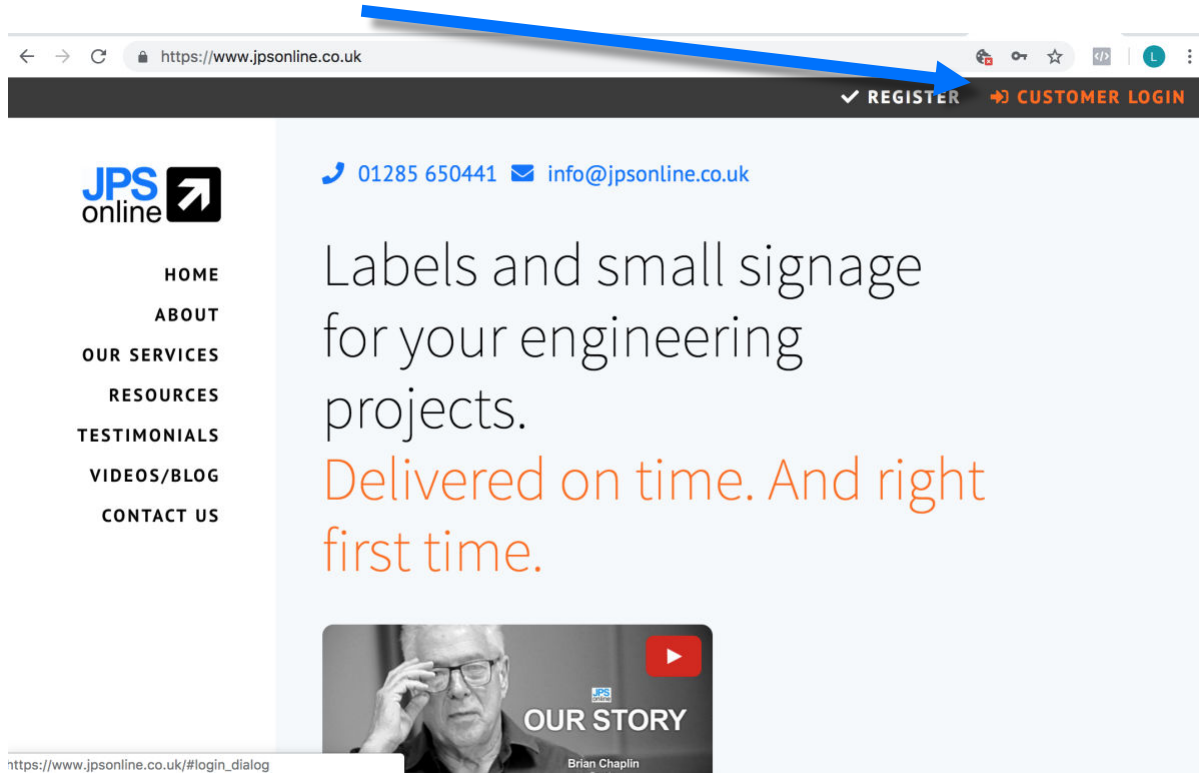


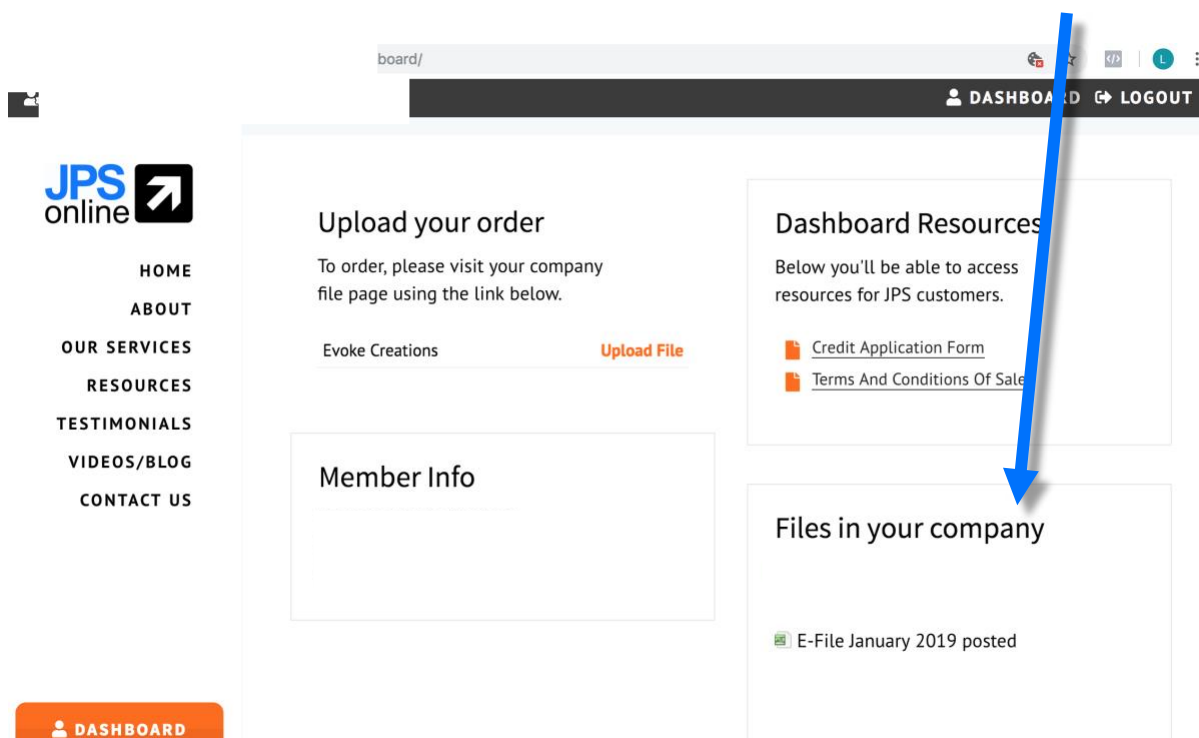


## Accessing the Order Form E-File from JPSONLINE

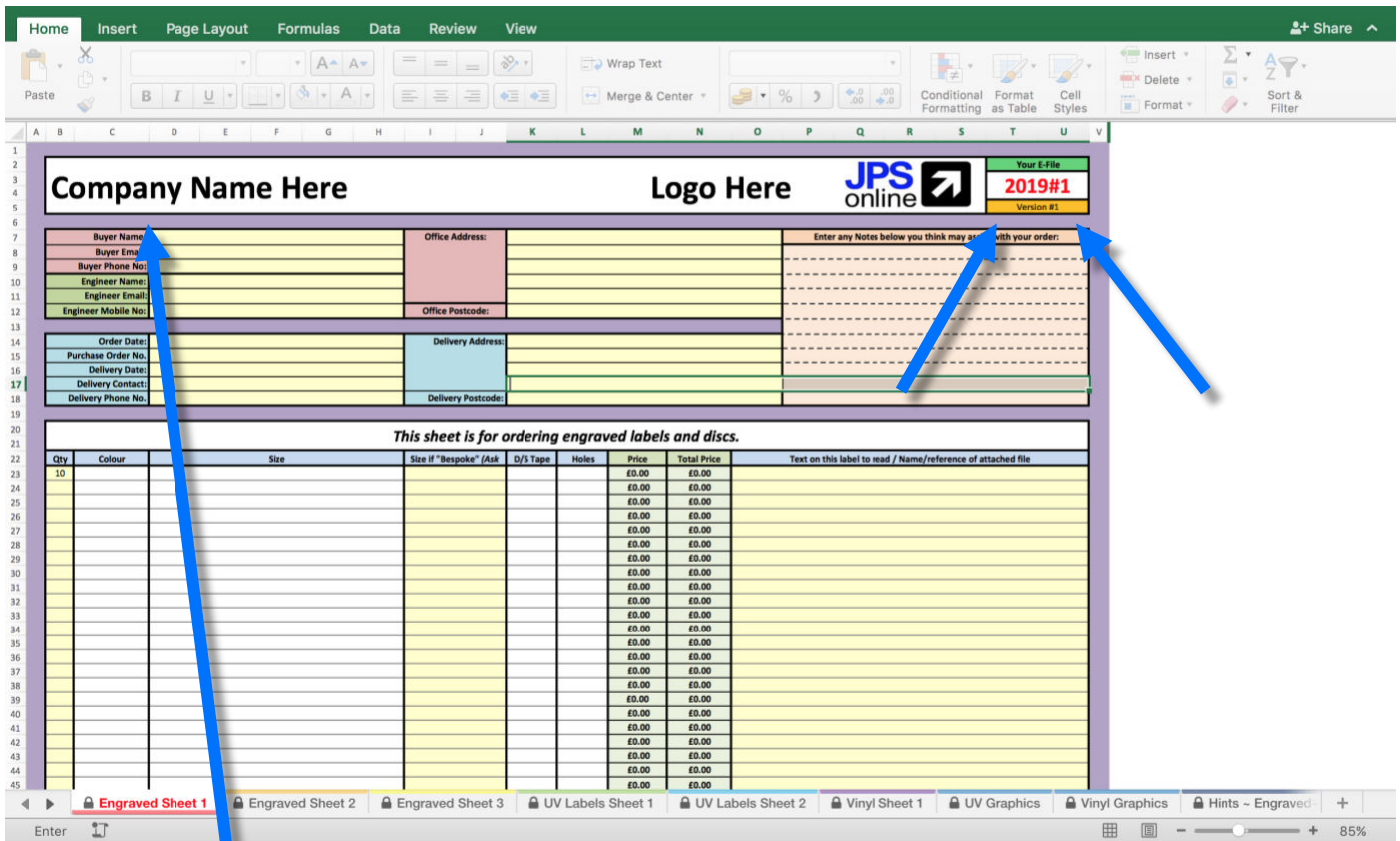
1. **Login** (your login details should have been emailed to you. When you log on for the first time you will be prompted to set your password – if not, please contact us asap).



2. Access your company's personalised dashboard and download the order form 'E-File'



3. Familiarise yourself with the workbook and ensure all of your company's personalised label/signage sheets are all present and correct (at the bottom - with tips).



- Your **company name and logo** should appear in the top left hand corner
- Ensure it is the correct year **2019** (each year prices & discounts vary)

4. Add **your personal details**, including contact number and shipping address - this is required for shipping. Inclusion of mobile number is essential to receive text notification from the carrier of your one-hour delivery window.

<b>Company Name Here</b>		<b>Logo Here</b>		<b>JPS online</b>	<b>Your E-File</b> <b>2019#1</b> Version #1
Buyer Name:	Your buyer's name here	Office Address:	Your office address here		Enter any Notes below you think may assist with your order:
Buyer Email:	Your buyer's email here				
Buyer Phone No.:	Your buyer's telephone number here				
Engineer Name:					
Engineer Email:					
Engineer Mobile No.:		Office Postcode:	Don't forget the postcode!		
Order Date:		Delivery Address:	Your delivery address here (very important!)		
Purchase Order No.:					
Delivery Date:					
Delivery Contact:	If difference from above				
Delivery Phone No.:		Delivery Postcode:	Don't forget the postcode!		

Price - Page 1	£0.00
Subtotal	£0.00
After 0% Discount	£0.00
Carriage	DPD By 12
Carriage Price:	£10.00
VAT @ 20%	£2.00
Total Price	£12.00

Price - Page 1	£0.00
Subtotal	£0.00
After 0% Discount	£0.00
Carriage	DPD By 12
Carriage Price:	£10.00
VAT @ 20%	£2.00
Total Price	£12.00

a. Scroll down on the 1<sup>st</sup> sheet also referred to as the 'Master Sheet', the **total price** is calculated which includes ALL of the labels/ signage that you order, breaking the cost down with VAT, shipping costs and options. It will also calculate any discounts that your company receives. Please note, default shipping is DPD by 12 the next day.

Price - Page 1	£0.00
Subtotal	£0.00
After 0% Discount	£0.00
Carriage	DPD By 12
Carriage Price:	£10.00
VAT @	£2.00
Total	£12.00

- DPD By 12
- DPD By 10
- DPD Saturday
- RM Special
- RM 1st Class

**HINT:** Various shipping options are available and are instantly added to your total.

**HINT:** The sheets across the bottom correlate to various labels/ signage that your company uses, familiarise yourself with them by clicking through.

**HINT:** The sheets labelled **VINYL GRAPHICS, UV GRAPHICS & ENGRAVED GRAPHICS** include examples of the labels/ signage that your company uses for you to cross-reference, in order to ensure you are ordering exactly what you want.

The image shows a spreadsheet with multiple sheets. The 'UV Labels Sheet 1' contains a grid of label designs. One design is highlighted with a blue circle and labeled 'NGB~V-001 28 Labels per A4 page 70mm x 25mm'. The spreadsheet also includes an order table with columns for Qty, Label / Code, Sheet Description / Size, No. of Labels per Pack, Price, Total Price, and Notes. The 'NGB-V-001' entry is highlighted in the table. At the bottom, the 'UV Graphics' tab is highlighted with a blue circle.

5. To place your order, select the relevant sheet e.g. if you wanted to order the NGB~V~001 from **VINYL GRAPHICS** – go to **VINYL SHEET 1 to order** and select the corresponding **code, colour, quantity, etc.**

The image shows a spreadsheet with a table for ordering vinyl labels. The table has the following columns: Qty, Label / Code, Sheet Description / Size, No. of Labels per Pack, Price, Total Price, and Notes. The first row is highlighted with a blue circle and contains the following data:

Qty	Label / Code	Sheet Description / Size	No. of Labels per Pack	Price	Total Price	Notes
100	NGB-V-001	Danger - 110 Volts, 70mm x 25mm	28	£7.95	£795.00	
				£0.00	£0.00	
				£0.00	£0.00	
				£0.00	£0.00	

**HINT:** When you do this, the total, as mentioned earlier, is automatically calculated on the first 'Master Sheet' at the bottom and includes any discounts that your company may receive.

The image shows a spreadsheet with a summary table and a summary box. The summary table has the following columns: Price, Total Price. The summary box contains the following information:

Price - Page 1	£0.00
Subtotal	£795.00
After 0% Discount	£795.00
Carriage	DPD By 12
Carriage Price:	£10.00
VAT @ 20%	£161.00
<b>Total Price</b>	<b>£966.00</b>

A blue arrow points from the 'Total Price' cell in the summary table to the 'Total Price' cell in the summary box.

The image shows the bottom of the spreadsheet with the 'Engraved Sheet 1' tab highlighted with a blue circle.

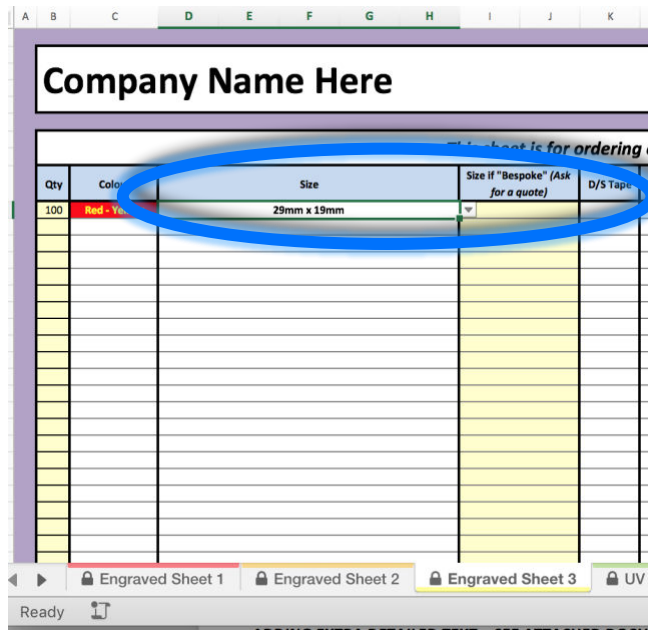
6. When adding in specific details for your order please carefully ensure you have completed the following correctly...

a) The **correct quantity** – be sure to know how many per sheet you are ordering

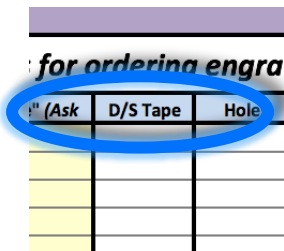
b) **The colour** – a visual representation of this can be seen in the cell once you have selected from the drop down.



c) The correct **label code** and/ **size** have been entered & correlate- you may ask for a bespoke size if required.



d) If you would like **double-sided sticky tape** attached to the back (**D/S**) select yes from the drop down, if none leave blank.



e) If you would like **fixing holes** - select the quantity from the drop down, if none leave blank.

**for ordering engraved**

" (Ask	D/	Tape	Holes

f) Add text exactly how you want it to appear on the label/ signage. If you would like ascending numbers on each individual label/ signage e.g. 1-100, please write it as **1>100 inclusive**. If you have more detailed text that doesn't fit the cell, then add a note to 'see attached Excel file'.

**SCS.**

Text on this label to read / Name/reference of attached file
1 > 100 inclusive
Please see attached excel file

**HINT: ENGRAVED, UV & VINYL SHEETS ARE ALL SLIGHTLY DIFFERENT** due to the way they are manufactured, so please pay careful attention when ordering different types

**ENGRAVED**

*This sheet is for ordering engraved labels and discs.*

Qty	Colour	Size	Size if "Bespoke" (Ask	D/S Tape	Holes	Price	Total Price	Text on this label to read / Name/reference of attached file
10		29mm x 19mm				£1.00	£10.00	1 > 100 Inclusive
						£0.00	£0.00	Please see attached excel file
						£0.00	£0.00	
						£0.00	£0.00	
						£0.00	£0.00	
						£0.00	£0.00	

**VINYL**

*This sheet is for ordering vinyl labels.*

Qty	Label / Code	Sheet Description / Size	No. of Labels per Pack	Price	Total Price	Notes
100	NGB-V-005	Danger - 415 Volts, 70mm x 25mm	28	£7.95	£795.00	
	NGB-V-001	Danger - 110 Volts, 70mm x 25mm	28	£7.95	£0.00	
				£0.00	£0.00	
				£0.00	£0.00	
				£0.00	£0.00	
				£0.00	£0.00	

**UV**

*This sheet is for ordering UV printed labels.*

Qty	Colour	Label / Code	Label Description / Size	Holes	Price	Total Price	Text on this label to read / Name/reference of attached file
	Red - White	120mm x 60mm			£5.20	£0.00	
					£0.00	£0.00	
					£0.00	£0.00	

7. Once you have proof read and double checked that everything is correct you are ready to place your order!

Make a note of the total amount on the front, first 'Master Sheet' and send your E-File as an attachment to your procurement department & cc: [info@jpsonline.co.uk](mailto:info@jpsonline.co.uk) (as we can start preparing your order).

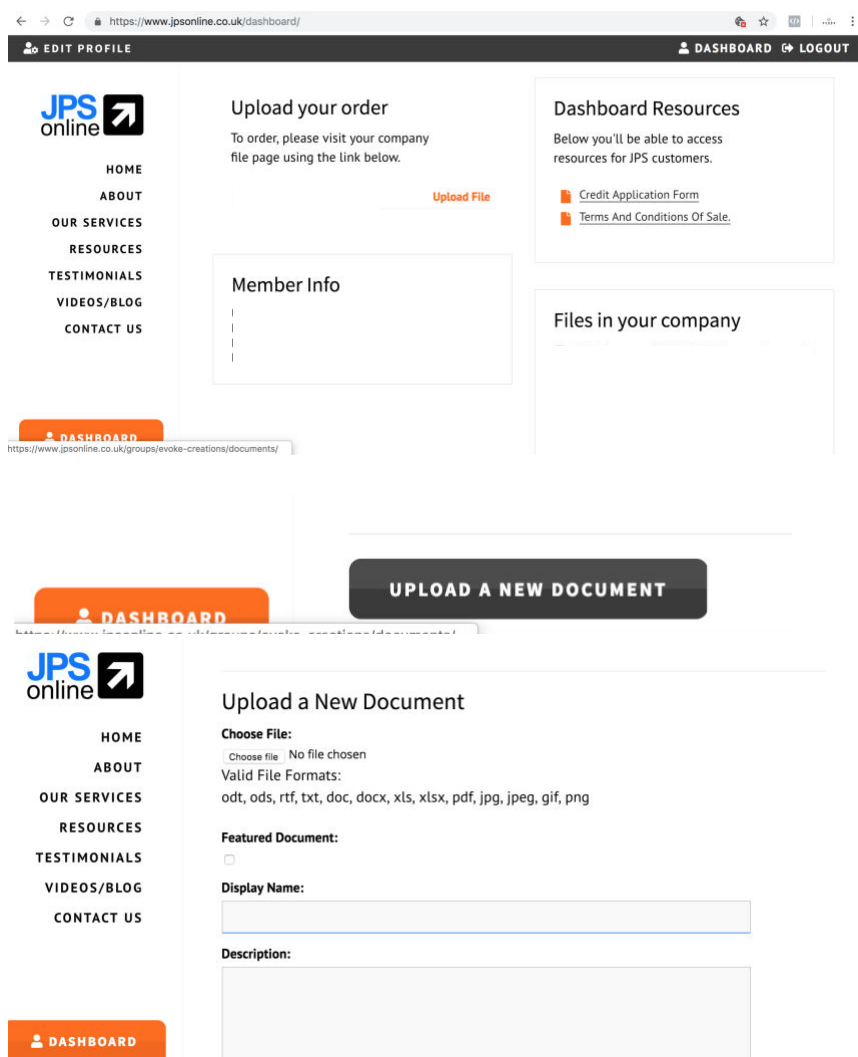
Include the following info:

**'Please supply as per attachment value = & order number.'**

OR

Alternatively, you can upload the E-file online through your company's dashboard at [www.JPSonline.co.uk](http://www.JPSonline.co.uk).

Go to your dashboard > upload file > select the relevant file > add a note - as above 'Please supply as per attachment value = (amount in full) & order number' and then submit.



Browser address bar: <https://www.jpsonline.co.uk/groups/evoke-creations/documents/>

Navigation: EDIT PROFILE | LOGOUT

Left sidebar: JPS online logo, OUR SERVICES, RESOURCES, TESTIMONIALS, VIDEO, CONTACT US

File upload dialog (Layla):

Name	Date Modified	Size	Kind
Example E-File 2019 (0% Discount).xlsx	7 Jan 2019, 10:57	1.7 MB	Micro

Description: [Empty text box]

Buttons: Cancel, Open

DASHBOARD

EDIT PROFILE



- HOME
- ABOUT
- OUR SERVICES

Document successfully uploaded

### Files List

Viewing item 1 to 3 (of 3 items)

The accompanying video tutorial can be found by scanning the QR Code or by following this link: <https://www.jpsonline.co.uk/vid/eos/e-file-video-tutorial/>

