

# COOP

## User Guide



**catalystgraphics**

YOUR IMAGE | OUR SOLUTION

# COOP – User Guide Contents:

## Content Description:

## Page Numbers:

• Title page	1
• Contents page	2
• Introduction to COOP	3
• COOP User Guide	4
○ Registration page	4
○ Login page	5
○ Products/Menu page	6
○ My Account page	7
○ Campaign page	8
○ Orders page	9
○ Jobs page	9
○ Invoice page	10
○ Awaiting approval page 1 (List)	12
○ Awaiting approval page 2 (Details)	12
○ How to order products	13 - 20

# Introduction to COOP

Moving online for ordering signage and other display requirements is essential for Catalyst and our clients to move forward and provide a seamless integration with purchasing and fulfilment.

The technology platform that brings COOP (*Catalyst Online Ordering Portal*) to life is based on our ERP-MIS system that we use to run our entire business, from Estimating, Orders, Jobs, Inventory, Purchasing and Invoicing – it also includes our CRM solution to preserve our relationships with our clients and their teams.



COOP is client-server based SAAS model, where clients and Catalyst teammates can login over the internet – with customised pricing and product/substrate solutions available at a click.

COOP gives both the client & Catalyst internal staff the ability to work off the same details, as it is always the current

version as it is LIVE online.

COOP also gives users the ability to “Approve” online and build “Campaigns” over time and add to them on the fly as needed. Jobs can then progress when approved and an active campaign becomes a live job, where artwork starts to flow to Catalyst internal staff to proof and send to print.

# COOP – Users Guide

Registration Page – Figure 1

**COOP CONCEPT**

**Create an Account**

First Name \*  Last Name

Middle Name  Department

**Contact Address**

Address 1 \*

Address 2

City

State

Post Code

Country \*

Telephone \*

Fax

☒ Add Email to EDM Database

**Login Information**

Email \*

Password \*  Confirm Password \*

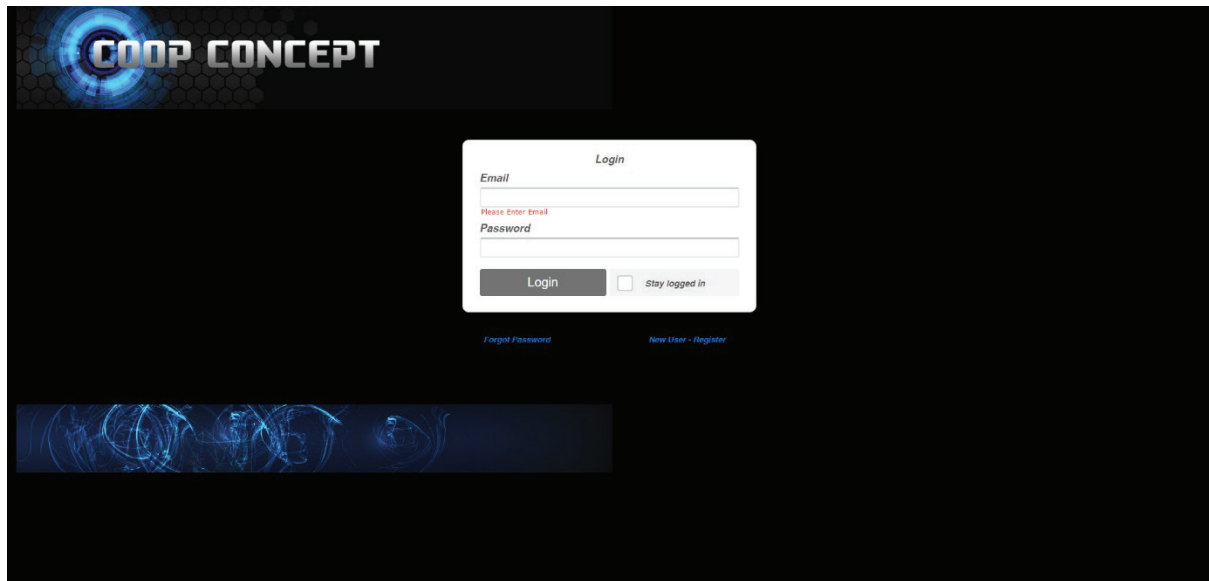
Depending on your COOP system, you have the option to self-register for a login and password. You will be prompted to complete the following questions;

- First Name
- Middle Name (not compulsory)
- Last Name
- Contact Address
  - o Address 1 & 2
  - o City
  - o State
  - o Post Code
  - o Country
  - o Telephone
  - o Fax
- Login Information
  - o Email
  - o Password & Confirm Password

Remember to CLICK "Create an Account"

\*\*\* In most cases your contact at Catalyst will have supplied you with your login details – including your password.

Login Page – Figure 2



The screenshot shows a login page for 'COOP CONCEPT'. The page has a dark background with a blue hexagonal pattern. At the top left is the 'COOP CONCEPT' logo. In the center is a white login form with the following elements:

- Login** (title)
- Email** (label)
- (input field)
- Password** (label)
- (input field)
- Login** (button)
- ☐ **Stay logged in** (checkbox and label)

Below the form are two links: [Forgot Password](#) and [New User - Register](#). At the bottom of the page is a decorative blue hexagonal pattern.

Once you have registered or been provided your login, you will receive the link in which you need to click to bring you to the login page.

Upon opening the link – please proceed to log in;

Remember –

Email:

Password:

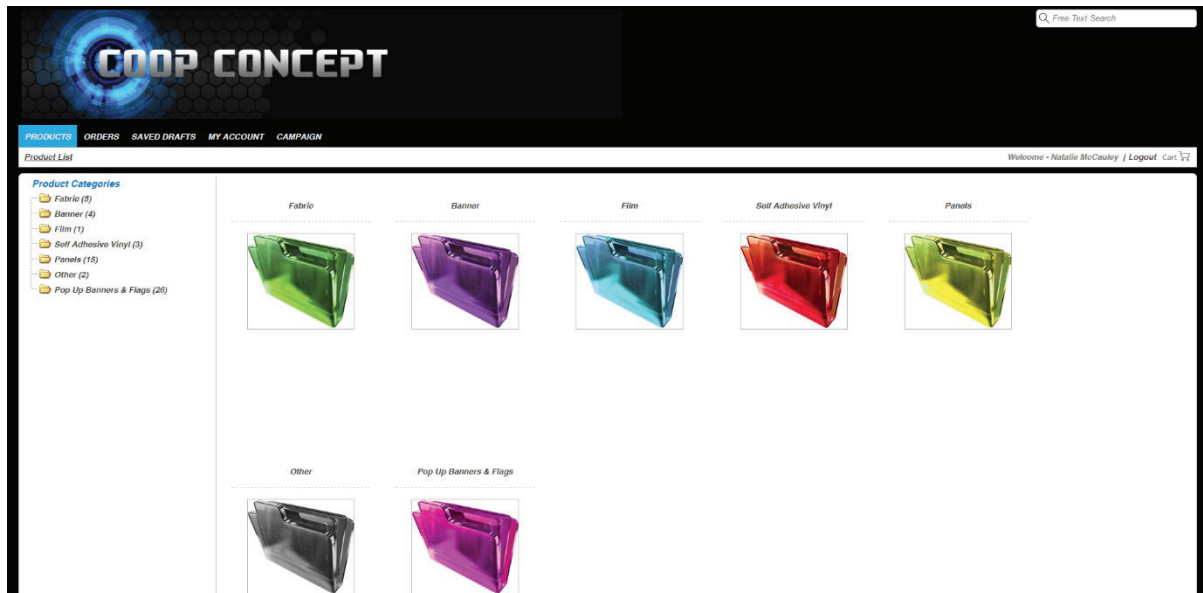
If you get to this page and your login does not work or fails – please contact Catalyst to reset on your behalf.

Telephone: (02) 9457 0024

Email: [clientservices@catalystgraphics.com.au](mailto:clientservices@catalystgraphics.com.au)

Subject: COOP Login Details

Products / Menu Page – Figure 3



Your login details will open up your custom created COOP system. This page will open every time you login and it comprises of the following;

MENU:

PRODUCTS – folders that house the products that your business has contract pricing

ORDERS – where you can find your existing Orders, Jobs & Invoices

MY ACCOUNT – the admin location where you can change your password & credentials

CAMPAIGN – where you add new events, projects or programs

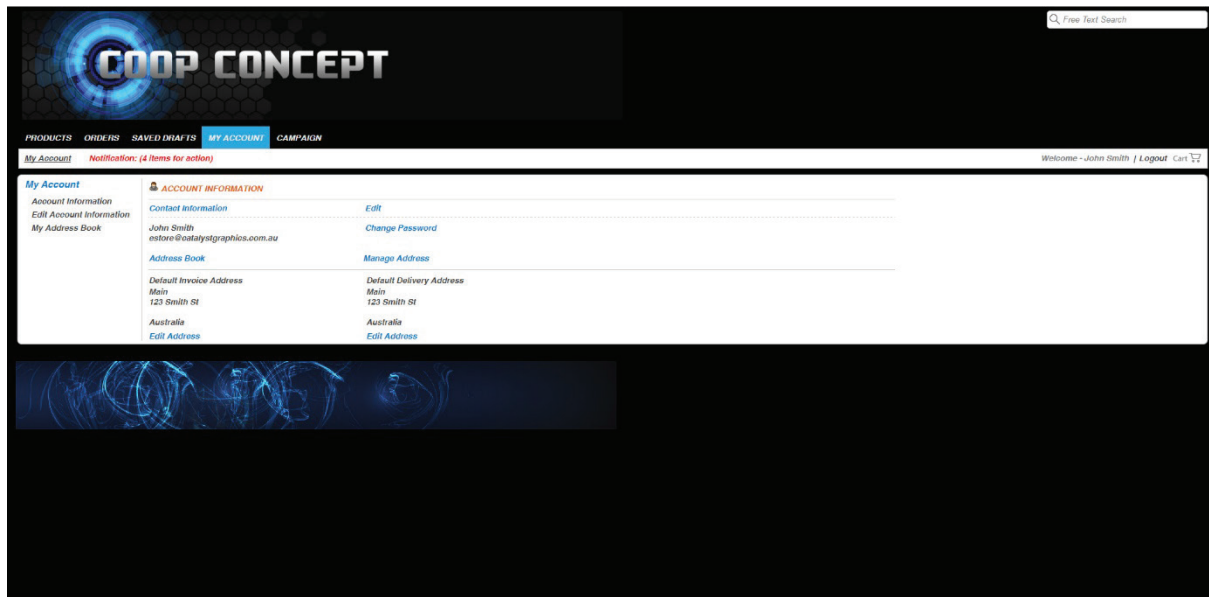
This page will also be branded with your business and colours associated with your company; this is to give the user familiarity as well as a user friendly interface.

On the left hand column there is a list where you can see how many products for each PRODUCT CATEGORY is listed.

If you are a seasoned user – you will skip the next step and go straight to CAMPAIGN tab.



My Account Page – Figure 4



As a new user, you may want to complete some details about you as the user – this is important as your business contacts that flow right through to invoice as well location for deliveries (as default) come directly from this credentials page.

On this menu you can change/complete the following;

#### ACCOUNT INFORMATION

- Name
- Email
- Change Password

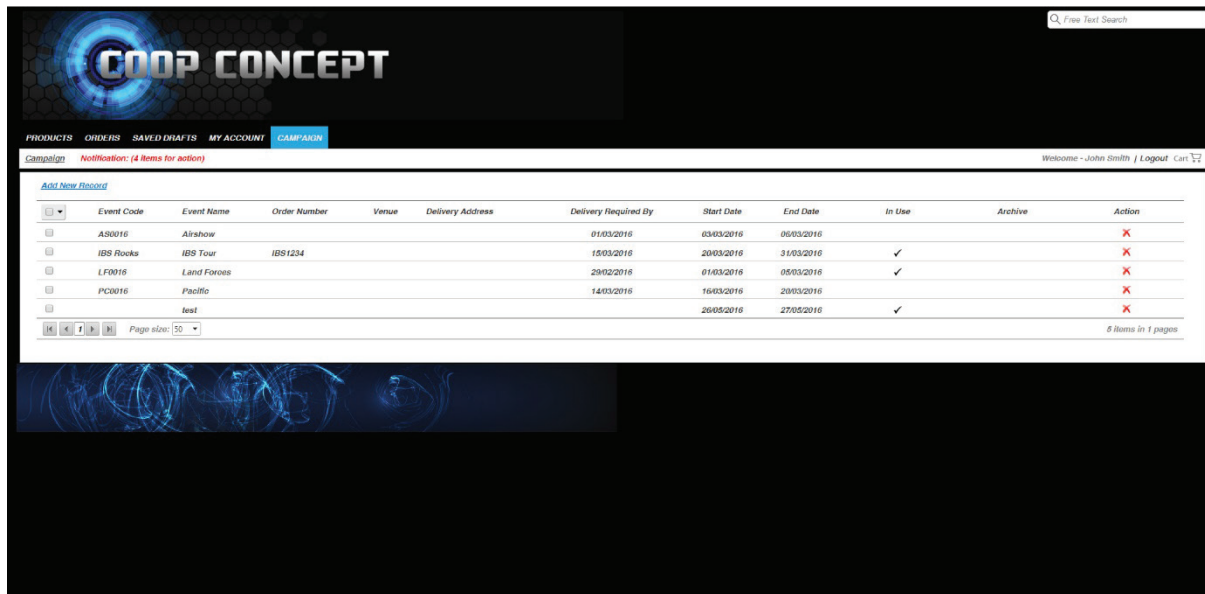
#### DEFAULT INVOICE ADDRESS

#### DEFAULT DELIVERY ADDRESS

In this menu you can also manage “My Address Book”. This is where you can add many locations for delivery. If you have typical locations that you are always sending jobs/prints/product to, you can click on “My Address Book” and add more.

If you are an existing customer of Catalyst – every address your business has sent to will automatically be listed for your convenience.

Campaign Page – Figure 5



Event Code	Event Name	Order Number	Venue	Delivery Address	Delivery Required By	Start Date	End Date	In Use	Archive	Action
A50016	Alrshaw				01/03/2016	03/03/2016	05/03/2016			X
IBS Rocks	IBS Tour	IBS1234			15/03/2016	20/03/2016	31/03/2016	✓		X
LF0016	Land Forces				29/02/2016	01/03/2016	05/03/2016	✓		X
PC0016	Pacifico				14/03/2016	16/03/2016	20/03/2016			X
test						20/03/2016	27/03/2016	✓		X

The CAMPAIGN menu is an important component to your COOP experience. This menu allows you to add events, projects & programs to your interface. Many businesses are running several “Campaigns” at the same time and also have notification for future activities – you will be required to add the following details;

Event Name (Compulsory – as it will be listed for future use in building your job carts)

Event Code (if needed)

Order Number (your PO Number – that will flow through for invoicing purposes)

Venue (this is the location of the event, not necessarily the delivery address)

Delivery Required by – is a date field; click on the calendar to populate (highlighted when hover)

Event Start Date – again a date field; click on calendar to populate

Event End Date – also a date field, also click on calendar to populate

If an event date has expired it will no longer be available to be selected during the job/cart process on each product. At any time, you can revisit the CAMPAIGN menu and re-nominate the start and end dates.

With multiple campaigns running at the same time – you can build your job cart with lots of products from different campaigns (usually for pricing purposes) – the system will only let you log out with products from the same campaign (this is a safety feature)



Order Page – Figure 6

Action	Order Reference	Date Raised	Delivery Date	Raised By/For	Order Title	Item Title	Qty	Sign No.	Campaign Name	Order Status	Approval Status	Price (Ex. GST) \$	Price (Inc. GST) \$
	ORD-000174-001	20/05/2016		John Smith	test title	SAV	11	1	test		Approved	0.00	0.00
	ORD-0000099-002	16/02/2016	29/02/2016	John Smith	_MW-TEST	Double Sided Banner	12	0			Approved	0.00	0.00
	ORD-0000099-001	16/02/2016	29/02/2016	John Smith	_MW-TEST	PVC Banner	12	0			Approved	0.00	0.00
	ORD-0000099-003	16/02/2016	29/02/2016	John Smith	_MW-TEST	PVC Banner	1	0			Approved	0.00	0.00
	ORD-0000099-004	16/02/2016	29/02/2016	John Smith	_MW-TEST	PVC Banner	1	2	Land Forces		Approved	0.00	0.00

On the ORDERS menu there are several sub-tabs

Order – Job – Invoice – Awaiting Approval

The “Order” sub-tab will list all active Orders that have been approved, depending which options you have enabled on your COOP – regarding APPROVAL, only approved jobs are displayed. If you have the “Awaiting Approval” sub-tab (seen in Figure 6) you will also get the red notification adjacent to master Orders tab advising the number of items for action/approval

Job Page – Figure 7

Action	Order Reference	Date Raised	Delivery Date	Job Title	Item Title	Order Status	Qty	Price (Ex. GST) \$	Price (Inc. GST) \$
	JOB-0004789-001	17/02/2016	19/02/2016	CG16	CG16	Pre press	1	470.24	517.26
	JOB-0004791-001	17/02/2016	18/02/2016	MEMA116	MEMA116	Pre press	1	1,770.33	1,947.36
	JOB-0004777-001	16/02/2016	22/02/2016	EAMS16	EAMS16	In Production	1	147.89	162.68
	JOB-0004778-001	16/02/2016	25/02/2016	CG Campaign	CG Campaign	In Production	1	134.75	148.23
	JOB-0004779-001	16/02/2016	17/03/2016	HARH16	HARH16	In Production	1	128.13	140.94
	JOB-0004781-001	16/02/2016	24/02/2016	Concept1	Concept1	Pre press	1	15,775.00	17,352.60
	JOB-0004782-001	16/02/2016	24/02/2016	Concept2	Concept2	Pre press	1	28,304.70	31,135.17
	JOB-0004784-001	16/02/2016	19/02/2016	Concept3	Concept3	In Production	1	342.44	376.68
	JOB-0004767-001	15/02/2016	25/02/2016	Test1	Test1	Pre press	1	516.27	567.90
	JOB-0004768-001	15/02/2016	18/02/2016	Test2	Test2	Pre press	1	0.00	0.00
	JOB-0004769-001	15/02/2016	18/02/2016	Test3	Test3	Pre press	1	5,426.98	5,999.68
	JOB-0004774-001	15/02/2016	19/02/2016	Graphics16	Graphics16	Pre press	1	792.00	871.20
	JOB-0004749-001	12/02/2016	17/02/2016	Brick Walls	Brick Walls	Pre press	1	2,756.74	3,032.41
	JOB-0004750-001	12/02/2016	18/02/2016	Shop front	Shop front	Pre press	1	1,272.00	1,399.20
	JOB-0004754-001	12/02/2016	25/02/2016	XYZ Campaign	XYZ Campaign	Pre press	1	23,713.18	26,084.50
	JOB-0004755-001	12/02/2016	15/02/2016	123 Campaign	123 Campaign	Ready for despatch	1	100.00	110.00
	JOB-0004757-001	12/02/2016	17/02/2016	Canvases	Canvases	Dispatched	1	1,097.06	1,206.77

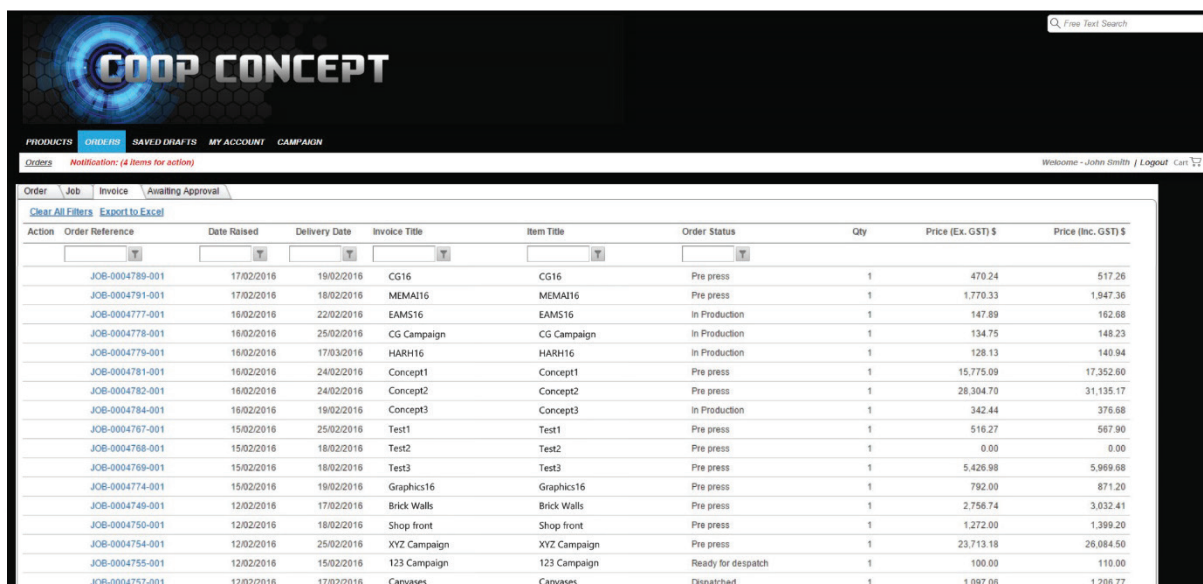
On the “Job” sub-tab (seen in Figure 7) your entire LIVE jobs will be listed, this the location where you can click on items and see how they are traveling through the plant. Order Status column is key for keeping up to date on progress of your job.

You are able to search for your job by clicking into the column and typing your search field criteria.

Note: you can click into any column and search – for example “Job Title” or “Delivery Date”

If your business has numerous projects running simultaneously, you can quickly search your project and only that job will be listed.

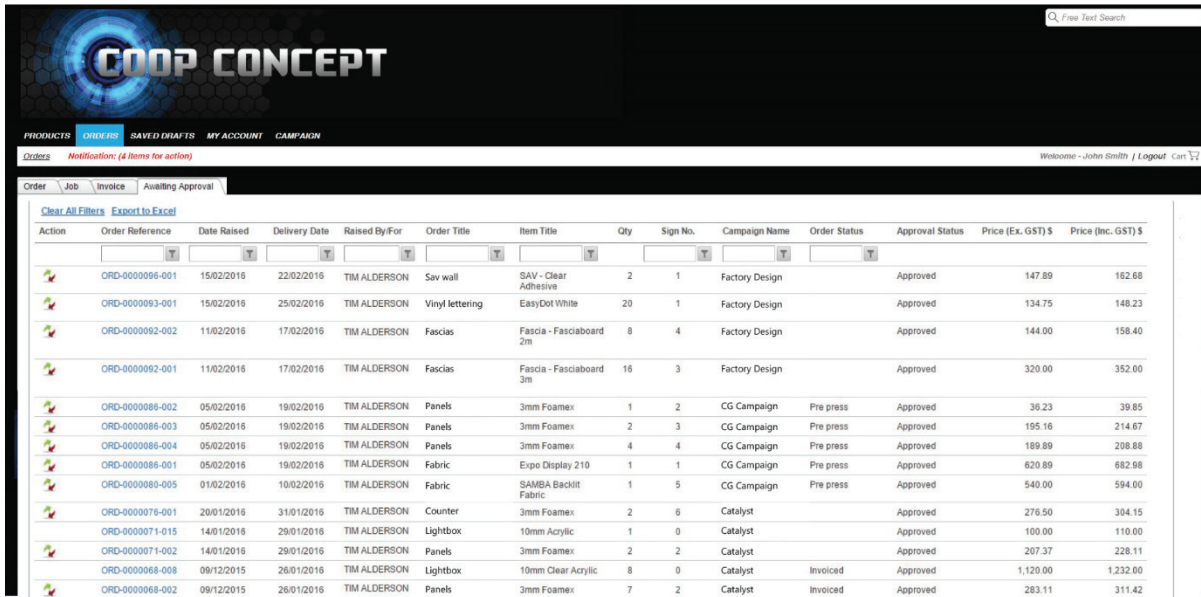
Invoice Page – Figure 8



Action	Order Reference	Date Raised	Delivery Date	Invoice Title	Item Title	Order Status	Qty	Price (Ex. GST) \$	Price (Inc. GST) \$
	JOB-0004789-001	17/02/2016	19/02/2016	CG16	CG16	Pre press	1	470.24	517.26
	JOB-0004791-001	17/02/2016	18/02/2016	MEMA16	MEMA16	Pre press	1	1,770.33	1,947.36
	JOB-0004777-001	16/02/2016	22/02/2016	EAMS16	EAMS16	In Production	1	147.89	162.68
	JOB-0004778-001	16/02/2016	25/02/2016	CG Campaign	CG Campaign	In Production	1	134.75	148.23
	JOB-0004779-001	16/02/2016	17/03/2016	HARH16	HARH16	In Production	1	128.13	140.94
	JOB-0004781-001	16/02/2016	24/02/2016	Concept1	Concept1	Pre press	1	15,775.09	17,352.60
	JOB-0004782-001	16/02/2016	24/02/2016	Concept2	Concept2	Pre press	1	28,304.70	31,135.17
	JOB-0004784-001	16/02/2016	19/02/2016	Concept3	Concept3	In Production	1	342.44	376.68
	JOB-0004767-001	15/02/2016	25/02/2016	Test1	Test1	Pre press	1	516.27	567.90
	JOB-0004768-001	15/02/2016	18/02/2016	Test2	Test2	Pre press	1	0.00	0.00
	JOB-0004769-001	15/02/2016	18/02/2016	Test3	Test3	Pre press	1	5,426.98	5,999.68
	JOB-0004774-001	15/02/2016	19/02/2016	Graphics16	Graphics16	Pre press	1	792.00	871.20
	JOB-0004749-001	12/02/2016	17/02/2016	Brick Walls	Brick Walls	Pre press	1	2,756.74	3,032.41
	JOB-0004750-001	12/02/2016	18/02/2016	Shop front	Shop front	Pre press	1	1,272.00	1,399.20
	JOB-0004754-001	12/02/2016	25/02/2016	XYZ Campaign	XYZ Campaign	Pre press	1	23,713.18	26,084.50
	JOB-0004755-001	12/02/2016	15/02/2016	123 Campaign	123 Campaign	Ready for despatch	1	100.00	110.00
	JOB-0004757-001	12/02/2016	17/02/2016	Canvases	Canvases	Dispatched	1	1,097.06	1,206.77

On the “Invoice” sub-tab you can review all your previous invoices for reference; as you click on any of the highlighted INV-000 (numbers). Your complete invoice opens and you can see the entire job that was produced by Catalyst.

## Awaiting Approval Page – Figure 9



Action	Order Reference	Date Raised	Delivery Date	Raised By/For	Order Title	Item Title	Qty	Sign No.	Campaign Name	Order Status	Approval Status	Price (Ex. GST) \$	Price (Inc. GST) \$
	ORD-0000096-001	15/02/2016	22/02/2016	TIM ALDERSON	Sav wall	SAV - Clear Adhesive	2	1	Factory Design		Approved	147.89	162.68
	ORD-0000093-001	15/02/2016	25/02/2016	TIM ALDERSON	Vinyl lettering	EasyDot White	20	1	Factory Design		Approved	134.75	148.23
	ORD-0000092-002	11/02/2016	17/02/2016	TIM ALDERSON	Fascias	Fascia - Fasciaboar 2m	8	4	Factory Design		Approved	144.00	158.40
	ORD-0000092-001	11/02/2016	17/02/2016	TIM ALDERSON	Fascias	Fascia - Fasciaboar 3m	18	3	Factory Design		Approved	320.00	352.00
	ORD-0000086-002	05/02/2016	19/02/2016	TIM ALDERSON	Panels	3mm Foamex	1	2	CG Campaign	Pre press	Approved	36.23	39.85
	ORD-0000086-003	05/02/2016	19/02/2016	TIM ALDERSON	Panels	3mm Foamex	2	3	CG Campaign	Pre press	Approved	195.16	214.67
	ORD-0000086-004	05/02/2016	19/02/2016	TIM ALDERSON	Panels	3mm Foamex	4	4	CG Campaign	Pre press	Approved	189.89	208.88
	ORD-0000086-001	05/02/2016	19/02/2016	TIM ALDERSON	Fabric	Expo Display 210	1	1	CG Campaign	Pre press	Approved	620.89	682.98
	ORD-0000080-005	01/02/2016	10/02/2016	TIM ALDERSON	Fabric	SAMBA Backlit Fabric	1	5	CG Campaign	Pre press	Approved	540.00	594.00
	ORD-0000076-001	20/01/2016	31/01/2016	TIM ALDERSON	Counter	3mm Foamex	2	6	Catalyst		Approved	276.50	304.15
	ORD-0000071-015	14/01/2016	29/01/2016	TIM ALDERSON	Lightbox	10mm Acrylic	1	0	Catalyst		Approved	100.00	110.00
	ORD-0000071-002	14/01/2016	29/01/2016	TIM ALDERSON	Panels	3mm Foamex	2	2	Catalyst		Approved	207.37	228.11
	ORD-0000068-008	09/12/2015	26/01/2016	TIM ALDERSON	Lightbox	10mm Clear Acrylic	8	0	Catalyst	Invoiced	Approved	1,120.00	1,232.00
	ORD-0000068-002	09/12/2015	26/01/2016	TIM ALDERSON	Panels	3mm Foamex	7	2	Catalyst	Invoiced	Approved	283.11	311.42

Once you are using COOP, you will create carts and progress them to orders, however you can actually progress without “APPROVAL”. This gives you the user and Catalyst an insight to what is coming up. This is known as “Awaiting Approval”.

By clicking on the sub-tab “Awaiting Approval” you can see all your jobs that require approval.

Once an item is approved you can click the approved check box and it will progress to Orders and be ready for production.

Awaiting Approval Page 2 – SRF – Figure 10

**COOP CONCEPT**

PRODUCTS ORDERS SAVED DRAFTS MY ACCOUNT CAMPAIGN

Orders >> Orders Details *Notification: (4 items for action)* Welcome - John Smith / Logout

**Orders Details**

Order Reference: ORD-0000114  
 Order Date: 14/03/2016  
 Order Title: IBS\_TEST  
 Order Number: IBS1234  
 Delivery Required By: 15/03/2016

Ordered For: Kelly Mackay  
 Email: kmackay@ibscards.com.au  
 Ordered By: Kelly Mackay  
 Email: kmackay@ibscards.com.au

**Invoice Address**  
 Main  
 123 Smith St  
 Australia

**Delivery Address**  
 Main  
 123 Smith St  
 Australia

Order Reference	Product Name	Product Description	Delivery Date	Qty	Sign No.	Campaign Name	Order Status	Approval Status	Item Material	Job Name	Unit Price (\$)	Total (\$)
ORD-0000114-001	PVC Banner	Dimension (mm) Width: 1,200.00 Height: 3,000.00	N/A	12	1	IBS Tour		Awaiting Approval	Banner single sided	Whatever your set price is...>	0.00	0.00
	Additional Items C - Finishing Textile Finishing SA - Kadsor & Eyevite											
ORD-0000114-002	SAV	Dimension (mm) Width: 1,200.00 Height: 1,800.00	N/A	4	2	IBS Tour		Awaiting Approval	SAV clear gloss SAV	Whatever your set price is...>	0.00	0.00
	Additional Items C - Finishing Centre Cutting - Complex											
ORD-0000114-003	3mm Coreflute	Dimension (mm) Width: 600.00 Height: 900.00	N/A	50	3	IBS Tour		Awaiting Approval	Coreflute 3mm	Whatever your set price is...>	0.00	0.00
	Additional Items C - Finishing Eyevite ONLY											
Sub Total											0.00	
GST (10%)											0.00	
Grand Total											\$0.00	

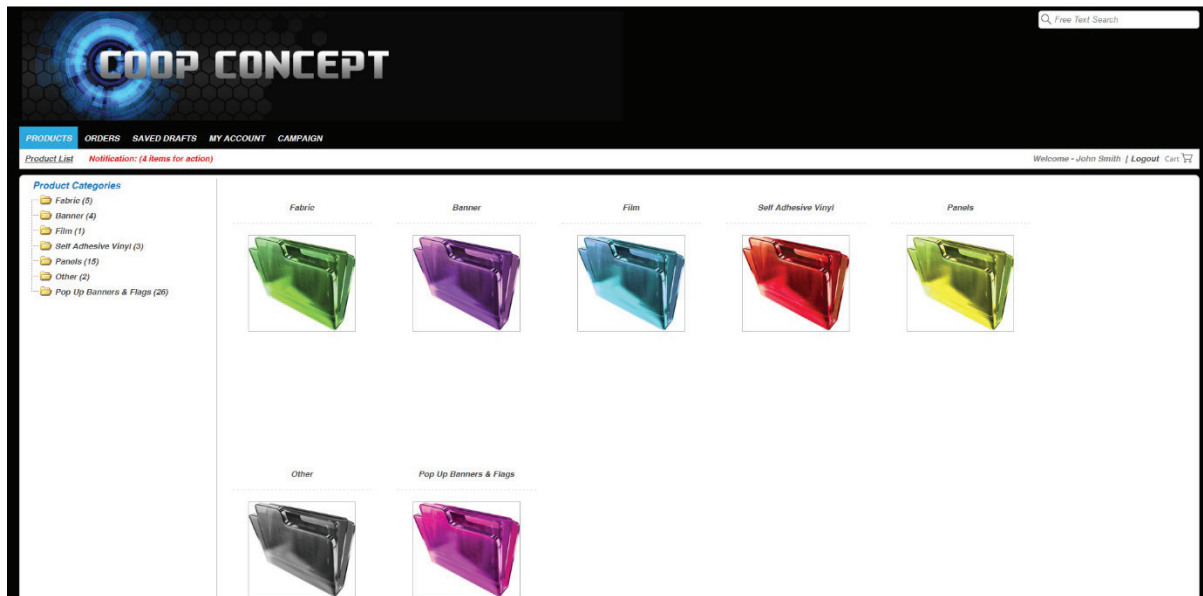
In Figure 10 – you can see the level of detail of your entire job that requires approval OR is already approved, but has components requiring approval.

As you can see from Figure 10, all the substrates, sizes and quantities are listed, as well as with notes and references on each item.

The top part of the display has the details of the job and information like Purchase Order number, Order By, Order for as well as Delivery address.

# How to order products

Products / Menu Page – Figure 3



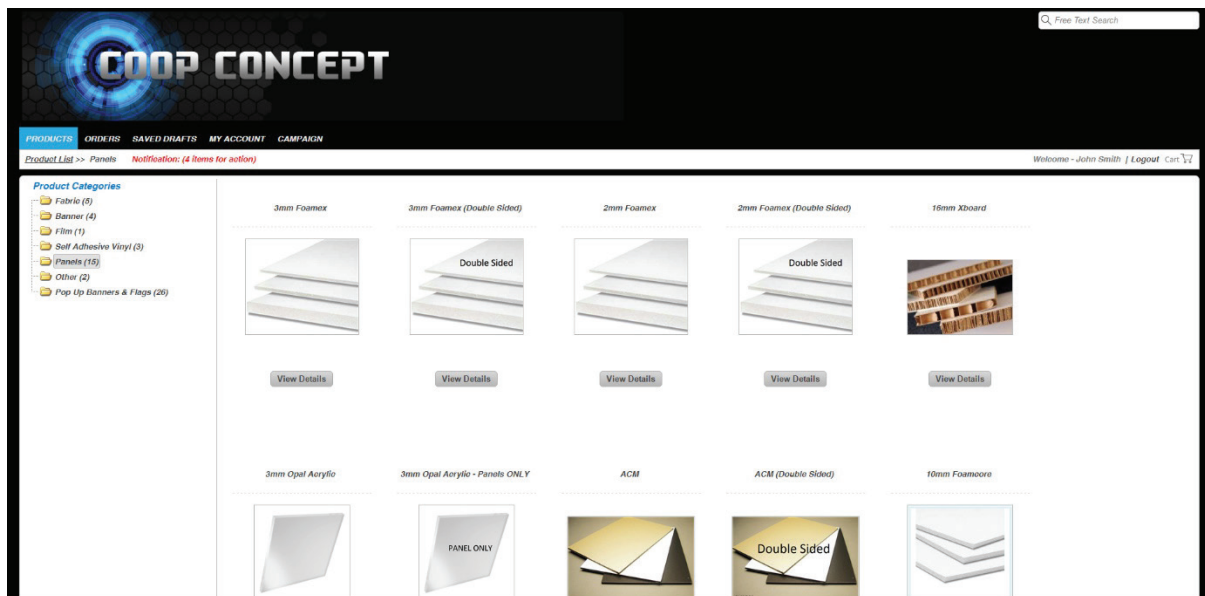
Once you have navigated through the entire TAB structure of COOP, you will find yourself back at the Products/Menu Page, as seen in Figure 3.

Each of the folders represent the product categories your COOP site has on offer for you to select.

For example, click on the yellow folder – Panels. This will open up a new view.



Specific Product Page – Fascia – Figure 12



In this image – Figure 12, you can see individual products specific to that category. In this example we are looking at Panels. Your available products will be determined by your Catalyst Agreement & Contract Pricing Documentation.

On this screen (in the example) you can see 10 products – lets select one.



### Specific Item Page – Fascia – Figure 13

The screenshot shows the '3mm Foamex' product page on the COOP CONCEPT website. The page layout includes a dark header with the company logo and a search bar. Below the header is a navigation bar with links for PRODUCTS, ORDERS, SAVED DRAFTS, MY ACCOUNT, and CAMPAIGN. The main content area features a product image of foamex sheets on the left. To the right of the image, there is a form for selecting a campaign, entering the quantity to order, and specifying dimensions (width and height in mm). Below this, there is an 'Additional Options' section with a dropdown for 'C - Finishing'. The price of the item is listed as \$80.00, and an 'Add To Cart' button is located at the bottom of the form. The page also includes a notification bar indicating 4 items for action and a user login status at the top right.

By selecting one item/product in your product category the system will open up on the selected item.

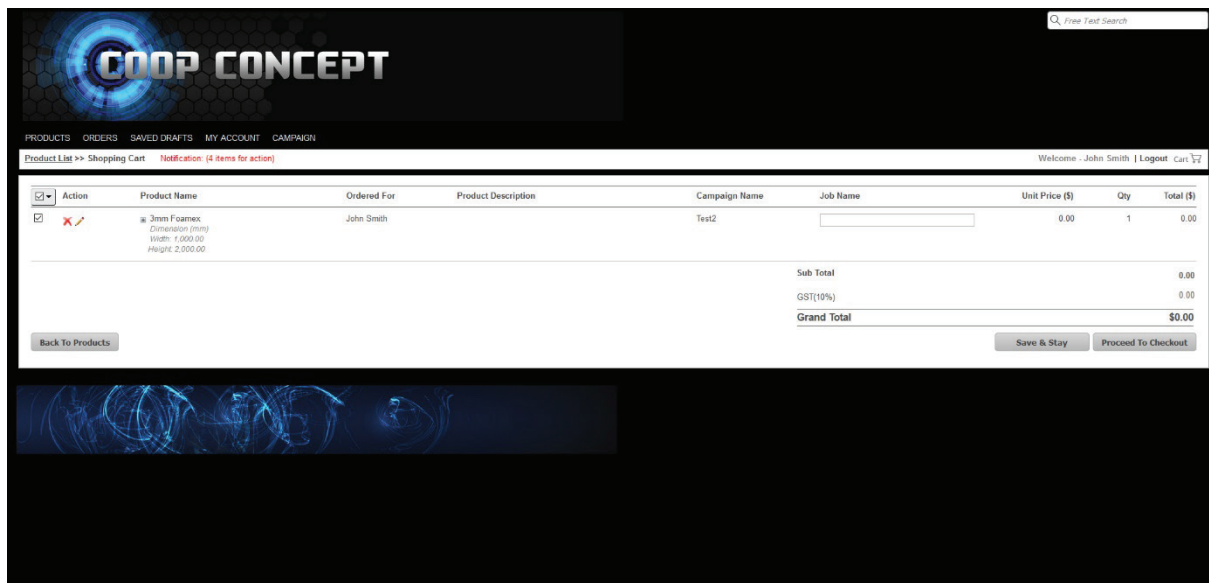
In this example it is 3mm Foamex.

You will be required to click and select a CAMPAIGN (or Event or Project or Job) – however listed as Campaign in COOP

Of course Quantity – which will automatically calculate the price (Qty x “agreed” price)

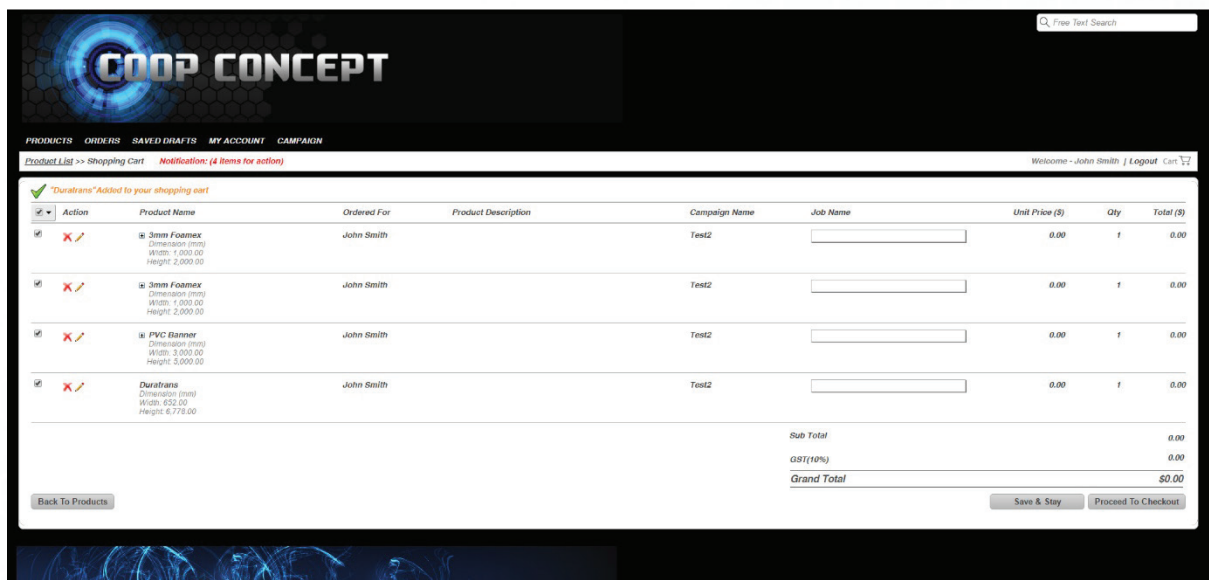
Then you press “Add to Cart”

Cart – Figure 14



Once you have selected all your products (By clicking the “Add to Cart” button for each product) – all the products for your campaign will be listed here in “Cart”

Cart Full – Figure 15



In Figure 15 – you can see multiple items that are required for your job. It lists the sizes, qty, with unit price and total price.

Next Step is to “Proceed to Checkout”

Checkout Tab 1 – Figure 16

The screenshot shows the 'COOP CONCEPT' checkout interface. At the top, there's a navigation bar with links: PRODUCTS, ORDERS, SAVED DRAFTS, MY ACCOUNT, and CAMPAIGN. Below this is a status bar indicating 'Checkout' and 'Notifications: (4 items for action)'. The main content area features three tabs: '1 Order Information' (active), '2 Address Information', and '3 Order Confirmation'. The 'Order Information' tab contains a form with the following fields: 'Order Title' (with a placeholder 'COOP Concept Title' and a hint 'eg: My Stationery Item, My Company Order'), 'Order Number' (with a placeholder 'PO33440099'), 'Delivery Required By' (with a placeholder '31/5/2016'), and a 'Comments' text area. At the bottom of the form are 'Back' and 'Continue' buttons. The page has a dark header with the 'COOP CONCEPT' logo and a search bar in the top right corner.

Upon clicking "Proceed to Checkout" you will be prompted to complete three (3) tabs to progress;

1 – Order Information: where Order Title, Order Number (Company Purchase Order), Delivery Required by (Date) and any comments may be entered.

Checkout Tab 2 - Figure 17

The screenshot shows the 'COOP CONCEPT' checkout interface, specifically the '2 Address Information' tab. The navigation bar and status bar are identical to the previous tab. The 'Address Information' tab is active, showing two columns of address information: 'Invoice Address' and 'Delivery Address'. Both columns display 'Main 123 Smith St Australia'. Below each address, there are links: 'Edit Address', 'Choose Address', and 'Add New Address'. At the bottom of the form are 'Back' and 'Continue' buttons. The page layout, including the header and footer, remains consistent with the previous tab.

2 – Address Information

Checkout Tab 3 – Figure 18

**COOP CONCEPT**

PRODUCTS ORDERS SAVED DRAFTS MY ACCOUNT CAMPAIGN

Checkout **Notification: (4 items for action)** Welcome - John Smith | Logout Cart

**1 Order Information** **2 Address Information** **3 Order Confirmation**

Order Date: 31/05/2016  
 Order Title: COOP Concept Title  
 Order Number: P033440099  
 Delivery Required by: 31/5/2016

Ordered For: John Smith  
 Email: estore@catalystgraphics.com.au  
 Ordered by: John Smith  
 Email: estore@catalystgraphics.com.au

**Invoice Address**  
 Main:  
 123 Smith St  
 Australia

**Delivery Address**  
 Main:  
 123 Smith St  
 Australia

Product Name	Product Description	Campaign Name	Job Name	Unit Price (\$)	Qty	Total (\$)
3mm Foamex (Dimension: mm) width: 1,000.00 height: 2,000.00		Test2		0.00	1	0.00
<b>Additional Items</b> C - Finishing Contour Cutting - Complex						
Sub Total						0.00
GST (10%)						0.00
<b>Grand Total</b>						<b>\$0.00</b>

Back Confirm order

In Figure 18, you will be prompted to view all the items again from your "Cart". At this time you can "Confirm Order".

By confirming order your project progresses to either "Orders Sub-Tab" – whereby all the items have been approved during the process (remember – just by clicking the box "Approved") or they will move to the "Awaiting Approval Sub-Tab"

(See next page)

Orders Sub-Tab – Figure 19

Action	Order Reference	Date Raised	Delivery Date	Raised By/For	Order Title	Item Title	Qty	Sign No.	Campaign Name	Order Status	Approval Status	Price (Ex. GST) \$	Price (Inc. GST) \$
	ORD-000174-001	20/05/2016		John Smith	test title	SAV	11	1	test		Approved	0.00	0.00
	ORD-0000099-002	16/02/2016	29/02/2016	John Smith	_MW-TEST	Double Sided Banner	12	0			Approved	0.00	0.00
	ORD-0000099-001	16/02/2016	29/02/2016	John Smith	_MW-TEST	PVC Banner	12	0			Approved	0.00	0.00
	ORD-0000099-003	16/02/2016	29/02/2016	John Smith	_MW-TEST	PVC Banner	1	0			Approved	0.00	0.00
	ORD-0000099-004	16/02/2016	29/02/2016	John Smith	_MW-TEST	PVC Banner	1	2	Land Forces		Approved	0.00	0.00

Awaiting Approval Sub-Tab – Figure 20

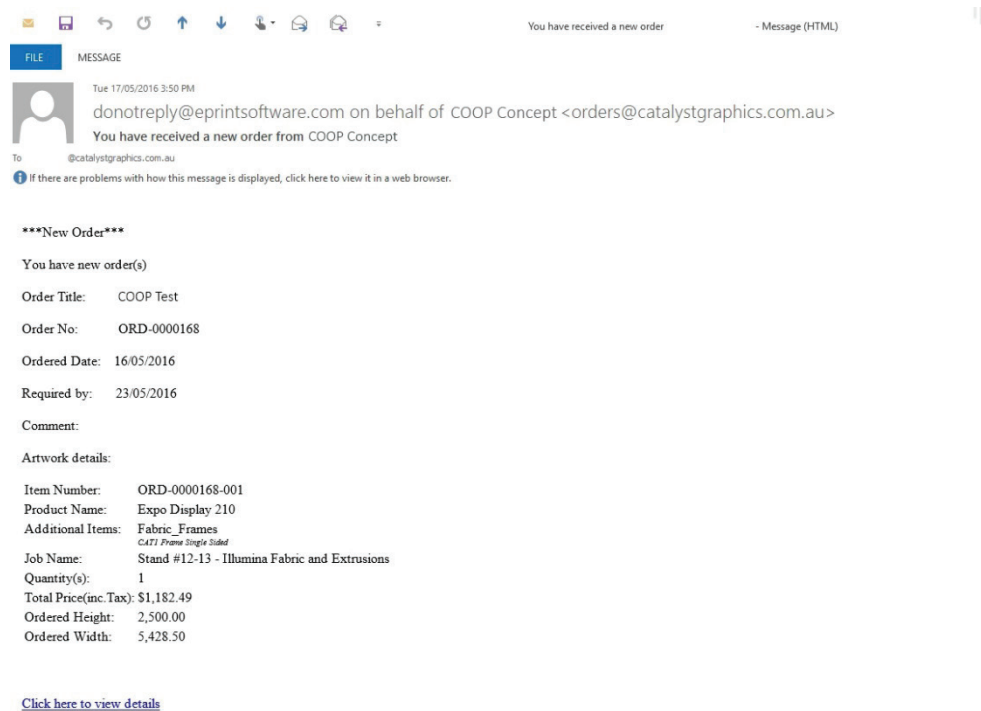
Action	Order Reference	Date Raised	Delivery Date	Raised By/For	Order Title	Item Title	Qty	Sign No.	Campaign Name	Order Status	Approval Status	Price (Ex. GST) \$	Price (Inc. GST) \$
	ORD-0000096-001	15/02/2016	22/02/2016	TIM ALDERSON	Sav wall	SAV - Clear Adhesive	2	1	Factory Design		Approved	147.89	162.68
	ORD-0000093-001	15/02/2016	25/02/2016	TIM ALDERSON	Vinyl lettering	EasyDot White	20	1	Factory Design		Approved	134.75	148.23
	ORD-0000092-002	11/02/2016	17/02/2016	TIM ALDERSON	Fascias	Fascia - Fasciaboar 2m	8	4	Factory Design		Approved	144.00	158.40
	ORD-0000092-001	11/02/2016	17/02/2016	TIM ALDERSON	Fascias	Fascia - Fasciaboar 3m	16	3	Factory Design		Approved	320.00	352.00
	ORD-0000086-002	05/02/2016	19/02/2016	TIM ALDERSON	Panels	3mm Foamex	1	2	CG Campaign	Pre press	Approved	36.23	39.85
	ORD-0000086-003	05/02/2016	19/02/2016	TIM ALDERSON	Panels	3mm Foamex	2	3	CG Campaign	Pre press	Approved	195.16	214.67
	ORD-0000086-004	05/02/2016	19/02/2016	TIM ALDERSON	Panels	3mm Foamex	4	4	CG Campaign	Pre press	Approved	189.89	208.88
	ORD-0000086-001	05/02/2016	19/02/2016	TIM ALDERSON	Fabric	Expo Display 210	1	1	CG Campaign	Pre press	Approved	620.89	682.98
	ORD-0000080-005	01/02/2016	10/02/2016	TIM ALDERSON	Fabric	SAMBA Backlit Fabric	1	5	CG Campaign	Pre press	Approved	540.00	594.00
	ORD-0000076-001	20/01/2016	31/01/2016	TIM ALDERSON	Counter	3mm Foamex	2	6	Catalyst		Approved	276.50	304.15
	ORD-0000071-015	14/01/2016	29/01/2016	TIM ALDERSON	Lightbox	10mm Acrylic	1	0	Catalyst		Approved	100.00	110.00
	ORD-0000071-002	14/01/2016	29/01/2016	TIM ALDERSON	Panels	3mm Foamex	2	2	Catalyst		Approved	207.37	228.11
	ORD-0000068-008	09/12/2015	26/01/2016	TIM ALDERSON	Lightbox	10mm Clear Acrylic	8	0	Catalyst	Invoiced	Approved	1,120.00	1,232.00
	ORD-0000068-002	09/12/2015	26/01/2016	TIM ALDERSON	Panels	3mm Foamex	7	2	Catalyst	Invoiced	Approved	283.11	311.42



At this time, we have complete visibility into the project that is coming into production facility and you have the ability to review the progress and status within our plant.

Upon confirming your order, you & Catalyst will receive an email (Figure 21) – this email has an overview of the items in the order and the hyperlink [\(Click here to view details\)](#) which will take you immediately back into COOP to the page to review.

Order Email – Figure 21



Catalyst Online Ordering Portal – COOP has been created to provide our clients the ability to automate the process for building projects/campaigns and following the progress of your order/job through our plant.

For any further training requirements please contact us at Catalyst Graphics

Email - Client Services: [clientservices@catalystgraphics.com.au](mailto:clientservices@catalystgraphics.com.au)

Telephone – (02) 9457 0024