

# MONTCLAIR

## STATE UNIVERSITY

### **DIGITAL PRINTING & PHOTOCOPYING UNC # 1591**

Procurement Services 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.**

#### **Supplier contact:**

KM Media Group LLC dba One Source Solutions - Supplier# S-00005506:

Contact: Sean Costello

Phone # 2973-330-3307

Email: [scostello@onesourcenj.com](mailto:scostello@onesourcenj.com)

For other UNC # 1591 questions contact:

Jennifer Valera, Marketing Director, University Communications via email at [valeraj@montclair.edu](mailto:valeraj@montclair.edu)

**\*The University is currently working towards a punchout catalog for this supplier and will advise the community when the implementation is complete\***

#### **ORDERING PROCESS**

1. Obtain a quote from One Source Solutions. Please ensure they reference UNC# 1591 on all quotes related to this contract.
2. Supplier Contract Information  
Supplier Contract# **SCON-000313** has been created for this UNC. When entering requisitions, please select "**University Contracts (UNC#)**" as the purchasing methodology and enter "**UNC#1591**" on the "Memo to Suppliers" and the questionnaire sections.

- a. Please ensure the Supplier is selected first; otherwise, the contract will not appear when clicking “Supplier Contract.”

The screenshot shows a form with two main sections. The top section is labeled 'Supplier' and contains a dropdown menu with the selected value 'KM MEDIA GROUP LLC DBA ONE SOURCE SOLUTIONS'. The bottom section is labeled 'Supplier Contract' and is currently empty.

- b. Select “Approved Supplier Contracts for Company Supplier”

The screenshot shows a dropdown menu for the 'Supplier' field. The menu is open, showing two options: 'Approved Supplier Contracts for Company and Supplier' (which is highlighted with a red box) and 'Multi-Supplier Contracts for Supplier and Company'. The 'Supplier Contract' field below is set to 'Search'.

- c. Select the Supplier Contract:

The screenshot shows a dropdown menu for the 'Supplier Contract' field. The menu is open, showing a search bar and two options: 'Approved Supplier Contracts for Company and Supplier' and 'SCON-000313: RFP-1591, Digital Photocopying Svcs, Comm & Mktg' (which is highlighted in blue). A red arrow points to the selected option. The 'Start Date' and 'End Date' fields are visible on the left side of the form.

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

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@monclair.edu](mailto:invoices@monclair.edu)

Please note that One Source Solutions is the only authorized vendor to provide Digital Printing & Photocopying Services for the University.