

CASTLE PRESS ORDERING AND GUIDELINES

To order your business cards and stationery for UCLA Health and its hospitals, go to the [Castle Press online ordering site \(https://www.castlepress.net/uclahealth\)](https://www.castlepress.net/uclahealth). You will find a variety of templates to use, all consistent with the official graphic identity system for UCLA Health. You will need to obtain a Purchase Order from Purchasing to complete the order.

How to request PO in EMPAC:

- 1) Enter EMPAC requisition to obtain a PO [See Formulary List for EMPAC #](#)
 - Item: Description of item or order number
 - Enter QTY, UOM, and cost
 - Item Description: Name of person or dept.

(Note: Directions above are for Special items "X" type not on formulary. Formulary items will automatically populate the item description, UOM and cost will default after adding lines.)

Reminder: Please add recipients of business cards names to, *Comments to Print on Headers on Internal Documents*, when entering formulary item-EMPAC#. This selection is located in the "add comment" section on the header tab, once the requisition has been successfully added.
- 2) To locate a PO# and requisition date approved, use **RQ44.2** in EMPAC.
- 3) After the PO is obtained, complete the order via the Castle Press website (<https://www.castlepress.net/uclahealth>). Log in or register to create custom stationary.
- 4) Create custom order and save a copy of proof for your records.
- 5) **Check out:** If you have multiple items, click on **Add another item** to receive one order number.
- 6) Select: **UCLA Health EMPAC Purchase order** and enter the purchase order numbers only (ex. 1234567) for payment method and click **Process Order/Checkout**.
 - You will receive an automatic email confirming your order is **pending approval** from UCLA Purchasing Department.
 - Allow one business day for approvals. Please follow up with Purchasing if approval is not received with 1-2 business days.
 - After the order is approved, a second automated email advising approval, changes, and/or cancellations, along with ETA of delivery.
 - Orders deliver every Wednesday, one week after approval, unless otherwise advised. Approval email will provide the delivery date. Status of order and confirmation is on PO20 internal comments.

NOTE: Purchase orders will remain open through the month they are created. At the end of each month, purchase orders still pending approval will be cancelled. Requesters will receive a courtesy prior to cancellation.

Castle Press Customer Support: 626-710-1049

UCLA Procurement Support: Kristina Martin 310-794-0146, Lupe Andrade 310-794-0108, Jessica Barona 310-794-2424

[See Formulary List for EMPAC # PAGE 2](#)

CASTLEPRESS: EMPAC Formulary Items:

EMPAC FORUMARY #	TEMPLATE DESCRIPTION	COST
310269	LETTERHEADS	\$53.50
310270	ENVELOPE W/O WINDOW	\$55.00
310271	ENVELOPE W/ WINDOW	\$58.00
692348	U CARD BUSINESS CARD HOLDER GENERIC INSIDE	\$35.00
303204	BUSINESS CARD- GENERIC 250QTY/BX (4 LINES- NO EMAIL OR WEBSITE)	\$25.00
692349	BUSINESS CARD- 250QTY/BX	\$35.00
692350	BUSINESS CARD- 500QTY/BX	\$55.00
692351	BUSINESS CARD- 1000QTY/BX	\$85.00
692352	APPOINTMENT AND SPECIALTY CARDS	\$35.00
692353	U CARD BUSINESS CARD HOLDER W VISION STATEMENT INSIDE	\$43.00
692354	10 SYMPATHY CARDS W UCLA HEALTH ENVELOPES CANDLES	\$20.00
692355	CELEBRATING U CARD (FITS A7 ENVELOPE NOT INCLUDED)	\$180.00
692356	U MATTER A2 GET WELL CARD	\$250.00
692357	POCKET FOLDER - BLUE (PFHS-B)	\$277.00
692358	POCKET FOLDER - GOLD (PFHS-Y)	\$277.00
692359	U CARD BUSINESS CARD HOLDER W VISION STATEMENT INSIDE	\$43.00