



WELCOME TO NATCO'S GLOBAL MARKETPLACE

MANUAL FOR NEW CUSTOMER SIGN-UP AND PLACING ORDERS

- 1) Access the GMP via this address: <http://gmp.natcoglobal.com/haband>

Haband
Style • Comfort • Value

Login

Username

Password

☐ Remember me on this computer

[Signup for new account](#)



[Download Ordering Instructions](#) | [Contact Us](#)

NATco Global Market Place

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- 2) If you are a new user, please click **“Signup for new account”** in the above screen, and fill in the required information in the following **New User Registration** window. If you don’t know your vendor number, then please contact the Haband QA Department.

In the default location drop down menu, select the preferred print location where your orders will be produced.



New User Registration

Email Address (Login Id)	vendor@mail.com
Display Name	Mr Customer
Password	*****
Confirm Password	*****
Haband Vendor Number	123456
Default Location	NATco USA ▼

Address Information :

Name	Customer Example
Street1	123 Technology Street
Street2	
Street3	
City	Somewhere
State	Ohio
Postal Code	56721
Attn	Mr Customer
Phone	1-234-567-8901
Fax	1-234-888-0000
E-Mail	vendor@mail.com
Country	UNITED STATES ▼

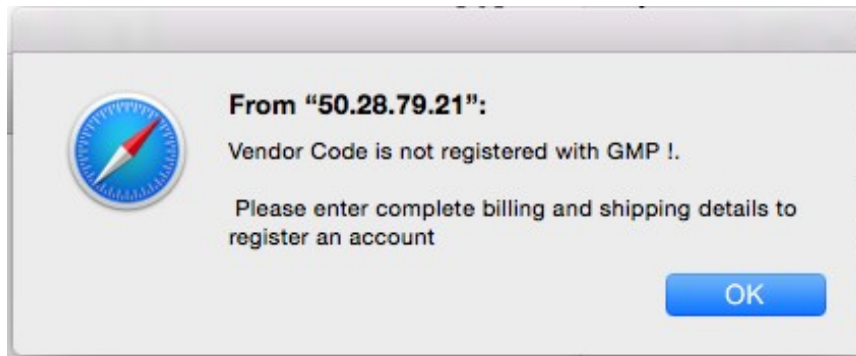
[Sign up](#)

[Goto Login Page](#)

[Contact Us](#)

- 3) Once you have completed entering registration details, please click the “**Sign Up**” button. If the following window pops up, please click “**OK**”, and fill in your billing and shipping address to complete the registration process, and click “**Confirm**”. If your address details appear incorrect after log-in, please contact our client help desk at:

haband-supportUS@natcoglobal.com



- 4) Once you have completed the customer registration process, return back to the login page and enter your **username (login ID)** and **password**. On the Home Page, please choose the **“Enter Barcode Orders”** quick link.




- 5) In the following “Search PO Number” screen, please enter the **Haband seven (7) digit PO number** that you want to order. If you need to order multiple PO’s, please separate them by a comma (,) without any blank spaces. Note that you also have the ability to search for your PO’s by date range. Now click **“Search”**, and the requested PO’s will be displayed on your screen.

Search PO Number to place the Order ::

By PO Date

By PO Number


**  Already Ordered

☐ Hide already ordered ☐ Check All

Enter the last seven digits
of your Haband PO number
(drop the prefix)

Please confirm the required PO's by selecting the boxes, and click "**Continue**".


	PO Number	Description	Product Code	Qty
<input checked="" type="checkbox"/>	7324701	PRNTD GAUCHO	K69	624



:: Continue ::

In the event that PO's cannot be found after searching, it means that they are not yet approved, and you need to contact the Haband QA Department.

- 6) The line item detail of your selected PO's will be displayed on the next page. Note that you are provided with the option to modify the order quantities if additional amounts are required for wastage. Then please click "**Place Order**".

PO # 7324701


Line Details										
Ponumber	Prodcode	Colorcode	Size1	Size2	Colorname	Description	Upc	Label	Qty	Modifyqty
7324701	K69	1Q	L	A	Black/Wht	PRNTD GAUCHO	66315501616	SALON STUDIO	120	120
7324701	K69	1Q	L	P	Black/Wht	PRNTD GAUCHO	66315501945	SALON STUDIO	84	84
7324701	K69	1Q	M	A	Black/Wht	PRNTD GAUCHO	66315501946	SALON STUDIO	72	72
7324701	K69	1Q	M	P	Black/Wht	PRNTD GAUCHO	66315501947	SALON STUDIO	72	72
7324701	K69	1Q	S	A	Black/Wht	PRNTD GAUCHO	66315502429	SALON STUDIO	12	12
7324701	K69	1Q	S	P	Black/Wht	PRNTD GAUCHO	66315502430	SALON STUDIO	36	36
7324701	K69	1Q	XL	A	Black/Wht	PRNTD GAUCHO	66315502506	SALON STUDIO	60	60
7324701	K69	1Q	XL	P	Black/Wht	PRNTD GAUCHO	66315502507	SALON STUDIO	60	60
7324701	K69	1Q	XX	A	Black/Wht	PRNTD GAUCHO	66315502508	SALON STUDIO	48	48
7324701	K69	1Q	3X	A	Black/Wht	PRNTD GAUCHO	66315502590	SALON STUDIO	36	36
7324701	K69	1Q	4X	A	Black/Wht	PRNTD GAUCHO	66315502640	SALON STUDIO	24	24
									624	624

Select PO Number from the list
☒ 7324701

and apply % extra

Apply

:: Place Order ::

7) On the next screen, please complete the requested information. In the Internal PO Reference field, you should enter your company's purchase order number for tracking and invoicing purposes. You can also enter

- A requested ship date if your order has to be prioritized or staged for future delivery
- Select a shipment method from the drop down menu
- Confirm agreement on rush order charges
- Document any special order instructions

Note that all orders are subject to NATco credit terms and conditions.

Please complete your order information ::

Billing Address

NATCO, LLC
346 W. Cerritos Ave.
Glendale
CA
UNITED STATES - 91204
Phone : 818 409 0019
Attn : LUIS CASTILLO

Shipping Address

NATCO, LLC
346 W. Cerritos Ave.
Glendale
CA
UNITED STATES - 91204
Phone : 818 409 0019
Attn : LUIS CASTILLO [Click to change](#)

Requested Ship Date

<	August 2016							>
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
31	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		

8/5/2016

Internal PO Reference

Test Order 8-5-2016

Shipping Method

Fedex Int'l Priority

Rush Fee

None

Special Instructions

Please expedite order = thank you

Back

CheckOut

- 8) Please review the Order Summary screen, If all the information is accurate, please proceed to click “**CheckOut**”, and a summary of your order details will be displayed, including order totals .

Order Summary

Billing Address :	NATCO, LLC 346 W. Cerritos Ave. Glendale CA UNITED STATES - 91204 Phone : 818 409 0019 Attn : LUIS CASTILLO
Shipping Address :	NATCO, LLC 346 W. Cerritos Ave. Glendale CA UNITED STATES - 91204 Phone : 818 409 0019 Attn : LUIS CASTILLO
Internal PO Reference:	Test Order 8-5-2016
Requested Ship Date:	8/5/2016
Shipping Method:	Fedex Int'l Priority
Special Instructions :	Please expedite order = thank you

Order Details :

Haband PO	Product Code	GMP Item Code	Quantity	Price Per 1000 units	Order Total(US\$)
7324701	K69	HABP-B02	624	\$ 14.00	\$ 8.74

**** Shipping and handling charges will be added to all customer invoices ****
**** All orders are subject to a US\$ 30.00 minimum invoice charge ****

- 9) Now click “**Submit**”, and your order will be processed, and an order confirmation will be displayed on your screen.

Order Confirmation ::

Please find below order summary for your reference.

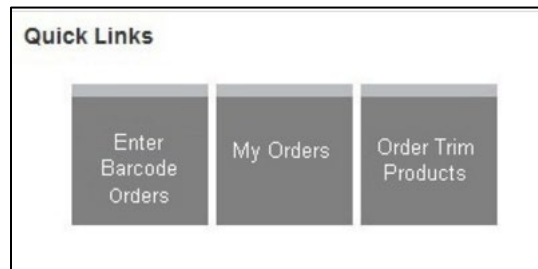
GMP Ordeno	GMP Item Ref	Haband PO	Quantity
100000036R	HABP-B02	7324701	624

An order confirmation will be sent to your registered email address

10) You will receive and email confirmation for your barcode sticker order.

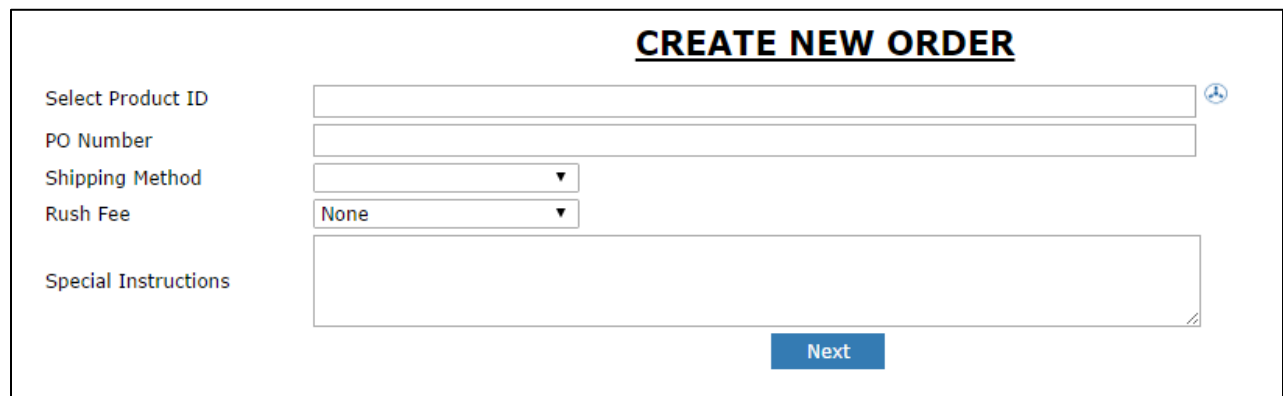
You also have the ability to order Haband woven labels from NATco using the GMP.

At the Home Page, please select the “**Order Trim Products**” quick link.

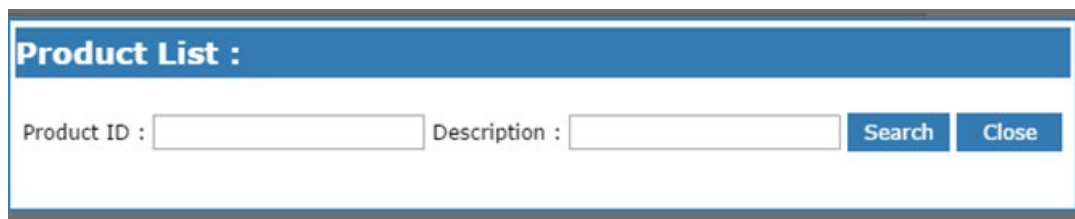


A rectangular box titled "Quick Links" containing three gray buttons with white text. The buttons are labeled "Enter Barcode Orders", "My Orders", and "Order Trim Products".

In the “Create New Order” screen, please hit the “Select Product ID” query, and a “Product List” window will appear. Now click “**Search**”.



A form titled "CREATE NEW ORDER" with a blue header. It contains several input fields and a "Next" button. The fields are labeled "Select Product ID", "PO Number", "Shipping Method", "Rush Fee", and "Special Instructions". The "Shipping Method" and "Rush Fee" fields are dropdown menus. The "Next" button is blue with white text.








A window titled "Product List :" with a blue header. It contains two input fields labeled "Product ID :" and "Description :", followed by "Search" and "Close" buttons. The "Search" and "Close" buttons are blue with white text.

A complete list of all available woven labels will now be available for your review. The brand names are sorted in alphabetical order to ease your item search.

Please note that the Brand Name and Label Ref# (ID) required for your specific purchase order can be located on Label Placement Diagram provided by Haband.

Product Code:	C15
Brand Name:	COMFORT CORNER
Label Ref #:	HAW-CR02
Date:	10/11/16 SPRING 17

Product List :			
Product ID : <input type="text"/>		Description : <input type="text"/>	<input type="button" value="Search"/> <input type="button" value="Close"/>
ID	Description		
HAW-BB02	BOCA BAY LOOP FOLD LABEL		<input type="button" value="Select"/>
HAW-BB04	BOCA BAY LOOP FOLD LABEL		<input type="button" value="Select"/>
HAW-BB05	BOCA BAY END FOLD LABEL		<input type="button" value="Select"/>
HAW-CA01	COMFORT CASUALS END FOLD LABEL		<input type="button" value="Select"/>
HAW-CA02	COMFORT CASUALS LOOP FOLD LABEL		<input type="button" value="Select"/>
1 2 3 4 5 6 7 8 9 10 ...			

Now **Select** the item that you would like to order, and enter the quantity. Then please click the **Complete Order** button.

Enter Line Item Quantity :	<input type="text" value="50000"/>	Line Item	1
Purchase Order # : TEST PO NATco Order# : 100000041B Product Id : HAW-BB05			
			Confirm Line Item Complete Order

Follow the purchase order instructions, and proceed to **CheckOut**, and a summary of your order details will be displayed.

Order Summary			
Billing Address :	NATCO, LLC 346 W. Cerritos Ave. Glendale CA UNITED STATES - 91204 Phone : 818 409 0019 Attn : LUIS CASTILLO		
Shipping Address :	NATCO, LLC 346 W. Cerritos Ave. Glendale CA UNITED STATES - 91204 Phone : 818 409 0019 Attn : LUIS CASTILLO		
PO Number :	TEST PO		
Shipping Method:	Fedex Int'l Priority		
Special Instructions :	TEST ORDER		
Order Details :			
Product Code	Quantity	Price Per 1000 units	Order Total(US\$)
HAW-BB05	50,000	\$ 66.00	\$ 3,300.00
** Shipping and handling charges will be added to all customer invoices **			
Submit		Cancel	Rec

Now click **Submit**, and your order will be processed. An order confirmation will also be sent to your registered email address.

NATco Customer Support

We value your business here at NATco, and we work hard to make Your order experience seamless and easy. We are here to help, so please contact our customer care team immediately if you have any problems with the website or your order.

Contact Information in the United States:

Email: haband-supportUS@natcoglobal.com

Phone: 1-818-409-0019

www.natcoglobal.com

