



**Creating Better,
Together.**

Ordering Online

Logistics / Store Items

User Guide

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

KALEPRINT



Ordering Online

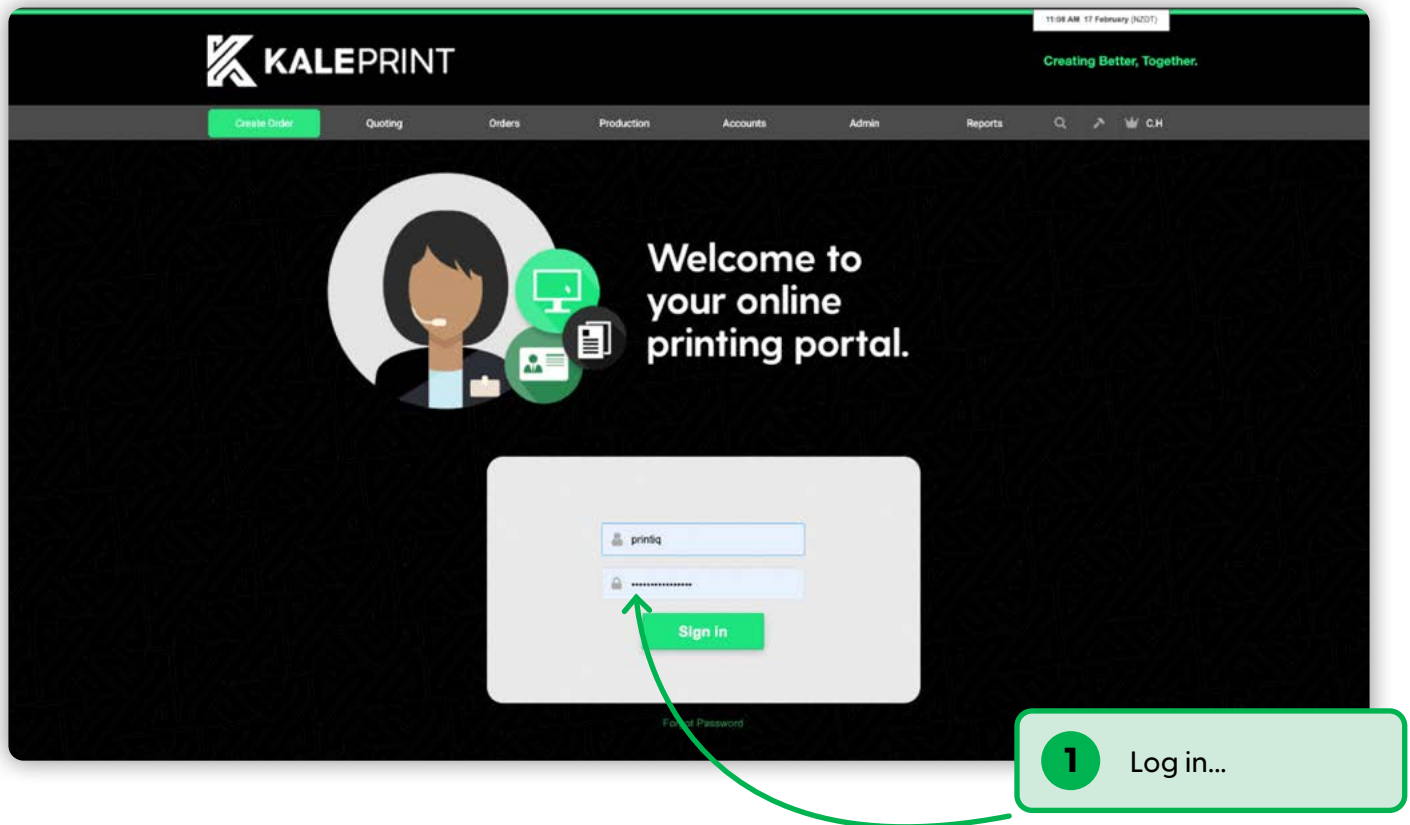
Logistics / Store Items

Contents

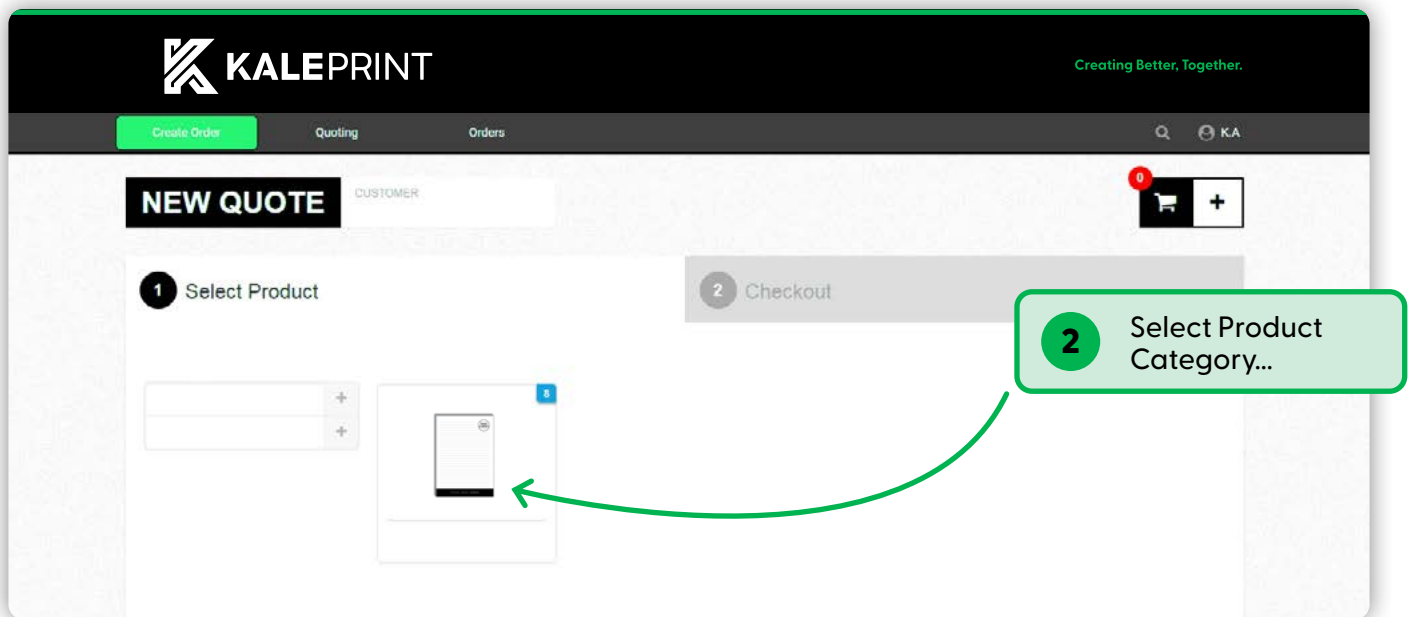
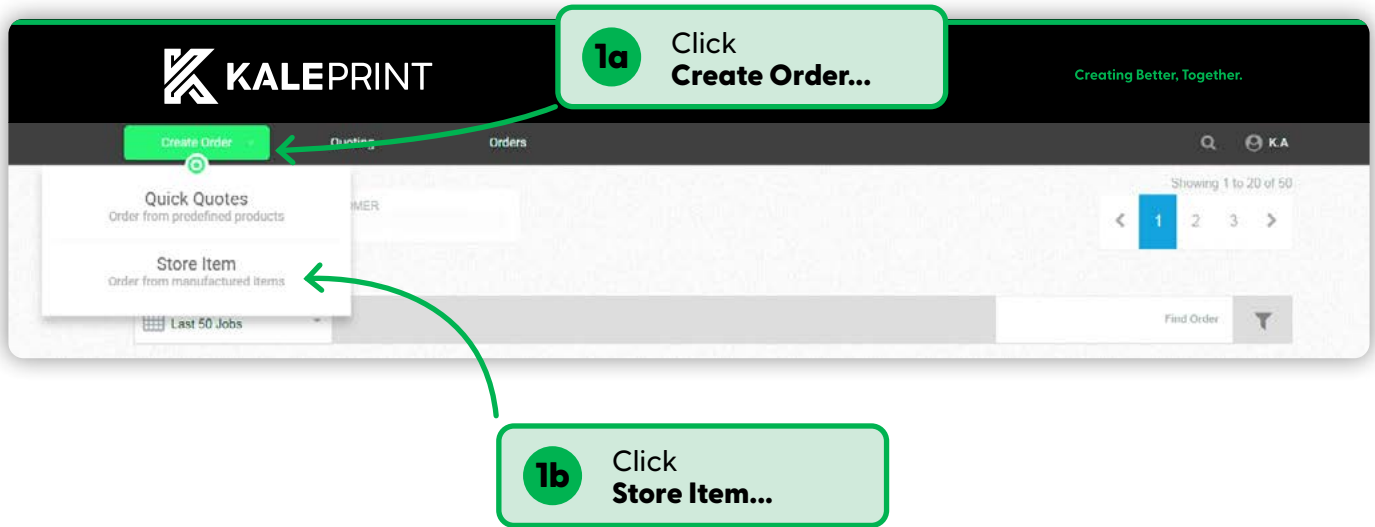
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*If you have any problems logging in or placing an order,
please contact your Account Manager*

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

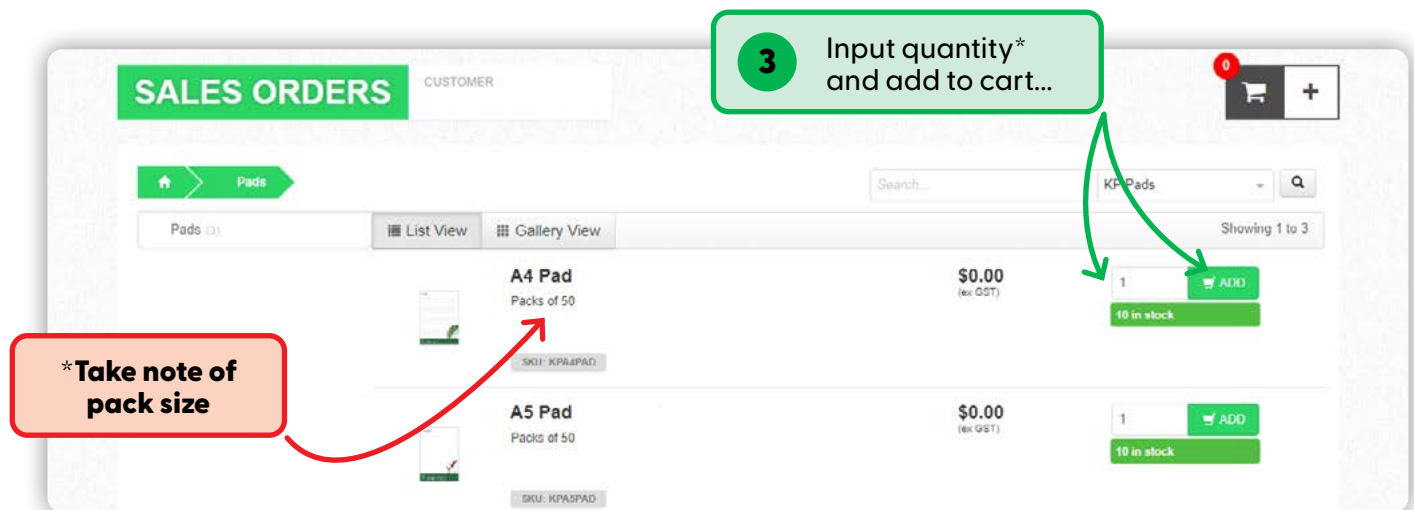


Create Order



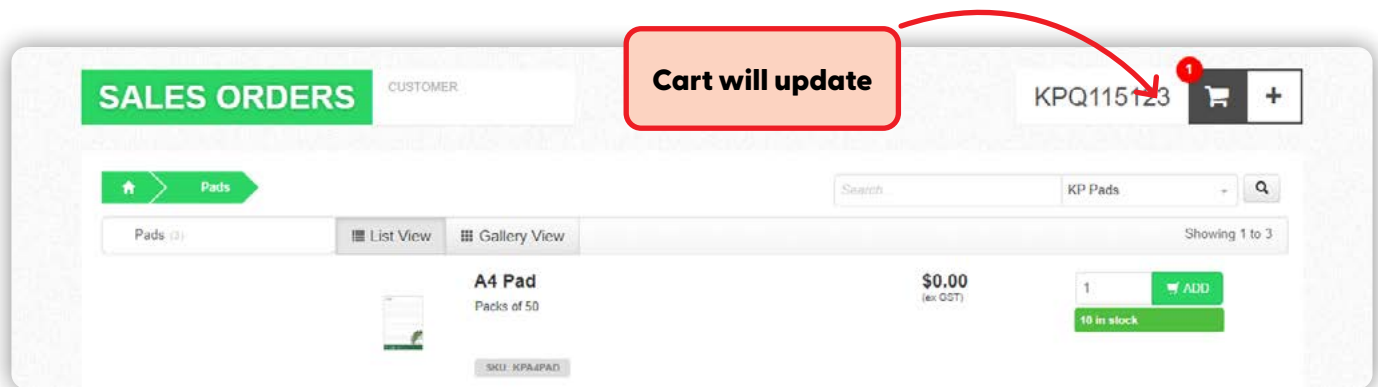
3 Input quantity* and add to cart...

*Take note of pack size



The screenshot shows the 'SALES ORDERS' page with a 'CUSTOMER' dropdown. Below the header, there's a 'Pads' category filter and a search bar. A list of products is displayed, including 'A4 Pad' and 'A5 Pad'. The 'A4 Pad' is highlighted with a red arrow pointing to its 'Packs of 50' description. A green box with the number 3 and the text 'Input quantity* and add to cart...' has an arrow pointing to the 'ADD' button for the 'A4 Pad'.

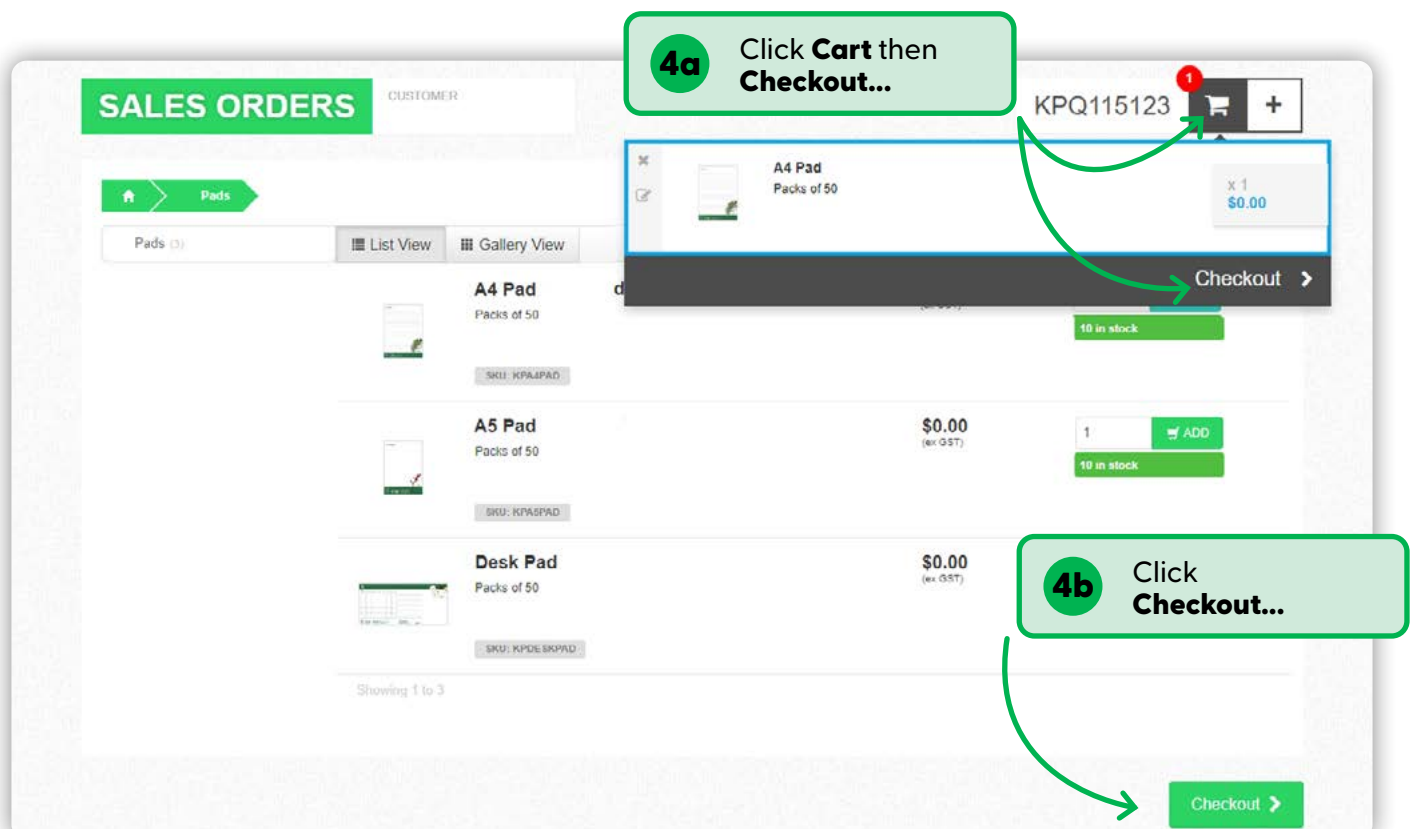
Cart will update



The screenshot shows the 'SALES ORDERS' page with the 'A4 Pad' still highlighted. A red arrow points from the 'Cart will update' text to the cart icon in the top right corner, which has a red notification bubble containing the number 1.

4a Click **Cart** then **Checkout...**

4b Click **Checkout...**



The screenshot shows the 'SALES ORDERS' page with the 'A4 Pad' still highlighted. A green box with the number 4a and the text 'Click Cart then Checkout...' has an arrow pointing to the cart icon in the top right corner, which has a red notification bubble containing the number 1. Another green box with the number 4b and the text 'Click Checkout...' has an arrow pointing to the 'Checkout' button at the bottom right.

The screenshot shows the 'ORDER DETAILS' section of a software interface. At the top, there are tabs for 'Create Order' (highlighted in green), 'Quoting', and 'Orders'. Below the tabs, the 'ORDER DETAILS' title is in a black box. The main content area includes a 'Mock' section with a printer icon and a description of the order: 'Origination: PDF file supplied Printed Black x 1 side on 90gsm Offset Size: A5 (140x210mm) Finishing: 50 leaves per pad, glued short edge head with unprinted backing board Trim and bulk carton packed Freight: to 1 x NZ address'. To the right of this description are fields for 'Requested Date' and 'Accounts Email' (Your Business, 123 Address Road, City, New Zealand 1110). Below this is a 'Questions (1) *' section. The 'Freight' section is highlighted with a green line. It contains three tabs: 'Single' (selected), 'Multiple', and 'None'. Below the tabs are fields for 'ADDRESS' (Your Business, 123 Address Road, City, 1110, New Zealand), 'CONTACT' (Your Name), 'DELIVERY TYPE' (Courier Bag), and 'DELIVERY INSTRUCTIONS' (Delivery notes...). Four green callout boxes with numbered circles are overlaid on the interface: 1. 'Select approved quantity...' points to a green button with a checkmark and 'x 10'. 2. 'Click **Single...** (Default option)' points to the 'Single' tab. 3. 'Select delivery address...' points to the 'ADDRESS' field. 4. 'Select delivery contact...' points to the 'CONTACT' field.

Need to send to Multiple Addresses? See page 9
 Need to add a new Delivery Address? See page 10
 Need to add a new Delivery Contact? See page 11

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"), "VAL IDY 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 "PROMO 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 instructions 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 picking, packing and dispatch!



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FAQ's

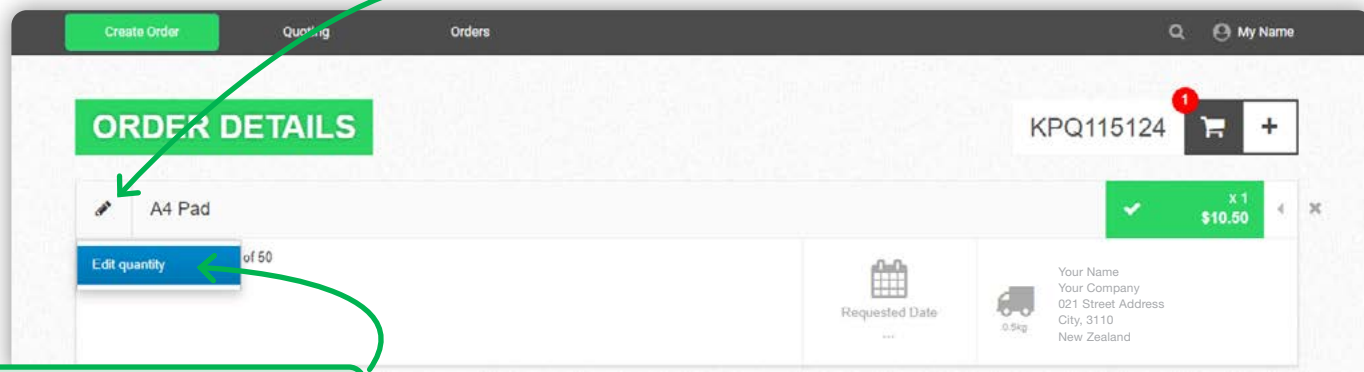
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Edit Quantity

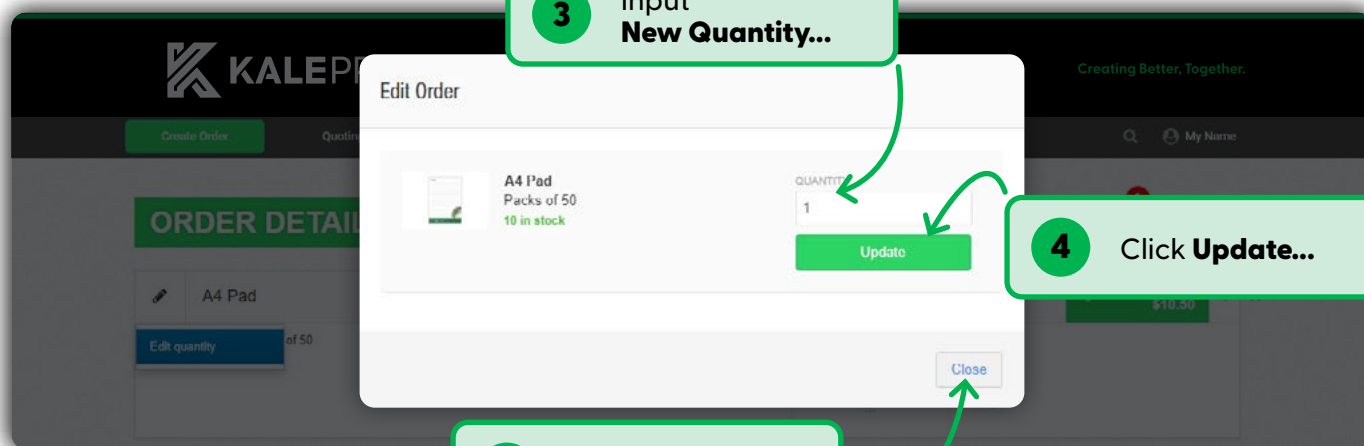


1 Click Pencil Icon...



2 Click Edit Quantity...

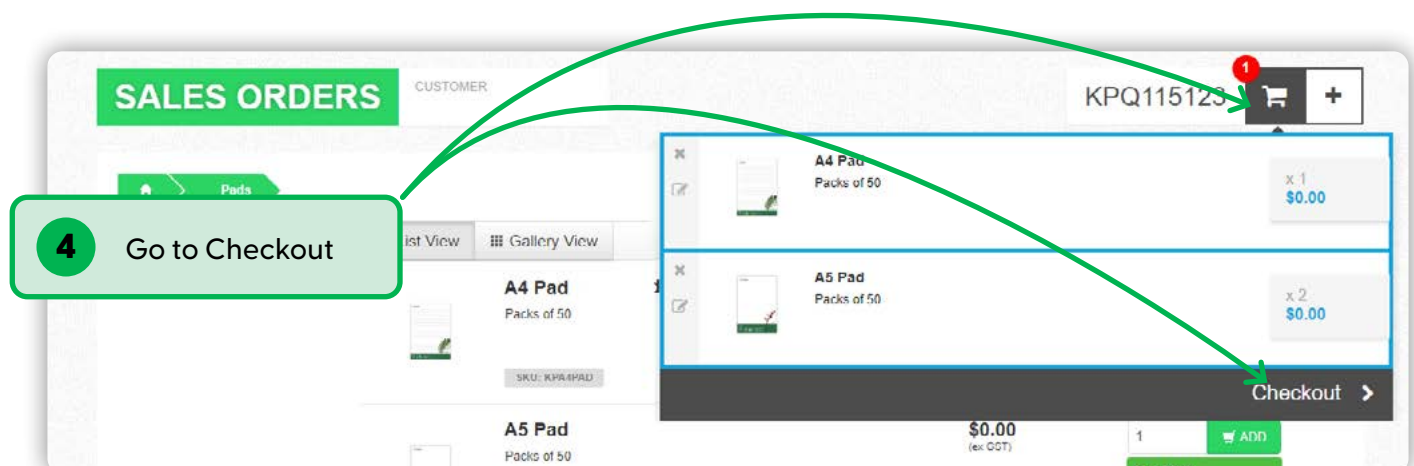
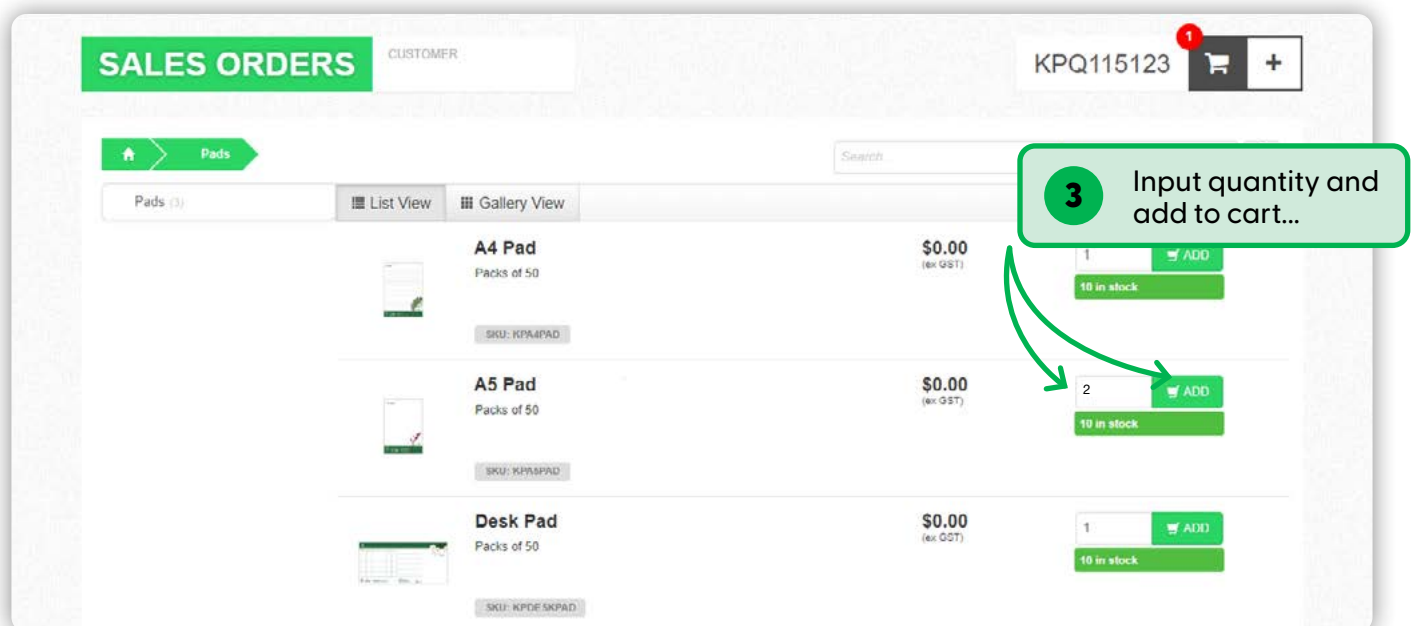
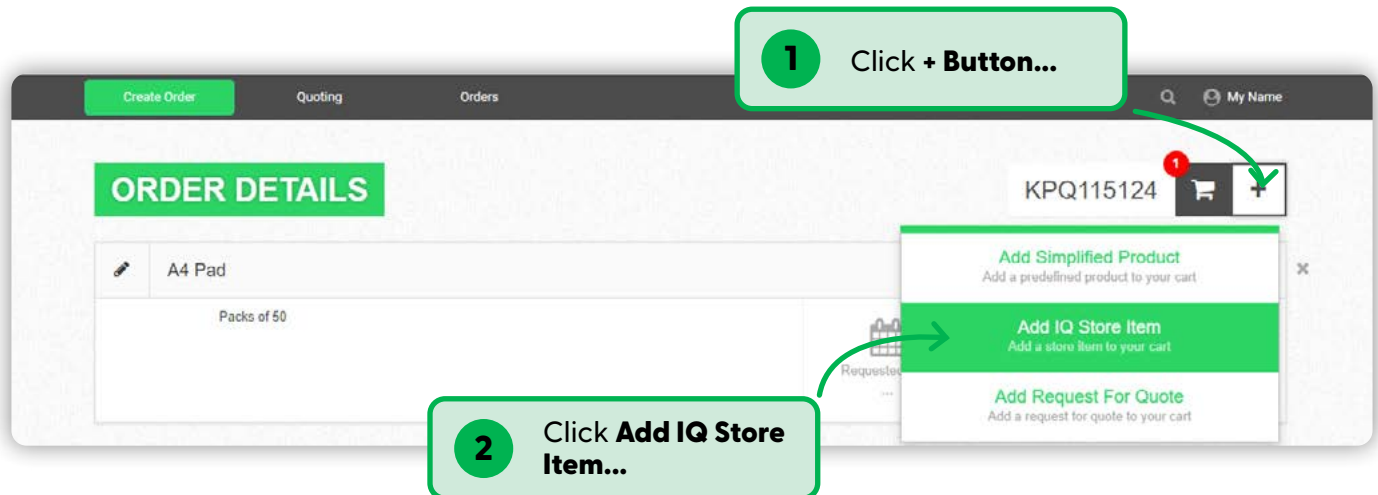
3 Input New Quantity...



4 Click Update...

5 Click Close...

Add Item



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

Freight

Single **Multiple** None

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

2 CONTACT Your Name

3 Mock A5 Pads
Origination: PDF file supplied Printed Black x 1 side on 90gsm Offset Size: A5 (148x210mm) Finishing: 50 leaves per pad, glued short edge head with unprinted backing board Trim and bulk carton packed Freight: to 1 x 10 out of 10 units to be allocated

DELIVERY QUANTITY 5

DELIVERY TYPE Courier Bag

DELIVERY INSTRUCTIONS Delivery notes

Add Delivery

7 Check addresses and quantities

Freight

Single **Multiple** Pickup None

DELIVERIES (2)

Courier Bag Your Name, Your Business, 123 Address Road, City, 1110, New Zealand

5 Mock A5 Pads: Origination: PDF file supplied Printed Black x 1 side on 90gsm Offset Size: A5 (148x210mm) Finishing: 50 leaves per pad, glued short edge head wi...

Courier Bag Your Name, Your Business, 123 Address Road, City, 1110, New Zealand

5 Mock A5 Pads: Origination: PDF file supplied Printed Black x 1 side on 90gsm Offset Size: A5 (148x210mm) Finishing: 50 leaves per pad, glued short edge head wi...

Need to add a new Delivery Address? See page 10
Need to add a new Delivery Contact? See page 11

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 ☐ NO

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 plus button to its right. A green arrow points from the plus button to the first instruction box.

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

The 'Create Delivery Contact' modal form is shown over the 'ORDER DETAILS' page. It contains the following fields: 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 'YES' selected. At the bottom are 'Close' and 'Save and close' buttons. Green arrows point from the second instruction box to the 'First name', 'Surname', 'Email', and 'Mobile' fields.

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...**