

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22298-RS](#)

DATE: September 18, 2012

GROUP: 50048 – THERMOGRAPHED BUSINESS
CARDS, LETTERHEADS, &
ENVELOPES
(All State Agencies)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Harry T. Brown
Purchasing Officer I
(518) 474-7902
harry.brown@ogs.ny.gov

CONTRACT PERIOD: October 9, 2011 -
October 8, 2013

CONTRACTOR/

CONTRACT NO.: Matt Industries
D/B/A Dupli Envelope & Graphics PC65658

**SUBJECT: ONLINE ORDERING SYSTEM; UPDATED CONTRACTOR CONTACT INFORMATION &
ISSUANCE OF REVISED AWARD**

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that **Matt Industries D/B/A Dupli Envelope & Graphics** has an online ordering system which allows agencies to place orders electronically over the Internet and to also proof them online prior to going to production. Agencies are encouraged to take advantage of this service at no additional cost.

Agencies are also advised that if they prefer to continue submitting a hardcopy for reproduction in lieu of utilizing the online ordering system, it must be camera ready or typewritten copy. Hand written copy is not acceptable. Please contact the contractor on the next page for additional details regarding the online ordering system.

Instructions for the online ordering system are as follows:

- 1) The log in is: <https://secure.duplionline.com/jDOL/servlet/login>
- 2) The account code is: nysbc
- 3) Enter your user name and password provided by the contractor.

In addition, please note the updated contractor contact information for Matt Industries D/B/A Dupli Envelope & Graphics below. Changes are in bold:

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u> <u>NYS VENDOR ID#</u>
PC65658	MATT INDUSTRIES D/B/A DUPLI ENVELOPE AND GRAPHICS One Dupli Park Drive P.O. Box 11500 Syracuse, NY 13218	800/724-2477 315/472-1316 J. Kemper Matt Fax No.: 315/422-3637 E-mail: kemper@duplionline.com sales@duplionline.com Website: www.duplionline.com	141621837 1000027542

For online ordering registration and technical support:

MATT INDUSTRIES	800/724-2477, Ext. 253
D/B/A DUPLI ENVELOPE AND GRAPHICS	315-234-7253
One Dupli Park Drive	Caroline Gosson
P.O. Box 11500	Fax No.: 315/422-3637
Syracuse, NY 13218	E-mail: cgosson@duplionline.com
	Website: www.duplionline.com

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification, which lists a revised issue date of **September 18, 2012** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address:

<http://ogs.ny.gov/purchase/spg/awards/5004822298CAN.HTM>

All other terms and conditions of the original award remain unchanged.