

trodat

ORDER MANAGER

24/7 ONLINE ORDERING

USER MANUAL



CLICK. ORDER. SHIP.
www.trodatOM.com

trodat[®]
CREATING ORIGINALS

TABLE OF CONTENTS

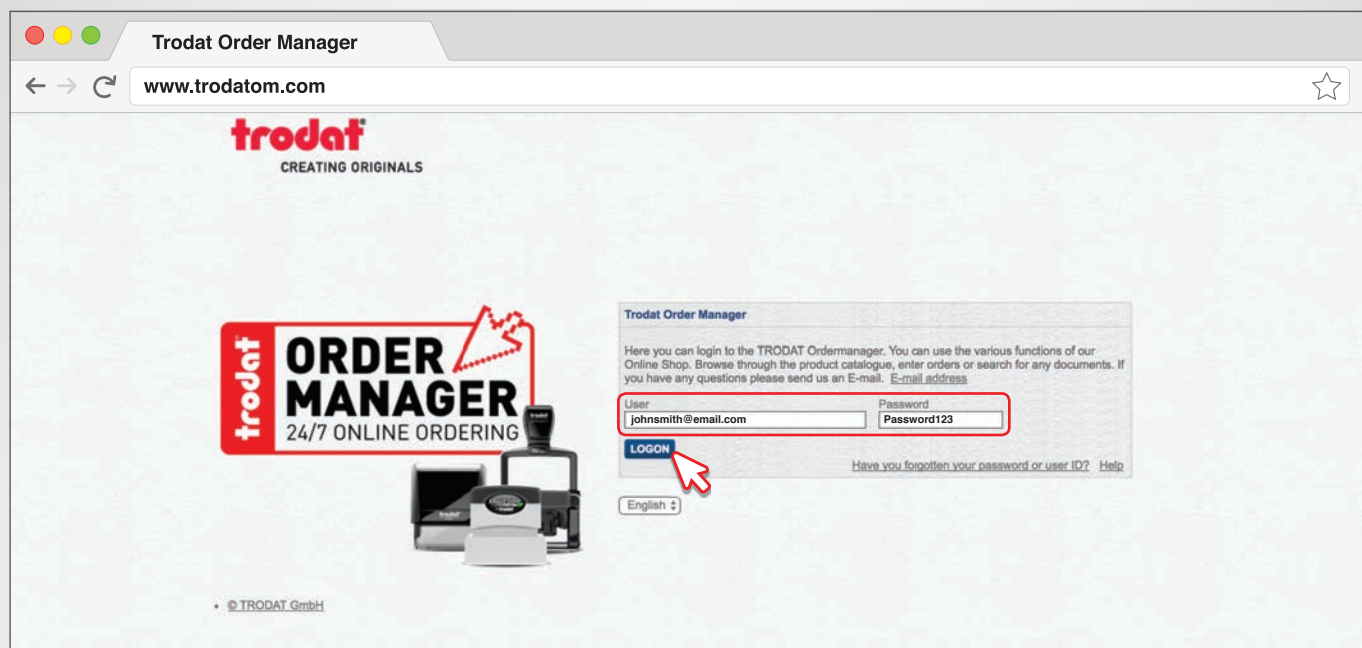
LOGON TO ORDER MANAGER	1
CATALOG AND SEARCH	2
SHOP BY CATALOG	3
SHOP BY SEARCH	4
ORDERING ENGRAVABLE LAMINATES	5
ACTIVE ORDERS	7
UPLOAD PRODUCTS FROM AN EXCEL FILE	8
SAVE & USE ORDER TEMPLATES	9
SEARCH FOR PAST ORDERS	10
SEARCH FOR INVOICES/PAYMENTS	11



Can't find what you are looking for? Want to order a special product or send us special shipping instructions?
Just call **Customer Service 800-876-3281 Option # 1** or email us at orders.us@trodat.net.

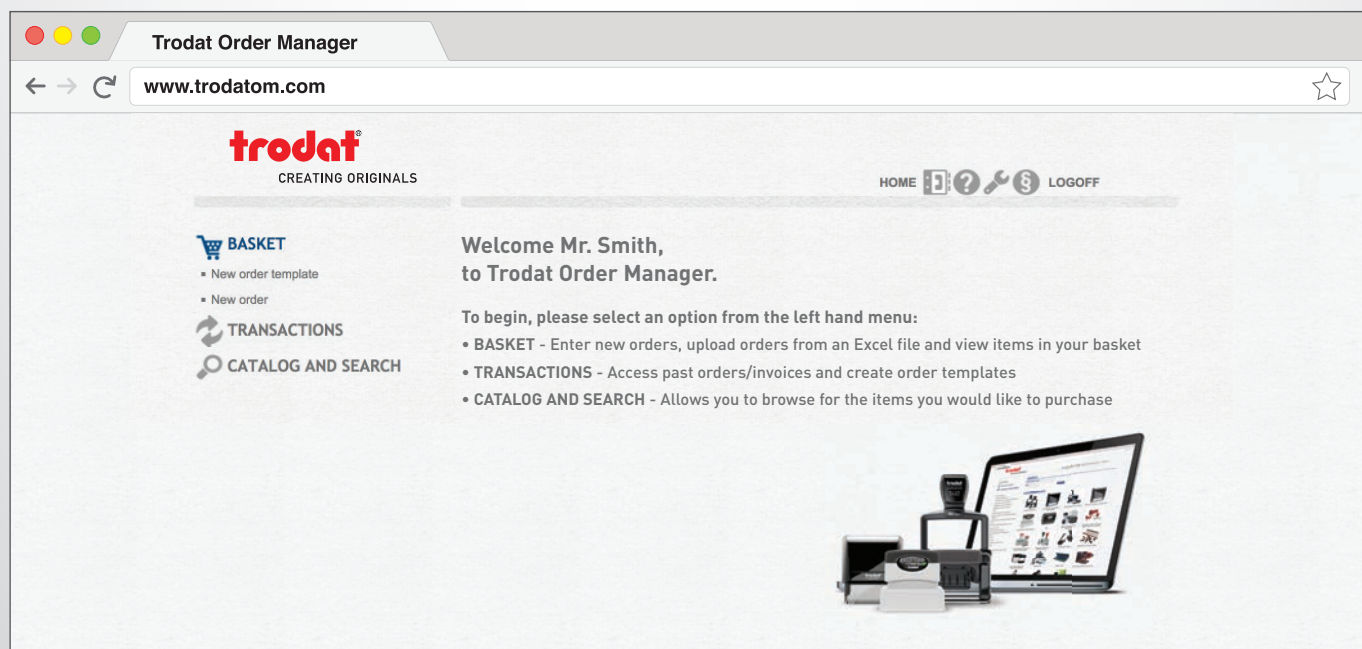
Logon to Order Manager

1. To access your Order Manager account, begin by typing your **User** and **Password** information into the specified fields. Next, click **LOGON**.



2. Once you have logged on, you will see a welcome screen and three options on the left:

- **BASKET** - Enter orders or upload orders from an Excel file. Process explained on Page 6.
- **TRANSACTIONS** - Access past orders/invoices and create order templates.
- **CATALOG AND SEARCH** - Allows you to browse for the items you would like to purchase, and indicates your cost for the items.



Catalog and Search

1. Click **CATALOG AND SEARCH** to access Order Manager's online catalog of products.

There are two ways to shop for products:

A Shop by Catalog

B Shop by Search

The screenshot shows the Trodat Order Manager website interface. At the top, the browser address bar displays 'www.trodatom.com'. The Trodat logo and 'CREATING ORIGINALS' tagline are visible. Navigation links include HOME, a help icon, a search icon, a customer selection icon, and a LOGOFF link. On the left sidebar, under the 'Ordermanager' section, the 'CATALOG AND SEARCH' link is circled in red with a mouse cursor pointing to it. Other sidebar links include BASKET, TRANSACTIONS, and a list of product categories. The main content area is divided into two sections: 'B SEARCH' and 'A ORDERMANAGER'. The 'B SEARCH' section features a search bar with 'Material/Description' and 'EAN' labels, and a 'SEARCH' button. The 'A ORDERMANAGER' section displays a grid of 20 product images, each with a caption below it. The products include various stamping machines, inks, pads, and supplies.

Trodat Order Manager
www.trodatom.com

trodat
CREATING ORIGINALS

HOME ? \$ CUSTOMER SELECTION LOGOFF

BASKET
TRANSACTIONS
CATALOG AND SEARCH

Ordermanager

- Trodat Professional
- Trodat Printy Text, Daters, Numberers
- Typomatic Text and Daters
- Ideal Text, Daters, Numberers
- MaxLight Pre-Inked Stamps
- PSI
- MaxLight Machines & Supplies
- Ultimark, Ultifast, & Royal Mark Stamps & Supplies
- Classic Daters, Numbers & Dial-A_Phase Dater
- Automatic Numbering Machines & Ink
- Ideal Laser Seals
- Handles and Mount Strips
- Laser,Photopolymer & Platemaking Supplies
- Stamp Inks
- Stamp Pads
- Self Inking Replacment Pads
- Stamp Racks
- Bands
- Replacment SWOP Pad Covers, Index Cards,Unit Boxes

B SEARCH

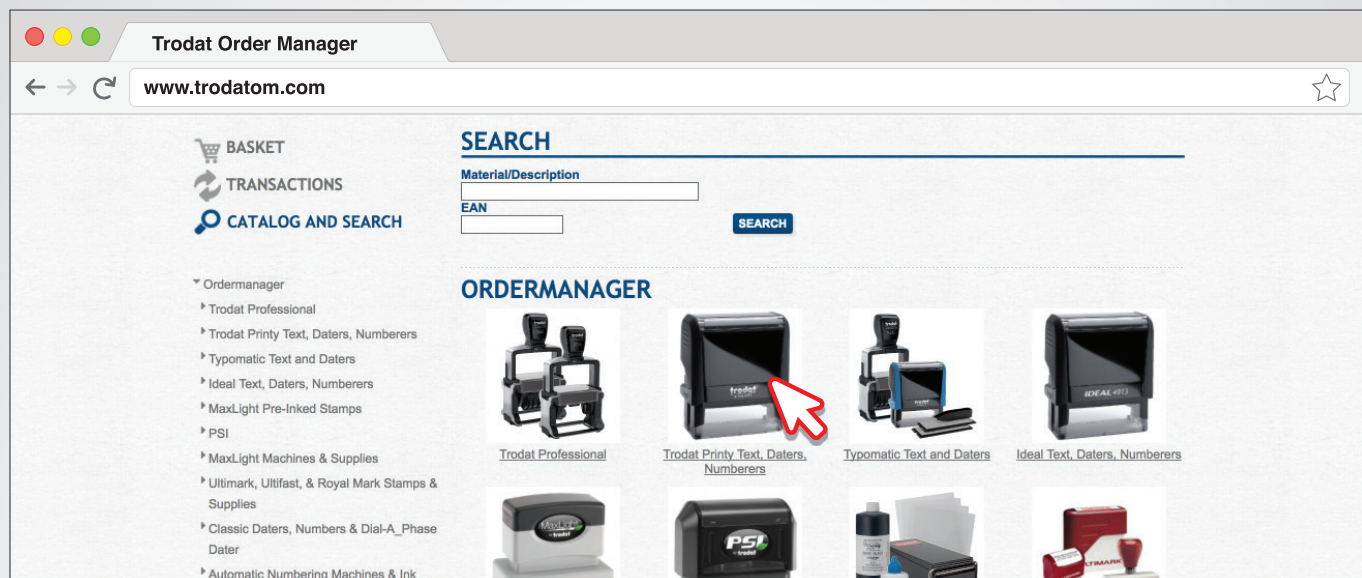
Material/Description
EAN
SEARCH

A ORDERMANAGER

Trodat Professional
Trodat Printy Text, Daters, Numberers
Typomatic Text and Daters
Ideal Text, Daters, Numberers
MaxLight Pre-Inked Stamps
PSI
MaxLight Machines & Supplies
Ultimark, Ultifast, & Royal Mark Stamps & Supplies
Classic Daters, Numbers & Dial-A_Phase Dater
Automatic Numbering Machines & Ink
Ideal Laser Seals
Handles and Mount Strips
Laser,Photopolymer & Platemaking Supplies
Stamp Inks
Stamp Pads
Self Inking Replacment Pads
Stamp Racks
Bands
Replacment SWOP Pad Covers, Index Cards,Unit Boxes

Catalog and Search: Shop by Catalog

1. To shop by catalog, click on the main product category that corresponds to the product you would like to order. For example, if you would like to order a Printy 4913, click on **Trodat Printy Text, Daters, Numberers**.



2. Next, click on **Trodat Printy Text Stamps**.



3. Then, click on the **Printy 4913**.



PRINTY-4913

10 Items per page 1 - 6 from 6

Material no.	Quantity	Description	EAN	Avail.	Price	Color
<input checked="" type="checkbox"/> 43072	50	4913P4 CASE:ECO-BLK PAD:BLACK	92399430728	●●●●	3.18 USD	BLACK
<input type="checkbox"/> 43180	1	4913P4 CASE:ECO-BLK. PAD:BLUE	92399431800	●●●●	3.18 USD	
<input type="checkbox"/> 44451	1	4913P4 CASE:ECO-BLK. PAD:DRY	92399444510	●●●●	3.18 USD	
<input type="checkbox"/> 44453	1	4913P4 CASE:ECO-BLK. PAD:VIOLET	92399444534	●●●●	3.18 USD	

SELECT ALL **DESELECT ALL** **TRANSFER TO BASKET**

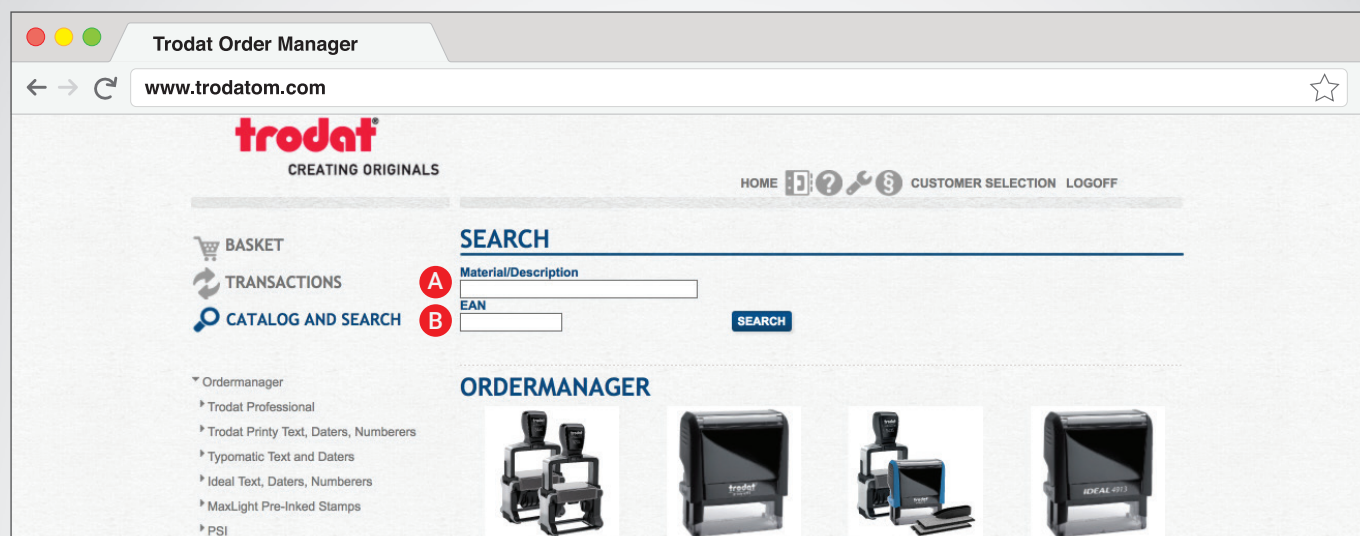
4. To select an item for ordering, click the checkmark box next to the Material No. of that product, and then enter the desired number of units in the **Quantity** field.

Once finished, click **TRANSFER TO BASKET**.

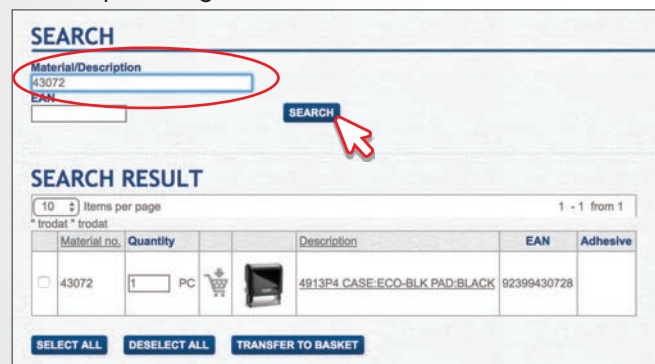
Note: When ordering stamps, be sure to select the item(s) with your desired pad color(s).

Catalog and Search: Shop by Search

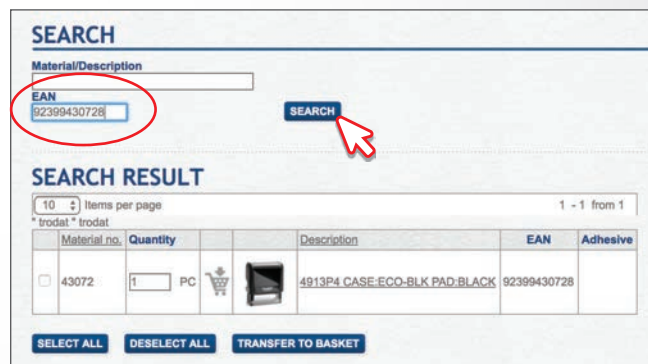
You can manually shop for items using the **SEARCH** function. You will need to know the **A Material Number** (Item Number shown in the price list), or **B EAN Number** (UPC code on the box) of the item that you would like to order.



1 A. To search by **Material/Description**: Enter the item's Item Number in the corresponding field and click **SEARCH**.

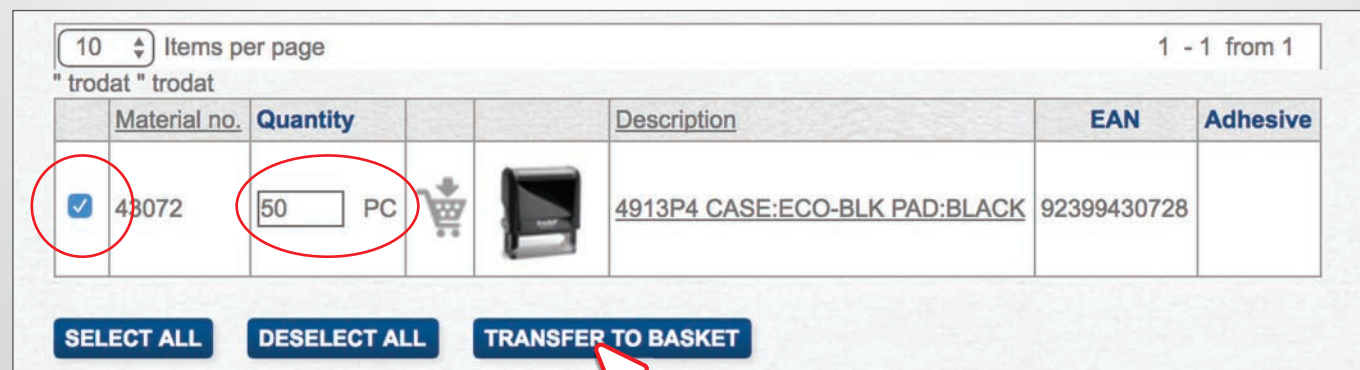


1 B. To search by **EAN**: Enter the item's EAN Number in the corresponding field and click **SEARCH**.



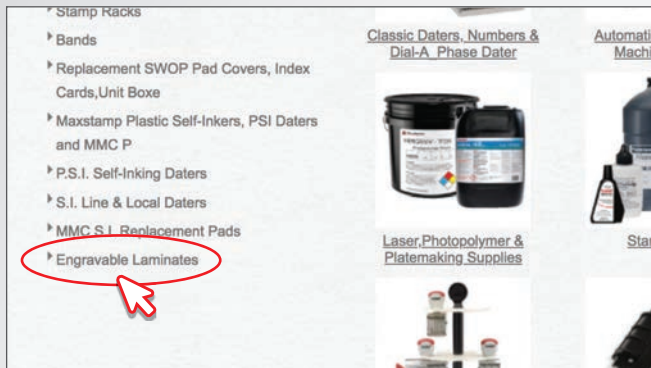
4. To select an item for ordering, click the checkmark box and then enter the desired number of units in the **Quantity** field. Once finished, click **TRANSFER TO BASKET**.

Note: When ordering stamps, be sure to select the item(s) with your desired pad color(s).

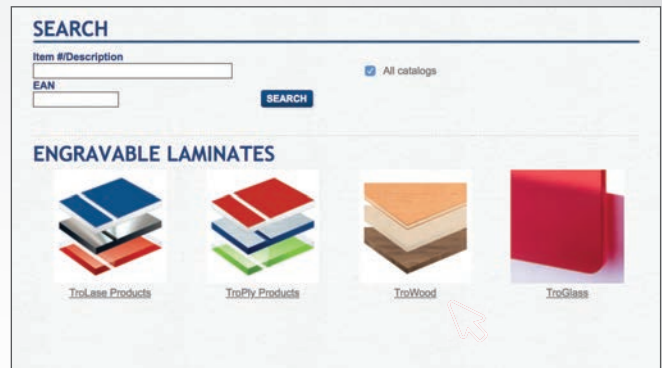


Ordering Engravable Laminates

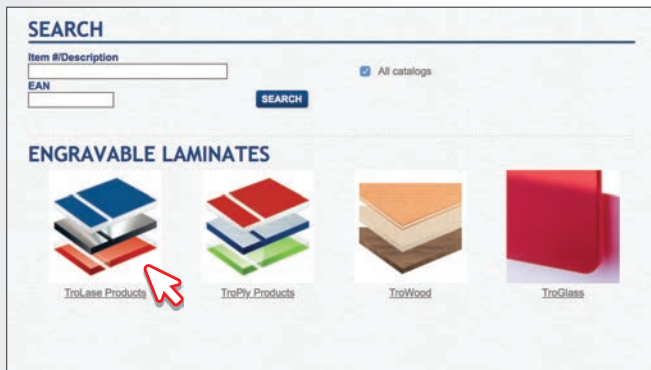
1. To shop and order Engravable Laminates from the digital catalog, click on **Engravable Laminates** at the bottom of the menu on the left hand side.



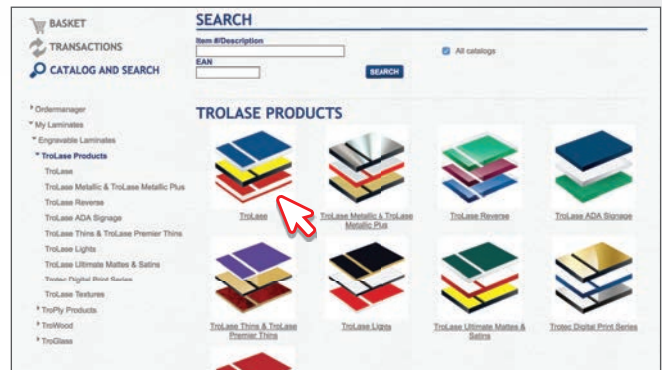
2. Next, you will see the four main categories of Engravable Laminates: TroLase, TroPly, TroWood & TroGlass.



3. Click on the main category of Engravable Laminates that you would like to shop.



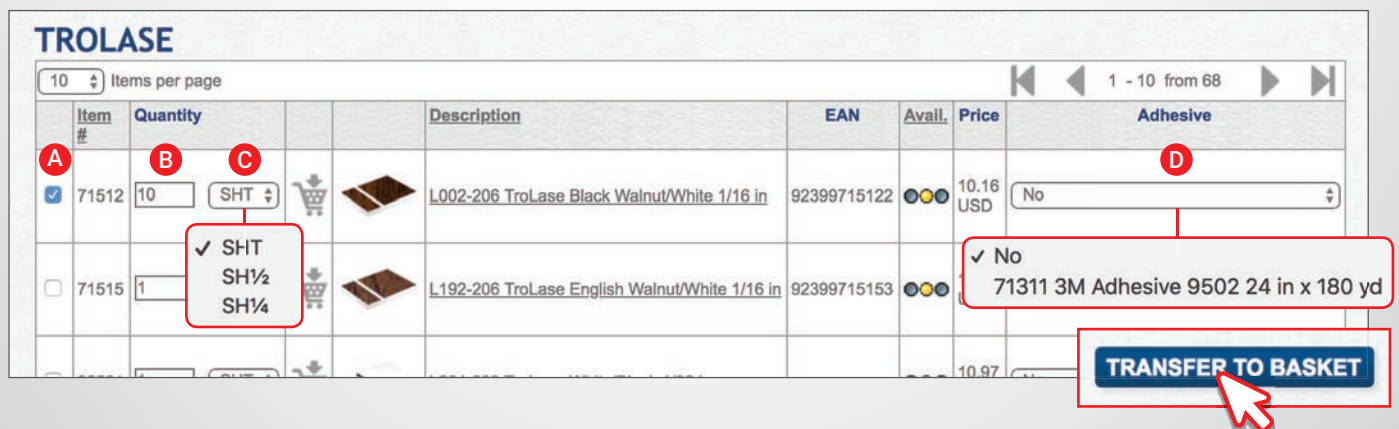
4. Lastly, click on the sub-category of Engravable Laminates that you would like to order from.



5. To select an item for ordering:

- Click the **Checkmark Box** next to the desire product's Item#
- Enter the desired number of sheets in the **Quantity** field
- Click on **SHT** to specify sheet size: Full (SHT), Half (SH1/2) or Quarter (SH1/4)
- Add adhesive by clicking on the dropdown field under **Adhesive**

Once finished, click **TRANSFER TO BASKET**.



Ordering Engravable Laminates within an Active Order

You can add Engravable Laminates to an **Active Order**.

- A** Enter the Item# of the Engravable Laminate product you would like to purchase.
- B** Click **UPDATE** to refresh your active order with the new product.
- C** Enter the desired number of sheets in the **Quantity** field.
- D** Click on **SHT** to specify sheet size: Full (SHT), Half (SH1/2) or Quarter (SH1/4)

NOTE: You cannot add adhesive backing when ordering Engravable Laminates within the Active Order page. This also applies when ordering Engravable Laminates using saved Order Templates. Once finished, click **SEND ORDER**.

Upload products

	Item #	Quantity	Description	Availability	Unit price	Total	
10	<input type="text" value="71512"/>	<input type="text" value="10"/> <input type="button" value="SHT"/>	L002-206 TroLase Black Walnut/White 1/16 in		11.95/SH¼	47.80 USD	<input type="checkbox"/>
	<input type="text"/>	<input checked="" type="radio"/> SHT <input type="radio"/> SH½ <input type="radio"/> SH¼					<input type="checkbox"/>
	<input type="text"/>						<input type="checkbox"/>
	<input type="text"/>						<input type="checkbox"/>
	<input type="text"/>						<input type="checkbox"/>
	<input type="text"/>						<input type="checkbox"/>

Basket: Active Orders

1. Once you have selected all of the items that you wish to purchase, you can review and finalize your order by clicking on **ACTIVE ORDER** in the **BASKET**.

Here you can view the following:

- A Delivery Address** - indicates location for items to be delivered
- B Invoice Recipient** - indicates the location/individual who will receive the order invoice
- C Requested Shipping Date** - indicates desired date for the order to be shipped
- D Gross Weight** - shows total weight of items that will be shipped
- E Items Selected for Ordering** - lists all items in your active order
- F Item Availability** - **Green** and **Yellow** indicate that the item is in stock. **Red** signifies that the desired quantity is not currently available. Call Customer Service to discuss alternatives.

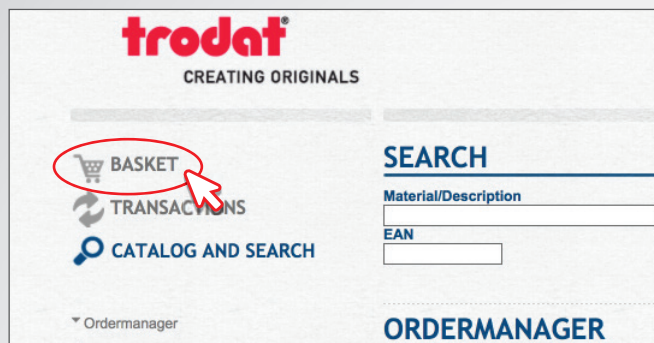
2. Once you have reviewed and confirmed that all of the information is correct, click **SEND ORDER**. Your order is now finalized, and has been transmitted directly to your distribution center warehouse for processing and shipping.

NOTE: You can add items while in the **ORDER** screen by typing a new **Material/Item No.** in the empty cells and clicking **UPDATE**.

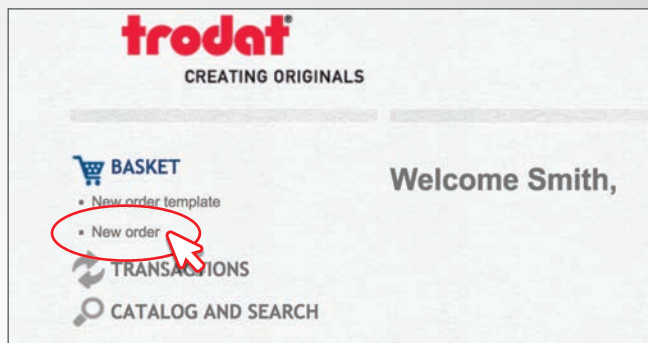
Review the details and **AVAILABILITY** of the additional items, and then click **SEND ORDER** to have the order placed.

Basket: Upload Products from an Excel File

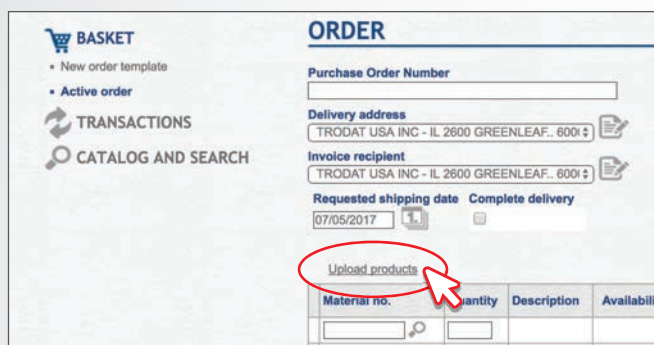
1. Click on **BASKET**.



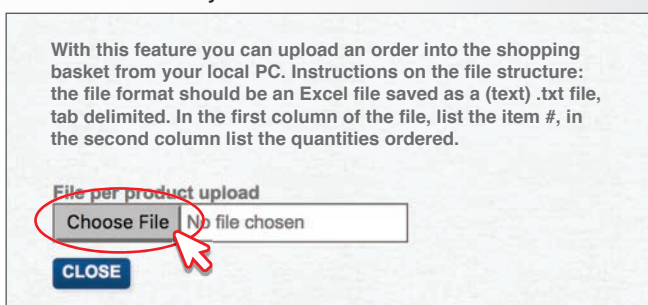
2. Click **NEW ORDER**.



3. Click **UPLOAD PRODUCTS**.



4. Click **CHOOSE FILE** to upload an Excel text (.txt) file from your PC.



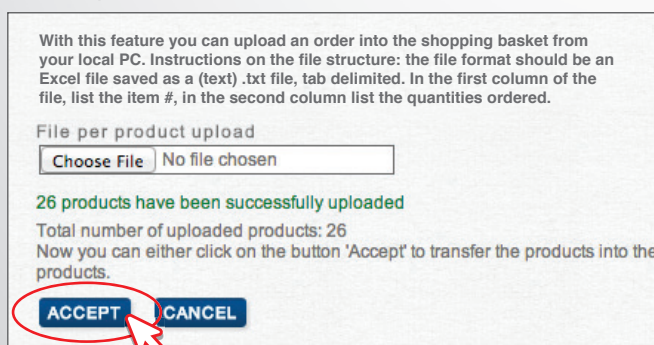
Note: Your file must be formatted as shown below - two columns: Item# and Quantity with no headers - before saving as a text (.txt) file.

	A	B	C	D	E	F
1	40413	1				
2	37388	1				
3	40422	1				
4	37389	1				
5	37389	1				
6	37389	1				
7	37389	1				
8	30957	1				
9	30957	1				
10	30957	1				
11	30957	1				
12	30957	1				

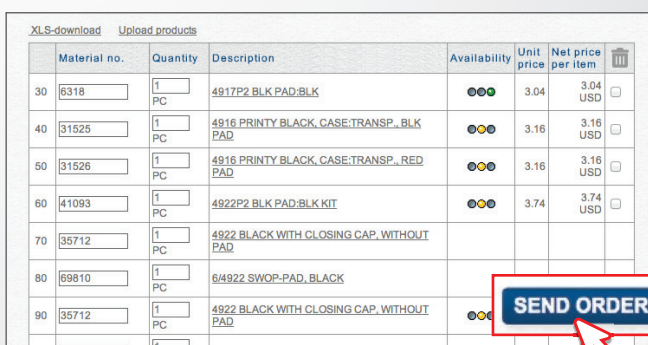
To save your Excel spreadsheet as a text file, click **Save As**, and then go to the **File Format** menu and select **Tab Delimited Text (.txt)**. Below is how your Excel file should appear once converted to a text file.

40413	1
37388	1
40422	1
37389	1
37389	1
37389	1
37389	1
37389	1
30957	1
30957	1
30957	1
30957	1
30957	1
30957	1

5. Click **ACCEPT** to transfer the products from your uploaded file to your basket.



6. Review your items for accuracy and **AVAILABILITY**. Finally, click **SEND ORDER**.



Basket/Transactions: Save & Use Order Templates

1. Save an Order as an Order Template

Once an order has been created in the **Active Order** screen, click **CREATE TEMPLATE**.

The screenshot shows the 'Active Order' screen. At the top, there's a section for 'Invoice recipient' with 'TROTAT USA INC - IL 2600 GREENLEAF.. 600'. Below that, 'Requested shipping date' is '07/06/2017' and 'Complete delivery' is checked. A table lists products with columns: Material no., Quantity, Description, and Availability. The first row shows '43072', '10', 'PC 4913P4 CASE-ECO-BLK PAD-BLACK', and 'Availability' with a status icon. At the bottom, there are buttons: 'UPDATE', 'CANCEL', 'CREATE TEMPLATE' (circled in red with a mouse cursor), and 'SEND ORDER'.

2. Enter a name for your order template in the pop-up window field, and click **OK** to save that template for fast and convenient future reordering.

The screenshot shows a pop-up window titled 'CREATING ORIGINALS'. It says 'ordermgrtest.trotat.net says:'. Below that, it says 'Please enter a name for the template'. A text field contains 'Printy 4913 Qty:10' and is circled in red. To the right of the field are 'Cancel' and 'OK' buttons, with a mouse cursor pointing at 'OK'. The background shows a blurred version of the 'Active Order' screen.

1. Using an Order Template

To place an order using an order template, click **TRANSACTIONS** and then **ORDER TEMPLATES**.

The screenshot shows the 'Trodat Order Manager' homepage. The browser address bar shows 'www.trotat.com'. The main header has the 'trodat' logo and 'CREATING ORIGINALS'. On the left, there's a 'BASKET' icon and a 'TRANSACTIONS' link circled in red. Below 'TRANSACTIONS' are links for 'Order templates', 'Orders', 'Deliveries', and 'Invoices/Payments'. On the right, there's a 'SEARCH FOR ORDER' section with a 'Characteristics' dropdown and a 'Period' dropdown set to 'last 30 days'.

2. Click on the dropdown menu under **A PERIOD** and set for **Undefined**. Click **SEARCH** to load a list of your previously saved order templates.

The screenshot shows the 'SEARCH FOR ORDER TEMPLATES' page. It has a 'Characteristics' dropdown set to '(Choose feature)'. Below that, there's a 'Period' section with a radio button and a dropdown menu set to 'Undefined'. There are also 'From' and 'until' date fields. At the bottom right, there's a 'SEARCH' button circled in red with a mouse cursor.

3. Determine which order template you would like to use, and click the order **Number** to view the details of that order template.

The screenshot shows the 'SEARCH FOR ORDER TEMPLATES' results page. It has a table with columns: Number, Date, Purchase Order Number, and Customer. The first row is circled in red and contains the values: '610036951', '08/10/2017', 'Printy 4913 Qty:10', and 'RICHARD RADEBAUGH US-53150 MUSKEGO'. Below the table, there's a '5 Items per page' and '1 - 1 from 1'.

4. Once you have selected all of the items you wish to order, and reviewed all details for accuracy, click **TRANSFER TO BASKET**.

The screenshot shows the 'ORDER TEMPLATE' details page. It has a 'Number' field with '610036952' and a 'Date' field with '08/10/2017'. Below that, there's a 'Status' field with 'Completed'. There's a 'Purchase Order Number' field with 'Printy 4913 Qty:10'. There's a 'Customer' field with 'RICHARD RADEBAUGH', 'Trotat USA Inc', '588W18622 LEMBEZEDER DRIVE', and 'US-53150 MUSKEGO'. At the bottom, there's a table with columns: Material no., Quantity, Description, Status, and Open quantity. The first row is checked and contains: '43072', '10', 'PC 4913P4 ECO-BLK PAD-BLK', 'Completed', and '10 PC'. At the bottom, there are buttons: 'SELECT ALL', 'DESELECT ALL', 'TRANSFER TO BASKET' (circled in red with a mouse cursor), and 'CHANGE'.

Transactions: Search for Past Orders

1. You can search for past orders by clicking on **TRANSACTIONS** and then **ORDERS**.
2. Next, define your search by **A STATUS**, **B CHARACTERISTICS**, or **C PERIOD** and then click **SEARCH**.

Trodat Order Manager

www.trodatom.com

BASKET

TRANSACTIONS

- Order templates
- Orders**
- Deliveries
- Invoices/Payments

CATALOG AND SEARCH

SEARCH FOR ORDERS

A Status: Open

B Characteristics: (Choose feature)

C Period: last 30 days

From: until:

SEARCH

3. A list of past orders based on the set search criteria will appear. Click on an order **Number** to view details of that order.

Open

Characteristics: (Choose feature)

Period: last 30 days

From: until:

5 Items per page 1 - 3 from 3

Status	Number	Date	Purchase Order Number	Order Total	OC
Partially completed	103391201	08/02/2017	JOHNSMITH	0.00	
Partially completed	103387426	07/28/2017	07282017	0.00	
Partially completed	103384884	07/26/2017	JOHNSMITH	0.00	
Total USD					

4. From here you can review order details, select items for reorder, or download an Excel file of the order details.

ORDER

BACK TO SEARCH

Number: 103384884 Date: 07/26/2017 Gross weight: 1.51 KG

Status: Partially completed Requested shipping date: 07/26/2017

Purchase Order Number: JOHNSMITH

Customer: TRODAT USA INC - IL
2600 GREENLEAF AVE
US- 60007 ELK GROVE VILLAGE

Material no.	Quantity	Description	Total	Status	Open quantity
10		PULL AND GIVE TO JOHNSMITH		Open	--
20 45137	5 PC	UM-10 IC-BLACK, SINGLE CARTON MBTX		Completed	--
Delivery note: 204125800/10 Shipping date: 07/26/2017 Quantity: 5 PC					
30 29661	1 PAC	UMCP4000 CLEAR PROTECT FILM 100/PK		Completed	--
Delivery note: 204125800/20 Shipping date: 07/26/2017 Quantity: 1 PAC					

SELECT ALL Deselect ALL TRANSFER TO BASKET **DOWNLOAD** CSV

5. To select items for reorder, click the checkbox next to individual items, or click **SELECT ALL** and then click **TRANSFER TO BASKET**.

ORDER

BACK TO SEARCH

Number: 103391201 Date: 08/02/2017 Gross weight: 0.18 KG

Status: Partially completed Requested shipping date: 08/02/2017

Purchase Order Number: JOHNSMITH

Customer: TRODAT USA INC - IL
2600 GREENLEAF AVE
US- 60007 ELK GROVE VILLAGE

Material no.	Quantity	Description	Total	Status	Open quantity
10		PULL AND GIVE TO JOHNSMITH		Open	--
20 45137	5 PC	UM-10 IC-BLACK, SINGLE CARTON MBTX		Completed	--
Delivery note: 204125800/10 Shipping date: 07/26/2017 Quantity: 5 PC					
30 29661	1 PAC	UMCP4000 CLEAR PROTECT FILM 100/PK		Completed	--
Delivery note: 204125800/20 Shipping date: 07/26/2017 Quantity: 1 PAC					

SELECT ALL Deselect ALL **TRANSFER TO BASKET** DOWNLOAD CSV

6. To download an Excel file of a past order, select either **.csv** or **.xml** file format, and then click **DOWNLOAD** to save to your computer.

ORDER

BACK TO SEARCH

Number: 103391201 Date: 08/02/2017 Gross weight: 0.18 KG

Status: Partially completed Requested shipping date: 08/02/2017

Purchase Order Number: JOHNSMITH

Customer: TRODAT USA INC - IL
2600 GREENLEAF AVE
US- 60007 ELK GROVE VILLAGE

Material no.	Quantity	Description	Total	Status	Open quantity
10		PULL AND GIVE TO JOHNSMITH		Open	--
20 38771	2 PC	4913P4 LI-PIN PAD-BLK, "BREAST CANCER"		Completed	--
Delivery note: 204132978/10 Shipping date: 08/02/2017 Quantity: 2 PC					

SELECT ALL Deselect ALL TRANSFER TO BASKET **DOWNLOAD** CSV

Transactions: Search for Invoices/Payments

1. You can search for invoices/payments by clicking on **TRANSACTIONS** and then **INVOICES/PAYMENTS**.
2. Next, define your search by **A STATUS**, **B PAYMENT STATUS**, **C CHARACTERISTICS**, or **D PERIOD**. Click **SEARCH**.

Trodat Order Manager

www.trodatom.com

SEARCH FOR INVOICES/PAYMENTS

A Status: Open

B Payments status: Due or not due

C Characteristics: (Choose feature)

D Period: last 30 days

Due til: 07/06/2017

SEARCH

3. A list of invoices/payments based on the set search criteria will appear.

Here you can view the following:

- A Invoices/Payment Details** - click on an Invoices/PaymentsNumber to view details of that invoice.
- B PDF of Past Invoices** - click on a PDF icon to view a past invoice in digital/printable form.

5

Items per page

1 - 18 from 18

Status	Invoices/Payments	Amount			Date due	Date of payment	Days to payment	IN	Customer
	Number	Date	Total	Paid	Open				
Open	470123125	08/15/2017	5.24		5.24	9/15/2017			SMITH STAMP & SEAL COMPANY
Open	470123124	07/20/2017	750.00		750.00	8/20/2017			SMITH STAMP & SEAL COMPANY
Open	470123123	02/13/2017	1,000.00		1,000.00	3/13/2017			SMITH STAMP & SEAL COMPANY
Total USD			1,755.24						

A

B

- A** When viewing the Invoices/Payments details page, click on a **REFERENCE DOCUMENT** number to view shipping details for that item.

INVOICE

Number: 470123125 Date: 08/15/2017 Order Total: 5.24 USD

Status: Completed Gross weight: 0.44 KG

Customer: SMITH STAMP & SEAL COMPANY
100 N. IMPRESSIONS AVENUE
CHICAGO, IL 12345

Material no.	Quantity	Description	Customer mat no	Total	Reference document
10 45175	1 PC	7011/IDEAL BLU 1OZ (28ML)		1.05 USD	204149602 10
20 45216	1 PC	7011/IDEAL GRN 1OZ (28ML)		1.05 USD	204149602 20
30 45174	1 PC	7011/IDEAL RED 1OZ (28ML)		1.05 USD	204149602 30
40 91527	1 PC	4612P2 BLK PAD:BLK C-CAP		2.09 USD	204149602 40

- B** Digital invoices can be saved directly to your computer and/or printed out for your records.

trodat USA

Invoice # 470123125
Date 08/15/2017
Customer SMITH STAMP & SEAL COMPANY

100 N. IMPRESSIONS AVENUE
CHICAGO, IL 12345

ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
7011/IDEAL BLU 1OZ (28ML)	1 PC	1.05	1.05
7011/IDEAL GRN 1OZ (28ML)	1 PC	1.05	1.05
7011/IDEAL RED 1OZ (28ML)	1 PC	1.05	1.05
4612P2 BLK PAD:BLK C-CAP	1 PC	2.09	2.09

Notes

Notes



**ORDER
MANAGER**
24/7 ONLINE ORDERING

USER MANUAL

TRODAT USA
48 Heller Park Lane, Somerset, NJ 08873
ph: (800) TRODAT1, fax: (800) 272 8550
email: orders.us@trodat.net
website: www.trodatusa.com

26862 / 05/18
2018 TRODAT ORDER MANAGER USER MANUAL

trodat[®]
CREATING ORIGINALS