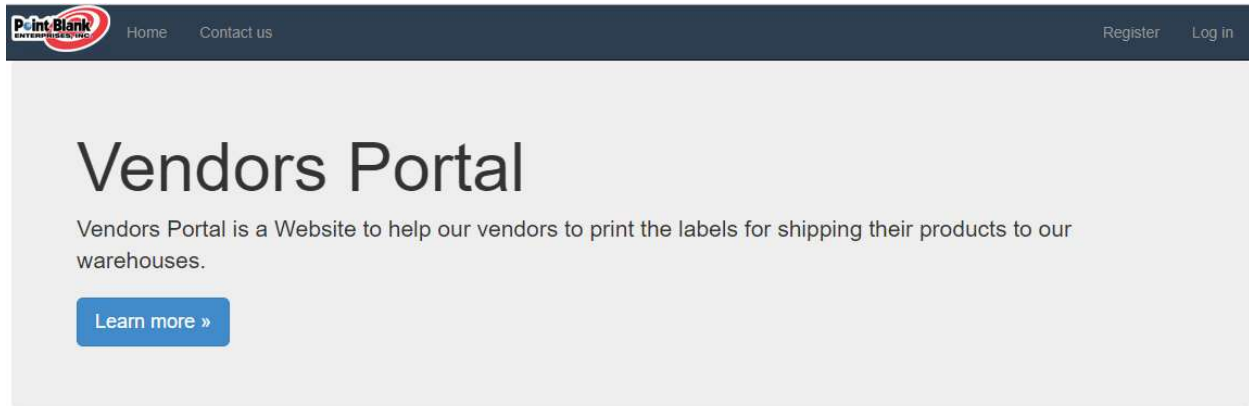


## SUPPLIER MANUAL

In order to start working with Point Blank Label Management System for PBS supplier, you need to go to: [suppliers.pbsinc.com](http://suppliers.pbsinc.com). The main screen of the system is like Fig. 1.



### Getting started

You can print your labels by downloading/uploading a file containing your pending PO's.

[Learn more](#)

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FIG 1

### Sign Up process

To create an account you have to "Register". On the registration page a form will be shown (See Fig.2). You must enter your email address and a password.

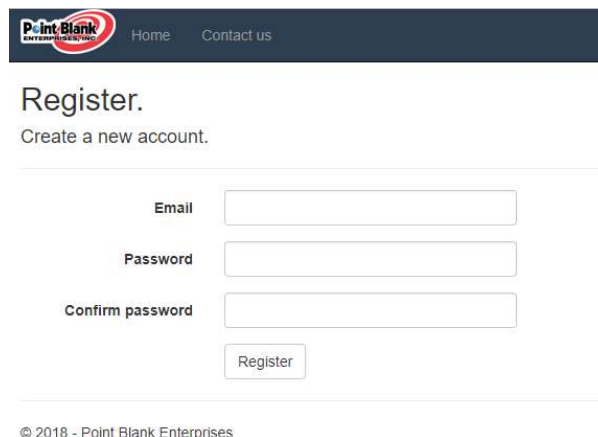
The image shows the registration page. At the top, there is a dark blue navigation bar with the Point Blank Enterprises logo on the left, and links for 'Home' and 'Contact us'. The main content area has a white background. It features a heading 'Register.' in a dark font. Below the heading, there is a sub-heading 'Create a new account.' Underneath this text, there is a registration form with three input fields: 'Email', 'Password', and 'Confirm password'. Each field is a simple white box with a thin gray border. Below the 'Confirm password' field is a blue button with white text that says 'Register'. At the bottom of the page, there is a small copyright notice: '© 2018 - Point Blank Enterprises'.

Fig. 2

After submitting the form and email will be sent to the email address entered to confirm your account, you must click on the “Verify my email address”.

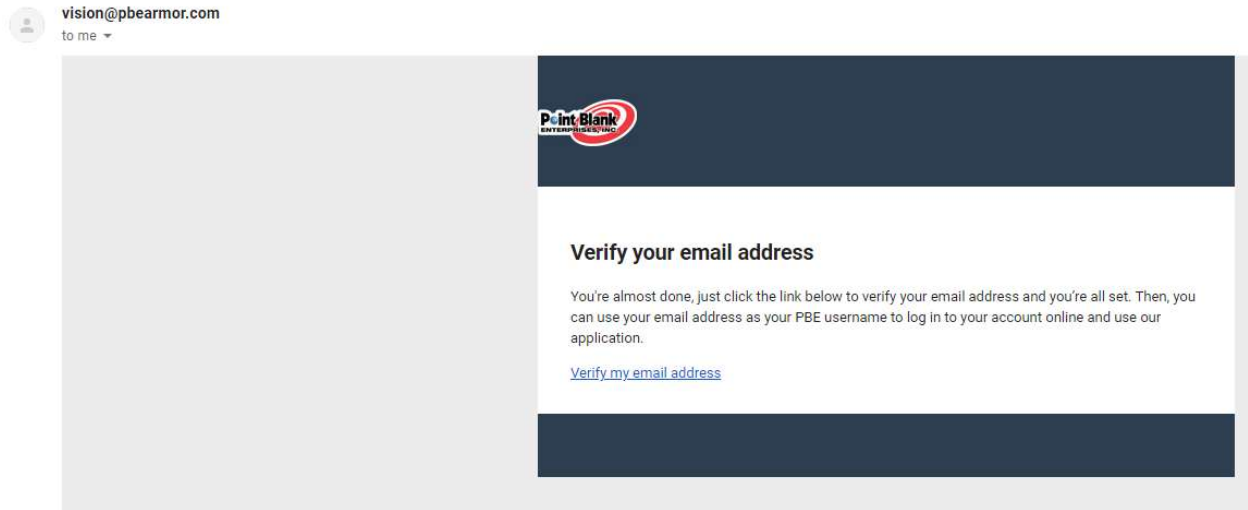


Fig.3

Once you are verified you can login to your account with your credentials.

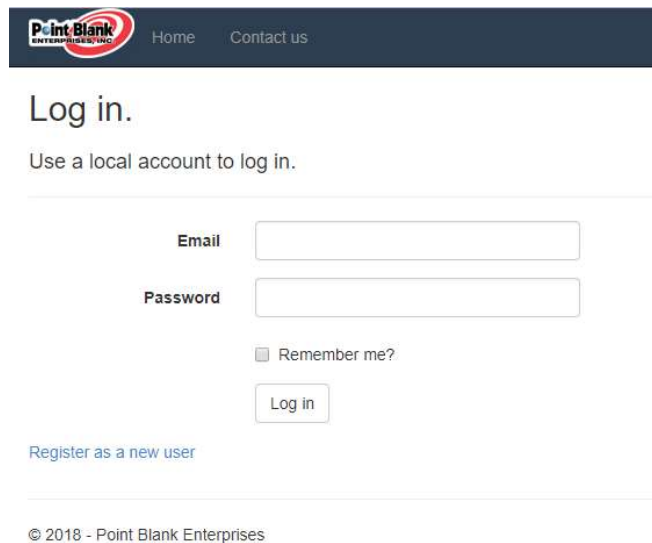
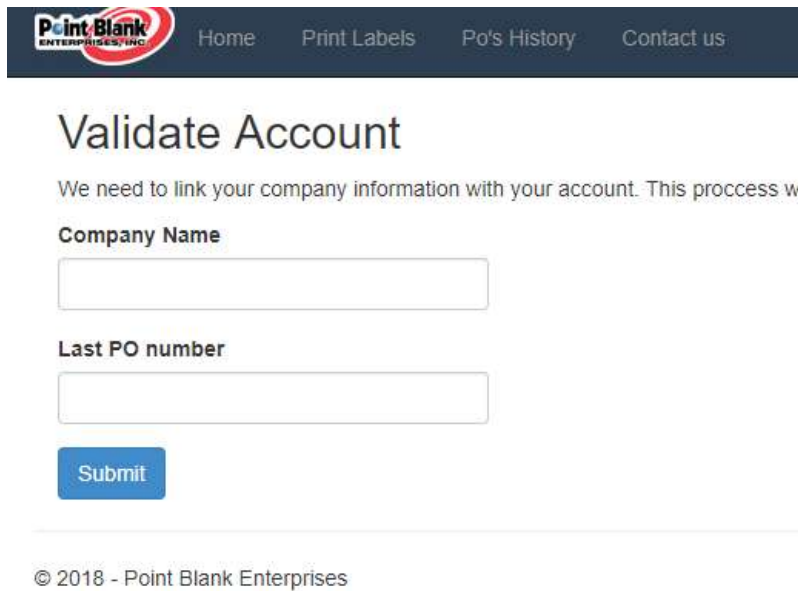


Fig. 4

Once you are logged in, you have to link your account with you company. By clicking on the “Print labels” button you will get to this screen (See below). You must enter your company name and a Po Number.



The screenshot shows a web interface for 'Point Blank Enterprises, Inc.'. At the top, there is a dark blue navigation bar with the company logo on the left and four menu items: 'Home', 'Print Labels', 'Po's History', and 'Contact us'. Below the navigation bar, the main heading is 'Validate Account'. Underneath the heading, a message reads: 'We need to link your company information with your account. This process will'. There are two input fields: the first is labeled 'Company Name' and the second is labeled 'Last PO number'. Below these fields is a blue 'Submit' button. At the bottom of the page, there is a copyright notice: '© 2018 - Point Blank Enterprises'.

Fig. 5

## Print Labels

The Print Labels screen is a two steps process.

1. **Step 1.** Download the document with your approved PO's. Click on the “Download Excel File” button. Open the excel file and edit based on your needs. You can enter serial numbers, quantities and duplicate lines whether is needed. Save your file to your local machine.

# Print Labels

### Step 1

Download our excel format and fill it with your PO's information.

[Download Excel File](#)

### Step 2

Upload the file that you filled with the PO's information.

No file chosen

[Upload File](#)

Fig. 6

2. **Step 2.** Upload the file. Choose the file edited previously and click on the “Upload File” button. This will generate on our system the list of labels to print and will jump to the next screen.

# Print Labels

[Download Font](#)

<input checked="" type="checkbox"/>	VendorId	VendorName	Warehouse	Address	Po	Line	Packing	ItemId	SerialNumber	Item Description	Color	SizeId	Quantity	BatchNumber
<input checked="" type="checkbox"/>			1031	1031 SW 2nd Street	1-PO-004540	1		000	12345	54JD64 CLAMPING JAW PINCH - 10 98 0220			0.00	
<input checked="" type="checkbox"/>			1031	1031 SW 2nd Street	1-PO-004540	2		AAA	54321	100211 STEEL PLIER SETS - 04-008			0.00	

[Print Labels](#)

Fig. 7

Fig. 7 screen contains the labels uploaded on the excel file. Here you must select/check what labels you want print.

By clicking on the “Print Labels” button, a pop up screen will show the printing formats available. Select one option and print the labels.

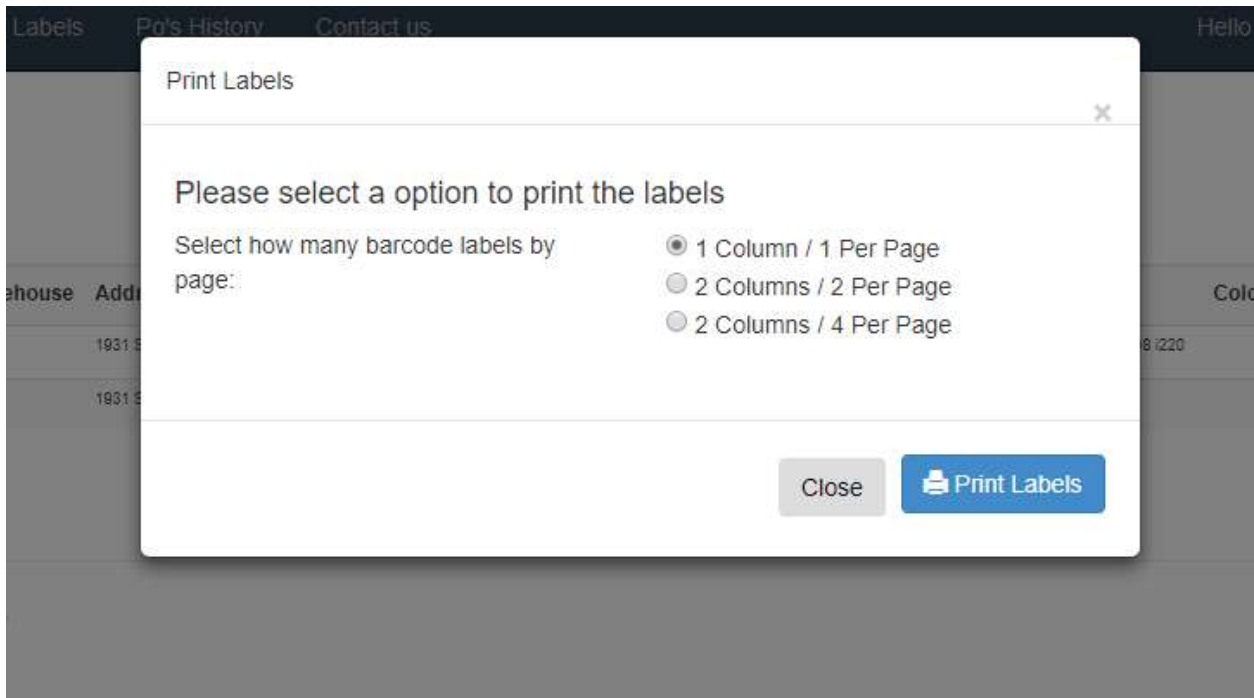


Fig. 8

At this point you might get a warning on your browser notifying you that Pop-ups are block. You must allow it as indicated on figures 9 and 10.

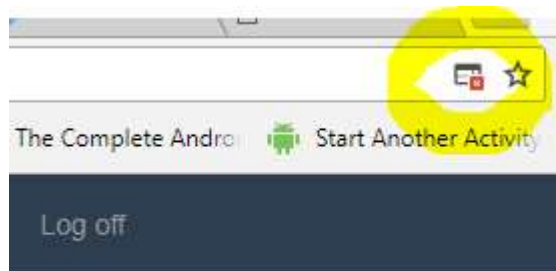


Fig. 9

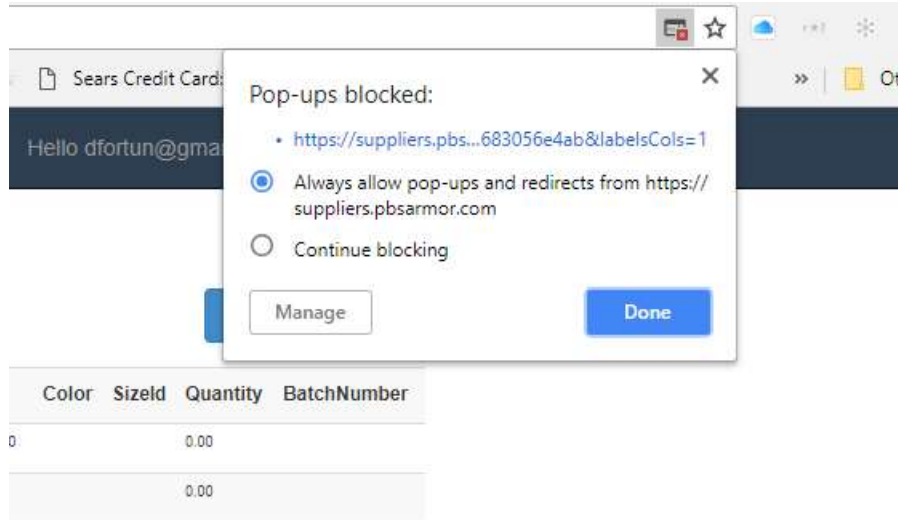


Fig. 10

The screen with the labels pop up on your screen. Right click on the labels screen and select the print option. This will show you your printer settings to proceed to print.

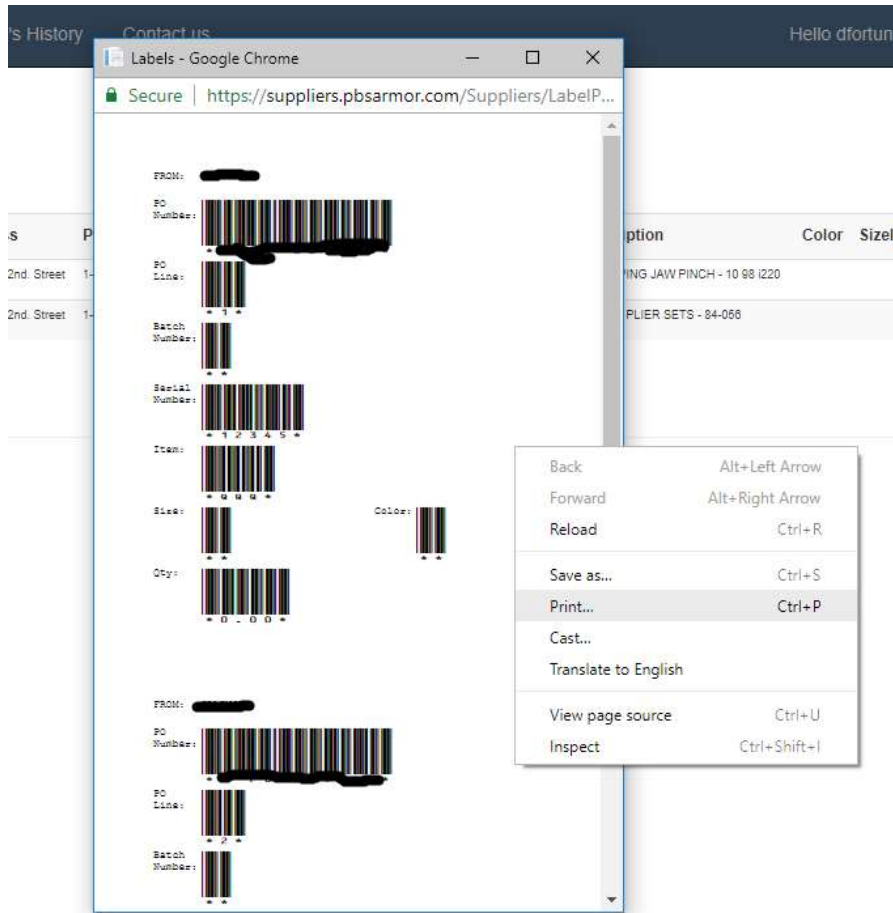


Fig. 10

