


Dear Duke University or Duke University Health System staff member,

Duke University, in partnership with Universal Printing, is pleased to introduce our EPrint WEB ORDERING SYSTEM for Business Cards, Letterhead, Envelopes, Notepads, and many other printed products. We hope you will find this new technology to be both user-friendly and timesaving.

During the initial roll out of this program we will be continually adding new galleries and products for Duke schools and divisions as templates are approved. Due to the approval process, requests for **new templates** that are not on the site may take longer. If your school or division is not currently available on this site, please contact us at: Duke@universalprinting.com.

To access the site, in your web browser, go to: <https://eprint.universalprinting.com/Duke/about.html>



Online Ordering for
Duke University

[About Eprint](#) | [Contact Universal](#) | [Contact Duke](#) | [UPP Online](#)


Important Payment Instructions!

You **MUST** have a valid **7-9 digit cost center/fund code** or a valid credit card to complete an order using this site.

Select the correct link below to begin to experience the power of Eprint



Duke University
Campus & Schools



Duke University
Health System

Choose the Duke University link or Duke University Health System link by clicking on the icon. **Select** Duke University for *University* departments and schools or Duke University Health System for hospitals and areas with the *DUHS* logo. You may want to **bookmark** to your web favorites. Within each side of the site, you will find galleries with templates approved for on-line orders.

First time users please, select NEW REGISTRATION >>>

NEW REGISTRATION

Previously **Registered users**, sign in using your email address and your user-defined password.

OR

If you forget your password contact Universal or email print@duke.edu for it to be reset.

Email ID

(Your Email address on file - e.g. johnsmith@mycompany.com)

Password (Case Sensitive)

Note: If you need to access both University and Health System sides, please contact us.

LOGIN

When first registering:

Fill out the simple registration form accurately and completely. To ensure timely and proper delivery, provide **building name, room number and street address** (not a campus box number). This will also save you from repeatedly typing your address, shipping, and billing information each time you order. Please remember your Password. **Note:** LOGIN ID & PASSWORD ARE CASE SENSITIVE. After logging in, **Select Gallery** – Schools or divisions are listed by name on both the University and Health System sides of the site.

Example: DUHS Gallery listing (on web site select one to see products within gallery)

*Additional galleries using **approved logos** can be added to each side of the site (Duke University and DUHS) upon request.*

Please visit the site prior to requesting additions – only a few are depicted here.




Image	Gallery
	Gallery: Duke University Health System
	Gallery: Duke University Medical Center
	Gallery: Durham Regional
	Gallery: Duke Health Raleigh Hospital
	Gallery: Duke Executive Health
	Gallery: Duke Health Community Care

Example: Products within a Duke University Gallery

Select Items from the "**Product Galleries**" according to your school or division.

Each "gallery" consists of products that have been approved for your school or division.

Additional items (products) can be added to existing galleries upon request.

Image	Product
	Product: Standard Business Card
	Product: Letterhead - Department
	Product: #10 Envelope - Department



Duke University

ROGER A. LEWIS
 MANAGER, PRINT PROGRAMS
 ROGER.LEWIS@DUKE.EDU

PROCUREMENT SERVICES
 200 FACILITIES CENTER
 BOX 90172
 DURHAM, NC 27708

TEL: (919) 681-3503
 FAX: (919) 684-4344

Please remove any unwanted text from the fields shown below!

Carefully fill out Personalization fields for any personalized items (business cards, letterhead, etc.)

If sample information fills in, please delete unwanted sample information.

Select **“View Proof”** - Your order will proof on-line and then print exactly as the proof appears once you complete your order.

Field	Text Values
Name	Roger A. Lewis
Title	Manager, Print Program
Email (ALL LOWERCASE)	roger.lewis@duke.edu
Fax:	(919) 684-4344
Mobile:	
Tel:	(919) 681-3503
Department Line	Procurement Services
Address Line 1	200 Facilities Center
Address Line 2	Box 90172
Address Line 3	
City	Durham
State	NC
Zip Code	27708

[View Proof](#) [Approve Proof](#)

When satisfied with your proof, select **“Approve Proof”** – You will have an opportunity to review or cancel your order prior to checkout.

Choose quantities for items by clicking on: **Add to Shopping Cart**

Image	Product	Option
<p>Duke University</p> <p>ROGER A. LEWIS MANAGER, PRINT PROGRAMS ROGER.LEWIS@DUKE.EDU</p> <p>PROCUREMENT SERVICES 200 FACILITIES CENTER BOX 90172 DURHAM, NC 27708</p> <p>TEL: (919) 681-3503 FAX: (919) 684-4344</p>	<p>Product: Standard Business Card Media: 80# Cougar Cover Height: 2 Width: 3.5 Quantity: 500</p>	<p>Add To Cart</p>

Shop More OR Check Out:

If checking out, provide Shipping Information. Please be sure to give complete information for shipping including your Building name and Room Number where applicable. (Your Default is the information provided at Registration). You may add as many "Alias" Addresses as desired for the different shipping addresses you frequently use.

The normal order timeframe is 5-8 days, however rush service for 3-5 working days is available on-line for an additional charge. If you are ordering multiple items and need to order an individual item as a rush order, create a separate order for the single rush item. **NOTE: RUSH ORDERS INCUR A 50% PREMIUM TO THE FULL ORDER, therefore rush service should only be used in emergencies and only then to select line items truly needed as a rush. A separate order should be placed for non-rush items.**

You may split shipments to different delivery sites - See "Help - Popup" at Shipment Screen for details.

Proceed to Billing then Proceed to Payment:

Two methods of payment can be used to order on-line from Universal Printing and Publishing.

Choose from the drop down box:

- Cost Object (Cost Center or WBS Element)
- Procurement Card

Please fill out the below payment form and REVIEW your order carefully before submitting.
If correct, please click "Submit" once and your order will be processed. Thank you.

Payment Type	Payment Form	Order Total
-- Select Payment Type --		Total: \$
		Handling Fee: \$
		Grand Total: \$

Order Information	Billing Address
Placed By: Roger Lewis Company: Duke University	Roger Lewis 200 Facilities Center Durham, NC 27708 USA

Product ID	Product	Shipping Method	Shipping Address	Sub
2480 View Image	Duke University - Main Campus - Standard Business Card 80# Cougar Cover, 3.5 X2, White Total of 1 ordered at 500 per box	Standard Shipping	Roger Lewis 200 Facilities Center Durham, NC 27708 USA	Sub

SUBMIT Order. CLICK SUBMIT ONLY ONCE. you will receive a confirmation via email immediately.

If you need help
Email Duke@universalprinting.com

or call

Jennie Stover at 919-361-5809 ext.123 jstover@universalprinting.com
Amy Gessell at 919-361-5809 ext. 161 amy_g@universalprinting.com

OR

Email print@duke.edu to reach Duke Print Management staff

You can check the status of your order

Check to see if your order has been shipped in EPrint by clicking on ORDER HISTORY. Then click on Search. Once ALL of the items in your order have been shipped, the status will change from approved to shipped.

Reorders

To reorder an item you have ordered before select the ORDER HISTORY tab. Click on SEARCH, then VIEW the desired order to reorder. Click on REORDER to place items in a new shopping cart.

To add products to galleries contact:

Jennie Stover. Jennie will work with you to collect information relating to your product or gallery, then work with Duke Print Management to obtain all needed approvals within Duke.

Thank You,
Your Universal Printing Customer Service Team
AND
Duke Print Management

**For more information regarding print and related services at Duke, visit:
www.procurement.duke.edu**

