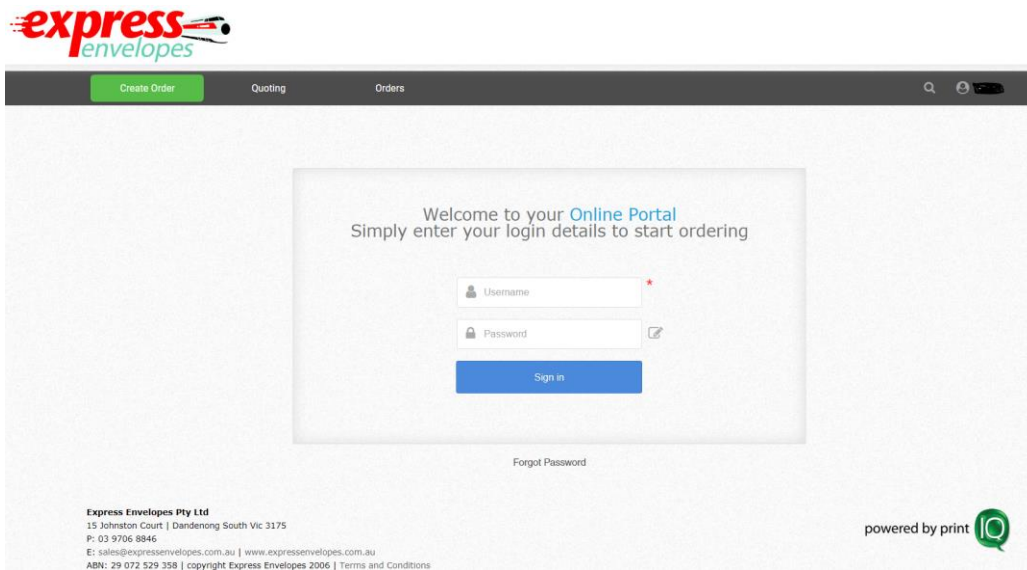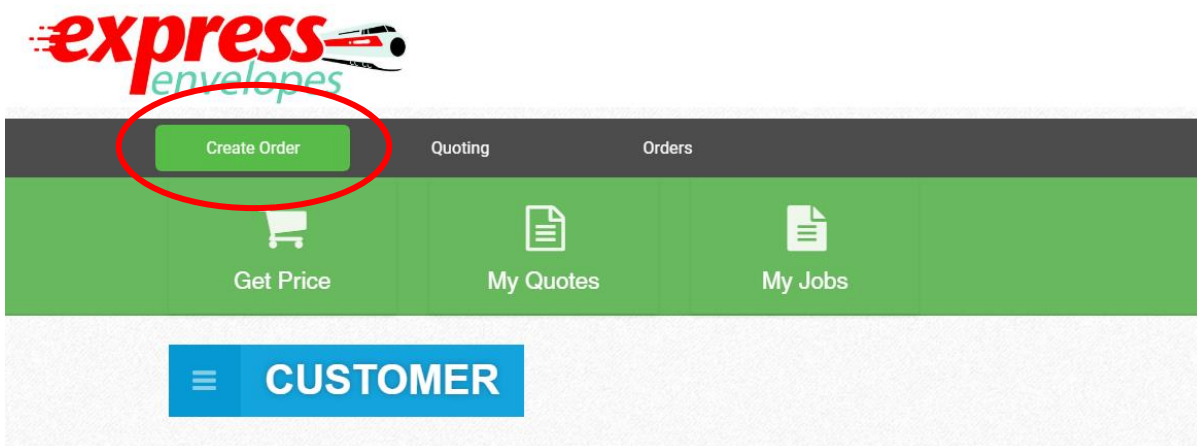# Express Envelopes Online System – How to guide

Please login using your login details supplied by our Customer Service team
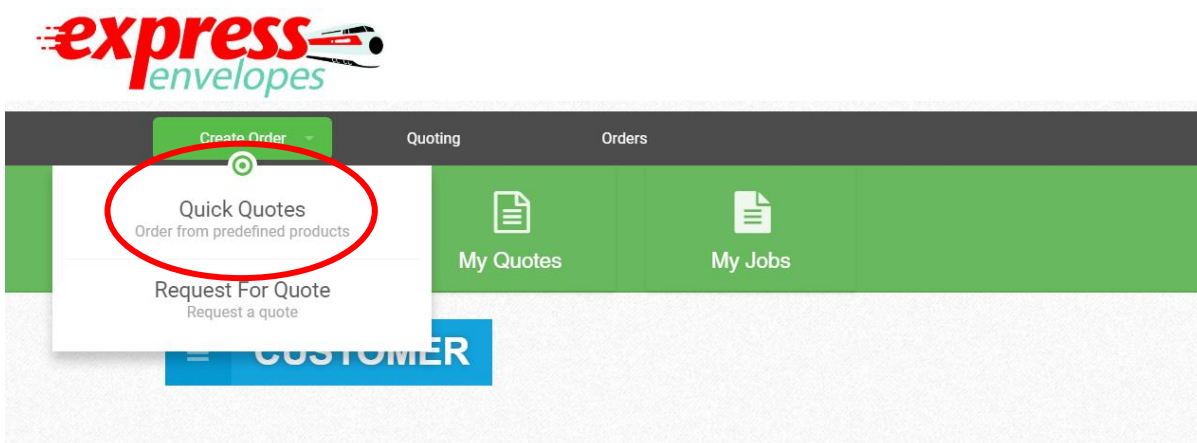

Quoting

Once you have logged in, click the green "Create Order" button to start a new quote

Then, click "Quick Quotes"

From here, please select your product, envelope type then colour and press "Get Price"

Please fill out the title of the job. If printed, please enter what is printed on the envelope eg. Telstra – PO Box 123 or unprinted stock as Plain Stock

Select quantity and if it is not in the drop down box, please scroll to the bottom and select "Other…"

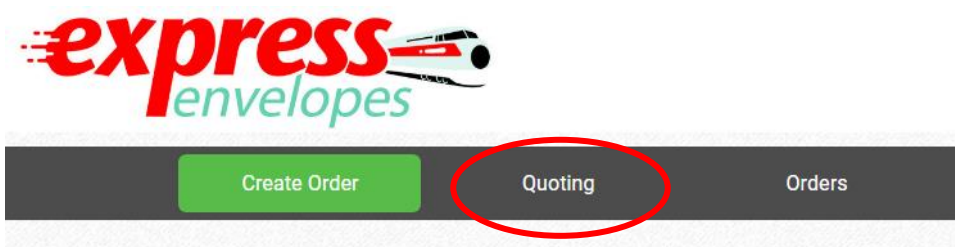*Please remember that if you enter your own quantity that it must be for full boxes eg. C4 boxes are qty 250 so you are unable to receive 210 or 230 etc*

Once you click "Get Price" your price should show.

If you would like to add multiple products on your quote, please press the "+" next to your cart in the top right corner
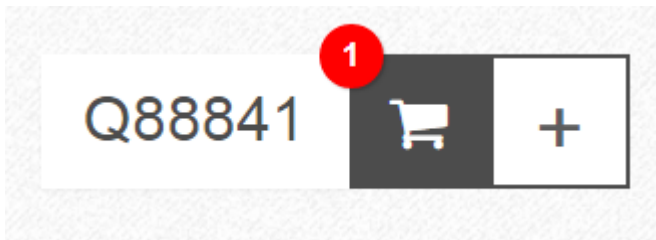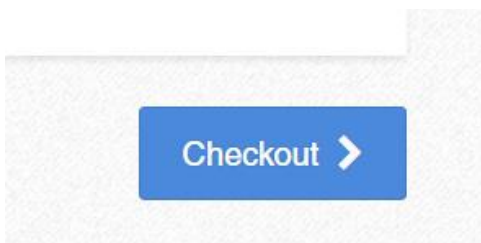

The quotes you have completed will now be in the "Quoting" tab

Accepting a quote

Please note that the start of these instructions are if you are continuing from the step before and you want to accept a quote straight away

Once you are happy with pricing please click the blue "Checkout" button in the bottom right hand corner of the screen
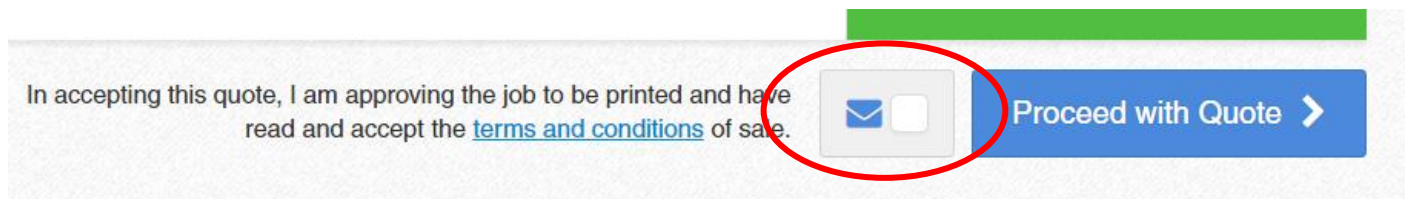

If you are accepting a previous quote you have previously done, please find the quote in the "Quoting" tab and from here the instructions will be the same

Please select the delivery address and contact you would like your job to be sent to. If there are any specific notes you would like to enter for us, please do so here eg. Deliver between 9am-5pm, and codes needed on the delivery docket etc

Please do not touch the delivery type.

Enter your purchase order number. A PO number must be entered in order to proceed.

Once you are happy with your quote/order, please tick the acceptance email button and "Proceed with Quote"

Once you have proceeded, here is where you add artwork and supporting documents like your PO.

If your job is plain stock and you don't have artwork, a pop up box will appear, please write "Plain Stock" in this pop up box

You can now see your job! You may click into it by clicking either the job number at the top in green or the "More Details" button

Your job J96692 has been updated

VIEW
Last 50 Jobs

Q88841

J96692

** test - do not use ** ** 11B - 90mm x 14...
(7000) 11B Plain Face Banker Lick &
Stick
Unprinted

X 500

More Details

SERIES
None

INVOICED
No

DELIVERY TRACKING
Available after dispatch