



MOI Information

Walkthrough an MOI Order

1. Go to www.kramergraphics.com login to MOI-My Order Information- by clicking on the orange
2. Enter username and password
3. Once at the homepage click Create Order
4. This next screen gives you the following options.
 - Order from no template- for an order that you haven't created a template for, will have the options to choose from type of substrate and application and the next screen.
 - Order from template- If you've saved a custom template, most of our customers will create templates for their common sizes/bleeds etc. To learn how to create a template ... Follow the directions for a no template entry, you will have the option to save template at the order entry details page
 - Repeat last order- this moi ordering tool will save you time if you have a repeat order that has the same sizes, bleeds, and...
5. The no template option will give you a list of available products and their applications. Click from the drop down menus your selections. And then click select and continue.
6. You are now at the order entry details page! Your account number, Contact, and Customer fields will populate automatically.
7. If you have a Purchase order number- enter it in the field. This PO number will print on package shipped from Kramer Graphics, and also be viewable from MOI's homepage.
8. For Delivery Date- please select the day you need it.
9. Due time- By end of day=standard ground shipping , If you select AM(much more expensive option) will be guaranteed to arrive that morning through either air or expedited ground.
10. Select the proof type desired.
11. The email proof too field will automatically enter your email address, you can enter multiple email addresses by separating them with a semi colon ; The addresses entered will get a proof sent to them from Kramer Graphics
12. The next field is an option if you were to have an outside artist. The email address entered in the field will receive a link to upload the art for this specific job. Once we receive the art all parties will receive a notification.
13. Fill out the quantity wanted, height, width, and bleeds. The square foot total will calculate for you.
14. In the Job Reference/Advertiser design section is what description will print on our color label, and what the moi homepage will show. Many people the size and what the image is Example: 14x48 McDonalds cheeseburger structure 32b
15. In the special instructions field- is where you would put if needed special folding, trivision slat sizes, pull info from a previous job, reference quote number etc