

Syracuse Student Business Card Order Instructions

1. Log on to <http://www.suprintservices.com>, click **Student Print Portal** from the menu on the left side of the page, then click **Student Print Portal Click Here** to access the website.



PRINTING, MAILING & DISTRIBUTION SERVICES
Syracuse University Campus

Here For You

- Order Via E-Procurement
- Direct Mail Services
- Request Print Quote
- Student Print Portal**
- Personal Print

Student Printing Services

Dupli has set up a website for Students to quickly and cost effectively order printed products. If you need help, please call Michael at 315-234- 7230 or email us at suinfo@duplionline.com.

To access the website click the link below.

STUDENT PRINT PORTAL CLICK HERE

2. If registered, enter your User Name and Password then click **Submit**.

Login

Welcome to the Syracuse University Printing Services Online Ordering Site

Don't have a login? Register to create one.

Login

User Name

Password

Did you forget your password? Check here to have a temporary password sent to your email address

Having trouble logging in?

Contact a customer service specialist for help.

3. If unregistered, click **Register to create one**, fill in all the required fields, then click **Submit**.

User Name*

Email*

(Note: You will receive your temporary password via email. Once you've received the email, you will be able to log in and set your password.)

Title (Examples: Mr., Mrs., Dr., etc...)

Last Name*

First Name*

Company

Address 1*

Address 2

City*

State/Province* (Note: only required for United States and Canada)

Zip*

Country

Tel*

Fax

School*

Graduation Year*

SUBMIT

4. Once registered and/or logged in, hover over **Academic** to bring up and select your school. For dual majors, click **Non Academic**.

Syracuse University
Printing & Distribution Services

Student Business Card Ordering Site

Report A Problem Logout
Logged in as SU Student
\$0.00 in Cart **VIEW CART**

Home Create Order Track Order Saved Orders Contacts FAQs

Start Typing... **SEARCH**

Academic Non Academic

Welcome

Thank you for taking the time to visit DupliOnline. We take great pride in our technology and ability to provide functionality that will help you to streamline process and improve service to your internal customers.

Our industry leading on demand print production is helping corporate America print stationery and marketing collateral on demand in quantities as low as one.

We would love the opportunity to help serve you!

Tutorial

Create Order Track Order Saved Orders Contacts FAQs Shopping Cart Logout

\$0.00 in Cart **VIEW CART**

- Once you've navigated to your school's business card, fill in all desired fields with your information and click **View Proof** to create your card. After your business card has been created, you may make any corrections by editing the information in the fields and clicking View Proof again.

Item Code: InfoStudies_BC
Description: School of Information Studies Business Card

Imprints

Begin typing in a Building name in the field below and select an entry from the list of matching values to populate address fields (or type your address information in the field).

Address Information:

Current Value:

Quantity:

Display International Characters

Name:

Title 1:

Office/Sub-Department:

Address Line 1:

Address Line 2:

City:

State:

Zip:

T:

F:

M:

Email:

Facebook:

Website URL:

Proof
[Zoom](#)
[Download PDF](#)

you must click "view proof" in order to have your order placed in the shopping cart

VIEW PROOF
EMAIL PDF PROOF
DELETE
CHECKOUT

CONTINUE SHOPPING

- Once you're satisfied with your business card proof, you may click either **Checkout** underneath your card or click **View Cart** located at both the top and bottom right of the page.

Syracuse University
Printing & Distribution Services

Student Business Card Ordering Site

[Report A Problem](#) [Logout](#)

Logged in as SU Student

\$19.00 ➔ VIEW CART

Item Code: InfoStudies_BC
Description: School of Information Studies Business Card

Imprints

Begin typing in a Building name in the field below and select an entry from the list of matching values to populate address fields (or type your address information in the field).

Address Information:

Current Value:

Get Default Imprints

Quantity:

Display International Characters

Name:

Title 1:

Office/Sub-Department:

Address Line 1:

Address Line 2:

City:

Proof
[Zoom](#)
[Download PDF](#)
[Front](#)

VIEW PROOF
EMAIL PDF PROOF
DELETE
CHECKOUT

CONTINUE SHOPPING

7. Enter your email address under Order Information, your telephone number under Shipping Address, your Billing Address or check 'Same As Shipping Address', then click **Submit Order** to enter your Credit Card Information.

Order Information

Email Address: *

Re-Type Email Address: *

Please do not include me in any email communications :

Shipping Address

Student cards are available for pickup 6 business days from order date on the lower level of the Syracuse University Bookstore located in the Schine Student Center.

Attn:: *

Company Name: *

Address 1: *

Address 2:

City: *

State: *

Zip: * County:

Country:

Tel: *

Fax:

Residential?: Yes No

Billing Address Same As Shipping Address

Name:: *

Company Name:

Address 1: *

Address 2:

City: *

State/Province:

Zip:

Country:

Tel:

Fax:

Email:

Credit Card Information -

Please fill in the Shipping Address & Order Information and click Submit. Once the appropriate Shipping and Tax have been calculated you will be prompted to enter your credit card information

SUBMIT ORDER **CANCEL** **SAVE ORDER** **CONTINUE SHOPPING**

8. Enter your Credit Card Information, then click **Submit Order**.

Credit Card Information - You must fill in all credit card information fields

Card Type:

Card Number:

Please enter only the credit card number, with no spaces or dashes.

Expiration Date: /

Name on Card:

Security Code:

What is a Security Code?
The security code (often referred to as "CVV2") is a 3 or 4 digit value printed on your credit card.

MasterCard and Visa credit and debit cards have a 3 digit code which is always the final group of numbers printed on the back signature panel of the card. New MasterCard and Visa cards feature the code in a separate panel to the right of the signature strip.

American Express cards have a 4 digit code printed on the front side of the card above the number.

SUBMIT ORDER **CANCEL** **SAVE ORDER** **CONTINUE SHOPPING**

9. Click either **Edit Order** to go back and edit your order, or click **Complete Order** to complete your order.

Checkout Catalog

Detail		Product	Thumbnails	Quantity	Price	
563152	Edit Delete	School of Information Studies Business Card Name: Employee Name	Select Page: Front	60	\$19.00	
					Subtotal:	\$19.00
					Freight	\$10.74
					Tax	Exempt
					Total	\$29.74

Shipping Address & Order Information

Order Information
Email Address:

Shipping Address
Student Business Cards
SU BOOKSTORE
303 University Place
Schine Student Center, ground level
Syracuse, NY 13210
US
Tel: 1234567890

[<< EDIT ORDER](#) [COMPLETE ORDER >>](#)

10. Your order is complete. You will receive a confirmation email shortly.

Cards are shipped to the ground level of the SU bookstore for pickup within 6 business days.

Use your Order Number to look up your order by clicking **Track Order** at the top of the page.

Order Confirmation Catalog

Order Number: 712490

PDF Confirmation

Description	Quantity
✓ School of Information Studies Business Card Name:Employee Name	60

Order Information
Email Address
Email Address 2

Shipping Address
Attn:
Company Name
Address 1
Address 2
City, State Zip