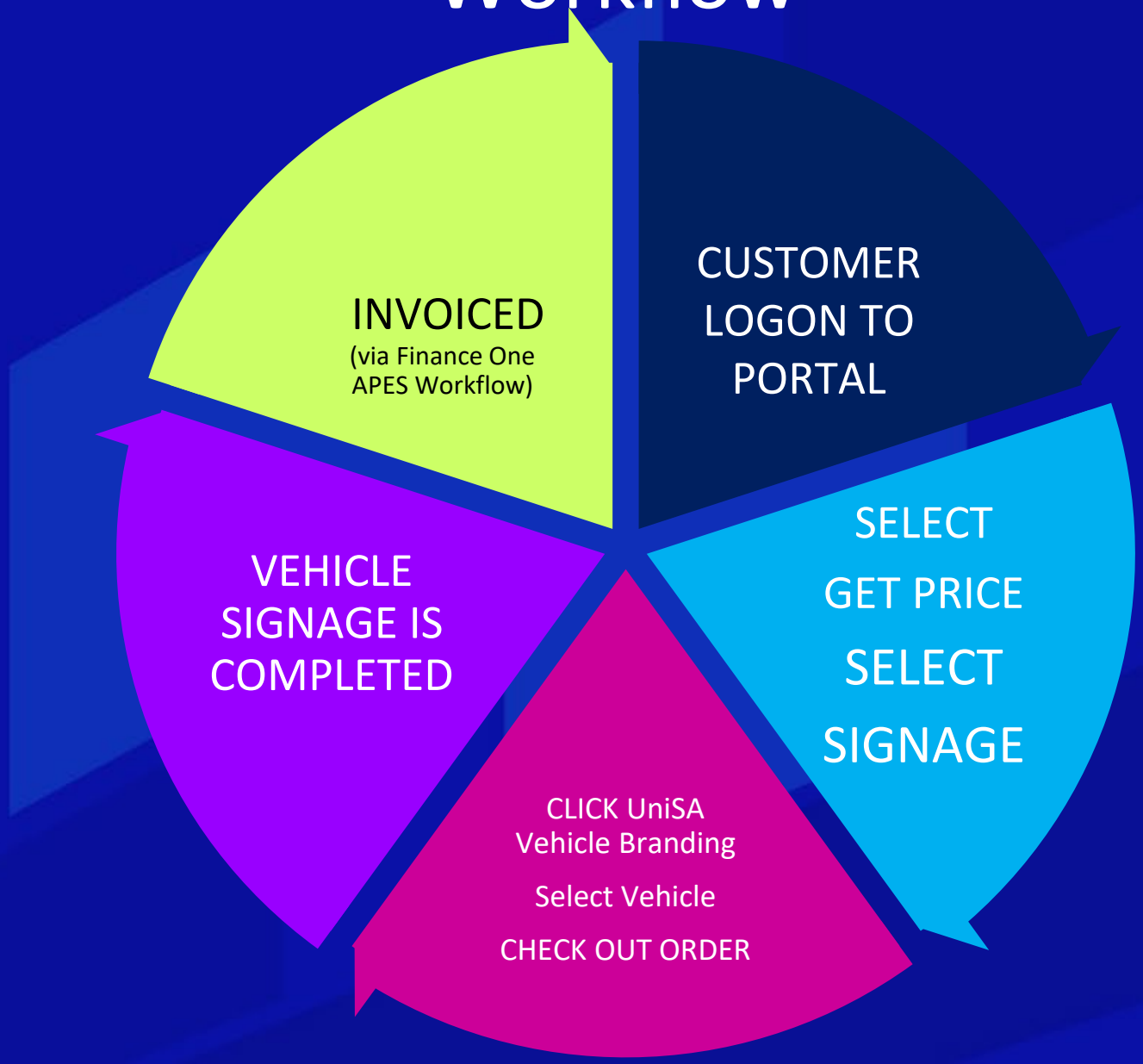
University of South Australia

UniPrint Portal

Ordering Vehicle Branding & Removing Branding

Get Price | Obtain Quote | Submit Order

Workflow


CUSTOMER LOGON TO PORTAL
SELECT
GET PRICE
SELECT SIGNAGE
CLICK UniSA Vehicle Branding
Select Vehicle
CHECK OUT ORDER
VEHICLE SIGNAGE IS COMPLETED
INVOICED
(via Finance One APES Workflow)

Recommended browsers

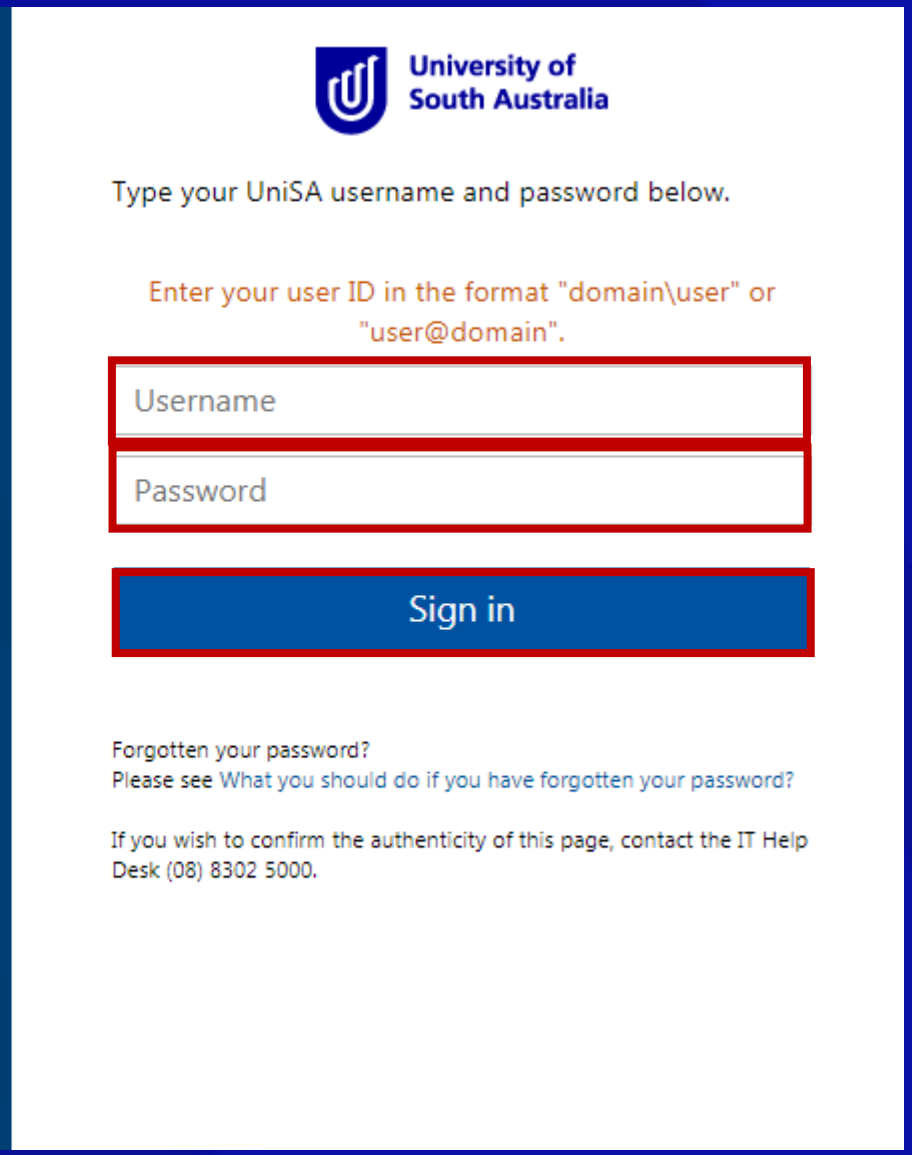
Copy the following link & save to your favorites

https://unisa.printiq.com/login.aspx

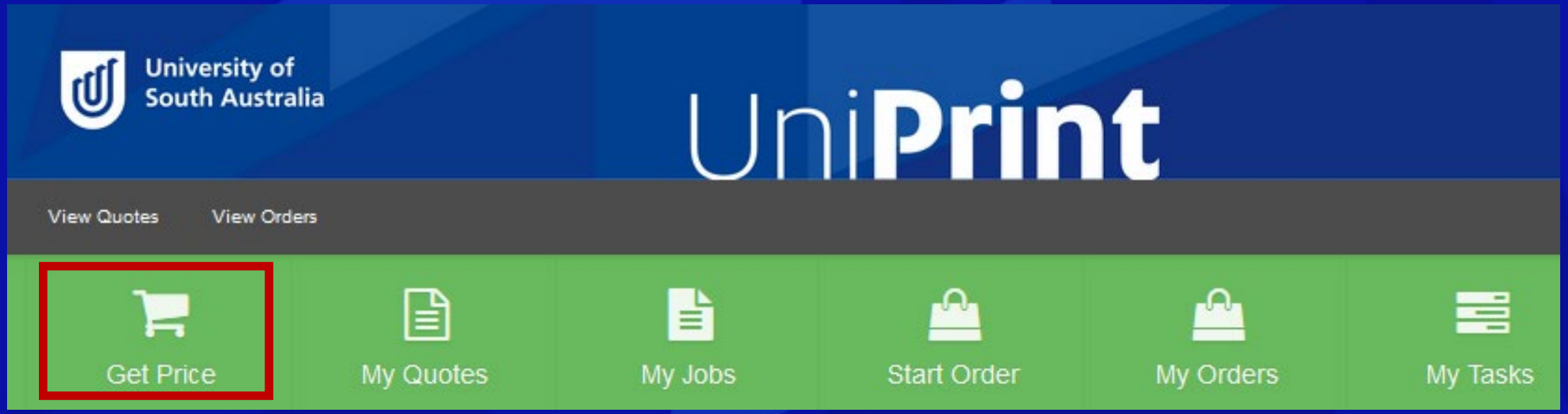
**Secure site: Ensure full link is used https://*

Login using your UniSA Login

- Username
- Password
- Click Sign In



Step 1 Click Get Price



Step 2 Click Signage

1 Select Product | 2 Freight | 3 Quote Details | 4 Checkout

- Corporate Stationery (9)
- Folded Brochures (3)
- Flyers (16)
- Posters & Corflutes (7)
- Saddle Stitch Books (20)
- Stapled Documents (2)
- Wire Bound Books (4)
- Course Folder (6)
- Banners & A-Frames (8)
- Mail Outs (8)
- Thesis (2)
- Signage (13)
- Examinations (2)

Corporate Stationery

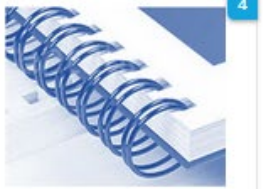
Folded Brochures

Flyers

Posters & Corflutes

Saddle Stitch Books

Stapled Documents



Wire Bound Books

Course Folder

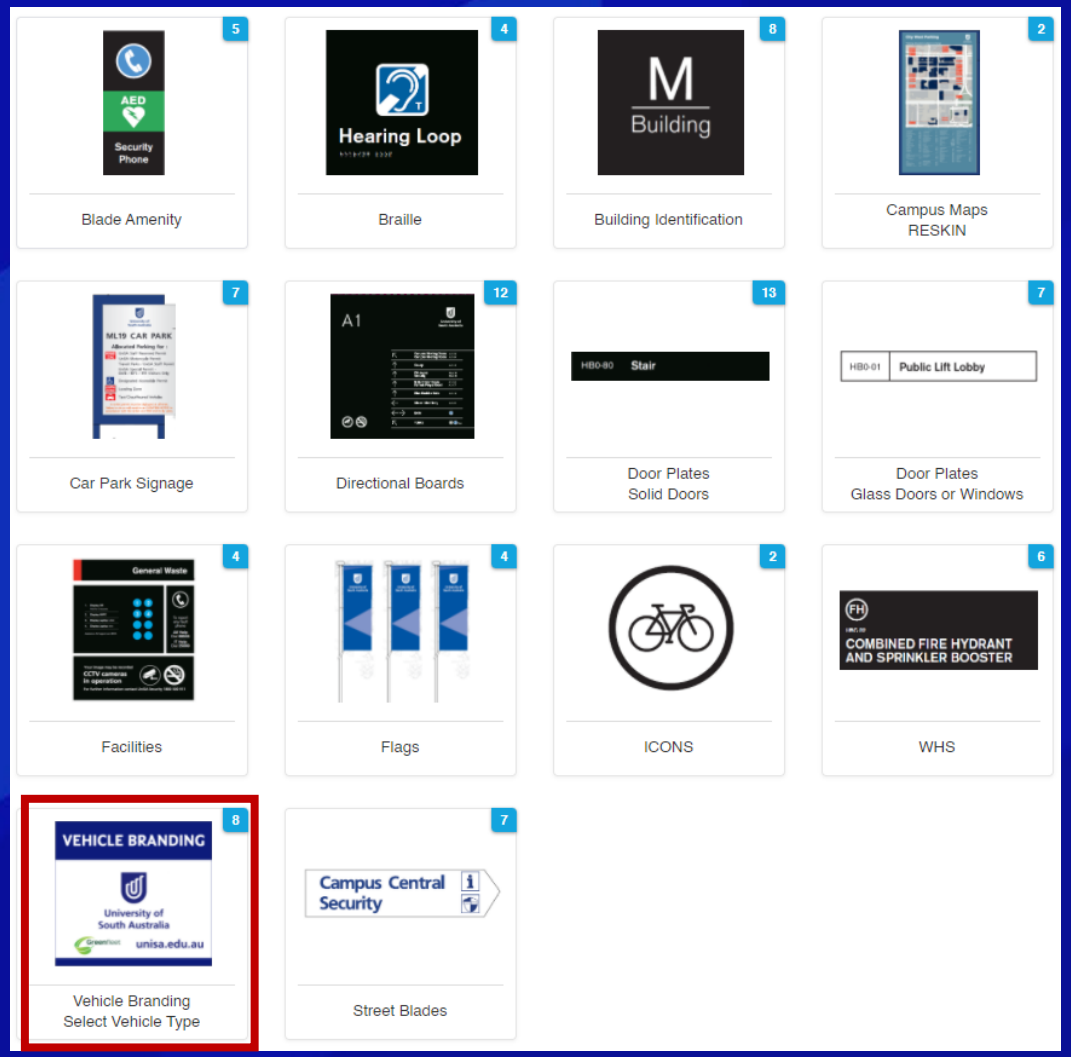
Banners
& A-Frames

Mail Outs

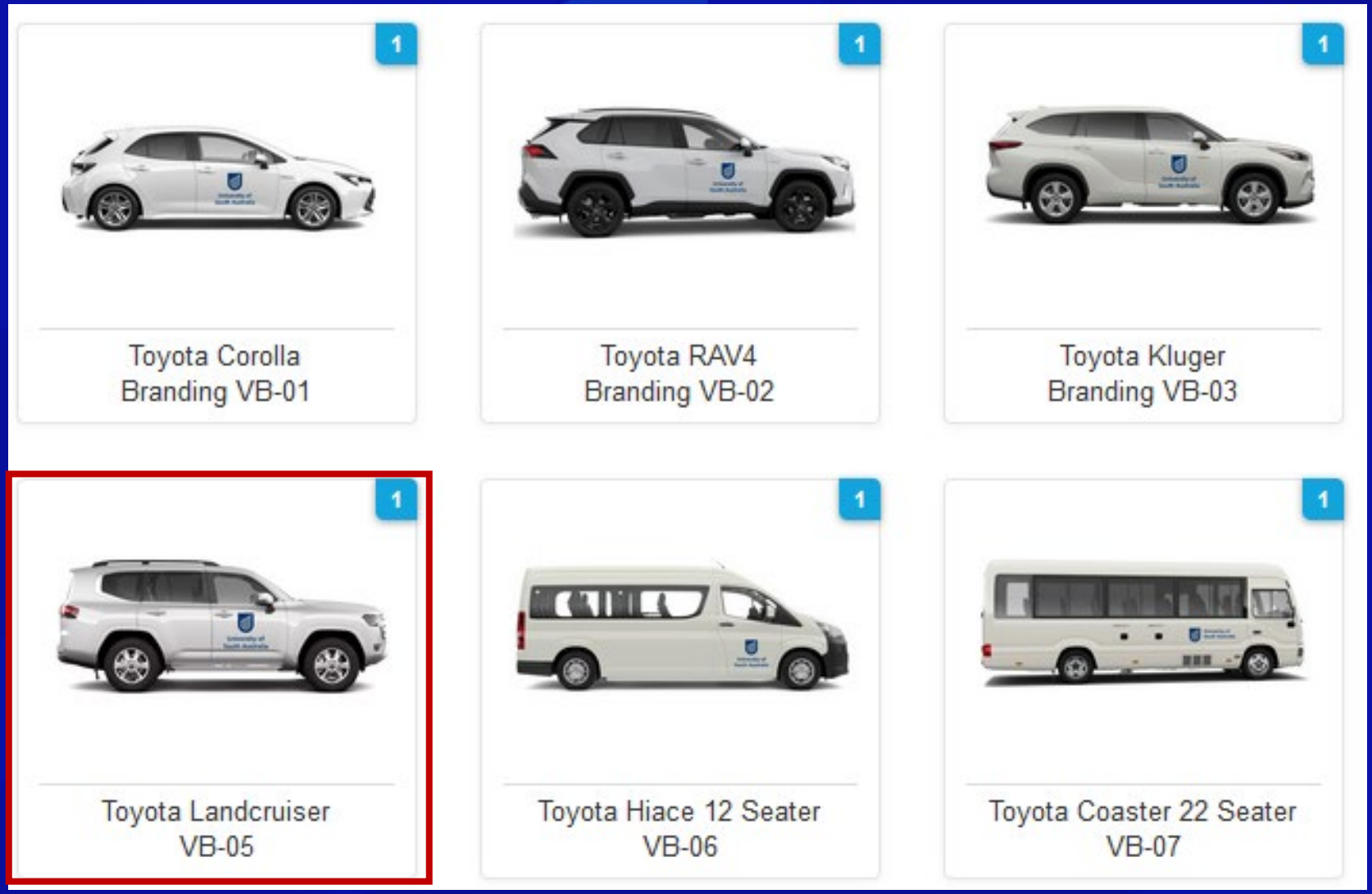
Thesis

Signage

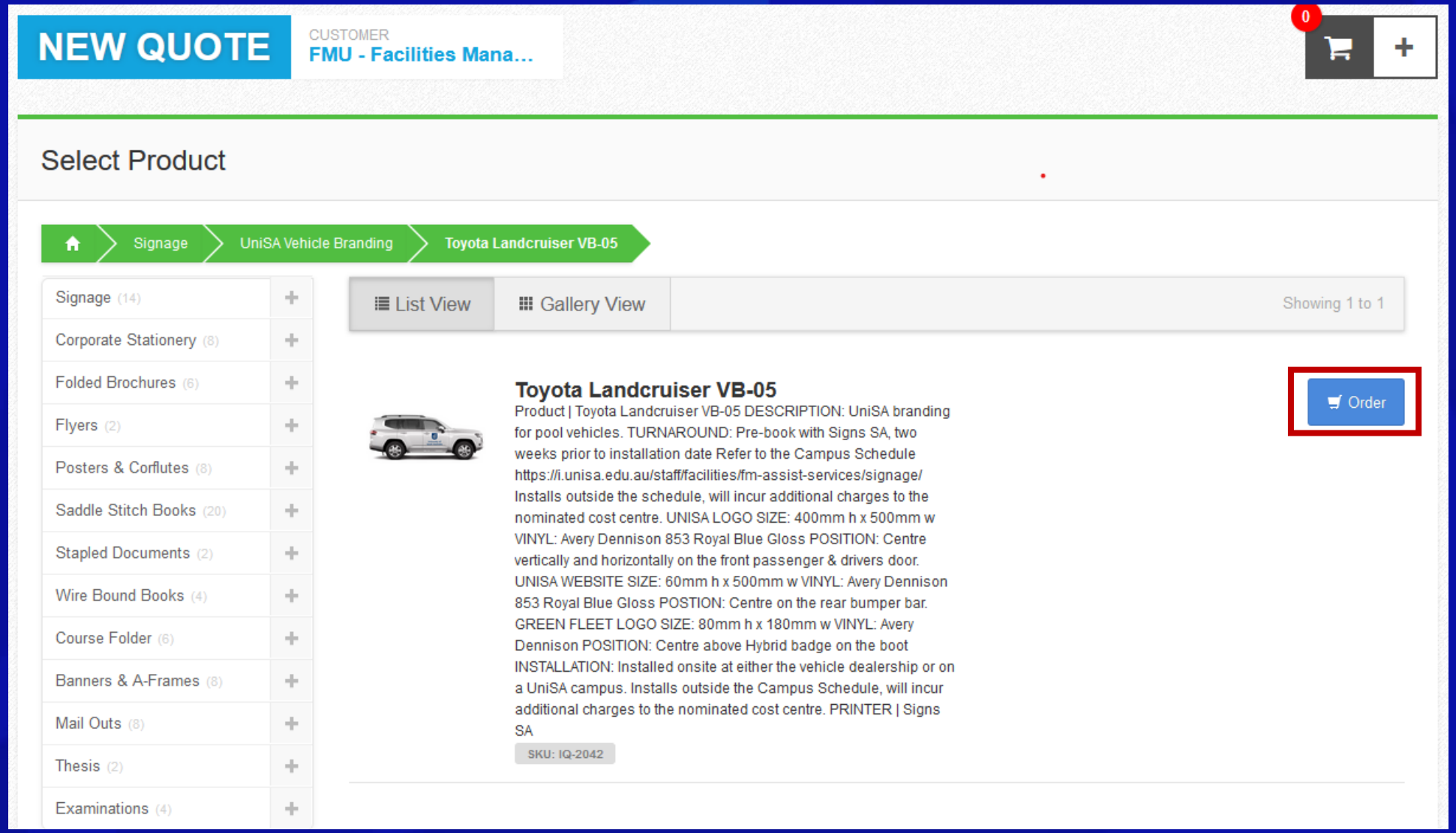
Step 3 Click Vehicle Branding Select Vehicle Type

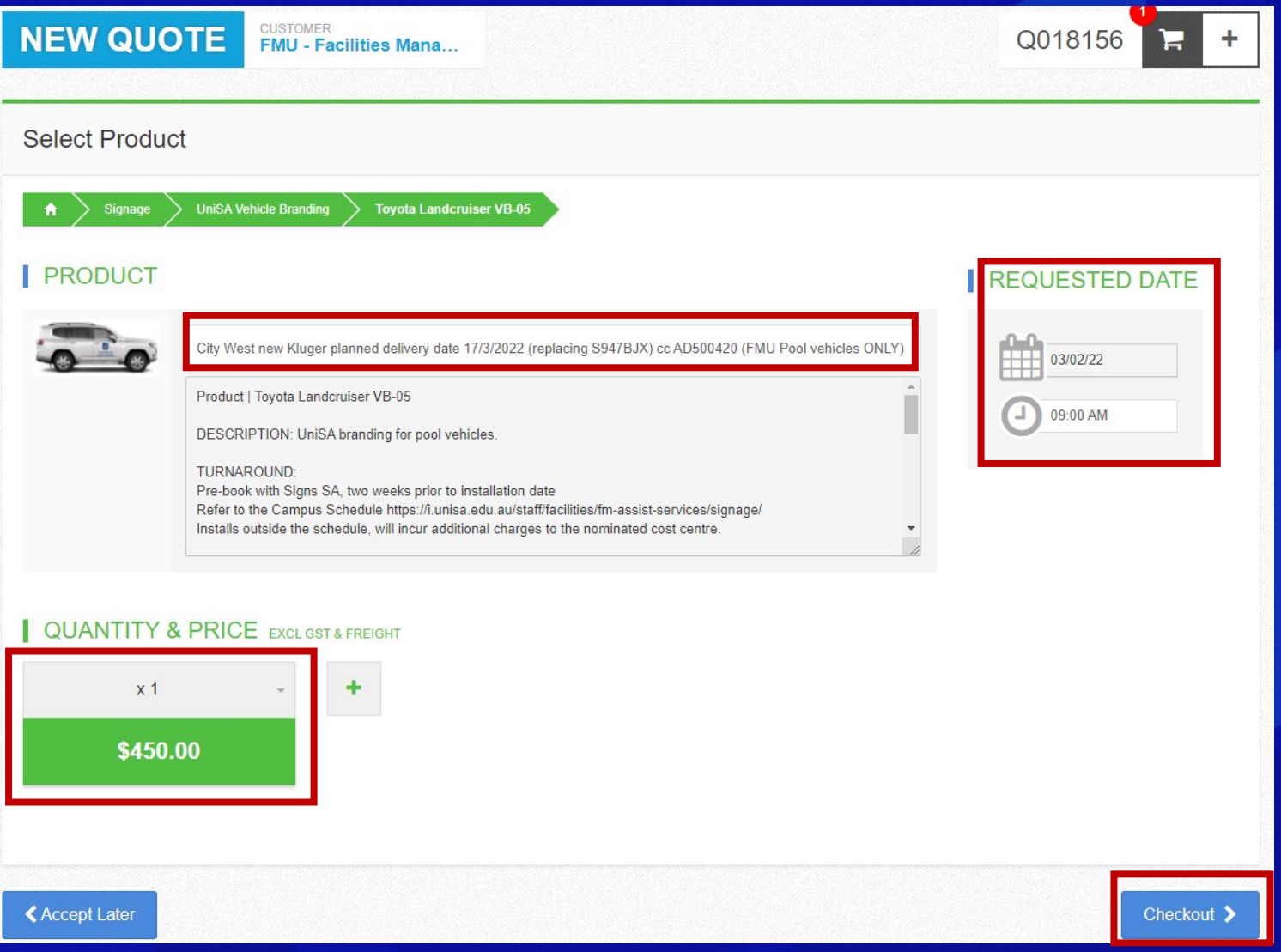


Step 4 Select the Vehicle required



Step 5 Click Order





Step 6

Enter details in **Job Title**
(Campus, Registration Number & Cost Centre)

Step 7

Enter the **requested date** fields
Refer to the Signage Installation Schedule
https://i.unisa.edu.au/staff/facilities/fm-assist-services/signage/

Step 8

Enter the Quantity as 1
* Quantity equals the number of vehicles to be branded

Step 9

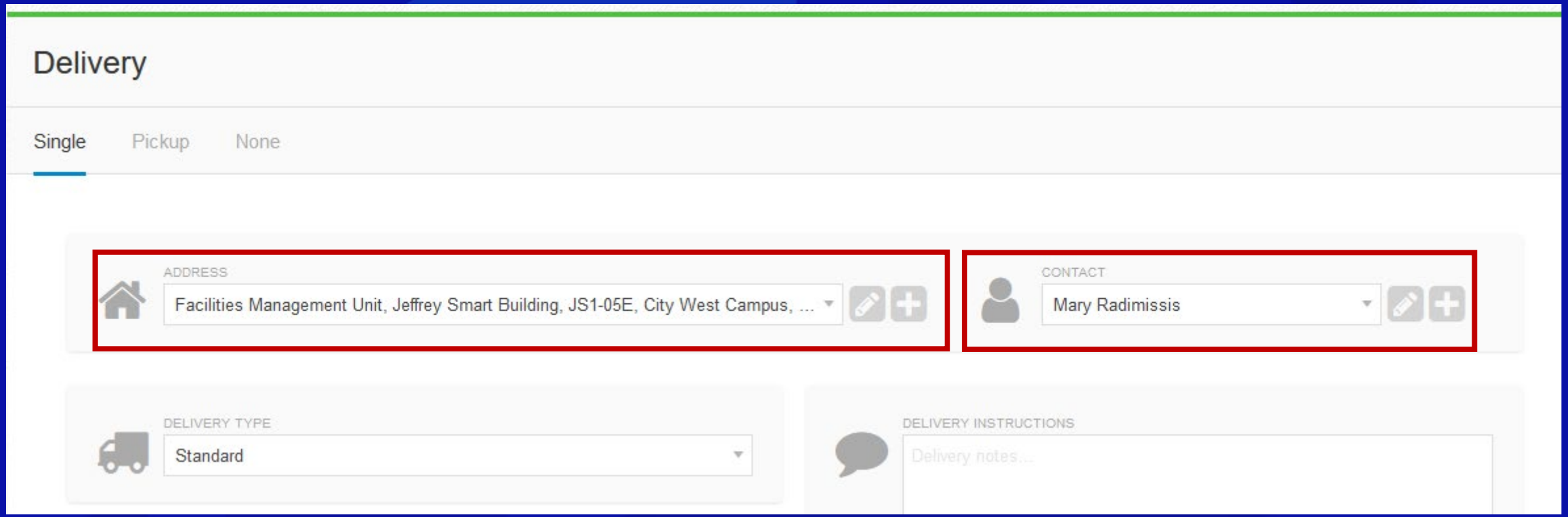
Scroll down and select Check Out

Step 10 Enter your Delivery Address

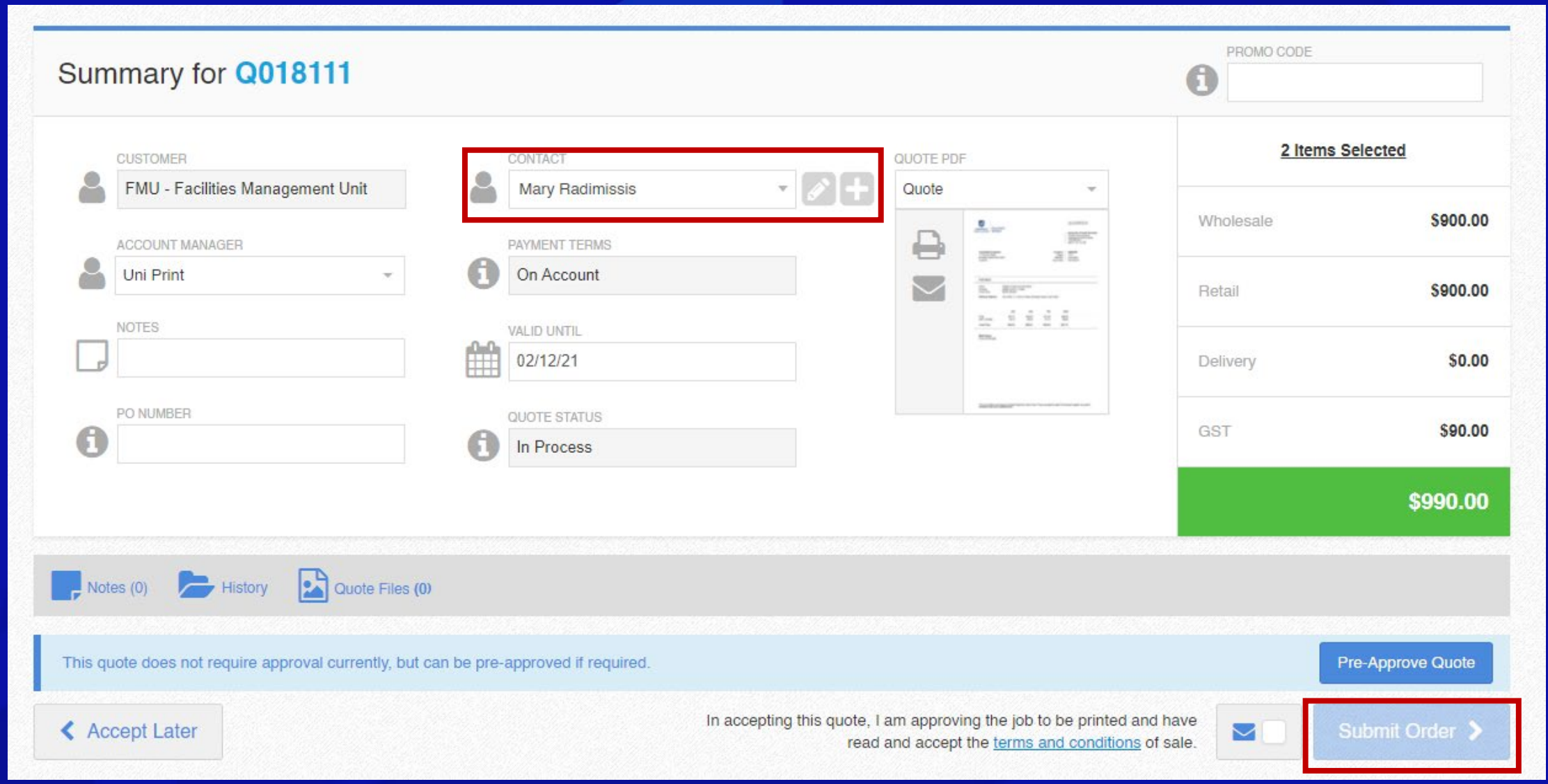
Click on the + and enter your details (First time using Portal)

Step 11 Enter the Delivery Contact

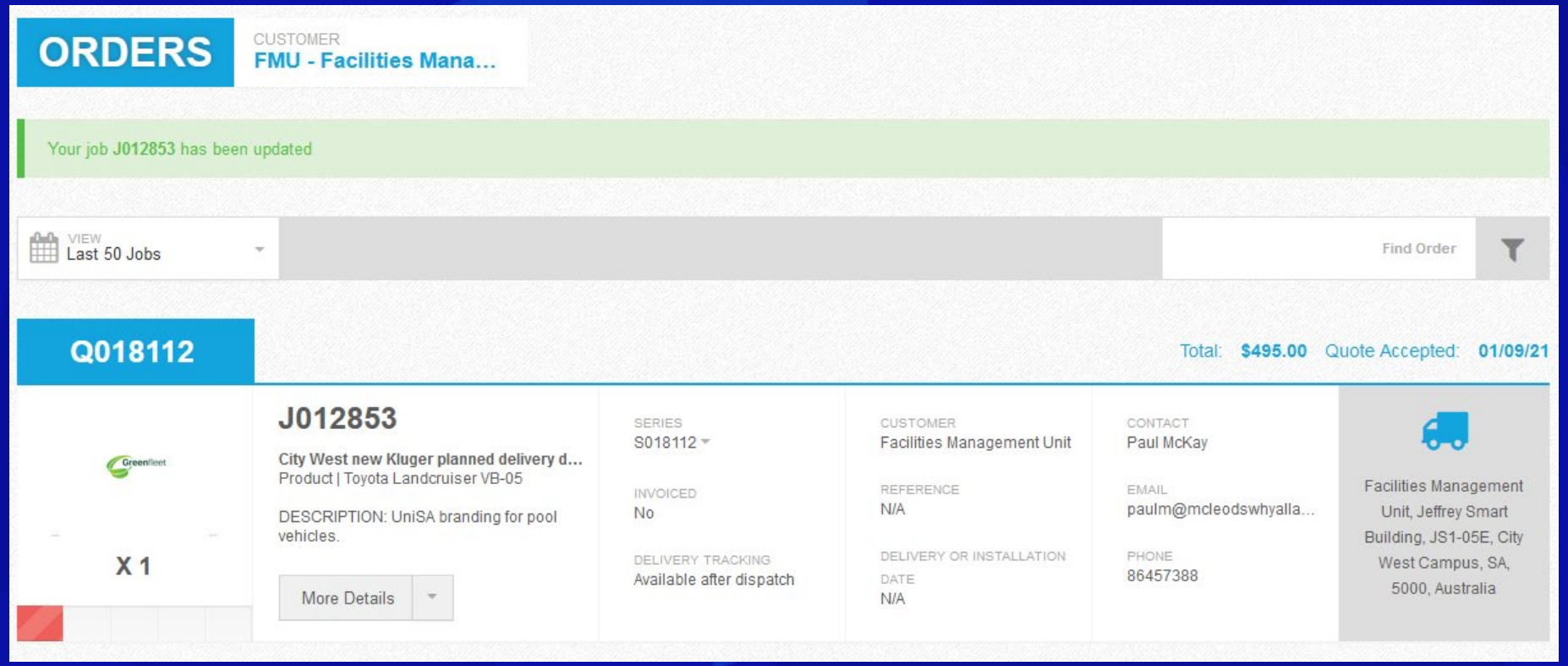
Click on the + and enter your details (First time using Portal)



Step 12 Enter Contact details
Step 13 Click Submit Order



UniPrint has now received the Order



Step 1 Remove Signage

1 Select Product | 2 Freight | 3 Quote Details | 4 Checkout

- Corporate Stationery (9)
- Folded Brochures (3)
- Flyers (16)
- Posters & Corflutes (7)
- Saddle Stitch Books (20)
- Stapled Documents (2)
- Wire Bound Books (4)
- Course Folder (6)
- Banners & A-Frames (8)
- Mail Outs (8)
- Thesis (2)
- Signage (13)
- Examinations (2)

Corporate Stationery

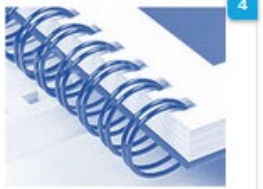
Folded Brochures

Flyers

Posters & Corflutes

Saddle Stitch Books

Stapled Documents



Wire Bound Books

Course Folder

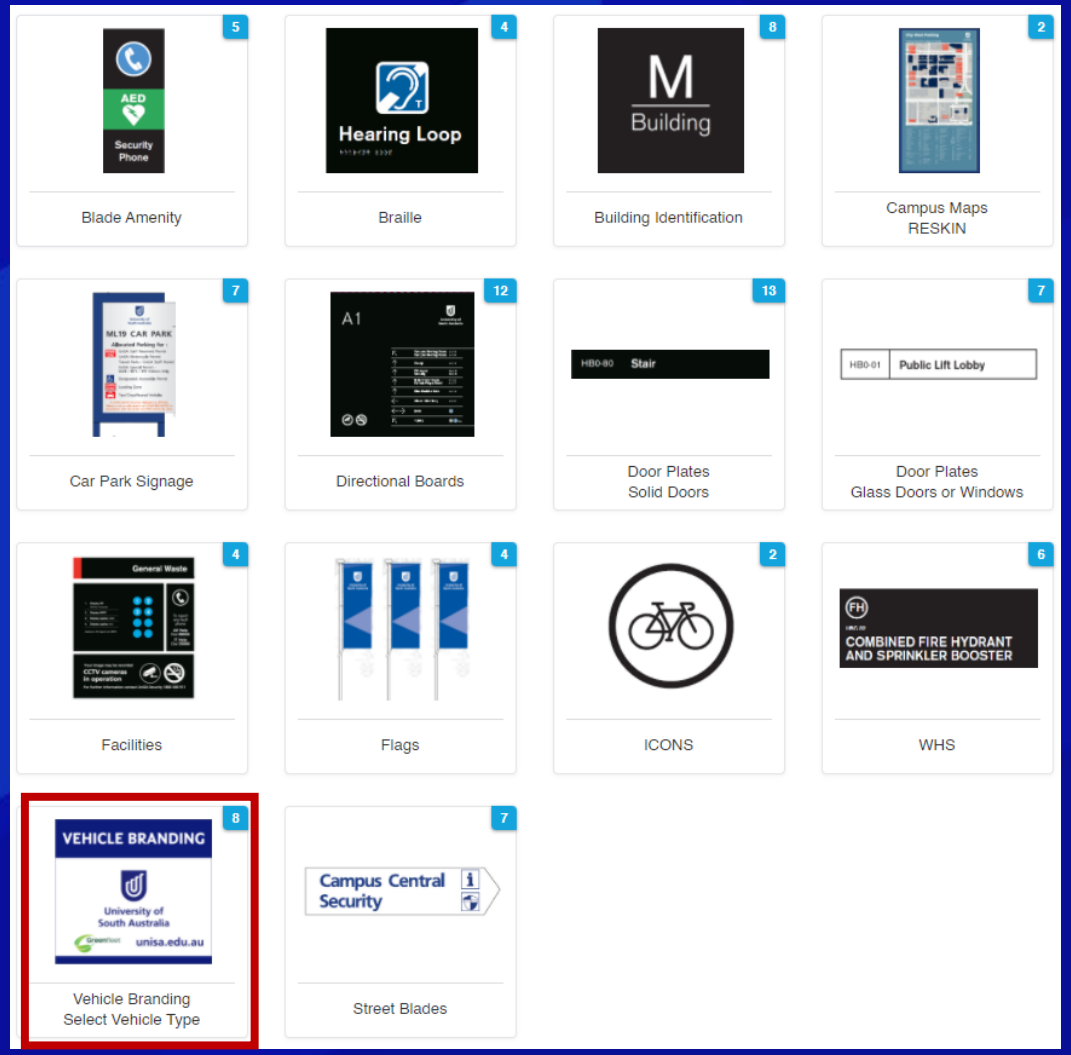
Banners
& A-Frames

Mail Outs

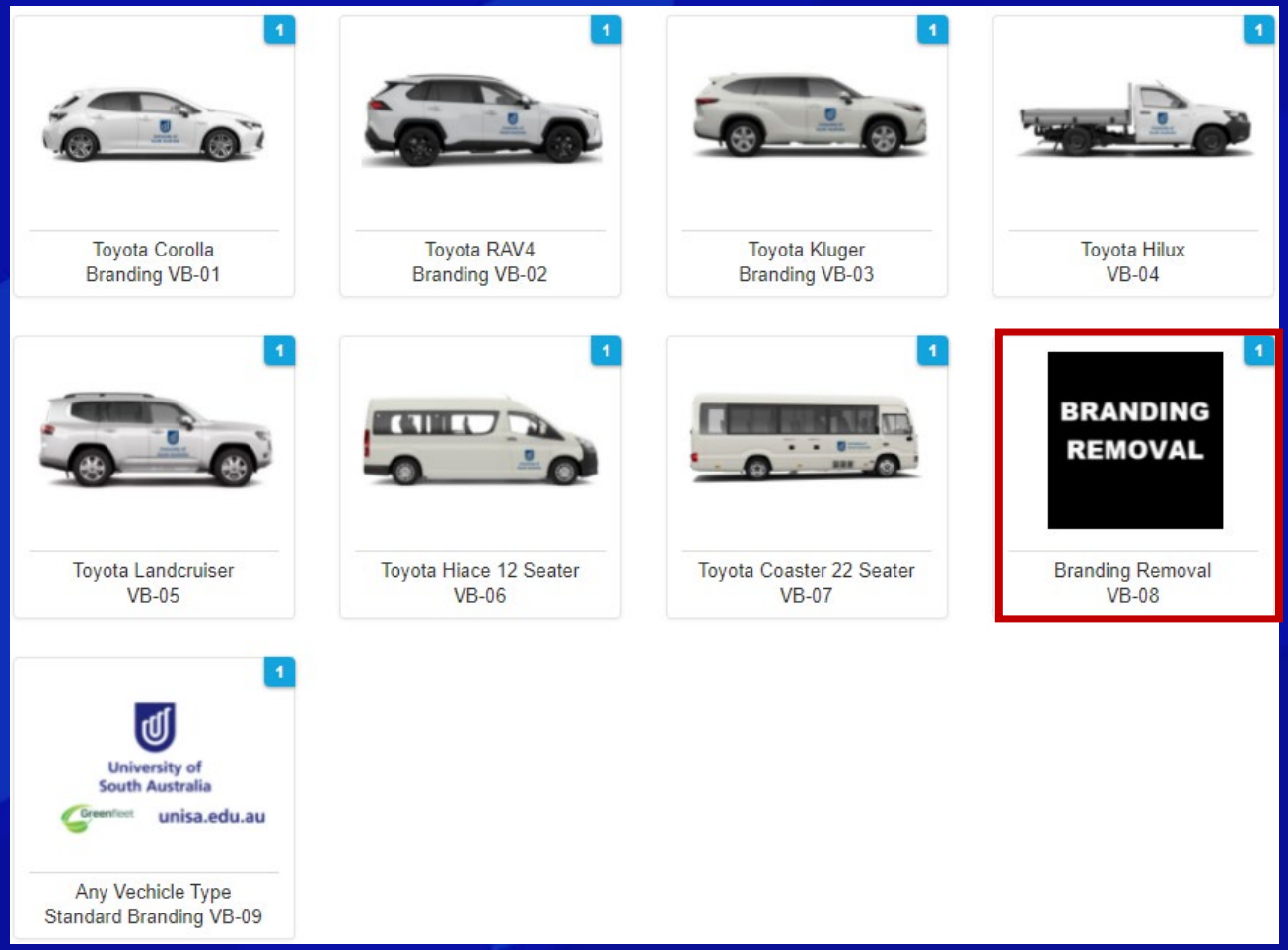
Thesis

Signage

Step 2 Click Vehicle Branding



Step 3 Click Vehicle Branding Removal



Contact UniPrint

T: 8302 6966

E: uniprint@unisa.edu.au

Maria Bonfiglio| Customer Support Officer
T: 8302 1359
E: maria.bonfiglio@unisa.edu.au

Trevor Murch-Lempinen | Senior Customer Support Officer
T: 8302 1927
E: trevor.murch-lempinen@unisa.edu.au

Lisa Welsh | UniPrint Coordinator
T: 8302 1350
E: lisa.welsh@unisa.edu.au