



**trodan®**  
CREATING ORIGINALS

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Can't find what you are looking for? Want to order a special product or send us special shipping instructions?  
Just call **Customer Service 800-876-3281 Option # 1** or email us at **orders.us@trodat.net**.

# Logon to Order Manager

1. To access your Order Manager account, begin by typing your **User** and **Password** information into the specified fields. Next, click **LOGON**.

E-mail address'. Below this are two input fields: 'User' with 'johnsmith@email.com' and 'Password' with 'Password123'. A red box highlights these fields and the 'LOGON' button below them. A red arrow points to the 'LOGON' button. There is also a link for 'Have you forgotten your password or user ID? Help' and a language selector set to 'English'." data-bbox="77 148 910 455"/>

2. Once you have logged on, you will see a welcome screen and three options on the left:

- **BASKET** - Enter orders or upload orders from an Excel file. Process explained on Page 6.
- **TRANSACTIONS** - Access past orders/invoices and create order templates.
- **CATALOG AND SEARCH** - Allows you to browse for the items you would like to purchase, and indicates your cost for the items.

Click here', a link to 'ENGRAVABLE LAMINATES - [Click here](#)', and a link to 'ORDERING LAMINATES USER MANUAL - [Click here](#)'. A small graphic of a user manual is shown with the text 'Click the Help icon ? to View and Download the TRODAT ORDER MANAGER USER MANUAL'." data-bbox="77 587 910 893"/>



# Catalog, Search & Ordering

1. Click **CATALOG AND SEARCH** to access Order Manager's online catalog of products.

There are three ways to shop for products:

- A Shop by Catalog**
- B Shop by Search**
- C Shop by Order Form**

The screenshot shows the Trodat Order Manager website interface. At the top, the Trodat logo is displayed with the tagline "CREATING ORIGINALS". Navigation links include HOME, a help icon, a search icon, a customer selection icon, and a LOGOFF link. On the left, a sidebar menu lists various product categories under the heading "Ordermanager". In the center, there are three main sections: "BASKET" (with a shopping cart icon), "TRANSACTIONS" (with a document icon), and "CATALOG AND SEARCH" (with a magnifying glass icon and a red circle around it, indicating the selected option). To the right of these sections is a "SEARCH" box with a "Material/Description" input field, an "EAN" input field, and a "SEARCH" button. Below the "CATALOG AND SEARCH" section, a grid of product images is displayed, each with a caption. The products include: Trodat Professional, Trodat Printy Text, Daters, Numbers, Typomatic Text and Daters, Ideal Text Stamps, MaxLight Pre-Inked Stamps, PSI, MaxLight Machines & Supplies, Ultimark, Ultifast, & Royal Mark Stamps & Supplies, Classic Daters, Numbers & Dial-A\_Phase Dater, Automatic Numbering Machines & Ink, Ideal Laser Seals, Handles and Mount Strips, Laser, Photopolymer & Platemaking Supplies, Stamp Inks, Stamp Pads, Self Inking Replacement Pads, Stamp Racks, Bands, and Replacement SWOP Pad Covers, Index Cards, Unit Boxes.

**Ordermanager**

- Trodat Professional
- Trodat Printy Text, Daters, Numbers
- Typomatic Text and Daters
- Ideal Text, Daters, Numberers
- MaxLight Pre-Inked Stamps
- PSI
- MaxLight Machines & Supplies
- Ultimark, Ultifast, & Royal Mark Stamps & Supplies
- Classic Daters, Numbers & Dial-A\_Phase Dater
- Automatic Numbering Machines & Ink
- Ideal Laser Seals
- Handles and Mount Strips
- Laser, Photopolymer & Platemaking Supplies
- Stamp Inks
- Stamp Pads
- Self Inking Replacement Pads
- Stamp Racks
- Bands
- Replacement SWOP Pad Covers, Index Cards, Unit Boxes

**BASKET**

**TRANSACTIONS**

**CATALOG AND SEARCH**

**SEARCH**

Material/Description

EAN

SEARCH

**ORDERMANAGER**

Trodat Professional

Trodat Printy Text, Daters, Numbers

Typomatic Text and Daters

Ideal Text Stamps

MaxLight Pre-Inked Stamps

PSI

MaxLight Supplies & MaxLight Ink

Ultimark, Ultifast, & Royal Mark Stamps & Supplies

Classic Daters, Numbers & Dial-A\_Phase Dater

Automatic Numbering Machines & Ink

Ideal Laser Seals

Laser, Photopolymer & Platemaking Supplies

Stamp Inks

Stamp Pads

Self Inking Replacement Pads

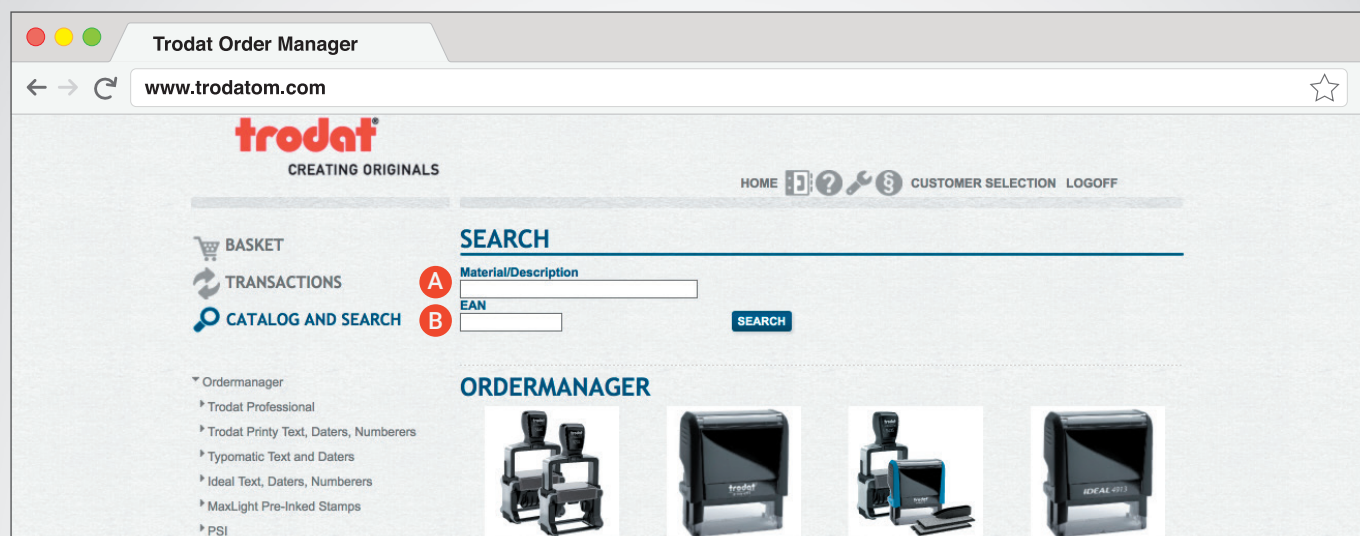
Stamp Racks





# Catalog, Search & Ordering: Shop by Search

You can manually shop for items using the **SEARCH** function. You will need to know the **A Material Number** (Item Number shown in the price list), or **B EAN Number** (UPC code on the box) of the item that you would like to order.



**1 A.** To search by **Material/Description**: Enter the item's Item Number in the corresponding field and click **SEARCH**.

| Material no.                              | Quantity |    | Description                   | EAN         | Adhesive |
|---|----------|----|-------------------------------|-------------|----------|
| <input checked="" type="checkbox"/> 43072 | 1        | PC | 4913P4 CASE:ECO-BLK PAD:BLACK | 92399430728 |          |

**1 B.** To search by **EAN**: Enter the item's EAN Number in the corresponding field and click **SEARCH**.

| Material no.                              | Quantity |    | Description                   | EAN         | Adhesive |
|---|----------|----|-------------------------------|-------------|----------|
| <input checked="" type="checkbox"/> 43072 | 1        | PC | 4913P4 CASE:ECO-BLK PAD:BLACK | 92399430728 |          |

**4.** To select an item for ordering, click the checkmark box and then enter the desired number of units in the **Quantity** field. Once finished, click **TRANSFER TO BASKET**.

**Note:** When ordering stamps, be sure to select the item(s) with your desired pad color(s).

| Material no.                              | Quantity |    | Description                   | EAN         | Adhesive |
|---|----------|----|-------------------------------|-------------|----------|
| <input checked="" type="checkbox"/> 43072 | 50       | PC | 4913P4 CASE:ECO-BLK PAD:BLACK | 92399430728 |          |



# Catalog, Search & Ordering: Shop by Order Form

To shop directly from the Order Form:

1. Select **A Active Order** located in the **BASKET** sub-menu.
2. Enter the **B Material No.** and Quantity for each item you would like to order and click **C UPDATE** or press the Enter key.
3. Once you have filled in all 5 blank Order Form lines, another 5 lines will generate automatically after clicking **UPDATE** should you wish to order more items.
4. When completed with your order, go to point 2 below in **Basket: Active Orders**.

**BASKET**  
• New order template  
**A** • Active order  
TRANSACTIONS  
CATALOG AND SEARCH

**ORDER**

Purchase Order Number  
Gross weight 0.90 KG

Delivery address  
TRODAT USA INC - IL 2600 GREENLEAF.. 6001

Invoice recipient  
TRODAT USA INC - IL 2600 GREENLEAF.. 6001

Requested shipping date Complete delivery  
07/06/2017

Upload products

| Material no. | Quantity | Description                      | Availability |
|--------------|----------|----------------------------------|--------------|
| 10 43072     | 10       | PC 4913P4 CASE:ECO-BLK PAD:BLACK | ●●●●         |
|              |          |                                  |              |
|              |          |                                  |              |
|              |          |                                  |              |
|              |          |                                  |              |

**B** **C** UPDATE CANCEL CREATE TEMPLATE SEND

## Basket: Active Orders

1. Once you have selected all of the items that you wish to purchase, you can review and finalize your order by clicking on **ACTIVE ORDER** in the **BASKET**.

Here you can view the following:

- A Delivery Address** - indicates location for items to be delivered
- B Invoice Recipient** - indicates the location/individual who will receive the order invoice
- C Requested Shipping Date** - indicates desired date for the order to be shipped
- D Gross Weight** - shows total weight of items that will be shipped
- E Items Selected for Ordering** - lists all items in your active order
- F Item Availability** - **Green** and **Yellow** indicate that the item is in stock. **Red** signifies that the desired quantity is not currently available. Call Customer Service to discuss alternatives.

2. Once you have reviewed and confirmed that all of the information is correct, click **SEND**. Your order is now finalized, and has been transmitted directly to your distribution center warehouse for processing and shipping.

**BASKET**  
• New order template  
• Active order  
TRANSACTIONS  
CATALOG AND SEARCH

**ORDER**

Purchase Order Number **D** Gross weight 0.90 KG

**A** Delivery address  
TRODAT USA INC - IL 2600 GREENLEAF.. 6001

**B** Invoice recipient  
TRODAT USA INC - IL 2600 GREENLEAF.. 6001

**C** Requested shipping date Complete delivery  
07/06/2017

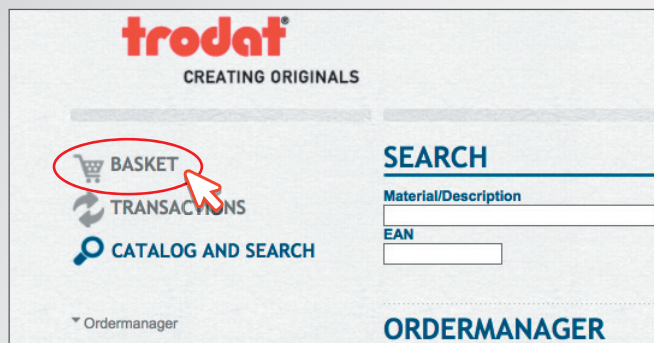
Upload products

| Material no. | Quantity | Description                      | Availability |
|--------------|----------|----------------------------------|--------------|
| 10 43072     | 10       | PC 4913P4 CASE:ECO-BLK PAD:BLACK | ●●●●         |
|              |          |                                  |              |
|              |          |                                  |              |
|              |          |                                  |              |
|              |          |                                  |              |

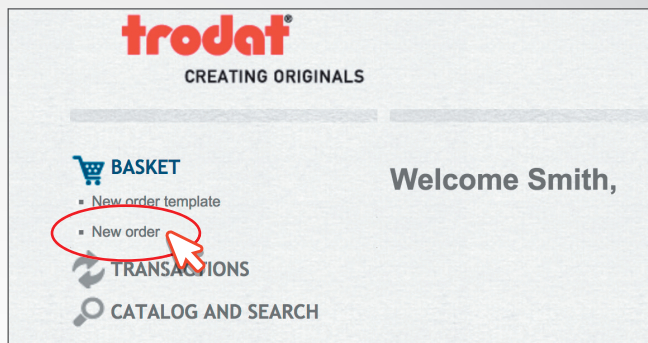
**E** **F** UPDATE CANCEL CREATE TEMPLATE **SEND**

# Basket: Upload Products from an Excel File

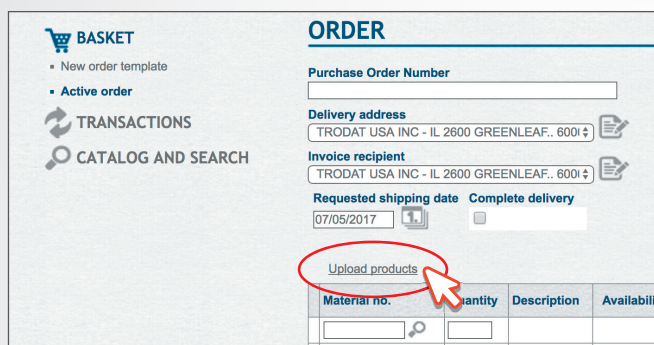
1. Click on **BASKET**.



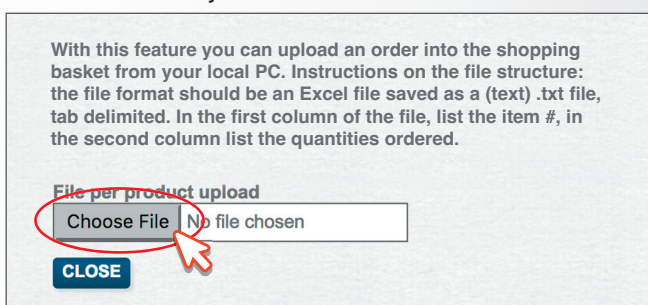
2. Click **NEW ORDER**.



3. Click **UPLOAD PRODUCTS**.



4. Click **CHOOSE FILE** to upload an Excel text (.txt) file from your PC.



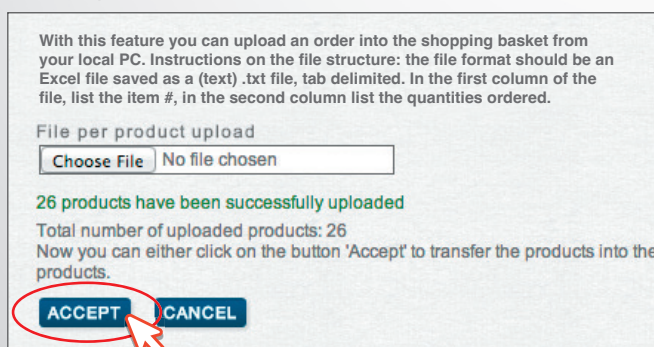
**Note:** Your file must be formatted as shown below - two columns: Item# and Quantity with no headers - before saving as a text (.txt) file.

|    | A     | B | C | D | E | F |
|----|-------|---|---|---|---|---|
| 1  | 40413 | 1 |   |   |   |   |
| 2  | 37388 | 1 |   |   |   |   |
| 3  | 40422 | 1 |   |   |   |   |
| 4  | 37389 | 1 |   |   |   |   |
| 5  | 37389 | 1 |   |   |   |   |
| 6  | 37389 | 1 |   |   |   |   |
| 7  | 37389 | 1 |   |   |   |   |
| 8  | 30957 | 1 |   |   |   |   |
| 9  | 30957 | 1 |   |   |   |   |
| 10 | 30957 | 1 |   |   |   |   |
| 11 | 30957 | 1 |   |   |   |   |
| 12 | 30957 | 1 |   |   |   |   |

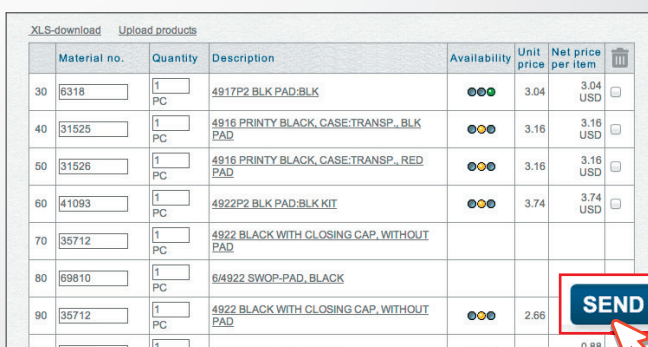
To save your Excel spreadsheet as a text file, click **Save As**, and then go to the **File Format** menu and select **Tab Delimited Text (.txt)**. Below is how your Excel file should appear once converted to a text file.

|       |   |
|-------|---|
| 40413 | 1 |
| 37388 | 1 |
| 40422 | 1 |
| 37389 | 1 |
| 37389 | 1 |
| 37389 | 1 |
| 37389 | 1 |
| 37389 | 1 |
| 30957 | 1 |
| 30957 | 1 |
| 30957 | 1 |
| 30957 | 1 |
| 30957 | 1 |
| 30957 | 1 |

5. Click **ACCEPT** to transfer the products from your uploaded file to your basket.



6. Review your items for accuracy and **AVAILABILITY**. Finally, click **SEND**.





# Basket/Transactions: Save & Use Order Templates

## 1. Save an Order as an Order Template

Once an order has been created in the **Active Order** screen, click **CREATE TEMPLATE**.

The screenshot shows the 'Active Order' screen with the 'Invoice recipient' field set to 'TRODAT USA INC - IL 2600 GREENLEAF. 600'. The 'Requested shipping date' is '07/06/2017'. Below the form is a table with columns: Material no., Quantity, Description, and Availability. The first row shows '10 43072 10 PC 4913P4 CASE:ECO-BLK PAD:BLACK'. At the bottom, the 'CREATE TEMPLATE' button is circled in red.

2. Enter a name for your order template in the pop-up window field, and click **OK** to save that template for fast and convenient future reordering.

The screenshot shows the 'CREATE ORIGINALS' pop-up window. The 'Please enter a name for the template' field is circled in red and contains the text 'Printy 4913 Qty:10'. The 'OK' button is also circled in red.

## 1. Using an Order Template

To place an order using an order template, click **TRANSACTIONS** and then **ORDER TEMPLATES**.

The screenshot shows the Trodat Order Manager website. The 'TRANSACTIONS' link is circled in red, and the 'ORDER TEMPLATES' link is also circled in red.

3. Determine which order template you would like to use, and click the order **Number** to view the details of that order template.

The screenshot shows the 'SEARCH FOR ORDER TEMPLATES' page. The 'Order templates' table has columns: Number, Date, Purchase Order Number, and Customer. The first row is circled in red and contains the number '610036951'.

2. Click on the dropdown menu under **A PERIOD** and set for **Undefined**. Click **SEARCH** to load a list of your previously saved order templates.

The screenshot shows the 'SEARCH FOR ORDER TEMPLATES' page. The 'Period' dropdown menu is set to 'Undefined'. The 'SEARCH' button is circled in red.

4. Once you have selected all of the items you wish to order, and reviewed all details for accuracy, click **TRANSFER TO BASKET**.

The screenshot shows the 'ORDER TEMPLATE' page. The 'TRANSFER TO BASKET' button is circled in red.



# Transactions: Search for Past Orders

1. You can search for past orders by clicking on **TRANSACTIONS** and then **ORDERS**.
2. Next, define your search by **A STATUS**, **B CHARACTERISTICS**, or **C PERIOD** and then click **SEARCH**.

Trodat Order Manager

www.trodatom.com

BASKET

**TRANSACTIONS**

- Order templates
- ORDERS**
- Deliveries
- Invoices/Payments

CATALOG AND SEARCH

**SEARCH FOR ORDERS**

**A** Status: Open

**B** Characteristics: (Choose feature)

**C** Period: last 30 days

From: until:

**SEARCH**

3. A list of past orders based on the set search criteria will appear. Click on an order **Number** to view details of that order.

Open

Characteristics: (Choose feature)

Period: last 30 days

From: until:

5 Items per page 1 - 3 from 3

| Status              | Number           | Date       | Purchase Order Number | Order Total | OC |
|---------------------|------------------|------------|-----------------------|-------------|----|
| Partially completed | <b>103391201</b> | 08/02/2017 | JOHNSMITH             | 0.00        |    |
| Partially completed | 103387426        | 07/28/2017 | 07282017              | 0.00        |    |
| Partially completed | 103384884        | 07/26/2017 | JOHNSMITH             | 0.00        |    |
| Total USD           |                  |            |                       |             |    |

4. From here you can review order details, select items for reorder, or download an Excel file of the order details.

**ORDER** [BACK TO SEARCH](#)

Number: 103384884 Date: 07/26/2017 Gross weight: 1.51 KG

Status: Partially completed Requested shipping date: 07/26/2017

Purchase Order Number: JOHNSMITH

Customer: TRODAT USA INC - IL  
2600 GREENLEAF AVE  
US- 60007 ELK GROVE VILLAGE

|   | Material no. | Quantity | Description                        | Total | Status    | Open quantity |
|---|--------------|----------|------------------------------------|-------|-----------|---------------|
| <input type="checkbox"/>  | 10           |          | PULL AND GIVE TO JOHNSMITH         |       | Open      | --            |
| <input type="checkbox"/>  | 20 45137     | 5 PC     | UM-10 IC-BLACK, SINGLE CARTON MBTX |       | Completed | --            |
| Delivery note: 204125800/10 Shipping date: 07/26/2017 Quantity: 5 PC  |              |          |                                    |       |           |               |
| <input type="checkbox"/>  | 30 29861     | 1 PAC    | UMCP4000 CLEAR PROTECT FILM 100/PK |       | Completed | --            |
| Delivery note: 204125800/20 Shipping date: 07/26/2017 Quantity: 1 PAC |              |          |                                    |       |           |               |

[SELECT ALL](#) [DESELECT ALL](#) [TRANSFER TO BASKET](#) [DOWNLOAD](#) [CSV](#)

5. To select items for reorder, click the checkbox next to individual items, or click **SELECT ALL** and then click **TRANSFER TO BASKET**.

**ORDER** [BACK TO SEARCH](#)

Number: 103391201 Date: 08/02/2017 Gross weight: 0.18 KG

Status: Partially completed Requested shipping date: 08/02/2017

Purchase Order Number: JOHNSMITH

Customer: TRODAT USA INC - IL  
2600 GREENLEAF AVE  
US- 60007 ELK GROVE VILLAGE

|   | Material no. | Quantity | Description                        | Total | Status    | Open quantity |
|---|--------------|----------|------------------------------------|-------|-----------|---------------|
| <input type="checkbox"/>  | 10           |          | PULL AND GIVE TO JOHNSMITH         |       | Open      | --            |
| <input type="checkbox"/>  | 20 45137     | 5 PC     | UM-10 IC-BLACK, SINGLE CARTON MBTX |       | Completed | --            |
| Delivery note: 204125800/10 Shipping date: 07/26/2017 Quantity: 5 PC  |              |          |                                    |       |           |               |
| <input checked="" type="checkbox"/>                                   | 30 29861     | 1 PAC    | UMCP4000 CLEAR PROTECT FILM 100/PK |       | Completed | --            |
| Delivery note: 204125800/20 Shipping date: 07/26/2017 Quantity: 1 PAC |              |          |                                    |       |           |               |

[SELECT ALL](#) [DESELECT ALL](#) [TRANSFER TO BASKET](#) [DOWNLOAD](#) [CSV](#)

6. To download an Excel file of a past order, select either **.csv** or **.xml** file format, and then click **DOWNLOAD** to save to your computer.

**ORDER** [BACK TO SEARCH](#)

Number: 103391201 Date: 08/02/2017 Gross weight: 0.18 KG

Status: Partially completed Requested shipping date: 08/02/2017

Purchase Order Number: JOHNSMITH

Customer: TRODAT USA INC - IL  
2600 GREENLEAF AVE  
US- 60007 ELK GROVE VILLAGE

|  | Material no. | Quantity | Description                            | Total | Status    | Open quantity |
|--|--------------|----------|--|-------|-----------|---------------|
| <input type="checkbox"/>   | 10           |          | PULL AND GIVE TO JOHNSMITH             |       | Open      | --            |
| <input type="checkbox"/>   | 20 38771     | 2 PC     | 4913P4 LI-PIN PAD-BLK, "BREAST CANCER" |       | Completed | --            |
| Delivery note: 204132976/10 Shipping date: 08/02/2017 Quantity: 2 PC |              |          |  |       |           |               |

[SELECT ALL](#) [DESELECT ALL](#) [TRANSFER TO BASKET](#) [DOWNLOAD](#) [CSV](#)



# Transactions: Search for Invoices/Payments

1. You can search for invoices/payments by clicking on **TRANSACTIONS** and then **INVOICES/PAYMENTS**.
2. Next, define your search by **A STATUS**, **B PAYMENT STATUS**, **C CHARACTERISTICS**, or **D PERIOD**. Click **SEARCH**.

**Trodat Order Manager**  
www.trodatom.com

**BASKET**  
[TRANSACTIONS](#)  
 • Order templates  
 • Orders  
 • Deliveries  
 • Invoices/Payments  
[CATALOG AND SEARCH](#)

**SEARCH FOR INVOICES/PAYMENTS**

**A Status**  
Open

**B Payments status**  
Due or not due

**C Characteristics**  
(Choose feature)

**D Period**  
last 30 days

**Due til**  
07/06/2017

**SEARCH**

3. A list of invoices/payments based on the set search criteria will appear.

Here you can view the following:

- Invoices/Payment Details** - click on an Invoices/PaymentsNumber to view details of that invoice.
- PDF of Past Invoices** - click on a PDF icon to view a past invoice in digital/printable form.

5

Items per page

1 - 18 from 18

| Status    | Invoices/Payments |            | Amount   |      |          | Date due  | Date of payment | Days to payment | IN | Customer                   |
|-----------|-------------------|------------|----------|------|----------|-----------|-----------------|-----------------|----|----------------------------|
|           | Number            | Date       | Total    | Paid | Open     |           |                 |                 |    |                            |
| Open      | 470123125         | 08/15/2017 | 5.24     |      | 5.24     | 9/15/2017 |                 |                 |    | SMITH STAMP & SEAL COMPANY |
| Open      | 470123124         | 07/20/2017 | 750.00   |      | 750.00   | 8/20/2017 |                 |                 |    | SMITH STAMP & SEAL COMPANY |
| Open      | 470123123         | 02/13/2017 | 1,000.00 |      | 1,000.00 | 3/13/2017 |                 |                 |    | SMITH STAMP & SEAL COMPANY |
| Total USD |                   |            | 1,755.24 |      |          |           |                 |                 |    |                            |

A

B

- When viewing the Invoices/Payments details page, click on a **REFERENCE DOCUMENT** number to view shipping details for that item.

**INVOICE** [BACK TO SEARCH](#)

|   |                           |                                |
|---|---------------------------|--------------------------------|
| <b>Number</b><br>470123125  | <b>Date</b><br>08/15/2017 | <b>Order Total</b><br>5.24 USD |
| <b>Status</b><br>Completed  |                           | <b>Gross weight</b><br>0.44 KG |
| <b>Customer</b><br>SMITH STAMP & SEAL COMPANY<br>100 N. IMPRESSIONS AVENUE<br>CHICAGO, IL 12345 |                           |                                |

| Material no. | Quantity | Description               | Customer mat no | Total    | Reference document |
|--------------|----------|---------------------------|-----------------|----------|--------------------|
| 10 45175     | 1 PC     | 7011/IDEAL BLU 1OZ (28ML) |                 | 1.05 USD | 204149602 10       |
| 20 45216     | 1 PC     | 7011/IDEAL GRN 1OZ (28ML) |                 | 1.05 USD | 204149602 20       |
| 30 45174     | 1 PC     | 7011/IDEAL RED 1OZ (28ML) |                 | 1.05 USD | 204149602 30       |
| 40 91527     | 1 PC     | 4612P2 BLK PAD:BLK C-CAP  |                 | 2.09 USD | 204149602 40       |

- Digital invoices can be saved directly to your computer and/or printed out for your records.

**trodat USA**

**Invoice**  
Invoice # 123456789  
Date 08/15/2017  
Page 1 of 1

Bill To: P.O. Box 12345  
SMITH STAMP & SEAL COMPANY  
100 N. IMPRESSIONS AVENUE  
CHICAGO, IL 12345

Ship To: P.O. Box 12345  
SMITH STAMP & SEAL COMPANY  
100 N. IMPRESSIONS AVENUE  
CHICAGO, IL 12345

| ITEM                      | QUANTITY | UNIT | PRICE | TOTAL |
|---------------------------|----------|------|-------|-------|
| 7011/IDEAL BLU 1OZ (28ML) | 1        | PC   | 1.05  | 1.05  |
| 7011/IDEAL GRN 1OZ (28ML) | 1        | PC   | 1.05  | 1.05  |
| 7011/IDEAL RED 1OZ (28ML) | 1        | PC   | 1.05  | 1.05  |
| 4612P2 BLK PAD:BLK C-CAP  | 1        | PC   | 2.09  | 2.09  |

Grand Total: 5.24 USD



# User Manual

TRODAT USA  
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email: [orders.us@trodat.net](mailto:orders.us@trodat.net)  
website: [www.trodatusa.com](http://www.trodatusa.com) | [trodatom.com](http://trodatom.com)

26862 / 01/22  
2022 TRODAT ORDER MANAGER USER MANUAL

**trodat**<sup>®</sup>  
CREATING ORIGINALS