



Customer Portal Guidelines

iPB Printing developed an online portal in order to give their customers an actual overview of their products and orders. In this system it is also possible to generate new products, upload your artwork and submit purchase orders.

You can follow the written instructions below or watch our video tutorial:

<https://youtu.be/8L07k7IpV-8>

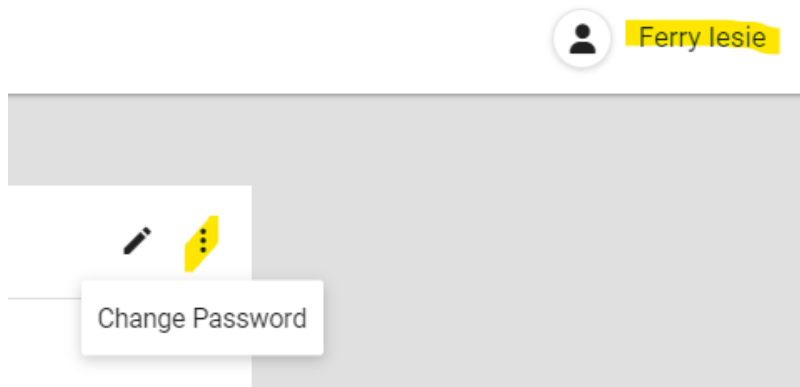
Log-in

Follow this link to enter the webportal: <http://customerportal.ipbprinting.com>

You will see the screen below where you can log-in with the details which you received by e-mail. *(No log-in details yet? Please contact your sales contact)*

A screenshot of the iPB Printing web portal login interface. At the top is the iPB Printing logo. Below it, the text 'Welcome to the iPB printing web environment!' is displayed. Underneath that is the instruction 'Please login to continue:'. There are two light blue input fields: the first contains the email 'ferry.iesie' and the second contains a series of dots representing a masked password. Below these fields is a dark blue button with the word 'LOGIN' in white capital letters. At the bottom left, there is a blue hyperlink that reads 'Forgot my password'.

After your first access to the webportal, you can change your password and contact details by clicking on your account in the right above corner.



Dashboard

You will enter the portal on the homepage, where you can see a few main subjects:

Welcome Ferry Iesie !

You have got :

f.iesie@customerportal.nl

- 0 orders not shipped yet.
- 0 orders shipped today.
- 0 orders shipped this week.

If there are open actions, you can manage them from there.

My products

If you click on the button 'my products' in the main menu on the left side of the screen, you will enter the page with several options to check all you current products, order them again or use them for creating a new product.

Search for products

You can search for products on Product ID, Description and Your Product ID.

- Product ID is the unique ID generated by iPB Printing.
- Description includes size and product ref.
- Your Product ID is your own reference

My Products			
☐	Product Id ↓	Description	Your Product Id
☐	243005	IML 127.610 x 227.920 TR-RC ECO 30 SQ	Template ECO30 test 01

Create new product

If you want to create a new product, you have to start from an existing product or from a template we already prepared for you.

1. Select the product by clicking on the description:

☐ 242739 IML 161,0 x 268,2 - TR-RC G60 SG _Template G60

2. Click on the button in the right above corner 'CREATE VARIANT'

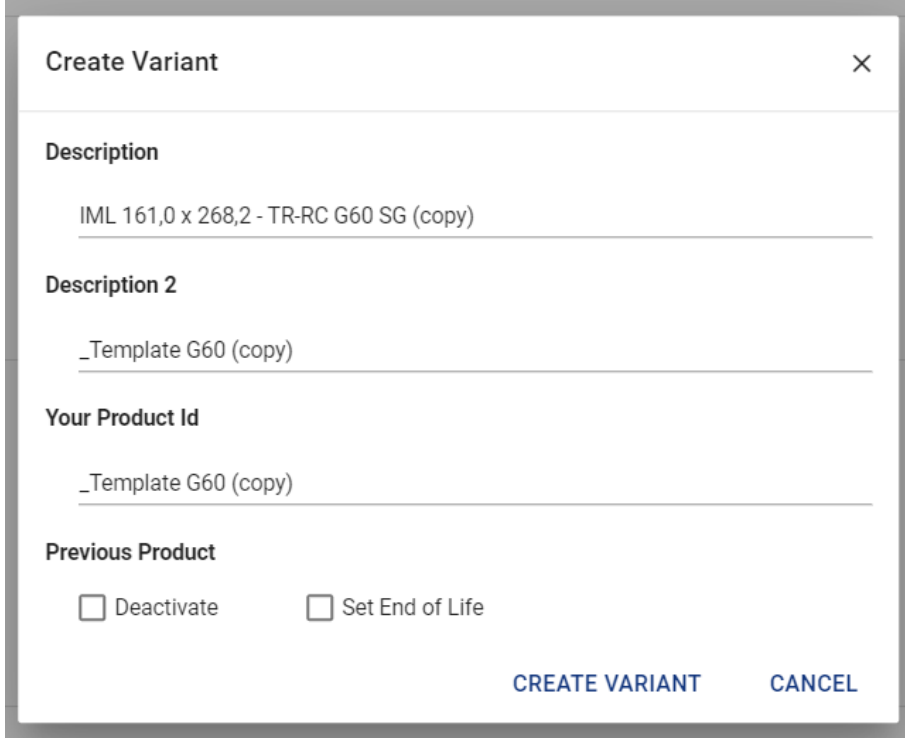
CREATE VARIANT



Image



- Enter (overwrite) the reference of your new product and click on 'create variant':



Create Variant [X]

Description
IML 161,0 x 268,2 - TR-RC G60 SG (copy)

Description 2
_Template G60 (copy)

Your Product Id
_Template G60 (copy)

Previous Product
☐ Deactivate ☐ Set End of Life

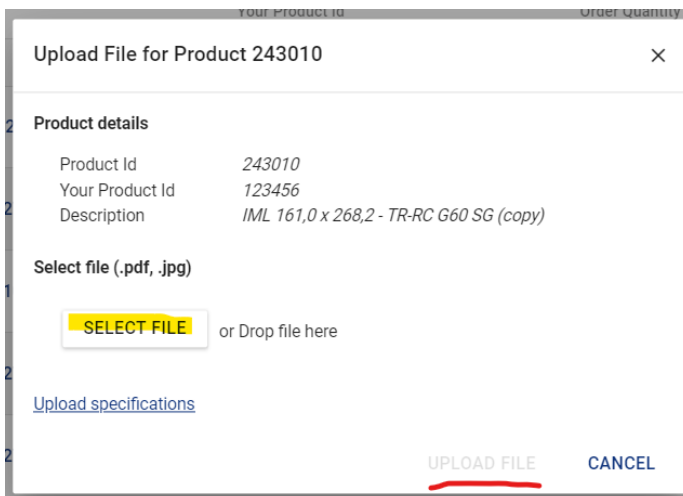
CREATE VARIANT **CANCEL**

- Now your new product is in the list with products, click on the status *Upload your artwork*.

My Products ADD TO SHOPPING CART ✓ 🔄 📄 📁

☐	Product Id ↓	Description	Your Product Id	Order Quantity	To Deliver	In Stock	Status	Winding	Image	Actions
☐	243010	IML 161,0 x 268,2 - TR-RC G60 SG (copy)	123456	0 ex.	0	0	Upload your artwork	5		@ 🔄 📄

- Click the button 'SELECT FILE' to browse on your computer and click 'UPLOAD FILE' next:



Upload File for Product 243010 [X]

Product details

Product Id: 243010
Your Product Id: 123456
Description: IML 161,0 x 268,2 - TR-RC G60 SG (copy)

Select file (.pdf, .jpg)
SELECT FILE or Drop file here

[Upload specifications](#)

UPLOAD FILE **CANCEL**

The status of your product is now changed to 'Artwork received':

☐	Product Id ↓	Description	Your Product Id	Order Quantity	To Deliver	In Stock	Status
☐	243010	IML 161,0 x 268,2 - TR-RC G60 SG (copy)	123456	0 ex.	0	0	Artwork received

In the background, our system automatically checks the file on some critical points according to our artwork specifications:

- Size
- Colors
- Image resolution

1. **PASS:** When the preflight don't detect any issues in the file, the prepress workflow automatically starts.
2. **WARNING:** When the preflight detects a warning, a preflight report will be generated. You can find the preflight report by clicking on the product description and scroll down to 'documents':

Documents

[243010.jpg](#) 

[243010_RAPPORT_Page_01_WARNING_20240214_105557.pdf](#) 

When you accept the warning and want to proceed, you need to approve the product. When you want to upload a corrected artwork, you need to reject the product and upload a new file:

Approve or Reject Softproof for Product 243013

Product details

Product Id 243013
Your Product Id 12345678
Description IML 161,0 x 268,2 - TR-RC G60 SG
Image 

Documents

[243013.jpg](#) 
[243013_RAPPORT_Page_01_WARNING_20240214_114159.pdf](#) 

Rejection comment

Optional comment...

APPROVE SOFTPROOF **REJECT SOFTPROOF** CLOSE

3. **ERROR:** When the preflight detects a critical defect, you can not proceed with the current artwork. You have to fix the issues mentioned in the report and upload a new file.

If you want to generate more new products, you can repeat the above steps.

Order new product(s)

Now your new products are generated and your artwork is uploaded, you can place an order in the system.

1. Enter the quantities per product and add them to the shopping cart:

My Products ADD TO SHOPPING CART							
☐	Product Id ↓	Description	Your Product Id	Order Quantity	To Deliver	In Stock	Status
☐	243011	IML 161,0 x 268,2 - TR-RC G60 SG	Demo W4L TL	10,000 ex.	0	0	Waiting for approval
☐	243010	IML 161,0 x 268,2 - TR-RC G60 SG (copy)	123456	5,000 ex.	0	0	Waiting for approval

2. Go to the shopping cart (by following the shopping cart icon in the right above corner).

If there is no price shown, the price will be confirmed after submitting the order.

Select the tab 'ORDER AND DELIVERY DETAILS' and enter your order ID (PO number), requested delivery date and delivery address.

Shopping Cart + ADD DELIVERY €0.00 *

Delivery 1 | Wednesday, 14 February 2024
VIA SALES OFFICE
De Hoeven 18
Reusel

€0.00 *

PRODUCTS

ORDER AND DELIVERY DETAILS

Order Data

Your Order Id

Comment

Delivery Data

Requested Delivery Date

14/02/2024

Address

VIA SALES OFFICE

Delivery Comment

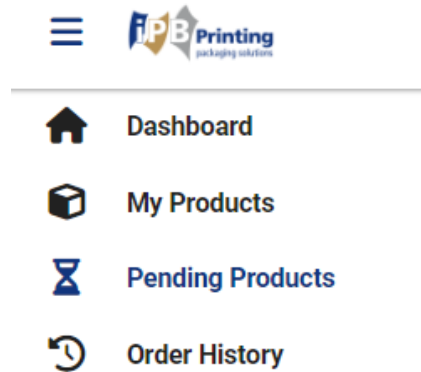
3. Check the box 'I agree with the terms and conditions' and click on the ORDER button to complete the order:

☐ I agree with the [Terms & Conditions](#)

ORDER

After completing the order, you will receive a confirmation e-mail.

You can follow the status of your products and orders in the menu by following 'Pending Products' and 'Order History':



If you have any questions or comments about the Customer Portal, please feel free to contact your iPB Printing contact person. We are happy to serve you!