



make more of your floor





1. Visit the website and “Login” (top-right) using your personal credentials.

<https://b2bportal.kleen-tex.eu/index.php/en/>

Username \*

Password \*

Remember me

Log in



2. On the home page click the “SKETCH” button to activate a new Design Quote Request.



### 3. Product selection.

Before the form launches you must choose the product you would like us to create a design for.

You will automatically be taken to the next stage.

Please wait, it may take a few seconds...

**Note:** You can click the grey drop down "Product Details" to reveal your unique order information. Here you can make a note of your unique Design Quote Number, incase you need it later.

Product Details ▼

Choose Product:



4. The form will launch.

Optional: You may add your own unique reference in the field.

Create a Design Name, this will make it easier to reference later.

If your chosen product has border options you may select them here.

The remaining form fields will automatically appear once you have completed these selections.

**Note:** You can click the grey drop down "Product Details" to reveal your unique order information. Here you can make a note of your unique Design Quote Number, incase you need it later.

Product Details ▼

Your Reference:

Design Name:

Border [in]



## 5. Sizes

These fields will change depending on your selections...  
They may also change depending on the type of Product...

Design standard dimensions:

You can choose a fixed standard size from the list or “**Special dimensions**”

Choosing “**Special dimensions**” will reveal the “Width” and “Length” fields:

Width [in]:

Length [in]:



## 6. Completing the form - Quick Reference.

**Your Reference:** Create your own reference if required.

**Design name:** Enter the name of your design.

**Border [in]:** Depending on the Product type, you may select the border width [in] or no border from the drop down list.

**Design**

**standard dimensions:** Select standard size or Special dimensions.

**Special dimensions:**

**Width [in]:** Enter the exact Width [in].

**Length [in]:** Enter the exact Length [in].

**Orientation:** Select orientation, Landscape or Portrait.

**Files:** Drag and drop or attach any artwork files, scanned designs, sketched layouts or photos you may have to help our designers create your mat design. You may add multiple files.

Allowed file formats: jpeg, jpg, png, gif, pdf, bmp, ps, eps, cdr, ai, psd, tiff, tif

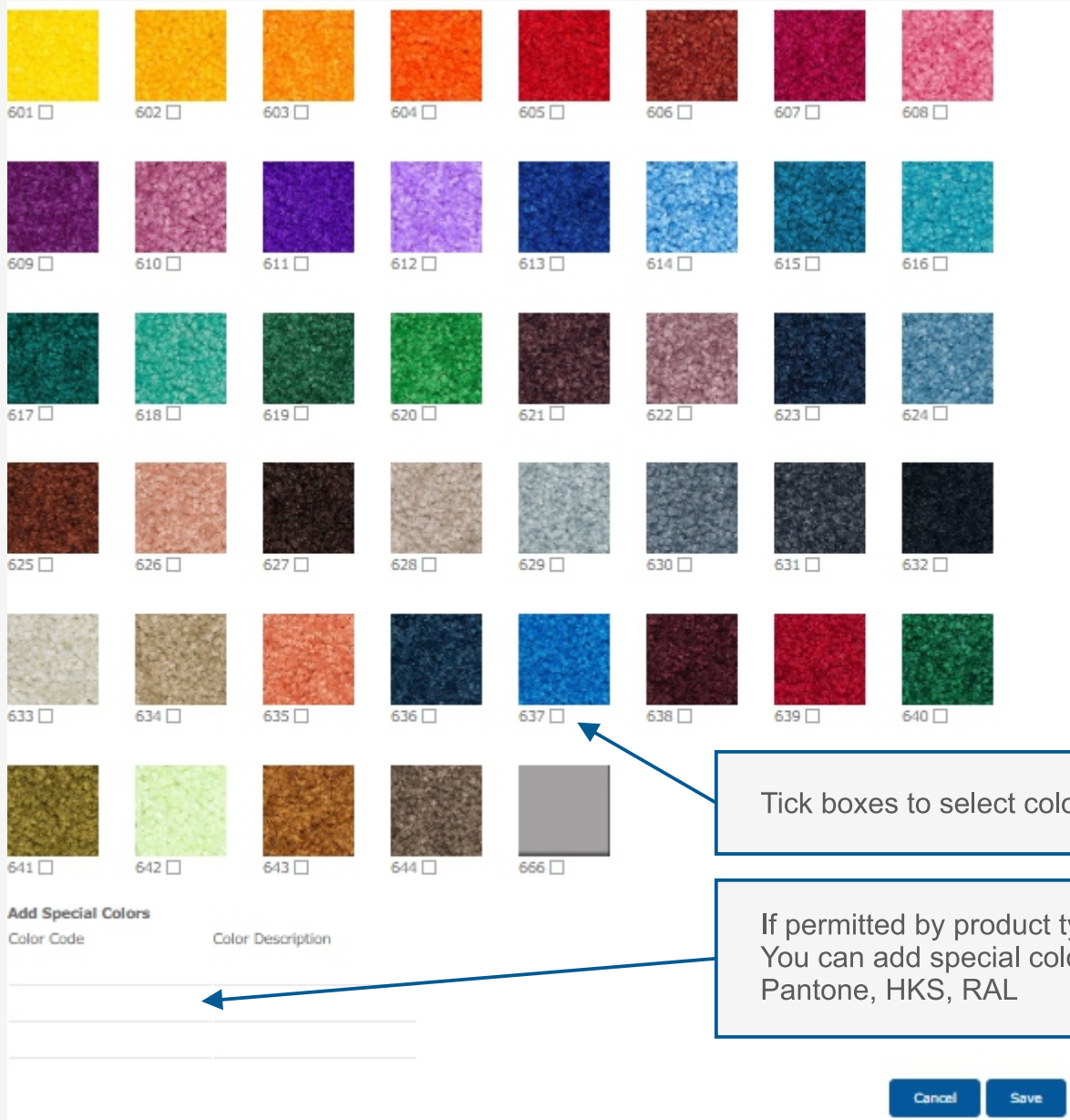
**Background Colour:** You may tick the box to allow our designers to choose the background colour/s, or you may choose the background colour/s from the colour menu (page 8).

**Design Colours:** You may tick the box to allow our designers to choose the foreground colour/s, or you may choose the foreground colour/s from the colour menu (page 8).

**Comments:** Use this field to give us any specific details about your design.



6a. The Colour Selector.



601  602  603  604  605  606  607  608

609  610  611  612  613  614  615  616

617  618  619  620  621  622  623  624

625  626  627  628  629  630  631  632

633  634  635  636  637  638  639  640

641  642  643  644  666

**Add Special Colors**

Color Code	Color Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Cancel Save

Tick boxes to select colours

If permitted by product type  
You can add special colours here  
Pantone, HKS, RAL





## 7. Submit

**Send To Designer**

Submit your request to our design team.

**Save Draft**

Save Draft and finish later, make a note of your reference.

**Create New Version**

Start over with a new request.

**Delete**

Delete this request.



## 8. Confirmation

Once the form has been successfully submitted, the following message will appear in a new pop-up window:

**MESSAGE FROM B2BPORTAL.KLEEN-TEX.EU**

Confirm by pressing OK.



## 9. Check Status

You can check the status of your design at any time.

Visit the home page and select the **DESIGN QUOTES** icon:



Search for your design.

If your mat design has been created by our designers and uploaded onto the portal, its status will change from **NEW** to **RELEASED FOR APPROVAL**



10. Icon Key



Design Search



Product Search



Open Orders



Closed Orders



Design Quotes



Posted Shipments



Posted Invoices



Posted Credit Memos



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