

## How to 'Adviserer' to DBK as a print company

'Adviseringer' (notices) to DBK are necessary for DBK to receive a product delivery.

The publisher that has ordered books from your printing company must register you as a user on Mit DBK.

The created email must be used as the username. Press "forgot password" and create your own password.

## Step by step:

- Open Mit DBK and log in
- Click on 'Ordrer' (Orders) and choose 'Produkthåndtering' (Product handling)
- Search for products and 'Tilføj alle til kurv' (Add all to basket)
- Click on 'Kassen' (Basket)
- Choose 'Håndteringstype' (Handling type) Advisering Informer DBK om kommende leverancer af bøger' (Notification Inform DBK about upcoming deliveries of books)
- Click on 'Kassen' (basket)
- Add reference to order
- Select delivery address
  - Unless otherwise agreed, the delivery address must be Køge, Mimersvej 4
- Click on 'Afsendelsesdato' (Dispatch Date)
- Select expected 'Modtagelsesdato' (date of receipt)
- Click on 'Opret ordre' (Create order)

It is then possible to see the receipt on the notification. This will also be sent to than email address. It is possible to print the receipt or download the receipt as a PDF.

A copy of the receipt must be placed on each pallet/package sent to DBK.

					Du er logget ind som <b>test</b>
<b>NDBK</b>					MENU KURV (8)
Håndteringstype:	✓ Vælg type her				
Enheder i din indkøbskurv: 8	Advisering - Informer DBK om kommende lev	erance af bøger			
Titel			lalt	Kurv indhold	
TESTtite 80,00 k	el19 - D365 22.05.2023 r.	8	640,00 kr.	Subtotal	640,00 kr. Ekski, Morris
Fiern				lalt	640,00 kr.
HILL BALL				Moms Total inkl. Moms	160,00 kr. 800,00 kr.
Tøm kurv	< Tilføj flere produkter				