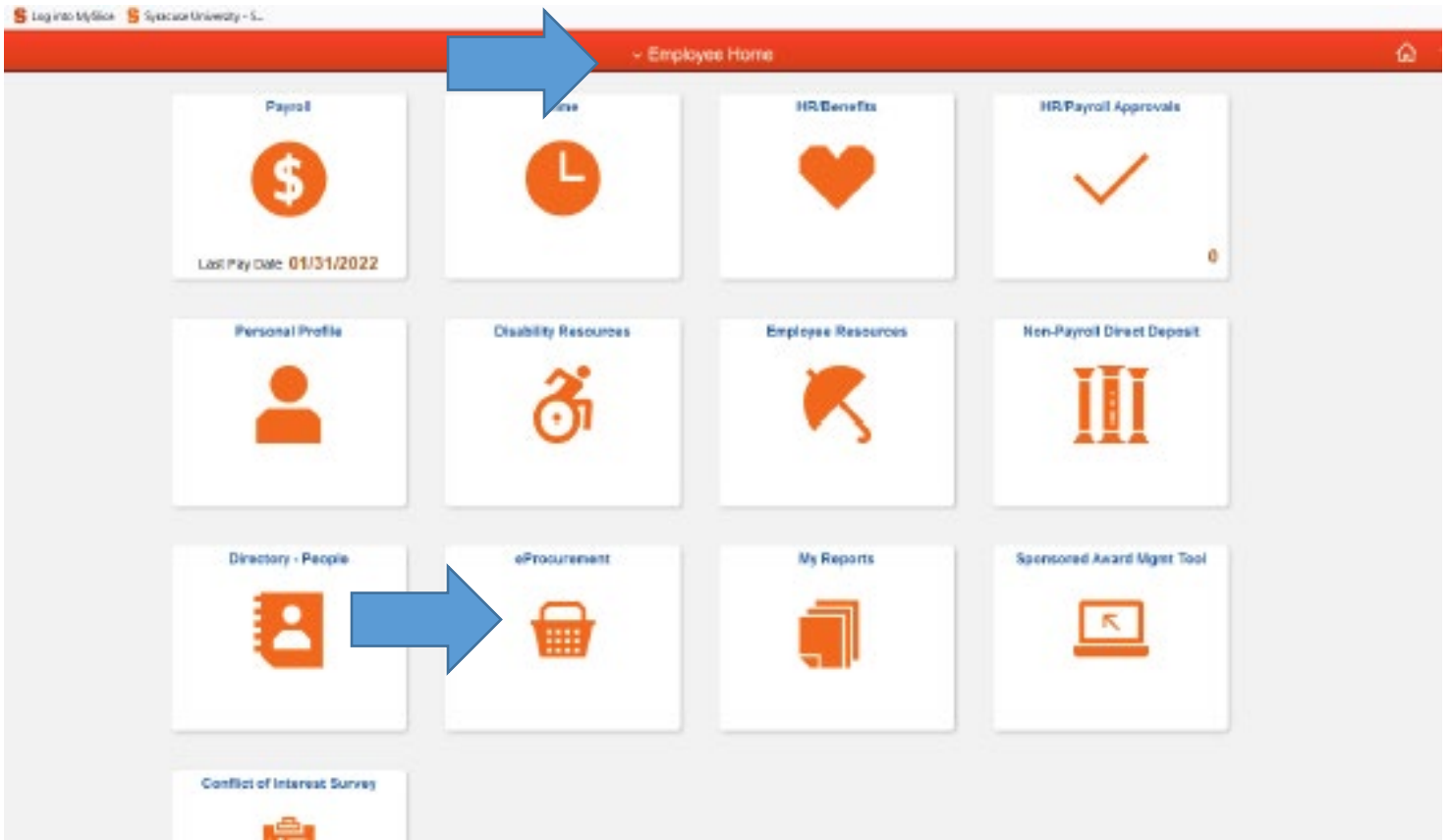## START MY MAIL PROJECT INSTRUCTIONS

eProcurement

Navigate to Eprocurement tile found in MySlice

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

Complete the MAIL REQUEST FORM - Populate all fields, if the information does not apply – enter <mark>N/A</mark> 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
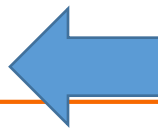
Mail Request Form ✕

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

> yyyy-mm-dd

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

- ☐ 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\f25c56\Documents\Deskto [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 SENSTIVE < 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

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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.

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

Now you hit CLOSE SESSION button

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.
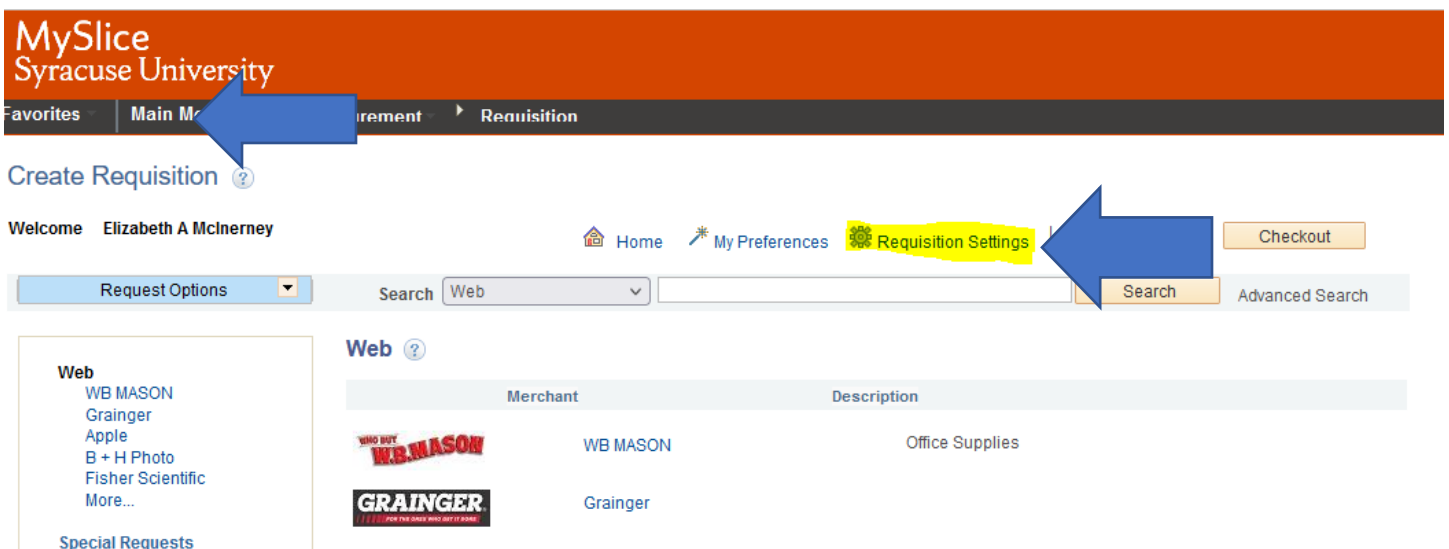
VERY IMPORTANT Start a New Session in Myslice and be sure you have recently cleared the cache in your bowser.

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

Navigate to eProcurement Tile on Employee home page
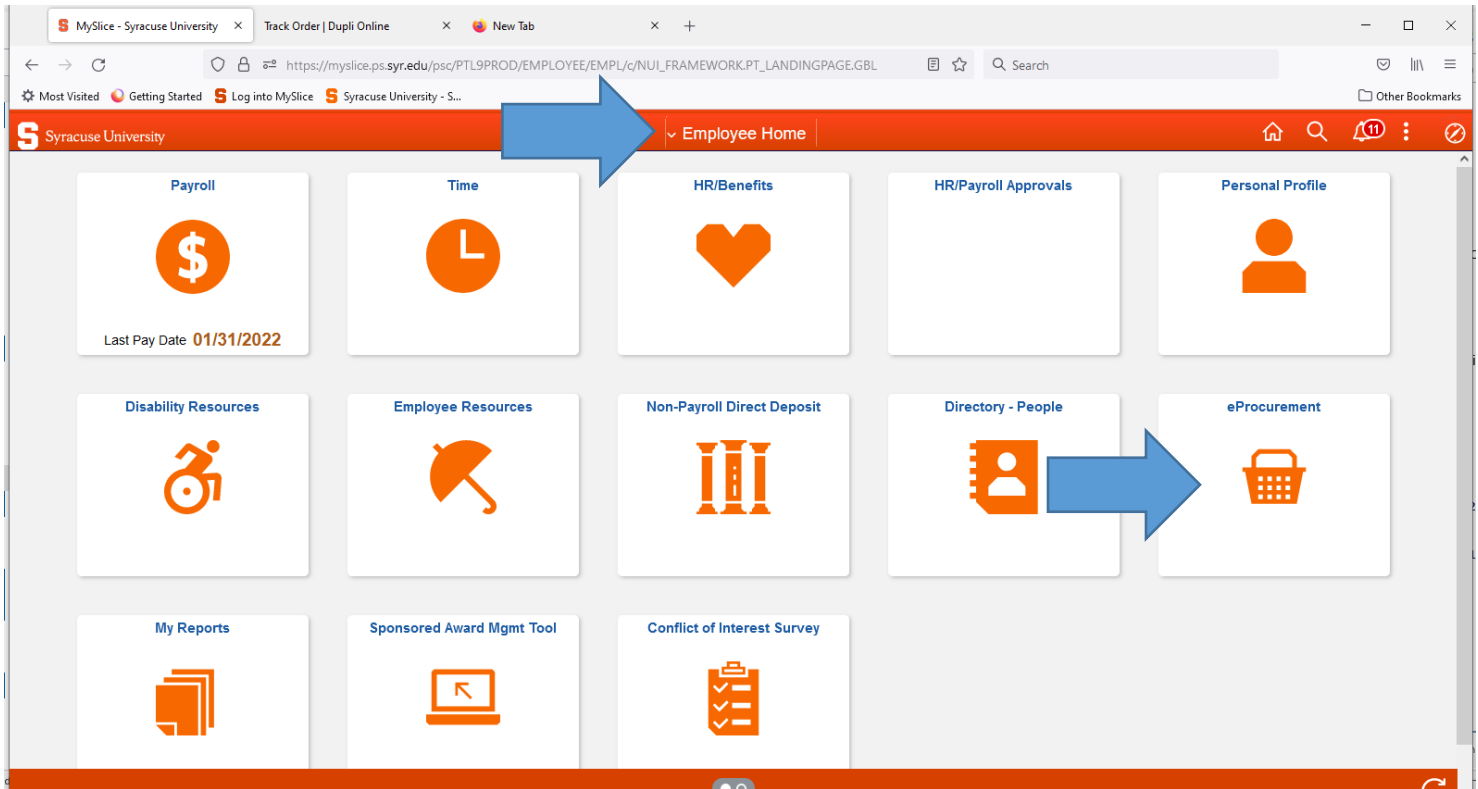
Select **> Requisition Settings**

1. **Enter Requisition Name (name of the project)**

Requisition Settings

Business Unit	SYRUN		Syracuse University		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	[____]	ST01100	🔍	[__]🔍	[__]🔍	[__]🔍	[__]🔍	[__]🔍	[__]🔍	[____]

[OK]
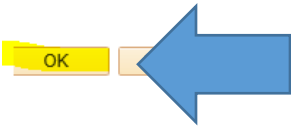
Select Duplionline on the Merchant Page on the bottom of the list

GovConnection   GovConnection
IT Solutions and Services

Dell   Choose to DISPLAY the nonsecure items.

dupli   DUPLIONLINE   Business Cards , Stationery, Printing & Mailing
Achieve More With Print
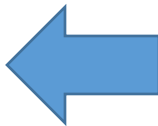
Go to SAVED ORDERS – Double Click on the Blue Saved order number

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

Hit SAVE AND SUBMIT at the bottom right . Record the Requistion number. Once the order routes for financial aproval, the order transmits to Dupli and can be found in yout TRACK ORDERS tab.