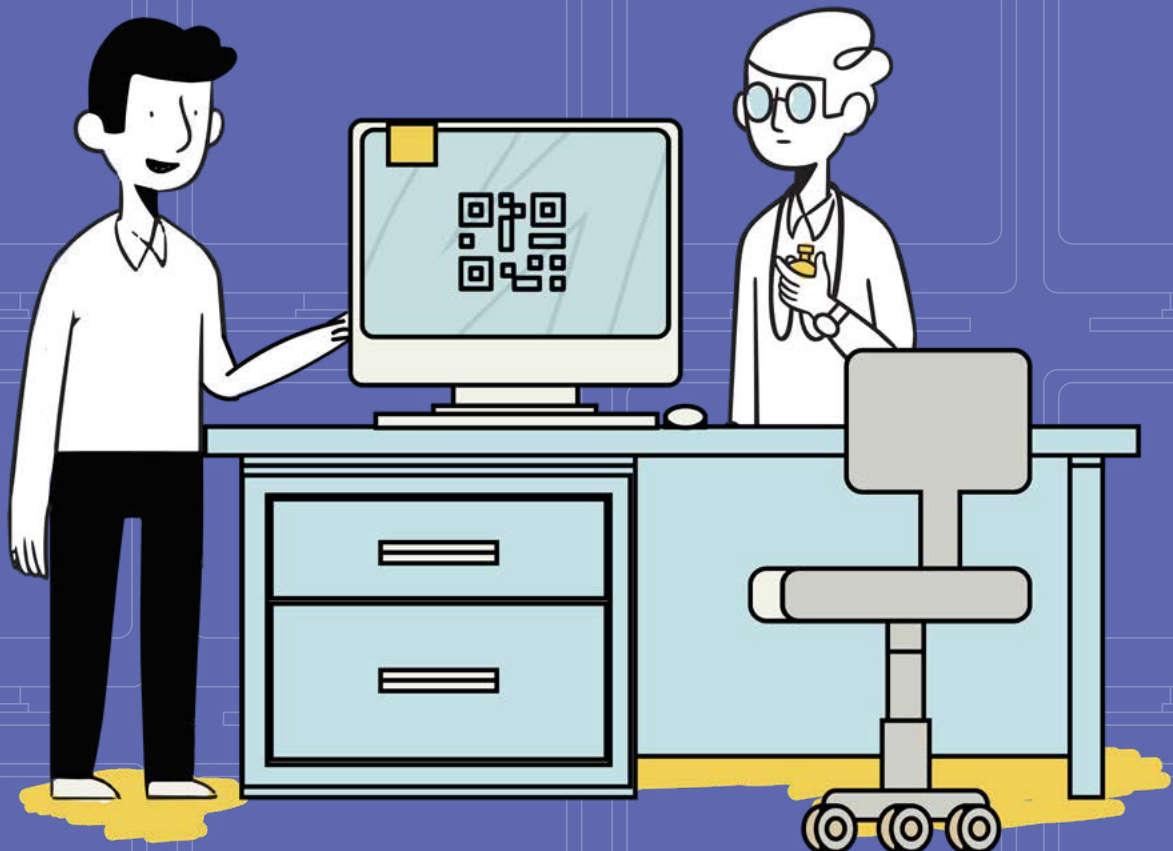


Ball & Doggett

ONLINE STORE

COMPREHENSIVE
USER GUIDE




ONLINE STORE Login & Password


Visit <https://store.ballanddoggett.com.au> to log into the Ball & Doggett Online Store. If you do not have an Online Store login, click the **Sign Up** option.

Welcome To The Ball & Doggett Online Portal. Place An Order 24/7, Access Your Personalised Electronic Price Book, Keep Track Of Deliveries, Statements And More.

ONLINE STORE SIGN IN

If you have been using our old Portal, but this is the first time signing into our new online store, you will need to request a new password.
[Request a new password here](#)

Username 

Password 

☐ Remember me [Forgot Password?](#)

SIGN IN

Don't have an account yet? [Sign Up](#)

TIP

Our new Online Store has been designed to be mobile friendly. Visit: store.ballanddoggett.com.au on your mobile device. Try it out now by scanning the QR code:



[Scan Here](#)
for a mobile-friendly version of our Online Store

TIP

If you have previously been using our old Portal, click the **Request a new password here** option above to username field and enter your email address.

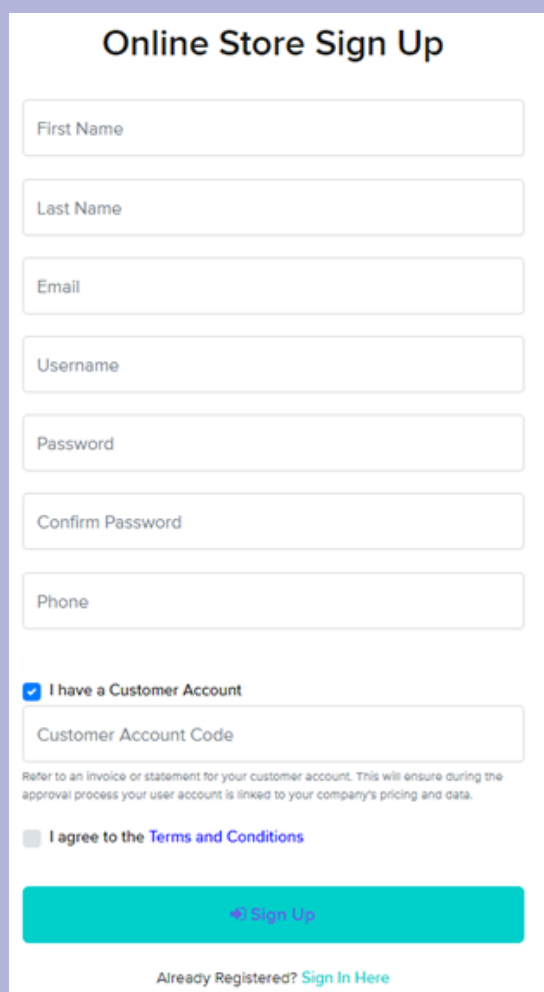
ONLINE STORE The Sign-Up Screen

Customers with an existing Ball & Doggett account.

If you have a customer account with Ball & Doggett, you will need to enter your account number as part of the registration process.

This will ensure any special stock arrangements you have are available for you to use. Once you have completed the registration process an email will be sent to you confirming your account has been activated. This may take up to 24 hours.

Note: If you currently do not have an existing account with Ball & Doggett, we will be adding the ability to process orders with payments to be made by credit card. Please check back shortly.



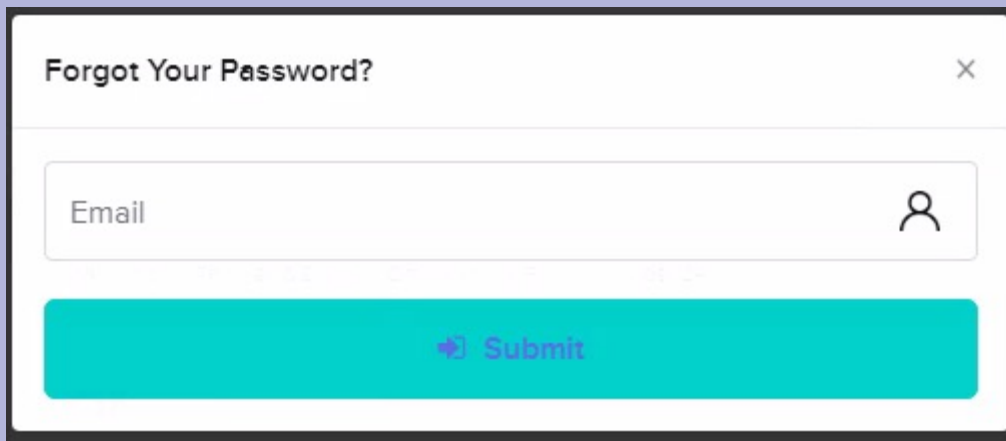
The form is titled "Online Store Sign Up" and contains several input fields: First Name, Last Name, Email, Username, Password, Confirm Password, and Phone. Below these fields is a checkbox labeled "I have a Customer Account" which is checked. Under this checkbox is a field for "Customer Account Code". A small note below this field states: "Refer to an invoice or statement for your customer account. This will ensure during the approval process your user account is linked to your company's pricing and data." Below the note is another checkbox labeled "I agree to the Terms and Conditions". At the bottom of the form is a large teal button with the text "Sign Up" and a right-pointing arrow. Below the button is a link that says "Already Registered? Sign In Here".

Password requirement:

- at least 6 characters in length
- at least 1 upper case character
- at least 1 lower case character
- at least 1 numeric character
- at least 1 non-alphanumeric character

ONLINE STORE **Forgot Password**

If you have forgotten your password, select the **Forgot Password** link to have password reset instructions automatically sent to the email address which is associated to your login name. If you do not receive an email, it could be that the email address does not exist in our database, and you would need to complete the Sign Up option.

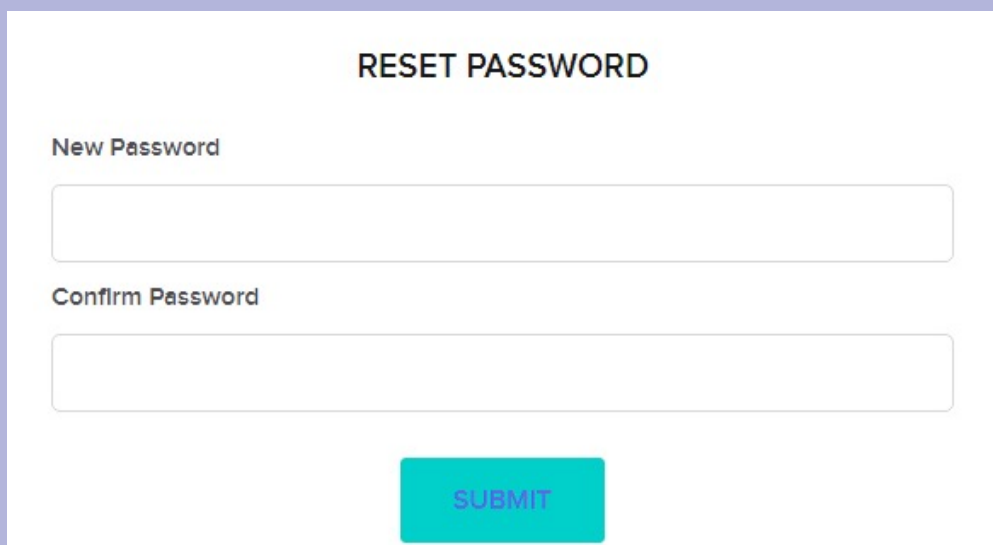
A screenshot of a web form titled "Forgot Your Password?". The form has a white background with a dark border. At the top left is the title "Forgot Your Password?" and at the top right is a close button "X". Below the title is a text input field labeled "Email" with a user icon on the right. Below the input field is a large teal button with a white envelope icon and the text "Submit".

Forgot Your Password?

Email

Submit

In the received email there is a link that will bring the user to the below screen to set a new password

A screenshot of a web form titled "RESET PASSWORD". The form has a white background. At the top center is the title "RESET PASSWORD". Below the title are two text input fields. The first is labeled "New Password" and the second is labeled "Confirm Password". Below the input fields is a large teal button with the text "SUBMIT" in white.

RESET PASSWORD

New Password

Confirm Password

SUBMIT

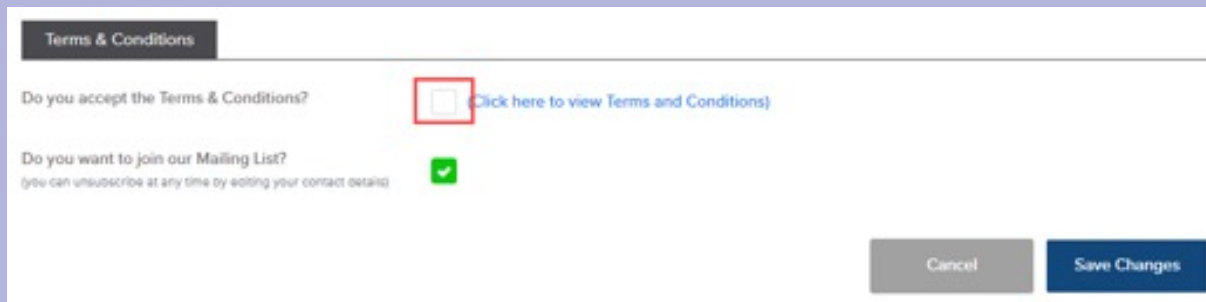
Password requirement:

- at least 6 characters in length
- at least 1 upper case character
- at least 1 lower case character
- at least 1 numeric character
- at least 1 non-alphanumeric character

ONLINE STORE Initial Login

When you first log in you are required to accept the Terms & Conditions. They can be viewed by clicking the **Click Here** option.

If these change over time you will be required to re-accept our Terms & Conditions again. You also have the option to opt in or out of our mailing list. If you do not opt out at this point but would like to do so in the future, you can unsubscribe by editing your contact details



The screenshot shows a form titled "Terms & Conditions" with a dark header bar. Below the header, there are two questions. The first question is "Do you accept the Terms & Conditions?" followed by an unchecked checkbox and a link that says "(Click here to view Terms and Conditions)". The second question is "Do you want to join our Mailing List?" with a subtext "(you can unsubscribe at any time by editing your contact details)" and a checked checkbox. At the bottom right of the form, there are two buttons: "Cancel" and "Save Changes".

Terms & Conditions

Do you accept the Terms & Conditions? ☐ [\(Click here to view Terms and Conditions\)](#)

Do you want to join our Mailing List?
(you can unsubscribe at any time by editing your contact details) ☒

Cancel Save Changes

ONLINE STORE Home Screen

From the **HOME** screen you can:

- Change your password using the link in the footer area of the screen
- View important summary information.

The below notes describe each of the summary panels:

- **What's New** – on occasions we will present specials, promotions, and marketing message in this area. You will be able to click an advert banner to learn more.
- **Debtor Balances** – this information represents your current financial balances and due dates. *This area is security controlled and is viewable by nominated employees only.
- **Download favourites** – this area allows you quick access to downloadable files that normally accessed via the Downloads menu tab.
- **Enquiries sent** – this area displays any recent conversations initiated from the Online Store between you and Ball & Doggett.
- **Pricing Search** – a NEW feature added to our Online Store Home screen that gives you the ability to easily search and find your pricing. When clicked on two filter options will be appear Stock Code and Brand. Simply enter the stock code or product brand name to bring up all product groups that below to that brand. Click on the option required and the Store load to that product page displaying pricing.
- **Announcements** – on occasions important announcements and attachments will be displayed in this area
- **New Order** – a NEW feature added the Online Store to allow you to quickly create a new order
- **Expected Orders** – this area displays all orders that are in process with Ball & Doggett and can be tracked using the following statuses:
 - o **Submitted:** Online order has been submitted to Ball & Doggett
 - o **Picking:** order has been processed and is currently in our warehouse being picked and packed
 - o **En-Route:** order out for delivery.

ONLINE STORE Home Screen

Ball & Doggett

[HOME](#)[I_CONSIGNMENT](#)[ORDERS](#)[PACKAGING](#)[REPORTS](#)[DOWNLOADS](#)[CONTACT DETAILS](#)[DESIGNLINE](#)

LOGOUT

Product Search

WHAT'S NEW

Welcome to the **NEW** Ball & Doggett Online Store

ANNOUNCEMENTS

2022 02 May
Welcome! See What is New.
Click here to view new features that have been added

2022 02 May
How To Guide
Click here to download our How to Guide

View All

EXPECTED ORDERS

New Order

View All

Date	Reference	Status	Action
24-08-2022	ORDER 1	Picking	✔
23-08-2022	ORDER 2	In-Route	✔
25-08-2022	ORDER 3	Submitted	✔

ENQUIRIES SENT

No Sent Enquiries to display.

View Enquiries

DEBTOR ACCOUNT BALANCES

Due Date	Amount Outstanding (\$)
31-08-2022	217.01
30-09-2022	322.74

MY DOCUMENTS

TYPE	IMPORTED	CATEGORY	
	29-08-2022	Price Book Small Format Digital (pdf)	Download
	29-08-2022	Price Book Folio Papers (pdf)	Download
	29-08-2022	Price Book Sign, Display & Digital (pdf)	Download
	29-08-2022	Monthly Statement	Download

Looking for something else?

Order Samples

Contact Ball & Doggett

Privacy Policy

Corporate Information

Terms and Conditions

Internal: 172.30.0.50 External: 13.77.62.90

All prices are in AUD and exclude GST

You are logged in as: Glenn

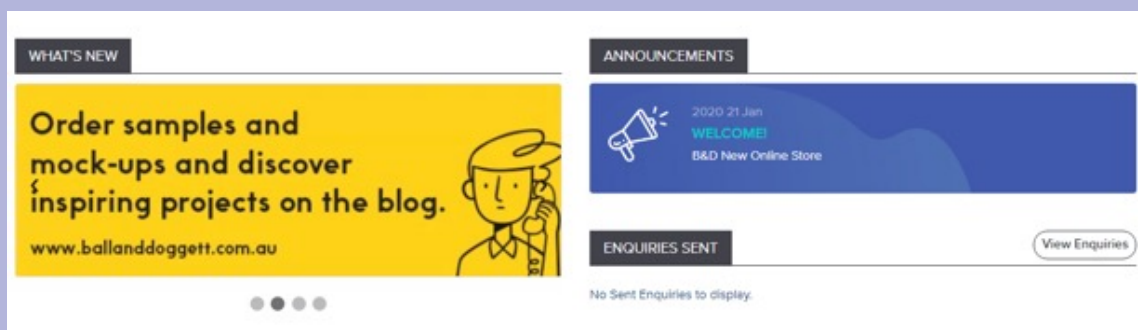
7h 57m 32s | Change Password

v4.0.0 © 2019 Ball & Doggett Limited

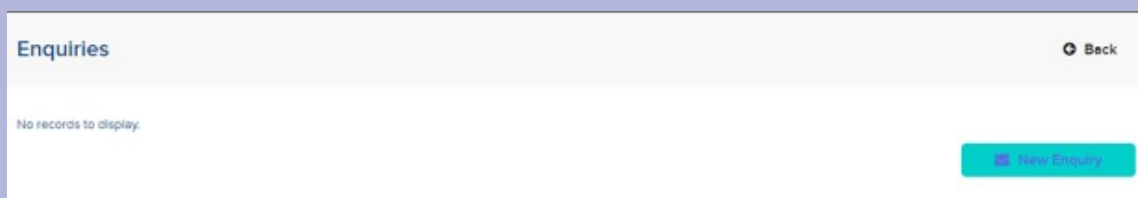
Download Portal Help Manual

ONLINE STORE Enquiries

To view the **ENQUIRIES** screen, select **View Enquiries** from the home screen. From the Enquiries screen it is possible to create new enquiries and view conversation threads of old enquiries



To create a new enquiry, select the **New Enquiry** button.



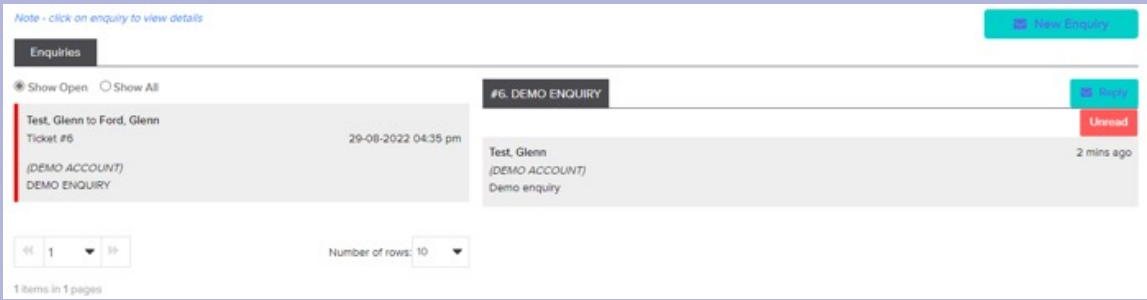
In the field **To** field, select the Customer Service Team you would like to send the enquiry to, or you can start to type the name of your Account Manager to address the enquiry to them. Enter a subject and message. When you select **Send**, your enquiry will be sent to the Customer Service Team or the B&D staff member you have selected.

A screenshot of the 'Send Enquiry' form. The form is titled 'Send Enquiry' in a dark header bar. Below the title, it says 'New Enquiry'. The form has three main sections: 'To' with a dropdown menu showing 'Customer Service NSW - BALL & DOGGETT', 'Subject' with a text input field containing 'DEMO ENQUIRY', and 'Enquiry' with a large text area containing 'DEMO ENQUIRY'. At the bottom right, there are two buttons: 'Close' and 'Send Enquiry'.

ONLINE STORE Enquiries

To view old enquiries, select the enquiry to view from the left-hand side of the screen. On the right-hand side of the screen a conversation thread will appear containing all messages relating to that enquiry as well as the status of your enquiry.

Select **Reply** to add to the conversation thread.



ONLINE STORE Inventory

From the **INVENTORY** screen it is possible to view the current quantity on hand of your Charge & Held and JIT items. **This option will only appear if the account has stock available.*

Ball & Doggett

HOMEINVENTORYL_CONSIGNMENTORDERSPACKAGINGREPORTSDOWNLOADSCONTACT DETAILSDESIGNLINELOGOUT

Customer Stock Arrangement

Back

Company

DEMO ACCOUNT

Branch

DEMO ACCOUNT

HeldJIT

Product Catalogue

Stock Code

Stock Name

Brand

Finish

GSM

Warehouse

Search

Code	Name	Brand	Pack Size	Pallet Qty	On Hand	Unit	Warehouse
106609FLAGGED	SUMO LASER L/G 720 X 1020 100GSM FLAGGED FSC 3:C006800	SUMO LASER	0	8000	32000	SHTS	N/A

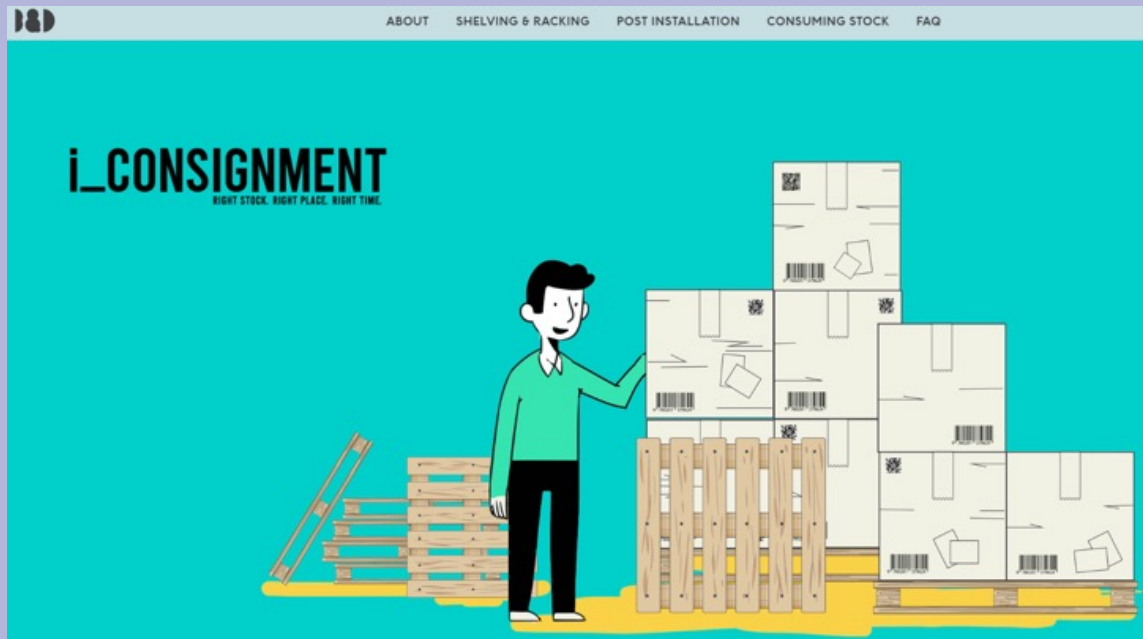
TIP

Look out for search options as these will help you find products you are looking for quickly.

The i_CONSIGNMENT screen is only available to customers who have a consignment arrangement with Ball & Doggett.


This is a great service for account customers who regularly order the same products frequently and helps ensure you always have stock onsite.

For more detail on this screen please refer to the i_CONSIGNMENT instruction manual by clicking [HERE](#).



ONLINE STORE Orders

From **ORDERS** screen it is possible to:

- View the status of your orders
- Create and submit new orders ****new features available****
- Edit or delete an order that has not yet been submitted to Ball & Doggett
- Request an invoice to be emailed to you in a PDF format by clicking the  icon when available
- Ability to search and filter orders but using the **QSearch** function

Ball & Doggett

HOME

L_CONSIGNMENT

ORDERS

PACKAGING

REPORTS

DOWNLOADS

CONTACT DETAILS

DESIGNLINE

LOGOUT

Orders Filter

Back

QSearch

Company






DEMO ACCOUNT

Branch

DEMO ACCOUNT

Orders

Add New Order

Date	Sales Ref	Invoice Ref	Reference	Required By	Status	Value Inc Gst	Invoice	Action
25-08-2022			ORDER 3	25-08-2022	Submitted	2404.66		
24-08-2022	5002852407		ORDER 1	24-08-2022	Picking	199.93		
23-08-2022	5002887966		ORDER 2	02-08-2022	En-Route	916.22		
04-08-2022	5002887969	INV002489417	1234	01-08-2022	Invoiced	1422.09		

ONLINE STORE Orders

By clicking the  icon you can:

- View product details for orders
- **Enquiry:** raise an enquiry about this order and choose to send it to your account manager or customer service team.
- **Invoice:** request a copy of the invoice be emailed to you. This is an automated process, and you will receive the email 2-5 minutes after the request is made.
- **Reorder:** orders that have been invoiced can be quickly reordered by clicking the 'Reorder' button. All items on the order will be added to your cart where you can update the quantity or remove order lines. You will then be directed to the order summary page to complete your order details (order number, delivery address etc).
- **POD:** download a pdf copy of the Proof of Delivery docket

Sales Order

Back

Order Details

Portal Ref

463284

Date Created

22-08-2022

Sales Ref

5002947775

Required By

22-08-2022

Invoice Ref

INV002540958

Created By

Glenn Ford

Reference

TEST

Estimated Delivery

16:00:00

Notes

Order Status

Status

Invoiced

Actions

Enquiry

Invoice

Reorder

POD

Delivery Details

DEMO ACCOUNT

6 Reconciliation Rise

PEMULWUY

NSW

AUSTRALIA

ORDER INFORMATION

Code	Status	Description	Unit	Qty	Qty Per Sales Unit	Price Per Sales Unit (\$)	Sub Total (\$)
107553	Invoiced	SOVEREIGN SILK L/G 320 X 450 150GSM WRAPPED P5C	SHTS	2000	1000	59.31	118.62
150124	Invoiced	SOVEREIGN SILK COVER L/G 320 X 450 350GSM WRAPPED P5C	SHTS	2000	1000	148.71	297.42
SUB TOTAL (\$)							416.04
GST (\$)							73.60
ORDER TOTAL (\$)							489.64

ONLINE STORE Orders

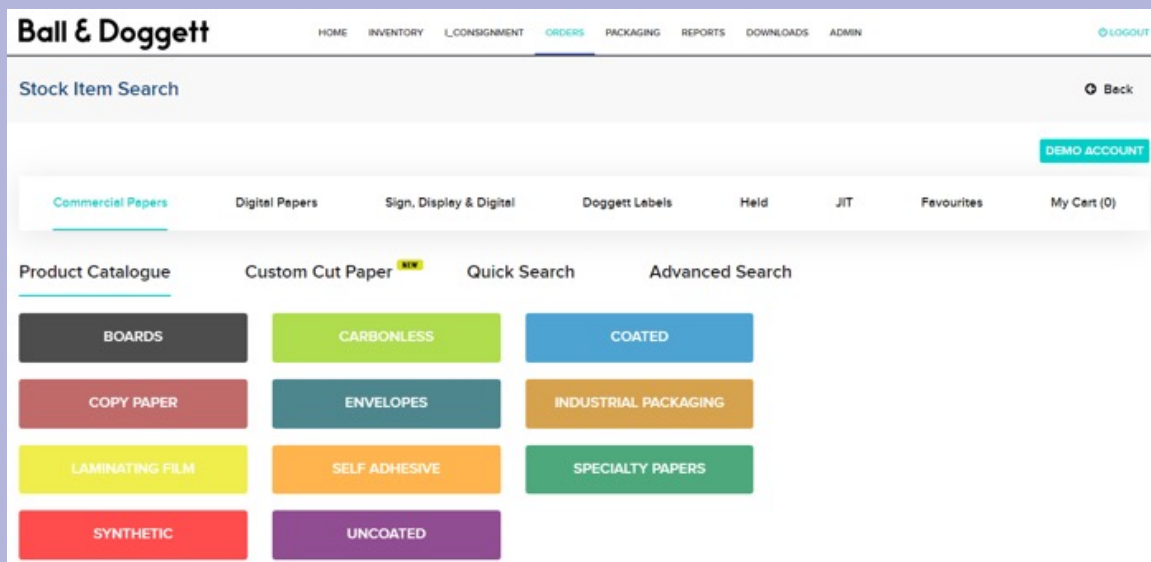
To create a new order, select **ADD NEW ORDER**.

At the next screen there are several methods used to categorize items into useful groups to help you find the product you require

- Commercial: products found in our price book
- Digital: products designed specifically for digital printing
- Sign, Display & Digital: products designed specifically for all your Sign, Display & Digital needs
- Doggett Labels: Our range of Doggett Labels are now available to order online ****NEW****
- Held: products we are storing on your behalf
- JIT: products you have committed to purchase on special terms
- Custom: products not in our price book but available specifically for you
- Favourites: products you commonly use and want quick access to
- My Cart: products you have added to an order


Products found in the Commercial Range, Digital Range, Sign, Display & Digital, Doggett Labels and Favourites are further classified by their range type. For example, 'uncoated'.

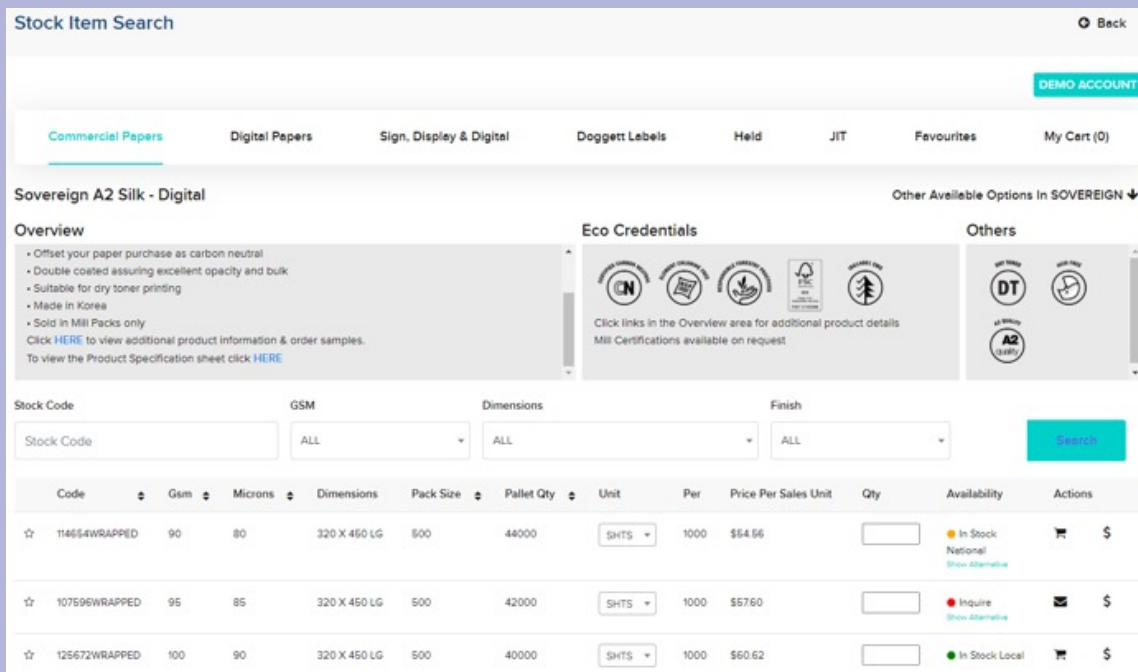
To add items to an order, expand the range type and select the brand you require.




ONLINE STORE Orders

Select the item brand you require.

From this screen select the item you need to order and enter the required quantity in the QTY field and select 



Code	Gsm	Microns	Dimensions	Pack Size	Pallet Qty	Unit	Per	Price Per Sales Unit	Qty	Availability	Actions
☆ 114654WRAPPED	90	80	320 X 450 LG	500	44000	SHTS	1000	\$64.56		In Stock National Show Alternative	\$
☆ 107596WRAPPED	95	85	320 X 450 LG	500	42000	SHTS	1000	\$57.60		Inquire Show Alternative	\$
☆ 125672WRAPPED	100	90	320 X 450 LG	500	40000	SHTS	1000	\$60.62		In Stock Local	\$

Once you have added the required product you can click  **Back** or select a different product division to add more items.

****NEW Features****

-  **Stock Availability**
The ability to see the availability of each item is displayed:
-  **In Stock Local**
Stock is available in your region 's warehouse. Delivery is typically the next business day.
-  **In Stock National**
Stock is available but from a warehouse in another State. Delivery is typically 3 - 4 business days. *Additional freight charges may apply.
-  **Enquire**
Stock is not available but it could be that it has only just arrived and is not on our system, or it is on reserve.

TIP

Search for product items using the item code gsm, dimensions, or finish.

ONLINE STORE Orders

Alternative Stocks

If a product is not available locally, you are now able to view alternative items that are like the product you require.

Simply select the **Show Alternative** option and all alternative items will be displayed.

Commercial Papers **Digital Papers** Sign, Display & Digital Doggett Labels Held JIT Favourites My Cart (0)

Curious Collection Metallics i-Tone Other Available Options In CURIOUS ↓

Overview

- Metallic-effect, glittering paper
- HP Indigo certified
- Laser and Inkjet guaranteed up to 120gsm
- Suitable for dry toner printing
- FSC® Mix Credit
- Ideal for presentation material that requires an unusual printing surface
- Matching envelopes available in Curious Metallics

Eco Credentials

Click links in the Overview area for additional product details
Mill Certifications available on request

Others

DT, FSC, etc.

Stock Code: GSM: ALL Dimensions: ALL Finish: ALL Search

Code	Gsm	Microns	Colour	Dimensions	Pack Size	Pallet Qty	Unit	Per	Price Per Sales Unit	Qty	Availability	Actions
☆ 147488CURIOUS	120	196	ICE GOLD	460 X 320 SG	250	20000	SHTS	1000	\$723.68	<input type="text"/>	Inquire SHOW ALTERNATIVE	\$
CURIOUS												
☆ 143618CURIOUS	120	160	ICE GOLD	700 X 1000 LG	250	5000	SHTS	1000	4342.2	<input type="text"/>	In Stock Local	\$

From the ordering screen it is possible to send a quote request.

Qty	Availability	Actions
<input type="text"/>	In Stock Local	\$

Select the action: \$

In the To field select the Customer Service Team for your State.

Enter your quote details and if you would like the team to quote on alternative items.

Add comments to your quote if required and select **Send Enquiry**.

Send Enquiry ×

Total (excl.) 27.28 (500 SHTS @ 54.56 per 1000.00)

Quote Enquiry

To Customer Service NSW - BALL & DOGGETT

Reference* DEMO QUOTE

Item 114654 - SOVEREIGN SILK L/G 320 X 450 904

Quantity* 50000

Required by* 15-09-2022

Quote alternatives ☐

Comments

Close Send Enquiry

From the ordering screen it is possible to send a message inquiring about any items that are not currently available.

Qty	Availability	Actions
<input type="text"/>	<div><div></div><div>Inquire</div></div>	<div><div></div><div></div></div>

Select the action:

In the **To** field select the Customer Service Team for your State.
Enter your quote details and if you would like the team to quote on alternatives items.
Add comments to your quote if required and select **Send Enquiry**

Send Enquiry

Opps - this item is temporarily unavailable.

We may have stock on reserve, new stock arriving soon, or can cut your requirement to order. Please send us an inquiry and we will be in contact with some options.

To

Customer Service NSW - BALL & DOGGETT

Subject*

Stock availability: code 107596 - SOVEREIGN

Enquiry

Close

Send Enquiry

To view your favourites, select the Favourites menu tab.

To remove favourite items simply click the solid star next to the item.

Commercial Papers

Digital Papers

Sign, Display & Digital

Doggett Labels

Held

JIT

Favourites

My Cart (0)

Shop For Paper

Custom Cut Paper NEW

Brand

ALL

Search

DISPLAY

Code	Name	Pack Size	Pallet Qty	Unit	Price Per Sales Unit	Qty	Availability	Actions
★ 144565	PH-220QM PHOTO MATT 1370MM X 30M ROLL 205GSM	1.00	0.00	EACH	\$294.61		In Stock Local	\$

KING KONG HI-BULK ART

Code	Name	Pack Size	Pallet Qty	Unit	Price Per Sales Unit	Qty	Availability	Actions
★ 145989WRAPPED	KING KONG HI-BULK ART L/G 320 X 450 360GSM WRAPPED	200.00	8000.00	SHTS	\$673.81		In Stock Local	\$

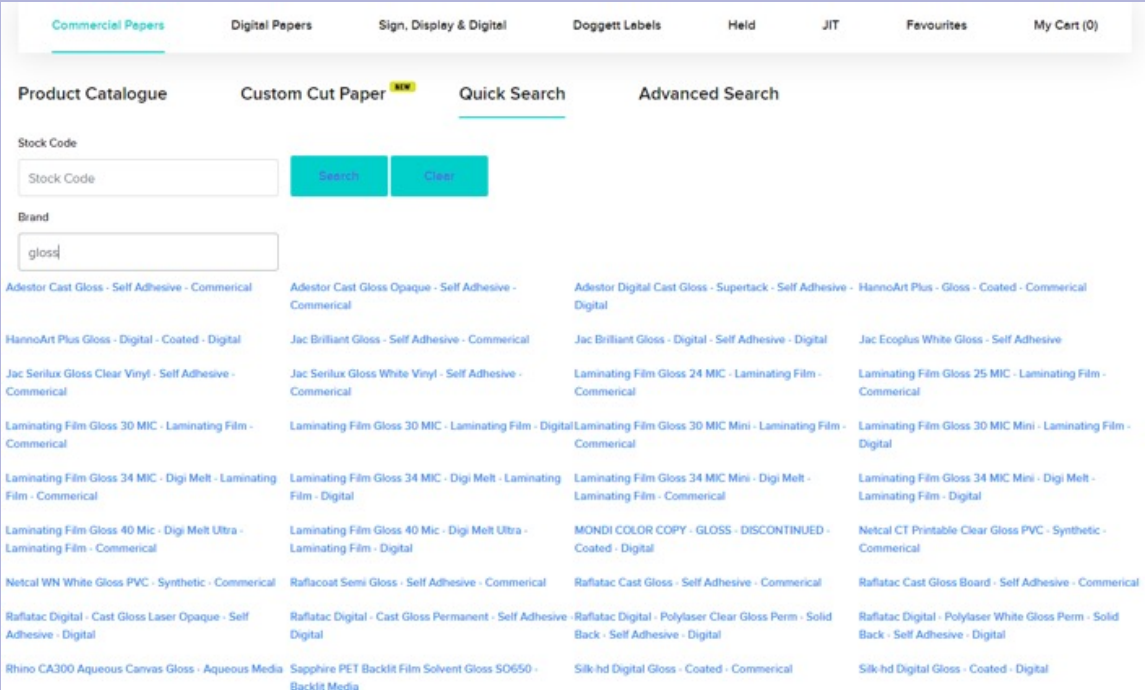
SOVEREIGN

Code	Name	Pack Size	Pallet Qty	Unit	Price Per Sales Unit	Qty	Availability	Actions
★ 114654WRAPPED	SOVEREIGN SILK L/G 320 X 450 90GSM WRAPPED PSC	500.00	44000.00	SHTS	\$54.56		In Stock National Show Alternative	\$

TIP

By selecting the on the order screen you can add an item to your favourites menu tab. When an item is identified as a favourite the star is highlighted.

Select the 'Quick Search' option from the options near the centre of the screen
When you start typing the brand or finish, results are immediately displayed which closest match what you are looking for. The more you type the more refined the search results.



TIP

It is possible to search for products by either their item code or their name.

Select the ‘Advanced Search’ option from the options near the centre of the screen
Tick the attributes you want to find, and list will automatically present those items that match your criteria.

Commercial Papers

Digital Papers

Sign, Display & Digital

Doggett Labels

Held

JIT

Favourites

My Cert (0)

Product Catalogue

Custom Cut Paper NEW

Quick Search

Advanced Search

Category

☐ AQUEOUS MEDIA

☐ BACKLIT MEDIA

☐ BANNER MEDIA

☐ BOARDS

☐ CANVAS/FABRIC

☐ CARBONLESS

☐ COATED

☐ COPY PAPER

☐ ENVELOPES

☐ FLUORESCENT PERMANENT

☐ HARDWARE - FRAMES

☐ INDUSTRIAL PACKAGING

☐ LAMINATING FILM

☐ MAGNETIC MEDIA

☐ PAPER MEDIA

☐ REPOSITIONAL MEDIA

Adestor Cast Gloss

Adestor Digital Vellum - Supertack

Adestor Vellum

Apmil Bleached Bag Kraft

Apmil Kraft Counter Rolls - (MG) Kraft Masking Paper

Apmil Kraft Sheets Machine Finished

Apmil Waxed Kraft Counter Rolls

Avery Dennison MPI 1440 Ultra Clear

Avery Dennison MPI 3709 Perforated

Avery Dennison V-4000 Premium Reflective

Avery DOL 6460 Overlamine

Avery High Performance Poly Calen MPI 2000 Speciality Series

Avery Intermediate Poly Calen Overlam DOL 2980 & 2960 Series

Avery MPI 1105 Cast Vinyl

Adestor Cast Gloss Opaque

Adestor Fluorescent

Adestor Vellum Opaque

Apmil Bleached Kraft Counter Rolls - Machine Glaze

Apmil Kraft Counter Rolls Machine Finished

Apmil Kraft Sheets Machine Finished Digital

Australian Brilliant Cleverbox

Avery Dennison MPI 2509 Perforated

Avery Dennison MPI Dusted Glass Easy Apply Rs

Avery DOL 1000Z Series Overlaminates

Avery DOL Value Film Laminate

Avery High Performance Poly Calen OverLam DOL 2000 Series

Avery Intermediate Polymeric Calendered MPI 2900 Series

AVERY MPI 2002 SERIES

Adestor Digital Cast Gloss - Supertack

Adestor Matt Coated

Advantage Display Board - HIPS - DISCONTINUED

Apmil Brown Bag Kraft

Apmil Kraft Sheets - Machine Glazed

Apmil Unbleached HWS Kraft Reels

Avery Dennison DOL 4300 Anti-Graffiti

Avery Dennison MPI 2529 Perforated

Avery Dennison SF 100 Ultra Clear

Avery DOL 5800 Textured Overlamine (P3)

Avery High Performance Poly Calen MPI 2000 & 2001 Series

Avery Intermediate Poly Calen Overlam DOL 2800 & 2900 Series

AVERY MONOMERIC CALENDERED MPI 3300 SERIES

Avery MPI 2126 Matte Opaque Hi Tack Easy Apply

TIP

It is possible to search for products by their attributes.

ONLINE STORE My Cart Screen

Once you have added all the required products to your order, select the **My Cart** menu tab. At this screen, review your order and make any changes, if necessary, before hitting the **Next** button.

Ball & Doggett

HOMEINVENTORYI_CONSIGNMENTORDERSPACKAGINGREPORTSDOWNLOADSCONTACT DETAILSDESIGNLINE

LOGOUT

Stock Item Search

Back

DEMO ACCOUNT

Commercial PapersDigital PapersSign, Display & DigitalDoggett LabelsHeldJITFavouritesMy Cart (2)

Continue ShoppingDelete Order

ITEM DETAILS

Code	Description	Pack Size	Unit	Qty Per Sales Unit	Price Per Sales Unit	Qty	Sub Total	Actions
118246	SUMO W/F SBW13 (GLOSSY) BLACK BACK BANNER 1370MM X 50M 440GS	1	ROL	1	\$370.43	2	\$740.86	
106712WRAPPED	SILK-hd MATT L/G 320X450 113GSM WRAPPED FSC	500	SHTS	1000	\$100.43	2000	\$200.86	
SUB TOTAL							\$941.72	
GST							\$94.17	
ORDER TOTAL							\$1035.89	

Next

ONLINE STORE My Cart Screen

Enter a job reference or purchase order number of your choosing in the **Reference** field.

Select if you want the order delivered or if you want to pick it up. *Freight costs may apply.

Enter any notes you would like included with the order in the **Notes** field.

Select if you want the order delivered on the same day. An additional charge may apply for this service.

Enter as many valid promo codes as required to receive a discount off your order.

Select a **Deliver To** address from the drop-down tab. When placing your first order via the Online Store you will need to enter your required delivery address.

Tip: Store third party delivery addresses for later use by selecting new from the drop down.

Select the **Continue** button to proceed.

The screenshot displays the 'My Cart' screen in the Ball & Doggett online store. The top navigation bar includes links for HOME, INVENTORY, L, CONSIGNMENT, ORDERS (highlighted), PACKAGING, REPORTS, DOWNLOADS, CONTACT DETAILS, and DESIGNLINE, along with a LOGOUT button. Below the navigation bar is a 'Stock Item Search' section with a 'Back' button. A 'DEMO ACCOUNT' button is visible in the top right. The main content area is divided into two columns. The left column, under the 'ORDER INFORMATION' header, contains the 'ORDER DETAILS' section with fields for Portal Ref (463300), Reference Number (with a placeholder 'Reference Number'), Service Mode (radio buttons for Delivery and Pickup), Special Delivery Instructions (with a placeholder 'Special Delivery Instructions'), Requested Delivery Date (with a note about delivery times), Shipping Charges (0), and a Promo Code field with an 'Apply' button. The right column, under the 'DELIVERY ADDRESS' header, contains a 'Delivery To' dropdown menu (showing 'DEMO MAIN ADDRESS'), Number and Street (TEST ADDRESS 1), Suburb (SYDNEY), State (NSW), Postcode (2145), and Country (AUSTRALIA). A 'Continue' button is located at the bottom right of the screen.

ONLINE STORE My Cart Screen

Select the **Yes** button to confirm and send the order to Ball & Doggett.

Changes cannot be made to the order after it has been submitted. Phone our customer services team immediately if you notice a mistake.

Ball & Doggett

HOMEINVENTORYL,CONSIGNMENTORDERSPACKAGINGREPORTSDOWNLOADSCONTACT DETAILSDESIGNLINE

LOGOUT

Stock Item Search

Back

DEMO ACCOUNT

ORDER CONFIRMATION

Order Details

Portal Ref463300

Date Created30-08-2022

ReferenceDEMO ORDER 1

Required By30-08-2022

Notes

Created ByGlenn Test

Order Status

StatusNew

InvoicePending

Delivery Details

DEMO MAIN ADDRESS
TEST ADDRESS 1
SYDNEY
NSW
AUSTRALIA

ORDER INFORMATION

Code	Description	Qty	Pack Size	Unit	Qty Per Sales Unit	Price Per Sales Unit	Discount	Sub Total
106712WRAPPED	SILK-Hd MATT L/G 320X450 113GSM WRAPPED FSC	2000		SHTS	1000	\$100.43		\$200.86
118246	SUMO W/F SBW13 (GLOSSY) BLACK BACK BANNER 1370MM X 50M 440GS	2		ROLLS	1	\$370.43		\$740.86
SUB TOTAL								\$941.72
GST								\$94.17
ORDER TOTAL								\$1035.89

IF YOU REQUIRE CHANGES TO THIS ORDER AFTER IT HAS BEEN SUBMITTED PLEASE CONTACT OUR CUSTOMER SERVICES TEAM. A SERVICE CHARGE MAY APPLY.

DO YOU WISH TO CONTINUE?

YesNo

ONLINE STORE Orders Screen - Custom Cut Paper

Enter your required width, length, and quantity, then hit tab or enter for our calculator to determine the best cut from a master product and advise the finished price.

You can tweak the grain direction and quantity to ensure the best price outcome. Most products have a minimum pack quantity so your order might be rounded up to suit.

- In Stock Local - stock is available in your region's warehouse. **Cutting and delivery is typically 2-3 business days.**
- In Stock National - stock is available but from a warehouse in another State. Cutting and delivery is typically 5-7 business days.



Select 'Add to Cart' to continue with your order.

COLORPLAN
Overview

- 55 colours in this range
- 3 different weights
- Suitable for both offset, dry toner digital printing, letterpress and embellishments
- Able to be pasted together to produce heavyweights (540gsm & 700gsm)
- Particularly suitable for embossing
- FSC® Mix Credit

Click [HERE](#) to view additional product information & order samples.

Eco Credentials



Click links in the Overview area for additional product details
Mill Certifications available on request

Others

Calculator

Product	COLORPLAN	Cut From	COLORPLAN EBONY BLACK 640 X 970 135GSM
Grammage (gsm)	135	Required Quantity To Cut	FSC 1000
Width(mm)*	<input type="text" value="355"/>	Finished Quantity Adjusted	2000
Length(mm)*	<input type="text" value="400"/>	Gross Weight (Kgs)	38.34
Finished Grain	Long Grain Switch Grain?	Finished Cost per 1,000 Sheets	\$5632.24
Requested Sheet Quantity*	<input type="text" value="2000"/>	Finished Packet Quantity	2000 pack of 1
		Finished Cost per Packet	\$5.63
		Cutting Charge	\$0
		Total Cost	\$11264.48

In Stock Local: 2-3 business days cut & delivery

Add to Favourites

Add to Cart

TIP

Select 'Add to Favourites' to save the cutting requirements to the 'Favourites' tab so you can quickly re-order the same specifications in the future.

ONLINE STORE Orders Screen - Custom Cut Paper

Once your order has been submitted it can be tracked using the following statuses as a guide:

New - order has been started but not yet submitted to Ball & Doggett. Orders of this status can still be edited or deleted.

Submitted - order has been sent to Ball & Doggett but has not yet been processed by the customer services team.

Picking - order has been processed and is currently being picked by the warehouse team.

Enroute - order has been picked and is out for delivery.

Invoiced - order has been dispatched or delivered and the invoice sent.

Closed - the invoice has been paid

Ball & Doggett

HOME

L_CONSIGNMENT

ORDERS

PACKAGING

REPORTS

DOWNLOADS

CONTACT DETAILS

DESIGNLINE

LOGOUT

Orders Filter

Back

QSearch

Company

DEMO ACCOUNT

Branch

DEMO ACCOUNT

Orders

Add New Order

Date	Sales Ref	Invoice Ref	Reference	Required By	Status	Value Inc Gst	Invoice	Action
25-08-2022			ORDER 3	25-08-2022	Submitted	2404.66		
24-08-2022	S002852407		ORDER 1	24-08-2022	Picking	199.93		
23-08-2022	S002887966		ORDER 2	02-08-2022	En-Route	916.22		
04-08-2022	S002887969	INV002489417	1234	01-08-2022	Invoiced	1422.09		

TIP

All orders placed with Ball & Doggett can be tracked using these status updates even if the order was not placed via the Online Store.

ONLINE STORE Orders Screen - Custom Cut Paper

TIP

Click the **QSearch** button in the top right of the screen to filter the information on screen.
Orders can be filtered by:

1. Sales order reference - this is the Ball & Doggett sales order number and usually starts with an 'S'.
2. Invoice reference - this is the Ball & Doggett invoice number and usually starts with an 'I'.
3. Reference - this is your chosen purchase order reference number.
4. Status – filter orders by one of the below statuses:
 - **Submitted:** order sent to Ball & Doggett
 - **Picking:** order is being picked
 - **Enroute:** order is out for delivery
 - **Invoice:** order has been invoiced
 - **Closed:** order has been paid for
5. Date range – search for orders using our predefined date ranges or create a custom range.

Orders Filter

Back QSearch

Company

DEMO ACCOUNT

Branch

DEMO ACCOUNT

Sales Order Reference

Sales Order Reference

Invoice Reference

Invoice Reference

Reference

Reference

Status

All In-Progress

Date Range

August 29, 2022 - August 29, 2022

Search

Clear

Orders

Add New Order

Date	Sales Ref	Invoice Ref	Reference	Required By	Status	Value Inc Gst	Invoice	Action
25-08-2022			ORDER 3	25-08-2022	Submitted	2404.66		
24-08-2022	S002852407		ORDER 1	24-08-2022	Picking	199.93		
23-08-2022	S002887966		ORDER 2	02-08-2022	En-Route	916.22		

ONLINE STORE Packaging Screen

The **PACKAGING** screen and converting calculator is only available to customers who have a pre-arranged agreement with Ball & Doggett's Packaging Division.

Using the converting calculator provides you the ability to accurately determine the price of a converting job and whether there is stock available to fulfil the requirement.

1. Select a product from the Product drop down. Only items you have a pre-arranged price agreement for will be available to select
2. Enter the specifications of the job (width, length, quantity sheets)
3. Review the cost per thousand and tonne rate prices. Note the availability of stock is indicated by the following:
 - Green banner: stock available
 - Orange banner: limited stock available
 - Red banner: no stock available
4. When all details have been completed the sheeting requirement can either be sent to Ball & Doggett as an enquiry or as an order. A Ball & Doggett representative will respond to any enquiries.

Ball & Doggett HOME INVENTORY L_CONSIGNMENT ORDERS **PACKAGING** REPORTS DOWNLOADS CONTACT DETAILS DESIGNLINE LOGOUT

Company Details

Company: DEMO ACCOUNT Branch: DEMO ACCOUNT

Packaging Calculator

Product*	Everest 296gsm/406ums	Comments	
Grammage (gsm)	296 gsm	PO Number	
Width(mm)*	690	Required By	DD-MM-YYYY
Length(mm)*	1000		
Grain	Long Grain		
Ex Reel Width(mm)	1030 mm		
Quantity Sheets*	10000		
Gross Weight (Kgs)	3048.800 kgs		
Cost per 1,000 sheet	\$609.76		
Cost per tonne	\$2,000.00		

Stock available

[Send Order](#) [Send Enquiry](#)

ONLINE STORE Reports Screen

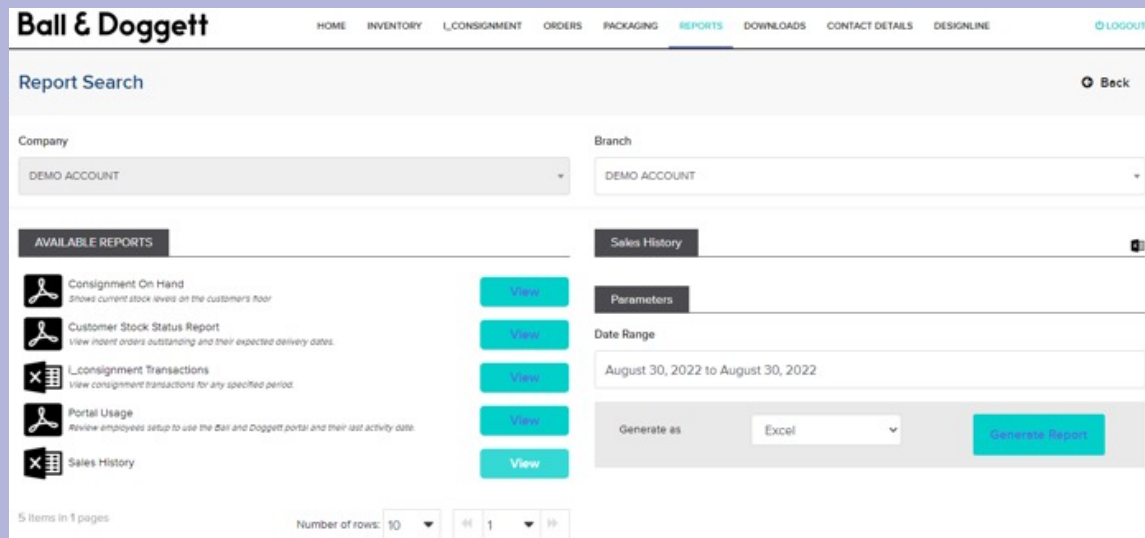
From the **REPORTS** screen you can view and print a variety of reports to assist in your daily business making decisions.

The information in these reports is sourced directly from Ball & Doggett's own management system meaning the data is current at the precise moment you run the report. Depending on the report it may take a few moments for the report to be generated.

Some of the reports can be viewed in Excel meaning you are free to analyse or manipulate the data as you require.

Examples of reports available are:

- Stock Status Report
- Consignment On Hand
- Purchase History Report



The screenshot shows the 'Ball & Doggett' Reports screen. At the top is a navigation bar with links: HOME, INVENTORY, L_CONSIGNMENT, ORDERS, PACKAGING, **REPORTS**, DOWNLOADS, CONTACT DETAILS, and DESIGNLINE. A 'LOGOUT' link is on the far right. Below the navigation bar is a 'Report Search' section with a 'Beck' button. The main area is divided into two columns. The left column, titled 'AVAILABLE REPORTS', lists five reports: 'Consignment On Hand' (with a description: 'Shows current stock levels on the customer's floor'), 'Customer Stock Status Report' (with a description: 'View indent orders outstanding and their expected delivery dates'), 'L_Consignement Transactions' (with a description: 'View consignment transactions for any specified period'), 'Portal Usage' (with a description: 'Review employees setup to use the Ball and Doggett portal and their last activity date'), and 'Sales History'. Each report has a 'View' button. The right column, titled 'Sales History', has a 'Parameters' section with a 'Date Range' dropdown set to 'August 30, 2022 to August 30, 2022'. Below this is a 'Generate as' dropdown set to 'Excel' and a 'Generate Report' button. At the bottom left, it says '5 items in 1 pages'. At the bottom right, there is a 'Number of rows' dropdown set to '10' and a pagination control showing '1'.

ONLINE STORE Downloads Screen

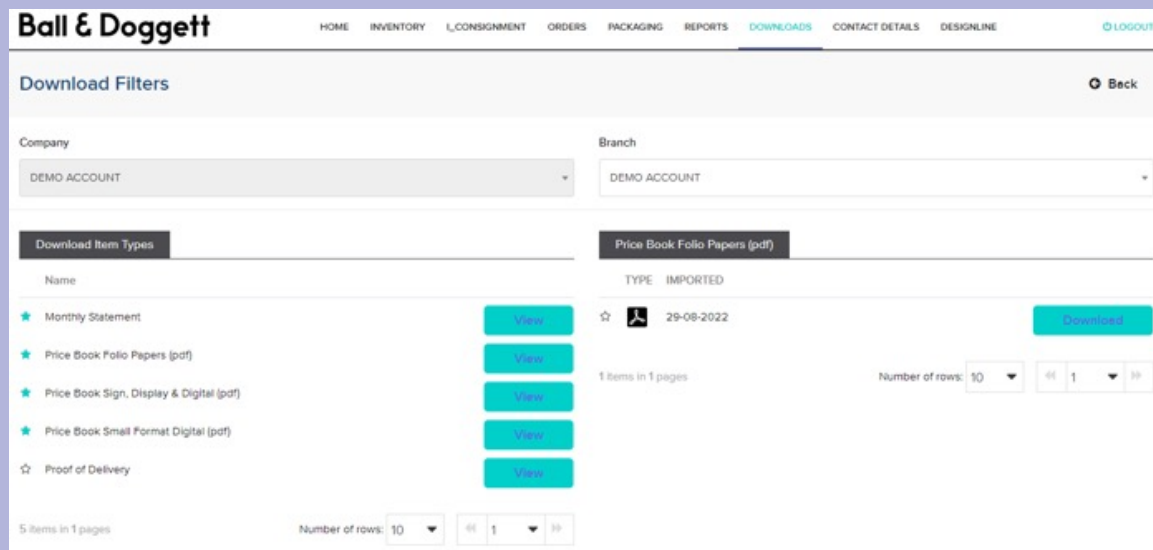
From the **DOWNLOADS** screen you can view many useful documents relevant to your Ball & Doggett account.

To view the different document types available, change the active selection in the Download Item Types panel on the right.

On the left you will see a list of files or documents available to you to view which correspond to the download type.

Some examples of files and documents you can download:

1. **Monthly Statement:** on the first of each month your statement is available to view as well as previous statements
2. **Customer Price List:** your most recent and active preferential pricing is available to view and download
3. **Proof of Deliveries:** another area that you can download your recent POD documents.



TIP

Click the star ☆ to add a download type or file to your Downloads Favourites panel on the home screen.

Making a download type (right hand panel) a favourite will present the newest file or document in your Download Favourites panel.

Making a file or document (left hand panel) a favourite will present just that item in your Download Favourites panel.

To remove a favourite download simply click the gold the star.

ONLINE STORE Contact Details Screen

From the **User Details** screen you can update details about yourself or your company.

****Note that this may not translate to other parts of our system so ideally advise your rep as well.**

Ball & Doggett HOME INVENTORY L_CONSIGNMENT ORDERS PACKAGING REPORTS DOWNLOADS **CONTACT DETAILS** DESIGNLINE [LOGOUT](#)

Contact Details [Back](#)

[User Details](#) [View Delivery Addresses](#)

[Edit User Details](#)

Username
gfordmbekent

First name* Glenn Last name Test

Contact Details

Physical Address

Number and street Suburb City

Post Code AUSTRALIA

Contact Number Email Address* [Change Email Address](#)

Phone Number Ext. test.email@test.com.au

Acceptance & Communication

☐ Invoice by Email ☐ Statements by Email

☒ Marketing & Electronic Communication ☒ T's & C's Acceptance

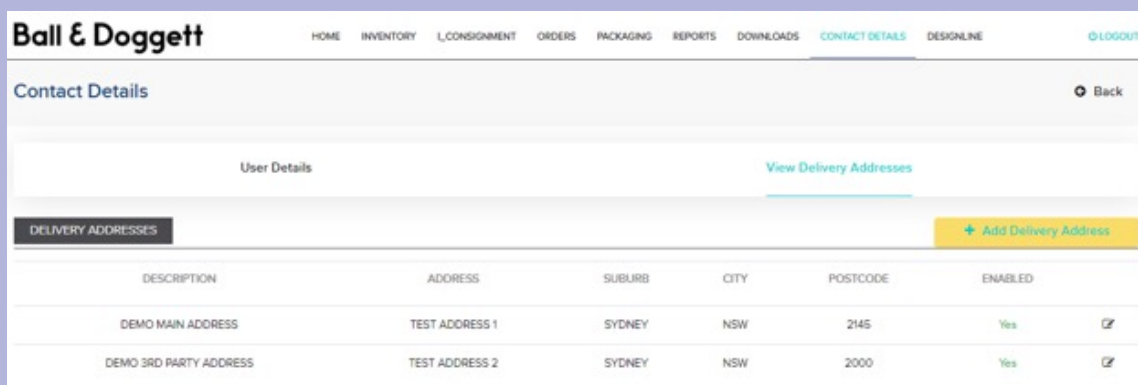
[Cancel](#) [Save Changes](#)



ONLINE STORE Contact Details Screen

From the **View Delivery Addresses** screen, you can manage the delivery addresses associated to your online account.

It is possible to setup and edit multiple delivery addresses allowing for quick selection when you are placing orders.

1. Select **'Add Delivery Address'**
2. Enter an address description that will make it easy for you to identify when placing orders
3. Complete all the required address details and save the changes.



DESCRIPTION	ADDRESS	SUBURB	CITY	POSTCODE	ENABLED	
DEMO MAIN ADDRESS	TEST ADDRESS 1	SYDNEY	NSW	2145	Yes	
DEMO 3RD PARTY ADDRESS	TEST ADDRESS 2	SYDNEY	NSW	2000	Yes	

TIP

When completing an order while in the My Cart menu tab you can select delivery addresses which you setup using the above method from the **'Deliver To'** drop down field. It is also possible to add new addresses from the drop down.