Ordering Dupli Business Cards on DOL

1. Go to https://sso.duplionline.com/dupli/jDOL/servlet/login

2. If you are already logged in to webapps, you will automatically be logged in. If not, when you are prompted for user name/password information, you can use your webapps user name and password

3. On the Dupli DOL site, navigate to **Business Stationery** and **select Business Cards** from the drop down menu.
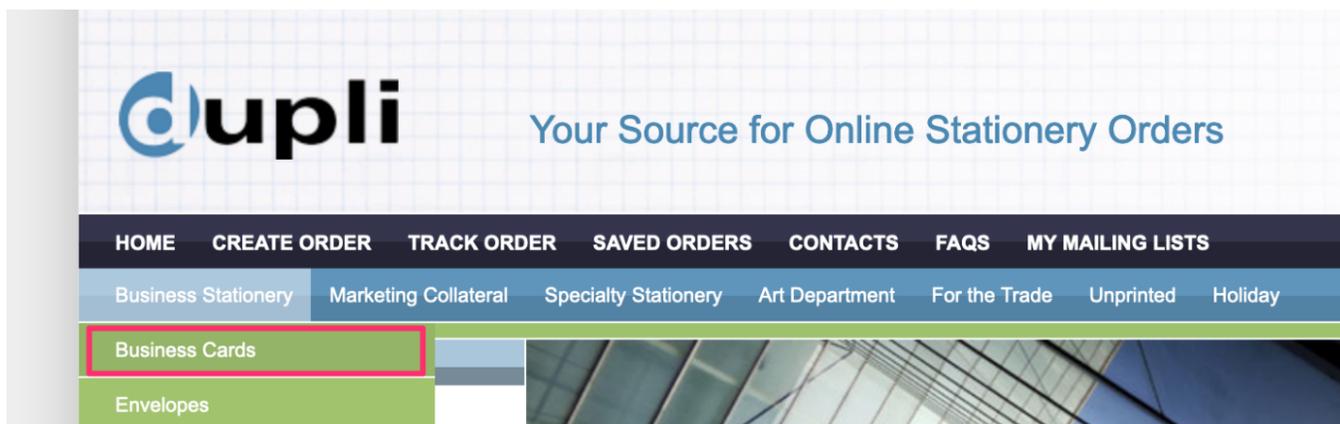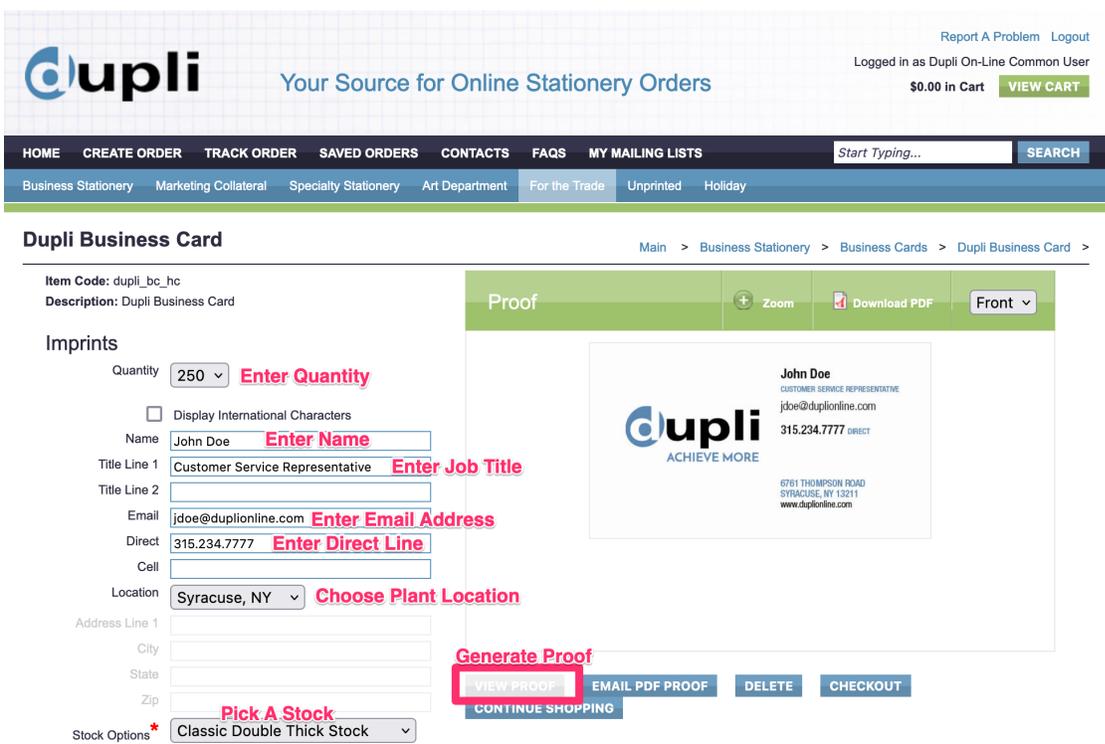
4. Select **Dupli Business Card**.
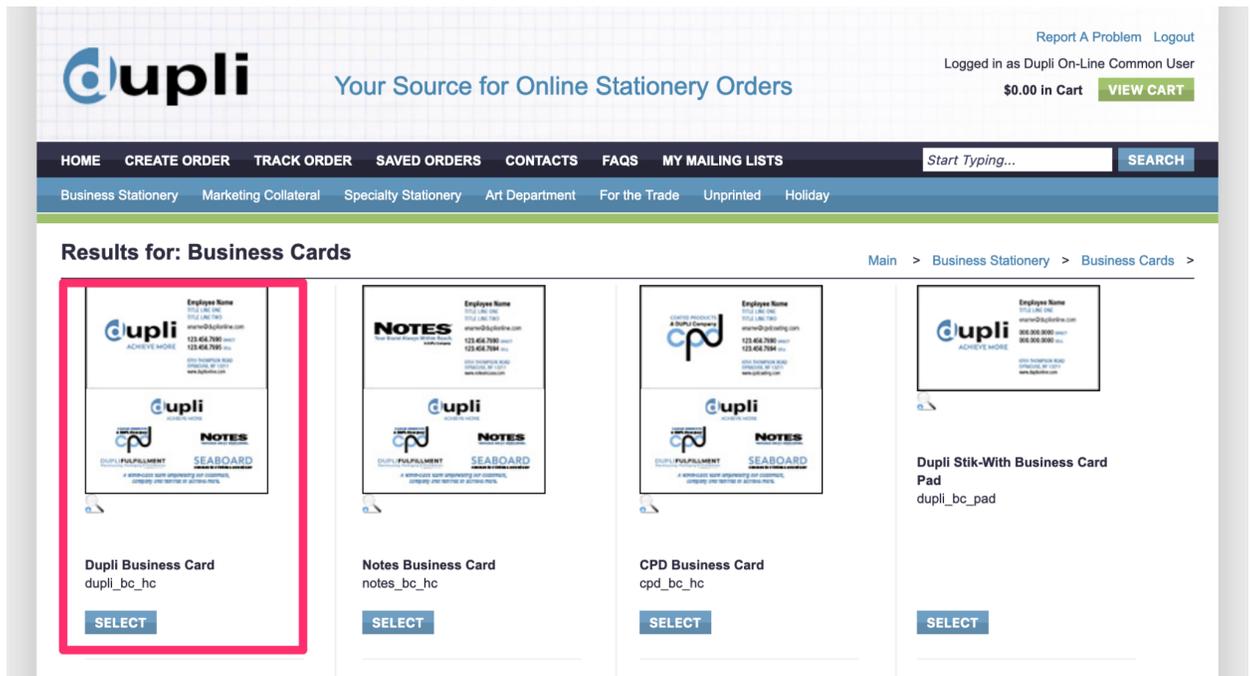
5a. Choose Quantity and **enter in your information: Name, Job Title, Email Address, Direct Phone Number, Cell (optional)**.

5b. Choose Office Location from dropdown menu (Syracuse, Malvern, Newington).

5c. Choose Stock Option from dropdown menu**.**

5d. Click "View Proof" to generate what your business card will look like.

6. When your proof looks as desired, **click Checkout**.

7. **Enter in information at checkout** (email address, saved address for company location, attention to line, phone number)

For **Shipping Options** please use "**Misc. Customer P/U**" for **pickup at your plant**.

8. **Click Submit Order**. You will receive an email confirmation for your order.

Shipping Address & Order Information

* Denotes Required Field

Order Information

Purchase Order Number:	3130	*
Cost Center:		
Email Address:	jdoe@duplionline.com	**Enter Your Email Address** *
	☐ Please do not include me in any email communications :	
Email Address 2:		

Shipping Address

Saved Addresses:	Syracuse ▾	**Choose Plant Location**
Attn::	John Doe	**Enter Your Name** *
Company Name:	Dupli	*
Address 1:	6761 Thompson Road	*
Address 2:		
City:	Syracuse	*
State:	NY ▾	*
Zip:	13211	*County: ONONDAGA
Country:	UNITED STATES ▾	
Tel:	315-234-7777	**Your Direct Line** *
Fax:		
Residential?:	○ Yes ◉ No	

All Autogenerated, No Need to Edit.

Shipping Options

Ship Via:	Misc Customer P/U ▾	* **Select Misc. Customer P/U.**
Ship A/C:		

UPDATE SHIPPING

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