



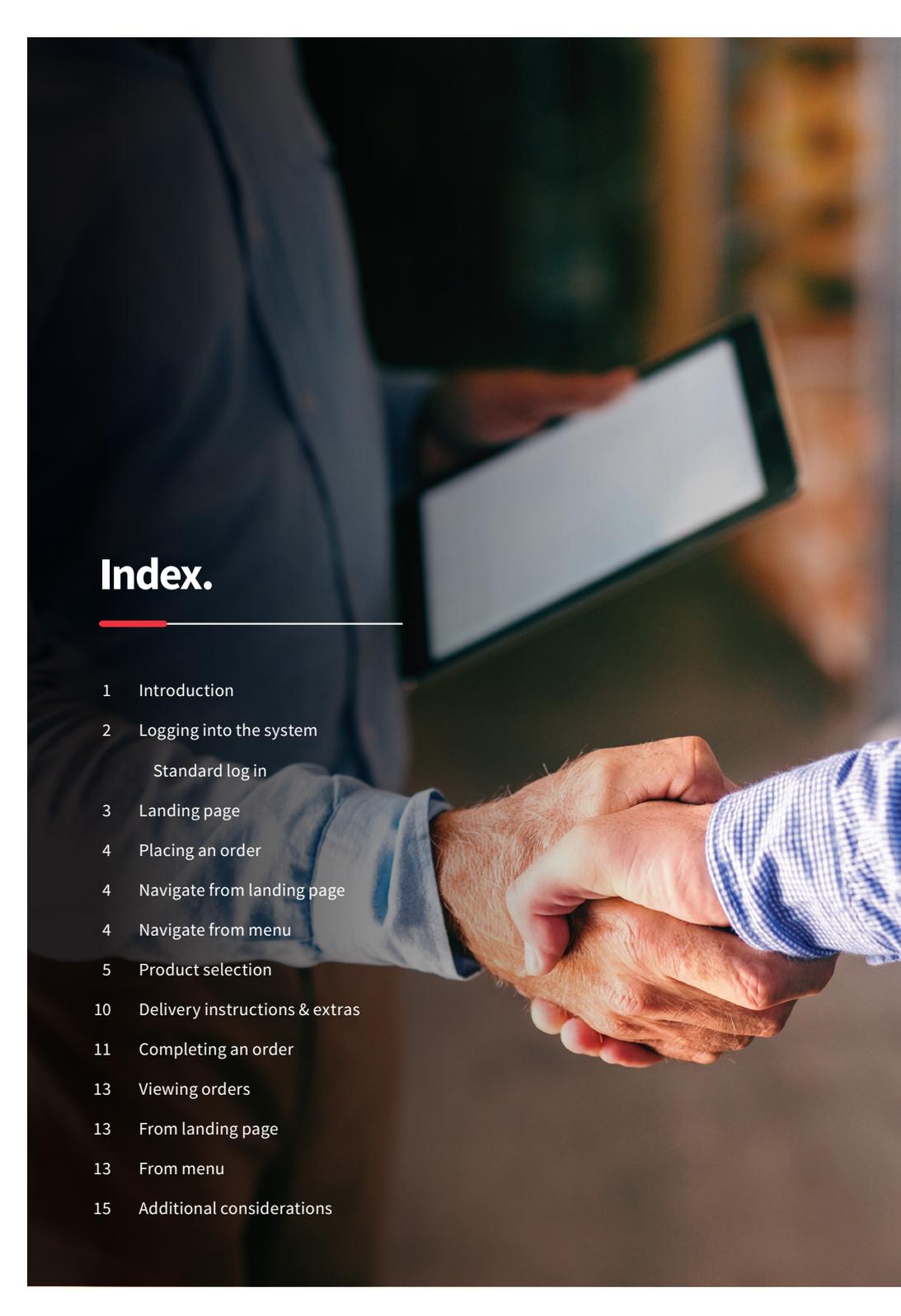
# Online Ordering Portal

User Manual

v1.01



mepfilms



## Index.

---

- 1 Introduction
- 2 Logging into the system
  - Standard log in
- 3 Landing page
- 4 Placing an order
  - 4 Navigate from landing page
  - 4 Navigate from menu
- 5 Product selection
- 10 Delivery instructions & extras
- 11 Completing an order
- 13 Viewing orders
  - 13 From landing page
  - 13 From menu
- 15 Additional considerations

## Introduction.

---

### Welcome to the Online Ordering Portal

The Online Portal was designed for simple and efficient Stock Ordering.

By logging onto the Online Portal, customers can place their product orders electronically, allowing for a seamless transition from ordering to picking without any manual intervention.

This guide provides step-by-step instructions on logging onto and ordering stock off the Online Portal, should you have any problems please contact the help desk.

### Help Desk

For user issues please contact Shelley Lee on [slee@mep.com.au](mailto:slee@mep.com.au) or 03 8809 2711.

For technical difficulties please contact [itsupport@motoronegroup.com](mailto:itsupport@motoronegroup.com).

To follow up on the status of an order please contact the MEP Films warehouse quoting your order reference number.

T. +61 3 8809 2730

F. +61 3 8809 2730

E. [mepvicreception@mep.com.au](mailto:mepvicreception@mep.com.au)

# Logging on to the System

## Standard Login

The system is published on the web, the users can access the application anywhere in the globe via the below URL

<http://ordering.mepfilms.com>

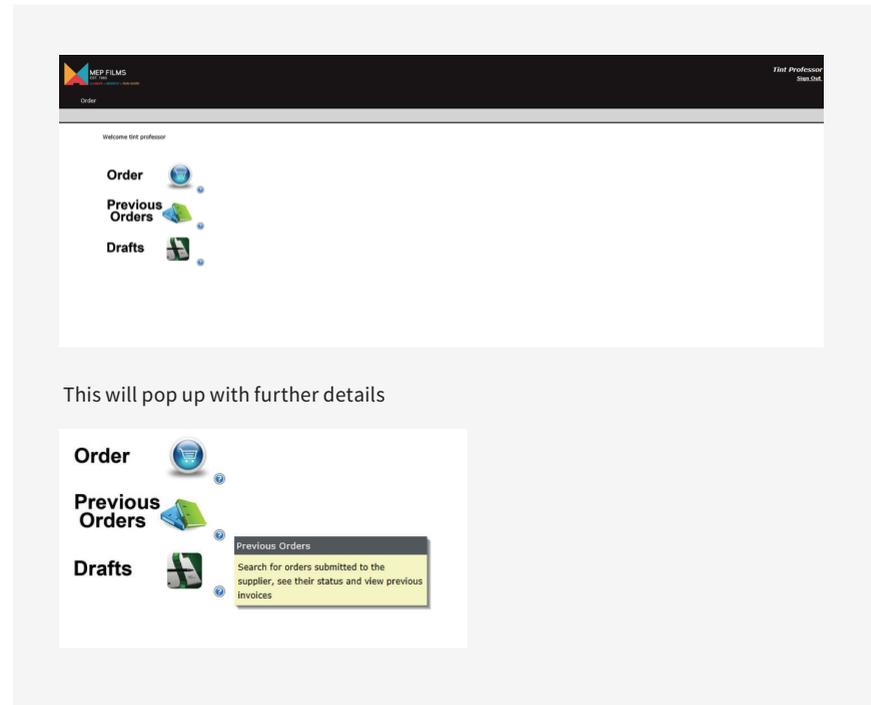
The system requires a user name and a password. The logon credentials will be provided to you by Shelley Lee.



# Landing Page

Upon logging in you will arrive at a landing page with icons to navigate.

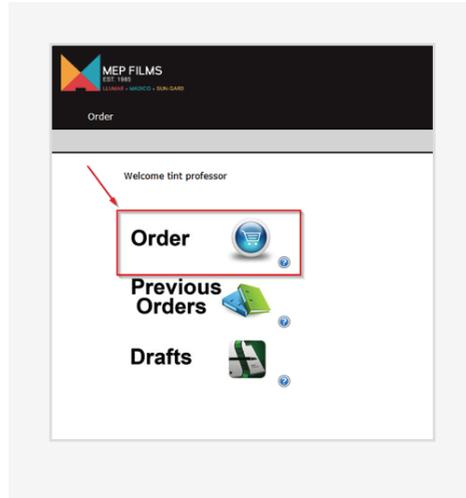
For further explanation on any heading hover over the  next to the image



# Placing an Order

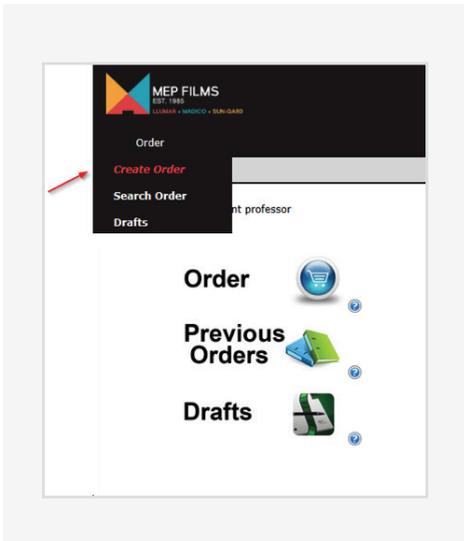
## Navigate from landing page

To place an order from the landing page, click on Order icon



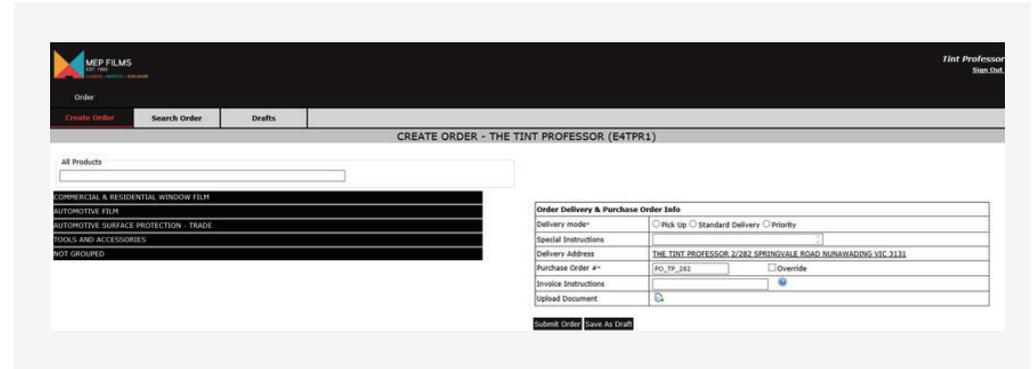
## Navigate from menu

Alternatively, you can create an order from the Menu items



# Details of Order

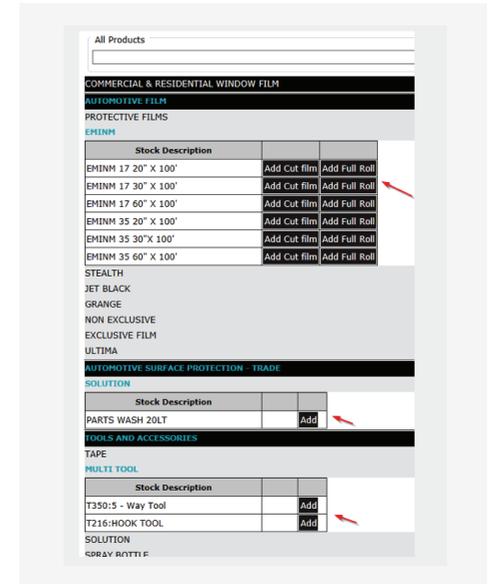
You will arrive at a new screen with a Product List, Delivery and Special Information options.



## Product Selection

To select a product click on the relevant headings to expand the list of categories and products.

When you have found the product you require, simply click on "Add" to select the product.



The item will now appear in the top right corner of the Order page

Products					
Description	Item Comment	Price (ex GST)	Qty	Ext	
Enerlogic VEP35 36" Roll		1404.00	1	1,404.00	 
PARTS WASH 20LT		59.00	1	59.00	 
T350:5 - Way Tool		7.50	1	7.50	 
SubTotal				1,470.50	
GST				147.05	
Total				1,617.55	

You will then have options available for each product. These will vary depending on the type of product.

e.g.

Edit 

- o Change the Quantity of the item Ordered

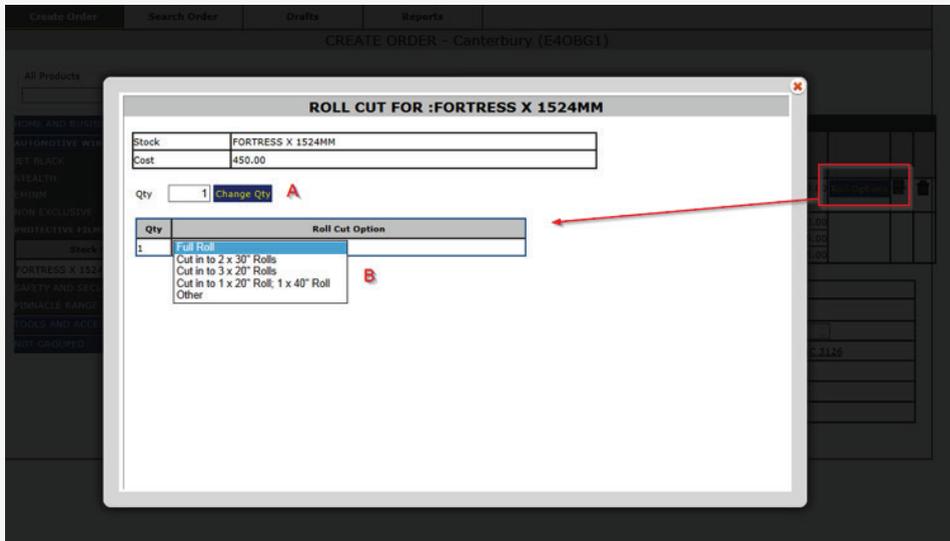
Delete 

- o Remove the item from the order

Some Products will have further options, such as

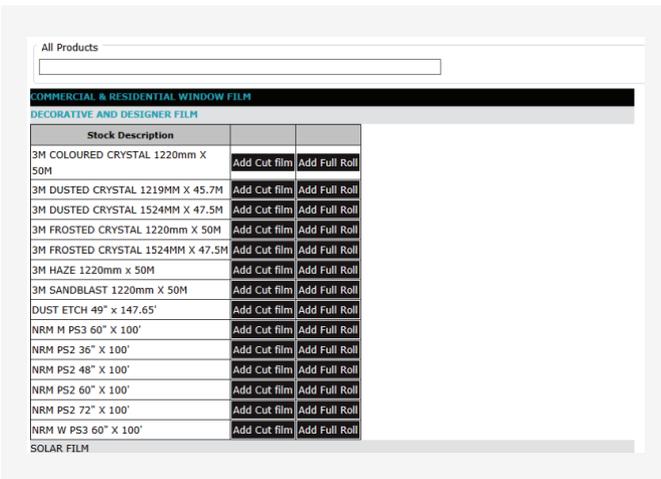
Roll Options **Roll Options**

- o This will allow you to request the full Roll be cut down in to smaller rolls
- o Click "Roll Options" for roll cut options and qty changes.



# Commercial & Residential Window Film

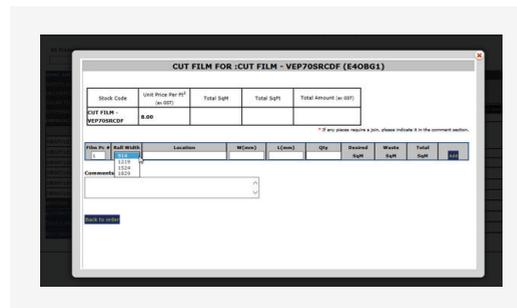
## Product Selection



For Commercial and Residential Film selections there is an option to select "Add Cut Film" or "Add Full Roll"

## Cut Film

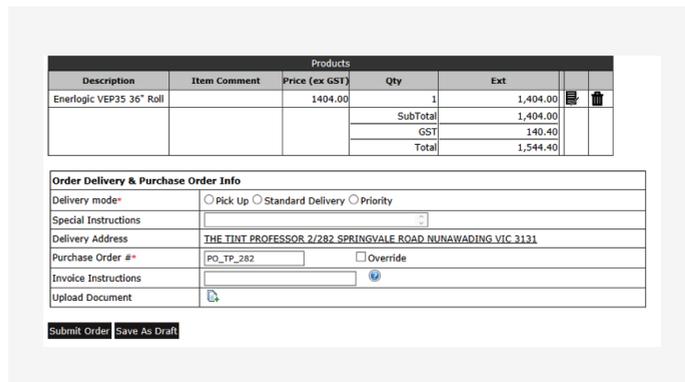
To Order Cut Film, simply click on the "Add Cut Film" button next to the product required



This will open up a pop-up that allows you to create your Cutting List

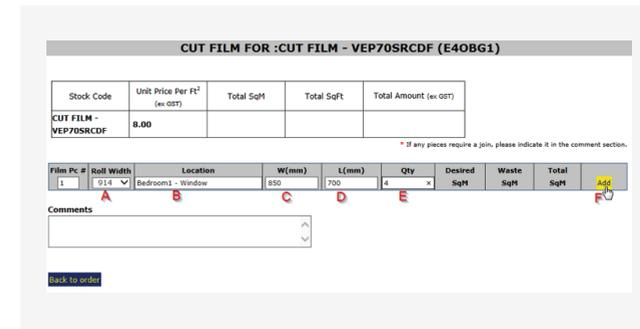
## Full Roll

When you have found the product you require, simply click on 'Add Full Roll' to add to your Order. The item will now appear in the top right corner of the Order page as with other products.



To add an item to your cutting list,

- select a desired Roll Width
- type in a location (this is for reference only),
- add your Width,
- Length and
- Quantity.
- Then click "Add"



Note:

1. All dimensions are entered in millimetres (mm)
2. Width (Item C) must be not exceed the roll width selected (Item A).

After you click "Add" (Item A in the below image) the line will appear below with the surface area calculated along with options to edit (Item B in the below image) or Delete (Item C in the below image).

**CUT FILM FOR :CUT FILM - VEP70SRCDF (E40BG1)**

Stock Code	Unit Price Per Ft <sup>2</sup> (ex GST)	Total SqM	Total SqFt	Total Amount (ex GST)
CUT FILM - VEP70SRCDF	8.00	6.22	66.93	535.42

\* If any pieces require a join, please indicate it in the comment section.

Film Pc #	Roll Width	Location	W(mm)	L(mm)	Qty	Desired SqM	Waste SqM	Total SqM	
3	914								Add
2	1219	Bedroom 2 - Side Window	1200	1500	2	3.60	0.06	3.66	Edit Delete
1	914	Bedroom1 - Window	850	700	4	2.38	0.18	2.56	Edit Delete

Comments  
Please adjust to best cutting plan

Back to order

The Cutting List can have numerous lines added, from various roll widths if desired. You can also add comments for MEP Films regarding the Cutting List. When completed, just click "Back to Order". This will return you to the Order page.

Products					
Description	Item Comment	Price (ex GST)	Qty	Ext	
Enerlogic VEP35 36" Roll		1404.00	1	1,404.00	
PARTS WASH 20LT		59.00	1	59.00	
T350:5 - Way Tool		7.50	1	7.50	
EMINM 17 20" X 100'	W:500; L:1000; Q:1	1.90	5.49	10.43	Cutting Plan
SubTotal				1,480.93	
GST				148.09	
Total				1,629.02	

**Order Delivery & Purchase Order Info**

Delivery mode\*  Pick Up  Standard Delivery  Priority

Special Instructions

Delivery Address **THE TINT PROFESSOR 2/282 SPRINGVALE ROAD NUNAWADING VIC 3131**

Purchase Order #\*   Override

Invoice Instructions

Upload Document

Submit Order Save As Draft

Note: As long as the order has not been submitted, you can make changes to the cutting plan by clicking on "Cutting Plan" from the order page.

## Delivery Instructions & Extras

Once you have made your selections, complete the Delivery & Purchase Order Info. You can upload a document to assist with your order ie. A drawing to explain a difficult job.

The Purchase Order number will populate, however you can override this and enter your preferred one.

**Order Delivery & Purchase Order Info**

Delivery mode\*  Pick Up  Standard Delivery  Priority

Special Instructions

Delivery Address **THE TINT PROFESSOR 2/282 SPRINGVALE ROAD NUNAWADING VIC 3131**

Purchase Order #\*   Override

Invoice Instructions

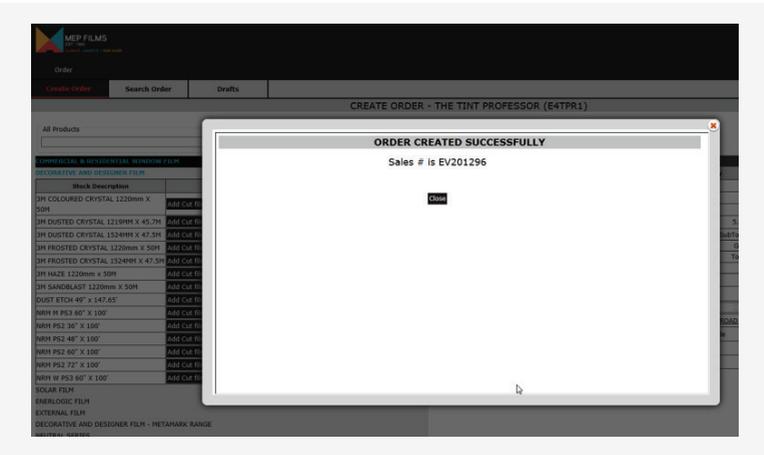
Upload Document

Submit Order Save As Draft

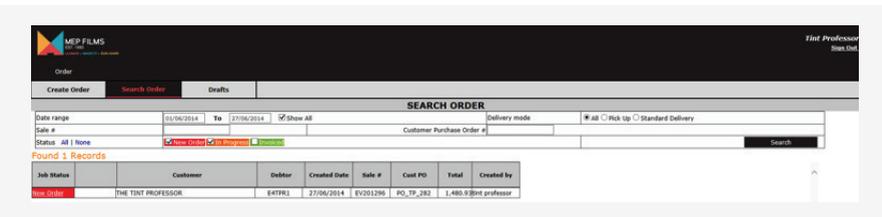
# Completing an Order

## The Final Steps

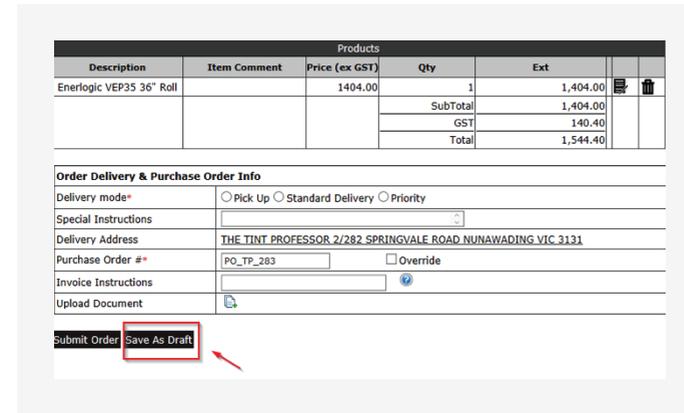
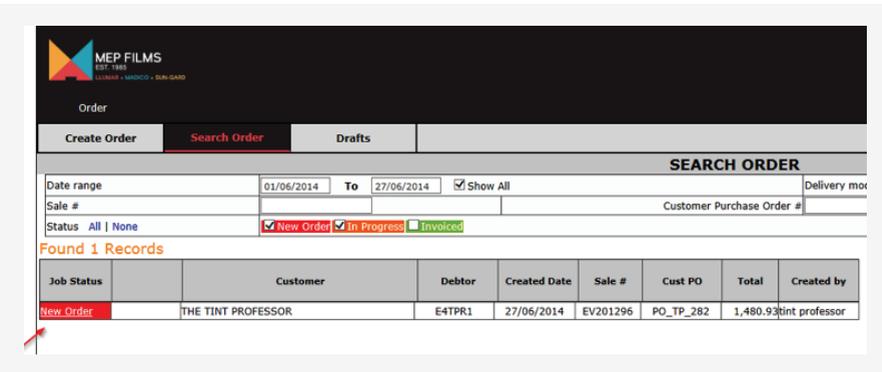
To finalise your order click "Submit Order".



The Order will then appear in your Order list.



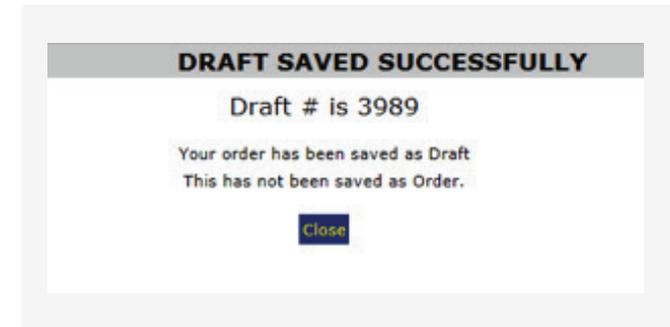
You can preview your Order by clicking on the "New Order" button.



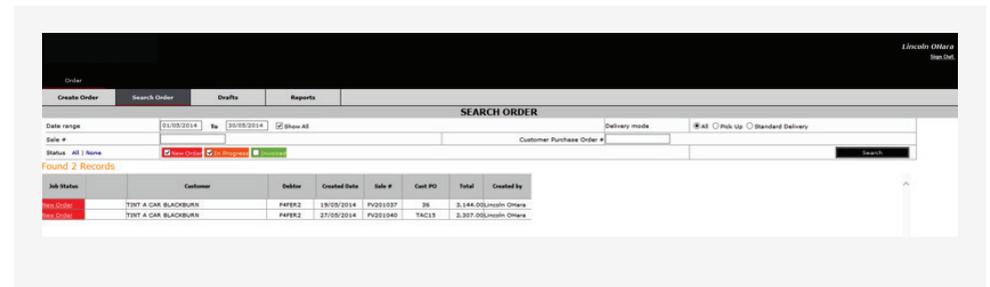
## Drafts

You can save your order and return to it at a later stage by clicking "Save as Draft"

Your Order will be allocated a number



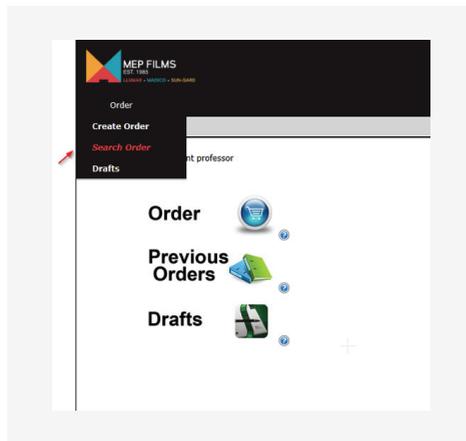
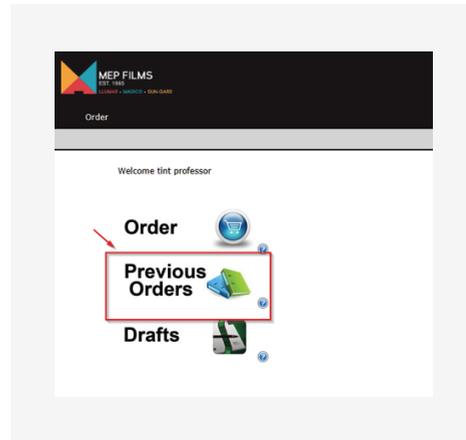
This order can be searched in the "Drafts" tab.



## Viewing Orders

### From the Landing Page

To previous orders from the landing page, click on Previous Orders icon



### From the Menu

Alternatively, you can view previous orders from the Menu items

## Additional Considerations

### Search Function

Use the search function to find any product. You will need to type at least 3 characters and it will search anywhere within the word.

### Pricing

Pricing on the system is current at 1 June 2014.

### Time Out

The screen will time out in 1 hour.

### Status of Order

To follow up the status of an order with the warehouse use the Reference/sales number.



[mepfilms.com](http://mepfilms.com)

[mepfilms.co.nz](http://mepfilms.co.nz)