AWARDS ENTRY GUIDE

2027

Step by Step procedure to fill in Entries on line and making payments

A clear, step-by-step guide for submitting your awards entries

ONLINE ENTRY & PAYMENT

1 1. log in your account with your Email used while Registration. You will receive an OTP on your email and an SMS on your registered telephone number.

2 2. You will now view your Dashboard, where you will see options Update Profile / Add New Entry / Logout. You can Update your profile and add New Entries by step to step selecting the Type of Awards (NAEP/ GPEA), then the Group and finally the Category.Choose your finest work and determine which pieces you want to submit. The entries selected should be free of obvious imperfections.

3 3. Determine the category that best represents your entry. To help identify the appropriate category in which to enter your piece, consider the print production process, how the entry is used, the equipment used, and what materials were used to print the job.

4 4. Complete your online entry submission form, separate form for each entry, to be submitted. You must complete all required fields in the online entry system.

5 5. Submit prescribed payment in the name by Credit or Debit card OR Online payment, using the online portal or at the given bank account details.

ENTRY DOCUMENTS & FINAL SUBMISSION

Continue with the remaining steps to complete your submission

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6. After filling the entry form and successfully making payments you will receive an Pdf file containing PDF in your Download button on your dash Board, which will contain the QR code and the Job description. Every Entry will have its own QR code page with Job description. So if you have entered 10 entries, there will be 10 A4 size QR code in your Download section.

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7. The packing slip(s) will be available on your ORDER section download and print the separate packing slip(s), for all the entries to be submitted. Paste the packing slip at the back or convenient place of the relevant entry/sample. Securely pack all these entries in a box/container and ship these to the PRINT EXCELLENCE AWARD SECRETARIAT, to reach on or before 16th February, 2026. Entries received after the closing date are not eligible for the awards.

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8. Please Check the Company Name and Entry Title that you submit, as it will be the listed as award-winner to the media, and on the physical award trophy/certificate etc.