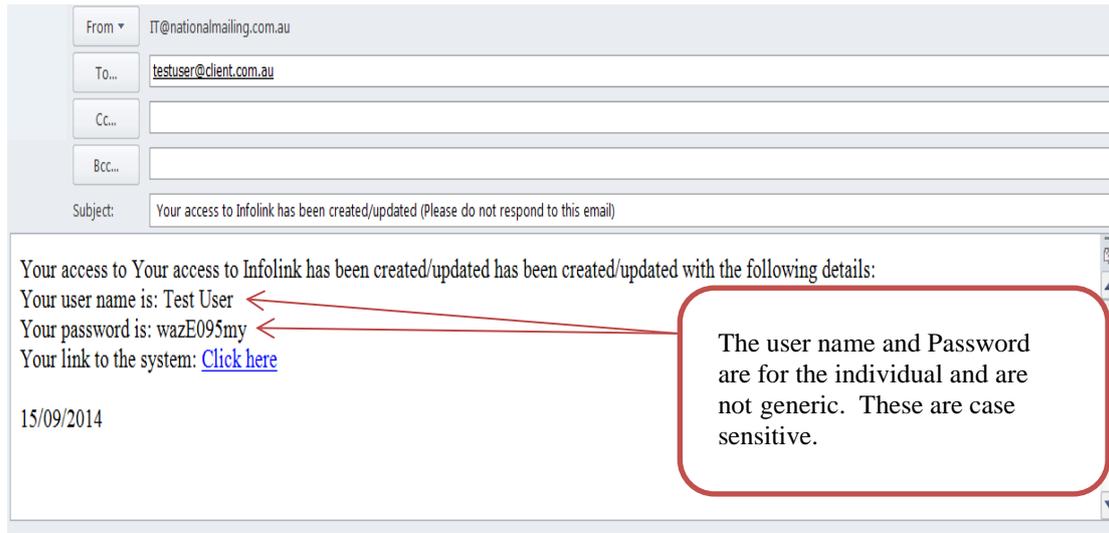


1. Upon access request, each user will receive an email from IT@nationalmailing.com.au . This email will have a personalised user name, password and link to the NMM ordering site.



2. To open Infolink click on the link to the system taking you to the NMM website Home page. Select the Client Login tab.



Welcome to NMM

Watch Us In Action...



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

1300 131 616

National Mailing & Marketing

Your independent warehouse, mail house and distribution specialists...

HOME PROFILE SERVICES CONTACT US **CLIENT LOGIN**

NMM Customer Login

LOGIN to ClientSite

User Name:*

Password:*

 Remember me next time.



4. The Home page will appear. From here you can select what you wish to do by either selecting the hyperlink listed down the page or the tabs listed across the page.

- The Ordering Tab provides access to all available warehouse products held at National Mailing and Marketing.
- The Reports Tab provides a range of reports relating to orders, packaging, stock usage and history.
- The Online Advance Delivery Notification form (ADN) is an electronic form used to provide NMM with information about incoming stock for storage or mailouts.

Your independent warehouse,
mail house and distribution
specialists...

[Log off](#)
9:48:37 AM

[Home](#) [Ordering](#) [Reporting](#) [Helpdesk](#) [ADN Form](#) Welcome, [Ali Don](#)

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.



5. To place an Order, select “ORDERING”. Here you can direct your search in several ways for all available products.

- Using Search string; key in the product code; or partial or full name of the product.

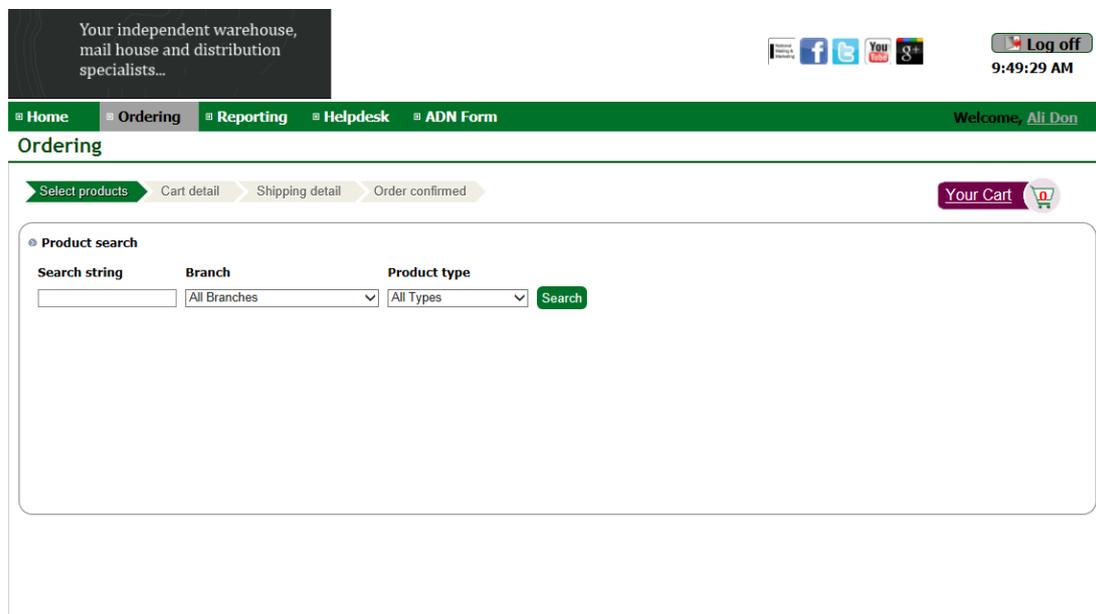
Other ways to search

5a: Using product type. This will produce a drop down menu. See image.

5b: If you want to call up all products leave the search term blank and complete as stated below. See Image.

5c: Using Branch. Click on the dropdown menu. This will display all available products within a particular branch

- To complete the SEARCH - place the arrow over search and left click with the mouse



Your independent warehouse, mail house and distribution specialists...

Log off 9:49:29 AM

Home Ordering Reporting Helpdesk ADN Form Welcome, Ali Don

Ordering

Select products Cart detail Shipping detail Order confirmed Your Cart

Product search

Search string	Branch	Product type	
<input type="text"/>	All Branches	All Types	Search

5a: Using product type

Your independent warehouse, mail house and distribution specialists...

Log off 9:50:14 AM

Home Ordering Reporting Helpdesk ADN Form Welcome, Ali Don

Ordering

Select products Cart detail Shipping detail Order confirmed Your Cart

Product search

Search string	Branch	Product type
<input type="text"/>	All Branches	All Types
		Archive / storage only
		Bag
		Book
		Bookmark
		Brochure
		Brochure - DL
		C4 AEC ONLY
		Calendar
		CD
		DL AEC ONLY
		Envelope
		Fact Sheet
		Flyer
		Folder
		Form
		Insert
		JIFFY AEC ONLY
		Kits
		Machine parts
		Machinery
		Merchandise
		Metal
		Packaging
		Paper
		Poster
		Stationery
		Stickers
		Uniform

infolink
Your virtual warehouse portal...

5b: Leaving search term blank. This will list all products available for ordering. Use the internal scroll bar to move down the list of products available for order.

Home Ordering Reporting Helpdesk ADN Form Welcome, Ali Don

Ordering

Select products Cart detail Shipping detail Order confirmed

Your Cart 07

Product search

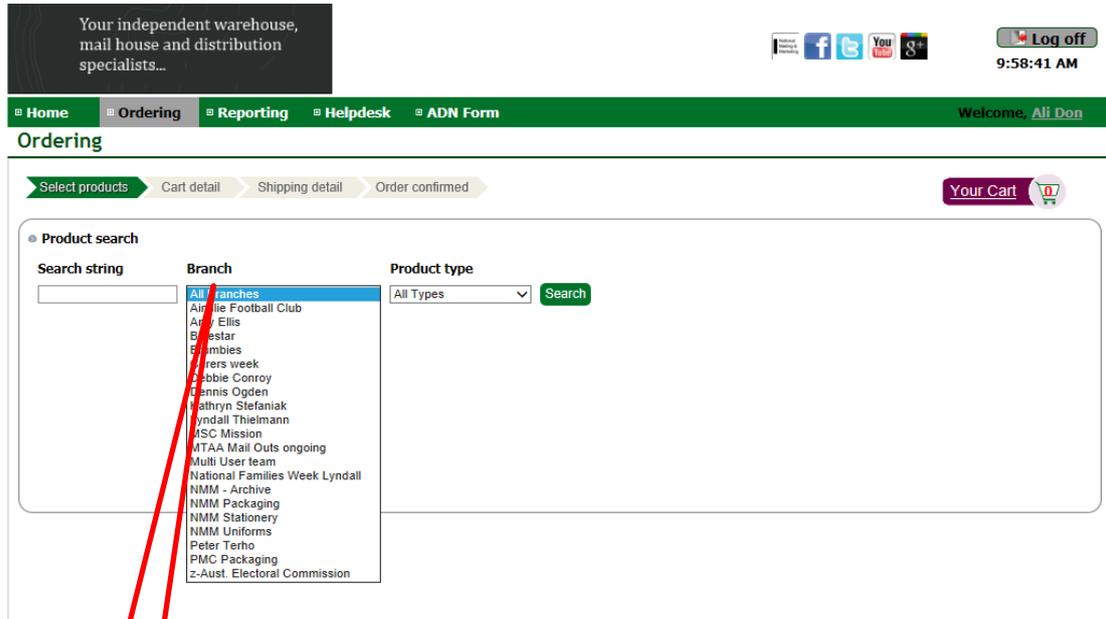
Search string Branch Product type

All Branches All Types Search

Search Result: There are 26 products.

	0112 DL PLAINFACE SECRETIVE SELF SEAL ID: CAN0112 ClientID: 0112 Envelope Available :81,000	<input type="text"/>
	DL WINDOWFACE SECRETIVE SELF SEAL ID: CAN0119 ClientID: 0119 Envelope Available :93,000	<input type="text"/>
	DL PLAINFACE SECRETIVE LICK & STICK ID: CAN0122 ClientID: 0122 Envelope Available :11,500	<input type="text"/>
	DL WINDOWFACE SECRETIVE LICK & STICK ID: CAN0129 ClientID: 0129 Envelope Available :70,000	<input type="text"/>
	DL PLAINFACE SECRETIVE PEEL & SEAL ID: CAN0162 ClientID: 0162 Envelope Available :17,000	<input type="text"/>

5c: Searching by branch. This will list all available products that are owned by a particular section or campaign within the client's organisation.



Your independent warehouse, mail house and distribution specialists...

Log off 9:58:41 AM

Home Ordering Reporting Helpdesk ADN Form Welcome, Ali Don

Ordering

Select products Cart detail Shipping detail Order confirmed Your Cart

Product search

Search string Branch Product type

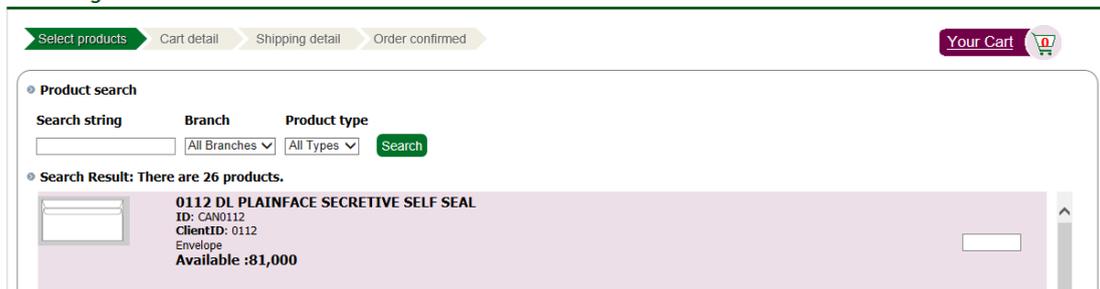
All Branches

- Airline Football Club
- Archie Ellis
- Breastar
- Embroideries
- Family week
- Hebbie Conroy
- Jennils Ogden
- Kathryn Stefaniak
- Lyndall Thielmann
- MSC Mission
- MTAA Mail Outs ongoing
- Multi User team
- National Families Week Lyndall
- NMM - Archive
- NMM Packaging
- NMM Stationery
- NMM Uniforms
- Peter Terho
- PMC Packaging
- z-Aust. Electoral Commission

NMM - Archive
NMM Packaging
NMM Stationery
NMM Uniforms

6. Once you have called up the list of products or product you need. Enter the quantity into the order quantity section of the site this will activate the Add to Cart button select add to cart to include that product on your order. This quantity will appear in the Cart at the top called “Your Cart” – this is the quantity of products on your order. Repeat this process until all products for the order are in the cart. Once you move to the next product for the order the Add to cart will appear on that product and removed from the previous.

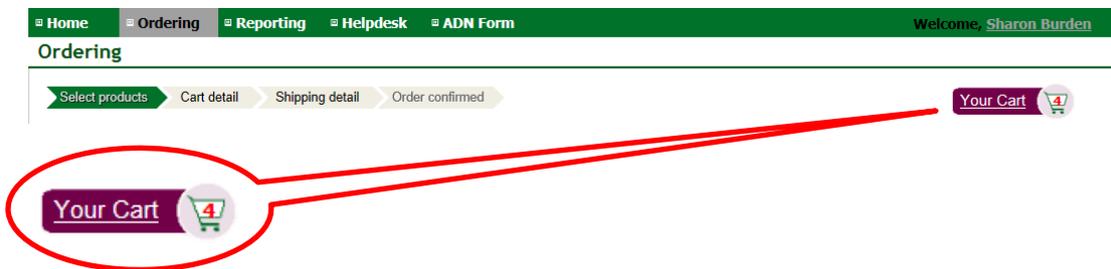
Ordering



Ordering



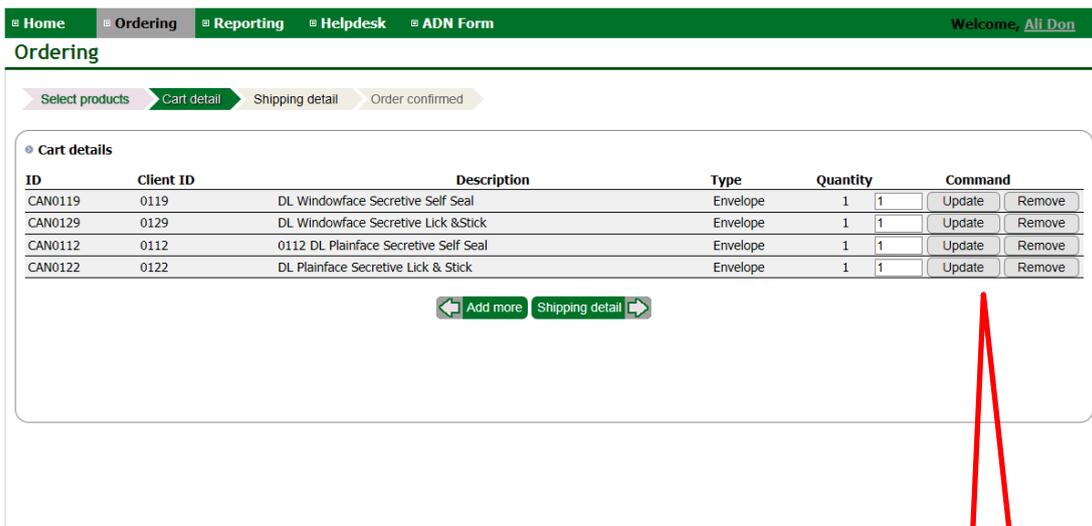
7. The cart will display the number of products on the order.



8. To view all products and quantities on your order, select from the bar across the top of the ordering page “Cart Detail”.



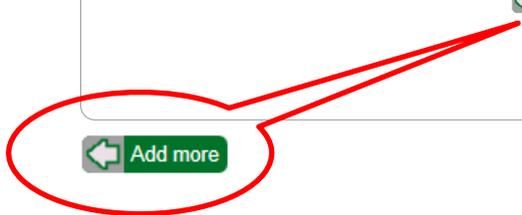
All products in the cart will appear, here you can adjust the quantities by “Update” (change quantity then press the “Update” button) or remove the product from the order all together by selecting “Remove”.



9. If you want to add more products to the order you select “Add more” as indicated in the image below. This allows you to go back to step 5 to repeat the search function for more product.

Cart details

ID	Client ID	Description	Type	Quantity	Command
CAN0119	0119	DL Windowface Secretive Self Seal	Envelope	1 <input type="text" value="1"/>	<input type="button" value="Update"/> <input type="button" value="Remove"/>
CAN0129	0129	DL Windowface Secretive Lick &Stick	Envelope	1 <input type="text" value="1"/>	<input type="button" value="Update"/> <input type="button" value="Remove"/>
CAN0112	0112	0112 DL Plainface Secretive Self Seal	Envelope	1 <input type="text" value="1"/>	<input type="button" value="Update"/> <input type="button" value="Remove"/>
CAN0122	0122	DL Plainface Secretive Lick & Stick	Envelope	1 <input type="text" value="1"/>	<input type="button" value="Update"/> <input type="button" value="Remove"/>



10. If you have completed your order and wish to finish, then select “Shipping detail”. This can be done by selecting from the bar under the header or from the button underneath the items in the cart as indicated in the images below



• Cart details

ID	Client ID	Description	Type	Quantity	Command
CAN0119	0119	DL Windowface Secretive Self Seal	Envelope	1 <input type="text" value="1"/>	<input type="button" value="Update"/> <input type="button" value="Remove"/>
CAN0129	0129	DL Windowface Secretive Lick &Stick	Envelope	1 <input type="text" value="1"/>	<input type="button" value="Update"/> <input type="button" value="Remove"/>
CAN0112	0112	0112 DL Plainface Secretive Self Seal	Envelope	1 <input type="text" value="1"/>	<input type="button" value="Update"/> <input type="button" value="Remove"/>
CAN0122	0122	DL Plainface Secretive Lick & Stick	Envelope	1 <input type="text" value="1"/>	<input type="button" value="Update"/> <input type="button" value="Remove"/>



11. Once you have moved onto the “Shipping detail” page you are required to enter in the details for the delivery. All fields marked with a red asterisk are mandatory.

Select products Cart detail **Shipping detail** Order confirmed
Your Cart 

Please fill in your shipping details

Name:*

Organisation:*

Address1:*

Address2:*

Suburb:*

State:*

Postcode:*

Country:

Phone:

OrderPriority:

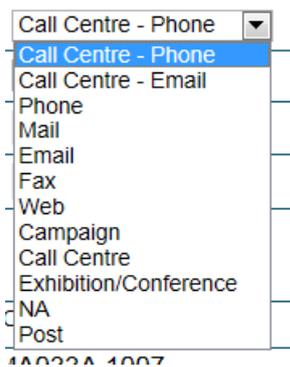
Delivery Instruction:

Cart details

ID	Client ID	Description	Type	Quantity
CAN0119	0119	DL Windowface Secretive Self Seal	Envelope	1
CAN0129	0129	DL Windowface Secretive Lick &Stick	Envelope	1
CAN0112	0112	0112 DL Plainface Secretive Self Seal	Envelope	1
CAN0122	0122	DL Plainface Secretive Lick & Stick	Envelope	1

The below information must be included depending on your organisations specific requirements

Order Method –



Call Centre - Phone

Call Centre - Phone

Call Centre - Email

Phone

Mail

Email

Fax

Web

Campaign

Call Centre

Exhibition/Conference

NA

Post

The **Order method** must be selected. It is to report from where the request has generated. There is a selection see dropdown list.

Customer Type -



A dropdown menu for Customer Type. The current selection is 'Sydney Office'. The list of options includes: Please Select, Canberra Office, Combined Primary/Secondary, Community Group, General Public, Government Agency, Health Organisation, High School, Library, Melbourne Office, Non-Government Agency, Outreach, Play Group, Police, Pre-School, Primary School, Sydney Office (highlighted), TAFE, University, and Youth Organisation.

The **Customer Type** is to report who is using the publication, where it is going. There is a selection, see dropdown list.

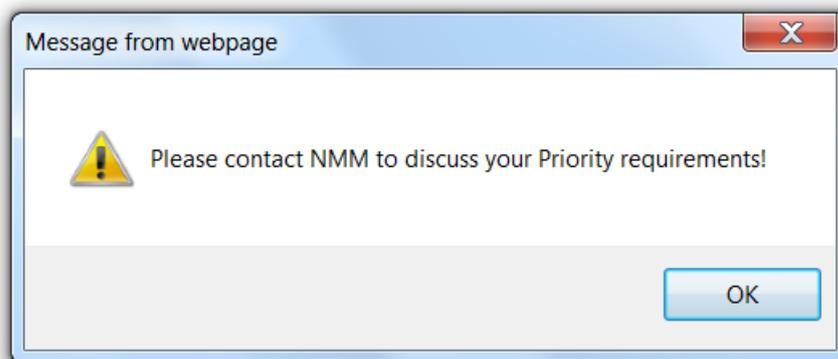
Order Priority -



A dropdown menu for Order Priority. The current selection is 'Normal'. The list of options includes: Normal (highlighted) and High.

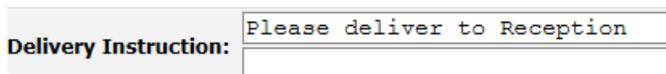
Order Priority is either Normal or High. If an order is High priority you will get a pop up requesting you contact NMM. Please call or email NMM.

Pop-Up for High



Select OK to move on.

Delivery Instruction – Must be used if the order is High Priority. Use to state delivery time frames.



A form field for Delivery Instruction. The text 'Please deliver to Reception' is entered into the field.

[Select products](#)
[Cart detail](#)
[Shipping detail](#)
[Order confirmed](#)

Your Cart 

Please fill in your shipping details

Name:	Ali Don
Organisation:	National Mailing and Marketing
Address1:	11 Tralee St
Address2:	
Suburb:	Hume
State:	ACT
Postcode:	2620
Country:	Australia
Phone:	02 6269 1000
OrderPriority:	Normal
Delivery Instruction:	Bring to Reception x



Cart details

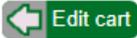
ID	Client ID	Description	Type	Quantity
CAN0119	0119	DL Windowface Secretive Self Seal	Envelope	1
CAN0129	0129	DL Windowface Secretive Lick &Stick	Envelope	1
CAN0112	0112	0112 DL Plainface Secretive Self Seal	Envelope	1
CAN0122	0122	DL Plainface Secretive Lick & Stick	Envelope	1



If you want to change your order select “Edit cart” button at the bottom of the cart details on the right hand side of the screen. This will take you back to point 8 where you can either “Add more” OR “Update quantity” OR “Remove product”.

Cart details

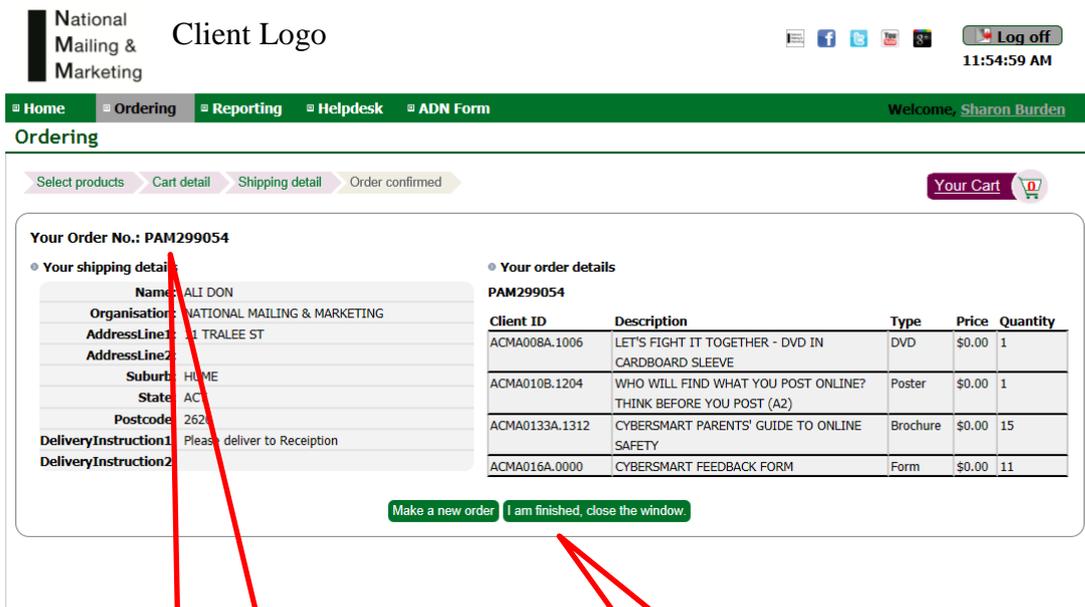
ID	Client ID	Description	Type	Quantity
CAN0119	0119	DL Windowface Secretive Self Seal	Envelope	1
CAN0129	0129	DL Windowface Secretive Lick &Stick	Envelope	1
CAN0112	0112	0112 DL Plainface Secretive Self Seal	Envelope	1
CAN0122	0122	DL Plainface Secretive Lick & Stick	Envelope	1



To complete your order select the “Submit” button underneath the shipping details information.



12. Once you have clicked on the final Submit order you will receive an Order Code starting with **3 letters and 6 numbers** for tracking purposes and details of your order. Your order has now been entered into the queue for picking. You can either “Make a new order” or select “I am finished and close the window”



Your Order No.: PAM299054

Your shipping details

Name: ALI DON
 Organisation: NATIONAL MAILING & MARKETING
 AddressLine1: 1 TRALEE ST
 AddressLine2:
 Suburb: HUME
 State: ACT
 Postcode: 2621
 DeliveryInstruction1: Please deliver to Reception
 DeliveryInstruction2:

Your order details
PAM299054

Client ID	Description	Type	Price	Quantity
ACMA008A.1006	LET'S FIGHT IT TOGETHER - DVD IN CARDBOARD SLEEVE	DVD	\$0.00	1
ACMA010B.1204	WHO WILL FIND WHAT YOU POST ONLINE? THINK BEFORE YOU POST (A2)	Poster	\$0.00	1
ACMA0133A.1312	CYBERSMART PARENTS' GUIDE TO ONLINE SAFETY	Brochure	\$0.00	15
ACMA016A.0000	CYBERSMART FEEDBACK FORM	Form	\$0.00	11

Make a new order | I am finished, close the window.



Your Order No.: PAM299054

Make a new order | I am finished, close the window.