STRATEGIC OFFSET PRINT PROGRAM (SOPP)

PROGRAM OVERVIEW

The Strategic Offset Print Program (SOPP) has been designed as a tool to assist communications professionals as well as administrators in placing offset print/mail projects and maintain compliance with University Procurement guidelines. The suppliers selected for the program have been pre-qualified through a competitive bid process to offer a broad range of capabilities and maintain the high standards of quality and service the university requires.

The web based interface provides you with:
- Tutorials are available on the main menu
- Easy to complete forms to assist you in completing your print or mail specifications
- The ability to store your specifications and allows you to retrieve previous quote information to populate a new quote request
- A message board to communicate to all suppliers at the same time
- Email notices for any actions to your quote
- The ability to place direct orders with participating vendors for projects under $10,000.00
- Automated competitive quotes provided for your review and selection
- Final approval must be made by the ePro Req User within your department
- The ability to bill using ShortCode(s)
- The system creates a requisition once a project is awarded to a supplier
- Purchase orders are generated by the system so you can monitor your print spend in M-Pathways
- The ability to allow your co-workers to view your projects

This is a valuable tool for anyone responsible for placing offset print or mailing projects. Feel free to send us feedback on how the program is working for you at:

ManagedOffsetPrinting@umich.edu

Please see link below to view website:

https://mbiz.bf.umich.edu/procurementapp/printingsvcs/offset_login.cfm