

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.

(RECOMMENDED PRE-SELECTED SPECIFICATIONS We have pre-populated a print specification for you based on the most common user requests for this product. However feet fire 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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✓ Finished size	A4 Oversized		^
Choose your finished siz	ze 🛈		
RECOMMENDED	A	A4	
A4 Oversized 305 x 215 mm	A5 Oversized 225 x 160 mm	A6 Oversized 160 x 115 mm	Custom
Paper weight Choose your paper weig 90 gsm	iht () 100 gsm	115 gsm	130 gsm
Paper weight Choose your paper weig 90 gsm 150 gsm	100 gsm 170 gsm	115 gsm 200 gsm	130 gsm 250 gsm
Paper weight Choose your paper weig 90 gsm 150 gsm RECOMMENDED 300 gsm	int ① 100 gsm 170 gsm 350 gsm	115 gsm 200 gsm 400 gsm	130 gsm 250 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.

	Specification	> Delivery and quant	Ities > Product details
Where would	you like your orde	er delivered to?	^
DELIVERY1 CHA	NGE	Delivery instructions (optiona	al) Number of copies "
Bramhall Stockport SK7 3ET		Type delivery instructions	1 'Required
			0 / 200
ADD ANOTHER DEL	IVERY		1 copies in total
PACKA Each p suitab	GING printer will use their sta le for the carrier.	ndard carton for this product, fill	ed up to their safe weight per box, which is

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	00
	250 copies in total
neir standard carton for this product, filled up t	o their safe weight per box, which is
	Pelivery instructions (optional) Please ring bell 16 / 2 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

116 ORJ	
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 Estate. Manchester, Greater Manchester, M16	
Manchester United Ltd. Unit 29, United Trading Estate. Manchester, Greater Manchester, M16	
Manchester United Ticket Office, United Trading Estate, Manchester Greater Manchester, M16	

CANCEL X



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Commonly used addresses can be added to an Address Book

Contact dotails		
Recipient *	Department, Floor	
Karen SG		
* Required		
Address		
Organisation		
Manchester United Ticket O	ffice	
Address line 1		
United Trading Estate		
' Required		
Address line 2		
Town		
Manchester		
Postcode		
M16 ORJ		
Save to address book		
	_	

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

DELIVERY1 CHANGE		×	
Jo Bloggs	Delivery instructions (optional)	Number of copies "	
Bramhall	Please ring bell	250	
Stockport SK7 3ET		* Required	
	16 / 2		
DELIVERY 2 CHANGE		×	
Karen SG	Delivery instructions (optional)	Number of copies 1	
Manchester United Ticket Office United Trading Estate	Type delivery instructions	boa	
Manchester		* Required	
	0/2		
ADD ANOTHER DELIVERY		750 copies in total	
PACKAGING Each printer will use th suitable for the carrier	eir standard carton for this product, filled up t	o their safe weight per box, which is	

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 C 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	npare quc	otes		Ouotes valid until 26/12/2021
27 quote(s) ready		Sort by	Total price (lowest first) VAT
Filters CLEAR FILTERS	. de	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 vat
Lead time (working days incL delivery)	Sprinters	CO2 EQUIVALENT 223.69 kg	TOTAL MILES 214	
3 7 Production method Litho Digital Wide format				VIEW DETAILS CHECKDUT