

Online Procurement System

User instructions

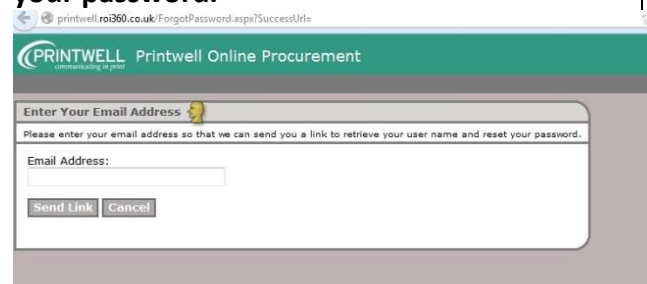
INSTRUCTIONS

Login

Enter your Login Name & Password into the fields provided, please note your Password is case sensitive.

If you have forgotten your details you can click on "I've forgotten my password" link between "Password" & "login button".

This will let you enter the email address we have against your details and you will be automatically sent a link by email to reset your password.



printwell.roi360.co.uk/ForgotPassword.aspx?SuccessUrl=

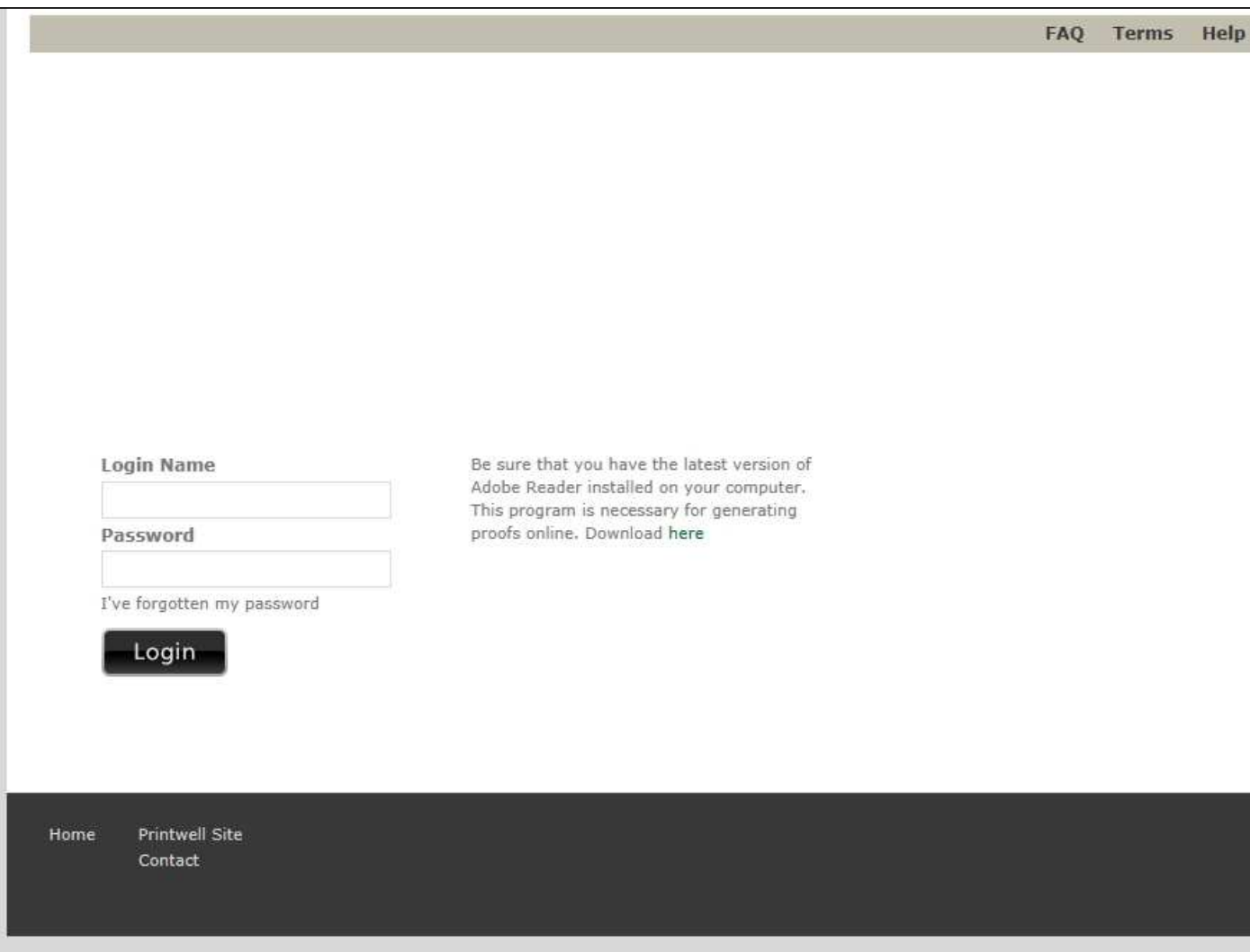
PRINTWELL Printwell Online Procurement

Enter Your Email Address

Please enter your email address so that we can send you a link to retrieve your user name and reset your password.

Email Address:

SCREENSHOT



FAQ Terms Help

Login Name

Password

I've forgotten my password

Login

Be sure that you have the latest version of Adobe Reader installed on your computer. This program is necessary for generating proofs online. [Download here](#)

Home Printwell Site Contact

INSTRUCTIONS

Once logged in you are delivered to the first category.

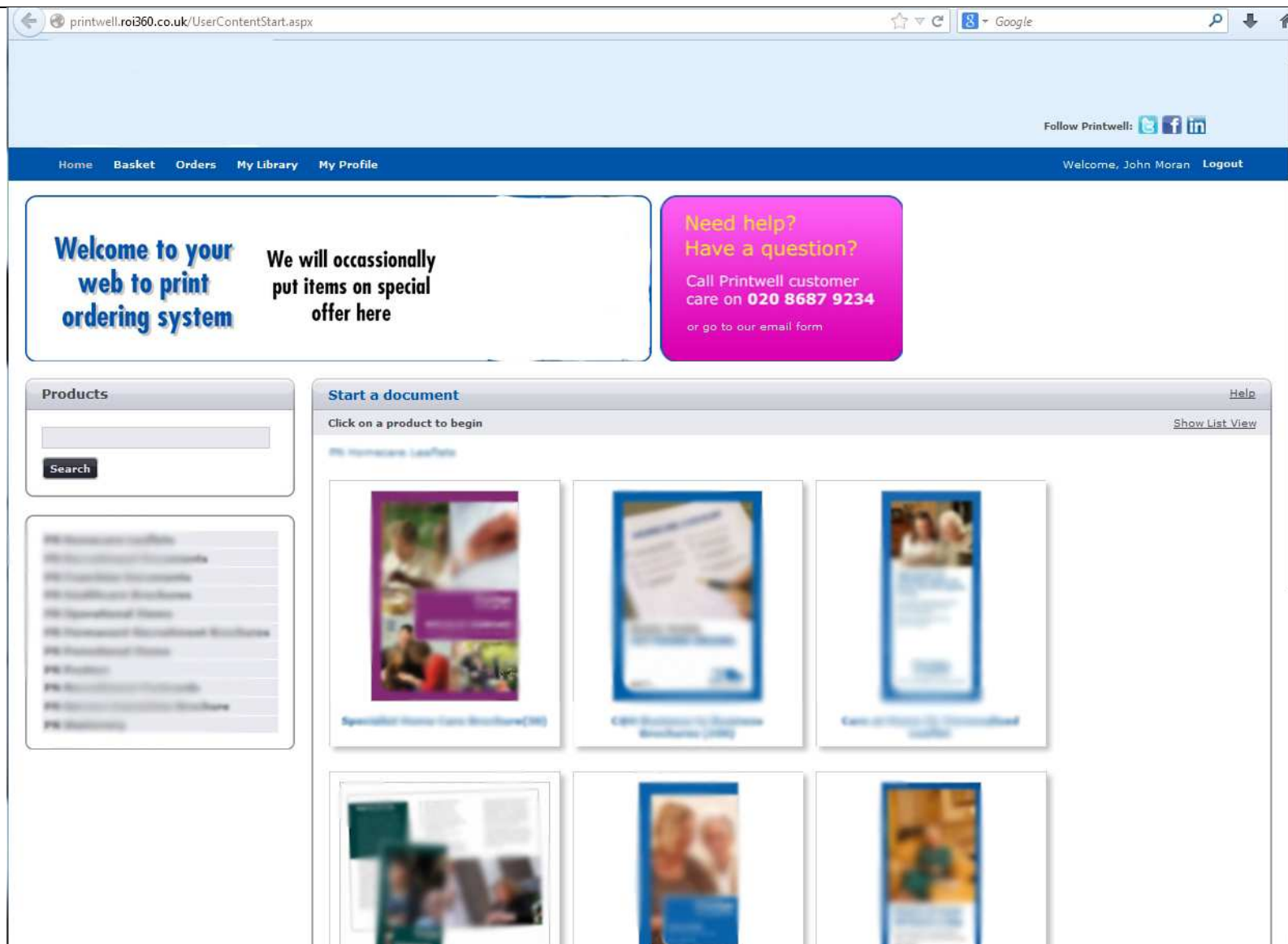
To choose a different category use the menu on the left.

You can also search for products using the "Products" search box above the menu.

Products

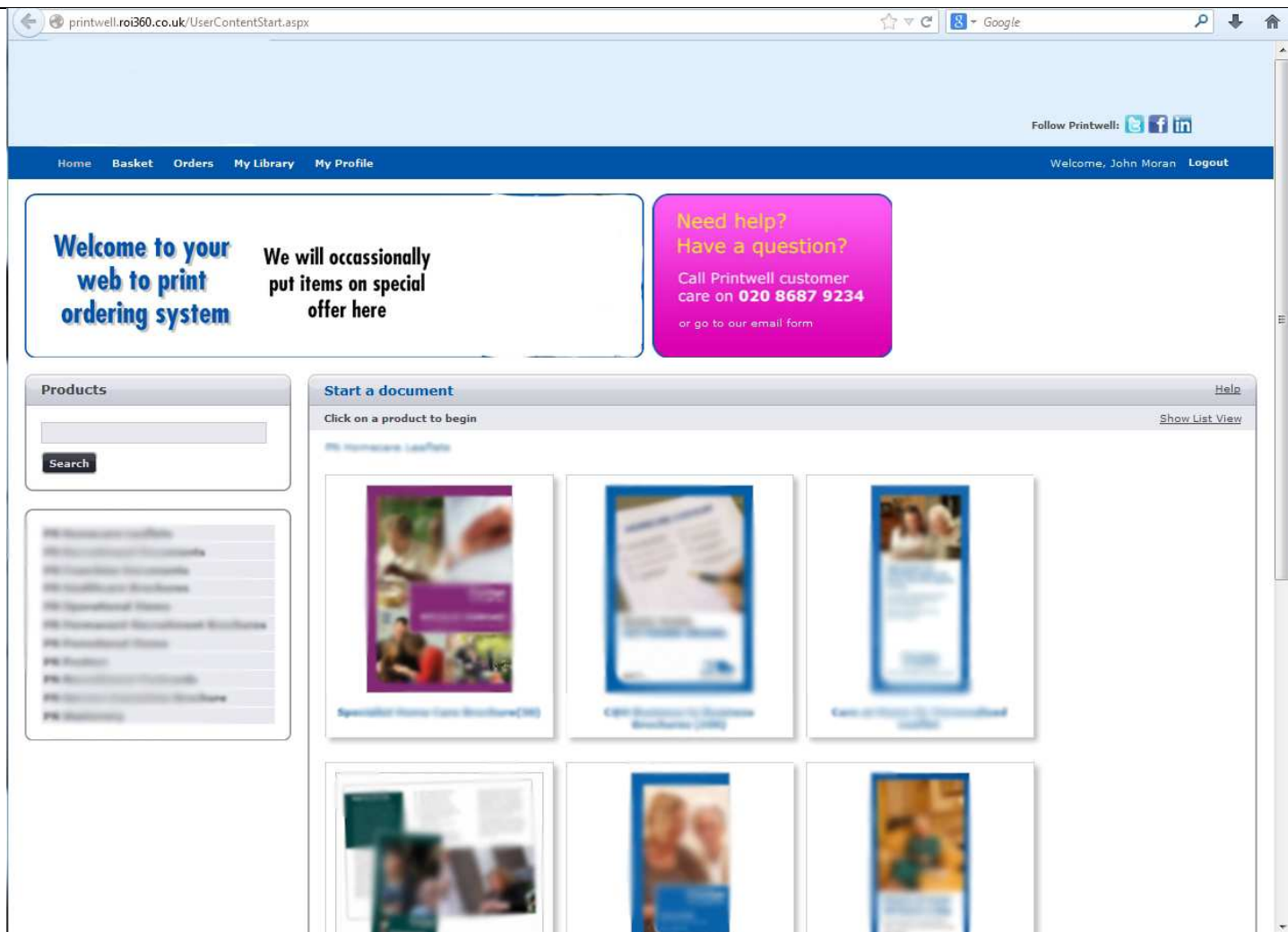
- Home
 - Basket
 - Orders
 - My Library
 - My Profile
- Home
 - Basket
 - Orders
 - My Library
 - My Profile

SCREENSHOT



When you have reached the category or sub-category where the products are you will see images of them. The example shown is Stationery.

To see details about a product and order it click on the image of it.



INSTRUCTIONS

STOCKED ITEMS

If the item is a “stocked” product with no personalisation you will see this screen.

This shows details of the product, stocked units and pricing.

You type the number of “stocked units” you require in the field “quantity of units required”.

Then to process click “Add to Basket”.

For next step go to page 9

Editing Steps

1 Options

Magnetic Bookmark (25) Add to Basket Cancel

Options: Set product options

Update

Quantity of units required:
1

Quantity per stocked in:
25

Stocked in:
per pack

Available Stock in stocked units
15

Update

Price
Excluding VAT: £ 8.75

Add to Basket Cancel

PERSONALISED ITEMS

If the item is a “personalised” product you will see this screen

(Form filling) with fields for you to enter the design you want on the product.

ARTWORK DOWNLOAD ITEMS

These follow the same design steps as PERSONALISED ITEMS, to download your artwork file see Page 20.

Editing Steps

1 Form Filling

2 Options

Business Card Business Card Next Step Help

Form Filling: Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes. Step 1 of 2

Update PDF Preview...

| Quantity | Price |
|----------|--------|
| 250 | £14.70 |
| 500 | £26.00 |

First and Last Name
Mary Smith

Qualifications

Job Title
Care Co-Ordinator

Telephone Number
01234 567890

Mobile Number
07234 567890

Fax Number

DDI Number

Email Address
Msmith@prestige-morning.co.uk

Web Address
prestige-morning.co.uk

Address Line
ydon Surrey CR0 1AA

Mary Smith
Care Co-Ordinator
t: 01234 567890 m: 07234 567890
e: Msmith@prestige-morning.co.uk
w: www.prestige-morning.co.uk
1 Park Street, Croydon Surrey CR0 1AA

Colours may look different here.
Please click on 'pdf preview' to view how the colours will appear once printed.

Update PDF Preview...

INSTRUCTIONS

Fill in the rest of the details as required, in the boxes.

SCREENSHOT

Editing Steps

- 1 Form Filling
- 2 Options

Prestige Marketing Business Card Next Step →

Form Filling: Fill out the form to change the document. Click on 'Update' or 'PDF Preview' to view changes.

Update **PDF Preview...**

| Quantity | Price |
|----------|--------|
| 250 | £14.70 |
| 500 | £28.00 |

First and Last Name

Qualifications

Job Title

Telephone Number

Mobile Number

Fax Number

DDI Number

Email Address

Web Address

Address Line

Update **PDF Preview...**

Mary Smith
 Care Co-Ordinator
 t: 01234 567890 m: 07234 567890
 e: Msmith@prestige-marketing.co.uk
 w: www.prestige-marketing.co.uk
 1 Park Street, Croydon Surrey CR0 1AA

Colours may look different here.
 Please click on 'pdf preview' to view how the colours will appear once printed.

The details you enter will appear on the right hand preview.

Remember to move through the pages if there is more than one.

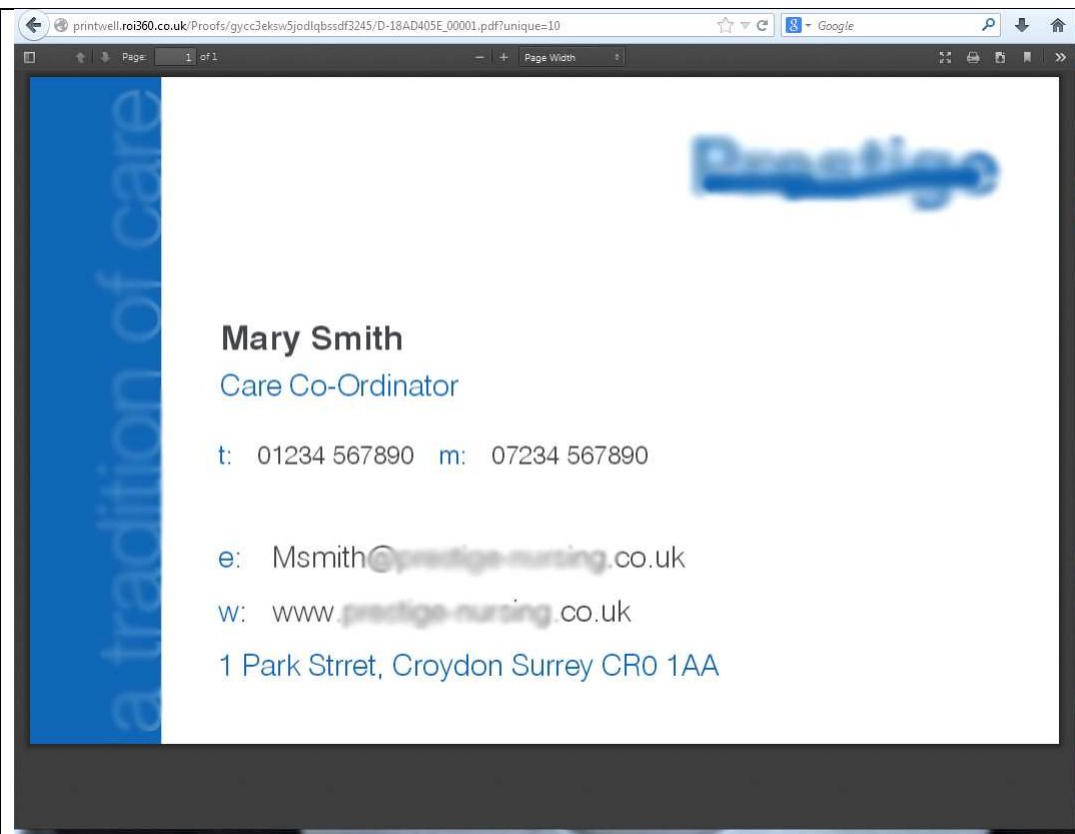
When your happy with the "preview"

Click your "PDF Preview..." button to see a proper higher resolution PDF proof to check your design.

The PDF Proof will open in a new web page with the normal Acrobat controls allowing you to zoom in and step through pages etc.

This is a higher resolution proof rather than the low resolution preview from the “Form filling” page and is there so you can properly check your product before adding to your basket. You must make sure this design is correct because this is what we will produce.

When you are satisfied close the web page down to return to the “Form filling” page.



INSTRUCTIONS

SCREENSHOT

INSTRUCTIONS

You should be back on the “Form filling page”

Click the “Next Step” button to move to page 2 “Options”



EDITING STEPS

ARBONNE PERSONALISED NOTEBOOK

Previous Step Add to Basket Cancel

Options: Set product options Step 2 of 2

1 Form Filling

2 Options

Update

Quantity: Price

1 Excluding VAT: £ 7.25

Update

Previous Step Add to Basket Cancel

The “Options” page allows you to select quantities and see prices. Enter or choose your quantity and then click “Add to Basket”.

INSTRUCTIONS

SCREENSHOT

Once you've clicked "Add to Basket" your item will be put into your "basket". To add more items click "Continue Shopping" button.

You can change your quantity using the "Edit" field.

You can delete items from your basket using the option "delete".


Home Basket Orders My Library My Profile

Shopping Cart

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

'Branch Phone Card Business Card' has been added to the Shopping Cart.

[Proceed to Checkout](#) [Continue Shopping](#)

| Item | Product | Date Modified | Quantity | Options | Price |
|---|---------------------------------|--------------------|---------------|---|---------|
|  D-735CCBC3 | Branch Phone Card Business Card | 3/21/2014 12:28 PM | 250 Update | Edit PDF Preview... Duplicate Delete Hold | £ 14.70 |

Subtotal: £ 14.70

[Proceed to Checkout](#) [Continue Shopping](#)

INSTRUCTIONS

If you have items that you're not ready to order yet but have an item you need right away you can choose the option "hold" and your basket will look like this until you either "Move to cart" or "Delete" them.

To order the item(s) you want click the "Proceed to Checkout" button.


SCREENSHOT

HOME BASKET Orders My Library My Profile

Shopping Cart

Items to buy now: click 'Proceed to Checkout' to order the contents of your shopping cart

[Proceed to Checkout](#) [Continue Shopping](#)


| Item | Product | Date Modified | Quantity | Options | Price |
|---|---------------------------------|--------------------|---------------|---|---------|
|  D-735CCBC3 | Branch Phone Card Business Card | 3/21/2014 12:28 PM | 250 Update | Edit PDF Preview... Duplicate Delete Hold | £ 14.70 |

Subtotal: £ 14.70

[Proceed to Checkout](#) [Continue Shopping](#)

Hold for Later

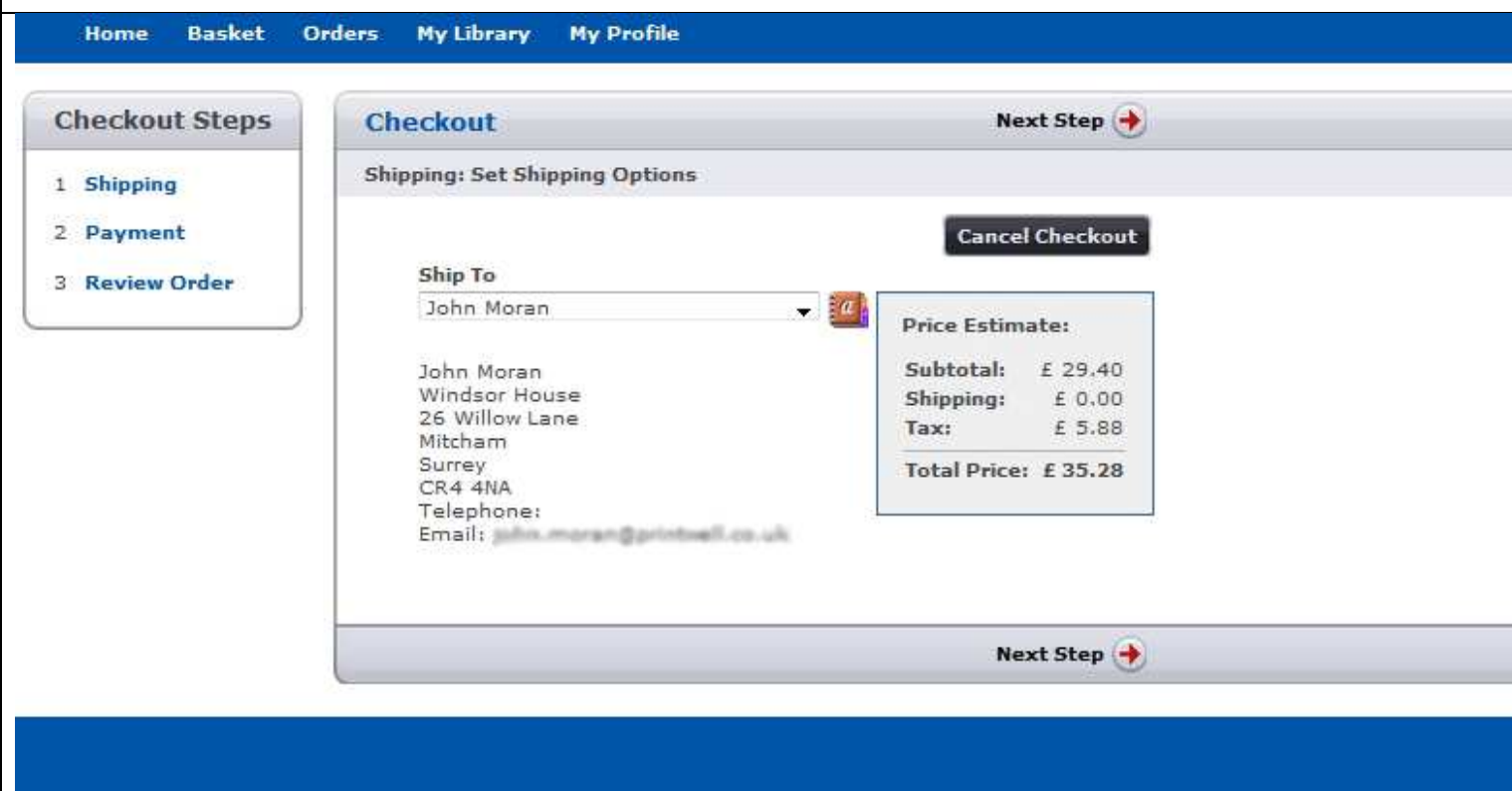
Items to buy later: click 'Move to Cart' to move an item back to the shopping cart for purchase

| Item | Product | Date Modified | Quantity | Options |
|--|---------------------------------|--------------------|----------|---|
|  D-18AD405E | Branch Phone Card Business Card | 3/21/2014 12:40 PM | 250 | Edit PDF Preview... Duplicate Delete Move to Cart |

The checkout has three steps the first “shipping” allows you to set shipping/delivery address details. This page gives you access to your address book.

You can select from previously added addresses by using the drop down selector or you can add or amend your address book by clicking on the  button. I’ll describe the address book function on Page 19 as it is also accessible from “My Profile” from the top menu.

To move to step 2 “payment” click the  button.




The screenshot shows the checkout process. At the top, there is a navigation bar with links: Home, Basket, Orders, My Library, and My Profile. On the left, a sidebar titled "Checkout Steps" lists three steps: 1 Shipping (highlighted), 2 Payment, and 3 Review Order. The main content area is titled "Checkout" and includes a "Next Step" button with a right arrow. Below this, the heading "Shipping: Set Shipping Options" is displayed. A "Cancel Checkout" button is positioned above a "Ship To" dropdown menu, which currently shows "John Moran" and has an address book icon to its right. The address details for John Moran are listed below the dropdown: Windsor House, 26 Willow Lane, Mitcham, Surrey, CR4 4NA, Telephone: [redacted], and Email: john.moran@printwell.co.uk. To the right of the address is a "Price Estimate" box containing the following information:

| | |
|---------------------|---------|
| Subtotal: | £ 29.40 |
| Shipping: | £ 0.00 |
| Tax: | £ 5.88 |
| Total Price: | £ 35.28 |

At the bottom of the main content area, there is another "Next Step" button with a right arrow.

Step 2 “payment” asks you to enter your Billing address fields which will be passed to our SagePay Payment system.

To move to step 3 “review order” click the  button.

| CHECKOUT STEPS | | CHECKOUT | |
|------------------|--|--|---|
| | | Previous Step | Next Step |
| 1 Shipping | | | |
| 2 Payment | Payment: Set Payment Options | | Step 2 of 3 |
| 3 Review Order | | | |
| | <p>Billing Address</p> <p>First Name: <input type="text" value="Arbonne"/></p> <p>Last Name: <input type="text" value="Test"/></p> <p>Address 1: <input type="text" value="Windsor House"/></p> <p>Address 2: <input type="text" value="28 Willow Lane"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="Mitcham"/></p> <p>County: <input type="text" value="Surrey"/></p> <p>Postal Code: <input type="text" value="CR4 4NA"/></p> <p>Country: <input type="text" value="United Kingdom"/></p> | <p><input type="button" value="View/Enter Discounts"/></p> <p><input type="button" value="Cancel Checkout"/></p> | <p>Price Estimate:</p> <p>Subtotal: £ 7.25</p> <p>Shipping: £ 2.50</p> <p>Tax: £ 1.95</p> <hr/> <p>Total Price: £ 11.70</p> |
| | <p>Payment Information</p> <p>Method of Payment - Credit Card</p> <p><input checked="" type="radio"/> Credit or Debit Card</p> | | |
| | | Previous Step | Next Step |

Step 3 “Review Order” is the final step before you place your order. If you click “cancel checkout” or close the web browser you’ll lose your changes from the first two steps but your basket will remain and can be accessed at a later date by clicking “basket” from the top menu.

Click “Place order” button to continue.

Home Basket Orders My Library My Profile



Checkout Steps

- 1 Shipping
- 2 Payment
- 3 Review Order

Checkout [Previous](#)

Review Order: Review and place your order for production

[Place Order](#) [Cancel Checkout](#)

| Item | Product | Date Modified | Quantity | Price |
|--|---------------------------------|--------------------|----------|---------|
|  D-735CCBC3 | Branch Phone Card Business Card | 3/21/2014 12:28 PM | 250 | £ 14.70 |
|  D-18AD405E | Printing Services Business Card | 3/21/2014 12:40 PM | 250 | £ 14.70 |

Subtotal £ 29.40
Shipping + £ 0.00
Tax (UK) + £ 5.88
Total Price £ 35.28

[Place Order](#)

[Previous](#)

You will then be transferred to the SagePay secure electronic payment system. Choose your card type and follow the instructions to complete your transaction.

The screenshot displays the SagePay payment interface for PRINTWELL. At the top left, the SagePay logo is visible. To the right, the PRINTWELL logo is shown with the tagline "communicating in print". Below the logos, the section "Transaction Details" is displayed, showing "To Pay For : printed Items" and "Amount : 11.70 GBP". The "Select Payment Method" section follows, with the instruction "Please click below to select the type of card you wish to use." Five payment method icons are presented: three VISA options (VISA, VISA Debit, and VISA Electron) and two Maestro options (Maestro and Maestro). Below these icons, a "Cancel" button is provided with the instruction "Please only click the cancel button below if you intend to abort this payment process." At the bottom, there is a link for "FAQs" and a security notice: "If your browser is not showing the secure padlock on your screen click on this padlock."

INSTRUCTIONS

SCREENSHOT

Once you've placed your order you will see this "order summary" page. The order details seen here are posted into our system and this is what we will produce and is where we will send the goods.

We also automatically send a confirmation email to the address we have on the system for you, so make sure it is correct and that you check your junk folder just in case.

You can change your email address along with other details by clicking on "My Profile" from the top menu at any time.

Home Basket Orders My Library My Profile

Orders

All of your recent and past order submissions can be found here.

Your order has been submitted for approval.

View: All Orders

| Order | Created | Items | Total Price | Status | Options |
|------------|--------------------|--|-------------|------------------|-------------------------|
| P-01E2405F | 3/21/2014 12:51 PM | Branch Phone Card Business Card Business Card | £ 35.28 | ⓘ Pending Review | Details |

Any placed order can be looked at by clicking on “Orders” from the top menu. When you click on “details” from the “options” column it will open up that order and will display like the “order summary” page as shown on Page 15.

The “order summary” page allows you to look at details of an item or re-order by clicking the appropriate link in the “options” column.

INVOICE

See your order details below and print this page to keep as an invoice.


P1-3FFDF341

Order summary

[Go Back](#)

Order P1-3FFDF341, created 7/30/2014 11:42 AM

| | |
|----------------------|---|
| Shipping Destination | Windsor House 26 Willow Lane Mitcham Surrey CR4 4NA rob.oece@printwell.co.uk |
|----------------------|---|

| Item | Product | Quantity | Status | Comments | Options | Destination | Price |
|---|-----------------------|----------|------------|----------|--|-------------|--------|
|  | personalised notebook | 1 | In Process | | Reorder Details | New Address | £ 7.25 |
| SW-JOB-105339-38967661 | | | | | | | |

| | |
|--------------------|----------------|
| Subtotal | £ 7.25 |
| Shipping | + £ 2.50 |
| Tax (UK) | + £ 1.95 |
| Total Price | £ 11.70 |
| Payment Received | - £ 0.00 |
| Balance Due | £ 11.70 |

Shipping information

| | |
|-----------------------|----------------------------|
| Shipping Email | rob.oece@printwell.co.uk |
| Shipping Phone Number | |
| Delivery Method | Standard 5-7 business days |

Payment information:

| | |
|---|------|
| Payment information | |
| Method Of Payment - Purchase Order/Purchase Order | |
| Order Reference Number: | test |

Printwell (UK) Ltd, Windsor House, 26 Willow Lane, Mitcham, Surrey CR4 4NA. Registered in England No. 2648874. VAT No. GB574 3040 54.

This will be your Invoice to print off if you need it.

INSTRUCTIONS

By choosing “My Profile” from the top menu you can change your details if necessary.

You can change your default address details and your email by clicking on “edit profile” button. See Page 18.

You can change your password by clicking “Change Password” button.

You can add and amend different addresses to use in order processing by clicking on the “Address Book” button. See Page 19.

SCREENSHOT

[HOME](#) [BASKET](#) [ORDERS](#) [MY LIBRARY](#) [MY PROFILE](#)

MY PROFILE

Review your personal information. Click 'Edit Profile' to make changes.

Edit Profile

Change Password

Address Book

First Name:

Last Name: Test

E-mail Address: @printwell.co.uk

Telephone:

Address 1: Windsor House

Address 2: 26 Willow Lane

Address 3:

Town: Mitcham

County: Surrey

Postal Code: CR4 4NA

Country: United Kingdom

Edit Profile

Change Password

Address Book

INSTRUCTIONS

Change Profile Information

Here you can change your profile contact name, address details and your email address.

SCREENSHOT

EDIT MY PROFILE

Edit your personal information. Click Accept to confirm your updates or Cancel to ignore them.

Accept Cancel

First Name:

John

Last Name:

Test

E-mail Address:

john.test@printwell.co.uk

Telephone:

Address 1:

Windsor House

Address 2:

28 Willow Lane

Address 3:

Town:

Mitcham

County:

Surrey

Postal Code:

CR4 4NA

Country:

United Kingdom

Accept Cancel

INSTRUCTIONS

Address Book

To edit an existing address choose from drop down and click “edit” button.

To add a new address click the “add new” button.

SCREENSHOT

ADDRESS BOOK

Edit your address book

Back to Profile

Addresses: Arbonne Test ▼ Edit Add New

In the next page you can see the fields you can enter or edit.

You can make an address your default shipping address by clicking the check box.

The “address book label” is used on the previous screen and shown in the drop down list.

EDIT ADDRESS

Make your edits. Click Accept to confirm your edits or Cancel to ignore them.

Accept Delete Cancel

Make this my primary shipping address

Address Book Label:

Arbonne Test

Shipping Address

First Name:

Arbonne

Last Name:

Test

Address 1:

Windsor House

Address 2:

25 Willow Lane

Address 3:

City:

Mitcham

Postal Code:

Country:

Poland ▼

Telephone:

Email:

rob.deca@printwell.co.uk

Accept Delete Cancel

Artwork Download Items

For “artwork download” items the shipping step looks like this. The “Ship To” changes to “Online Delivery”.

You still need to enter “Shipping Phone Number” to get the system to validate.

You’ll notice if you’ve ordered nothing but artwork download items that the “Shipping” value is £0.00.

Click “Next Step” button.

Shipping: Set Shipping Options

Ship To Online Delivery

[Address Book](#)

Shipping Email

Shipping Phone Number (Required)

Delivery Method
Overseas despatch

Order Tracking Field:

Price Estimate:


| | |
|---------------------|----------------|
| Subtotal: | £ 19.50 |
| Shipping: | £ 0.00 |
| Tax: | £ 3.90 |
| Total Price: | £ 23.40 |

Now you get the “Review Order” page.
If all is OK click “Place Order” button.

CHECKOUT [← Previous Step](#) [Help](#)

Review Order: Review and place your order for production

[Place Order](#) [Cancel Checkout](#)

| Item | Product | Quantity | Price exc VAT |
|--|--|----------|---------------|
|  D1-9CA6D9D5 | Basic Contact Details 1 Franchisee L8 | 1 | £ 19.50 |

Subtotal £ 19.50
Shipping + £ 0.00
Tax (UK) + £ 3.90
Total Price £ 23.40

[Place Order](#)

[← Previous Step](#)

When order goes through successfully you will see this page with the text telling you about how to get to the link for downloading Artwork. Now or at any time if you go to "orders" click on "Details" in the "Options" column to get to the link.

All of your recent and past order submissions can be found here.

Your order has been placed and output is being generated. Refreshing this page will show an active link in the "Items" column for any items with completed output.

View: All Orders



| Order | Created | Items | Total Price | Status | Options |
|-------------|--------------------|---------------------------------------|-------------|--|-------------------------|
| P1-275ADC3A | 3/17/2015 10:43 AM | Basic Contact Details Franchisee L8 | £ 23.40 |  In Process | Details |


When you click on “details” it will show you the individual “items” in your order.

Order summary

[Go Back](#)

Order P1-275ADC3A, created 3/17/2015 10:43 AM

Shipping Destination Online Delivery

| Item | Product | Quantity | Status | Comments | Options | Destination | Price exc VAT |
|---|---------------------------------------|----------|---------|----------|--|-----------------|---------------|
|  SW-JOB-113952-41439963 | Basic Contact Details 1 Franchisee LB | 1 | Shipped | | Reorder Details Download | Online Delivery | £ 19.50 |

| | |
|-------------------------|-----------------|
| Subtotal | £ 19.50 |
| Shipping | + £ 0.00 |
| Tax (UK) | + £ 3.90 |
| Total Price | £ 23.40 |
| Payment Received | - £ 0.00 |
| Balance Due | £ 23.40 |

Payment Information:

| | |
|--|------|
| Payment Information | |
| Method Of Payment - Purchase OrderPurchase Order | |
| Order Reference Number: | test |

For Artwork Download items you’ll see “Download” in the “Options” column.

Click this to start the download.

| Comments | Options | Desti |
|----------|--|-----------|
| | Reorder Details Download | Online De |

Subtotal
Shipping

You will then see the normal web browser “Open, Save” the one displayed is Microsoft Internet Explorer. Click “Save” to download.



Choose where you want your file downloaded on your computer.

Now you have your artwork file and can use it.

If necessary you can download the file again by logging back in and going to your “orders” and repeating the process.

