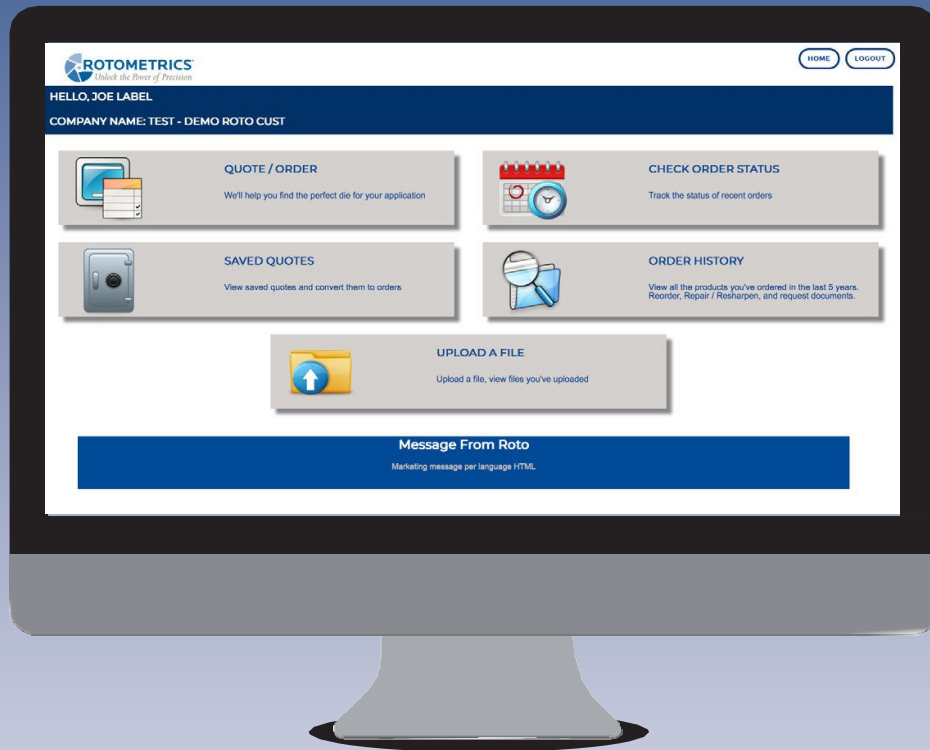


MY ROTO USER GUIDE



Learn How To:

- quote / order
- search saved quotes
- check order status
- search order history
- initiate a repair / resharpen
- reorder from order history

All prices quoted on MyRoto are estimates only and are subject to review and confirmation/adjustment by our customer service representative. No order submitted on MyRoto will be deemed accepted until such review and confirmation is completed. In the event that any price quoted on MyRoto requires adjustment based on the information/files provided for the product you would like to order, your submitted order may be cancelled/rejected, and you will be issued an updated quotation and opportunity to adjust your order.





How to Quote / Order

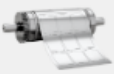
Type of Product	☒ Flex ☐ Solid ☐ Digital Flexible Die ☐ Accessories
Quote / Order Process	☒ Guided Buying ☐ I Know What I Want
Material Category	☒ Paper / Paper Paper / 44 PPK Paper / >= 1.2mil Liner Paper / >= .030mm Liner ☐ Lam / Paper / Paper PET / Paper ☐ Polypropylene (PP) / >= 1.2mil Liner Polypropylene (PP) / >= .030mm Liner ☐ MDO / >= 1.2mil Liner (.030mm) MDO / >= .030mm Liner ☐ Thermal Transfer / Paper ☐ Vinyl / Paper Film / 44 PPK ☐ ".0024-.0026 PP / Liner > .0010"" (1.0 mil)" .061mm-.066mm PP / Liner > .025mm ☐ Film / Liner >= .0009" (0.9 mil), but < .0012" (1.2 mil) Film / Liner >= .023mm, but < .030mm ☐ "Any Face / < 92 Gauge (.0009"" / .9 mil)" Any Face / < .023mm ☐ Other
Material Guide	
Shape	☐ RCR ☐ Special ☐ Circle ☐ Ellipse ☐ Cross ☐ Lineal

1. From the homepage click **Quote / Order**.
2. Select **Flex**, **Solid**, **Digital Flexible Die**, or **Accessories**.
3. For the Quote / Order Process, you can select:
Guided Buying (Gives you guidance based on Material type)
I Know What I Want (Goes right into Die Specifications)
4. We'll run through the Guided buying process. Select the **Material Category**, this is the Material you are looking to cut. You can select from: Paper, Laminate, PET, Polypropylene, MDO, Thermal Transfer, Vinyl, Film, Liner, Any Face or Other. If not listed, select other and fill in description.
5. Select **Label Shape**. Depending on your application, you can select the following:
RCR – Rectangular label with rounded corners
Special – Custom specifications or unique label shape
Circle – Circular label
Ellipse – Oval or elliptical label
Cross – Straight blade running across the web
Lineal – Straight blade running in the direction of web travel
6. Fill in the **Quote Specs** and select **Quote**.



How to Quote / Order *Cont.*

PRODUCT COMPARISON

FOR SHORT RUNS	FOR SHORT / MEDIUM RUNS	FOR MEDIUM / LONG RUNS	FOR LONG RUNS, ABRASIVE MATERIALS. EXTREMELY DURABLE.
SmartFlex Film with Rust Inhibitor	PrimeFilm With Chrome	PrimeFilm With FlexPlus Chrome	DuraFilm with FlexPlus Chrome
			
Description: Ideal value for short to medium runs of simple film face materials on standard film liners.	Description: Laser Hardening available when cutting Metal-to-Metal. Additional charges apply.	Description: Laser Hardening available when cutting Metal-to-Metal. Additional charges apply.	Description: Laser Hardening available. Additional charges apply.
Treatment: - Rust Inhibitor. - Rust / Surface Protection.	Treatment: - Chrome. - Rust / Surface Protection.	Treatment: - FlexPlus Chrome. - Base durability treatment.	Treatment: - FlexPlus Chrome. - Base durability treatment.
Price: \$110.44	Price: \$108.34	Price: \$121.97	Price: \$200.15
SELECT PRODUCT ☐	SELECT PRODUCT ☐	SELECT PRODUCT ☐	SELECT PRODUCT ☐

- Short/Medium Runs =< 500K ft(152K m)
- Long Runs => 500K ft(152K m)

[SAVE QUOTE](#)
[CONFIGURE ORDER](#)

7. From the **Product Comparison**, select the product rated to cut the material selected.

8. Click either **Save Quote** (to return at a later time) or **Configure Order** to proceed with quote.

ORDER SPECS	QUOTE SPECS
Name: MARK ANDY, Model: 2200, Width: 7 CHANGE PRESS Describe your material Space Across: 0.1500 Space Around: 0.1500 Roll repeat: 18.0000 C/C Across: 3.1500 C/C Around: 3.1500 Special Plate Length: Not Required Special Plate Width: Not Required Cut Type: ☒ To Liner ☐ To Face Label Application: ☒ Hand ☐ Auto Pattern Centered: ☒ Die Mark: Upload File: Browse... No file selected. Upload File SAVE TO ORDER	AccuPrime With Chrome: \$151.00 Material Category Type of Die Shape: ☒ RCR ☐ Special ☐ Circle ☐ Ellipse Flex: ☐ Cross ☐ Lineal Corner Radius: 1.0000 Cavities Across: 3 Cavities Around: 3 Size Across: 3.0000 Size Around: 3.0000 Coating: ☒ None ☐ RotoRepel REPRICE

9. Fill out **Order Specs**. To upload an attachment- select **Choose File**, navigate to the file, then click **Save to Order**.

10. From here you can:

- Add Line Items for ordering additional items.
- Copy Line Items for ordering multiples of the same product.
- Click **"gear"**  icon to configure / reconfigure item.
- Click **"X"**  icon to delete item.
- Enter Ship Via / Comments or a PO Number if applicable.
- Print Quote: Printable PDF of order details.
- Click **Submit Order** [SUBMIT ORDER](#) for Processing and Production. A confirmation email will be sent.
- Click **Save** [SAVE](#) to return at a later date to complete.



How to Search Saved Quotes

SAVED QUOTES							
Open Quotes: Quotes are kept for 180 days							
No. of Rows: 1-10 / 13				Page 1 of 2		Records 10	
Quote Number	Product/Treatment	Item Description	Created By	Date Created	Expiration Date		
7415965	AccuPrime With Chrome	Shape: RCR, Size Across: 3.0, Size Around: 3.0	Joe Label	2018-02-27	2018-08-26	DELETE	COPY
7294503	AccuPrime With Chrome	Shape: RCR, Size Across: 3.0, Size Around: 3.0	Joe Label	2018-02-14	2018-08-13	DELETE	COPY
7294469	AccuPrime With Chrome	Shape: RCR, Size Across: 4.0, Size Around: 4.0	Joe Label	2018-02-14	2018-08-13	DELETE	COPY

1. From the homepage click **Saved Quotes**. Note: Quotes are saved for 180 days.

2. Delete or copy a quote.

ITEMS								
	Product	Quote Specifications	Qty	Unit Net Price	Order Specification	Die Mark	Line status	
☐	AccuPrime With Chrome	Shape: RCR, Size Across: 3.0, Size Around: 3.0	1	\$151.00	Configured	test die mark	CREATED	
ADD LINE ITEMS COPY LINE ITEMS						Transaction Total \$151.00		

TRANSACTION									
Quote Number 7415965		Ship To		SET SHIP TO ADDRESS		Bill To		SET BILL TO ADDRESS	
Ship Via / Comment		Company Name	Test - Demo Roto Cust		Company Name	Test - Demo Roto Cust			
PO Number		Address	800 Howerton Lane		Address	800 Howerton Lane			
Created By Name	Joe Label	Address 2			Address 2				
Last Updated By Name	Joe Label	City	Hillsboro		City	Hillsboro			
Quote Date	27/02/2018	State	IL		State	IL			
Quote Expiration Date	26/08/2018	Zip	62049		Zip	62049			
		Country	US		Country	US			

3. Click on **Quote Number** for transaction details. You can:

- Add Line Items for ordering additional items.
- Copy Line Items for ordering multiples of the same product.
- Click **"gear"**  icon to configure / reconfigure item.
- Click **"X"**  icon to delete item.
- Enter **Ship Via / Comments** or a **PO Number** if applicable.
- Print Quote: Printable PDF of order details.
- Click **Submit Order** at top for Processing and Production. A confirmation email will be sent.
- Click **Save** at top to return at a later date to complete.



How to Check Order Status

CHECK ORDER STATUS							
No. of Rows: 1-10 / 43		Page 1 of 5			Records 10		
			Clear		Clear		
Open	Order Number	Tracking Number	Item Description/Treatment	CustomerMark	Ship Method	Customer PO	Scheduled/ Actual Ship Date
	6485563 - 1		Challenger Rotary Die		FedEx Next Day		09-MAR-2018
	6485562 - 1		RD90 Rotary Die CPI		FedEx Next Day		09-MAR-2018
	6485557 - 2		Removable Blade Sheeter		FedEx Next Day		07-MAR-2018
	6485557 - 1		Floating Blade Sheeter		FedEx Next Day		07-MAR-2018

1. From the homepage click **Check Order Status**.
2. Scroll to folder or search by **Order Number**, **Customer Mark** or **PO Number**.
3. Click on **folder icon** for order details.

CHECK ORDER STATUS					
Submitted for Review Preliminary Fabrication Finishing / QC Awaiting Shipping Shipped					
Order Number	6485563	Press	ALLIED	Center to Center Across	0
Date Ordered	01-MAR-2018	PPA	ALLIED	Center to Center Around	0
Current Status	Preliminary Fabrication	Roll Repeat	12	Pattern Centered	Y
Customer PO		Cut type		Coating	None
Die Mark		Label Application		Special Width	
Ship Method	FedEx Next Day	Corner Radius	0	Plate Length	
Tracking Number		Label Shape	Circle	Special Height	0
Scheduled Actual Ship Date	09-MAR-2018	Label Across	2	Material	
Item Description/Treatment Name	Challenger Rotary Die	Label Around	2		
Request Documents					
Select document to be emailed:		Label Size Across	2		
		Label Size Around	2		
		Total Labels	4		
EMAIL DOCUMENTS					



4. View **Order Status Bar**
Request order documents emailed
If shipped, a tracking number is provided linking to carrier site.



How to Search Order History



[HOME](#)
[LOGOUT](#)

HELLO, JOE LABEL

COMPANY NAME: TEST - DEMO ROTO CUST

[BACK TO HOME PAGE](#)

ORDER HISTORY

Product
Die Mark
Label Shape
Label Size Across
Label Size Around

PO Number
Die Serial Number
Order Date

Last 30
Last 60
Last 90
Enter Range

1. From the homepage click **Search Order History**.
2. Select the **Product Type** or **Other Criteria** you would like to search for. The more criteria, the quicker the search will be.

ORDER HISTORY

Product
Die Mark
Label Shape
Label Size Across
Label Size Around

PO Number
Die Serial Number
Order Date
From Date
To Date

No. of Rows: 1-10 / 15

Open	Die Serial Number	Die Mark	Product Family	Label Shape	Label Size Across	Label Size Around	Labels Across	Labels Around	Press Manufacturer	Press Model	Press Width	Teeth
	WHQ77-03-50106	EST 77029	Rotary Die	Special	10.5	5.6875	1	4	MARK ANDY	P-SERIES	13	182
	WHQ77-03-50316	394-P13HT	Rotary Die	Special	1.875	4.4981	3	2	MARK ANDY	P-SERIES	13	80
	WHQ77-03-51151	4163	Rotary Die	RCR	3.25	2	1	3	MARK ANDY		7	51

3. From here you can filter on **Die Mark, Label Size, Press**, etc.

- Hovering over **camera icon**  displays the image.
- Click **camera icon**  to view in new window.
- Click **folder icon**  for order details.

Order Number	PO Number	Order Date	Order Type	Line Status	Amount Over / Under PD
6159972	30841 - 147519	02-MAR-2017	NEW	CLOSED	0.0238

Number of times Repaired / Resharpened

0

4. On the **Detail Page**- View your die history and either **Initiate a Repair** or **Reorder** and have order docs emailed.



How to Initiate Repair/Resharpen

Die Serial Number	WHQ17-03-50106	Label Size Across	10.5	Teeth	182
Die Mark	EST 17029	Label Size Around	5.6875	Press Manufacturer	MARK ANDY
Product Family	Rotary Die	Labels Across	1	Press Model	P-SERIES
Label Shape	Special	Labels Around	4	Press Width	13
Label Corner Radius	0	Label Space Across	0	PPA	1/8 CP 20
Order Line Number	1	Label Space Around	0	Order Number	6159972
PO Number	30841 - 147519	Order Date	02-MAR-2017	Order Type	NEW

Image

Order Number	PO Number	Order Date	Order Type	Line Status	Amount Over / Under PD
6159972	30841 - 147519	02-MAR-2017	NEW	CLOSED	0.0238

Number of times Repaired / Resharpened: 0

Select document to be emailed:

[REORDER](#) [REPAIR / RESHARPEN](#) [EMAIL DOCUMENTS](#)

1. Navigate to the **Order History Detail** of the individual product.
See search Order History. Select **Repair / Resharpen**.

REPAIR / RESHARPEN [SAVE](#)

PO Number		Product Model	RD90
Date Needed		Die Serial Number	WHQ17-03-50106
		Die Mark	EST 17029
		Current Over / Under PD	0.0238
Normal Resharpening	☐	Material Change	☐
Blade / Perf Modification	☐	Tooling Damaged	☐
Sketch Enclosed	☐	Would you like to add RotoRepel?	☐
See Comments	☐		
Label Application		Material Description	
Testing Material		Shipping Instructions	
Comments			
Instructions For Repair			

[GENERATE REPAIR / RESHARPEN FORM](#)

2. Fill in the applicable information on the **Repair / Resharpen Screen**.

3. Print the **Repair / Resharpen packing slip** and include with the die shipment.

ROТОMETRICS
Celebrating 60 Years of Precision

Repair/Resharpen Packing Slip

Ship To
12210
U S Tape & Label

PO Number
Date Needed
Customer Rep Alicia Pierce

Product Model RD90
Die Serial Number WHQ17-03-50106
Die Mark EST 17029
Current Over/Under PD 0.0238

Repair Type:

☐ Normal Resharpening
☐ Blade/Perf Modification
☐ Sketch Enclosed
☐ See Comments

☐ Material Change
☐ Tooling Damaged
☐ Add RotoRepel

Label Application ☐ Hand ☐ Auto
Testing Material ☐ Included ☐ Not Included

Comments:

Material Description:

Instructions For Repair:

Shipping Instructions:



How to Reorder from Order History

Die Serial Number	WHQ17-03-50106	Label Size Across	10.5	Teeth	182
Die Mark	EST 17029	Label Size Around	5.6875	Press Manufacturer	MARK ANDY
Product Family	Rotary Die	Labels Across	1	Press Model	P-SERIES
Label Shape	Special	Labels Around	4	Press Width	13
Label Corner Radius	0	Label Space Across	0	PPA	1/8 CP 20
Order Line Number	1	Label Space Around	0	Order Number	6159972
PO Number	30841 - 147519	Order Date	02-MAR-2017	Order Type	NEW

Image

Order Number	PO Number	Order Date	Order Type	Line Status	Amount Over / Under PD
6159972	30841 - 147519	02-MAR-2017	NEW	CLOSED	0.0238

Number of times Repaired / Resharpended 0

Select document to be emailed:

REORDER **REPAIR / RESHARPEN** **EMAIL DOCUMENTS**

1. Navigate to the **Order History Detail** of the individual product. See search **Order History**. Select **Reorder**.
2. If the product is not available, an email will be sent to the CSR with the pertinent information. If available, you will be taken to the **Order Detail Page**.

A reorder is an exact replica of the original order. If anything other than Die Mark changes it should be entered as a new order. This includes material to be cut. If you have any questions please ask your CSR

ORDER SPECS	QUOTE SPECS
Name: MARK ANDY, Model: P-SERIES, Width: 13 Describe your material 60140 Space Around 0.125000 Roll repeat 16.5000 C/C Around 8.2500 Special Plate Length Special Plate Width Cut Type To Liner Label Application Pattern Centered True Die Mark 389-P13 Upload File Browse... No file selected. Upload File SAVE TO ORDER	AccuPrime With Chrome: \$100.00 Material Category Type of Die Flex Shape Special Special Shape Simple Cavities Across 1 Cavities Around 2 Size Across 3.000000 Size Around 8.125000 Coating None

3. The only attributes that can be changed is the Die-Mark and a file can be uploaded. Click **Save to Order**.

Please note: A reorder is an exact replica of the original order. If anything other than Die Mark changes, a new order should be entered.

4. Print **Order**, **Submit Order**, or **Save / Delete the quote**.