# Quick guide myAPG for printing houses

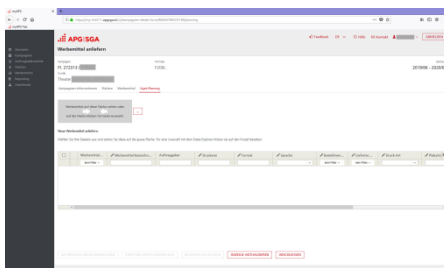## Safe and efficient delivery of advertising materials

The customer portal myAPG enables printing houses to process orders safely and efficiently when delivering posters.

**Your benefits at a glance**
- Automatic creation of delivery notes and labels
- Transparent communication between client, printing house and APG|SGA
- Prevention of confusions in case of multiple deliveries
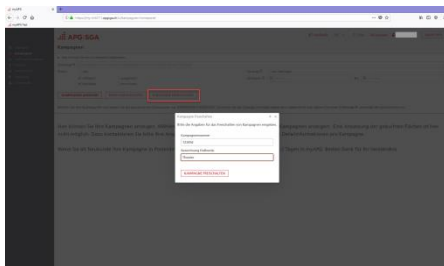- Reduction of queries by APG|SGA

**It's as simple as that**
Just register on my.apgsga.ch and benefit from process optimization by the early upload of the layouts. Please use one of the following options to access the desired campaign:
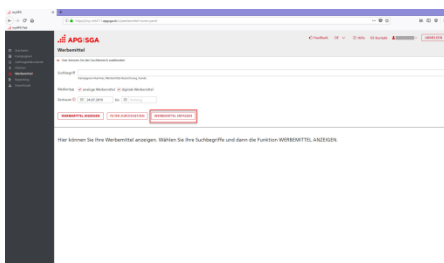


**1. Delivery via link**
Each client receives a link on the sales documents for the delivery of advertising materials. Ask for this link and you will get direct access to the subject upload of the specific campaign.



**2. Delivery by campaign number**
Each campaign is stored in the system with a campaign number. With this seven-digit number and the correct customer name you can verify yourself in the system. After the successful activation you will get to the subject upload.



**3. Delivery without link or campaign number**
Log in and select the «Advertising media» menu. The «Register advertising media» button allows you to upload subjects without a campaign number. Only use this function if option 1 or 2 cannot be used.

After a successful subject upload you can simply print and directly use the delivery note and the labels for the roll labeling. The barcode ensures the clear identification in the logistics center in Wallisellen.

**Contact**
Should you have any questions, please contact our service desk, phone +41 58 220 77 77, e-mail servicedesk@apgsga.ch