

# THE WAREHOUSE WEB ORDER INSTRUCTIONS

Checkpoint Inc (Shore to Shore) has been selected as the global supplier for The Warehouse New Zealand compliance labeling and ticketing requirements, You can place orders from our web ordering system, Please read below instructions carefully before order:

## Instructions and Attentions

1. The website address: <http://twh.checkpt.com.hk/>
2. Before ordering, you need to send an email to [horace.he@checkpt.com](mailto:horace.he@checkpt.com) with below information to sign up.
  - ✓ Bill to address/Contact information
  - ✓ Ship to address/Contact information
  - ✓ User Name/Password
3. Customers are responsible for the accuracy of order data entered via the web site. Please check order data carefully before submitting to the system. **Any change/cancellation of incoming orders will only be considered within 24 hours upon receipt.**
4. We will receive the orders the next day after the order entered in the system, our customer service representative will send a PI or contract as a sales confirmation. Once the sales confirmation is confirmed, signed and sent back to Checkpoint Inc. from the vendor, changes is not allowed and Checkpoint Inc office will arrange the production.
5. As there are too many variables for the care labels, we suggest you to order the care labels by a separated order form(You can download it from the web-HELP-PFL Order Form) and email back to our customer service representative, then we will creat a layout to the vendors for approval before production.
6. Each order line item's quantity will be in the multiple of 25pcs, The minimum order amount will be USD 20.00/Order.
7. The web site has a timeout problem, the data unsaved might be missed after the timeout, please finish the order placing as soon as possible.

# How to place order

1, Sign in the web site: <http://twh.checkpt.com.hk/>

the warehouse // *where everyone gets a tag*

Shanghai Shore Labels

System Login

User Name

Password

Remember me on this computer

Submit

2, Click Place Order page (The default login page is place order)

We provided 2 ways to finish an order, 1 is simple, to fill an excel order form, and upload 1 PO's order together, the other way is to select a Product and then order.

## A, How to place multiple products at 1 setp

Click Place Order (The default login page is place order) ,We have added a special ordering produce: [Click Here To Order Multiple products at One Time](#)

Product List ( loaded in :0 sec(s))				
View Product	Product Id	Description	Price in US \$	Select
	WH-CUSPTAG-SH	TWH CLIPS UPC TAG	\$19.66	Select
	WH-GRGKTTAG-SH	TWH GARAGE KNICKERS & THINGS UPC TAGS	\$20.09	Select
	WH-GRGSSTAG-SH	TWH GARAGE SLEEP UPC TAGS	\$19.23	Select
	WH-LAB1PERM-SH	TWH GENERIC STICKERS-PERMANENT TYPE 1	\$3.20	Select
	WH-LAB2PERM-SH	TWH GENERIC STICKERS-PERMANENT TYPE 2	\$4.82	Select
	WH-LAB3PERM-SH	TWH GENERIC STICKERS-PERMANENT TYPE 3	\$4.82	Select
	WH-ACTIVETG-SH	TWH ACTIVE UPC TAGS	\$14.82	Select
	WH-ANDTAG-SH	TWH ANGEL'N DISGUISE UPC TAGS	\$22.30	Select
	WH-GARAGETG-SH	TWH GARAGE UPC TAG	\$14.96	Select
	WH-HIPPOTAG-SH	TWH HIPPO UPC TAGS	\$21.30	Select

Page 1 of 25 (247 items) < [1] 2 3 4 5 6 7 ... 23 24 25 >

[Click Here To Order Multiple Products at One Time](#)

2, Input the PO number and check if the bill to and ship to address correct.  
(The same 1 PO can be placed together, if you have multiple POs, you should place the PO one by one)

## :: Order Form

*Customers are responsible for the accuracy of order data entered via the web site.  
Please check order data carefully before submitting to the Shore To Shore system.*

PO Number	<input type="text" value="TEST"/>
Ship Method	<input type="text" value="LOCAL"/> ▼
Special Remarks	<input type="text"/>

**Billing Information**

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▼

140001  
SHORE TO SHORE  
ROOM 64,66A 4TH FLOOR  
22999 YANAN ROAD  
China  
Attention : JOHN WANG

**Shipping Information**

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▼

140001  
SHORE TO SHORE  
ROOM 64,66A 4TH FLOOR  
22999 YANAN ROAD  
China  
Attention : JOHN WANG

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3, Input all the production information in the standard import excel order form, Save the excel to your computer, local disk, (You can download the excel from the Help menu)

	A	B	C	D	E	F	G	H	I	J	K
1	quantity	style	season	supp_code	price	item_desc	ean	colour	size	upc	origin
2	1	2	2	2	1.21	21	9402025665458	1	2		
3											
4											

4, Browse your order form file and click upload

5, Check your order details against your order, if correct, click finish to finish the ordering.

Delete	34	WH-SILW-SH	25		2XL	China		
Delete	35	WH-SILW-SH	25		3XL	China		
Delete	36	WH-SILW-SH	25		S	China		
Delete	37	WH-SILW-SH	25		M	China		
Delete	38	WH-SILW-SH	25		L	China		
Delete	40	WH-SILW-SH	25		2XL	China		
Delete	41	WH-SILW-SH	25		3XL	China		
Delete	42	WH-SILCW-SH	25	S07			COTTON	WASH WITH SIMILAR COLOURS

Finish ::

6, Our system will generate a order summary list for your record. You can print the audit report out if necessary.

**Order Confirmation**

Your order has been processed successfully

*Please make a note on the below order no for your track.*

Orderno	PO Number	Customer Track	Product	Quantity	Print
020A15PL	TEST		WH-CLS5TWPUR-SH	50	<a href="#">020A15PL</a>
020A15PM	TEST		WH-CLS5TW-SH	200	<a href="#">020A15PM</a>
020A15PN	TEST		WH-LAB3REM-SH	25	<a href="#">020A15PN</a>
020A15PO	TEST		WH-RR16RSTK-SH	0	<a href="#">020A15PO</a>
020A15PP	TEST		WH-RR20RSTK-SH	25	<a href="#">020A15PP</a>
020A15PQ	TEST		WH-SILCW-SH	25	<a href="#">020A15PQ</a>
020A15PR	TEST		WH-SILW-SH	300	<a href="#">020A15PR</a>

## B, How to place the products orders one by one

Place order page:



**Tax Applicable**  
\*\*The USD price is without 17% VAT, for reference only,all products printed in China, VAT must be added.

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**Exchange Rate**  
\*\*Exchange Rate based on a fixed rate USD : RMB=1.00 : 8.00

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**Important Update** [An Important Update](#)

Product List ( loaded in :0 sec(s) )				
View Product	Product Id	Description	Price in US \$	Select
	WH-CUSPTAG-SH	TWH CUPS UPC TAG	\$19.66	<a href="#">Select</a>
	WH-GRKTTAG-SH	TWH GARAGE KNICKERS & THINGS UPC TAGS	\$20.09	<a href="#">Select</a>
	WH-GRS5TAG-SH	TWH GARAGE SLEEP UPC TAGS	\$19.23	<a href="#">Select</a>
	WH-LAB1PERM-SH	TWH GENERIC STICKERS-PERMANENT TYPE 1	\$3.20	<a href="#">Select</a>
	WH-LAB2PERM-SH	TWH GENERIC STICKERS-PERMANENT TYPE 2	\$4.82	<a href="#">Select</a>
	WH-LAB3PERM-SH	TWH GENERIC STICKERS-PERMANENT TYPE 3	\$4.82	<a href="#">Select</a>
	WH-ACTIVETG-SH	TWH ACTIVE UPC TAGS	\$14.82	<a href="#">Select</a>
	WH-LAMPTAG-SH	TWH AMERI IN DISCLOSE UPC TAGS	\$22.30	<a href="#">Select</a>

A, As there are too many products, to search by the Product ID or by the description might help you to locate a product quickly.

### Tax Applicable

\*\*The USD price is without 17% VAT, for reference only, all products printed in China, VAT must be added.

### Exchange Rate

\*\*Exchange Rate based on a fixed rate USD : RMB=1.00 : 8.00

### Important Update

[An Important Update](#)

Product List ( loaded in :0 sec(s))				
View Product	Product Id	Description	Price in US \$	Select
		MAYA		
	WH-MAYATAG-SH	TWH MAYA UPC TAG	\$23.50	Select
	WH-MAYAWOVEN-SH	TWH MAYA WOVEN LABELS	\$20.25	Select
	WH-MAYASWIM-SH	TWH MAYA SWIM UPC TAG	\$23.50	Select
	WH-MAYACASU-SH	TWH MAYA CASUAL UPC TAG	\$23.50	Select
	WH-MAYASLPTG-SH	TWH MAYA HANGTAGS FOR SLEEPWEAR	\$23.50	Select
	WH-MAYALGRTG-SH	TWH MAYA LINGERIE UPC TAG	\$23.50	Select
	WH-MAYABNDLB-SH	TWH MAYA BRAND SIZE/ORIGIN PRINTED LABEL	\$15.99	Select
	WH-MAYACARLB-SH	TWH MAYA PRINTED CARE LABEL	\$15.99	Select

B, You can click to view how the products looks like and how many variables you should input:



C, Click to choose the product you need to order  
D, Please input the PO Number/Ship Method/Special Remarks(If you have)and check if the Billing Information/Shipping Information correct.

## :: Order Form

*Customers are responsible for the accuracy of order data entered via the web site.  
Please check order data carefully before submitting to the Shore To Shore system.*

PO Number	TEST
Ship Method	LOCAL
Special Remarks	TEST ORDER ONLY, PLS DO NOT PRODUCE

<b>Billing Information</b>	
140001	
SHORE TO SHORE ROOM 64,66A 4TH FLOOR 22999 YANAN ROAD China Attention : JOHN WANG	

<b>Shipping Information</b>	
Change Address	
SHORE TO SHORE ROOM 64,66A 4TH FLOOR 22999 YANAN ROAD China Attention : JOHN WANG	

E, Ensure the information inputted correct, Click Submit to continue:



If the PO Number duplicated, please check carefully if it is duplicated by mistake, if it is really need to re-order, then click Submit again to continue.

F, Input the line items in details, we provided two input ways:

A, Input the fields one by one and click ADD ITEMS to continue,

- You must key in the \* fields, If you really do not want the \*field to be printed, please click that field's check box  to bypass.
- The system has EAN validation checking, if the check digit of the EAN not correct, the system will remind you until you input the correct one.

➤ PRICE must have two digits after the decimal point

Item Code: WH-ACSWTGB-SH  
 Item Description: TWH ACCESSORIES HANGTAGS FOR BOYS  
 Price Per 1000: US\$ 24.57\*\* ( Unit Price Per 1000 )  
 \*\*The USD price is without 1.7% VAT, for reference only,all products printed in China, VAT must be added.  
 \*\*Exchange Rate based on a fixed rate USD : RMB=1.00 : 8.00

Quantity*	ITEM_DESC *	SIZE *	COLOUR *	SUPP_CODE *	EAN *	PRICE *
1	B. POLO	SMALL	BLACK	9876	9401025768981	8.98

B, Input all the production information in the standard import excel order form (To download it from the Help menu)

	A	B	C	D	E	F	G	H	I	J	K
	quantity	style	season	supp_code	price	item_desc	ean	colour	size	upc	origin
1	1	2	2	2	1.21	21	9402025685458	1	2		
2											
3											
4											

Save the excel to your own computer and then go to the web and click the

button to upload the excel file.

Upload Excel

File Upload

C:\Documents and Settings\Horace.EC16C59D6CF\浏览...

Upload

We recommend you to enter the orders by import from a excel file, this will be more quickly and accurately.

**\*\*You might meet some red warning message after click Add Item(s) or Upload, Read the message carefully and check if you have input the correct data. If the error message still exists, please contact our customer service representative for help.**

Add Item(s) Cancel **Upload Failed - Data Error in Excel File - Field ean at Row :2 Should have a Valid Ean value**

File Upload

浏览...

Upload

G, After all the line items be finished, the system will show a list for checking, if all is correct click next to finish the ordering.

Delete Row	item_desc	size	colour	supp_code	ean	price	quantity	Sno
<input type="button" value="Delete"/>	CAMI	M	BLACK	CAMI	9401025768998	10.99	25	1
<input type="button" value="Delete"/>	CAMI	S	BLUE	CAMI	9401025769001	100.98	25	2
<input type="button" value="Delete"/>	CAMI	M	BLUE	CAMI	9401025769018	9999.99	25	3
<input type="button" value="Delete"/>	CAMI	S	BROWN	CAMI	9401025769025	0.01	25	4

H, After that is the Order Confirmation, Please write down the Orderno for checking and record. You can Print the report if nessissary.

### Order Confirmation

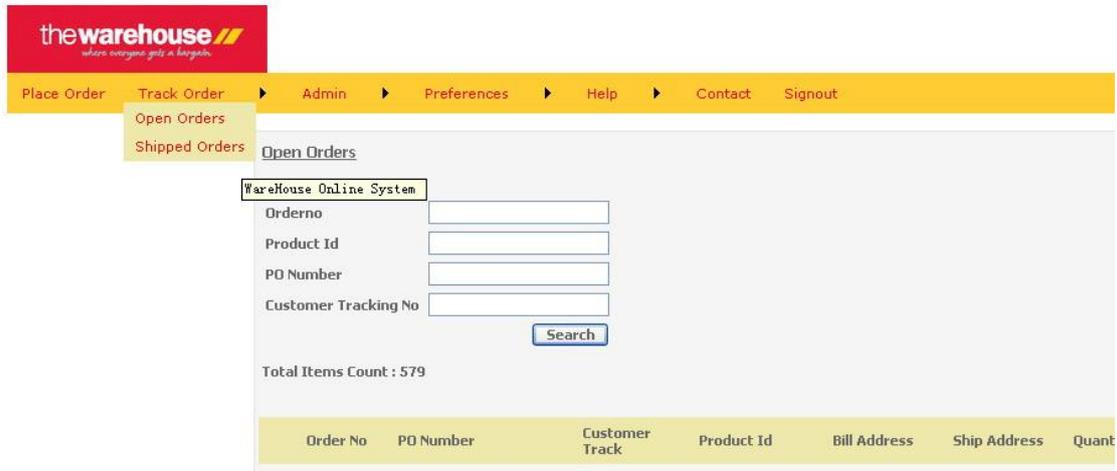
Your order has been processed successfully

*Please make a note on the below order no for your track.*

Orderno	PO Number	Customer Track	Product	Quantity
020A02HW	TEST		WH-MATCHBLUE-SH	25

Thank You for your Order .

# How to View/Edit Orders



Track order was devlided in two groups:

Open Orders

Shipped Orders

Attention: The ship status might not accuracy, If you have any doubtabout the shipment, please contact our customer service representative.

You can export the whole track list by click [Export to Excel](#)

In the search result, you can:

- 1, click the Order No to view the line items in details
- 2, click [Edit](#) to edit the fresh orders
- 3, click [Print](#) to print the audit/packing report
- 4, click [Delete](#) to delete the fresh orders

Open Orders

Orderno

Product Id

PO Number

Customer Tracking No

Total Items Count : 1089

No of Rows In Grid

Order No	PO Number	Customer Track	Product Id	Bill Address	Ship Address	Quantity	Order Date	Print	Delete
<a href="#">Edit</a> <a href="#">020A0NSZ</a>	11320903		WH-ACOVSTKWH-SH			4050	10/25/2007	<a href="#">Print</a>	<a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">020A0NSX</a>	11320895		WH-ACOVSTKWH-SH			1825	10/25/2007	<a href="#">Print</a>	<a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">020A0NSW</a>	11226681		WH-MAYACASU-SH			1100	10/25/2007	<a href="#">Print</a>	<a href="#">Delete</a>
<a href="#">020A0NSJ</a>	11358038		WH-SILCW-SH			3050	10/25/2007	<a href="#">Print</a>	
<a href="#">020A0NSH</a>	11243041/11243046		WH-WEEBANYTGS			7900	10/25/2007	<a href="#">Print</a>	
<a href="#">020A0NSG</a>	11358038		WH-SILW-SH			3050	10/25/2007	<a href="#">Print</a>	

## How to Print the Order's Audit Reports

You can print out the audit report for your record and checking the data against your original order:

First of all, we suggest you to install the acrobat reader software.

Then, make sure the popup web pages won't be blocked up by your Internet Explorer.

1, Find your order to print:

A, You can print the report immediately once when you finished the ordering by Click the Print Report

### Order Confirmation

Your order has been processed successfully

[Print Report](#)

*Please make a note on the below order no for your track.*

Orderno	PO Number	Customer Track	Product	Quantity
020A02HW	TEST		WH-MATCHBLUE-SH	25

Thank You for your Order .

B, Find your order under track order menu and click [Print](#)

Place Order **Track Order** Preferences Help Contact Signout

#### Open Orders

Orderno

Product Id

PO Number

Customer Tracking No

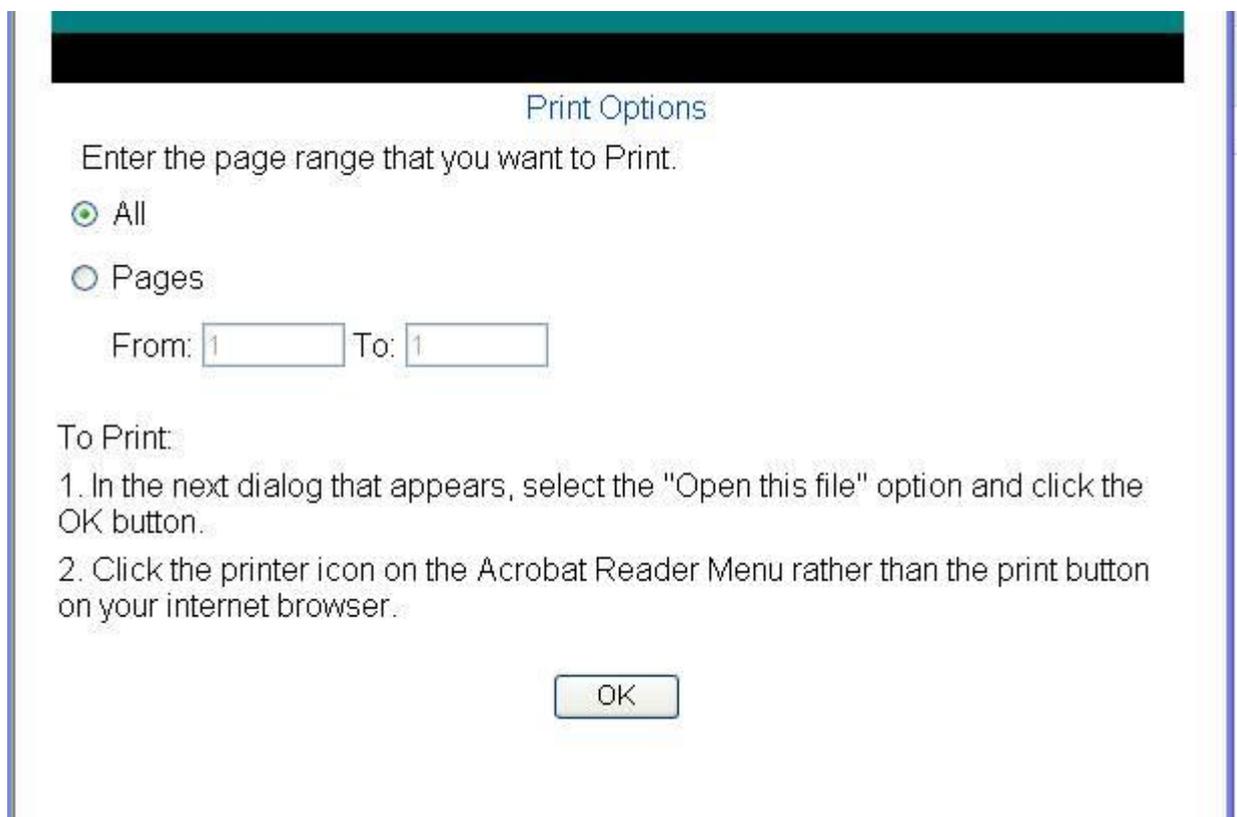
Total Items Count : 6 No of Rows In Grid

Order No	PO Number	Customer Track	Product Id	Bill Address	Ship Address	Quantity	Order Date	Print	Delete
<a href="#">020A0UKP</a>	11443198	07/11/011208	WH-LAB1PERM-SH	Saleutions PTY LTD	Shanghai Style Fashion Accessories	16450	11/27/2007	<a href="#">Print</a>	
<a href="#">020A0UKK</a>	11443269	07/11/011208	WH-LAB1PERM-SH	Saleutions PTY LTD	Shanghai Style Fashion Accessories	42500	11/27/2007	<a href="#">Print</a>	
<a href="#">020A0UKI</a>	11443392A	07/11/011208	WH-LAB1PERM-SH	Saleutions PTY LTD	Shanghai Style Fashion Accessories	3625	11/27/2007	<a href="#">Print</a>	
<a href="#">020A0UKG</a>	11443392	07/11/011208	WH-LAB1PERM-SH	Saleutions PTY LTD	Shanghai Style Fashion Accessories	65425	11/27/2007	<a href="#">Print</a>	
<a href="#">020A0UEN</a>	1144811	07/11/011208	WH-LAB1PERM-SH	Saleutions PTY LTD	Shanghai Style Fashion Accessories	22000	11/26/2007	<a href="#">Print</a>	
<a href="#">020A0UDZ</a>	11445503	07/11/011208	WH-LAB1PERM-SH	Saleutions PTY LTD	Shanghai Style Fashion	41875	11/26/2007	<a href="#">Print</a>	

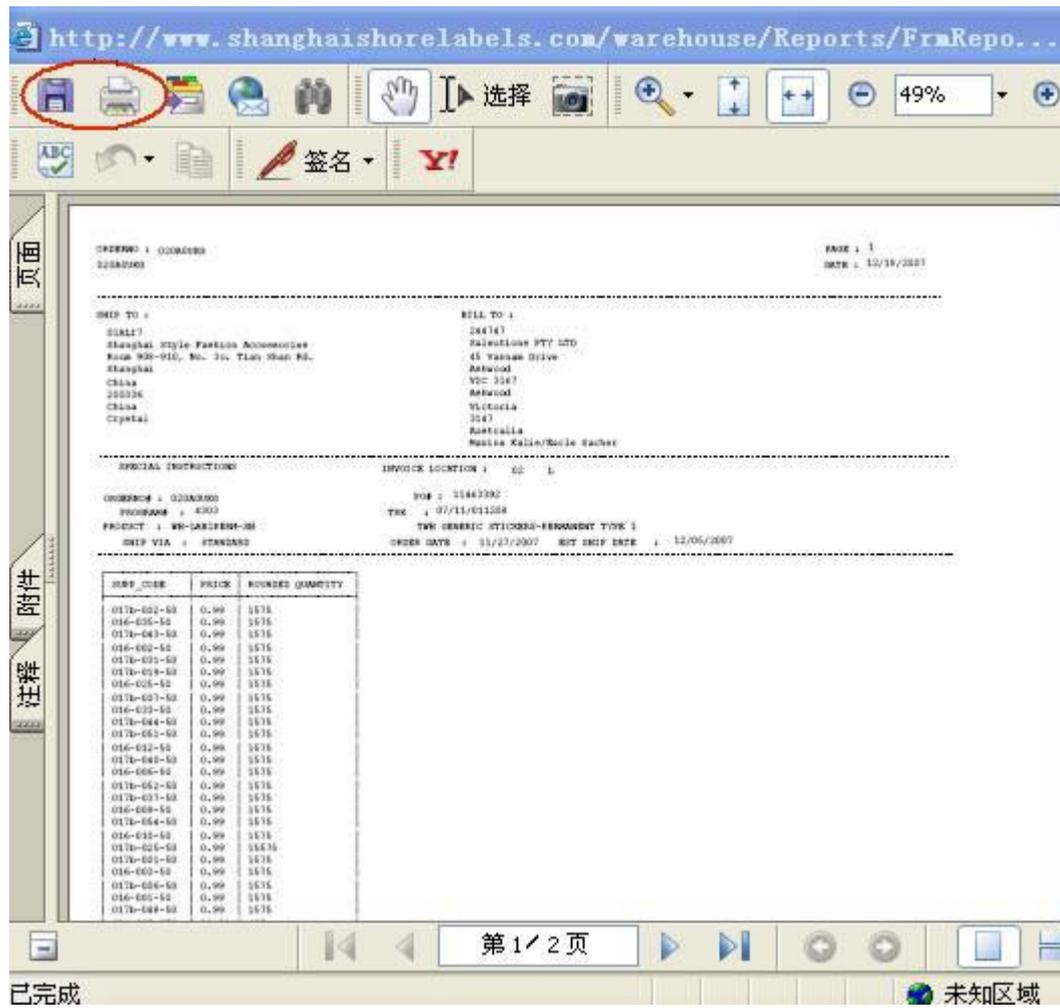
2, In the coming page, click the printer icon to continue



3, Click OK to continue



4, Then you can view, save or print out the report.



http://www.shanghaishorelabels.com/warehouse/Reports/FrmRepo...

页面

附件

注释

ORDERNO : 020A000  
 020A000

PAGE : 1  
 DATE : 12/18/2007

SHIP TO :  
 SHAL7  
 Shanghai Style Fashion Accessories  
 Room 902-910, No. 30, Tian Yuan Rd.,  
 Shanghai  
 China  
 202226  
 China  
 Crystal

BILL TO :  
 204147  
 Selection PTY LTD  
 45 Yarran Drive  
 Ararat  
 VIC 3467  
 Ararat  
 Victoria  
 347  
 Australia  
 Melissa Kalia/Becky Parker

SPECIAL INSTRUCTIONS

INVOICE LOCATION : 02 L

ORDERNO : 020A000  
 PROGRAM : 4300  
 PROJECT : WH-CARFERN-00

POB : 11443392  
 TRC : 07/11/011204  
 TWR GENERIC STOCKS-FORMWGT TWR 1

SHIP VIA : STANDARD  
 ORDER DATE : 11/23/2007  
 EST SHIP DATE : 12/06/2007

ITEM CODE	PRICE	QUANTITY
017b-002-50	0.99	1578
016-025-50	0.99	1578
017b-043-50	0.99	1578
016-002-50	0.99	1578
017b-025-50	0.99	1578
017b-018-50	0.99	1578
016-028-50	0.99	1578
017b-027-50	0.99	1578
016-032-50	0.99	1578
017b-044-50	0.99	1578
017b-051-50	0.99	1578
016-012-50	0.99	1578
017b-045-50	0.99	1578
016-006-50	0.99	1578
017b-062-50	0.99	1578
017b-031-50	0.99	1578
016-008-50	0.99	1578
017b-054-50	0.99	1578
016-010-50	0.99	1578
017b-025-50	0.99	15478
017b-021-50	0.99	1578
016-002-50	0.99	1578
017b-006-50	0.99	1578
016-005-50	0.99	1578
017b-048-50	0.99	1578

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已完成 未知区域

**Attention:**

The orders can be edit before post only, we post the orders twice a day:  
GMT+08:00 Beijing time 13:00 and 18:00

Item Code : WH-MATCHBLUE-SH  
Item Description : TWH MATCH UPC TAGS FOR WINTER ORDERS  
Price Per 1000 : US\$ 24.50 \*\* ( Unit Price Per 1000 )  
\*\*The USD price is without 17% VAT, for reference only,all products printed in China, VAT must be added.  
\*\*Exchange Rate based on a fixed rate USD : RMB=1.00 : 8.00

Quantity*	ITEM_DESC *	SIZE *	COLOUR *	SUPP_CODE *	EAN *	UPC	PRICE *
25	1	1	1	1	9401025670550		1.00

If you really need to revise the order after post, you must inform our customer service representative before the PI/sales contract confirmed. Any change/cancellation of incoming orders will not be considered after the PI/Sales contract has been confirmed.