

Printer Database Instruction Manual and Guide

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This help guide is not yet complete, we will be amending it as we complete the database

Printer Database Instruction Manual and Guide

Overview:

Grafex.net are a design company who provide a range of services for our clients, including graphic design, web and internet services, in house copying / digital printing and a comprehensive print management service.

At the end of June 2004 we decided to analyse our trading patterns and noticed that we had a success rate of around 75-80% on the print Jobs we quoted for. With this in mind we decided to concentrate on our print management service, we hired two sales people, armed them with leaflets and sent them out canvassing local companies. The results were extremely positive, on average each salesperson brought in 8 Jobs to quote for per day, which was more than we expected but also created problems for us too.

The existing database could not cope, the major problems we identified were;

- 1) The email that we sent was not user friendly in that it simply gave a list of outstanding jobs, no information was given about the specs of the job forcing the end user to click on each link in turn simply to see if the Job would be of interest.
- 2) Feedback to the supplier was poor and it was difficult for us to show the status of the Job
- 3) Suppliers could not add their own comments when they quote
- 4) Once a price had been inputted there was no way for the supplier to see what they quoted or how their quote had compared.

With this in mind we developed a new system, here are a list of the key benefits;

- 1) Log in System – Each supplier will now have their own username and password, which gives them access to the quoting database, the email that informs you of new Jobs will now simply ask you to log in to view the new jobs, they will be listed allowing you to see at a glance what type of job it is, quantity, colours, you only need to quote if the Job is of interest to you.
- 2) Instant feedback, as soon as you input your price you will receive notification of how competitive the price is.
- 3) Suppliers can also track the status of Jobs they have quoted for, sometimes Jobs can take months to actually happen and this system will let you know if the Job has been awarded to you.
- 4) If you were not successful the system will let you know how your price compared with the actual award price, it won't tell you the actual price but it will tell you if your price was within 15%, this should let you know which Jobs you should continue to quote for.

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Overview:

- 5) No more repetitive quoting, if you quote for a Job and then an identical spec comes up within 4 weeks we will simply use your previous price so that you don't have to quote for the same job twice, we will always phone the successful printer to check if it will be ok to use this price before proceeding.
- 6) First chance offer for identical Jobs, Once a printer has been awarded a Job then all future reprints will go to that supplier and the printer will also get offered any identical Jobs that may arise.
- 7) Ability to check on previous quotes and amend price.
- 8) Completely secure, only the supplier has access to their own quotes.
- 9) See at a glance what types of Jobs you have been competitive on, the database will track your quotes and give you relevant statistics

This Guide will show you how the various screens operate.

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Log In

grafex.net

Web Design • Web Hosting • Domain Registration • Marketing • Graphic Design • E-Commerce • Print Management • Database Design • Price Guide

QUOTATIONS Please login by entering your email address and password below.

Email Address:

Password:

[Forgot your password?](#)

[Need to register?](#)

SPECIAL OFFER
Domain Names
from **£6.25**

This Screen is the secure Log - In Screen

Enter your Email Address and unique password to enter your member area.

Remember both are case sensitive.

If you have forgot your password please click on the button and it will be emailed to you.

Every time we have new Jobs on the system you will be emailed inviting you to log on to view these Jobs.

You can change your password after you Log on

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New / Unquoted Jobs

Web Design • Web Hosting • Domain Registration • Marketing • Graphic Design • E-Commerce • Print Management • Database Design • Price Guide

QUOTATIONS

We invite you to quote for the following jobs.

Below are open jobs that you have not yet quoted for.

Job Ref	Description	Quantity	Colours	More Info / Quote
GQR059A	NCR Sets	500	One PMS Colour on Face	More Info / Quote
GQR060A	NCR Sets	500	One PMS Colour on Face	More Info / Quote
GQR073A	Letterheads	1000	Full Colour on Face	More Info / Quote
GQR114A	NCR Books	1000	2 colours on face 1 colour reverse	More Info / Quote
GQR120A	Folders	1000	Full Colour Both Sides	More Info / Quote
GQR120B	Folders	2000	Full Colour Both Sides	More Info / Quote
GQR123	NCR Books	25000	Black Only on Face	More Info / Quote
GQR136A	Letterheads	1000	Full Colour on Face	More Info / Quote
GQR137	Pads	1000	Black Only on Face	More Info / Quote
GQR140	Compliment Slips	2000	Black & One PMS Colour on Face	More Info / Quote
GQR141	NCR Sets	1000	Two PMS Colours on Face	More Info / Quote
GQR142	Pads	4000	Black Only on Face	More Info / Quote
WEND001A	NCR Books	1000	Two PMS Colours on Face	More Info / Quote

SPECIAL OFFER
Free Web Site
Click here

This Screen shows new Jobs any Jobs you have yet to quote for.

A brief description of each job is shown in a list format as follows;

Job Ref This is our reference and will normally start with GQR

Description This what the Job actually is.

Quantity How many we need printed, if the Job is for NCR Pads then this is the total amount
eg. 20 pads of 50 sets = 1000

Colours Face only means 1 side, 2 sides means both sides of the sheet, throughout means every page

Jobs will only appear on this page when the Job is available for tender, the Job will be removed when the tender ends, on average tenders last for 7 days. You will be informed of new Jobs by email.

If you want to find out more information or want to enter a quote then click the [more info](#) button.

If a Job comes up that has an identical spec to a Job you have quoted for previously then we will copy your quote automatically and you will not see the Job on this list, you will however be able see the Job and your quote in the [previous quotes](#) section. If you want to change your price then this can also be done in the [previous quote](#) section.

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More Info and Quote for Job Screen

QUOTATIONS

Job Ref: WEND001A
Description: NCR Books
Size: A5
Quantity: 1000
Colours: Two PMS Colours on Face
Material: 2 part NCR
Comments: 20 books of 50 sets. numbered. top copy perfed.

Your Reference:

Price: £

Reprint Price: £

Your Comments:

Submit Quote

Decline to Quote

NB: Please quote your price & reprint price including any delivey charges that will be incurred and exclusive of VAT.

SPECIAL OFFER
Domain Names
from **£6.25**

On this screen you can see more information about the Job; Size, Material and comments

If you want to quote for the Job then enter your price (ex VAT) including delivery

Reprint Price, Certain Jobs repeat for example letterheads, so if you have charged for film and plates then we need to know what the Job will cost if it repeats without change, this may have a strong bearing on who we award to the Job too, if you have CPT technology then just enter the same price in the repeat box.

Comments. If you want to point anything out or any conditions to your quote please enter them here.

Once you have finished press the [Submit Quote](#) button, you will be given immediate feedback on your quote, it will tell you if you are within 20% of the most competitive price and your place in regards to other quotes we have received.

If you make a mistake please correct your price in the [previous quotes](#) section.

If you do not wish to quote for this Job, please press the [Decline Quote](#) button and it will be removed

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View Previous Quotes

10/09/2004	GQR019	Envelopes	Position 3 of 10. Quote within 20% of best quote. Grafex unsuccessful, job cancelled.	More Info
10/09/2004	GQR019A	Envelopes	Position 5 of 10. Quote within 20% of best quote. Grafex unsuccessful, job cancelled.	More Info
10/09/2004	GQR020	Envelopes	Position 2 of 5. Quote within 20% of best quote. Grafex unsuccessful, job cancelled.	More Info
10/09/2004	GQR020A	Envelopes	Position 2 of 5. Quote within 20% of best quote. Grafex unsuccessful, job cancelled.	More Info
10/12/2003	TSA22	Booklets	Position 1 of 11. Quote within 20% of best quote. Grafex successful, job completed.	More Info
11/08/2004	GQR067	Letterheads	Position 8 of 9. Quote not within 20% of best quote. Grafex successful, awaiting order.	More Info
11/08/2004	GQR067A	Letterheads	Position 9 of 9. Quote not within 20% of best quote. Grafex successful, awaiting order.	More Info
11/08/2004	GQR069	Business Cards	Position 7 of 9. Quote not within 20% of best quote. Grafex successful, awaiting order.	More Info
11/08/2004	GQR070	Letterheads	Position 3 of 17. Quote not within 20% of best quote. Grafex successful, awaiting order.	More Info
11/08/2004	GQR072	Business Cards	Position 11 of 15. Quote not within 20% of best quote. Grafex successful, awaiting order.	More Info

On this screen you can track every Job you have ever quoted for it shows:

Date you Quoted, our reference number, you reference number, description and how your price compared, it also shows the status of the Job;

Not Quoted

This means we have not yet quoted the customer

Awaiting Decision

This means we have quoted but the customer has not yet made a decision

Grafex Successful, Awaiting order

This means we have the Job but have not yet received the order, this may be because the client has existing stock that he is using before ordering.

Grafex Successful, Awaiting Artwork

This means we have the Job and are currently designing it to the customers specification, it can take sometimes take months to finalise artwork.

Grafex Successful, Job Completed

This means we have the Job, completed the artwork stage and the Job will either be completed or with the printer.

Grafex unsuccessful, Job Cancelled

This means we were unsuccessful with out quote or the customer may have changed there mind.

Customer decided on a different spec

This means that the Job went ahead but with a different spec ie Quantity There will normally have been another quote for this spec.

To find out more information click on the [More Info](#) Button.

All Jobs appear in order of date they were put on to the system, it should be noted that OLD JOBS that were added from the old system will not be listed in date order and will not confirm your success status, if your place was confirmed as first then you can assume that the job was awarded or will be awarded to you, please contact us for further information about any specific Job.

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Rest of help Guide to follow when database is complete