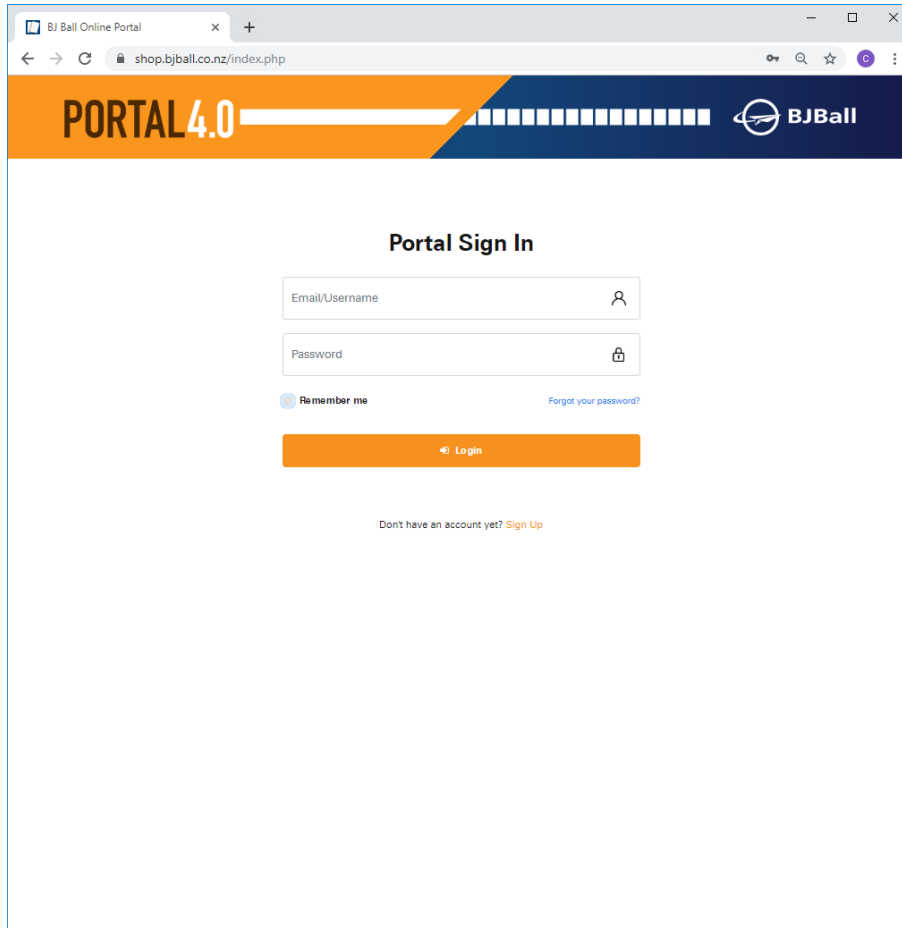


THE LOGIN SCREEN



The screenshot shows a web browser window with the address bar displaying 'shop.bjball.co.nz/index.php'. The page header features the 'PORTAL 4.0' logo on the left and the 'BJBall' logo on the right. The main content area is titled 'Portal Sign In' and contains a login form. The form has two input fields: 'Email/Username' with a user icon and 'Password' with a lock icon. Below these fields are a 'Remember me' checkbox and a 'Forgot your password?' link. A large orange 'Login' button is positioned below the form. At the bottom of the form area, there is a link that says 'Don't have an account yet? Sign Up'.

Visit <https://shop.bjball.co.nz/> to log into the BJ Ball Online Portal.

If you do not have a username click on the 'Sign Up' link.

If you have forgotten your password select the 'Forgot your password' link to have password reset instructions automatically sent to your account's email address.

THE SIGN UP SCREEN

BJBall Online Portal

shop.bjball.co.nz/register.php

PORTAL 4.0

BJBall

Online Portal Sign Up

First Name

Last Name

Email

Username

Password

Confirm Password

Phone

☐ I am a Cash Sale

☒ I have a Customer Account

Customer Account

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.

☐ I agree to the [Terms and Conditions](#)

Sign Up

Already Registered? [Sign In Here](#)

There are 2 options for signing in:

Option 1 - Customers with an existing BJ Ball account

If you have a customer account with BJ Ball 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. Ask your rep if you are unsure.

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.

Option 2 – New customers who do not have an account with BJ Ball before

If you do not have an account with BJ Ball don't worry, you can still register as a CASH SALE and order our products. As soon as you have completed the registration process you are good to go.

THE HOME MENU

What's New

hot off the press **issue 14** out now!

Announcements

2019 BJBall 2018 Christmas Card Photo Competition WINNERS

Debtor Account Balances

Due Date	Amount Outstanding
30-09-2019	15714.28
31-10-2019	15092.64

My Documents

TYPE	IMPORTED	CATEGORY	
Customer Price List	05-09-2019	Download	
Monthly Statement	04-09-2019	Download	

Expected Orders

New Order View All

Date	Reference	Status	Action
16-07-2019		En-Route	✓
16-07-2019		En-Route	✓
17-07-2019		En-Route	✓
18-07-2019		En-Route	✓
18-07-2019		En-Route	✓

Enquiries Sent

View Enquiries

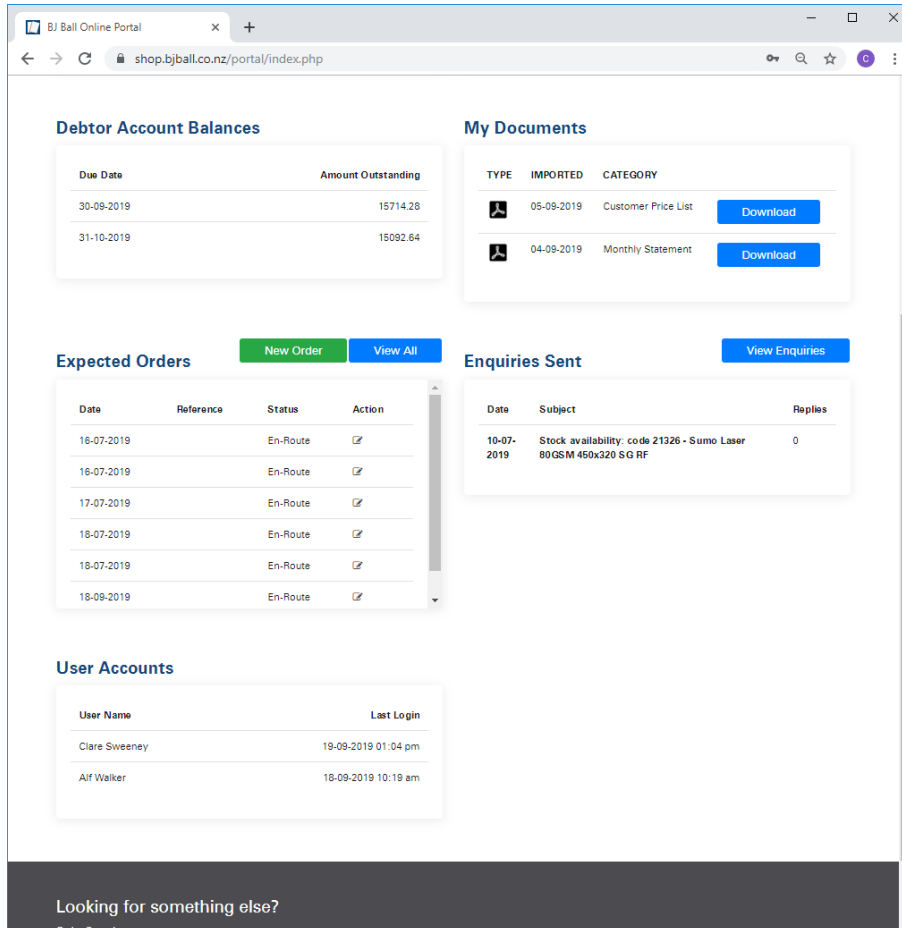
Date	Subject	Replies
10-07-2019	Stock availability: code 21326 - Sumo Laser 80 GSM 450x320 S G RF	0

The **HOME** menu screen displays important summary information.

The below notes describe each summary panel:

- 1. What's new** – on occasion we will present specials, promotions and marketing messages in this area. You will be able to click an advert banner to learn more.
- 2. Announcements** – on occasion important announcements and attachments will be presented in this area.
- 3. Debtor balances** – this information represents your current balances and due dates. This area is security controlled and is viewable by nominated users only.
- 4. My Documents** – this area allows you quick access to downloadable files normally accessed via the Downloads menu tab.

THE HOME MENU



The screenshot shows the BJ Ball Online Portal interface. The browser address bar displays 'shop.bjball.co.nz/portal/index.php'. The main content area is divided into several sections:

- Debtor Account Balances:** A table showing due dates and amounts outstanding.
- My Documents:** A table listing documents with download buttons.
- Expected Orders:** A table showing order dates, references, and statuses, with 'En-Route' as the primary status. It includes 'New Order' and 'View All' buttons.
- Enquiries Sent:** A table showing enquiry dates, subjects, and reply counts, with a 'View Enquiries' button.
- User Accounts:** A table showing user names and their last login times.

At the bottom, there is a search bar with the text 'Looking for something else?' and a link to 'Order Samples'.

Due Date	Amount Outstanding
30-09-2019	15714.28
31-10-2019	15092.64

TYPE	IMPORTED	CATEGORY	
📄	05-09-2019	Customer Price List	Download
📄	04-09-2019	Monthly Statement	Download

Date	Reference	Status	Action
16-07-2019		En-Route	🔍
16-07-2019		En-Route	🔍
17-07-2019		En-Route	🔍
18-07-2019		En-Route	🔍
18-07-2019		En-Route	🔍
18-09-2019		En-Route	🔍

Date	Subject	Replies
10-07-2019	Stock availability: code 21326 - Sumo Laser 80 GSM 450x320 SG RF	0

User Name	Last Login
Clare Sweeney	19-09-2019 01:04 pm
Alf Walker	18-09-2019 10:19 am

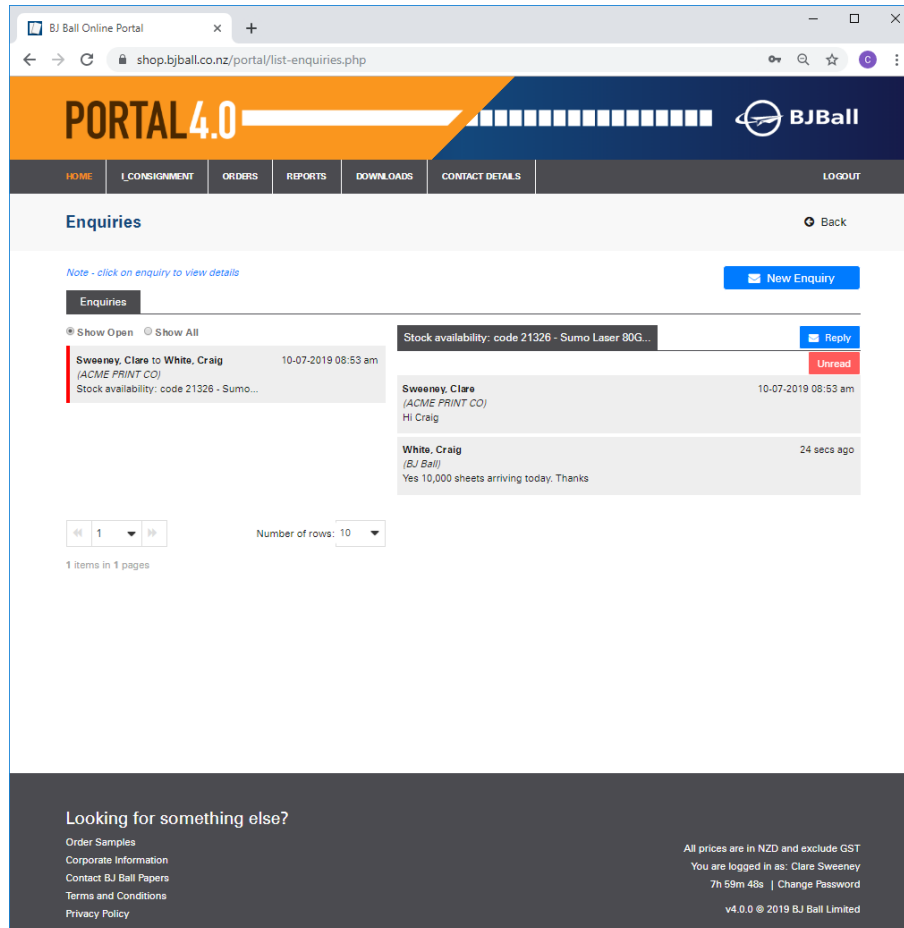
5. Expected Orders – this area displays all orders that you have placed with BJ Ball and can be tracked using the following statuses:

submitted: portal order accepted by BJ Ball
picking: order is currently being picked
enroute: order is out for delivery

6. Enquiries sent – this area displays any recent conversations initiated in the portal between you and the BJ Ball team.

7. User Accounts – this area displays all the users of the company who have access and their last login time.

THE ENQUIRIES SCREEN



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 *New Enquiry*. In the *To* field start typing the name of the BJBall person you want to send a message to. Enter a subject and message. When you select Send, your enquiry will be sent and your account manager will be notified.

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.

Select *Enter to reply* to add to the conversation thread.

THE INVENTORY SCREEN

BJ Ball Online Portal

shop.bjball.co.nz/portal/inventory/list-inventory.php/?&company_id=dzITy0FQajjMbDhsL3p5UVY1U2k3UT09...

PORTAL 4.0

BJBall

HOME INVENTORY I_CONSIGNMENT ORDERS REPORTS DOWNLOADS CONTACT DETAILS LOGOUT

Customer Stock Arrangement

Back

Company: ACME PRINT CO Branch: ACME PRINT CO

Held **JIT**

Shop For Paper

Stock Code: Stock Name: Brand: ALL Finish: ALL GSM: ALL Warehouse: Search


Code	Name	Brand	Pack Size	Pallet Qty	On Hand	Unit	Warehouse
49850RF	Top Flight Hi-Bulk 400UM 250G 640x900 LG RF 2:ACME	TOP FLIGHT HI-BULK	100	3000	33600	SHT	C1A
49866RF	Top Flight Hi-Bulk 400UM 250G 900x640 SG RF 2:ACME	TOP FLIGHT HI-BULK	100	3000	62400	SHT	C1A
49874RF	Top Flight Hi-Bulk 450UM 280G 760X1020 LG RF 2:ACME	TOP FLIGHT HI-BULK	100	2700	12600	SHT	C1A

Looking for something else?

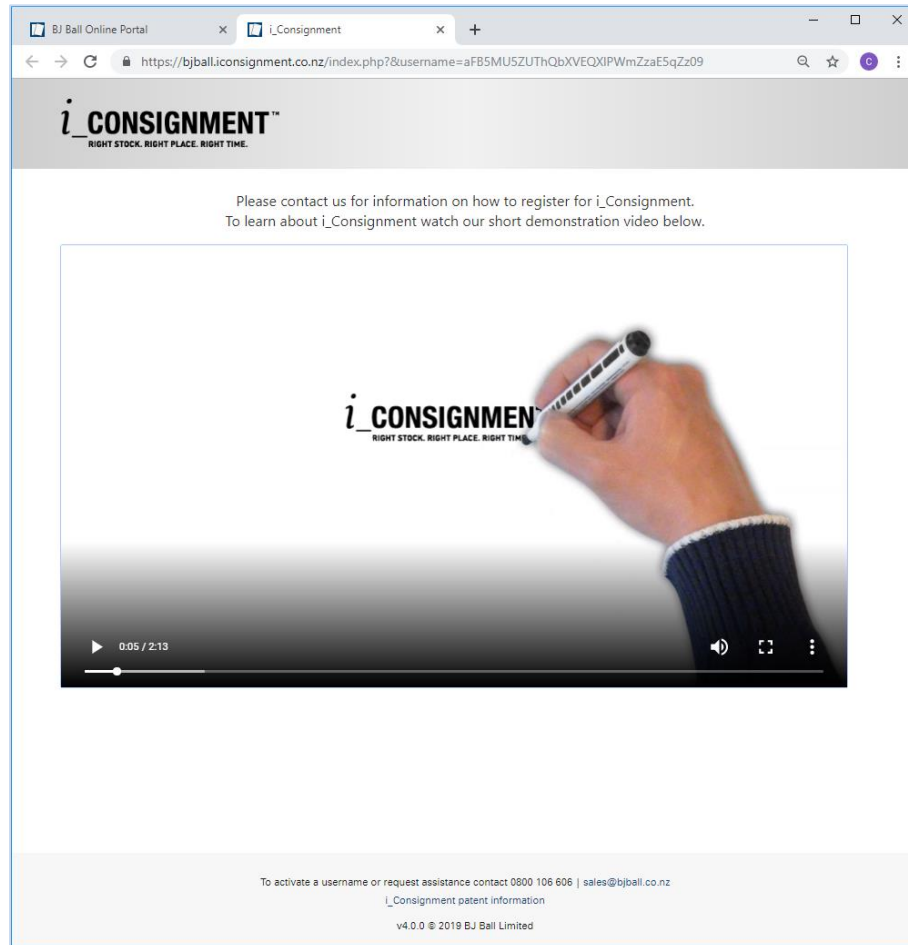
Order Samples
Corporate Information
Contact BJBall Papers
Terms and Conditions
Privacy Policy

All prices are in NZD and exclude GST
You are logged in as: Clare Sweeney
7h 59m 25s | Change Password
v4.0.0 © 2019 BJBall Limited

The **INVENTORY** screen is only available to customers who have a prior arrangement with BJ Ball to manage their JIT and Held stock requirements.

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

THE ICONSIGNMENT SCREEN



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

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

For more detail on this screen please refer to the *i_CONSIGNMENT* instruction manual.

THE ORDERS SCREEN

BJBall Online Portal

shop.bjball.co.nz/portal/orders/list-orders.php

PORTAL 4.0

BJBall

HOME INVENTORY I.CONSIGNMENT **ORDERS** REPORTS DOWNLOADS CONTACT DETAILS LOGOUT

Orders Filter Back Search

Company: ACME PRINT CO Branch: ACME PRINT CO

Orders Add New Order

Date	Sales Ref	Invoice Ref	Reference	Required By	Status	Value Inc Gst	Invoice	Action
18-09-2019	S866948			18-09-2019	En-Route	352.90		
17-09-2019	S863094	C027042	99495	30-08-2019	Invoiced	-857.51		
17-09-2019	S866290	I748688	99901	16-09-2019	Invoiced	313.01		
17-09-2019	S866432	I748624	100033	17-09-2019	Invoiced	49.43		
13-09-2019	S847545	I748044	Peter		Invoiced	15323.18		
11-09-2019	S865247	I747661	99830	10-09-2019	Invoiced	463.17		
11-09-2019	S865376	I747797	99971	11-09-2019	Invoiced	479.57		
10-09-2019	S864879	I747314	99943	09-09-2019	Invoiced	661.69		
10-09-2019	S864886	I747436	99767	09-09-2019	Invoiced	121.01		
10-09-2019	S864949	I747297	1800	09-09-2019	Invoiced	151.08		

122 items in 13 pages

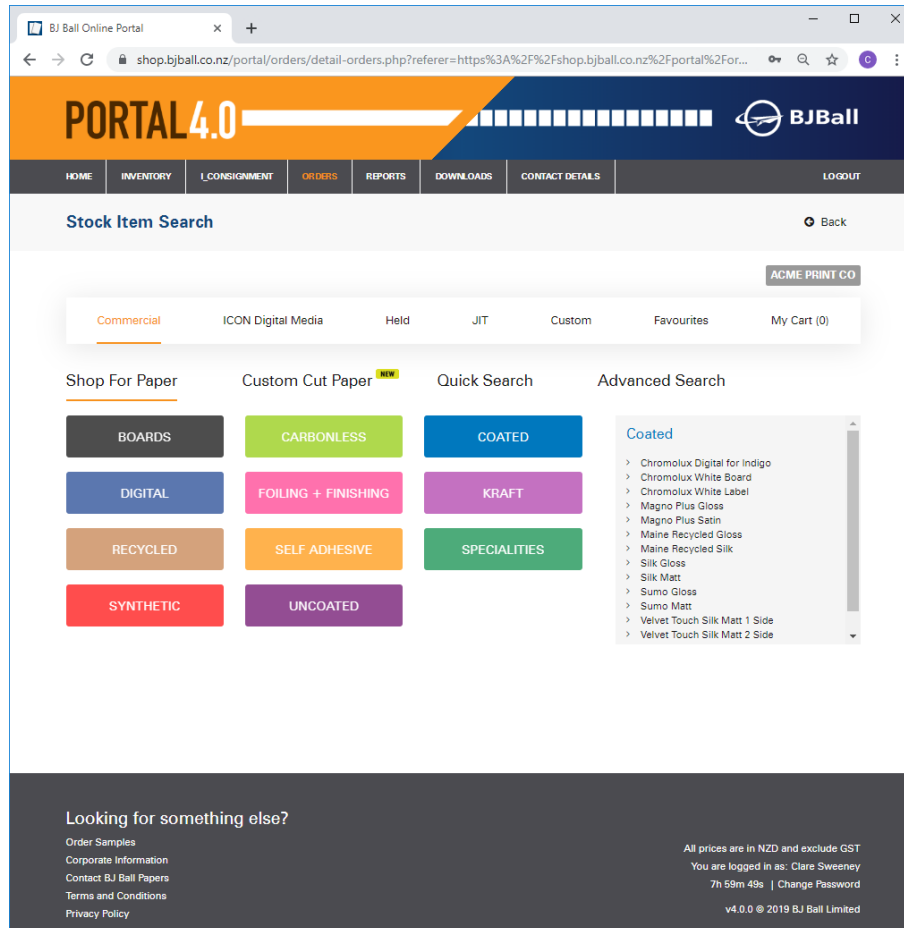
Number of rows: 10 1

Looking for something else?

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

- View the status of your orders
- Create a new order
- Edit or delete an order that has not yet been submitted to BJ Ball
- View details of orders
- Request an invoice be automatically emailed to you in PDF format
- Enquire about an order
- Search and filter orders

THE ORDERS SCREEN – SHOP FOR PAPER



To create a new order, select 'Add new order'.

Then choose 'Shop for Paper'.

At the next screen there are a number of methods used to categorize items into useful groups to help you find them.

- **Commercial:** products found in our price book
- **ICON Digital Media:** products designed specifically for digital printing
- **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 and ICON Digital Media Range are further classified by their range type. For example, 'uncoated'.

PORTAL 4.0

The screenshot shows the BJBall Online Portal 4.0 interface. The top navigation bar includes links for HOME, INVENTORY, L CONSIGNMENT, ORDERS, REPORTS, DOWNLOADS, CONTACT DETAILS, and LOGOUT. The main section is titled 'Stock Item Search' and features a search bar with filters for Commercial, ICON Digital Media, Held, JIT, Custom, Favourites, and My Cart (0). Below the search bar, there is a section for 'Silk Matt' with an overview, eco credentials, and other available options. A search filter section allows users to select Stock Code, GSM, Dimensions, and Finish. The main table displays a list of items with columns for Code, Gsm, Dimensions, Pack Size, Pallet Qty, Unit, Price Per Sales Unit, Qty, Availability, and Actions.

Code	Gsm	Dimensions	Pack Size	Pallet Qty	Unit	Price Per Sales Unit	Qty	Availability	Actions
11360	113	320 X 450 LG	500	40000	SHT	67.14		In Stock Local	
11370RF	113	450 X 640 LG	500	18000	SHT	129.52		In Stock Local	
11375	113	450 X 640 LG	500	18000	SHT	129.52		In Stock Local	
11385RF	113	640 X 900 LG	250	10000	SHT	259.03		In Stock National	
11390	113	640 X 900 LG	250	10000	SHT	259.03		In Stock Local	
11395	113	720 X 1020 LG	250	10000	SHT	343.08		In Stock Local	
11405	128	320 X 450 LG	500	32000	SHT	76.05		In Stock Local	
11420RF	128	450 X 640 LG	500	14000	SHT	146.71		Inquire	

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

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

Tip the availability of each item is displayed as:
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 region. Delivery is typically 3-4 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.

PORTAL 4.0

The screenshot shows the BJBall Online Portal interface. A 'Send Enquiry' modal is open, displaying the following fields:

- Total (excl.)**: 33.57 (500 SHT @ 67.14 per 1000.00)
- Quote Enquiry**
- To**: BJBall - Christchurch, Customer Services
- Reference***: (empty)
- Item**: 11360 - Silk Matt 113GSM 320x450 LG
- Quantity***: 500
- Required by***: DD-MM-YYYY
- Quote alternatives**: ☐
- Comments**: (empty text area)

Buttons at the bottom of the modal: **Close** and **Send Enquiry**.

The background shows a product listing for 'Silk Matt' with a table of items:

Code	Qty	Unit	Availability	Actions				
11360	113	320 X 450 LG	500	40000	SHT	67.14	In Stock Local	\$
11370RF	113	450 X 640 LG	500	18000	SHT	129.52	In Stock Local	\$
11375	113	450 X 640 LG	500	18000	SHT	129.52	In Stock Local	\$
11385RF	113	640 X 900 LG	250	10000	SHT	259.03	In Stock National	\$
11390	113	640 X 900 LG	250	10000	SHT	259.03	In Stock Local	\$
11395	113	720 X 1020 LG	250	10000	SHT	343.08	In Stock Local	\$
11405	128	320 X 450 LG	500	32000	SHT	76.05	In Stock Local	\$
11420RF	128	450 X 640 LG	500	14000	SHT	146.71	Inquire	\$

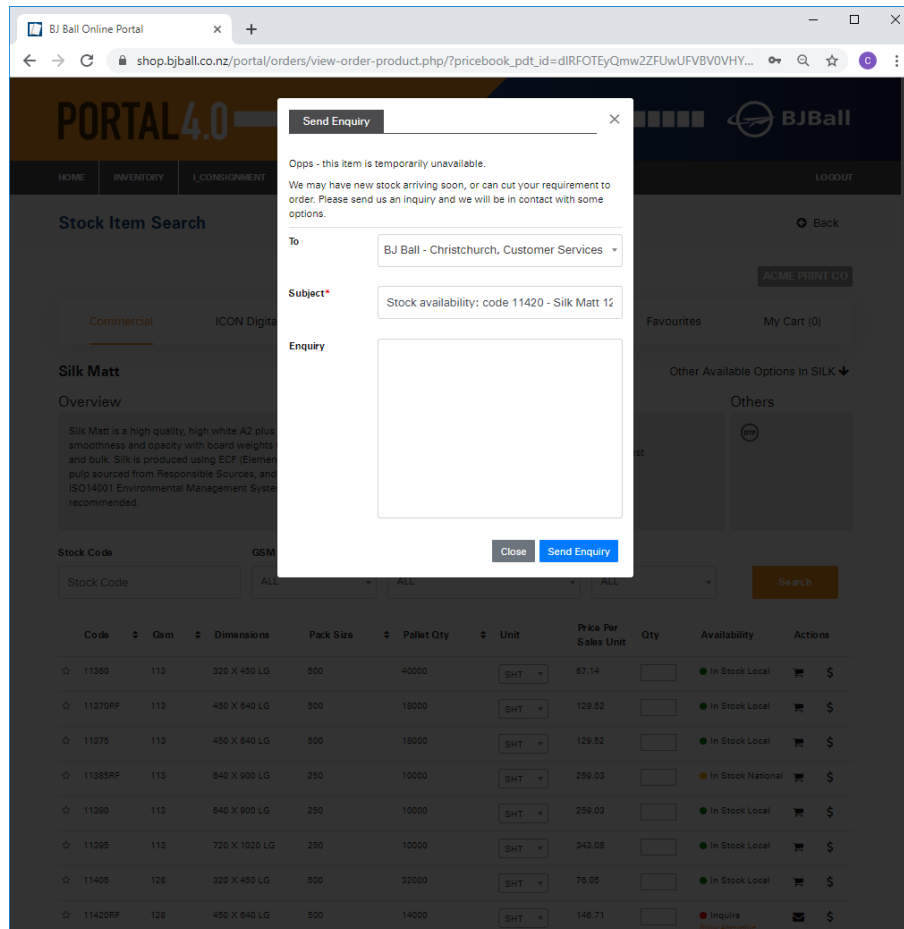
From the ordering screen it is possible to send a quote request.

Qty	Availability	Actions
1000	In Stock Local	+ \$

Select the action: \$

Your enquiry will be sent to the customer services team in your region.

PORTAL 4.0



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

Qty	Availability	Actions
1000	● Inquire	

Select the action:

Your enquiry will be sent to the customer services team in your region.

PORTAL 4.0

BJBall Online Portal

shop.bjball.co.nz/portal/orders/detail-orders.php/?&referer=https%3A%2F%2Fshop.bjball.co.nz%2Fportal%2F...

PORTAL 4.0

BJBall

HOME INVENTORY L CONSIGNMENT **ORDERS** REPORTS DOWNLOADS CONTACT DETAILS LOGOUT

Stock Item Search

Back

ACME PRINT CO

Commercial ICON Digital Media Held JIT Custom **Favourites** My Cart (0)

Shop For Paper Custom Cut Paper

Brand

ALL Search

MATAURA FALLS 16

Code	Name	Pack Size	Pallet Qty	Unit	Price Per Sales Unit	Qty	Availability	Actions
★ 41041	Mataura Falls 16 W/M Laid Brill White 90G 450x640 LG	500.00	15000.00	SHT	279.91		In Stock Local	

SILK

Code	Name	Pack Size	Pallet Qty	Unit	Price Per Sales Unit	Qty	Availability	Actions
★ 11375	Silk Matt 113GSM 450x640 LG	500.00	18000.00	SHT	129.52		In Stock Local	

Looking for something else?

Order Samples
Corporate Information
Contact BJBall Papers
Terms and Conditions
Privacy Policy

All prices are in NZD and exclude GST
You are logged in as: Clare Sweeney
7h 59m 56s | Change Password
v4.0.0 © 2019 BJBall Limited

Tip By selecting the star ☆ 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 gold.

To view your favourites select the *Favourites* menu tab.

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

PORTAL 4.0

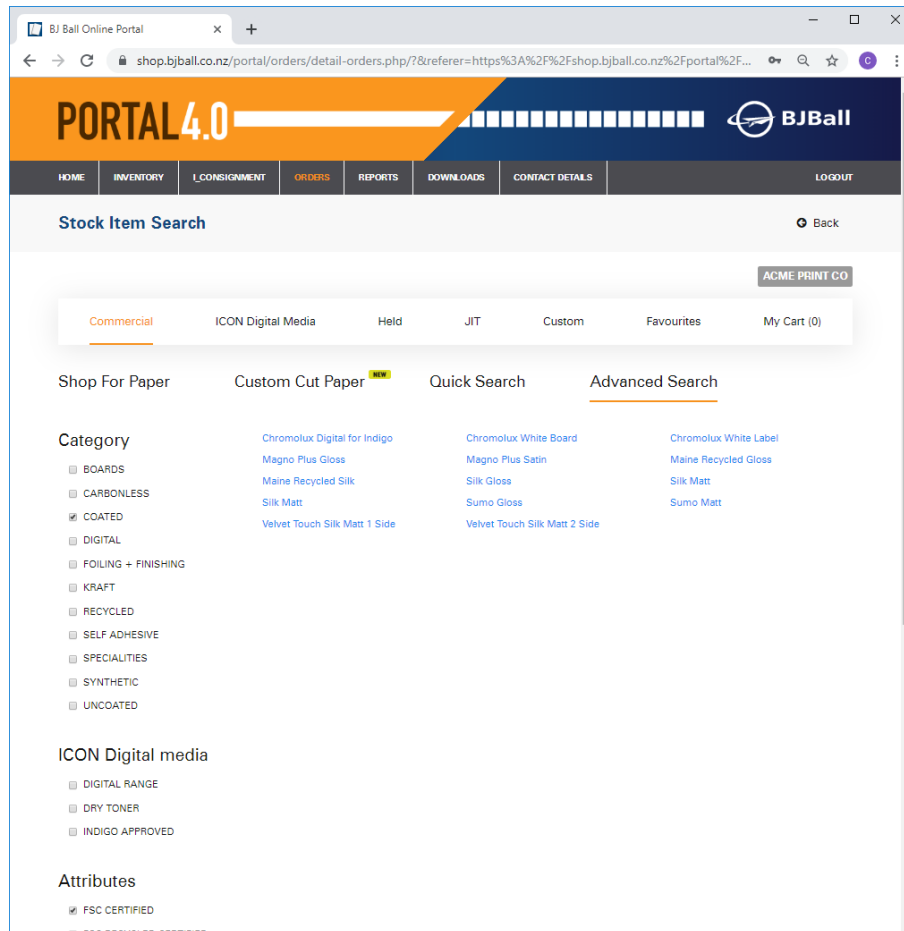
The screenshot shows the BJBall Online Portal 4.0 interface. The top navigation bar includes links for HOME, INVENTORY, I_CONSIGNMENT, ORDERS, REPORTS, DOWNLOADS, CONTACT DETAILS, and LOGOUT. The main heading is 'Stock Item Search' with a 'Back' link. Below this is a search bar with a dropdown menu showing 'Commercial' (selected), 'ICON Digital Media', 'Held', 'JIT', 'Custom', 'Favourites', and 'My Cart (0)'. The search bar also has a 'Quick Search' button. Below the search bar, there are four tabs: 'Shop For Paper', 'Custom Cut Paper', 'Quick Search' (selected), and 'Advanced Search'. The 'Quick Search' tab is active, showing a search form with a 'Stock Code' input field, a 'Search' button, and a 'Clear' button. Below the search form, there is a 'Brand' dropdown menu with 'GLOSS' selected. The search results are displayed in a grid of 16 items, each with a product name and a link to the product page. The footer contains links for 'Looking for something else?' (Order Samples, Corporate Information, Contact BJBall Papers, Terms and Conditions, Privacy Policy) and a login status section (All prices are in NZD and exclude GST, You are logged in as: Clare Sweeney, 7h 59m 57s | Change Password, v4.0.0 © 2019 BJBall Limited).

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

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.

PORTAL 4.0



It is possible to search for products by their attributes.

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.

PORTAL 4.0

The screenshot displays the BJBall Online Portal 4.0 interface. The top navigation bar includes links for HOME, INVENTORY, I_CONSIGNMENT, ORDERS, PACKAGING, REPORTS, DOWNLOADS, ADMIN, and LOGOUT. The main content area is titled 'Stock Item Search' and features a search bar with the text 'ACME PRINT CO'. Below the search bar, there are tabs for 'Commercial', 'ICON Digital Media', 'Favourites', and 'My Cart (2)'. The 'My Cart (2)' tab is active, showing a table of items with columns for Code, Description, Pack Size, Unit, Qty Per Sales Unit, Price Per Sales Unit, Qty, Sub Total, and Actions. The table lists two items: '13961 Chromolux Digital White 250GSM 460x320 SG' and '11552 Silk Matt 210GSM 700x330 SG'. Below the table, there are buttons for 'Continue Shopping' and 'Delete Order'. The bottom section of the page includes a 'Looking for something else?' link, a list of links (Order Samples, Corporate Information, Contact BJBall Papers, Terms and Conditions, Privacy Policy), and a footer with the text 'All prices are in NZD and exclude GST', 'You are logged in as: Craig White', '17m 32s | Change Password', and 'v4.0.0 © 2019 BJBall Limited'.

PORTAL 4.0

HOME INVENTORY I_CONSIGNMENT ORDERS PACKAGING REPORTS DOWNLOADS ADMIN LOGOUT

Stock Item Search

ACME PRINT CO

Commercial ICON Digital Media Favourites My Cart (2)

Continue Shopping Delete Order

ITEM DETAILS

Code	Description	Pack Size	Unit	Qty Per Sales Unit	Price Per Sales Unit	Qty	Sub Total	Actions
13961	Chromolux Digital White 250GSM 460x320 SG	150	SHT	1000	373.84	500	186.92	
11552	Silk Matt 210GSM 700x330 SG	100	SHT	1000	364.99	300	109.50	
SUB TOTAL							296.42	
GST							44.46	
ORDER TOTAL							340.88	

Next

Looking for something else?

Order Samples
Corporate Information
Contact BJBall Papers
Terms and Conditions
Privacy Policy

All prices are in NZD and exclude GST
You are logged in as: Craig White
17m 32s | Change Password
v4.0.0 © 2019 BJBall Limited

Once you have added all the required products to your order, select the *My Cart* menu tab.

At this this screen, view your order and make any changes if necessary before hitting the *Next* button.

PORTAL 4.0

BJBall Online Portal

shop.bjball.co.nz/portal/orders/detail-orders.php/?&referer=https%3A%2F%2Fshop.bjball.co.nz%2Fportal%2F...

PORTAL 4.0

BJBall

HOME INVENTORY L CONSIGNMENT **ORDERS** REPORTS DOWNLOADS CONTACT DETAILS LOGOUT

Stock Item Search

Back

ACME PRINT CO

Commercial ICON Digital Media Held JIT Custom Favourites **My Cart (1)**

ORDER INFORMATION

ORDER DETAILS

Portal Ref: 35854

Reference Number*:

Service Mode: ☒ Delivery ☐ Pickup

Delivery Notes:

Requested Delivery Date*:
Weekend & public holidays delivered on next business day

Shipping Charges: 0.00

Promo Code:

DELIVERY ADDRESS

Delivery To:

Number and Street*: 123 Ash Street

Suburb: Avondale

City*: Auckland

Postcode*: 1026

Country: NEW ZEALAND

Looking for something else?

Order Samples
Corporate Information
Contact BJBall Papers
Terms and Conditions

All prices are in NZD and exclude GST
You are logged in as: Clare Sweeney
7h 59m 37s | [Change Password](#)

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

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

Enter any notes you would like included with the order in the *Notes* field. ie, 'deliver next Mon'.

Enter a delivery date in the *Required by* field. By default the delivery date is set as the following day (note weekend deliveries will occur on the next business day).

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.



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

Select the *Continue* button.

PORTAL 4.0

The screenshot displays the BJBall Online Portal 4.0 interface. The top navigation bar includes links for HOME, INVENTORY, L CONSIGNMENT, ORDERS (highlighted), REPORTS, DOWNLOADS, CONTACT DETAILS, and LOGOUT. The main content area is titled 'Stock Item Search' and features a 'Back' button. Below this, there is an 'ORDER CONFIRMATION' section with a table of order details. The table includes columns for Order Details, Order Status, and Delivery Details. The order details table shows the following information:

Order Details	Order Status	Delivery Details
Portal Ref: 35954	Status: New	ACME PRINT CO
Reference: 123	Invoice: Pending	123 Ash Street
Notes: Back door please		Avondale
		Auckland
		New Zealand

Below the order details table, there is an 'ORDER INFORMATION' section with a table of order items. The table includes columns for Code, Description, Pack Size, Unit, Qty Per Sales Unit, Price Per Sales Unit, Qty, Discount, and Sub Total. The order items table shows the following information:

Code	Description	Pack Size	Unit	Qty Per Sales Unit	Price Per Sales Unit	Qty	Discount	Sub Total
13961	Chromolux Digital White 250GSM 480x320 SG	150	SHT	1000	373.84	500	0%	186.92
SUB TOTAL								186.92
FREIGHT								0.00
GST								28.04
ORDER TOTAL								214.96

Below the order items table, there is a message: 'IF YOU REQUIRE CHANGES TO THIS ORDER AFTER IT HAS BEEN SUBMITTED PLEASE CONTACT OUR CUSTOMER SERVICES TEAM. A SERVICE CHARGE MAY APPLY.' Below this message, there is a 'DO YOU WISH TO CONTINUE?' section with 'Yes' and 'No' buttons.

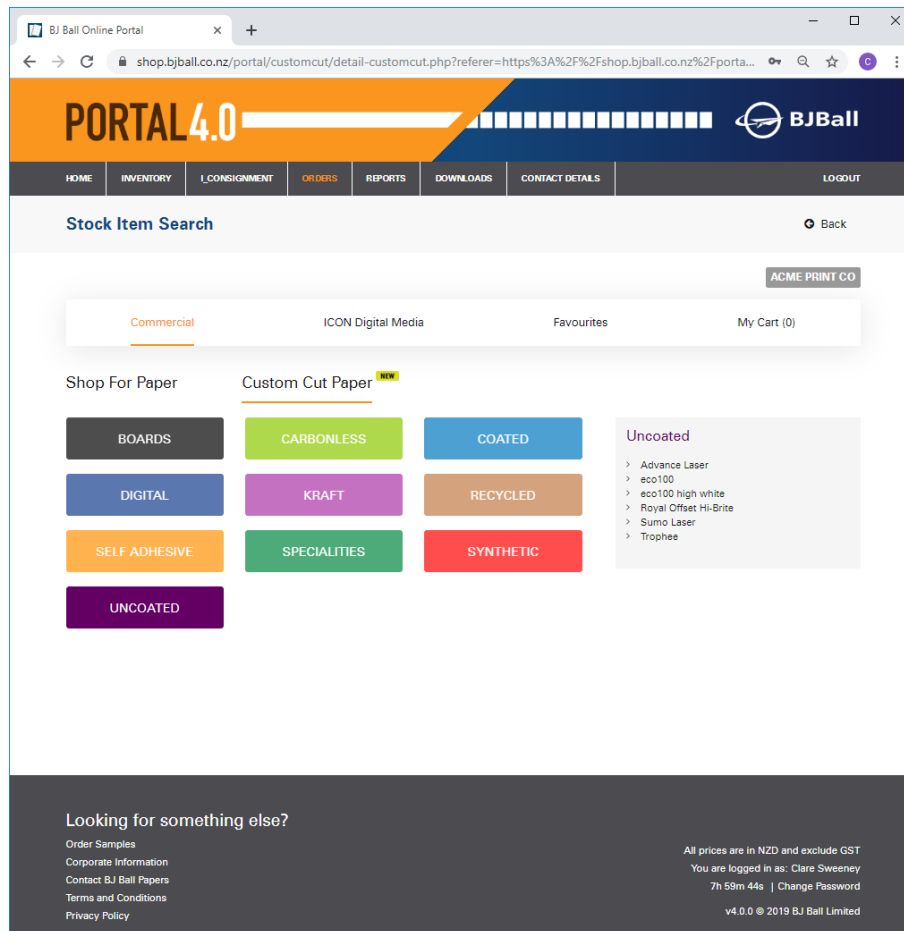
At the bottom of the page, there is a footer section with the text 'Looking for something else?' and links for 'Order Samples', 'Corporate Information', and 'Contact BJBall Papers'. There is also a note: 'All prices are in NZD and exclude GST. You are logged in as: Clare Sweeney. 7h 58m 47s | Change Password'.

Select the Yes button to send the order to BJ Ball.

If you are a cash sale customer you will be directed to our secure payment gateway using Payment Express where you can provide your credit card details.

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

THE ORDERS SCREEN – CUSTOM CUT PAPER



Custom cutting allows you to select a product and specify the width/length dimensions you require. Our cutting calculator will then determine the most cost effective way to meet your requirements.

To create a new custom cut order, select 'Add new order'

Then choose 'Custom Cut Paper'.

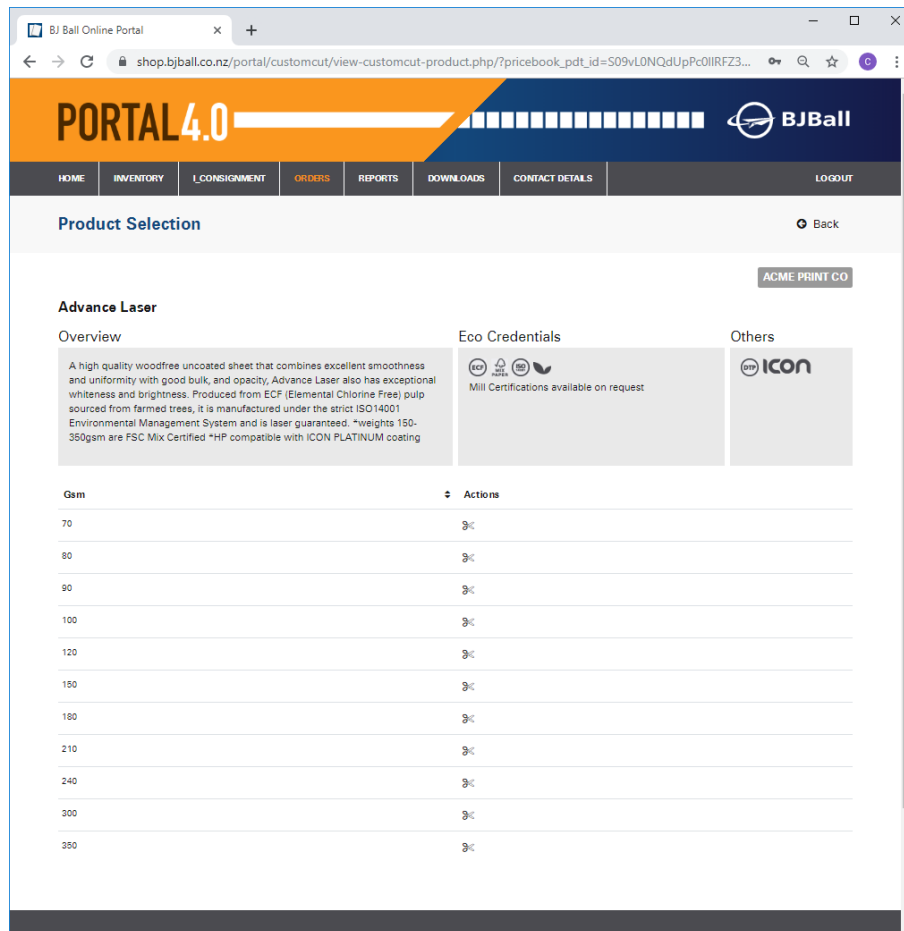
At the next screen there are a number of methods used to categorize items into useful groups to help you find them.

- **Commercial:** products found in our price book
- **ICON Digital Media:** products designed specifically for digital printing
- **Favourites:** products cutting dimensions you commonly use and want quick access to
- **My Cart:** products you have added to an order

Products found in the Commercial, ICON Digital Media Range, & Favourites are further classified by their range type. For example, 'uncoated'.

THE ORDERS SCREEN – CUSTOM CUT PAPER

Continued ->



Select the item brand you require.

From this screen choose the item you require to be cut and select ✂

THE ORDERS SCREEN – CUSTOM CUT PAPER

Continued ->

PORTAL 4.0 BJBall

HOME INVENTORY LCONSIGNMENT **ORDERS** REPORTS DOWNLOADS CONTACT DETAILS LOGOUT

Product Selection [Back](#)

Advance Laser [ACME PRINT CO](#)

Overview
A high quality woodfree uncoated sheet that combines excellent smoothness and uniformity with good bulk, and opacity. Advance Laser also has exceptional whiteness and brightness. Produced from ECF (Elemental Chlorine Free) pulp sourced from farmed trees, it is manufactured under the strict ISO14001 Environmental Management System and is laser guaranteed. *weights 150-350gsm are FSC Mix Certified *HP compatible with ICON PLATINUM coating

Eco Credentials
Mill Certifications available on request

Others
ICON

Calculator

Product	Advance Laser	Cut From	Advance Laser 120GSM 720x1020 LG
Grammage (gsm)	120	Required Quantity To Cut	2500
Width(mm)*	355	Finished Quantity Adjusted	10000
Length(mm)*	400	Gross Weight (Kgs)	220.32
Finished Grain	Long Grain Switch Grain?	Finished Cost per 1,000 Sheets	91.64
Requested Sheet Quantity*	10000	Finished Packet Quantity	40 pack of 250
		Finished Cost per Packet	22.91
		Total Cost	916.40

[In Stock Local](#)

[Add to Favourites](#) [Add to Cart](#)

Looking for something else?
Order Samples

All prices are in NZD and exclude GST

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 days.

In Stock National – stock is available but from a warehouse in another region. Cutting and delivery is typically 4-7 days.

Select ‘Add to Cart’ to continue with your order.

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.

THE ORDERS SCREEN

Orders Filter [Back](#) [Search](#)

Company: ACME PRINT CO Branch: ACME PRINT CO

Orders [Add New Order](#)

Date	Sales Ref	Invoice Ref	Reference	Required By	Status	Value Inc Gst	Invoice	Action
19-09-2019			1234	20-09-2019	New	3303.62		Edit
18-09-2019	S868948			18-09-2019	En-Route	352.90		Edit
17-09-2019	S863094	C027042	99495	30-08-2019	Invoiced	-857.51	Invoice	Edit
17-09-2019	S866290	I748688	99901	16-09-2019	Invoiced	313.01	Invoice	Edit
17-09-2019	S866432	I748624	100033	17-09-2019	Invoiced	49.43	Invoice	Edit
13-09-2019	S847545	I748044	Peter		Invoiced	15323.18	Invoice	Edit
11-09-2019	S865247	I747661	99830	10-09-2019	Invoiced	463.17	Invoice	Edit
11-09-2019	S865376	I747797	99971	11-09-2019	Invoiced	479.57	Invoice	Edit
10-09-2019	S864879	I747314	99943	09-09-2019	Invoiced	661.69	Invoice	Edit
10-09-2019	S864886	I747436	99767	09-09-2019	Invoiced	121.01	Invoice	Edit

123 items in 13 pages

Number of rows: 10 [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#)

Looking for something else?

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 BJ Ball. Orders of this status can still be edited or deleted.


Submitted – order has been sent to BJ Ball 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

 **Tip** All orders placed with BJ Ball can be tracked using these status updates even if the order was not placed via the portal.

THE ORDERS SCREEN

Orders Filter

Company: ACME PRINT CO

Branch: ACME PRINT CO

Sales Order Reference: Sales Order Reference

Invoice Reference: Invoice Reference

Reference: Reference

Status: All In-Progress

Date Range: September 19, 2019 - September 19, 2019

Orders

Date	Sales Ref	Invoice Ref	Reference	Required By	Status	Value Inc Gat	Invoice	Action
19-09-2019			123	20-09-2019	New	214.96		
19-09-2019				20-09-2019	New	1124.88		
19-09-2019			1234	20-09-2019	New	3303.62		
18-09-2019	S866948			18-09-2019	En-Route	352.90		
17-09-2019	S863094	C027042	99495	30-08-2019	Invoiced	-857.51		
17-09-2019	S866290	I748688	99901	16-09-2019	Invoiced	313.01		
17-09-2019	S866432	I748624	100033	17-09-2019	Invoiced	49.43		
13-09-2019	S847545	I748044	Peter		Invoiced	15323.18		
11-09-2019	S865247	I747661	99830	10-09-2019	Invoiced	463.17		
11-09-2019	S865376	I747797	99971	11-09-2019	Invoiced	479.57		

[Add New Order](#)



use the 'search' filter 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 BJ Ball sales order number and usually starts with an 'S'.
2. Invoice reference – this is the BJ Ball 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 BJ Ball
 - 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.

THE ORDERS DETAIL SCREEN

Sales Order [Back](#)

Order Details

Portal Ref
Sales Ref
Invoice Ref
Reference
Notes

Order Status

Date Created
Required By
Created By
Status
Actions

Delivery Details

ACME PRINT CO
123 ASH STREET AVONDALE
AUCKLAND NEW ZEALAND
CHRISTCHURCH

ORDER INFORMATION

Code	Status	Description	Unit	Qty	Qty Per Sales Unit	Price Per Sales Unit	Sub Total
21205	Invoiced	Royal Offset HB 190GSM 450x640 LG	SHT	1000	1000	272.18	272.18
SUB TOTAL							272.18
GST							40.83
ORDER TOTAL							313.01

Looking for something else?

Order Samples
Corporate Information
Contact BJBall Papers
Terms and Conditions
Privacy Policy

All prices are in NZD and exclude GST
You are logged in as: Clare Sweeney
7h 58m 49s | Change Password
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Tip From the orders list click the icon to view more additional detail about the order.

Actions

Invoice: request a copy of the invoice be emailed to you. This is an automated process and you will receive the email 1-2 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).

Enquiry: raise an enquiry about this order and choose to send it to your account manager.

THE PACKAGING SCREEN

BJ Ball Online Portal

shop.bjball.co.nz/portal/packaging/detail-packaging.php?company_id=cGtjaUFGepQNEhrWTVxUFJCSHZ6QT...

PORTAL 4.0

BJBall

HOME INVENTORY I_CONSIGNMENT ORDERS **PACKAGING** REPORTS DOWNLOADS CONTACT DETAILS LOGOUT

Company Details

Company: ACME PRINT CO Branch: ACME PRINT CO

Packaging Calculator

Product*: Top Flight Hi Bulk 280GSM/450UM Comments:

Grammage (gsm): 280 gsm

Width(mm)*: 900

Length(mm)*: 550

Grain: Short Grain PO Number:

Ex Reel Width(mm): 900 mm Required By: DD-MM-YYYY

Quantity Sheets*: 1000

Gross Weight (Kgs): 1386.000 kgs

Cost per 1,000 sheet: \$387.94

Cost per tonne: \$2,799.00

Stock available

Send Order Send Enquiry

Looking for something else?

Order Samples
Corporate Information
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All prices are in NZD and exclude GST
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7h 59m 52s | Change Password
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The **PACKAGING** screen and converting calculator is only available to customers who have a pre-arranged agreement with BJ Ball'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 BJ Ball as an enquiry or as an order. A BJ Ball representative will respond to any enquiries.

REPORTS SCREEN

BJBall Online Portal

shop.bjball.co.nz/portal/reports/list-reports.php

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HOME INVENTORY I_CONSIGNMENT ORDERS PACKAGING **REPORTS** DOWNLOADS CONTACT DETAILS LOGOUT

Report Search

Company: ACME PRINT CO Branch: ACME PRINT CO

AVAILABLE REPORTS

- Back Order Report: View orders on back order. [View](#)
- Dashboard: See at a glance current spend levels & brands purchased. [View](#)
- Order Status Report: View outstanding orders and their expected delivery dates. [View](#)
- Reserve Report: View orders reserving stock. [View](#)
- Sales History Report: View sales transactions for a given period. [View](#)

5 items in 1 pages Number of rows: 10

Sales History Report

View sales transactions for a given period.

Parameters

Date Range: September 19, 2019 to September 19, 2019

Generate as: Excel [Generate Report](#)

Looking for something else?

Order Samples
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All prices are in NZD and exclude GST
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7h 59m 55s | [Change Password](#)
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From the **REPORTS** screen you are able to view and print a variety of reports to assist in your daily business making decisions.

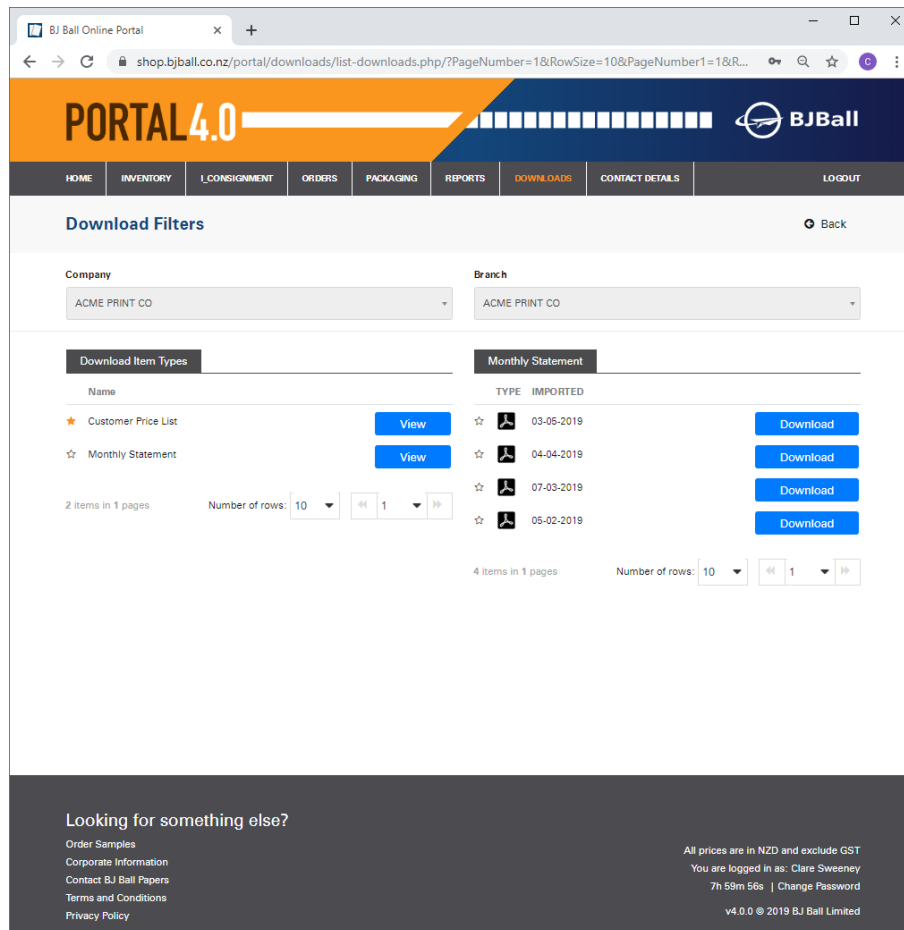
The information in these reports is sourced directly from BJBall's own management system meaning the data is current at the precise moment you run the report. Depending on the report it may take a few moments for the report to be generated.

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:

- Back Order Report
- Indent Report
- Reserve Report
- Purchase History Report

THE DOWNLOADS SCREEN



From the **DOWNLOADS** screen you can view many useful documents relevant to your BJ Ball 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. Specials lists – portal users benefit from preferential priority when specials lists are distributed.

THE DOWNLOADS SCREEN

BJ Ball Online Portal

shop.bjball.co.nz/portal/downloads/list-downloads.php/?PageNumber=1&RowSize=10&PageNumber1=1&R...

PORTAL 4.0

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HOME INVENTORY I_CONSIGNMENT ORDERS PACKAGING REPORTS **DOWNLOADS** CONTACT DETAILS LOGOUT

Download Filters

Back

Company: ACME PRINT CO Branch: ACME PRINT CO

Download Item Types

Name	
★ Customer Price List	View
☆ Monthly Statement	View

2 items in 1 pages

Number of rows: 10 1

Monthly Statement

TYPE	IMPORTED	
☆	03-05-2019	Download
☆	04-04-2019	Download
☆	07-03-2019	Download
☆	05-02-2019	Download

4 items in 1 pages

Number of rows: 10 1

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7h 59m 56s | [Change Password](#)
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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.

THE CONTACT DETAILS SCREEN

The screenshot shows the 'Contact Details' page in the BJBall Online Portal. The browser address bar shows the URL 'shop.bjball.co.nz/portal/contact-details/list-contact-details.php'. The page has a dark blue header with the 'PORTAL 4.0' logo and the BJBall logo. Below the header is a navigation menu with links: HOME, INVENTORY, I.CONSIGNMENT, ORDERS, PACKAGING, REPORTS, DOWNLOADS, CONTACT DETAILS (highlighted), and LOGOUT. The main content area is titled 'Contact Details' with a 'Back' link. It features a 'User Details' section with a 'View Delivery Addresses' link and an 'Edit User Details' button. The 'User Details' section includes a 'Username' field with the value 'Sween'. Below this are 'First name' and 'Last name' fields with values 'Clare' and 'Sweeney' respectively. The 'Contact Details' section includes a 'Physical Address' section with fields for 'Number and street', 'Suburb', 'City', 'Post Code', and 'NEW ZEALAND'. Below this is a 'Contact Number' section with fields for 'Phone Number' and 'Ext.'. To the right of these is an 'Email Address' section with a 'Change Email Address' link and a text field containing 'sweeney.clare@gmail.com'. At the bottom, there is an 'Acceptance & Communication' section with checkboxes for 'Invoice by Email', 'Statements by Email', and a checked checkbox for 'T's & C's Acceptance'. At the very bottom are 'Cancel' and 'Save Changes' buttons.

BJBall Online Portal

shop.bjball.co.nz/portal/contact-details/list-contact-details.php

PORTAL 4.0 BJBall

HOME INVENTORY I.CONSIGNMENT ORDERS PACKAGING REPORTS DOWNLOADS **CONTACT DETAILS** LOGOUT

Contact Details Back

User Details View Delivery Addresses

Edit User Details

Username
Sween

First name * Last name
Clare Sweeney

Contact Details

Physical Address

Number and street Suburb City

Post Code NEW ZEALAND

Contact Number Email Address * Change Email Address

Phone Number Ext. sweeney.clare@gmail.com

Acceptance & Communication

☐ Invoice by Email ☐ Statements by Email

☒ T's & C's Acceptance

Cancel Save Changes

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.

THE CONTACT DETAILS SCREEN

BJBall Online Portal

shop.bjball.co.nz/portal/contact-details/list-contact-details.php?tab=2

PORTAL 4.0

BJBall

HOME INVENTORY I_CONSIGNMENT ORDERS PACKAGING REPORTS DOWNLOADS CONTACT DETAILS LOGOUT

Contact Details

Back

User Details View Delivery Addresses

DELIVERY ADDRESSES

+ Add Delivery Address

DESCRIPTION	ADDRESS	SUBURB	CITY	POSTCODE	ENABLED
ACME PRINT CO	321 Ash Street	Avondale	Auckland	1028	Yes
ACME PRINT CO	123 Ash Street	Avondale	Auckland	1028	Yes

Looking for something else?

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All prices are in NZD and exclude GST
You are logged in as: Clare Sweeney
7h 59m 14s | Change Password
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From the **View Delivery Addresses** screen you can manage the delivery addresses associated to your 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.



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's drop down field. It is also possible to add new addresses from the drop down.