

# Welcome to your new portal!

With this portal we can offer you products with variable customization, order approval settings, online order statuses, and live inventory tracking.

Click [here](#) to get started:



# Signing In

You have been pre-registered! Simply click “Login” below to sign into the portal.

Username:

Password:

Once you have logged in, you can change your password by clicking your name at the bottom of the page

Jane Jacobs's Profile

Name

Jane Jacobs

Title

Title

Phone

(519) 237-5555

Fax

Fax

Email Address

jozsef.czenke@docketmanager.ca

Role

× Online Ordering Customer

Username

Jane Jacobs

New Password

.....

Strong

Confirm New Password

Save

Company Locations

New

Default Billing Location

88 Pepperoni Place  
Pepperoniville NB P8I N8E  
Canada

Pizza Palace

123 Oat St  
Regina SK S0K 1L0  
Canada

Default Shipping Location

88 Pepperoni Place  
Pepperoniville NB P8I N8E  
Canada

My Locations

New

Default Billing Location

195 Dufferin Avenue  
Suite 500  
London ON N6A 1K7  
Canada

Default Shipping Location

195 Dufferin Avenue  
Suite 500  
London ON N6A 1K7  
Canada

New Tax Address

123 Main St  
Richmond BC V0M 1N0  
Canada

Products

Grant Restrict



☐ Pads - 4.25x5.5 - 2/0

UPLOAD YOUR OWN Note Pads, 4.25" x 5.5", 2 Colour, Padded in 50s

Quantity 50

\$29.55






☐ Envelope - #10 - Blk/0

UPLOAD YOUR OWN #10 Plain Envelope, Black

Quantity 1000

\$80.60






☐ Brochure - 8.5x11 - 4/4-Bleed

UPLOAD YOUR OWN Brochure, 8.5x11, 3-Fold, Full Colour

Quantity 500

\$240.05



Budgets

Add Remove

Code	Name	Amount	Frequency	Balance
<input type="checkbox"/> 789	test3	\$1,000.00	One Time	\$59.93
<input type="checkbox"/> 246	test2	\$50.00	One Time	\$1.00
<input type="checkbox"/> 123	test1	\$10.00	One Time	\$10.00

Credit Cards

New Delete

Number
<input type="checkbox"/> XXXX0002

# Your Profile

Locate your profile by clicking your name at the top right of the page.

Add locations for more efficient ordering on the checkout page.

Here you can also update your password after your first login.

## Search



## Order Status



#13000471

Ordered By **Jane Jacobs** on **October 15, 2019**

NO  
IMAGE  
AVAILABLE

[Reorder this Item](#)

### Business Card - 4/0

\$142.71


Quantity 100  
Status Order Complete  
N/A

# Search & Order Status

Trouble finding an item? Click “Search” in the navigation bar to easily type in and search for what you’re looking for.

Track the status of your orders as they move through production to completion by clicking “Order Status” in the navigation bar. Here, you can view the date, quantity, and order number from your order. For repeat orders, simply click “Reorder this Item” to add to your cart.

Checkout



Edit This Item

Banners - 1 Sided - Matte

Banners - 1 Sided - Matte

Budget789 - test3 - 59.93

Quantity 1

\$111.85

Billing Details

Saved Locations

Select an Option

Location Name

Name

Address

Address

City

City

Region

Ontario

Country

Canada

Postal/Zip Code

Postal/Zip Code

☒ Shipping Address same as Billing

Shipping Notes

Shipping Notes

Order Details

Confirmation Email

Email

Purchase Order #

Purchase Order Number

Payment Type

Select an Option

Shipment Type

Select an Option

Terms & Conditions

**Pricing:** Prices are subject to change. If the price of an order fluctuates in any way, we will contact you before we print.

**Approval:** By agreeing to our Terms and Conditions you certify that you have thoroughly proof read all items in your cart.

**Color:** Color and resolution of images may appear different when displayed on your screen.

**Returns:** All return and refund requests will be subject to review and will be determined on a case to case basis.

☐ I accept these Terms & Conditions.

Subtotal	\$112.85
Tax	\$14.67
Order Total	\$127.52

Submit Order

Checkout

On the checkout page, fill in your billing and shipping address and confirmation email.

You can choose you payment method and method of Shipping.

Once you've checked over your order, submit it for approval. You will receive an order confirmation email after you have submitted.

## Carts

John Demo's Cart	April 5, 2018 Total: \$68.50
John Demo's Cart	October 21, 2019 Total: \$19.40

## Proofs

Lite Beams #10521 Promotional	September 24, 2018
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## Quotes

Awaiting Approval ▼

Folders #1050 1 Items	September 13, 2018 Awaiting Approval
Flyers #1020 2 Items	September 13, 2018 Awaiting Approval

# Approvals

Users on this portal may be set to require approval. If you are one of these users, before your order goes through it will first be sent to your approver to confirm.

If you are an approver on the portal, you will have access to the “Approvals” page. On this page you will be able to approve/reject other user’s carts, approve/reject proofs and approve/reject quotes.

## Inventory

Name	On Order	On Hand	Available
Business Card - Full Color	2000	500	0
Envelope - #10 Win - Blk/0	0	1000	1000
Flyer - Flyer - 8.5x11 - 2/2-Bleed	0	5000	5000
Forms - Invoice - 8.5x11	10000	0	0
Postcard - 8.5x5.5 - 4/Black-Bleed - CG	500	500	0

## Orders with Balances

<div><div></div><div>Order Status</div><div>Posted</div></div>		
<div><div><div>#1072</div></div><div>Current Balance <b>\$106.38</b></div><div>Invoice Total <b>\$106.38</b></div></div>		
Business Cards - Business Card - Multi Layout #10721	Quantity 500	\$14.30
Envelope - Window No. 10 #10722	Quantity 500	\$79.84



# Inventory & Balances

You can see the status of any inventoried item on the “Inventory” page.

If you have orders that have not yet been paid for, you can find them on the “Balances” page.  
You can also make payments from this page directly to your orders to ensure your account is always in good standing.

# Questions?

Reach out to us at