



SUPPLIER

User Guide

Version 1.0



Content

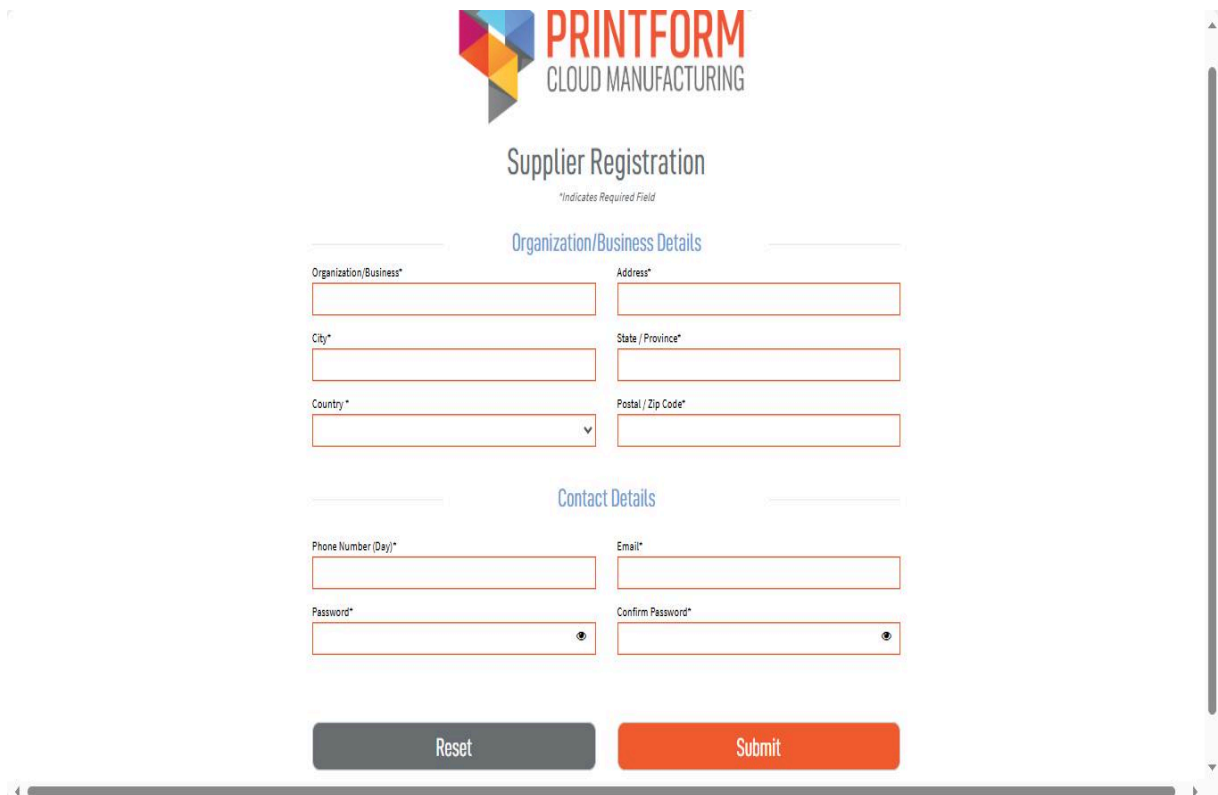
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Introduction

The **Supplier Module** in Printform allows suppliers to register, manage their information, and interact with quotes and orders.

Supplier Registration

- Go to the **Supplier Registration Page**:
 - Registration Link:
<http://testpaasport.printform.com/paasport/supplierregister>
- Fill in all the **mandatory fields** (marked with *).
- Click the **Submit** button to complete your registration.



PRINTFORM
CLOUD MANUFACTURING

Supplier Registration

*Indicates Required Field

Organization/Business Details

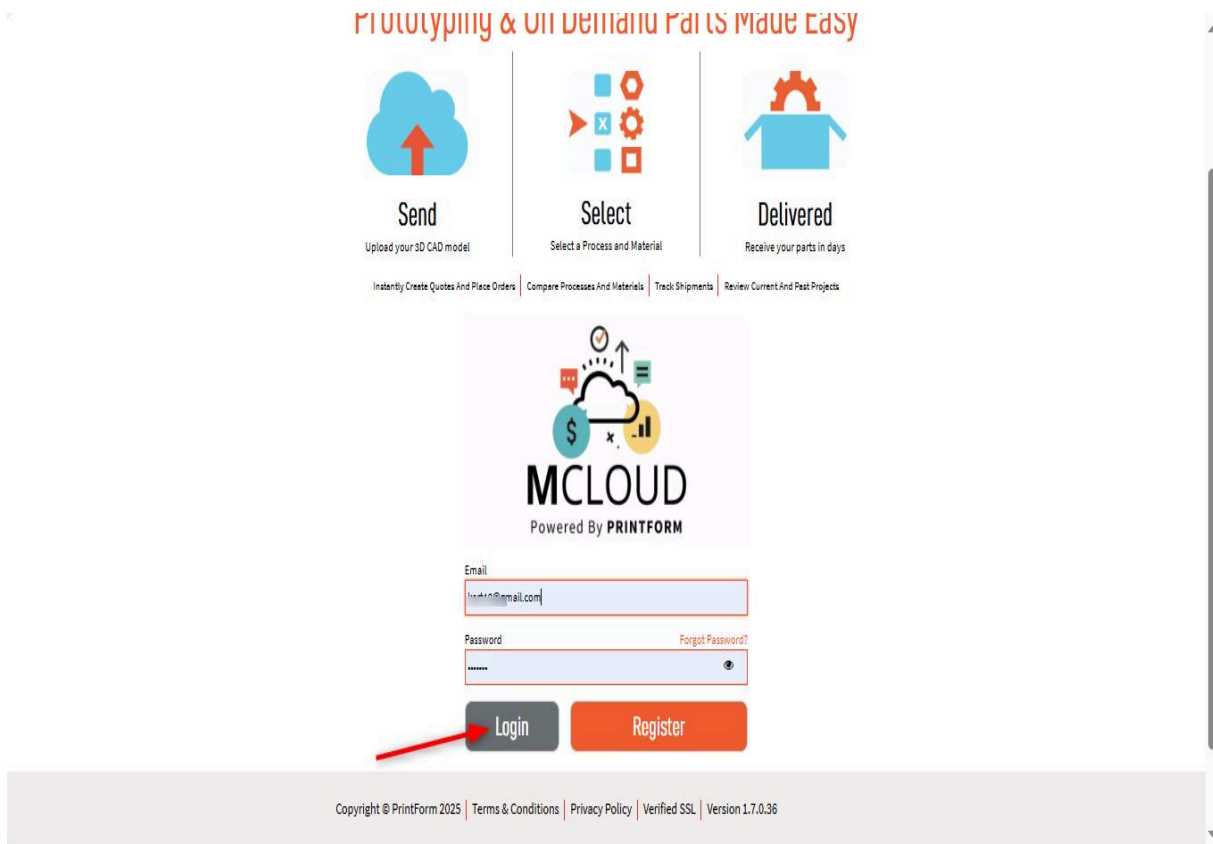
Organization/Business*	Address*
<input type="text"/>	<input type="text"/>
City*	State / Province*
<input type="text"/>	<input type="text"/>
Country*	Postal / Zip Code*
<input type="text"/>	<input type="text"/>

Contact Details

Phone Number (Day)*	Email*
<input type="text"/>	<input type="text"/>
Password*	Confirm Password*
<input type="password"/>	<input type="password"/>

Login to Printform

- After successful registration, go to the Login Page:
 - Login URL: <http://testpaasport.printform.com/paasport/login>
- Enter your username and password.
- Click Login.




The screenshot shows the PrintForm login page. At the top, the text "Prototyping & On Demand Parts Made Easy" is displayed. Below this, there are three main steps: "Send" (Upload your 3D CAD model), "Select" (Select a Process and Material), and "Delivered" (Receive your parts in days). Each step is accompanied by an icon and a brief description. Below these steps, there are four links: "Instantly Create Quotes And Place Orders", "Compare Processes And Materials", "Track Shipments", and "Review Current And Past Projects". In the center, there is a logo for "MCloud Powered By PRINTFORM". Below the logo, there are two input fields: "Email" (containing "testpaasport@gmail.com") and "Password" (containing "*****"). To the right of the password field is a link "Forgot Password?". Below the input fields are two buttons: "Login" (highlighted with a red arrow) and "Register". At the bottom, there is a footer with the text "Copyright © PrintForm 2025 | Terms & Conditions | Privacy Policy | Verified SSL | Version 1.7.0.36".

Complete Supplier Information Form

After logging in, you will be redirected to the **Supplier Information Form**. Follow these steps:

1. Click the **Edit** button to fill in the form.
2. Fill in all the required fields:
 - **Organization/Business Name:** Enter your company name.
 - **Company Logo:** Upload your company logo.
 - **Address:** Enter your company address.
 - **City:** Enter your city.
 - **Postal/Zip Code:** Enter your postal or zip code.
 - **Website URL:** Enter your company website.
 - **Phone:** Enter your contact number.
 - **Email:** Enter your email address.



ACCOUNTS
ACCOUNT -

Supplier Information Form

Created Date

3/20/2025

Phone

12334554239123

Organization/Business

Gen.ai

Company Email

kart12@gmail.com

Company Logo

Upload

Address

Address

21street,Washington,dc

City

Washington,dc

Postal / Zip Code:

638273

State / Province

FEDERAL DISTRICT

Country

USA

Business/Organization Type

Edit

Save

Cancel

3. Select Business/Organisation Type:

- Corporation, Partnership, or Sole Proprietorship.
- Enter your **Website URL**.
- Provide the **Number of Employees**.
- Enter the **Year the Company was Founded**

4. Manufacturing Location:

Select one

- Domestic
- International

5. Payment terms

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Business/Organization Type

☐ Corporation
 ☐ Partnership
 ☐ Sole Proprietorship

Website URL

https://example.com

Number of Employees

0

Year the Company was founded (since)

2003

Supplier Type

☐ International
 ☐ Domestic

Payment Terms

Services Provided

☐ Injection Molding
 ☐ CNC Machining
 ☐ Cast Urethane (Silicone Molding)
 ☐ SLA (Stereolithography)
 ☐ FDM (Fused Deposition Modeling)
 ☐ DMLS (Direct Metal Laser Sintering)

Industries

☐ Aerospace and Defense
 ☐ Automotive
 ☐ Consumer Products
 ☐ Energy
 ☐ Medical
 ☐ Oil and Gas

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6. Services Provided / Industries

- Select the services your company offers (e.g., Injection Molding, Aerospace, CNC Machining, etc.)._____ [Mandatory field]

7. Certifications:

- Select the certifications your company holds (e.g., ISO 9001:2015, IATF 16949, etc.).

8. Company Description:

- Provide a brief description of your company.

9. Supplier Representative name:

- Enter the **First Name** and **Last Name** of the responsible person.

Certifications

☐ ISO 90001:2015

Upload

☐ Automotive - IATF 16949

Upload

☐ ITAR Compliant

Upload

☐ Medical Device - ISO 13485

Upload

☐ Aerospace AS 9100D

Upload

☐ Health and Safety Certification (OSHA)

Upload

☐ None

Company Description

Supplier Representative Name

First Name

First Name

Last Name

Last Name

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10. Upload Supporting Documents:

- Upload any required documents.

11. Add Comments (if needed):

- Add any additional comments.

12. E-Signature:

- Provide your electronic signature.

13. Declaration:

- Check the box to confirm that all information is true to the best of your knowledge.

14. Save and Submit:

- Click the **Save** button to submit the form for approval.

Please upload supporting documents here:

[Choose Files](#) No file chosen

Comment

E-Signature :

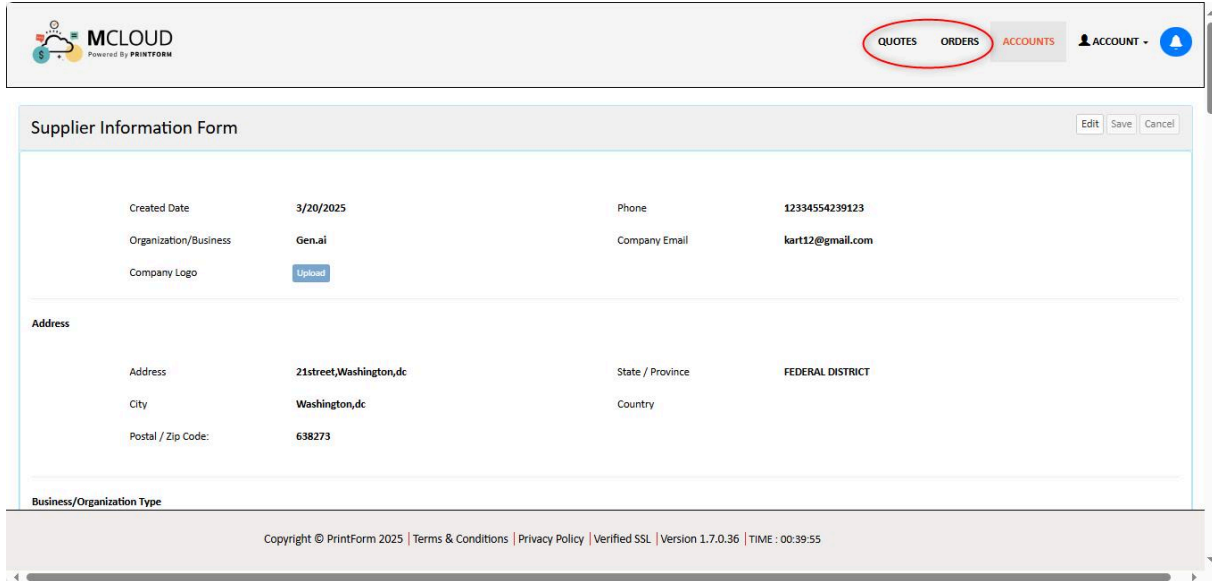
[Clear Signature](#)

☐ I confirm that all information in this document is true to the best of my knowledge.

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Quotes Page & Orders Page

Once your account is approved from printform, supplier will able to see **Quotes Page & Orders Page** .



Supplier Information Form [Edit] [Save] [Cancel]

Created Date	3/20/2025	Phone	12334554239123
Organization/Business	Gen.ai	Company Email	kart12@gmail.com
Company Logo	<input type="button" value="Upload"/>		

Address

Address	21street,Washington,dc	State / Province	FEDERAL DISTRICT
City	Washington,dc	Country	
Postal / Zip Code:	638273		

Business/Organization Type

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1.1 Quotes page

Once your account is approved, you can access the **Quotes Page**. Here's how to manage quotes:

1. Notification:

- You will receive a notification when a quote is requested to you.

Quote Page Overview:

- When the quote page is opened, the supplier can view facility quotes.
- The page includes:
- A Quote List (active quotes).
- A Closed/Archived Quotes List (inactive quotes)

2. Quote Information:

- Clicking on a Quote ID redirects the supplier to the Quote Information
- On this page, the supplier sees:
- A green "Accept Quote" button.
- A red "Decline Quote" button next to it.
- An "Edit" button allowing the supplier to update prices ,notes or upload documents.

- **Quote ID:** Unique identifier for the quote.
- **Account Executive:** Name of the account executive.
- **Project Manager:** Name of the project manager.
- **Manufacturing:** Type of manufacturing.
- **Created Date:** Date the quote was created.
- **Contact Date:** Date of contact.

3. Quote Details:

- **Line Process:** Process type.
- **Material:** Material used.
- **Finish:** Finish type.
- **City:** City details.
- **Supplier Rate:** Enter your rate for each part.
- **Lead Time:** Select the lead time from the dropdown.
- **Line Total:** Total amount.
- **Attachments:** View or download attachments.


4. Save and Submit Quote:

- After entering the supplier rate, click on the **Save** button to submit the quote.

5. Notes:

- View Account Executive Notes.
- Add **Supplier Notes** if required.

6. Upload any supporting documents.



[QUOTES](#)
[ORDERS](#)
[ACCOUNTS](#)
[ACCOUNT](#)

QUOTE INFORMATION

[Accept Quote](#)
[Decline Quote](#)
[Edit](#)
[Save](#)
[Close](#)

Quote ID	103624	Email	rahulae@gmail.com
Account Executive	Rahul AE	Lead Source	Linkedin
Project Manager	Lindsey Tundidor	Lead Type	New
ITAR	No	Production Type	Manufacturing
Manufacturing	Both	Updated Date	03/20/2025
Created Date	03/20/2025		

Quote Details

Line	Process	FN	Material	Finish	Qty	Supplier Rate	Line Total	Attachments	X	Y	Z	Vol	LeadTime	Specifications	Customer Notes	HTS Code	Supplier Notes
1	SLA Standard	dragon.stl	ABS-Like	Standard	3	\$17.00	\$69.00		4.01	5.30	6.68	10.18	Standard				

Sub Total: \$69.00

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1.2 Orders Page


Once an order is assigned to you, it will appear on the **Orders Page**. Here's how to manage orders:

Orders Page Overview:

- When the Orders Page is opened, the supplier can view facility orders.
- Orders are displayed in a listed format.

Advanced Search Feature:

- There is an "Advanced Search" button.
- Clicking on it allows the supplier to search for specific order details (e.g., Lead type, stage, process etc).



MCloud

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QUOTES

ORDERS

ACCOUNTS

ACCOUNT

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Facility Orders

Advanced Search

✓	Work Order#	Account Executive	Project Manager	Process	Amount	Stage	ITAR	Manufacturing	Lead Type
✓	103611	Subramaniam	Matt Wendel	SLA	\$200.00	Shipped	No	Both	New

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Click on any order ID to view the order details

- Clicking on an Order ID opens the Order Information.

Features include:

- An "Adopt" button: -(Clicking it triggers a pop-up message: "Work order adopted successfully.")

1. Order Details:

- Order ID:** Unique identifier for the order.
- Stage:** Current stage of the order.
- Account Executive:** Name of the account executive.
- Project Manager:** Name of the project manager.
- Manufacturing:** Type of manufacturing.
- Created Date:** Date the order was created.
- Updated Date:** Date the order was last updated.

Order ID

103611

Stage

Shipped

Account Executive

Supernagle

Email

Project Manager

Matt Wendel

Lead Source

Other

ITAR

No

Lead Type

New

Manufacturing

Both

Production Type

Manufacturing

Created Date

03/17/2025

Updated Date

03/17/2025

Order Details

Line	Process	FN	CFN	Material	Finish	Qty	UP	Line Total	Attachments	X	Y	Z	Vol	LeadTime	Specifications	Customer Notes	HTS Code	Supplier Notes
1	SLA	dragon (1) .stl	dragon (1) .stl	ABS-Like White	Standard	1	\$50.00	\$50.00		4.01	5.30	6.68	10.18	Standard				
2	SLA	dragon (1) .stl	dragon (1) .stl	ABS-Like White	Standard	1	\$50.00	\$50.00		4.01	5.30	6.68	10.18	Standard				
3	SLA	dragon (1) .stl	dragon (1) .stl	ABS-Like White	Standard	1	\$50.00	\$50.00		4.01	5.30	6.68	10.18	Standard				


Sub Total: \$150.00

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2. Update Order:

Click on the "Edit" button , it allowing the supplier to

- **Stage:** Update the stage using the dropdown.
- **WO Adopted:** Click to adopt the work order.
- **Ship Date:** Update the ship date.
- **Update Work Order:** Click to save the updated details.



QUOTES

ORDERS

ACCOUNTS

ACCOUNT

ORDERS INFORMATION

Edit

Update work order

Close

Order ID

103611

Stage

WO Adopted

Account Executive

Supernagle

Email

Project Manager

Matt Wendel

Lead Source

ITAR

No

Lead Type

Manufacturing

Both

Production Type

Created Date

03/17/2025

Updated Date

Order Details

Line	Process	FN	CFN	Material	Finish	Qty	UP	Line Total	Attachments	X	Y	Z	Vol	LeadTime	Specifications	Customer Notes	HTS Code	Supplier Notes
1	SLA	dragon (1) .stl	dragon (1) .stl	ABS-Like White	Standard	1	\$50.00	\$50.00		4.01	5.30	6.68	10.18	Standard				
2	SLA	dragon (1) .stl	dragon (1) .stl	ABS-Like White	Standard	1	\$50.00	\$50.00		4.01	5.30	6.68	10.18	Standard				

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