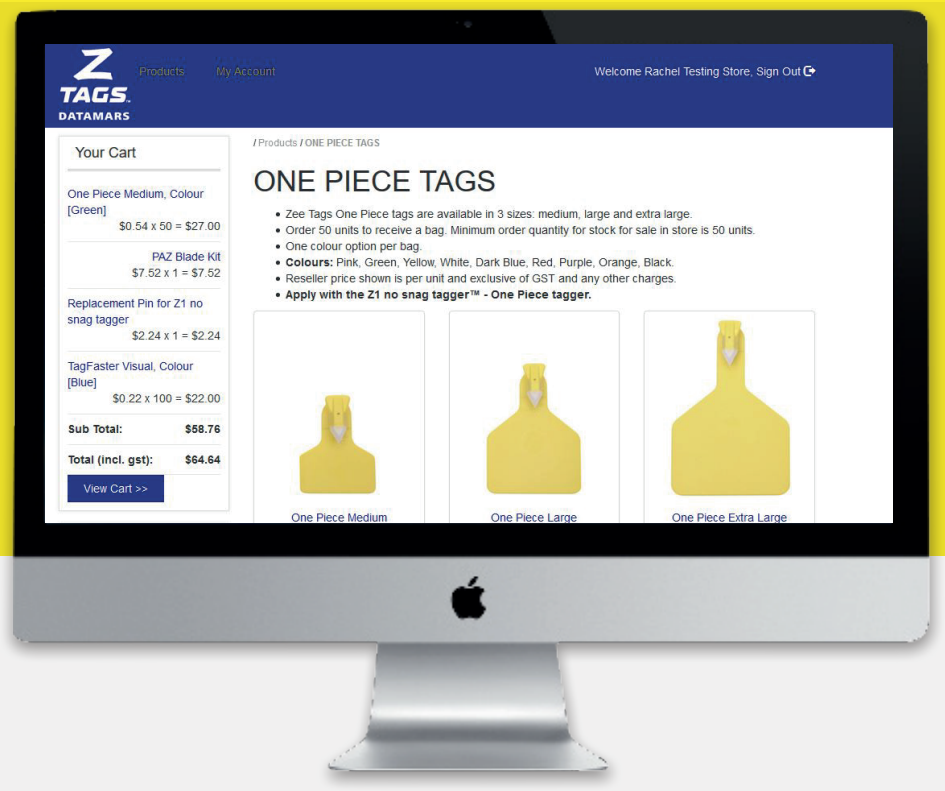
Z TAGS ONLINE ORDERING TOOL



DESIGNED TO ORDER ALL TAGS

NLIS tags

Management tags

Taggers and accessories

QUICK USER MANUAL

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1. Log in access

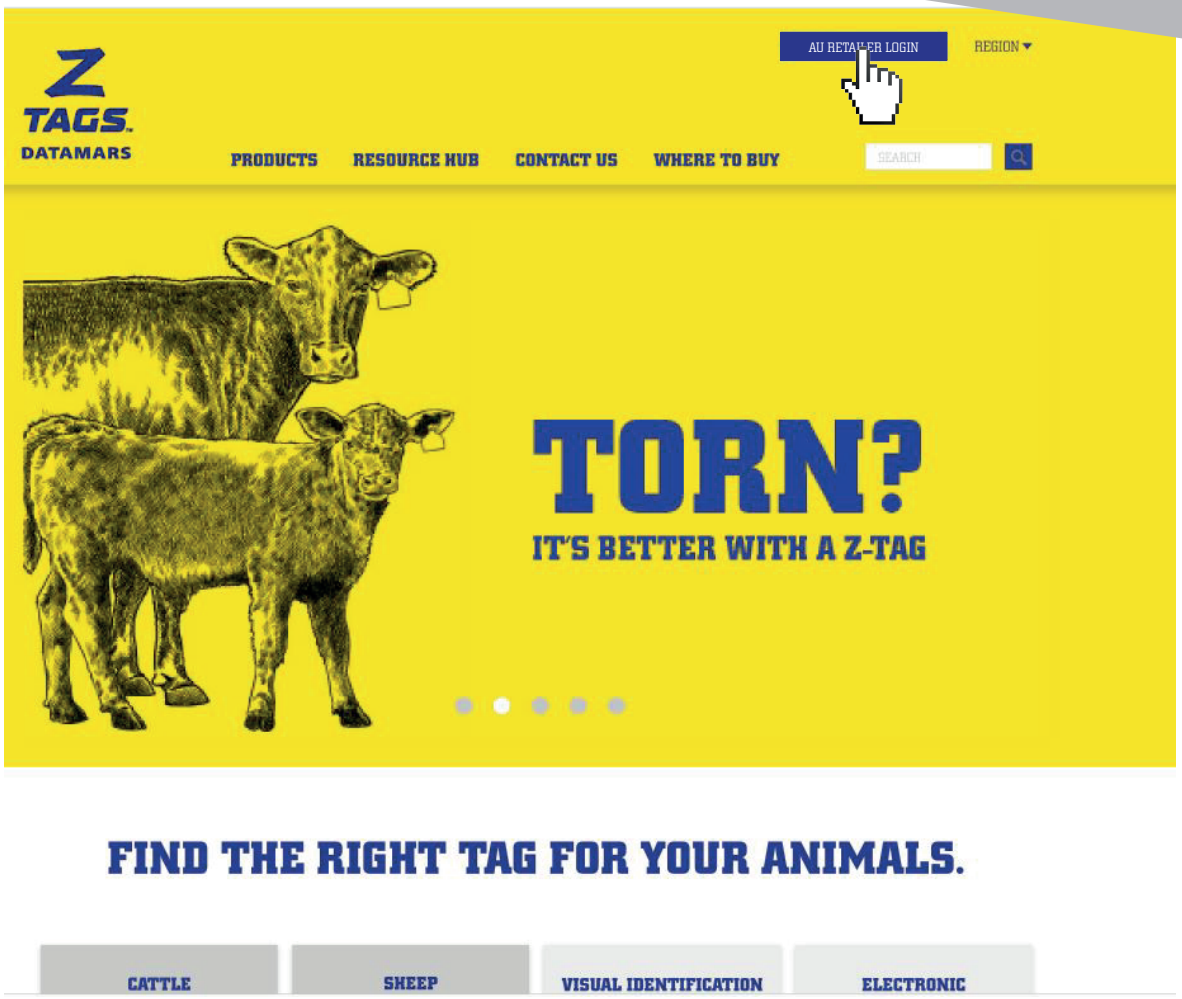
The ordering tool is **accessed via the Z Tags website.** Please visit **www.ztags.com** and click on the "AU Retailer Log in" link positioned on the top right hand side corner of the website's home page.

Visit the Z Tags website

www.ztags.com

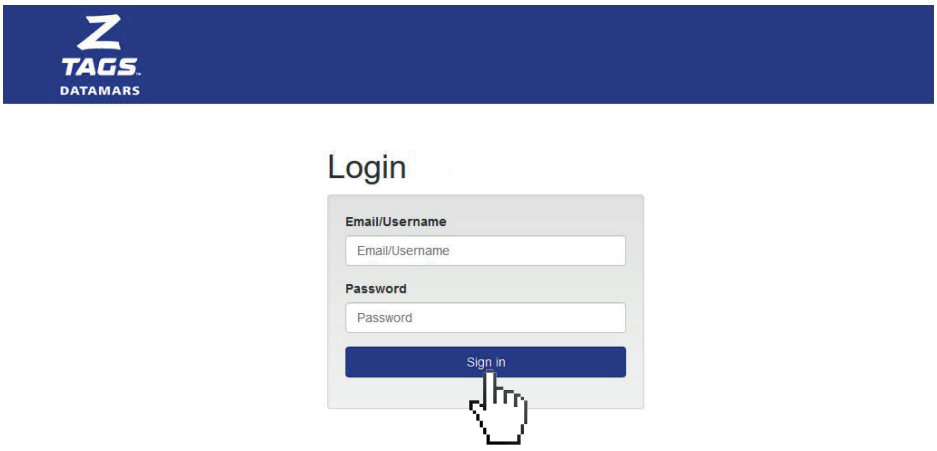
to access our online tool to order all tags

NLIS TAGS
MANAGEMENT TAGS
TAGGERS & ACCESSORIES



2. Reseller Login In

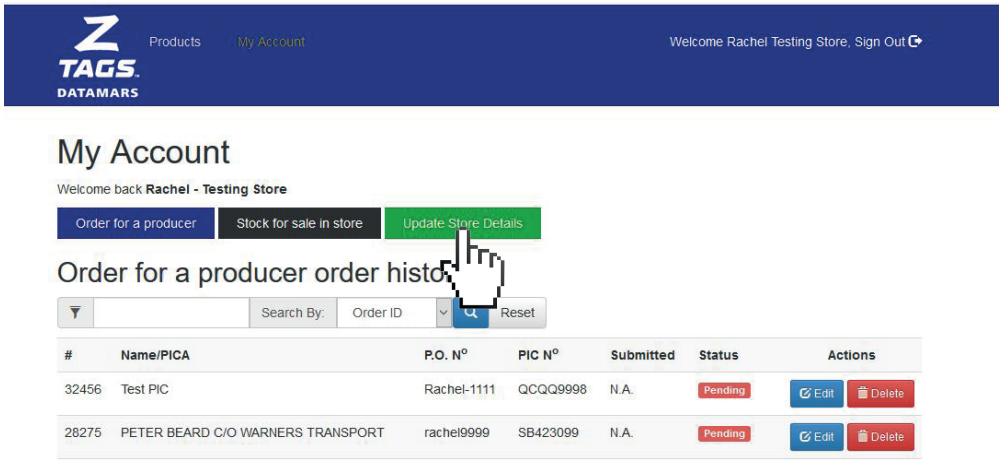
Please enter your user name and password which should have been provided to you by your Local Territory Manager. If you don't have your log in details, please contact us on **1800 641 324** or email **ordersaustralia@datamars.com**



3. My Account

"My Account" is the first page presented to you every time you log in. On this section you will be able to:

- Update your profile under **"Update Store Details"** section
- Order for a Producer
- Order Stock for sale in stock
- Overview your previous orders and their status

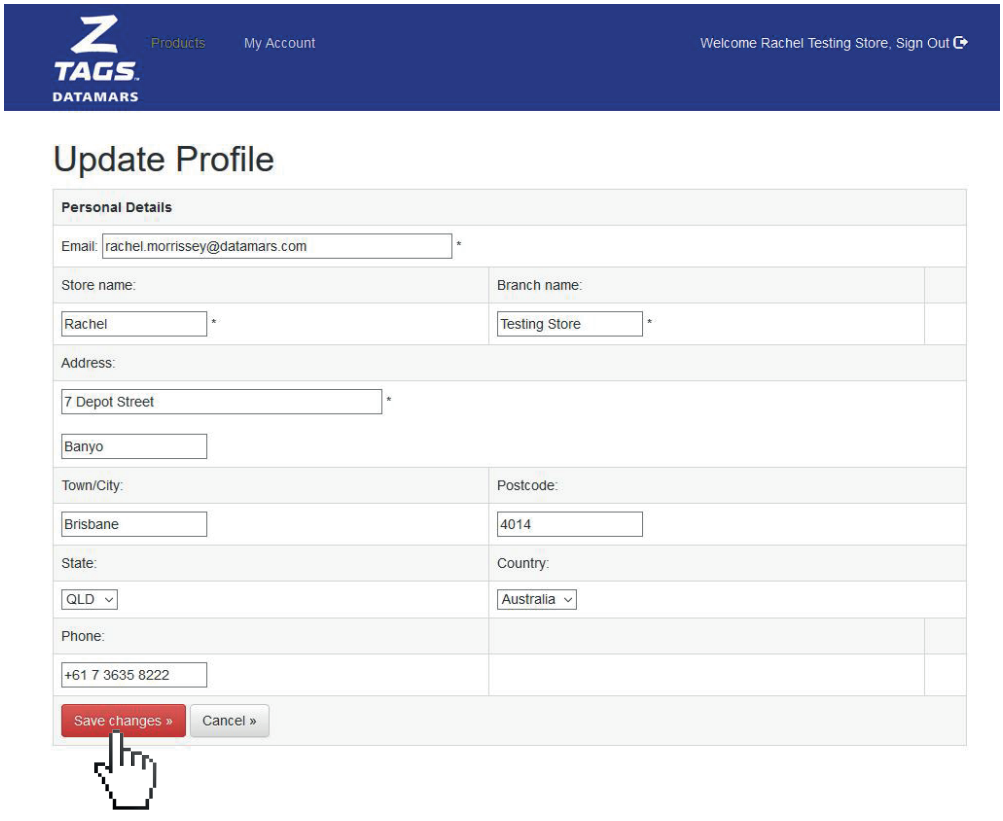


Please complete your profile as follows:

- **Email:** this is the address that we will use to send a confirmation of your orders
- **Store name:** for example Landmark, Eders, CRT
- **Branch name:** is the "branch" of your store. e.g. Rockhampton, Bombala
- **Address:** is the physical address for your store.
  Then press the **"Save changes"** button once you have finished setting up your profile.

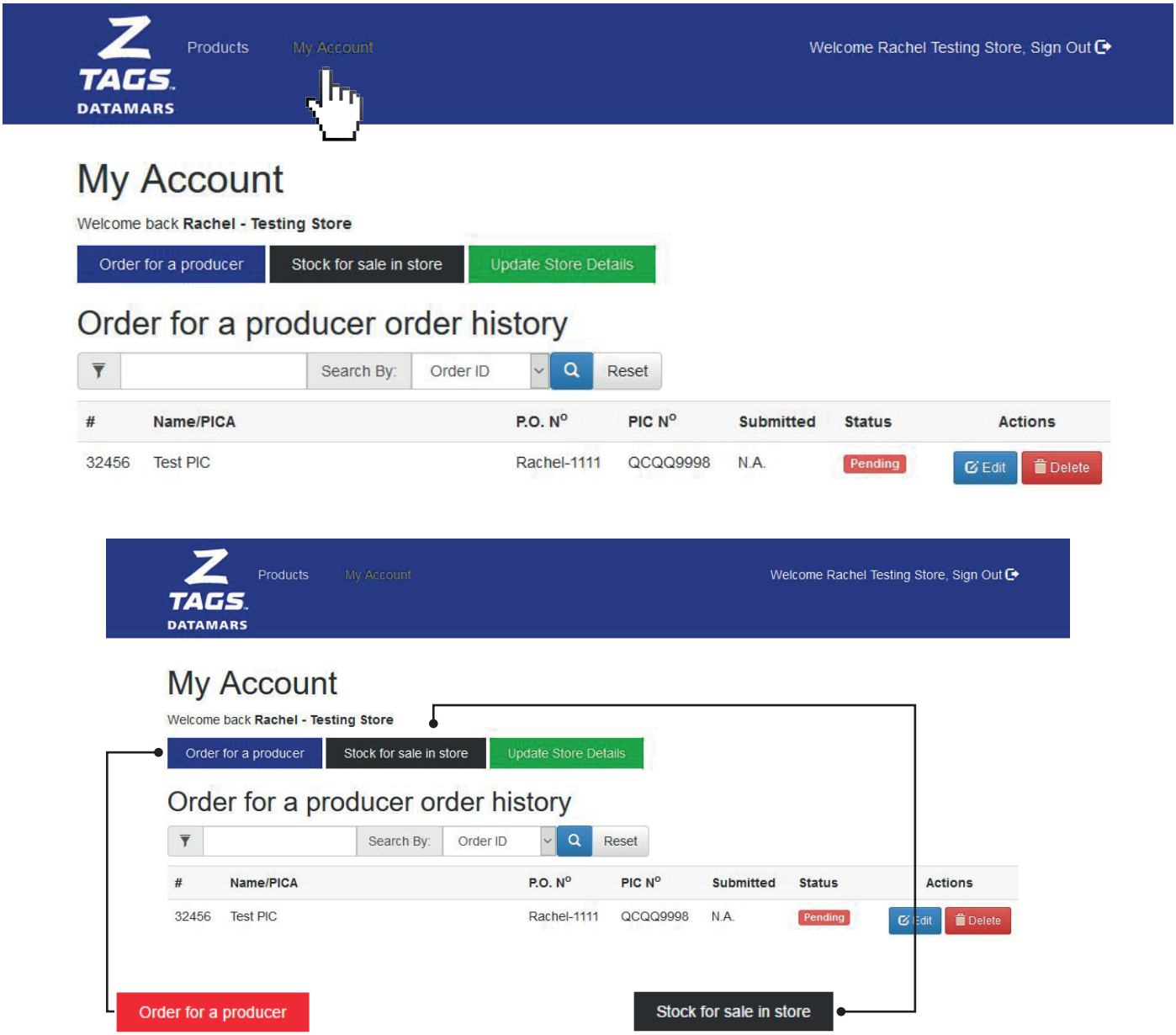
HELPFUL HINT

It's very important that you Update your Profile when you first log in.
The importance of this is so that confirmation emails detailing the orders placed are sent to the right email address for your records.
Please note this is a step you only need to do once.



4. Placing a New Order

Once you have updated your profile, you can proceed with you first order. Please select **"My Account"** then select the type of order you would like to place: Order for a producer **OR** Stock for sale in store



Order for a producer allows you to:

Order the following options

1. NLIS tags
2. NLIS tags + Matching two piece tags
3. NLIS tags + Matching one piece tags
4. NLIS tags + Matching feedlot tags
5. Two piece tags (management)
6. One Piece tags (management)
7. Feedlot tags (management)
8. FET tags (NLIS and Management)
9. Taggers and accessories

Order for Stock for sale in store allows you to:

Order <u>Blank</u> stock for sale in store, in bags:

1. Bags of 50 One piece tags
2. Bags of 50 Female - Two piece tags
3. Bags of 50 Male - Two piece tags
4. Bags of 50 Feedlot tags
5. Bags of 100 FET tags
6. Taggers and accessories

ORDERING FOR A PRODUCER

5. Reseller and producer details

Once you have selected **"Order for a producer"** you will be presented with the Reseller and Producer Details Section. Note that the reseller details shown are the ones provided under "Update Store detail section" as explained on page 4.

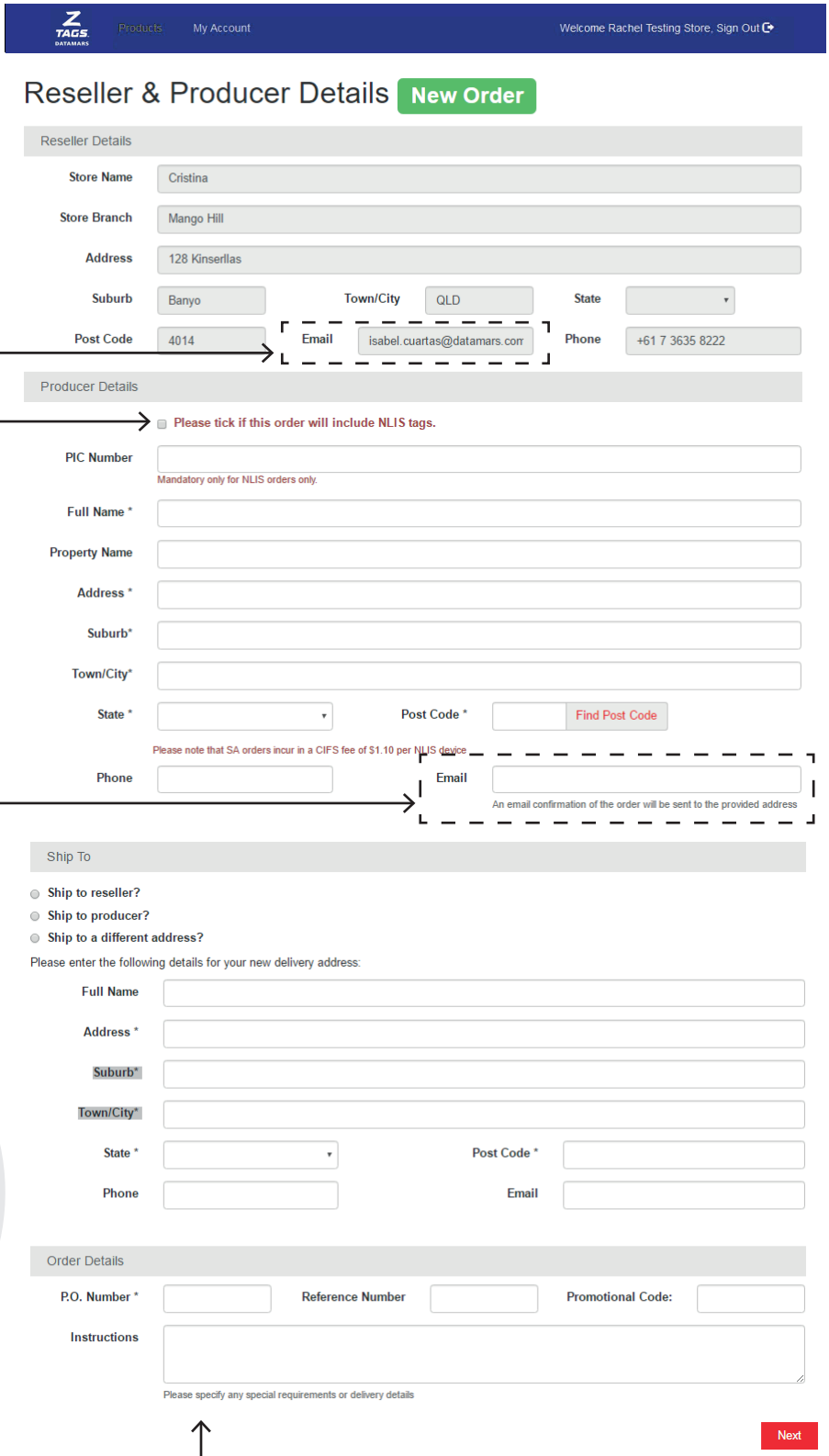
Under the Producer Details section, you are required to enter the details for the producer only the first time you use the web ordering. It is recommended to always use the PIC number for the producer, so next time you access the site to order for that particular PIC Number, the producer details will auto-populate, saving you time in data entry.

Reseller Details:
To update these details, please click on "Update Store Details" button under "My account" Section
See page 4 for details

We will use this email address to send you an e-mail confirmation with your order

Please select if your order includes NLIS tags

We will also send a 2nd confirmation email to the address provided here.
e.g. if you want the Producer to receive a confirmation email with the order or if a second person in your store wishes to receive the confirmation email, you should provide his/her email address here



Please specify special requirements, or further delivery details

HELPFUL HINT

PIC Numbers

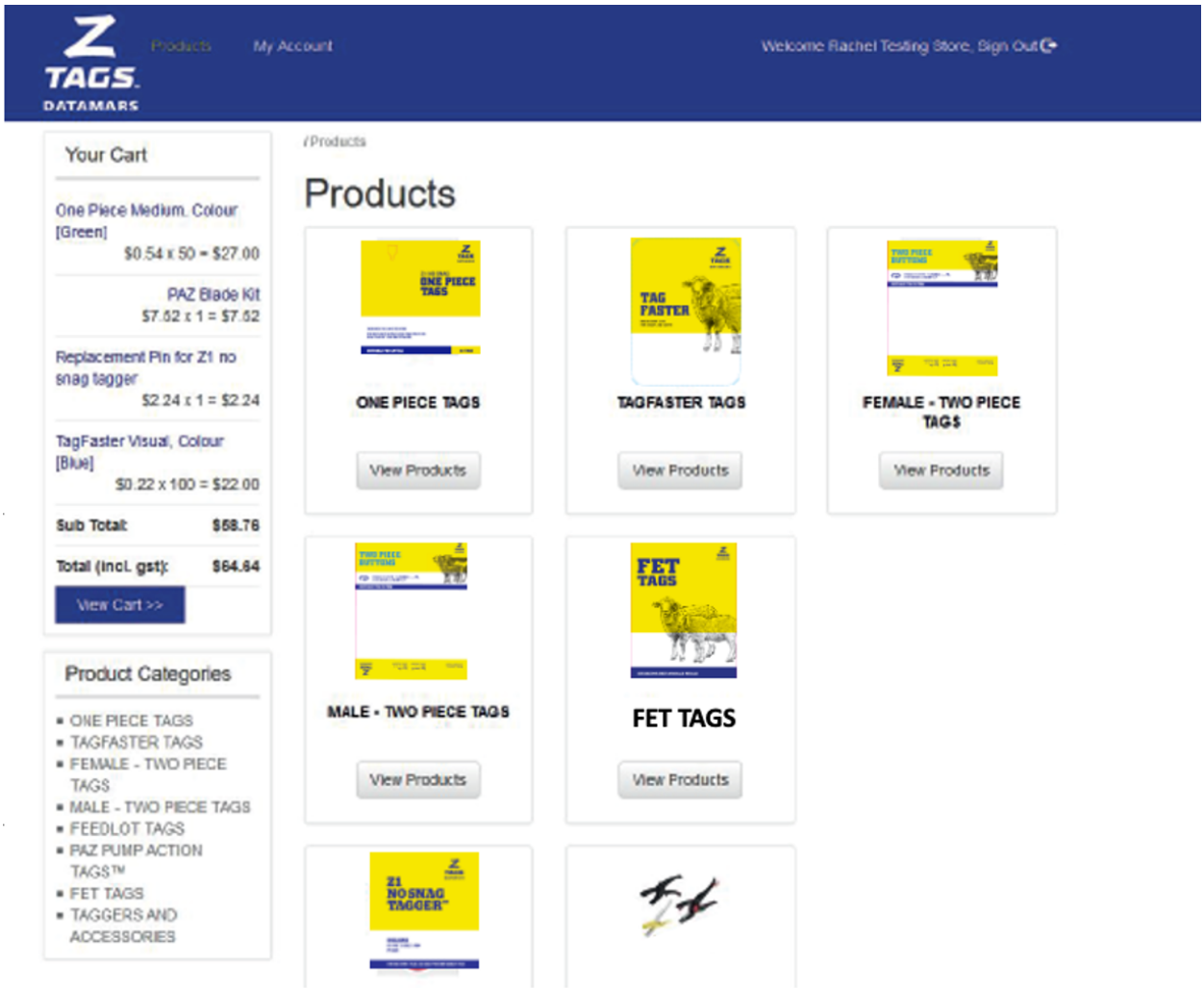
When using this tool, we recommend to supply the PIC Number associated with the order so next time you order, you won't have to enter the Producer's details.

6. Products

The different product options you can order are grouped into 10 categories, when ordering please take the following into consideration:

- NLIS tags with Matching options (Two Piece, One Piece and Feedlot tags) allow you to order the **same quantity** of NLIS tags with matching tags. e.g. 100 NLIS breeder with 100 One piece tags. If you require an Animal Number printed on the visual tag, the number that will be printed, will be the same as the number series printed on the NLIS tag.

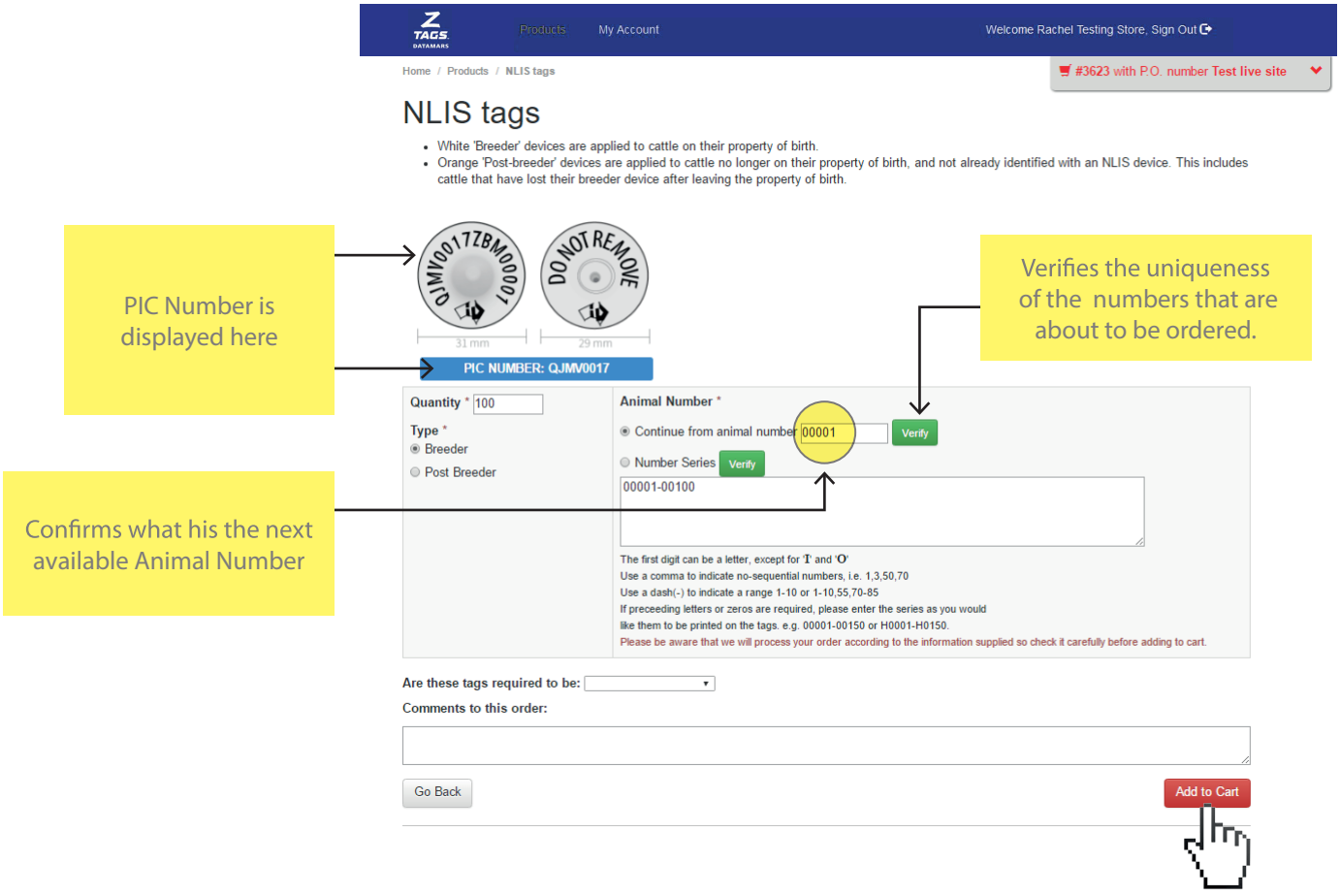
- If you wish to order, under the same order, uneven numbers of NLIS tags and management tags, you should select each option individually. e.g. order 100 x NLIS tags numbered 1 to 100 and 50 x One Piece tags numbered 151-200.



HOW TO ORDER NLIS TAGS

7. How to order NLIS Tags - Breeder and Post Breeder

Step 1. Enter the **quantity** to order
Step 2. Select the **type: Breeder or Post Breeder**
Step 3. Select Animal Number: continue from Animal Number **or** Number Series and click **"Verify"**
Step 4. Select packaging options under "Are these tags required to be:"
Step 4. Click **"Add to Cart"**



8. How to order NLIS tags with Matching Options

HELPFUL HINT

The instructions below also apply when ordering NLIS tags with matching one piece and feedlot tags.

PLEASE ENTER NLIS TAG SETTINGS

Please refer to page 8 for instructions

THEN ENTER MATCHING TAG SETTINGS

Select the settings of the Female tag and then the Male tag

Step 1. Select size

Step 2. Select colour

Step 3. Print Type: Laser Print, *PureBlack* or Blank.

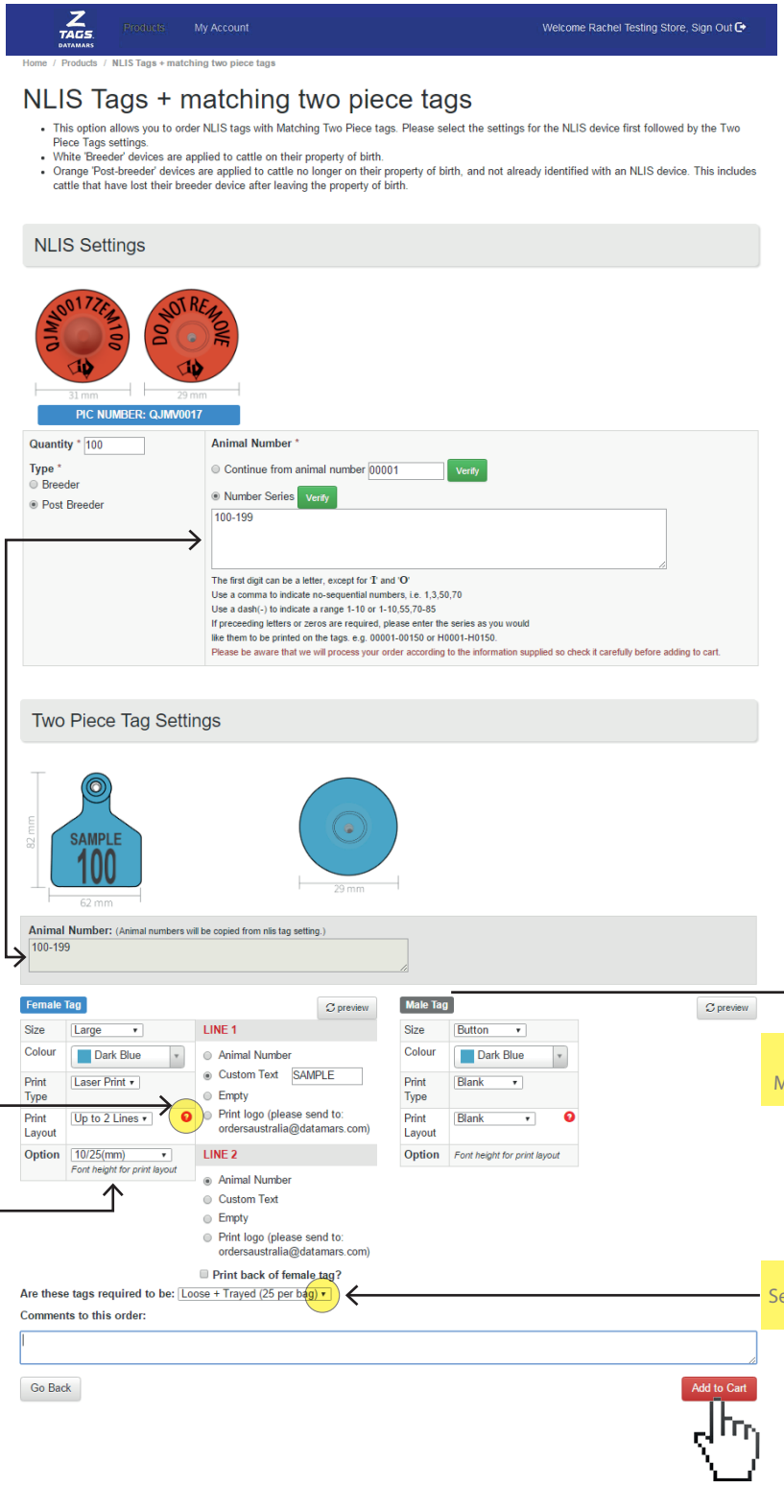
Step 4. If Laser Print or *PureBlack* selected, choose the Print Layout for the tags (# of lines printed on each tag)

Step 5. Continue to select the option for the Print Layout. i.e the font height for each line.

Step 6. Continue with the configuration of the tag by selecting the printing information on each line.

Step 7. Select packaging option under "Are these tags required to be"

Step 8. Add to cart



Note: matching tags mean that the same number series printed on the NLIS tag will be printed on the matching tag.

Click on te "help" icon to see a sample of our most common printing templates



Select font heigh combination

Continue with Male tag seettings

Select tag packaing

ORDERING MANAGEMENT TAGS

9. The following notes highlight the main areas when ordering management tags. These notes are also valid for all management tags options, including one piece, two piece and sheep tags.

