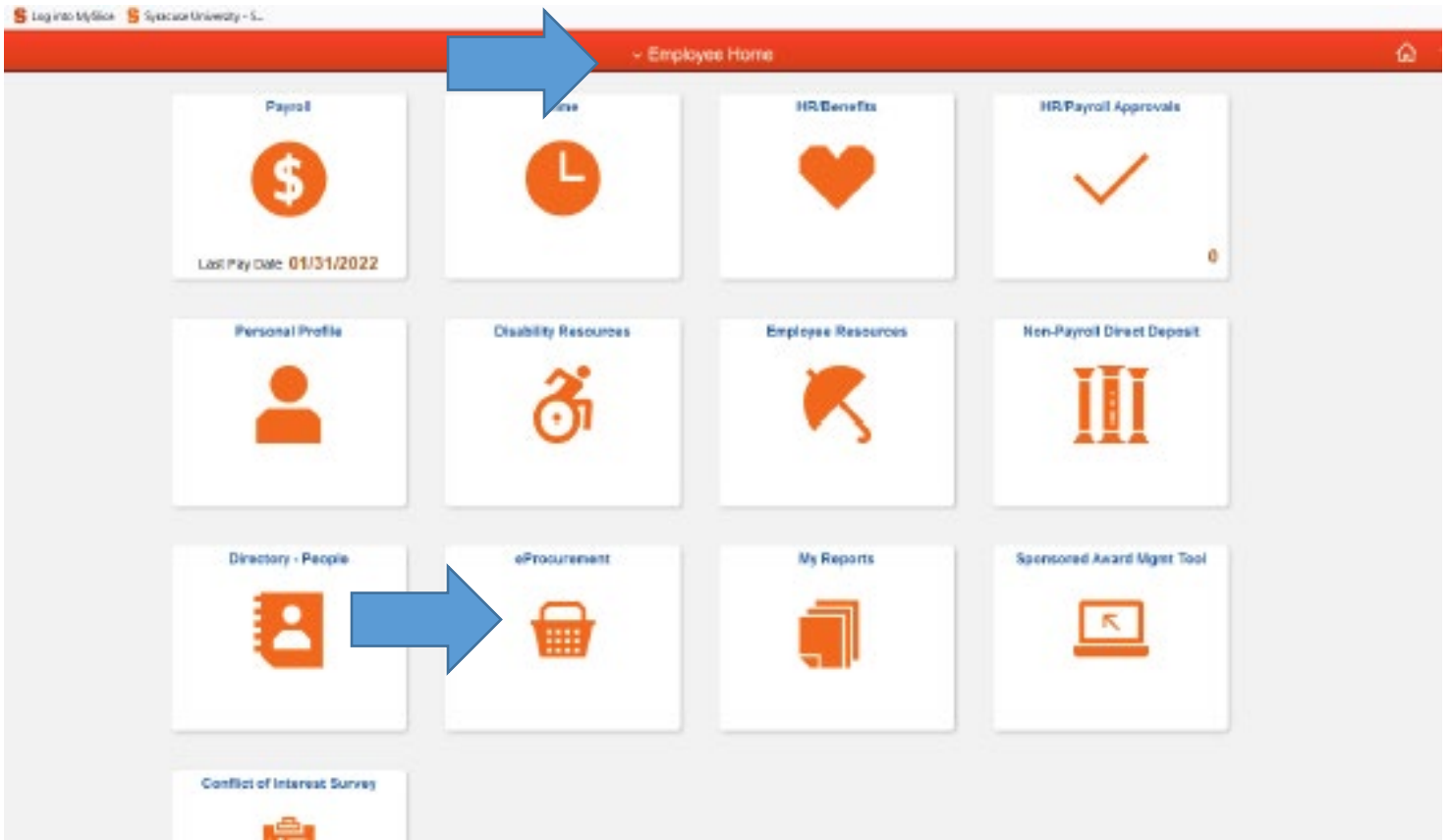


START MY MAIL PROJECT INSTRUCTIONS

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

The image shows the top navigation bar of the Syracuse University website. The bar is orange and contains the following elements from left to right: the Syracuse University logo (a stylized 'S' in orange), the text 'Syracuse University', and a series of links: 'Create Order', 'Track Order', 'Saved Orders', and 'COVID-19 Toolkit'. On the far right of the bar are links for 'Help / Tutorials' and a shopping cart icon. Below the navigation bar is a secondary menu with links for 'Business Cards &', 'Direct Mail Projects', 'Print Projects', and 'Inventory Forms'. A blue arrow points from the 'Direct Mail Projects' link to the right. To the right of this menu is a search bar with the placeholder text 'Start Typing...'. Below the navigation bar is a large dark blue banner for 'Quick Flyer Printing'. The banner features the text 'Quick Flyer Printing' in white, a left-pointing arrow, and an orange button labeled 'Order Flyers'. On the right side of the banner is a stack of printed flyers, with the top one showing a night view of a city and the text 'School of Information Studies' and 'Business Programs for Today's Job Market'.

Select Start my Direct Mail Project

The image shows a vertical sidebar or modal window. At the top is a dark blue square button with the text 'START MY DIRECT MAIL PROJECT' in orange. Below this button is a small magnifying glass icon. Further down is the text 'Start my Direct Mail Project' in bold. Below that is the text 'Product ID: mailQuote_de'. At the bottom of the sidebar is a dark blue button with the text 'Select' in white. A blue arrow points from the right towards the 'Select' button.

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!

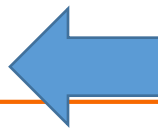
Direct Mail Projects

[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

© 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

Syracuse University - MySl... SU Dupli Online Syracuse University - MySl... 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 view/edit	The quote request for this item must be processed prior to submission	Delete

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_cs61@duplionline.com <orders_cs61@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

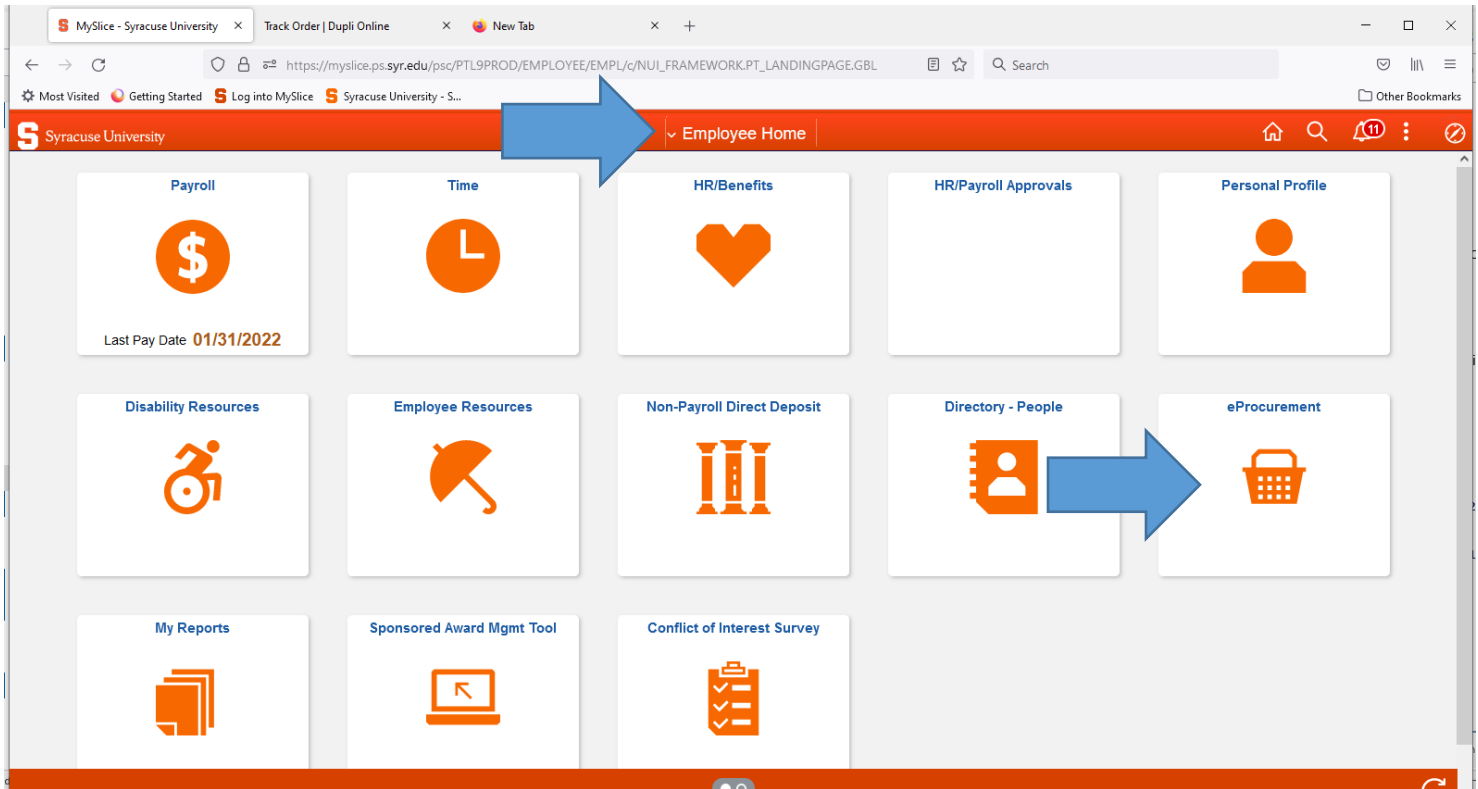
The linked image cannot be displayed. Your computer may not have enough memory to open the image, or the image may have been moved. [Click Here](#) to open a new browser window to display this proof

CHECK OUT – my saved mail order Instructions

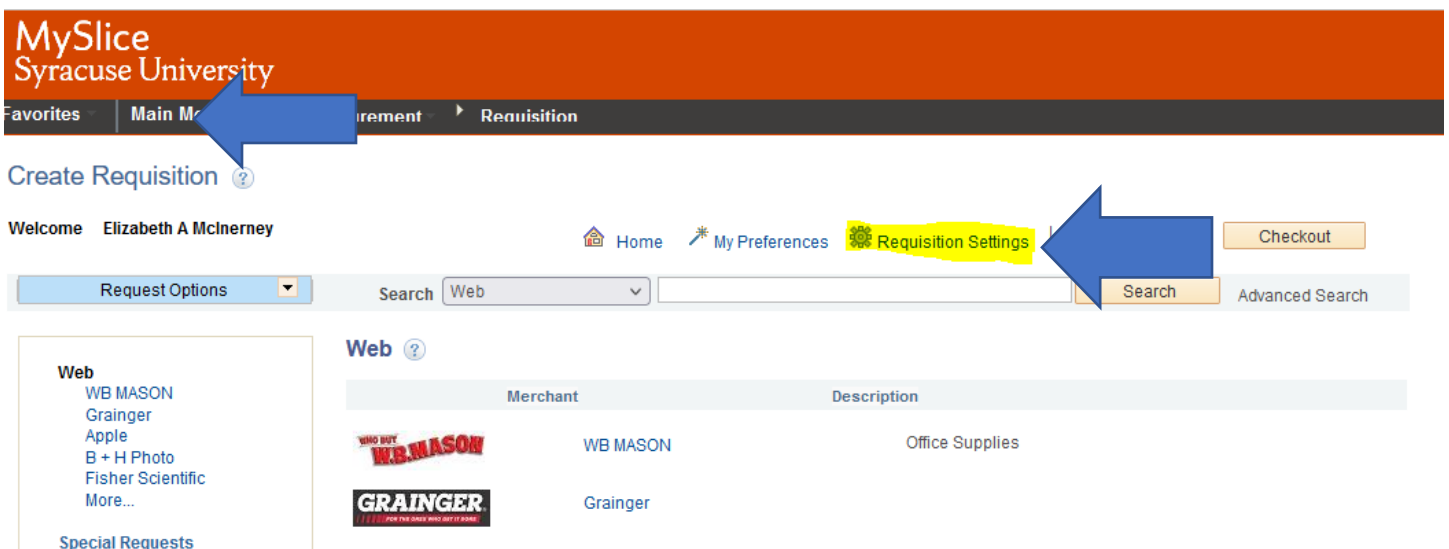
*****VERY IMPORTANT*** Start a New Session in Myslice and be sure you have recently cleared the cache in your browser.**

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 Syracuse University Requisition Name

Requester Elizabeth A McInerney Priority

*Currency

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 ?

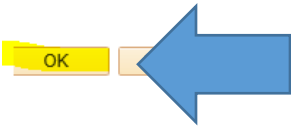
Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

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														



Select Duplionline on the Merchant Page on the bottom of the list

GOV CONNECTION
IT Solutions and Services



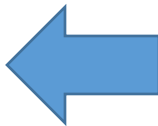
Dell

Choose to DISPLAY the nonsecure items.



DUPLIONLINE

Business Cards , Stationery, Printing & Mailing



Go to SAVED ORDERS – Double Click on the Blue Saved order number



Create Order Track Order Saved Orders



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

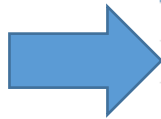
Track Order

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

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

Displaying 1 - 20 of 21 Orders Found [Next 20](#)

Order #	Ent. By	Date	Approval	Status	PO #	Detail
Ship To Name						
1	3108687	betsy	12/16/2021	Saved		557
Elizabeth A McInerney Syracuse, NY 13244						
2	2993853	betsy	02/17/2021	Saved		537
						537
						537
						537
						537



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



Create Order Track Order Saved Orders

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

Detail		Product	Thumbnails	Quantity	Price
5606506	Edit Delete	Syracuse University Facts brochure		25	\$72.05
					Subtotal: \$72.05

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.

CONTINUE SHOPPING

RETURN TO E-PROCUREMENT SYSTEM

NOTICE

Important: To complete your order, you need to click the 'Return to E-Procurement System' button and then complete your requisition within PeopleSoft.

OK

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 track your order.
Once you save the order, you can click the **Close Session** button to close this Punch Out session.

Save For Future Use

Close Session

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