

## REVISED PROCEDURE FOR ORDERING ENVELOPES

### Introduction

A new procedure has been developed for the procurement of various NJIT printed envelopes. Paper Mart and Continental Envelope have agreed to supply various envelopes directly to each department via the Receiving Department (Tiernan). By providing a direct avenue for procurement, it is anticipated that lead time will be reduced.

### New Procedure

1. Issue a blanket purchase order (PO) to the vendor(s).  
The vendor(s) will not process an order without a valid purchase order.
2. The vendor(s) will print and deliver envelopes to departments.
3. The vendor(s) will send invoices, referencing the purchase orders, to NJIT Finance Office for payment.

At no time should the cumulative cost of the envelopes exceed those of the blanket order. In the event an order is placed that would put the cumulative total over the purchase order total, the vendors have been instructed to obtain approval from the Purchasing Department before processing the order. **Minimum order is 1000 envelopes.**

### Definitions

Please note the meaning of the following terms used in this text:

Generic envelope: Printed NJIT envelope without department name and/or indicia.

Custom envelope: Printed NJIT envelope with department name and/or indicia.

### Style

Only envelopes that conform to current templates will be printed. The Office of Communications must approve any envelope style that is different from the norm. The vendors will not process a change in style until it is confirmed by the Purchasing Department that the Office of Communications has approved the change.

### Pricing Information A (Generic Envelope)

The attached price sheet lists the various generic envelope types, quantity and delivered price per 1000. In the price field, CE denotes Continental Envelope and PM denotes Paper Mart. Some departments may have to create two blanket orders, one each to Paper Mart and Continental Envelope if more than one type of envelope is required. Please Note: Price quotes are for one-time delivery only – **NO** multiple deliveries.

## Pricing Information B (Custom Envelope)

**Paper Mart** prices are for both generic and custom envelopes. There is a \$10 lot charge for a plate change when the order is a combination of generic and custom envelopes.

The following is an example of a custom order:

When you order 5000 #10 White Wove, 2 Color, Custom

$$\text{Your cost} = \$22.05 \times 5 = \$110.25$$

The following are two examples of combination orders:

- Ex. 1 When you order
- a) 5,000 # 10 White Wove, 2 Color, Generic
  - b) 5,000 #10 White Wove, 2 Color, Custom
- combine a & b = 10,000 (if the same size, paper and color).

$$\text{Your Cost (use price for 10,000)} = \$20.30 \times 10 + \$10.00 = \$213.00.$$

- Ex. 2. When you order
- a) 2,500 #10 Window, 2 Color, Generic
  - b) 5,000 3<sup>rd</sup> Class, 2 Color, Custom
- combine a & b = 7,500 (if the same size, paper and color).

$$\text{Your cost (use prices for 7,500)} = (\$24.52 \times 2.5) + (\$22.05 \times 5) + \$10.00 = \$181.55$$

**Continental Envelope** prices are for generic envelopes only. For custom envelopes add \$15.00 lot charge.

The following are two examples of custom orders:

- Ex. 1 When you order 2,500 #10 Environment, 2 Color, Custom

$$\text{Your cost } (\$66.25 \times 2.5) + \$15.00 = \$180.61.$$

- Ex. 2 When you order
- a) 2,500 #10 Environment, 2 Color, Custom
  - b) 1,500 9 x 12 Booklet, 1 Color, Custom

$$\text{Your cost} = (\$66.25 \times 2.5) + (\$69.15 \times 1.5) + (\$15.00 \times 2) = \$299.36.$$

## Delivery

Fax or mail a release form to the vendors for the required envelopes. Delivery will be made in 10 business days after receipt of your release form.