish to review the Q & A section, which covers basic points about the program.

Technical support for the system is available by clicking the IT Help button. For other assistance, please click the Help button.

Your feedback is very important to us and helps improve the process. Click the Suggestions button to send us your communications.

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Main Menu

This is the Main Menu. We will cover each link in more detail on the following slides.

Based on our information, you are not an authorized ePro Req user. You will be allowed to view the bids and make a recommendation but NOT allowed to make the final selection. You will be required to provide a unique name of a valid ePro Req user to approve the final selection.

User Unique Name: lcousino
(Role:/DB:PRINTING2)

Action

Quote a New Print Project/Retrieve Saved Quotes

Quote a New Mail Project/Retrieve Saved Quotes

Upload File for Print Project (PDF)

Upload File for Mailing Project (Mail Data)

View Quotes and Select Supplier

Cancel/Void Projects

Extend Deadline

Approve/Dispute supplier Change orders

Set View-Only Permissions for all of your Quotes

View Quotes you have View-Only Permissions

Statistical Information

View Specific Quote History

View Completed Projects/Evaluate Supplier Performance

Supplier Performance Report

Message Board

Message Board (Quote=)

Settings/Information

Contact Us/Support Services

How the Program Works

SOPP Tutorial

FAQ

Log out

Reminder
0 quote(s) ready for the vendor selection.
0 quote(s) have new message(s) for your review.

If you are not an ePro Req User, you will see this message when you log in.

This means you will need to assign your project to an ePro Req User for final approval.

Quote a New Print Project/ Retrieve Saved Quotes

Once you enter all of your contact information the system will remember you and you can easily populate your information from the drop down list on future orders.

Offset Printing Quote Form (* = required field)

Enter previous quote number here if you wish to use similar information to populate form with data from that project. This will create a new quote number.

Populate

Select quote number of "Saved but not Submitted" project from the drop down list. This will retrieve the data that was previously entered and allow you to edit before final submission.

Retrieve

Please note: When using the "Retrieve" or "Populate" options when creating a quote you will be required to: enter current ShortCode and select the suppliers you wish to include for each project.

To create a new quote using previous quote information, enter a previous quote number here and click the "Populate" button.

To retrieve a saved quote, click the drop down menu and select a quote number then click the "Retrieve" button.

1. Contact Information (select to populate)	Delivery Information (Copy Contact Info)
Name*	Name*
Department*	Department*
Rm/Bldg*	Rm/Bldg*
Street Address*	Street Address*
Campus Zip*	Campus Zip*
City* Ann Arbor	City*
State* MI	State*
Zip* 48109	
Phone*	
Email*	
ShortCode* Enter ShortCode(s)	
Quote Due Date* [Select Date]	

Every time you place an order, retrieve a saved quote, or populate a quote with previous information, you will be required to enter a ShortCode(s), select a Quote Due Date and a Job Due Date.

Quote a New Print Project/ Retrieve Saved Quotes

2. Job Specifications

Job Title* **DeptRefNumber**

Job Due Date* [\[Select Date\]](#)

Quantity*

Please enter numbers only in "Qty" fields, do not include any letters or symbols. (example enter 10000 not 10,000)

Component (i.e. Brochure, Response Card)	Qty1	Qty2	Qty3	Qty4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description*
(limited to 10 lines)

Finished Size
(limited to 3 lines)

Flat Size
(limited to 3 lines)

Page Count
(limited to 5 lines)

All of these fields require information.

It is very important to include as many details as possible in order to receive quality quotes from the suppliers without many questions.

It is extremely beneficial to upload a PDF mock-up of your project if available (we will cover uploading files later).

Quote a New Print Project/ Retrieve Saved Quotes

<u>Art/Scans</u> (limited to 3 lines)	<input type="text"/>
<u>Proofs</u> (limited to 3 lines)	<input type="text"/>
<u>Paper</u> (limited to 4 lines)	<input type="text"/>
<u>Ink</u> (limited to 6 lines)	<input type="text"/>
<u>Bindery/Finishing</u> (limited to 6 lines)	<input type="text"/>
<u>Packaging</u> (limited to 2 lines)	<input type="text"/>
<u>Additional Info</u> (limited to 6 lines)	<input type="text"/>

The more details you can provide the better quality quotes you will receive.

Quote a New Print Project/ Retrieve Saved Quotes

Warning: The system will only send your quote information to the suppliers you select below.

Specify Suppliers

Tips:

You may select one, multiple, or all suppliers.

When selecting multiple suppliers hold "Ctrl" and click on the suppliers you wish to include on the bid.

All Suppliers
Allegra Print and Imaging
Arbor Press LLC (Dba ArborOakland Group)
EPI Printers
Genesis Service Assoc.
Phoenix Innovate
Print-Tech, Inc.
Print/Copy/Mail
TGI Direct Marketing Support Services
The EGT Group, Inc.
University Lithoprinters Incorporated
White Pine Inc.

You can now select one, some, or all of the SOPP suppliers to quote on your project.

Submit Quote Now

Save Quote for Future Submission

[Back to main menu](#)

You can submit your quote now or save it and add more data before submitting for quotes.

General rules for selecting suppliers:

- Projects under \$5,000- select one or more suppliers to bid.
- Projects over \$5,000 – require a minimum of 3 suppliers to bid.

Link to Mail Form

This is the message you will receive after successfully submitting a print project . Please note the assigned quote number provided.

Your offset printing project has been saved as quote **100726**. Please record this quote number for future reference.

To view the details of any of your projects go to the "Main Menu". From there you are able to view bids, select winning supplier, start a new project or view bid history.

You will receive emails from ManagedOffsetPrinting@umich.edu when a supplier responds to your request.
The following suppliers(s) have been notified of your request:

Arbor Press LLC (Dba ArborOakland Group) (John McKeighan 734-929-8625)
Allegra Print and Imaging (Kelly Parkinson 734-944-1404)

If you would like to upload pdf files for this newly created quote please [click](#) here.



[If you would like to create a related mailing quote for this printing quote, you may click here to continue to the "Quote Mail Form"](#)

[Back to main menu](#)

After you have completed the print form for your project you can use this link to go to the mail form. The system will then link the two projects together for future reference.

Quote a New Mail Project/ Retrieve Saved Quotes

Once you enter all of your contact information the system will create a profile and you can easily populate your information from the drop down list on future projects.

Mail Service Quote Form (* = required field)

[Back to Main Menu](#)

Enter previous quote number here if you wish to use similar information to populate form with data from that project. This will create a new quote number.

Populate

Please note: When using the "Retrieve" or "Populate" options when creating a quote you will be required to: enter current Short Code information, select appropriate "Quote and Job Due Dates", and select the suppliers you wish to include for each project.

1. Contact Information <input type="text"/> (select to populate)		Deliver Remaining Stock To: (<input type="button" value="Copy Contact Info"/>)	
Name*	<input type="text"/>	Name	<input type="text"/>
Department*	<input type="text"/>	Department/Company	<input type="text"/>
Rm/Bldg*	<input type="text"/>	Rm/Bldg	<input type="text"/>
Street Address*	<input type="text"/>	Street Address	<input type="text"/>
Campus Zip*	<input type="text"/>	Campus Zip	<input type="text"/>
City*	Ann Arbor	City	<input type="text"/>
State*	MI	State	<input type="text"/>
Zip*	48109	Zip	<input type="text"/>
Phone*	<input type="text"/>	Who Will Deliver Stock? (limit	<input type="text"/>
Email*	<input type="text"/>		
ShortCode*	<input type="button" value="Enter ShortCode(s)"/>		
Quote Due Date*	<input type="text"/> [Select Date]		

Every time you place an order, retrieve a saved quote, or populate a quote with previous information, you will be required to enter a ShortCode(s), select a Quote Due Date and a Job Due Date.

Quote a New Mail Project/ Retrieve Saved Quotes

2. Job

Specifications

Job Title*

Requested Mail Date* [Select Date]

Quantity* **Component** **Qty**

Please enter numbers only in "Qty" fields, do not include any letters or symbols. (example enter 10000 not 10,000)

Type of Mailing* **Description (limited to 5 lines)**

Proof Requested Need Proof Qty

Mailing Class (Check all that apply)

- Nonprofit Mail (automation)
- Standard Mail (automation)
- First-Class (automation)

Postage (Check all that apply)

- Permit (Indicia)
- Stamped Mail
- Metered Mail

All of these fields require information.

It is very important to include as many details as possible in order to receive quality quotes from the suppliers without many questions.

It is extremely beneficial to upload a PDF mock-up of your project if available (we will cover uploading files later).

Quote a New Mail Project/ Retrieve Saved Quotes

The more details you can provide the better quality quotes you will receive.

Ancillary Services & Endorsements	Inserting <input type="checkbox"/> Yes	Envelope Size	<input type="text"/>	<input type="radio"/> Window <input type="radio"/> Non-window																																															
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Number of Mailing Data Files to Upload	Total number of files (Excel, Access and etc. containing addressing data)																																																		
	<input type="text"/> (Please enter numbers only)																																																		
Special Instructions for Inserting and Mailing Process (limited to 6 lines)	<input type="text"/>																																																		

Quote a New Mail Project/ Retrieve Saved Quotes

If this is part of a print project enter the print quote number here.

You can now select one, some, or all of the SOPP suppliers to quote on your project.

Related Print Quote Number:

Warning: The system will only send your quote information to the suppliers you select below.

Specify Suppliers

Tips:

You may select one, multiple, or all suppliers.

When selecting multiple suppliers hold "Ctrl" and click on the suppliers you wish to include on the bid.

- All Suppliers
- Allegra Print and Imaging
- Arbor Press LLC (Dba ArborOakland Group)
- EPI Printers
- Genesis Service Assoc.
- Phoenix Innovate
- Print-Tech, Inc.
- Print/Copy/Mail
- TGI Direct Marketing Support Services
- The EGT Group, Inc.
- University Lithoprinters Incorporated
- White Pine Inc.

Internal service provider, Mail Services (UM - Print/Copy/Mail) **does not** require pre-funding of postage the way outside vendors may require.

[Back to Main Menu](#)

You can submit your quote now or save it and add more data before submitting for quotes.

General rules for selecting suppliers:

- Projects under \$5,000- select one or more suppliers to bid.
- Projects over \$5,000 – require a minimum of 3 suppliers to bid.

Upload Print File

Upload Art/Design PDF Files

[Back to Main Menu](#)

Please enter your quote number here

You are only allowed to upload PDF files. If you have other types of documents you must save them as a PDF in order to include them here.

Use the "Browse" button to find the file you wish to upload.

Use the "Add Another PDF File" when you need to include more than one document.

Once all documents are selected use the "Upload Now" button to send this information to the selected suppliers.

File Name

Browse...

Add Another PDF File

(Click this button to add more files to the same quote)

Upload Now

(Click this button when all the files are selected)

When uploading artwork, enter in your quote number.

Then select the "Browse" button and find your file.

If uploading more than one PDF file, once you click the "Add Another PDF File" another "Browse" link will be added.

Once all files are included, click the "Upload Now" button.

Upload Mailing Project Data

Upload Mail Addressing Files

Please enter your quote number here

Use the "Browse" button to find the file you wish to upload.

Use the "Add Another Addressing File" when you need to include more than one document.

Once all documents are selected use the "Upload Now" button to send this information to the selected suppliers.

Acceptable data files for mailing:

Text files .txt
Excel files .xls
Access files .mdb
Comma Delimited files (database).csv

Avoid Word and Filemaker Pro files. If unsure of the correct file format, please contact your vendor.

File Name

(Click this button to add more files to the same quote)

(Click this button when all the files are selected)

When uploading addressing files, enter in your quote number.

Then select the "Browse" button and find your file.

If uploading more than one file, once you click on the "Add Another Addressing File" another "Browse" link will be added.

Once all files are included, click the "Upload Now" button.

View Quotes and Select Supplier

After all of the suppliers respond to your request or the due date has passed you will use this page to view all information provided.

View Bids & Select Supplier (CARACARA)

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Quote Number	Status	Job Title	Quote Due Date	Supplier Response	Message Board
100705(Printing)	Waiting for FinOp/UM Procurement Approval	Burch Test #4 3/8/12	03/08/2012 5pm	10 (View Bids)	2
100682(Printing)	Bid Closed	Burch Test #2 3/2/12	03/02/2012 5pm	1 (View Bids)	0
100680(Printing)	Bid Closed	Burch Test #4 3/2/12	03/02/2012 5pm	1 (View Bids)	0
100679(Printing)	Waiting for final bid	Burch Test #3 3/2/12	03/02/2012 5pm		3
100677(Printing)	Bid Closed	Burch Test #1 3/2/12	03/02/2012 5pm		2
100673(Printing)	Final Selection	Burch 3/1/12	03/01/2012 5pm	1 (View Bids)	0
100624(Mail)	Waiting for final bid	(Mail) Burch Test #6	02/23/2012 5pm		0
100616(Mail)	Waiting for final bid	(Mail) Burch Test #5	02/23/2012 5pm		0

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You can view a bid that has been returned by a Supplier by selecting the "View Bids" link under the Supplier Response.

You can also view any messages that come in on a quote by looking at the "Message Board".

View Quotes and Select Supplier

View detailed pricing by component (next slide).

View the suppliers quote document.

Quotes Received from Suppliers for Quote [100726](#) / Approver:FURND0C

Job Title: test 3/26

Component	Qty1	Qty2	Qty3	Qty4
Letter	1000	3000	5000	
Brochure	1000	3000	5000	
Reply card	1000	3000	5000	

Vendor Responses (Hover over Supplier name below to view their performance ratings)

[Arbor Press LLC \(Dba ArborOakland Group\)](#) Select this vendor to print the job
[\(View Pricing Detail\)](#)

Qty1	Qty2	Qty3	Qty4	Final Qty
\$19,000.00	\$48,000.00	\$65,000.00		

[Allegra Print and Imaging](#) Select this vendor to print the job
[\(View Pricing Detail\)](#)

Qty1	Qty2	Qty3	Qty4	Final Qty
\$18,000.00	\$39,000.00	\$50,000.00		

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[Additional Document](#)

[Document Attached](#)

[Document Attached](#)

To start the approval process, award the project by selecting the supplier.

View Details

When viewing the detailed pricing sheet you can see the breakdown of the quote by component and quantity.

Quotes Received from Vendor for Quote [100726](#)

Vendor: Arbor Press LLC (Dba ArborOakland Group)

Job Title: test 3/26

Component	Qty1	Price	Qty2	Price	Qty3	Price	Qty4	Price
Letter	1000	\$11,000.00	3000	\$30,000.00	5000	\$45,000.00		
Brochure	1000	\$5,000.00	3000	\$12,000.00	5000	\$15,000.00		
Reply card	1000	\$3,000.00	3000	\$6,000.00	5000	\$5,000.00		
Postage/Shipping		\$0.00		\$0.00		\$0.00		\$0.00
Subtotal		\$19,000.00		\$48,000.00		\$65,000.00		

[Close this window](#)

Note: This page opens as a second window please close this window when finished reviewing.

View Quote and Select Supplier - Final selection process

After selecting the supplier you must :

Final Qty Selection (required)

Please select the final quantity for the production. The selected supplier is required to submit a new quote if you select "Other" with manually entered quantities.

Component	Qty1 <input type="radio"/>	Qty2 <input type="radio"/>	Qty3 <input type="radio"/>	Other <input type="radio"/> (supplier will submit new quote)
Letter	1000	3000	5000	
Brochure	1000	3000	5000	
Reply card	1000	3000	5000	

Select the quantity desired or submit a final request with a different quantity.

Confirm Specs as quoted

Confirm specifications as quoted by checking this box or provide additional information below)

Notes/Changes to Specs
(limit to 10 lines)

Confirm specifications or enter new information.

If you do not select the lowest bid you are required to enter your reasons here for internal review.

Use this space to provide justification when sending quote to ePro approver

Enter a reason if not selecting the lowest bidder.

Confirm your selection.

Your quote may need to be approved by an ePro Req User, Sponsored Funds, or a Procurement Agent (next slide).

Confirm your selection:

Only the authorized ePro Req user can make the final decision for vendor selection. You can make your recommendation below but you are required to provide the unique name of a valid ePro Req user.

Unique Name of VALID ePro Req User

Notify Approver/Supplier

Notify the ePro Req User/Supplier

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View Quote and Select Supplier - Final selection process

Possible messages before final selection can be completed.

Sponsored Funds approval required.

Because at least one ~~shortcode~~ listed for this project is "Sponsored Funds" the system may need to obtain approval from FinOps. Once you click the following button, system will calculate whether the Sponsored Fund has been charged over \$5,000. If it is over \$5,000 FinOps needs to approve your transaction before the final approval can be made.

Check Funding/Notify Supplier

There is at least one "Sponsored Fund" shortcode listed for this project and the total amount exceeds \$5,000.

System has notified SOPP administrator and they will get approval from FinOps/Sponsored Funds.

Once the funding is approved the system will send you an email informing you of the final approval.

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Procurement Agent approval required.

The total amount of your project exceeds \$25,000. This project will need to be review by a Procurement Agent for approval.

The system has notified the SOPP administrator and they will get approval from the appropriate Procurement personnel.

Once the project is reviewed and has been approved the system will send you an email informing you of the final approval.

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Notify Selected Supplier

The system is waiting either for Financial Operations to approve the funding for the Sponsored Fund in your shortcode list or UM Procurement Services to approve the quote since the amount exceeds \$25,000. You will

Cancel/Void Projects

Cancel Project

Please enter your quote number here

You can only cancel projects before requisitions/purchase orders are created.

Cancel Project

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To cancel a project, enter your quote number and click the “Cancel Project” button and a notice will be sent to the selected suppliers.

Extend Deadline

Extend Deadline For Project

Please enter your quote number here

You can only extend deadline for open projects.

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To extend a project deadline, enter your quote number and click the "View Current Deadline" button.

Change Quote Deadline

Deadline (please overwrite this deadline with your new date)

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Enter a new "Quote Due Date" and click the "Submit" button.

Approve/Dispute Supplier Change Orders

If a supplier has additional charges for your project, you will see a "Change Order" in this location.

To see what the additional charges are, click the "Quote" link to view the suppliers document.

To approve these charges, click the "Approve" link.

Review & Approve Change Orders

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You are required to review Change Orders and either "Approve" or "Dispute" the additional charges from the supplier.

If you approve a PO will be sent to the supplier for billing.
If you dispute a notice will be sent to the supplier with your comments.

OrigQuote# / ChangeOrder#	Job Type	Status	Supplier	Amount for the Change Order		
100691/100722 <small>Change Order</small>	Test #4	Change Order	Allegra Print and Imaging	Total Amt	Postage	Change Order Doc
				\$35.00	\$0.00	(Quote) Approve Dispute
				Hi Res Proofs	Additional Proofs requested	35.0000

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To dispute these charges, click the "Dispute" link.

Change Order - Approval

On this approval screen you will need to click the “Approve” button.

You are about to approve the following charge for change order 100688. Please double check to make sure that the billing amount is correct.

Original Quote:	100688
Printer's Name:	Allegra Print and Imaging
Charge Amount:	\$86.00
Attached Supplier Billing Document:	(Quote)
Job Title	Test #1

If you agree with the amount of the charge on the change order, click Approve to finish the process.

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[Back to main menu](#)

Once approved you will see the following message and a PO will be sent to the supplier for billing.

The billing charge has been approved. The supplier has been notified for your decision.

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Change Order - Disputed

If you do not agree with the charges the supplier has entered then you must enter a reason for the dispute in the dialog box and click the “Dispute” button. The supplier will be notified of your concerns about the proposed charges. They will have an opportunity to make changes and resubmit for approval.

You are about to dispute the following charge for quote 100691.

Quote:	100691
Supplier's Name:	Allegra Print and Imaging
Charge Amount:	\$35.00
Attached Supplier Billing Document:	(Quote)
Job Description:	
(Please provide information to the supplier why Change Order is disputed)	<input type="text" value="We only ordered one st of Proofs"/>

After you click the Dispute button the program will notify the supplier.

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This is the message received after disputing the Change Order.

You are disputing the billable amount. The printer has been notified for your decision.

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Set View Only Permissions for all of your Quotes

To let someone see what projects you have, you can give them “View Only Permission” by entering their unickname and selecting the “Submit” button.

View Only Permissions:

Enter unique names of people you would like to allow to view your projects

dburch

jimwuum

Submit

Remove

To remove someone from your listing, check the box across from their unickname in the “Remove” column and then click “Submit”“Submit”.

View Quotes you have View Only Permissions

With “View Only Permissions” you can view the quotes, but will not be able to make any supplier selections.

You can view the messages posted by both the suppliers and the requestor.

View Bids & Select Supplier (CARACARA) View Only

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Quote Number	Created By	Status	Job Title	Quote Due Date	Supplier Response	Message Board
100719(Mail)	jimwuum	Waiting for final bid	(Mail) Burch Test #1	03/12/2012 5pm		0
100718(Printing)	jimwuum	Open	Burch Test #1	03/24/2012 5pm		0
100705(Printing)	dburch	Waiting for FinOp/UM Procurement Approval	Burch Test #4 3/8/12	03/08/2012 5pm	10 View Bids	2
100700	furmdoc	Saved/Unsubmitted	test			0
100697(Printing)	jimwuum	Final Selection	test	03/07/2012 5pm	1 View Bids	2 (New!)
100696(Printing)	jimwuum	Bid Closed	Burch Test #1	03/08/2012 5pm	1 View Bids	0
100687(Printing)	jimwuum	Bid Closed	Burch Test #1	03/06/2012 5pm		1 (New!)

You can view the bid(s) that have been returned by suppliers by clicking the “View Bids” link under the “Supplier Response” column.

View Specific Quote History

View Quote History

Quote Number

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To see the history of a quote, enter the quote number and then click the "Load Quote" button.

Quotes Received from Suppliers for Quote [100692](#)

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Job Title: Test #5

Component	Qty1 (Selected)	Qty2	Qty3	Qty4
Brochure	2000			
Letter	2000			
Booklet	5000			
Reply Card	5000			

When clicking on the quote number you will see a PDF copy containing all the information entered for that particular quote.

Supplier Responses (move mouse over supplier name to see their performance rating)

[Additional Document](#)

[Allegra Print and Imaging \(View Detail\)](#)

Selected as Printer

[Document Attached](#)

Qty1	Qty2	Qty3	Qty4	Final Qty
\$4,095.00				

Final Qty

Notes/Changes to Specs (limit to 10 lines)
Specs confirmed as quoted

If you do not select the lowest bid you **are required** enter your reasons here for internal review:

Related Change Orders:

When selecting the "View Detail" button you will see your pricing by components for your quote.

When hovering over the supplier name you will see their evaluation rating.

Amount for the Order

View Completed Projects/ Evaluate Supplier Performance

This link will show you a list of all your past projects by selected date range.

My Completed Projects

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List quotes for the following date range:

From: To: (After filling in the date range, you must click this button to populate data requested)

Quote Number	Job Title	Supplier Selected	Requisitioned Amount	Req Submitted Date
100656 (Evaluate)	Stewards magazine	Allegra Print and Imaging	10625.00	03/01/2012
100661 (Evaluate)	Mailing Stewards magazine	TGI Direct Marketing Support Services	600.00	03/01/2012
100664 (Evaluate)	Event poster	Allegra Print and Imaging	60.00	03/01/2012
100688 (Evaluate) Change Order	Test #1	Allegra Print and Imaging	36.00	03/15/2012
100688 (Evaluate)	Test #1	Allegra Print and Imaging	2.53	03/07/2012
100689 (Evaluate)	Test #2	Allegra Print and Imaging	350.00	03/07/2012
100690 (Evaluate) Change Order	Test #3	Allegra Print and Imaging	75.00	03/07/2012
100690 (Evaluate)	Test #3	Allegra Print and Imaging	114.20	03/07/2012
100691 (Evaluate) Change Order	Test #4	Allegra Print and Imaging	103.00	03/07/2012
100691 (Evaluate)	Test #4	Allegra Print and Imaging	1052.00	03/07/2012
100692 (Evaluate) Change Order	Test #5	Allegra Print and Imaging	50.01	03/12/2012
100692 (Evaluate)	Test #5	Allegra Print and Imaging	4095.00	03/07/2012

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We encourage you to rate the supplier's performance by selecting the quote you would like to evaluate and clicking the "Evaluate" button.

Supplier Evaluation Form / Supplier Performance Report

Supplier Evaluation Form

Quote: 100661

Vendor Name: TGI Direct Marketing Support Services

Criteria	Score (0-5: with 0 being the worst and 5 the best)
Product Quality	<input type="text" value="0"/>
Customer Service	<input type="text" value="0"/>
Prompt Delivery	<input type="text" value="0"/>
Price	<input type="text" value="0"/>
Value Added Service	<input type="text" value="0"/>
<hr/>	
Total	<input type="text"/>

To evaluate the supplier's performance rate them and add comments, if applicable.

Additional Comments:

[View Supplier Performance](#)

comments)

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To see all supplier's performance ratings you can select the "View Supplier Performance" link on the main menu.

The following scores are accumulated average numbers calculated based on user's evaluation data.

Criteria	Arbor Press LLC (Dba ArborOakland Group)	University Lithoprinters Incorporated	Allegra Print and Imaging	The EGT Group, Inc.	EPI Printers	Genesis Service Assoc.	Phoenix Innovate	Print-Tech, Inc.	TGI Direct Marketing Support Services	White Pine Inc.
Product Quality	5	5	5	5	5	5	5	5	5	5
Customer Service	5	5	5	5	5	5	5	5	5	5
Prompt Delivery	5	5	5	5	5	5	5	5	4	5
Price	5	5	5	5	5	5	5	5	5	5
Value Added Service	4	4	4	5	5	5	4	5	5	5
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Total	23	23	24	25	25	25	24	25	23	25

Message Board

Message Board (Quote=)

From the "Main Menu" enter a quote number in field and click the "View Msg Now" button.

Messages for Quote 100677: Burch Test #1 3/2/12

Review previously posted messages and who posted them.

Subject	Content	Date/Time Posted	Posted By
Response means retort, come-back, acknowledge	Related to responsibility, loyalty	03/02/2012 10:24	dburch
Post from Supplier to customer	What does "response" mean in your component field? Should it be Response Card?	03/02/2012 10:13	Allegra Print and Imaging

Add your message/reply here

Enter message subject here.

Subject

Message Content

Enter body of message here.

Close current window before proceeding

Settings and Information

- Contact Us/Support Services- this is a link to information on the Procurement staff responsible for maintaining the SOPP website.
- How the Program Works – this is a link to a flow chart of the system.
- SOPP Tutorial – this is a link to this tutorial.
- FAQ (Frequently Asked Questions) – this is a link to several common questions with responses.
- Log out of the SOPP website.

Contact Us/ Support Services

Support Services and Contact Information

General assistance, consultation, and training:

Please contact:

Norma Glennie
Contract Administrator
734-647-6450
neglennie@umich.edu

Or

Dave Gerstler
Associate Procurement Agent
734-936-8294
furndoc@umich.edu

Contract Administration and problem resolution:

For general questions regarding the online quoting system, your financial statement, specific billing disputes that cannot be resolved online with your provider, contact:

Norma Glennie
Contract Administrator
734-647-6450
neglennie@umich.edu

Technical Assistance

For technical problems, system issues or suggestions contact:

Jim Wu
Applications Systems Analysis and Programming Manager
734-647-0506
jimwu@umich.edu

Procurement Assistance

If you have special printing needs please contact the Print and Professional Services Procurement Team:

procurement.pps@umich.edu

Or

Paul Labute
Print and Professional Services Procurement Supervisor
734-647-0732
plabute@umich.edu