

## START MY PRINT PROJECT INSTRUCTIONS 6 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 merchant page at the bottom of the page



DUPLIONLINE

Business Cards , Stationery, Printing & Mailing

### Select Print Projects tab

Syracuse University Create Order Track Order Saved Orders

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

**Print Projects** For print projects that are complex or not a catalog item , use Start my Print Project

[Main](#) > [Print Projects](#)

### Select Start my Print Project

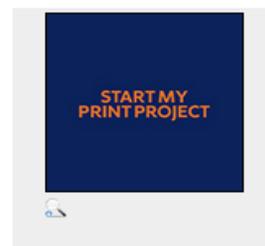
Listing items available to order

Syracuse University Create Order Track Order Saved Orders COVID-19 Toolkit

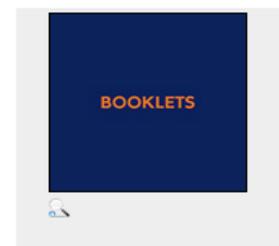
Business Cards & Stationery Direct Mail Projects **Print Projects** Inventory Forms 150th Anniversary Toolkit

**Print Projects**

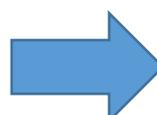
[Main](#) > [Print Projects](#)



Start my Print Project



Booklets



Product ID:  
printQuote\_de

Select

Product ID:  
booklet

Select

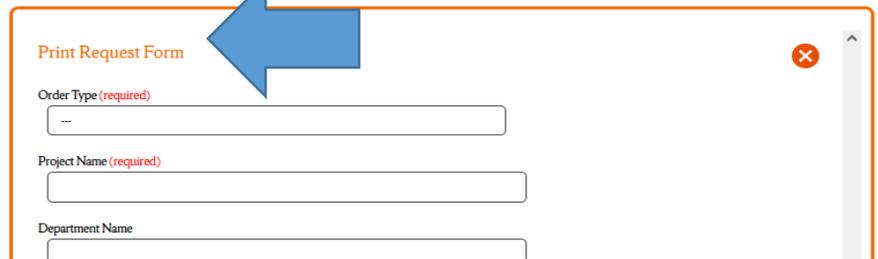
1

Complete the **PRINT 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!

## Print Projects

[Main](#) > [Print Projects](#) > Start my Print Project

Item Code:  
printQuote\_de  
Description:  
Start my Print Project



Print Request Form

Order Type (required)  
--

Project Name (required)  
[Empty field]

Department Name  
[Empty field]

### SAMPLE FORM – FILL ALL FIELDS

## Print Request Form

Order Type (required)

Copy/Printing and Graphic Design

Project Name (required)

Print Project Request Sample form

Department Name

PURCHASING

Contact Person (required)

Betsy McInerney

Contact Phone (required)

315-443-5926

Contact Email (required)

eamciner@syr.edu

Brief Project Description (required)

Save the Date Postcard Invite |

**Project Type (required)**

- Graphic Design
- Booklet
- Brochure
- Business Card
- Envelope
- Label
- Letter/Form/Flyer
- Newsletter
- Postcard
- Poster
- Other

**Quantity (required)**

**Finished Size (required)**

**Paper Information**

*Note: Select the paper stock below. If your project requires a stock that is not in the list below, select "Other" and fill in the details in the C*

**Paper Stock (required)**

*Note: If your project requires a different stock for the 'cover', select it below.*

**Cover Stock (if different than 'main' paper stock) (required)**

**Finishing Information**

*Check all that apply*

- Folding
- Numbering
- Padding
- Scoring
- Square Fold Booklet
- Stapling
- Tabbings
- None

**Artwork File 1**

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

*The ONLY artwork that will upload is an add this Adobe .pdf file with printer marks and bleeds. Any other files should be saved as .pdf files prior to upload.*

 No file selected.

*NOTE: Any file containing sensitive information "SHOULD NOT" be uploaded using this form. Files containing sensitive information should be uploaded using the appropriate sftp account.*

**Artwork File 2**

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

The **ONLY** artwork that will upload is an add this Adobe .pdf file with printer marks and bleeds. Any other files should be saved as .pdf files prior to upload.

No file selected.

*NOTE: Any file containing sensitive information **\*SHOULD NOT\*** be uploaded using this form. Files containing sensitive information should be uploaded using the appropriate sftp account.*

**PDF Proof Required? (required)**

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

**Email Address for Proof 1 (required)**

**Email Address for Proof 2**

**Delivery Information (required)**

*Enter the full address where the completed project should be delivered*

**Due Date (required)**

*(standard turnaround is 3-4 business days, complex finishing or large quantities may require more time)*

**Comments**

*(i.e. any information that the Customer Service Representative should be aware of, this is for an event next week, due date is not flexible, etc.)*

Once the form is completed hit **SAVE**



Save

Hide Request Details

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

DELETE CHECKOUT

CONTINUE SHOPPING

REQUEST QUOTE

*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.*

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

© 2019 Dupli Enve

*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

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**



**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 to be completed**

From: [orders\\_csr61@duplionline.com](mailto:orders_csr61@duplionline.com) <orders\_csr61@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

The linked image cannot be displayed. Your computer may not have enough memory to open the image, or the image may have been moved. Restart your computer, and then open this page again. If the red x still appears, you may have to delete the image and then insert it again.

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

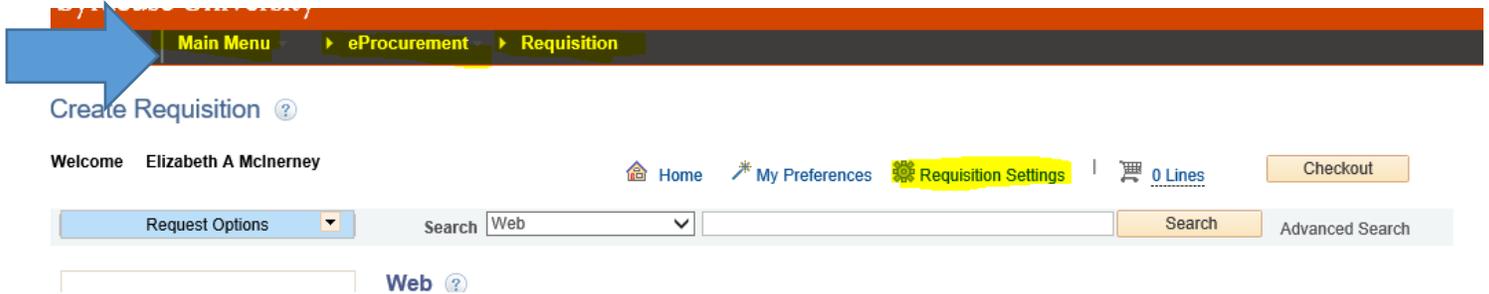
## STEP 2 – Email is received that Quote is ready in your saved orders and and you are ready to go back in to check out!

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.



Main Menu > eProcurement > Requisition

Create Requisition ?

Welcome Elizabeth A McInerney

Home My Preferences Requisition Settings | 0 Lines Checkout

Request Options Search Web Search Advanced Search

Web ?

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

#### Requisition Settings

Business Unit	SYRUN	Syracuse Univers	Requisition Name	
Requester	EAMCINER	Elizabeth A McInerney	Priority	Medium
*Currency	USD			

**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 ?

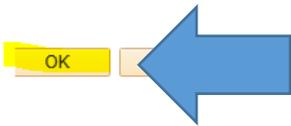
Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

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

### Distribution Defaults

SpeedChart

Accounting Defaults											Personalize	Find	First	1 of 1	Last		
Chartfields1											Details	Asset Information					
Dist	Percent	Location	GL Unit	Fund	Dept	Program	Mycode	PC Bus Unit	Project	Activity							
1	<input type="text"/>	ST01100	<input type="text"/>														



## Select Duplionline on the Merchant Page

GovConnection  
IT Solutions and Services



Dell



DUPLIONLINE

Choose to DISPLAY the nonsecure items.

Business Cards , Stationery, Printing & Mailing

Go to SAVED ORDERS

SELECT your order number by clicking

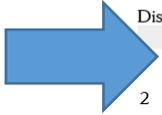


## Track Order

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

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 23 Orders Found [Next 20](#) |



	Order #	Ent. By	Date	Approval	Status	PO #	Det Ref #	Item Description	Imprint Name	Qty	Ship To Name
	<a href="#">2861475</a>	betsy	01/22/2020		saved		5147531	TEST FOR PRINT		250	Elizabeth A McInerney Syracuse, NY 13244
2	<a href="#">2861462</a>	betsy	01/22/2020		saved		5147515	MAIL TEST		1,000	Elizabeth A McInerney Syracuse, NY 13244
							5147629	Domestic Postage Place Holder		0	
3	<a href="#">2861440</a>	syru	01/22/2020		saved		5147459	MLK 2020 Dinner quote		2,010	Verone, Maureen Joanne Syracuse, NY 13244
							5147470	MLK 2020 Unsung Heroes certificates		10	
4	<a href="#">2861372</a>	syru	01/22/2020		saved		5147335	Summer College 2020 poster - reprint		600	Kruse, Amy Lamprey Syracuse, NY 13244
							5147377	Summer College NYC poster		100	
5	<a href="#">2861255</a>	msalihov	01/21/2020	01/21/2020	(processed)		5147148	College of Engineering Business	Muamer Salihovic	60	Student Business Cards Syracuse, NY 13244

The items load to your shopping cart . Check the box that you approve the order and Select **RETURN TO EPROCUREMENT**. Once in E-pro select SAVE and SUBIT – bottom right.

Detail	Product	Thumbnails	Quantity	Price
5147531 <a href="#">Edit</a>   <a href="#">Delete</a>	TEST FOR PRINT		250	\$185.25
			Subtotal:	\$185.25

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, click the **Close**

[CONTINUE SHOPPING](#) [RETURN TO E-PROCUREMENT SYSTEM](#)

If you need to get the proof approved for any of the items in this cart, please click the **Save For Future Use** button below. Your order will be saved, and you will get a reference number to use to retrieve the order at a later date. Once you save the order, you can click the **Close Session** button to close this Punch Out session.

[Save For Future Use](#) [Close Session](#)



Following financial approval within eProcurement , the Requisition is sent to Dupli. Dupli begins the project and will send a proof for approval prior to printing.