Manual Canon Webshop 2.0 for Deloitte

Canon The Netherlands

1-2-2023

INTRODUCTION

The Canon Webshop 2.0 is the renewed version of the portal for ordering print and promotional items from Deloitte. The portal is accessible to all Deloitte employees in the Netherlands. In this user manual, all main components are described step by step.

If you have any questions about printing or your order, please contact:
Canon Repro, The Edge office in Amsterdam
Mario Buijtenhek/ Vincent Wijnen
T: 088 288 9102
E: NLGSCMediaServices@deloitte.nl

TABLE OF CONTENTS

1. General

1.1 Login and logout

- You can reach the Canon Webshop via Deloite intranet MediaServices (deloitte.com)

- When accessing the portal from the Deloitte environment, you don't need to log into the portal (Single Sign On).

- In the top right corner, under your account, you can choose the desired language (NL/UK).

- Logging out is not possible, because you would be logging out of the Deloitte network.

1.2 Homepage overview
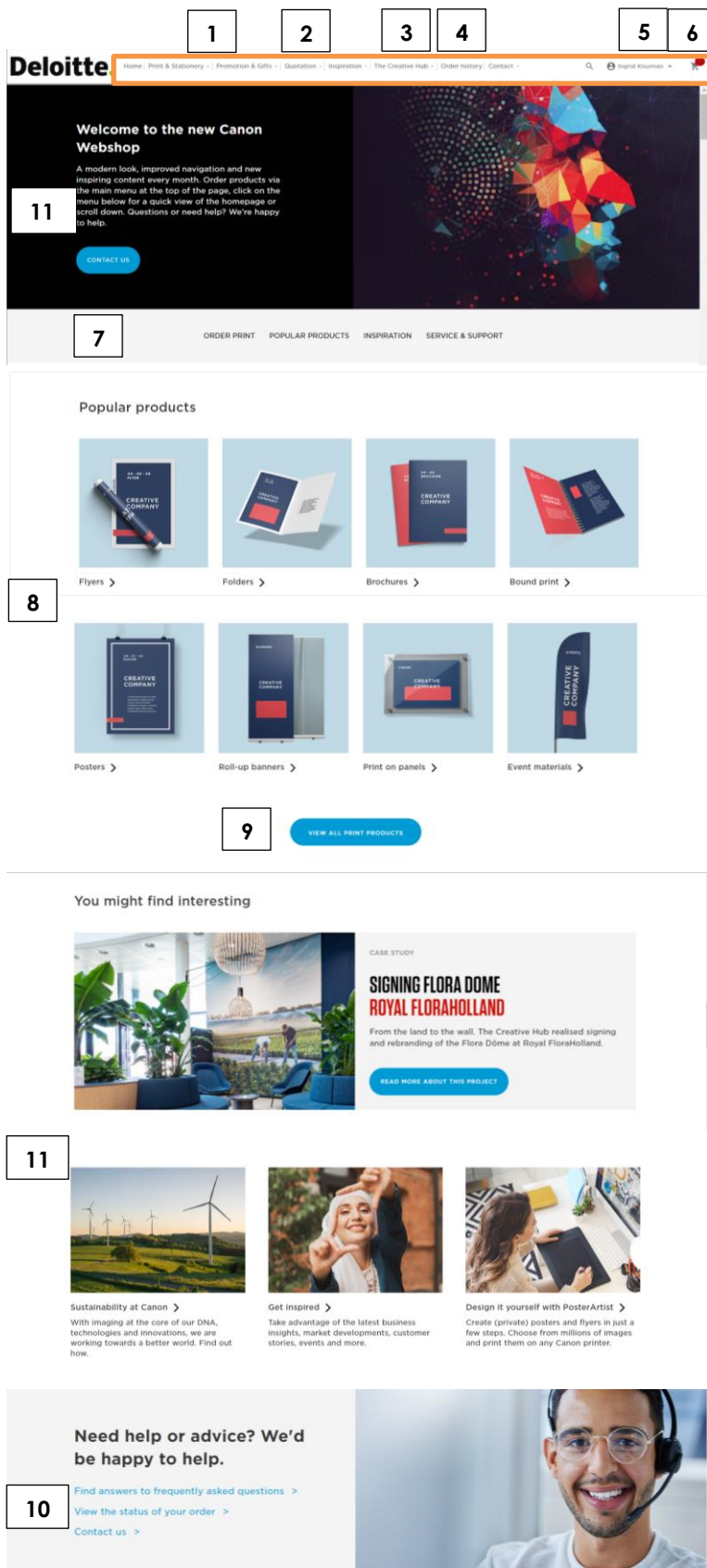
1 - Through the **main menu** you can choose and order products and find all other information. See instructions on subsequent pages.

2 – Request a **quote** for products not listed in the Webshop. You can also confirm here.

3 – Information about The Creative Hub's **creative services** and order form.

4 - At **order history**, you will find the overview of all orders placed and their corresponding status.

5 - Under your **account**, you can choose your preferred language.

6 - The **shopping cart** contains all products whose order has not yet been completed.

7 - The links in the **shortcut menu** allow you to quickly navigate to a section in the portal:
- Via **[Order Print]** you enter - as via the main menu (see 1.) - the product overview where you select and order a product.
- The other quicklinks take you directly to the relevant block on the homepage.

8 – Click on the image or the link below it and go directly to the **product page** to order this product. Also accessible via the main menu (see 1.)

9 - The [**View all print products**] button takes you to the overview of print products - just like the quick link [Order Print] (see 4.) and via the menu (see 1.)

10 – Links to the contact page and answers to frequently asked questions.

11 – New inspiring content every month

1.3 Create PDF file

A PDF (Portable Document Format) ensures that your file can be viewed and printed in the layout you intended. If you do not use a PDF, it is possible that texts will jump and/or that the number of pages will increase or decrease. This is because everyone may have different settings on their computer regarding margins, headers and footers.

We therefore recommend always supplying a PDF file instead of a Word, Excel or PowerPoint file. Creating a PDF is fairly simple:

File > Save As > Choose file type 'PDF' > Save

2. Order Print

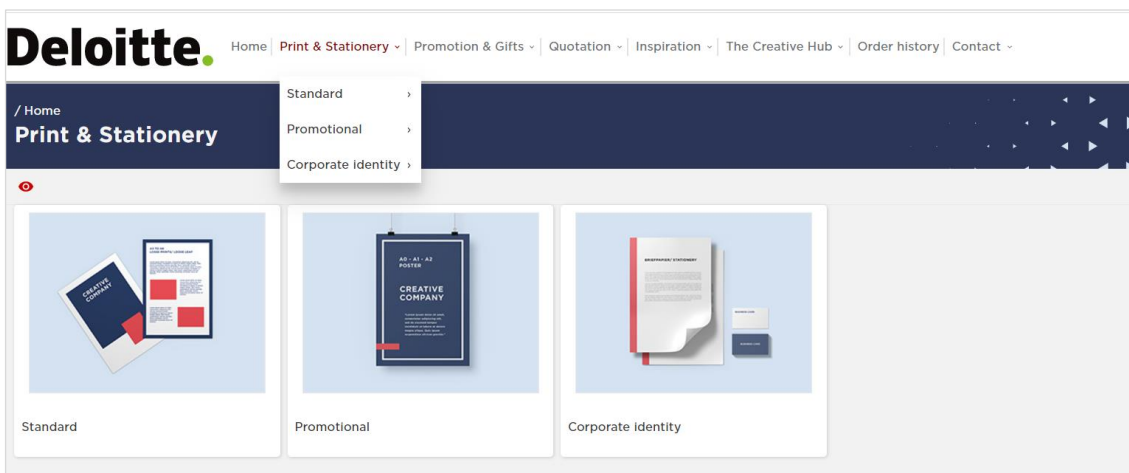Print products can be found directly in the main menu.
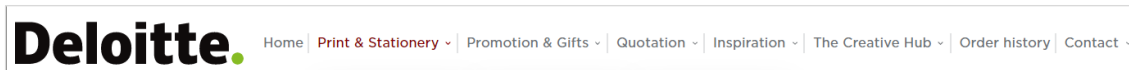
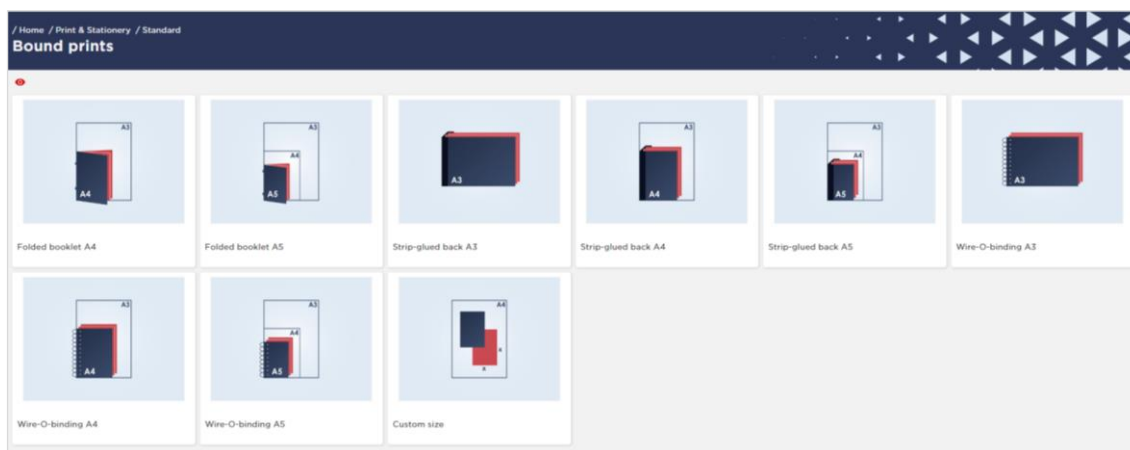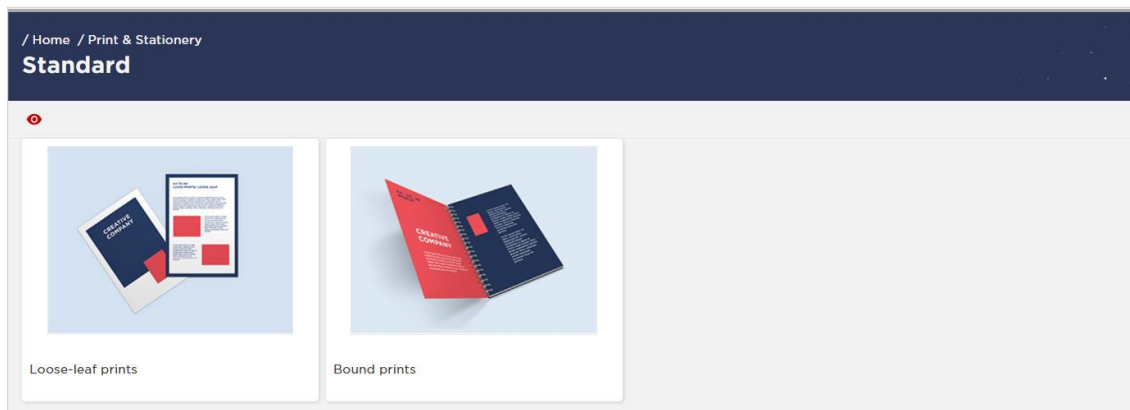## 2.1 Choose the desired product category, then the product and size.

You can do this in two ways:

1. Quickly 'browse' via the slide-out (sub)menus:
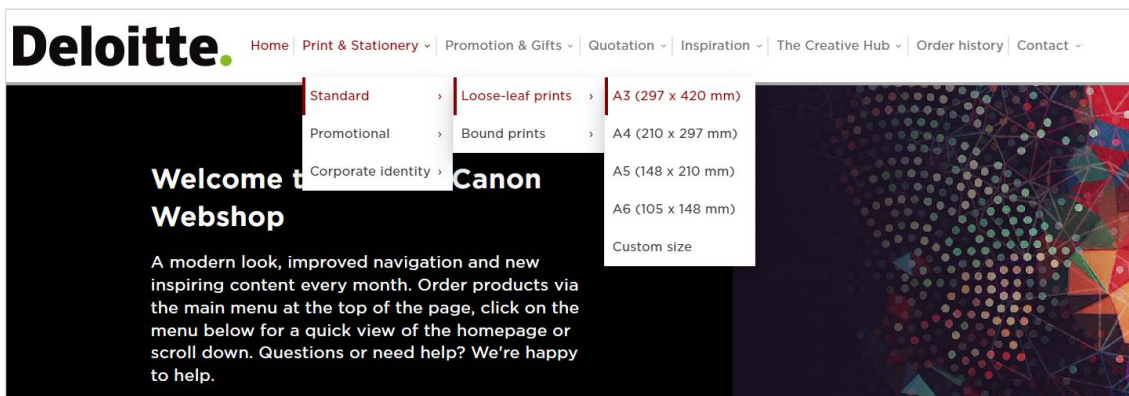
2. Or by clicking on the images and icons step by step: category > product > size

2.3 Choose whether the product should be printed with or without bleed

- **Printing without bleed**: there will **always be a white border visible on the print**, even if the image in your file extends to the edge.

- **Printing with bleed** : the image extends to the edge.

without bleed   **with bleed**

To get a bleed print, an edge must be cut off the paper (recognizable by the **'scissors'** in the bleed option). For this reason, the file must be at least 3 mm longer and wider - on all sides - than the final size of the print. We call this the bleed margin or cutting margin.

A **detailed explanation and instruction on this matter** can be found with each product in the Canon Webshop.
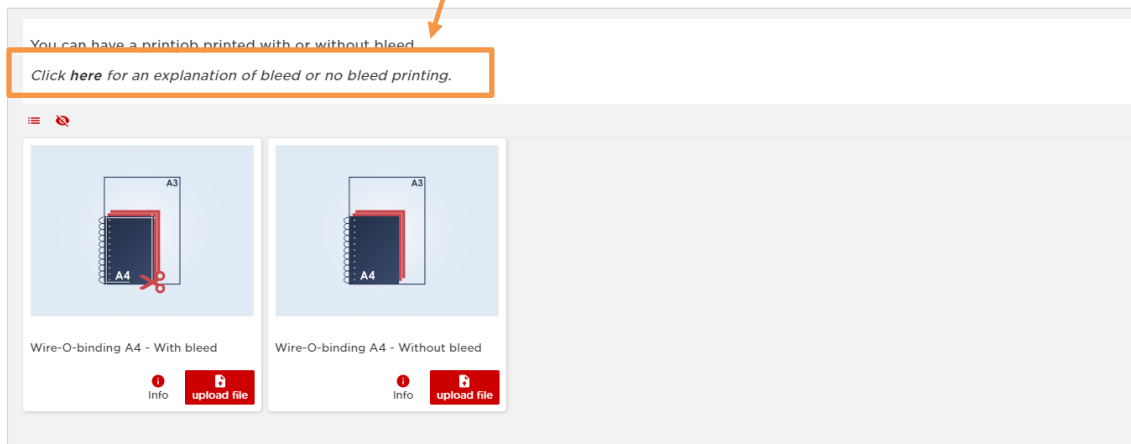
Example:
The file for a print on A4 (210 x 297 mm) must have the following dimensions:
210 (+ 3 mm left + 3 mm right) x 297 (+ 3 mm top + 3 mm bottom) = 216 x 303 mm.

To cut the print to the correct format, the PDF file should preferably also contain **four cutting marks**, which mark the extra 3 mm space at the corners.

→ **Read here how to create a file for printing with bleed**

2.4 Upload the document
In the portal, you can only upload Pdf files. If you have another file type, for example Microsoft Word or PowerPoint, you need to save it as a Pdf first. You can easily turn an Office file into a PDF:
**File > Save as > Choose file type 'PDF' > Save**
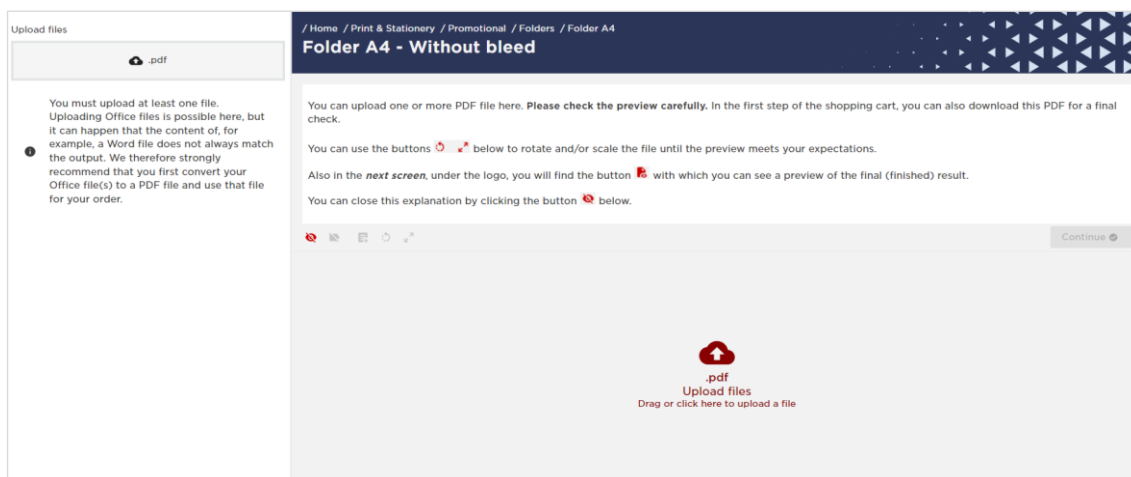
The portal **automatically checks the supplied file for errors**, such as incorrect format and images of too low resolution. Fix the errors if you receive an error message.

Instructions for bound print which consists of several files

- Upload all files.
- Change the order of an uploaded file by dragging it up or down (place your mouse on the **4 arrows, see image on next page**).
- If you want to add a white page, for example after the cover, click on the **insert page** icon.
- If necessary, turn (**rotate**) or **scale** the file to the correct format.
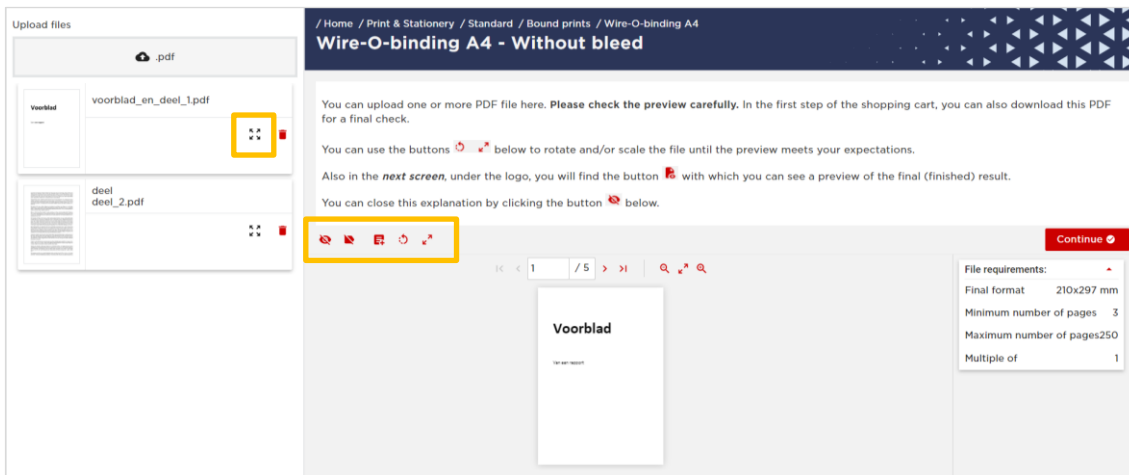
- If you agree, click on the [**CONTINUE**] button at the top right.

- Please indicate your wishes regarding:
  - the **number of prints**
  - **printing** (colour or black and white, single-sided or double-sided, type of paper)
  - and **finishing** (folding, cutting, laminating)

Other options may be visible depending on the chosen product.
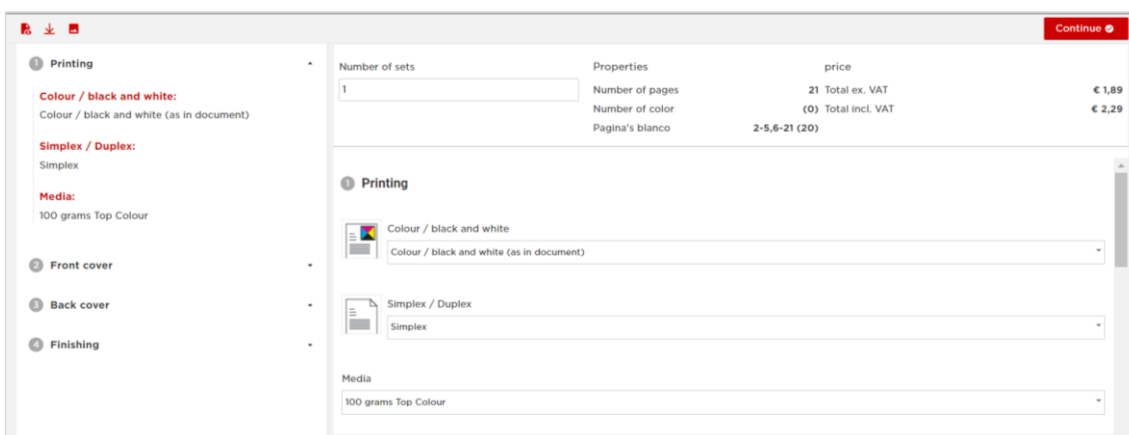
- **Check the preview**. If all settings are correct, click on [**CONTINUE**].
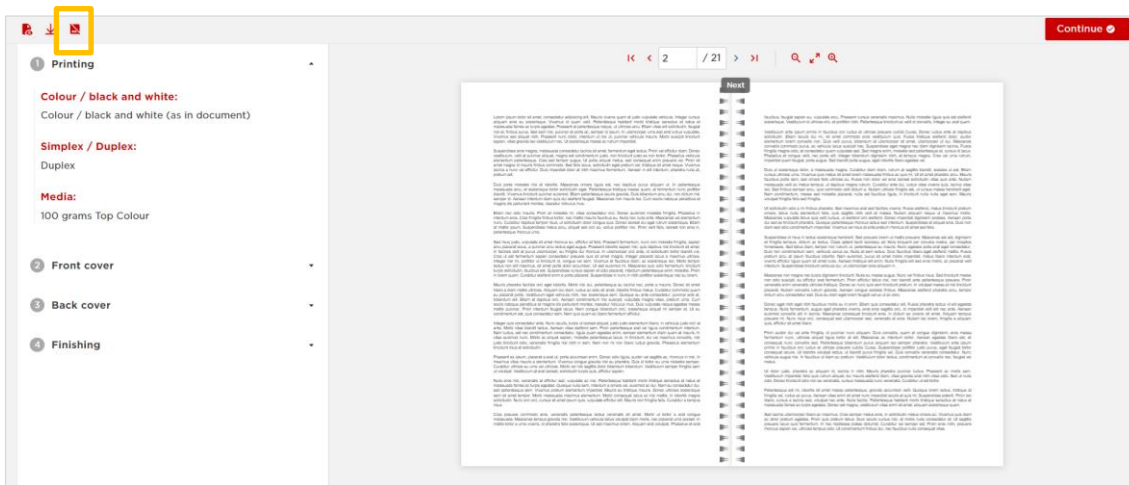
8. In the Article overview you can see the product and its price. Change your order if necessary. Delete the product by clicking on the **red trash icon** or upload a new file by clicking on the **cloud icon**.

Order additional products from the main menu, if desired.

Click ON [**NEXT**].

9. Enter order details, like **cost center** and desired **delivery date**. Click [**NEXT**].

10. Enter the delivery details. Click [**NEXT**].

11. The resume shows all details of your order. Click on [**COMPLETE ORDER**] to complete. You will receive an order confirmation at the e-mail address linked to your account.

2.2 Order name badges en table name cards

Standard name badges with clip and table name cards can be found under Corporate Identity. For non-standard badges and name cards, please request a quote.
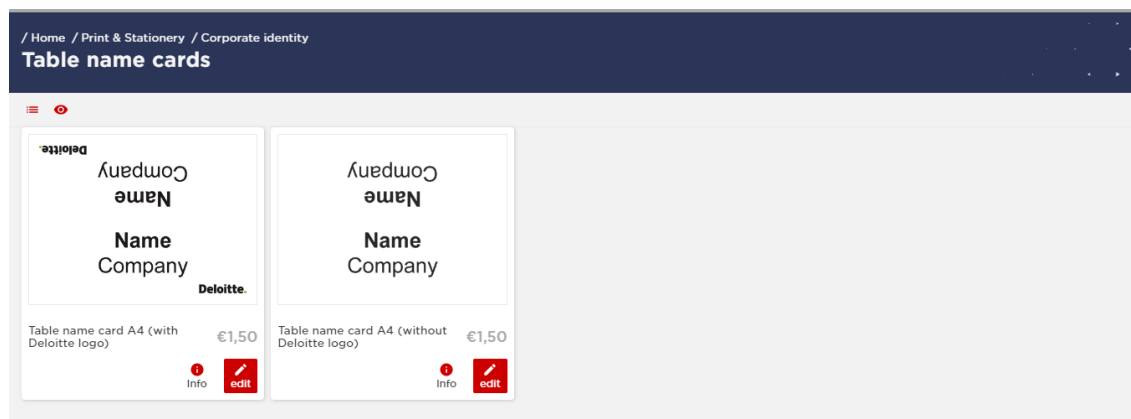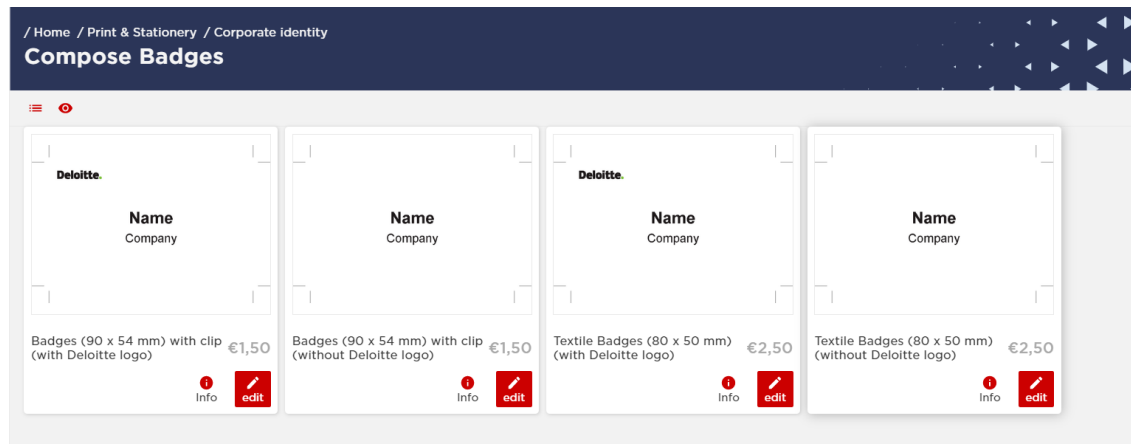
You can create your name badges and table name card(s) by means of a mail merge job. **Start by clicking on the red box** on the left **and create a new document**.
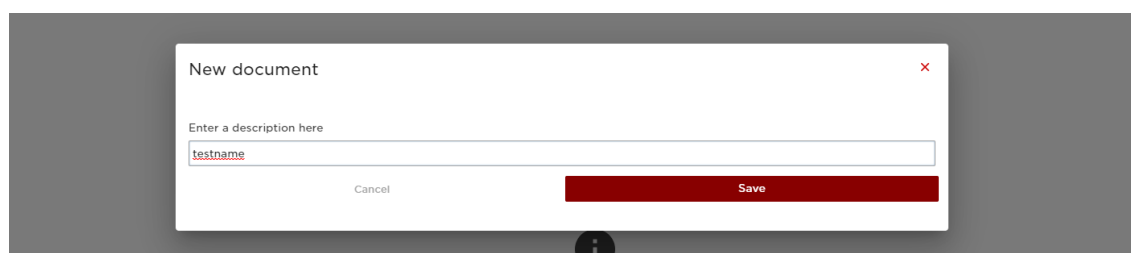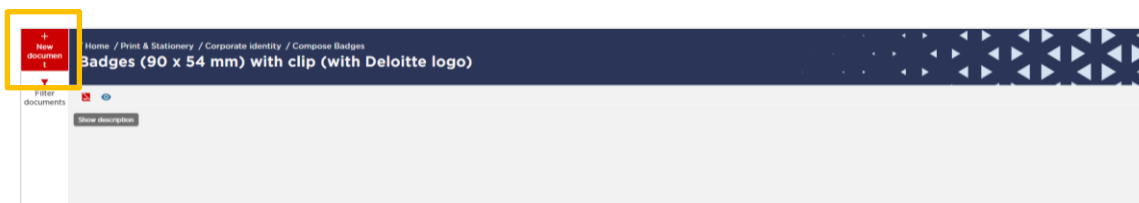
- **Enter and save the document name.**

- **Start the mail merge job by clicking on the right-hand button [Get Started Now].**
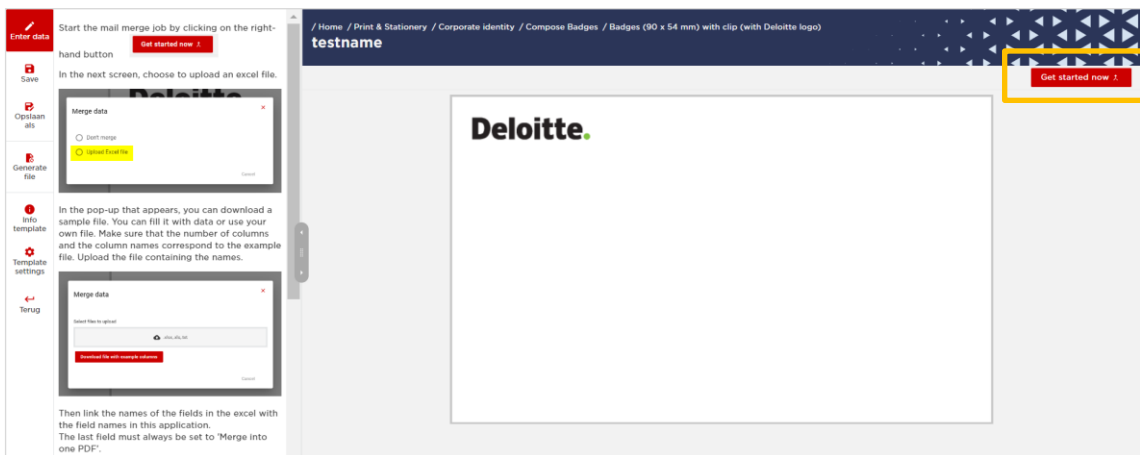

- Follow all steps:

    1. upload an Excel file. In the pop-up you can download a sample file. Fill it with data and upload the file.
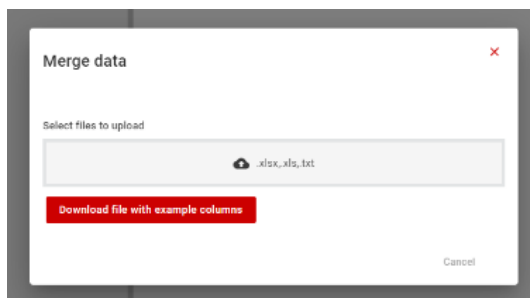
    2. Link the names of the fields in the excel with the field names in the application.
    The last field must always be set to 'Merge into one PDF'.

    3. Select [Now Merge].
    The merged file will be added directly to the shopping cart.

Merge data ✕

Generate an example of the first 50 rows   Now merge, I am waiting for it

Cancel

3. Order promotional items

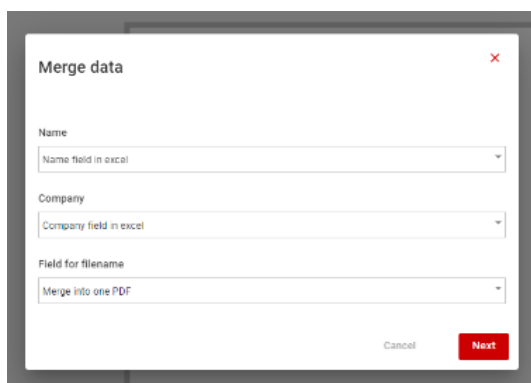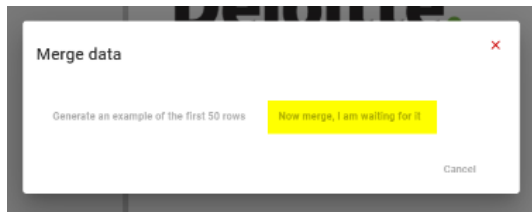Promotional products can be found directly in the main menu.
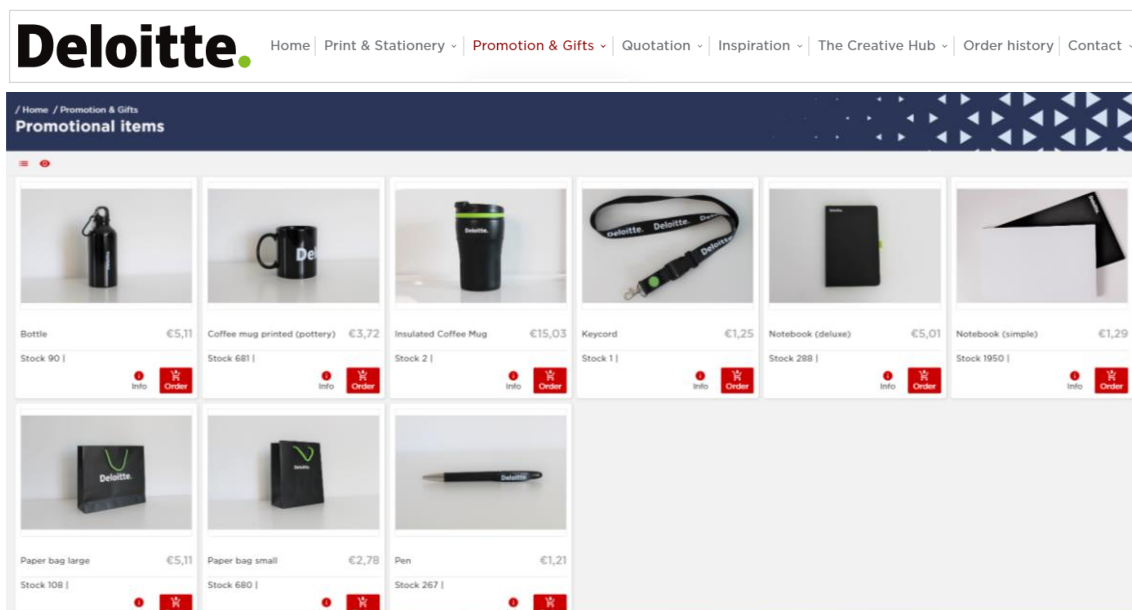
- **Select the desired product en click [ORDER].**

Insulated Coffee Mug   ✕

Specifications

Colour

- Black with green accents.

Normal delivery time is 3-5 business days

Quantity from	Price ex. VAT	Price incl. VAT
1	€ 14,55	€ 17,61
Stock	2	

Cancel   Order
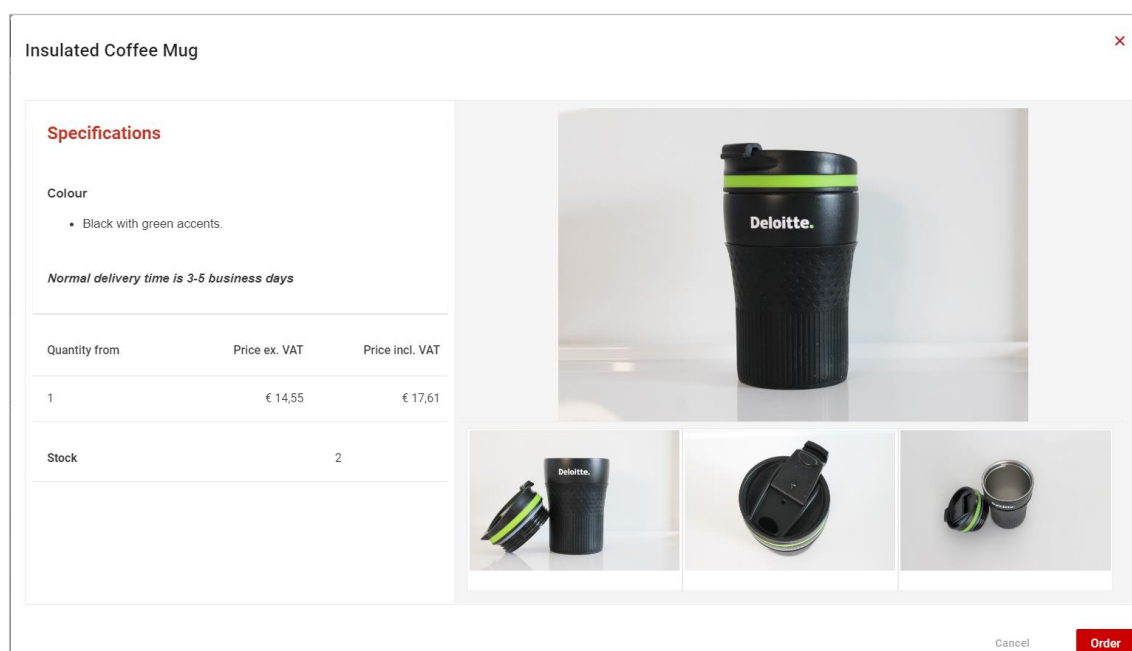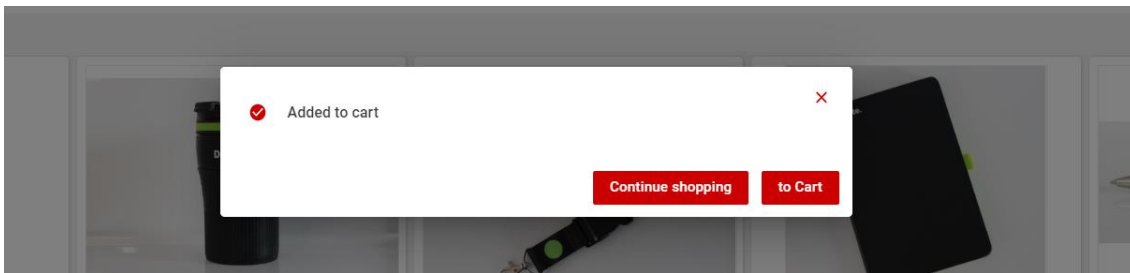
- **Click [to Cart] and complete the order**. Or shop further for additional products.

In the Article overview, enter **the amount** you need. Then click [**NEXT**].

Enter order details, like **cost center** and desired **delivery date**. Click [**NEXT**].

Enter the delivery details. Click [**NEXT**].

The resume shows all details of your order. Click on [**COMPLETE ORDER**] to complete. You will receive an order confirmation at the e-mail address linked to your account.
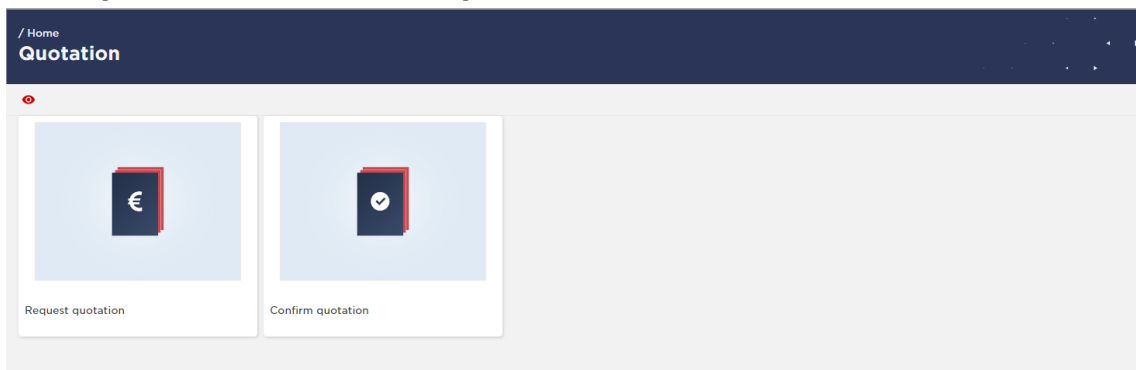
4. Request and conform a quotation

You can use the online form to request a quote for prints and other products not available in the portal. Just fill in the form (and upload the file you want to be printed). You will receive a quote by email.

If you agree with the offer, you can also confirm it in the portal. Fill in the form and upload the quote. **Don't forget to check the box that says you agree.** Your order will now appear in the shopping basket as an order. **Complete your order.** You will receive an order confirmation by email after submitting your order.

5. Product content
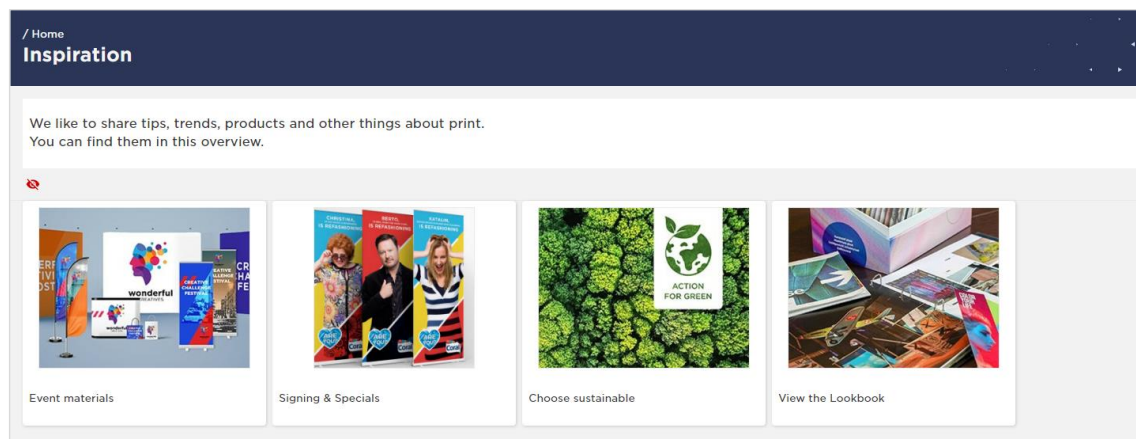
6. Creative services by The Creative Hub

The Creative Hub is Canon's nationwide network of creative studios. Dozens of professionals work from studios at clients' premises and remotely from the Central Creative Hub in 's-Hertogenbosch and the ImageHub in Rotterdam. New to The Creative Hub? Find out how we can help you get the most out of your communication. Already a client? Use the assignment form or contact the studio directly.

/ Home
The Creative Hub

About The Creative Hub   Assignment form
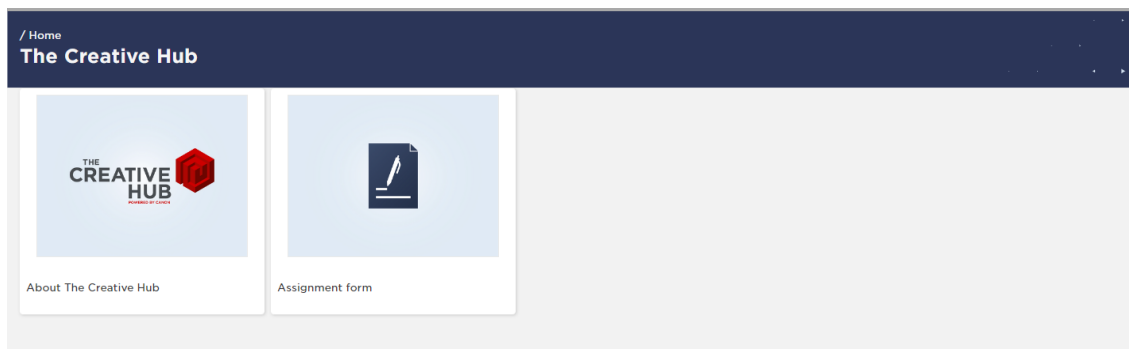
7. Order history

If you are logged in, you can view the status of your order under the "Contact and Information" menu. Here you will find the order history of your placed orders.

The following statuses can be shown:

- **Shopping cart**   Order in shopping cart but payment has not yet been completed
- **Ordered**   Payment completed but order not yet processed
- **Processed**   Order has been shipped or can be collected

8. Contact and information

Here you find:

- Contact details of the Canon Service Desk and the Creative Hub.
- Contact form for enquiries or complaints;
- User manual
- FAQ with answers to frequently asked questions;
- Cookie information;
- Terms and conditions of use.

** The end **