



# **INSTRUCTIONS**

How to place  
Stamp & Personalised  
product orders online

**MyStamps**

1. Open the Internet browser and type in the website provided to you by Colemans. Please note you must enter the address directly into the browser, do not use Google or a web searcher.

[www.colemans.mystamps.com.au](http://www.colemans.mystamps.com.au)

You can also access the site via our Website, by clicking on #1 Login and #2 Stamps.



2. Login by entering your 'Account Number' (or Name) & 'Email Address' into the fields shown below.

Home Stamps Name Badges Desktop Signs Name Labels Magnetic Signs

1 SELECT PRODUCT 2 DESIGN PRODUCT 3 REVIEW ORDER 4 CONFIRM ORDER

Main Menu

- >> Home
- >> Dealer Login

NEED HELP?

Welcome to Demonstrator

Please enter you account number and email address.

Account Number:

Email Address:

CONTINUE

3. Select the product category.

Items Ordered  
Now 0 items

Home Stamps Name Badges Desktop Signs Name Labels Magnetic Signs

START NEW ORDER 1 SELECT PRODUCT 2 DESIGN PRODUCT 3 REVIEW ORDER 4 CONFIRM ORDER

Product Categories

- >> Stamps
- >> Name Badges
- >> Signs

NEED HELP?

Welcome to Demonstrator HO

Custom Stamps and Name Badges  
Online Ordering Website

Stamps

Name Badges

Signs

## 4. Select the sub-category.

### Product Categories

» Stamps

» Name Badges

» Signs

Welcome to Demonstrator HO

### Custom Stamps and Name Badges

#### Online Ordering Website



## 5. Select the product size.

### Product Categories

» Pre-Inked Stamp

» Self-Inking Stamp

» Traditional Stamp

» Date Stamp

» Inkpads

» Traditional Inkpads

» Ink Bottles



### Select Self-Inking Stamp Size

This is the range of Self Inking stamps. These stamps self ink from a pad in the stamp holder.

Name	Size (mm)	Max Lines	Max Chars	Select
Colop Printer 10	27 x 10	3	25	<a href="#">SELECT</a>
Colop Printer 15	69 x 10	3	42	<a href="#">SELECT</a>
Colop Printer 20	38 x 14	4	23	<a href="#">SELECT</a>
Colop Printer 25	75 x 15	4	46	<a href="#">SELECT</a>
Colop Printer 30	47 x 18	5	28	<a href="#">SELECT</a>
Colop Printer 35	50 x 30	8	50	<a href="#">SELECT</a>
Colop Printer 40	59 x 23	7	40	<a href="#">SELECT</a>
Colop Printer 45	82 x 25	7	50	<a href="#">SELECT</a>

## 6. Select the desired template.

Product Categories

- » Pre-Inked Stamp
- » **Self-Inking Stamp**
- » Traditional Stamp
- » Date Stamp
- » Inkpads
- » Traditional Inkpads
- » Ink Bottles

NEED HELP?

### Select Self-Inking Stamp Layout

<< BACK

Line 1 Line 1 Line 1 Line 1 Line 1 Line 1  
Line 2 Line 2 Line 2 Line 2 Line 2 Line 2  
Line 3 Line 3 Line 3 Line 3 Line 3 Line 3  
Line 4 Line 4 Line 4 Line 4 Line 4 Line 4

SELECT LAYOUT

Line 1 Line 1 Line 1 Line 1 Line 1 Line 1  
Line 2 Line 2 Line 2 Line 2 Line 2 Line 2

SELECT LAYOUT

Line 1 Line 1 Line 1 Line 1

SELECT LAYOUT

Line 1 Line 1 Line 1 Line 1  
Line 2 Line 2 Line 2 Line 2  
Line 3 Line 3 Line 3 Line 3

SELECT LAYOUT

YOUR ARTWORK HERE

SELECT LAYOUT

YOUR ARTWORK HERE Line 1 Line 1 Line 1 Line 1  
Line 2 Line 2 Line 2 Line 2  
Line 3 Line 3 Line 3 Line 3  
Line 4 Line 4 Line 4 Line 4

SELECT LAYOUT

## 7. Type any text you wish to include on your product into the respective text field.

Product Categories

- » Pre-Inked Stamp
- » **Self-Inking Stamp**
- » Traditional Stamp
- » Date Stamp
- » Inkpads
- » Traditional Inkpads
- » Ink Bottles

NEED HELP?

### Design Self-Inking Stamp for Item No #

<< BACK

Step 1 - Content Step 2 - Options

Sample Stamp Sample Stamp  
Sample Stamp Sample Stamp

Line 1: Sample Stamp Sample Stamp Line 1 MORE

Line 2: Sample Stamp Sample Stamp HIDE

Verdana 12 B I U

NEXT >>

As you type you will notice the sample updates to show what you have entered. Click on the 'MORE' button to reveal advanced text formatting functions. Please take note that 'What you see is what you get'.

When you are happy with the look of the stamp click 'NEXT'.

At this point you have the ability to change the stamp type, colour and add a border if desired.

Click 'NEXT' when you are satisfied with the details.

Product Categories

- >> Pre-Inked Stamp
- >> **Self-Inking Stamp**
- >> Traditional Stamp
- >> Date Stamp
- >> Inkpads
- >> Traditional Inkpads
- >> Ink Bottles

Design Self-Inking Stamp for Item No #92532

<< BACK

Step 1 - Content Step 2 - Options

Sample Stamp Sample Stamp  
Sample Stamp Sample Stamp

Border: No

Stamp Type:  Complete Unit  Rubber  Rubber & Ink Pad

Ink Color: Black

Black  
Red  
Blue  
Green  
Violet  
Dry

<< PREV

NEXT >>

8. Now you may change the quantity of the item via the 'Qty' drop down menu. You also have the option to print a sample of the stamp by selecting 'PRINT SAMPLE'.

An example of this print out is shown on the following page. If another item is required click the 'ORDER ANOTHER ITEM' button otherwise click 'FINALISE ORDER.'

Items Ordered  
Now 1 item

Home Stamps Name Badges Desktop Signs Name Labels Magnetic Signs

START NEW ORDER 1 SELECT PRODUCT 2 DESIGN PRODUCT 3 REVIEW ORDER 4 CONFIRM ORDER

Product Categories

- >> Stamps
- >> Name Badges
- >> Signs

NEED HELP?

Review Order > Shopping Cart

Your shopping cart is updated

Please confirm your order below.

PRINT SAMPLE

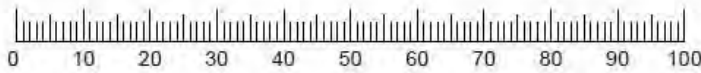
No	Layout	Qty	Task
1	Self-Inking Stamp (Complete Unit) Colop Printer 25 Sample Stamp Sample Stamp Sample Stamp Sample Stamp	1	EDIT DELETE

ORDER ANOTHER ITEM FINALISE ORDER

SEARCHKEY1: **94699**

ORDER NO:

<b>DETAILS OF IMAGE</b>	PRODUCT: <b>P25</b>	QUANTITY: <b>1</b>	INK COLOUR: <b>Black</b>
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PLEASE NOTE: If the fax has altered this image, this ruler is an indication of the 1:1 ratio before being faxed.

Sample Stamp Sample Stamp  
Sample Stamp Sample Stamp

9. Enter any 'Special Instructions' into the field provided. For example, you may wish to instruct the manufacturer: "Please ensure text does not exceed 70mm in length".

Items Ordered  
Now 1 item

Home Stamps Name Badges Desktop Signs Name Labels Magnetic Signs

START NEW ORDER

1 SELECT PRODUCT 2 DESIGN PRODUCT 3 REVIEW ORDER 4 CONFIRM ORDER

Product Categories

- >> Stamps
- >> Name Badges
- >> Signs

Review Order > Your Order

Delivery Method: Store Delivery

Special Instructions:



10. You will notice at this point the 'Account Number' (or Name) & 'Email Address' fields are already updated with the data you entered into the login screen. Click 'REVIEW ORDER' when all mandatory fields, marked with an asterix, are completed.

**Customer Details**

Account Number:	<input type="text" value="sample"/>	*
PO Number:	<input type="text" value="stationery"/>	*
Contact Name:	<input type="text" value="Michael Owen"/>	*
Email Address:	<input type="text" value="sample@yahoo.com"/>	
Phone No:	<input type="text" value="123456789"/>	*
Company Name:	<input type="text" value="Pelikan Artline"/>	
Address 1:	<input type="text" value="2 Coronation Ave"/>	*
Address 2:	<input type="text" value="opposite cafe"/>	
Suburb:	<input type="text" value="Kings Park"/>	*
State:	<input type="text" value="NSW"/>	*
Country:	Australia	
Postcode:	<input type="text" value="2148"/>	*

**REVIEW ORDER**

11. This screen is a summary of your order. At this point you can go back & alter any details by clicking the relevant buttons. Click 'CONFIRM ORDER' when you are satisfied that all details are correct.

Confirm Order

[Click here to change order details](#)

No	Layout	Qty
1	Self-Inking Stamp (Complete Unit) Sample Stamp Sample Stamp Sample Stamp Sample Stamp	1
<b>Shipping</b>		0.00

Delivery Method: Store Delivery

Special Instructions:

Customer Details

[Click here to change details](#)

Account Number: sample

PO Number: stationery

Contact Name: Michael Owen

Email Address: sample@yahoo.com

Phone No: 123456789

Company Name: Pelikan Artline

Address 1: 2 Coronation Ave

Address 2: opposite cafe

City: Kings Park

State: NSW

Country: Australia

Postcode: 2148

**CONFIRM ORDER**

12. The order is now complete. Please note the unique item number(s) allocated to your order as this will be your reference number.

Product Categories

>> Stamps

>> Name Badges

>> Signs



Confirm Order > Order Completed

**Congratulations. Your order has been completed**

Click **START NEW ORDER** to return to Home Page

Your Order Details

No	Code	Layout	Qty
1	94699	Self-Inking Stamp (Complete Unit) Sample Stamp Sample Stamp Sample Stamp Sample Stamp	1



Delivery Method: Store Delivery

Special Instructions:

13. Many of the templates available have the option of adding artwork or providing a sample for a product. If this is the case for your order, you will receive the following email to the email address you provided when logging in. Simply reply to the e-mail with your image attached and it will be added to your order.

Dear mike test,

Thank you for your order (Order mike test).

Your have requested artwork to be included as part of your order or you may wish to provide a sample of the layout. (Item 93737).

Before we can manufacture your order, we require a copy of the appropriate image.

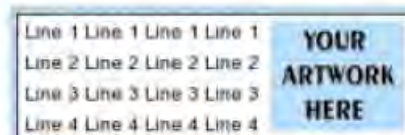
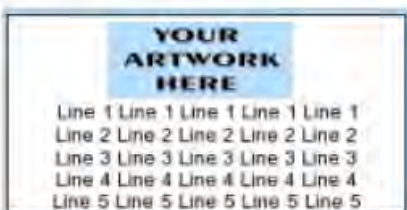
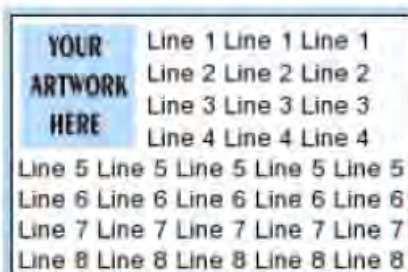
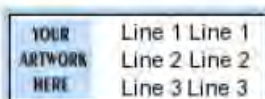
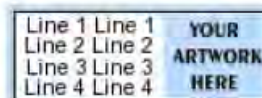
Please reply to this email with the image attached. Please supply artwork in black & white

in one of the following formats: Tiff, Jpg or Pdf

We look forward to processing your order.

Thank you.

Demonstrator HO.



14. Once we receive your order we will send you a quote. Once you have accepted the quote we will release your order for production and then advise you when it is ready for collection.

We are also able to organise freight if you require.