

**ONLINE ORDERING** 

User Guide V1.1

LOG IN to the Verosol Online Ordering webtool

- https://dealer.verosol.com.au/login

[You will be prompted to accept the site's Cookies by clicking on the cookiewall.accept button]

| 1       | S cookiewall.content                      |  |
|---------|---|--|
|         | cookiewalLdecline cookiewalLaccept        |  |
| Verosol | Login                                     |  |
|         | Log in to use the new Verosol dealer tool |  |
|         | Forgot your password? · Help needed?      |  |

Note: Your login is case sensitive.

Your password requires a minimum of 8 characters, must include Capitals, Lowercase, Numbers and Symbols.



#### CREATING A NEW ORDER

On the Configure Order screen – to begin your order, choose the category of the product from the Product Group drop down menu

| Verosol Order/Quote Overviews 🛩 Contact | Le Homers Blinds V Service needed?        |                                    |
|---|---|------------------------------------|
| CONFIGURE ORDER                         |   |                                    |
| Product Group                           |   |                                    |
| Select product group                    | ✓ Verosol Order/Quote Overviews ✓ Contact | La Homers Blinds V Service needed? |
| + Add to cart                           | CONFIGURE ORDER                           |                                    |
|   | Product Group                             | Print 14 5 0 00                    |
|   | Select product group                      | Subtotal: \$ 0,00                  |
|   | Select product group<br>Curtain Tracks    | Discount: \$ 0,00                  |
|   | Curtain Fabrics<br>Purel Circle           | Total: \$ 0,00                     |
|   | Roman Blinds Pleated Blinds               | Debug info - price factors:        |
|   | Roller Blinds                             | 5 0,00                             |
|   | Vcomm Blinds<br>Venetian Blinds           |                                    |
|   | External Blinds                           |                                    |
|   | Parts / Components / Remotes              |                                    |
|   | © Verosol.co                              | u au                               |

Configure Order – once the Product Type has been selected a data entry screen will open.

Product specific questions are displaced and must all be filled in.

Hint; it is best to tab or scroll/click through to each line to make sure no field is missed. If a field is missed, you will be prompted to complete it.

|   | Control Colour   | Guidewires?                          |
|---|--|--------------------------------------|
| Product Group                                       | O Black  | Extension Bracket?                   |
| Roller Blinds 🗸                                     | O Silver Grey<br>O White   | Chain Tensioner                      |
| Quantity  | Control Side   | ACM                                  |
| 1   | <ul> <li>☑ Left</li> <li>☑ Right</li> </ul>                                    |                                      |
| Product Type  | Roll Direction   | Chain Tensioner Installation         |
| R200.0 - Ambience Roller Blind - Chain Operated 🗸 🗸 | <ul> <li>● Back</li> <li>○ Front</li> </ul>                                    | O Face<br>O Reveal                   |
| Width   | Heavy Duty Tube?  Spring Booster?  | Base Rail Type                       |
| 300   | Chain Type   | 22mm round                           |
| Height  | O PVC<br>Stainless Steel<br>O Stainless Steel                                  | Base Rail Colour                     |
| 300   | Chain Length   | 0020-Silver •                        |
| Fabric Type   | 200  | Location                             |
| Select fabric type 🗸 🗸                              | Pre-Loop Chain?  | Enter location                       |
| Measurement   | Supply Ball Stop Separatoly?   |                                      |
| ⊙ Finished<br>○ Opening                             | Supply Tensioner Separately?   | Remark(s)                            |
| Fixing  | Headbox  | Enter additional remarks if required |
| <ul> <li>○ Face Fix</li> <li>● Top Fix</li> </ul>   | O 90mm Round<br>O 90mm Square<br>O None  | Diagram / Special Order              |
| Control Colour                                      | Õ QS8  | tool.label_Info                      |
| O Black<br>O Sandstone<br>O Silver Grey<br>O White  | Fascia         O 90mm Round         O 90mm Square         O None         O QS8 | + Add to cart                        |

Once all fields are entered, click on the + Add to cart button at the bottom of the screen

### 🕂 Add to cart

Your order review screen will now be displayed. From here you can Edit, Copy or Delete the existing line, OR add a new product.

| Product Type                                       | Quantity | Location | Unit<br>Price | Subtotal | Discount | Total                        |   |
|--|----------|----------|---------------|----------|----------|------------------------------|---|
| R200.0 - Ambience Roller Blind - Chain<br>Operated | 1        | 1        | \$            | \$       | \$       | \$                           | 😰 Edit 🗈 Copy 👕 Delete                              |
| Powder Coating Surcharge                           |          |          |               |          |          | If a powder of Customer Care | oating surcharge applies, this will be confirmed by |
| Shipping Rate                                      |          |          |               |          |          | Shipping sure<br>Care        | charge may apply and will be confirmed by Customer  |
|  |          |          |               | \$       | \$       | \$                           |   |
| + New Product → Next                               |          |          |               |          |          |                              |   |

Hint; for larger orders with a similar configuration it is quicker to copy lines and edit only the fields that are different. This is particularly useful if the only difference is a width or location for example

Once you have completed all the lines on your order click on the -> Next button at the bottom of the screen



Your order reference screen will be displayed. Complete all blank fields, your company information will be automatically populated.

| Reference                             |                          |     |
|---------------------------------------|--------------------------|-----|
|                                       |                          |     |
| Purchase order reference              | Reference                |     |
|                                       | Project Name             |     |
| Delivery date                         | Purchase order reference |     |
| 02/06/2021                            | Project Number           |     |
| validation.delivery_date_invalid_date | Delivery date            |     |
| Name                                  | 07/06/2021               |     |
| Dealer Name                           | Name                     |     |
| Email                                 | Dealer Name              |     |
| Dealer Address                        | Email                    |     |
| Phone                                 | Dealer Address           |     |
| Dealer Phone Number                   |                          |     |
|                                       | Phone                    |     |
|                                       | Dealer Phone Number      |     |
| ← Back Overview →                     |                          |     |
|                                       |                          |     |
|                                       | ← Back Overview →        | 105 |

Note; the Delivery date field will show a red error message. This is to prompt you to always select a Delivery date from the calendar drop down menu. Dates outside of our standard blind manufacturing lead times will not be visible. Where powdercoating is required, please allow an additional 10 business days. Should you require earlier dates please contact Customer Care upon submission of your order

Once the project and contact information have been entered, click on the Overview -> button to navigate to the final order overview.

### Overview 🔶

Dealer Name

← Back

Place order 🗸

Dealer Phone Number Dealer Email Address

Save as quote 📑

The Overview screen allows the last chance to make line or configuration changes vie the Edit feature. From here, the order can either be saved as a quote for use at a later date, or the order sent to Verosol via the Place order button.

| Verosol Order/Quote Overviews                      | <ul> <li>Contact</li> </ul> |          |               |          | <b>L</b> D | ealer Name                                  | ✓ Service needed?                        |
|--|-----------------------------|----------|---------------|----------|------------|---|--|
| OVERVIEW   |                             |          |               |          |            |   |  |
| Order lines  |                             |          |               |          |            |   |  |
| Product Type                                       | Quantity                    | Location | Unit<br>Price | Subtotal | Discount   | Total                                       |  |
| R200.0 - Ambience Roller Blind - Chain<br>Operated | 1                           | 1        | \$            | \$       | \$         | \$  | C Edit                                   |
| Powder Coating Surcharge                           |                             |          |               |          |            | If a powder coating sub<br>by Customer Care | ircharge applies, this will be confirmed |
| Shipping Rate                                      |                             |          |               |          |            | Shipping surcharge m<br>Customer Care       | ay apply and will be confirmed by        |
|  |                             |          |               | \$       | \$         | \$  | Edit                                     |
| Order information                                  |                             |          |               |          |            |   |  |
| Contact information                                |                             |          |               | Mis      | cellaneou  | S   |  |

Reference: Project Name Order type:

Once you have reviewed the overview proceed to click the Place order ✓ button at the bottom of your screen

#### Place order 🗸

If you are not ready to proceed, click on the Save as quote 🖬 button at the bottom of your screen

#### Save as quote 🚦

A confirmation screen will be displayed when successfully saving a quote or placing an order. If you have opted to place the order you will also receive an email confirming it has been placed. A sales order confirmation will then be sent from Customer Care within 48 hours. If you do not receive a sales confirmation in this time, please contact Customer Care on 1800 721 404 or customer\_care@verosol.com.au

Veroso Order/Quote Overviews ∨ Contact

SUCCESS

Your order has been successfully placed.

Some things to remember:

- Roller Blinds over 2400mm in width should have the Heavy Duty tube field ticked;
- Roller Blinds over 2400mm in width should have the Booster Spring field ticked;
- All motorized products should have the remote controls or accessories ordered through the COMPONENT Product Group located in Parts / Components / Remotes;

| Product Group                |   |
|------------------------------|---|
| Select product group         | ~ |
| Select product group         |   |
| Curtain Tracks               |   |
| Curtain Fabrics              |   |
| Panel Glide                  |   |
| Roman Blinds                 |   |
| Pleated Blinds               |   |
| Roller Blinds                |   |
| Vcomm Blinds                 |   |
| Venetian Blinds              |   |
| External Blinds              |   |
| Parts / Components / Remotes |   |

- Orders that require special delivery dates shorter than the standard lead times will need a follow up email to Customer Care with the Purchase order reference to confirm the request;
- Orders with non-standard delivery address requirements will need to be requested via email to Customer Care;
- Special orders with diagrams or customisations will need to be sent to Customer Care via email
- Whilst the online ordering tool is flexible and fast, there are some features that need further attention by Verosol's Customer Care team. These include:
  - Blinds outside of product price grids
  - Blinds that require fabric to be railroaded
  - Blinds outside of product specifications or limitations



#### Overviews

The overviews menu allows for navigation to order history or to review existing saved sales quotes.



The order history allows review of the order overview details along with the configurations on each line. Changes cannot be made to orders that have been submitted. Please contact Customer Care for any changes required

**ORDER #185** 

|                          |                               | Order Lines        |            |             |                     |             |                     |                 |
|--------------------------|-------------------------------|--------------------|------------|-------------|---------------------|-------------|---------------------|-----------------|
| Name                     | Brenton Bailey                | Product Group      |            | Product Typ | De                  | Number      | Total               |                 |
| E-mail                   | brenton_bailey@verosol.com.au | R                  |            | R200.0      |                     | 1           | \$ 592              | 00              |
| Phone                    | 0410 587 549                  | amount             | 1          |             | productgroup        | R           | producttype         | R200.0          |
| Reference                | Brenton - Test                | Width              | 1200       |             | Height              | 2700        | Fabric              | 203             |
| Purchase order reference | BB                            | Fabric Colour      | 0011-Black |             | T_size              | Finished    | Fix                 | Top Fix         |
| Verosol Number           | SO110448                      | Control Colour     | Black      |             | Control_Side        | Left        | Roll_side           | Back            |
| Order Type               |                               | HDutyTube          | Off        |             | A_Spring            | Off         | Ambiance_chain_type | Stainless Steel |
| Delivery Date            | 2021-06-01 00:00:00           | Chain_PreLoop      | On         |             | Chain_Loop          | 2000mm      | Bracket_Covers      | Off             |
| Remark                   |                               | R_BallStopSeparate | On         |             | R_TensionerSeparate | On          | HeadBox             | None            |
| Delivery date confirmed  | 2021-06-01                    | R_Fascia           | None       |             | GuideWires          | Off         | R_ExtBracket        | Off             |
|                          |                               | R_Tensioner        | Hook       |             | Chain_tensoiner     | Face        | CleatColour         | Clear           |
|                          |                               | BaseRail_Type      | 22mm round |             | BaseRail_colour     | 0020-Silver | T_location          | Living          |

TEST ONLY - DO NOT FIRM

Diagram

Off

Info

Off

#### 1.1.1

Remark

**OVERVIEWS - QUOTES** 

The quotes area of the overviews menu allows the review of all sales quotes that have been saved.

To edit a quote for conversion to an order or to simply edit details select the edit button

#### OUOTE HISTORY

| Status | \$ Total | Reference                      |       | Date      |            |              |         |
|--------|----------|--------------------------------|-------|-----------|------------|--------------|---------|
| quote  | 0.00     | Test                           |       | 2021-05-2 | 5 03:45:34 |              | C 🛈 🖪 🖪 |
|        |          | Showing 1 to 1 out of 1 Previo | ous 1 | Next      | ×          | Jump to page |         |

#### QUOTE #213

| Reference                          |
|------------------------------------|
| Test                               |
| Order Type                         |
| Delivery Date                      |
| 2021-06-08 00:00:00                |
| Name                               |
| NSW Cash Sales - Commercial 2      |
| E-mail                             |
| customer_care+2997C@verosol.com.au |
| Phone                              |
| 02 9784 4141                       |
| Domark                             |

Checkout 🔶

#### Remark Confirmed delivery date

Order Lines

Continue 🔶

| Product Group | Product Type | Number | Total |
|---------------|--------------|--------|-------|
| м             | M203.0       | 1      | 0     |
|               |              |        |       |

Selecting the continue → button allows for the natural order entry workflow and fields can be edited from the blind lines and the overview.

Selecting the  $\bigcirc$  button simply takes the existing order to the final overview for ordering.

#### Verosol Online Ordering **OVERVIEWS - ORDERS** The orders area of the overviews menu allows the review of all sales orders that have been submitted. To view a submitted order select the edit button ORDER HISTORY Verosol Number Reference Date Status Total Delivery Date SO110744 \$ 0.00 Webtool test Roman and Panel Glide 2021-05-28 2021-06-11 created Ľ Selecting the edit button will show an overview of the order, by clicking on the Product Type on each line, this will expand the selection to show the full order details. **ORDER #233** Order Lines Product Group Product Type Number Total Μ M203.0 1 \$ 0.00 Name Lorrie 199999 E-mail lorrie\_turner@verosol.com.au Phone 02 9784 4141 amount 1 productgroup Μ producttype M203.0 Reference Webtool test Roman and Panel Glide 2058 Height 1320 710 Width Fabric Purchase order reference orrie Fabric Colour 8000-Accord OS\_Fix Face OS\_Control Right SO110744 Verosol Number Stainless Steel 1250mm Ambiance\_chain\_type Chain\_PreLoop On Chain\_Loop Order Type R\_TensionerSeparate Off **R\_Tensioner** ACM Chain\_tensoiner Face Delivery Date 2021-06-11 00:00:00 BaseRail\_Type Flat RomanControl BaseRail\_colour 0069-White Planetary Remark T\_location test Remark Off Delivery date confirmed 2021-06-11 test Diagram