

ON-LINE ORDER PROCESS

Getting Started:

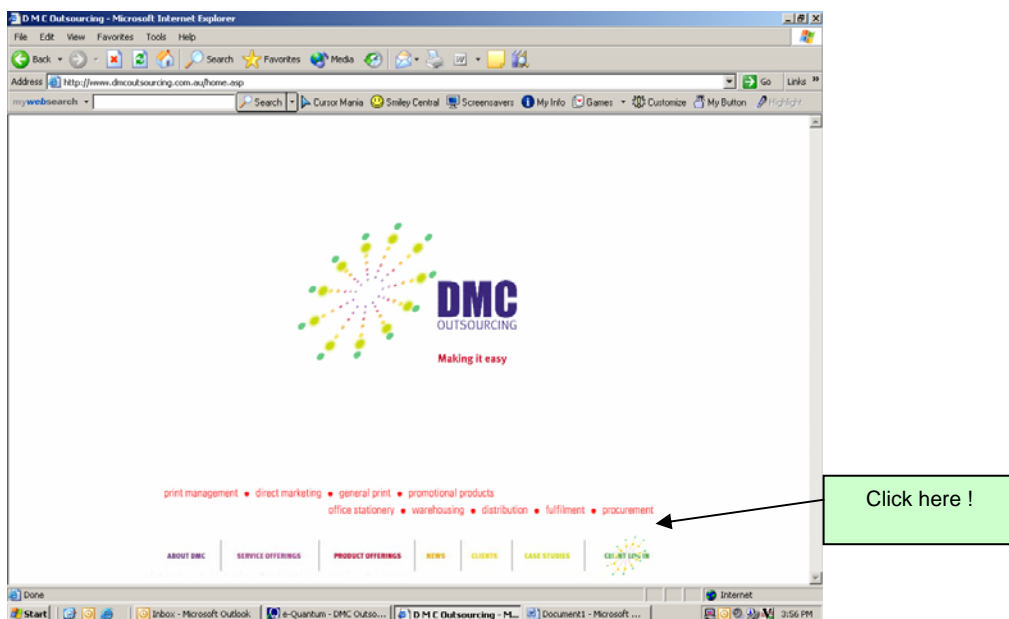
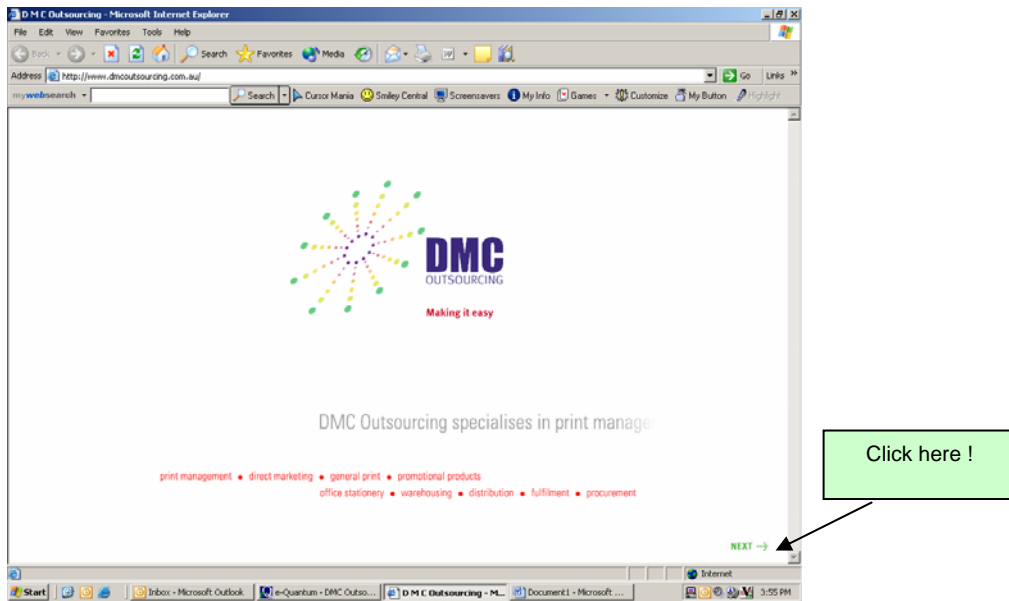
Quantum Net allows you, the user to place orders and access information on live orders 24 hours a day, 7 days a week 365 days a year.

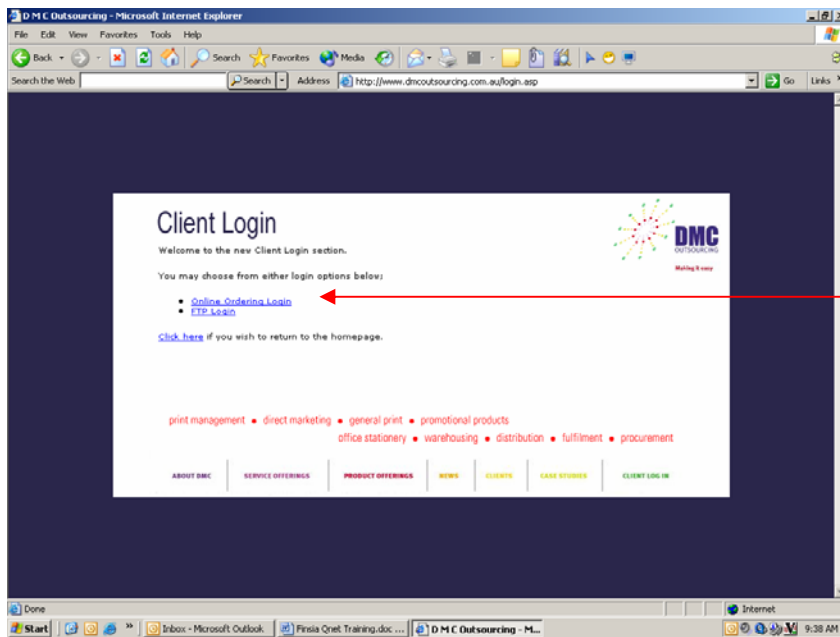
To enable fast turnaround of printed stationery requirements DMC Outsourcing will work with you to set up templates and produce base stock where required. This varies from client to client and will be set up to facilitate your individual needs.

The ordering process is simple:

Step 1:

Simply Log into DMC Outsourcing's web site – www.dmcoutsourcing.com.au

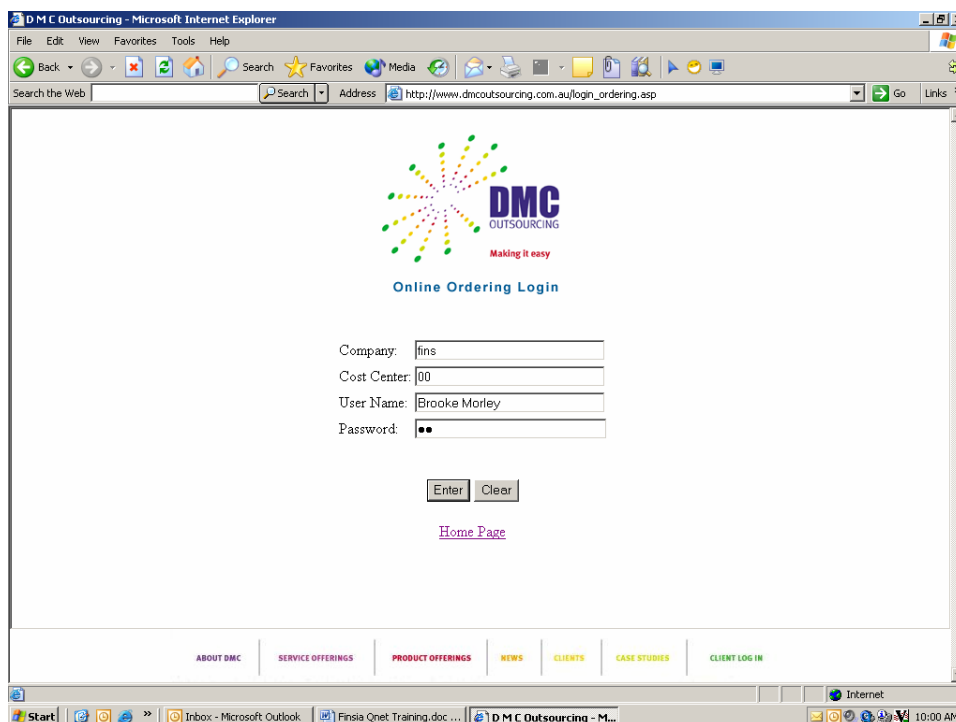




Step 2:

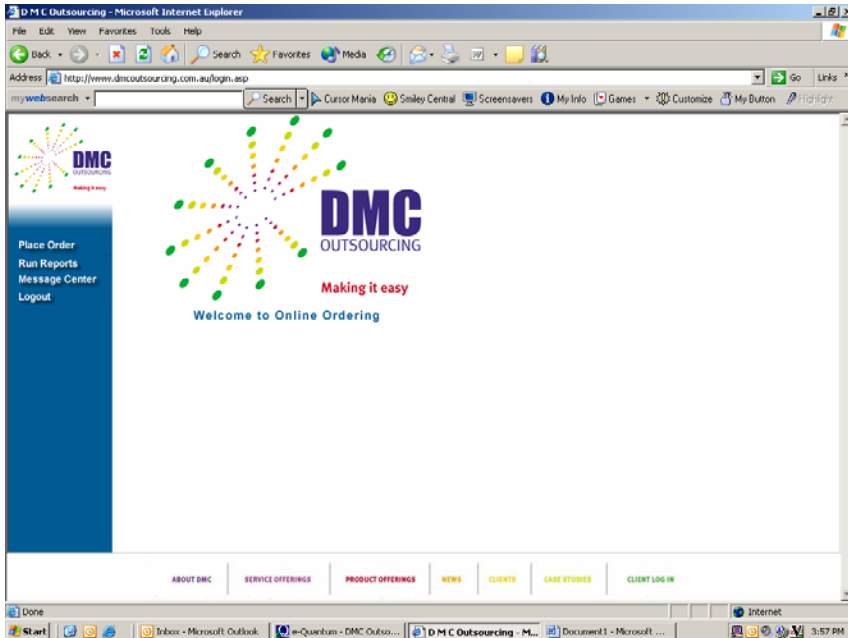
Log into the Online Ordering System, entering the Company code, your Cost Centre, User Name and your password.

Click on the "Enter" Box.



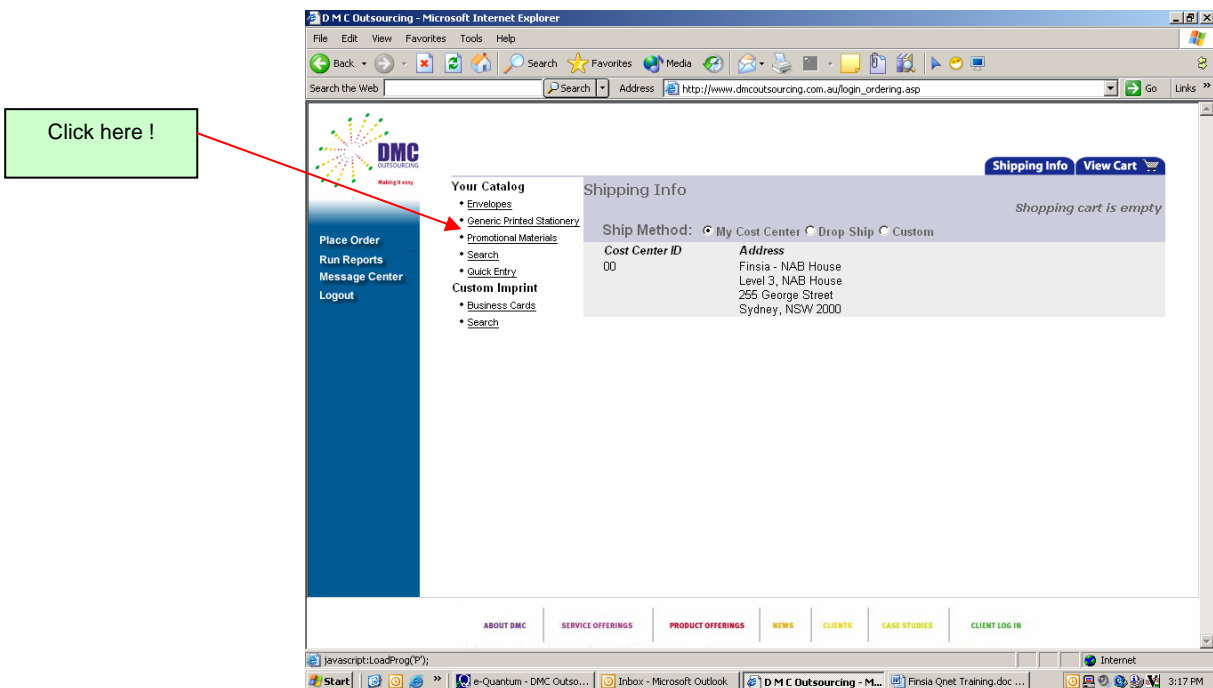
Step 3:

Click on "Place Order" in the menu down the left side of the screen.



Use this screen to confirm the Shipping information as displayed. By clicking on the "Shipping Info" tab you can edit these details.

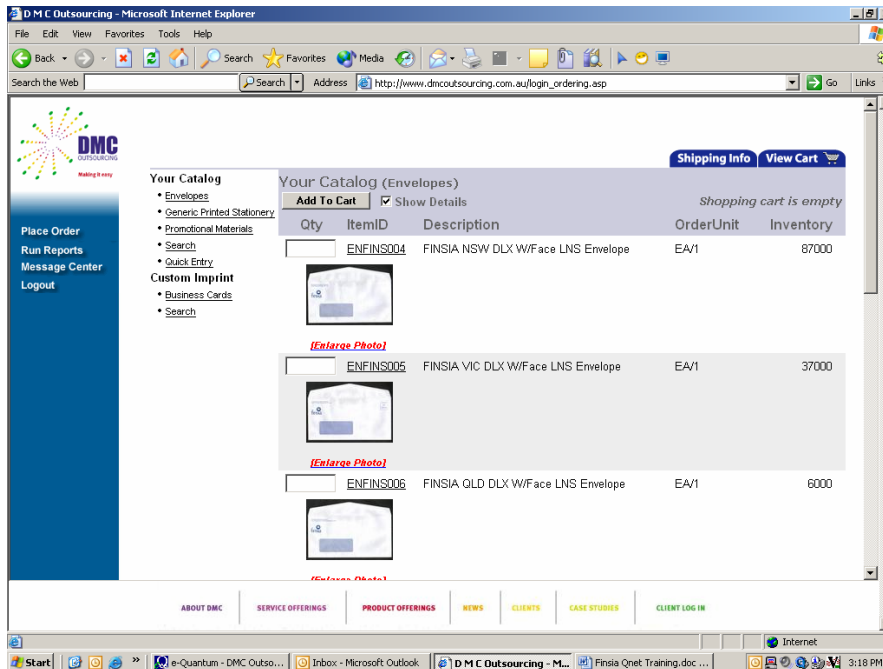
Printed Items and Custom Imprint items are separated for ease in locating. Click on category to view your catalogue of printed stationery.



Step 4:

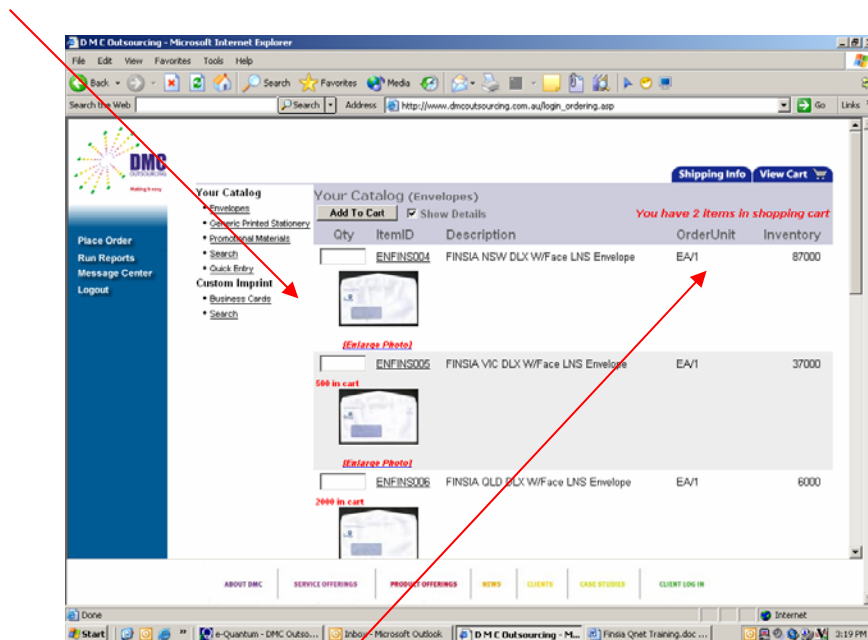
Select the item which you wish to order by clicking in the blank box on the left side of the item and keying in the quantity of that item.

Take note of the "Order Unit", to assist you in calculating the quantity you wish to order.



Once you have done this, click on "Add to Cart". You will notice the quantity box becomes blank, however, in red type underneath the system tells you how many you have ordered and are sitting in your cart.

You will also notice in red nearer the top of your screen, the system advises (and updates with each item ordered) the number of items in your cart.



Note this is the number of **different** items ordered, rather than the total quantity of items placed in your cart.

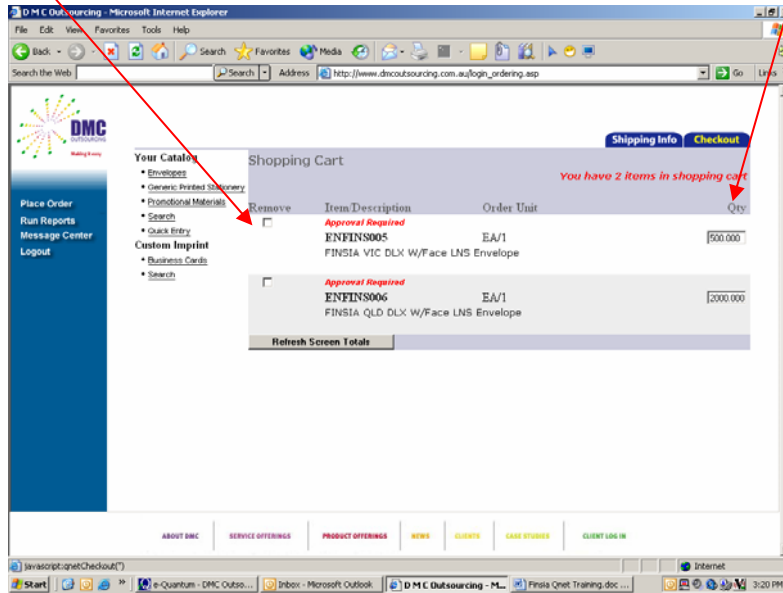


Continue shopping or click on the "View Cart" tab, to check what you've ordered.

Step 5:

Check the contents of your cart. You have the option of continuing shopping, changing an item or deleting the item from your cart.

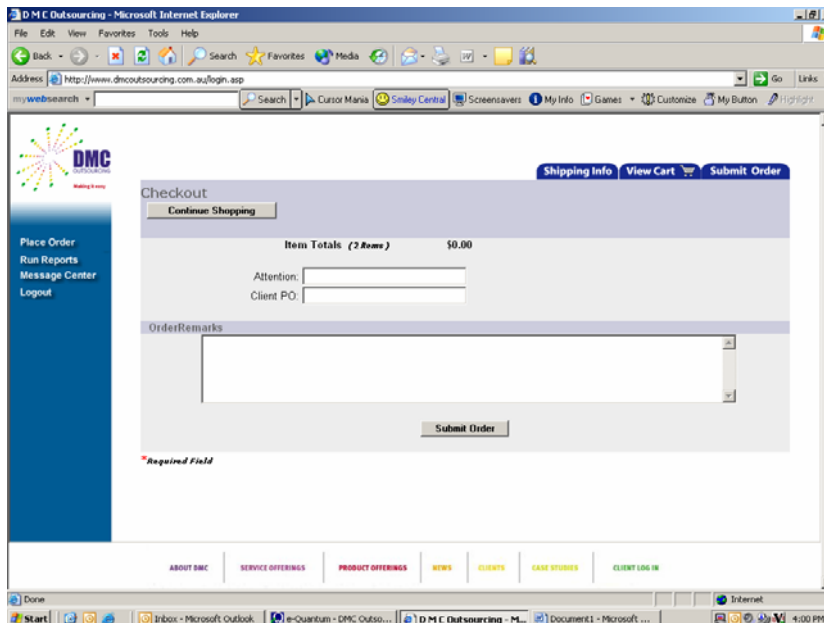
Simply tick the box by clicking on it with the mouse to Remove the item or click in the quantity box to alter the quantity you wish to receive.



When you're completely happy with your shopping, proceed to the Checkout – this tab will appear near the top right corner of your screen.

Once you're at the checkout you are required to enter the name of whom you wish the goods to be marked attention to upon delivery. You must also include a purchase order number (or reference) for tracking purposes.

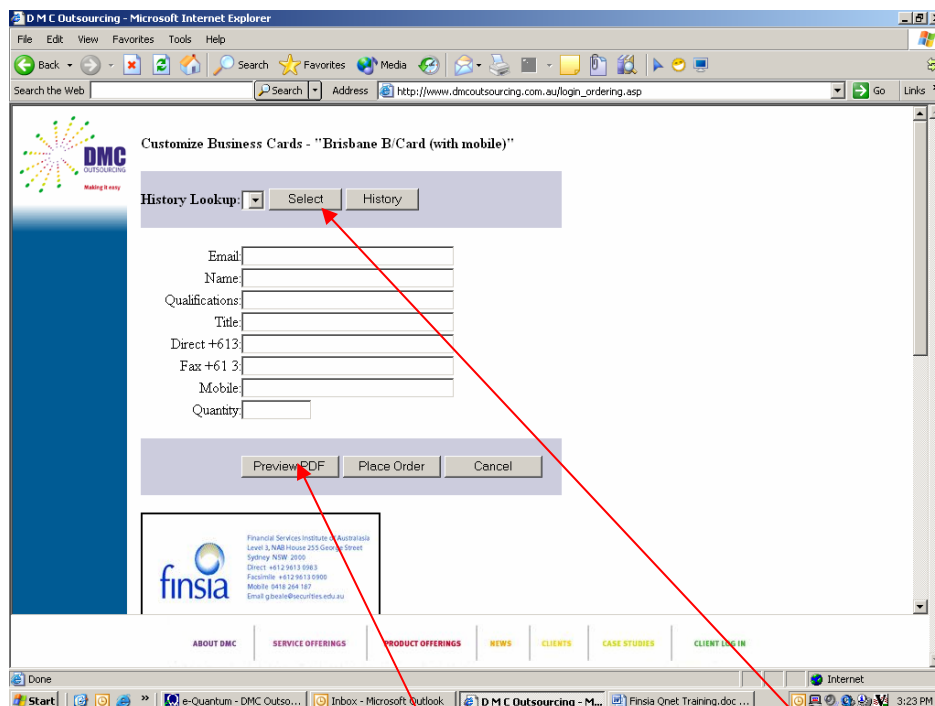
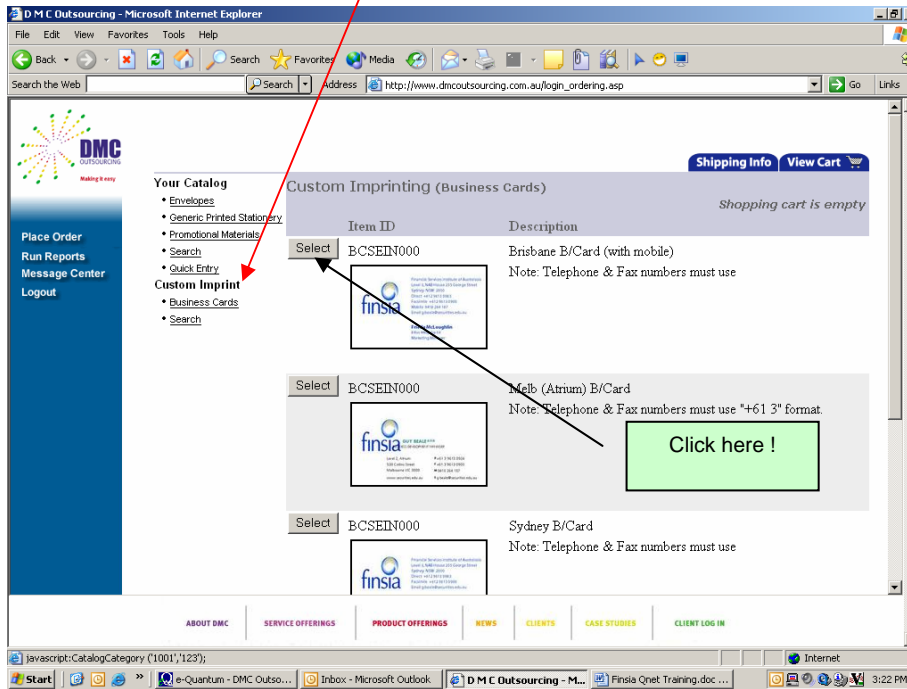
You have the option of adding remarks (ie special instructions regarding this particular order) which you would like to be seen and acted upon by DMC Outsourcing whilst processing the order.



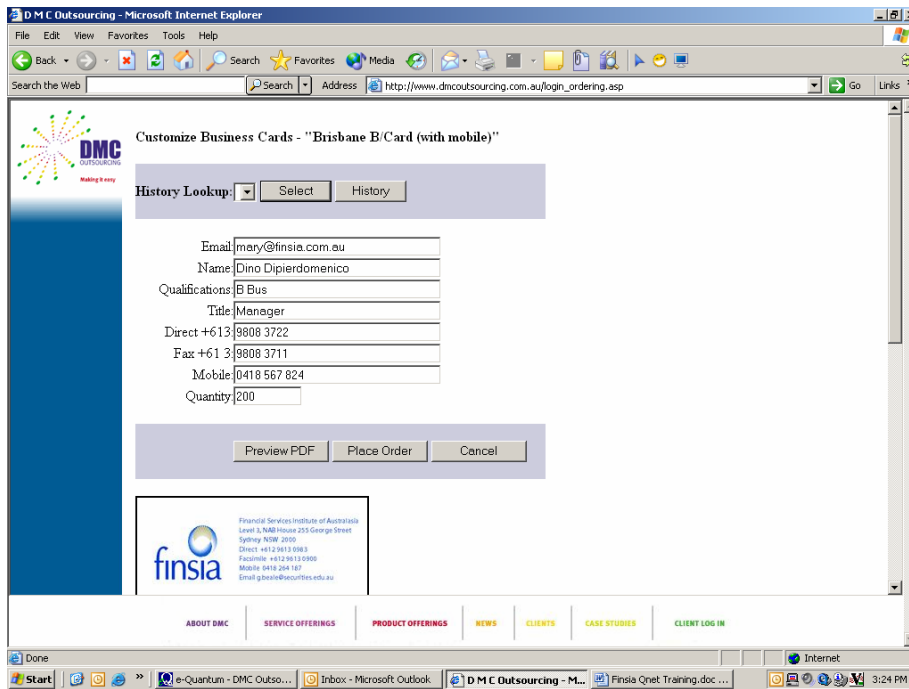
When complete – click on “Submit Order”.

Ordering Custom Business Cards:

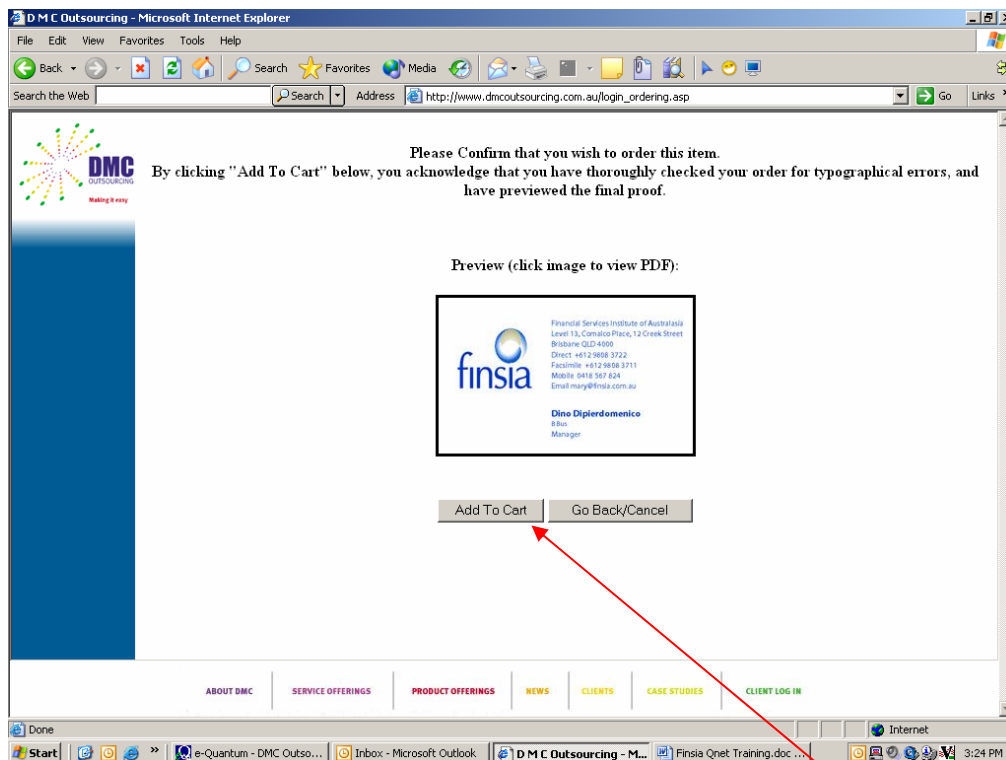
Simply follow the same procedure, selecting the “Business Cards” situated within the Custom Imprint section of your catalogue.



Here you will enter the details required on the card. Once you have a history of cards processed online, you will see a list of names and be able to “drag” from history – minimising data entry time.



When you have filled in the fields, click on "Preview PDF" to see what the finished card will look like. Alternately, you can select "Place Order" and click on the image to view a PDF before going to print.



If you are happy with how the card looks & the accuracy of its contents, click on "Add to Cart". From this point forward, it will sit in the cart like all other catalogue items.

