

[MPM] User Guide for
the Congress Poster Printing Service
Application System


販促物管理DXソリューション

October 2022
Kinko's Japan Co., Ltd.

Introduction

(How to sign up and change registered information)

User registration (1)

You need to sign up from the login page on the ordering site to use the service.

ログイン (Login)

ID
ID

パスワード (Password)
パスワード

ログイン [Login]

[パスワードを忘れた方はこちら](#)

[+ 新規ユーザー登録はこちら](#)

IE 9,10,11 Windows
Chrome Windows/MacOS
FireFox Windows/MacOS
Safari MacOS

(Forgot password)
(Sign up as a new user)

Click [Sign up as a new user]

Please ensure you configure your email account
to whitelist the following email address:
auto-reply@kinkosmpm.jp
* This is a send-only address

ユーザー登録 (User Registration)

(Enter your e-mail address and press the [NEXT] button)
メールアドレスを入力し、[次へ] ボタンを押して下さい。

メールアドレス

キャンセル [Cancel] 次へ [NEXT]

Enter the email address
and click [Next]

User registration (2)

An "application reception message to kinko's MPM member" is then sent to the email address you entered. Click the link for the main registration to enter the items required for user registration.

The image shows a screenshot of an email client window displaying an email from 'キンコースMPMサポート <auto-reply@kinkosmpm.jp>' with the subject '【キンコース】 MPM会員 申込み受付のお知らせ'. The email body contains instructions and a link: <https://www.kinkosmpm.jp/shop/usregister/continue.php?tenantId=>. A blue callout bubble labeled 'Click' points to this link, which is also labeled 'ワンタイムURL (One-time URL)'. Below the email, a registration form is shown with several fields: 'メールアドレス (e-mail address)', 'ログインID (Login ID)', 'パスワード (Password)', 'パスワード (再入力) (Password (re-enter))', '電話番号 (Telephone number)', and various name fields. A red callout bubble points to the password fields, stating: 'Set up your password using alphanumeric characters and typing more than three and up to twelve characters.' Another blue callout bubble points to the telephone number field, stating: 'Enter a dummy Japanese telephone number in the format "03-0000-0000". Entering with any different digits will trigger an error, not allowing the user to progress.' At the bottom of the form, there are 'キャンセル' (Cancel) and '次へ' (Next) buttons. A red arrow points from the '次へ' button to a final 'ユーザー登録' (User Registration) confirmation screen that says 'Registration completed' and 'Thank you for registering user information. Please use the service by logging in the page.' A red callout bubble labeled 'Registration completed' is positioned over this final screen.

Change registered information and password

Display your registration information via [Account Setting] on the menu of the [Settings] tab as shown on the top of the page after logging in and change the registered information and enter a new password. Then, click the update button.

The screenshot shows the user interface for changing registered information. At the top, the 'Settings' tab is highlighted with a red box and a blue callout bubble labeled '① Click'. Below it, the '各種設定' (All Settings) menu is shown, with 'アカウント設定' (Account Setting) highlighted by a red box and a blue callout bubble labeled '② Click'. A red arrow points from 'アカウント設定' to the account information form on the right. The form contains fields for Username, Login ID, Password, Tel. No., Email, and various email reception settings. At the bottom of the form, a red box highlights the '更新' (Update) button, with a red arrow pointing to it from the text below.

Click the [Update] button to confirm the change.
*** Your password should be no longer than twelve alphanumeric characters.**

After the ordered item is shipped (delivered), part of the user information you registered is indicated on a receipt and expense reports (quotations, delivery statement, invoices) which are available from the system. Refer to the next page for an example of those items indicated in the document.

[Reference] Registered information indicated in a quotation *The order final confirmation page

Username ユーザ名 **発注者名** ①

Login ID ログインID xxx@kinkos.co.jp

Password パスワード
※変更する場合のみ入力

Tel. No. 電話番号 03-0000-0000

内線番号 Extension No.

担当者携帯電話番号 Mobile phone No.

Email xxx@kinkos.co.jp

E-mail reception settings **Select all 全て選択**

- Thanksメール
- 発注者への注文受付メール
- 発注者への却下メール
- 発注者への資材発送済みメール
- 発注者への注文キャンセルメール

発注者名 (姓) 発注者名 (姓) Name of orderer (Surname)

発注者名 (名) 発注者名 (名) Name of orderer (First name)

発注者カナ名 (姓) カナ

発注者カナ名 (名) カナ

所属組織名1 (法人名、病院名等) 所属組織名1 (法人名、病院名等) Name of affiliation 1 (Company name, hospital name, etc.) *Required

所属組織名2 (部署名、科名等) 所属組織名2 (部署名、科名等) Name of affiliation 2 (Department name, division name, etc.)

所属組織名3 (その他組織名称等) 所属組織名3 (その他組織名称等) Name of affiliation 3 (Name of other organization name, etc.)

学会参加番号 K-123

キンコースからのサービスご案内 ※OKでしたらチェックをお願いします
 Wish to receive service information from kinko's.
 * Check the box if you wish to receive.

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更新
[Update]

QUOTATION

見積番号: kinkoestimateD102M202209290001

Customer Code No. 1234567890

発注ユーザー様 (Demo) 様 ①

Thank you very much for your continued support.
We will quote you as follows.

Estimated Date: 2022年9月29日
Delivery date: 2022●●●
Delivery location: Designated Delivery Destination.
Estimated Effective Date: 1 month from the date of quotation.

Kinko's Japan Co., Ltd.
PACIFICO Yokohama Center
1-1-1 Minato mirai, Nishi-ku, Yokohama
Kanagawa 220-0012, Japan
PACIFICO Yokohama Exhibition Hall
1-1-1 Minato mirai, Nishi-ku, Yokohama
Kanagawa 220-0012, Japan
Tel: 03-45-222-7025
Fax: 03-45-222-7026
Contact: Taro Test

Title	Poster Print (2022●● academic conference)	Quantity	1
Item	Quantity	Unit Price	Total (JPY)
[A] semi-gloss paper	1	15,000.00	15,000
[B] soft non-woven fabric	1	25,000.00	25,000
[C] LIMEX (Non-pulp material with limestone as the main raw material)	1	20,000.00	20,000
MPM配送料	1	0.00	0
Sub Total	¥ 60,000	Tax (10%)	¥ 6,000
GRAND TOTAL			¥ 66,000

[Delivery Location]

2022●● academic conference site

1-1-1 Minato mirai, Nishi-ku, Yokohama
Kanagawa 220-0012, Japan
PACIFICO Yokohama Exhibition Hall

[Product Specifications]

[A] semi-gloss paper 1,800mm×900mm

[B] soft non-woven fabric 1,800mm×900mm

[C] LIMEX (Non-pulp material with limestone as the main raw material) 1,800mm×900mm
*LIMEX is a new material originating in Japan that replaces paper and plastic with limestone as its main ingredient. It is an eco-friendly media that can greatly reduce the amount of water resources used in the manufacturing process compared to ordinary printing paper.

1 / 1 Price calculations are rounded to the nearest whole number.

[On-demand MPM] How to change the registered user information

[Reference] Registered information indicated on a receipt and expense reports * after the ordered item has been shipped (delivered)

Username ユーザ名 **発注者名** ①

Login ID ログインID xxx@kinkos.co.jp

Password パスワード
※変更する場合のみ入力

Tel. No. 電話番号 03-0000-0000

内線番号 Extension No.

担当者携帯電話番号 Mobile phone No.

Email xxx@kinkos.co.jp

Select all 全て選択

E-mail reception settings
メール受信設定

Thanksメール Thanks message
 発注者への注文受付メール Order reception message
 発注者への却下メール Order rejection message
 発注者への資料送済みメール Delivery message
 発注者への注文キャンセルメール Cancellation message

発注者名(姓) 発注者名(姓) Name of orderer (Surname)
 発注者名(名) 発注者名(名) Name of orderer (First name)
 発注者カナ名(姓) カナ
 発注者カナ名(名) カナ

所属組織名1 (法人名、病院名等) 所属組織名1 (法人名、病院名等) Name of affiliation 1 (Company name, hospital name, etc.) *Required ②
 所属組織名2 (部署名、科名等) 所属組織名2 (部署名、科名等) Name of affiliation 2 (Department name, division name, etc.)
 所属組織名3 (その他組織名称等) 所属組織名3 (その他組織名称等) Name of affiliation 3 (Name of other organizational name, etc.)

学会参加番号 K-123 ③

キンコースからのサービスご案内 ※OKでしたらチェックをお願いします
 Wish to receive service information from kinko's.
 * Check the box if you wish to receive.

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[Update]

Customer Code No. 1234567890

DATE: 2022年9月26日 No. 102-50

所属組織名1 所属組織名2 所属組織名3 発注ユーザー様 (Demo) 様 ②

Kinko's Japan Co., Ltd.
PACIFICO Yokohama-Center
1-1-1 Minato mirai, Nishi-ku, Yokohama
Kanagawa 220-0012, Japan
Tel: +81-45-222-7025
Contact: Taro Test

We will quote you as follows.
Shipment Date: 2022年9月26日

QUOTATION

[Delivery location]
2022●● academic conference site
1-1-1 Minato mirai, Nishi-ku, Yokohama
Kanagawa 220-0012, Japan
PACIFICO Yokohama Exhibition Hall Congress Participation No. ③ To Orderer (Demo) ③

Title Poster Print (2022●● academic conference)

Item	Quantity	Price (JPY)	Total (JPY)
[A] semi-gloss paper		15,000.00	15,000
[B] soft non-woven fabric		25,000.00	25,000
[C] LIMEX (Non-pulp material with limestone as the main raw material)		26,000.00	26,000

MPM配送料

Sub Total ¥ 60,000 Tax (10%) ¥ 6,000 GRAND TOTAL ¥ 66,000
Price calculations are rounded to the nearest whole number.

[Product Specifications]
 [A] semi-gloss paper 1,800mm×900mm
 [B] soft non-woven fabric 1,800mm×900mm
 [C] LIMEX (Non-pulp material with limestone as the main raw material) 1,800mm×900mm
 *LIMEX is a new material originating in Japan that replaces paper and plastic with limestone eco-friendly media that can greatly reduce the amount of water resources used in the manufacturing of ordinary printing paper.

Please note that items may vary according to the Congress Poster Service you ordered.

See P. 16 for how to download receipt and expense reports from the system after the ordered item has been shipped (delivered).

DATE: 2022年9月29日 No. 50

RECEIPT

Kinko's Japan Co., Ltd.
PACIFICO Yokohama Center
1-1-1 Minato mirai, Nishi-ku, Yokohama
Kanagawa 220-0012, Japan
PACIFICO Yokohama Exhibition Hall 2F
Tel: +81-45-222-7025

発注ユーザー様 (Demo) 様 ③

Total amount (including tax)	¥	66,000
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Price calculations are rounded to the nearest whole number.

In payment of services provided and printing
The above amount was duly received via online credit card payment.

How to order the service

Login

Log in with the User ID you registered on the login page.

The screenshot shows the login interface for the Kinko's application. At the top left, there is a navigation menu with a link to "ログイン (Login)". The main content area contains a login form with two input fields: "ID" and "パスワード (Password)". A red rectangular box highlights these two fields. Below the fields is a "ログイン [Login]" button, which is pointed to by a blue callout bubble containing the text "Login". To the right of the form, a larger blue callout bubble contains the text "Enter the ID and password you previously registered." Below the login button, there are two links: "パスワードを忘れた方はこちら (Forgot password)" and "新規ユーザー登録はこちら (Sign up as a new user)". At the bottom of the page, there is a list of supported browsers: IE 9,10,11 Windows, Chrome Windows/MacOS, FireFox Windows/MacOS, and Safari MacOS. The version number "Ver.2.2.8" is located in the bottom right corner.

TOP page

After you log in, the following Top Page is shown:

To confirm the services you ordered

To order the items you selected.

The order manual (e-book) is available.

Information

Item Search 資材型番 / アイテム名 / キーワード

▼Option カテゴリ内検索 全体検索

第●回 ●●学会学術集会 ポスター印刷申込システム

有効期間 (開始) 順 昇順: 降順: 全ての資材

表示件数: 50 件 1 / 全1ページ: 全3件

データ入稿 PDF 学会ポスター (半光沢) 000×0,000mm Poster001

データ入稿 PDF 学会ポスター (不織布ソフト) 000×0,000mm Poster002

データ入稿 PDF 学会ポスター (LIMEX) 000×0,000mm Poster003

学会ポスター (半光沢紙) 学会ポスター (不織布ソフト) 学会ポスター (LIMEX)

Category

Items are categorized by type. * The item type can be narrowed down from this field.

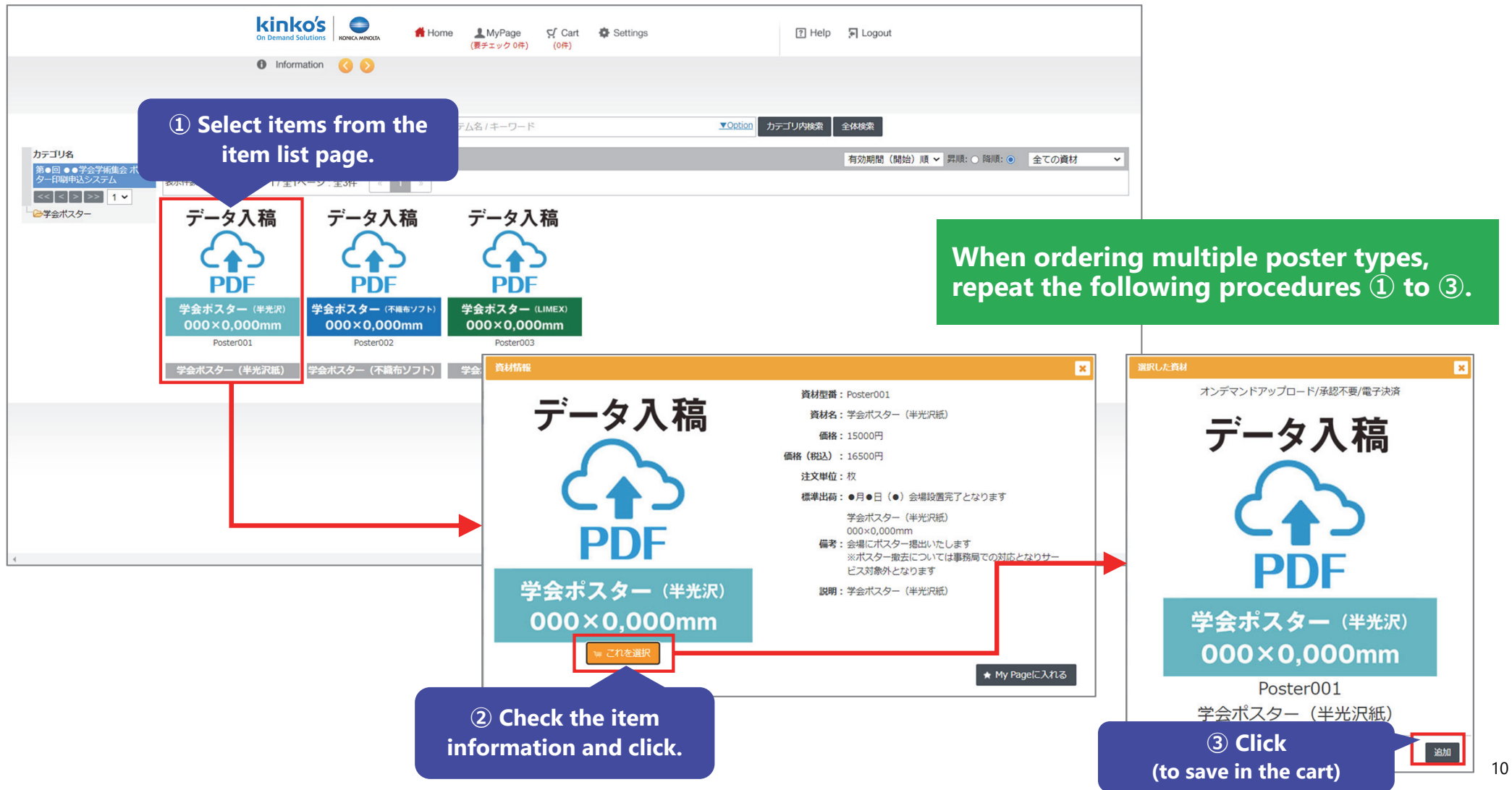
Items for order

Items can be selected.

① Selecting items

Following the procedure, save the item(s) you select from the item list in the cart.

* The poster size and paper lineup vary according to the congress.



① Select items from the item list page.

When ordering multiple poster types, repeat the following procedures ① to ③.

② Check the item information and click.

③ Click (to save in the cart)

The screenshot shows the Kinko's website interface. At the top, there are navigation links for Home, MyPage, Cart, Settings, Help, and Logout. Below the navigation is a search bar and a category filter. The main content area displays a list of poster items, each with a 'データ入稿 PDF' icon and a 'これを選択' button. A red box highlights the first item, '学会ポスター (半光沢) 000×0,000mm Poster001'. A red arrow points from this item to a detailed information window. This window shows the item name, price (15000円), tax-included price (16500円), and a 'これを選択' button. Another red arrow points from this button to a '選択した資材' (Selected Materials) window, which shows the item added to the cart and an '追加' (Add) button. A green box contains the instruction: 'When ordering multiple poster types, repeat the following procedures ① to ③.'

② Displaying the cart and uploading PDF data

Click [Cart] to display the cart. Click [Upload data] on the bottom of the thumbnail image to specify the file. Click [Specify the Shipping Address] when proceeding with the order.

① Click

② Uploading a PDF file

③ Click

Data to be uploaded should be in PDF format, single page (1 page/1 data) and the file size should not exceed 20 MB.

③ Selecting the shipping address

Check the box of the venue address registered in the list of shipping addresses.

Cart | 配送先指定

配送先別数量指定

共有管理: 共有配送先

共有管理

共有配送先

名称

検索

1 / 1

名称: 第●回 ●●学会学術集会 ポスター会場
 宛名: 第●回 ●●学会学術集会 ポスター会場
 〒: 220-0012
 住所: 神奈川県横浜市西区みなとみらい1-1-2/パシフィコ横浜
 代表電話番号: 045-000-0000
 内線番号:
 担当者: 運営事務局
 担当者携帯番号:
 担当者メール:

配送先の登録情報の詳細が表示されます。

全選択 全解除

名称	選択
第●回 ●●学会学術集会 ポスター会場	<input checked="" type="checkbox"/>

② Click

① Check the shipping address registered.

④ Enter the number of items and the order name

On the page specifying the number of items by shipping address, confirm the number of items and **enter "your abstract number" in the order name.**
After entering the information, click [Go to order application].

Click the link of [Order Name:] and enter your abstract number.

Click [Edit]

Enter the number of items and click [Update]

Click

**You can order a poster by sheet.
* Only one sheet can be ordered at a time per uploaded file.**

Item Name	Price	Quantity
第●回 ●●学会学術集会	¥0.-	0
第●回 ●●学会学術集会 ポスター会場	¥0.-	0

Item Name	Price	Quantity
第●回 ●●学会学術集会	¥15,000.-	1
第●回 ●●学会学術集会 ポスター会場	¥15,000.-	1

Item Name	Price	Quantity
第●回 ●●学会学術集会	¥15,000.-	1
第●回 ●●学会学術集会 ポスター会場	¥15,000.-	1

⑤ Confirmation and order confirmed

The final order confirmation page is displayed. Provided the order is correct, enter the necessary information and click [Confirm the Order]. ***Please note that orders cannot be cancelled once confirmed.**

Please enter any comments to kinko's in the note field.

Order confirmation

Please enter your credit card information. * We only accept credit card payments.

Check the order content.

Click the [download/temporary save quotation] button to download the quotation in PDF format.

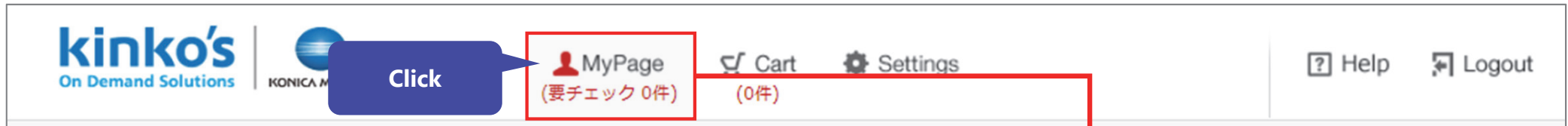
The poster you ordered will be presented in the venue on your presentation day.

*** Please note that the screen shows a different schedule.**

How to Download Receipt / Expense Reports

How to Download Receipt / Expense Reports

Once the ordered item is shipped (delivered), the status shown in the system changes to "Delivered". When the status is "Delivered", you can download expense reports (quotation, delivery statement, invoice) and receipts from the system in PDF format.



Click to download each file in PDF format.

Confirm that the status has been updated to "Delivered"

発注日	発注名	進捗状況	更新日	操作
2022/9/2	(発注名入力)	発送済	2022/9/2 15:04	参照,再発注

第●回 ●●学会学術集会	金額	数量	発注日	単位
第●回 ●●学会学術集会	¥40,000.-	1		1
第●回 ●●学会学術集会 ポスター会場	¥40,000.-	1	2022/9/12	1

kinko's
On Demand Solutions



KONICA MINOLTA