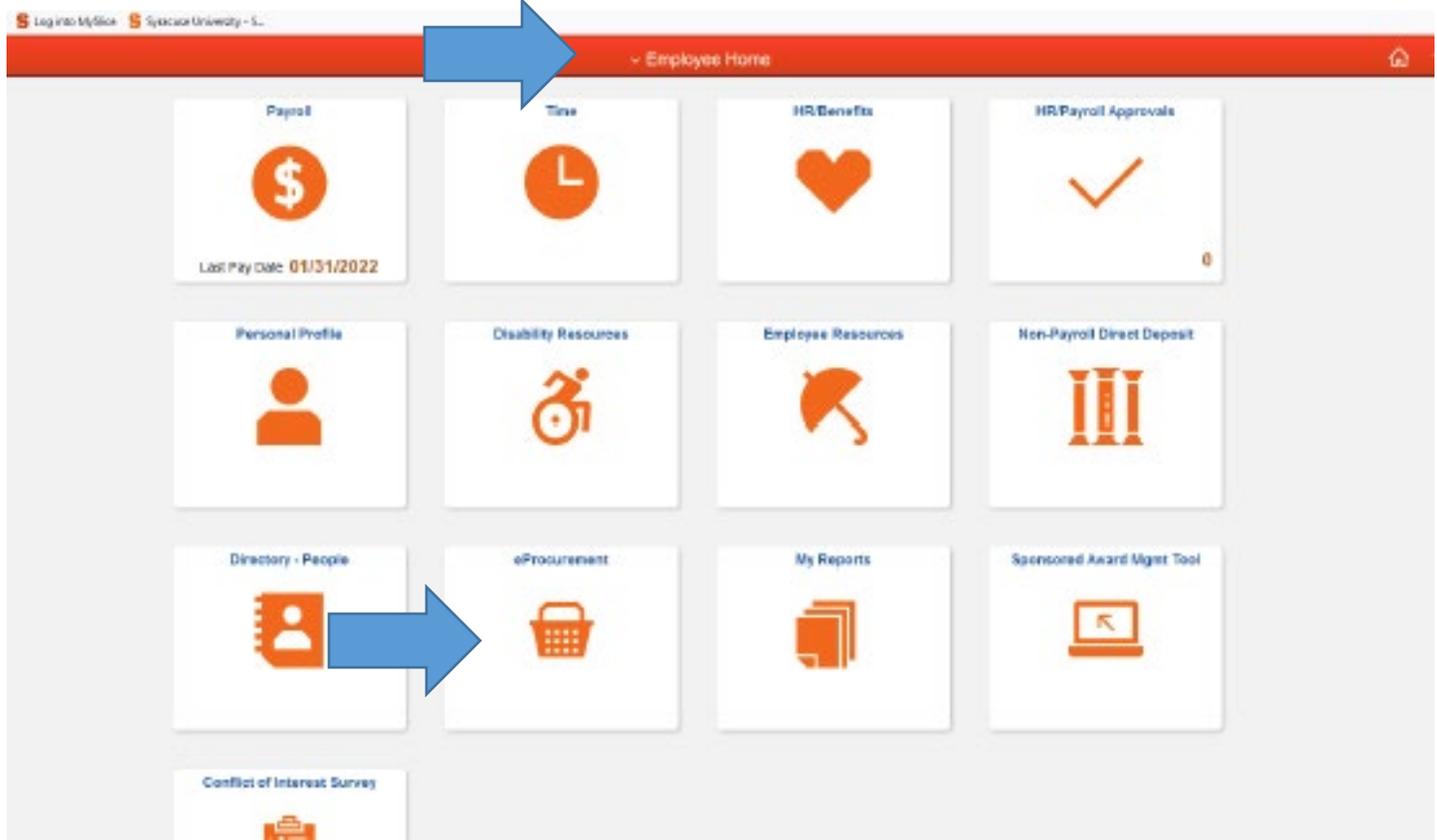**START MY PRINT PROJECT INSTRUCTIONS**

eProcurement

Navigate to eProcurement Tile on Employee home page

Select DUPLIONLINE from the bottom of the merchant page

DUPLIONLINE   Business Cards , Stationery, Printing & Mailing

Select Print Pro

Syracuse University   Create Order   Track Order   Saved Orders

Business Cards & Stationery   Dir...   ...s   Print Projects   Inventory Forms   150th Anniversary Toolkit   Forever Orange Toolkit

Print Projects
Main > Print Projects

For print projects that are complex or not a catalog item , use St...

Select Start my Print Project

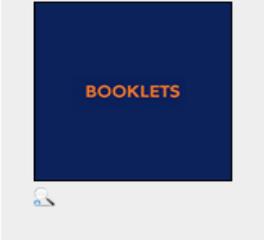...isting items available to order
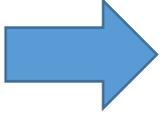Syracuse University   Create Order   Track Order   Saved Orders   COVID-19 Toolkit

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

Print Projects
Main > Print Projects

START MY PRINT PROJECT

BOOKLETS

Start my Print Project

Booklets

Product ID:
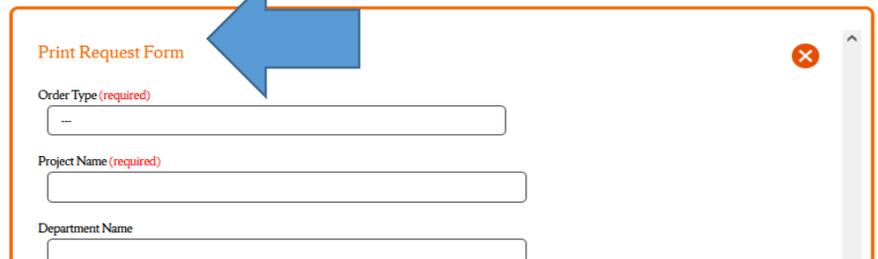printQuote_de

Product ID:
booklet

Select

Select

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!

Item Code:
printQuote_de

Description:
Start my Print Project

Print Request Form

Order Type (required)

Project Name (required)

Department Name

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)

```
100
```

Finished Size (required)

```
6"x9"
```

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.

```
14pt C1S (ITU141913C)
```

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

```
N/A
```

Finishing Information
Check all that apply

- ☐ Folding
- ☐ Numbering
- ☐ Padding
- ☐ Scoring
- ☐ Square Fold Booklet
- ☐ Stapling
- ☐ Tabbing
- ☑ None

Artwork File 1

Art Files larger than 10mb should be sent via We Transfer to the 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.

[Browse...] 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 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.

[Browse...] 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.

Yes

Email Address for Proof 1 (required)

eamciner@syr.edu

Email Address for Proof 2

eamciner@syr.edu

Delivery Information (required)

Enter the full address where the completed project should be delivered

attN: Betsy
640 Skytop Road, First Floor

Due Date (required)

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

mm / dd / yyyy

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.)

Add comments for type N/A - required field

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

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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

Syracuse University   Create Order   Track Order   Saved Orders

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

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 to be completed

From: 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. The file...

Click Here to open a new browser window to display this proof

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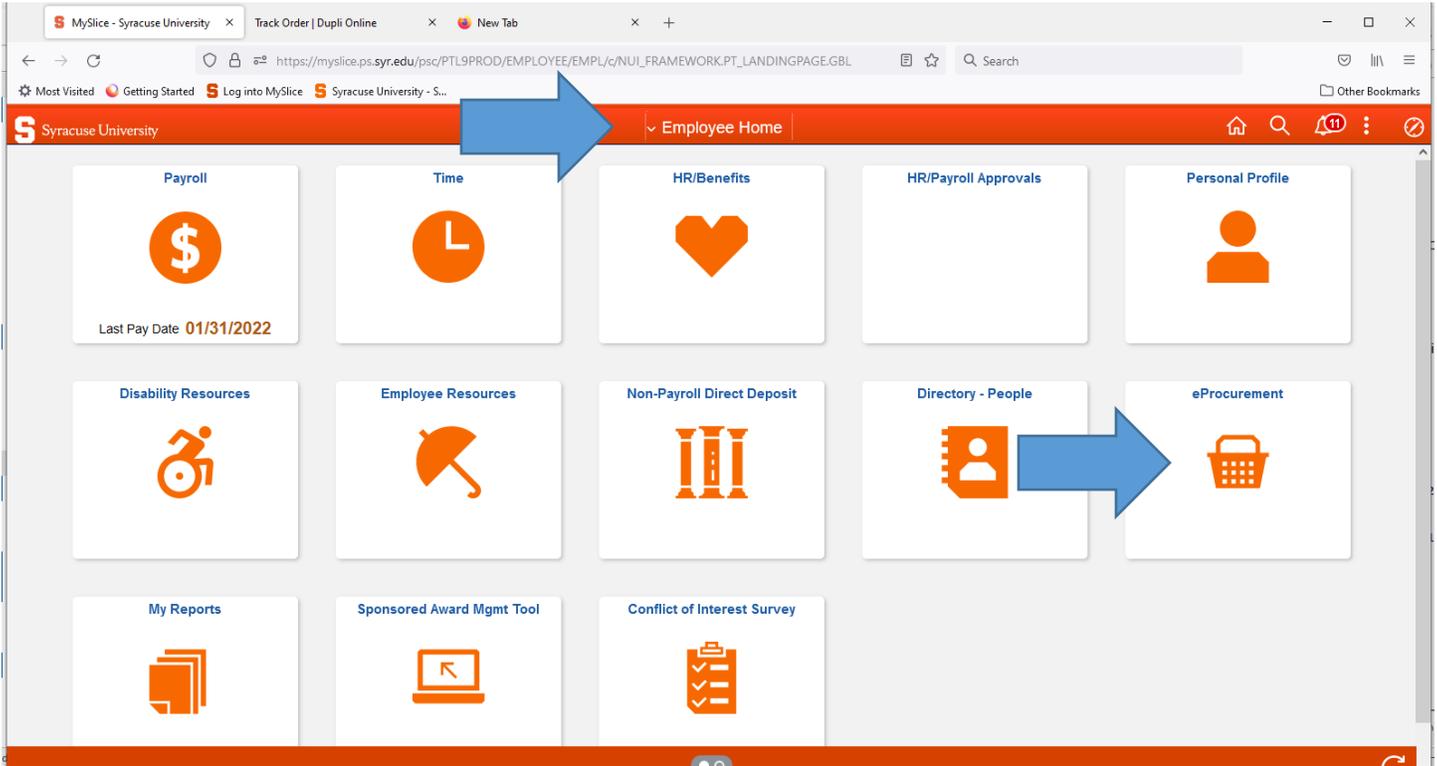
Select **> Requisition Settings**
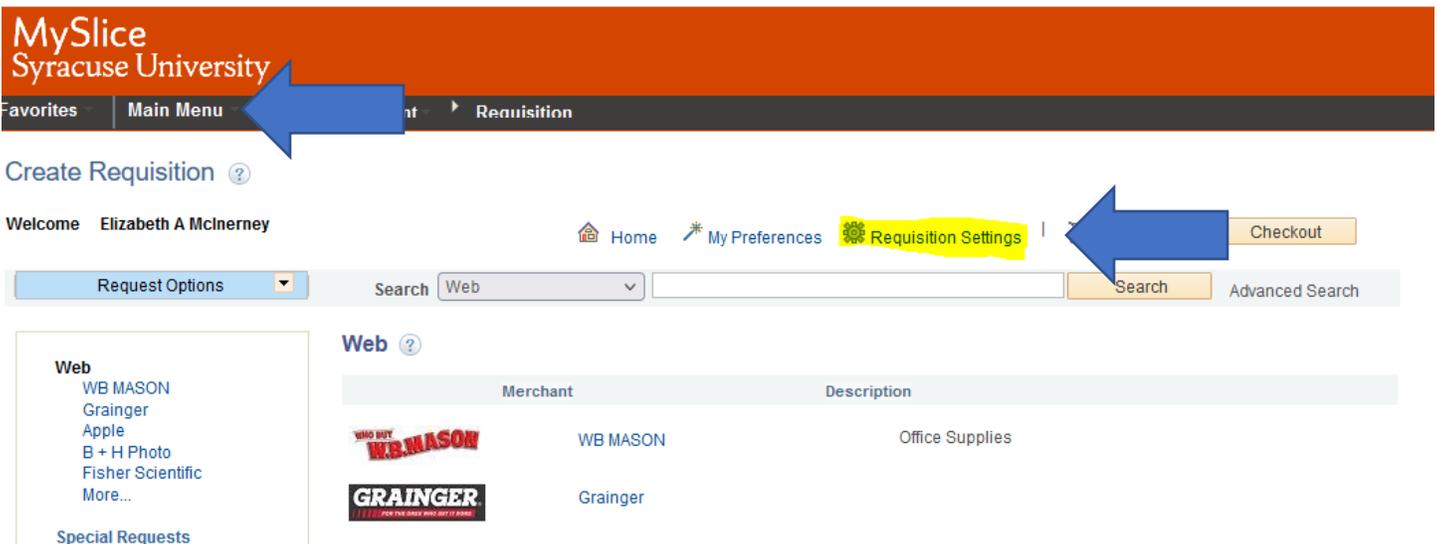
1. **Enter Requisition Name (name of the project)**

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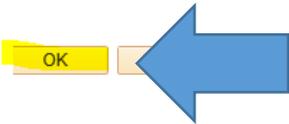
Select Duplionline on the Merchant Page on the bottom of the list

GovConnection   GovConnection   ..., computer peripherals and accessories
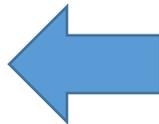IT Solutions and Services

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

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.