



# ORDER MANAGER

24/7 ONLINE ORDERING



# USER MANUAL



**CLICK. ORDER. SHIP.**  
[www.trodatOM.com](http://www.trodatOM.com)

**trodat**<sup>®</sup>  
CREATING ORIGINALS

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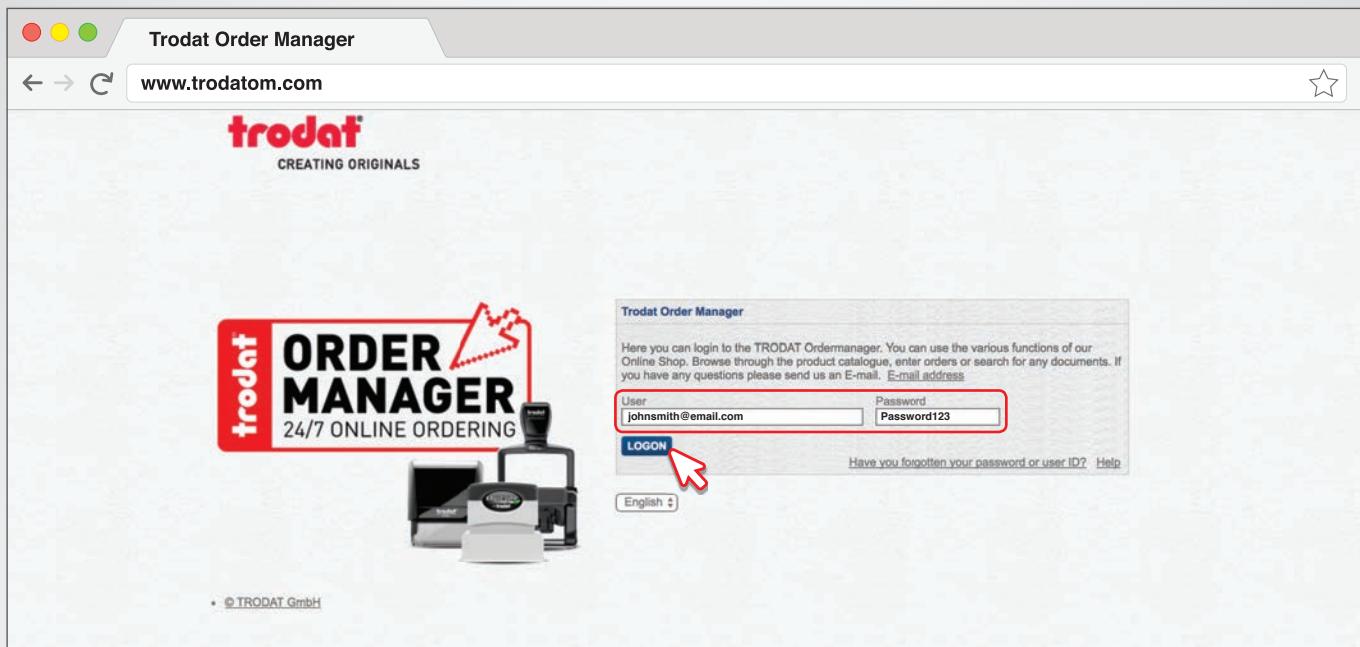
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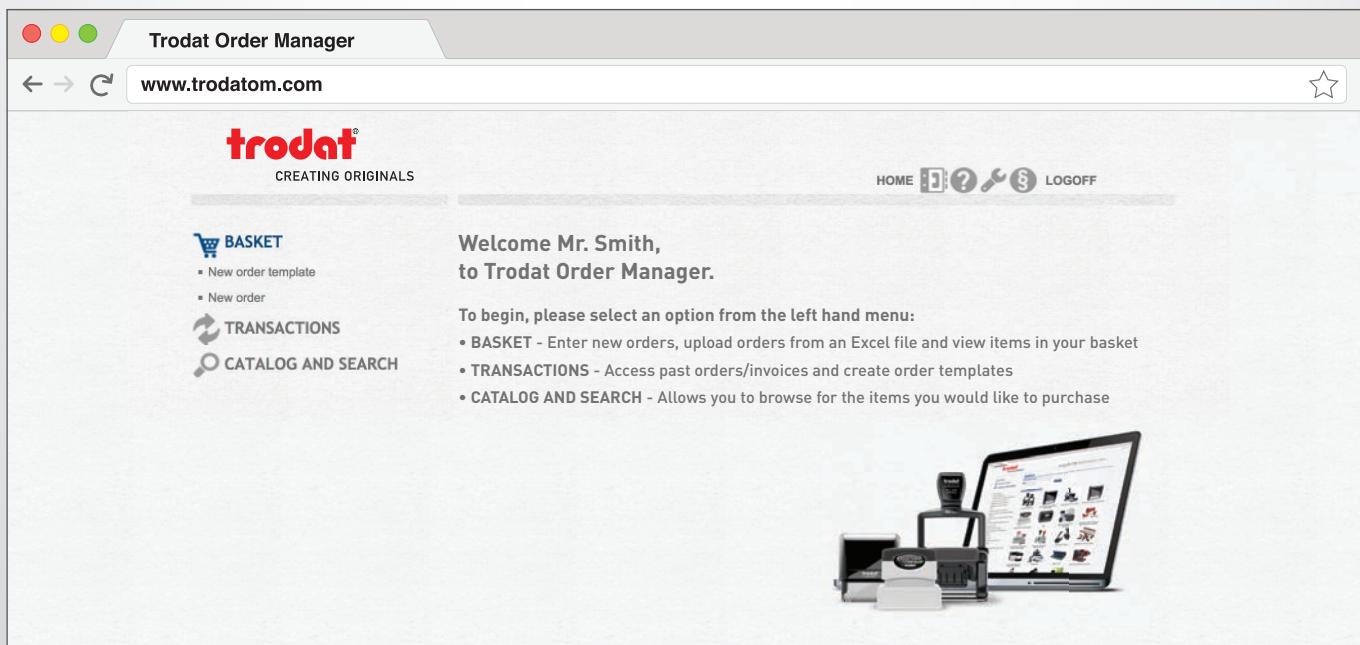
# Logon to Order Manager

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.



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# 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:

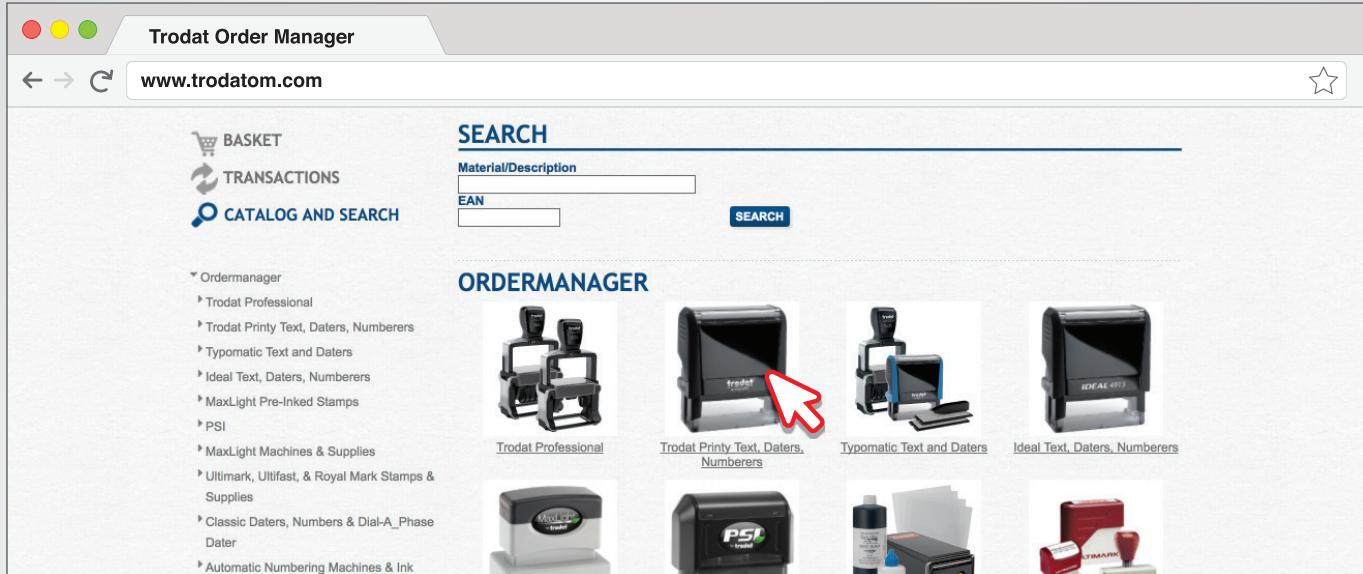
**A** Shop by Catalog

**B** Shop by Search

The screenshot shows the Trodat Order Manager website. At the top, there are three colored dots (red, yellow, green) and the text "Trodat Order Manager" with the URL "www.trodatom.com". On the left, there are links for "BASKET", "TRANSACTIONS", and "CATALOG AND SEARCH" (which is circled in red with a cursor pointing to it). Below these are various product categories with sub-links. The main area is titled "B SEARCH" and "A ORDERMANAGER". It features a search bar with fields for "Material/Description" and "EAN", and a "SEARCH" button. Below the search bar, there are four product categories: "Trodat Professional", "Trodat Printy Text, Daters, Numberers", "Typomatic Text and Daters", and "Ideal Text, Daters, Numberers". Each category has a thumbnail image and a link. The "Trodat Professional" category shows two stamping machines. The "Trodat Printy Text, Daters, Numberers" category shows a single stamp. The "Typomatic Text and Daters" category shows a stamping machine with a blue component. The "Ideal Text, Daters, Numberers" category shows a single stamp. The "A ORDERMANAGER" section below these shows 12 more product categories arranged in a 3x4 grid, each with a thumbnail and a link: "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 Replacement Pads", "Stamp Racks", "Bands", "Replacement SWOP Pad Covers, Index Cards,Unit Boxes", "Laser,Photopolymer & Platemaking Supplies", "Stamp Inks", "Stamp Pads", "Self Inking Replacement Pads", "Stamp Racks", "Bands", and "Replacement SWOP Pad Covers, Index Cards,Unit Boxes".

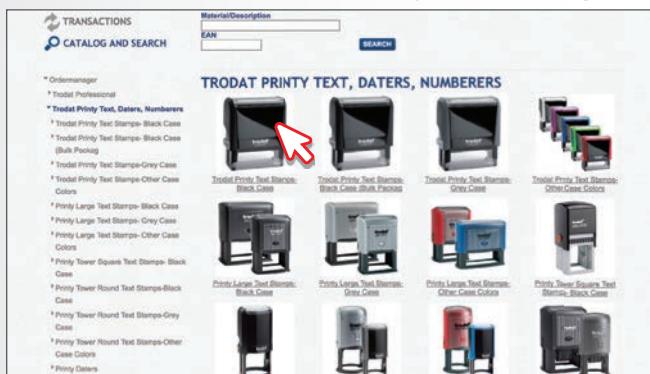
# Catalog and Search: Shop by Catalog

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**.



The screenshot shows the Trodat Order Manager interface. At the top, there are links for 'BASKET', 'TRANSACTIONS', and 'CATALOG AND SEARCH'. The 'CATALOG AND SEARCH' section contains a search bar with fields for 'Material/Description' and 'EAN', and a 'SEARCH' button. Below this is the 'ORDERMANAGER' section, which displays four stamp models: 'Trodat Professional' (highlighted with a red arrow), 'Trodat Printy Text, Daters, Numberers', 'Typomatic Text and Daters', and 'Ideal Text, Daters, Numberers'. On the left, a sidebar lists various product categories under 'Ordermanager'.

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

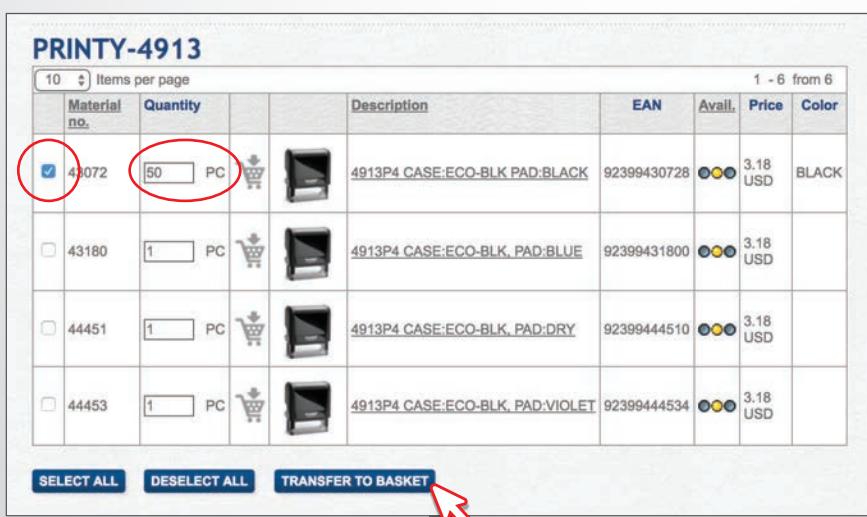


The screenshot shows the 'TRODAT PRINTY TEXT, DATORS, NUMBERERS' product page. It features a grid of stamp images and their descriptions. A red arrow points to the 'Trodat Printy Text Stamp-Black Case' image. The sidebar on the left lists various Printy stamp models.

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



The screenshot shows the 'TRODAT PRINTY TEXT STAMPS- BLACK CASE' product page. It displays a grid of stamp images and their descriptions. A red arrow points to the 'Printy-4913' stamp image. The sidebar on the left lists various Printy stamp models.



The screenshot shows the 'PRINTY-4913' product page. It features a table with columns for 'Material no.', 'Quantity', 'Description', 'EAN', 'Avail.', 'Price', and 'Color'. The first row has a checked checkbox in the 'Material no.' column and a '50' in the 'Quantity' column. A red circle highlights the '43072' checkbox and the '50' quantity field. A red arrow points to the 'TRANSFER TO BASKET' button at the bottom. Other rows in the table show different stamp models and their details.

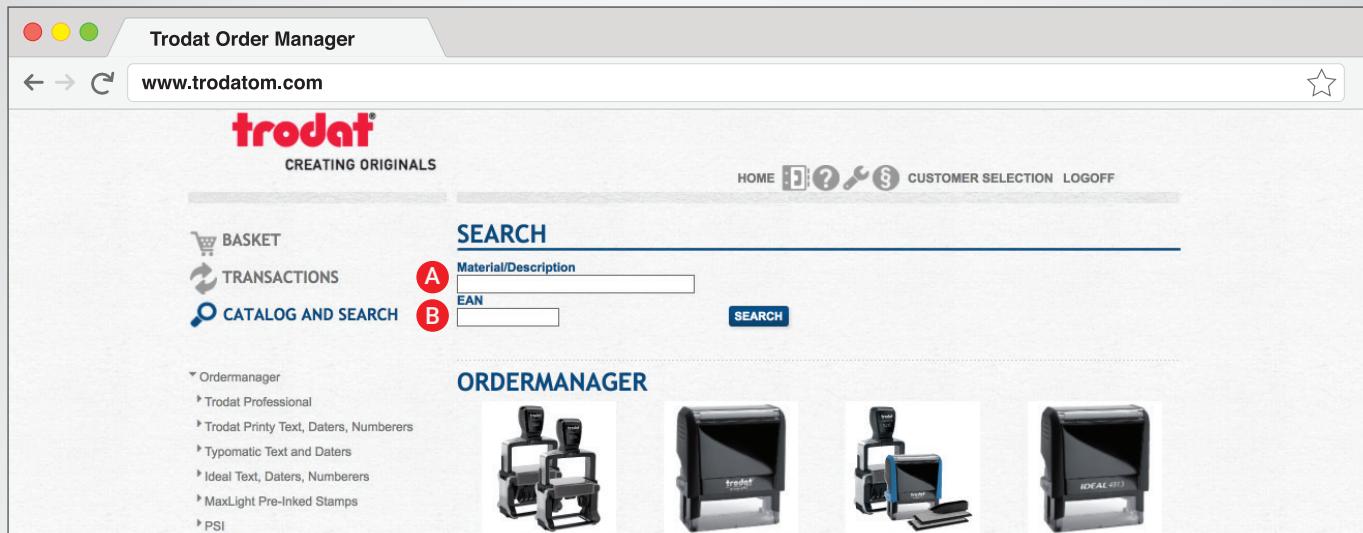
4. To select an item for ordering, click the checkmark box next to the Material No. of that product, and then enter the desired number of units in the **Quantity** field.

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

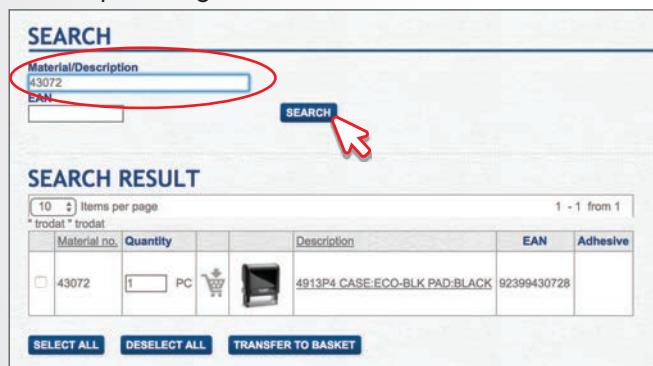
**Note:** When ordering stamps, be sure to select the item(s) with your desired pad color(s).

# Catalog and Search: Shop by Search

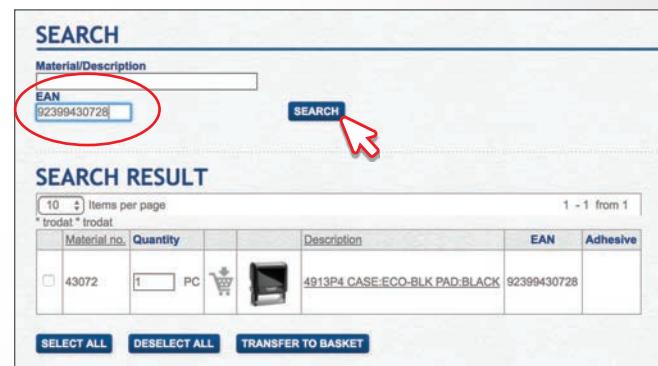
You can manually shop for items using the **SEARCH** function. You will need to know the **A Material Number** (Item Number shown in the price list), or **B EAN Number** (UPC code on the box) of the item that you would like to order.



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

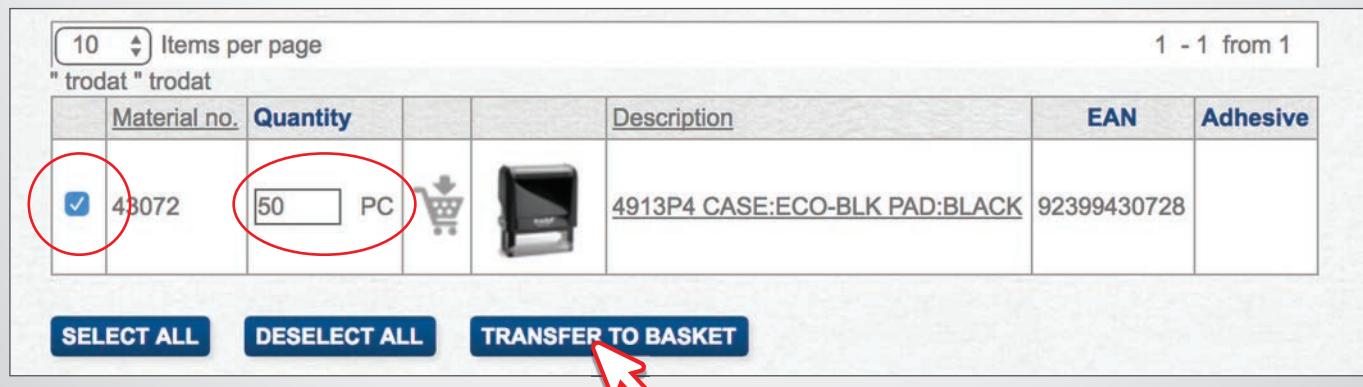


**1B.** To search by **EAN**: Enter the item's EAN Number in the corresponding field and click **SEARCH**.



**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**.

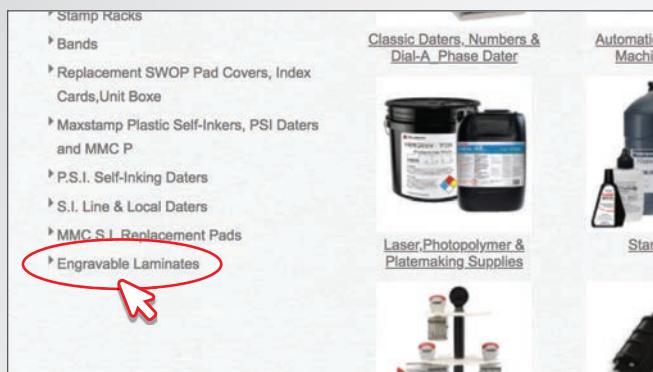
**Note:** When ordering stamps, be sure to select the item(s) with your desired pad color(s).



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# 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.



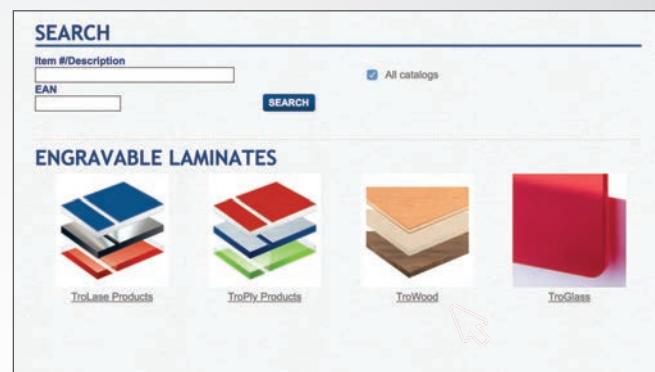
Stamp Racks  
Bands  
Replacement SWOP Pad Covers, Index Cards, Unit Boxes  
Maxstamp Plastic Self-Inkers, PSI Daters and MMC P  
P.S.I. Self-Inking Daters  
S.I. Line & Local Daters  
MMC S.I. Replacement Pads  
Engravable Laminates

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



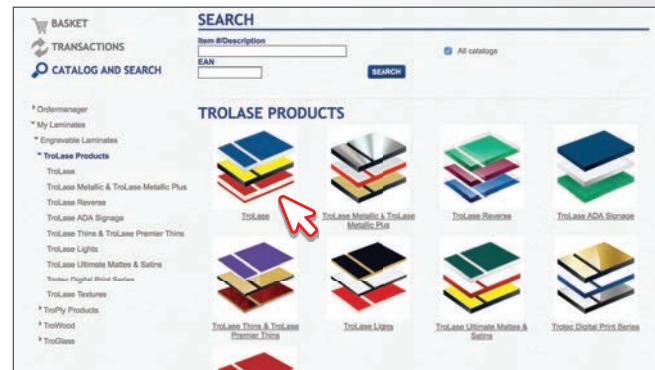
SEARCH  
Item #/Description  
EAN  
SEARCH  
ENGRAVABLE LAMINATES  
TroLase Products  
TroPly Products  
TroWood  
TroGlass

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



SEARCH  
Item #/Description  
EAN  
SEARCH  
ENGRAVABLE LAMINATES  
TroLase Products  
TroPly Products  
TroWood  
TroGlass

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

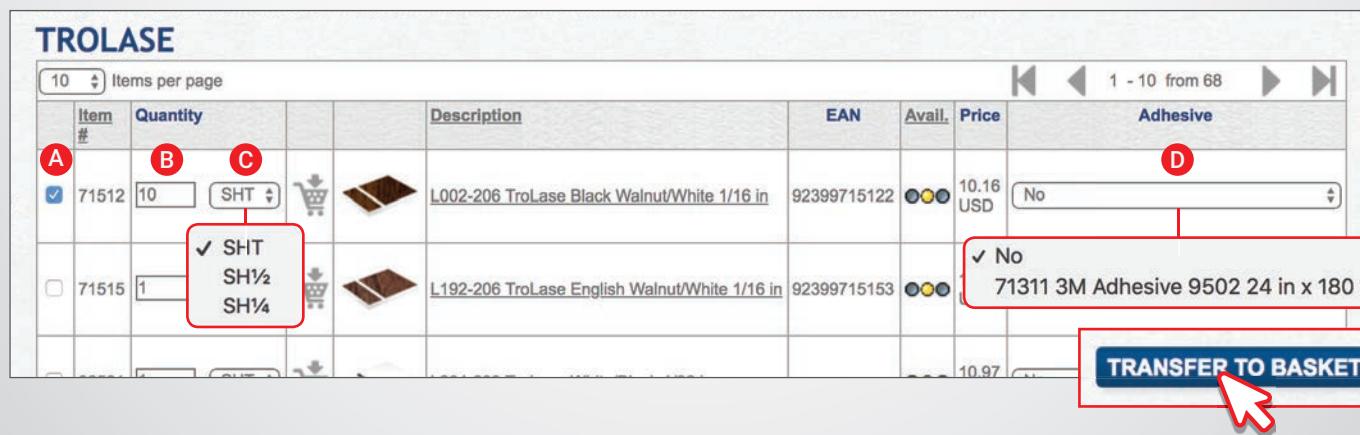


SEARCH  
Item #/Description  
EAN  
SEARCH  
TROLASE PRODUCTS  
TroLase  
TroLase Metallic & TroLase Metallic Plus  
TroLase Reverse  
TroLase ADA Signage  
TroLase Thins & TroLase Premier Thins  
TroLase Lights  
TroLase Ultimate Mattes & Satins  
TroLase Original Wood Grains  
TroLase Textures  
TroPly Products  
TroWood  
TroGlass

5. To select an item for ordering:

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

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



Item #	Quantity	Description	EAN	Avail.	Price	Adhesive
A 71512	B 10	C SHT SH1/2 SH1/4	L002-206 TroLase Black Walnut/White 1/16 in	92399715122	10.16 USD	D No 71311 3M Adhesive 9502 24 in x 180 yd
71515	1		L192-206 TroLase English Walnut/White 1/16 in	92399715153	10.97	

TRANSFER TO BASKET

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](mailto:orders.us@trodat.net).

# Ordering Engravable Laminates within an Active Order

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

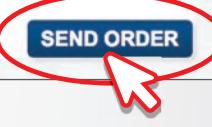
- A** Enter the Item# of the Engravable Laminate product you would like to purchase.
- B** Click **UPDATE** to refresh your active order with the new product.
- C** Enter the desired number of sheets in the **Quantity** field.
- D** Click on **SHT** to specify sheet size: Full (SHT), Half (SH1/2) or 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	71512	10  	L002-206 TroLase Black Walnut/White 1/16 in	  	11.95/SH1/4	47.80 USD	<input type="checkbox"/>
		   					<input type="checkbox"/>
		   					<input type="checkbox"/>
		   					<input type="checkbox"/>
		   					<input type="checkbox"/>
		   					<input type="checkbox"/>
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		   					<input type="checkbox"/>
		   					<input type="checkbox"/>

**UPDATE** **CANCEL** **CREATE TEMPLATE** **SEND ORDER**



# Basket: Active Orders

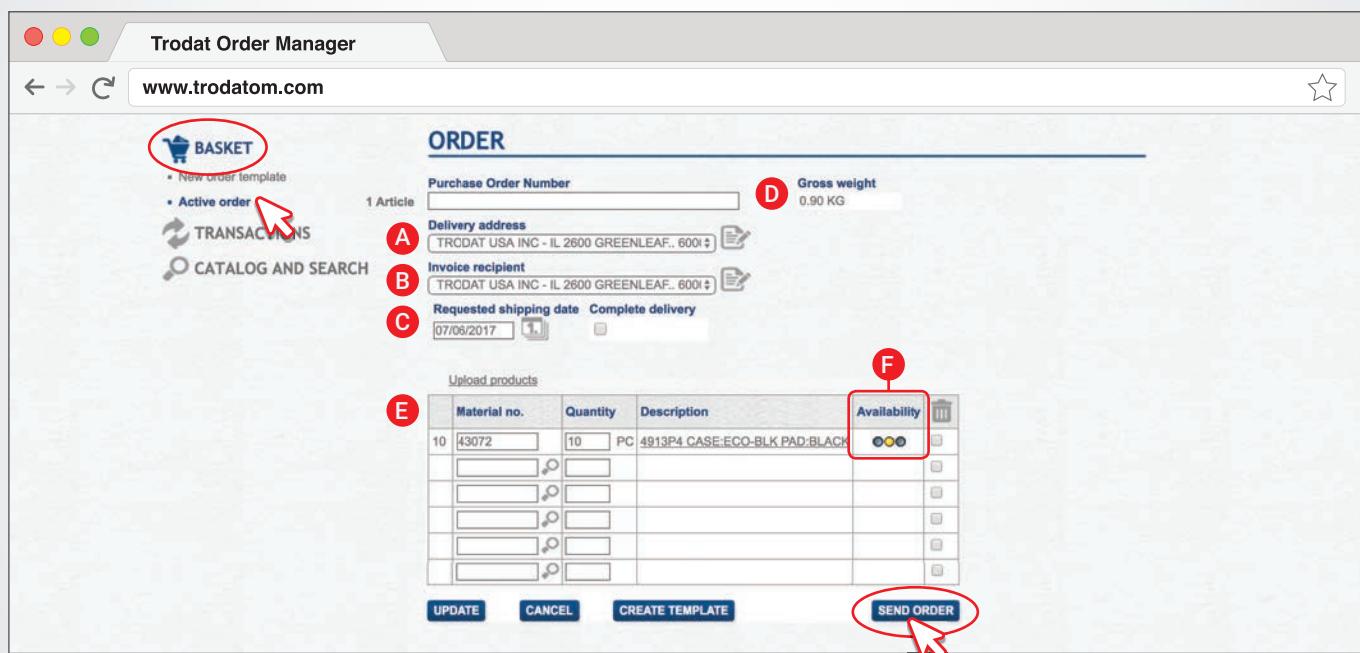
1. Once you have selected all of the items that you wish to purchase, you can review and finalize your order by clicking on **ACTIVE ORDER** in the **BASKET**.

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**.

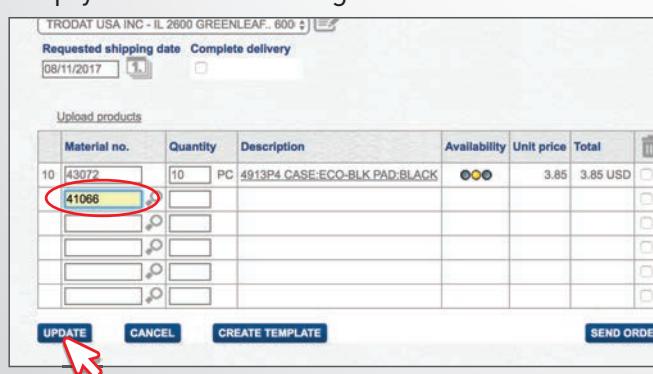
Your order is now finalized, and has been transmitted directly to your distribution center warehouse for processing and shipping.



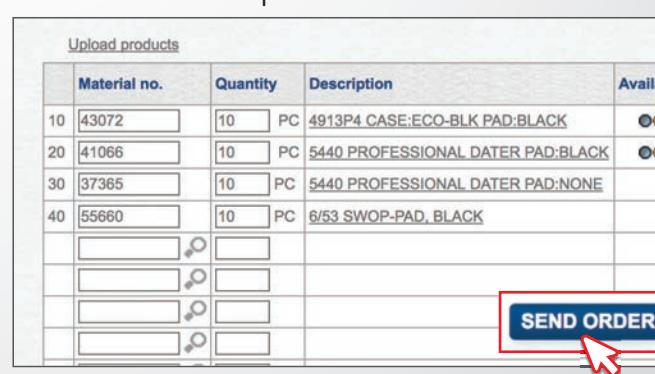
The screenshot shows the Trodat Order Manager interface. At the top, there are buttons for 'Trodat Order Manager' and a URL 'www.trodatom.com'. Below the URL is a navigation bar with 'BASKET' (circled in red with an arrow), 'TRANSACTIONS', and 'CATALOG AND SEARCH'. The main area is titled 'ORDER'. It shows a table with 1 Article. The table has columns for 'Purchase Order Number', 'Delivery address', 'Invoice recipient', 'Requested shipping date', 'Quantity', 'Description', and 'Availability'. The 'Availability' column contains icons: green (available), yellow (temporarily unavailable), and red (out of stock). The 'SEND ORDER' button at the bottom is also circled in red with an arrow.

**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.



The screenshot shows the 'Upload products' section of the Trodat Order Manager. It has a table with columns for 'Material no.', 'Quantity', 'Description', 'Availability', 'Unit price', and 'Total'. The 'Availability' column shows a green icon for the first row (43072) and a red icon for the second row (41066). The 'SEND ORDER' button at the bottom is circled in red with an arrow pointing to it.

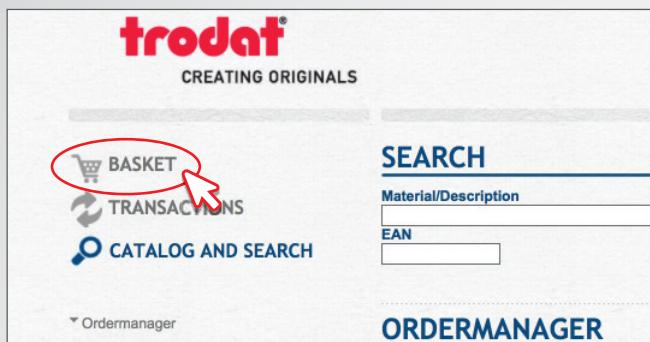


The screenshot shows the 'Upload products' section of the Trodat Order Manager. It has a table with columns for 'Material no.', 'Quantity', 'Description', and 'Availability'. The 'Availability' column shows a green icon for the first row (43072) and a red icon for the second row (41066). The 'SEND ORDER' button at the bottom is circled in red with an arrow pointing to it.

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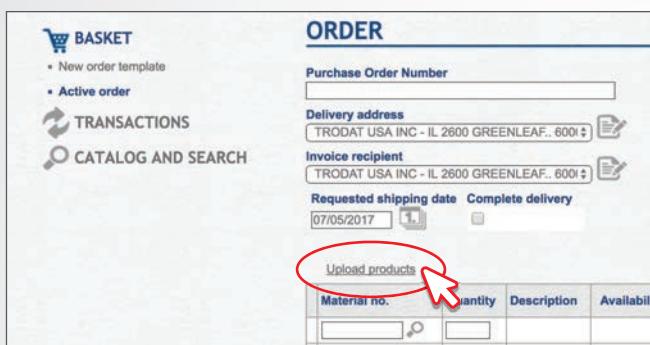
# Basket: Upload Products from an Excel File

## 1. Click on BASKET.



The screenshot shows the Trodat OrderManager interface. On the left, there are navigation links: BASKET (highlighted with a red circle and a cursor), TRANSACTIONS, and CATALOG AND SEARCH. On the right, there is a search bar with fields for 'Material/Description' and 'EAN', and a button labeled 'SEARCH'. Below the search bar is the 'ORDERMANAGER' section.

## 3. Click UPLOAD PRODUCTS.

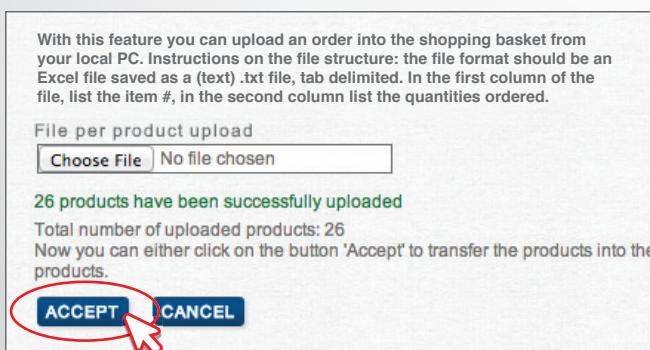


The screenshot shows the Order screen. On the left, there are navigation links: BASKET, TRANSACTIONS, and CATALOG AND SEARCH. The main area is titled 'ORDER' and contains fields for Purchase Order Number, Delivery address, Invoice recipient, and Requested shipping date. At the bottom, there is a table with columns: Material no., Quantity, Description, and Availability. A red circle highlights the 'Upload products' button in the table.

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

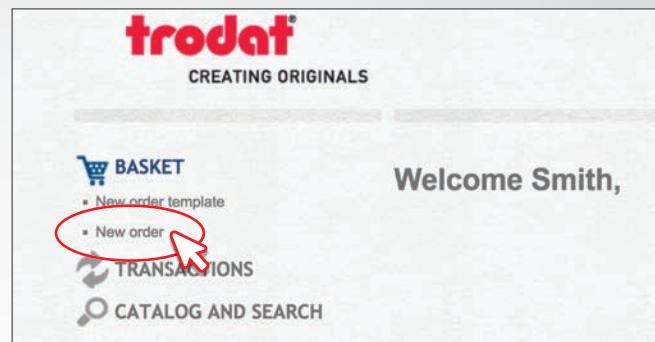
	A	B	C	D	E	F
1	40413	1				
2	37388	1				
3	40422	1				
4	37389	1				
5	37389	1				
6	37389	1				
7	37389	1				
8	30957	1				
9	30957	1				
10	30957	1				
11	30957	1				
12	30957	1				

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



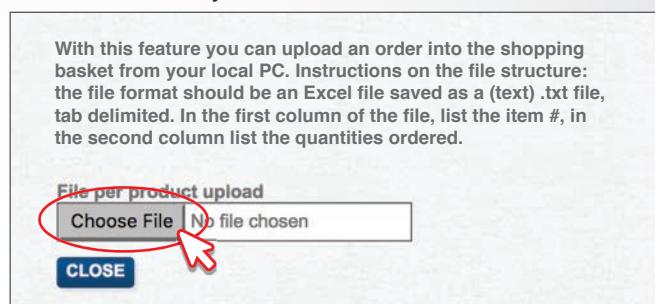
The screenshot shows the 'File per product upload' screen. It contains a text area with instructions about file format, a 'Choose File' button with 'No file chosen', and a message stating '26 products have been successfully uploaded'. At the bottom, there are 'ACCEPT' and 'CANCEL' buttons, with 'ACCEPT' highlighted with a red circle and a cursor pointing at it.

## 2. Click NEW ORDER.



The screenshot shows the Order screen. On the left, there are navigation links: BASKET, TRANSACTIONS, and CATALOG AND SEARCH. The main area is titled 'ORDER' and contains fields for Purchase Order Number, Delivery address, Invoice recipient, and Requested shipping date. At the bottom, there is a table with columns: Material no., Quantity, Description, and Availability. A red circle highlights the 'New order' button in the table.

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

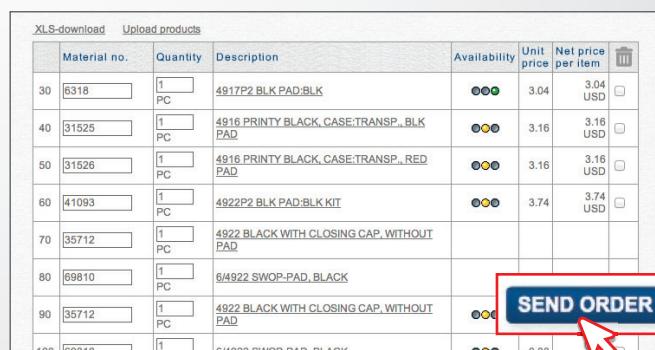


The screenshot shows the 'File per product upload' dialog box. It contains a 'Choose File' button with 'No file chosen', a 'CLOSE' button, and a text area with instructions about file format.

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
30957	1
30957	1
30957	1
30957	1
30957	1
30957	1

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



The screenshot shows the Order screen. At the bottom, there is a table with columns: Material no., Quantity, Description, Availability, Unit price, Net price per item, and a delete icon. A red circle highlights the 'SEND ORDER' button at the bottom right of the table.

# 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**.

## 1. Using an Order Template

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

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

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.

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.

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

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# 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**.

**TRANSACTIONS**

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

**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.

Status	Orders		Purchase Order Number	Order Total	OC
	Number	Date			
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			

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

**ORDER**

**Number**: 103391201    **Date**: 08/02/2017    **Gross weight**: 1.51 KG

**Status**: Requested shipping date

**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	1	PULL AND GIVE TO JOHNSMITH	0.00	Open	—
20 45137	5 PC	UM-10 IC-BLACK, SINGLE CARTON MBTX	0.00	Completed	—
30 29861	1 PAC	UMCP4000 CLEAR PROTECT FILM 100/PK	0.00	Completed	—
30 29861	1 PAC	UMCP4000 CLEAR PROTECT FILM 100/PK	0.00	Completed	—
30 29861	1 PAC	UMCP4000 CLEAR PROTECT FILM 100/PK	0.00	Completed	—

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

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

**ORDER**

**Number**: 103391201    **Date**: 07/26/2017    **Gross weight**: 1.51 KG

**Status**: Requested shipping date

**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	1	PULL AND GIVE TO JOHNSMITH	0.00	Open	—
20 45137	5 PC	UM-10 IC-BLACK, SINGLE CARTON MBTX	0.00	Completed	—
30 29861	1 PAC	UMCP4000 CLEAR PROTECT FILM 100/PK	0.00	Completed	—
30 29861	1 PAC	UMCP4000 CLEAR PROTECT FILM 100/PK	0.00	Completed	—

**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**

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

**Status**: Requested shipping date

**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	1	PULL AND GIVE TO JOHNSMITH	0.00	Open	—
20 38771	2 PC	4913P4 LI-PIN PAD BLK, "BREAST CANCER"	0.00	Completed	—

**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**.

The screenshot shows the Trodat Order Manager interface. On the left, there's a sidebar with a 'TRANSACTIONS' section highlighted with a red oval. Below it are 'Order templates', 'Orders', 'Deliveries', and 'Invoices/Payments'. A red arrow points to the 'Invoices/Payments' link. On the right, there's a search form titled 'SEARCH FOR INVOICES/PAYMENTS' with the following fields:

- A Status:** Open
- B Payments status:** Due or not due
- C Characteristics:** (Choose feature)
- D Period:** last 30 days

There are also 'From' and 'until' date fields. A red arrow points to the 'SEARCH' button on the right.

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.

The screenshot shows a table of search results for invoices/payments. The columns are: Status, Invoices/Payments, Amount, Date due, Date of payment, Days to payment, IN, and Customer. The 'IN' column contains PDF icons. A red box labeled 'A' highlights the 'Total USD' row, and a red box labeled 'B' highlights the PDF icons in the 'IN' column.

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
		<b>A Total USD</b>	<b>1,755.24</b>						

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

The screenshot shows the details of an invoice. The top section includes the invoice number (470123125), date (08/15/2017), order total (5.24 USD), and gross weight (0.44 KG). The 'Status' is completed, and the 'Customer' is SMITH STAMP & SEAL COMPANY. The bottom section shows a table of items with columns: Material no., Quantity, Description, Customer mat no, Total, and Reference document. A red box highlights the 'Reference document' column for the first item, which is 204149602 10.

INVOICE								
Number	Date	Order Total						
470123125	08/15/2017	5.24 USD						
<b>Status</b>		Gross weight						
Completed		0.44 KG						
<b>Customer</b>								
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 10			
30 45174	1 PC	7011/IDEAL RED 1OZ (28ML)		1.05 USD	204149602 10			
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.

The screenshot shows a digital invoice from trodat USA. The top section includes the invoice number (470123125), date (08/15/2017), and page (1 of 1). The middle section shows a table of items with columns: Item, Description, Quantity, Unit, Price, and Total. The bottom section includes shipping information, a note about payment terms, and a note about tracking.

trodat USA					
Invoice			Invoice #	470123125	Date
08/15/2017			Page	1 of 1	
Item	Description	Quantity	Unit	Price	Total
204149602	BLU 1OZ (28ML)	1	PC	1.05	1.05
4612P2	BLK C-CAP	1	PC	1.05	1.05
4612P2	GRN 1OZ (28ML)	1	PC	1.05	1.05
4612P2	RED 1OZ (28ML)	1	PC	1.05	1.05
204149602	4612P2 BLK C-CAP	1	PC	2.09	2.09
SHIP TO/PICKUP ADDRESS					
100 N. IMPRESSIONS AVENUE CHICAGO, IL 12345					
SHIP TO/PICKUP ADDRESS	SHIPPING ADDRESS	SHIPMENT	PACKAGING	SHIPPING	AMOUNT
204149602	204149602	1	PC	1.05	1.05
METHODS					
204149602	204149602	204149602	204149602	204149602	204149602
NOTES					
INVOICE AND PAYMENT ARE DUE WITHIN 30 DAYS. CALL 800-876-3281 FOR SPECIAL ORDERS. TAXES ARE NOT INCLUDED IN INVOICE PRICE. SHIPPING AND HANDLING CHARGE ARE NOT INCLUDED IN INVOICE PRICE.					
NOTES					
NOTES					

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](mailto:orders.us@trodat.net).

## Notes

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Can't find what you are looking for? Want to order a special product or send us special shipping instructions?  
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## Notes

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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](mailto:orders.us@trodat.net).



## USER MANUAL

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

26862 / 05/18  
2018 TRODAT ORDER MANAGER USER MANUAL

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CREATING ORIGINALS