



Print Partner

A helpful guide to your Print Portal.

July 2019



Print Partner

Step 1

Firstly, log in to your Print Partner account, by going onto <http://www.print-partner.london> and then use the username and password provided to you by your Print Partner Account Manager to log in.

Welcome to Print Partner

Please enter your username
and password below...

Login

[Forgotten your password?](#)





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Step 2

Once logged in, pick a category that you would like to order from. In this case, we are going to order some business cards, which is in the 'Promotional' section. Then select 'Order' under the item you would like to order.

The screenshot shows a web interface with a search bar at the top left containing the text "Enter Keyword" and a "Search" button. To the right of the search bar is a "Sort By" dropdown menu set to "Code" and a grid icon. Below the search bar, two items are displayed in a grid. The first item is a business card, shown as a white card with the Office Oracle logo and contact information. The second item is a mug, shown as a blue mug with the Office Oracle logo and the text "Putting the 'tea' in teamwork". Below each item is a code and a name: "OO_BC_001 Office Oracle Business ..." and "OOMUGS OO Mugs". At the bottom of each item is an "Order" button. A red arrow points to the "Order" button for the business cards.



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Step 3

If you would like to order an existing name, then click the drop down arrow next to the selected name and press 'Order'

The screenshot shows a web application interface with a table of business cards. At the top, there are buttons for 'Order Selected', 'Delete Selected', and 'Create New'. The table has columns for Name, Author, Created, Modified, and Actions. The first row is 'Dan Coshall Business Card' by 'Admin User', created on 20/04/18 and modified on 26/03/19. A red arrow points to the 'Options' dropdown menu in the Actions column for this row, which is open and shows 'Order', 'Edit', and 'Delete' options. The second row is 'jack wicks business card' by 'Admin User', created on 26/03/19 and modified on 26/03/19 09:28. The third row is 'M Phaure' by 'Matthew Phaure', created on 09/02/18 and modified on 09/02/18 17:30. The fourth row is 'Test' by 'Admin User', created on 31/01/19 and modified on 31/01/19 08:35. The fifth row is 'trail' by 'Admin User', created on 19/07/18 and modified on 19/07/18 10:11. At the bottom, there is a pagination bar showing 'Page 1 of 1, Search Results 5' and navigation icons.

Name	Author	Created	Modified	Actions
<input type="checkbox"/> Dan Coshall Business Card	Admin User	20/04/18	26/03/19 09:28	Options - Order Edit Delete
<input type="checkbox"/> jack wicks business card	Admin User	26/03/19	26/03/19 09:28	
<input type="checkbox"/> M Phaure	Matthew Phaure	09/02/18	09/02/18 17:30	Options -
<input type="checkbox"/> Test	Admin User	31/01/19	31/01/19 08:35	Options -
<input type="checkbox"/> trail	Admin User	19/07/18	19/07/18 10:11	Options -

Page 1 of 1, Search Results 5



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Step 4

Then, select the quantity you would like to order using the drop down, and then add to basket.

< 1 of 2 >

Jack Wickes
SE1 rep

Unit 1 Meridian Trading Estate,
20 Bugsby's Way, London SE7 7SF

T: 020 809 03300
M: 07345 967 465
E: dan@office-oracle.com
office-oracle.com

Office Oracle
est 2011

Office Oracle Business Card

Cost Centre

Quantity

250

250
500
750
1000

Add to Basket

Please add a quantity and fill in all mandatory fields before clicking Add to Basket.



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Step 5

If you would like to create a new business card (new name), which isn't on the pre-uploaded list, go back to **Step 3**, and select the create new button.

The screenshot shows a management interface for business cards. At the top left, there are two buttons: 'Order Selected' (with a checkmark icon) and 'Delete Selected' (with an 'x' icon). At the top right, there is a '+ Create New' button, which is highlighted with a red arrow. Below these buttons is a table with the following columns: Name, Author, Created, Modified, and Actions. The table contains five rows of data:

Name	Author	Created	Modified	Actions
<input type="checkbox"/> Dan Coshall Business Card	Admin User	20/04/18	26/03/19 09:27	Options ▾
<input type="checkbox"/> jack wicks business card	Admin User	26/03/19	26/03/19 09:28	Options ▾
<input type="checkbox"/> M Phaure	Matthew Phaure	09/02/18	09/02/18 17:30	Options ▾
<input type="checkbox"/> Test	Admin User	31/01/19	31/01/19 08:35	Options ▾
<input type="checkbox"/> trail	Admin User	19/07/18	19/07/18 10:11	Options ▾



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Step 6

Once on the selected page, fill in all of the details which have appeared.

The screenshot shows a web form for creating an Office Oracle Business Card. On the left is a preview of the business card with the Office Oracle logo (two interlocking circles) and the text "Office Oracle est 2011" and "office-oracle.com". A teal arrow points from the logo to the form fields on the right. The form is titled "OO_BC_001 Office Oracle Business Card" and contains the following fields:

- Name**: A text input field.
- Job Title**: A text input field.
- Address**: A dropdown menu with "Choose..." selected.
- Telephone**: A text input field.
- Mobile**: A text input field.
- Email**: A text input field.



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Step 7

You can then save the template, with a name of your choice by selecting the 'Save As' button. This will then be on the previously made templates page so it is easier to order in future.

OO BC_001
Office Oracle Business Card

Coreprint Manual
Coreprint

Unit 1 Meridian Trading Estate,
20 Bugsby's Way, London SE7 7SF
T: 0208 090 3300
E: info@office-oracle.com

office-oracle.com

Office Oracle
est. 2011

Name
Coreprint Manual

Job Title
Coreprint

Address
Head Office

Telephone
0208 090 3300

Mobile

Email
info@office-oracle.com

Save Save As Order ▾



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Step 8

If you don't want to save the template, select the order button straight away, and select the quantity using the drop-down, and add to basket.

The screenshot displays a web interface for purchasing a business card. On the left, a business card template is shown with the following details:

- Coreprint Manual Coreprint**
- Office Oracle** (est. 2011)
- Unit 1 Meridian Trading Estate,
20 Bugsby's Way, London SE7 7SF
- T: 0208 090 3300
E: info@office-oracle.com
- office-oracle.com

On the right, a shopping cart summary is visible:

- Information icon: Please add a quantity and fill in all mandatory fields before clicking Add to Basket
- Item ID: OO_BC_001
- Item Name: **Office Oracle Business Card**
- Cost Centre: [Empty field]
- Quantity: [250] (indicated by a red arrow)
- Information icon: [Empty field]






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Step 9

Once added to the basket, you will be able to see what cards have been ordered, and the quantities.

Once happy, select 'Proceed to Checkout'

You Have Added **1** Item(s) [Proceed To Checkout >](#)

Product	Name	Cost Centre	Quantity	Actions
	OO_BC_001 Office Oracle Business Card Coreprint Manual Template		250	 

[< Continue Shopping](#)  [Proceed To Checkout >](#)



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Step 10

Then all you need to do is fill in all the required details to make sure we can contact you if we need to check anything with you, and know the address the item is being delivered or invoiced to.

Once done, checkout, and your business cards will arrive with you in 3-5 working days unless stated otherwise.

i Please fill in all mandatory details before clicking 'Checkout'

Your Details

Purchase Order Number	Contact Telephone
<input type="text"/>	<input type="text"/>

Delivery Name	Delivery Address	Invoice Address
<input type="text"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

Comments

Comments

[Checkout >](#)



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If you need any further help or support with accessing and using your Print Portal please speak to one of our team.

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Unit 1 Meridian Trading Estate,
20 Bugsby's Way,
London SE7 7SF

info@print-partner.london

020 8090 3300