

Headache Free
SEG PRODUCTION





Send us your Customer Information

Fill out our form and we will set up your account and project for you.



Prepare Files and upload your artwork

Follow our „How to Prepare Artwork“ guideline (pages 5 and 6) and upload your artwork.



Approve your artwork

You will receive a link to our approval portal. Please approve each print individually or reject prints and reupload new artwork. See pages 6 and 7 for an approval portal guideline.



Check progress in Customer Portal

Along the project process check in on our customer portal to see the status on your project. For access please contact your project manager. See pages 8 and 9 for a customer portal guideline.



Receive your prints

Once we finished producing your project, you will receive an automated email with tracking of your project.

Customer Information

Before we start the project, please provide the following information so we can set you up as a customer.

Procedes Customer Information Form

Before we start the project, please provide the following information so we can set you up as a customer. Please fill out this form and hit send.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. Primary Contact Person Name: *

Enter your answer

2. Primary Contact Person Email Address: *

Enter your answer

3. Primary Contact Person Phone Number: *

Enter your answer

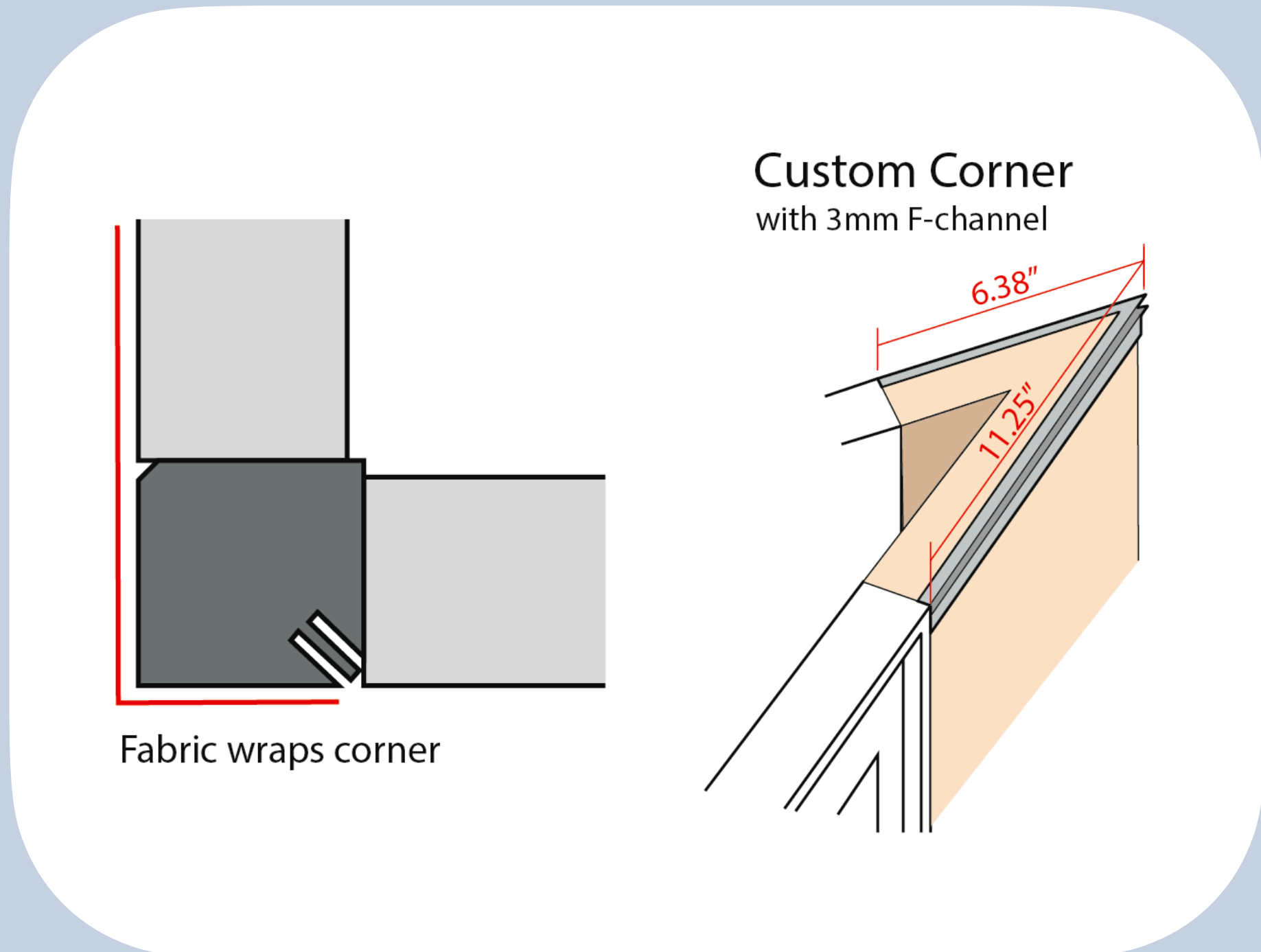
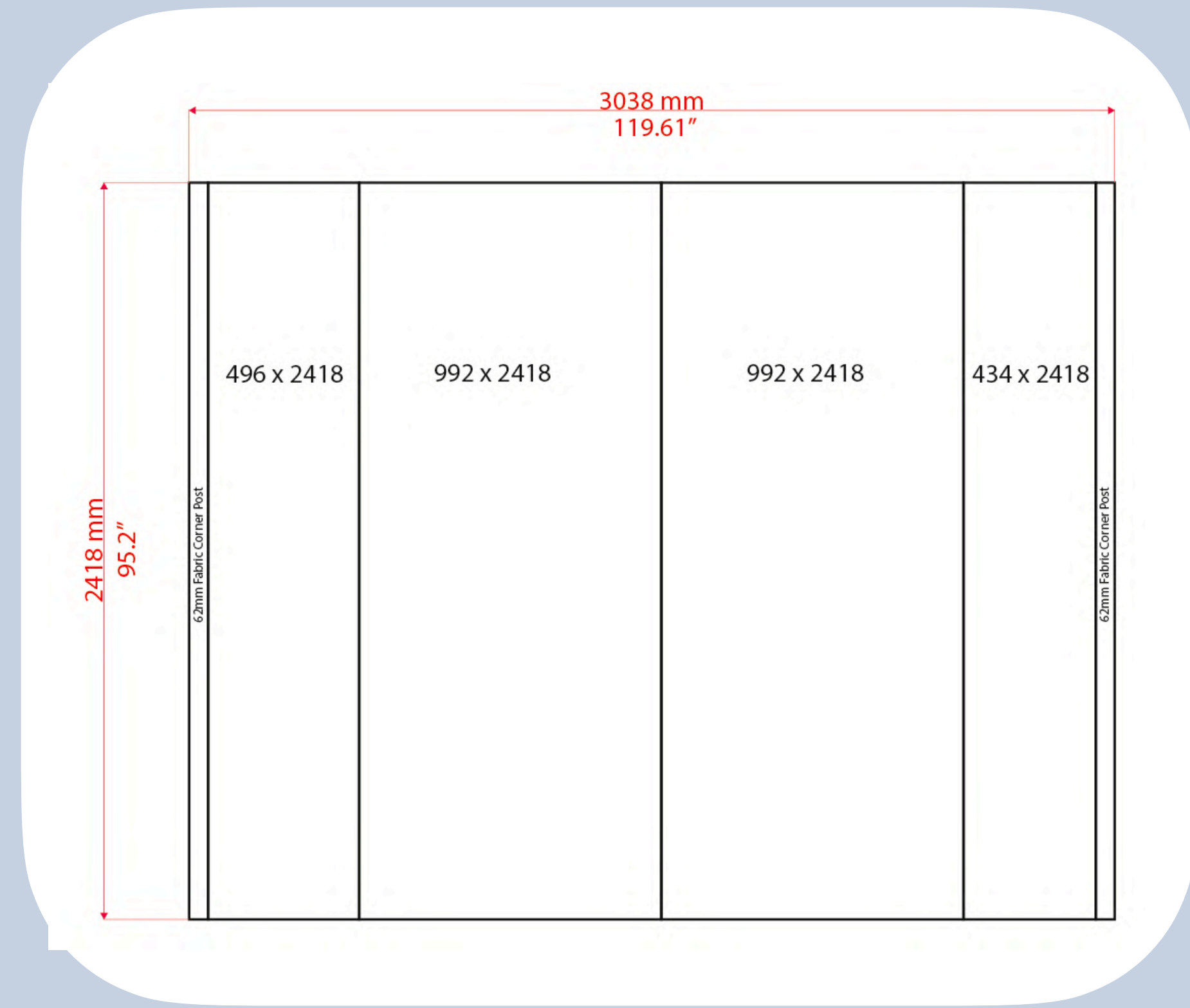
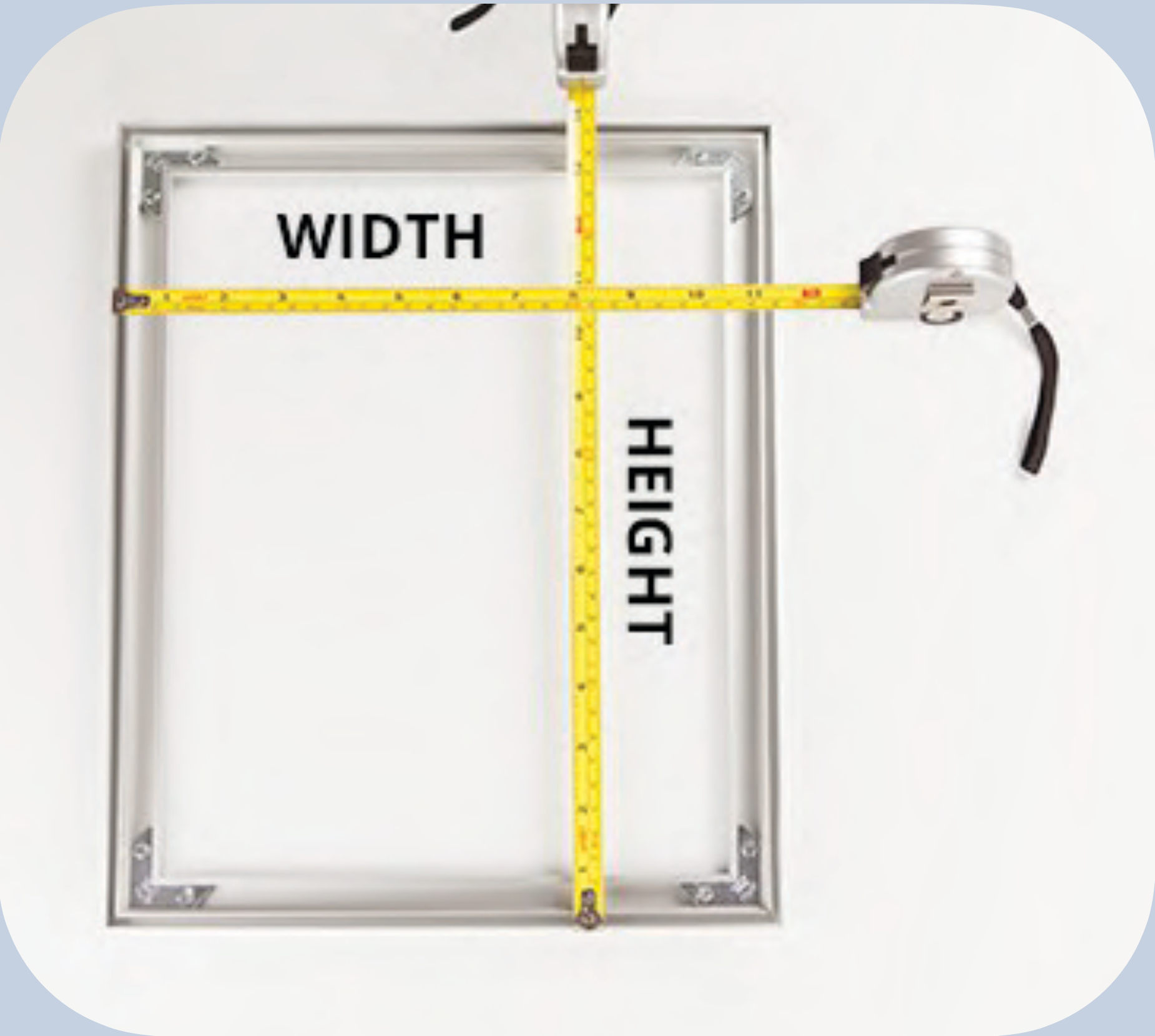
...

Please download and fill out the form following the link below.
Afterwards please send to your project manager:

[Click here](#)

Guidance on what we need

To ensure your project moves quickly and accurately through our production process, we rely on clear and complete information up front. This short guide outlines the key details we need from you so that we can deliver perfectly fitting graphics.



Frame System

- Which frame system is being used? Though similar, there are important differences in the details (door size, corner post size, gasket notches).
- Are corner post end caps used?
- If a frame system has multiple options for a component (beMatrix doors for example), let us know which option is being used to avoid confusion.
- If using a lesser known system or more general profiles such as F-channels, let us know what gasket thickness is needed (typically 1.5 - 3mm).

Dimensions

- Provide dimensions based on the outside of the frame
- Frame size is the starting point for all projects. We then apply stretch factors and a gasket allowance to arrive at a production cut path size.

Frame Elevations

- In most cases, simple frame elevations are the easiest way to communicate size. They should show not only the overall size, but also what frames make up the panel. This allows for the accurate placement of gasket breaks and proper fabric sizing.
- 3D models are generally not needed unless they are helpful in clarifying a tricky part of a complicated structure.

Special Conditions

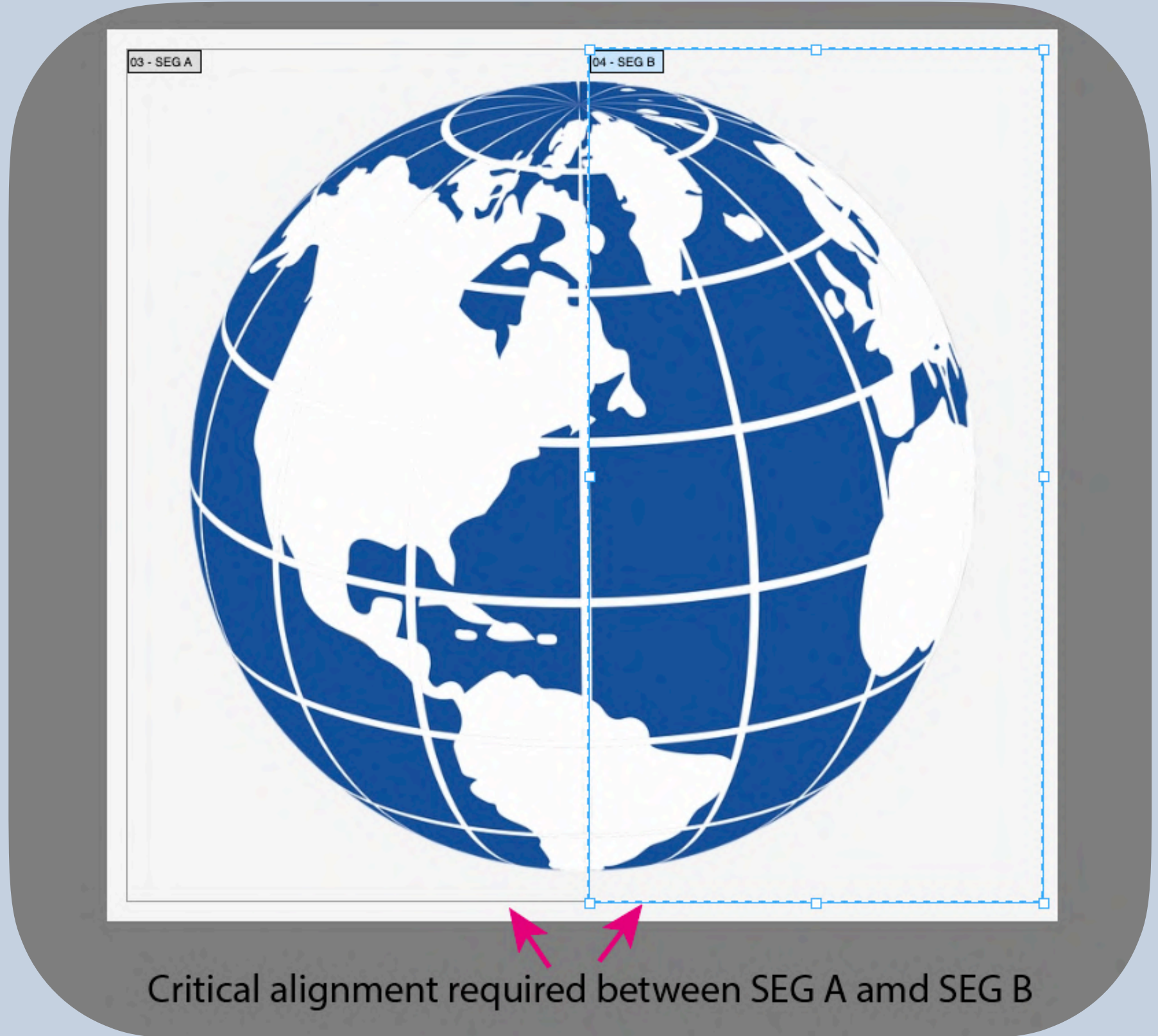
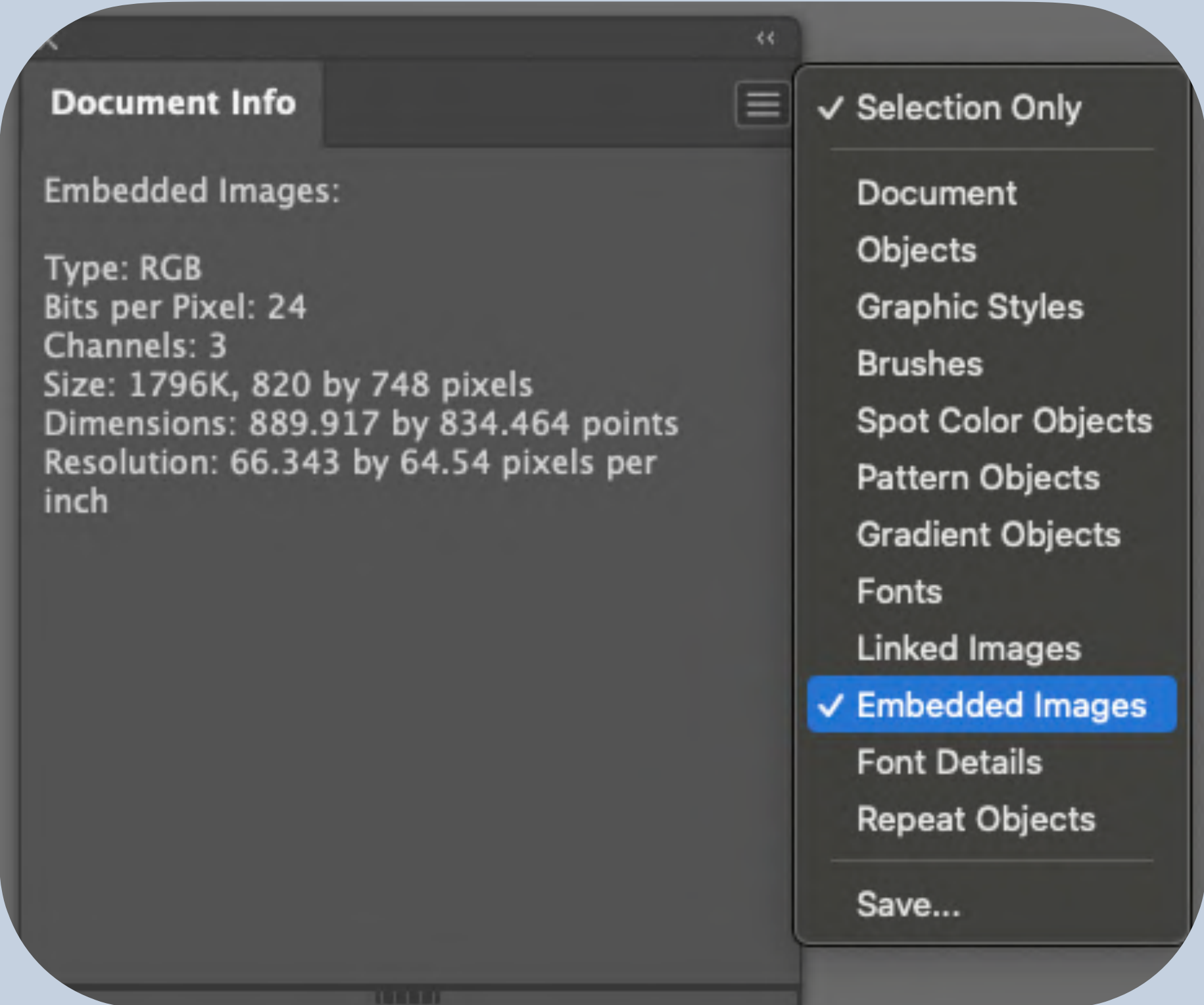
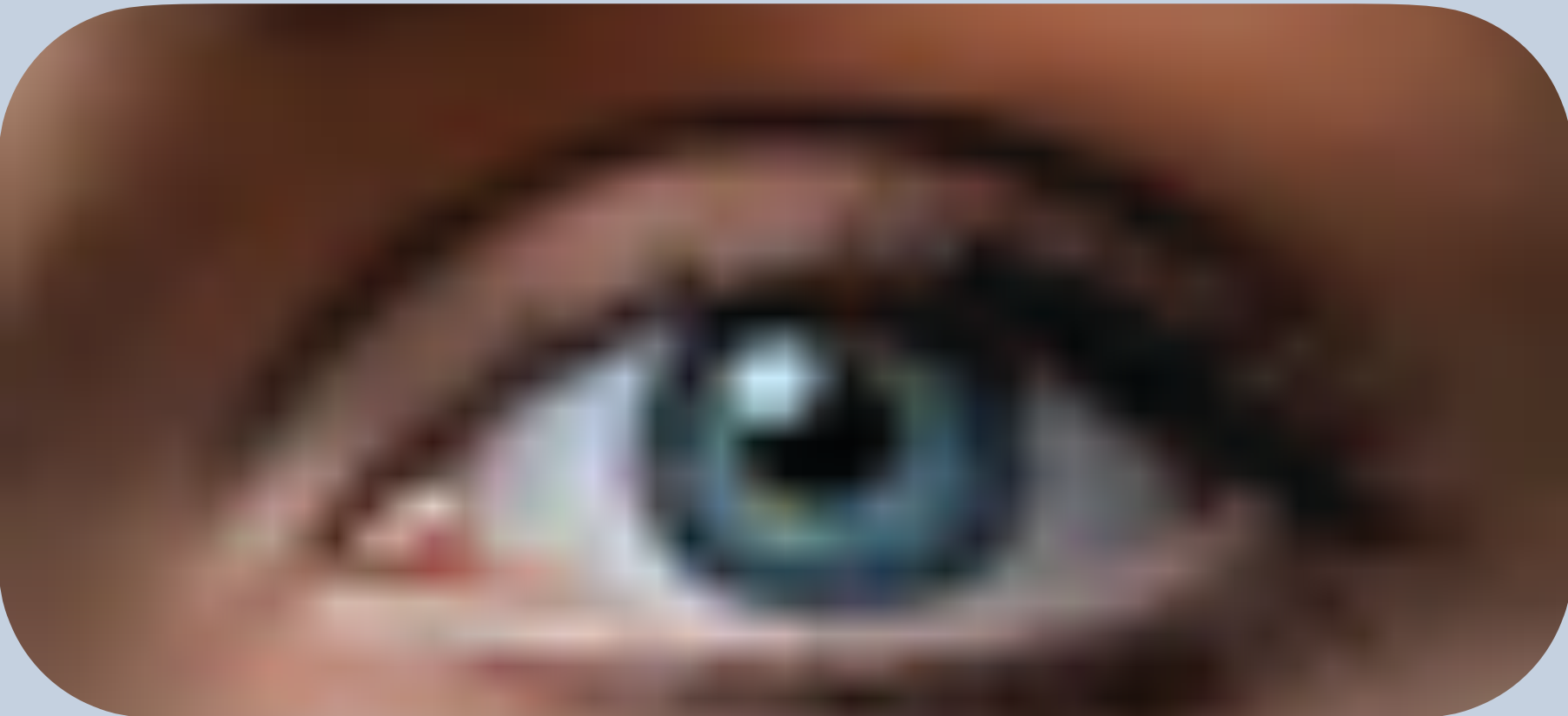
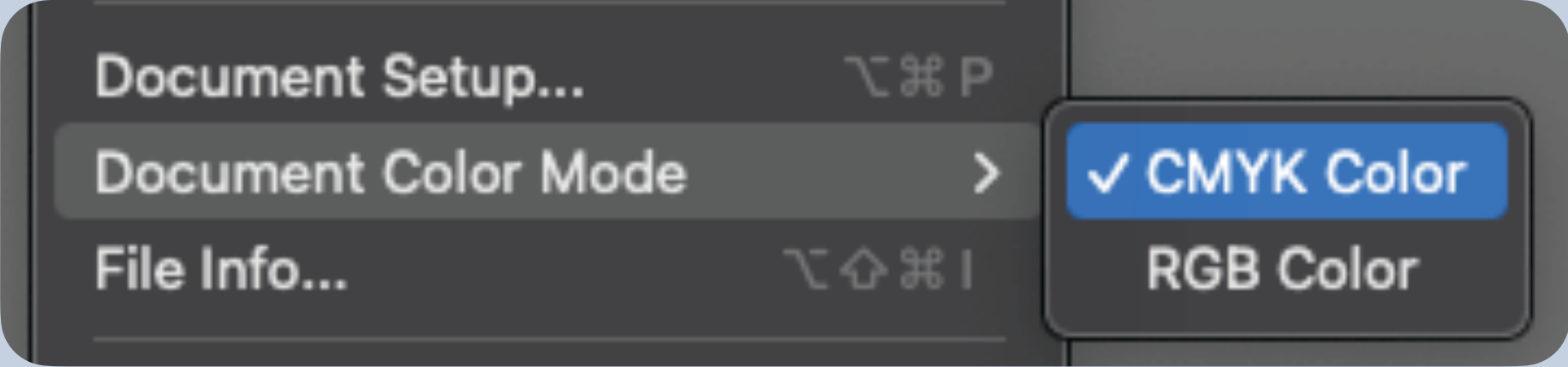
- Please point out any special conditions. For example, a fabric wraps two sides of a corner post, a span needs to mount with Velcro rather than gasket in a section, custom plywood corners are being used, etc.
- Provide dimensions or other germane details to ensure proper production of these special cases.

A detailed Technical Data Sheet can be found here:
This document covers in in depth-information and final graphic file requirements:

[Click here](#)

Guidance on how to set-up the files correctly

Please see below information on how to create your artwork the best way to ensure clear understanding and less follow up questions. Please check the link on the previous page for an additional technical data sheet.



File Types

Preferred file formats are PDF or Adobe Illustrator. We can also work with:

- PDF, Adobe Illustrator, Photoshop PSD, TIF, JPEG, InDesign

Color Mode

- Color Mode should be set to CMYK

Text

- Text should either be converted to outlines, or fonts must be provided.

Black values

Please check your black values. For example, do you want:

- 0,0,0,100 (black ink only kind of gray in print, not recommended for backlit)
- 50,50,50,100 (deeper black that uses all inks)
- 100,100,100,100 (Complete saturation with all inks. For the darkest possible black. Not recommended for art with fine lines or small fonts)

Color Match

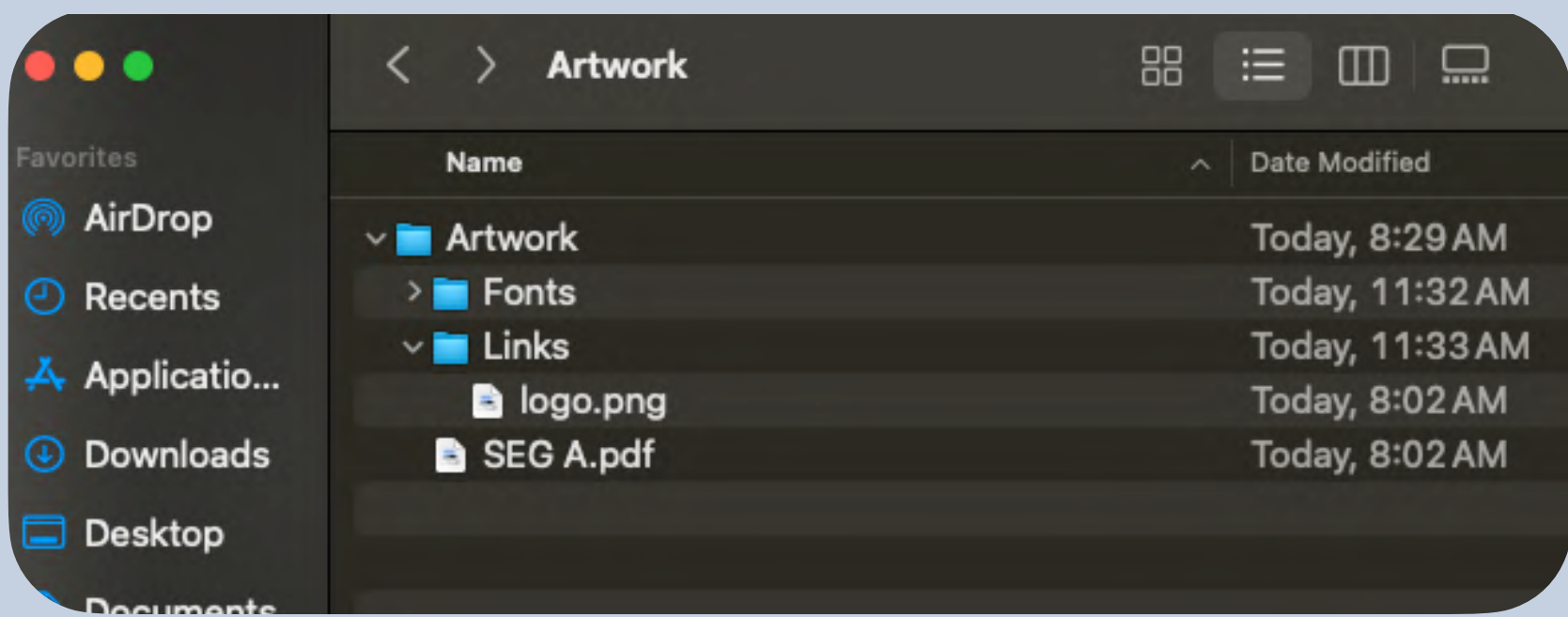
- Pantone colors should be set up as spot colors in provided art.
- Do not use white as a spot color. There is no white ink in textile printing.
- If necessary, we can match physical samples.
- Do not use overprint stroke or fill. They look correct on screen but will not print as expected.

Resolution

- Large prints should be at minimum 35 dpi at 1:1 scale
- Smaller prints should be at least 70 dpi at 1:1 scale
- Extremely high resolution such as 300dpi can result in extremely large files and memory errors when used for large format printing. Anything over 150dpi is overkill for fabric printing.

Linked & Embedded Images

- All images, logos, or place files should be embedded, or provided within a linked images folder.



Critical Alignment

- Call out all critical alignments between panels.
- If it is not denoted, it may not be taken into account.
- Keep critical elements at least 1 inch away from the edge of your frame.

Approval Project

Approval Portal Introduction

Pending

Pending

Pending

0

2

0

This Approval Project expires in 6 days.

Prepress_01_854x2003_mb rev 4 - [version 1]

34.186 inch

79.368 inch

Overview

Approved / Rejected

Reason for Rejection

Report Version

Print Item

Width x Height

External ID – Approval Project

Order Information

Your Reference

External Document Number

Item Information

No. of Copies

Item Name

Fabric Information

Material

Finishing

Frame Width

Frame Height

Information

Technical Colors

Dieline

–

–

1

–

34.186 inch x 79.368 inch

–

–

–

–

1

Prepress_01_854x2003_mb rev 4

Colorado Samba Test

–

0.000 in

0.000 in

The measurements displayed in the graphic viewer are production dimensions. The dimensions that are relevant for your review and approval can be found under Frame Height and Frame Width in the corresponding list view.

–

Open Viewer to Analyze

Download

Approve

Reject

How to Approve

1. Click the gear icon to change your preferred units (inches or millimeters) and language settings.
2. Use the small visuals in the top left to navigate through each individual artwork. Then click on 'Open Viewer to Analyze' to take a closer look. For a detailed explanation, please refer to page 2.
3. If you'd like a PDF version to share or view on your desktop, simply click 'Download' to save the files.
4. Please review each artwork file individually. After reviewing, approve or reject each one separately by entering your full name.

If you choose to reject, please provide a reason. You can also upload your revised artwork right away.

Reject

Reason for Rejection *

Reason for Rejection

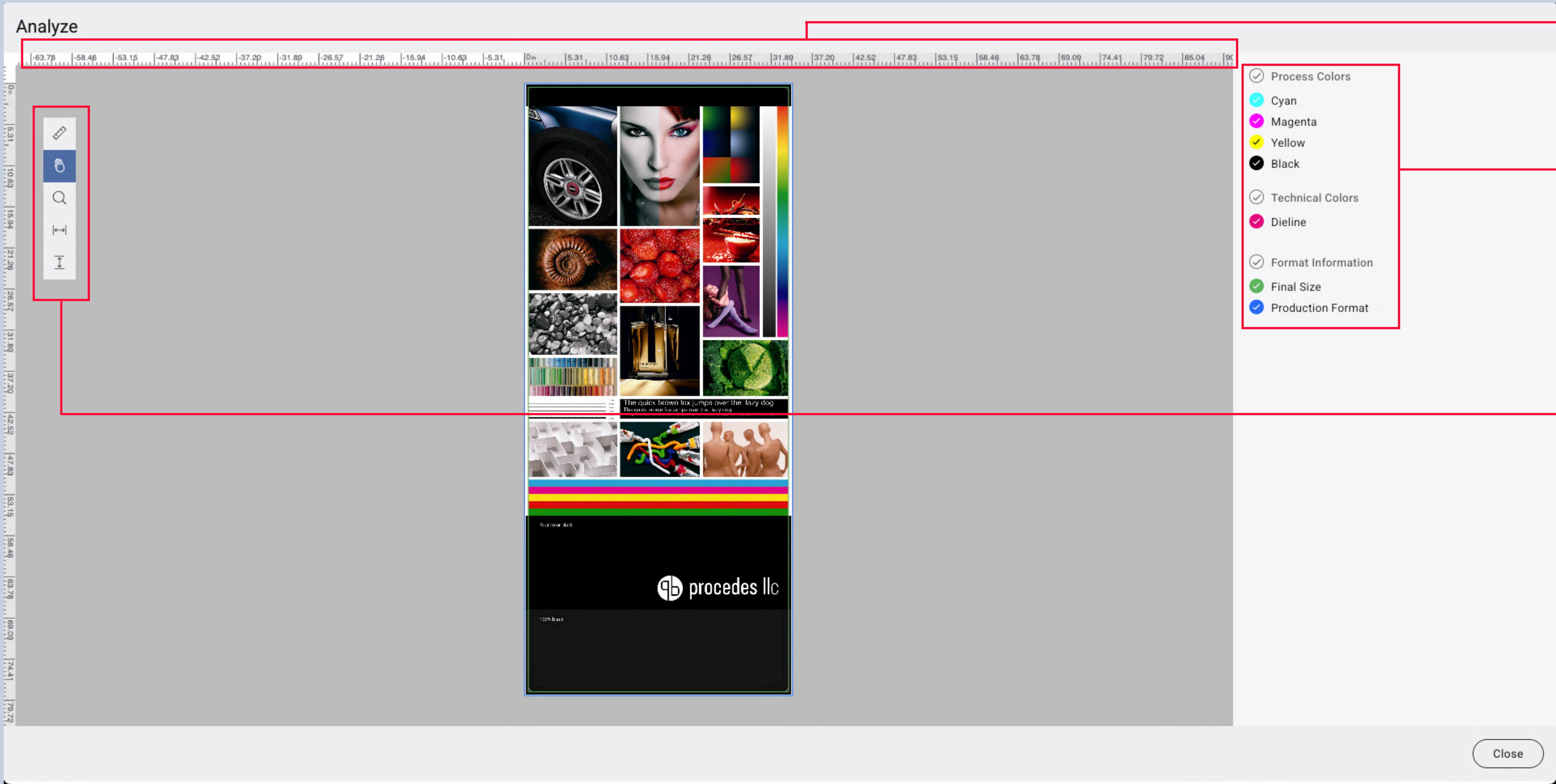
Signature *

Signature

Upload new Artwork

Cancel

Reject



Viewer to Analyze

1. If the units appear incorrectly (inches vs. millimeters), please return to the previous page and click the gear icon in the top right corner to adjust your settings
2. This is your visibility bar. Click on each item to toggle the visibility of process colors, technical colors, and format information (final size and production format).
3. This is your toolbox, which includes five tools designed to help you examine your artwork more closely.
 - Measure Tool: Click this icon, then click two points on your artwork to measure the distance between them.
 - Hand Tool: Click this icon to move around and navigate your artwork.
 - Zoom Tool: Click this icon to zoom in on your artwork. You can also click and drag to select a specific area – the view will zoom directly into that region. To reset the zoom, use the 'Fit to Width' or 'Fit to Height' options.
 - Fit to Width: Click this icon to scale the view so the artwork fits the full width of the page.
 - Fit to Height: Click this icon to scale the view so the artwork fits the full height of the page.

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Logout

Dashboard

All Orders

Settings

Hi Hendrik! Welcome to the Procedes Customer Portal

Current Open Orders
3
Currently Open

Orders Waiting for Approval
1
Waiting for Approval

Orders in Production
2
Currently in Production

Completed Orders YTD
13
Completed Orders Year to Date

2

1

2

1

Your Project Manager at Procedes:
Alexander Beilken
IT Department
Phone:
Email: hello@procedes-us.com

Your Sales Manager at Procedes:
Maik Raute
CEO
Phone:
Email: raute@procedes-us.com

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Open Orders

No ↑	Customer	Contact Person	Reference	External Document No	Shipment Date ↑	Status	Open Order
2502128	Procedes LLC	Maik Raute	TEST!	NO PO REQUIRED	12/31/2025	Waiting for Approval	3 Open
2502704	Procedes LLC	Maik Raute	Sample for Condit & Catalyst	NO CHARGE	07/24/2025	Packed	Open
2502709	Procedes LLC	Maik Raute	SEG for Robert	INTERNAL NO PO NEEDED	07/28/2025	Packed	Open

Showing 1-3 of 3

< 1 of 1 >

4

Useful Links

Upload Portal

Use this link to our file uplaod portal to bulk upload your print files.

Open

Contact Details

Need a quick call or message? Just visit our contact page. In case of emergency feel free to text to 773 786 7925.

Open

Sublimate Magazine

Visit our Sublimate Magazine for in-depth know-how about printing and fabrics.

Open

Dashboard

Easily manage all your projects with Procedes LLC in one place. Once logged in, you'll be taken to your personal dashboard for a clear overview of your orders.

1. Your Order Overview

This section provides a quick overview of your current open orders – including how many are awaiting approval and how many are already in production.

2. Your Procedes Team

This section lists your key contacts – including your project manager and sales manager, along with their contact details.

3. Open Orders

This section is the heart of the portal – it displays all your open projects along with key details such as order number, company name, contact person, reference, and external document number. Most importantly, it shows the shipment date and current status of each order.

If an order is marked as “Waiting for Approval,” action is required on your end. Click the red “Open” button to review and approve the artwork. For guidance on navigating the individual order page, see Section 6.

4. Useful Links

This section provides quick links to our upload portal, where you can submit your print files.

For additional contact details, please visit our website. If you're interested in learning more about our processes, company heritage, and industry insights, explore our in-depth blog posts in Sublimate Magazine.

5. Navigation Menu

This navigation menu lets you switch between your Dashboard – showing your current overview and open orders – and the full order history, including completed projects

6. Individual Order View

To view the details of a specific order, click the red ‘Open’ button to access the order page.

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Order 2502128

Close

Status: Waiting for Approval

7

Order number

2502128

Your reference

TEST!

External document number

NO PO REQUIRED

Your Contact

Maik Raute

Shipment date

Dec 31, 2025

Shipping address

Maik Raute

2643 West Chicago Avenue

IL-60622 Chicago

9

Open Approval Page

10

Open Tracking Page

11

Reorder All Items

8

Line Items

Blackback, dye-sub print

2 Copies2103_A_BottomLeft_SEAMED_Blackback_MP.pdf

Line Item	Pcs	Frame Size [WxH]	Finish
	2	230 × 130	12×3 SEG

Blackback, dye-sub print

1 Copy2103_A_BottomRight_SEAMED_Blackback_MP.pdf

Line Item	Pcs	Frame Size [WxH]	Finish
	1	10 × 10	12×3 SEG

Individual Order

After clicking on an order [6] you see this overview page.

7. Information about your order

This section displays general information about your order – including the order number, shipping date, and shipping address.

8. Line Items

This section provides an overview of all line items in your order – including quantities, file names, material and print method, frame sizes, and finishing details.

9. Open Approval

If the status shows ‘Waiting for Approval,’ click on item 9, ‘Open Approval Page,’ to review your artwork in detail. A short PDF guide explaining the approval process I can be seen on the previous pages.

10. Open Tracking Page

If your order has already been shipped, this button will appear dark blue and take you to a tracking page that looks like this:

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Pre-Transit

In Transit

Out for Delivery

Delivered

Estimated Delivery Date
Friday, Jul 25

128370R90226385603

July 25, 2025

12:51pm

Delivered: None

11 ABCA, IL

9:18am

Out For Delivery Today

Addison, IL

5:50am

Loaded on Delivery Vehicle

Addison, IL

5:44am

Processing at UPS Facility

Addison, IL

4:35am

Arrived at Facility

Addison, IL

11. Reorder All Items

To reorder this project, simply click the ‘Reorder All Items’ button. This will automatically notify your project manager, who will follow up with you directly.

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Thank you for working with us.

Contact

Any questions? Feel free to reach out to:
sales@procedes-us.com

