

MIGS PURCHASING GATEWAY USER GUIDE



# Three Reasons To Use This Purchasing Gateway

1. Orders placed using this Purchasing Gateway will be given priority first thing in the morning and throughout the day

2. Orders placed using this Purchasing Gateway will eliminate all back and forth between Customers and Mold In Graphics via email, thereby decreasing lead time.

3. Using this Purchasing Gateway will help eliminate confusion when it comes to easily finding your graphics and ensuring the correct price, quantity, and information is present.

> Call 928-634-8838 ext. 184 for assistance

# LOGIN PAGE

## PLEASE USE THE FOLLOWING LINK TO LOGIN TO THE PURCHASING GATEWAY.

https://purchasing.moldingraphics.com/login.php

SAVE TO FAVORITE OR BOOKMARK THE LINK FOR EASY LOGIN.

YOU CAN ALSO SAVE YOUR LOGIN AND PASSWORD, SO YOU DON'T HAVE TO REMEMBER IT EVERY TIME.



Password:

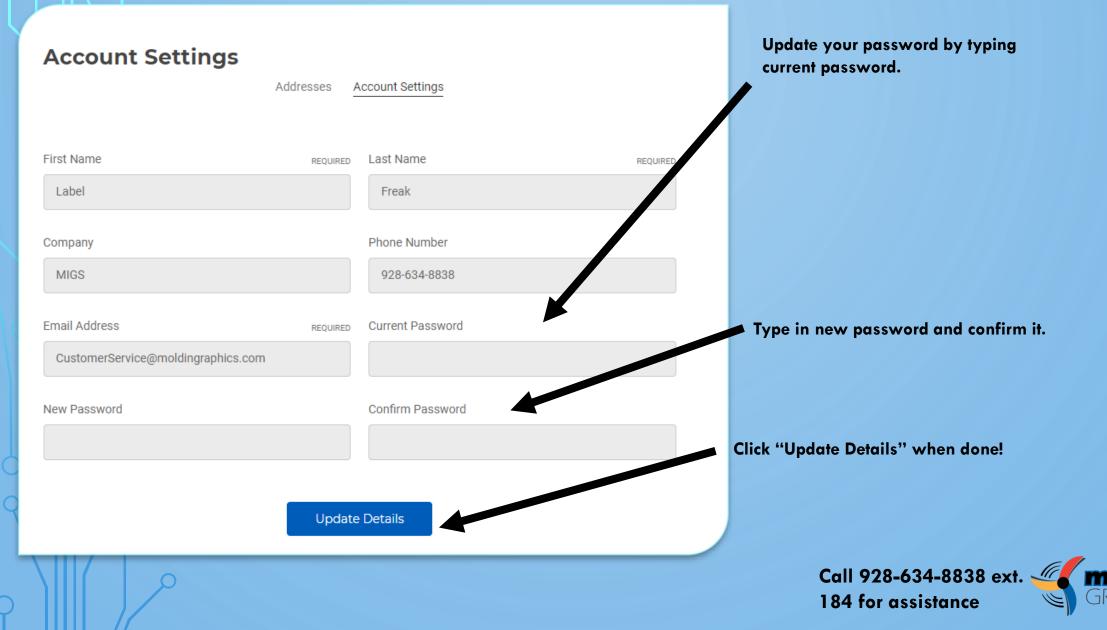
SIGN IN

Forgot your password?

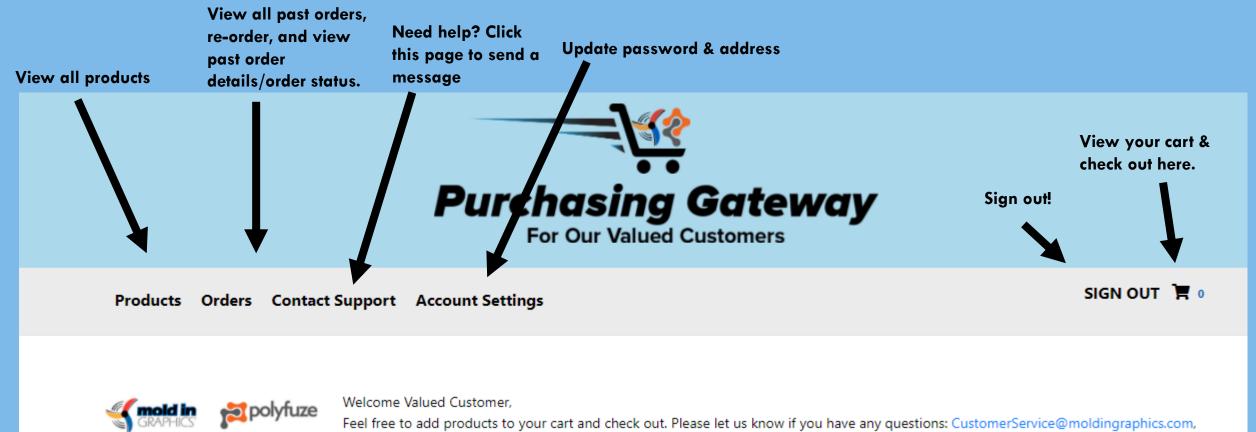


# **CHANGING YOUR PASSWORD**

Click on "Account Settings" at the header level. You will be taken to this page.



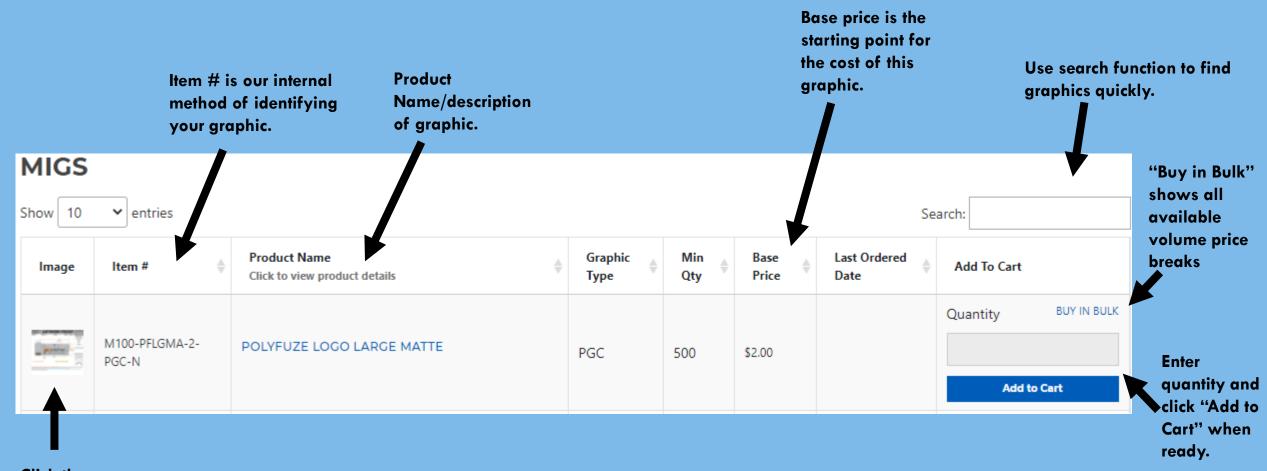
# **PURCHASING GATEWAY HEADER FUNCTIONS**



928-634-8838



## PRODUCTS PAGE: GRAPHICS



Click the image to view your graphic in zoom



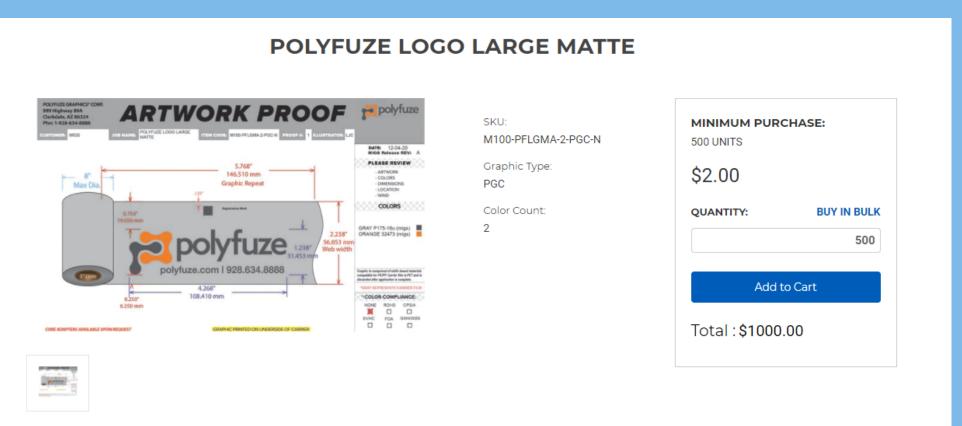
# **PRODUCT DETAILS PAGE: GRAPHICS**

		First, click anywhere on the "product name" box of the graphic you want to select						
Image	ltem #	Product Name	Graphic Type	Min Qty	Base Price	Last Ordered Date	Add To Cart	
	M100-PFLGMA-2- PGC-N	POLYFUZE LOGO LARGE MATTE	PGC	500	\$2.00		Quantity Add to Q	BUY IN BULK



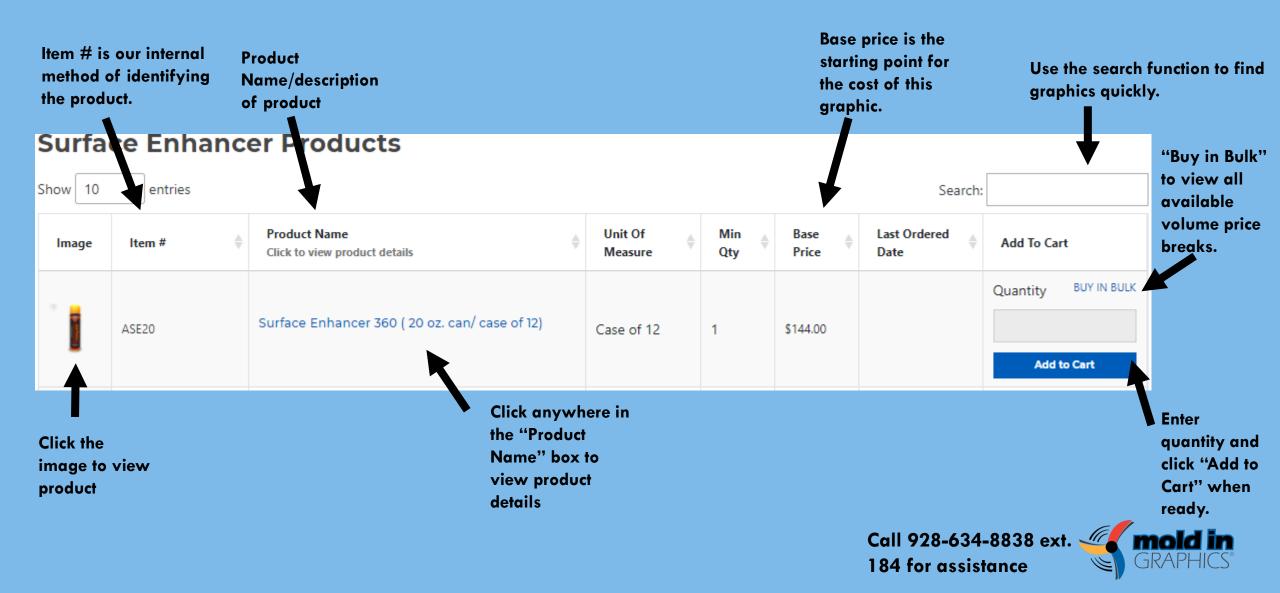
# **PRODUCT DETAILS PAGE: GRAPHICS**

You can order from this page as well and view graphic details.

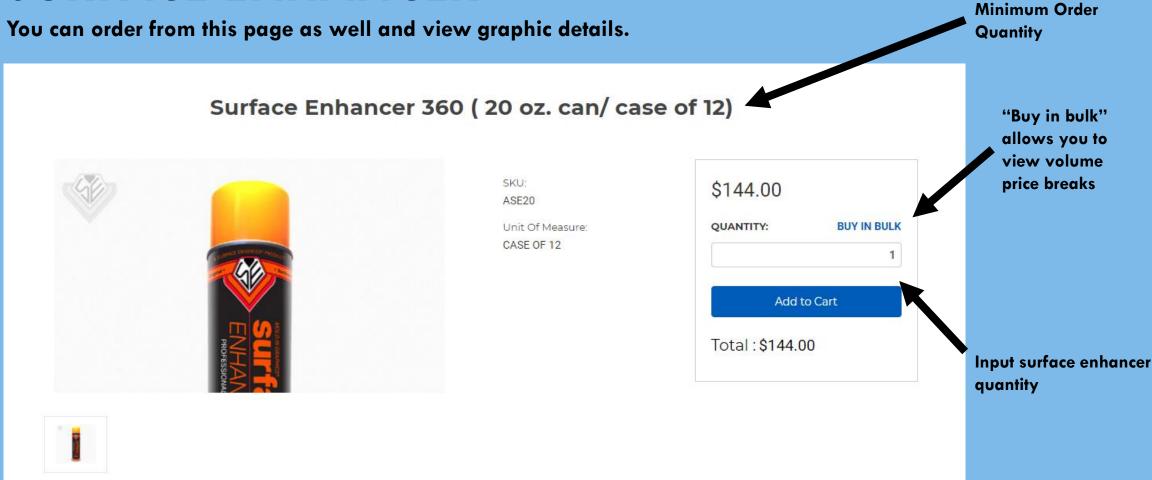




# **PRODUCTS PAGE: SURFACE ENHANCER**



# PRODUCTS DETAIL PAGE: SURFACE ENHANCER



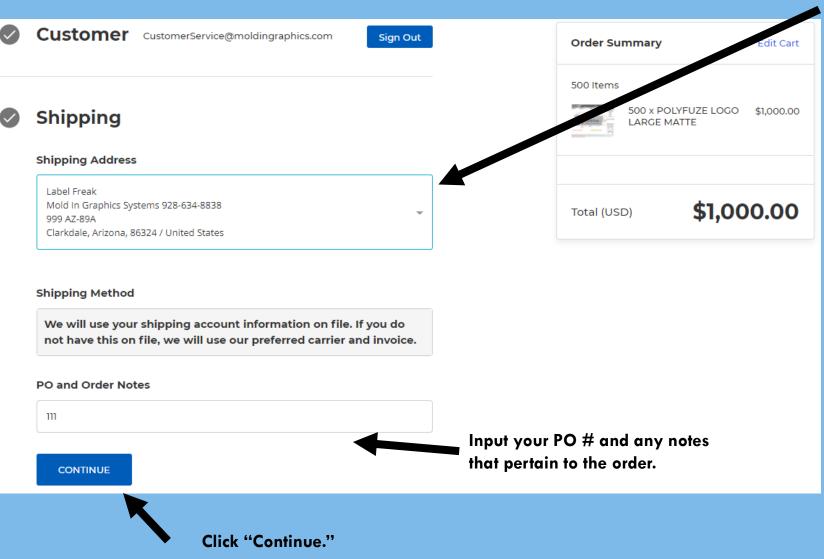
Call 928-634-8838 ext.

# **CHECKING OUT: YOUR CART**

\*\*\*By scrolling down on this page, you can Also view "Related Products" and add them to your cart as needed.

Your Cart (1000 items)			
Item	Unit Price	Quantity	Total
5 DIGIT SEQUENTIAL NUMBERS start number of label sequence: 123123 Change	\$2.26	BUY IN BULK	\$1,130.00 🛛 🗙
POLYFUZE LOGO LARGE MATTE	\$2.00	BUY IN BULK	\$1,000.00
	Total:		\$2,130.00
		Continue Shopping	Check out
	Once you've clicke picked all the item choose to continue Out."	Call 9 184 f	

# **CHECK OUT PAGE**

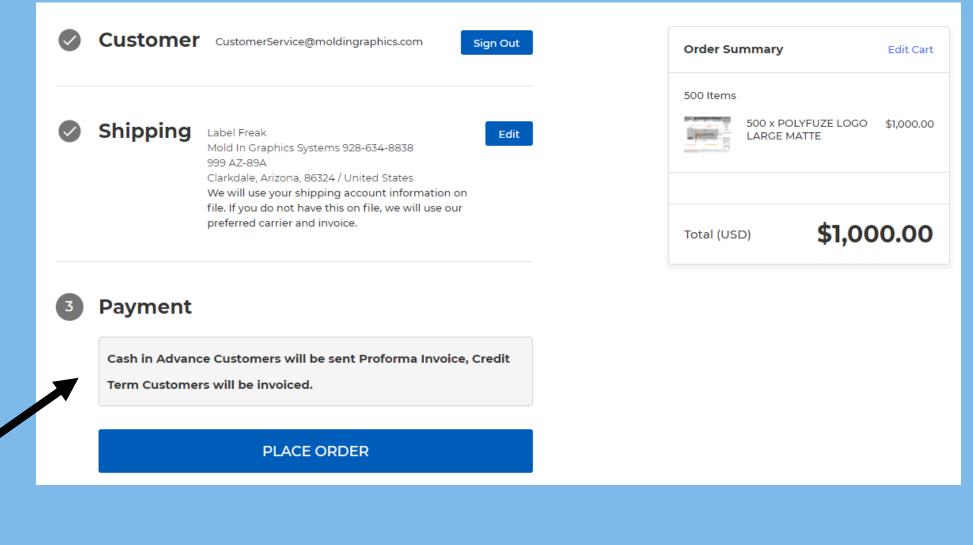


You can select the shipping address on file that will automatically pop up, or you can click "Enter A New Address" in the drop-down menu and enter the shipping address you'd like to have your order shipped to.



# **CHECK OUT PAGE CONTINUED**

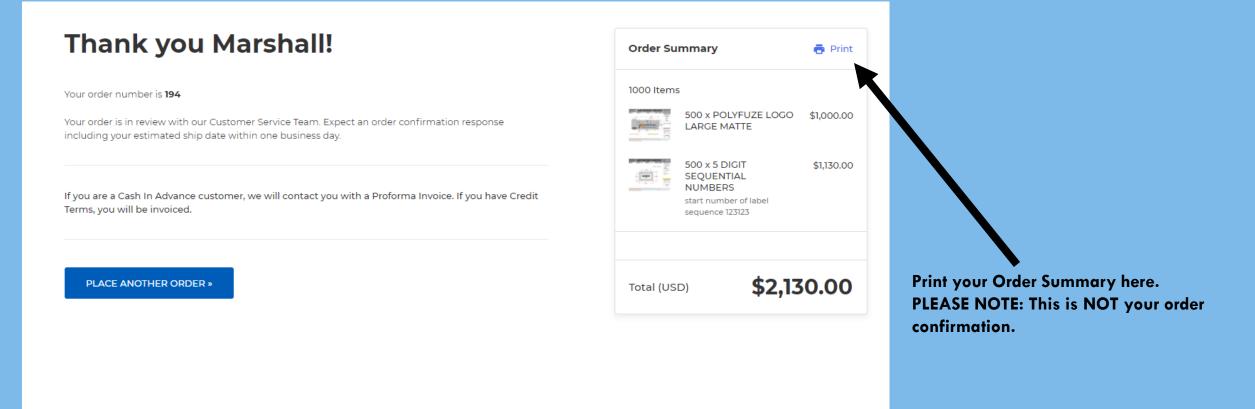
This is simply an ordering portal; it does not process payments. If you are a terms customer, you will be invoiced, and if you are a Cash In Advance Customer, you will be sent a proforma invoice.



Click "Place Order" when you are ready!

Call 928-634-8838 ext. 184 for assistance GRAPHICS

# **CONFIRMATION PAGE**



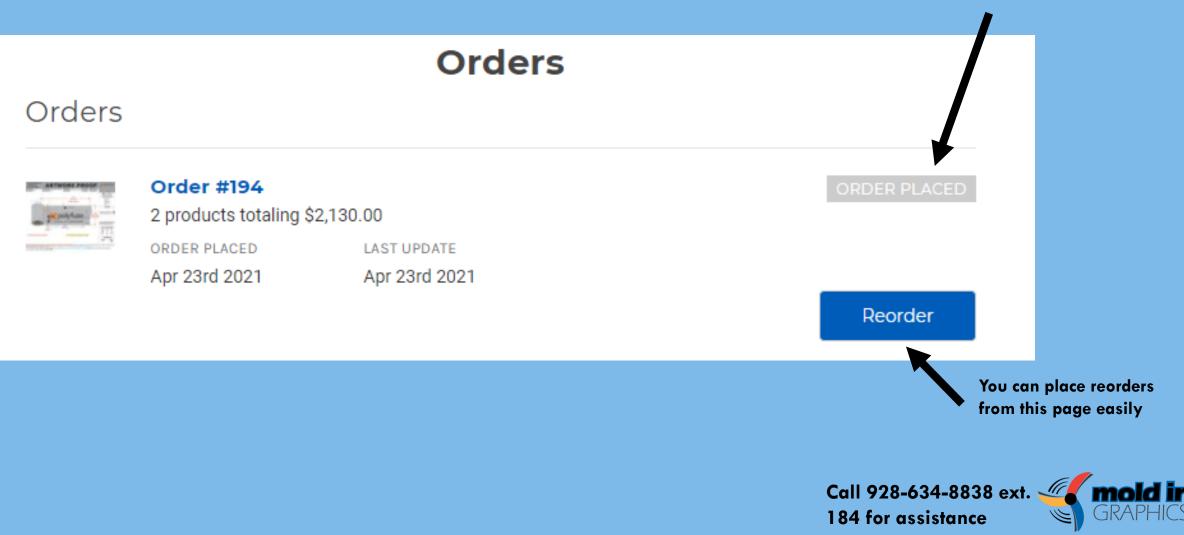
You will receive an official order confirmation, with your ship date and any other essential information from a MIGS or Polyfuze Customer Service Representative.



# **ORDERS PAGE**

By clicking on the "Orders" at the header level, you can view all past orders.

You can view your order status, including your tracking # once the order has shipped.



# CONTACT SUPPORT

#### **Contact Support**

#### Mold In Graphics 999 AZ Route 89A Clarkdale, AZ 86324 United States of America 928-634-8838 Crisi Clark ext. 125 Noël Daigle ext. 184

CustomerService@moldingraphics.com

Issues or Questions on using your account? Complete the form below to contact our support team.

Full Name Label Freak	Phone Number 928-634-8838
Email Address REQUIRED CustomerService@moldingraphics.com	Company Name REQUIRED
Comments/Questions	REQUIRED
	SUBMIT FORM



Please fill out the Contact Support Form for help. You can also click the "email icon" to send an immediate email, or call 928-634-8838 ext. 184 for Immediate assistance.