



UoA Portal → Langstane

Step 1

Go to uoa.langstane.co.uk

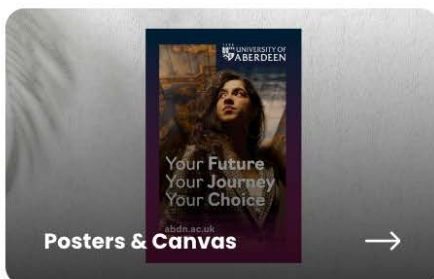
Step 2

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.



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.

1 products found

UPLOAD artwork
2 working days

UNIVERSITY OF ABERDEEN

Printed Poster/Canvas - Single

PRODUCT CODE: M-POSTER/CANVAS
Category Posters & Canvas

Price From
£13.54
incl. VAT

Select Option

UNIVERSITY OF ABERDEEN

Printed Poster/Canvas - Single
Category Posters & Canvas

UPLOAD artwork
2 working days

Price From
£13.54 / EA
incl. VAT
Manufacturer Langstone

Description
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](#)

Product Code: M-POSTER/CANVAS

Select Product Material
Select an option

Select Product Size
Select an option

- 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!

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 the 'Printed Poster/Canvas - Single' product page. On the left, there is a preview of a poster with the text 'Your Future Your Journey Your Choice' and the University of Aberdeen logo. Above the preview is an 'UPLOAD' button and a '2 working days' delivery indicator. To the right of the preview, the 'Price From' is listed as £13.54 / EA, including VAT, with the manufacturer 'Langstone'. A 'Description' section explains that the posters are printed on premium 180gsm paper with a professional matt finish. Below the description are two dropdown menus: 'Select Product Material' and 'Select Product Size'. Two callout boxes provide more detail on these options.

Price From
£13.54 / EA
incl. VAT
Manufacturer Langstone

Description
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](#)

Product Code: M-POSTER/CANVAS

Select Product Material
Select an option

Select Product Size
Select an option

- 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!

Select Product Material

- ✓ Select an option
- 180gsm Matt Finish (Most Popular)
- 200gsm Silk Finish
- 180gsm Matt Finish with Lamination
- Canvas (Ideal for travelling)
- Premium 180gsm paper stock for professional quality
- Stunning matt finish for vibrant colour reproduction

Select Product Size

- ✓ A0 - 841 x 1190 (Most Popular)
- A1 - 594 x 841
- A2 - 420 x 594
- A3 - 297 x 420
- A4 - 297 x 210
- 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!

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.



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

Step 9

We would recommend before you proceed to the checkout, at this moment, **request a UOAP number from uoaprint@abdn.ac.uk** and then you go and raise your **internal order to IT Services**.

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  Upload Attachment Upload Artwork 2 working days



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  1 Attachment Upload Artwork 2 working days	£11.28	£11.28	- 1 +  Remove

 **1 Attachment**

Upload Artwork

2 working days

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 a web interface for managing a delivery. On the left, the 'Delivery Details' section includes a 'Delivery Address' dropdown menu labeled 'Select an Address' and an 'Add Delivery Note' text area. Below these, a red message states: 'Can't find your address? Please use the search bar to find your address using the post code.' A second 'Delivery Address' section shows the same dropdown menu, but with a search bar below it labeled 'Search Address', which is highlighted by a red arrow. At the bottom of this section, there 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. On the right, the 'Order Summary' section shows '1 product in your basket'. The product is 'Printed Poster Size A0 180gsm Matt Finish - Single Poster' with a price of £11.28. The summary also includes a subtotal of £11.28, VAT of £2.26, and a total of £13.54. Below the summary, there are notes about lead times and collection orders.

Delivery Details

Delivery Address

Saved Addresses

Select an Address

Add Delivery Note

Can't find your address? Please use the search bar to find your address using the post code.

Delivery Details

Delivery Address

Saved Addresses

Select an Address

Search Address

- Logged in 'On Account' users - please select your delivery address from the drop down menu
- Collection Orders - please select from one of the collection addresses

Continue

Order Summary

1 product in your basket

Printed Poster Size A0 180gsm Matt Finish - Single Poster

1 Product | Product Code: UNIV00001
1 Attachment | Cost Centre: PRINT01

Upload Artwork 2 working days

£11.28

Subtotal	£11.28
VAT	£2.26
TOTAL	£13.54

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.

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 PO 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 Purchase Order (PO) reference starting with the number 4 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 Poster Size A0 180gsm Matt Finish - Single Poster

1 Product | Product Code: UNIV00001

1 Attachment | Cost Centre: PRINT01

Upload Artwork

2 working days

£11.28

Delivery

Free Delivery

Subtotal	£11.28
Delivery	FREE
VAT	£2.26

TOTAL

£13.54

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

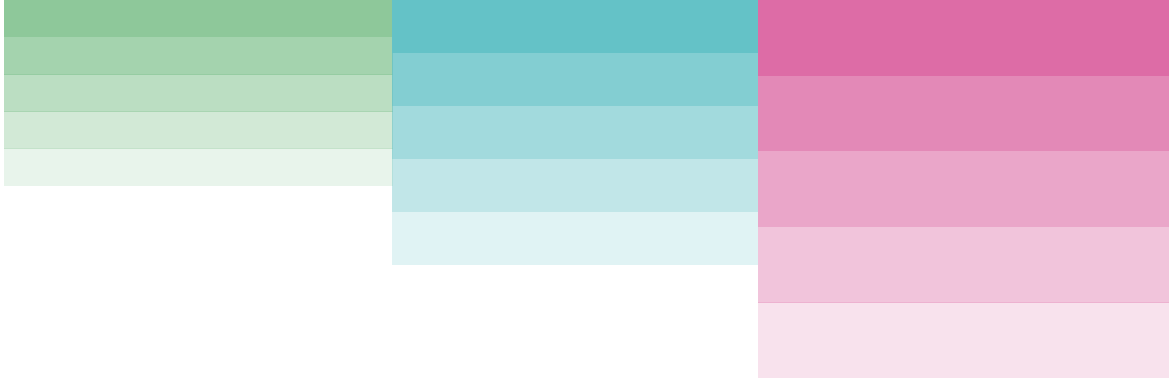
For **collection orders**, our **Langstane Print Department** will contact you directly once your items are prepared and ready to collect.

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

University PO Number

Enter University of Aberdeen's 7-digit Purchase Order (PO) reference starting with the number 4 to ensure correct internal processing and approval. Otherwise please pay directly by credit card or PayPal

8



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

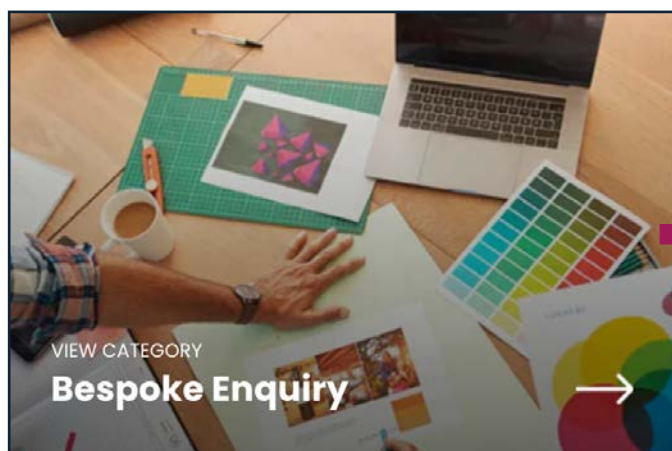
Step 1

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

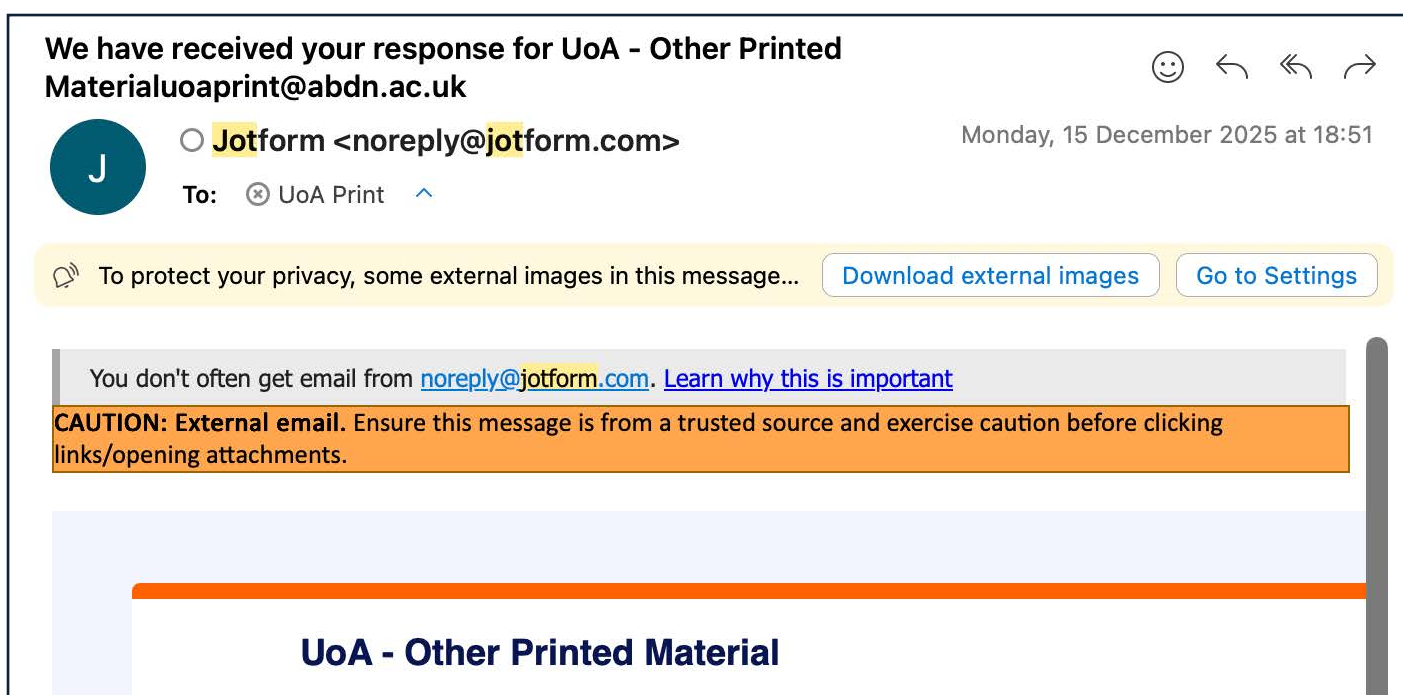
Name	
Email	
Telephone	
Product Type *	
Quantity *	
Finished Print Size *	
Artwork Supplied *	☐ Yes ☐ No
Date Required *	DD-MM-YYYY
Stock To Be Printed On *	Please Select
Stock Type *	☐ Gloss ☐ Silk ☐ Matte
Folded *	☐ Yes ☐ No
Printed Both Sides *	☐ Yes (Double Sided) ☐ No (Single Sided)
Other (please give as much information as possible)	
File Upload	Browse Files Drag and drop files here

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.

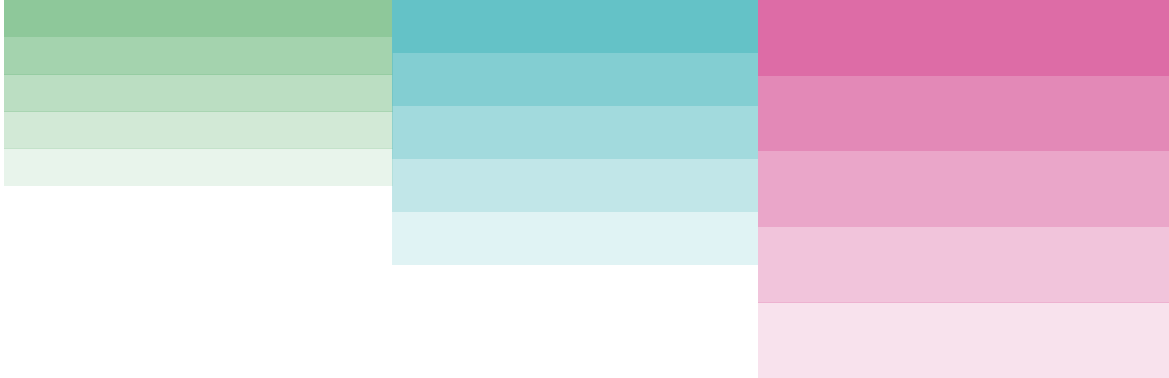
Check your spam folder if you haven't received it.



Step 4

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





Step 5

If you are happy with the quote, **request a UOAP number from uoaprint@abdn.ac.uk** and then you go and raise your **internal order to IT Services**.

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.