

The User Guide for Web Customer

The Online Quotation for Paper Bag

Prepared for

MLM Marketing Sdn. Bhd.

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Table of Contents


- 1.0 New Quotation and First Time User 1
 - 1.1 The Review for Quotation 2
 - 1.2 New Quote – Sample 3
- 2.0 Login 4
- 3.0 Main Menu 4
- 4.0 Password 5
- 5.0 Profile 6
- 6.0 List Quote – Listing Detail 7
 - 6.1 List Quote – Task Button 7


1.0 New Quotation and First Time User

Enquiry Form

Height x Width x Gusset * Please select the measurement unit for your bag size.

* Bag Size 1: x x mm * Quantity:  Portrait Bag [More...](#)

Bag Size 2: x x mm Quantity:  Portrait Bag

Bag Size 3: x x mm Quantity:  Portrait Bag

* Currency: * Please select the currency we should quote you.

* Paper Material: [More...](#)

* Process Color: * Pantone Color:
Color Code 1 Code 2 Code 3

* Pantone Coverage:

* Handle Type: 1) Type 2) More... *Note: Width only applicable to Flat Handle.*

No. of Handle: Length: cm Diameter: mm OR Width: mm

Lamination: Enforcement Board:

* Deliver To: Loading Port:

* Country: City:

Lead Time: *Note: Standard Lead Time is 31-60 Malaysian WORKING days. **Surcharge** is applicable for urgent delivery. For the maximum quantity of urgent delivery, please refer to our capacity chart. [Click here...](#) (Malaysia Public Holidays)*

Additional Process

Special Color: Silver Gold Metallic

Eyelet: Emboss Ripped:

Blind Embossed: positions

Hot Stamping: foil type [More...](#)

center: x mm at 2 positions

side: x mm at 2 positions

base: x mm at 2 positions


Fill in the requirements for the paper bag on the form, and click 'OK' to continue.

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1.1 The Review for Quotation

Review of Your Selections

You have make the below selections. Please verify the detail is accurate before submitting your enquiry. Thank you.

Item	Bag Size	Bag Type	Quantity
1.	300 x 200 x 100 mm	 Portrait Bag	5000

Currency: RM
Paper Material: Art Paper, 157gsm
Process Color: 2
Pantone Color: 1 coverage: 25%
Handle: 2 x Round PP length: 40 cm diameter: 5 mm
Lamination: None
Enforcement Board: yes

Delivery: Klang Valley Port:
city: country: Malaysia
Lead Time: 31-60 days

[I like to go back to make some changes.](#) [Back](#)

Subject: Your remarks for the quotation. Eg. Customer Name, Special Request, ...
 (optional)

Registered User: Enter your Email and Password.
*email: *password: [Continue](#)

Not Registered User: Enter your Email and Password above, then enter the details below.
*retype password:

*name: Mr
mobile:
*company:
department: position:
*street:
city: state:
postal: *country:
*tel: *fax:
website: [Register & Continue](#)


If you have a login, just enter email and password and click 'Continue'.

If you are first time user, fill in your email, password and others necessary details. Then click 'Register & Continue'.

The Quotation will be generated. See next page for sample.

Note: The email will be your login and the quotation will be sent to the email you have entered here.

1.2 New Quote – Sample


MLM Marketing Sdn. Bhd. 275442-U

29, Jalan PBS 14/8,
Taman Perindustrian Bukit Serdang,
43300 Seri Kembangan,
Selangor, Malaysia.


Tel: +603-8945 8000
Fax: +603-8945 2300
Email: mlm@paperbag.com.my
URL: www.paperbag.com.my

Dennis Hoe
PS ONE Pte Ltd ()
Lor Bakar Batu
Singapore
Tel: 68418001 Fax: 68412278
Mobile: 90604437
Email: dennis@ps1online.com

Date: **24-Oct-2005**
RefNo: **B 831**

Re: Quotation for Paper Bag

Thank you for choosing MLM Marketing Sdn. Bhd. as your paper bag partner. We will process your enquiry as below and offer you our best price. You may print out this page as a reference for your enquiry.

Item	Bag Size	Bag Type	Quantity	Unit Price	Total
1	12.00 x 9.00 x 3.50 inch	 Portrait	1000	SGD 1.1637	SGD 1,163.68

Paper Material: Art Paper, 157gsm
 Process Color: 4
 Pantone Color: 0 coverage: 0%
 Handle: 2 x Round PP length: 40 cm diameter: 5 mm
 Lamination: Gloss Laminate
 Enforcement Board: yes
 Delivery: CIF Singapore Port:
 City: Country: Singapore
 Lead Time: 15-30 days
 Validity: One (1) month from above date.
 Terms: 50% deposit T/T in advance. Balance T/T before shipment.
 LC at sight for order value exceed USD 10,000 (US Dollar).
 Note: Due to our production variation, we reserve the right to supply slight variation (see below) in your purchase quantity and invoice as on the actual quantity.

Remarks:

Film & FA					Packing Detail		
item	film	FA	color proof	mock-up/sample	variation	pieces/carton	total cartons & size
1	SGD 113	SGD 90	SGD 112	SGD 45	10%	200 pcs @ 12.42 kg	5 cartons of size: 479 x 488 x 185 mm

Should you require any clarification or confirmation of orders, please contact the undersigned. Please state the above RefNo. Thank you.

Yours sincerely,
Steven Chong
steven@paperbag.com.my
 Manager
 Marketing

This is a sample of the quotation.

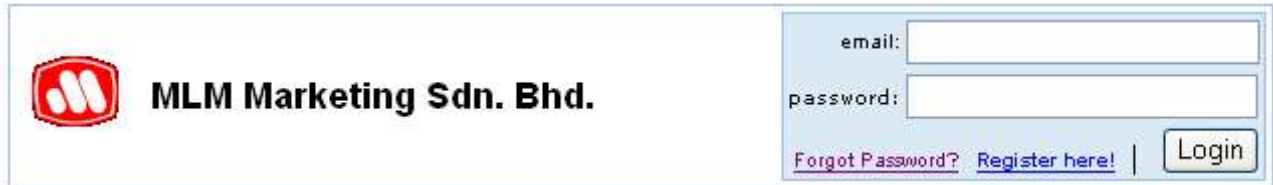
All quotations will be given a system generated RefNo. The RefNo. is a set of running number with prefix B or C.

2.0 Login

If you already have a login, you can manage all your quotations under the same login.

You can obtain your login in a few ways.

- 1) Sign-up for the login when getting your online quotation for the first time (See section 2.0 for the detail).
- 2) Your account manager assigned you a login. Please check with your account manager.



The screenshot shows the login interface for MLM Marketing Sdn. Bhd. On the left is the company logo and name. On the right, there is a form with two input fields: 'email:' and 'password:'. Below these fields are three links: 'Forgot Password?', 'Register here!', and a 'Login' button.

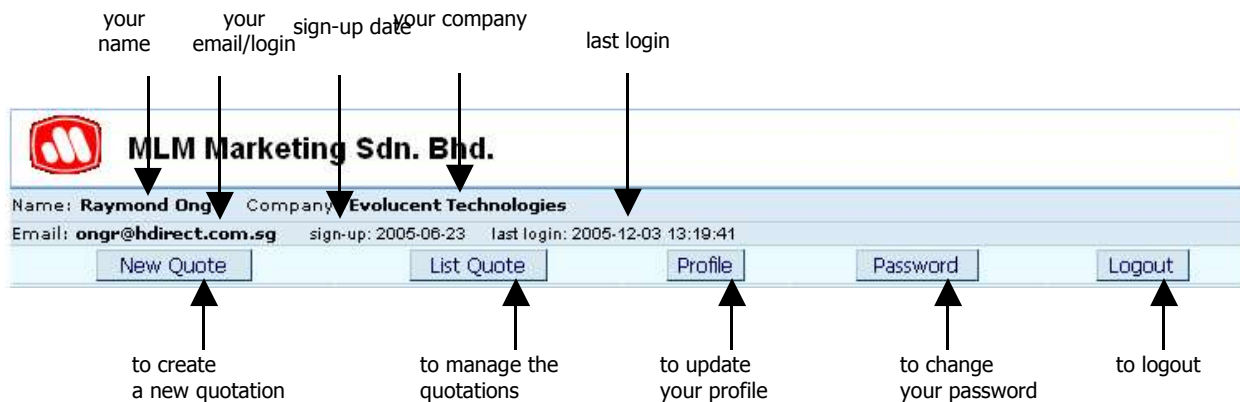
email: The email you have sign-up as login or assigned to you by your account manager.
For example, youremail@company.com

password: Your password. If the password was assigned to you, please change the password once you have login for the first time.

'Forgot Password?': If you forget your password, select 'Forgot Password?' and enter your email. If your email is in the system, your password will be sent to that email.

'Register here!': To sign-up a new login.

3.0 Main Menu



The screenshot shows the main menu for a user. At the top, it displays the company logo and name. Below that, it shows the user's name (Raymond Ong), company (Evolucent Technologies), email (ongr@hdirect.com.sg), sign-up date (2005-06-23), and last login time (2005-12-03 13:19:41). Below this information are five buttons: 'New Quote', 'List Quote', 'Profile', 'Password', and 'Logout'. Arrows point from descriptive text below to each button.

your name your email/login your sign-up date your company last login

Name: **Raymond Ong** Company: **Evolucent Technologies**
Email: **ongr@hdirect.com.sg** sign-up: 2005-06-23 last login: 2005-12-03 13:19:41

New Quote **List Quote** **Profile** **Password** **Logout**

to create a new quotation to manage the quotations to update your profile to change your password to logout

The main menu identifies you after you have login. It also tells you when you login the last time. There are 4 function buttons and 1 logout button in the main menu.

These buttons allow you to perform the following tasks.

New Quote: to create a new quotation.

List Quote: to manage the quotations.

Profile: to update your profile.

Password: to change your password

4.0 Password

MLM Marketing Sdn. Bhd.

Name: **Eddie** Company: **MLM Marketing Sdn. Bhd.**

Email: **eddie@paperbag.com.my** sign-up: 2005-08-09 last login: 2005-10-10 23:39:48

[New Quote](#) [List Quote](#) [Profile](#) [Password](#) [Logout](#)

Password Update

Old Password:

New Password:

Retype Password:

[Update](#)

To change your password, follow the steps below.

Step 1: Select the 'Password' button.

Step 2: Fill in your old password, the new password and reconfirm the new password.

Step 3: Click the 'Update' button.

Your password is updated.

5.0 Profile

MLM Marketing Sdn. Bhd.

Name: **Eddie** Company: **MLM Marketing Sdn. Bhd.**
Email: **eddie@paperbag.com.my** sign-up: 2005-08-09 last login: 2005-10-10 23:39:48

[New Quote](#) [List Quote](#) [Profile](#) [Password](#) [Logout](#)

Profile Information

*name: Mr
mobile:
*company:
department: position:
*street:

city: state:
postal: *country:
*tel: *fax:
website:

[Update](#)

To change your profile details.

- Step 1: Select the 'Profile' button.
- Step 2: Fill in the necessary details.
- Step 3: Click the 'Update' button.

Your profile is updated.

Staff details: name, mobile, department and position.
The rest are Company details. Company details are shared among all the staffs.

6.0 List Quote – Listing Detail

Quotation		Withdraw		Delete			
No.	Date	RefNo	Amount	Item	Description	Delivery	LeadTime
1	13-Sep	B617	RM 1,991.40	1	Sammy - Product Launch 11x11x5inch,AP157x1000/pro0,pan0,0%/2xNatural Cotton,40cm,5mm/G/L/base,\$1991	Malaysia	31-60 days
2	03-Sep	B540	RM 1,818.80	1	11x12x5inch,AP157x1000/pro0,pan0,0%/2xNatural Cotton,40cm,5mm/base,\$1819	Malaysia	3-5 days

Welcome to Online Quotation! You have 2 records.

6.1 List Quote – Task Button

The task buttons allow you to perform a task on the selected quotations in the listing.



Withdraw – To indicate that this quotation have been 'Withdraw'.
Delete – To permanently remove the quotation from listing.

To execute a task to the quotation,

Step 1: Check the 'selection-box' of the quotation you want to perform the task and it will be highlighted.

Step 2: Click on the task button, and the task is done.

Now, refresh the screen. You can see that the staff status icon is changed to the task you have just performed.

Icon	Description
	= new Quotation never been viewed before.
	= view Quotation have been opened for viewing.
	= withdraw Quotation which have been marked as 'Withdraw'.

Note:

For the 'Delete' task, all the quotations deleted will not appear in the listing. You will be warned if you want to permanently delete the selected quotations when you want to perform this task.

THE END
