

## START MY MAIL PROJECT INSTRUCTIONS 7 2021

Log onto eProcurement via **Myslice** – Select **Financials / Supply Chain** under **Peoplesoft Applications**

Perform the duo authentication and confirm the log in request.

Select **MAIN MENU** at top, **EPROCUREMENT**, then **REQUISITION** to Create a Requisition on merchant page

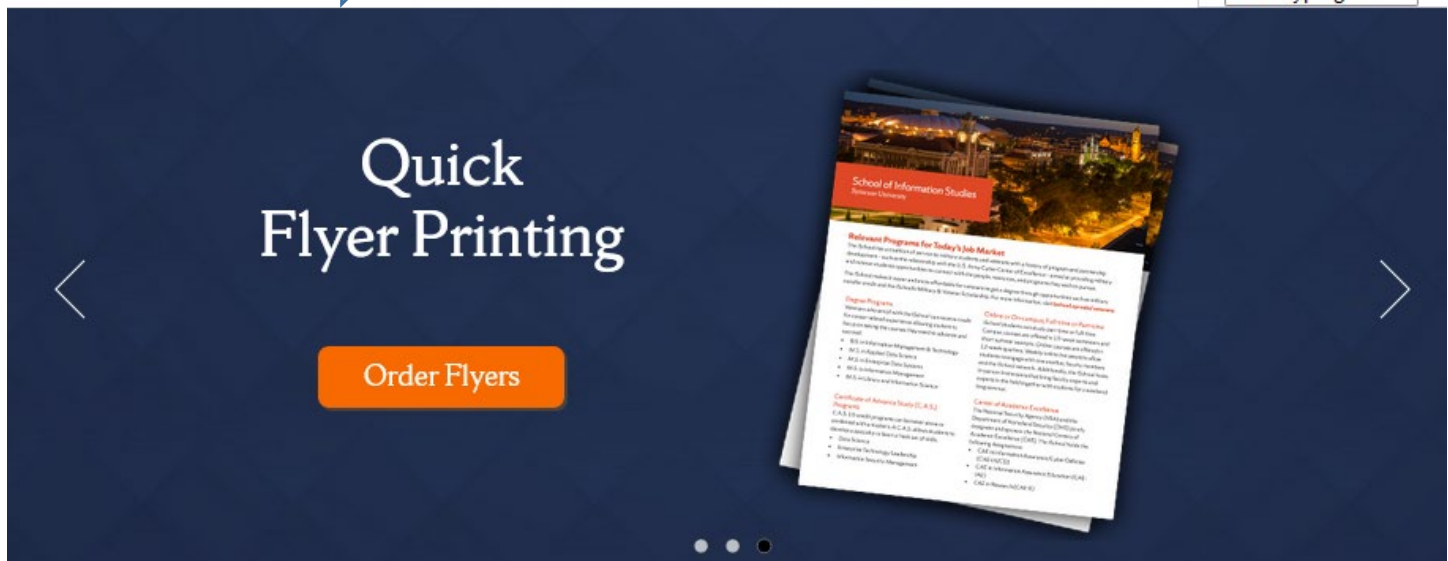
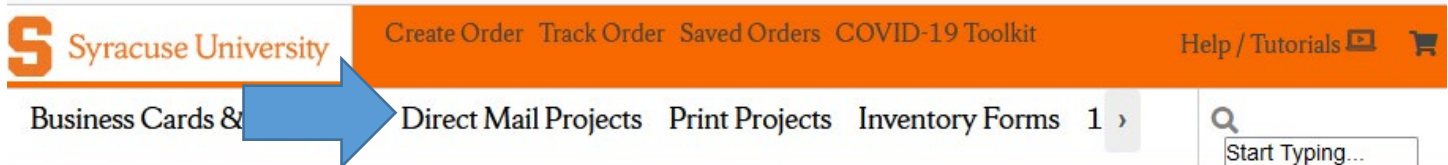
Select **DUPLIONLINE** from the bottom of the merchant page



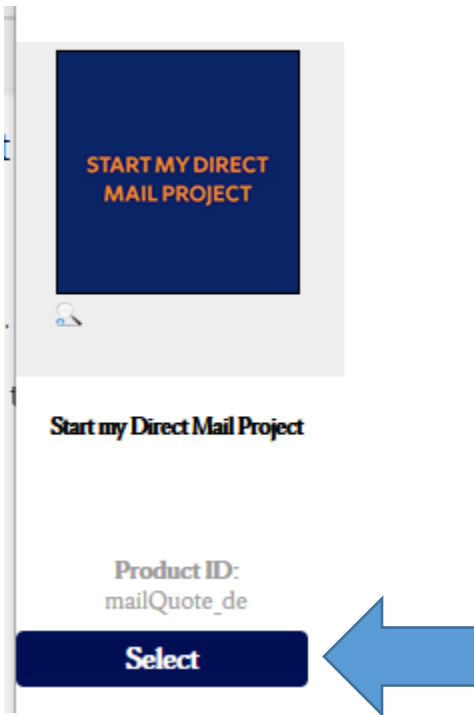
DUPLIONLINE

Business Cards , Stationery, Printing & Mailing

Select **Direct Mail Projects** tab



## Select Start my Direct Mail Project



START MY DIRECT MAIL PROJECT

Start my Direct Mail Project

Product ID:  
mailQuote\_de

Select

**Complete the MAIL REQUEST FORM** - Populate all fields, if the information does not apply – enter N/A to fill the field and avoid a missing information pop up!

## Direct Mail Projects

[Main](#) > [Direct Mail Projects](#) > Start my Direct Mail Project

**Item Code:**  
mailQuote\_de

**Description:**  
Start my Direct Mail Project

Imprints  
\* denotes required fields

### Mail Request Form

Target Mail Date **(required)**  
*Please note mailings can take 4-7 days from proof approval.*

Project Name **(required)**

Department Name **(required)**

Contact Person **(required)**

**SAMPLE FORM – FILL ALL FIELDS**

MAIL QUOTE REQUEST TEST

Department Name **(required)**

PURCHASING

Contact Person **(required)**

Betsy McInerney

Contact Phone **(required)**

315-443-5926

Contact Email **(required)**

eamciner@syr.edu

Mail Counts **(required)**

*If you do not have address data, provide best estimate.*

1000

Total Quantity **(required)**

*(address count plus number of pieces that will not be mailed = Total Quantity)*

1050

Brief Project Description **(required)**

*(i.e. personalized color print letter with #9 reply envelope into a #10 non window envelope)*

Personalized letter for fall solicitation , 8.5 x 14 with tear off and #9 reply envelopes included . #10 department window envelope |

Mailer Type

Personalized Letter/Form 

Printed Materials From

Dupli to Print 

Delivery Date of Materials

N/A

Mail Class

*Non Profit is used for Marketing Mail  
Least cost - .173 cents each – Letter Rate  
Not time sensitive delivery required – minimum 200 pieces  
7-10 days in the postal stream to reach recipients  
Undeliverable pieces are not returned- recycled at USPS*


*First Class is used for Time Sensitive Delivery  
.459 cents each – Letter Rat  
Minimum 500 pieces  
Live stamps are .55 each  
1-3 days in the postal stream to reach recipients  
Undeliverable pieces are returned to sender*

- 1st Class
- Non Profit Standard
- Campus
- International
- Return to Client

Would you like duplicates removed from the data?

Yes 

Would you like your extra materials delivered back to you?

Yes 

### Return address for materials

ATTN: Betsy McInerney  
Skytop Office Building - first floor - ROOM 140  
Syracuse NY 13244

### Artwork File 1

*NOTE: Address data files should never be emailed to Dupli. Secure file transfer protocol is to upload using the Filezilla desktop application or email within the SU firewall to eamciner@syr.edu.*

\\hd.ad.syr.edu\01\25c56\Documents\Desкто Browse...

*Art Files larger than 10mb should be sent via [We Transfer](#) to the suorders@duplionline.com email address.*

### Artwork File 2

*NOTE: Address data files should never be emailed to Dupli. Secure file transfer protocol is to upload using the Filezilla desktop application or email within the SU firewall to eamciner@syr.edu.*

Browse...

*Art Files larger than 10mb should be sent via [We Transfer](#) to the suorders@duplionline.com email address.*

### PDF Proof Required? (required)

*Proof will be emailed - Allow a MINIMUM of 24 hours.*

Yes

**Complete the MAIL REQUEST FORM** - Populate all fields, if the information does not apply – enter N/A to fill the field and avoid a missing information pop up! COMPLETE ALL FIELDS IN THE FORM AND SELECT SAVE

Email Address for Proof 1  
eamciner@syr.edu EMAIL WHERE PROOF SHOULD BE SENT

Email Address for Proof 2  
kjsalmon@syr.edu PROOF COPY FOR DEPT PERSON

Comments  
THIS JOB IS DATE SENSITIVE < MUST MAIL IN 7 DAYS BY 12-24-19

Save

Hide Request Details

*Click 'Save' once you have filled in all the required fields above before Requesting Quote.*

Once your form information is saved – Select REQUEST QUOTE

[SHOW Request Details](#)

You request details have been saved, please click the Request Quote button to send your request for processing.

DELETE CHECKOUT

CONTINUE SHOPPING Create Order Track Order Saved Orders Contacts

REQUEST QUOTE

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*When you have successfully uploaded your item, click this button to request a custom quote. Your order will be set to a status of saved, and you will receive an email letting you know when you can come back in to the system to review your order. Standard turnaround time for quotes is 24-48 hours.*

This now is sent to Dupli to get the pricing / quote for your project.

Now you hit CLOSE SESSION button

Syracuse University - MySI... SU Dupli Online Syracuse University - MySI... Brand Guidelines - Syracuse Dupli - Internal Authentic...

**Syracuse University** Create Order Track Order Saved Orders

Business Cards & Stationery Direct Mail Projects Print Projects Inventory Forms 150th Anniversary Toc

At least one item in your cart is not ready to be ordered yet. Please review the items in your order for details.

**Order Number: 2838626**

Description	Proof Status	
1. MAIL QUOTE REQUEST TEST <a href="#">view/edit</a>	The quote request for this item must be processed prior to submission	<a href="#">Delete</a>

Error/Warning Key

This order has been saved for future use. You can use the order number (2838626) to retrieve the order at a later date

You can click the Close Session button to close this Punch Out session.

[Save For Future Use](#)

[Close Session](#)

Once the quote is priced (standard turnaround time is 1 day) you will receive a system generated email on Outlook that your quote is ready in saved orders.

From: [orders\\_csrf61@duplionline.com](mailto:orders_csrf61@duplionline.com) <orders\_csrf61@duplionline.com>  
Sent: Friday, December 20, 2019 4:10 PM  
To: Betsy McInerney <eamciner@syr.edu>  
Subject: Syracuse University Order Information - Quote Updated - OrderNumber 2846559, DetailLine 5117061

The quote for your order is now complete. Please return to the Dupli punch out and review under the "Saved Orders" tab.

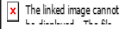
If you are satisfied with the quote, continue to the checkout page and submit the order. We will then begin working on a proof to send to you. If you need this quote to be altered, please click "Edit", make the necessary changes and then resubmit by clicking "Request Quote" button again.

Thank you for your business

**Order Information** Order Number: 2846559

Description	Quantity
MAIL TEST	120

Preview



[Click Here](#) to open a new browser window to display this proof

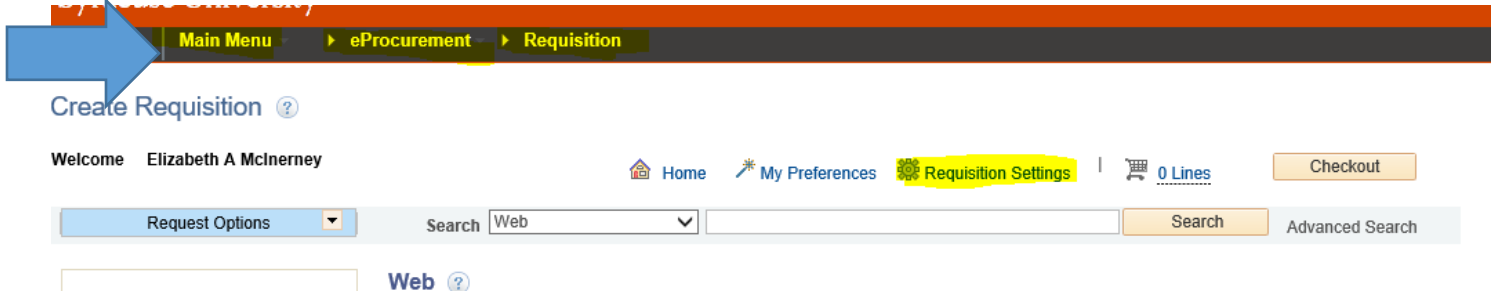
## STEP 2 – Email is received that Quote is ready in your saved orders and and you are ready to go back in to check out!

You will now sign back into the catalog to checkout in Eprocurement and submit the order to Dupli.

Log onto eProcurement via **Myslice** – Select **Financials / Supply Chain** under **Peoplesoft Applications**

Select **MAIN MENU** at top, **EPROCUREMENT**, then **REQUISITION** to Create a Requisition on merchant page

Select **Requisition Settings**, then complete **Requisition Name** and chart string information information fields only.



### Enter Requisition Name (name of the Mailing for your reference only)

#### Requisition Settings

Business Unit: SYRUN  
Requester: EAMCINER  
\*Currency: USD

Syracuse University  
Elizabeth A McInerney

Requisition Name: [Redacted]  
Priority: Medium

**Default Options**

Default: If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Override: If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

#### Line Defaults

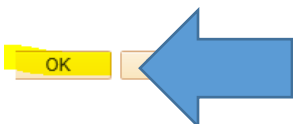
Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

### Complete Fund, Department and Program fields and Hit OK!

#### Distribution Defaults

SpeedChart [Search]

Accounting Defaults											Personalize	Find	First	1 of 1	Last
Dist	Percent	Location	GL Unit	Fund	Dept	Program	Mycode	PC Bus Unit	Project	Activity					
1		ST01100	[Redacted]	[Redacted]	[Redacted]	[Redacted]									





## Select Duplionline on the Merchant Page

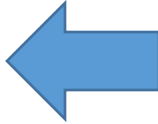
DUPLIONLINE  
IT Solutions and Services



Dell



DUPLIONLINE



Choose to DISPLAY the nonsecure items.

Business Cards , Stationery, Printing & Mailing

## Go to SAVED ORDERS

Syracuse University

Create Order Track Order Saved Orders



Business Cards & Stationery Direct Mail Projects Print Projects Inventory Forms 150th Anniversary Toolkit Forever Orange Toolkit

## Saved Orders

[Basic Search](#) | [Advanced Search](#) | [Receipts](#) | [Approve Orders](#)

NOTE: Choosing an existing saved order will **\*REPLACE\*** the current order with the order you select!

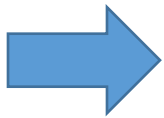
Note: Click on a column header to sort by that column, clicking on the sorted column header will reverse the order.

Displaying 1 - 20 of 270 Orders Found [Next 20](#) |

Order #	Date	Status	Det Ref #	Description	Imprint Name	Qty
2856398	01/14/2020	saved	5126287	TEST FOR MAIL CLASS		125
				<a href="#">Add to current Order</a>		
			5137800	Domestic Postage Place Holder		1
				<a href="#">Add to current Order</a>		



Select the Order number – this puts the quote into your Shopping Cart.





<a href="#">2856398</a>	01/14/2020 saved	5126287	TEST FOR MAIL CLASS	125
		5137800	Domestic Postage Place Holder	1
		5138642	Print Project Request Sample Form	100

The items load to your shopping cart . Check the box that you approve the order and Select RETURN TO EPROCUREMENT.

Syracuse University
Create Order Track Order Saved Orders

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Business Cards & Stationery
Direct Mail Projects
Print Projects
Inventory Forms
150th Anniversary Toolkit
Forever Orange Toolkit

Detail	Product	Thumbnails	Quantity	Price
5147515 <a href="#">Edit</a>   <a href="#">Delete</a>	MAIL TEST		1000	\$245.35
5147629 <a href="#">Edit</a>   <a href="#">Delete</a>	Domestic Postage Place Holder		0	\$0.00
			Subtotal:	\$245.35

Please review the order information above, then click here  to verify that you have accepted the proofs.

Note that once your order is approved, it cannot be changed.

This order is currently saved for future use. If you wish to **complete** the order and submit it for processing, click the **return to e-procurement system** button. If you wish to leave this session and come back to it at a later time, cl

CONTINUE SHOPPING

RETURN TO E-PROCUREMENT SYSTEM

Following financial approval within eProcurement , the Requisition is sent to Dupli.

You can verify submission by going to TRACK ORDERS tab. All orders you have placed in the catalog will appear in this list.

