

USER INFORMATION FOR: **TAG ORDERING PORTAL**

SITE: flpgroup.biz

USER: admin

PASSWORD: 1234

Thank you for ordering with us!

Login is required. At this time, there is a general login.

Header on all pages:

 HOME/ORDER

* Brings you back to the Home page which lists all DSS and where you can begin ordering

ALL DSS

* View All – View all DSS (Shows Territory ID and allows for View, Edit or Delete
* Create New – Allows to create a new DSS
* Edit and Delete will bring you to the “View all DSS”

ALL RES

* View All – View all RSM (Shows Territory ID, associated DSS and allows for View, Edit or Delete. There is a tab on this page allowing to Create a New RSM account
* View by DSS – brings you to the “View all DSS” page so that you can click the proper account
* Create New– Allows to create a new RSM
* Edit and Delete will bring you to the “View all RSM”

TAGS

* View all Tags – displays all available products and their UPC code. Then you are able to view or edit the Tag Codes per the Distributor
* View by Distributor – Displays the page listing all distributors.
	+ Select – Displays page with all products available for that distributor.
		- Edit tab – allows user to update the Code (or Price for the retail listing for a distributor)
		- You are required to add your initials in order to submit a change to the product codes.
* View by Category – displays product categories
	+ Select – List all products in that category
		- Select – Displays the information for that product with a full list of Distributor Product Codes. The EDIT button in the center of this page enabling you to edit the Code
			* EDIT – Able to edit Description, Category, UPC code, Weight, Box count, Each Count, and Retail Price.
			* On the bottom half – user has the ability to update the code for that product per distributor as well.
			* You are required to add your initials in order to submit a change to the product codes.
* Update / Add Tag Codes – Will list the category first. This takes the same path as “View by Category” enabling user to view / edit tag codes and information.

TEMPLATES

* View All – Displays all showing Distributor, Template Name, Template ID number and the ability to view the sample pdf
* View by Distributor – displays the distributor to select from
	+ Select – Displays all templates for that distributor with Template name, Template ID number and the ability to view the pdf
* Create New – allows to request a new template to be created.
	+ Email – REQUIRED
	+ Distributor – REQUIRED
	+ If you would like images on your template
	+ And the sheet format – 30up, 32up or 60up.
	+ Then simply list the upc code of the product you would like on the sheet and how many you would like displayed. For example, if you would like one item per sheet, you would put in in the upc code of the product and 60 in Quantity (if using a 60 sheet).
	+ This submission is only a request. We will be contacting you to verify and to send you proofs prior to creation.

FAQ

* This page is to answer your questions – or to submit a question!
* Side panel tells you a bit about FLP – the providers of this online ordering site
* Where you can download this form

CONTACT

* Our production contact information and location.
* Contact form for questions or other customer service requests
* Where you can download this form

 YOUR CART

* From the home page, you can view your full cart of products. We will download orders on Friday, therefore at this time, your past orders will not display – just the current orders placed that week.
* When placing an order, the last step will show that specific order in your cart. To view entire cart, you will need to start from the home page.

LOGOUT

* Top right under header tags