Available Supplies

Business Cards, letterhead, 2nd page letterhead, envelopes, & note pads.
Logging In

www.duplionline.com
Click on the ‘DupliOnline Log In:’ to access the login web page. The link is located in the top right corner.
All 3 login fields (Account Code:, UserName, & Password) are ‘downstate’. These fields are all case sensitive and must be entered using lower case characters.
Catalog Home Page

- Destination links
- Brief instructions
- Create Order
- Order Admin
- Contacts
- Catalog
- Logout
Drop down menu for category choices.
Business Cards

- SUNY Downstate Medical Center 150 Year Business Card
- SUNY Downstate Medical Center Business Card
- SUNY Downstate Medical Center Business/Appointment Card
- SUNY Downstate Medical Center Appointment Card
- SUNY Downstate Medical Center @ LICH Business Card
- SUNY Downstate Medical Center @ LICH Business/Appointment Card
Generating Proofs

Select the appropriate category.
Generating Proofs

- Quantity
- Default Imprints
- Information Fields
- Mobile Field
- Viewing/Emailing
- Add
- Cancel
- Pricing
## Shopping Cart

### Order Summary

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY Downstate 11x17 Business Card - 2 sided</td>
<td>1,000</td>
<td>38.20</td>
</tr>
</tbody>
</table>

Subtotal: 38.20

- [Continue Shopping](#) - [Continue to Checkout >](#)

Logged in as: [Logout](#)
Checkout

### Shopping Cart

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY Downstate LIC Business Card - 2 sided Names: Celine M. Smith</td>
<td>1,000</td>
<td>$30.20</td>
</tr>
<tr>
<td>Subtotal:</td>
<td></td>
<td>$30.20</td>
</tr>
</tbody>
</table>

Your order has been sent to Celine Smith for approval

### Shipping Address & Order Information

- **Account Code**: 311350-99
- **Email Address**: celine.smith@downstate.edu
- **Shipping Address**:
  - **Saved Addresses**: 445 Lenox Road
  - **Attn:** Celine Smith - Procurement
  - **Company Name**: SUNY Downstate Medical Center
  - **Address 1**: 445 Lenox Road
  - **Mailbox**: Box 63
  - **City**: Brooklyn
  - **State**: NY
  - **Zip**: 11203
  - **Country**: US
  - **Tel**: 
  - **Fax**: 
  - **Residential?**: No

Logged in as: [Log out]

[Submit Order] [Cancel] [Save Order]
Order Completion Types

Submit Order

Save Order
Saved Order

Order Information - Saved Order

To modify or submit this order, click on “Saved Orders” in the menu.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY Downstate LICH Business Card - 2 sided</td>
<td>1000</td>
</tr>
<tr>
<td><strong>Name:</strong> Catina M. Smith</td>
<td></td>
</tr>
</tbody>
</table>

Order Information

<table>
<thead>
<tr>
<th>Account Code</th>
<th>311360-00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td><a href="mailto:catina.smith@downstate.edu">catina.smith@downstate.edu</a></td>
</tr>
<tr>
<td>Email Address 2</td>
<td></td>
</tr>
</tbody>
</table>

Shipping Information

<table>
<thead>
<tr>
<th>Attention</th>
<th>Catina Smith - Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>SUNY Downstate Medical Center</td>
</tr>
<tr>
<td>Address 1</td>
<td>445 Lenox Road</td>
</tr>
<tr>
<td>Mailbox</td>
<td>Box 63</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Brooklyn, NY 11203</td>
</tr>
</tbody>
</table>

Logged in as: ,

Logout
Order Completion Types

Submit Order

Save Order
# Saved Order

## Shopping Cart - Confirm Order Details

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY Downstate UCCH Business Card - 2 sided</td>
<td>1,000</td>
<td>$38.20</td>
</tr>
</tbody>
</table>

## Contact Information

**SUNY Downstate Medical Center**  
University Hospital of Brooklyn  
at Long Island College Hospital  

**Catina M. Smith**  
BUYER  
CONTRACTS & PROCUREMENT MANAGEMENT  
450 Clarkson Avenue, Box 63, Brooklyn, NY 11203  
Phone 718 270-3899  
Fax 718 270-4413  
Email catina.smith@downstate.edu

## Order Summary

- **Subtotal:** $38.20

## Order Information

**Account Code:** 311260-00  
**Email Address:** catina.smith@downstate.edu

**Shipping Address:**  
**Name:** Catina Smith - Procurement  
**Company Name:** SUNY Downstate Medical Center  
**Address 1:** 445 Lenox Road  
**City:** Brooklyn  
**State:** NY  
**Zip:** 11203  
**Country:** US  
**Residential:** Yes

**Order Information:** 
- **Residential:** Required Field

**Complete Order >>**
Completed Order
### After Order Completion

- **Emails**
- **Paperwork**
# Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service - Tracey Wilcox</td>
<td>800-724-2477 x252</td>
<td><a href="mailto:twilcox@duplonine.com">twilcox@duplonine.com</a></td>
</tr>
<tr>
<td>Sales Representative - Matthew Oliver</td>
<td>800-724-2477 x246</td>
<td><a href="mailto:moliver@duplonine.com">moliver@duplonine.com</a></td>
</tr>
<tr>
<td>SUNY Downstate Contact - Catina Smith</td>
<td>718-270-3899</td>
<td><a href="mailto:catina.smith@downstate.edu">catina.smith@downstate.edu</a></td>
</tr>
</tbody>
</table>

Portia John 718.270.1123  portia.john@downstate.edu
Product Price List

Business Card

- SUNY Downstate Medical Center 150 Year Business Card (1-sided)
  - 500/LOT $15.85
  - 1000/LOT $31.70
- SUNY Downstate Medical Center Business Card (1-sided)
  - 1000/LOT $31.70
  - 500/LOT $15.85
- SUNY Downstate Medical Center Business/Appointment Card (2-sided)
  - 500/LOT $25.85
  - 1000/LOT $38.20
- SUNY Downstate Medical Center Appointment Card (1-sided)
  - 500/LOT $13.95
  - 1000/LOT $28.70
- SUNY Downstate Medical Center @ LICH Business Card (1-sided)
  - 500/LOT $15.85
  - 1000/LOT $31.70
- SUNY Downstate Medical Center @ LICH Business/Appointment Card (2-sided)
  - 500/LOT $25.85
  - 1000/LOT $38.20
Product Price List

Envelope

- SUNY Downstate Medical Center 150 Year Envelope
  - 500/LOT $79.55
  - 1000/LOT $87.72
- SUNY Downstate Medical Center 150 Year Reply Envelope
  - 500/LOT $30.30
  - 1000/LOT $37.63
- SUNY Downstate Medical Center #10 Plain Envelope
  - 500/LOT $9.98
  - 1000/LOT $19.96
- SUNY Downstate Medical Center #10 Window Envelope
  - 500/LOT $11.47
  - 1000/LOT $22.94
- SUNY Downstate Medical Center @ LICH #10 Plain Envelope
  - 500/LOT $9.98
  - 1000/LOT $19.96
- SUNY Downstate Medical Center @ LICH #10 Window Envelope
  - 500/LOT $11.47
  - 1000/LOT $22.94
## Product Price List

### Letterhead

- **SUNY Downstate Medical Center 150 Year Letterhead**
  - 500/LOT: $22.50
  - 1000/LOT: $45.00

- **SUNY Downstate Medical Center 150 Year 2nd Page Letterhead**
  - 500/LOT: $19.00
  - 1000/LOT: $38.00

- **SUNY Downstate Medical Center Plain Non-Custom Letterhead**
  - 500/LOT: $22.50
  - 1000/LOT: $45.00

- **SUNY Downstate Medical Center Custom Letterhead**
  - 500/LOT: $22.50
  - 1000/LOT: $45.00

- **SUNY Downstate Medical Center Custom 2nd Page Letterhead**
  - 500/LOT: $19.00
  - 1000/LOT: $38.00

- **SUNY Downstate Medical Center @ LICH Custom Letterhead**
  - 500/LOT: $22.50
  - 1000/LOT: $45.00

- **SUNY Downstate Medical Center @ LICH Custom 2nd Page Letterhead**
  - 500/LOT: $19.00
  - 1000/LOT: $38.00
Product Price List

Notepad

- **SUNY Downstate Medical Center Blank Notepad**
  - 10 Pads/LOT $120.70
  - 20 Pads/LOT $133.10
  - 30 Pads/LOT $142.85
  - 40 Pads/LOT $153.90
  - 50/Pads/LOT $164.90

- **SUNY Downstate Medical Center Detail Notepad**
  - 10 Pads/LOT $113.10
  - 20 Pads/LOT $123.40
  - 30 Pads/LOT $127.05
  - 40 Pads/LOT $135.40
  - 50/Pads/LOT $144.90