

## TO LOGIN

Go to [www.dpponline.co.nz/ftt](http://www.dpponline.co.nz/ftt) - or visit [www.tiptop.co.nz](http://www.tiptop.co.nz) look for the events and fundraising link for more details and to book equipment.

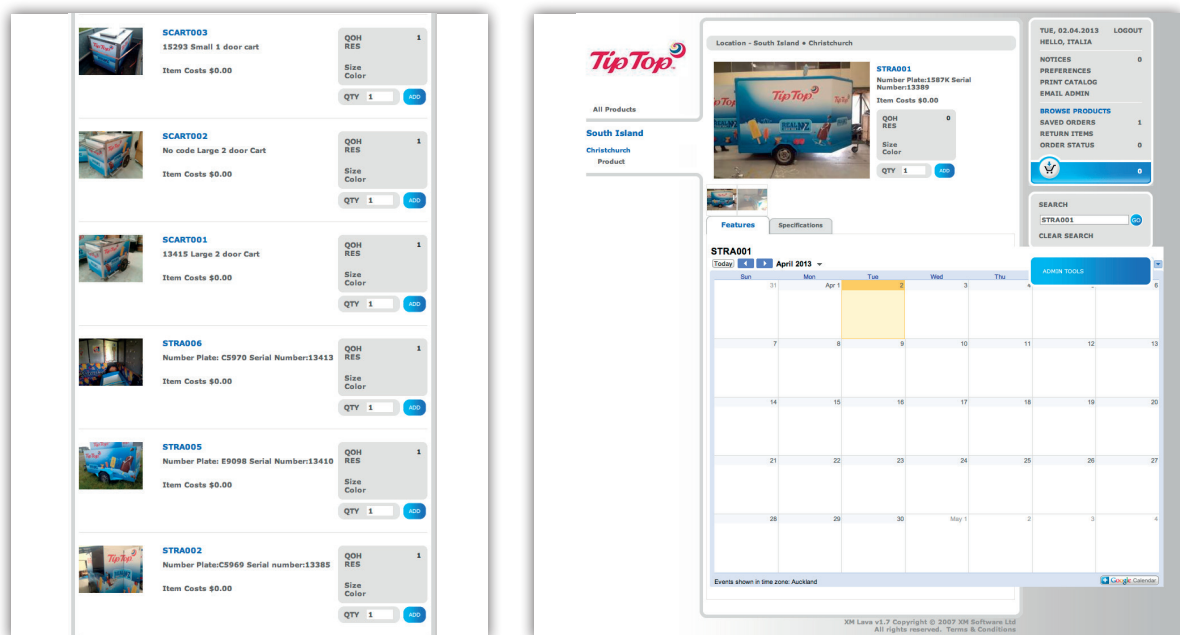
Enter your username, password.

If you have never used the system before please email or call Design Print Partners to set up a login.

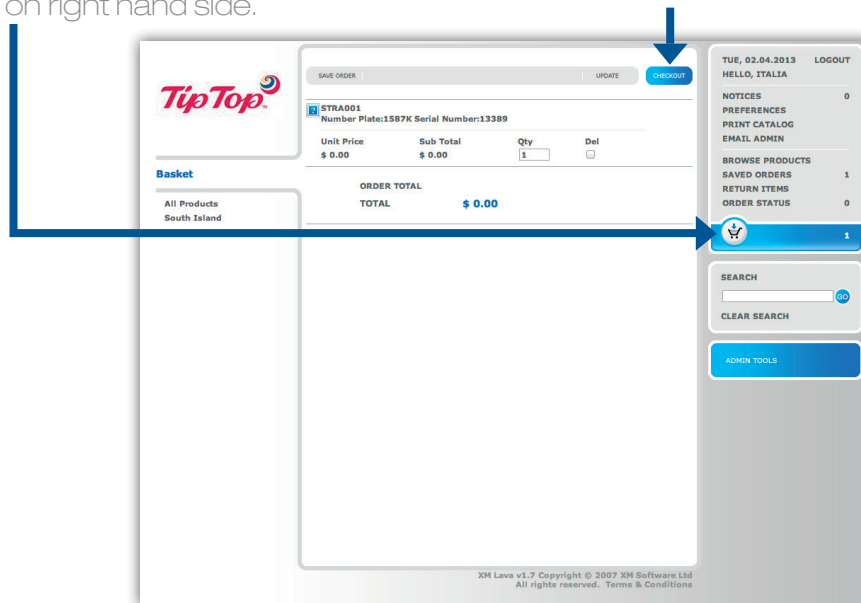
## TO ORDER

1. Click on Product on left hand side. Choose the products and quantities you wish to order.
2. From here you can then pick a van or cart in which to sell the product in.

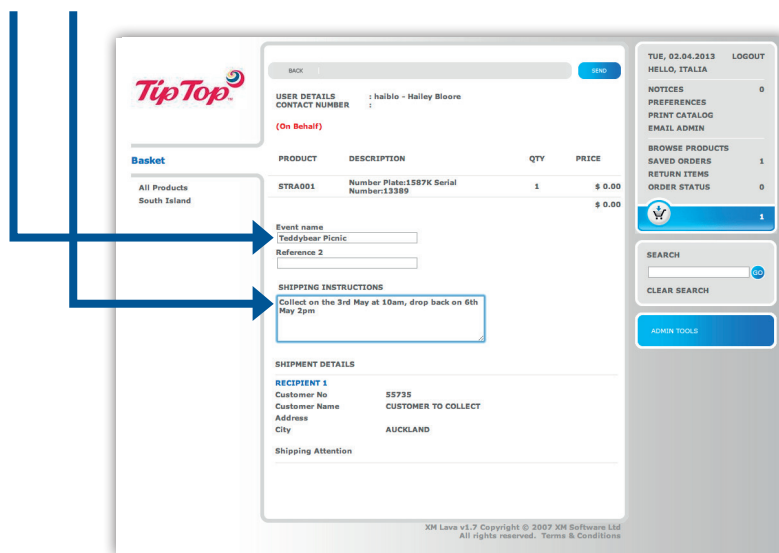
PLEASE NOTE: order must at least total \$700 excluding GST in order to use a van, and at least \$350 to use a cart. There will be a calendar on the bottom of each cart/van to show its availability. If your desired period is not booked then add it to the order.



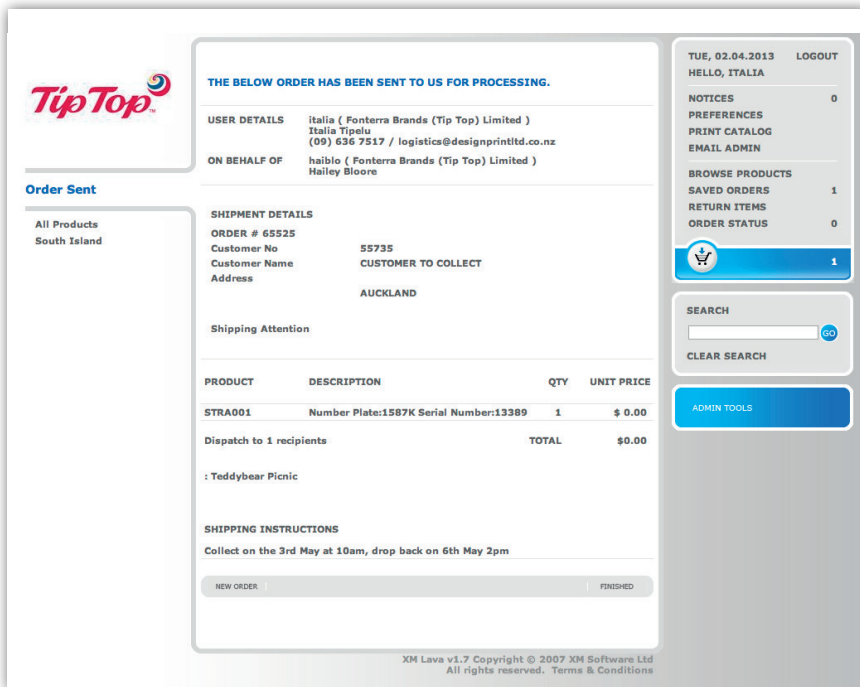
- Once you have confirmed product and cart/van check on the shopping basket icon on right hand side.



- Confirm items and quantities and click on checkout.
- Use key words to search for recipient, click on appropriate box and click on add to list at bottom of screen. Check the boxes of all recipient customers desired and choose confirm. If delivery and collection is required then extra costs may incur.
- Check shipping instructions, please specify dates required along with times of collection/return.



7. Under event name please specify the event or group it is to be utilised by.



**TipTop**

THE BELOW ORDER HAS BEEN SENT TO US FOR PROCESSING.

**USER DETAILS**  
Italia ( Fonterra Brands (Tip Top) Limited )  
Italia Tipelu  
(09) 636 7517 / logistics@designprintltd.co.nz

**ON BEHALF OF**  
haiblo ( Fonterra Brands (Tip Top) Limited )  
Hailey Bloore

**SHIPMENT DETAILS**  
ORDER # 65525  
Customer No 55735  
Customer Name CUSTOMER TO COLLECT  
Address AUCKLAND

Shipping Attention

PRODUCT	DESCRIPTION	QTY	UNIT PRICE
STRA001	Number Plate:1587K Serial Number:13389	1	\$ 0.00
Dispatch to 1 recipients		TOTAL	\$0.00

: Teddybear Picnic

**SHIPPING INSTRUCTIONS**  
Collect on the 3rd May at 10am, drop back on 6th May 2pm

NEW ORDER | FINISHED

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TUE, 02.04.2013 LOGOUT  
HELLO, ITALIA

NOTICES 0  
PREFERENCES 0  
PRINT CATALOG  
EMAIL ADMIN

BROWSE PRODUCTS 1  
SAVED ORDERS 1  
RETURN ITEMS 0  
ORDER STATUS 0

SEARCH  
GO  
CLEAR SEARCH

ADMIN TOOLS

## ORDER STATUS

To view the status of previous and current orders, click order status in the main warehouse page. Shipped orders will include tracking numbers which can be clicked on to gain track and trace results.

Once you have sent your order, the following will occur:

1. The order will be processed by Design Print Partners and a copy will be sent to Tip Top for authorisation.
2. Once you have the quote you will need to confirm order. Payment & Bond must be paid before collection.
3. On return of the material all items will be cleaned and checked. Any damage will be rectified and costs charged back to your Bond. You will be advised first. if this arises.

### MAIN CONTACT

**Events Co-ordinator** - Samantha Heares  
E-mail: [tiptopfundraising@designprintltd.co.nz](mailto:tiptopfundraising@designprintltd.co.nz)  
Ph: 09 394 1247

### SECONDARY CONTACT

**Logistics & Events Manager** - Sam Danielson  
E-mail: [sam@designprintltd.co.nz](mailto:sam@designprintltd.co.nz)  
Ph: 09 636 7517  
Mobile: 021 624 160

### AUCKLAND CONTACT

Anton Skidmore  
Mobile: 021 624 103

### CHRISTCHURCH CONTACT

Hamish Crawford  
Mobile: 021 315 319