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OVERVIEW

This document provides instructions on how to create submissions for Print on Demand workflows. There are two types of submissions that are applicable for the Print on Demand workflows. They are:

- **Print on Demand Art**: Used for submitting the Base Articles (also referred to as Body Styles) and Style Guide Art used on Print on Demand products for Marvel Review.
- **Standard**: Used for submitting the samples. The value "Print on Demand Samples" for the Materials Supplied value dropdown will distinguish a regular Standard submission to Print on Demand submission.

CREATING A NEW "PRINT ON DEMAND ART" SUBMISSION

Select the "New Submission Request" tab to start creating a new submission.

- **Licensee** – this field is automatically pre-populated based on your login.
- **Submission Type** – determines the specific submission form that will be loaded on the following screen.
Note: Select “Print on Demand Art” for submitting concepts for review.

- **Contract Number** – loads the available Style Guides associated with the applicable contract.
- **Style Guide** – loads the submission form with the rights associated with the selected guide.

Click on “Create Form” button to continue working on the submission form.

Note: All of the fields listed in the “Submission Request Details” form are required. The “Create Form” button will be disabled until a value is provided for all fields.

Note: Submission IDs for Print on Demand Art submissions will start with “POD”.

**NEW SUBMISSION NAVIGATION**

The Navigation bar allows quick access to all sections of the submission form.

**LICENSEE DETAILS**

Auto-populated based on your login. Provide a list of semicolon-separated email addresses in the “Additional Email Address” box as additional contacts (optional). Additional contacts will receive email notifications with the submission receipt when the submission is submitted for Marvel Review and when the submission is sent back to the Licensee.
SUBMISSION DETAILS

Provide the details of the submission request in the “Submission Details” (1) section. Some details are pre-populated based on your earlier selections.

**Note:** Submission IDs for Print on Demand Art submissions will start with “POD” (2).

“Title/Short Article Description” is already appended with the selected Style Guide name. No need to specify it again.

**Note:** All of the fields marked with red asterisk (*) are required fields.

UPLOAD DOCUMENTS

Click the “Add Files” button, then select a file from the browser and click on “Upload Files” to upload the file to the submission form.

You will not be able to delete an attachment after the submission is submitted for Marvel Review.

**Note:** For all JPG files, a thumbnail is displayed as shown above. You can click on the thumbnail to open it larger into a separate tab.
COMMENTS

Provide additional information about the submission form in the “Licensee Comments” section.
- Click on the “Submit” button to submit the form for Marvel Review.
- Click on the “Save” button to save this form as a draft to return to it at a later time.
- Click on the “Discard” button to discard this form. Your changes will not be saved to the system and you will not be able to return to this submission later.

Note: “Previous Licensee Comment” displays the last comment made by Marvel reviewers for this submission. “Licensee Comments History” will open a popup box that will contain all the comments made by both Licensee users as well as Marvel reviewers throughout the life of the submission.
CREATING A NEW “STANDARD” SUBMISSION FOR PRINT ON DEMAND SAMPLIES

Select the “New Submission Request” tab to start creating a new submission.

- **Licensee** – this field is automatically pre-populated based on your login.
- **Submission Type** – determines the specific submission form that will be loaded on the following screen. 
  **Note:** Select “Standard” for submitting samples for review.

- **Contract Number** – loads the available Style Guides associated with the applicable contract.
- **Style Guide** – loads the submission form with the rights associated with the selected guide.

Click on “Create Form” button to continue working on the submission form.

**Note:** All of the fields listed in the “Submission Request Details” form are required. The “Create Form” button will be disabled until a value is provided for all fields.

**Note:** Submission IDs for Standard submissions will start with “S”.

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NEW SUBMISSION NAVIGATION

The Navigation bar allows quick access to all sections of the submission form.

LICENSEE DETAILS

Auto-populated based on your login. Provide a list of semicolon-separated email addresses in the “Additional Email Address” box as additional contacts (optional). Additional contacts will receive email notifications with the submission receipt when the submission is submitted for Marvel Review and when the submission is sent back to the Licensee.

SUBMISSION DETAILS

Provide the details of the submission request in the “Submission Details” (1) section. Some details are pre-populated based on your earlier selections.

“Title/Short Article Description” is already appended with the selected Style Guide name. No need to specify it again. Select “Print on Demand Samples” in “Materials Supplied” value for submitting samples for review.

A new “POD Art Reference Number” (2) field is included to provide the approved Print on Demand Art Submission ID(s) of the art referenced in the samples being sent. Note: All of the fields marked with red asterisk (*) are required fields.
CHARACTERS

In the “Characters” (1) section, click the “+” icon to add characters on the submission form. Select the checkbox and click the “X” icon to remove a character. You must select all of the characters that appear in your submission.

SKU s

Provide “SKU Number” information if applicable. Note: SKU Number is required for Print on Demand Samples.
UPLOAD DOCUMENTS

Click the “Add Files” button, then select a file from the browser and click on “Upload Files” to upload the file to the submission form. You will not be able to delete an attachment after the submission is submitted for Marvel Review.

Note: For all JPG files, a thumbnail is displayed as shown above. You can click on the thumbnail to open it larger into a separate tab.

COMMENTS

Provide additional information about the submission form in the “Licensee Comments” section.

- Click on the “Submit” button to submit the form for Marvel Review.
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