

UL 标签在线订购指南

外部版本号 6

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UL 标签在线订购

该程序可以方便客人直接在网络进行下单以及重复订购 UL 标签并且直接通过该程序进行非常直观的管理标签订单，快递信息以及其他。

1. 首要的第一步: 必须注册 myUL™ 客户端的账号

您需要直接通过 myUL™ 客户端的账号和密码来进行订购标签. 如果您的公司/组织已经作为主账户注册了该公司/组织的账户，您如果注册在其组织/公司下，需要得到该主账户用户在该程序下授权才可以登陆并且正常使用授权的功能。

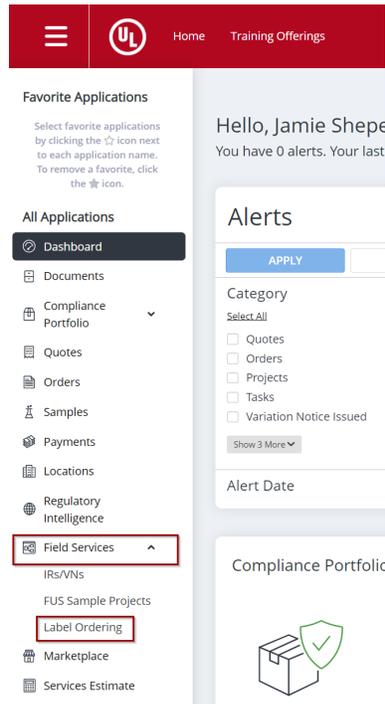
如果您需要获得更多关于如何注册的指引，您需要点击此处 [Registration Guide](#) 或者通过 [myUL™](#) 客户端联系我们。

2. 登陆 myUL™ 客户端

请使用谷歌浏览器 Chrome，微软浏览器 Edge 或者 火狐浏览器来使用 myUL™ 客户端。

The screenshot shows the myUL™ Client Portal interface. At the top, there is a navigation bar with the UL logo, the text "Explore all of ul.com", and a "Careers" link. Below this is a red header with the "myUL™" logo and navigation links for "Login", "Features", "Learn More", and "Contact Us". The main content area features a large white UL logo on the left and a central text block that reads "A New, Full-Service Client Portal". Below this, it says "Register today for the myUL™ Client Portal to enhance your level of access into your UL projects, documents, and services. MyHome users, make the switch today!". A red box highlights "Now Available:" with three bullet points: "Accept quotes with the click of a button!", "View detailed information for FUS Sample Projects", and "Find regulations to gain access to other markets with UL Go". On the right side, there is a white login and registration form. The form has a "HAVE AN ACCOUNT?" section with "Email Address" (input field with "e.g. john.doe@ul.com") and "Password" (input field with "*****") fields, a "Forgot Password?" link, and a red "LOG IN" button. Below this is a "REGISTER NOW" button. At the bottom of the form, it says "Have your company party site number ready." and a "Have questions? Contact Us" link. A white checkmark icon is visible at the bottom center of the page.

当您点击左边的信息栏，请在下方找到位于 Field Services 下的“Label Service Application”



如果同一个注册邮箱作为登陆账号关联了多个的注册地址，您将会看到如下的界面，请点击您需要购买标签关联的地址。每一个地址将有独立对应的 Party Site Number。

Multiple PSN found

You have multiple party site numbers found in our system. Please select one of the party site numbers from below list for label ordering. If you select Cancel, system will use your previous party site number for label ordering:

Party Site Number	Company Name	Address	
12345	Company A	Address 1	Select
98765	Company B	Address 2	Select

Cancel

如果您的账户是有双重角色认证（档案申请方 或授权制造工厂），您也需要选择对应的角色来进行下一步，不同的角色看到的可订购的标签将会有所不同。这取决于您所选取的角色来呈现。

User Role

Would you like to order labels as:

Applicant

Manufacturer

注意: 您可以随时点击左边信息栏来切换 Party site Number 或者 角色。

3. 标签在线订购

A. 标准型标签

位于左手边的信息栏

LABEL ORDERING

Order Standard Labels

Switch Role

Switch Party Site Number

点击“Order Standard Labels”订购标准型标签

Order Standard Labels

选择对应的档案号，点击如下图，进行下一步订购标准型标签。

Order
Standard
Labels

如下图，每一款的标签将能直观的看到标签的详细信息，如标签代码，标签名称，标签样式，打包规格，数量，单价等等。如果标签的打包规格为 RL（卷）= 1,000 张，您输入 2，则表示您将会订购数量为 2,000 张的该 UL 标签。

AVLV2 (0758) APPLIANCE WIRING MATERIAL
ITEM NUMBER 50000176
LABEL DESCRIPTION APPLIANCE WIRING MATERIAL 250 FT

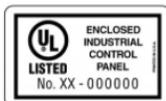


QUANTITY 13.270000
PRICE USD
LABEL PACKAGE DESCRIPTION RL= 1000 LABELS

RL

如果标签的打包规格为“Each”（张），您需要输入 2,000 来代表您要购买的是 2,000 张标签。

NITW Industrial Control Panels
ITEM NUMBER 50000153
LABEL DESCRIPTION ENCLOSED INDUSTRIAL CONTROL PANEL



PRICE 0.029670 USD
LABEL PACKAGE DESCRIPTION EACH
2000 QUANTITY (Ea)

点击“Add Selection”该蓝色方框加入购物车

Add selections

您将进入购物车 [Shopping Cart](#)

Cart for Manufacturer: 00000 Return to shopping Delete cart Manage Documents

E

Company Applicant Details

To ensure our records remain accurate, please review the Applicant and Bill To is the company financially responsible of our service The "BILL TO" is the preferred location to receive our invoices. If you need to make any changes, please contact the UL Label Center before the submission of the order. Thank you!

* Applicant Account Number
Applicant Account Number

* Applicant Company
Applicant Company

Applicant Details On File

B. 购物车预览以及提交订单

您在这一步依然可以更改标签的信息，如更改数量或者删除某个标签的订购。

AVLV2	(0758) APPLIANCE WIRING MATERIAL		<input checked="" type="checkbox"/> QUANTITY <input type="text" value="1"/> 
ITEM NUMBER	50000176		RL
LABEL DESCRIPTION	APPLIANCE WIRING MATERIAL 250 FT		
LABEL PACKAGE DESCRIPTION	RL=1000 LABELS		

点击预览购物车

[Review cart](#)

标准型标签：

该程序将自动根据贵司选择的 **BILL TO**（付款方）来选择出现对应该地区使用的币种以及对应的价钱。请留意此处的参考费用并不包括运费在内。

STANDARD LABEL ORDERS have pricing amounts.

Please note that costs may vary as a weekly fix rate is issued and that UL reserves the right to increase prices in the cost of our standard labels at any time.

The invoice will be issued in local currency based on the "Bill To" account in some countries.

The fee amount shown on the label order form is the net label printing fee & handling fee, not including shipping fee. The amount is just for reference only, please refer to the final amount on the invoice.

Each label item is charged \$35 (or with the appropriate Bill To currency) for handling fee

If applicable, the Production Volume Fee (also known as Service Charge) will be invoiced at month end

Total Label Printing Fee: **16.73 CAD**

Total Handling Fee: **42.27 CAD**

Order Total (Before Shipping):
59.00 CAD

您可以通过点击“编辑购物车” [Edit cart](#) 或者

“提交订单” [Checkout](#) . 点击“ Yes” 进入下一步。

Check out

Please make sure your order and information are accurate before checking out. Once the order is submitted, you cannot modify it anymore.

Are you sure you want to check out your cart?

Yes

Cancel

请浏览并点击确认来接受 **UL** 的条款和 条件来提交整份订单。

Terms and Conditions

UL Mark Label Program Service Terms

These Service Terms will govern UL Mark Label Service ("Services") performed by the UL Contracting Party ("we", "our", or "us" as the context requires and as identified in the Authorization ("Quotation") or Confirmation) and set out the responsibilities and obligations of the Client ("you" or "your" as the context requires). These Service Terms and the terms of the Global Services Agreement ("GSA") are incorporated by reference into and are an integral part of each Service Agreement entered into by the Parties for Services. The capitalized terms in these Service Terms which are not defined herein will have the same meaning as in the GSA.

1. UL CERTIFICATION MARKS - Labels bearing the Registered trademark(s) of UL LLC and must not be released or delivered to any person or point other than as specified on the online UL Standard Label Order form or the UL Order Authorization ("Quotation").
2. NUMBERING - No UL Certification Marks bearing any serial or issue number other than as authorized on this Quotation are to be manufactured.
3. Client agrees not to order more than a three-month supply of UL Certification Marks unless authorized by UL Contracting Party.
4. QUANTITY - Only the exact quantity of UL Certification Marks covered by this Quotation shall be manufactured. Trade practices to the country notwithstanding, overruns, if any, shall be destroyed immediately with immediate written notice to UL Contracting Party.
5. We have only reviewed the elements of the label related to UL Mark. Other markings that may appear on this same label must comply with the UL Procedure description.
6. The Registered trademark of UL as authorized for printing and described in this Quotation must be the current and appropriate trademark, in the proper dimensions, as it appears on <http://www.ul.com/marks>.
7. PACKING - All UL Certification Marks must be securely wrapped in sealed packages in the quantities indicated. Each package must be identified with the type of UL Certification Mark, part number, name of the Client (if indicated), and issue or consecutive numbering contained therein. All metal UL Certification Marks must be banded together before packing.
8. SHIPPING - All shipments must be F.O.B. DESTINATION unless otherwise specified.
9. TRACKING - Issue or consecutive numbering identified on this Quotation must be shown on all invoices and shipping notices.
10. DELIVERY - We reserve the right to cancel any Quotation if UL Certification Marks are not finished and ready for release within 120 days.

I acknowledge that I have read and agree to the above Terms and Conditions

Submit

Cancel

注意：当您在这里提交了订单之后，将不可以更改或者删除该订单。如果有您对该订单有任何疑问，请联系所服务区的标签中心 [Label Center](#) . 如果您需要对该订单进行删除/更改，也可通过该程序中的“**Help me**”直接进行线上对话。

您可以通过左手边的信息栏查阅到您订购的订单，该账户邮箱也会收到由 UL 系统自动发出的订单确认信息。



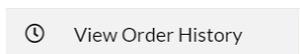
Notifications

1

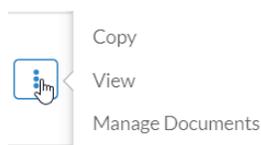
4. 复制/重复订购记录

如果您需要定期订购同款类型标签，您将可以使用到该程序的复制订单功能。复制订单功能将可以把一张曾订购订单的所有信息复制到购物车内。

点击“*View order History*”来浏览您的标签历史订购记录。



找到您曾经订购的订单，然后看到左边的三个点之后，可以看到复制/预览/管理文件三个功能。点击 Copy 将可以直接复制该份订单 [To Filter your Order History](#)



您可以在加入购物车之前对标签的数量以及增减标签进行订单的修改。

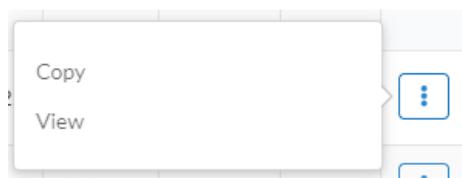
5. 标签状态预览及历史订购记录

A. 状态预览

左手边信息栏点击 *View Order History* 历史标签订购记录来浏览过往订单记录



通过点击三个点，来选择对应的单来进行复制以及预览。



标准型标签订单可以通过点击如下按钮来下载出货单。



点开该档案号，扩展部分可看到该订单订购的标签明细包括描述以及料号等等资料。

▼ E00000			
ZPFW2	WIRING HARNESES - COMPONENT	ML / Listee File No:	Quantity: 1 Labels
UL Item Number	50037372	Customer's Part No: PN12345	
Item Description	CUL UL CLASSIFIED FIRE DOORE PART FOR PASSENGER ELEVEATOR FIRE DOOR FIRE RATING 1 1/2 HR (B) R0000 VOL 1&2 SITE 101010 GSUX/GSUX7. PLATE WILL BE MANUFACTURED IN SITE MFG TO FOLLOW FUS PROCEDURE AND PLACE ORDER AS NEEDED		
ZPFW2	WIRING HARNESES - COMPONENT	ML / Listee File No:	Quantity: 1 Labels
UL Item Number	50037371	Customer's Part No: E00000 VOL 1 & 7 PN12345	Status: Cancelled
Item Description	RU APPLIANCE WIRE MATERIAL E00000 VOLUMES 1 & 7 IN-HOUSE PRINTING WITH NON-DENOMINATIONAL LABEL SITE 101010		

B. 导出历史记录:

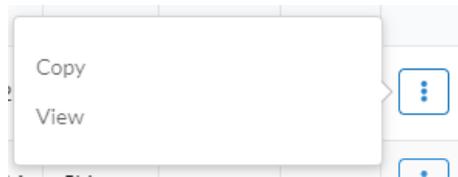
点击 *History* 来浏览历史记录。

 View Order History

如果需要导出多份订单，请点击 *select all* 来导出所有的数据，数据将以 PDF 形式导出。

 Select all

单份订单导出，请点击 *View*



再点击 *Email a Copy*，则您的邮箱将会收到单独该份订单的 PDF 版本。



C. 筛选历史订单

在 *View Order History* 页面，点击该漏斗标志可以对历史订单进行筛选和过滤。

 Column Options

Filter by STD (Standard Label) or CMB (Combination Label)

Order Status	Cart Order No	Cart Order Date	UL Order No	UL Order Date	Customer PO No	Customer Contact Name	Manufacturer Company Name	Manufacturer Address	Manufacturer Account Number	File Number	STD/CMB	Attachment

 Column Options  Select all

多重条件请通过“green plus”按钮后，再点击 *Apply* 来实现。

6. 线上帮助功能

该程序可以通过线上帮助功能针对购物车内的标签或者订购完成的订单来进行线上的问答式帮助。

点击 Help Me.

 Help Me

这里将会关联至对应的购物车号 Cart number 以及订单号。



Help Me

Cart/Order with open questions *

Select Cart/Order Number

View

如果您是针对某张订单进行提问，请找到该份订单以后下拉至页面下方找到如图所示的标志，点击进行发文。我们会在收到您信息以后直接在该程序内回复您。

▼ Help Me

Send Message to UL
Label Center