

## [MPM] User Guide for the Congress Poster Printing Service Application System



October 2022 Kinko's Japan Co., Ltd.

## Introduction

(How to sign up and change registered information)

### [On-demand MPM] Sign-up process



#### User registration (1)

You need to sign up from the login page on the ordering site to use the service.

● ログイン (Logi	in) ID ID パスワード (Password) パスワード [Login]	Please ensure you configure your email account to whitelist the following email address: auto-reply@kinkosmpm.jp * This is a send-only address
(Forgot password (Sign up as a new	B) ● パスワードを忘れた方はこちら wuser) ● 新規ユーザー登録はこちら ● IE 9,10,11 Windows ● Chrome Windows/MacOS ● FireFox Windows/MacOS ● Safari MacOS	Click [Sign up as a new user]
		♪ ユーザー登録 (User Registration)   (Enter your e-mail address and press the [NEXT] button)   メールアドレスを入力し、「次へ」ボタンを押して下さい。   メールアドレス   「キャンセル 次へ   [Cancel] [NEXT]



#### User registration (2)

An "application reception message to kinko's MPM member" is then sent to the email address you entered. Click the link for the main registration to enter the items required for user registration.





#### Change registered information and password

Display your registration information via [Account Setting] on the menu of the [Settings] tab as shown on the top of the page after logging in and change the registered information and enter a new password. Then, click the update button.





### [Reference] Registered information indicated in a quotation \*The order final confirmation page



	QUOTAT	ION	見積香号: kin	nkosestimateD10	2M202209290001	
Customer Code No. <b>1234567890</b> 発注ユーザー様(Demo) 様						
Thank you very much for your conti We will quote you as follows. Estimated Date: 202249/J29H Delivery date: 2022/0/0 Delivery location: Designated Delivery Desti Estimated Effective Date: 1 month from the	nued support. nation. date of quotation.		1-1-1 Mir PACIFICO	Kinko PACIFICO nato mirai, NH Kanagawa Yoko, wa Fi N Kanagawa Cor	s Japan Co., Ltd. solution Content Dor Content Solution Content	
Title Poster Print (2022	academic conference)	Quantity	1	X		
Item			( aant -	Unit Price	Total (JPY)	
[A] semi-gloss paper				15,000,00	15,000	
[0] SOTE NOR-moven TAD/10	ne as the main rew material)			25,000.00	25,000	
WN配送料	and the face many rear materially		1	0,00	20,000	
			CRAND			
Sub Total ¥ 60,000	Tax (10%)	¥ 6,000	GRAND TOTAL		¥ 66,000	
[Delivery horation]       [Product Specifications]         2022 •• academic conference site       [A] semi-gloss paper 1.800mm × 900mm         11: Minato miral, Nishi-ku, Yokohama       [B] soft non-woven fabric 1.800mm × 900mm         Kanagawa 220012, Japan       [C] LIMEX (Non-pulp material with limestone as the main raw material) 1.800mm × 900mm         PACIFICO Yokohama Exhibition Hall       [C] LIMEX (Non-pulp material with limestone as that replaces paper and platic with limestone as its main ingredient. It is an eco-friendly media that can greatly reduce the amount of water resources used in the manufacturing process compared to ordinary printing paper.						
L	1/1	Price calculati	ons are rounde	ed to the neares	st whole number.	



[Reference] Registered information indicated on a receipt and expense reports \* after the ordered item has been shipped (delivered)



See P. 16 for how to download receipt and expense reports from the system after the ordered item has been shipped (delivered).
DATE : 2022年9月29日 No. 50 RECEIPT Kinko's Japan Content PACIFICO Yokemana Content 1-1-1 Minato mirai, Nishi-lar okorona Kanagawa 220-0012 , Japan
PACIFICO Yokohama Exhibition Hall 2F ユーザー様 (Demo) 様 Tel: +81-45-222-7025
$\underset{g \text{ tax})}{\text{nount}} \qquad _{\text{g tax}} \qquad 66,000$

## How to order the service



### Login

Log in with the User ID you registered on the login page.

Con Demand Solutions	
➡ ログイン (Login)	
	D パスワード (Password) パスワード (Password) パスワード (Dand password) Login
	<ul> <li>▲+新規ユーザー登録はごちら (Sign up as a new user)</li> <li>● IE 9,10,11 Windows</li> <li>● Chrome Windows/MacOS</li> <li>● FireFox Windows/MacOS</li> <li>● Safari MacOS</li> </ul>







### ① Selecting items

Following the procedure, save the item(s) you select from the item list in the cart. \* The poster size and paper lineup vary according to the congress.





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#### ② Displaying the cart and uploading PDF data

Click [Cart] to display the cart. Click [Upload data] on the bottom of the thumbnail image to specify the file. Click [Specify the Shipping Address] when proceeding with the order.





#### ③ Selecting the shipping address

Check the box of the venue address registered in the list of shipping addresses.

Cart 配送先指定			配送先別数量指定	② Click
共有管理: 共有配送先 🗸				
共有管理				
	Q 名称	検索	K ( 1/1 ) »	
	名称:	第●回 ●●学会学術集会 ポスター会場		
	宛名:	第●回 ●●学会学術集会 ポスター会場		
	〒:	220-0012		
	住所:	神奈川県横浜市西区みなとみらい1-1-2パシフィコ横浜		
	代表電話番号:	045-000-0000		
	内線番号:			
	担当者:	運営事務局		
	担当者携帯番号:			
	担当者メール:			
			全選択(全解除	
	名称		選択	(1) Check the shipping
	第●回 ●●学会学	新集会 ポスター会場		address registered.



#### (4) Enter the number of items and the order name

On the page specifying the number of items by shipping address, confirm the number of items and enter "your **abstract number**" in the order name. After entering the information, click [Go to order application].





#### (5) Confirmation and order confirmed

The final order confirmation page is displayed. Provided the order is correct, enter the necessary information and click [Confirm the Order]. **\*Please note that orders cannot be cancelled once confirmed.** 



# How to Download Receipt / Expense Reports



#### How to Download Receipt / Expense Reports

Once the ordered item is shipped (delivered), the status shown in the system changes to "Delivered". When the status is "Delivered", you can download expense reports (quotation, delivery statement, invoice) and receipts from the system in PDF format.





