



HOW TO **ORDER ONLINE** **LOGISTICS**

*If you have any problems logging in or placing an order,
please contact your Kale Print Account Manager.*

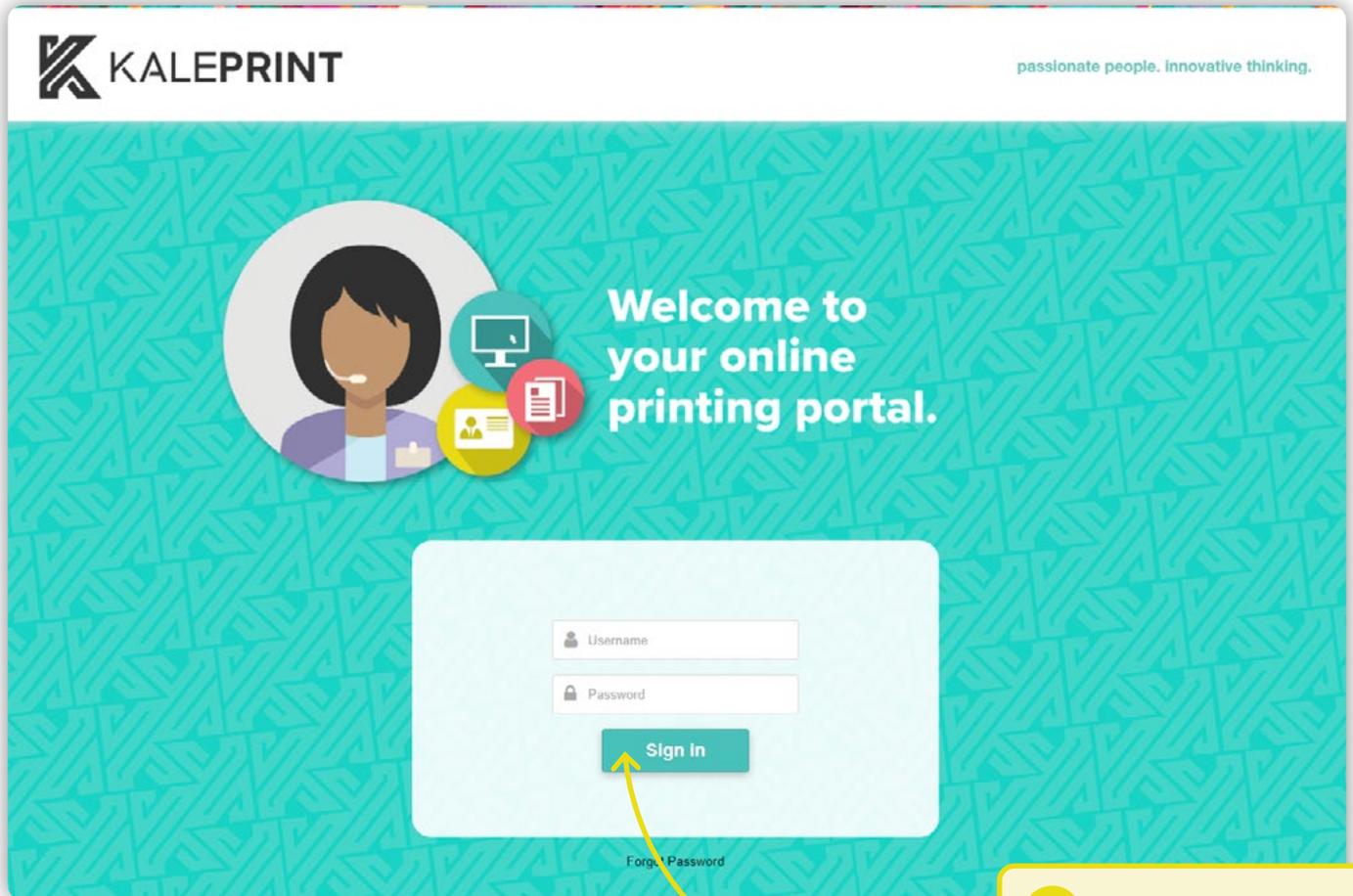
ORDERING ONLINE LOGISTICS

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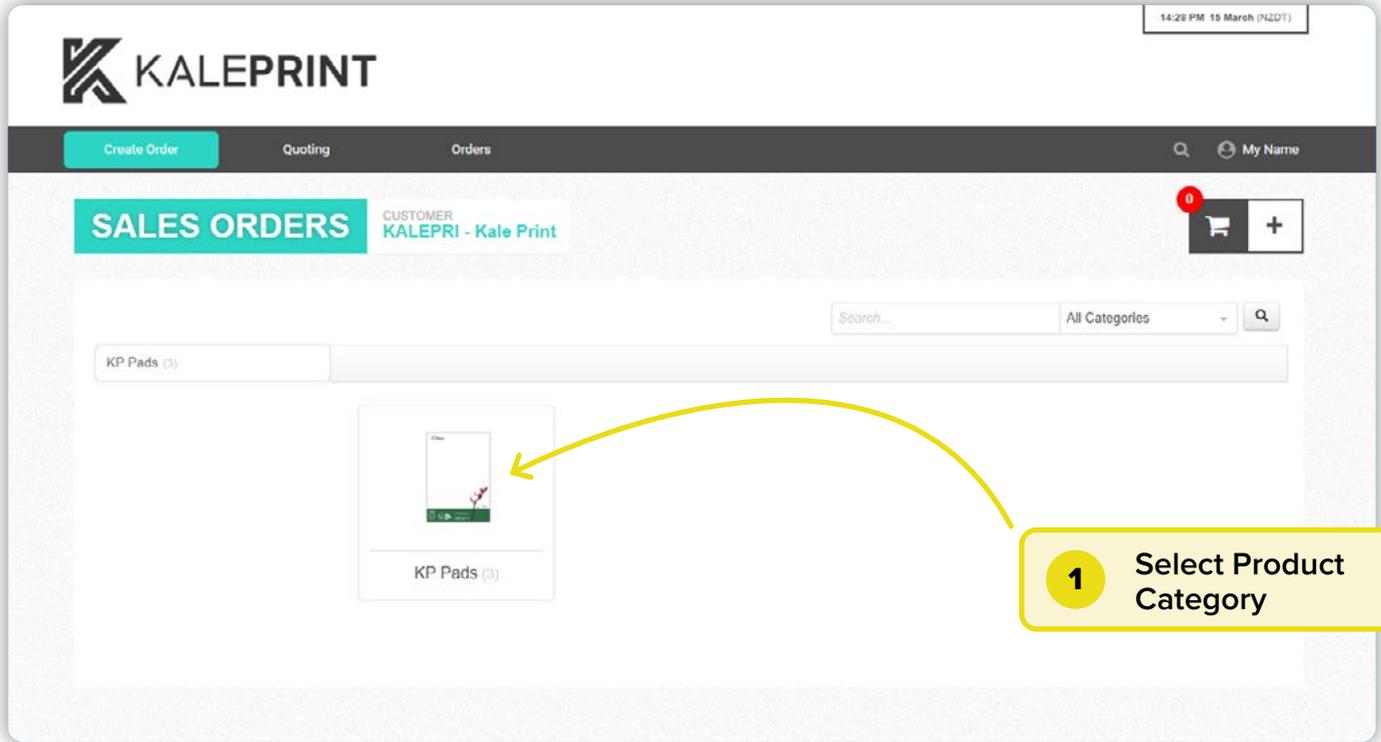


Visit <https://kaleprint.printiq.com/Login.aspx>

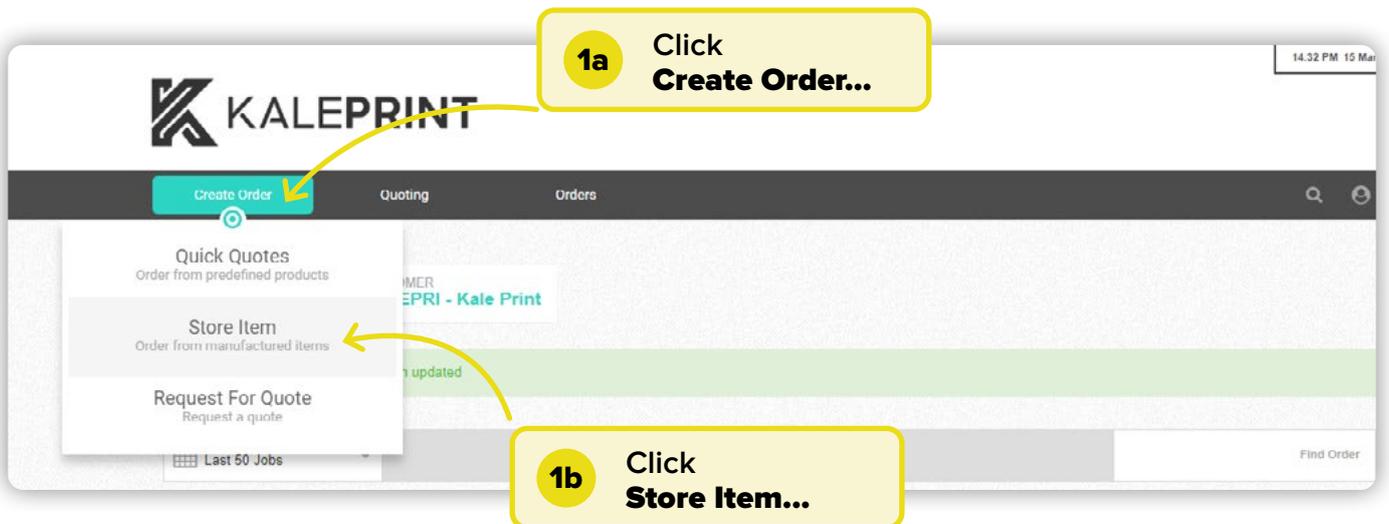


1 Log in...

OPTION ONE FROM LANDING PAGE



OPTION TWO VIA CREATE ORDER



CREATE ORDER... CONTINUED



1 Input quantity and add to cart...

Take note of pack size

Product Name	Price (ex GST)	Quantity	Action
Kale Print A4 Pad Packs of 50 SKU: KPALPAD	\$0.00	1	ADD
Kale Print A5 Pad Packs of 50 SKU: KPASPAD	\$0.00	1	ADD
Kale Print Desk Pad Packs of 50 SKU: KPDESKPAD	\$0.00	1	ADD

2 Cart quantity will update

Product Name	Price (ex GST)	Quantity	Action
Kale Print A4 Pad Packs of 50 SKU: KPALPAD	\$0.00	1	ADD
Kale Print A5 Pad Packs of 50 SKU: KPASPAD	\$0.00	1	ADD
Kale Print Desk Pad Packs of 50 SKU: KPDESKPAD	\$0.00	1	ADD

CREATE ORDER... CONTINUED



3 Go to Checkout

The screenshot displays the KalePrint web interface. At the top, the logo and navigation menu are visible. The main content area shows a list of products under the heading 'SALES ORDERS'. A shopping cart overlay is positioned at the top right, containing the order number 'KPQ115497' and a 'Checkout' button. A yellow callout box with the number '3' and the text 'Go to Checkout' is located on the left side. Two yellow arrows originate from this callout box: one points to the 'Checkout' button in the shopping cart overlay, and the other points to the 'Checkout' button at the bottom right of the product list.

Product Name	SKU	Price (ex GST)	Quantity	Stock Status
Kale Print A4 Pad Packs of 50	KPA4PAD	\$0.00	1	10 in stock
Kale Print A5 Pad Packs of 50	KPA5PAD	\$0.00	1	10 in stock
Kale Print Desk Pad Packs of 50	KPDESKPAD	\$0.00	1	10 in stock

DELIVERY TO x1 ADDRESS

ORDER DETAILS

KPQ115123 1

Kale Print A4 Pad x 1

Packs of 50

\$10.50

Requested Date

Jill Kale
219 Cameron Road
Tauranga
New Zealand 3110

Freight

Single Multiple Pickup None

1 Click **Single...**
(Default option)

2 Select delivery address...

ADDRESS

219 Cameron Road, Tauranga, 3110, New Zealand

CONTACT

Your Name

DELIVERY TYPE

Courier Dag

DELIVERY INSTRUCTIONS

Delivery notes

3 Select delivery contact...

PICKUP

Kale Print A4 Pad x 1

Packs of 50

\$0.00

Requested Date

Jill Kale
Pick up
New Zealand

Freight

Single Multiple Pickup None

1 Click **Pickup...**

CONTACT

Your Name

2 Select pickup contact...

Want to send to Multiple Addresses? See page 11
 Need to add a new Delivery Address? See page 12
 Need to add a new Delivery Contact? See page 13

The screenshot shows a software interface for accepting an order. The top section is titled 'Freight' and includes tabs for 'Single', 'Multiple', 'Pickup', and 'None'. Below these are fields for 'ADDRESS' (219 Cameron Road, laurenga, 3110, New Zealand) and 'CONTACT' (Your Name). There is also a 'DELIVERY TYPE' dropdown set to 'Courier Bag' and a 'DELIVERY INSTRUCTIONS' text area.

The bottom section is titled 'Summary for KPQ115123' and contains several key-value pairs: 'CUSTOMER' (KALEPRI - Kalo Print), 'ACCOUNT MANAGER' (Bryan Andrew), 'CONTACT' (Your Name), 'PAYMENT TERMS' (20th month following Invoice), 'VALID UNTIL' (15/06/24), 'PO NUMBER' (empty), and 'QUOTE STATUS' (Awaiting Acceptance). A 'PROMO CODE' field is also present. A table on the right shows 'Freight & Handling' at \$15.50 and 'GST' at \$2.33, with a total of \$17.83. At the bottom, there is a 'Complete Order' button and a checkbox for terms and conditions.

Four numbered callouts provide instructions:

- 1 Select billing contact...** (points to the 'CONTACT' field in the Summary section)
- 2 Enter PO number if required...** (points to the 'PO NUMBER' field)
- 3 Check details are correct** (points to the Summary section)
- 4 Click Complete Order...** (points to the 'Complete Order' button)

ACCEPT ORDER... CONTINUED



Takes you to orders screen

ORDERS CUSTOMER KALEPRI - Kale Print

Your order KPJ071092-SI has been updated

VIEW Last 50 Jobs Find Order

KPQ115123 Total: \$17.83 Accepted: 15/03/24

KPJ071092-SI
Kale Print A4 Pad
Packs of 50

SERIES KPS115123
CUSTOMER Kale Print
CONTACT Your Name
INVOICED No
REFERENCE N/A
EMAIL N/A
DELIVERY TRACKING Available after dispatch
DELIV DATE 15/03/24
PHONE N/A

219 Cameron Road,
Tauranga, 3110, New Zealand

X 1

More Details

1 Click More Details...

Preview your order

ORDER SUMMARY

Order Number KPJ071092-SI

CUSTOMER Kale Print

PO REFERENCE ORDER REFERENCE

Kale Print A4 Pad x 1 \$0.00 (ex GST)

Subtotal \$0.00
Handling Fee \$5.00
Freight Total \$10.50
GST \$2.33
Total \$17.83

View Orders

Delivery
Your Name
219 Cameron Road, Tauranga, 3110, New Zealand

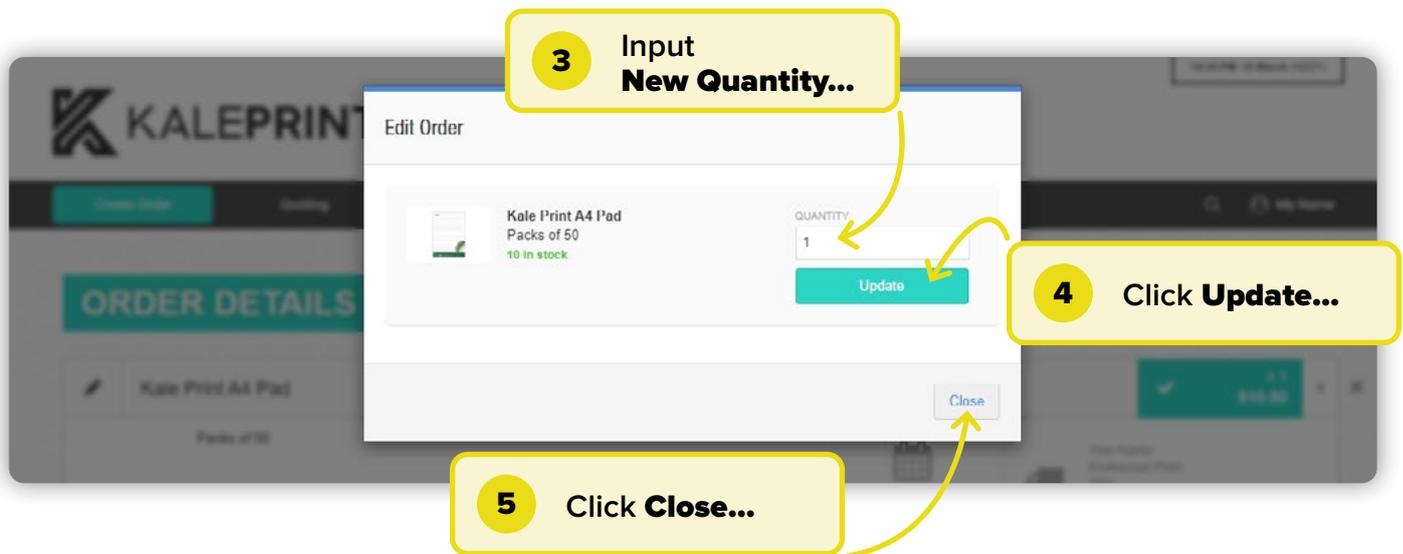
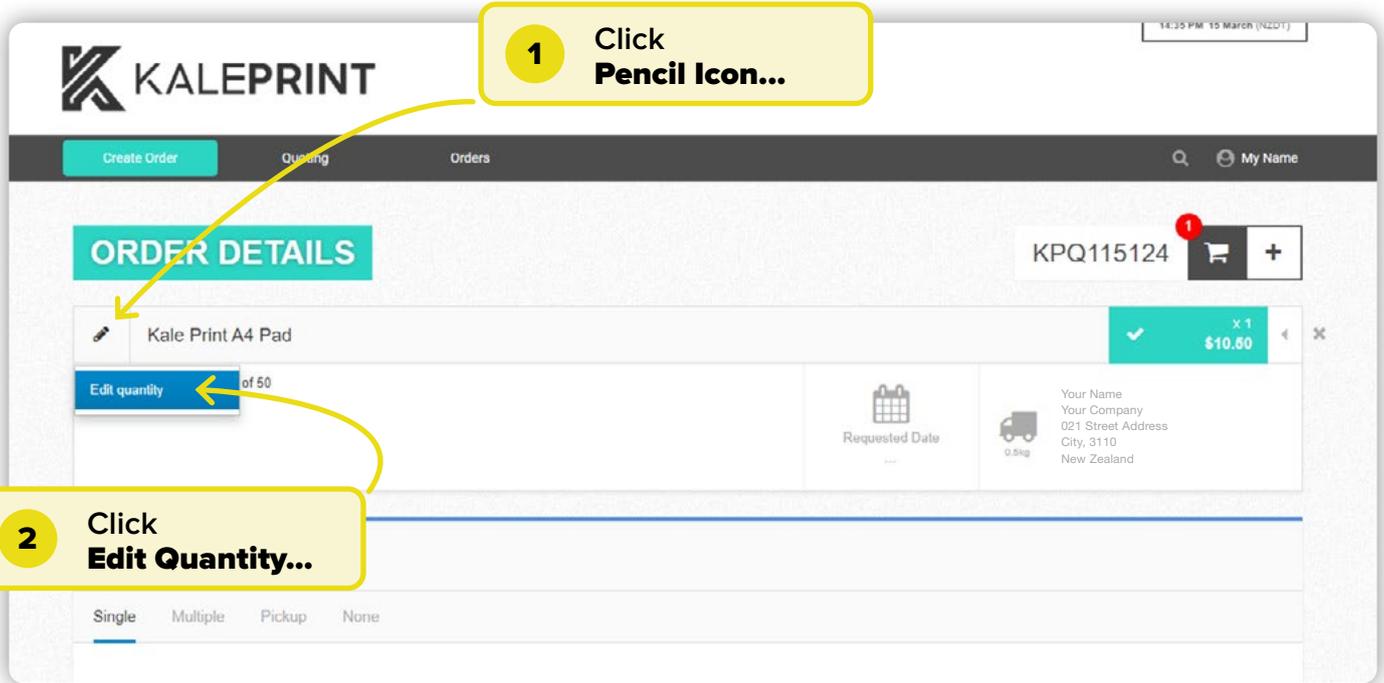
Congratulations
- your part is done!
Your Kale Print Account Manager will arrange picking, packing and dispatch!



FAQ's

*If you have any problems logging in or placing an order,
please contact your Kale Print Account Manager.*

EDITING QUANTITY



ADDING ITEM



1 Click + **Button...**

2 Click **Add IQ Store Item...**

3 Input quantity and add to cart...

4 Go to Checkout

1 Click **Multiple...**

2 Select delivery address...

3 Select delivery contact...

4 Input quantity for destination

5 Click **Add Delivery...**

Repeat for remaining deliveries / quantity

Check addresses and quantities

Need to add a new Delivery Address? See page 12
Need to add a new Delivery Contact? See page 13

ADD NEW DELIVERY ADDRESS



Freight

Single Multiple Pickup None

ADDRESS 219 Cameron Road, Tauranga, 3110, New Zealand

CONTACT Your Name

DELIVERY TYPE Courier Bag

DELIVERY INSTRUCTIONS Delivery notes

1 Click + **Button...**

Address

Search for address...

Country New Zealand

Company Company Name

Address 1 021 Street Address *

Address 2

Address 3

City/Suburb Tauranga *

State

Postcode 3110 *

Remember address YES

Please note we do not deliver to PO Boxes.

Close Save and close

2 Input **delivery address** details

3 Click **Save and Close...**

ADD NEW DELIVERY CONTACT



The screenshot shows the 'Freight' form with the following fields and options:

- Single | Multiple | Pickup | None
- ADDRESS: 219 Cameron Road, Tauranga, 3110, New Zealand
- CONTACT: Your Name
- DELIVERY TYPE: Courier Bag
- DELIVERY INSTRUCTIONS: Delivery notes

A yellow arrow points from the plus sign button in the CONTACT field to the first instruction box.

1 Click + **Button...**

The 'Create Delivery Contact' modal form contains the following fields:

- First name: Your
- Surname: Name
- Title: (empty)
- Email: YourName@Domain.co.nz
- Website: (empty)
- Phone: (empty)
- Fax: (empty)
- Mobile: 021 234 5678
- Comment: (empty)
- Remember contact: YES

Buttons at the bottom: Close, Save and close

2 Input **delivery contact** details

3 Click **Save and Close...**

ADD NEW BILLING CONTACT



Summary for KPQ115123

PROMO CODE

1 Item Selected

Retail	\$0.00
Freight & Handling	\$15.50
GST	\$2.33
\$17.83	

1 Click + Button...

In accepting this quote, I am approving the job to be printed and have read and accept the [terms and conditions of sale](#).

Complete Order >

Create Billing Contact

First name *

Surname *

Title

Email *

Website

Phone

Fax

Mobile

Comment

Remember contact YES

2 Input **billing contact** details

3 Click **Save and Close...**