**National Mailing & Marketing**

How to Create an
Advance Delivery Notification
Enquiries during business hours (02) 6269 1000

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The Advance Delivery Notification is a pre alert to advise National Mailing & Marketing, that you are sending product to our warehouse.
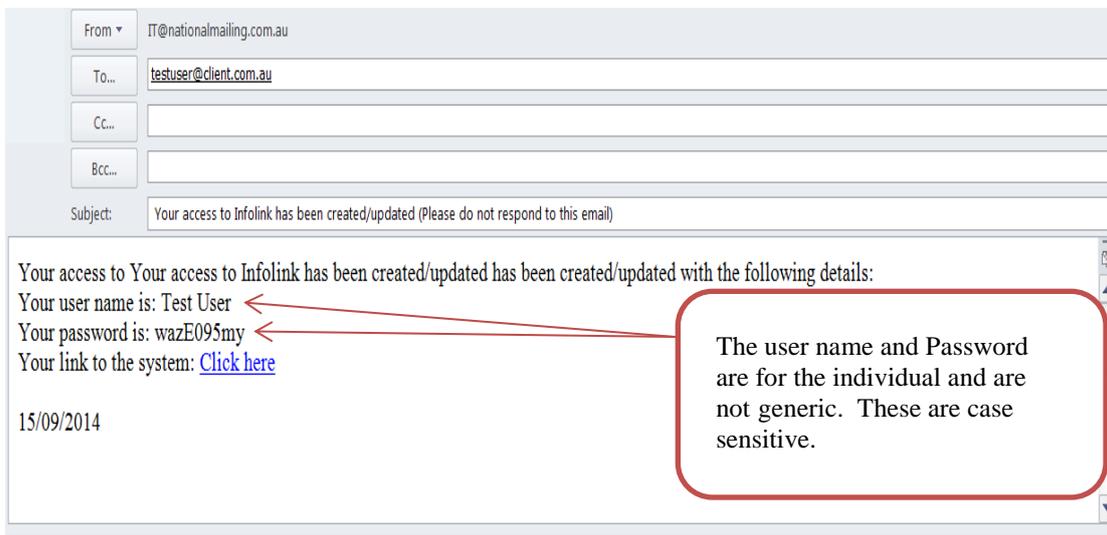
It comprises 4 sections:
1. Personal Particulars
2. Product Details
3. What you want NMM to do on receipt of goods
4. Layout and directly email to NMM

The information you provide by completing this form, greatly assists us with
- Accurately setting up your product title and relevant detail
- Allocation for specific tasks (mail outs, fulfillment or general storage)
- Quality processes to reference what is received against what is expected
- Establishing a line of communication between NMM & Client
- Ensuring we action your product/s according to specific details entered

To use the form you need to go onto the NMM online Ordering site and follow the below prompts.

1.      Upon access request, each user will receive an email from IT@nationalmailing.com.au . This email will have a personalised user name, password and link to the NMM ordering site.

| From ▾ | IT@nationalmailing.com.au |
|---|---|
| To... | testuser@client.com.au |
| Cc... | |
| Bcc... | |
| Subject: | Your access to Infolink has been created/updated (Please do not respond to this email) |

Your access to Your access to Infolink has been created/updated has been created/updated with the following details:
Your user name is: Test User
Your password is: wazE095my
Your link to the system: Click here

15/09/2014

The user name and Password are for the individual and are not generic. These are case sensitive.

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# National
# Mailing &
# Marketing

How to Create an
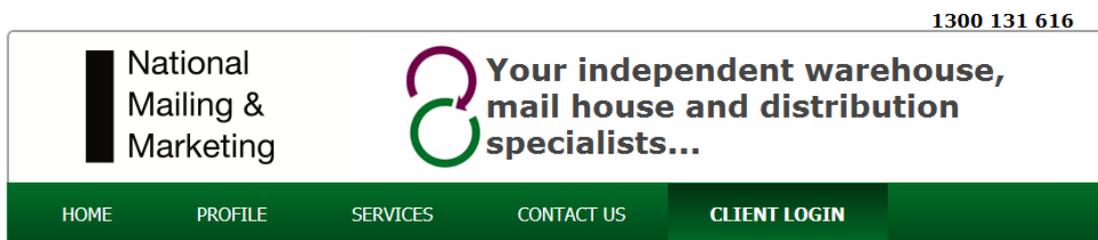Advance Delivery Notification
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2.	To open Infolink click on the link to the system taking you to the NMM website Home page. Select the Client Login tab.



3.	Enter in your username and password as provided in your email.  Remember that you must enter these in exactly as provided.



## NMM Customer Login

**LOGIN to ClientSite**

User Name:*

Password:*

Log In

☐ Remember me next time.

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4.	The following screen will appear. To create an Advance Delivery Notification form you can select by either the hyperlink listed down the page (Online Advance Delivery Notification Form (ADN)) or the tabs listed across the green header page (ADN Form).

**National Mailing & Marketing**

Client Logo

Log off
11:00:24 AM

| Home | Ordering | Reporting | Helpdesk | ADN Form | Welcome, Sharon Burden |

**Home**

**Welcome to NMM infolink - Online Order & Reporting System**
In this system, you can do the following tasks:

- Generate an Order
- Access Reports
- Helpdesk Assistance
- Online Advance Delivery Notification Form (ADN)
  (MUST BE COMPLETED) before sending stock to the NMM warehouse.

NMM infolink
Your virtual warehouse portal...

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5.      Once the ADN form is selected the following screen will apear.  Where possible the users information will be populated.

Client Logo



**Client Name:** The name of the section your are in within your organisation
**Division Name:** This is populated with the Organisation Name
**Branch Name:** The product owner/ branch within the organisation the product falls in too.

Branch

All Branches
    NMM Packaging

**Cost Centre:** Only applicable for organisations internal use. (Not mandatory.)
**Client Contact Name:** This is populated with the User Login Name
**Client Contact Email:** This is populated with the User Login Email
**Client Contact Telephone:** The phone number of the person submitting the A.D.N. Area code must be included. (Not mandatory.)

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6.      Once you have completed the above information you are now ready to add the product information. To do this you need to select the ADD PRODUCTS button at the bottom.

| | | |
|---|---|---|
| Client name: | Marketing | * |
| Division name: | NMM | |
| Branch name: | NMM Packaging | |
| Cost centre: | | |
| Client contact name: | Ali Don | * |
| Client contact email: | ali.don@nationalmailing.com.au | * |
| Client contact phone: | | |
| NMM Contact Email: | OPS@nationalmailing.com.au | |

Add Products

7.      The following screen will appear with two options

| | |
|---|---|
| Client name: | Marketing |
| Branch name: | NMM Packaging |
| Cost centre: | |
| Email to: | OPS@nationalmailing.com.au |
| Email cc: | ali.don@nationalmailing.com.au |
| Email subject: | Advanced Delivery Notification Form - NMM |

New Product    Search Product    [              ] Enter Code

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8.      The first is for the setting up of a new product. Select the NEW PRODUCT button if you are sending a product that has not been stored at NMM before.



The following options will appear for a new product.  Complete all fields that are marked with an "*" as these are mandatory.  Leave the Product code empty if it is unknown, but if you have a code that you want to use please enter it. Enter in the Product title (The title that appears on the front of a publication or a short clear description of merchandise items).

i.



ii.      When you get to Product type you are provided with a dropdown list of options, select one that best describes your product arriving at NMM.

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iii.    When you get to Status set to you are provided with three options to select one that best describes the status you wish to have the product stored at.

**Status set to:** Please select
Available
On receipt of go  Not Orderable
Please select ✓  Embargo

(**Available** = can be ordered by anyone; **Not Orderable** = cannot be ordered; **Embargo** = must be placed into secure Embargo cage due to sensitive information or future release date)

iv.    When the Status is set, further fields will appear for completion.

| New Product | Search Product | New Product | **Enter Code** |

**Add to ADN**

no image available

**Product code:**          ACMA081A.1109
**Product title:**          Tagged DVD in Plastic Case      *

**Product type:**          DVD        *
**Status set to:**          Available        *
**Ministerial reference:**

**Quantity to be delivered:**      0        *(Number only)
**Carton quantity:**              0        (Number only)
**UOM:**                                  (Unit of measure, e.g. Each/Carton)
**Expected delivery date:**                    *
**Printer/Supplier name:**
**Send Copies to NLDS:**      QTY: 0      (Number only)
**Copies to Departmental Library:**   QTY: 0   (Number only)
**On receipt of goods at the warehouse, please process as follows:**
Please select        *

v.    Ministerial Reference:  A reference which may make the product obsolete at times of Parliamentary/Governmental changes. Make note of Page number E.g. Change of Prime Minister.
vi.    Quantity to be delivered: The total number of items to be received by NMM
vii.    Carton Quantity: If known – the number of items in each carton E.g. you are getting 100 printed and there will be 10 per carton we will expect 10 cartons from the printer.  If the figures differ then we know that either the quantity is incorrect or the carton quantity is incorrect, leading us to advise you of a discrepancy

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viii.    UOM: The Unit of Measure is the way that the product is to be sent out. E.G. it can be set as EACH = 1 individual product or Unit = this could be in the form of a box.

ix.    Expected delivery date: is the date the printer has been asked to deliver the product to NMM. A pop-up calendar will appear.  You must select the date of delivery from it then click on OK.  The date can't be the date you are creating the ADN.



x.    Printer/Supplier Name: Where the products are being sent from.

xi.    Send Copies to NLDS (National Library Deposit Scheme). If you want NMM to organise the delivery on your behalf. Provide the quantity.

xii.    Copies to Departmental Library. If you want NMM to organise the delivery on your behalf.  Provide the quantity.

xiii.    On receipt of goods at the warehouse, please process as follows: Depending on what choice is made - it will prompt you for additional information relating only to that choice.

Two options



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New Product: Set up and add to inventory
You will be prompted to enter order limits, Minimum levels and tick to add to image
library.

**On receipt of goods at the warehouse, please process as follows:**

New Product: Set up and add to inventory       *

| | |
|---|---|
| **Max order limit:** | 0 |
| **Minimum Stock level/threshold:** | 0 |

☐ **Add to Image Library**

**On receipt of goods at the warehouse, please process as follows:**

New Product: Set up and add to inventory       *

| | |
|---|---|
| **Max order limit:** | 5 |
| **Minimum Stock level/threshold:** | 500 |

☑ **Add to Image Library**

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Allocate to production fulfilment for mailing job/ distribution
Enter as much information as you are able to.  This helps with sorting and counting
when the product arrives.

**On receipt of goods at the warehouse, please process as follows:**

Allocate to production fulfilment for mailing job/distribution ∨  *

**Project name/Title:**

**Job/Quote Number:**

**Remaining product/s to be returned to:**

**Other Information/Instructions:**

---

**On receipt of goods at the warehouse, please process as follows:**

Allocate to production fulfilment for mailing job/distribution ∨  *

**Project name/Title:**

Tagged DVD Mailout

**Job/Quote Number:**

12345

**Remaining product/s to be returned to:**

NMM Store

**Other Information/Instructions:**

Please call when stock arrives                    ✕

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xiv.    When completed select the ADD TO ADN button to submit.

**Add to ADN**

no image available

| | |
|---|---|
| **Product code:** | ACMA081A.1109 |
| **Product title:** | Tagged DVD in Plastic Case   * |
| **Product type:** | DVD  * |
| **Status set to:** | Available  * |
| **Ministerial reference:** | |
| **Quantity to be delivered:** | 1000   *(Number only) |
| **Carton quantity:** | 1000   (Number only) |
| **UOM:** | 1   (Unit of measure, e.g. Each/Carton) |
| **Expected delivery date:** | 27/09/2014   * |
| **Printer/Supplier name:** | Paragon |
| **Send Copies to NLDS:** | QTY: 0   (Number only) |
| **Copies to Departmental Library:** | QTY: 0   (Number only) |

**On receipt of goods at the warehouse, please process as follows:**

Allocate to production fulfilment for mailing job/distribution  *

**Project name/Title:**

Tagged DVD Mailout

**Job/Quote Number:**

12345

**Remaining product/s to be returned to:**

NMM Store

**Other Information/Instructions:**

Please call when stock arrives

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xv.     The information is now stored on your request. Repeat steps i-xiv over to add additional products.

| | |
|---|---|
| **Client name:** | Marketing |
| **Branch name:** | NMM Packaging |
| **Cost centre:** | |
| **Email to:** | OPS@nationalmailing.com.au |
| **Email cc:** | ali.don@nationalmailing.com.au |
| **Email subject:** | Advanced Delivery Notification Form - NMM |

**Submit Form**

Dear Ali Don,

Thank you for completing the Advance Delivery Notification.
Your ADN will be automatically emailed directly to you & NMM once you select 'Submit Form'.

**Product description**                                    **Command**

**Product Code:** ACMA081A.1109                            Remove
**Title:** Tagged DVD in Plastic Case
**Type:** DVD     **Status:** Available
**Quantity:**1,000   **UOM:** Each
**Expect Date:**27/09/2014
**Action:**Allocate to production fulfilment for mailing job/distribution
Project name/Title: Tagged DVD Mailout
Job/ Quote Number: 12345
Remaining prodcut/s to be returned to: NMM Store
Other Information/ Instructions: Please call when stock arrives

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8a.     The second option for setting up product is for an existing product.  There are two ways to search for products using the SEARCH PRODUCT button –

- Product Code – Enter the product code or part of the product code if known and select the SEARCH PRODUCT; this will narrow the results displayed.
- Keyword – Entre a key word from the product description and select SEARCH PRODUCT button, this will display any products that have the keyword within their description.

| New Product | Search Product | acma | Enter Code |

**Client ID:**ACMA002A.0000
**Type:**Brochure
**Description:**HOW TO BE PHONE SMART (AND STAY SAFE)     Select

**Client ID:**ACMA001A.0000
**Type:**Brochure
**Description:**CYBERSMART GUIDE TO INTERNET SAFETY     Select

**Client ID:**ACMA003A.0000
**Type:**Brochure
**Description:**THE SMART GUIDE TO SOCIALISINGON THE INTERNET     Select

**Client ID:**ACMA004A.0000
**Type:**DVD
**Description:**WISE UP TO IT DVD IN PLASTIC CASE     Select

**Client ID:**ACMA005A.0000
**Type:**DVD
**Description:**WISE UP TO IT DVD IN CARDBOARDSLEEVE     Select

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i.      Scroll down the list and select the product you wish to advise NMM of. This will populate the screen with all the product information as it currently stands in the NMM Warehouse Management system.  If you want to change any of the information do so as in steps 8 i-xiv.



ii      In the On Receipt of goods at the warehouse, please process as follows you are provided with additional options of Add to existing stock and Replace existing stock as well as the Allocate to production fulfilment for mailing job/ distribution

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Select any of the three options and submit

| New Product | Search Product | AU0003 | **Enter Code** |

**Add to ADN**

**Product code:** ACMA003A.0000

**Product title:** THE SMART GUIDE TO SOCIALISINGON THE INTERNET *

**Product type:** Brochure ✔ *

**Status set to:** Not Orderable ✔ *

**Ministerial reference:**

**Quantity to be delivered:** 1000    *(Number only)

**Carton quantity:** 1000    (Number only)

**UOM:** 1    (Unit of measure, e.g. Each/Carton)

**Expected delivery date:** 26/09/2014    *

**Printer/Supplier name:** Dynamic Printing

**Send Copies to NLDS:** QTY: 0    (Number only)

**Copies to Departmental Library:** QTY: 0    (Number only)

**On receipt of goods at the warehouse, please process as follows:**

Add to existing stock ✔ *

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9.      This next screen gives you options to amend the A.D.N
      a.  You can edit the product by selecting the Edit button
      b.  You can delete the product by using the Delete button.
      c.  You can add a new product by going to the search function and repeating the steps starting at point 8.

10.     If you are happy with all the products on the Advance Delivery Notification form then select Submit Form.

| | |
|---|---|
| **Client name:** | Uniforms section |
| **Branch name:** | NMM uniforms |
| **Cost centre:** | |
| **Email to:** | ali.don@nationalmailing.com.au |
| **Email cc:** | ali.don@nationalmailing.com.au |
| **Email subject:** | Advanced Delivery Notification Form - NMM Presentation Site |

Submit Form

Dear Ali Don,

Thank you for completing the Advance Delivery Notification.
Your ADN will be automatically emailed directly to you & NMM once you select 'Submit Form'.

| Product description | Command |
|---|---|
| **Product Code:** 9284.1207 | Remove |
| **Title:** NMM Brochure | |
| **Type:** Brochure - DL   **Status:** Available | |
| **Quantity:**1,000  **UOM:** Each | Edit |
| **Expected Delivery Date:**14/11/2014 | |
| **Action:**Copies to NLDS: No | |
| Copies to Department: No | |
| Add to existing stock | |

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11.     The system will now generate an A.D.N. Your ADN reference is provided. You have the opportunity to create a new ADN or exit the program.  You will be sent an email with the ADN attached.

## Generate Advance Delivery Notification Form

Create New ADN

**Client name:**    Uniforms section
**Branch name:**   NMM uniforms
**Cost centre:**
**Email to:**       ali.don@nationalmailing.com.au
**Email cc:**       ali.don@nationalmailing.com.au
**Email subject:**  Advanced Delivery Notification Form - NMM Presentation Site

Dear Ali Don,

ADN Ref No.:286
Thank you for completing the Advance Delivery Notification.
An email has been sent to NMM.

Kind regards
NMM

**Product description**                                      **Command**

**Product Code:** 9284.1207
**Title:** NMM Brochure
**Type:** Brochure - DL     **Status:** Available
**Quantity:**1,000   **UOM:** Each
**Expected Delivery Date:**14/11/2014
**Action:**Copies to NLDS: No
Copies to Department: No
Add to existing stock