# GREATER**LONDON**AUTHORITY

# GLA Stationery and Invitation Ordering System User Guide

#### Introduction

Welcome to the User Guide for the GLA Stationery and invitation online print ordering system.

This system can be accessed via the following link:- www.coreprint.net/buyer

Your username and password are supplied by anthonyr@pureprint.com Please note that the login process is case sensitive.

When you have your username and password, type them in to the respective fields and then click **LOGIN** to enter the online system.

If you need any help during the process of creating and ordering your stationery, please contact Anthony Rowell - anthonyr@pureprint.com

#### Overview

Every page in the system shows the top navigation bar, which consists of:

Home	Always returns you to the Home Page (see Section 3)				
My Orders	View all the orders you have placed				
Tools	Allows you to change your password and personal details				
Reports	Depending on your permissions this will allow you to view all orders, or just orders placed by you				
Logout	To leave the system and return to the login page				
Basket	This shows how many items you currently have in your basket. You can click on basket icon to be taken to the basket page				

the

The toolbar also shows which page you are currently on.

## The home page

From the home page you can navigate through the categories to view and order products.

Standard GLA business cards and invitations for events at City Hall are under the 'GLA Staff' category.



Figure 1

## Creating a new document

To create a personalised item, select 'Order' for the correct product (fig 2) and then 'New' (fig 3).



Figure 2

The system gives you a blank template which you can complete by adding details into the fields on the right hand side of the page.

**Red fields** are mandatory and must be completed before you can save and order your document.

When you have finished filling in the details click '**Update'** to see a proof of your document on screen. Or generate a PDF proof by clicking on the '**PDF'** icon. PDF proofs can be saved to your pc for printing or emailing if required.

When you're happy with the proof, click **'Save'** and give your document a document title (so you can easily find it from a list of documents when you need to edit or order it).



HOME HY ORDERS TOOLS REPORTS	LOCOUT BAS	een a
GREATER LONDON AUTHORITY	PureprintGr	oup
Standard Business Card: Create		
		Ottose
GREATER LONDON AUTHORITY	Please make over that you have end enformation required on poles 2. You should priv writer business cards this template if your resert, and the has been approved to the Nevye's of this been approved to the Nevye's of advances approved to the Nevye's of advances approved to the Nevye's of advances approved to the Nevye's of document, emply dick on the Nevye's edge a document this, an you and document approved to the clock them to the ordering process.	real the cusing nullation, fice con, ditte the source
Press Office CALL(0007485 4000 www.landos.gov.sk	Edit Control Control	-
	<table-cell> Pepe 1 • of 2 🏟 Full Name Title</table-cell>	
	Tel 020 7983 4300	
	Fax 020 7983 4YYY	
	Email @london.gov.uk	
	Paper	
	Home	
	Press Office (24 620 7983 4070	
	Address Choose	-

Figure 4

If you wish to create multiple documents at the same time, you can edit the document you are working on and click '**Save As**' to save an additional document with a different name.

Click 'Close' when you have finished to return to the New/Find screen (Fig 3).

Please be aware you are responsible for the information you enter, and for checking the proofs. The items will be printed exactly as they appear on your screen at the 'order' stage.

## **Editing previously created documents**

To amend a document already saved on the system, navigate to the New/Find screen (Fig 5), and click the action '**Edit**' on the same line as the document title.

This will take you to the document template page, which will display a proof of the document and allow you to edit the information on it.

## **Ordering documents**

To order a single document, from the New/Find screen click on the action '**Order**' on same line as the document title (Figure 5)

Contraction in the local division in the loc					
Menter Course	How Shandard Guidence Faed 🗭				Actions
inem create	New Schilderin Scienciss Card				Order O Edit O Delete
Find Comp	Contene				
				6	Order O Edit Delete
Select all		Page 1, search	h resulte 1 hi	E 1/ A	0
Details	Author	Created	Hoddlied	Actions	Order Edit Delete
Bob Turbot	Harlaine Raeve	05/05/09	05/05/09	O Order O Edt O Delate	Bouter Bestin Boulet
Carslee	Hartanne Raeve	26/06/09	28/05/09	O Order O Edt. O De	CE DETAP SE EAR INF DATAFA
Exemple .	Twith Support	29/04/09	29/04/09	O Griter O Lat. 9	$\sim$ $<$
3 Haivin Bell	Anthony Rowell	11/06/09	11/04/09	O Coster O P	
Harlanne 2	Hariante Reeve	10/05/09	12/05/09	O Quiter ant O Dalata	
Harlanne Renve	lutineza cerd Harranne Raeve	05/05/09	05/05/09	O Droter, O Ent. O Daleta	

#### Figure 5

To order multiple documents check the boxes to the left of your document lines, then click on the '**Order**' button above the documents (Figure 6)



When you have selected your documents for order you will be taken to the order screen (fig 7) where you can view a final proof of the document and select an order quantity.

When you have checked the proof and specified the quantity required, click on 'Add to Basket'.

Please Note: Your document will be printed exactly as it appears on screen.

HE HY ORDERS TOOLS REPORTS LOCOVE BAD		
ATERLONDONAUTHORITY PureprintGr	roup	
randard Business Card: Order		
(A00.10	ID BAS	
GREATERLONDONAUTHORITY Quantity: 50 -		
Marianne Reeve GLA_BCOOT : Standard Business Ca Deign & Publications Manager Science S	GLA_BC001: Standard Business Card Description: 50 0 432 / 100 0 435 / 210 0 444 / 500 0 470 / Delivery is usably averlag description order. If your order is more urgert please cortact Antony via email arthory/depurchase.cortact antony	
Let Coo 1963 4019 Load macross new-difficult or pairs 4   Taxal macross new-difficult or pairs 4 Prices   Press Office (24 kg) 020 7963 4070 Quarmity   Coj Holl, The Quert's Walk, London 523 244, www.lendon.gov.idt 50 - 99   105 - 249 40.58	# 04 58	

Figure 7

### **Basket and checkout**

The Basket page lists all products to be ordered, the quantity and the total cost. It also gives you the opportunity to remove items from your basket if required.

To add more products to your basket click 'Continue Shopping', otherwise to complete your order 'Proceed to Checkout'.

Please note that you must raise a purchase order for Pureprint Group before you can complete the checkout process.

SREATERLON	Pureprint Group				
Basket		6	CONTINUE SUCCES		
Prodect Standard Business Card	Details Marianne 2	Quantity 50	Cost Centre	Cast (12.00 452.00	Olistan

#### Figure 8

From the Checkout page (fig 9), enter your PO number and delivery details. If your delivery or invoice address is missing, you can enter a new address by clicking on '**New Address'**.

You may also add additional comments to the order.

When all elements are complete click '**Checkout**'. Your order is then completed and you will see an order summary and receive an email confirming your order.

HOME MY ORDERS TO	OLS REPORTS	LOGOUT BASKET 🖰 1		
GREATER LON	DONAUTHOR	ITY	Pureprint Group	
Order Details				
OBACK			CCHECKOUT	
Purchase Order Number	000000001		This is default text - please ede, <u>Ede</u>	
Delivery Name	Anthony Rowell			
Contact Telephone	07912 477953			
Delivery Address	City Hall, London 🔹			
	City Hall, The Queen's Walk, London SEI 2AA United Kingdom			
Invoice Address	City Hall, London 🔹			
	City Hall, The Queen's Walk, London SE1 2AA United Kingdom			
Comments	Just wanted to say thanks for the great service:-)	*		

Figure 9