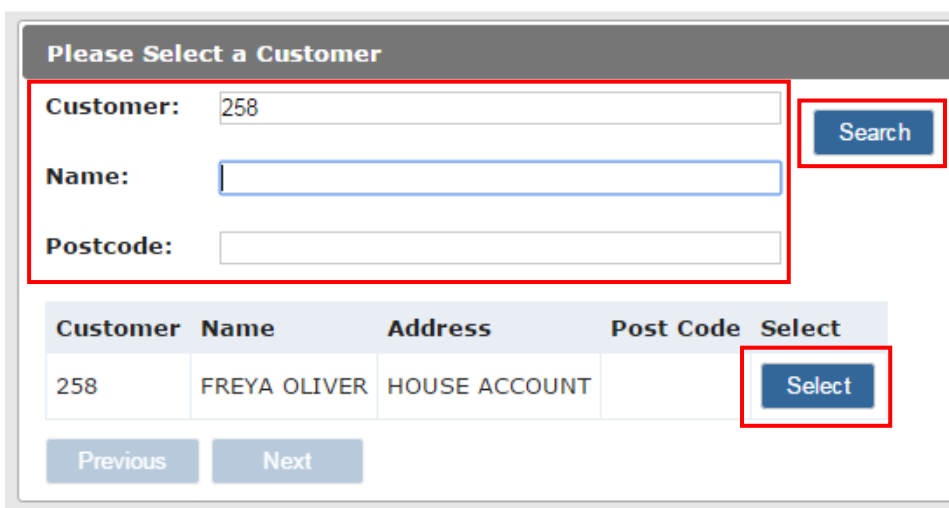



1. To enter the John Smedley B2B website, simply click 'Log Into B2B Portal' and enter your provided Username and Password



2. Enter customer number, name or postcode and click 'Search'. **If using customer name you will need to put wildcards before and after** i.e.: \*Freya\* would find all of your customers with the name 'Freya' in their title.
3. Click 'Select' on the customer you want.

NB: If you have been logged in before and not completed the order the option to select a customer may not appear as a customer is already selected in the top right hand corner. You will need to click 'reset':



Prima Solutions

[Home](#) [New Order](#) [Order History](#) [Stock Search](#)

**Order Setup**

Please select an order type:

Forward Order  
 Stock Order

[Select Products](#)

4. Click on 'New Order'

5. Select 'Forward Order' or 'Stock Order' then click 'Select Products'

[Home](#) [New Order](#) [Order History](#) [Stock Search](#)

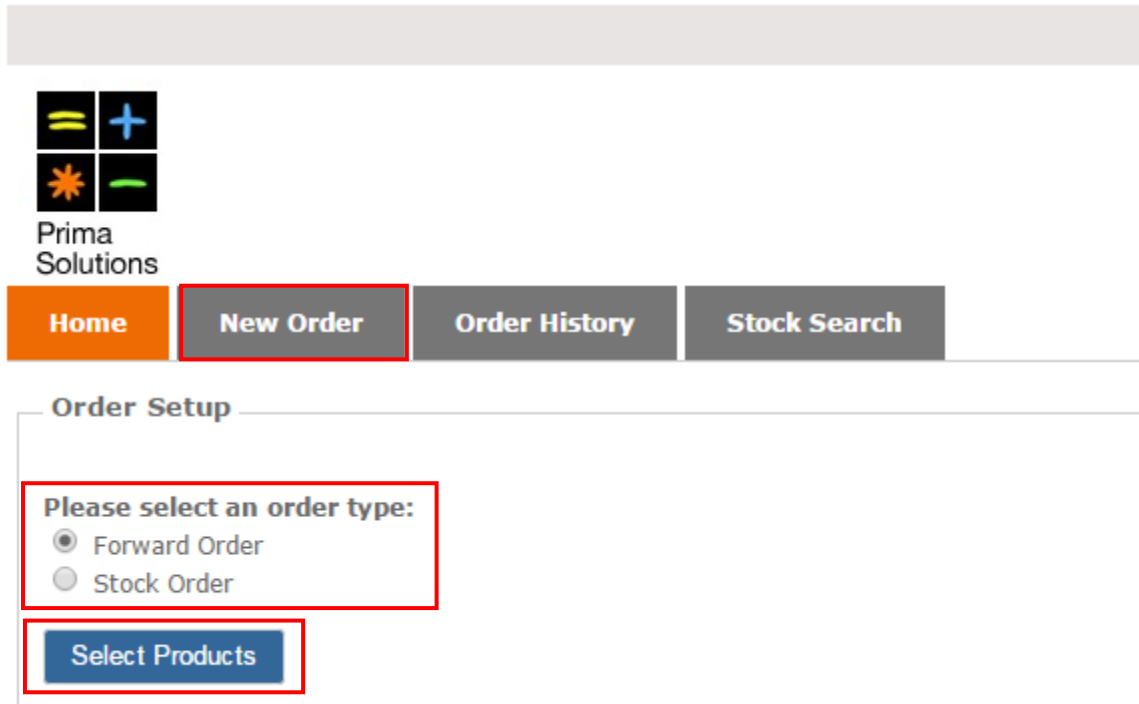
**Search Products**

Product Code:  Keyword(s):  [Search](#) [Proceed To Checkout](#)

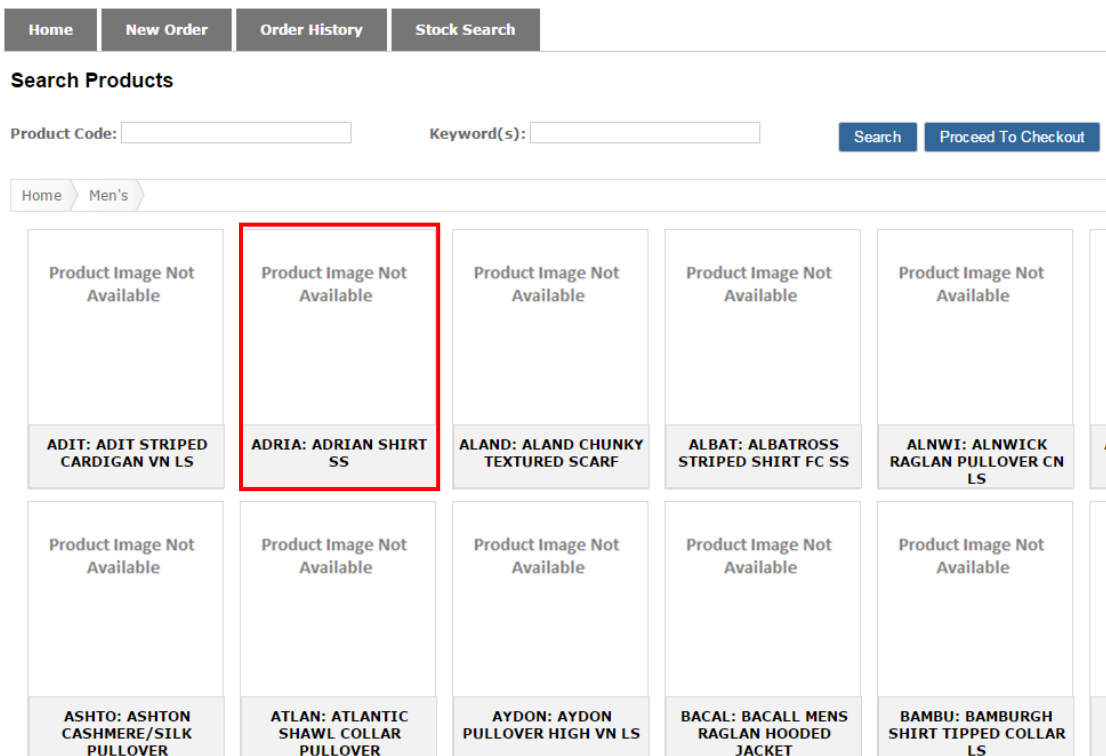
Home

Product Image Not Available Men's	Product Image Not Available Unisex	Product Image Not Available Women's
--------------------------------------	---------------------------------------	--

« « 1 » »



1. Click on 'New Order'
2. Select 'Forward Order' or 'Stock Order' then click 'Select Products'



3. Enter 'Keyword(s)' i.e. Style name 'Bobby' or 'Cardigan' and click 'search' or search using categories by clicking on 'Men's', 'Women's' or 'Unisex'.
4. Click on the first Style name you want to place the order for.

Product Image Not Available

Due Date: 23/06/2016

Trade Discount: 33 %

Currency: GBP

Price Per: 1

Carton Qty: 1

Add to Order

Cancel

Colour Filter

Total	Order Qty	Total	XSM	SML	MED	LGE	XLG	XXL
		0	0	0	0	0	0	0
ALPINE BLUE	Price	50.40	50.40	50.40	50.40	50.40	50.40	50.40
	Order Qty	0	0	0	0	0	0	0
ASTAIRE PURPLE	Price	50.40	50.40	50.40	50.40	50.40	50.40	50.40
	Order Qty	0	0	0	0	0	0	0
BERING SEA	Price	50.40	50.40	50.40	50.40	50.40	50.40	50.40
	Order Qty	0	0	0	0	0	0	0
BLACK	Price	50.40	50.40	50.40	50.40	50.40	50.40	50.40
	Order Qty	0	0	0	0	0	0	0
BLUE JOHN	Price	50.40	50.40	50.40	50.40	50.40	50.40	50.40
	Order Qty	0	0	0	0	0	0	0
BRANDO BLUE	Price	50.40	50.40	50.40	50.40	50.40	50.40	50.40
	Order Qty	0	0	0	0	0	0	0
BARDOT GREY	Price	50.40	50.40	50.40	50.40	50.40	50.40	50.40
	Order Qty	0	0	0	0	0	0	0
CHARCOAL	Price	50.40	50.40	50.40	50.40	50.40	50.40	50.40
	Order Qty	0	0	0	0	0	0	0
CHESTNUT	Price	50.40	50.40	50.40	50.40	50.40	50.40	50.40
	Order Qty	0	0	0	0	0	0	0

5. FIRST you must enter the date the line is required (this date will duplicate on all following lines unless changed manually).
6. Then you can see the price per unit and can enter the quantities required.

Product Image Not Available

Colour Filter

Colour Filter

- Select All
- Alpine Blue
- Aubergine
- Black
- Brando Blue
- Concord Grape
- Deep Teal
- Espresso
- Garnet Red
- Apple Red
- Bardot Grey
- Blue John
- Charcoal
- Day Blue
- Denim
- Forest Green
- Crane Tam
- Astaire Purple
- Bering Sea
- Bordeaux
- Chestnut
- Dean Green
- Eastwood Beige
- Gardner Red
- Hayworth Pink

Apply

Cancel

7. If you are looking for a specific colour, you can click on 'colour filter' and tick the colours you want to search for only.

Product Image Not Available

Due Date:

Currency: GBP

Price Per: 1

Carton Qty: 1

Add to Order

Cancel

Colour Filter

		Total	SML	MED	LGE	XLG	XXL
<b>Total</b>	<b>Order Qty</b>	<b>9</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>
	<b>Available</b>	<b>471</b>		<b>1</b>			
<b>ALPINE BLUE</b>	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Available	8	1	4	3	0	0
BLUE GLASS	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Available	4	0	1	1	1	1
BALTIC BLUE	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Available	1	0	0	0	0	1
BLACK	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty	9	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>1</b>
	Available	51	17	5	6	17	6
BRANDO BLUE	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		<input style="width: 30px;" type="text" value="0"/>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Available	0	0	0	0	0	0
CHARCOAL	Price		45.30	45.30	45.30	45.30	45.30
	Order Qty		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

8. Once you have entered the quantities for all the SKUs you wish to order for that style select 'add to order'. If you have made an error, click 'Cancel'.
9. To add another style, simply enter the next style in the 'keywords' and click 'search' or click 'Stock Search' and you will return to the stock search home page.

Welcome FREYAO | 
 [Current Customer: 1111](#) [Reset](#) | 
 [Contact Us](#) | 
 [Log Off](#)

My Basket : 9 item(s) £407.70
  | 
 [Checkout](#)

10. Once complete, you can check you order by clicking on 'My Basket' in the top right-hand corner.

## Order Lines

Select All	Delete	Continue Shopping	Proceed To Checkout			
Select	Image	Code	Description	Due Date	Quantity	Options
		ADRIA	ADRIAN SHIRT SS	17/12/2015	3	<a href="#">Details</a>
		BOWER	BOWER PULLOVER VN LS	17/12/2015	9	<a href="#">Details</a>

Breakdown			
Image	Details	Quantity	Options
	BLA/LGE	2	
	BLA/MED	3	
	BLA/SML	2	
	BLA/XLG	1	
	BLA/XSM	1	

11. Here you can see the line information for your order. By clicking on the '+' on each line, you can check the breakdown of each line and delete any SKUs, or you can click on 'Details' in order to amend a line. You can check quantities, delete lines. Alternatively, you can delete a complete line by ticking the 'Select' button and clicking 'Delete'.

Welcome FREYAO | Current Customer: 1111 [Reset](#) | [Contact Us](#) | [Log Off](#)

[My Basket](#) : 9 item(s) £407.70 [Checkout](#)

12. Once you are happy with the order, click 'Checkout' in the top right-hand corner.

13. Here you can see any additional charges applicable to the account:

▼ Additional Charges			
Code	Description	Applies To	Value

14. Enter and customer reference, shipping and/or special instructions:

▼ Order Details

Customer Reference :

Shipping Instructions:

Special Instructions:

15. Select or manually enter the delivery and invoice addresses (**you MUST enter a postcode and country**):

▼ Delivery Address

**Address :** PR / PROMOTIONS - UK

**Ref :** Please Select

**Address :** Manual Delivery Address

**Address :** PR / PROMOTIONS - UK

**Post Code :**

**Country :** UNITED KINGDOM

▼ Delivery Address

**Address :** PR / PROMOTIONS - UK

**Ref :** Please Select

**Address :** Manual Delivery Address

**Address :** PR / PROMOTIONS - UK

**Post Code :**

**Country :** UNITED KINGDOM

16. Check the order lines and order value summary:

▼ Order Lines

Select All
Delete

Select	Image	Code	Description	Due Date	Quantity	Options
+		ADRIA	ADRIAN SHIRT SS	17/12/2015	3	Details
+		BOWER	BOWER PULLOVER VN LS	17/12/2015	9	Details

▼ Order Value

<b>Total Goods</b>	£589.50
<b>Total Charges</b>	£0.00
<b>Total Order Value:</b>	£589.50

All prices displayed are exclusive of VAT.

17. Once you are happy with the completed order click on 'send order'. Your order will then be submitted and you will be provided with an order number.

**New Order - Final Details**

Continue Shopping
Send Order
Delete Order

✕

Your order has been placed successfully

Order Number: 00508000

OK

**Once you have completed your order for EACH customer, you MUST forward a copy of the order acknowledgement to yourself. (This DOES NOT happen automatically at this time).** To do so, please follow the instruction overleaf:

18. Once you have your order number, before moving to the next customer, click on 'Order History'. This will then show you the selected customer's orders, based on your selection criteria. This will usually default to the last month.

Prima Solutions

Home New Order **Order History** Stock Search

Existing Sales Order

Search Criteria

Number From: Due Date From: Order Date From: Customer Reference: Sequence  
 Order Number From Due Dates From 04/01/2016 Customer Reference Order Date Desc

Number To: Due Date To: Order Date To: Entered By: Completed  
 Order Numbers To Due Dates To 03/02/2016 Entered By Both

Search

Results

Lines	Number	Customer	Customer Reference	Order Date	Due Date	Season	Quantity	Despatched	Value	Created By	Options	Acknowledgement
+	00512974	258		01/02/2016	08/07/2016	AUTUMN16	1	0	£50.70	FREYAO	Details	Create   Email
+	00512672	258		29/01/2016	11/07/2016	AUTUMN16	0	0	£0.00	FREYAO	Details	View   Email
+	00512673	258	test reference	29/01/2016	29/01/2016	SPRING16	0	0	£0.00	FREYAO	Details	Create   <b>Email</b>
+	00512675	258	REF PO 256845	29/01/2016	29/01/2016	SPRING16	1	0	£50.40	FREYAO	Details	Create   Email
+	00510497	258		13/01/2016	13/01/2016	SPRING16	2	2	£100.80	FREYAO	Details	Create   Email

Results Count: 5

19. Find the order(s) you have just placed and click on 'Email' under Acknowledgement.

Email Acknowledgment

Order Number: 00512974

Email address:

Email Body:

Send Cancel

20. You will then have the opportunity to send an email confirmation to whoever you like. The user email will default into to the 'to' field but you can add your another email address, or amend the one showing to any, simply separate with a ';' and space i.e. [freyaoliver@johnsmedley.com](mailto:freyaoliver@johnsmedley.com); [elainechurm@johnsmedley.com](mailto:elainechurm@johnsmedley.com). You can also add a message, then click 'Send'.

21. When you send this email, an email will automatically be sent to John Smedley notifying us of the order. **IMPORTANT: If you do not send this email, John Smedley will NOT know the order has been placed.**