

## Print Marketplace How to Guides

# How to obtain a quote via the instant price route

#### Competitive. Compliant. Simple.

The product types below are those currently available for pricing via the instant quoting route within Print Marketplace

- Books, booklets & brochures
- Cards & Stationery
- Flyers & Leaflet



### Select your product

Chose the most appropriate category based on your requirements. Within each of the three main categories, you will find further subsets of products that are applicable. E.g. within Cards & Stationery the most common types of stationery items e.g. business cards, forms, folders etc.



Select the type of item you require e.g. Folders and within the folder section, the most commonly ordered folder formats are available. Chose the format that meets your requirement by selecting the 'Get Prices' button.



### The Specification Journey

The next screen presented within the chosen product type is the specification.

The Print Marketplace presents to the user, the recommended specification variables e.g. size, paper, paper weight and number of printed colours based on the product type. All the areas with a green tick denote that a valid specification is present within this field - this is to assist in presenting a valid print specification to the pricing engine that returns pricing from the Print Marketplace suppliers.

However, the user is free to make changes the specification field based on their own preferences if required. Simply expand the field and change as required.

0	RECOMMENDED PRE-SELECTED SPECIFICATIONS We have pre-populated a print specification for you based on the most common user requests for this product. However feel free to amend based on your own preferences before moving on to the Delivery and quantities page.		
		OK, GOT IT	
~	Finished size A4 Oversized	~	
~	Orientation Portrait	~	
~	Paper material Coated - Silk	~	
~	Sustainability of the paper Chain of Custody (FSC or PEFC)	~	
~	Paper weight 300 gsm	~	
~	Colour options - front Full colour	~	



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<ul> <li>Finished size</li> </ul>	A4 Oversized		^
Choose your finished siz	re (i)		
RECOMMENDED	A	A4	
A4 Oversized 305 x 215 mm	A5 Oversized 225 x 160 mm	A6 Oversized 160 x 115 mm	Custom
	ht () 100 gsm	115 gsm	<b>1</b> 30 gsm
Choose your paper weig		115 gsm 200 gsm	130 gsm 250 gsm
	100 gsm		

NB. If you enter a custom value or a custom option, the quote request will not submit to the pricing engine but will be transferred to the Print Marketplace Customer Support team who will prepare the pricing from a range of PMP suppliers.

### Add Delivery & Quantities

The next step is add the required delivery point(s) and quantity required at each delivery address.

Where would you like your or	der delivered to?	,
DELIVERY1 CHANGE Jo Bloggs 1 Nevill Road Bramhall Stockport Skc2 8ET	Delivery instructions (optional) Type delivery instructions	Number of copies *
	0/2	1 copies in total
ADD ANOTHER DELIVERY  PACKAGING Each printer will use their suitable for the carrier	standard carton for this product. filled up t	

The default address will populate based on the organization address associated to your account. This can be changed – using the Change button if required. Simply add the quantity required and any additional delivery information if necessary.

r order delivered to?	~
	\$
Delivery instructions (optional)	Number of copies *
Please ring bell	250
	' Required
16 / 2	
	250 copies in total
neir standard carton for this product, filled up t	o their safe weight per box, which is
	Delivery instructions (optional)          Please ring bell         16 / 2

Additional delivery points can be added, using the search address feature either by entering a Post Code or start typing the address.



#### folder, 1 pocket

Search address

Allied Publicity Services, Stockport, , SK3 0ZP	
Allied Publicity Services, Stockport, , SK3 0ZP	
. Stockport SK7 3ET	
From Royal Mail database	
Controlled Event Solutions. Unit 13A-13B, United Trading Manchester, Greater Manchester, M16	Estate.
Manchester United Ltd. Unit 29. United Trading Estate. N Greater Manchester, M16	lanchester.
Manchester United Ticket Office, United Trading Estate, I Greater Manchester, M16	Manchester,

CANCEL X



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#### Commonly used addresses can be added to an Address Book

Contact details		
Recipient *	Department, Floor	
Karen SG		
· Required		
Address		
Organisation		
Manchester United Ticket Off	ice	
Address line 1		
United Trading Estate		
' Required		
Address line 2		
Town		
Manchester		
Postcode		
M16 ORJ		
Save to address book		
CANCEL X	ADD DE	

Once the addresses and quantities have been completed, the final quantity is display – see figures in yellow.

DELIVERY1 CHANGE		×		
Jo Bloggs I Nevill Road	Delivery instructions (optional)	Number of copies *		
Bramhall	Please ring bell	250		
Stockport SK7 3ET		" Required		
	16 / 2			
ELIVERY 2 CHANGE		×		
laren SG	Delivery instructions (optional)	Number of copies 1		
fanchester United Ticket Office Inited Trading Estate	Type delivery instructions	bod		
Aanchester 416.0R1		* Required		
	0/2	00		
DD ANOTHER DELIVERY		750 copies in total		
D PACKAGING				
Each printer will use the suitable for the carrier	ir standard carton for this product, filled up t	o their safe weight per box, which is		
	This request is automatically			
← SPECIFICATION 45	saved in My quote requests	PRODUCT DETAILS →		

#### Name the Quote Request

The next steps are to complete the Product Details and name the quote request and assign to a folder if required.

All requests must confirm if the artwork contains content of a sensitive nature. If the answer is Yes, then the quote request will divert to the PMP Customer Support team, to establish the nature of the sensitivity, any additional steps required and they will liaise with the appropriate suppliers and provide pricing.

If the answer is No, then when the 'Request Quote' is selected, the specification will be submitted to the pricing engine.

Specification      Control Delivery and quantities      Product details	
What is your product name? Christmas Leaflets	~
What is your project name? I don't have a project name	~
Does your artwork contain content of a sensitive nature? No	^
No (this includes content designated as OFFICIAL)     Ves. my artwork contains sensitive information (commercially or market-sensitive information, and/or personal information about identifiable individuals).	
PLEASE NOTE     We are unable to process orders designated as SECRET or TOP SECRET.     GOVERNMENT SECURITY CLASSIFICATIONS GUIDE	
DELIVERY AND QUANTITIES     This request is automatically     saved in MX pupple requests     REQUEST QUO	tes →

#### **Quote Results**

The pricing engine will return results very quickly from all PMP suppliers who are able to produce the specification required.

Results are returned in lowest price order first but can sorted and filtered by:

- Price
- Delivery miles
- CO2 equivalent value
- Lead time
- Production method

NB. All quotes returned are valid for up to 30 days.

Cor Christmat	npare quc	otes		Quotes valid until 26/12/2021
27 quote(s) ready		Sort by	Total price (lowest first)	) Incl VAT
Filters CLEAR FILTERS		SUPPLIER Pblprint	LEAD TIME 3 working days	£310.54 excl VAT
E310 E402714	pbl.	CO2 EQUIVALENT 140.42 kg	TOTAL MILES	
Distance (i) 1 miles 275 miles				VIEW DETAILS CHECKOUT
Co2 equivalent		SUPPLIER Simmons Printers	LEAD TIME 3 working days	£350.42 excl var
Lead time (working days incL delivery)	Simmons	CO2 EQUIVALENT 223.69 kg	TOTAL MILES 214	
3 7  Production method  Litho Digital Wide format				VIEW DETAILS CHECKOUT