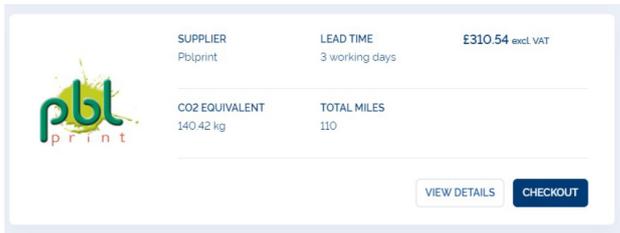


Placing an order on Print Marketplace

Competitive. Compliant. Simple.

Select your Chosen Supplier

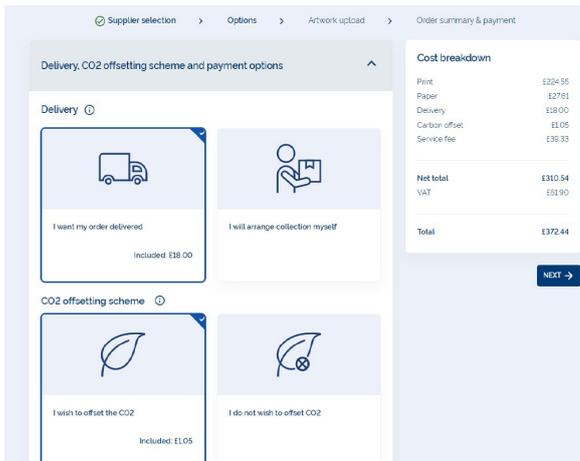
From the quote compare screen chose the supplier that you wish to place the order with. You can 'View Details' and check all the information contained within the result or proceed to 'Check out'.



| | | |
|------------------------------------|------------------------------------|--------------------------|
| SUPPLIER Pblprint | LEAD TIME 3 working days | £310.54 excl. VAT |
| CO2 EQUIVALENT 140.42 kg | TOTAL MILES 110 | |

[VIEW DETAILS](#) [CHECKOUT](#)

There are some selections to make on Delivery, CO2 offset and the Payment method to determine the final price.



Delivery, CO2 offsetting scheme and payment options

Delivery

- I want my order delivered (Included: £38.00)
- I will arrange collection myself

CO2 offsetting scheme

- I wish to offset the CO2 (Included: £1.05)
- I do not wish to offset CO2

Cost breakdown

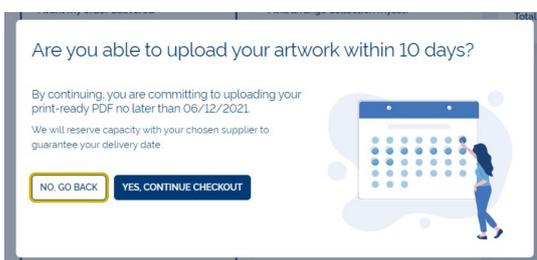
| | |
|------------------|----------------|
| Print | £224.55 |
| Paper | £270.51 |
| Delivery | £38.00 |
| Carbon offset | £1.05 |
| Service fee | £36.33 |
| Net total | £310.54 |
| VAT | £81.90 |
| Total | £372.44 |

[NEXT →](#)

Once the selections have been made you are then asked if you ready to upload artwork within 10 days. You can select 'Yes' at this stage and this will send a capacity reservation to the chosen supplier.

Uploading your Artwork

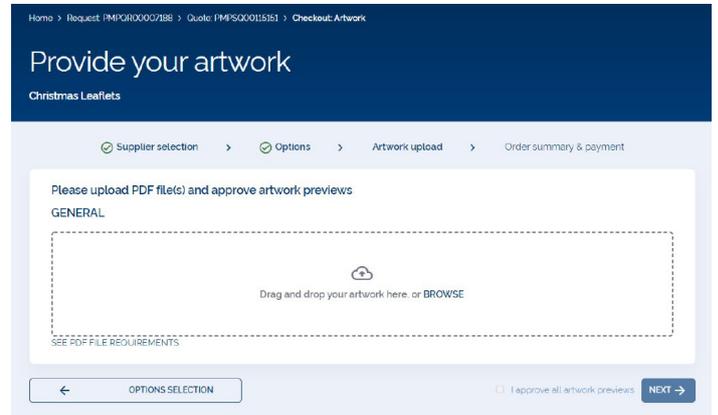
You have 10 days to prepare the artwork and can resume check out on the quote from the My Quotes section.



Are you able to upload your artwork within 10 days?

By continuing, you are committing to uploading your print-ready PDF no later than 06/12/2021. We will reserve capacity with your chosen supplier to guarantee your delivery date.

[NO, GO BACK](#) [YES, CONTINUE CHECKOUT](#)



Home > Request: PMPGR0000788 > Quote: PMP50001555 > Checkout: Artwork

Provide your artwork

Christmas Leaflets

Supplier selection > Options > Artwork upload > Order summary & payment

Please upload PDF file(s) and approve artwork previews

GENERAL

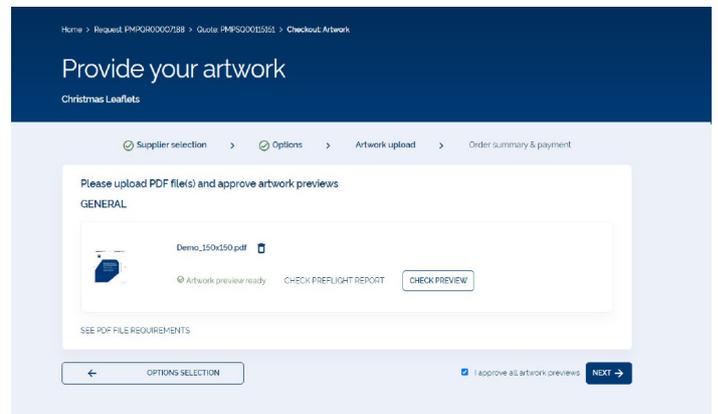
Drag and drop your artwork here, or BROWSE

SEE PDF FILE REQUIREMENTS

[←](#) OPTIONS SELECTION I approve all artwork previews [NEXT →](#)

Upload your artwork file. The system will carry out a check on the file ensuring that it is fit for purpose to print from. You can view the 'Preflight Report' and check a 'Preview' of the file you have uploaded.

NB. At this point you are confirming that the file is print ready and approving its use by the selected printer. Select 'I approve all artwork previews'



Home > Request: PMPGR0000788 > Quote: PMP50001555 > Checkout: Artwork

Provide your artwork

Christmas Leaflets

Supplier selection > Options > Artwork upload > Order summary & payment

Please upload PDF file(s) and approve artwork previews

GENERAL

Demo_150x150.pdf

Artwork preview ready [CHECK PREFLIGHT REPORT](#) [CHECK PREVIEW](#)

SEE PDF FILE REQUIREMENTS

[←](#) OPTIONS SELECTION I approve all artwork previews [NEXT →](#)

Order summary & payment

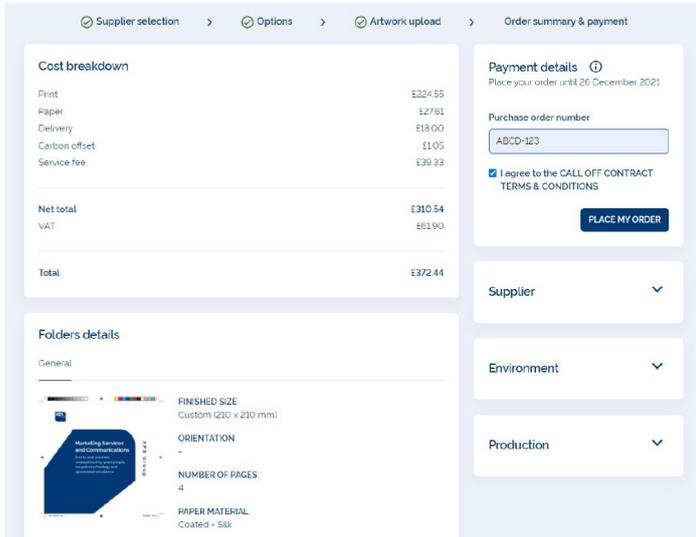
All specification details are reconfirmed.

Enter your payment information either Purchase order or credit card details

Agree to the Call off Terms & Conditions and place the order

Placing an order on Print Marketplace

Competitive. Compliant. Simple.



Supplier selection > Options > Artwork upload > Order summary & payment

| Cost breakdown | |
|------------------|----------------|
| Print | £234.55 |
| Paper | £27.61 |
| Delivery | £18.00 |
| Carbon offset | £1.05 |
| Service fee | £39.33 |
| Net total | £310.54 |
| VAT | £61.90 |
| Total | £372.44 |

Payment details ⓘ
Place your order until 20 December 2021

Purchase order number
ABCD-123

I agree to the CALL OFF CONTRACT TERMS & CONDITIONS

PLACE MY ORDER

Supplier: [Dropdown]

Environment: [Dropdown]

Production: [Dropdown]

Folders details

General

FINISHED SIZE: Custom (230 x 230 mm)

ORIENTATION: [Dropdown]

NUMBER OF PAGES: 4

PAPER MATERIAL: Coated - Silk

Order number confirmation and expected delivery date is confirmed

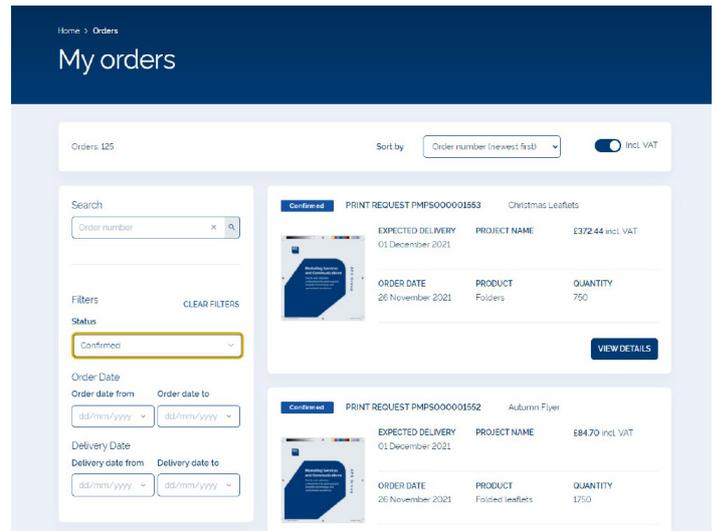


Checking the progress of orders

You can navigate to the My Order section from the 'Check My Order' on the order confirmation or from the left hand menu

- Products
 - Books, Booklets & Brochures
 - Cards & Stationery
 - Flyers & Leaflets
- Design services
- My quote requests
- My orders**
- Reports

Order progress can be tracked using the Order Status, simply filter on the field or via the data filters



Home > Orders

My orders

Orders: 125 | Sort by: Order number (lowest first) | Incl. VAT

Search: [Order number] [X]

Filters: CLEAR FILTERS

Status: Confirmed

Order Date: [Dropdown] [Dropdown]

Delivery Date: [Dropdown] [Dropdown]

| Confirmed | PRINT REQUEST PMP000001553 | Christmas Leaflets | |
|-------------------|----------------------------|--------------------|---------------------|
| EXPECTED DELIVERY | 01 December 2021 | PROJECT NAME | £372.44 incl. VAT |
| ORDER DATE | 26 November 2021 | PRODUCT | Folders |
| | | QUANTITY | 750 |
| | | | VIEW DETAILS |

| Confirmed | PRINT REQUEST PMP000001552 | Autumn Flyer | |
|-------------------|----------------------------|--------------|------------------|
| EXPECTED DELIVERY | 01 December 2021 | PROJECT NAME | £84.70 incl. VAT |
| ORDER DATE | 26 November 2021 | PRODUCT | Folded leaflets |
| | | QUANTITY | 1750 |

Summary of order status

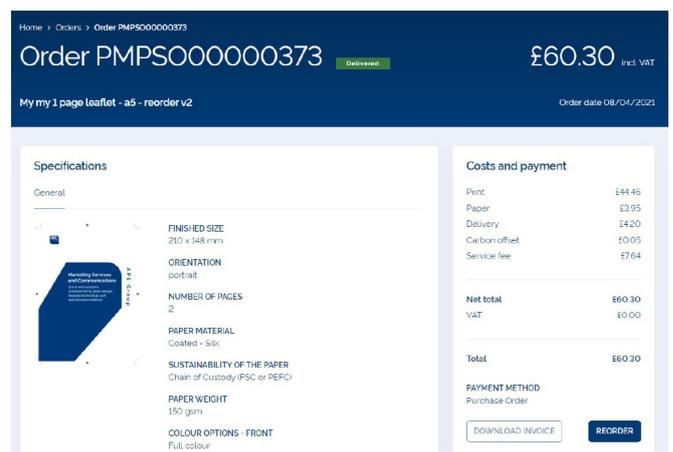
Confirmed = Order is confirmed and placed with a suppliers

In Progress = Artwork had been downloaded by the supplier and production is in progress

Shipped = Order has been despatched

Delivered = Order has been confirmed as being delivered by the supplier and the invoice is generated on confirmation of Delivered status.

NB. A copy of the invoice will be emailed to the user and the Accounts Payable contact email supplied. You can also download a copy of the invoice and reorder the product if required from the order confirmation screen.



Home > Orders > Order PMP000000373

Order PMP000000373

Delivered

£60.30 incl. VAT

My my 1 page leaflet - a5 - reorder v2

Order date 08/04/2021

| Specifications | |
|-----------------------------|--------------------------------|
| General | |
| FINISHED SIZE | 210 x 148 mm |
| ORIENTATION | portrait |
| NUMBER OF PAGES | 2 |
| PAPER MATERIAL | Coated - Silk |
| SUSTAINABILITY OF THE PAPER | Chain of Custody (FSC or PEFC) |
| PAPER WEIGHT | 150 gsm |
| COLOUR OPTIONS - FRONT | Full colour |

| Costs and payment | |
|-------------------|---------------|
| Print | £44.46 |
| Paper | £3.95 |
| Delivery | £4.20 |
| Carbon offset | £0.05 |
| Service fee | £7.64 |
| Net total | £60.30 |
| VAT | £0.00 |
| Total | £60.30 |

PAYMENT METHOD: Purchase Order

DOWNLOAD INVOICE **REORDER**