

# labelhouse



Your brand partner in  
packaging & printing

## WEB4LABELS CUSTOMER USER GUIDE

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Powered By





## Logging into the Labelhouse Web4Labels

- Open a Web Browser (Internet Explorer, Google Chrome, Firefox, etc.)
- Type in [www.web4labels.labelhousevic.com.au/](http://www.web4labels.labelhousevic.com.au/) into your search browser at the top of the page.
- Type in your Username and Password provided by Labelhouse in the fields listed (see image below):

The image is a screenshot of a web browser showing the login page for Labelhouse Web4Labels. The browser's address bar displays "www.labelhousevic.com.au/". The page has a dark blue header with the "labelhouse" logo in white. Below the header, the main content area is white. It starts with a "Log on" section. Under this, there is a link "Log on as a registered customer". Below that is a link "Contact us" followed by the text "if you didn't receive a username or password yet.". Then, there are two input fields: "Username" and "Password". Below these fields is a blue button with the text "Log on to web4labels" and a right-pointing arrow.

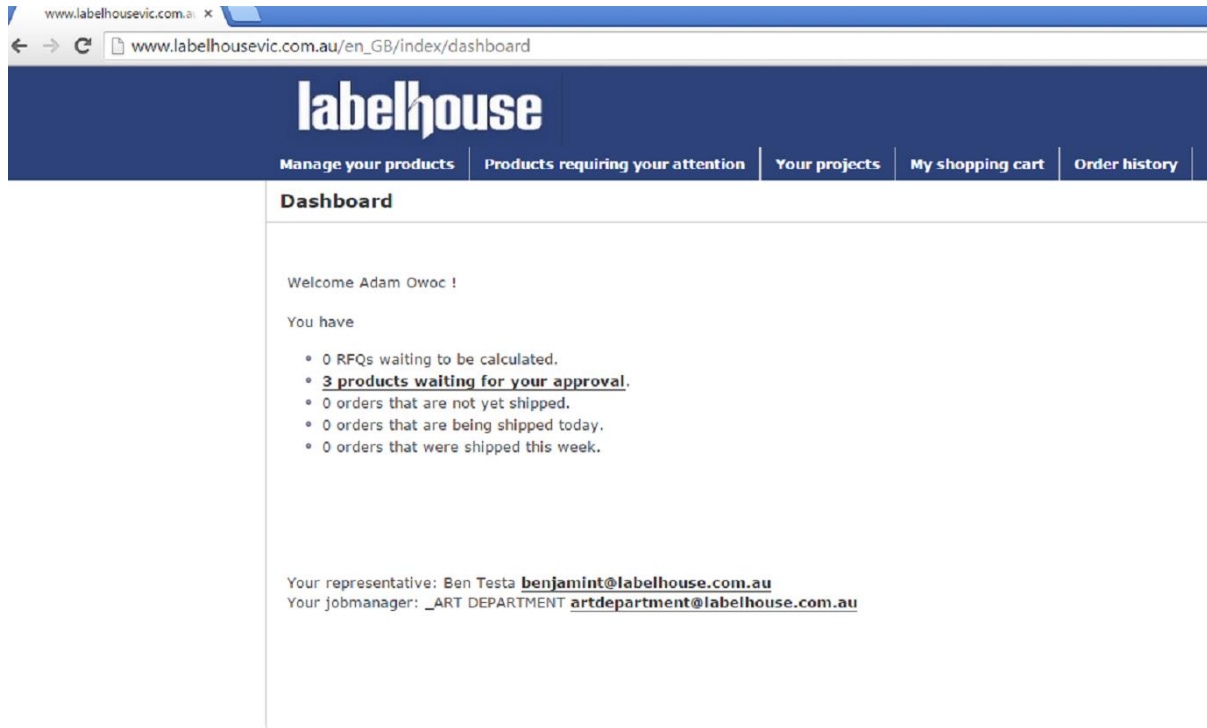
## Understanding the Web4Labels Dashboard

First page will be your Dashboard. The Dashboard is an overview of your account and items which need to be actioned or those that are currently in process.

On this page you can see:

- “Products awaiting approval”;
- “Orders that are not shipped yet”;
- “Orders that are being shipped today” and;
- “Orders that were shipped this week”.

If there are any open items in the above this point will be bold & underlined for further drill down.



The screenshot shows the Labelhouse Web4Labels Dashboard in a web browser. The browser address bar shows the URL [www.labelhousevic.com.au/en\\_GB/index/dashboard](http://www.labelhousevic.com.au/en_GB/index/dashboard). The dashboard header features the Labelhouse logo and navigation links: [Manage your products](#), [Products requiring your attention](#), [Your projects](#), [My shopping cart](#), and [Order history](#). The main content area is titled "Dashboard" and includes a welcome message: "Welcome Adam Owoc !". Below this, it states "You have" and lists the following items:

- 0 RFQs waiting to be calculated.
- **3 products waiting for your approval.**
- 0 orders that are not yet shipped.
- 0 orders that are being shipped today.
- 0 orders that were shipped this week.

At the bottom, contact information is provided:

Your representative: Ben Testa [benjamint@labelhouse.com.au](mailto:benjamint@labelhouse.com.au)  
Your jobmanager: \_ART DEPARTMENT [artdepartment@labelhouse.com.au](mailto:artdepartment@labelhouse.com.au)

## Approving Products in Web4Labels

www.labelhousevic.com.au/en\_US/product/pending

Logged on as [Adam Owoc, Akzo Nobel Pty Ltd](#) | [Log off](#)

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[Manage your products](#) | [Products requiring your attention](#) | [Your projects](#) | [My shopping cart](#) | [Order history](#)

**Products requiring your attention** | Language: [US English](#)

Product ID	Description	Your ID	In stock	# to deliver	Status
104295	L0577D - International Poison w/Flammable Liquid 3	0577D	0	0	Waiting for approval
104313	L0580E - International w/Flammable Liquid 3 Label	L0580E	9,500	0	Waiting for approval
107889	L0578E - International Label (Option 2)	L0578E Option 2	0	0	Waiting for approval

- If bold you can click on the item to drill down. “products waiting on approval” means there are items still needing your attention. Click on it to be shown the list of products which are outstanding for approval.
- Click on the “waiting for approval” in statues column, next to the product you wish to review.
- The below window will open you can download the Labelhouse softproof by clicking on the “softproof\_.....pdf” above the image. Ensure you check colours, layout, spelling plus items like barcode placement, alcohol content, used by date location and any other items.
- If the proof is approved to print and does not require any additional changes please click on the “Good for print” tab and this will send an email to yourself and Labelhouse Art Department confirming the proof is now approved.
- If the proof requires alterations please click on the “Reject softproof” tab and this will send an email to yourself and Labelhouse Art Department stating that the proof is NOT approved to print, and you can follow up with an email stating the reason for the proof being rejected and what changes/amendments are required.

**Confirm your approval by clicking the 'Good for print' button**


**Description**  
L0577D - International Poison w/Flammable Liquid 3

**Your ID**  
0577D

[Good for print](#) [Reject softproof](#)

**Product documents**

- [softproof\\_104295.pdf](#)

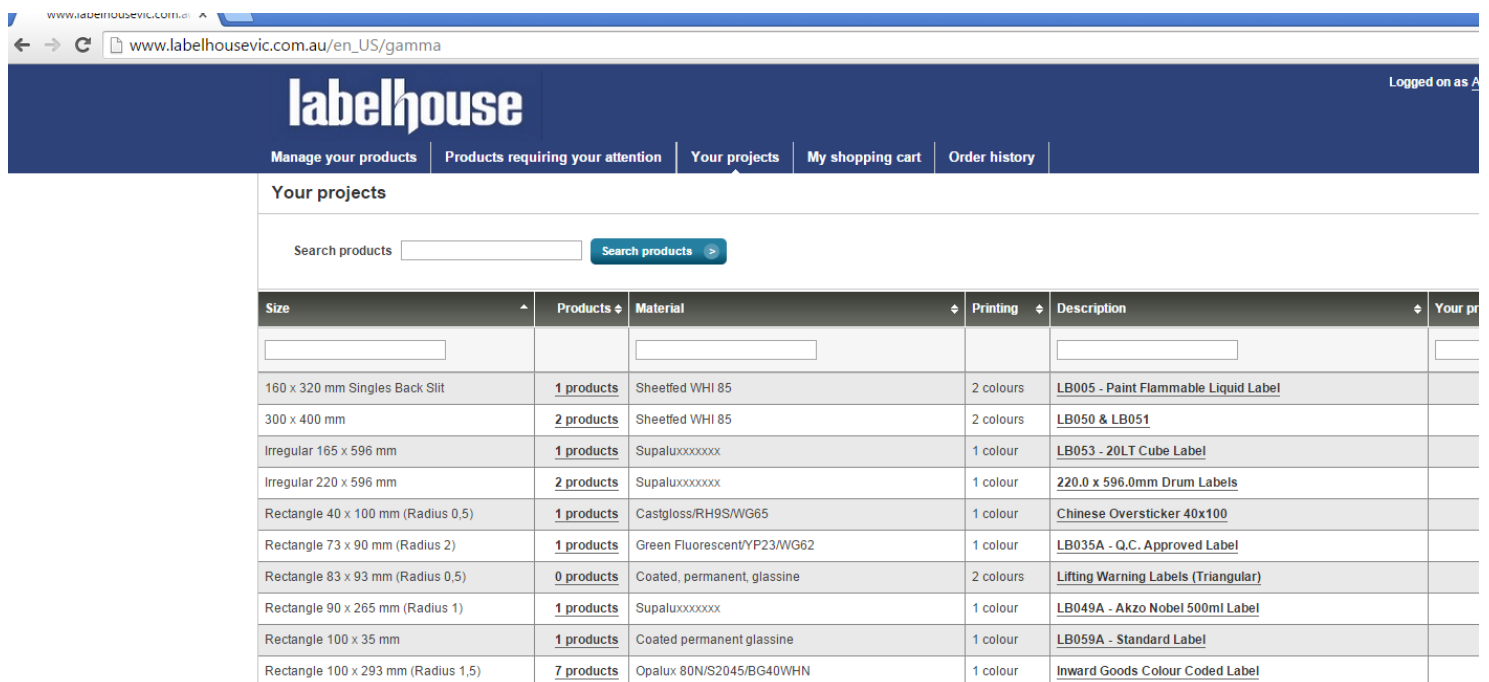


## How to Order on Web4Labels

Web4Labels provides you with the ability to place orders directly to Labelhouse online. It is a user friendly basic “shopping cart” function and Labelhouse will re-confirm pricing and an ETA for your order within one business day of having placed the order.

To place an order through the Web4Labels please use the following steps;

- Click on “Your Projects” tab and the following page will appear;
- From the list click on the “Description” of the product/product family you wish to order from (please note that products are grouped in size and colour/embellishment families as this reflects how our jobs are quoted and produced).
- You will be then taken to a page where you can enter the quantity you wish to order of the product/s in this family.
- Once you have chosen the quantity of each product in the family you wish to order, please click on the “add to shopping cart” tab;
- You can repeat this process if you wish to order from multiple product families at the same time on the same order number.



www.labelhousevic.com.au/en\_US/gamma

Logged on as A

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Manage your products | Products requiring your attention | **Your projects** | My shopping cart | Order history

**Your projects**

Search products  [Search products](#)

Size	Products	Material	Printing	Description	Your pr
<input type="text"/>		<input type="text"/>		<input type="text"/>	
160 x 320 mm Singles Back Slit	<a href="#">1 products</a>	Sheetfed WHI 85	2 colours	<a href="#">LB005 - Paint Flammable Liquid Label</a>	
300 x 400 mm	<a href="#">2 products</a>	Sheetfed WHI 85	2 colours	<a href="#">LB050 &amp; LB051</a>	
Irregular 165 x 596 mm	<a href="#">1 products</a>	Supaluxxxxxxx	1 colour	<a href="#">LB053 - 20LT Cube Label</a>	
Irregular 220 x 596 mm	<a href="#">2 products</a>	Supaluxxxxxxx	1 colour	<a href="#">220.0 x 596.0mm Drum Labels</a>	
Rectangle 40 x 100 mm (Radius 0,5)	<a href="#">1 products</a>	Castgloss/RH9S/WG65	1 colour	<a href="#">Chinese Oversticker 40x100</a>	
Rectangle 73 x 90 mm (Radius 2)	<a href="#">1 products</a>	Green Fluorescent/YP23/WG62	1 colour	<a href="#">LB035A - Q.C. Approved Label</a>	
Rectangle 83 x 93 mm (Radius 0,5)	<a href="#">0 products</a>	Coated, permanent, glassine	2 colours	<a href="#">Lifting Warning Labels (Triangular)</a>	
Rectangle 90 x 265 mm (Radius 1)	<a href="#">1 products</a>	Supaluxxxxxxx	1 colour	<a href="#">LB049A - Akzo Nobel 500ml Label</a>	
Rectangle 100 x 35 mm	<a href="#">1 products</a>	Coated permanent glassine	1 colour	<a href="#">LB059A - Standard Label</a>	
Rectangle 100 x 293 mm (Radius 1,5)	<a href="#">7 products</a>	Opalux 80N/S2045/BG40WHN	1 colour	<a href="#">Inward Goods Colour Coded Label</a>	

- When you have selected all of your products for your order please click on the “My shopping cart” tab at the top of the page and the below page will appear;

www.labelhousevic.com.au/en\_US/shopping-cart

# labelhouse

Manage your products | Products requiring your attention | Your projects | **My shopping cart** | Order history

## Your current shopping cart

Click “Order now” button to place your order.

[Empty your cart](#)

Product	Description	Your ID	Status	Order quantity
Project	"LB036A - Pre-Batch Label"			
100275	LB036A - Pre-Batch Label	LB036A	Proof OK	30,000 labels
				30,000

Your order ID

Requested delivery date  (mm/dd/yyyy)

Order comment

Delivery comment

**Shipping**

In boxes to

[Add new delivery address](#)

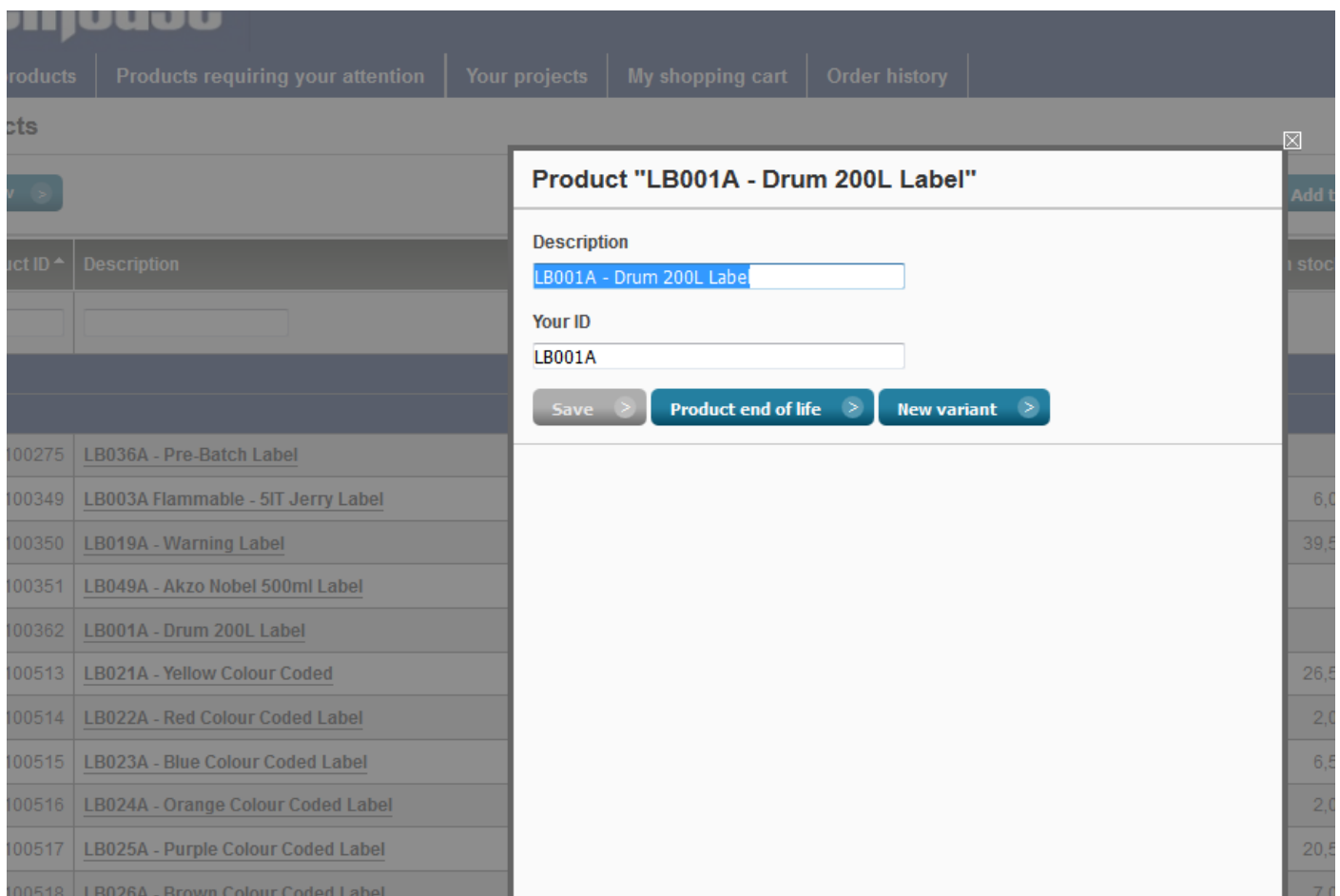
Quality Packing Services  
C/o Akzo Nobel Pty Ltd  
535 Somerville Road  
SUNSHINE  
3020  
VIC Australia  
[Deactivate this address](#)

[Order now](#)

- Please fill out all empty fields, if you have more than one delivery address please ensure you use the drop down tab and select the address (or add a new address) you require the order to be sent to;
- By clicking on the “Order now” tab at the bottom of the page this will send an email to yourself and Labelhouse Customer Service with an overview of the order;
- Labelhouse Customer Service will re-confirm the order with pricing and an approximate ETA within one business day of placing the order.

## Uploading of Artwork to a Product

- You can upload an image of the artwork needed for your product, this can only be done on new products or variants that have been quoted previously.
- To add a new variant click on the “manage your products” tab at the top of the page.
- Find the product that you wish to add a new variant of, please note to make sure the size is correct as this new product will be made to the size of the original product.
- Click on the product description and the below window will open.
- click on “new variant” then add the description of the product and your internal ID.
- Then click on save variant. (you can tick the end of life box if the new product will replace the old one)



The screenshot shows the 'Manage your products' interface. At the top, there are navigation tabs: 'Products', 'Products requiring your attention', 'Your projects', 'My shopping cart', and 'Order history'. Below these is a table of products. The table has columns for 'Product ID' and 'Description'. The product 'LB001A - Drum 200L Label' is highlighted. A modal window titled 'Product "LB001A - Drum 200L Label"' is open, showing a form to add a new variant. The form has fields for 'Description' (containing 'LB001A - Drum 200L Label') and 'Your ID' (containing 'LB001A'). At the bottom of the modal are three buttons: 'Save', 'Product end of life', and 'New variant'.

Product ID	Description
100275	LB036A - Pre-Batch Label
100349	LB003A Flammable - 5IT Jerry Label
100350	LB019A - Warning Label
100351	LB049A - Akzo Nobel 500ml Label
100362	LB001A - Drum 200L Label
100513	LB021A - Yellow Colour Coded
100514	LB022A - Red Colour Coded Label
100515	LB023A - Blue Colour Coded Label
100516	LB024A - Orange Colour Coded Label
100517	LB025A - Purple Colour Coded Label
100518	LB026A - Brown Colour Coded Label

### Product "LB001A - Drum 200L Label"

Description

LB001A - Drum 200L Label

Your ID

LB001A

- Next step is to click on the “Products requiring your attention” tab at the top of the page.
- There should be a product that has “upload your files” in the status column, click on this.
- A popup window will appear, click on the “browse” tab and locate the image of the file on your computer.
- Now click the “upload” button and it will send the file to Labelhouse art department, you will be notified by email if the art file is OK or if it has been rejected with a reason why.

Manage your products

Products requiring your attention

Your projects

My shopping cart

Order history

Products requiring your attention

Language

US English

Product ID ^	Description	Your ID	In stock	# to deliver		Status	
104295	L0577D - International Poison w/Flammable Liquid 3	0577D	0	0		<a href="#">Waiting for approval</a>	
107889	L0578E - International Label (Option 2)	L0578E Option 2	0	0		<a href="#">Waiting for approval</a>	
108504	TEST	TEST	0	0		Files arrived	
108505	LB001A - Drum 200L Label	LB001A	0	0		<a href="#">Upload your files</a>	

Upload image



## Reviewing Your Order History of Each Product

In Web 4 labels you can view your purchase history of each product and print out a PDF of either your Tax invoice or delivery docket for that particular product.

There are 2 ways to view this either by each product or by last ordered date, first will be by each product.

### Search by Product

- Click on the “Your Projects” tab on the top of the page.
- On the far right column, click in the clock image (if you hover over it, the text “show order history” will appear)
- The next page will show you your order history for the last 30 days by default to show longer please click on the “All” tab at the top of the page.

Products requiring your attention   Your projects   My shopping cart   Order history						
Language US English						
Search products						
Products	Material	Printing	Description	Your project ID		
1 products	Sheetfed WHI 85	2 colours	LB005 - Paint Flammable Liquid Label			
2 products	Sheetfed WHI 85	2 colours	LB050 & LB051			
1 products	Supaluxxxxxxx	1 colour	LB053 - 20LT Cube Label			
2 products	Supaluxxxxxxx	1 colour	220.0 x 596.0mm Drum Labels			
1 products	Gloss White Paper / Permanent Hot Melt / Glassine	1 colour	Chinese Oversticker 40x100			
1 products	Green FluorescentYP23/WG82	1 colour	LB035A - Q.C. Approved Label			
0 products	Gloss White Paper / Permanent Hot Melt / Glassine	2 colours	Lifting Warning Labels (Triangular)			
1 products	Supaluxxxxxxx	1 colour	LB049A - Akzo Nobel 500ml Label			
1 products	White Paper / Permanent / Glassine	1 colour	LB059A - Standard Label			
7 products	Opalux 80N/S2045/BG40WHN	1 colour	Inward Goods Colour Coded Label			
8 products	TT ELITE S2049 BG40WH N/S2049/BG40WHN	2 colours	LBO10A-20A Colour Tinted Labels			
2 products	Gloss White Paper / Permanent Hot Melt / Glassine	4 colours	Safety Labels			
0 products	Opalux 80N/SR/P/BG40WHN	2 colours	LB0581 - International Label			

- Click on pdf images, the image to the left is a copy of the delivery docket that was sent, and the PDF to the right is a copy of the tax invoice.
- By clicking on the image a pdf will download and you can view and print this out.

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Manage your products

Products requiring your attention

Your projects

My shopping cart

Order history

Order history

Show order for:

Today

Last 7 days

Last 30 days

Last 100 days













Last year

All

Last 3000 days

Stop sorting

Reset search & show all

Date	Customer reference	Product	Description	Your ID	Ordered quantity		Order state		Delivered count	Delivery note
03/27/2015	AKZ7825	101019	LB050A - UN1263 FLAMM Schutz Label	LB050A	500		Invoiced	 	500	205787
03/27/2015	AKZ7825	101020	LB051A - UN3082 DG9 Schutz Label	LB051A	500		Invoiced	 	500	205786
06/19/2014	AKZ4587	101019	LB050A - UN1263 FLAMM Schutz Label	LB050A	500		Invoiced	 	500	203215
06/19/2014	AKZ4587	101020	LB051A - UN3082 DG9 Schutz Label	LB051A	500		Invoiced	 	500	203215
08/14/2013	AKZ1415	101020	LB051A - UN3082 DG9 Schutz Label	LB051A	500		Invoiced	 	500	200552
08/14/2013	AKZ1415	101019	LB050A - UN1263 FLAMM Schutz Label	LB050A	500		Invoiced	 	500	200552

## Search by History

- Click on the “order history” tab at the top of the page.
- You can Change time from 30 days to All, for complete history.
- If you have a product with a red X instead of the PDF icon, this means this product has not been shipped or invoiced yet.