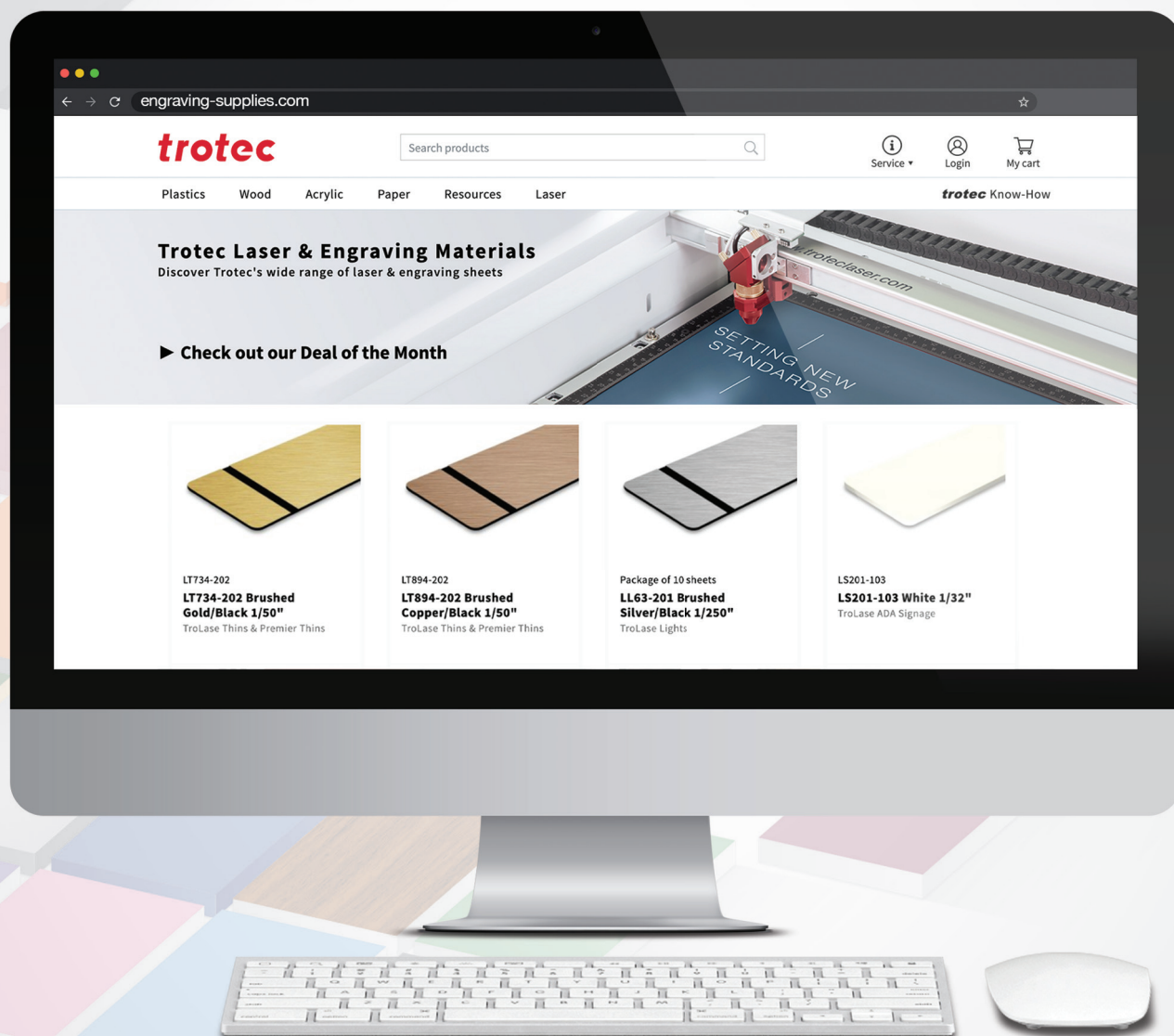




# ENGRAVABLE LAMINATES ORDERING GUIDE



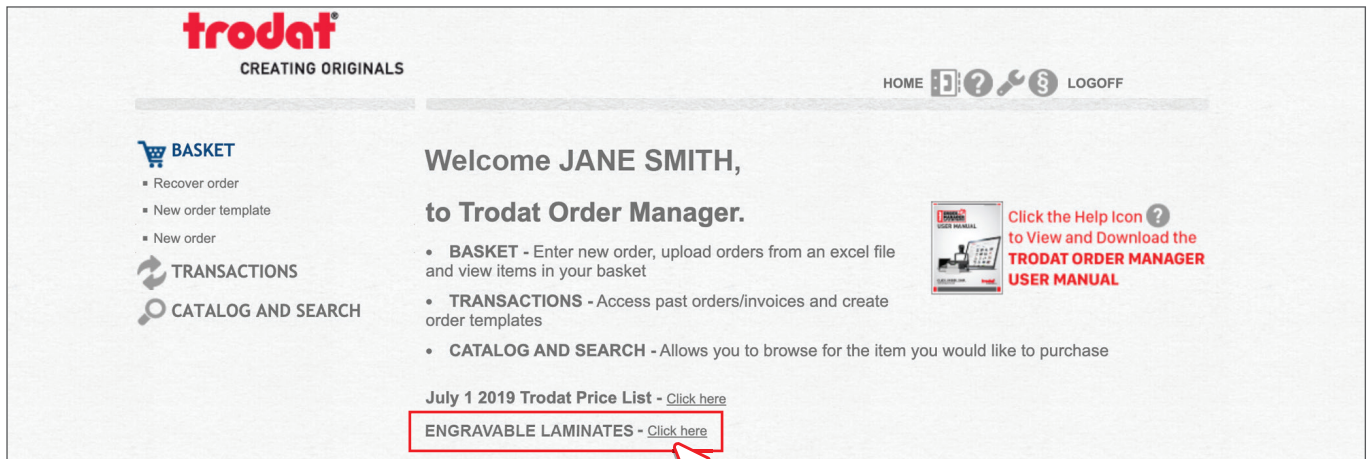
**CLICK. ORDER. SHIP.**  
**www.TrodatOM.com**

**trodat®**  
CREATING ORIGINALS

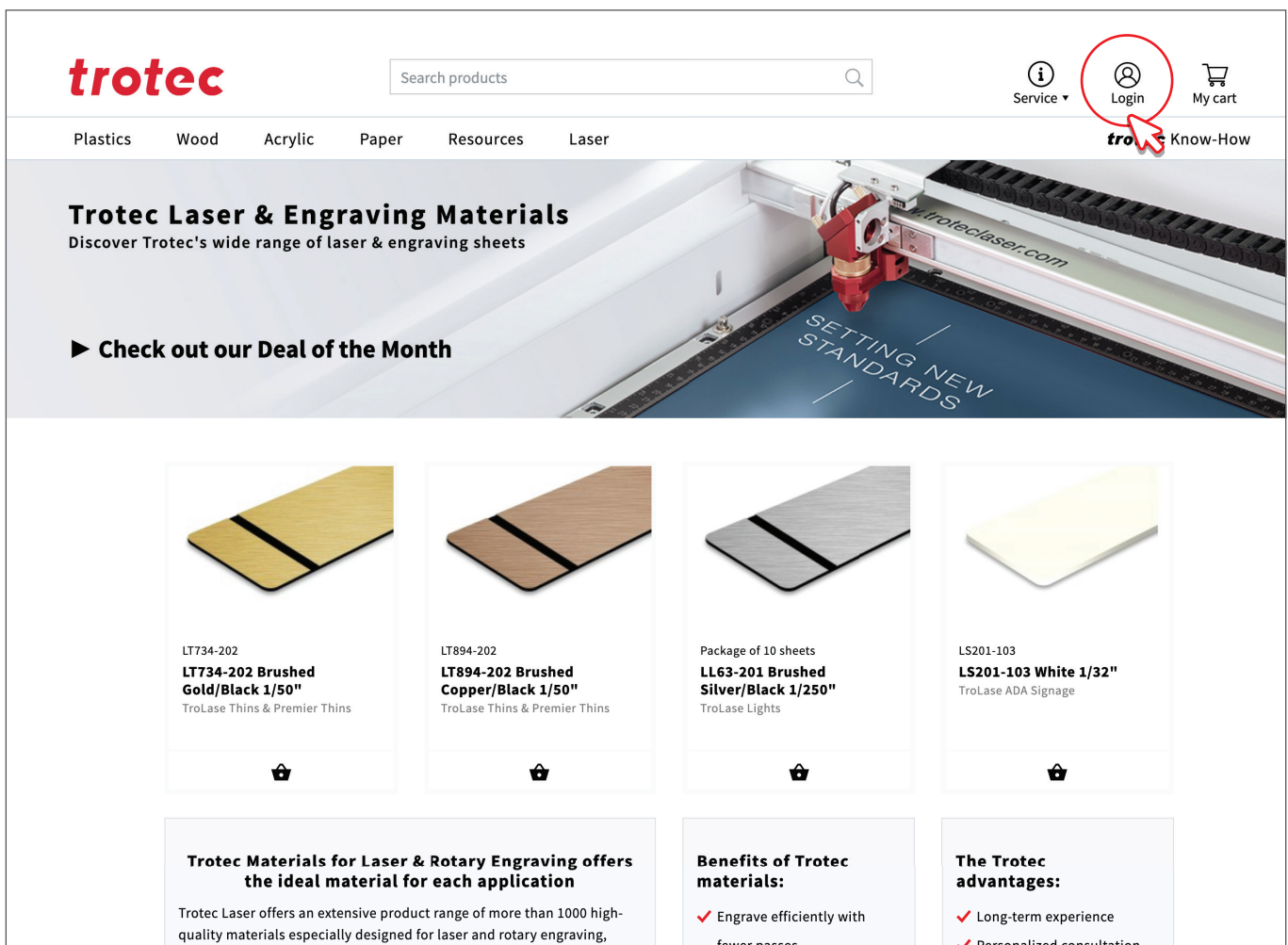
# Ordering Engravable Laminates

1. Log in to Trodat Order Manager by going to [www.TrodatOM.com](http://www.TrodatOM.com) and clicking on **LOG IN** located in the upper left hand corner of the homepage. Once you are logged in, you will see a new option on the Order Manager Welcome page: **ENGRAVABLE LAMINATES-Click here**.

2. Click on “Click Here” to access the new Trotec Engravable Laminates homepage.



3. Once you're on the Trotec Engravable Laminates homepage, click on the **Login** icon to sign in.



4. There is no need to register, your information is already set up. All you have to do is click on **Login**, enter your username (the same email you use for Order Manager), enter Consumables#2020 as your password and you are ready to go.

New Customers	Registered Customers
By creating an account with our store, you will be able to move through the checkout process faster, store multiple shipping addresses, view and track your orders in your account and more.	If you have an account with us, please log in.
<div>Create an Account</div>	Email Address <input type="text" value="janesmith@email.com"/>
	Password <input type="password" value="....."/>
	<div>Forgot Your Password?</div> <div>Login</div>

5. Once logged in, you will be directed to the dashboard of your **My Account** page which contains access to your account information, including a listing of your recent/past orders for review.

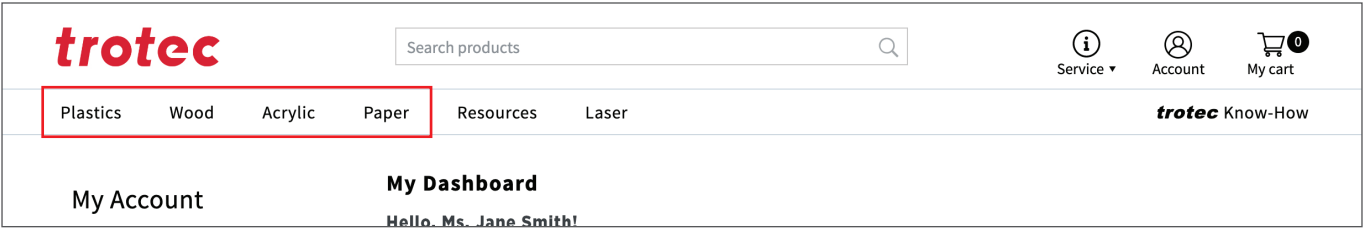
trotec		Search products	Service	Account	My cart						
Plastics	Wood	Acrylic	Paper	Resources	Laser						
trotec Know-How											
<b>My Account</b> <ul style="list-style-type: none"><li>Account Dashboard</li><li>Account Information</li><li>Address Book</li><li>My Orders</li><li>Newsletter Subscriptions</li><li>Logout</li></ul>	<b>My Dashboard</b> <p>Hello, Ms. Jane Smith!</p> <p>From your My Account Dashboard you have the ability to view a snapshot of your recent account activity and update your account information. Select a link below to view or edit information.</p> <table border="1"><thead><tr><th colspan="2">Account Information</th></tr></thead><tbody><tr><td>Contact Information</td><td>Edit</td></tr><tr><td>Newsletters</td><td>Edit</td></tr></tbody></table>					Account Information		Contact Information	Edit	Newsletters	Edit
Account Information											
Contact Information	Edit										
Newsletters	Edit										

6. Here you will want to change your password to one known only to you. To do so, click on **Account Information** and check the **Change Password** box to enter a personalized password.

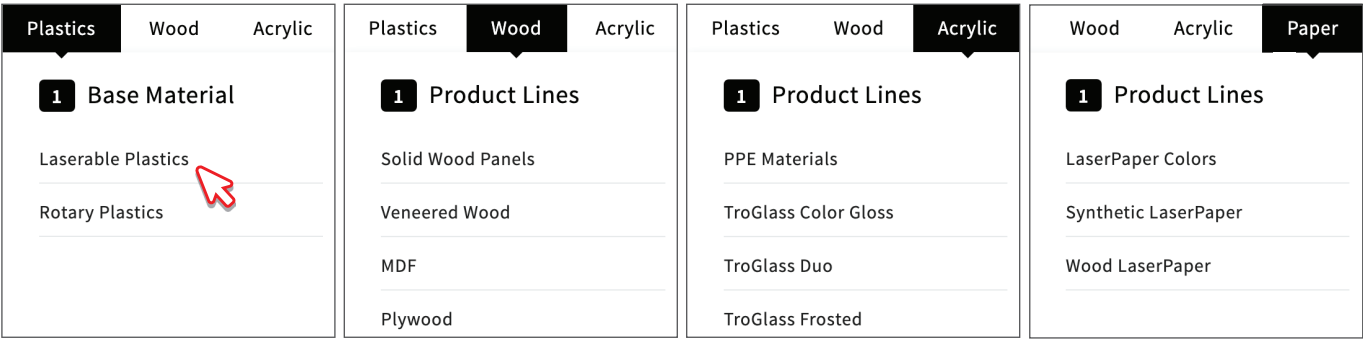
My Account	Edit Account Information
<ul style="list-style-type: none"><li>Account Dashboard</li><li>Account Information</li><li>Address Book</li><li>My Orders</li><li>Newsletter Subscriptions</li><li>Logout</li></ul>	Prefix <input type="text" value="Ms."/> ▼
	First Name <input type="text" value="Jane"/> Last Name <input type="text" value="Smith"/>
	Email Address <input type="text" value="janesmith@email.com"/> Tax/VAT number <input type="text"/>
	<input checked="" type="checkbox"/> Change Password
	<b>Change Password</b>
	Current Password <input type="password"/> New Password <input type="password"/> Confirm New Password <input type="password"/>
Password strength: <b>Too short</b>	

# Ordering a Product Using the Digital Catalog

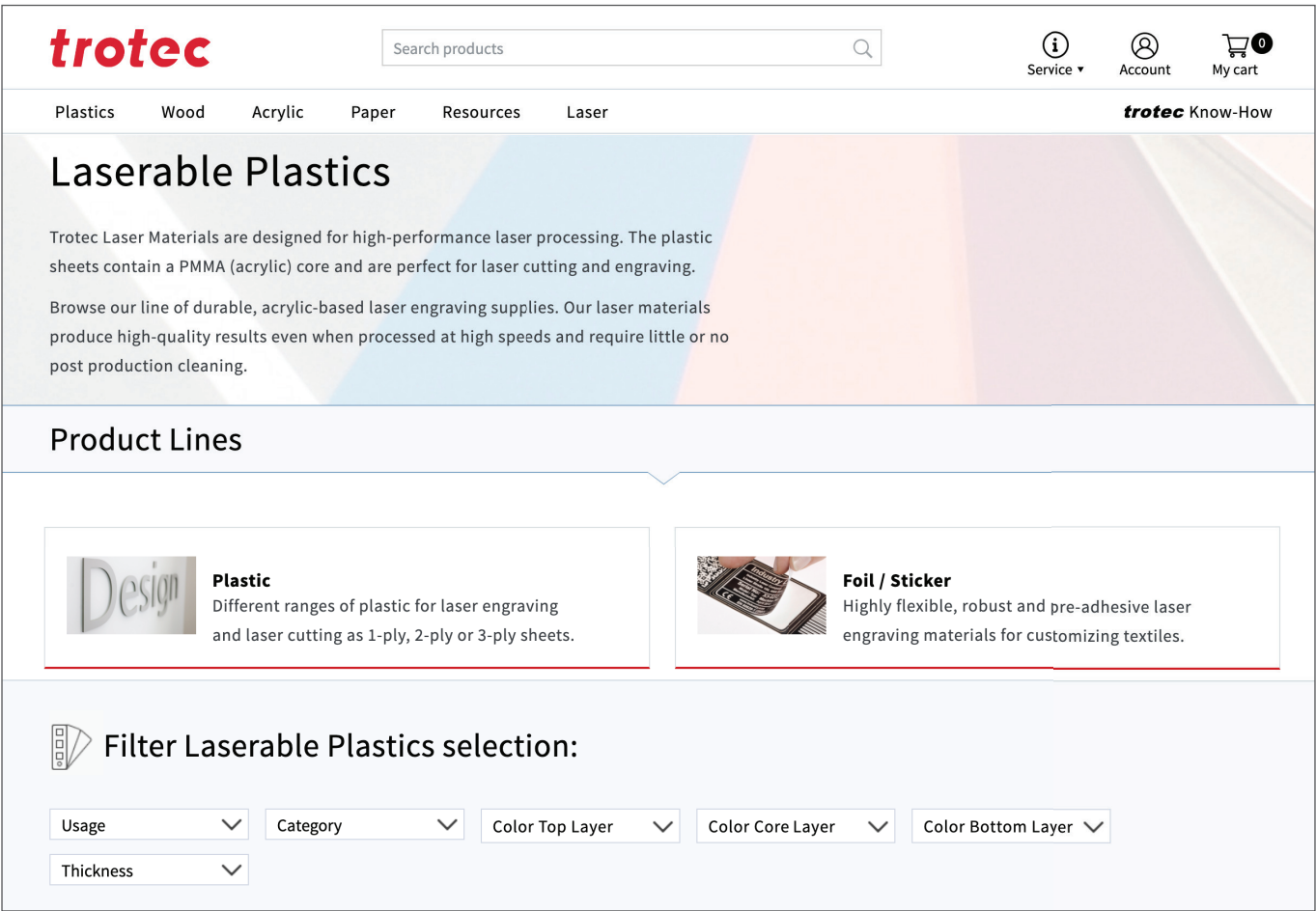
1. First, select one of the Product Lines listed in the top navigation menu of your My Account page.




2. Once selected, each Product Line will display a drop down menu of Base Materials to choose from.





3. Select a **Base Material** to open the full product page and catalog for that category.





4. From here you can page down through the full product offering based on the Base Material you have selected, or you can use the Filter tool to view only products that meet your specified criteria.


 **Filter Laserable Plastics selection:**


Usage 


Category 

Color Top Layer 


Color Core Layer 


Color Bottom Layer 

Thickness 




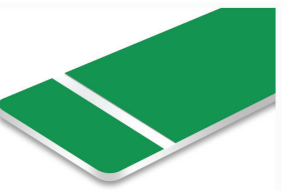
**L512-203**  
**L512-203 Blue/white 1/32"**  
TroLase







**L204-309**  
**L204-309 White/Black/White 1/8"**  
TroLase






**L932-209**  
**L932-209 Bright Green/White 1/8"**  
TroLase





**L662-206**  
**L662-206 Pink/White 1/16"**  
TroLase




5. Once you have found the desired product, click on the product image or basket icon to view details.

6. From here you will need to specify the following details:


- 1 - Sheet Size (Full Sheet, Half Sheet or Quarter Sheet)
- 2 - Quantity
- 3 - Adhesive Coating (if available)

Once finalized, click **ADD TO CART** to continue shopping for additional products.



**L422-209 Gloss Black/White 1/8"**  
TroLase


**SHOW DETAILS**





### Laserable Plastics

## L422-209 Gloss Black/White 1/8"

Art.Number: 00000000000071751 L422-209

 Full Sheet

 Half Sheet

 Quarter Sheet


Available within short delivery times


-

1


+

**Adhesive Coating**

Standard 3M #9502 

**\$79.80** 

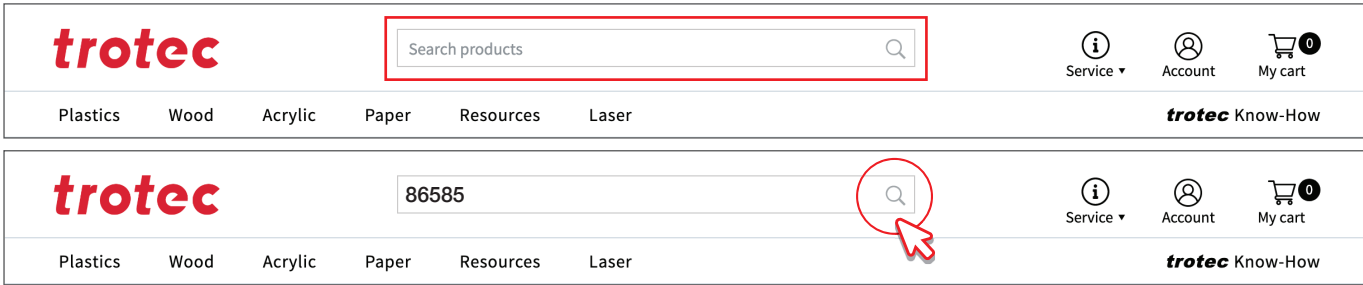
+ \$8.00 (Standard 3M #9502)  
Excl. 0% Tax, excl. [Shipping Cost](#)

 **ADD TO CART**

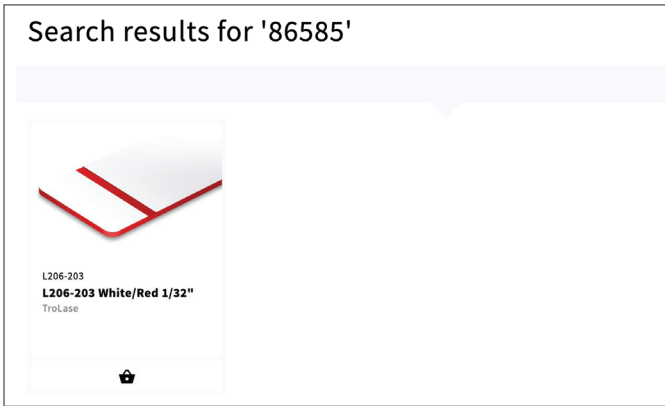


# Search for a Product Using the Item Number or Product Number

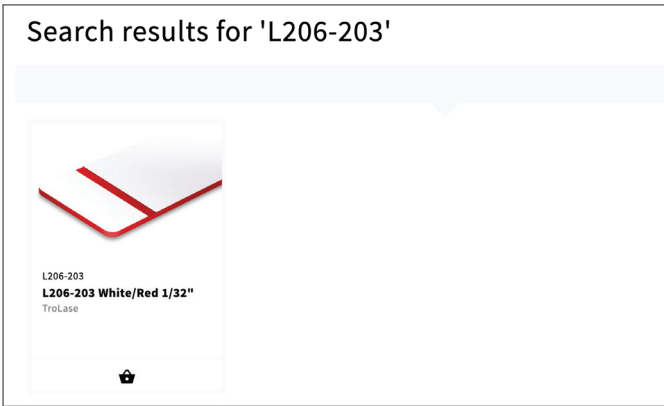
1. First, enter either the Item Number or Product Number of the desired product in the **Search Products** field at the top of the webpage. Next, click on the magnifying icon to search.



A. Results when searching by Item Number.

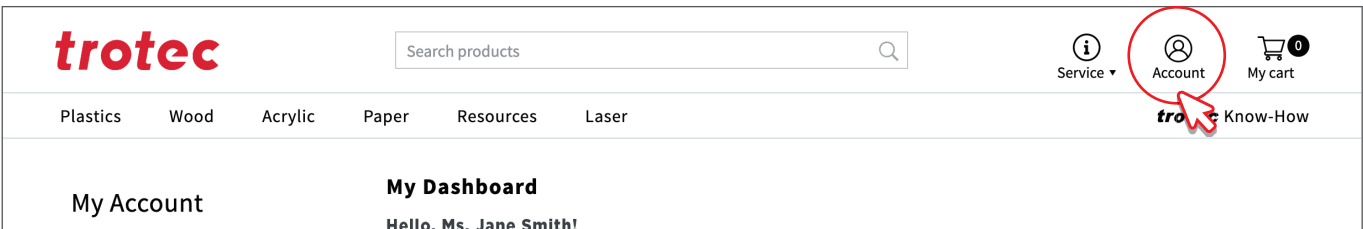


B. Results when searching by Product Number.

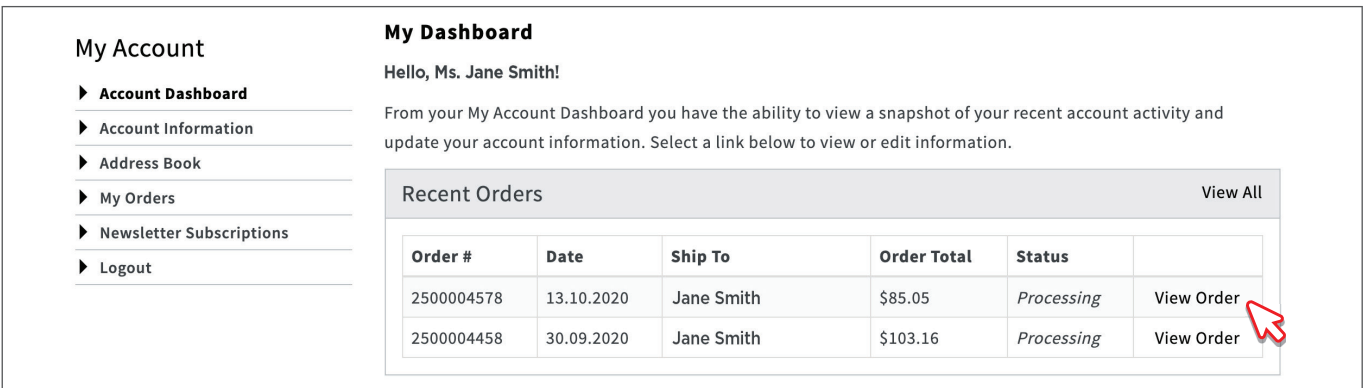


## Ordering from a Past/Recent Order

1. Click on **ACCOUNT** at the top right hand of the webpage to go to the **Account Dashboard**.



2. Here you will see a list of Past/Recent Orders. Determine the recent order you would like to review and click on **View Order**.



3. You will now see a detailed item breakdown of the selected Recent Order which can be used as a guide for quick and easy reordering.

My Account

▶ Account Dashboard

▶ Account Information

▶ Address Book

▶ My Orders

▶ Newsletter Subscriptions

▶ Logout

Order #2500004578 - Processing

About This Order:

Order Information

Order Date: October 13, 2020

QUESTION ABOUT ORDER

Shipping Address

ABC Engraving Company  
Ms. Jane Smith  
123 Laserbeam Drive  
12345 Laminatesville  
United States  
Tel: 555.555.1234

Shipping Method

United Parcel Service - UPS Ground

Billing Address

ABC Engraving Company  
Ms. Jane Smith  
123 Laserbeam Drive  
12345 Laminatesville  
United States  
Tel: 555.555.1234

Payment Method

Invoice  
Credit-Card

Items Ordered

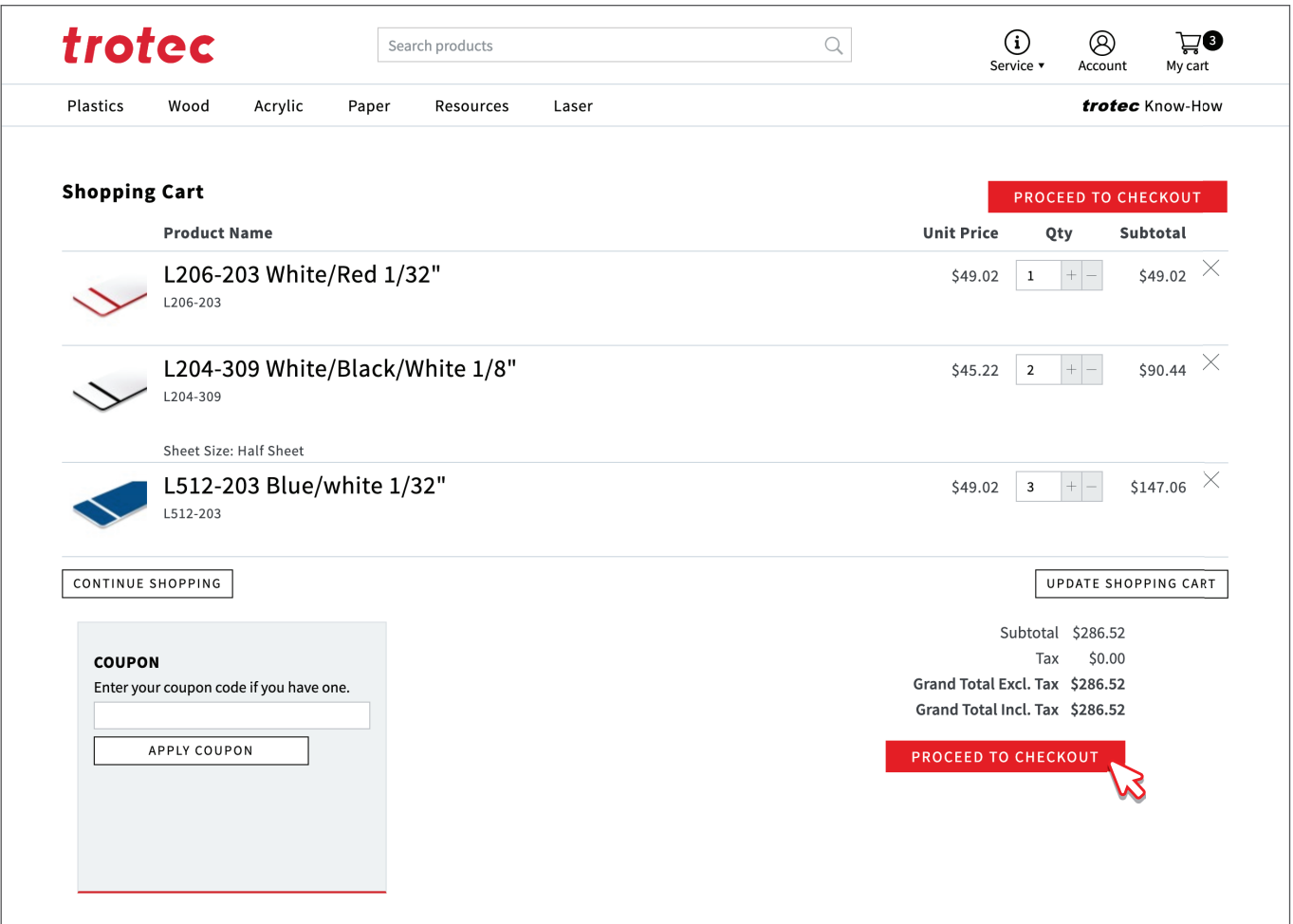
Product Name	SKU	Price	Qty	Subtotal
L206-203 White/Red 1/32"	000000000000086585	\$25.80	Ordered: 1	\$25.80
Half Sheet	cutting-half	\$0.00	Ordered: 1	\$0.00
L502-203 Sapphire/White 1/32"	000000000000086594	\$25.80	Ordered: 1	\$25.80
Half Sheet	cutting-half	\$0.00	Ordered: 1	\$0.00
L602-206G Gloss Red/White 1/16"	000000000000071829	\$13.95	Ordered: 1	\$13.95
Standard 3M #9502	71311	\$2.00	Ordered: 1	\$2.00
Quarter Sheet	cutting-quarter	\$0.00	Ordered: 1	\$0.00
Subtotal				\$67.55
Shipping & Handling				\$17.50
Grand Total (Excl.Tax)				\$85.05
Tax				\$0.00
Grand Total (Incl.Tax)				\$85.05

# Finalizing an Order for Checkout

1. To finalize your order for checkout, first go to **My Cart** by clicking on the icon in the upper right hand corner of the webpage.



2. Next, you will see a list detailing all of the items you have selected for purchase. From here, you can make changes to the order such as deleting items, changing quantities or continue shopping. You can also enter a Coupon code. Once all details have been reviewed, click on **PROCEED TO CHECKOUT**.





3. Once on the **CHECKOUT** page, you will need to edit/confirm the following details:

- 1 - Billing Information
- 2 - Shipping Information
- 3 - Shipping Method
- 4 - Payment Information
- 5 - Order Review

When finished, click **PLACE ORDER** in the bottom right hand corner of the webpage.

**trotec**

Search products

Service

Account

My cart

PlasticsWoodAcrylicPaperResourcesLaser

trotec Know-How

**Your Checkout Progress**

**Billing Address | Change**

ABC Engraving Company  
Ms. Jane Smith  
123 Laserbeam Drive  
12345 Laminatesville  
United States  
Tel: 555.555.1234

**Shipping Address | Change**

ABC Engraving Company  
Ms. Jane Smith  
123 Laserbeam Drive  
12345 Laminatesville  
United States  
Tel: 555.555.1234

**Shipping Method | Change**

United Parcel Service - UPS  
Ground \$21.49

**Payment Method | Change**

Payment with PayPal

**Checkout**

1 Billing InformationEdit

2 Shipping InformationEdit

3 Shipping MethodEdit

4 Payment InformationEdit

5 Order Review

Product Name	Price	Qty	Subtotal
L206-203 White/Red 1/32" L206-203	\$49.02	1	\$49.02
L204-309 White/Black/White 1/8" L204-309 Half Sheet	\$45.22	2	\$90.44
L512-203 Blue/white 1/32" L512-203	\$49.02	3	\$147.06
Subtotal			\$286.52
Shipping & Handling (United Parcel Service - UPS Ground)			\$21.49
Tax			\$19.24
Grand Total Excl. Tax			\$308.01
Grand Total Incl. Tax			\$327.25

Additional Information:

Order number:  
Order number

Comments:  
Type comment here

☐ I have read all terms and conditions and agree. [Show]

REDEEM COUPON/DISCOUNT CODE

PLACE ORDER

**5.** Once your order has been placed, a confirmation screen will appear notifying you that your order has been received. You will also receive confirmation via the email address linked to your account.

Your order has been received.

Thank you for your purchase!

Your order # is: 2500004578.

You will receive an order confirmation email with details of your order and a link to track its progress.

Continue Shopping

Your order summarised

Order #2500004578 - Processing

About This Order:

Order Date: October 26, 2020

QUESTION ABOUT ORDER

Shipping Address

ABC Engraving Company  
 Ms. Jane Smith  
 123 Laserbeam Drive  
 12345 Laminatesville  
 United States  
 Tel: 555.555.1234

Shipping Method

United Parcel Service - UPS Ground

Billing Address


ABC Engraving Company  
 Ms. Jane Smith  
 123 Laserbeam Drive  
 12345 Laminatesville  
 United States  
 Tel: 555.555.1234

Payment Method

Invoice  
 Credit-Card

Items Ordered

Product Name	SKU	Price	Qty	Subtotal
L204-209 White/Black/White 1/8"	0000000000000091644	\$95.20	Ordered: 1	\$95.20
L992-203 Bright Green/White 1/32"	0000000000000086596	\$51.60	Ordered: 2	\$103.20
L912-203 Evergreen/White 1/32"	0000000000000086586	\$51.60	Ordered: 1	\$51.60
Earn Points				0 TroPoint
Subtotal				\$250.00
Shipping & Handling				\$21.49
Grand Total (Excl.Tax)				\$271.49
Tax				\$0.00



| SETTING NEW STANDARDS

# Hello Jane Smith,

Thank you for your order via Trotec Laser & Engraving Supplies. Your order summary is below. Thank you again for your business. You can check the current order status in your [account](#).

For further information or if you have any queries, please contact us via email or telephone:

[shop@engraving-supplies.com](#) - 844 529 0730

## Order # 2500004578 (from October 13, 2020 2:24:37 PM GMT)

Customer number: 0000012345

<b>Billing address:</b> ABC Engraving Company Ms. Jane Smith 123 Laverbeam Drive 12345 Laminatesville United States Tel: 555.555.1234	<b>Payment:</b>  Invoice  Credit Card
<b>Shipping address:</b> ABC Engraving Company Ms. Jane Smith 123 Laverbeam Drive 12345 Laminatesville United States Tel: 555.555.1234	<b>Delivery:</b>  United Parcel Service - UPS Ground
<b>Order comment:</b>	<b>Your order number:</b>

Item	Sku	Price	Qty	Subtotal
L206-203 White/Red 1/32"	0000000000000086585	\$25.80	1	\$25.80
Half Sheet		\$0.00		\$0.00
L502-203 Sapphire/White 1/32"	0000000000000086594	\$25.80	1	\$25.80
Half Sheet		\$0.00		\$0.00
L602-206G Gloss Red/White 1/16"	0000000000000071829	\$13.95	1	\$13.95
Standard 3M #9502	71311	\$2.00		\$2.00
Quarter Sheet		\$0.00		\$0.00
			Subtotal	\$67.55
			Shipping & Handling	\$17.50
			Grand Total (Excl.Tax)	\$85.05
			Tax	\$0.00
			Grand Total (Incl.Tax)	\$85.05

Thank you! Your Trotec Materials Team



## ENGRAVABLE LAMINATES ORDERING GUIDE

TRODAT USA  
48 Heller Park Lane, Somerset, NJ 08873  
ph: (800) TRODAT1 | fax: (800) 272 8550  
email: [orders.us@trodat.net](mailto:orders.us@trodat.net)  
website: [TrodatOM.com](http://TrodatOM.com) | [trodatusa.com](http://trodatusa.com)

11/20  
2020 TRODAT ORDER MANAGER ENGRAVABLE LAMINATES ORDERING GUIDE

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