**Dupli punch out for Business Cards**

A punch out catalog for business cards through Dupli has been enabled in the OSCAR marketplace. Each department will need to decide how to handle the ordering process. Anyone who has access to the OSCAR marketplace can be granted access to the Dupli punch out catalog.

**Using the punch out:**

Click the “Dupli” button in the OSCAR Marketplace to access the punch out catalog. You will be brought to the homepage for the Dupli/Rensselaer punch out. Click the “Business Cards” link to begin.
Click the “Select” button on the next screen (there is only one template available for business cards at this time through the punch out):
Completing card information:

On the next screen you will fill out all of the information that should be printed on the cards. Any field with a red star next to it is a required field.

Location:

The standard location information for the Rensselaer campuses has been loaded into the site and is available in the “Location” drop down menu. If you are printing cards for someone who does not reside at any of the locations available in the drop down menu select “Other” to enter the address you need.
Once you select a location address information will populate for you (unless you select “other” then you will need to complete the address information).

**Quantity:**

You can order 1, 2 or 4 boxes of cards at a time. The pricing and number of cards per box, as well as shipping rates are shown on the punch out site.
Rensselaer Graduate:

If you are creating cards for a graduate of Rensselaer you may check the “Rensselaer Graduate” box which will open up the “Class Year” field. Enter the 2 digit year of graduation. The year will print after the employee name on the card [see completed proofs at the end of this document].
Title 1 & Title 2, and Move Title to a Separate Line:

You may enter one or two titles. Depending on how long your titles are you may also check the “Move title 2 to Separate Line” checkbox to put the second title on a separate line. You can check this option off and on to see what the card will look like with each option when you view the proof.

**NOTE:** If you choose to move title 2 to a separate line you will need to leave the Department or the Building/Floor field blank and move that information to the second title line. This is due to space limitations on the card.

**Department:**

Enter the department of the employee.

**Building/Floor:**

Enter the Building and the Floor of the Office of the employee. This information will always print above the street address on the card.

**Address Block:**

This will fill in for you if you select one of the pre-populated addresses from the “Location” drop down box. If you choose “Other” in the “Location” drop down box you will need to complete the address information.

**Phone/Fax:**

You will have the option to select what type of Phone Number you want to print on the card: “Phone”, “Fax”, or “Cell”

**Rensselaer Email ID:**

You must enter your Rensselaer email in this field. Do not use a personal email address like Google or Yahoo.

**Web Address:**

Enter your department’s web address.

**View Proof:**

Once you have completed all of the required information click the “View Proof” button shown below:
A proof of the card will display for your review:
You can also email a PDF version of the proof if you are creating a card for someone other than yourself.

If everything on the card looks good, click “Checkout”.

You will then be brought to the screen below where you can either return the cart to OSCAR or create another card. Once you return the card to OSCAR you will follow the same process for other punch out orders.