

## HOW TO ORDER PRINT SERVICES USING SMART SOURCE

### Step 1

Please refer to Drexel's Purchasing Policy for guidelines including instructions for the solicitation of bids/proposals for purchases over \$5,000:

<http://drexel.edu/procurement/policies-resources/policies/purchasing-policy/>.

### Step 2

Request proposal(s) from supplier(s) (see Purchasing Policy for requirements).

Contact the supplier(s) of your choice to obtain a price estimate:

- Describe the project, including quantity and quality
- State the timeline
- Specify delivery (shipped, couriered, delivered locally, direct mail, *etc.*)
- Discuss any mailing or postage requirements

### Step 3

Create a purchase order (P.O.) in Smart Source using your price estimate:

- Log in to Smart Source via the "Employee" tab via [DrexelOne](#)
- Navigate to the Shopping Home Menu and click on "Non-Catalog Item"
- Enter the supplier's name and select the desired supplier
- Enter a full product description.
- Enter "1" for quantity – you are ordering 1 custom order
- Enter the price estimate
- Click on "Save and Close"
- Provide the P.O. to the supplier to confirm your purchase

### Step 4

Confirm receipt of your order and request payment to the supplier:

- You will receive an email notification when the supplier submits an invoice
- Log in to Smart Source to approve the invoice to authorize payment to the supplier (only approve the invoice if you received your full order)

If you need assistance with Smart Source, contact Procurement Services at [askprocure@drexel.edu](mailto:askprocure@drexel.edu) or call 215.895.2876 Monday – Friday, 8:00am – 5:00pm.