

Label Services Application

EXTERNAL USER GUIDE (VERSION 1.1)

Contents

1. Pre-Requisite: Register for myUL® Client Portal	2
2. Launch myUL.....	2
3. Ordering	5
A. Ordering Combination Label	5
B. Shopping Cart Review Cart and Check Out	7
4. Repeat Label Order	9
5. Order Status & History	10
A. View Status.....	10
B. Export Order History:	12
C. Filter Order History	12
6. Help Feature.....	13

Label Services Application

The application allows customers to order and re-order UL Marks. Customers may view the status of orders, shipping information, and more.

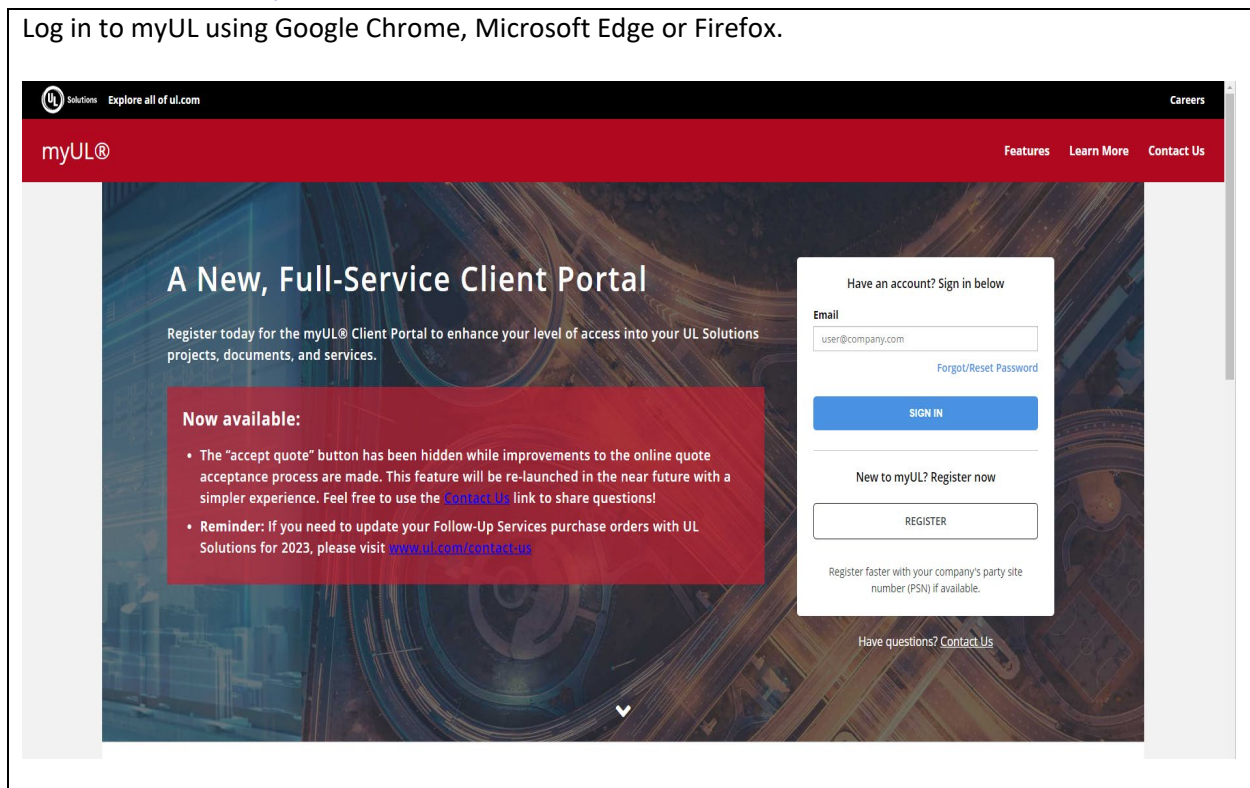
1. Pre-Requisite: Register for [myUL® Client Portal](#)

You will need myUL credentials to access the application. If someone from your organization has already registered for myUL they may receive a request to approve your access.

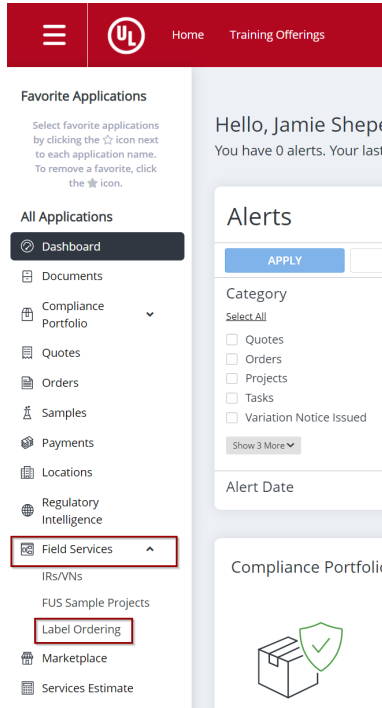
If you need support with registering, please refer to the [Registration Guide](#) or click Contact Us in [myUL](#).

2. Launch myUL

Log in to myUL using Google Chrome, Microsoft Edge or Firefox.



Click the application title in the left hand navigation menu and look for “Label Service Application” under the Field Services menu.



If you have registered multiple locations with the same e-mail address, the following screen may appear to let you select one of the party site numbers.

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	<input type="button" value="Select"/>
98765	Company B	Address 2	<input type="button" value="Select"/>

If you have a dual role (Applicant and/or Manufacturer) you need to select the appropriate user role to order the labels.

User Role

Would you like to order labels as:

- Applicant
- Manufacturer

Ok

Note: You can change to another Party Site Number and Role anytime if needed

3. Ordering

A. Ordering Combination Label

LABEL ORDERING

Order Standard Labels

Order Combination Labels

Switch Role

Switch Party Site Number

Click "Order Combination Labels"

Order Combination Labels

Click the file number

Active Files							Order Combination Labels	
Applicant Company Name	Address	Account Number	File Number	Volume	Product Covered	+ CCN	1 Option selected	Clear Filter
3Do Not Use Smoke Test AG	123 DUMMY ORG PO Box...	1254308	E002	1KB	INDUSTRIAL CONTROL PA...	NITW/NITW7	<input type="checkbox"/>	
3Do Not Use Smoke Test AG	123 DUMMY ORG PO Box...	1254308	E002	1NS2	INDUSTRIAL CONTROL PA...	NITW/PITY	<input type="checkbox"/>	
3Do Not Use Smoke Test AG	123 DUMMY ORG PO Box...	1254308	E002	1KABA	PROCESSED WIRE - COMP...	ZKLU2/ZKLU8	<input type="checkbox"/>	
3Do Not Use Smoke Test AG	123 DUMMY ORG PO Box...	1254308	E002	1NS1	MEDIUM-VOLTAGE POWE...	PITY	<input checked="" type="checkbox"/>	
3Do Not Use Smoke Test AG	123 DUMMY ORG PO Box...	1254308	E002	13	INDUSTRIAL CONTROL PA...	NITW/NITW7	<input type="checkbox"/>	

Select "Order Combination Labels" on the top of the right hand side.

Order Combination Labels

Complete the UL Item Number (item numbers typically start with 500) – the system will prepopulate the item description. (Please contact your local [Label Center](#) if you don't know your UL Item Numbers)

* UL Item Number	Item Description	* Quantity of Labels	ML/Listee File No.	Customer's Part No.	Upload Artwork
1. <input type="text" value="UL Item Number"/>		<input type="text"/>	<input type="text" value="ML/Listee File No."/>	<input type="text" value="Customer's Part No."/>	<input type="button" value="Upload Artwork"/>
<input type="button" value="+ Add New Line"/>					

Complete the quantity of labels needed and your part number will be prepopulated. Upload artwork for the order. (optional)

If you want to order additional item numbers, please click "+Add New Line" for the second line.

Complete the label supplier details including the email address of the label supplier from the drop-down list. You can add 2 printers contact email addresses. If your supplier contact e-mail address is not available in the drop-down list, please contact your [Label Center](#) to have it included in the list at your next order.

Authorized Label Supplier (please select either authorized label supplier file number or name from below):

* Authorized Label Supplier File Number:

LP1025-AAA LABEL INC

Authorized Label Supplier Address:

3450 Rivergreen Ct,,,, Duluth GA US 30096-2519

* Authorized Label Supplier Email Address:

Authorized Label Supplier Email Address

Add the selections

Add Selections

You will then be taken to the Shopping Cart where the most part of the information will be automatically populated. Please ensure that empty and mandatory fields are completed.

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 Solutions Label Center before the submission of the order. Thank you!

* Account Number

1254308

* Company

3Do Not Use Smoke Test AG

* Address

123 DUMMY ORG PO Box 123 BANGALORE Karnataka 560099

* Country

INDIA

* Contact Name

Pendragon, Uric

Bill to Details

Please review the Bill To is the appropriate location to receive our invoices

* Account Number

1254309 - Do Not Use Smoke Test VS US

* Company

Do Not Use Smoke Test VS US

* Address

DUMMY TEST 1111, NORTHBROOK, 60062

* Country

UNITED STATES

* Contact Name

Kumari, Sunita

* Contact Email

sunita.kumari@ul.com

Manufacturer Details

Please review the shipping details to ensure labels are sent to the appropriate manufacturing location

* Account Number

1254308

* Party Site Number

591002

* Company

3Do Not Use Smoke Test AG

Other Details

* Label Center

Taiwan

* Purchase Order Number

21231231231235245

* Shipping Options

Shipping Options

Shipping Details

B. Shopping Cart Review Cart and Check Out

Before completing your cart you can modify the label quantity or delete the label item

File Number: E002(Vol. 1NS1) ▾

<input checked="" type="checkbox"/>	PITY	MEDIUM-VOLTAGE POWER CABLE	Quantity	<input type="text" value="100"/>	Labels
	Item Number	50025971			
	ML/AL Listee File No. ⓘ	E002	Delete Label		
	Customer's Part No.	950209-04937			
	Item Description: Type EE industrial Truck as to Fire and electric shock hazard only, UL classified mark, AU2585, Doosan Corporation Industrial Vehicle BG. 950209-04937				

[Return to shopping](#)

[Review Cart \(1 Item\)](#)

Click on “Review Cart” button

LABELS FEES:

Please be sure to read the notes at the bottom of the orders about Production Volumes fees.

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

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

The manufacturing cost is not billed when combination labels are used since the manufacturer pays the printer directly for the printing and shipping cost of the labels.

You can return to the View order cart from by clicking on the “Edit cart” [Edit cart](#) or

[Proceed To Check out](#)

“Proceed To Check out” and this message will appear. Click” Yes” to confirm.

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](#)

Read and accept UL Solutions Terms and Conditions to submit the order

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

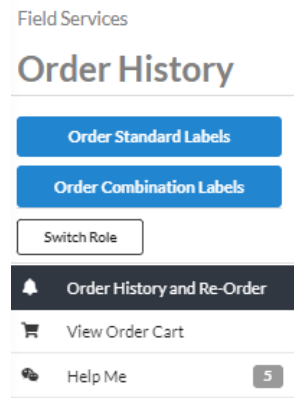
Please Note: The order cannot be modified or cancelled once submitted. If you have any questions, please contact your local [Label Center](#) before submitting an order. If you need to cancel/modify your order, please contact the Label Center by using the "Help me" function.

You can find your order in the "notification" tab on the left-hand pane  Notifications 1 and you will also receive an email confirmation. For Combination Label orders, the Vendor Authorization Letter will also be sent to the printer's email address you have indicated in the order.

4. Repeat Label Order

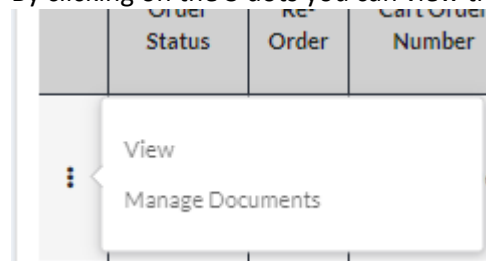
If you routinely order the same items, the Copy Order feature will copy a prior order to the Shopping Cart.

Click **“Order History and Re-Order”** on the left-hand side

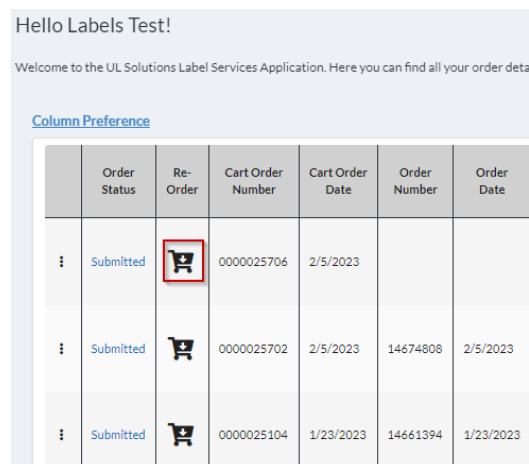


Locate the order you would like to copy ([To Filter your Order History](#)).

By clicking on the 3 dots you can view the previous orders details



Click on the **Re-Order** Icon to repeat the order



You may adjust the quantity before adding items to the cart but also “return to shopping” if you need to add additional items.

The next steps will be the same as mentioned previously.

5. Order Status & History

A. View Status

Click the “Order History and Re-Order” button on the left-hand pane of the dashboard.

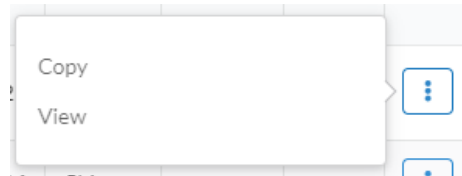
 Order History and Re-Order

You can adjust your view by using the “Column Preference” button, apply and clear filters and export orders

Column Preference ▼ ✕ Clear Filter ≡ Export Orders

	Order Status	Re-Order	Cart Order Number	Cart Order Date	Order Number	Order Date	Customer PO No.	Customer Contact Name	Applicant Account Number	Applicant Company Name	Applicant Address	File Number	Label Type	Vendor Letter	Attachment
:	Submitted		0000028424	3/23/2023			21231231231235245	Kumari, Sunita	1254309	3Do Not Use Smoke Test AG	DUMMY TEST 1111, NORTHBROOK, 60062	E002	CMB	No	

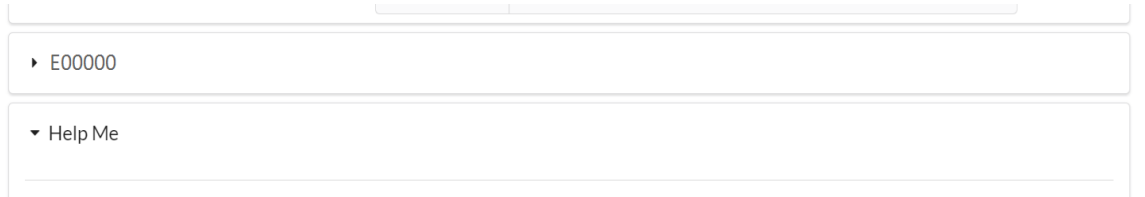
Identify the order you would like to view, click the three dots to the left, and click “View”.



You can download the Vendor Authorization Letter Authorization

[View Vendor Authorization letter](#)

The order information has a File section.



Once expanded it will show the Part Numbers ordered and descriptions.

▼ E00000

ZPFW2 WIRING HARNESESSES - COMPONENT **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 HARNESESSES - COMPONENT **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. Export Order History:

Click "Order History and Re-Order" on the left-hand side



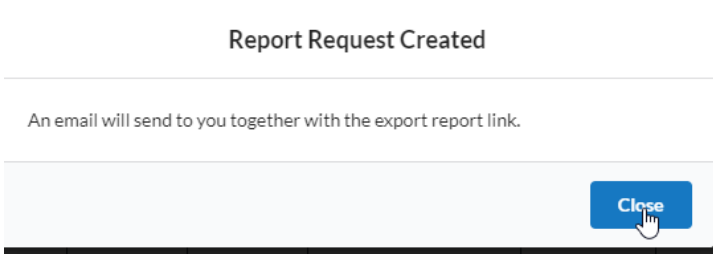
A notification banner with a bell icon on the left and the text "Order History and Re-Order" on the right.

If you would like to export a list of multiple orders, click on Export orders.



A blue button with a white hamburger menu icon on the left and the text "Export Orders" on the right.

You will receive an email notification with the exported report by some minutes.

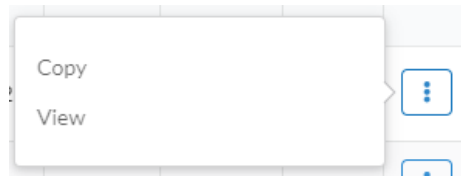


A notification box with the title "Report Request Created" at the top. Below the title is a horizontal line, followed by the text "An email will send to you together with the export report link." At the bottom right of the box is a blue button with the text "Close" and a hand cursor icon.

An email will send to you together with the export report link.

Close

If you would like to export a single order, click "View".



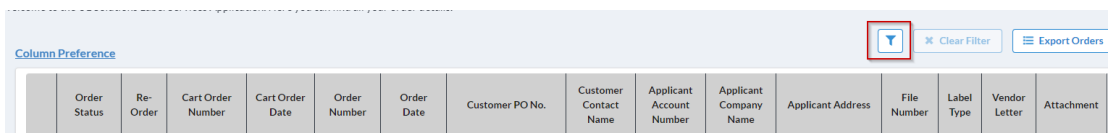
Click "Email this Order" and enter the email address for the export to be sent to.



A blue button with the text "Email this Order" in white.

C. Filter Order History

To search or filter the Order History and Re-Order page, click the filter button.



A screenshot of a table header. The table has 15 columns. Above the table is a header bar with a blue filter button (a blue square with a white 'Y' and a downward arrow) highlighted with a red box. To the right of the filter button are two buttons: "Clear Filter" and "Export Orders".

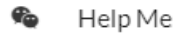
Order Status	Re-Order	Cart Order Number	Cart Order Date	Order Number	Order Date	Customer PO No.	Customer Contact Name	Applicant Account Number	Applicant Company Name	Applicant Address	File Number	Label Type	Vendor Letter	Attachment
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Add filters as necessary, click on the "green plus" button and then click "Apply".

6. Help Feature

Our in-app help feature allows you to request help with an order cart, or after placing an order.

Click "Help Me" from the Field Services Application dashboard.



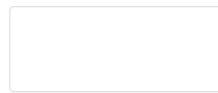
From this menu, you can request assistance for items in your cart, for an existing order, or for general questions:

A screenshot of the "Help Me" menu. It features a header "Help Me" and a dropdown menu labeled "Cart/Order with open questions *". The dropdown menu is open, showing "Select Cart/Order Number" with a downward arrow. A blue "View" button is located to the right of the dropdown.

If the request is for an existing order, you will be redirected to the order confirmation. Scroll down to the Help Me section, and you may send a request to the Label Center or view existing correspondence.

▼ Help Me

Send Message to UL
Label Center

A rectangular text input field with a thin border.