

TEKWELD™

It's not Business...It's *Personal!*

**GUIDE TO USING THE ALL-NEW
CUSTOMER PORTAL**

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Introduction

With the discontinuation of Adobe Flash, we have unveiled our all-new Tekweld Customer Portal! The new Customer Portal has a fresh new look that is more Customer-Friendly and has some new features that are a benefit to you, our customer! Throughout this Customer Portal Guide, we will assist you in completing tasks like viewing & approving proofs, making credit card authorizations, paying invoices, checking inventory, and much more!

CREDIT CARD AUTHORIZATIONS

We Accept



****THIS IS ONLY VALID FOR CUSTOMERS ON CREDIT CARD PRE-PAYMENT.
THIS DOES NOT APPLY TO CUSTOMERS WITH TERMS****

Customer PO #

Welcome
Customer Code :

Orders 0 Orders for customer 7

Order Date Customer PO # Order Total Order Quantity Logo # Order Status Artwork Status Payment Status Shipping Status Estimated Ship Date



No Data

YOU CAN SEARCH FOR YOUR ORDERS UNDER THE "ORDERS" TAB AND CAN SEARCH WITH VARIOUS OPTIONS

DETAILS

Order
[REDACTED]

PO #
[REDACTED]

Order Date
01-04-2021

STATUS

- PAYMENT
Cc Authorized
- ACKNOWLEDGEMENT
Sent [Re-send](#)
- ART/ PROOF
Proof Approved

[Text Notification](#) [Email Settings](#) [Payment Details](#) [Shipping Address\(es\)](#)

Select Sub-Order

Ordered	Unit Price	Ext. Price
75	\$5.25	\$393.75

[View eProof](#)

CLICK "PAYMENT DETAILS" TO AUTHORIZE YOUR ORDER

***** ALL CC AUTHORIZATIONS HAVE A 10% UPCHARGE IN CASE OF ANY POTENTIAL UNFINALIZED CHARGES TO YOUR ORDER. ONCE YOUR ORDER SHIPS, YOU WILL BE INVOICED THE ACTUAL AMOUNT OF YOUR ACKNOWLEDGEMENT *****

PROOF APPROVALS AND REJECTIONS

e-Proof



Order #	Order Date	Customer PO #	Logo #	Contact	Artwork Status	Payment Status	
████████	12-31-2020	████████████████	████████	████████	SENT TO CUSTOMER	CC AUTHORIZED	View

The eProof tab allows you to view your orders pending proof approval. Select the order you're looking to approve/reject.

eProof

[CLICK HERE TO DOWNLOAD YOUR PROOF](#)



Factory Order

PO #

Logo #

Product
KEY100

Imprint Type

Contact

Version 1.0

Zoom In

Zoom Out

Fit to Page

Download Proof

Order #

Proof Status

Multi Option

Pending Approval

Forward to Customer Email

Accept Reject

Text box for revision

Submit

VIRTUAL PROOF

SELECT "ACCEPT" TO APPROVE,
THEN CLICK SUBMIT

TO REJECT, SELECT "REJECT", TYPE
YOUR REVISION IN THE TEXT BOX,
THEN CLICK SUBMIT



THIS WINDOW
WILL POP UP TO
INSTRUCT YOU ON
HOW TO VIEW
YOUR PROOF AND
HOW TO APPROVE
OR REJECT IT.

PAYING INVOICES

We Accept



****THIS IS ONLY WHEN YOUR ORDER HAS ALREADY SHIPPED AND HAS BEEN INVOICED****

Pending Bills

<input type="checkbox"/>	Amount Paid	Balance Amount	Tracking #	Order #	Invoice #	Invoice Date	Invoice Amount	Customer PO #	Shipping Date	Shipping #
<input type="checkbox"/>	\$0.0	\$212.98				12-30-2020	\$212.98		12-30-2020	UPS
<input type="checkbox"/>	\$0.0	\$212.98				12-30-2020	\$212.98		12-30-2020	UPS
<input type="checkbox"/>	\$0.0	\$125.92				12-22-2020	\$125.92		12-22-2020	UPS
<input type="checkbox"/>	\$0.0	\$173.02				12-21-2020	\$173.02		12-21-2020	UPS

Total **\$0**

IN THE **"PAY BILLS"** TAB YOU CAN MAKE MULTIPLE PAYMENTS ON INVOICES ONCE YOUR ORDERS HAVE SHIPPED.

SELECT THE ORDERS YOU WOULD LIKE TO PAY AND THEN CLICK, "MAKE PAYMENT."







AFTER CLICKING "MAKE PAYMENT", YOU CAN ENTER YOUR CREDIT CARD INFORMATION AND SUBMIT THE PAYMENT

Payment Info ✕

Amount **\$212.98**

Card Information

Add Debit/Credit/ATM Card

Card Number

Security Code

Expiration

We save your card to process your orders faster.

Save this as default payment method.

Billing Information

First Name

Last Name

Address

Country

State

City

Zip Code



ADDITIONAL FEATURES ON THE CUSTOMER PORTAL



Check Inventory



Enter item # and check

TW100



 No Image Available	Item # TW100-BLACK	Available Qty 466355	 No Image Available	Item # TW100-GREEN	Available Qty 44483	 No Image Available	Item # TW100-GREY	Available Qty 117528
VIEW SHIP ESTIMATE			VIEW SHIP ESTIMATE			VIEW SHIP ESTIMATE		
 No Image Available	Item # TW100-NAVYBLUE	Available Qty 196884	 No Image Available	Item # TW100-ORANGE	Available Qty 42222	 No Image Available	Item # TW100-PINK	Available Qty 26818

YOU CAN CHECK STOCK ON MOST OF OUR ITEMS AND
GET SHIPPING ESTIMATES DIRECTLY FROM THE ITEM

Item #

Quantity

Package

Country

Zip

State

Is Residential Address?

Saturday Delivery?

Ship Insurance

Delivery Dates Are As Per Ship Date As Today

UPS Ground \$18.02 Delivery Date 01-08-2021 Business Transit Days 1	UPS 3 Day Select® \$24.4 Delivery Date 01-12-2021 Business Transit Days 3	UPS 2nd Day Air® \$35.83 Delivery Date 01-11-2021 Business Transit Days 2
UPS 2nd Day Air A.M.® \$38.11 Delivery Date 01-11-2021 Business Transit Days 2	UPS Next Day Air Saver® \$40.4 Delivery Date 01-08-2021 Business Transit Days 1	UPS Next Day Air® \$43.63 Delivery Date 01-08-2021 Business Transit Days 1
UPS Next Day Air® Early \$157.34 Delivery Date 01-08-2021 Business Transit Days 1		

**YOU CAN DO STANDARD UPS ESTIMATES
ON MOST OF OUR ITEMS**

****TRUCKING/LTL DOCK FREIGHT QUOTES DO NOT APPLY TO THIS****



Text Notifications are NEW to the Customer Portal

TEKWELD
Start Ordering Now

Customer PO # ▾ Input at least 3 characters 🔍

Orders ²⁵ Pay Bills Estimates Missing Arts e-Proof Stitch Approval Pre-Production Approval Check Inventory

DETAILS

Order
██████████

PO #
██████████

Order Date
01-04-2021

STATUS

- ✓ PAYMENT
Cc Authorized
- ✓ ACKNOWLEDGEMENT
Sent Re-send
- ✓ ART/ PROOF
Proof Approved

Text Notification | **Email Settings**

Select Sub-Order

Ordered	Unit Price	Ext. Price
75	\$5.25	\$393.75

Get Notified via Text Message ✕

Artwork Ready for Proofing

Order Shipped

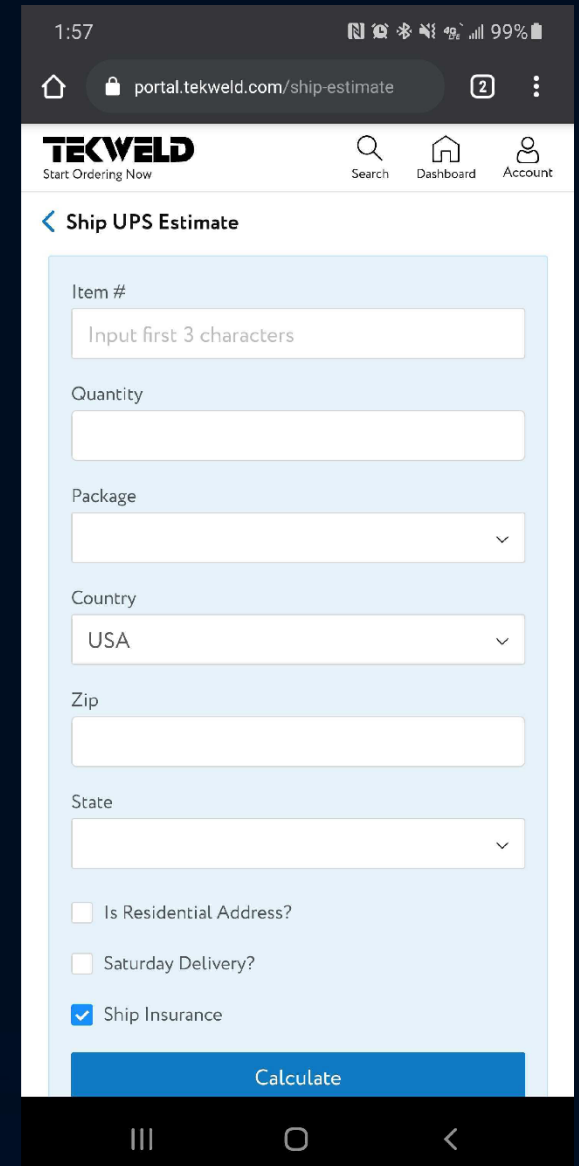
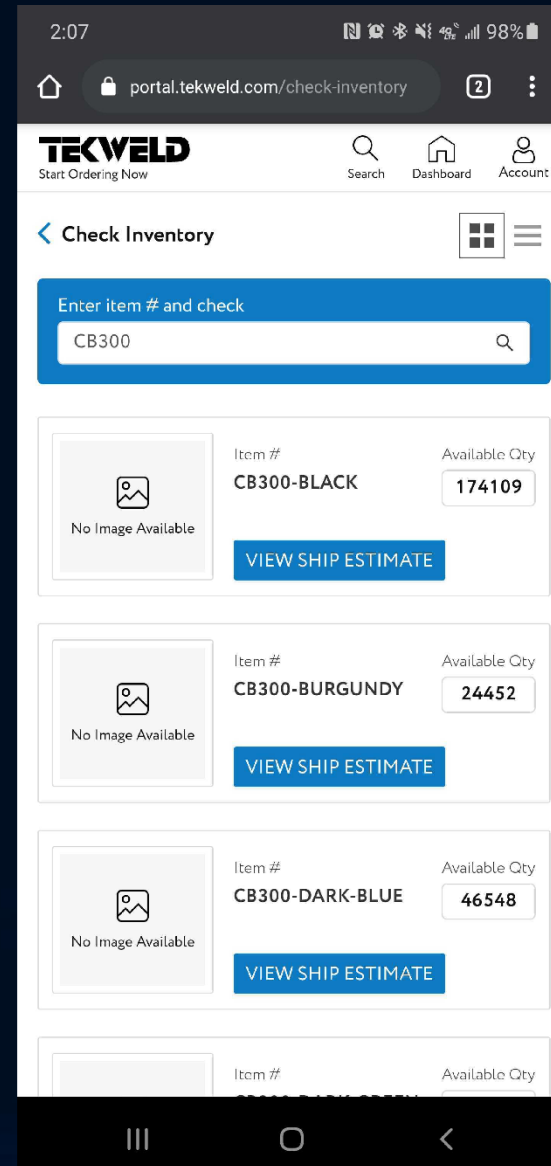
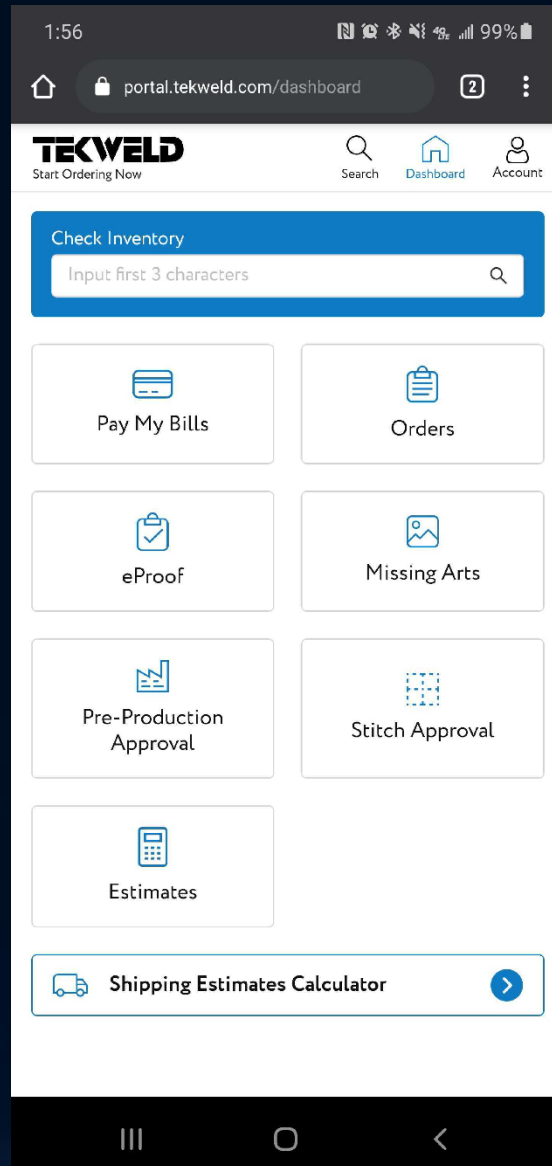
Order Delivered

Separate multiple numbers by commas
(ex: 123456789, 1231231234)

Save

YOU CAN NOW SET YOUR ORDERS TO HAVE TEXT NOTIFICATIONS SENT DIRECTLY TO YOUR CELL PHONE!

OUR CUSTOMER PORTAL IS NOW ACCESSIBLE ON SMARTPHONES AND TABLETS! YOU CAN NOW ACCESS OUR CUSTOMER PORTAL EASIER THAN EVER!



**IF YOU HAVE ANY
FURTHER QUESTIONS,
PLEASE GIVE US A
CALL OR EMAIL**

(631) 342-8960 - INFO@TEKWELD.COM

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