



UoA Print Portal

Step 1

Go to www.abdn.ac.uk/uopaprint


Step 2

Scroll down slightly and you will see the list of print categories, which are our standard items that you can choose from.


If you want to have something printed, that is not on the standard list you will need to go to the **Bespoke Enquiry** option. Instructions for that section are on [page 10](#).

Print Categories


Quick access to the print essentials students, staff and departments order most.




Posters & Canvas →




Business Cards →




Flyers →




Leaflets →



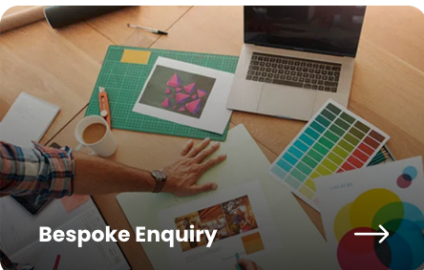
Booklets →




Pull-Ups →



Postcards →



Bespoke Enquiry →



View All Products →

Step 3

Select which print category you want to select first. Please be aware that you can add multiple items to your basket, it doesn't have to be one product per order.

Step 4

Every item has a very similar process to ordering, in this instance we will choose posters & canvas.

Step 5

You will see a button that says **Select Option** - click on that to proceed to the next page.

The image shows a two-part screenshot of the University of Aberdeen print portal. The left part shows a search result for '1 products found'. It features a product card with an 'UPLOAD ARTWORK' icon, a '2 working days' badge, and a preview of a poster titled 'Your Future Your Journey Your Choice'. Below the preview, it lists 'UNIVERSITY OF ABERDEEN', 'Printed Poster/Canvas - Single', 'PRODUCT CODE: M-POSTER/CANVAS', 'Category Posters & Canvas', and 'Price From £13.54 incl. VAT'. A 'Select Option' button is at the bottom of the card. A large red arrow points from this card to the right part of the screenshot. The right part shows the product details page for 'Printed Poster/Canvas - Single'. It includes the same 'UPLOAD ARTWORK' icon and '2 working days' badge. The product title is 'Printed Poster/Canvas - Single' with category 'Posters & Canvas'. The price is 'Price From £13.54 / EA incl. VAT' with manufacturer 'Langstane'. The description states: 'Looking to create eye-catching displays around campus? Our A0 posters are printed on premium 180gsm paper with a professional matt finish that brings your content to life. Whether you're Show More'. It shows 'Product Code: M-POSTER/CANVAS', 'Select Product Material' (dropdown), 'Select Product Size' (dropdown), and a list of features: 'Premium 180gsm paper stock for professional quality', 'Stunning matt finish for vibrant colour reproduction', 'Large A0 format - perfect for high-visibility displays', 'Ideal for events, notices, presentations, and promotions', and 'Quick and easy ordering - upload your design and go!'.

Step 6

On this page you can be more specific with what you want your order to look like. Again using the example of posters, you can choose the finish and the size you want your poster to be.

Obviously depending on the size, finish and quantity your price will change but you will see this on the page and when you add the items to your basket at the next step.

The screenshot shows a product page for a 'Printed Poster/Canvas - Single' from the University of Aberdeen. The page includes a product image, a '2 working days' badge, and a 'Price From £13.54 / EA' (incl. VAT, Manufacturer Langstane). A description states: 'Looking to create eye-catching displays around campus? Our A0 posters are printed on premium 180gsm paper with a professional matt finish that brings your content to life. Whether you're Show More'. Below the description are two dropdown menus: 'Select Product Material' and 'Select Product Size'. A list of bullet points follows: 'Premium 180gsm paper stock for professional quality', 'Stunning matt finish for vibrant colour reproduction', 'Large A0 format - perfect for high-visibility displays', 'Ideal for events, notices, presentations, and promotions', and 'Quick and easy ordering - upload your design and go!'. Two callout boxes are connected to the dropdown menus by red lines. The first callout, titled 'Select Product Material', lists four options: 'Select an option' (checked), '180gsm Matt Finish (Most Popular)', '200gsm Silk Finish', and '180gsm Matt Finish with Lamination Canvas (Ideal for travelling)'. Below these are two bullet points: 'Premium 180gsm paper stock for professional quality' and 'Stunning matt finish for vibrant colour reproduction'. The second callout, titled 'Select an option', lists five size options: 'A0 - 841 x 1190 (Most Popular)' (checked), 'A1 - 594 x 841', 'A2 - 420 x 594', 'A3 - 297 x 420', and 'A4 - 297 x 210'. Below these are two bullet points: 'Ideal for events, notices, presentations, and promotions' and 'Quick and easy ordering - upload your design and go!'.

Step 7

Once you've set out the elements of the product, you can then decide on the quantity and then add those items to your basket.



Select Product Material **180gsm Matt Finish (Most Popular)**


180gsm Matt Finish (Most Popular) ▾

Select Product Size **A0 - 841 x 1190 (Most Popular)**

A0 - 841 x 1190 (Most Popular) ▾

- Premium 180gsm paper stock for professional quality
- Stunning matt finish for vibrant colour reproduction
- Large A0 format - perfect for high-visibility displays
- Ideal for events, notices, presentations, and promotions
- Quick and easy ordering - upload your design and go!

 1 

 Add to basket

In the top right of your screen, you will see your current cost. This will change automatically as you add or remove items.

 ▾

Hi, Craig

 £13.54 


Step 8

If you're happy that you've added all that you want to order to your basket, you can click on the basket icon as shown on step 7 and you will be able to see the items you've ordered.

This basket will stay the same, even when you leave the site. The only time that your basket will empty is if you remove all the items or you place an order.

Basket

Print basket Save basket Proceed to checkout

Name	Price	Total	Quantity
 Printed Poster Size A0 180gsm Matt Finish - Single Poster Product Code UNIV00001 Pack Size EA Upload Attachment Upload Artwork 2 working days	£11.28	£11.28	- 1 + Remove

Clear basket

Basket subtotal £11.28
VAT £2.26
Order Total £13.54

Save basket

Proceed to checkout

Please remember that just because it is an internal order you are raising your price MUST include the VAT.

Step 9

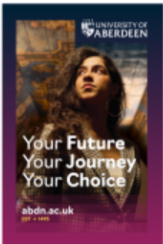



We would recommend before you proceed to the checkout, at this moment, you go and raise your **internal order to IT Services**. **UOAP numbers are no longer required**, just the name of who the order is for is sufficient as a reference.


If you are paying for the items yourself and not through the school/department then you can proceed to checkout, where you will be able to pay by PayPal or Credit Card.

Step 10

Now you've got your internal order number organised, or are ready to pay. You will now need to upload the print ready file for your assets.

Click on the **Upload Attachment** button (this will turn orange when selected) and you will then be asked to upload your files.

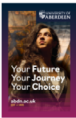




Name	
	Printed Poster Size A0 180gsm Matt Finish – Single Poster Product Code UNIV00001 Pack Size EA
	
	



Drag and drop or click here to upload attachment.

Allowed file types: .png,.jpg,.jpeg,.pdf,.csv,.xls,.xlsx,.txt,.ai,.psd,.webp

If all going well, you will see an attachment is referenced next to the product you have uploaded the artwork with.

Name	Price	Total	Quantity
 Printed Poster Size A0 180gsm Matt Finish – Single Poster Product Code UNIV00001 Pack Size EA	£11.28	£11.28	- 1 + 
			
			



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Step 11

The next step is to choose the delivery address for your assets to be sent to. As shown in the screengrab below, if you can't find your address straight away, you can search for it.

There is also a delivery note box, where you can put additional information such as contact number or alternative drop off location if the office/location is closed at time of delivery.

The screenshot displays two side-by-side panels. The left panel, titled 'Delivery Details', contains a 'Delivery Address' section with a 'Saved Addresses' dropdown menu currently showing 'Select an Address'. Below this is an 'Add Delivery Note' section with a large empty text box. A red text prompt reads: 'Can't find your address? Please use the search bar to find your address using the post code.' Below the text box is another 'Delivery Address' section with a 'Saved Addresses' dropdown menu and a 'Search Address' input field. A red arrow points to the 'Search Address' field. At the bottom of this section are two bullet points: 'Logged in 'On Account' users - please select your delivery address from the drop down menu' and 'Collection Orders - please select from one of the collection addresses'. A dark blue 'Continue' button is at the bottom of the panel. The right panel, titled 'Order Summary', shows '1 product in your basket'. The product is 'Printed Poster Size A0 180gsm Matt Finish - Single Poster' with a price of £11.28. Below the product details is a table with 'Subtotal' at £11.28 and 'VAT' at £2.26. A dark blue bar at the bottom of the table shows 'TOTAL' at £13.54. Below the table, there is a note: 'Please note that all goods are supplied on a standard three-day lead time.' and 'For collection orders, our Langstane Print Department will contact you directly once your items are prepared and ready to collect.' A final note states: 'Delivery orders will be dispatched as soon as they become available.'

Step 12

Once you have selected your address, you will be met with Delivery Options - again, you can just click continue as there is no charge for delivery to the University sites.

Step 13

The next step is the review and pay section. If you've reached this point you should have raised your internal order and this can be put into the section under **University IO Number**. As mentioned before, if you are paying yourself then choose either PayPal or Credit Card.

Review & Pay

Order Note

University PO Number

Enter University of Aberdeen's 7-digit Internal Order Number starting with the number 40 to ensure correct internal processing and approval. Otherwise please pay directly by credit card or PayPal

If you have any special instructions, please add these in the order notes field

Orders can be paid for using the following options

- University Purchase Order - please only use this option if you have a pre authorised 7 digit University of Aberdeen purchase order number (starts with a 4)
- PayPal - please use this option if you are paying for goods with your own money
- Stripe - please use this option if you are paying for goods with your own money

Please select the appropriate payment option below

Choose Payment Method

Select - University Purchase Order

Place Order

Select - Paypal

Select - Credit Card

Order Summary

1 product in your basket

Printed Flyers Full Colour A5 on 160 gsm Single Sided Silk Finish 500 flyers

1 Product | Product Code: UNIV00114
| Cost Centre: PRINT01

[Upload Artwork](#) [3 working days](#)

£48.00

Delivery Free Delivery

Subtotal	£48.00
Delivery	FREE
VAT	£9.60
TOTAL	£57.60

Please note that all goods are supplied on a standard **three-day lead time**.

For **collection orders**, our **Langstane Print Department** will contact you directly once your items are prepared and ready to collect.

Delivery orders will be dispatched as soon as they become available.

University PO Number

Enter University of Aberdeen's 7-digit Internal Order Number starting with the number 40 to ensure correct internal processing and approval. Otherwise please pay directly by credit card or PayPal



Step 14

Last step is very simple and that's just to make sure you have double checked your order, and your order number is correct and then press **Place Order**.

Select - University Purchase Order

Place Order

You will receive confirmation of your order and when it has been delivered a further notification that your order has been delivered and a photo etc as evidence.

If you have any problems or issues with the portal or ordering, please e-mail uoaprint@abdn.ac.uk or **phone x7053** and we will help you as much as we can.

Bespoke Enquiry

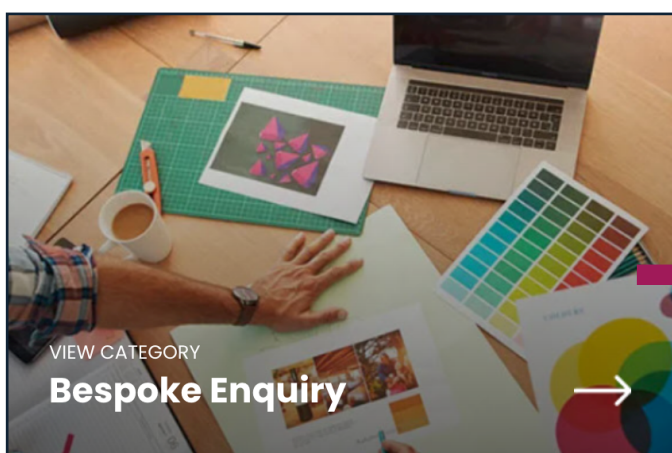
Step 1

If you are wanting to order something that is not in the standard items, or there might be a quantity that is not listed then you can go through the bespoke enquiry option.

Step 2

When you go into the Bespoke Enquiry, you will be met with a list of questions to help with getting a correct quote to you for the items you wish to be printed.

Please give as much information as you can, and if you have the artwork or a photograph to assist them in the quote, then upload that too.



UoA - Other Printed Material

Name

Email

Telephone

Product Type *

Quantity *

Finished Print Size *

Artwork Supplied * Yes No

Date Required *

Stock To Be Printed On *

Stock Type * Gloss Silk Matte

Folded * Yes No

Printed Both Sides * Yes (Double Sided) No (Single Sided)

Other (please give as much information as possible)

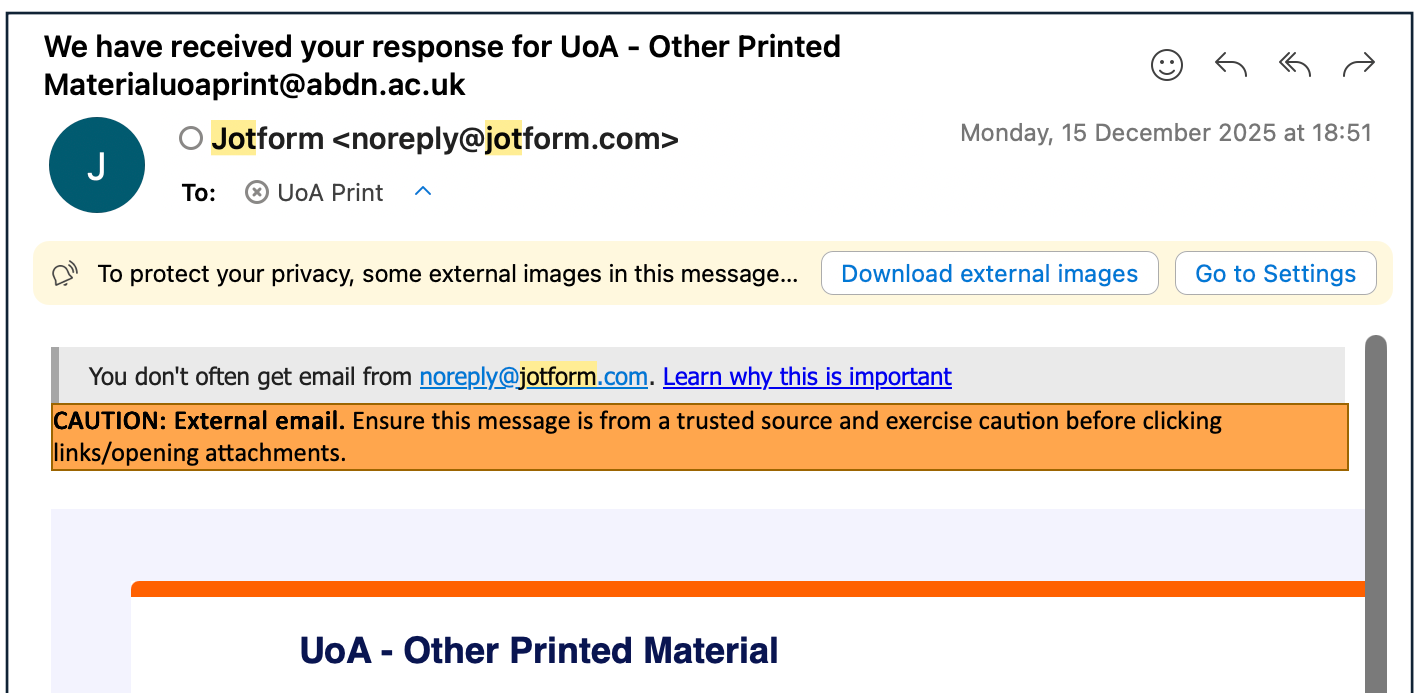
File Upload

Thank you for getting in touch!

Step 3

You will receive confirmation from **Jotform** (noreply@jotform.com) of your query, and it show your request and what you put in the form.

Check your spam folder if you haven't received it.



The screenshot shows an email interface. At the top, it says "We have received your response for UoA - Other Printed Material" with the recipient address "Materialuoaprint@abdn.ac.uk". The sender is identified as "Jotform <noreply@jotform.com>" with a profile picture of a blue circle containing a white 'J'. The date and time are "Monday, 15 December 2025 at 18:51". The recipient is "UoA Print". A yellow banner below the header reads "To protect your privacy, some external images in this message..." with buttons for "Download external images" and "Go to Settings". Below this is a warning box: "You don't often get email from noreply@jotform.com. Learn why this is important" and "CAUTION: External email. Ensure this message is from a trusted source and exercise caution before clicking links/opening attachments." The main body of the email is partially visible, showing a blue header with an orange underline and the text "UoA - Other Printed Material".

Step 4

You will then get a quote from Langstane, telling you the cost for your bespoke enquiry.



The screenshot shows a quote from Langstane Print Services. The logo features the word "Langstane" in a bold, black, sans-serif font, with "Print Services" in a smaller, red, sans-serif font below it. To the right of the text is a colorful logo consisting of three stylized leaves in red, orange, and green. Below the logo, the name "Craig Lee" and the affiliation "LP/University of Aberdeen" are listed on the left. On the right, the word "QUOTATION" is written in a bold, black, sans-serif font. Below this, the number "No: 70681" is displayed.



Step 5

If you are happy with the quote given to you, raise your **internal order to IT Services**. **UOAP numbers are no longer required**, just the name of who the order is for is sufficient as a reference.

If you are paying for the items yourself and not through the school/ department then you can proceed to checkout, where you will be able to pay by PayPal or Credit Card.

Once you have your order number, reply to the quote that has been sent to you and give them the order number and let them know where you would like the items delivered etc.

You will receive confirmation of your order and when it has been delivered a further notification that your order has been delivered and a photo etc as evidence.

If you have any problems or issues with the portal or ordering, please e-mail uoaprint@abdn.ac.uk or phone **x7053** and we will help you as much as we can.

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