

Label Services Application

EXTERNAL USER GUIDE (VERSION 1.1)

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Label Services 應用程式

此應用程式可讓客戶訂購和重複訂購 UL 標籤。客戶可以查看訂單狀態、出貨資訊等。

1. 必要：註冊 [myUL® 客戶入口網站](#)

您將需要 myUL 的帳號才能登入使用此應用程式。如果貴公司已有人註冊 myUL，他們可能會收到核准您使用此應用程式的授權請求。

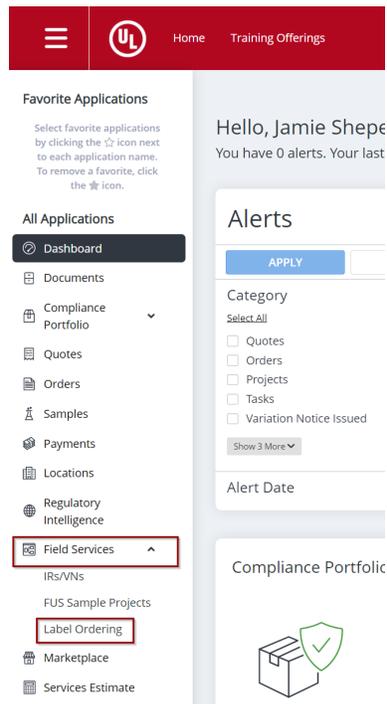
如果您註冊需要協助，請參閱[登錄指南](#)或點擊 [myUL](#) 中的「聯絡我們」。

2. 啟用 myUL

使用 Google Chrome、Microsoft Edge 或 Firefox 登入 myUL。

The screenshot shows the myUL Client Portal registration page. The header includes the UL logo and navigation links: Features, Learn More, Contact Us, and Careers. The main heading is "A New, Full-Service Client Portal" with a sub-heading "Register today for the myUL® Client Portal to enhance your level of access into your UL Solutions projects, documents, and services." A red callout box titled "Now available:" contains two bullet points: "The 'accept quote' button has been hidden while improvements to the online quote acceptance process are made. This feature will be re-launched in the near future with a simpler experience. Feel free to use the [Contact Us](#) link to share questions!" and "Reminder: If you need to update your Follow-Up Services purchase orders with UL Solutions for 2023, please visit www.ul.com/contact-us". The sign-in form on the right has fields for Email (with the example user@company.com) and a SIGN IN button. Below the sign-in form is a REGISTER button and a note: "Register faster with your company's party site number (PSN) if available." A link for "Have questions? Contact Us" is at the bottom.

點擊左側功能表中的應用程式標題，然後在「現場服務」功能表底下找到「標籤訂購」。



如果您使用相同的電子郵件，同時註冊多個工廠位置，則會出現以下畫面，您需要選擇其中一個工廠位置編號。

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

如果您有雙重角色（申請者和/或製造商），您必須選擇適當的使用者角色以便訂購標籤。

User Role

Would you like to order labels as:

Applicant

Manufacturer

註：您可以隨時變更為其他工廠位置編號和使用者角色（如有需要）

3. 訂購

A. 訂購訂製型標籤

LABEL ORDERING

Order Standard Labels

Order Combination Labels

Switch Role

Switch Party Site Number

點擊「訂購訂製型標籤」

Order Combination Labels

勾選 UL 檔案號碼並

Applicant Company Name	Address	Account Number	File Number	Volume	Product Covered	+ CCN	
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"/>

點擊右上方的「訂購訂製型標籤」。

Order Combination Labels

填寫 UL 標籤編號（標籤編號通常以 500 開頭）——系統將會預先帶出標籤名稱。（如果您不知道 UL 標籤編號，請聯絡您當地的[標籤中心](#)。）

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

填寫標籤所需的數量，系統會預先帶出您公司內部所使用的產品編號。上傳訂單標籤圖片。（可選）

如果您想新增下一個 UL 標籤編號，請點擊第二行的「+新增新行」。

從下拉式清單填寫標籤供應商詳細資訊，包括標籤供應商的電子郵件。您可以新增 2 個印刷廠聯絡人的電子郵件。如果下拉式清單中找不到您的供應商聯絡電子郵件，請聯絡您的 [標籤中心](#)，新增該電子郵件，以利您下一次訂購。

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

點擊新增選擇

Add Selections

接著您將被引導至購物車，系統將會自動帶出最新的資訊。請務必填寫空白和必填欄位。

<p>Applicant Details</p> <p>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!</p> <p>* Account Number 1254308</p> <p>* Company 3Do Not Use Smoke Test AG</p> <p>* Address 123 DUMMY ORG PO Box 123 BANGALORE Karnataka 560099</p> <p>* Country INDIA</p> <p>* Contact Name Pendragon, Uric</p>	<p>Bill to Details</p> <p>Please review the Bill To is the appropriate location to receive our invoices</p> <p>* Account Number ① 1254309 - Do Not Use Smoke Test VS US</p> <p>* Company Do Not Use Smoke Test VS US</p> <p>* Address DUMMY TEST 1111, NORTHBROOK, 60062</p> <p>* Country UNITED STATES</p> <p>* Contact Name Kumari, Sunita</p> <p>* Contact Email sunita.kumari@ul.com</p>
<p>Manufacturer Details</p> <p>Please review the shipping details to ensure labels are sent to the appropriate manufacturing location</p> <p>* Account Number 1254308</p> <p>* Party Site Number 591002</p> <p>* Company 3Do Not Use Smoke Test AG</p>	<p>Other Details</p> <p>* Label Center Taiwan</p> <p>* Purchase Order Number 21231231231235245</p> <p>* Shipping Options Shipping Options</p> <p>Shipping Details</p>

B. 查看購物車並結帳

在完成購物車動作之前，您可以修改標籤數量或刪除標籤項目

File Number: E002(Vol. 1NS1) ▾

<input checked="" type="checkbox"/>	PITY	MEDIUM-VOLTAGE POWER CABLE	Quantity	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 \(1 Item\)](#)

點擊「查看購物車」按鈕

標籤費用：

請務必閱讀訂單下方關於標籤服務費用的備註。

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.

您可以點擊「編輯購物車」返回「檢視訂單購物車」 [Edit cart](#) 或

「繼續結帳」

[Proceed To Check out](#)

然後會出現此訊息。點擊「是」確認。

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](#)

閱讀和接受 UL Solutions 條款及細則，並提交訂單

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

請注意：提交訂單後不得修改或取消。如果您有任何疑問，請在提交訂單前，聯絡您當地的 [標籤中心](#)。如果您需要取消/修改訂單，請使用「幫助我」功能，方便聯絡標籤中心。

您可以在左側的「通知」欄位找到您的訂單

 Notifications

1

且您將同時收到電子郵件確

認。如果是訂製型標籤訂單，也將會傳送供應商授權信到訂單中指定印刷廠的電子郵件。

4. 重複標籤訂單

如果您經常訂購相同的商品，複製訂單功能可將之前的訂單複製到購物車。

點擊左側的「[訂單記錄和重新訂購](#)」

Field Services

Order History

Order Standard Labels

Order Combination Labels

Switch Role

Order History and Re-Order

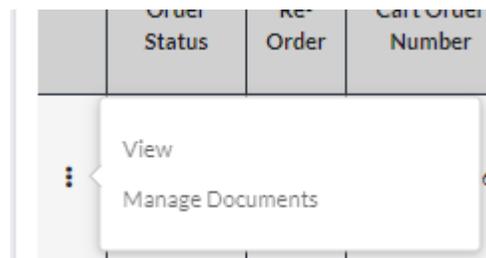
View Order Cart

Help Me

5

找到您想複製的訂單 ([篩選您的訂單記錄](#))。

點擊 3 個點可以查看之前的訂單詳細資料



點擊重新訂購圖示，以重複訂購標籤品項

Hello Labels Test!

Welcome to the UL Solutions Label Services Application. Here you can find all your order deta

[Column Preference](#)

	Order Status	Re-Order	Cart Order Number	Cart Order Date	Order Number	Order Date
:	Submitted		0000025706	2/5/2023		
:	Submitted		0000025702	2/5/2023	14674808	2/5/2023
:	Submitted		0000025104	1/23/2023	14661394	1/23/2023

您可以在將標籤項目新增到購物車前調整數量，但若您需要新增其他標籤項目，也可以「返回購物」。

接下來的步驟與之前詳述的步驟相同。

5. 訂單狀態和記錄

A. 檢視狀態

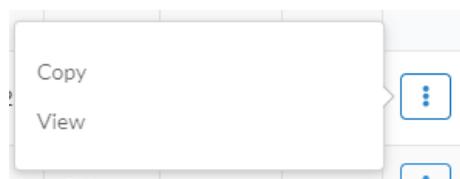
點擊左側列表的「訂單記錄和重新訂購」按鈕。



您可透過使用「欄位偏好」按鈕調整您偏好的檢視畫面、套用與清除篩選條件和匯出訂單

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	

確定您要查看的訂單，點擊左側的三個點，然後點擊「檢視」。



您可以下載供應商授權信

[View Vendor Authorization letter](#)

訂單資訊有 UL 檔案部分。



展開後，它將顯示訂購的標籤項目編號和標籤名稱和客戶產品編號。

▼ 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. 匯出訂單記錄：

點擊左側的「訂單記錄和重新訂購」



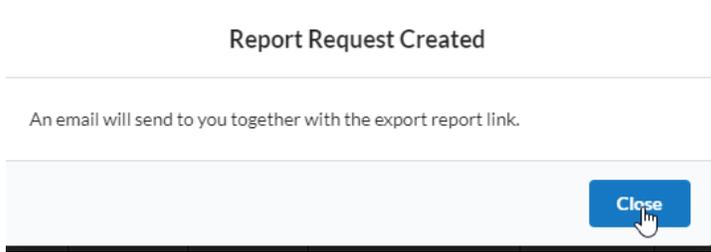
Order History and Re-Order

若您想匯出多張訂單的清單，請點擊「匯出訂單」。



Export Orders

您將在幾分鐘後收到包含匯出報告的電子郵件通知。



Report Request Created

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

Close

若您想匯出一張訂單，點擊「檢視」。



Copy



View

點擊「以電子郵件傳送此訂單」並輸入要傳送匯出的電子郵件。



Email this Order

C. 篩選訂單記錄

若要搜尋或篩選「訂單記錄」和「重新訂購」頁面，點擊篩選按鈕。

Column Preference															
<input type="checkbox"/>															
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	

如需新增篩選條件，點擊「綠色加號」按鈕，然後點擊「套用」。

6. 幫助功能

「幫助我」的功能，讓您可以在使用訂單購物車時或發出訂單後請求協助。

點擊 Field Services 應用程式功能表中的「幫助我」。



您可以由此功能，為購物車中的標籤項目、現有訂單或一般問題請求協助：

Help Me

Cart/Order with open questions *

若是針對現有訂單的請求，您將被重新導向到訂單確認頁面。向下捲動到「幫助我」部分，您可以傳送請求給標籤中心或檢視現有的對應訊息。

▼ Help Me