Procurement Services
MONTCLAIR STATE UNIVERSITY

Active Supplier Contract: Information Sheet

Benefits of Utilizing this Active Supplier Contract:

- Reduces the time and resources requirements for end-user(s), as all procurement requirements and compliance items have been previously met.
- The selected services have been deemed to be advantageous to the University, price and other factors considered.

Overview of Services

-This contract may be utilized by any department on an as-needed basis-

Project Title:	DIGITAL PRINTING & PHOTOCOPYING
Contract/Agreement:	1591
Term:	July 11, 2027
Awarded Vendor:	KM Media Group LLC dba One Source Solutions
Awarded Vendor Contact:	Name: Sean Costello Office: 973-330-3307 Email: scostello@onesourcenj.com
Scope of Services:	
Procurement Services, in conjunction with University Communications and Marketing, has awarded a University-wide contract for Digital Printing & Photocopying Services fulfilling printing & photocopying services, including binding and special services, to One Source Solutions. **This contract excludes business cards, letterheads, envelopes.**	

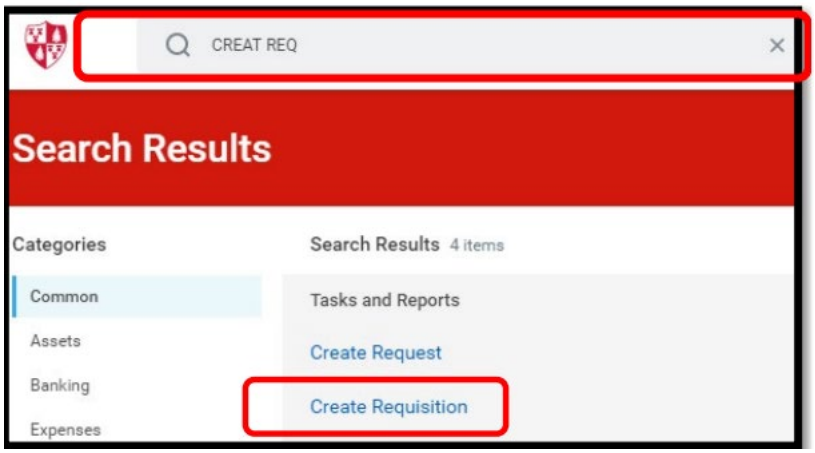
Workday KM Media Group LLC dba One Source Solutions
Supplier Punch-Out Job Aid:

KM Media Group LLC dba One Source Solutions is a punch-out catalog in Workday for Digital Printing & Photocopying products. Requisitions for KM Media Group LLC dba One Source Solutions should be entered through the punch-out process (i.e. WB Mason, Grainger, Dell Marketing, MRA, Fisher Scientific, and HD Supply), using “Punch-Out Catalogs” as the requisition type.

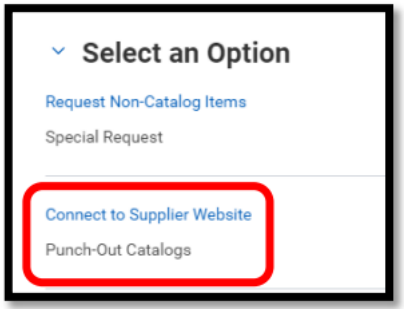
Note: If the on-demand print piece you are looking for is not available through the punchout system, a "**Digital and Print Design Job Request**" can be made to the University Communications and Marketing (UCM) Division. This shifts the process from do-it-yourself to having UCM manage the project and should be used when **strategic communications support** is required beyond the options available in the punchout. Refer to the Non-Punchout section of this Job Aid for additional information on that process.

To create a Punch-Out Requisition:

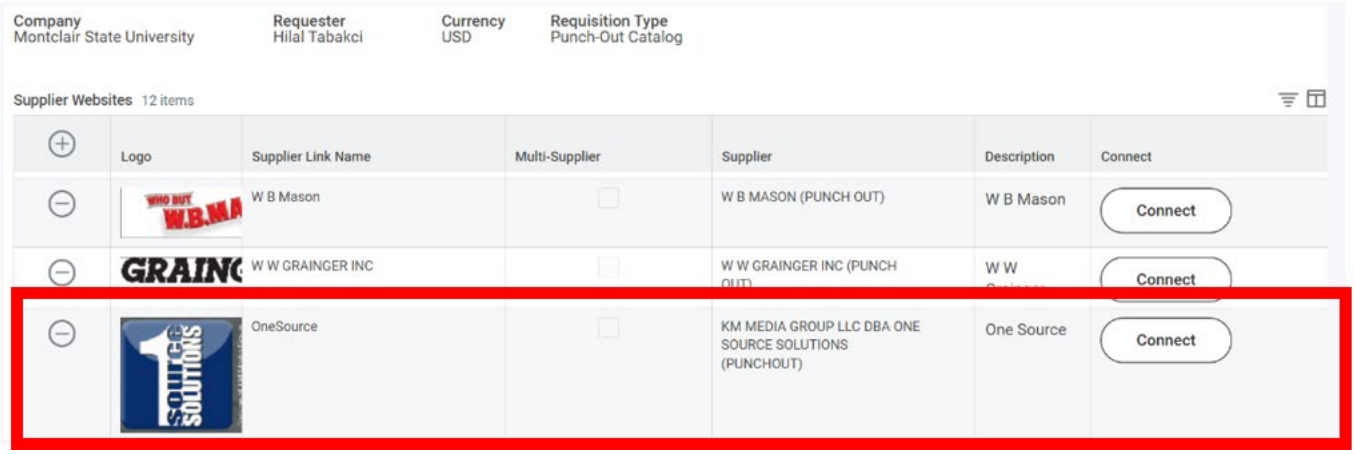
1. In Workday, go to the search bar and type in “**Create Requisition**”. Results will appear for you to select “**Create Requisition**”



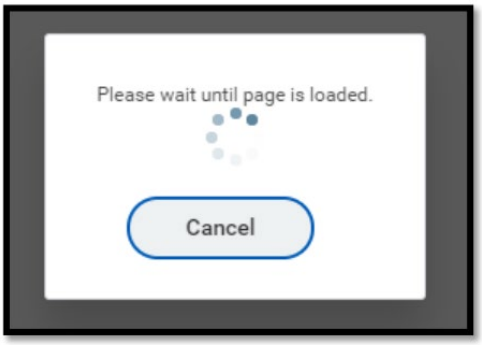
2. You will be directed to the instruction page. Here is where you would select "**Connect to Supplier Website**" to access the Supplier Catalogs. Select **KM Media Group LLC dba One Source Solutions.**



3. Select **One Source Solutions** and press "**CONNECT**", it will direct you to the **KM Media Group LLC dba One Source Solutions** homepage.

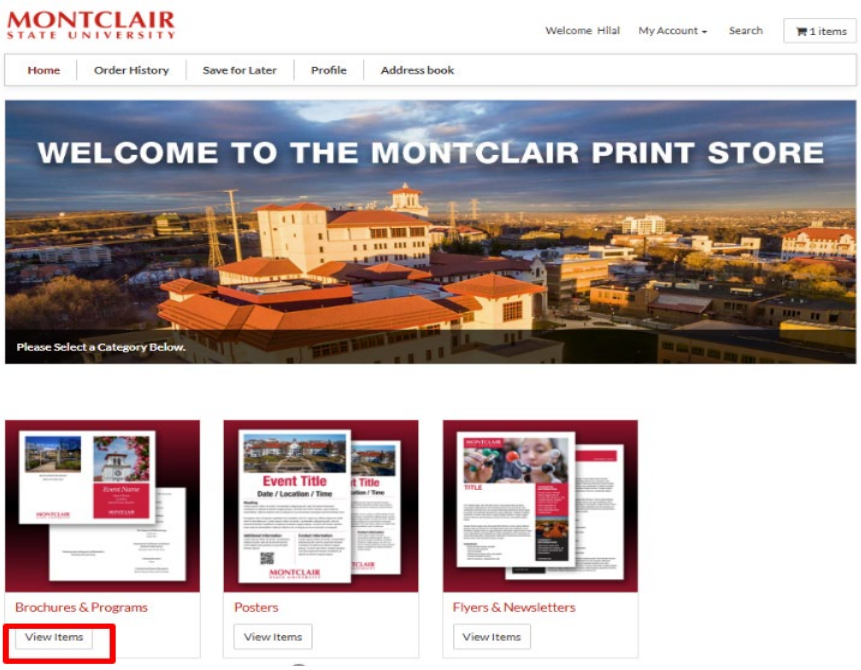


4. While this page is loading you will see this message:

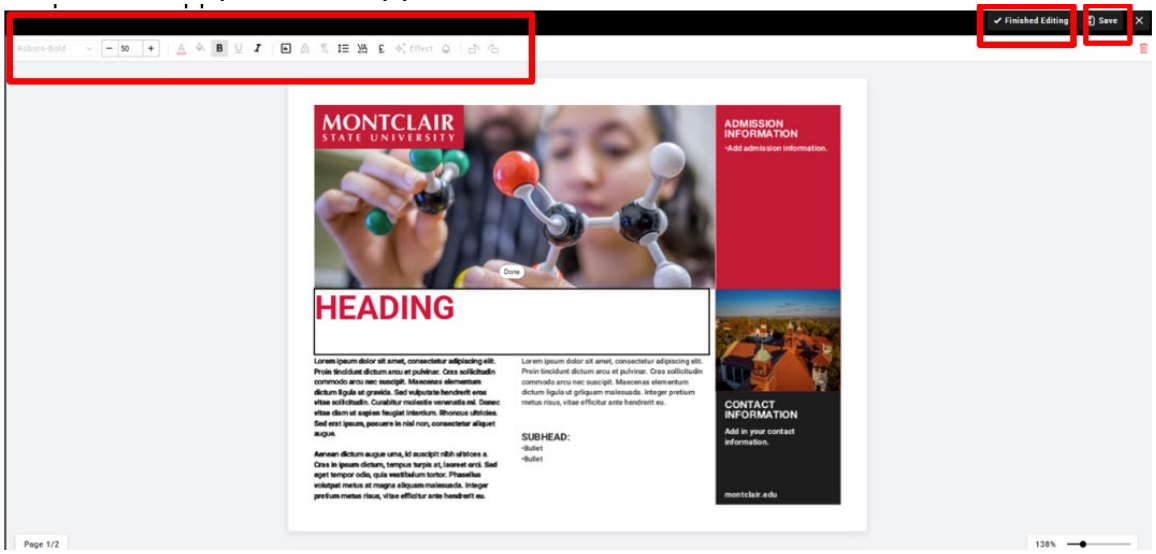


5. You will be directed to the Punch-Out home page where you can begin to shop. Select the **View Items** in the Flyers & Newsletter thumbnail to view the products available for purchase.

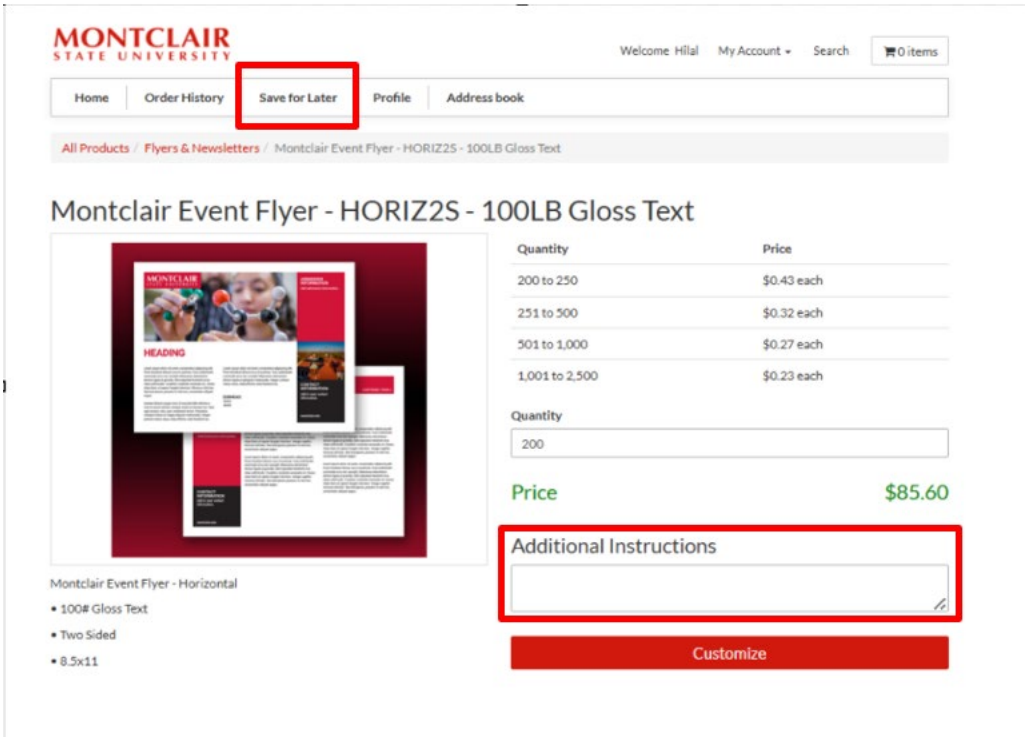
6. Select the "**View Details**" button for the targeted item.



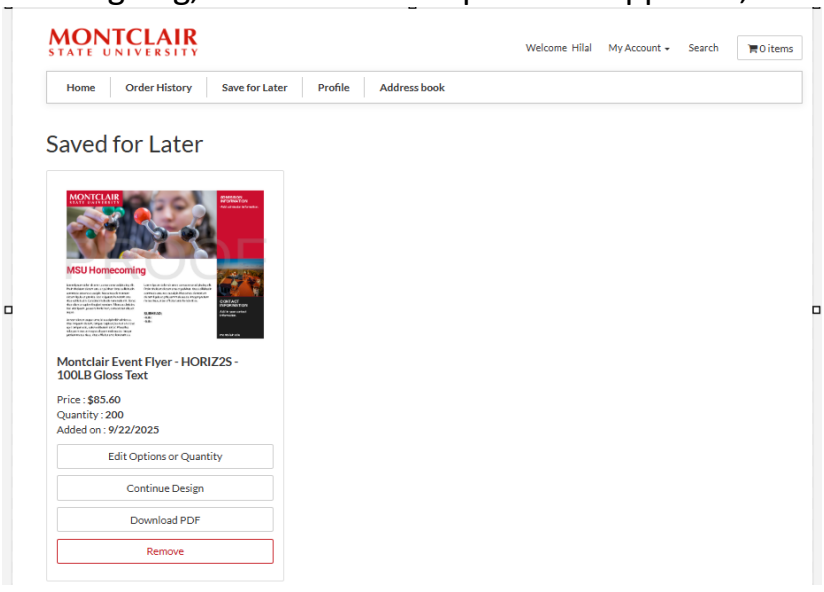
7. Select your item. The buttons on the outlined toolbar below will appear when you customize your item **Finished Editing** if you're ready to submit, or **Save** if you need to download the proof for approval.



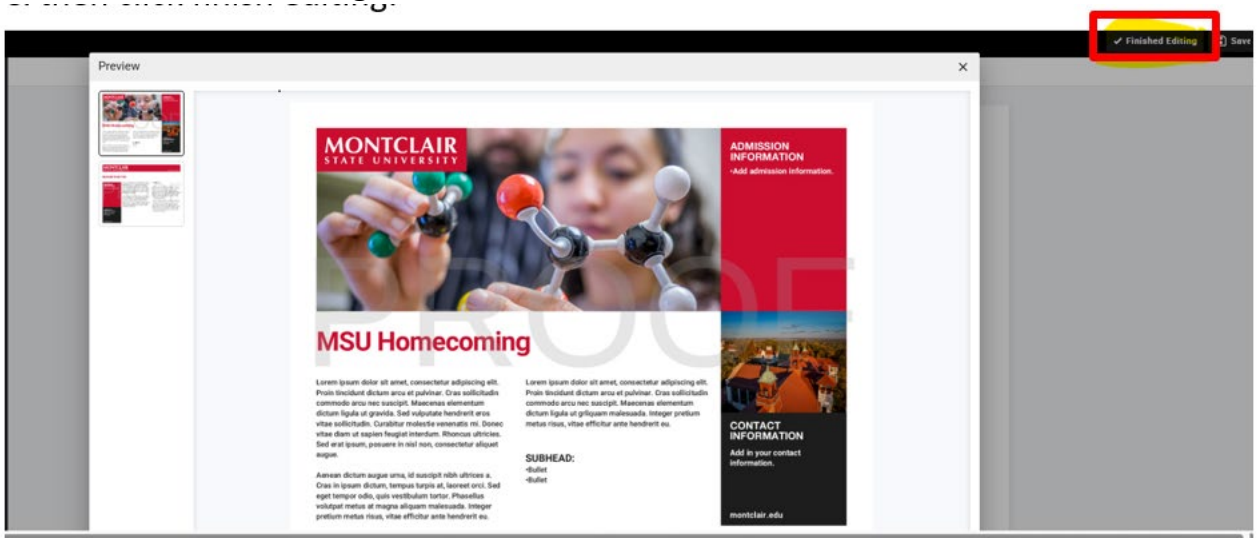
8. Choose the quantity. Use the "**Additional Instructions**" section to include deadlines, special handling, or specific delivery location. You can continue and finish your order or select "**Save for Later**".



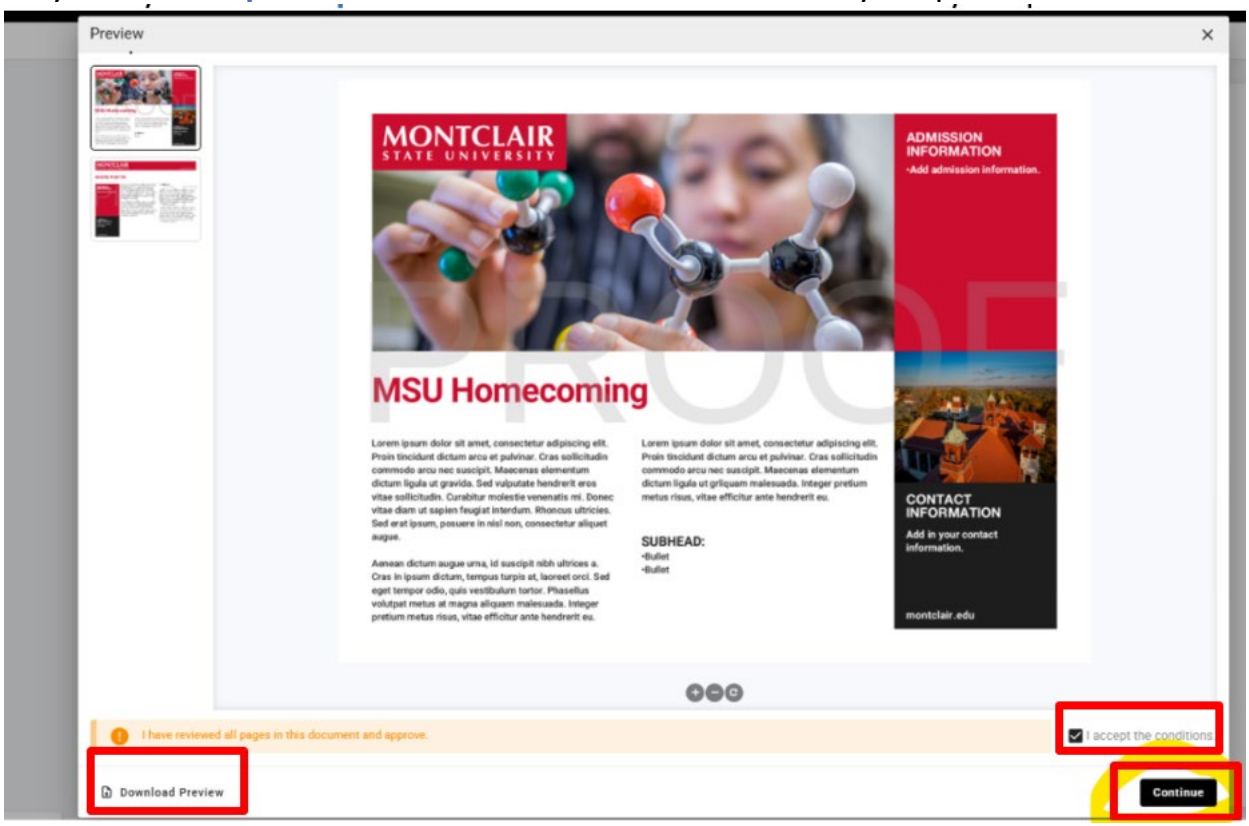
9. **Save for Later** will bring you to this screen, where you can edit options, change the quantity, continue designing, download a PDF proof for approval, or **remove** the item.



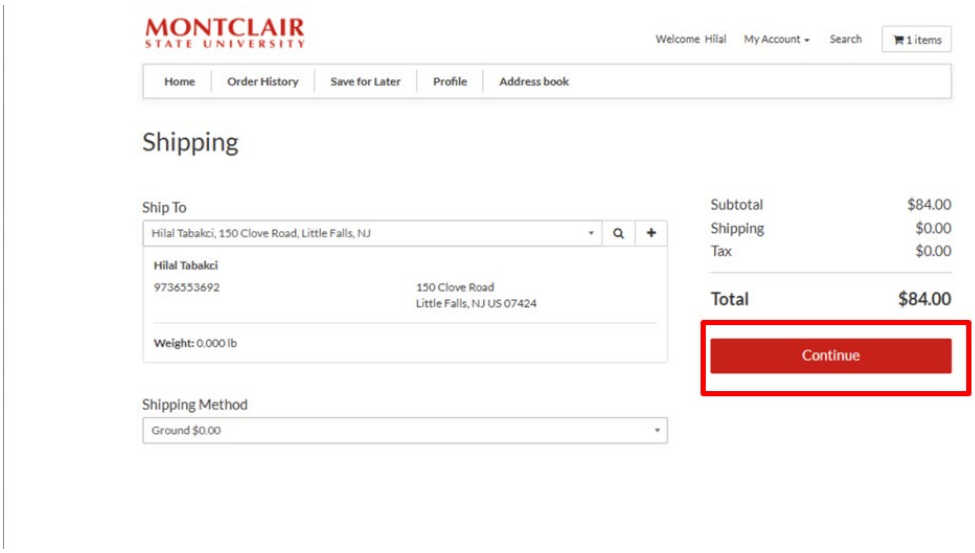
10. If you want to continue editing in the customization page, make your changes & then click finish editing:



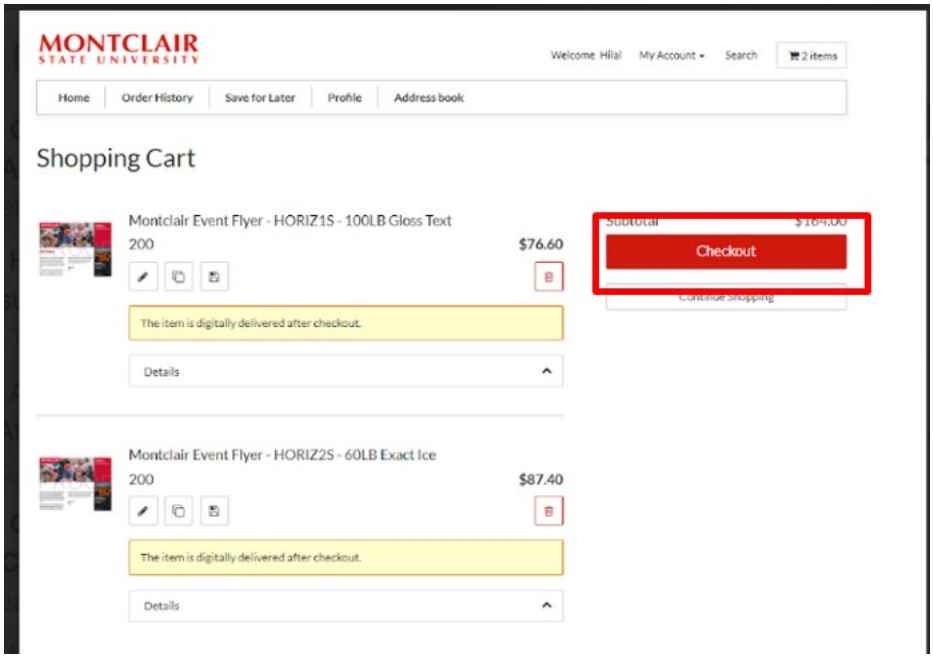
11. When you are done editing you can **download preview** or hit **continue** to keep shopping. Or you can **accept the conditions** to move forward with your purchase:



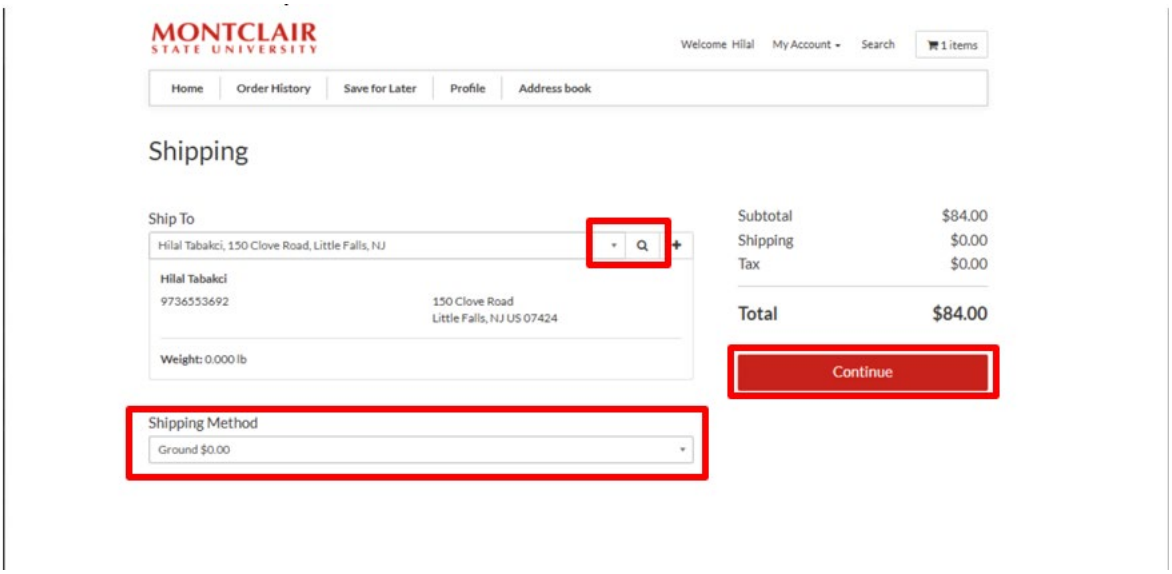
12. If you would like to **continue shopping** to add more items, click continue:



13. After clicking **Checkout** the website will redirect you to Workday to finish processing the purchase.



14. For your first order, you must enter your "ship to" information. The system will remember the address for future orders. The "**shipping method" is always ground zero which is the default** on the drop down.



Refer to the Requisition Worklet Job Aid for further directions on how to complete the requisition process. *

Workday KM Media Group LLC dba One Source Solutions
Non-Punchout Job Aid:

1. If the on-demand print piece you are looking for is not available through the punchout system, a "**Digital and Print Design Job Request**" can be made to the University Communications and Marketing (UCM) Division. This shifts the process from do-it-yourself to having UCM manage the project and should be used when **strategic communications support** is required beyond the options available in the punchout.

    a. The supplier should never begin a project without a purchase order. Therefore, all requisitions should be created from the quote and not the invoice.

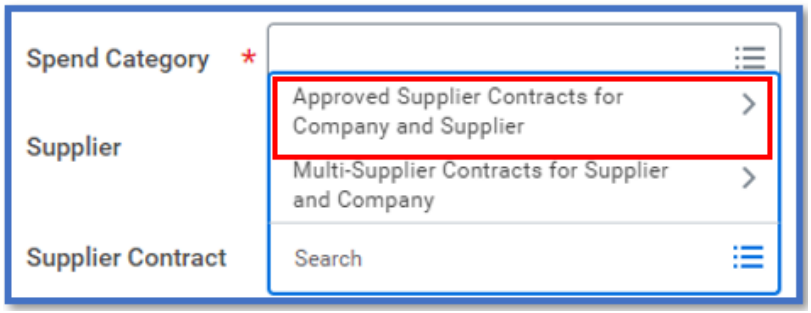
2. Please ensure to use the correct supplier when entering non-punch out requisitions in order to avoid errors when processing the requisition.

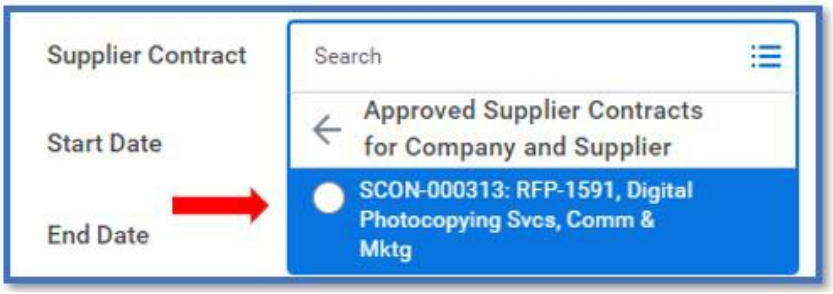
    a. Select "University Contracts (UNC#)" as the purchasing methodology

    b. Enter "**RFP # 1591**" on the "Memo to Suppliers" and the questionnaire sections.

    c. Ensure the supplier is selected (Supplier ID S-00005506)

    d. Supplier Contract# **SCON-000313** has been created for this UNC. Select "Approved Supplier Contracts for Company Supplier" under the Supplier Contract field and then proceed to select the Supplier Contract:





3. Receive goods in Workday once the item has been delivered to your office.

4. Send invoice with the purchase order number referenced to invoices@montclair.edu