

## Introduction

Welcome to the Mitre10 NZ On-line Ordering System. This site has been created with the intention to assist users with the following:

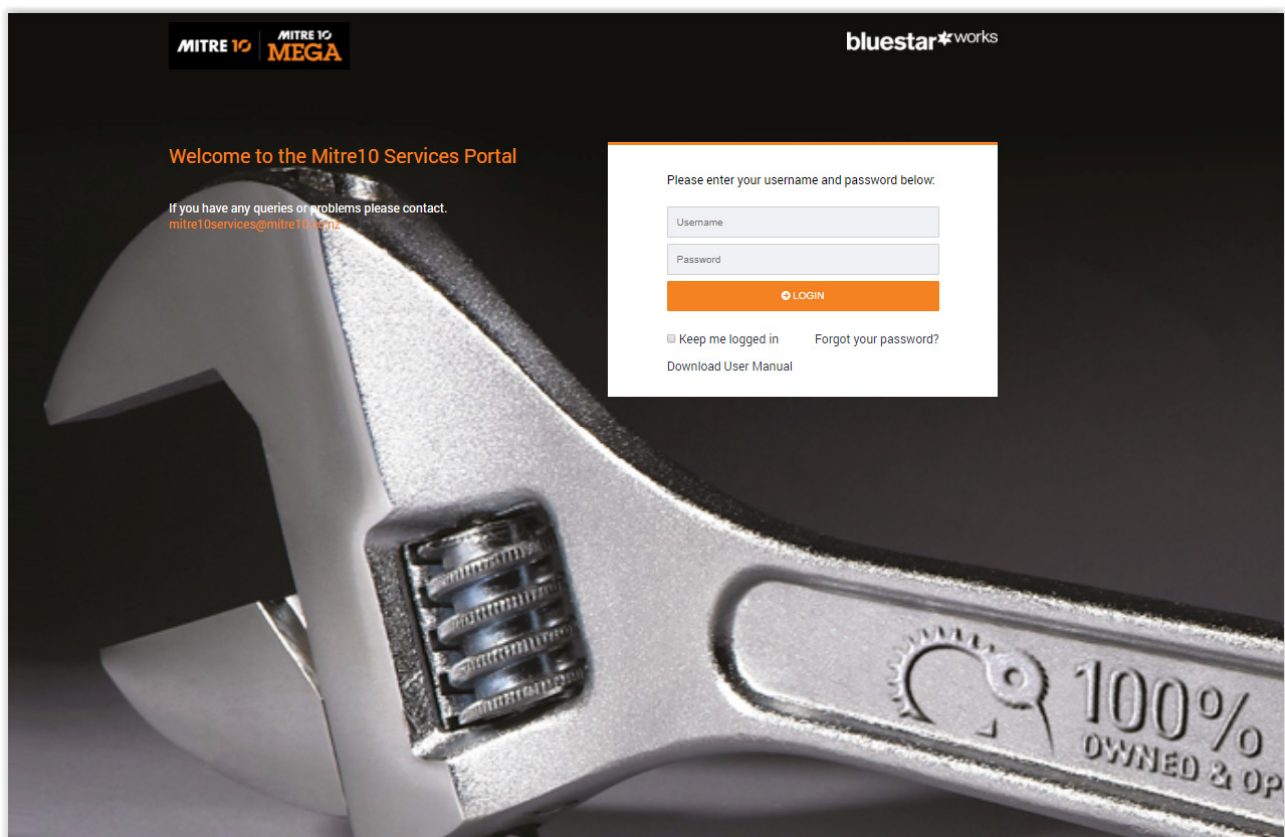
- Ordering indirect products
- Placing Business Card orders
- Services requests
- Feature and Benefits Ticket printing

## Logging In

To Access the site please go to the following URL using your Web Browser

[www.mitre10services.co.nz](http://www.mitre10services.co.nz)

To login, enter your Mitre10 username and password.



MITRE 10 | MITRE 10 MEGA

bluestar★works

Welcome to the Mitre10 Services Portal

If you have any queries or problems please contact.  
[mitre10services@mitre10.co.nz](mailto:mitre10services@mitre10.co.nz)

Please enter your username and password below.

Username

Password

LOGIN

Keep me logged in    [Forgot your password?](#)

[Download User Manual](#)

Once logged in, you have the menu options as displayed below.

Home

Products and Services Catalogue

# Home

The Home Screen displays the Welcome section and links to the below -

- Business Cards
- Products
- Services
- Contacts
- Signage
- Features and Benefits

**MITRE 10 MEGA** Logged in user: Mark Stott [Logout](#)

Home Products & Services Catalogues

### Welcome to the Mitre10 Services Portal

How to Reduce Home Heat Loss | Mitre 10 Easy As

### Business Cards

To order from the range of print on-demand items, including business cards click the Order Now! button below.

Suppliers will deliver according to the order leadtime stated.

**Order Now!**

### Products

Orders placed before 2.00pm, will be delivered ex the warehouse the next business day.

**Order Products!**

### Services

Service requests submitted will be responded to by the supplier with 48 hours.

**Request Services!**

### Contacts

If you need any assistance with using the Mitre10 Services Portal, please contact Mitre10 Services Support:

Mitre10 Services:  
[mitre10services@mitre10.co.nz](mailto:mitre10services@mitre10.co.nz)

**Coming Soon!**

### Signage

The Signage Catalogue contains brand guideline approved items.

Signage orders are manufactured on-demand and despatched to store within 4-5 business days.

**Coming Soon!**

### Features & Benefits

The Features & Benefits catalogue holds tickets to download or print.

Orders for printed tickets will be despatched to store by the supplier within 2-3 business days.

**Coming Soon!**

## Business Cards

Click on the Order Now button from the Business Card section from the Home screen, this will then display 3 more tabs.

Browse Products - displays the templates available to order

Order History - displays previous order history

Full Order History – displays all previously placed orders

Under the Browse - Business Cards button click on the Order Now button to progress.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: Home, Quotes On The Go, Jobs On The Go, Products & Services Database, Products & Services Catalogues, Print On-Demand, Digital Assets, and Data Mine. Below this is a secondary navigation bar with 'Browse Products', 'Order History', and 'Full Order History'. A 'Browse' button is located below the secondary navigation bar. The main content area is titled 'FEATURED PRODUCTS' and contains five product cards. Each card displays the product name, a description, and an 'Order Now' button. The first card, 'Mitre 10 BC (double sided)', has its 'Order Now' button highlighted with a red box. The other cards are 'Mitre 10 Mega BC (double sided)', 'Hammer Hardware BC (single sided)', 'F&B Ticket - STORE Template A6 - 105 x 148mm', and 'Mitre 10 Mega Trade BC (double sided)'. A search bar and a 'Basket (1)' icon are visible at the top right of the main content area.

Fill in the details in the first column ie Job Name – enter the person’s name the card is for and Quantity required. Note 1 will give you 250 business cards and 2 will give you 500 business cards.

Now in the Personalisation section fill in all the relevant information ie. First name, Surname and all mandatory fields as indicated by the \* next to the field. Follow the instructions as to the formatting requirements for phone numbers.

Mitre 10 BC (double sided)

Split Window Review My Job Help Close

**\* Job Name**  
TEST ORDER

**\* Quantity** **\* Pages**  
1 2

**Print Options**

**Personalisation**

Name TEST

Title TEST

DDI

Mobile

Email

Store Name

Physical Address

Postal Address

Telephone

Fax

Website www.mitre10.co.nz

Preview

Update Preview

Unit Price \$25.00 Total Price \$25.00

Add to Cart

Once all relevant fields have been filled in click on the update preview this will display a preview of the business card for you to view (this may take a few seconds). If you don't have information for all the fields please leave blank.

\* Job Name

TEST ORDER

\* Quantity

1

\* Pages

2

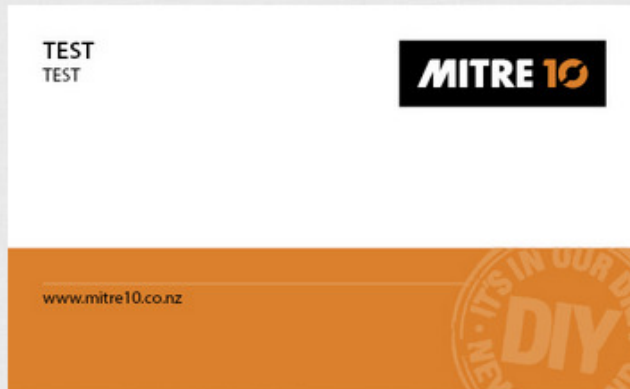
Print Options

Personalisation

Preview

Update Preview

PDF Proof



Navigation icons: back, forward, page number '1 / 2', and zoom in/out icons.

Search, zoom, and zoom in icons, followed by '100%'.

Unit Price \$25.00 Total Price \$25.00

Add to Cart

If you use the Split Window option at the top right of the window you can see the fields you have entered and result in the bottom of the window, here you can edit a field or can do this in the split window view and the update preview to display the updated Business Card to review. Also at the top right of the window is Review My Job, Help and a Close button. You can toggle between the Personalisation window and the preview window by clicking on the down arrow next to the PDF Proof.

The screenshot shows a web-based design tool for creating business cards. At the top, the title is "Mitre 10 BC (double sided)". Navigation options include "Split Window", "Review My Job", "Help", and "Close".

The interface is divided into three main sections:

- Job Information:** Includes fields for "Job Name" (TEST ORDER), "Quantity" (1), and "Pages" (2).
- Personalisation:** A form with fields for Name (TEST), Title (TEST), DDI, Mobile, Email, Store Name, Physical Address, and Postal Address.
- Preview:** A live preview of the business card. It shows the text "TEST TEST" and the "MITRE 10" logo. The website "www.mitre10.co.nz" is visible at the bottom. Below the preview are navigation controls (back, forward, 1/2, zoom in, zoom out) and a zoom level of 73%.

At the bottom of the preview area, it displays "Unit Price \$25.00" and "Total Price \$25.00". An "Add to Cart" button is located in the bottom right corner.

## Saving the Order

Select Add to Cart to save your order. You will see that you have an item displayed in your Basket.

The screenshot shows the top navigation bar of the Mitre 10 website. It includes links for "Browse Products", "Order History", and "Full Order History". Below the navigation bar is a "Browse" button with a shopping cart icon.

The main content area features a search bar labeled "Search Product" with a magnifying glass icon. To the right of the search bar is a "Category" dropdown menu and a shopping basket icon labeled "Basket (1)". The basket icon and its label are highlighted with a red rectangle.

If you exit the site before completing your order you can find this by clicking on the Print On-Demand tab and you will see you have an item in your Basket as indicated below, click on the basket and this will open your saved order.

Browse Products Order History Full Order History

**Browse**

Search Product  Category  **Basket (1)**

### BASKET

Products	Quantity	Unit Price	Total
<b>TEST</b> Item Name: Mitre 10 BC (double sided)	1	\$25.00	\$25.00

[Save for later](#)  
[Remove](#)

Subtotal: \$25.00  
Taxes: \$3.75  
**Total: \$28.75**

Proceed to checkout to view final order total, including taxes, fees, shipping.

[CONTINUE SHOPPING](#) [CLEAR BASKET](#) [CONTINUE ORDER](#)

You can now progress your order by selecting Continue Order. Your address details will automatically be populated on the Shippings Options window.

Save this window and Proceed to Purchase.

Browse Products Order History Full Order History

**Browse**

1 Shipping 2 Payment 3 Finish

### Select a delivery address & shipping options

#### Address

[Add from Address Book](#)

First Name:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

Country:

Phone Number 1:

Email:

Delivery Instructions:

Save to My Address Book

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

You must click save to proceed with checkout.

#### Products

**TEST**  
Item Name: Mitre 10 BC (double sided)

Qty	Unit Price	Total
1	\$25.00	\$25.00

Subtotal: \$25.00  
Shipping: \$0.00  
Taxes: \$3.75  
**Total: \$28.75**

[CONTINUE SHOPPING](#) [PROCEED TO PURCHASE](#)

Here you can Proceed to Purchase and enter your Customer Reference on the next window (this field is mandatory). You can now select Place My Order.

**Browse**

Shipping 2 Payment 3 Finish

How would you like to pay?

CUSTOMER REFERENCE

\* Reference:

Products

TEST

Item Name: Mitre 10 BC (double sided)

Qty	Unit Price	Total
1	\$25.00	\$25.00

Subtotal: \$25.00

Shipping: \$0.00

Taxes: \$3.75

**Total: \$28.75**

← CONTINUE SHOPPING PLACE MY ORDER →

You will receive a confirmation window with your Order Number.

Your order is now complete. You can now logout at the top right of the screen or Continue Shopping.

## Order History – Works Now

This tab allows you to search for previously placed orders. Clicking on the order number will display more information re the order.

Home Quotes On The Go Jobs On The Go Products & Services Database Products & Services Catalogues Print On-Demand Digital Assets Data Mine

Browse Products **Order History** Full Order History

**Order History**

Order History & Status

ORDER HISTORY & STATUS

Time period: All Orders Show status: All Sort by: Order Date Search by Order: [Q]

<b>Order # 7452</b> Order Date : 27/03/2018 14:45:17 Due Date : 29/03/2018 15:00:00	Confirmed Mitre 10 BC (double sided)	<a href="#">Re-Order</a>
<b>Order # 7369</b> Order Date : 22/03/2018 16:14:32 Due Date : 26/03/2018 08:00:00	Confirmed Mitre 10 Mega Trade BC (double sided)	<a href="#">Re-Order</a>
<b>Order # 7365</b> Order Date : 22/03/2018 14:46:38 Due Date : 26/03/2018 08:00:00	Confirmed Mitre 10 Mega Trade BC (double sided)	<a href="#">Re-Order</a>
<b>Order # 7345</b> Order Date : 22/03/2018 09:00:47 Due Date : 26/03/2018 08:00:00	Confirmed Mitre 10 Mega Trade BC (double sided)	<a href="#">Re-Order</a>
<b>Order # 7342</b> Order Date : 22/03/2018 08:23:43 Due Date : 26/03/2018 08:00:00	Confirmed Mitre 10 Mega Trade BC (double sided)	<a href="#">Re-Order</a>

# Products

Click on the Order Products button from the Products section on the Home page this will display the order form.

Your Contact details are auto-populated at the top left of the screen.

The Browse Catalogue section of the window can be expanded to show all the Catalogues

Search Catalogue can be used if you know the code of the item you are looking for.

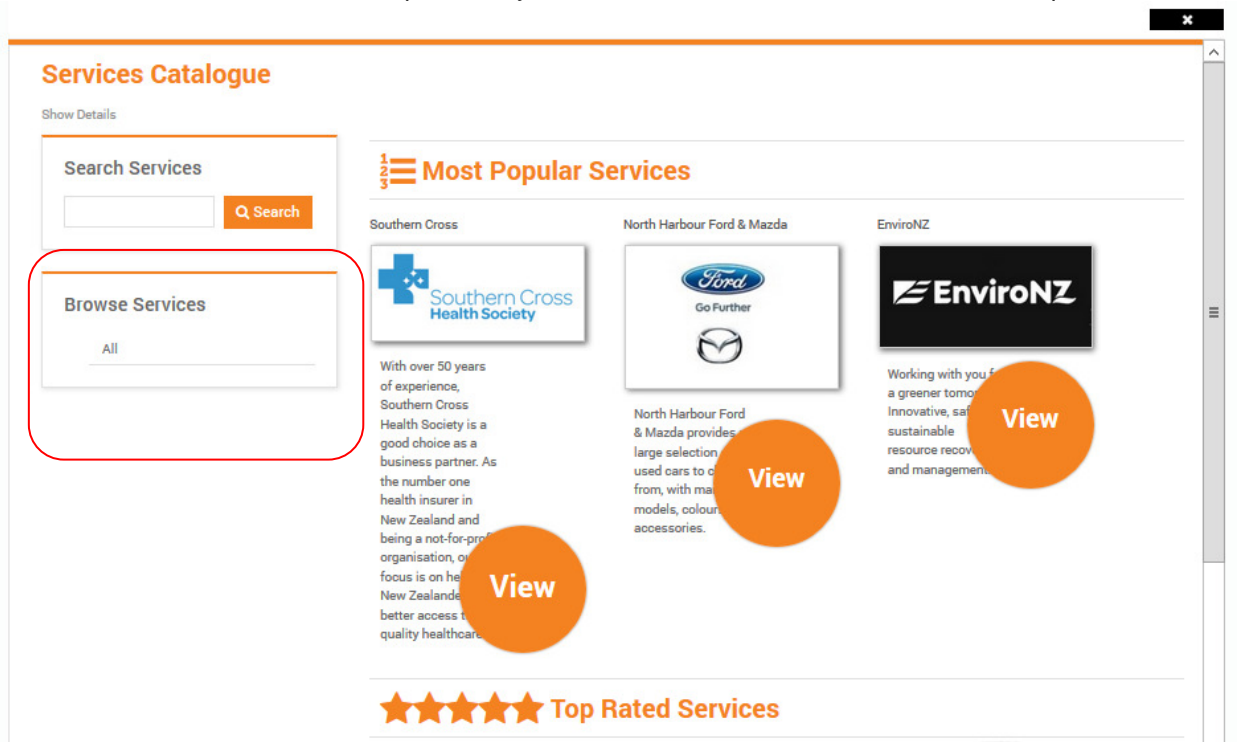
To order an item, fill in the quantity box and then Add Item. You can continue to add other items and then select the Place Order button at the top right of the screen. Your order will be placed and a confirmation of the order will display.

The screenshot displays the 'Products Catalogue' interface. At the top right, a shopping cart summary shows 'Shopping Cart Items: 1 Total: \$25.76' and a 'Place Order >>' button. The 'Contact Details' section on the left includes fields for Contact Name (Mark Stott), Contact Email (mstott@grove.co.nz), Contact Telephone (09 440 5100), Contact Mobile, Order Number (N/A), and Cost Centre (X12). The 'Delivery Details' section on the right includes Business Name (Mitre 10 MEGA Glenfield), Address (15 Poland Road, Wairau Valley, Auckland, New Zealand), and Attention. Below these are a 'Search Catalogue' box and a 'Browse Catalogue' sidebar with categories like 'All', 'Mitre10 Store Operational', 'Airpoints', 'Books & Forms', 'Brochures & Leaflets', 'Checkout Bags & Till Rolls', and 'Display'. The main product list table has columns for Code, Description, Unit, Avail., Price, Quantity, and Actions. Three items are listed: M10\_17221 (MITRE 10 Valspar/Accent Paint Tint Lab...), M10\_17221W (25x30 TT Permanent White Perf 3000LP...), and M10\_17222W (89x24 Removable Medium White Shelf L...). Each item has a 'Download' button and an 'Add to Cart' button. The first item's 'Add to Cart' button is highlighted with a red box, showing a quantity of 1.

Code	Description	Unit	Avail.	Price	Quantity	Actions
M10_17221	MITRE 10 Valspar/Accent Paint Tint Lab...	EACH	0	\$22.40	1	+ Add to Cart
M10_17221W	25x30 TT Permanent White Perf 3000LP...	EACH	0	\$11.28		+ Add to Cart
M10_17222W	89x24 Removable Medium White Shelf L...	EACH	0	\$25.61		+ Add to Cart

## Request Service

In the Services section of the web platform, you can view deals from a number of service providers.

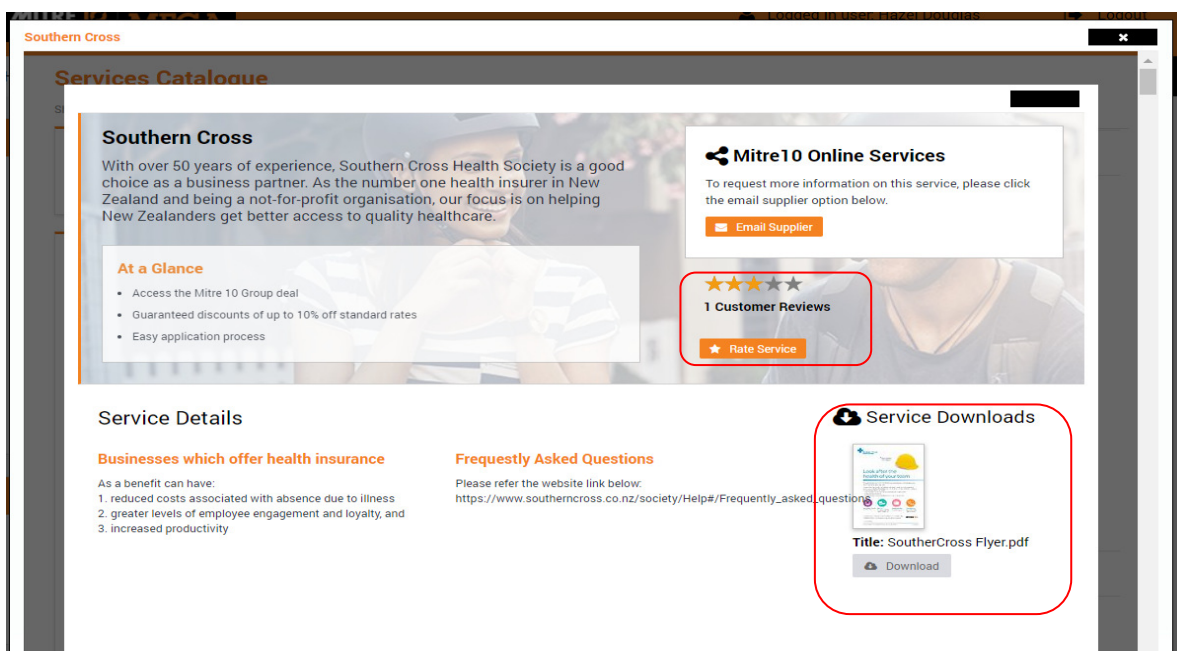


The deals are organised by service type, click into one of the subcategories and browse the deals inside.

When you click into a service, there is an option to 'email' the supplier. Send your message direct to the supplier and they will come back to you in 48hrs.

Some services also have downloadable pdf's that contain more information on the suppliers services and pricing.

Services are also now rated and rateable – you can give feedback via the rate service button.



## How to download a Feature and Benefits Ticket for printing In-Store

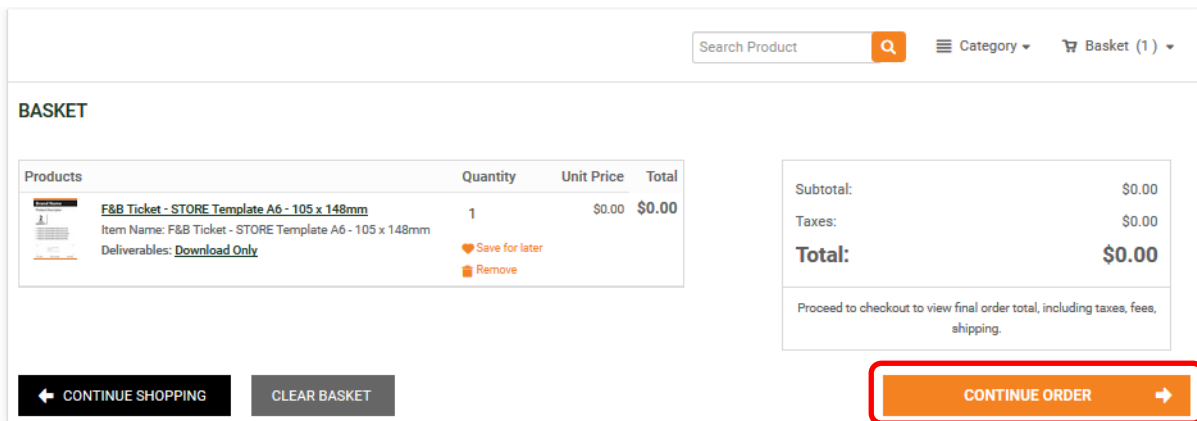
To create a variable data product whether it be a business card or store ticket the process is the same. All the steps must be followed whether the finished product is printed externally or in-store as there may be a \$ charge associated with its' creation. The final cost of the order is not calculated until the order is confirmed.

1. After entering all the variable data to go on the ticket and clicking on the preview button the following screen will appear. There is a PDF Proof button option available which allows the User to see what the ticket will look like in "actual" size. THIS IS NOT THE PRINTABLE PDF AS IT IS A LOW RESOLUTION VERSION OF THE FINAL TICKET. (see next figure).
2. To get to the actual download the User must click the Add to Cart button at the bottom right of the screen.

The screenshot displays a software interface for creating a Feature and Benefits Ticket. The window title is "F&B Ticket - STORE Template A6 - 105 x 148mm". The interface includes a top navigation bar with "Split Window", "Review My Job", "Help", and "Close" options. On the left, there are input fields for "Job Name" (F&B Ticket - STORE Template A6 - 105), "Quantity" (1), and "Pages" (1). The main area is titled "Personalisation" and "Preview", showing a preview of the ticket. The ticket content includes the "American Standard" logo, "Product Descriptor", a "10 YEAR WARRANTY", and a list of five bullet points: "Feature and benefit bullet point one", "Feature and benefit bullet point two", "eature and benefit bullet point three", "Feature and benefit bullet point four", and "Feature and benefit bullet point five". Below the list, there are fields for "Model: 987654", "123456", and "Place price label here". At the bottom of the preview, there are fields for "SKU: 123456", "MODEL: 987654", and "FBC2-123456". The interface also features a "Print Options" section on the left, a "PDF Proof" button in the top right, and an "Add to Cart" button in the bottom right. The bottom status bar shows "Unit Price \$0.00" and "Total Price \$0.00".



3. The User must then click the CONTINUE ORDER button



4. The User must then click the PLACE MY ORDER button

Shipping 2 Payment 3 Finish

### How would you like to pay?

**ZERO PAYMENT**

Thank You!  
Not applicable

**Products**

F&B Ticket - STORE Template A6 - 105 x 148mm

Item Name: F&B Ticket - STORE Template A6 - 105 x 148mm

Qty	Unit Price	Total
1	\$0.00	\$0.00

Subtotal: \$0.00

Taxes: \$0.00

**Total: \$0.00**

← CONTINUE SHOPPING

PLACE MY ORDER →

- To get the actual High Resolution PDF (without the Proof watermark) the User must click the Download button in the Order Confirmation screen. An example of the PDF is provided below.

Shipping Payment 3 Finish

### Order Confirmation

**Thank you for your order!**

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order Number <b>7593</b>	Status: <b>Completed And Invoiced</b>	Order Date: 05/04/2018 16:23:14 NZST
As of 05/04/2018 16:23:15 NZST		

Order placed by:  
Demo Mitre10  
mitre10@bluestargroup.co.nz  
Mitre10 Head Office  
67 Corinthian Drive  
Albany  
North Shore  
North Shore  
0632  
New Zealand  
+64 9 441 6778

**Products**

F&B Ticket - STORE Template A6 - 105 x 148mm

Item Name: F&B Ticket - STORE Template A6 - 105 x 148mm

148mm

Order7593\_1\_F&B Ticket - STORE Template A6 - 105 x 148mm.pdf(1 Pages)

Unlimited Downloads Download

Qty	Unit Price	Total
1	\$0.00	\$0.00

Payment Method:  
**Zero Payment**

Subtotal \$0.00

Taxes \$0.00

**Total \$0.00**

← CONTINUE SHOPPING

PRINT

REORDER

*American Standard*

## Product Descriptor

**10**  
YEAR  
WARRANTY

- Feature and benefit bullet point one
- Feature and benefit bullet point two
- Feature and benefit bullet point three
- Feature and benefit bullet point four
- Feature and benefit bullet point five

Model: 987654  
123456  
Place price label here

SKU: 123456

MODEL: 987654

FBC2-123456