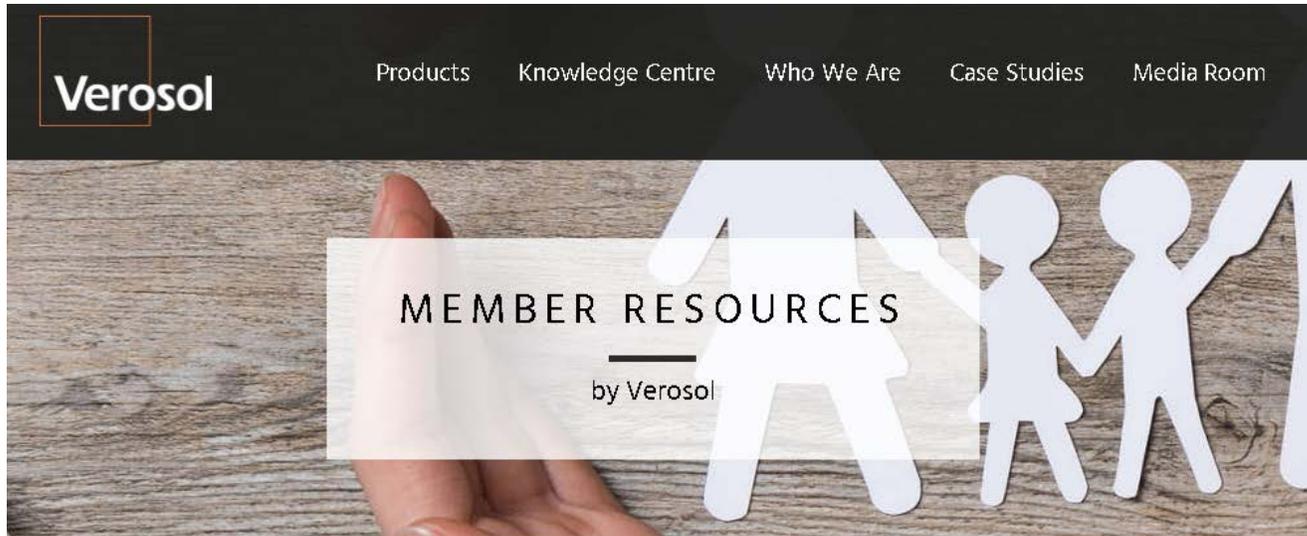


VEROSOL
User Guide V1.0
ONLINE SHUTTER ORDERING

Expand your comfort zone



Verosol Online shutter ordering



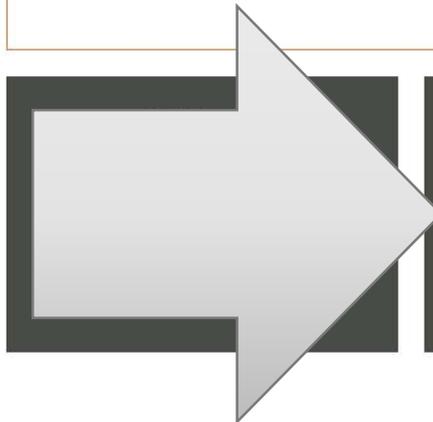
LOG IN to the Verosol Website

- Knowledge Centre
 - Member Resources
 - Order Online
- Shutter Ordering & Made 2 Fit**

MEMBER RESOURCES

Consumer Resources | **Member Resources**

welcome to our members section!



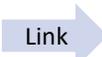
<p>Order online</p>  <p>Verosol Online Shutter Ordering + Made 2 Fit</p>	<p>Product & Services Price List</p>  <p>View and download a copy of the latest Verosol Price List</p>
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VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering



ONLINE SHUTTER ORDERING

Links		Link
1 Online Ordering – Verosol Distributor Portal		
2 Made 2 Fit – Online Booking Form		
Resources		Download
3 Customer online ordering guide		
Made 2 Fit User Guide		

Links will open: ORDERING PORTAL / Made 2 Fit Booking Form

Resources will open: User Guides

Available Options

ONLINE ORDERING

Click onto Links for:

1. Distributor Portal

- Place your shutter orders online

2. Made 2 Fit

- Make a booking online for Made 2 Fit

Resources

Click onto Links for:

3. Online User Guides

- Download copy of user guides

**VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL**

Verosol Online shutter ordering

Option 1. Log into the Dealer Portal

<https://cloud.thewindowoutfitters.com>

The screenshot shows the login page for 'The Window Outfitters' (TWO). The page includes the TWO logo, the text 'The Window Outfitters Version 2.00', and a login form with fields for 'Username:' and 'Password:'. A 'Login' button is located below the password field. A 'Lost password?' link is positioned below the login button. A black box with the text 'Unique email address *' has an arrow pointing to the Username field. Another black box with the text 'Verosol Customer Care or your account manager will provide these details' has an arrow pointing to the Password field. A third black box with the text 'IMPORTANT!' has an arrow pointing to a light brown warning box at the bottom of the page. The warning box contains the text: 'Please note that this site does not work with Internet Explorer, you will need to use latest version of Google Chrome, Safari or Firefox.'

1. LOG IN to the Dealer Portal

- Enter Username
- Enter Password
- Click Login

DO NOT USE Internet Explorer
Ensure latest Browser Version of:
Google Chrome, Safari or Firefox

* Unique email address required

- Username - cannot use a previously registered TWO email address

**VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL**

Verosol Online shutter ordering

Option 2. Open the Made 2 Fit Booking Form

Verosol.made2fit.com.au

The screenshot shows the Verosol website's booking form. At the top, there is a navigation bar with 'MADE 2 FIT Verosol', 'HOME', 'SIMPLE PRICING', and 'QUESTIONS & ANSWERS'. Below this is a banner image with the text 'THE FITTING PARTNER FOR YOUR BUSINESS' and a description of their services. The main content area is titled 'WHICH SERVICE DO I NEED FOR MY SHUTTER INSTALLATION?' and features two options: 'CONSULTATION ONLY' and 'INSTALLATION & CHECK MEASURE'. Each option has a 'BOOK NOW' button. At the bottom, there are three green buttons: 'MEET THE SUPPLIER', 'INSPIRATION GALLERY', and 'CONTACT US'. A footer contains the Verosol logo and a link to download the user guide.

Annotations on the screenshot include:

- An arrow pointing to the 'QUESTIONS & ANSWERS' link in the navigation bar, with the text 'Made2Fit Q & A, Service Area Details'.
- An arrow pointing to the 'BOOK NOW' button for 'CONSULTATION ONLY', with the text 'Consultation Only'.
- An arrow pointing to the 'BOOK NOW' button for 'INSTALLATION & CHECK MEASURE', with the text 'Installation & Check Measure'.
- An arrow pointing to the 'CONTACT US' button, with the text 'Questions? Contact Us'.

2. OPEN the Made 2 Fit Booking Form

Select from the following options:

- Book Installation and Check Measure
- Book Consultation Only

Additional Information:

- Check out the Service Area(s) Aust wide – Click onto “Services”
- Review answers to commonly asked questions – Click onto “Q & A”
- Still have a question, or need help with your booking:
 - P: 1800 825 455
 - E: made2fit@verosol.com.au

**FOR ADDITIONAL INFORMATION
and User Guides**

**Log into the Verosol website
Navigate to Members Resources
Online Shutter Ordering**

**VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL**

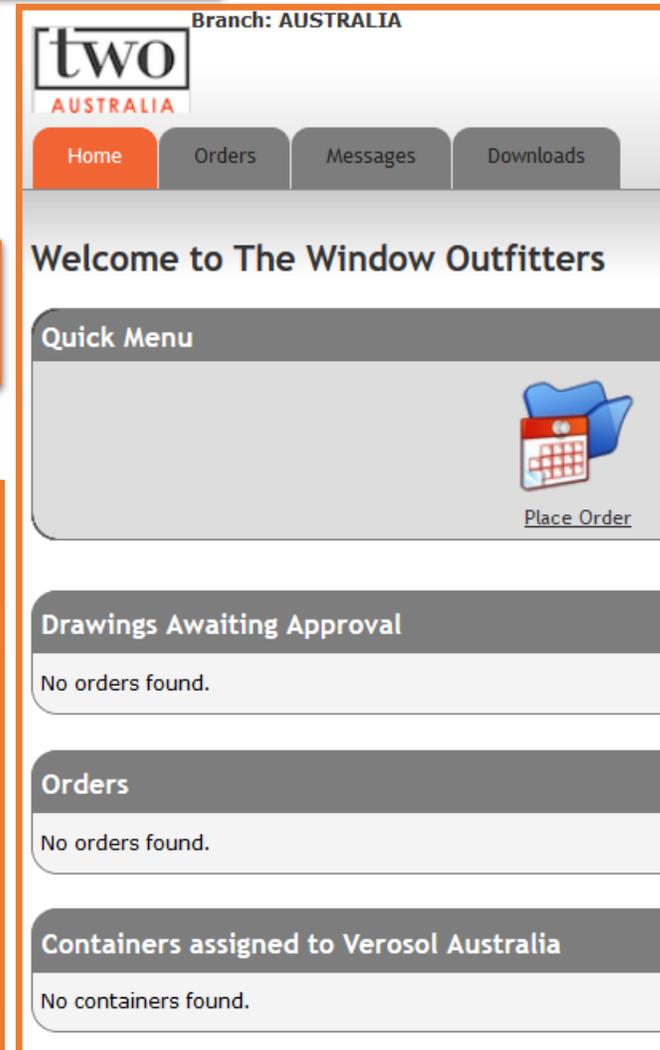
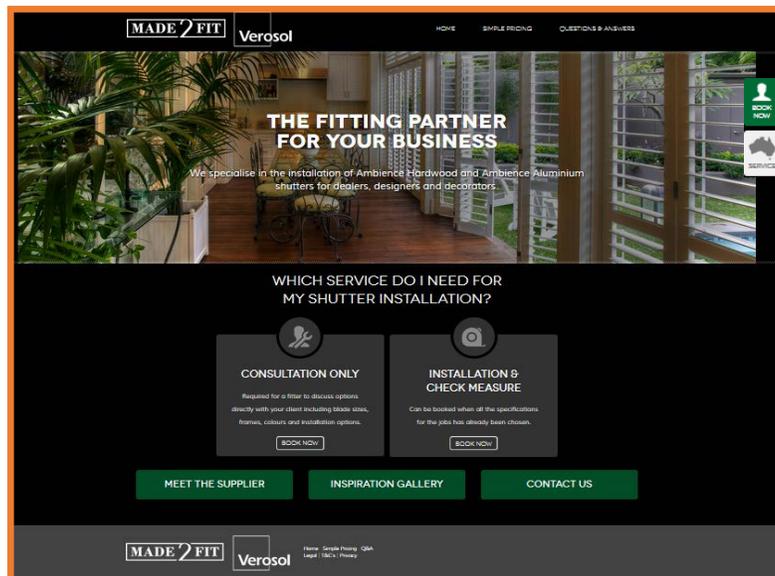
Verosol Online shutter ordering

Option 3. Download the Online User Guide



Get started with:

- Shutter Orders
- Made2Fit



3. Download Online User Guide

Get started with:

- 1. Online Ordering Portal
- 2. Made 2 Fit Bookings

VEROSOL DEALER ONLINE SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Shutter Order Portal

Branch: AUSTRALIA

two AUSTRALIA

Home Orders Messages Downloads

Welcome to The Window Outfitters

Quick Menu

Place Order

Drawings Awaiting Approval

No orders found.

Orders

No orders found.

Containers assigned to Verosol Australia

No containers found.

Dashboard View

Once you're logged into the Portal:

- HOME TAB
- Quick Menu
- Click icon to "PLACE a new ORDER"

- Drawings Awaiting Approval
- If you have submitted an order and drawings are required, they will be listed here until approved by you

- Orders
- All approved orders will be listed here

- Containers
- All orders currently in transit via sea freight [containers] will be listed here with expected due date into local port

HOME TAB

Quick Menu

- Place a new Order

Drawings Awaiting Approval

- Orders pending drawing approval

Orders

- List of all current Orders

Containers

- List of all Orders in transit [sea freight container]

VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Place a New Order

Quick Menu



Place Order

From the Dashboard

- HOME TAB
- Quick Menu
- Click icon to "PLACE a new ORDER"

Order Entry Screen is Displayed

- ADD ORDER / ORDER DETAILS
- Customer: Displays Verosol as Distributor
- Address: Displays Verosol's HO Address
- **Ship To *** will open up a new screen to enter your required shipping address – Add your delivery address If direct delivery, or Made 2 Fit address if Made 2 Fit is required. Option for one off addresses.

Orders

Add Order

Order Details

Customer: Verosol Australia Pty Ltd, Verosol Australia,
1800 721 404, m2f@verosol.com.au, 1800 721 858, two@verosol.com.au

Address: 21 Amour street, Revesby, AU, 2212, AUSTRALIA

Ship To*



Customer Reference:*

Delivery Note:

Customer Reference:

- Add your Order Number, Customer Name or other relevant References.

Delivery Note:

- Add any special delivery instructions relevant to this order.

HOME TAB

Quick Menu

- Place a new Order

Order Details – Customer

- Verosol Australia is Displayed.
- The system recognises that Verosol are the Distributer

Order Details – Address

- Also displays the Verosol address

Ship To

- Click to open a new screen to enter your required shipping address – If direct delivery, enter your delivery address or, if M2F, enter the Made 2 Fit address in your state

Customer Reference

- Add your order number and/or customer name references

Delivery Note

- Add any special delivery instructions that are relevant to this order

VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Shutter Order Portal

Add New Shipping Address

Customer: Verosol Australia Pty Ltd, Verosol Australia

Street Address*:

City / Suburb*:

Province / State:

ZIP Code / Post Code*:

Country*: AUSTRALIA

Phone Number*:

Type*: Business Residence

One off*: Yes No

* Required fields

Add New Shipping Address

Customer: Verosol Australia Pty Ltd, Verosol Australia

Street Address*:

City / Suburb*:

Province / State:

ZIP Code / Post Code*:

Country*: AUSTRALIA

Phone Number*:

Type*: Business Residence

One off*: Yes No

* Required fields

Add New Shipping Address:
- Complete all fields *

Completed Order Header Details:
- Ship To Address
- Customer Reference
- Deliver Note

Orders

Add Order

Order Details

Customer: Verosol Australia Pty Ltd, Verosol Australia, 1800 721 404, m2f@verosol.com.au, 1800 721 858, two@verosol.com.au

Address: 21 Amour street, Revesby, AU, 2212, AUSTRALIA

Ship To* 1313 Mockingbird Lane, Sydney 2000 NSW, AUSTRALIA +

Customer Reference*:

Delivery Note:

NEW ORDER

Order Header Details

- Complete Required Fields

Ship To

- Select or Add Required Delivery Address

Please be aware that Freight Charges may apply, and is dependent upon location being shipped to

Customer Reference

- Include your order number, and customer references

Delivery Note

- Include any additional Delivery Instructions

VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Shutter Order Portal

Order Items

No. 1: SQM: 1.0200

Product*: Color*: Split Rotation Height:

Location: Blade*: Frame Options*: Special Instructions:

Width*: Tilt Rod*: Extras: Quantity: 1

Height*: Stiles*: Notes:

Mid-Rail Height: Installation Method*: Needs Drawing*: No Yes

Uneven Panel Widths: No Yes Installation Type*: Upload Drawing/Image: No file selected.

Mount*: Made2Fit Service: No Yes

Panel Configuration*: Additional Services:

Total SQM per Product

No.	Product	SQM
1	Weatherwell	1.0200

Preview Order PDF

Options:

- Save as Estimate or - Submit as an Order

Save as Estimate & Request Made2Fit Check Measure

By selecting Made 2 Fit, Additional Services are displayed & can be selected

By saving the estimate and Requesting Made 2 Fit Check Measure - This action will open the Made 2 Fit Booking form and close this order, and code this order as "Made 2 Fit Requested"

NOTE: Access to Estimate is NOT Available

1. Select the appropriate product and then follow the prompts configuring as required including any special instructions and Extra Items

2. If Made 2 Fit is required click YES

BROWSE to upload drawings or image

Use + when you have multiple similar items

ORDER ITEMS

Select Required Product from List

- Follow prompts and Complete Required Fields to configure product

Instructions / Additional Items

- Add any special instructions, Extras, and Notes

Option – Made 2 Fit Service

- Additional services will be displayed you can add services as required

NOTE: If you click on "Save as Estimate & Request Made 2 Fit Check Measure", The Made 2 Fit booking form will open in a web browser. This order will no longer be available for editing – it will be coded as "Made 2 Fit Requested"

- If all details are correct and nothing else is required, You can Submit the Order, or save it as an estimate

VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Shutter Order Portal

Order Details

Customer: Verosol Australia Pty Ltd, Verosol Australia, 1800 721 404, m2f@verosol.com.au, 1800 721 858, two@verosol.com.au
Address: 21 Amour street, Revesby, AU, 2212, AUSTRALIA
Ship To*
Customer Reference*: Account Jones - Order 58
Delivery Note: Shop deliveries at Corner of Mockingbird Lane and Munster Street
Dealer Status: -

Order Items

No. 1: SQM: 1.0200

Product*: Weatherwell	Color*: Silver	Split Rotation Height	Special Instructions
Location: Garage	Blade*: 89mm	Frame Options*: 4 Sided	Extras <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Extras: Blade Lock - White Quantity: 1
Width*: 850	Tilt Rod*: Clearview Back		Notes
Height*: 1200	Stiles*: 60mm Beaded		
Mid-Rail Height <input checked="" type="checkbox"/>	Installation Method*: Hinged in L Frame		
Uneven Panel Widths <input checked="" type="radio"/> No <input type="radio"/> Yes	Installation Type*: Flat L 50mm		Needs Drawing*: <input checked="" type="radio"/> No <input type="radio"/> Yes
	Mount*: Reveal (In)		Upload Drawing/Image <input type="button" value="Browse..."/> No file selected.
	Panel Configuration*: R - 1		Made2Fit Service <input checked="" type="radio"/> No <input type="radio"/> Yes

Total SQM per Product

No. Product	SQM
1 Weatherwell 1.0200	

**Select Option:
Save as Estimate
Submit Order or Cancel**

NEW ORDER

Order Header Details

- Check Shipping address, Customer References, & Delivery Notes

Order Items

- Check Product Type and configuration information is correct

If Made to Fit is not Required

- Submit the Order, or Save it as an Estimate and come back later to complete and submit.

Submit Order

- By Submitting an order you are approving it for manufacture and release to the factory. Once submitted, an order cannot be reversed.

VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Shutter Order Portal

From the Dashboard View
Click onto The ORDERS TAB
Select ESTIMATES



Dashboard View

ORDERS TAB

ESTIMATES

- Displays a list of all Estimates currently in the system and their status
- [ESTIMATES are WIP that has not been approved as an ORDER]

ORDERS - ESTIMATES

- Estimates that have not yet been submitted as an order are listed here
- The status of Estimates is identified under "Dealer Status"

Your Dealer Account Details [Submitted By]

Order Code	M2F	Customer Reference	Customer	Dealer Status	Shipping Port	Date Submitted	Submitted by	TWO Date Approved	TWO User Approved	Age (days)	Container #	Main Products	m2	Date Delivered	Estimated Delivery Date	Actions
AU70741-S1		Account Jones - Order 58775	Verosol Australia Pty Ltd, Verosol Australia	M2F Requested	-	05/09/2017	2222 - Homers Blinds - Maxwell Smart	-	-			1. HP Painted	0.810	-	-	[Icons]
AU70799-S1		Account Monk - Order 9833	Verosol Australia Pty Ltd, Verosol Australia	M2F Requested	-	06/09/2017	2222 - Homers Blinds - Maxwell Smart	-	-			1. Weatherwell	1.020	-	-	[Icons]
AU70800-S1		Account Jones - Order 58776	Verosol Australia Pty Ltd, Verosol Australia	Draft	-	06/09/2017	2222 - Homers Blinds - Maxwell Smart	-	-			1. Weatherwell	1.020	-	-	[Icons]
													2.85 m2			

Only Estimates in DRAFT mode can be edited

Number of orders: 3

VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Shutter Order Portal

Select DRAWING NEEDED

- If you have submitted an order and drawings are required, they will be listed here until approved by you



Dashboard View

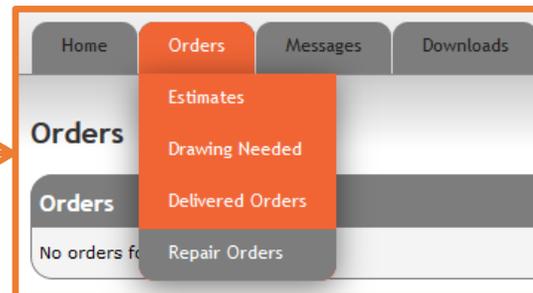
ORDERS – DELIVERED ORDERS

- Prior Orders that have been Delivered



ORDERS – REPAIR ORDERS

- If there is an ISSUE with an order that has been Fitted, and replacement parts are required, they will be listed here



ORDERS TAB

DRAWINGS NEEDED

- Displays a list of all Estimates that require Drawings to be approved

DELIVERED ORDERS

- Displays a list of all prior orders that have been delivered

REPAIR ORDERS

- Displays a list of all Repair Orders

VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Shutter Order Portal

From the Dashboard View
Click onto The DOWNLOADS
TAB for Manuals & Pricelists



Dashboard View

DOWNLOADS TAB

CATALOGS

- Displays a list of all Manuals, Pricelists, and other Documents available online

[Documents can be Viewed Online page by page, or DOWNLOADED]

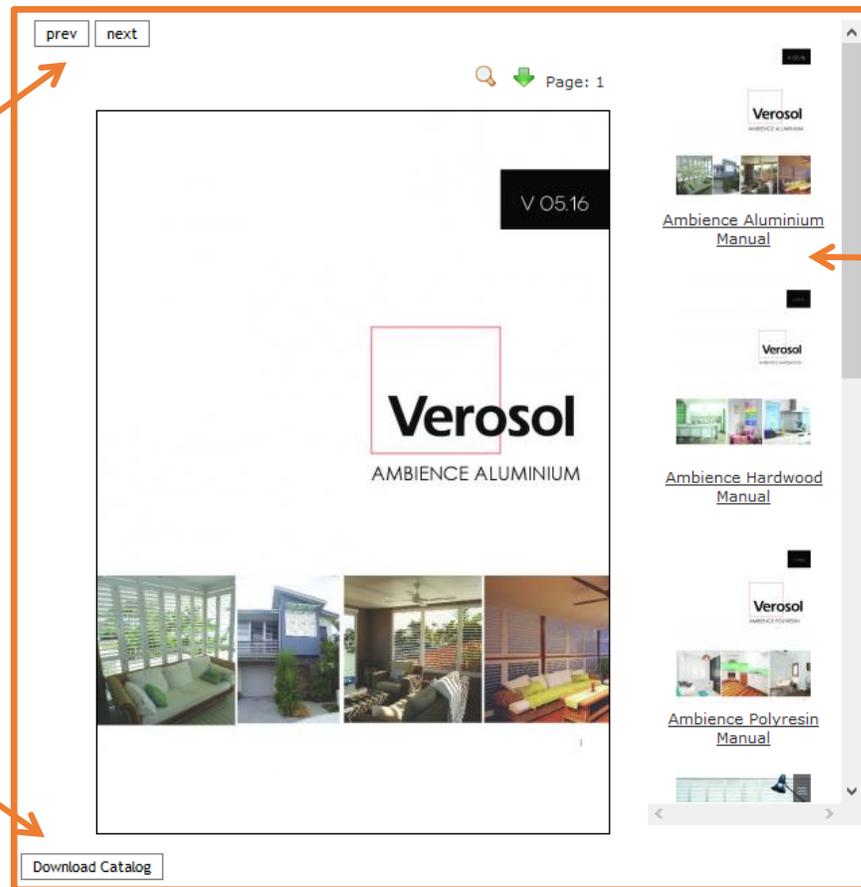
SHUTTER MANUALS

- Ambience Aluminium
- Ambience Hardwood
- Ambience Polyresin
- Retail Pricelists
- Other Docs

Documents can be
VIEWED Online
Page by Page

Or

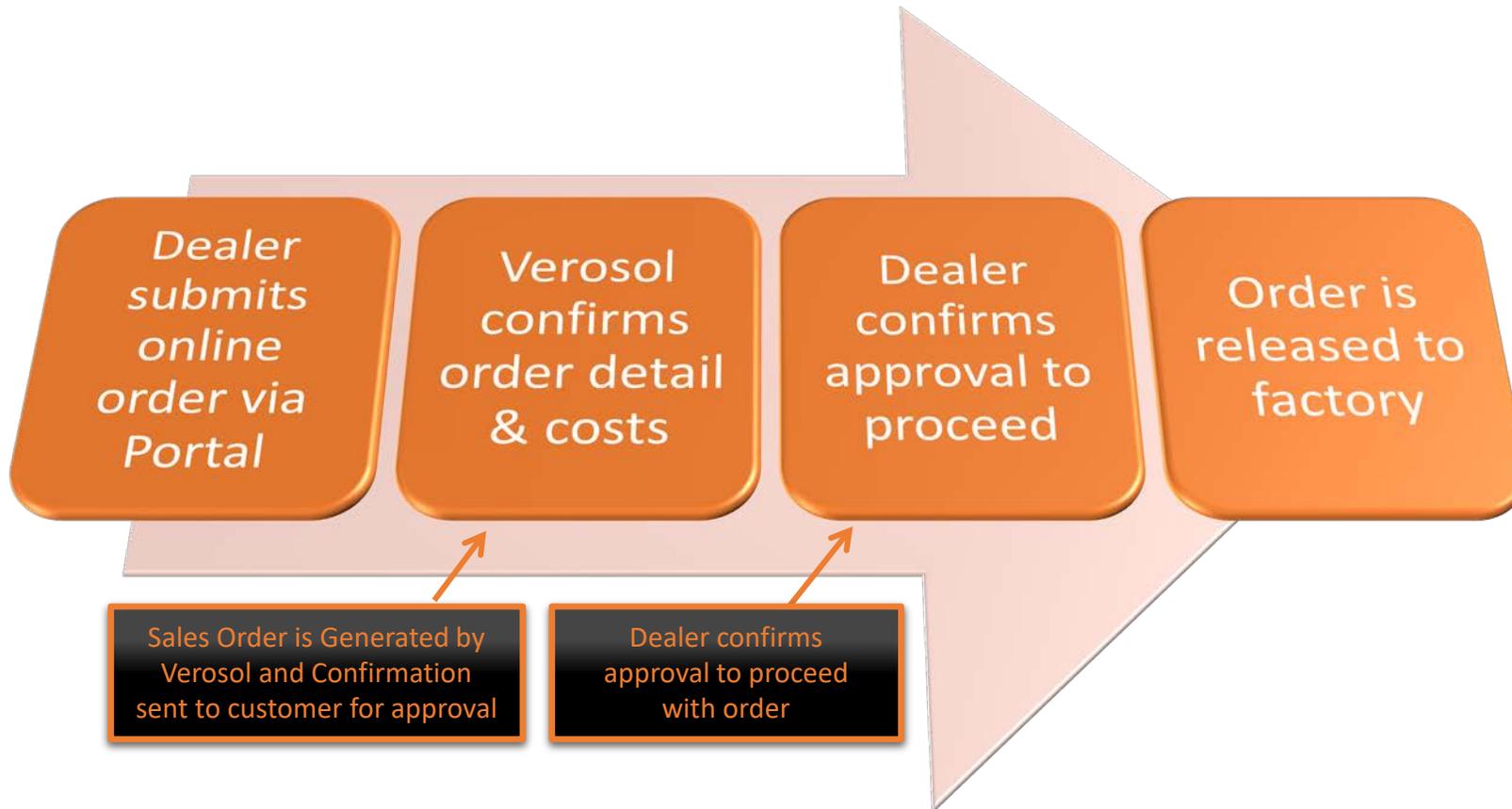
DOWNLOADED



VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Shutter Order Portal - Process



ORDER PROCESS – Shutter Order

SUBMITTED ORDER

- A dealer has submitted a shutter order via the online Portal

VEROSOL CONFIRMS ORDER

- Verosol generate a Sales Order detailing our customers requirements and pricing. Confirmation is sent to dealer for approval to proceed

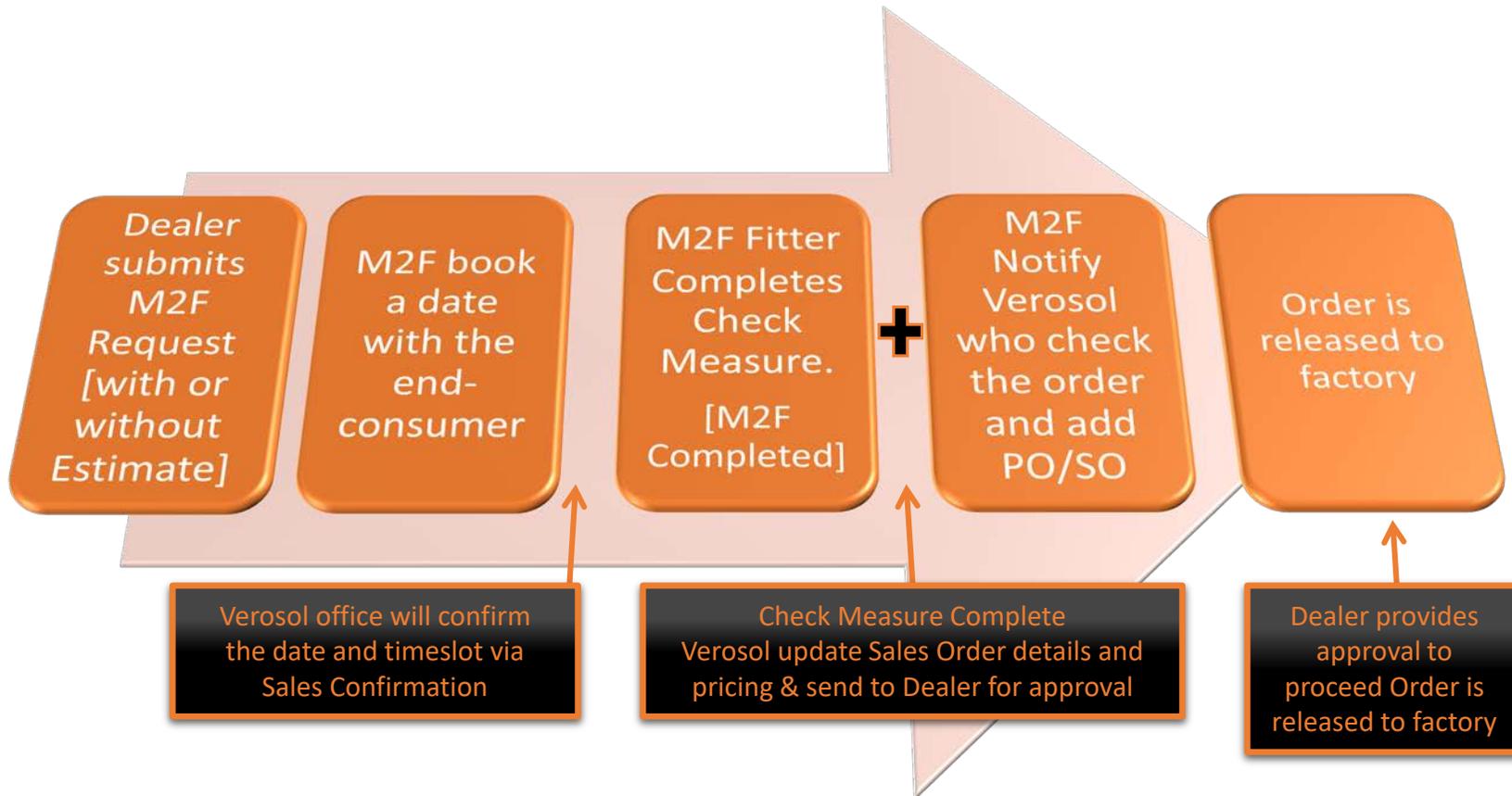
ORDER IS RELEASED TO FACTORY

- The order is released to factory upon receipt of approval from dealer.

VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

Verosol Online shutter ordering

Shutter Order Portal – Process using Made 2 Fit



ORDER PROCESS – Shutter Order with Made 2 Fit Service

SUBMITTED ORDER

- A dealer has submitted a shutter order via the online Portal with M2F Service

MADE 2 FIT CONFIRM DATE

- Booking made with end-consumer
- Email sent to dealer advising date
- Verosol send Sales Order Confirmation to Dealer

M2F COMPLETED

- M2F Fitter completes check measure. Verosol send email to dealer confirming details and price.

DEALER APPROVES

- Dealer approves Order.
- Verosol adds SO and PO references

ORDER IS RELEASED TO FACTORY

VEROSOL DEALER ONLINE
SHUTTER ORDERING PORTAL

VEROSOL

Expand your comfort zone

