

LABEL CENTER HOW-TO MANUAL

Welcome to the Intertek Label Center platform. Below are detailed instructions on navigating the site and submitting a label order. To begin using the Label Center, please go to <https://labelcenter.intertek.com/>. Click **Log In**, located at the upper right-hand corner. The credentials for the Label Center are the same as your SpecDIRECT login credentials. Please make sure that your pop-up blocker is disabled for this site.

Submitting a Label Order

To place an Order, start by clicking either the **+ADD CUSTOM LABEL** or **+ADD OPEN STOCK LABEL** buttons. Although you need to enter one W/N option at a time, you can order a mix of both custom and open stock labels.

ADD CUSTOM LABEL

Custom certification labels have the required NFPA 80 language in addition to your company name/logo and additional label information not required by NFPA 80.

- **W/N and Label Design**
 - The W/N number is the reference number for a specific label. W/Ns are assigned for labels with different ratings, hose stream verbiage, etc. The **W/N and Label Design** dropdown will list all the W/N numbers and label descriptions assigned to your company.
 - Select the desired W/N number to order. If you would like to order a custom label option that is not listed, please contact the WHI Labels Team at whilabels@intertek.com for label artwork.
- **Printing & Shipping options:**
 - **Print and Ship:** Select this option if you would like the full quantity of your label order shipped to you after printing.
 - **Print with Partial Ship:** Select this option if you would like only a portion of the printed labels to be shipped to you at this time. The remaining stock will be held at the printer's warehouse. Selecting this option means you will be billed for label usage on the quantity of labels that is shipped.

The total quantity of labels you would like printed.

The screenshot shows a form with the following fields and values:

- Radio button: Print with partial ship
- Print Quantity:
- Ship Quantity:
- Pre-masked:

The total quantity of labels you would like ordered at this time. The remaining labels will be held at the Stock Location until you place a Shipping Order.





- **Print and hold for stock:** Select this option if you would like to print labels and not have them shipped until a later date.
- **Ship from existing stock:** Select this option if you have labels in stock at the Printer's warehouse and would like them shipped to you at this time. Please note that you will be billed label usage, shipping, and handling for this order.
- **Premask:** Check this box if your label is registered without premask, but you would like this order of labels to be premasked.
- Click the **ADD** button to add this W/N to your order. You will have the option to add more label W/Ns when the pop-up window closes.
- If you would like to edit a selection, select the blue Update Label icon. To remove a W/N, select the gray Delete Label icon.

STOCK LABEL

Type	Print Quantity	Ship Quantity	Pre-masked	
Custom	500	500	No	 

Click to **remove** a W/N from your order

Click to **edit** a W/N from your order

ADD OPEN STOCK LABEL

Open Stock certification labels have the required NFPA 80 verbiage but do not have your company name/logo. The information on these labels is static; if you would like to add any additional details, then you will need to order custom labels. For custom label artwork, please contact the WHI Labels Team at whilabels@intertek.com.

- **W/N and Label Design**
 - The W/N number is the reference number for a specific label. W/Ns are assigned for labels with different ratings, hose stream verbiage, etc. The **W/N and Label Design** dropdown will list all the W/N numbers and label descriptions that Intertek offers.
 - Select the desired W/N number to order. The example of the label will appear for your review.
 - Select or type in the quantity you would like to order. There are no set quantities for Open Stock labels; however, if we are short of stock, please note that a portion of your order may arrive at a later time.
 - **Premask:** The Open Stock labels default to without premask. If you would like them premasked, you must check the Premask box.
- **Shipping Address:** This section will default to the site(s) that we are currently inspecting for your company. If you modify this address after selecting a plant/site, your order may require additional review or verification prior to being processed.
- **Order Contact:** This section will default to the contact information we have on file for you.



- **Order Details**

- **PO#:** Please enter the Purchase Order number for your label order. If you do not have a PO associated with this order, please enter "N/A."
- **Shipping Method:** Select the desired shipping option. Next Day, 2nd Day, and 3rd Day options have increased fees.
- **Rush Order:** Check this box if you want your print order rushed. Please note that additional fees apply.
- **Additional Instructions:** In this section, you can detail any information that is not covered in the other fields. This information may include drop-off instructions, additional contact information, etc. Depending on the content of the information, the WHI Labels Team may contact you to discuss.

Example:

Order Details

If you do not have a PO associated with this order, please enter "N/A" in the PO # field below. If you specify a shipping account, handling charges may still apply.

PO #	<input type="text" value="123456"/>
Shipping Method	<input type="text" value="2nd Day"/>
Rush Order	<input checked="" type="checkbox"/> Additional fees apply
Additional Instructions	<input type="text" value="Please drop off at the front desk"/>



- **Supporting Documents:** If you have a Label Purchase Order, you can include it in this order by attaching it in the Supporting Documents section. Simply click the **+ADD SUPPORTING DOCUMENT** button, locate the .pdf document, and click the blue ADD button:

A screenshot of the Intertek Label Center 'Place Order' page. The page is partially obscured by a yellow modal window titled 'ADD SUPPORTING DOCUMENT'. The modal contains a 'Document' field with a 'Choose File' button and the text 'PO 123456.pdf', and a 'Name' field with the text 'PO 123456'. There are 'ADD' and 'CANCEL' buttons at the bottom right of the modal. In the background, the 'Order Details' section is visible, showing fields for 'Email Address', 'PO #', 'Shipping Method', 'Rush Order', and 'Additional Instructions'. The 'Supporting Documents' section at the bottom has a '+ ADD SUPPORTING DOCUMENT' button.

Once completed, click the blue **PLACE ORDER** button at the bottom.

Your order will then be sent to our Labels Team for processing. Please allow 2-4 weeks for any standard print orders, and 1-2 weeks for any standard ship orders. If you have any questions or require additional information regarding your label order, please contact the Labels Team at whilabels@intertek.com, or call (312) 283-1691.