



Online Ordering Portal

User Manual

v1.01



mepfilms



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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 or 03 8809 2711.

For technical difficulties please contact 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

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.



Please Log In Here

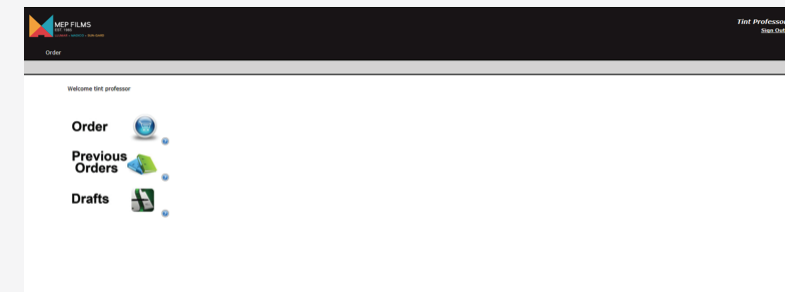
User Name:

Password:

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



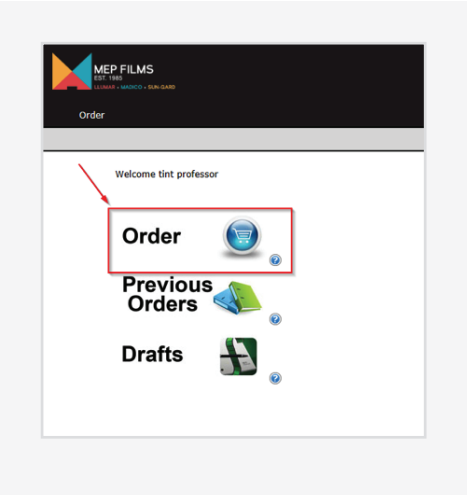
This will pop up with further details



Placing an Order

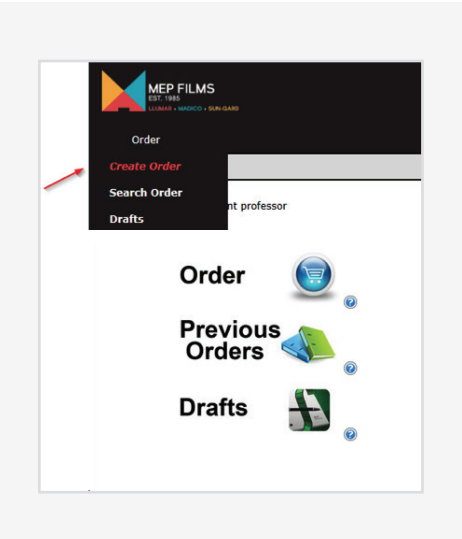
Navigate from landing page

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



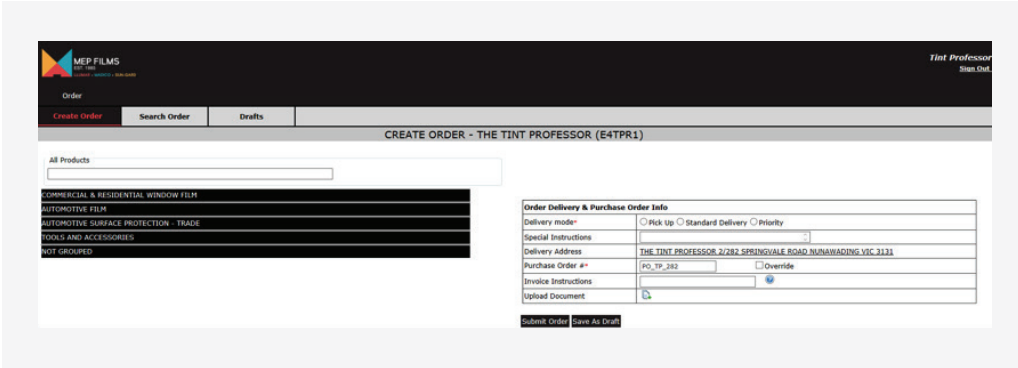
Navigate from menu

Alternatively, you can create an order from the Menu items



Details of Order

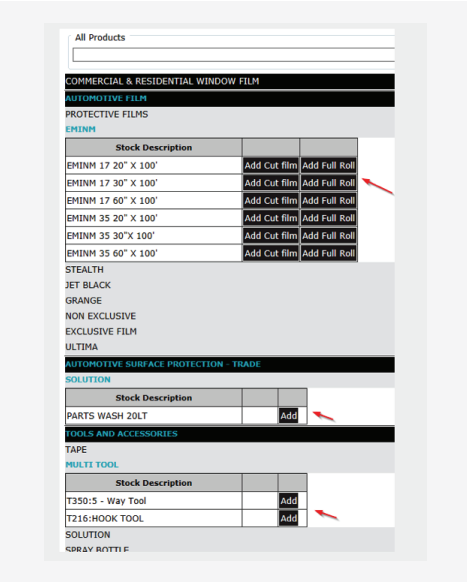
You will arrive at a new screen with a Product List, Delivery and Special Information options.









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

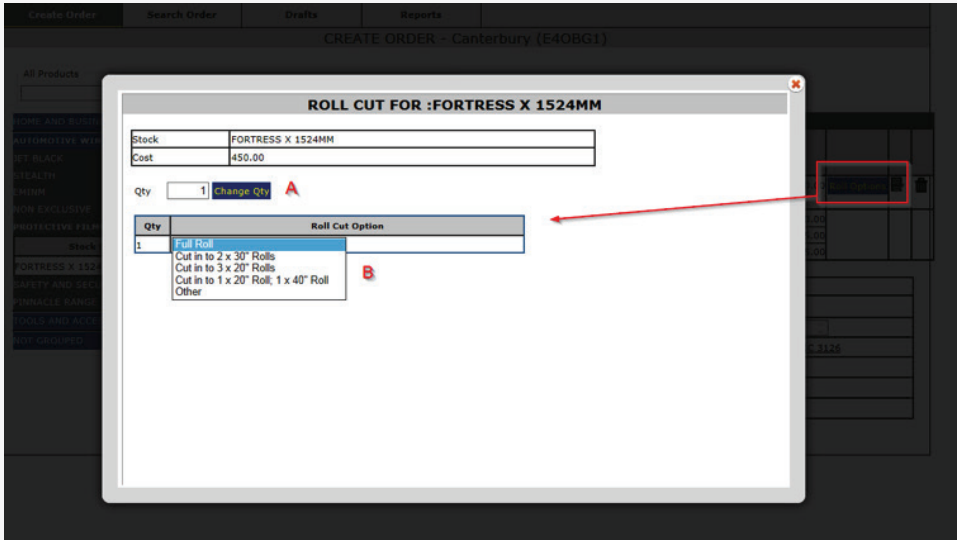
Delete 

- 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

All Products

COMMERCIAL & RESIDENTIAL WINDOW FILM		
DECORATIVE AND DESIGNER FILM		
Stock Description		
3M COLOURED CRYSTAL 1220mm X 50M	Add Cut Film	Add Full Roll
3M DUSTED CRYSTAL 1219MM X 45.7M	Add Cut Film	Add Full Roll
3M DUSTED CRYSTAL 1524MM X 47.5M	Add Cut Film	Add Full Roll
3M FROSTED CRYSTAL 1220mm X 50M	Add Cut Film	Add Full Roll
3M FROSTED CRYSTAL 1524MM X 47.5M	Add Cut Film	Add Full Roll
3M HAZE 1220mm x 50M	Add Cut Film	Add Full Roll
3M SANDBLAST 1220mm X 50M	Add Cut Film	Add Full Roll
DUST ETCH 49" x 147.65'	Add Cut Film	Add Full Roll
NRM M PS3 60" X 100'	Add Cut Film	Add Full Roll
NRM PS2 36" X 100'	Add Cut Film	Add Full Roll
NRM PS2 48" X 100'	Add Cut Film	Add Full Roll
NRM PS2 60" X 100'	Add Cut Film	Add Full Roll
NRM PS2 72" X 100'	Add Cut Film	Add Full Roll
NRM W PS3 60" X 100'	Add Cut Film	Add Full Roll
SOLAR FILM		

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

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.

Products				
Description	Item Comment	Price (ex GST)	Qty	Ext
Enerlogic VEP35 36" Roll		1404.00	1	1,404.00
			SubTotal	1,404.00
			GST	140.40
			Total	1,544.40

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 #*

PO_TP_282

☐ Override

Invoice Instructions

Upload Document

Submit Order

Save As Draft

Cut Film

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

All Products

COMMERCIAL & RESIDENTIAL WINDOW FILM		
DECORATIVE AND DESIGNER FILM		
Stock Description		
3M COLOURED CRYSTAL 1220mm X 50M	Add Cut Film	Add Full Roll
3M DUSTED CRYSTAL 1219MM X 45.7M	Add Cut Film	Add Full Roll
3M DUSTED CRYSTAL 1524MM X 47.5M	Add Cut Film	Add Full Roll
3M FROSTED CRYSTAL 1220mm X 50M	Add Cut Film	Add Full Roll
3M FROSTED CRYSTAL 1524MM X 47.5M	Add Cut Film	Add Full Roll

Products				
Description	Item Comment	Price (ex GST)	Qty	Ext
Enerlogic VEP35 36" Roll		1404.00	1	1,404.00
PARTS WASH 290.7		59.00	1	59.00
T350.5 - Way Total		7.50	1	7.50
ENERW 17 20" X 100'	W:500; L:1000; Q:1	1.90	5.49	10.43
			SubTotal	1,480.93
			GST	148.09
			Total	1,629.02

CUT FILM FOR :CUT FILM - VEP70SRCDF (E40BG1)

Stock Code	Unit Price Per Ft ² (ex GST)	Total SqM	Total SqFt	Total Amount (ex GST)
CUT FILM - VEP70SRCDF	8.00			

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

File No	Roll Width	Location	W(mm)	L(mm)	Qty	Desired SqM	Waste SqM	Total SqM
1	914	Bedroom 1 - Window	850	700	1	x		

Comments

Back to order

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

- To add an item to your cutting list,
- A. select a desired Roll Width
 - B. type in a location (this is for reference only),
 - C. add your Width,
 - D. Length and
 - E. Quantity.
 - F. Then click "Add"

CUT FILM FOR :CUT FILM - VEP70SRCDF (E40BG1)

Stock Code	Unit Price Per Ft ² (ex GST)	Total SqM	Total SqFt	Total Amount (ex GST)
CUT FILM - VEP70SRCDF	8.00			

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

File No	Roll Width	Location	W(mm)	L(mm)	Qty	Desired SqM	Waste SqM	Total SqM
1	914	Bedroom 1 - Window	850	700	1	x		

Comments

Back to order

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 (E4OBG1)

Stock Code	Unit Price Per Ft ² (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								
2	1219	Bedroom 2- Side Window	1200	1500	2	3.60	0.06	3.66	Add Delete
1	914	Bedroom1 - Window	850	700	4	2.38	0.18	2.56	Add 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	Cutting Plan
PARTS WASH 20LT		59.00	1	59.00	Cutting Plan
T350:5 - Way Tool		7.50	1	7.50	Cutting Plan
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*	<input type="radio"/> Pick Up <input checked="" type="radio"/> Standard Delivery <input type="radio"/> Priority
Special Instructions	Att: Sam
Delivery Address	THE TINT PROFESSOR 2/282 SPRINGVALE ROAD NUNAWADING VIC 3131
Purchase Order #*	PO_TP_282 <input type="checkbox"/> Override
Invoice Instructions	
Upload Document	Upload

[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

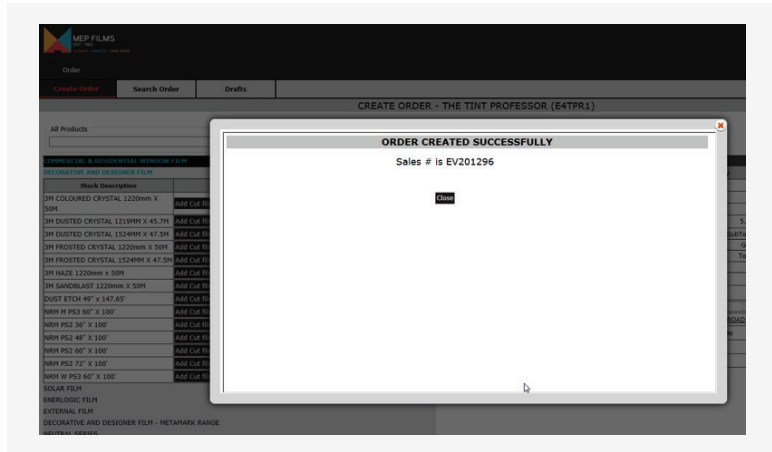
Delivery mode*	<input type="radio"/> Pick Up <input checked="" type="radio"/> Standard Delivery <input type="radio"/> Priority
Special Instructions	
Delivery Address	THE TINT PROFESSOR 2/282 SPRINGVALE ROAD NUNAWADING VIC 3131
Purchase Order #*	PO_TP_282 <input type="checkbox"/> Override
Invoice Instructions	
Upload Document	Upload

[Submit Order](#) [Save As Draft](#)

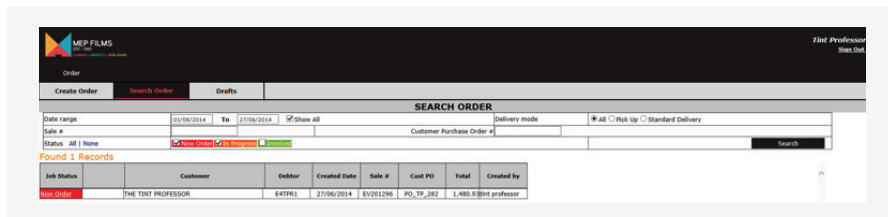
Completing an Order

The Final Steps

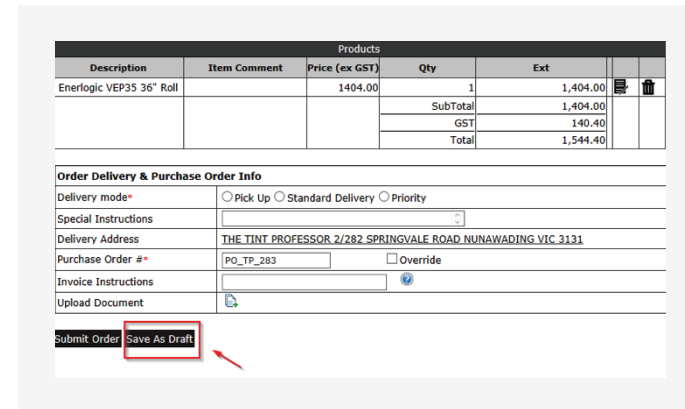
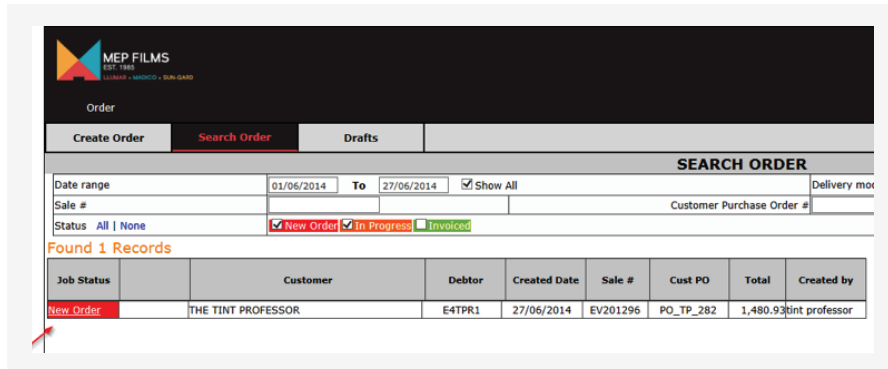
To finalise your order click "Submit Order".



The Order will then appear in your Order list.



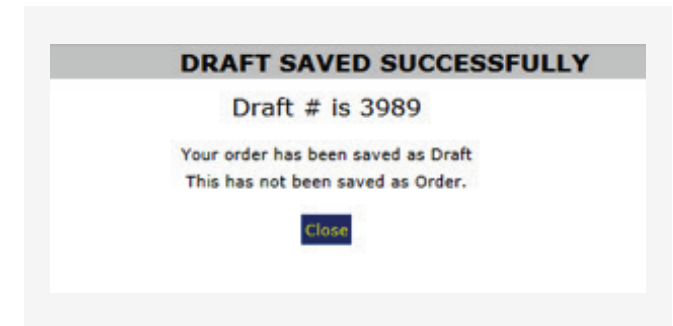
You can preview your Order by clicking on the "New Order" button.



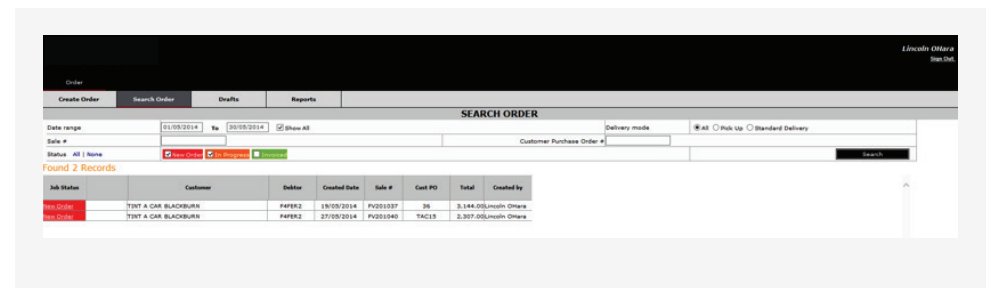
Drafts

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



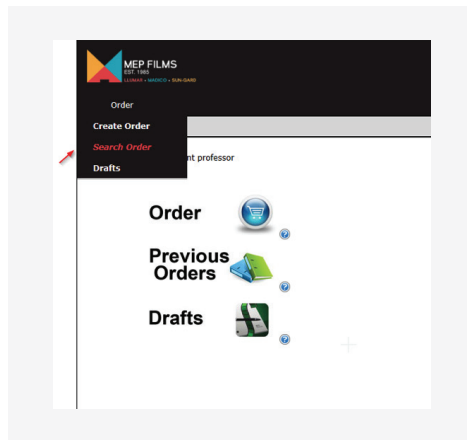
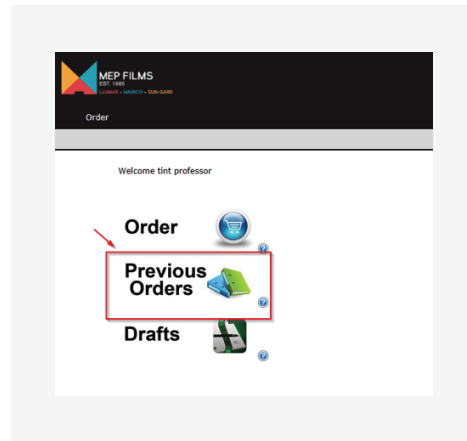
This order can be searched in the "Drafts" tab.



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.



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