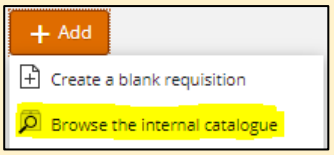
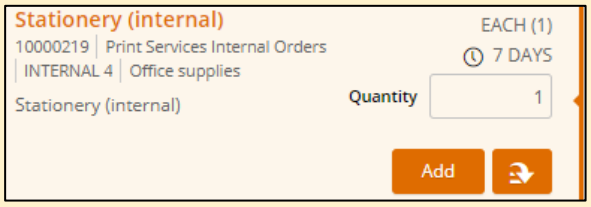
How to order stationery from Print Services with OneUni

Print Services can supply you with **stationery** and **DSE** (display screen equipment, e.g. footrests and laptop risers).
For IT devices like webcams, keyboards etc., please email ITS at support@yorksj.ac.uk
We recommend following these steps closely. If you have trouble, get in touch at printservices@yorksj.ac.uk

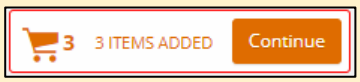
1. Log in to OneUni at https://www.yorksj.ac.uk/OneUni (click to be taken straight there).
2. On the OneUni home screen, click **YSJ Purchase System** at the bottom left of the screen. Then click on the **My Requisitions** tile. *(If you don't see this, you might be viewing the HR menu. Follow the link above to be taken to the Finance menu).*
3. At the top of the next screen, click the orange **+ Add** button, then click **Browse the internal catalogue**.



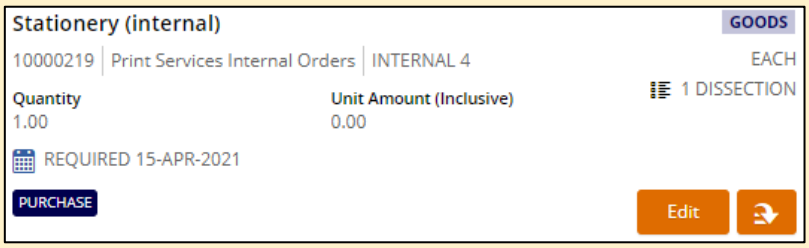
4. In the search bar at the top, search for 'stationery'. This should retrieve a generic item called **'Stationery (internal)'**. Click **Add** to add this item to your requisition.
   - If you are ordering multiple different items you should click **Add** as many times as you have types of item to order. Just click **Add** repeatedly – don't use the Quantity field.

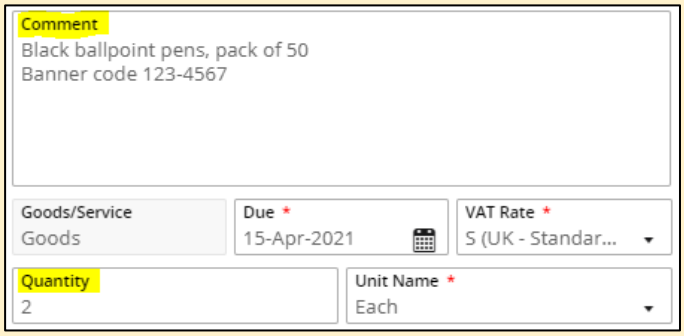


5. When you have finished adding items, click **Continue** in the top right-hand corner.



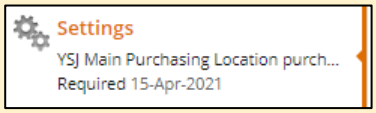
6. The next step is to add details of the items you want. In the next screen you should see a list of **Requested Items**. To add details to an item, click on **Edit** next to that item. In the **Comment** field, enter details of the item you require. There is room here to describe your requirements if necessary. Input the number you require in the **Quantity** field. Repeat this step for each item in your order.



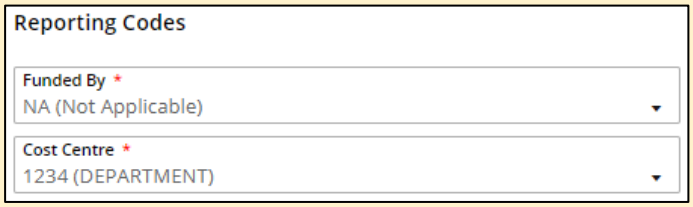


   - Do **not** enter an expected cost for your order.
   - If you need a specific item, e.g. from the Banner online catalogue, please include a **product code** (not a web address) where reasonably possible. (Click here to browse the Banner online catalogue).
   - If you are ordering items for home working and you need home delivery, please include your address in the Comment field of one of your items. Otherwise we will assume you will collect from campus.

7. Click **Settings** on the **left** of the screen. *Careful not to miss this step!*

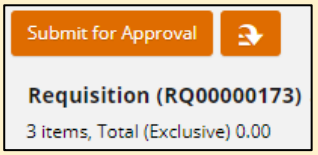


8. At the bottom, under **Reporting Codes**, enter values for **Funded By** and **Cost Centre**. These boxes have a search function to help you find the correct codes.
   - In most cases, the **Funded By** value should be 'NA (Not Applicable)'. The exception is where your purchase is coming from a designated project budget.



9. When your order is ready, click **Submit for Approval** in the top left corner of the screen. This will send the request to your budget holder to approve. Print Services will receive your order only once it has been approved.
   - Please note that the budget holder must select '**Approve and Transmit**' for your requisition to reach us. Otherwise your order may be approved but *not* sent to us, which delays your order.
   - After submitting your requisition, you can view it to check on its approval status. If it has been approved but not transmitted (e.g. as above), you can transmit it yourself as illustrated here.

10. When your order arrives, you should confirm 'goods received' on OneUni. For guidance on this, you can either watch this YouTube video: How to Confirm Goods Received, or follow this instruction sheet from the Staff Intranet: How to enter a Goods Received note against a PO



The Print Services team sincerely appreciate your cooperation with this process. We hope that these steps have made things clearer and easier. If you have any feedback, please get in touch at printservices@yorksj.ac.uk