

papublisher

PaPublisher User Manual



What is PaPublisher?

PaPublisher is the official system of the Commonwealth for placing **print, sign, and mail** orders for production at the DGS Bureau of Publications. Employees of agencies with SAP/SRM billing are required to register for access and place all orders through **PaPublisher**.

PaPublisher provides multiple options for placing an order. Users can select items from the online catalogs, use the Copy & Print service for one off artwork, or submit Custom Quote Tickets for offline requests. Please reach out to your Customer Account Manager before submitting a Custom Quote Ticket.

PaPublisher is a print-on-demand service, meaning that once you select your product, quantity, specifications, and due date, your order is immediately submitted for production.

DGS Publications

DGS Publications is a bureau comprised of over 60 skilled employees with extensive expertise in print, mail, and sign manufacturing. We are committed to fulfilling print, mail, and sign orders that fall within our capabilities at our facility in Harrisburg.

If you'd like to view instructional documents, please contact your Customer Account Manager or follow the DGS Publications link below and then under services click on Print, Design and Mail Services.

DGS Publications Customer Service Contact Information

1650 Bobali Drive
Harrisburg, Pa 17104
Phone: 717.704.1029
Email: RA-gspubcustservice@pa.gov
www.dgs.pa.gov

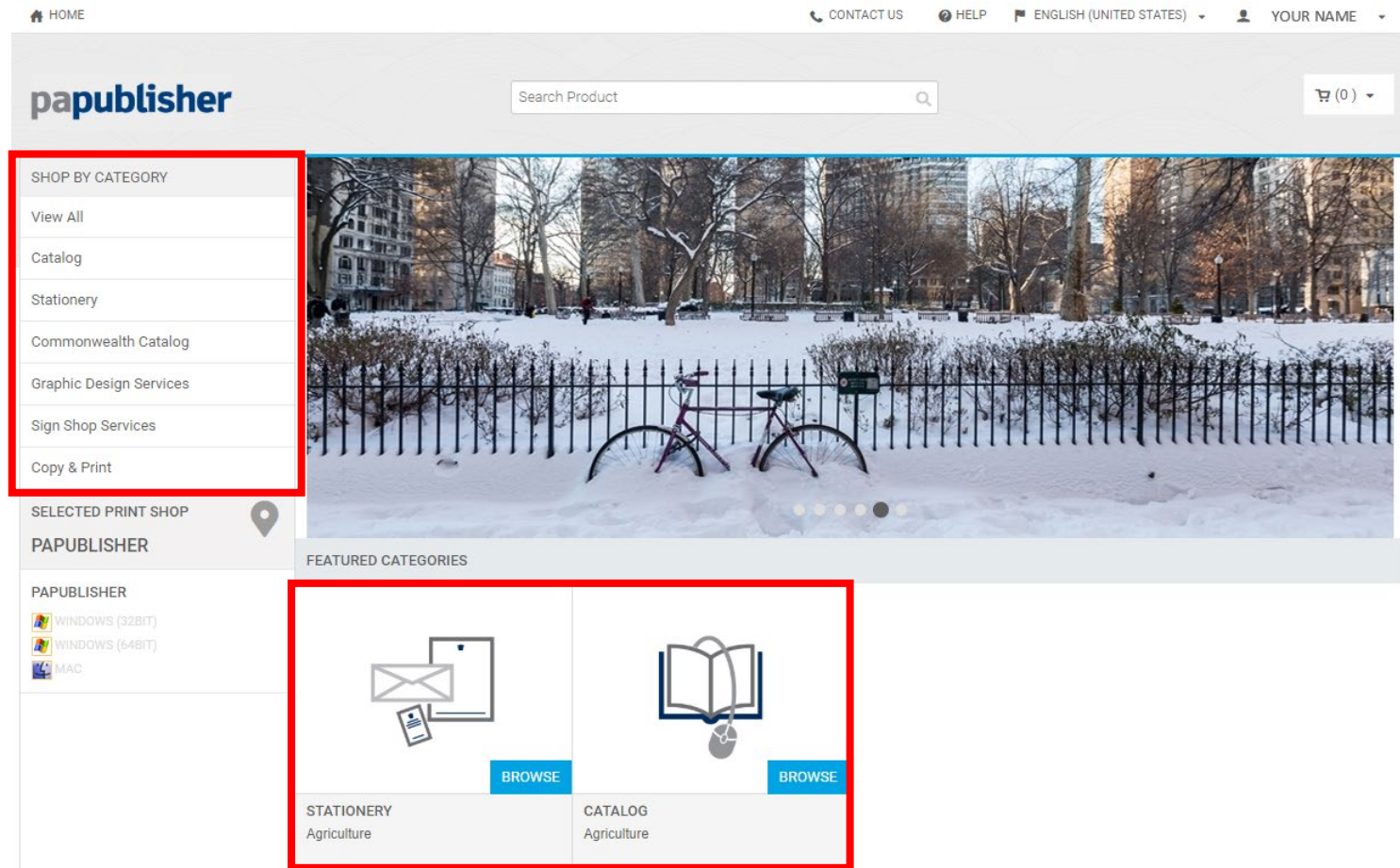
Registration for New Users

The screenshot displays the PaPublisher website interface. At the top, there is a navigation bar with links for Home, Help, and Contact Us. The PaPublisher logo is on the left, and a search bar is in the center. On the right, there is a 'Login' link highlighted with a red box, along with a shopping cart icon and a 'Cart (0)' dropdown. Below the navigation bar is a large banner image of the Pennsylvania State Capitol building. A login pop-up window is overlaid on the left side of the page. This window has a title bar 'Login' with a close button. It contains fields for 'User Name' and 'Password', a 'Remember User Name' checkbox, a 'Login' button, and a 'Forgot Your Password?' link. At the bottom of the pop-up, there is a link 'New User? Register' highlighted with a red box. Below the banner image, there is a footer section with links for PaPublisher, English (United States), and Selected Print Shop - PaPublisher. At the very bottom, there is a small text line: 'Powered by EFI Digital StoreFront v9.6.100.22642 © 2004-2017 Electronics For Imaging, Inc. Terms & Conditions EFI Productivity Suite'.

To register for an account, please visit papublisher.state.pa.us/DSF and click on the **Login** link. In the bottom left corner of the pop-up window, select "Register." Complete the online registration form, ensuring that all fields marked with an asterisk are filled out. Additionally, please include the name and email address of your bureau director (or equivalent).

As part of the registration process, we must contact your bureau director to verify that you have their approval to manage funds on behalf of your organization. Please note that your registration will not be considered complete without this approval.

Home Page



Once logged into **PaPublisher**, your agency's featured categories page will appear as your home page. From there, you can browse products and services by category, or access specific items by clicking the "Browse" buttons under Featured Categories.

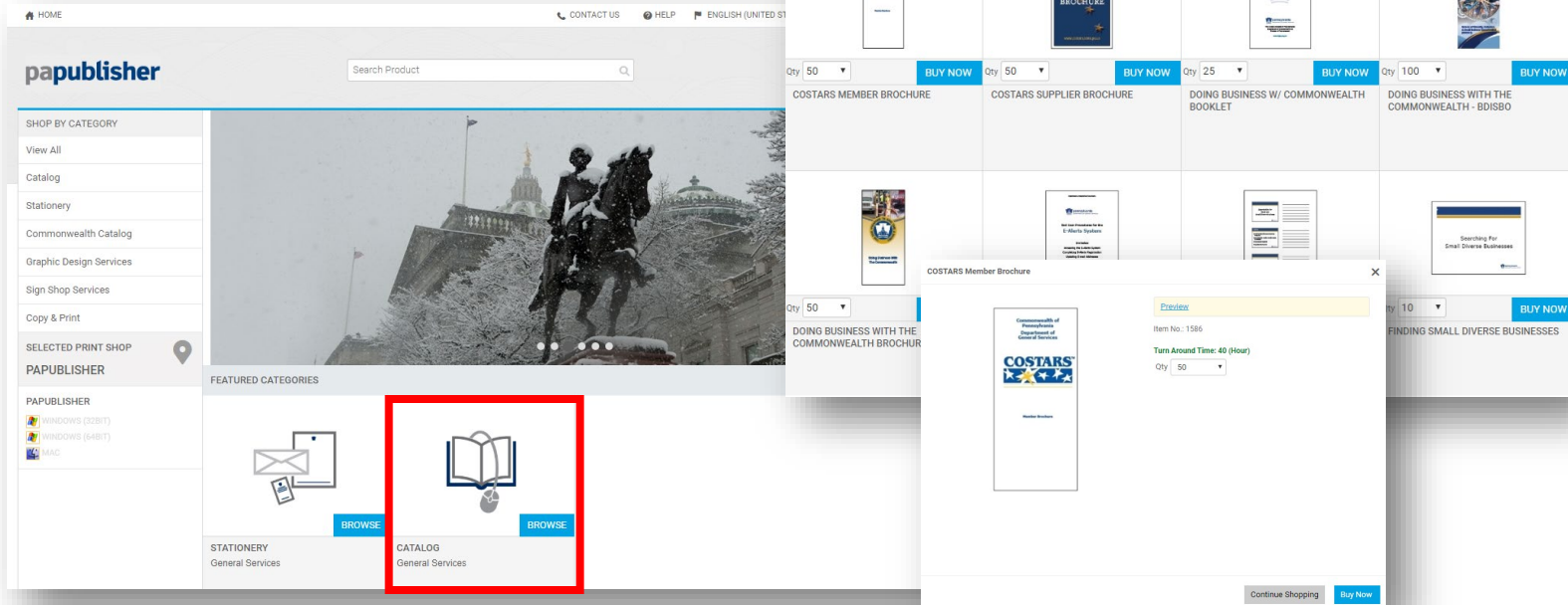
Product Overview

ORDER TYPE	EXAMPLES OF PRODUCTS	ARTWORK	ORDER SPECIFICATIONS
Catalog <i>Static Products</i>	Brochures Posters Books Signs	Provided by agency. Managed & maintained by DGS Publications.	Many items that are frequently ordered can be added to the PaPublisher catalog. Items not ordered within 2-year timeframe are automatically deactivated by the system.
Stationery <i>Personalized Products</i>	Business Cards Letterhead Envelopes	Managed by DGS Publications.	Specs and rules are set by the Commonwealth Style Guide for agencies under the Governor's jurisdiction.
Copy & Print <i>Ad Hoc</i>	Brochures Posters Books Portraits Signs	Submitted by the user via PaPublisher.	DGS Publications provides multiple templates that allows the user to build their product.
Custom Quote Ticket <i>Ad Hoc</i>	Mailings Posters Brochures Books Portraits Signs	Submitted by the user to the Customer Account Manager	This is a blank order that captures your shipping and billing info, and functions as your official request for services.

Your Customer Account Manager (CAM) can assist with:

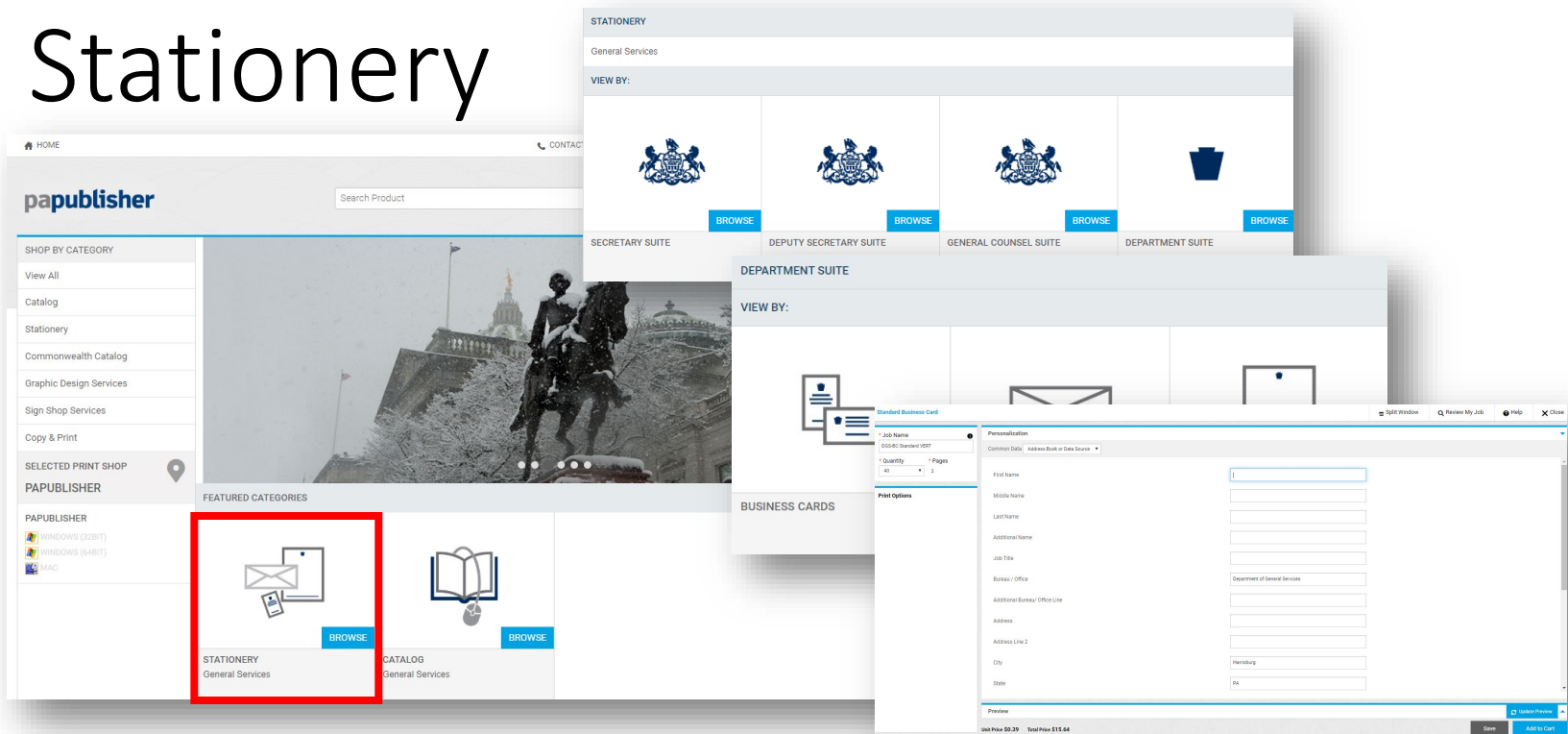
- Rush Orders
- Updating/New items in your agency catalog
- Bidding to outside vendors
- Quotes
- Design services
- Products not available on [PaPublisher](#)

Catalog Orders



Each agency in the Commonwealth has access to their own catalog of artwork on **PaPublisher**. The catalog is managed and maintained by the DGS Publications programming team but must be requested by the agency. It's ideal for a wide range of items, especially those that are frequently ordered or need to be managed for ordering across multiple offices, such as brochures or books. Items in the catalog are automatically deactivated if they haven't been ordered within the past two years.

Stationery



The Stationery product templates in **PaPublisher**, such as business cards and letterhead, have been pre-approved by the Governor's Office to ensure compliance with the Commonwealth's branding and style standards. Envelopes (both #10 window and non-window) are available in quantities of 500 or 1,000. For larger quantities or other envelope options, please contact your account manager.

For agencies under the Governor's jurisdiction: If you wish to make changes to the stationery templates, please contact your agency press office to obtain written approval from the Governor's Office. Written consent must be provided before we can proceed.

For agencies not under the Governor's jurisdiction: If you wish to make changes to these templates, please contact your agency press office.

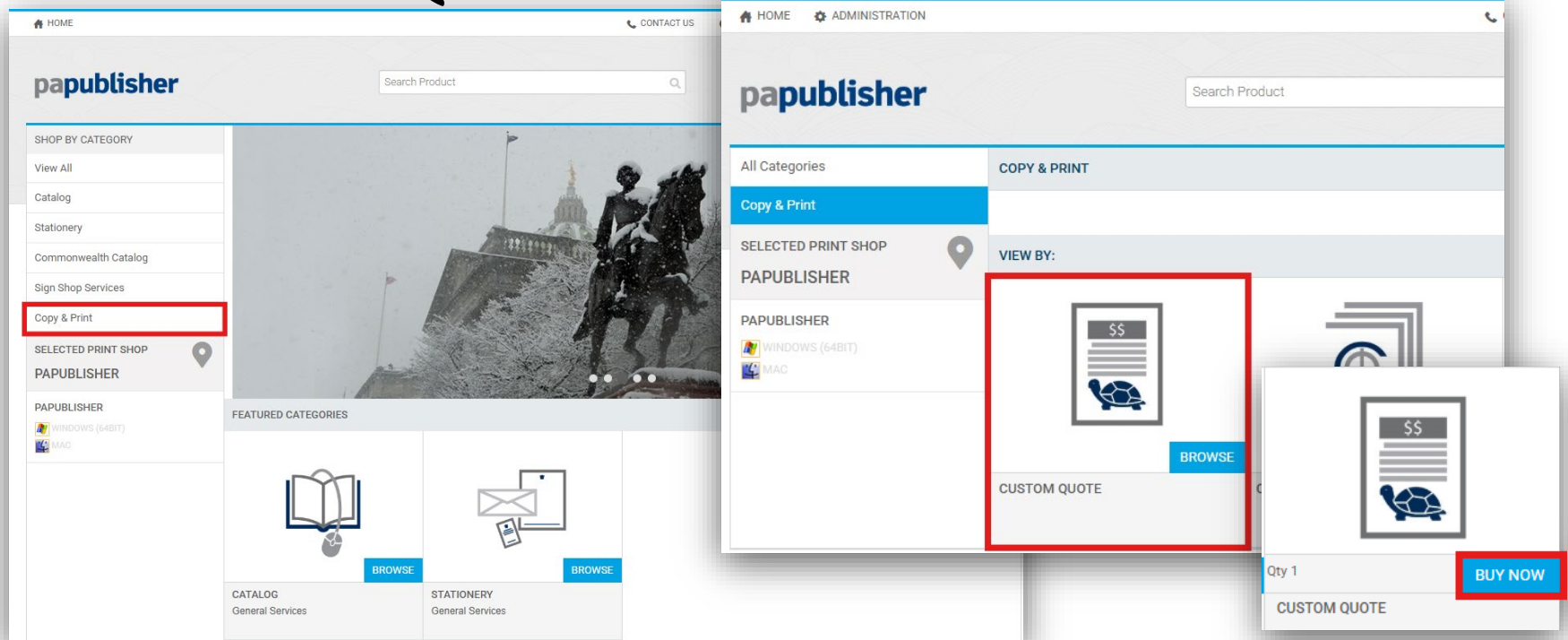
Copy & Print

The screenshot displays the PaPublisher website interface. On the left, a sidebar menu lists various services, with 'Copy & Print' highlighted in a red box. The main content area features a 'Brochure' design template. The template includes a header with 'IN THIS CATEGORY:' and icons for Books, Brochure, Cards, and Copies. Below these, there are buttons for 'BUY NOW' and a description of the service: 'Upload your files and create a report/presentation/book for your ...'. The main design area shows a preview of a brochure with text and images. On the right, there is a 'Print Options' panel with fields for 'Job Name', 'Quantity', and 'Pages'. Below this, there are radio buttons for 'Final Width and Height', 'Orientation', 'Fold', 'Shrink Wrap', 'Request Proof', 'Special Instructions', and 'Blank Pages'. At the bottom, there is a 'Print Options' panel with a 'Print' button and a 'Buy Now' button.

PaPublisher offers a variety of templates that enable you to customize and build your own products, available under the **Copy & Print** menu. Each template provides step-by-step guidance and a digital preview of your project, allowing you to submit files and select specifications for your item. As you make changes and selections, the template will automatically update the cost of your order. If you're looking for an option that isn't available in **Copy & Print**, please contact your Customer Account Manager before submitting your order.

If you need additional training on using **Copy & Print** or have any questions or concerns, please contact your Customer Account Manager.

Custom Quote



For products not available in the catalog or that cannot be created through Copy & Print, a **Custom Quote** is required. This serves as a blank order to capture your shipping and billing information and acts as your official request for services. Please note that only one Custom Quote is allowed per cart, and no other items can be included with your order.

Before submitting your **Custom Quote**, please reach out to your Customer Account Manager for assistance. Any specifications or files you can provide will be helpful. If needed, we can provide an estimate either before or after your order is placed.

Pricing Information

Custom Quote tickets will not display pricing in your shopping cart during checkout. For estimates and pricing, please contact your **Customer Account Manager**.

Shipping costs are not included in estimates or shown in **PaPublisher** pricing. UPS shipping fees vary based on size, weight, and destination.

Publications offers the following services:

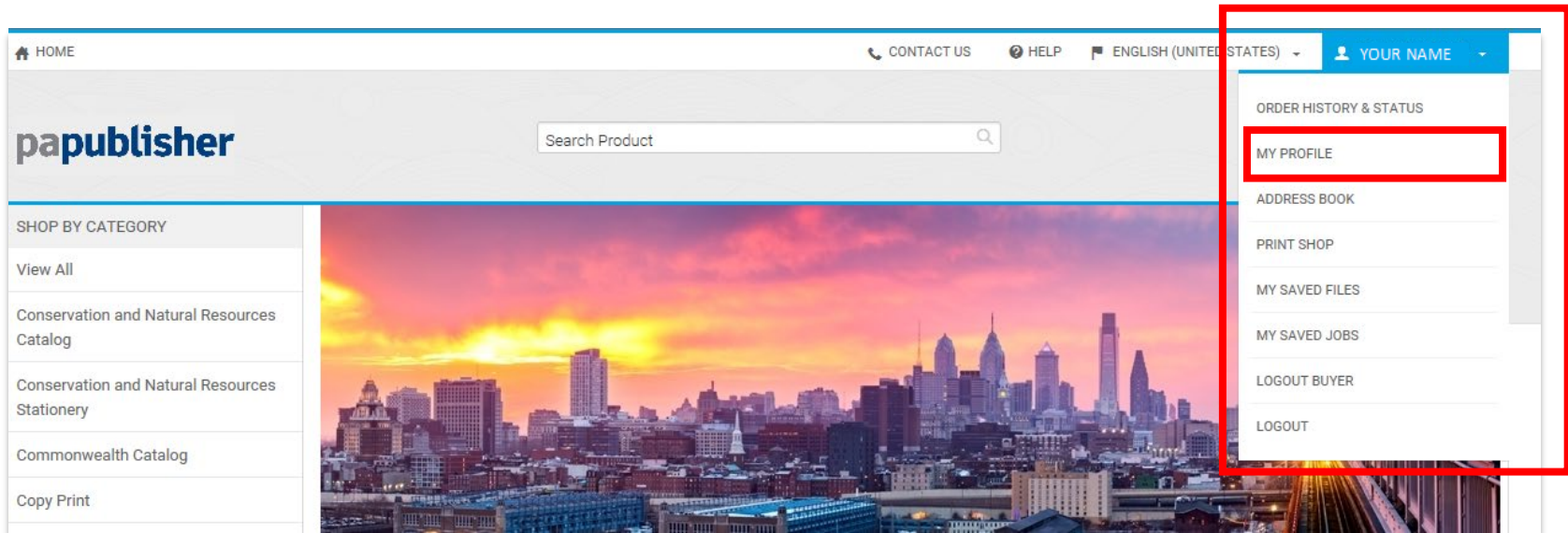
Design services: \$55.00 per hour

Installation services: \$92.37 per hour

Programming services: \$55.00 per hour

Please note, prices are subject to change.

My Account



The **My Account** section of [PaPublisher](#) can be found under your name in the top right-hand corner. This is your personal space to update contact information, manage your address book, view job statuses, and complete orders that you have placed on hold.

My Profile: Your profile is created during the registration process. If any of your personal information changes, you can easily update your contact details in [PaPublisher](#). To modify your profile, simply click the **Edit Profile** button.

My Account

The screenshot shows the 'My Account' page on the PaPublisher website. The left sidebar contains links to 'Order History & Status', 'My Profile', 'Address Book' (highlighted), 'Print Shop', 'My Saved Files', and 'My Saved Jobs'. The main content area is titled 'ADDRESS BOOK' and features a search bar with the placeholder text 'Search by First Name, Last Name, Address, Email, Company, Phone, FAX'. Below the search bar is a table of saved addresses. The 'Add New' button is highlighted with a red box. A dropdown menu is open on the right, showing options like 'ORDER HISTORY & STATUS', 'MY PROFILE', 'ADDRESS BOOK' (highlighted), 'PRINT SHOP', 'MY SAVED FILES', 'MY SAVED JOBS', 'LOGOUT BUYER', and 'LOGOUT'.

ADDRESS BOOK	
Search by First Name, Last Name, Address, Email, Company, Phone, FAX	
Gifford Pinchot State Park 717.555.5555 yname@pa.gov	2200 Rosstown Road Lewisberry, PA 17339-9787 Edit Remove
Gifford Pinchot State Park 717.555.5555 yname@pa.gov	2200 Rosstown Road Lewisberry, PA 17339-9787 Edit Remove
Colonel Denning State Park 717.555.5555 yname@pa.gov	1599 Doubling Gap Road Newville, PA 17241-9756 Edit Remove
Hickory Run State Park 717.555.5555 yname@pa.gov	3613 State Route 534 White Haven, PA 18661-9712 Edit Remove

Address Book: PaPublisher allows you to create an online address book to store frequently used addresses. For personalized products (such as business cards), you can quickly populate the data fields by pulling information directly from your address book.

You can add addresses to your address book by clicking the **Add New** button within the Address Book section, or by automatically saving new shipping destinations when entering them into a shopping cart and checking the **Save to My Address Book** box.

Shopping Cart

The screenshot displays the PaPublisher website interface. At the top, the 'papublisher' logo is on the left, and a search bar is in the center. On the right, a cart icon with '(1)' is highlighted with a red box. Below the logo, there are navigation links for 'All Categories' and 'STATE PARKS'. The main content area shows a 'CART' section with a table of products. The first product is 'DCNR Catalog - C6000_GIPL_MP_0073' with a quantity of 50, a unit price of \$0.07, and a total of \$3.50. The 'Due Date' field is set to 'TUE August 8 2017 08:30' and is highlighted with a red box. The 'Quantity' dropdown is also highlighted with a red box. To the right of the product table, there is a 'Subtotal' of \$3.50 and a 'Total' of \$3.50. Below the total, there is a 'CheckOut' button highlighted with a red box. At the bottom of the cart, there are 'BUY NOW' buttons for each product, also highlighted with red boxes. The 'Proceed to checkout' button is at the bottom right of the cart section.

Products	Quantity	Unit Price	Total
DCNR Catalog - C6000_GIPL_MP_0073 Item Name: C6000_GIPL_MP_0073	50	\$0.07	\$3.50

Subtotal: \$3.50
Total: \$3.50

CheckOut

BUY NOW Qty 50 BUY NOW

The **Shopping Cart** is where you begin the checkout process for your order. Access your cart by clicking the cart icon in the top right corner of the page. The cart allows you to review and order multiple products together. *Please note that Custom Quote Tickets cannot be ordered with other items and must be placed individually.*

To select a ship date, click on the blue calendar icon. *If your order is a rush request, please contact your Customer Account Manager immediately.* In the shopping cart, you'll see the quantity and cost of your order. You can adjust the quantity, save items for later, or remove products as needed. Be sure to select a ship date and time before proceeding.

If you have any questions, please contact your Customer Account Manager.

My Account

The screenshot displays the 'My Account' interface on the PaPublisher website. The main header includes navigation links like 'HOME', 'CONTACT US', 'HELP', and 'ENGLISH (UNITED STATES)'. The user's name 'YOUR NAME' is visible in the top right. The left sidebar contains sections for 'Job Name' (DCNR-BC Standard), 'Quantity' (40), 'Pages' (1), and 'Print Options'. The main content area is divided into 'Personalization' and 'Preview'. The 'Preview' section shows a document titled 'pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES' with contact information for Kristeen Young. The right sidebar lists account management options: 'ORDER HISTORY & STATUS', 'MY PROFILE', 'ADDRESS BOOK', 'PRINT SHOP', 'MY SAVED FILES', 'MY SAVED JOBS' (highlighted with a red box), 'LOGOUT BUYER', and 'LOGOUT'. At the bottom right, there are 'Save' and 'Add to Cart' buttons, with the 'Save' button also highlighted by a red box. The bottom status bar shows 'Unit Price \$0.22' and 'Total Price \$9.00'.

My Saved Jobs: PaPublisher allows you to save your progress while ordering and manage your saved orders under the **My Saved Jobs** section in your **My Account**. The **My Saved Jobs** page provides access to your saved items, allowing you to resume your request, add items to your cart, or delete them permanently.

Checking Out

The screenshot displays the PaPublisher checkout interface. At the top, a progress bar shows three steps: 1. Shipping (highlighted with a red box), 2. Payment, and 3. Final. Below the progress bar, the heading "Select a shipping address & shipping options" is visible. Under "SHIPMENT 1", there is a prompt "Please select a shipment type." followed by a dropdown menu. The dropdown is open, showing three options: "Delivery Local" (selected), "Delivery UPS", and "Customer Pick Up". To the right of the main form, a sidebar contains a "Save to My Address Book" checkbox, "Save" and "Cancel" buttons, a message "You must click save to proceed with checkout.", an "Add Another Recipient" dropdown, and a "CONTINUE SHOPPING" button with a left arrow. At the bottom right, it says "Powered by EFI MarketDirect StoreFront v10.4.0.24101".

During the checkout process, you will be prompted to provide shipping and payment information. Your contact information will be set as the default shipping address for all **PaPublisher** orders. However, you can modify the shipping address by filling in the address fields or selecting an address from your address book.

You will also have the option to choose the shipment type (Local, UPS, and Customer Pick Up). *If you select **Local** but are not within the courier route, your Customer Account Manager will reach out to you to arrange an alternative option.*

At the bottom of the shipping form, you can save the address, add another recipient, or return to shopping without completing the checkout process. When shipping to multiple recipients, be sure to specify the quantity of each product to be sent to each recipient. Don't forget to **Save** before proceeding to the next page.

Checking Out

The screenshot shows the 'papublisher' checkout interface. At the top right, a blue button with a red border says 'PROCEED TO PAYMENT' with a right arrow. Below this, a progress bar shows three steps: 'Shipping' (completed with a checkmark), 'Payment' (current step, highlighted with a blue circle and '2'), and 'Finish' (step 3). The main heading is 'How would you like to pay?'. Under 'PAYMENT METHOD', it says 'Please select a payment type.' and has a radio button selected for 'Account Code Information'. Below this, a red box highlights the 'ACCOUNT CODE INFORMATION' section, which contains three required fields marked with a red asterisk: '* Code #1--Fund:', '* Code #1--Cost Center:', and '* Code #1--Percent:'. At the bottom right, a blue button with a red border says 'PLACE MY ORDER' with a right arrow. On the right side, the 'Products' section lists 'Red Tag' with a table showing Qty (50), Unit Price (\$0.07), and Total (\$3.66). Below the table, it shows 'Subtotal: \$3.66' and 'Total: \$3.66'. A disclaimer note states: 'Quote good for 30 days. Postage, freight and author's alterations not included in shopping cart pricing. If you indicated that quote was not needed prior to production, item will show price of \$0.00. Actual cost will be applied at time of invoicing.'

papublisher

Shipping Payment Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.

☒ Account Code Information

ACCOUNT CODE INFORMATION

* Code #1--Fund:

* Code #1--Cost Center:

* Code #1--Percent:

Products

Red Tag

Qty	Unit Price	Total
50	\$0.07	\$3.66

Subtotal: \$3.66

Total: \$3.66

Quote good for 30 days. Postage, freight and author's alterations not included in shopping cart pricing. If you indicated that quote was not needed prior to production, item will show price of \$0.00. Actual cost will be applied at time of invoicing.

PROCEED TO PAYMENT

PLACE MY ORDER

Clicking the **Proceed to Payment** button will take you to the payment page, where you can enter your Account Code information. Fields marked with a red asterisk are required. If any codes are entered incorrectly, an error message will appear, and you will need to correct them before completing the checkout process. You may enter up to two sets of codes.

When you're ready to submit your order, click **Place My Order**. Once your order is placed, you will receive an order confirmation on-screen and a confirmation email. Clicking **Place My Order** serves as your final confirmation and authorization for DGS Publications to process your order.

My Account

HOME CONTACT US HELP ENGLISH (UNITED STATES) YOUR NAME

papublisher Search Product

Order History & Status

My Profile
Address Book
Print Shop
My Saved Files
My Saved Jobs

ORDER HISTORY & STATUS

Time period: All Orders Show status: All Sort by: Order Date Search by

Order # 51573 Shipped
Order Date : 7/26/2017 11:10:58 AM
Due Date : 8/2/2017 11:30:00 AM
DCNR Catalog - C6000_HICK_MP_0020

Order # 51374 Completed And Invoiced
Order Date : 7/18/2017 8:20:27 AM
Due Date : 7/25/2017 8:30:00 AM
DCNR Catalog - C6000_COLO_MP_0011

Invoice #	Amount	Invoiced DateTime	Link
31414	\$76.69	7/21/2017 9:20:15 AM	Invoice File

SELECTED PRINT SHOP
PAPUBLISHER

PAPUBLISHER
WINDOWS (32BIT)
WINDOWS (64BIT)
MAC

Order History & Status: PaPublisher maintains a comprehensive record of your orders. You can filter your orders by selecting specific status options or by narrowing your search to a particular time frame.

By clicking on **Invoice File**, you can open and download a copy of the invoice once it has been posted. Invoices are uploaded to PaPublisher as soon as they are submitted to the comptroller's office. If you need additional information about your order, wish to cancel, or need to make changes, please contact your Customer Account Manager immediately.

Invoices

Order # **117728** Status: **Completed And Invoiced** Order Date: 11/20/2024 1:30:38 PM EDT
Due Date: 12/6/2024 1:30:00 PM EDT
As of 11/27/2024 2:05:38 PM EDT

Invoice #	Amount	Invoiced DateTime
103562	\$58.14	11/27/2024 11:39:47 AM

Link

[Invoice File](#)

If your order has been completed and invoiced, click on the order number and select the link for the invoice, as shown above. The invoice includes the following sections:

1.Invoice Summary: This section includes shipping details, dates, and the order number.

2.Funds: Here, you can review all funding codes used for the order.

3.Total: The total amount of your order, including sales tax and freight charges.

If you would like an itemized breakdown of your invoice, please contact your Customer Account Manager.

1 INVOICE

Invoice #	103562
Invoice Date	11/27/24
Date Shipped	11/26/24
Ship Via	UPS Ground
Salesperson	
Terms	Net 30 Days
P.O. Number	
Job Number	103562

2

Street
Harrisburg, PA 17105

Code #1 Fund:	Code #1 Cost Center:	Code #1 Grant Internal:	Code #1 Percent: 100	58.14
Code #2 Fund:	Code #2 Cost Center:	Code #2 Grant Internal:	Code #2 Percent:	

Budget Year: 2024

Quantity	Description	Unit Price	UM	Amount
100	DSF Order 117728	40.000000		40.00
3				
Subtotal				40.00
Sales Tax				0.00
Freight				18.14
Total Due				\$58.14

Customer Code :
Invoice Number : 103562
Invoice Date : 11/27/24
Invoice Amount : \$58.14
Amount Paid : _____

Remit To:
PA Department of General Services
1650 Bobali Dr
Harrisburg, PA 17104

Remitter:
Street
Harrisburg, PA 17105

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Tracking Your UPS Shipment

SHIPMENT DETAILS

Partial Shipment 1		ERP Shipping ID 201968		11/26/2024 10:04:43 AM
Products	Qty Ordered	Qty Shipped	Shipping Carrier	Tracking Number
Agency Standard Portrait Business Card	100	100	Ground	1Z1813140391794583
Partial Shipment 2		ERP Shipping ID 201968		11/26/2024 10:04:43 AM
Products	Qty Ordered	Qty Shipped	Shipping Carrier	Tracking Number
Agency Standard Portrait Business Card	100	100	Ground	1Z1813140391794583

To find UPS shipping information for your order, click on the order number in your order history. Once you're viewing the order, scroll down to the **Shipment Details** section, where the UPS tracking number will be displayed. Please note that the tracking information will not be visible until you scroll down.

Contact Information

Please feel free to contact us about any inquiries.

DGS Publications Customer Service Contact Information

1650 Bobali Drive

Harrisburg, Pa 17104

Phone: 717.704.1029

Email: RA-gspubcustservice@pa.gov

www.dgs.pa.gov