



User manual for IKEA suppliers

IKEA Print Application

Revision history

<u>Date</u>	<u>Author</u>	<u>Notes</u>
<u>November 8th, 2024</u>	<u>Aljaz Bester Cerar</u>	Page 19: Added " <u>Country of Origin</u> " option to the " <u>Label Settings</u> "
<u>February 19th, 2025</u>	<u>Izidor Jereb</u>	Page 20: Added " <u>Sewn on margin</u> " option to the label <u>settings</u>

Summary

Below document describes functionality and prerequisites required to run IKEA Print Application in Cloud.

Using the IKEA Print Application will enable the supplier to print dynamic labelling with a GS1 DataMatrix. The GS1 DataMatrix will be encoded with different application identifiers as needed.

Before using **IKEA** Print Application in Cloud, read this manual which will help you get up to speed and print labels easily.

Requirements

To use IKEA Print Application in Cloud you need two things:

1. Internet connection
2. Installed NiceLabel Web Client

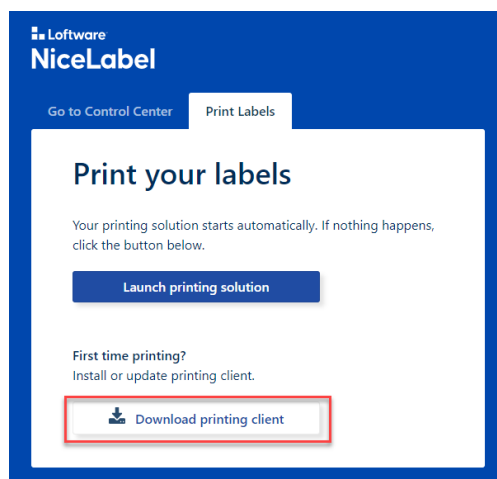
How to install NiceLabel Web Client is described in next section.

NiceLabel Web Client installation

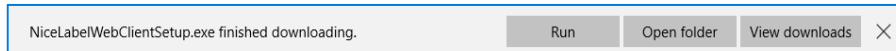
Follow the steps to install NiceLabel Web Client.

These steps are required only once (on each computer) prior running **IKEA** Print Application in Cloud.

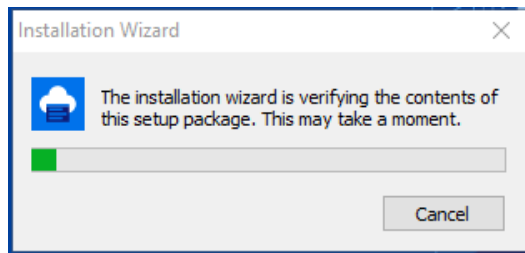
1. Go to
 - <https://IKEA.onnicelabel.com> (Datacenter in Europe recommended for suppliers located in Europe) or
 - <https://IKEA-AP.onnicelabel.com> (Datacenter in APAC recommended for suppliers located in Asia-Pacific)
2. The following page will open.



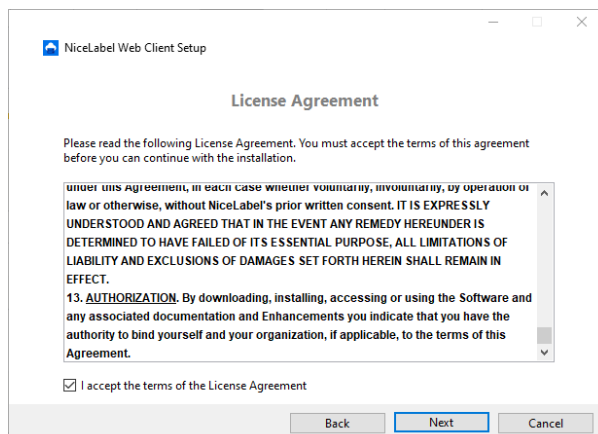
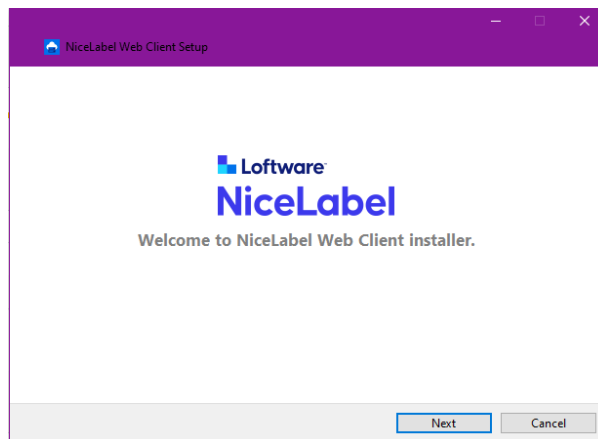
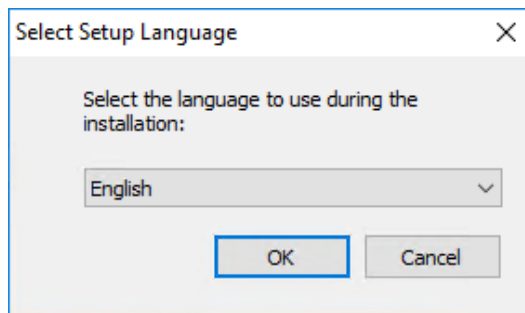
3. Click on "Download printing client" link.
4. NiceLabelWebClientSetup.exe will start downloading.

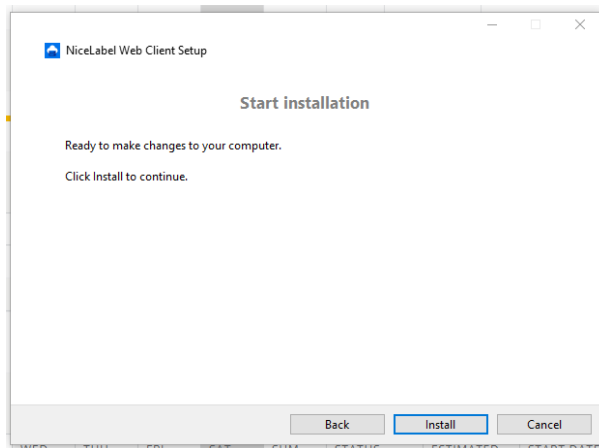


5. After download, run installation

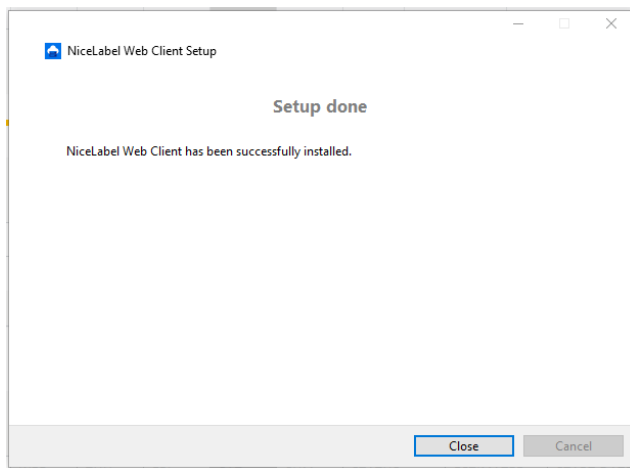


6. Select Language during installation and follow the steps.





7. Click *Close* to finish installation.



Running NiceLabel Print Application in Cloud

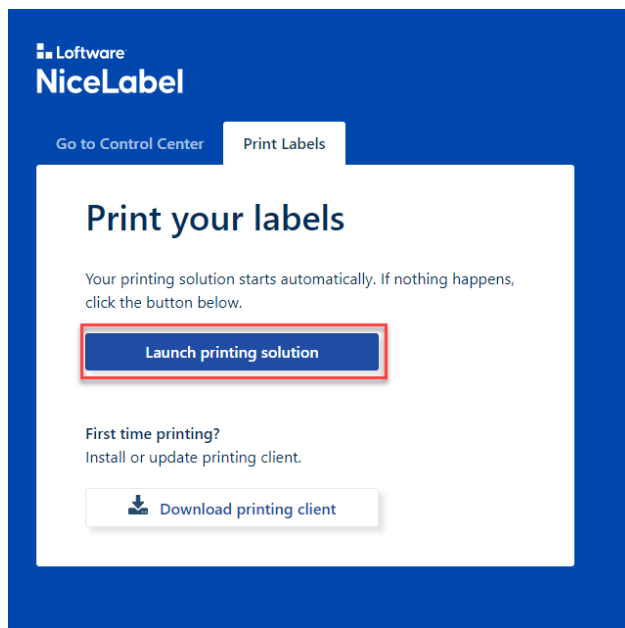
After installation of NiceLabel Web Client go to

- <https://IKEA.onnicelabel.com> (Datacenter in Europe recommended for suppliers located in Europe) or
- <https://IKEA-AP.onnicelabel.com> (Datacenter in APAC recommended for suppliers located in Asia-Pacific)

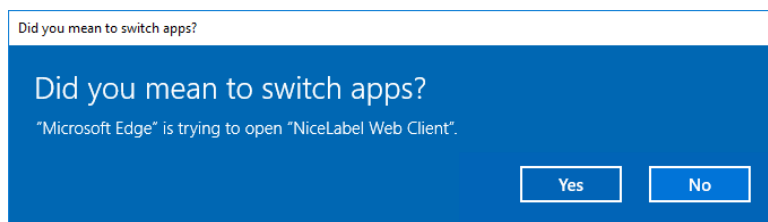
and proceed from step 1.

If the web client has previously been installed (section NiceLabel Web Client installation) open a Web browser and navigate to <https://IKEA.onnicelabel.com/print/> (European suppliers) or <https://IKEA-AP.onnicelabel.com> (APAC suppliers) will automatically open the printing solution and you can proceed from step 2 (log in).

1. Click on "Launch Printing Solution" button.

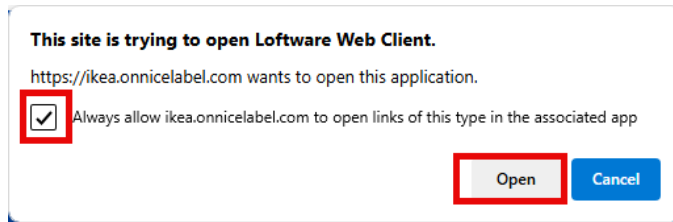


Depending on Internet browser a system pop-up may appear:



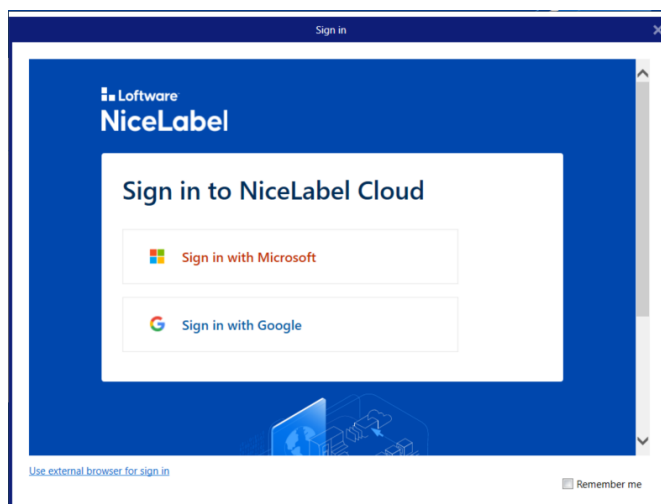
Click "Yes" to continue.

Or



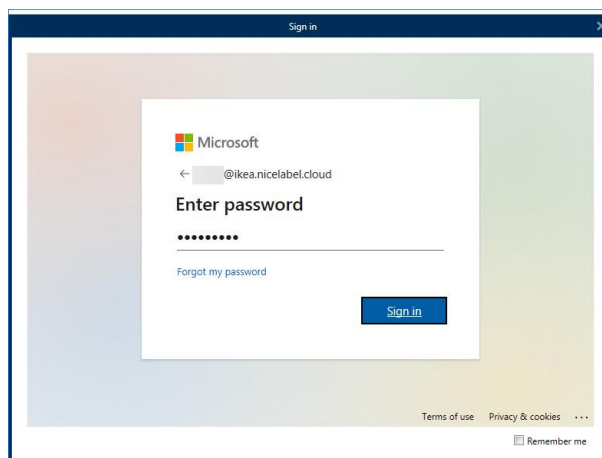
Tick the “Always allow...” box and “Open NiceLabel Web Client” (or “Loftware Web Client” – they are the same)

2. Next the following dialog will be shown. You need to log-in in order to run application. Select "Sign in with Microsoft".



On next screen you will be prompted for username. You will get your username and password from IKEA! It is in format **xxxxxx@ikea.nicelabel.cloud** where xxxxxx represents your supplier name or supplier number.

On next step enter password (also provided by IKEA)!



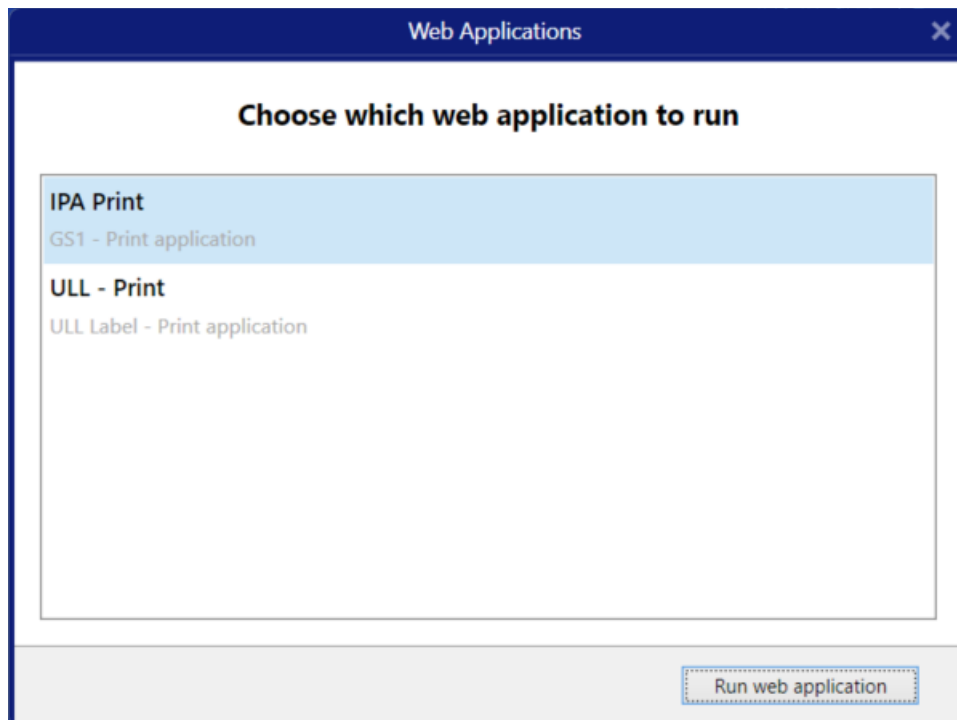
Prior very first login to application you will be asked to change password – only the first time. Change password and remember it. **IKEA will only be able to reset it!**

When you log in IKEA Print Application in Cloud is started.

Using IKEA Print application

After successful log-in the Web Applications screen will appear where you select which application you would like to use:

1. IPA – Print for printing Product identification labels
2. ULL – Print for printing Pallet labels

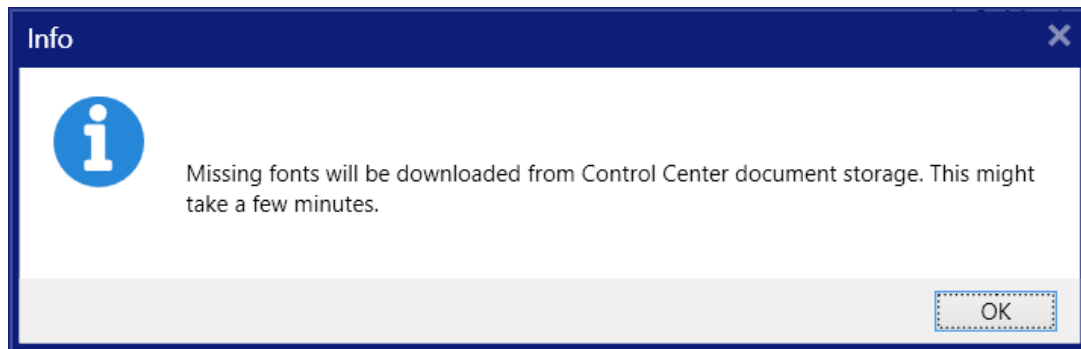


If not already highlighted, highlight the desired application and then “Run web application”

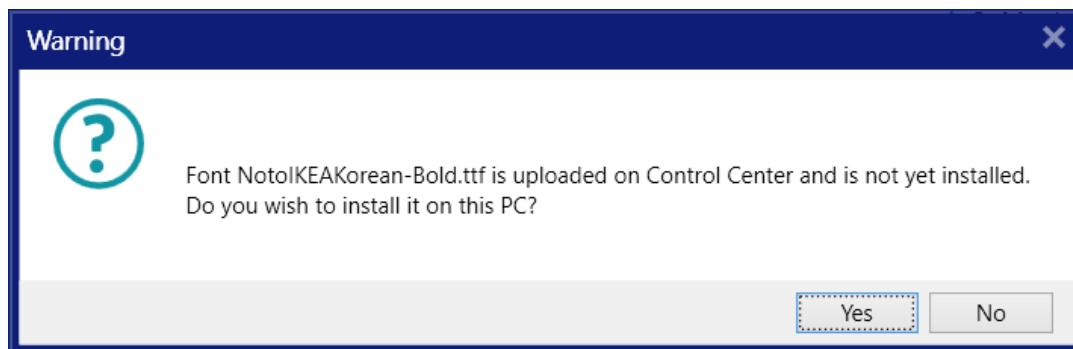
During application start procedure system will check if required NOTO IKEA fonts are installed on your PC:

- NotoIKEAKorean-Bold.ttf
- NotoIKEAKorean-Regular.ttf
- NotoIKEALatin-Bold.ttf
- NotoIKEALatin-BoldItalic.ttf
- NotoIKEALatin-Italic.ttf
- NotoIKEALatin-Regular.ttf

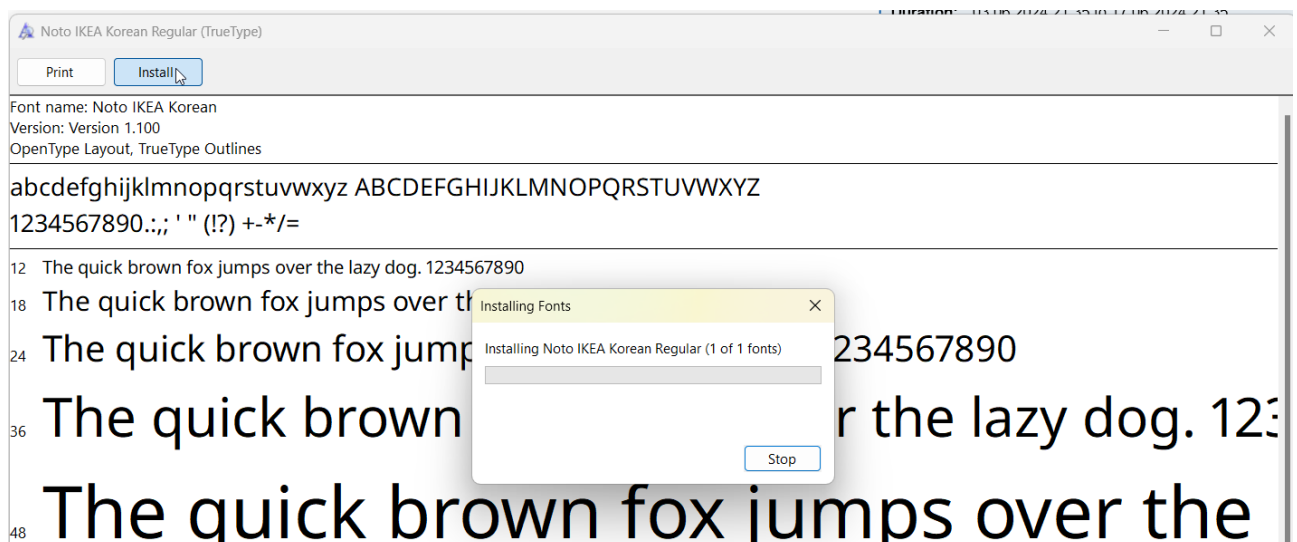
If fonts are not installed the Information pop-up message will notify you that missing fonts will be downloaded from Control Center document storage.



After download the Warning message will display with question if you would like to Install the IKEA NOTO font of your PC.



Click Yes. Window with presentation of IKEA NOTO fonts will open. Click Install to start installation of TrueType font.

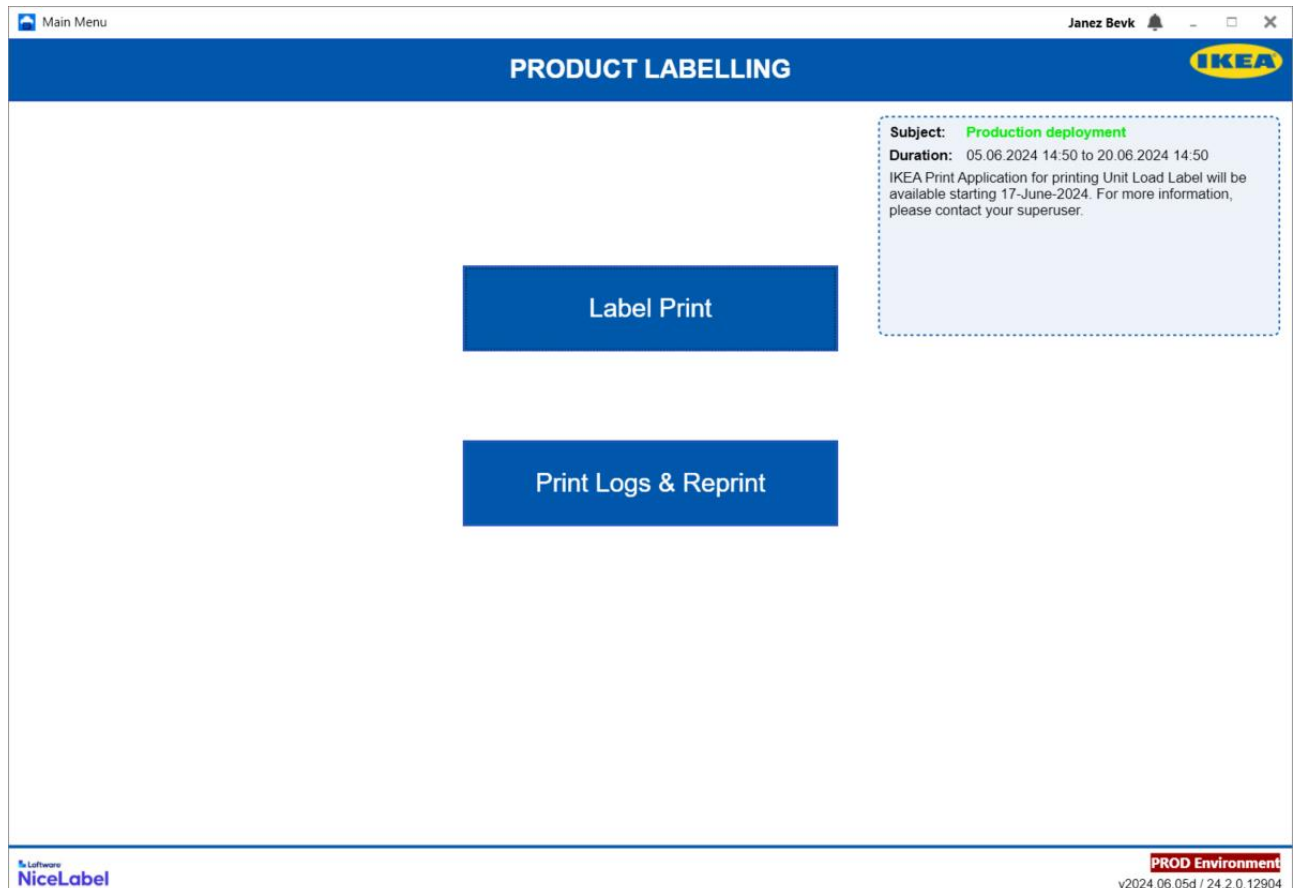


A pop-up message Installing Fonts will appear. After message disappears font installation will conclude and you could close this Window.

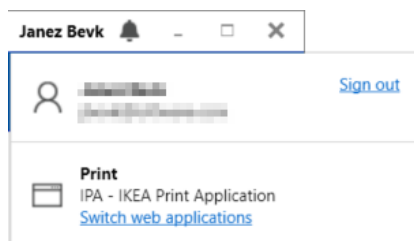
Same procedure will appear for other fonts (6 in total).

IKEA Print Application (IPA)

After selecting IPA – Print the IPA Web Application will appear with the Main Menu screen.



At the right of the top menu bar there is your username with a bell icon. Clicking your name shows your login details, an option to sign out and option to switch between web applications.



On right side of the screen the Notification message(s) about planned updates, maintenance downtime,.. are displayed (if active).

On bottom right corner you can see version of the solution and environment name from where solution is running (PROD - Datacenter in Europe, PROD-AP - Datacenter in APAC).

From this Main Menu screen there are two options (see following sections Label Print and Print Logs & Reprint).

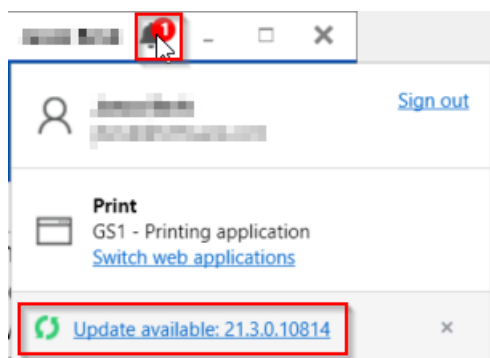
Label Print

This section of the application allows users to print selected label(s) after performing a search.

The NiceLabel Print (Label Print section) application contains the following areas, each is explained below:

The screenshot shows the 'LABEL PRINT' interface. At the top, there's a header with the IKEA logo and a 'Report a problem' link. Below the header, there are search filters for Supplier, Item Name, Label Name, Label Type (CP, MP, PI), and SIR State (Implemented, Accepted, Review, Rel to Sup). A table lists items with columns for CPN, Item No., Item Name, Label Name, Doc. Name, Application method, and State. Below the table, there are fields for Prefix, Date, Suffix, Data Matrix, Product information, Color dot, Number, and Preview mode. A 'Label Preview' section shows a sample label for 'TUFJORD' with dimensions, weight, barcode, and QR code. At the bottom, there are fields for Select Printer, Print Quantity, and a 'Print' button. A status bar at the very bottom shows the user name and environment (PROD environment).

[1] **Name of logged in user.** Click in the name gives sign out options:



Note: In case that update is available for NiceLabel Web Printing client, notification will be displayed next to user account name. It's suggested that you have installed always latest

available version. Clicking Switch web applications will lead you to the first screen where you could choose which application to run IPA – Print or ULL – Print.

[2] **“Back” button.** Clicking here, returns user to Main Menu.

[3] **Name of the logged in supplier.**

[4] **Item Number.** An Item Number or an Item Name [5] needs to be entered before a Search [8] is run. The “wildcard” asterisk character (“*”) is allowed in the number - an asterisk on its own will return all values.

[5] **Item Name.** An Item Name or an Item Number [4] needs to be entered before a Search [8] is run. The “wildcard” asterisk character (“*”) is allowed in the name - an asterisk on its own will return all values.

[6] **Label Name.** This field may be left empty but can be used to limit a search if details are known. The “wildcard” asterisk character (“*”) is allowed in the name.

[7] **Label Type** selection boxes. Click the required boxes to select required types and states for the search. One box or as many as required can be selected. If no boxes are “ticked” no data will be returned.

[8] **SIR State** selection boxes. Click the required boxes to select required types and states for the search. One box or as many as required can be selected. If no boxes are “ticked” no data will be returned.

SIR States: ‘Review’ and ‘Rel to Supplier’ are for Label preview only. Watermark PREVIEW ONLY will be displayed over the label.

Back

Report a problem

Supplier:

Item Name:

Label Type:

SIR State:

Item Number *:

Label Name:

☒ CP
☒ MP
☒ PI

☐ Implemented
☐ Accepted
☐ Review
☒ Rel to Sup

Search

Clear All

No.	Item No.	Item Name	Label Name	Doc. Name	Application method	State
		VIMLE 2-seat sec Grann/Bomstad black AP	1R35-COA,IDADM,NUA	PI-577355-1	Adhesive or Printed	Rel To Sup
		VIMLE 2-seat sec Grann/Bomstad golden-brown AP	1R35-COA,IDADM,NUA	PI-577362-1	Adhesive or Printed	Rel To Sup
		VIMLE 2-seat sec Grann/Bomstad golden-brown AP	1R35-COA,IDADM,NUA	PI-577362-1	Adhesive or Printed	Rel To Sup
		SLATTUM upholst bed frm 160x200 Knisa lgrey AP	1R35-IDADM	PI-580410-1	Adhesive or Printed	Rel To Sup
		SLATTUM upholst bed frm 150x200 Knisa lgrey AP	1R35-IDADM	PI-581799-1	Adhesive or Printed	Rel To Sup
		SLATTUM upholst bed frm 150x200 Knisa lgrey AP	1R35-IDADM	PI-590387-1	Adhesive or Printed	Rel To Sup

Prefix:

Date:

Suffix:

Sections:

Preview mode:

Data Matrix Format:

05.06.2023

Complete label

Overlay

Square

SLATTUM
160x200 cm
(63x78 3/4")

Design and Quality
IKEA of Sweden

35 kg
(77 lbs)

19369
404.463.77

AI(240)40446377193699
AI(13)230605
23-06-05 (YY-MM-DD)
PI-580410-1
IKEA of Sweden AB SE - 34381 Älmhult
© Inter IKEA Systems B.V. 2021
Made in China

210.07mm X 35.03mm

Select Printer

Print Quantity

Label settings

Show label size

Print

Computer Name:

User Name:

v2023.05.31b / 21.2.0.9430

Note: Label SIR state is taken with IKEA PDOC system. You have to change the SIR State in PDOC system first that state will be reflected in IPA.

[9] **Search.** Once filtering details have been supplied (sections [4]/[5]/[6] and [7]/[8]) a Search can be performed. Data meeting search criteria is returned in section [10].

Note: "Wildcard" * can be used in search areas [4], [5] & [6] to represent "any character(s)". For example, to search for any item numbers beginning 603, enter "603*" in the Item Number box. To search for any labels with IDA in the name, enter "*IDA*" in the Label Name box.

[10] **Clear All.** You can adjust details in Item Number etc, or change Label Type / SIR State selections and perform another search. If you prefer clicking "Clear All" will clear all fields and all tick boxes for a fresh search.

[11] **Data area.** Once a search is performed data should be returned in this table area. The line highlighted is the current selected label and details are displayed in Label Preview area [20] below. To select a different label, click an alternative line.

Supplier User manual/IKEA Print application/

[12] **Prefix.** If required a prefix can be added. Values entered in prefix box [12] are added to the prefix area of the label [12].

[13] **Date Stamp.** (13) This will be the current date but can be changed from the dropdown arrow.

Note: Any date could be selected; Past, Today or Future

Prefix: Date Stamp: Su

22.07.2022

22 July 2022

July 2022

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Clear

For Items where multiple labels have to be printed (CPN>1) you could clear the Production date by using Clear button in Date picker for labels where CPN>1. In label where CPN=1 Production date is mandatory.

Label Print

Back LABEL PRINT

Supplier: Item Name: Label Type: SIR State:

Item Number *: Label Name:

CP CP MP PI

Implemented Accepted Review Rel to Sup

Search Clear All

CPN	Item No.	Item Name	Label Name	Doc. Name	Application method	State
1	00500465	GRÖNLID N frm fst w stor	1R20-PRADM	PI-452707-1	Permanent	Accepted
1	00500465	GRÖNLID N frm fst w stor	1R35-IDADM	PI-453517-1	Adhesive or Printed	Accepted
1	00500465	GRÖNLID N frm fst w stor	L10555-MIADM	PI-459054-1	Adhesive or Printed	Accepted
1	00509753	LANGARYD frm so3 Djuparp dark blue AP	1R20-IDADM,NUA	PI-111122-1	Sewn on	Implemented
2	00509753	LANGARYD frm so3 Djuparp dark blue AP	1R20-IDADM,NUA	PI-111122-1	Sewn on	Implemented
1	00509753	LANGARYD frm so3 Djuparp dark blue AP	1R20-COA,IDBDM	PI-111133-1	Adhesive	Implemented
1	00509753	LANGARYD frm so3 Djuparp dark blue AP	1R10-COA,IDADM,NUA	PI-121212-1	Adhesive	Implemented

Prefix: Date: Suffix: Data Matrix: Product information: Color dot: Number: Preview mode:

Square Complete label Show colour dot with number Show number Overlay

Label Pre: torek, 05. september 2023

september 2023

pon. tor. sre. čet. pet. sob. ned.

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 1

2 3 4 5 6 7 8

Clear

2(2)

005.097.53 19369

kg (lbs)

PI-111122-1
IKEA of Sweden AB
SE-34381 Almhult
© Inter IKEA Systems
B.V. 2021

Made in China

CE

2

201.1mm X 20.0mm

Select Printer Print Quantity

ZEBRA ZT421-300dpi ZPL 1

Label settings Show label size

Print

Computer Name: User Name:

v2023.08.30 / 21.3.0.10814

[14] **Suffix.** If required a suffix can be added. Values entered in suffix box [14] are added to the suffix area of the label [14].

[15] **Data Matrix size.** Selecting the form of Data Matrix

Square.

Prefix: Date: 09.01.2023 Suffix: Sections: Datamatrix alone Preview mode: Overlay Data Matrix Size: Square

Label Preview:



Rectangle.

Prefix: Date: 09.01.2023 Suffix: Sections: Datamatrix alone Preview mode: Overlay Data Matrix Size: Rectangle

Label Preview:



[16] **Product information.** If product information sections are enabled on the label then you could select from dropdown menu which section(s) of the label will be printed.

Product information:

Complete label
Complete label
Only static information
Only data matrix and date

Complete label option will print complete label

Prefix: Date: 07.09.2023 Suffix: Data Matrix: Square Product information: Complete label Color dot: Show colour dot with number Number: Show number Preview mode: Overlay

Label Preview:



Only static information will print only static part of the label (**without** Datamatrix and production date)

Prefix: Date: Suffix: Data Matrix: Product information: Color dot: Number: Preview mode:
 07.09.2023 Square Only static information Show colour dot with number Show number Overlay

Label Preview:



Only data matrix and date will print just dynamic part of the label

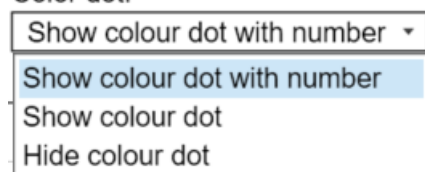
Prefix: Date: Suffix: Data Matrix: Product information: Color dot: Number: Preview mode:
 07.09.2023 Square Only data matrix and date Show colour dot with number Show number Overlay

Label Preview:



[17] **Color dot.** For labels with Color dot you could made a selection which part of Color dot to be printed

Color dot:



Show color dot with number is showing circle and colour number

Prefix: Date: Suffix: Data Matrix: Product information: Color dot: Number: Preview mode:
 05.09.2023 Square Complete label Show colour dot with number Show number Actual print

Label Preview:



Show color dot is showing the circle and hides the color number

Prefix: Date: 05.09.2023 Suffix: Data Matrix: Square Product information: Complete label Color dot: **Show colour dot** Number: Show number Preview mode: Actual print

Label Preview:

The label preview shows the product name LÅNGARYD, dimensions 200x236 cm, weight 27 kg, and the color number 005.097.53. A red circle highlights the color dot, and the color number is visible.

Hide color dot hides the circle and color number

Prefix: Date: 05.09.2023 Suffix: Data Matrix: Square Product information: Complete label Color dot: **Hide colour dot** Number: Show number Preview mode: Actual print

Label Preview:

The label preview shows the product name LÅNGARYD, dimensions 200x236 cm, weight 27 kg, and the color number 005.097.53. A red circle highlights the color dot, and the color number is visible.

[18] **Number:** For Items where multiple labels have to be printed (CPN>1) you could hide the package number.

Prefix: Date: 05.09.2023 Suffix: Data Matrix: Square Product information: Complete label Color dot: Show colour dot with number Number: **Hide number** Preview mode: Actual print

Label Preview:

The label preview shows the product name LÅNGARYD, dimensions 200x236 cm, weight 27 kg, and the color number 005.097.53. A red circle highlights the color dot, and the color number is visible.

159.58mm X 20.0mm

[19] **Preview mode.** If sections are enabled on the label [16] then Preview mode is selecting how the Label Preview will be displayed.

Overlay is displaying Label Preview with Overlays over the label part(s) which will *not* be printed

Prefix: Date: 05.09.2023 Suffix: Data Matrix: Square Product information: Only data matrix and date Color dot: Hide colour dot Number: Show number Preview mode: **Overlay**

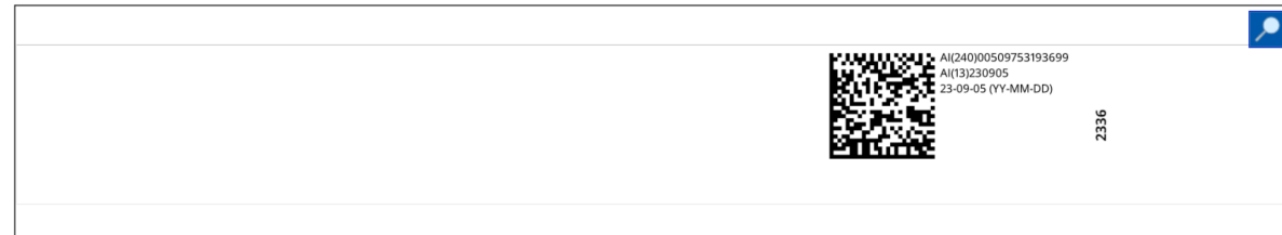
Label Preview:

The label preview shows the product name LÅNGARYD, dimensions 200x236 cm, weight 27 kg, and the color number 005.097.53. A red circle highlights the color dot, and the color number is visible.

Actual print is showing only the part of the label which will *be* printed

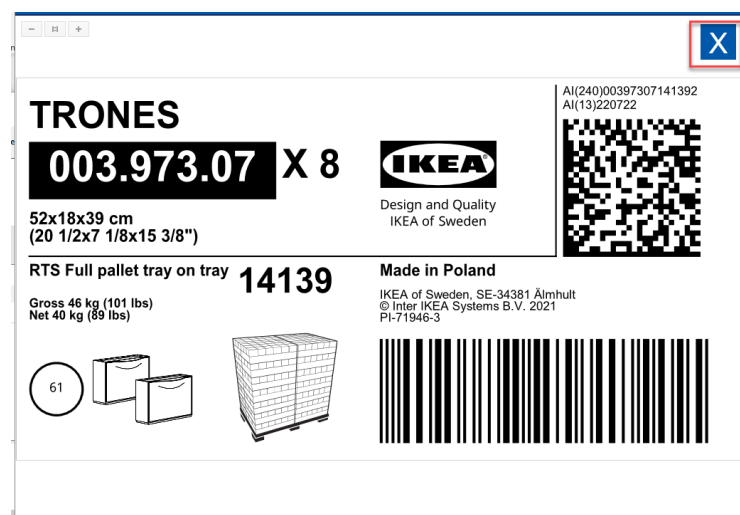
Prefix: Date: 05.09.2023 Suffix: Data Matrix: Square Product information: Only data matrix and date Color dot: Hide colour dot Number: Show number Preview mode: Actual print

Label Preview:



[20] **Label preview.** Display of label according to selected Item and provided data

[21] **Zoom.** This button will open and enlarged version of the label for closer inspection. Clicking on the “close” X will return to the normal view.



[22] **Select Printer.** Using the drop-down arrow, a selection can be made from the list of locally installed printers.

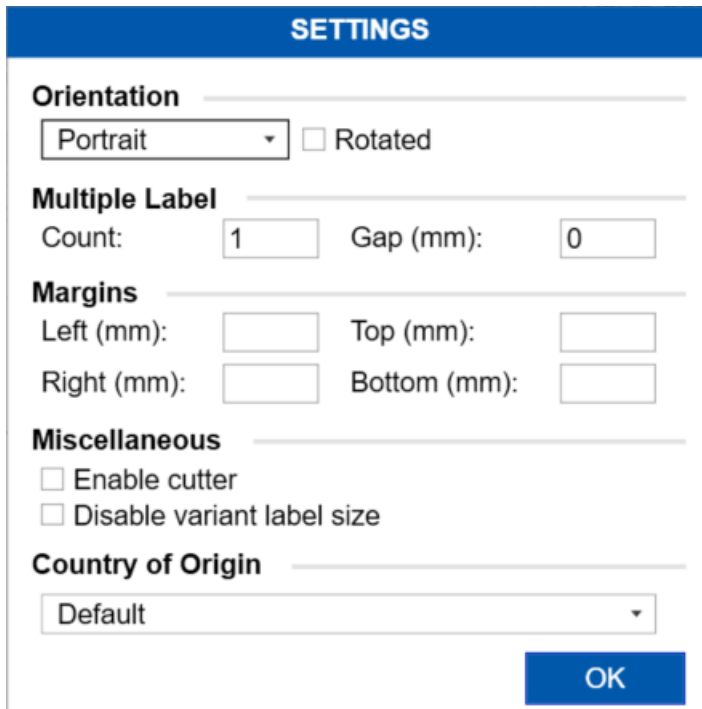
[23] **Printer Settings.** Open the menu with Printer settings. Please note that only Speed and Darkness values will be taken from printer driver settings. Other parameters are set on the label and cannot be changed.

Note: Changing printer settings might override or disturb settings done in IKEA Print Application. Please verify the result carefully to ensure a correct result.

[24] **Print Quantity.** If more than one copy of the label is required, this number can be changed before printing.

[25] **Unlimited.** Enabling this option will send unlimited number of labels to the printer. Usually used for marking printers (label store and recall).

[26] **Label Settings.** Opens the menu for Print settings:



Orientation. Select the *Portrait* or *Landscape* print

Rotated. Rotate the label for 180 degrees.


Multiple label. With *Count* value specify how many labels will be printed simultaneously. Count = 4 will print 4 labels one next to another in selected orientation. *Gap* in millimeters is specifying the space between the labels.

Margins. In millimeters specify the border(s) from the edge of the printing material.

Enable cutter: This option will enable cutter mode: *Cut after every label*

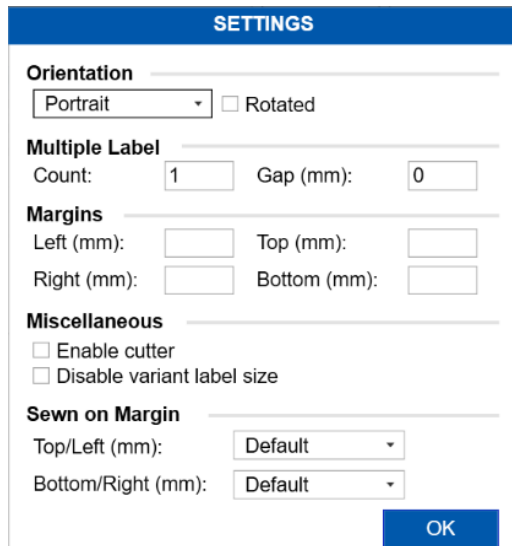
Disable variant label size: This option will disable dynamic label size. Use it for marking printers for printing proper size of the label.

Country of Origin: Drop-down will display all available Country of Origin options (visible only for relevant suppliers and relevant label templates)



Sewn on margins: This setting enables top/left and-or bottom/right margin for sewn on labels.

Note: Not all labels have this option.



[27] **Print.** This prints the selected label.

Note: Print button is unavailable if label SIR States is 'Review' or 'Rel to Supplier'

[28] **Show label size.** Enabling this option will show the actual label size to be printed in millimeters.

Note: Enabling Show label size will slightly decrease the performance of label preview while changing Article selection in Data area [10].

[29] **Information section.** Details of the computer name running application, logged in user, application version and Production environment (PROD = EU datacenter, PROD-AP = APAC datacenter) are shown here.

[30] **Report a problem.** Click on link will open support portal NowIT where you could report a problem with IPA application.

[31] **Notification identification.** Click on I icon will open Notification pop-up window with information planned updates, maintenance downtime,.. Icon visible only if active notifications available.

Print Logs & Reprint

Here you can see which labels were printed for each article. In table grid each print job is listed. You can select label you would like to reprint from bottom grid and click "Reprint".

Prior that you can select which printer to print on and number of labels.

The NiceLabel Print (Print Logs & Reprint section) application contains the following areas, each is explained below:

The screenshot shows the 'Print Logs & Reprint' application interface. It includes a header with the IKEA logo and a title bar. The main area contains a search bar, filters, and a table of print logs. The table has columns for Item No., Item Name, Label Type, Doc. Name, Label Name, Data Matrix Size, Application Method, and Status. Below the table, there are fields for 'Select Printer' and 'Print Quantity', and a 'Reprint' button. The bottom status bar shows the user's name, computer name, and environment details.

Item No.	Item Name	Label Type	Doc. Name	Label Name	Data Matrix Size	Application Method	Status
70512243	LINANAS so3 with chaise longue/Vissle dark grey NA	CP	PI-451564-1	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
70512243	LINANAS so3 with chaise longue/Vissle dark grey NA	CP	PI-451564-1	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
70572500	TUFJORD upholst bed frm 160x200 Tallmyra blk-bl AP	CP	PI-683367-2	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
70572500	TUFJORD upholst bed frm 160x200 Tallmyra blk-bl AP	CP	PI-683367-2	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
70572500	TUFJORD upholst bed frm 160x200 Tallmyra blk-bl AP	CP	PI-683367-2	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
90573259	TUFJORD upholst bed frm QN Tallmyra white/black AU	CP	PI-683471-2	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
90573259	TUFJORD upholst bed frm QN Tallmyra white/black AU	CP	PI-683471-2	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
90573259	TUFJORD upholst bed frm QN Tallmyra white/black AU	CP	PI-683471-2	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
90573259	TUFJORD upholst bed frm QN Tallmyra white/black AU	CP	PI-683471-2	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
90573259	TUFJORD upholst bed frm QN Tallmyra white/black AU	CP	PI-683471-2	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
90573259	TUFJORD upholst bed frm QN Tallmyra white/black AU	CP	PI-683471-2	1R35-COA, IDADM, NUA	Square	Adhesive or Printed	Imj
60493725	PARUP frm so3 w chs lng AP	CP	PI-451275-2	1R35-IDADM, NUA	Square	Adhesive or Printed	Ac
60493725	PARUP frm so3 w chs lng AP	CP	PI-451275-2	1R35-IDADM, NUA	Square	Adhesive or Printed	Ac
60493725	PARUP frm so3 w chs lng AP	CP	PI-451275-2	1R35-IDADM, NUA	Square	Adhesive or Printed	Ac
20493727	PARUP frm so3 w chs lng NA	CP	PI-449688-2	1R35-IDADM, NUA	Square	Adhesive or Printed	Imj
20493727	PARUP frm so3 w chs lng NA	CP	PI-449688-2	1R35-IDADM, NUA	Square	Adhesive or Printed	Imj
20493727	PARUP frm so3 w chs lng NA	CP	PI-449688-2	1R35-IDADM, NUA	Square	Adhesive or Printed	Imj
20493727	PARUP frm so3 w chs lng NA	CP	PI-449688-2	1R35-IDADM, NUA	Square	Adhesive or Printed	Imj
20493727	PARUP frm so3 w chs lng NA	CP	PI-449688-2	1R35-IDADM, NUA	Square	Adhesive or Printed	Imj

[1] **Name of logged in user.** Click in the name gives sign out options:

The screenshot shows the user profile dropdown menu. It includes a 'Sign out' button, a 'Print' button, and a notification for an update available (21.3.0.10814). The notification is highlighted with a red box.

Note: In case that update is available for NiceLabel Web Printing client, notification will be displayed next to user account name. It's suggested that you have installed always latest available version. Clicking Switch web applications will lead you to the first screen where you

could choose which application to run IPA – Print or ULL – Print.

[2] **“Back” button.** Clicking here, returns user to Main Menu.

[3] **Name of the supplier logged in.**

[4] **Date To and Date From.** Before searching for old prints the range of dates can be adjusted using a drop-down date selector on the Date To and Date From boxes.

[5] [6] **Item Number and Item Name.** To limit the search further filters can be added to these boxes. Like the Print Label section, the “wildcard” asterisk character (“*”) is can be used to represent any character(s). eg “SAML*” in the Item Name filter box will limit search to names beginning “SAML”.

[7] **Search.** This performs a search based on the date range in boxes [4] and the filters [5] & [6]. Any past labels than have been printed, meeting these criteria are listed in the table [9].

[8] **Clear All.** Clicking “Clear All” will clear Item Number [5] and Item Name [6] filter fields

[9] **Table of historic labels.** The highlighted line is the label chosen to reprint. Click on an alternative line in the table to select a different label.

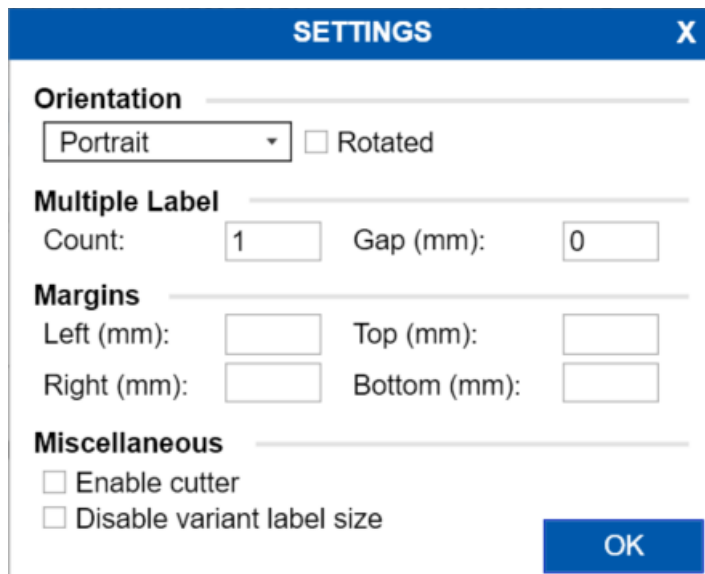
[10] **Select Printer.** Using the drop-down arrow, a selection can be made from the list of locally installed printers.

[11] **Print Quantity.** If more than one copy of the label is required, this number can be changed before printing.

[12] **Printer Settings.** Open the menu with Printer settings. Please note that only Speed and Darkness values will be taken form printer driver settings. Other parameters are set on the label and cannot be changed.

Note: Changing printer settings might override or disturb settings done in IKEA Print Application. Please verify the result carefully to ensure a correct result.

[13] **Label Settings.** Opens the menu for Print settings:



Orientation. Select the *Portrait* or *Landscape* print

Rotated. Rotate the label for 180 degrees.

Multiple label. With *Count* value specify how many labels will be printed simultaneously. Count = 4 will print 4 labels one next to another in selected orientation. *Gap* in millimeters is specifying the space between the labels.

Margins. In millimeters specify the border(s) from the edge of the printing material.

Enable cutter: This option will enable cutter mode: *Cut after every label*

Disable variant label size: This option will disable dynamic label size. Use it for marking printers for printing proper size of the label.

[14] **Print.** This prints the selected label.

[15] **Information section.** Details of the computer name running application, logged in user, application version and Production environment (PROD = EU datacenter, PROD-AP = APAC datacenter) are shown here.

Merged Labels

Merged labels functionality enables supplier to print Identification label with additional LCI information as merged label.

If Merged label functionality is enabled for supplier, additional button Label mapping is available in IPA print application. Click on Label mapping opens pop-up window where mapping could be performed for selected Item/Identification label.

Label Print

Back

LABEL PRINT

Report a problem

Supplier:

0000 - Vanguard Industrial (Living)

Item Name:

Label Type:

☒ CP
 ☒ MP
 ☒ PI

SIR State:

☒ Implemented
 ☒ Accepted
 ☒ Review
 ☒ Rel to Sup

Search

Clear All

Item Number *:

*

Label Name:

CPN	Item No.	Item Name	Label Name	Doc. Name	Application method	State
1	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R20-IDADM,NUA	PI-111122-1	Sewn on	Implemented
2	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R20-IDADM,NUA	PI-111122-1	Sewn on	Implemented
1	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R20-COA,IDBDM	PI-111133-1	Adhesive	Implemented
1	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R10-COA,IDADM,NUA	PI-121212-1	Adhesive	Implemented
2	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R10-COA,IDADM,NUA	PI-121212-1	Adhesive	Implemented
1	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R10-COA,IDADM,NUA	PI-131313-1	Sewn on	Implemented
2	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R10-COA,IDADM,NUA	PI-131313-1	Sewn on	Implemented

Prefix:

Date:

21.12.2023

Suffix:

Data Matrix:

Square

Product information:

Complete label

Color dot:

Show color dot with number

Number:

Show number

Preview mode:

Overlay

Label Preview:

Show label size

005.097.53

19369

2351

LÅNGARYD

1(2)

005.097.53

19369

AI(240)00509753193699

AI(13)231221

23-12-21 (YY-MM-DD)

PI-111122-1

IKEA of Sweden AB

SE-34381 Älmhult

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Made in China

CE

2351

1

Select Printer

ZEBRA ZT421-300dpi ZPL

Print Quantity

1

Label settings

Label variant

Original label

Print

Computer Name:

User Name:

v2023.12.19a / 21.3.0.10900

Note: there are two types of users available in Merged label feature:

- Administrator: able to perform Label mappings
- Operator: able to print already mapped Merged labels

Supplier User manual/IKEA Print application/

Label mapping

The screenshot shows the 'LABEL MAPPING' application window. At the top, there's a title bar with 'LABEL MAPPING' and a close button. Below the title bar, there are three buttons: 'New' (green), 'Edit' (blue), and 'Delete' (red). A 'Refresh' button is also present. On the left, there's a table titled 'Existing mappings' with columns: 'Identifier', 'Last Changed', 'Show Border', and 'Show'. The table contains one row with 'CL' as the identifier and '21. 12. 2023 10:58:43' as the last changed date. On the right, there's a form for 'Custom label identifier (name)' with a text field containing 'CL'. Below this, there are two checkboxes: 'Show borders' and 'Show date stamp', both of which are checked. There are also dropdown menus for 'Rotation' (set to 'Horizontal') and 'Format' (set to 'yyyy-MM-dd'). At the bottom right of the form, there are 'Save' and 'Cancel' buttons. Below the form, there's a grid of 12 areas, each with a 'Label' checkbox and a text field. Area 1 has its 'Label' checkbox checked. At the bottom of the grid, there's a 'Preview merged label' button. The entire interface is annotated with red numbered circles from 1 to 18, pointing to various elements.

- [1] **"New" button.** Create new mapping
- [2] **"Edit" button.** Edit/modify existing mapping
- [3] **"Delete" button.** Delete existing mapping
- [4] **"Refresh" button.** Refreshes the list of Existing mappings
- [5] **Mapping Name.** Name of the mapping. Name will be used later during the printing.
Note: use short and meaningful name since it will be used during manual print in IPA print application and in automated print in Hybrid model
- [6] **Show border** selection box. Adds border around every image in mapping
- [7] **Show date stamp** selection box. Adds LCI (packaging) date on merged label in

bottom right corner.

[8] **Rotation** selection for LCI date. Date will be displayed in bottom right corner: Horizontally or Vertically.

[9] **Format** of LCI date. Select desired format from dropdown menu. Also custom format is possible (like dd MM yyyy).

[10] **Save** the current configuration/changes.

[11] **Cancel** the current configuration/changes.

[12] **Existing mappings.** Table with existing label mappings. You could change existing mapping by selecting the mapping and click Edit (2) or delete it by selecting the line and click Delete (3)

[13] **Label mapping areas.** There are 12 areas available to prepare mapping for merged label, 4 lines and 3 columns. You could use any of those areas to properly position the LCI images next to Identification label and prepare the desired merged label. Selected images will be positioned automatically one next to another.

Area 1	Area 2	Area 3
Area 4	Area 5	Area 6
Area 7	Area 8	Area 9
Area 10	Area 11	Area 12

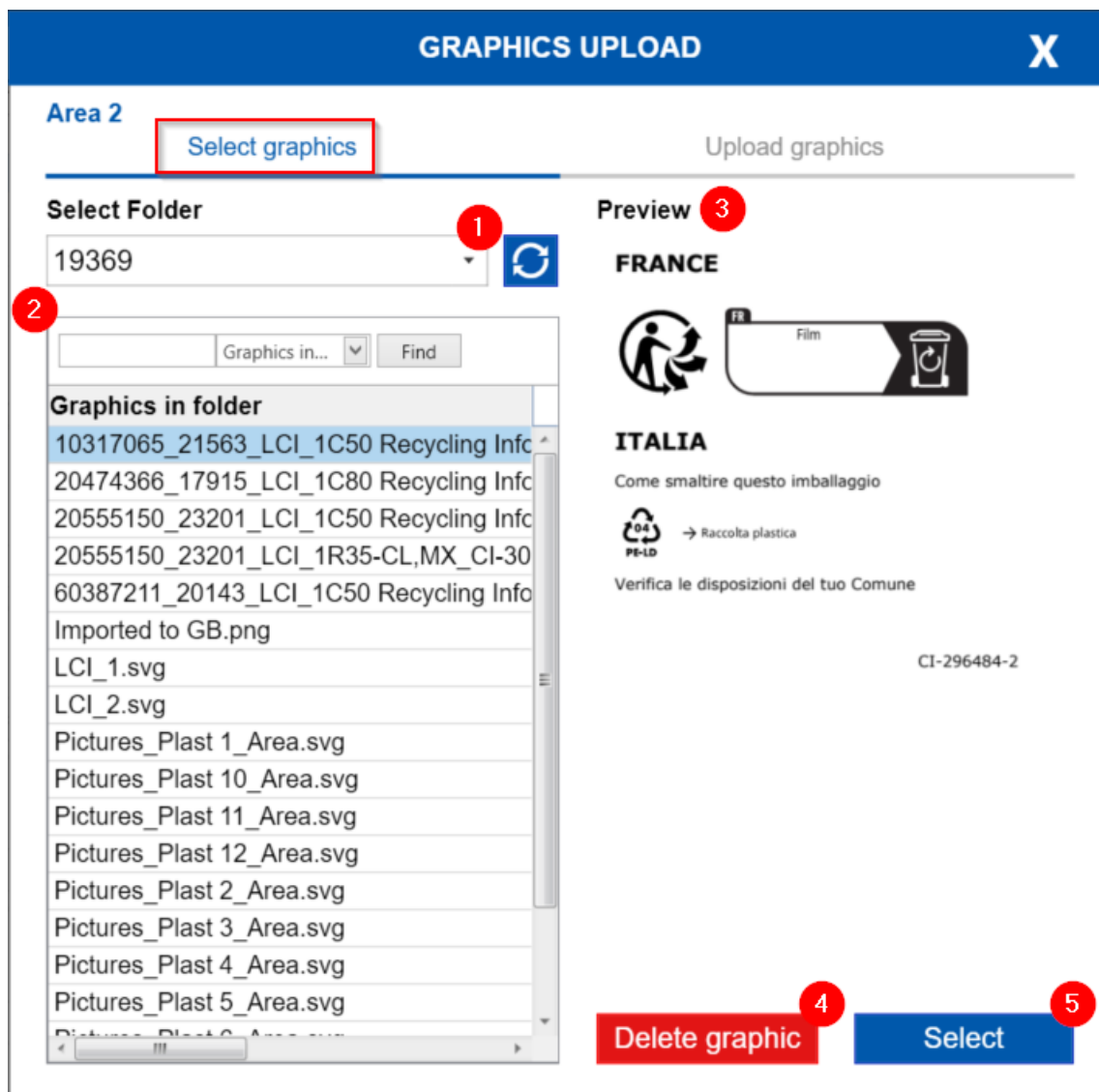
Note: it is suggested that Identification label is selected in Area 1 and LCI images are added below or around that label (according to its size).

There is also possibility to prepare Label mapping ONLY with LCI images. To enable that uncheck Label in any Area.

[14] **Label.** Select the checkbox in Area where you would like to put Identification label

[15] **Select image** opens the window where you could **Select existing** LCI graphic or **Upload**/add new one.

Select graphics



In this tab select existing graphic from **Supplier folder (1)**. In case that subfolder is created during Upload graphic then Subfolder could be selected from dropdown menu.

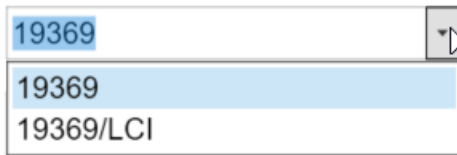
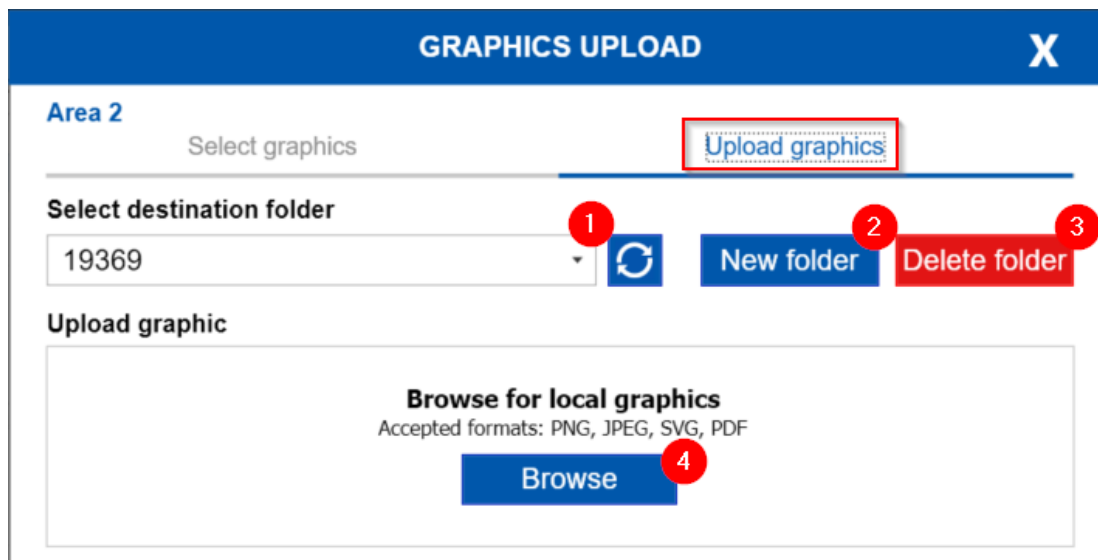


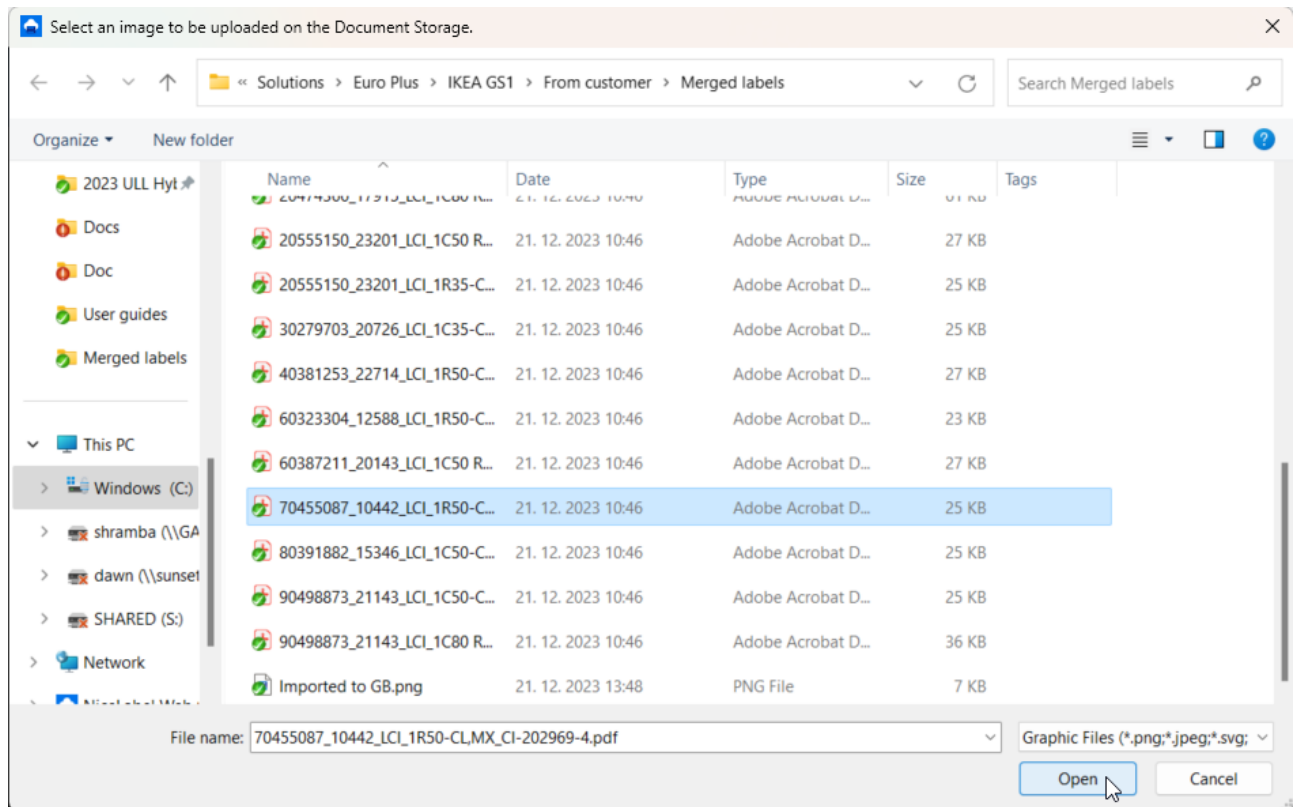
Table 2 are displaying all available graphics in selected folder. Upon selection the **preview of the graphic is displayed (3)**. Button Select (5) will select the graphic for selected Area and close the window. Button Delete graphic will delete the selected graphic.

Upload graphics



This tab allows upload new graphic from local computer to the **supplier folder in the Cloud (1)**. Images in the Cloud could be organized in subfolders. Click **New folder (2)** to create New one of **Delete folder (3)** to delete it.

To add new image click **Browse (2)** and then select the graphic from local folder. Note that only following formats are available for upload: PNG, JPEG, SVF, PDF.



Note: LCI images should be downloaded from IKEA PDOC system to local computer first. In case that images need adjustment, it should be done before the uploading to Cloud. Please note to use images with size up to 3 MB.

[16] **Delete** selection for that Area

[17] **Preview merged label** opens pop-up with preview of merged label and its size.

[18] **Close** closes the Label mapping window and returns to Label printing screen

Label Printing

If Merged label functionality is enabled for supplier and Label mapping was performed for selected Item/Identification label additional dropdowns are available in IPA print application.

Supplier: **Item Name:** **Label Type:** ☒ CP ☒ MP ☒ PI **SIR State:** ☒ Implemented ☒ Accepted ☒ Review ☒ Rel to Sup **Search** **Clear All**

Item Number *:

CPN	Item No.	Item Name	Label Name	Doc. Name	Application method	State
1	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R20-IDADM,NUA	PI-111122-1	Sewn on	Implemented
2	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R20-IDADM,NUA	PI-111122-1	Sewn on	Implemented
1	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R20-COA,IDADM,NUA	PI-111133-1	Adhesive	Implemented
1	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R10-COA,IDADM,NUA	PI-121212-1	Adhesive	Implemented
2	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R10-COA,IDADM,NUA	PI-121212-1	Adhesive	Implemented
1	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R10-COA,IDADM,NUA	PI-131313-1	Sewn on	Implemented
2	00509753	LÅNGARYD frm so3 Djuparp dark blue AP	1R10-COA,IDADM,NUA	PI-131313-1	Sewn on	Implemented

Prefix: **Date:** 03.01.2024 **Suffix:** **Data Matrix:** Square **Product information:** Complete label **Color dot:** Show color dot with number **Number:** Show number **Preview mode:** Overlay

Label Preview: ☐ Show label size

LCI Date: 04.01.2024 **Label variant:** Mapping: CL **Print**

Computer Name: **User Name:**

v2023.12.19a / 21.3.0.10900

[1] **Label variant** drop-down opens list of existing label mappings. Original label means Identification label without LCI images. Mapping: *Name* represents the mapping of Identification label and LCI image(s)

[2] **LCI Date**. If during Label mapping Show date stamp was selected (7) then LCI/Packaging date have to be selected before printing

[3] **Zoom**. This button will open and enlarge selected version of the label for closer inspection. If Mapped label is selected in Label variant then Merged label will be displayed. Clicking on the "close" X will return to the normal view.

For explanation of other fields and buttons please see section [Label Print](#)

IKEA ULL Print application

After selecting ULL – Print the ULL Print Web Application will appear with the Main Menu screen.



On bottom left corner you can see your computer name, user name with which you are signed in and version of the program.

From here you can select 4 options.

Label Print

This screen is used for printing ULL labels.

ULL - Print

LABEL TEMPLATE

- ☐ ULL 105.nlbl
- ☐ ULL 105 v1.nlbl
- ☒ ULL 148.nlbl
- ☐ ULL 148 v1.nlbl
- ☐ ULL 148 v2.nlbl
- ☐ ULL 148 v3.nlbl

DATE 25.9.2024 **WEEK** 39

SEARCH: ☐ Show All DWP Data

Item	Description	Item/Pal	Weight
00162380	MARIUS stool 45 black AP JP	156	259
00246196	MARIUS N stool 45 red	156	287
00330661	NESTTUN head+footb 120 white AP CN	11	165
00361493	HAMMARN sb Knisa dark grey/black GB	9	239
00375126	VANGSTA ext tbl 80/120x70 white	12	287
00398788	RÖNNSKÄR cr shlf ut white	32	331
00420949	SAGSTUA head+footb 150 black AP	9	193
00424363	FYRESDAL N day-bed frm 80x200 black AP	6	265
00492677	KLEPPSTAD bed frm 140x200 white/Vissle beige	15	503
00492682	KLEPPSTAD bed frm QN white/Vissle beige N...	15	516
00505528	VEVELSTAD bed frm 140x200 white	20	560
00506387	VEVELSTAD bed frm 140x200 white AP	20	560
00506392	VEVELSTAD bed frm 180x200 white AP	20	684
00506424	VEVELSTAD bed frm 140x200 white N...	20	542

PRINTER Microsoft Print to PDF

QUANTITY (different SSCC labels) 1

Print

LABEL PRINT PREVIEW

Unit Load Stacking Capacity: **388 kg**

Unit Load foot print: **1140 mm 770**

Article number: **001.623.80**

Supplier: 15540 Quantity: 156 Date stamp: **2439**

Gross Weight **259 kg**

Computer Name: JANEZ BEVK
User Name: janez.bevk@ikea.com
Program version: v2024.08.14 / 21.3.0.10814

PROD Environment

[1] **Name of logged in user.** Click in the name gives sign out options:

Janez Bevk

[Sign out](#)

ULL - Print
ULL Label - Print Application
[Switch web applications](#)

[2] **"Home" button.** Clicking here, returns user to Main Menu.

[3] **Label Template** selection boxes. Here you select which label template you would like to print

[4] **Search.** Here you could filter the data in table below per Item or per Description

For example, to search for any item numbers beginning 603, enter "603*" in Search box. You could also search for any Item description beginning NYTT.

[5] **Date Stamp.** (5) This will be the current date but can be changed from the dropdown arrow. Based on selection Week will be calculated [6]

Note: Any date could be selected; Past, Today or Future

[6] **Week.** This is calculated based on selected date [5].

[7] **Data area.** Data available for ULL labels are displayed here. The line highlighted is the current selected Item and details are displayed in Label Preview area [8] on the right. To select a different label, click an alternative line.

[8] **Label preview.** Display of label according to selected Item and provided data.

[9] **Printer.** Using the drop-down arrow, a selection can be made from the list of locally installed printers.

[10] **Printer Settings.** Open the menu with Printer settings.

Note: Changing printer settings might override or disturb settings done in IKEA Print Application. Please verify the result carefully to ensure a correct result.

[11] **Quantity (different SSCC labels).** If more copies of the label(s) is/are required, this number can be changed before printing.

Note: Usually 2 ULL labels are printed at the same time (with Quantity = 1). This setting could be changed in Info menu. If setting Default quantity of identical labels in Info is set to 2 then Quantity = 2 will print two pairs of ULL labels (4 in total).

[12] **Print.** This prints the selected label.

[13] **Information section.** Details of the computer name running application, logged in user, application version and Production environment (PROD = EU datacenter, PROD-AP = APAC datacenter) are shown here.

[14] **Show all DWP data:** Products can have different DWP Number and DWP Edition data in database. By default version with highest combination is shown. When you enable this option you can see all other DWP No and DWP Ed values for all products.



ULL - Print

ULL - Print

LABEL TEMPLATE

ULL 105.nbl

ULL 105 v1.nbl

ULL 148.nbl

ULL 148 v1.nbl

ULL 148 v2.nbl

ULL 148 v3.nbl

SEARCH:

Search

Show All DWP Data

DATE

25.9.2024

WEEK

39

Item	Description	Item/Pal	Weight	DWP No	DWP Ed
00257255	KOMPL shoe shlf 50x35 dark grey	440	530	1	9
00257260	KOMPL shoe shlf 75x35 dark grey AP CN	240	427	2	7
00257260	KOMPL shoe shlf 75x35 dark grey AP CN	224	404	3	3
00257463	KOMPL p-out shoe shlf 100x58 white	20	169	4	7
00262488	KOMPL p-out multi-use hngr 58 dark grey AP CN	540	655	3	4
00441145	SPONGDAL stor ut w 2 drs 80x42x98 red AP	8	269	1	4
00495138	SISTRANDA lockable cabinet 35x25 white AP	24	139	1	1
10256910	KOMPL p-out multi-use hngr 35 white AP CN	810	603	1	6
10257467	KOMPL p-out shoe shlf 100x58 dark grey	20	169	4	9
10257472	KOMPL p-out shoe shlf 75x58 dark grey AP CN	40	230	4	5
10440353	SPONGDAL wardrobe/2drs 80x59x183 white AP	4	224	1	4
10440758	SPONGDAL stor ut 40x42x183 white AP	16	503	1	4
10440763	SPONGDAL shelf ut 40x40x183 white AP	18	322	1	3
20257250	KOMPL shoe shlf 75x35 dark grey	224	388	2	3

PRINTER

Microsoft Print to PDF

QUANTITY (different SSCC labels)

1

Print

LABEL PRINT PREVIEW

Unit Load
Stacking Capacity:

712 kg

Unit Load foot print:

1720 mm
890

Article number:

104.407.58

Supplier: 22786
Quantity: 16
Date stamp: 2439

Gross Weight: 503 kg

(240)1044075822710091(2439)16

(00)15904405330004893

Computer Name: SIJJEREB
User Name: ljereb@software.com
Program version: v2024.08.14 / 21.3.0.10814

PROD Environment

Sample of how two identical products are shown with different DWP No and DWP Ed when “Show all DWP data” is selected.

Supplier User manual/IKEA Print application/

Log & Reprint

Here you can see which labels were printed for each article. On top grid each print job is listed. And within selection of print job in below grid details for that print job are shown.

For example, is you printed 5 labels for some article in top grid, detailed info for each of those 5 labels is displayed below. So, you can select label you would like to reprint from bottom grid and click "Reprint".

ULL - Print

PRINT JOBS

SEARCH VALUE: SEARCH BY: FROM: 7. 05. 2024 TO: 7. 06. 2024 [Export print log](#)

Product Name	Product Code	Label	Printer	Print date	Quantity	Print Source
HEMNES cff tbl 90x90 white stain	10176287	ULL 148.nbl	Microsoft Print to PDF	2023.07.14 07:32:04.822118	2	Manual - Cloud ULL Manager
HEMNES cff tbl 90x90 white stain	10176287	ULL 148.nbl	Microsoft Print to PDF	2023.07.14 07:33:32.603004	1	Manual - Cloud ULL Manager
HEMNES cff tbl 90x90 white stain	10176287	ULL 148.nbl	ZEBRA ZD420-300dpi ZPL	2023.07.14 07:34:42.007262	5	Manual - Cloud ULL Manager

PRINT JOB DETAILS

Product Code	Item/Pal	Weight	Size1	Size2	Weight A Top	Supplier1	Supplier2	Supplier3	Week	SSCC prefix	SSCC counter
10176287	13	254	930	925	434				2328	4545454545	1010112
10176287	13	254	930	925	434				2328	4545454545	1010113

REPRINT PRINTER: **REPRINT QUANTITY:** [Reprint](#)

Computer Name: User Name: Program version: v2024.05.09 / 24.2.0.12904 **PROD Environment**

[1] **Name of logged in user.** Click in the name gives sign out options:

Janez Bevk

[Sign out](#)

ULL - Print
ULL Label - Print Application
[Switch web applications](#)

[2] **“Home” button.** Clicking here, returns user to Main Menu.

[4] **Search value.** Here you could enter the data for filtering the Print log entries.

For example, to search for any item numbers beginning 603, enter “603*” in Search box. You could also search for any Item description beginning NYTT.

[4] **Search by.** Here you could select the Criteria on which Search will filter the data from Print log entries.

SEARCH BY:

Product Code	▼
Product Name	
Product Code	
Label	
Printer	
Print Date	
Quantity	

[5] **Search.** This performs a search based on the date range in boxes [3] and the filters [4], [7] & [8]. Any past labels than have been printed, meeting these criteria are listed in the table [9].

[7] **Date To and Date From.** Before searching for old prints the range of dates can be adjusted using a drop-down date selector on the Date To and Date From boxes.

[8] **Export print log.** All records displayed in the table [9] could be exported to local PC using CSV file format.

[9] **Data area.** Once a search is performed data should be returned in this table area. The line highlighted is the current selected label and details are displayed in Print job details area [10] below. To select a different label, click an alternative line.

[10] **Print job details.** (5) Displays the details of print job selected in Data area table [9].

[11] **Printer.** Using the drop-down arrow, a selection can be made from the list of locally installed printers.

[12] **Printer Settings.** Open the menu with Printer settings.

Note: Changing printer settings might override or disturb settings done in IKEA Print Application. Please verify the result carefully to ensure a correct result.

[13] **Reprint quantity.** If more copies of the label(s) is/are required, this number can be changed before printing.

Note: Usually 2 ULL labels are printed at the same time (with Quantity = 1). This setting could be changed in Info menu. If setting Default quantity of identical labels in Info is set to 2 then Quantity = 2 will print two pairs of ULL labels (4 in total).



[14] **Print.** This prints the selected label.

[15] **Information section.** Details of the computer name running application, logged in user, application version and Production environment (PROD = EU datacenter, PROD-AP = APAC datacenter) are shown here.


Supplier data

On this screen you can edit your products data.


To edit product data, select product from list and click on Edit button. Here you can change all values and also add up to 3 additional fields for each product separately.

ULL - Print

Janez Bevk




ULL - Print



Supplier Code:
Supplier Name:

DATABASE SEARCH:



PRODUCTS DATABASE:

Item	Description	Item/Pal	Weight	Unit Load - line1	Unit Load - line2	Weight A Top
10509328	LAGAN NN wll mount extr hood 60 white IDKRTH	10	74	1110	630	278
30382861	NYTTIG FIL 559 charcoal filtr RU	576	118	968	910	381
30509327	LAGAN NN wll mount extr hood 60 white IN	10	74	1110	630	278
40382568	NYTTIG FIL 900 N charcoal filtr RU	456	67	1120	910	216
40528858	NYTTIG FIL 900 N charcoal filtr AP	456	67	968	910	216
60382572	NYTTIG FIL 440 N charcoal filtr 2 pack RU	240	56	1130	580	191
60401957	NYTTIG FIL 900 N charcoal filtr	456	67	968	910	216
70401952	NYTTIG FIL 440 N charcoal filtr 2 pack	240	56	1130	580	191
70509330	LAGAN NN wll mount extr hood 60 white HKMYSG	10	74	1110	630	278
70537757	FÖRNEBO ind hob/int extractor NA	1	43	1000	609	135
90027972	NYTTIG FIL 559 charcoal filtr	576	118	968	910	381
90069066	LAGAN decorative pipe f fan stainless steel	20	60	1125	580	215

ADDITIONAL DATA FOR PRODUCT
Supplier Text 1
Supplier Text 2
Supplier Text 3

Computer Name:
User Name:
Program version: v2024.05.09 / 24.2.0.12904

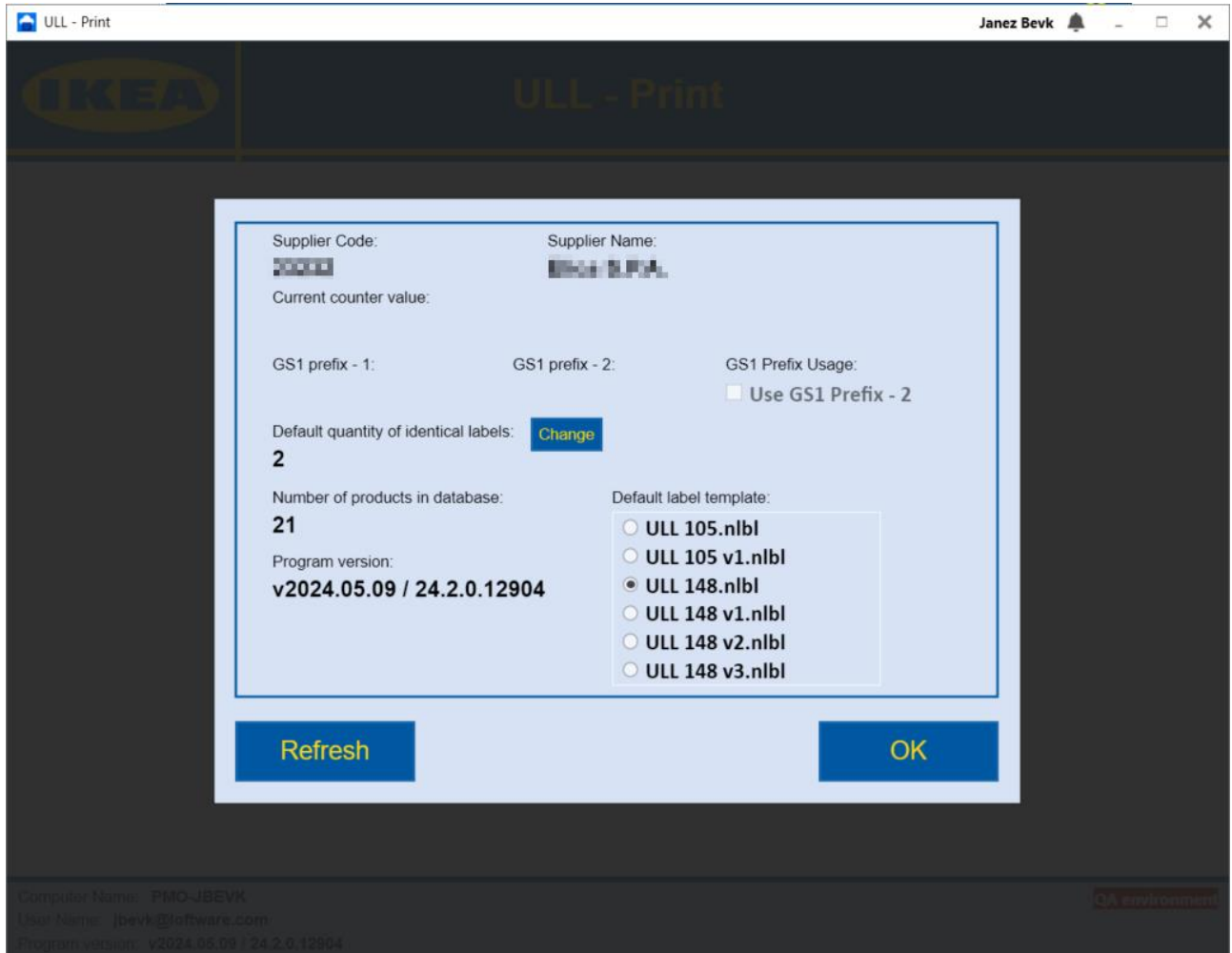
PROD Environment

It is possible to edit Additional data for product:

- Supplier Text 1
- Supplier Text 2
- Supplier Text 3

Info

This dialog is mainly meant to ease communication with IKEA.



ULL - Print

Supplier Code: Supplier Name: Current counter value:

GS1 prefix - 1: GS1 prefix - 2: GS1 Prefix Usage: ☐ Use GS1 Prefix - 2

Default quantity of identical labels: 2

Number of products in database: 21

Program version: v2024.05.09 / 24.2.0.12904

Default label template:

- ☐ ULL 105.nlbl
- ☐ ULL 105 v1.nlbl
- ☒ ULL 148.nlbl
- ☐ ULL 148 v1.nlbl
- ☐ ULL 148 v2.nlbl
- ☐ ULL 148 v3.nlbl

Computer Name: PMO-JBEVK
User Name: jbevks@software.com
Program version: v2024.05.09 / 24.2.0.12904
QA environment

Here the following info is displayed:

- Supplier code
- Supplier name
- Current SSCC counter value
- Your GS1 SSCC prefix number
- Your second GS1 SSCC prefix number
- GS1 SSCC Prefix number in use
- *Default quantity of identical labels
- Default label template
- Number of products in database
- Program version

The following values can be changed:

* You can change default quantity of identical label copies.

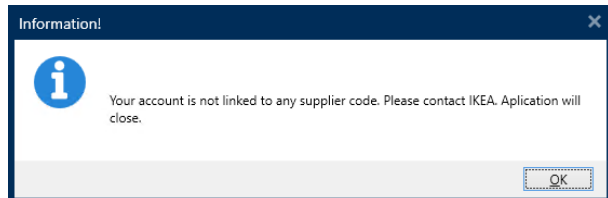
Default quantity of identical labels:

2

Note: Usually 2 ULL labels are printed at the same time (with Quantity (different SSCC labels) = 1). If setting Default quantity of identical labels is set to 2 and Quantity (different SSCC labels) in ULL - Print = 2 two pairs of ULL labels (4 in total) will be printed.

Troubleshooting

In case you get the following message



This means that your account is not assigned to any supplier code. Therefore, you cannot print so application will close. For details, please contact IKEA Supplier service portal

https://now.ingka.com/sp?id=sc_cat_item&sys_id=7e454beb87caa910ac30a9383cbb35c8