



**Creating Better,
Together.**

Ordering Online

Artwork Creation - Bulk Upload

User Guide

Print. Signage. Packaging. Labels. Merchandise. Design.

KALEPRINT



Ordering Online

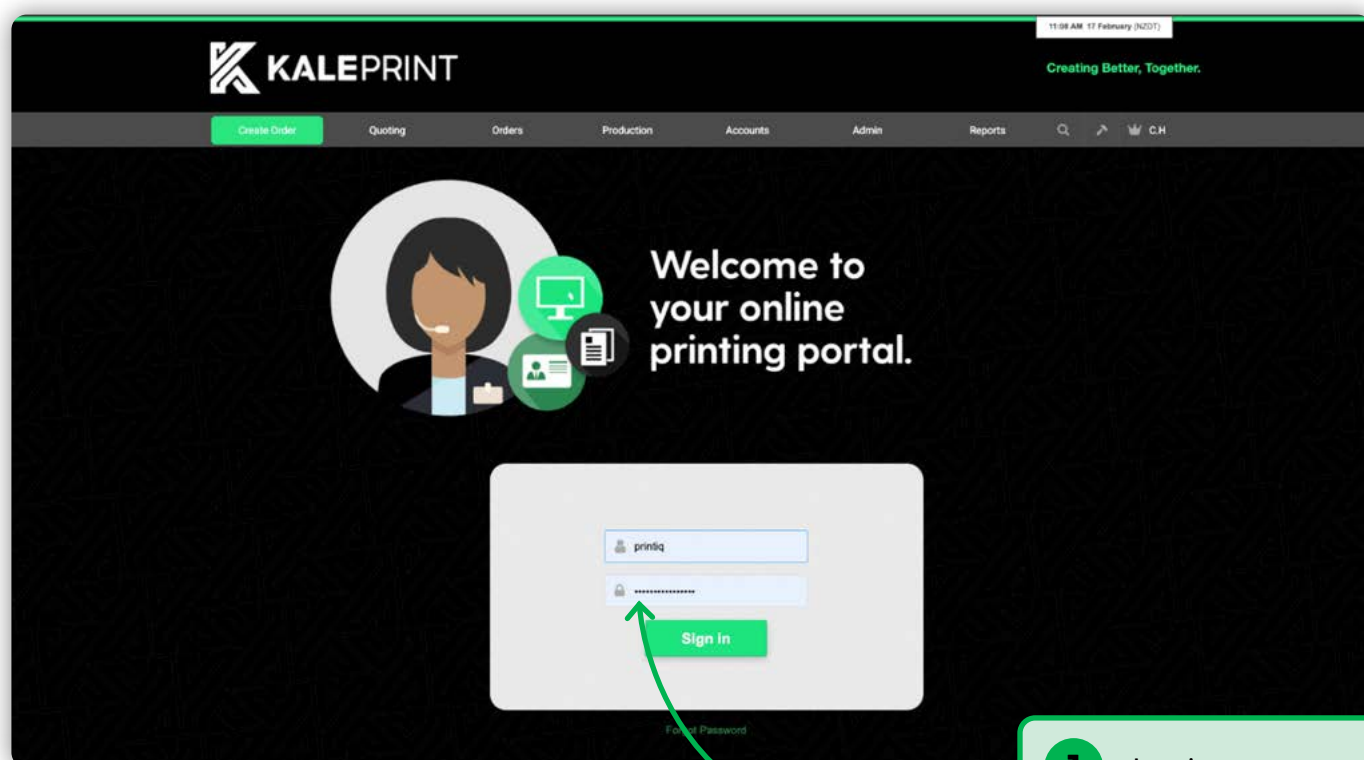
Artwork Creation - Bulk Upload

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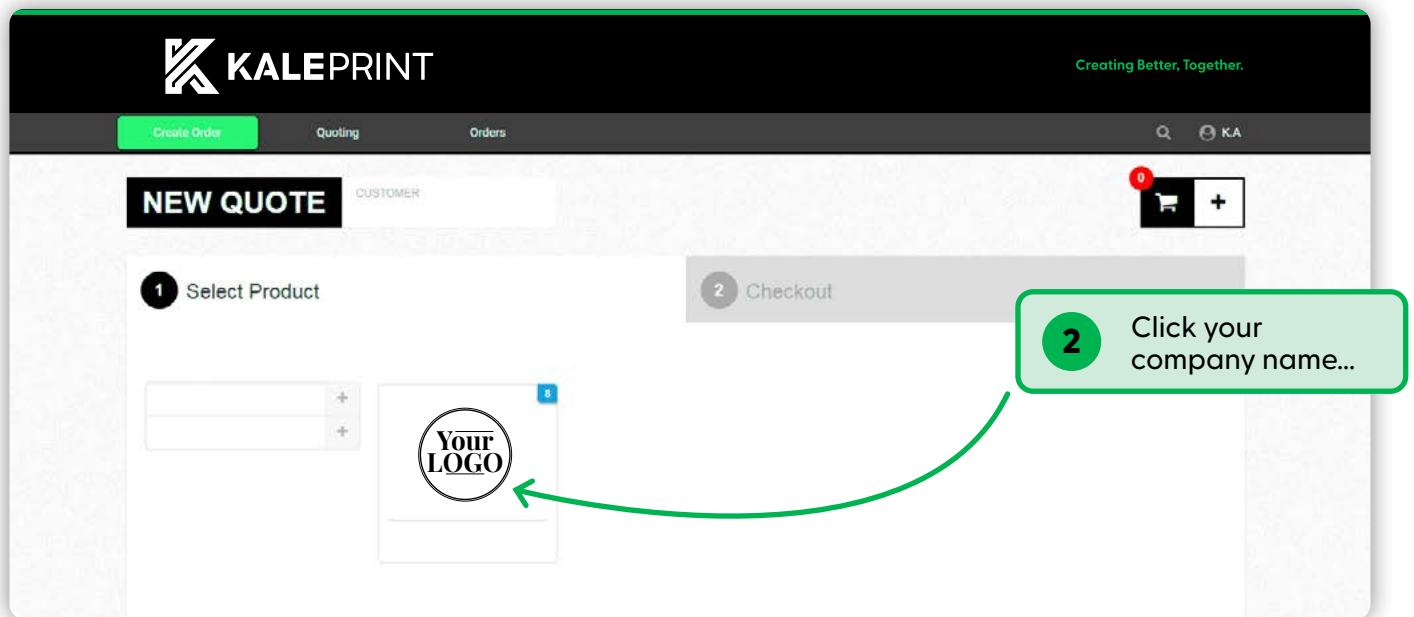
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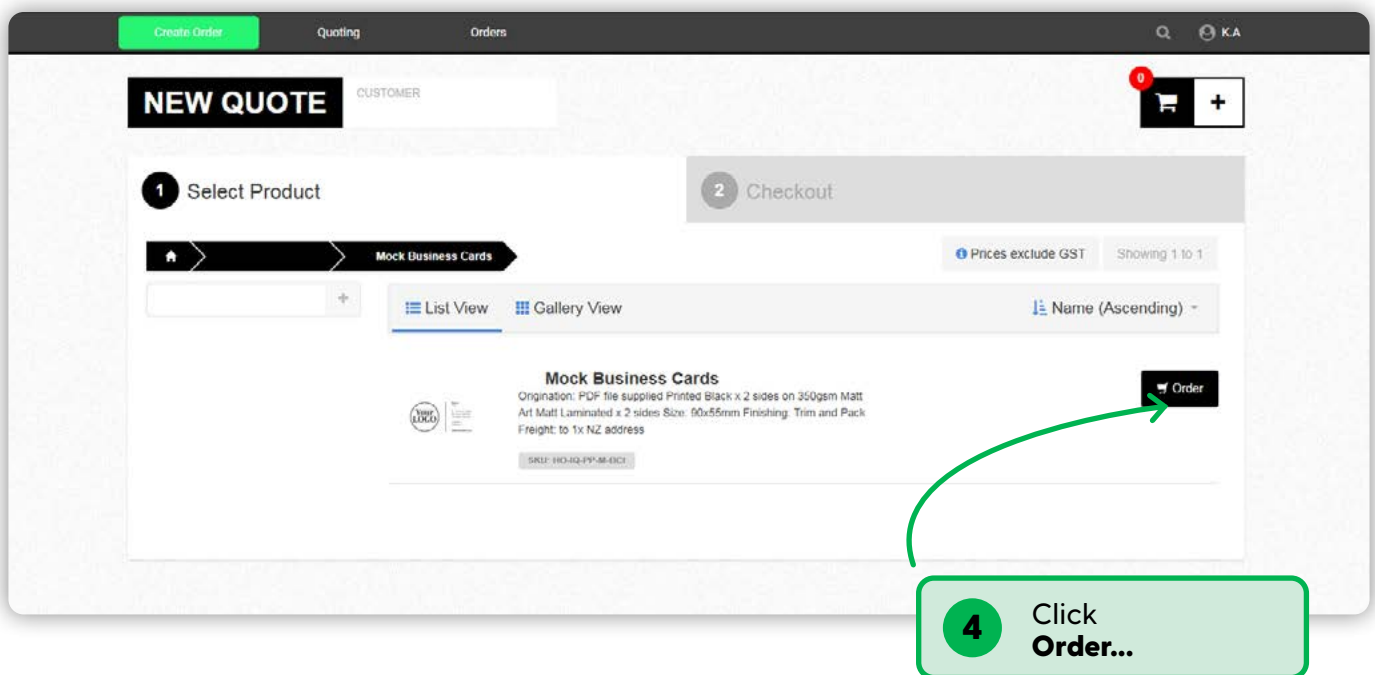
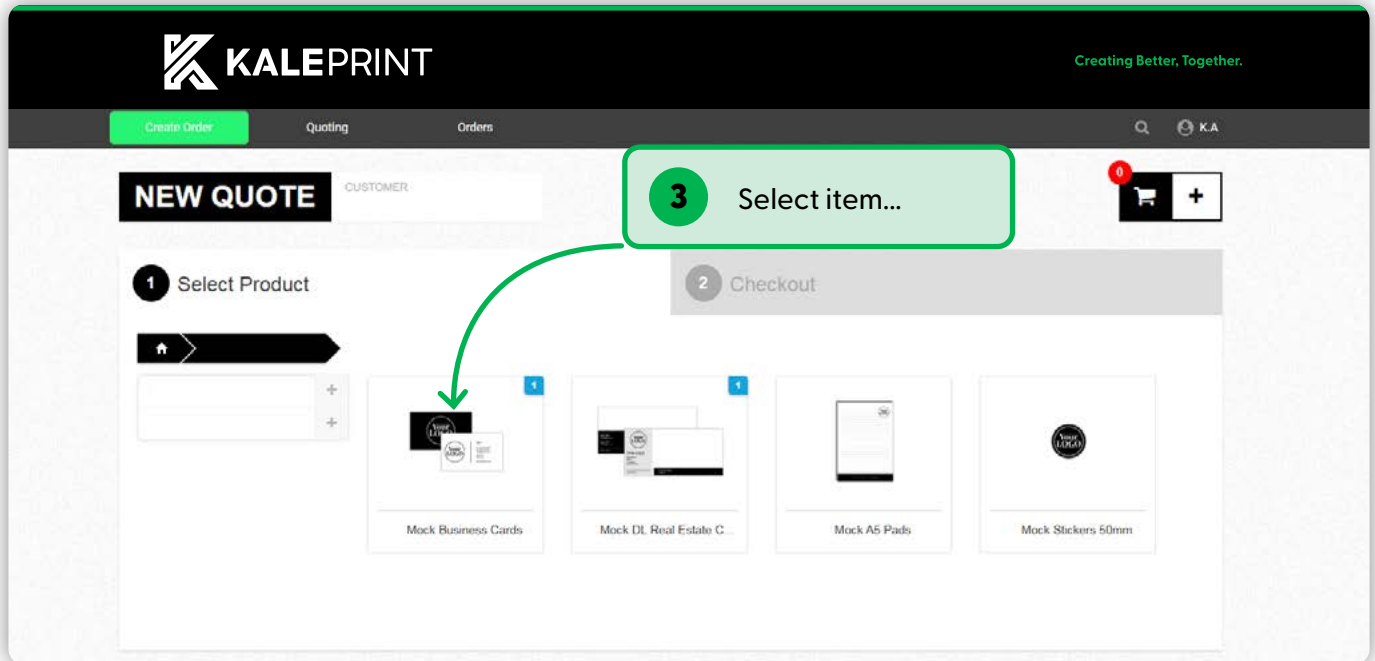
*If you have any problems logging in or placing an order,
please contact your Account Manager*

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



Create Order





NEW QUOTE

CUSTOMER

KPQ157389

1

+

KP Business Cards - Batch: Origination: PDF file supplied Printed CMYK x 2 sides on 350gsm Matt Art Matt Laminated x 2 sides Overprinted Digital Gloss x 1 side Size: 55x90mm Finishing: Trim and Pack in kinds Freight: Pick up - freight additional

x 200

\$

1 Select Product

2 Checkout

Home

Print

Business Cards - Batch

PRODUCT

Business Cards - Batch

Origination: PDF file supplied

Printed CMYK x 2 sides on 350gsm Matt Art

Matt Laminated x 2 sides

Overprinted Digital Gloss x 1 side

Size: 55x90mm

Finishing: Trim and Pack in kinds

Freight: Pick up - freight additional

REQUESTED DATE

Calendar icon

Time icon

QUANTITY & PRICE EXCL GST & FREIGHT

x 200

1 Kind

2 Kinds

3 Kinds

4 Kinds

5 Kinds

+

\$

5 Adjust heading...
(Adding number of kinds)

6 Select quantity & kinds...

Home

Print

Business Cards - Batch

PRODUCT

Business Cards - 5 Kinds

Origination: PDF file supplied

Printed CMYK x 2 sides on 350gsm Matt Art

Matt Laminated x 2 sides

Overprinted Digital Gloss x 1 side

Size: 55x90mm

Finishing: Trim and Pack in kinds

Freight: Pick up - freight additional

REQUESTED DATE

Calendar icon

Time icon

QUANTITY & PRICE EXCL GST & FREIGHT

x 200

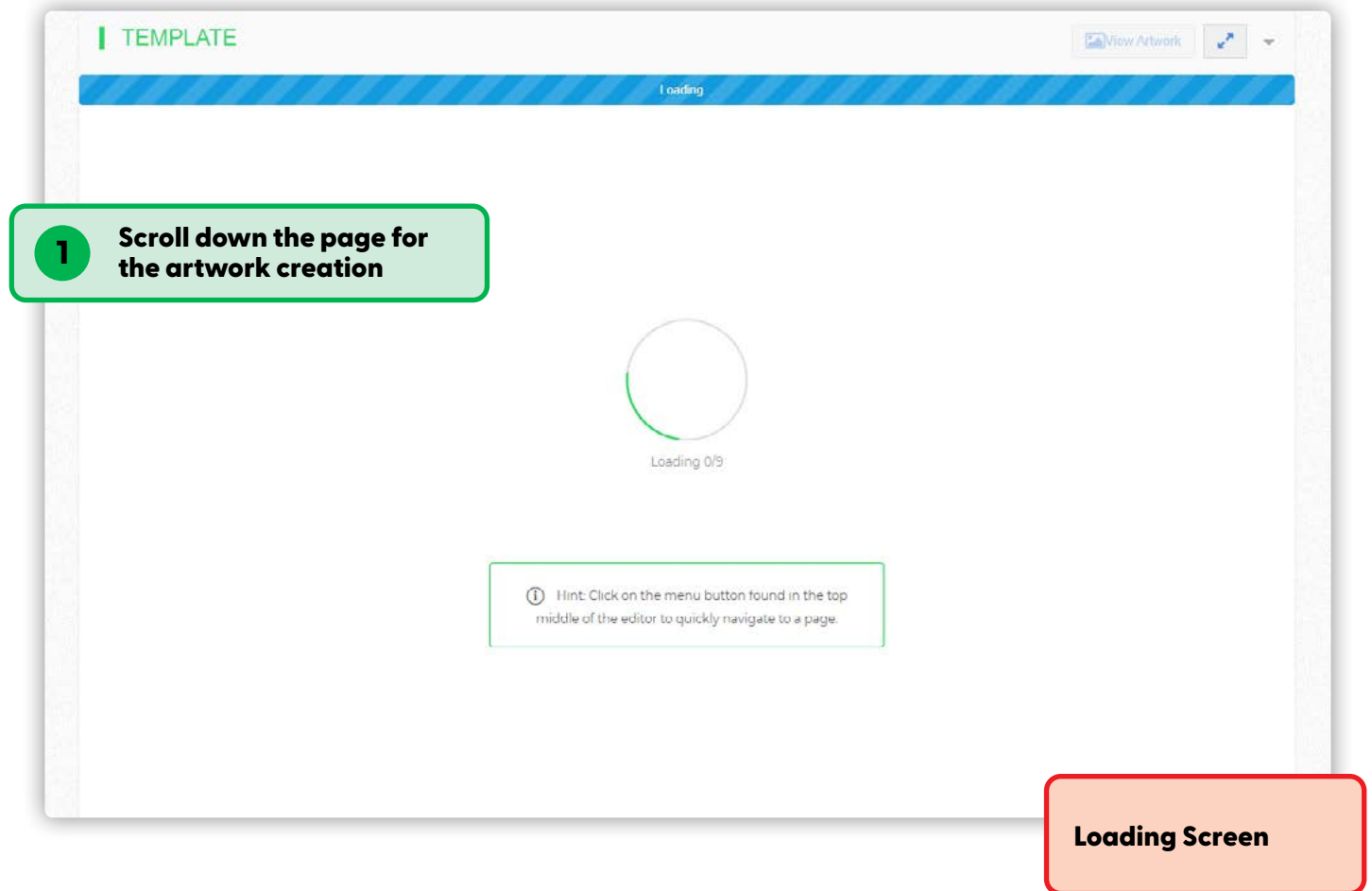
5 Kinds

Not Priced

Get Price

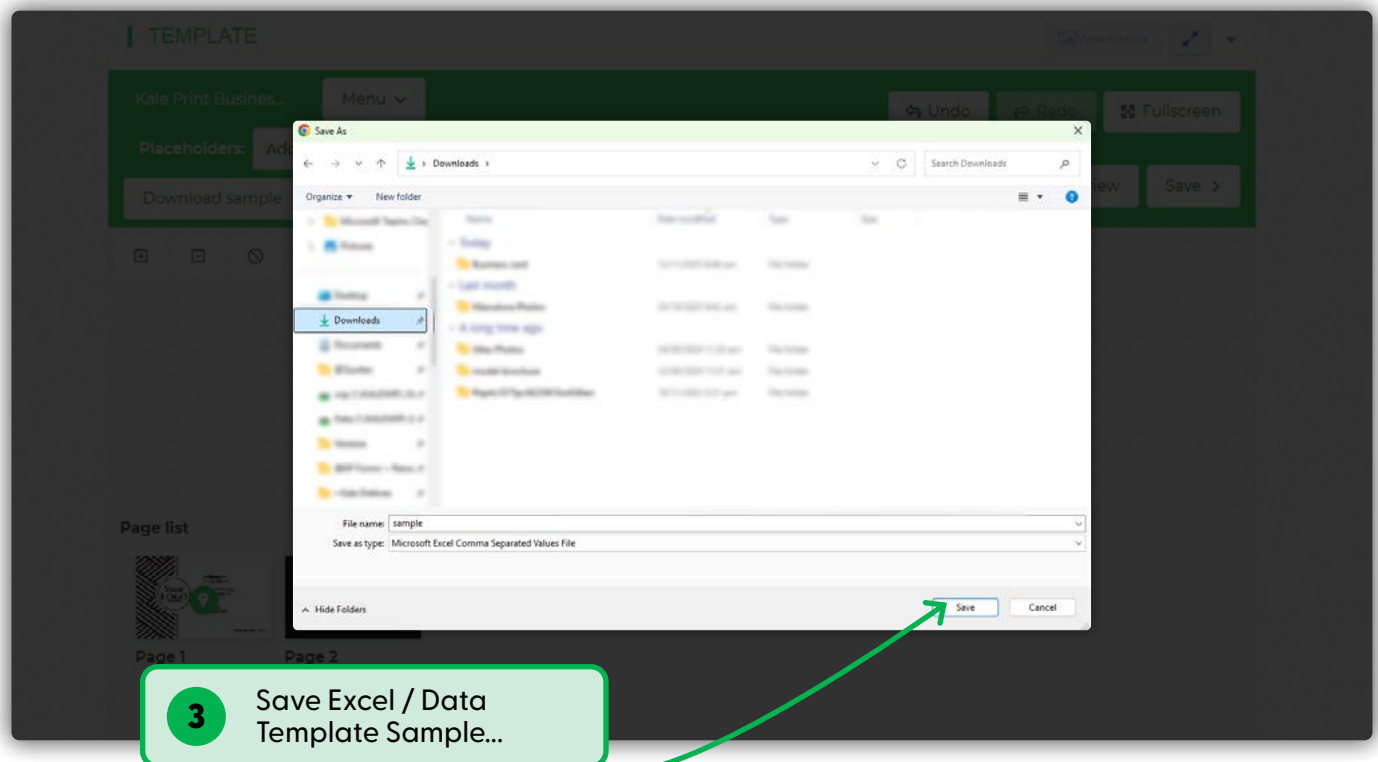
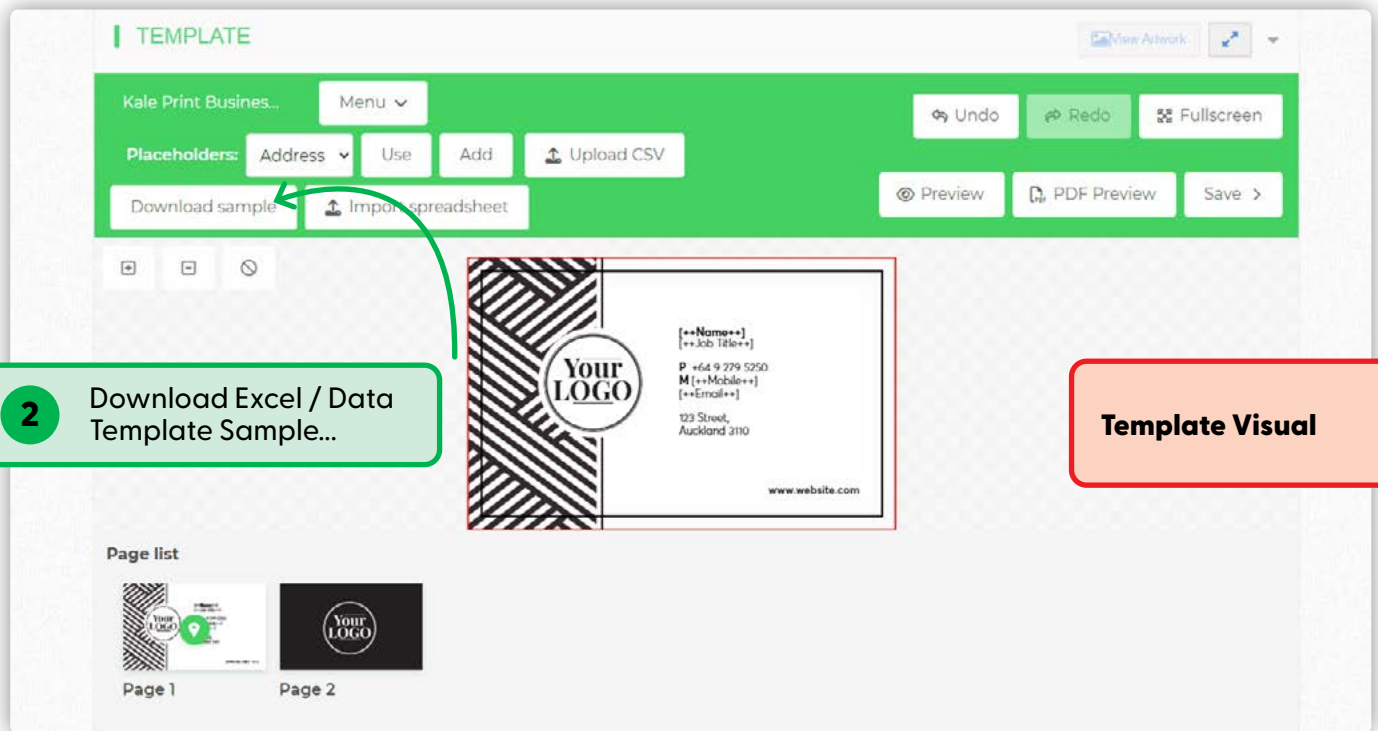
7 Click
Get Price...

If the desired quantity is not available, please contact your Account Manager



Batch Upload...

Continued



4

Open Excel / Data Template Sample...

AutoSave Off sample

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Negative Numbers, Decimals

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel format.

	A	B	C	D	E	F	G	H	I
1	Name	Job Title	Mobile	Email					
2	Value 0	Value 1	Value 2	Value 3					
3									
4									
5									
6									
7									
8									
9									

5

Input Data into existing columns and save...

Do not add, remove or alter headings

Batch Data - Saved to this PC

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge & Center

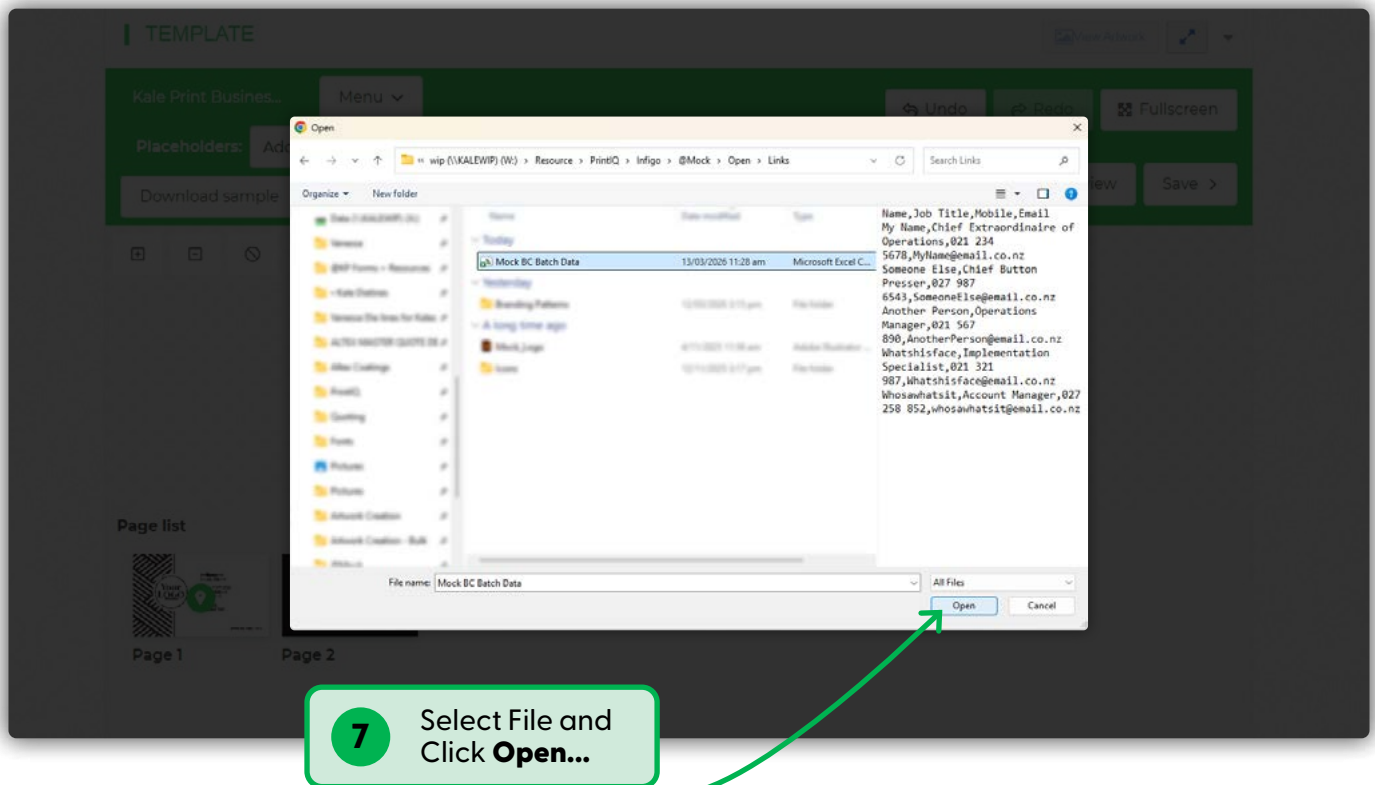
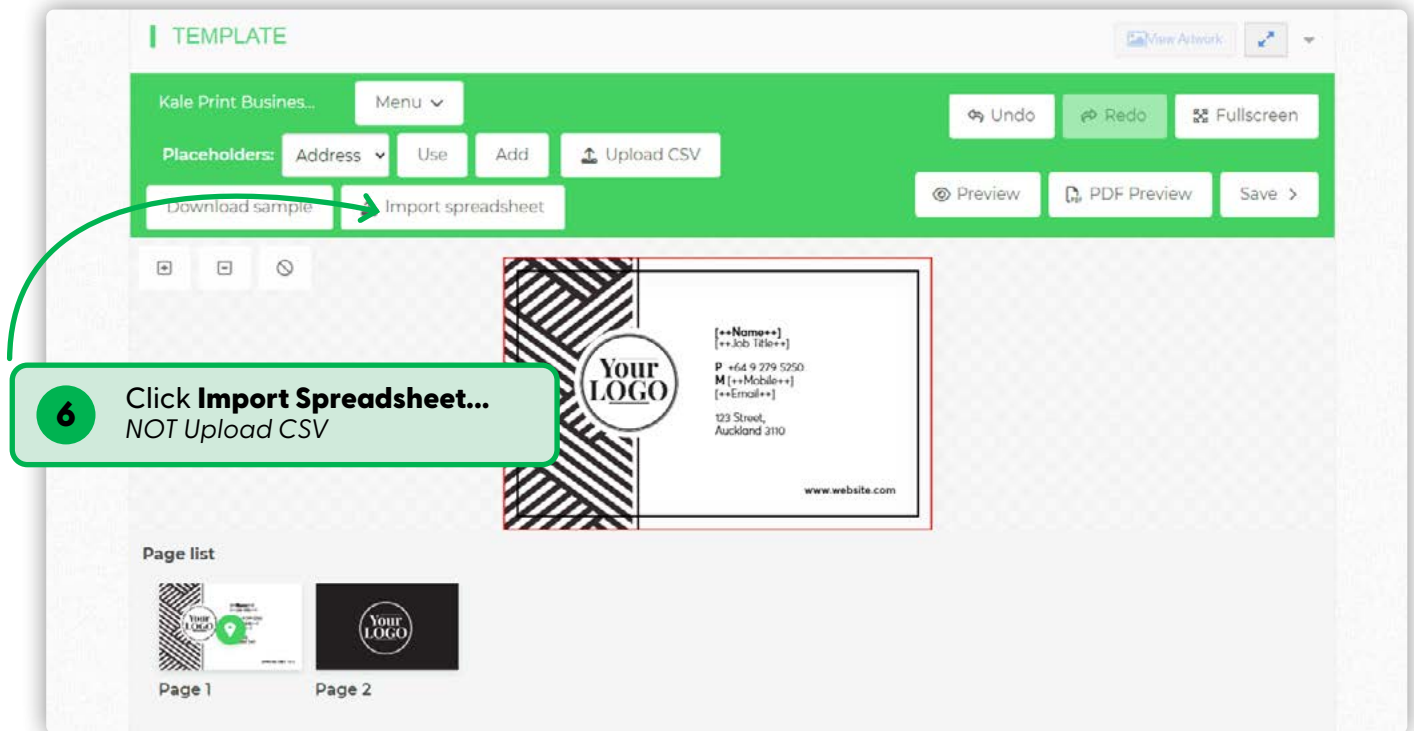
Number: General, Currency, Percentage, Thousand Separator, Negative Numbers, Decimals

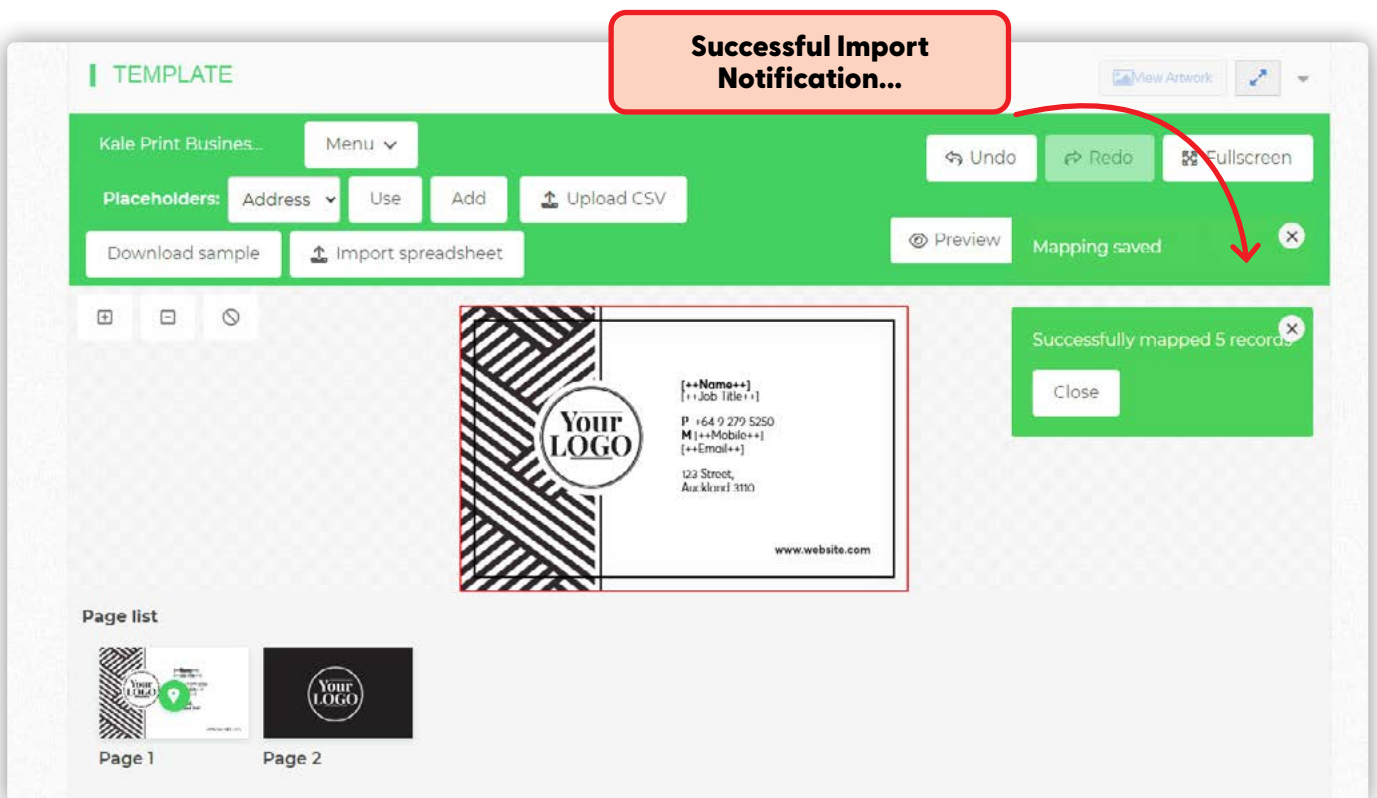
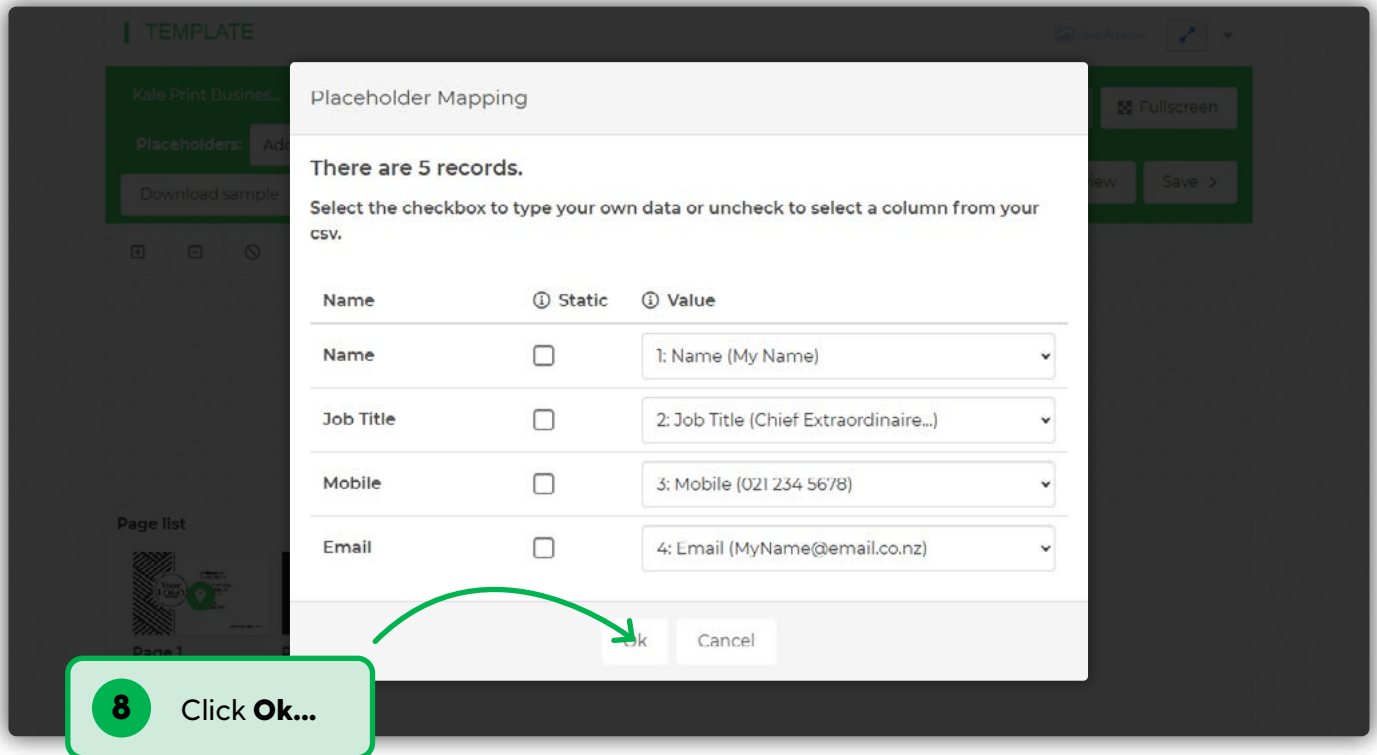
Styles: Conditional Formatting, Format as Table, Cell Styles

	A	B	C	D	E	F	G	H	I
1	Name	Job Title	Mobile	Email					
2	My Name	Chief Extraordinaire of Operations	021 234 5678	MyName@email.co.nz					
3	Someone Else	Chief Button Presser	027 987 6543	SomeoneElse@email.co.nz					
4	Another Person	Operations Manager	021 567 890	AnotherPerson@email.co.nz					
5	Whatshisface	Implementation Specialist	021 321 987	Whatshisface@email.co.nz					
6	Whosawhatsit	Account Manager	027 258 852	whosawhatsit@email.co.nz					
7									
8									
9									
10									

Batch Upload...

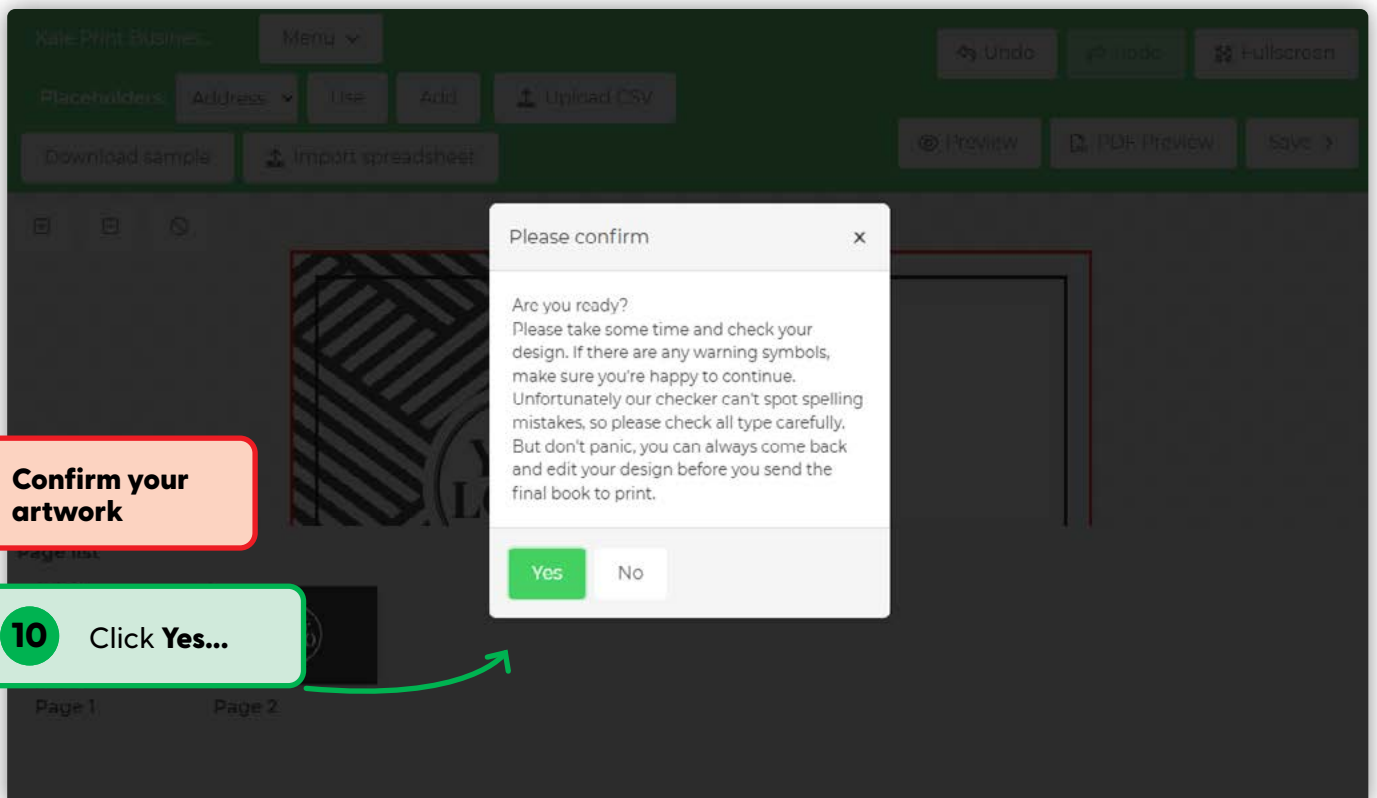
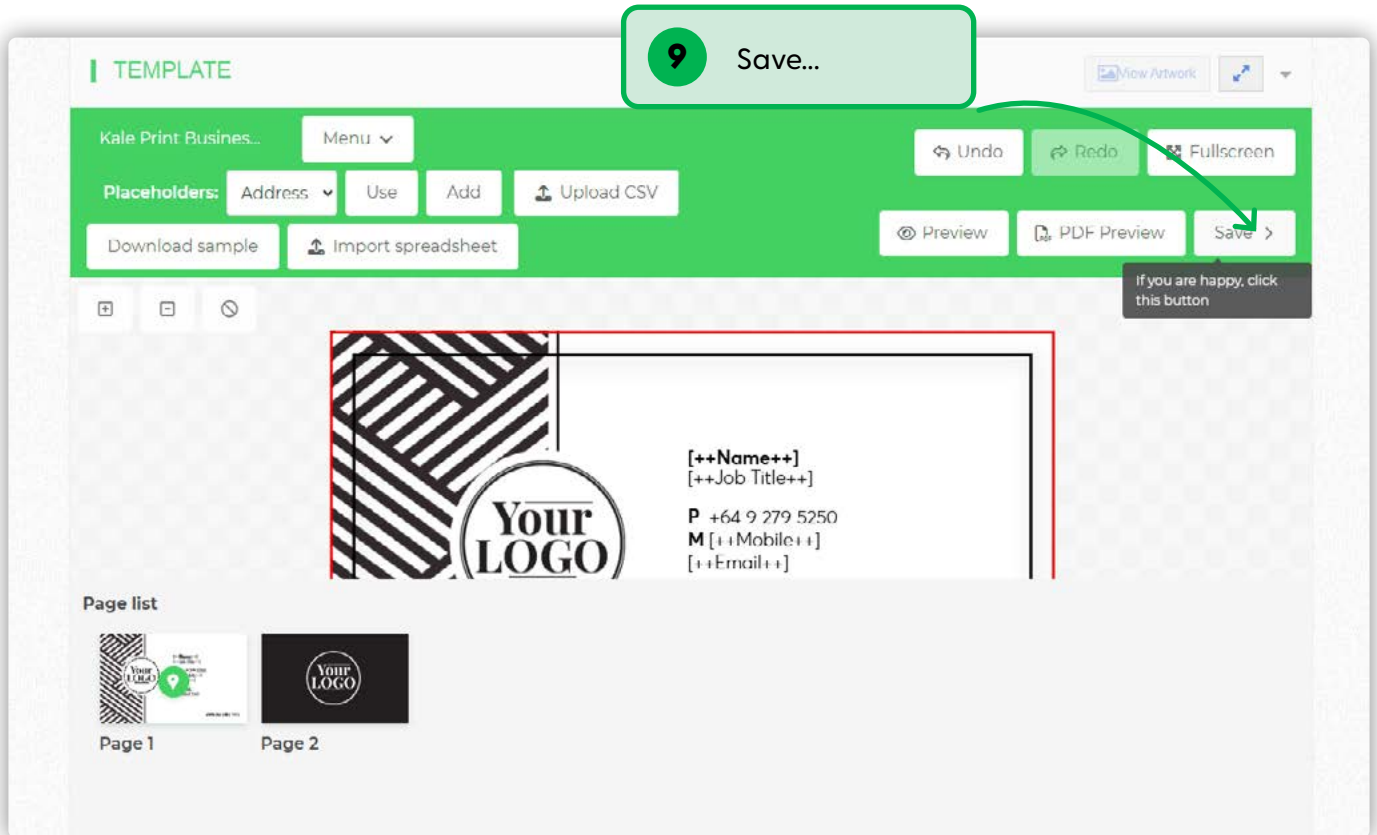
Continued





Batch Upload...

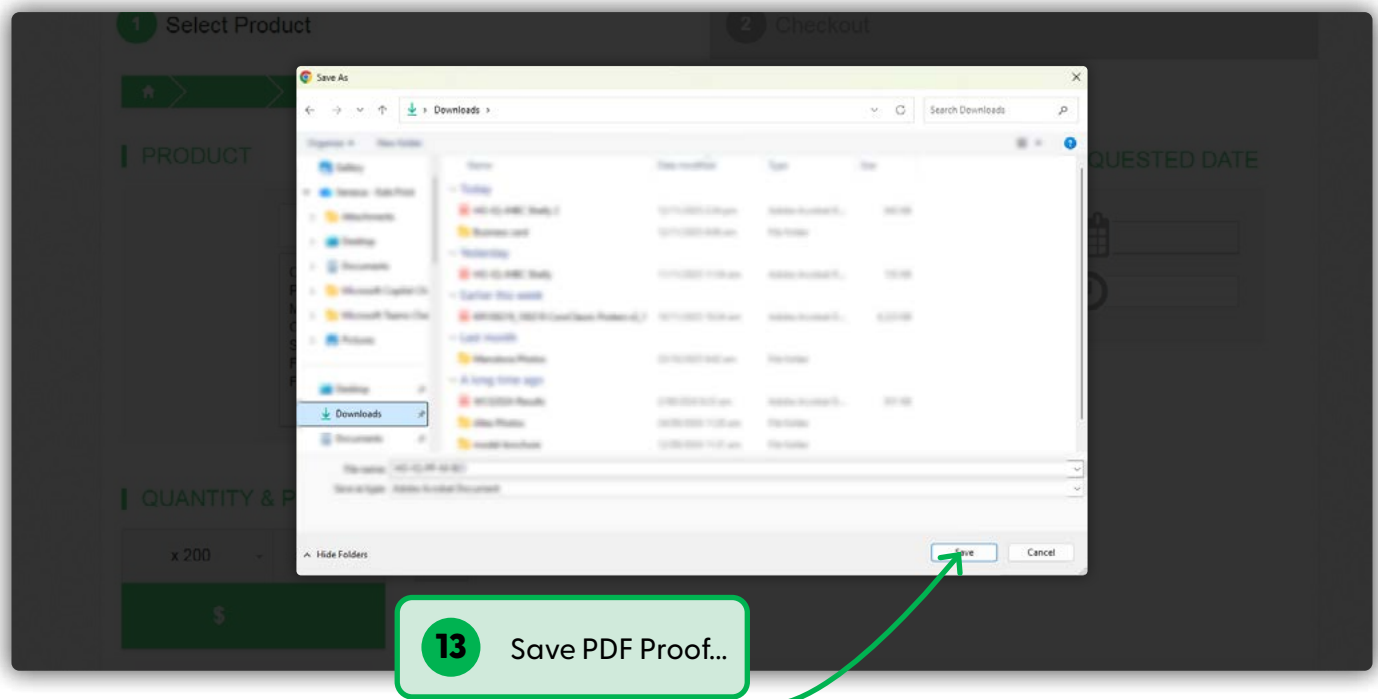
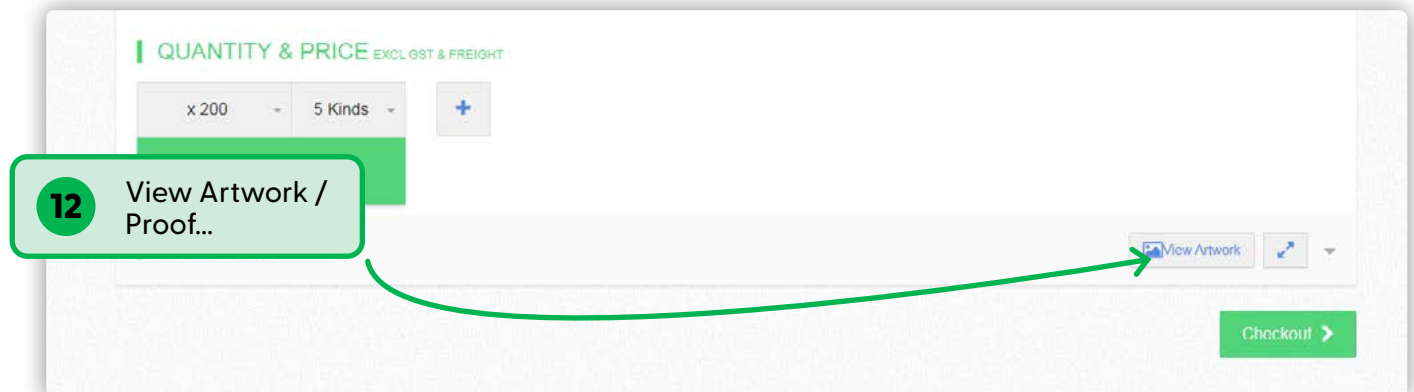
Continued

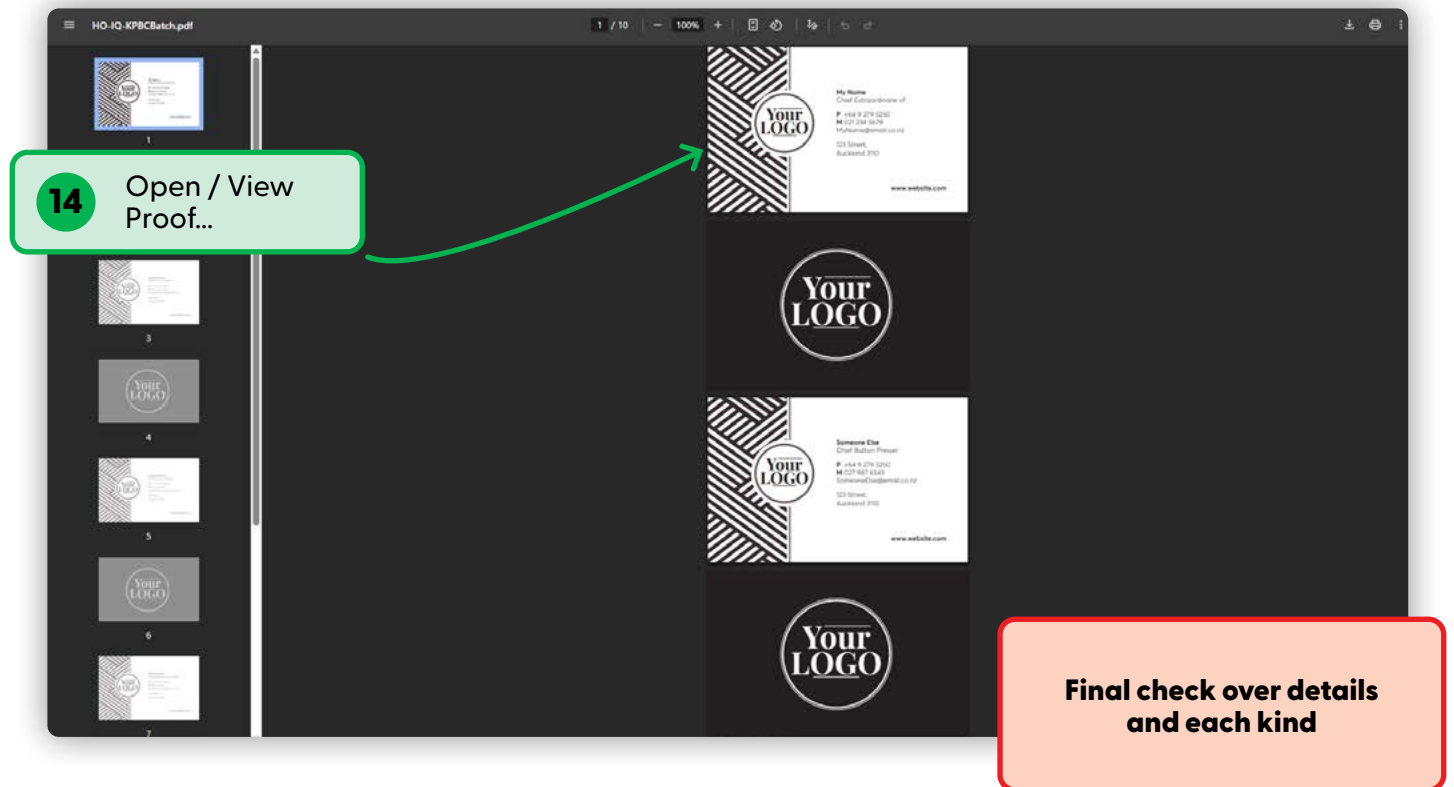




11 Artwork Saving /
Adding to Cart...

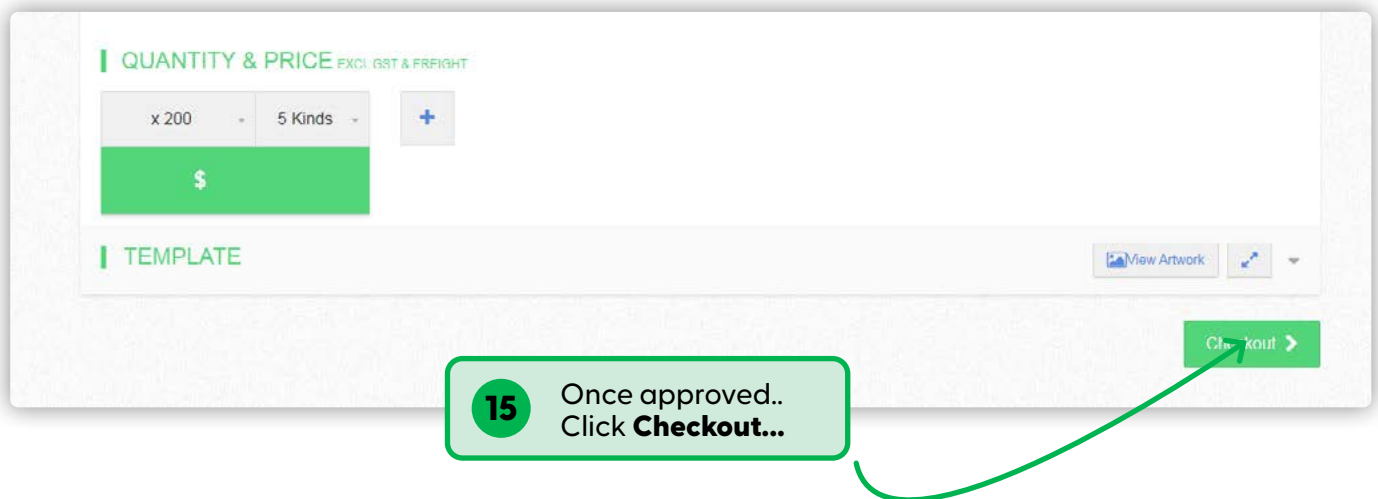






14 Open / View Proof...

Final check over details and each kind



15 Once approved.. Click **Checkout...**

The screenshot shows the 'Create Order' interface with the 'Freight' section expanded. Four numbered callouts provide instructions:

- 1 Select approved quantity...**: Points to the quantity selection area (x 10, x 25).
- 2 Click **Single...** (Default option)**: Points to the 'Single' radio button under the 'Freight' section.
- 3 Select delivery address...**: Points to the 'ADDRESS' dropdown menu.
- 4 Select delivery contact...**: Points to the 'CONTACT' dropdown menu.

The 'Freight' section includes tabs for 'Single', 'Multiple', and 'None'. Below these are fields for 'ADDRESS', 'CONTACT', 'DELIVERY TYPE' (set to 'Courier Bag'), and 'DELIVERY INSTRUCTIONS'.

Need to send to Multiple Addresses? See page 17
 Need to add a new Delivery Address? See page 18
 Need to add a new Delivery Contact? See page 19

Complete Order



The screenshot shows a web form titled "Summary for KPQ157285". It contains several sections: "CUSTOMER" (with a dropdown), "CONTACT" (with a dropdown showing "Your Name"), "PAYMENT TERMS" (with a dropdown showing "20th month following invoice"), "VALIDITY UNTIL" (with a date field showing "13/02/26"), "QUOTE STATUS" (with a dropdown showing "Awaiting Acceptance"), "NOTES" (with a text area), "PO NUMBER" (with a text field), and a "FROM CODE" field. On the right, there is a table with "1 Item Selected" and rows for "Retail", "Freight", and "GST", each with a "\$" symbol. At the bottom, there is a "Complete Order" button. Four numbered steps are overlaid on the form: 1. "Click Order Contact..." points to the "CONTACT" dropdown. 2. "Enter PO Number if required..." points to the "PO NUMBER" text field. 3. "Check details are correct" points to the bottom section of the form. 4. "Click Complete Order..." points to the "Complete Order" button.

1 Click **Order Contact...**

2 Enter **PO Number** if required...

3 Check details are correct

4 Click **Complete Order...**

Congratulations
- your part is done!
Your Account Manager will
arrange print production
and dispatch!

Need to add a new Order Contact? See page 20



**Creating Better,
Together.**

FAQ's

Print. Signage. Packaging. Labels. Merchandise. Design.

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Freight - Multiple Addresses



1 Click **Multiple...**

2 Select delivery address...

3 Select delivery contact...

4 Input quantity for destination

5 Click **Add Delivery...**

6 Repeat for remaining deliveries / quantity

The screenshot shows the 'Freight' form with the 'Multiple' tab selected. The form has sections for Address, Contact, Delivery Type, and Delivery Instructions. A delivery item 'Mock A5 Pads' is listed with a quantity of 5. The 'Add Delivery' button is highlighted.

7 Check addresses and quantities

The screenshot shows the 'Freight' form with the 'Multiple' tab selected. The form displays two delivery items, each with a quantity of 5, and their respective addresses and delivery types.

Need to add a new Delivery Address? See page 18
Need to add a new Delivery Contact? See page 19

Add New - Delivery Address



Freight

Single Multiple None

ADDRESS Your Business, 123 Address Road, City, 1110, New Zealand

CONTACT Your Name

DELIVERY TYPE Courier Bag

DELIVERY INSTRUCTIONS Delivery notes...

1 Click **+** Button...
(In Delivery Address Field)

ORDER DETAILS

Mock

Origination: PDF file supplied
Size: A5 (148x210mm) Final
head with unprinted backing
Freight: to 1 x NZ address

Questions (1) *

Freight

Address

Search for address...

Country New Zealand

Company Company Name

Address 1 021 Street Address *

Address 2

Address 3

City/Suburb City *

State

Postcode 1110 *

Remember address YES ☐

Please note we do not deliver to PO Boxes.

Close Save and close

2a Start typing address to
auto populate...

2b OR manually input
address details

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

Add New - Delivery Contact



The screenshot shows the 'Freight' form with tabs for 'Single', 'Multiple', and 'None'. The 'ADDRESS' field contains 'Your Business, 123 Address Road, City, 1110, New Zealand'. The 'CONTACT' field contains 'Your Name' and has a '+' button next to it, which is highlighted by a green arrow. Below these are fields for 'DELIVERY TYPE' (set to 'Courier Bag') and 'DELIVERY INSTRUCTIONS'.

1 Click **+** Button...
(In Delivery Contact Field)

The screenshot shows the 'Create Delivery Contact' modal form. It has fields for 'First name' (Your), 'Surname' (Name), 'Title', 'Email' (Email@company.co.nz), 'Website', 'Phone', 'Fax', 'Mobile' (021 234 5678), and 'Comment'. There is a 'Remember contact' checkbox with a 'YES' button. At the bottom are 'Close' and 'Save and close' buttons. Green arrows point from the '2' callout to the input fields and from the '3' callout to the 'Save and close' button.

2 Input **delivery contact** details

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

Add New - Order Contact



Summary for KPQ157285

PROMO CODE:

1 Item Selected

Retail	\$
Freight	\$
GST	\$
\$	

1 Click + Button...
(In Summary Contact Field)

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

2 Input order contact details

First name: *

Surname: *

Title:

Email: *

Website:

Phone:

Fax:

Mobile:

Comment:

Type: ☒ Billing ☐ Delivery

Email Invoice: ☐ NO

Remember contact: YES ☐

3 Click Save and Close...