

eSeller VARIANT CLOUD

USER MANUAL

B2A PORTAL

TABLE OF CONTENTS

Introduction	4
System Maintenance	4
Getting Support	4
How it works	5
Security	5
Using the system	6
First log in	6
Lost password	7
Lost user name	8
Getting around in the system	9
The user icon	9
The basket icon	9
Product menus	9
The content area	9
The footer	9
Choosing a customer	10
Searching for a customer	11
Selecting the customer	11
Deselecting a selected customer	11
Selecting a new customer	11
Navigating without a selected customer	11
Order history	11
Document details	13
Account overview	13
Placing an order	14
PRE-order	15
STOCK order	15
Product details	17
Variant	18
Assortment	18
Box	19
Exploring the Basket	20
Additional details	21
Check out	22

The checkout page	23
Re-orders.....	27
The inventory assistant	30
Appendix.....	32
Product availability.....	32
System updates	32
Requesting new features	32
Exporting images from Navision Variant.....	33
How it works	33
Constraints	33
Uploading images.....	33
Placing files in the Import folder.....	34
Image File Requirements	35
Configuring the Image upload	35
Quick start	36
1 Login.....	36
2 Select customer.....	36
3 Add items to basket	37
4 Complete order	37
Uploading PRODUCT menu images.....	38
Step 1	38
Step 2	38
Step 3	39
Step 4	40
Step 5	41
Upload menu banner	42
Step 1	42
Step 2	43
Step 3	44
Step 4	45
Step 5	46

INTRODUCTION

The eSeller Variant Cloud B2A is a web based Agent portal that allows agents or sales reps to place orders on behalf of customers. The portal is integrated with Navision Variant and placed orders are transferred from the portal to Navision while product data and inventory is transferred from Navision to the portal.

The Portal is developed and hosted by Scancommerce A/S on top of the eSeller Cloud eCommerce system. The Portal is tightly integrated with EG Variant.

This document constitutes the end user documentation for the B2A Portal. Your specific version may have been modified to suit the particular needs of your company; This means parts of this manual may not be directly applicable to your particular installation. This document is based upon the document "Variant Cloud standards definition" in case of inconsistencies or errors, the document "Variant Cloud standards definition" is the standard and master document and defines the product.

The system has been designed for use with the latest version of major browsers on both mobile and desktop devices. This means that you are able to use the system both from your mobile phone and your desktop computer. The screens will look slightly different on different devices as the portal has been designed to adapt the layout to the available screen size. The screenshots in this document have been taken from a desktop browser. The Portal supports full internationalization but is always sold and delivered with English as the sole available language. Adding languages requires that texts are supplied in the desired language. In this document English texts have been used but the language depends on the language of the user and your companies configuration of the Portal.

SYSTEM MAINTENANCE

Your portal is a standard product that is run on a large redundant server setup. Occasionally the software or servers needs updating. Your local super user gets and relays information on scheduled or unscheduled maintenance at the operations status page available at <https://docs.esellercloud.com/operation-status.aspx>. Please see the section "System updates" for additional information about system updates.

GETTING SUPPORT

Sometimes things do not work as you expect. If that happens you, need to contact the local super user at your company. The super user has direct access to both Scancommerce and EG Variant hotline.

Key Points

- If you experience problems, your local super user can help you
- The local super user of your organization has access to Scancommerce customer services as well as EG Variant hotline
- Since the Portal is strongly dependent on data from EG Variant, please check data in EG Variant prior to opening support cases

HOW IT WORKS

At scheduled times, Navision Variant sends product, customer and pricing data to the Portal. This means that almost all data in the Portal originates from Navision. When data is transferred from Navision, Navision also picks up any orders placed in the portal.

Between the updates from Navision, the portal keeps track of its own inventory count. This means that if a product is sold in the Portal, the portal will decrease its internal inventory count by one. If the same product is sold from within Navision, the order count in the Portal will be updated on the next scheduled update interval.

In order to minimize response times, the Portal uses a strategy of caching. This means that data that is frequently used is kept as close to the user as possible. This allows the portal to be fast and to handle sudden influxes of users or order but it also means that it takes a certain amount of time for some changes to propagate. For instance, a product list may contain an old price for up to an hour if the product is added to the basket, the basket will however always reflect the correct price as sent from Navision. In reality this is not a problem as prices are usually update nightly, but it is something one should be aware of.

Key points

- Data is pushed from Navision to the Portal at fixed intervals
- Orders are fetched from the Portal at scheduled intervals
- If integration with Navision fails, the portal will run with the data it already has
- Between the intervals the Portal keeps track of its own inventory count
- Data is retained in memory to allow for fast responses

SECURITY

As the B2A portal plays a vital part of your company, security is an important consideration. If your system is protected with HTTPS (you can tell by the green padlock in the address bar), there is good chance that your connection with the portal is secure.

You should never share your password with anyone. Your password is stored encrypted and cannot be retrieved by anyone. Nobody should ask for your password and if you are asked, you should report it to the person in your organization responsible for security.

Orders should be manually vetted in Navision prior to shipment in order to prevent fraud. All interaction with the portal is logged. The logs are stored for 30 days.

The data in the portal is well protected but as the data is transferred across the public internet, there are no guarantees. Essentially anything available over the internet should be considered public.

Always check links sent to you in emails or instant messages. If you receive links to the B2A Portal you should check that the address in the browser is consistent with your usual domain. If your Portal is usually encrypted you should also check that the URL in your browser is encrypted (Has a padlock icon).

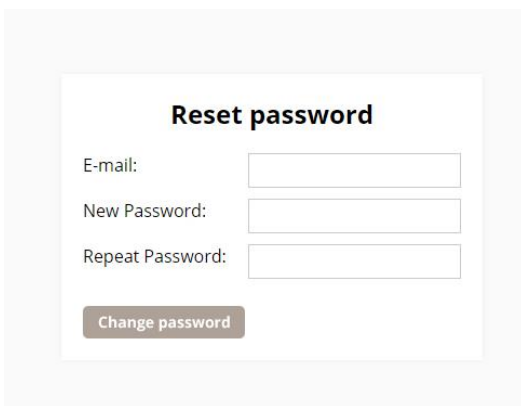
Key points

- Never share your password
- Report any requests for your password to your security organization
- Vet all orders manually in Navision Variant prior to shipment
- Consider all information in the Portal as essentially public

USING THE SYSTEM

FIRST LOG IN

When your user is created in Navision, the user and username will be sent to the portal from Navision along with all other company data as described in the section “How it works”. The portal will send you an email, asking you to choose a password. Once entered, the password is stored encrypted in the portal, meaning that nobody but you can access or use your password.

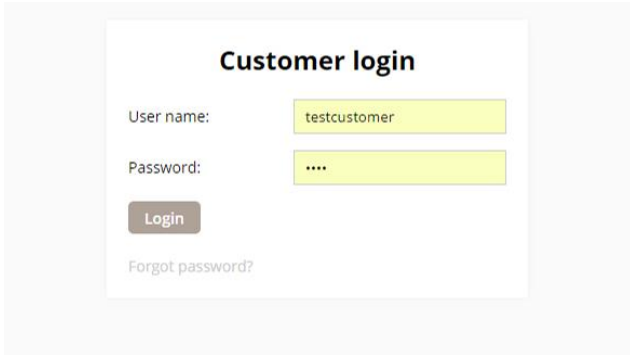


The screenshot shows a web form titled "Reset password". It contains three text input fields: "E-mail:", "New Password:", and "Repeat Password:". Below these fields is a button labeled "Change password".

You should select a password that is in accordance with the IT-security policy of your company. If your company does not have a policy, we recommend a password of at least 8 characters consisting of the letters A-Z in both upper and lower case as well as a number and a special character such as !, #, \$, %, &, /, (. Your password should not contain parts of your name and you should never share your password with anybody.

Once you have set a password, you are ready to log in to the Portal. The login screen as shown below

The login screen allows you to log in to the Portal. To log in you need to use the username supplied by your company as described in the section above. Enter your username in the field “User name” and your password in the field “Password”. Click the “Login” button to login.



Customer login

User name:

Password:

[Forgot password?](#)

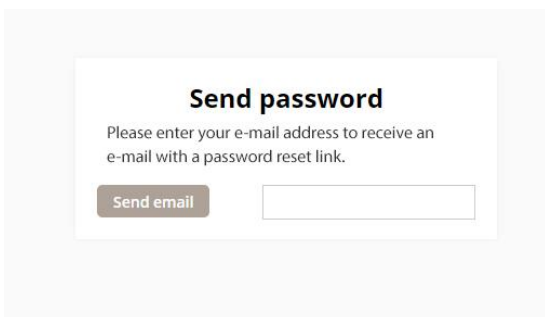
LOST PASSWORD

If you have lost your password, it is possible to reset your password by clicking the link “Forgot password?” in the lower left corner.

Password reset is accomplished in the following three steps:

1. Enter your email address
2. Verify your email address by following the link in the email
3. Enter a new password

Initiate the password reset process by clicking “Forgot password?” on the login page. This action should take you to the “Send password” page as shown below.



Send password

Please enter your e-mail address to receive an e-mail with a password reset link.

Enter the email address associated with your account. Please contact your local super user, if you do not know what email address to use.

Once your email address has been entered and you have clicked the “Send email” button, the system will send an email. For security reasons, the system will not acknowledge the correctness of the entered email.

A few minutes after you have clicked the “Send email” button, you will receive an email as shown below. You will receive an e-mail for each user associated with the e-mail address. Each e-mail will contain a unique link for resetting the password of the user.

If you do not receive the email this is usually because the entered email address is incorrect or because the email has been caught in a spam filter. Please check your spam filter and contact your local super user if the problem persists.

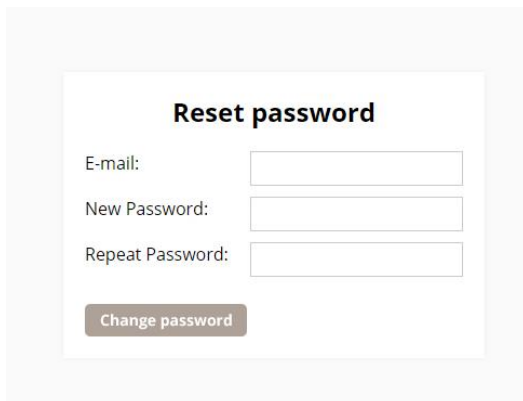
Dear Peter Poulsen

A password reset has been requested for the customer with username "TESTUSER".

Click this link to reset your password: <http://b2b.bianco.com/customers/reset-password.aspx?t=721002d1-a6c7-45b6-9725-4871ff9e5e99>

If you have not requested a password reset, please ignore this e-mail.

Click the link in the email to complete the final step of the password reset procedure.



The screenshot shows a web form titled "Reset password". It contains three input fields: "E-mail:", "New Password:", and "Repeat Password:". Below these fields is a button labeled "Change password".

Enter your email address in the field "E-mail". Enter your desired password in the field "New Password" while observing your local it-security policy regarding passwords. Repeat the desired password in the field "Repeat Password". Finally, click the "Change password" button to complete the process. Once the password has been changed, you are able to log in using your new password.

Tip: Your password is stored in an encrypted state. This means that it is impossible to retrieve it, even for your local super user or for the system administrators. The only way to get the password is to enter a new password.

LOST USER NAME

If you have lost your user name or both your user name and your password, you need to contact your local super user to retrieve your user name.

Key points

- Passwords are stored in an encrypted form, which makes them inaccessible to everybody including system administrators.
- If you forgot your password, you can reset your password by clicking the "Reset password" button
- Select passwords that are in accordance with the security policy of your organization
- If you forgot your username, your local super user can help you retrieve it

GETTING AROUND IN THE SYSTEM

Before diving into the details of specific pages, it makes sense to spend a few moments to get familiar with the basic layout and functionality of the portal.

On the top left corner of every page your company logo will be present. You can click the logo to return to the front page. Clicking the logo does not log you out, nor does it empty your basket; it simply sends you to the front page.

In the top right corner you will notice two icons, a user icon and a basket icon.

THE USER ICON

The user icon shows your username and the currently selected customer. In the image below you will notice that no customer has been selected. If you click the user icon a menu with various user and customer related items will appear. We will go into further details about this menu later.

THE BASKET ICON

The basket icon, also known as the mini-basket shows the number of products in the basket and the total amount in the currency specified from NAV for the currently selected customer. You can click the basket at any time to show more details about the contents of the basket. Again, we will go into additional details about the basket in a subsequent section.

PRODUCT MENUS

The product menus are located in the black line below your company logo, the user icon and the basket icon. The product menu is usually structured with Order typedictated by Navision so your menu structure will not look exactly like the menu structure in screenshots.dictated by Navision so your menu structure will not look exactly like the menu structure in screenshots.

Typical menu structure

- Order Type
 - Season
 - Brand
 - Product category

For accounting reasons, it is not possible to mix different order types and different sales seasons within the same basket. Order types, Seasons and basket will be further elaborated in a subsequent section.

THE CONTENT AREA

The content area is located between the product menus and the footer. The contents of the content area will change according to your use of the system. Eg. If you click a Product Menu, the content area will display the contents of the Product menu. In the ensuing sections we will dive into detail about the available contents.

THE FOOTER

The footer is located below the content area and contains static information about your company.



PRE ORDER RE ORDER

Search Search

Id	Company	Address	Zip	City	Select
23423423	Test customer 1	Test gade 17	6000	Kolding	Select
23423423	Test customer 2	Test gade 17	6000	Kolding	Select
23423423	Test customer 1	Test gade 17	6000	Kolding	Select
23423423	Test customer 2	Test gade 17	6000	Kolding	Select
23423423	Test customer 1	Test gade 17	6000	Kolding	Select
23423423	Test customer 2	Test gade 17	6000	Kolding	Select
23423423	Test customer 1	Test gade 17	6000	Kolding	Select
23423423	Test customer 2	Test gade 17	6000	Kolding	Select
23423423	Test customer 1	Test gade 17	6000	Kolding	Select
23423423	Test customer 2	Test gade 17	6000	Kolding	Select
23423423	Test customer 1	Test gade 17	6000	Kolding	Select
23423423	Test customer 2	Test gade 17	6000	Kolding	Select

Bianco
Jernet 4 F
6000 Kolding

Phone: 76 34 79 00
Email: mail@bianco.com



Key Points

- The basket icon offers access to the mini-basket on all pages
- The user icon offers access to information about the currently selected customer
- The Portal is divided roughly into three sections, the menu areas including the user and basket icons, the content area and the footer that contains static information about your organization.

CHOOSING A CUSTOMER

Having familiarized ourselves with the layout of the system, it is now relevant to go into details with normal Portal usage. As previously described, the main functionality of the B2A Portal is to allow you to place orders on behalf of a customer.

To get started placing orders, you need to start out by selecting a customer for which you want to place an order. Upon logging into the Portal, the first page shown will be the Customer Selection page as shown below.

The page lists all customers that are available to you. The relationship between you and the customers in the list is determined by Navision. Please contact your local super user if a customer is missing from the list.

The customers are listed in alphabetical order from A-Z. The list displays ID, customer name, address, Zip and city. All customer data is supplied by Navision. If you see an error in the customer data, your local super user will be able to correct the data in Navision.

SEARCHING FOR A CUSTOMER

If you have a large number of customers, it is often easier to search for the customer instead of scrolling the list. To search for a customer, you can enter parts of the customer name in the field “Search” and click the “Search” button. This will update the customer list to show all customers that match your search term.

The search filter is reset when you leave the Customer Selection page.

SELECTING THE CUSTOMER

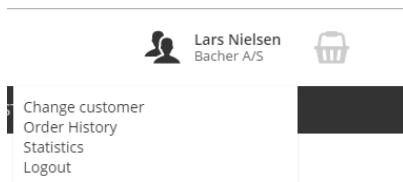
Once the desired customer has been identified, you select the customer by clicking the “Select” button next to the customer. When selected, the customer is highlighted in the customer list. In addition, the customer icon at the top will show the name of the customer.

DESELECTING A SELECTED CUSTOMER

There is really no reason to de-select a selected customer and the only way this is accomplished is by either selecting a different customer or by logging out.

SELECTING A NEW CUSTOMER

When a customer has been selected, it is possible to select a new customer by clicking the Customer Icon as shown below. Once clicked a menu will appear. To select a new customer, click the “Change customer” link. This link will return you to the Customer Selection page.





NAVIGATING WITHOUT A SELECTED CUSTOMER

Product menus are unavailable without a selected customer. If you click a Product menu without a selected customer, the Portal will ask you to select a customer. The reason that product menus are unavailable without a selected customer is that prices and product availability is customer dependent. This means that without a selected customer it would be impossible for the Portal to determine what prices to display and which products to show.

ORDER HISTORY

The Order History page displays orders for the currently selected customer, sold by you (the current login). The information available on the page is supplied by Navision. This means that if an order is placed through the portal, the associated documents will only be available once the order has been sent to Navision, processed in Navision and returned to the Portal. – In other words, you should expect a certain delay between an order being placed and its documents showing in the portal.

You navigate to the order history page by clicking the “Order history” link, available in the Customer Icon menu. The below screenshot shows the Order history overview page. The Order History overview page shows an overview of all available order history documents and allows for easy searching of order history documents.

 test
  39
 DKK 5.660,00

PRE ORDER
RE ORDER

Order history

Doc. type:

Doc. no.:

Style no.:

Text:

From date:

To date:

Order type:

Sales season:

Doc. type	Doc. no.	Amount	Original Amount	Order Type	Sales season	Date
Order	302078	DKK 2.200,00	DKK 2.200,00	STOCK	16CW	2016-12-09
Invoice	74241	DKK 2.200,00	DKK 2.200,00	STOCK	16CW	2016-12-09
Order	302078	DKK 2.200,00	DKK 2.200,00	STOCK	16CW	2016-12-09
Invoice	74241	DKK 2.200,00	DKK 2.200,00	STOCK	16CW	2016-12-09
Order	302078	DKK 2.200,00	DKK 2.200,00	STOCK	16CW	2016-12-09
Invoice	74241	DKK 2.200,00	DKK 2.200,00	STOCK	16CW	2016-12-09
Order	302078	DKK 2.200,00	DKK 2.200,00	STOCK	16CW	2016-12-09
Invoice	74241	DKK 2.200,00	DKK 2.200,00	STOCK	16CW	2016-12-09

Amount total: DKK 91.640,00

Original amount total: DKK 91.725,00

The Order history overview page consists of three sections. A search section, a results section and a totals footer.

The search section allows you to search for documents using one of the following fields:

- Doc. type (Document type)
- Text (Free text search, searching all fields in the documents)
- Order type
- Doc. No. (Document number)
- From date and To date (Date span for the document dates as supplied by Navision)
- Sales Season
- Item no. (Style number, item number or product id)

It is possible to simultaneously search in multiple fields.

If the search section is not used, the results section will show all documents. This is the default behavior. If the search section is used, the results will be shown in the results section.

Within the results section, it is possible to sort the list by clicking the column headers. E.g. if you want documents sorted by date, click the “Date” column header. If you want to reverse the sort order, simply click the “Date” column

header again. To get additional details about a document, simply click the document. This will navigate to the “Document details” page which will be described in the ensuing section.



Shown below the list of documents are two totals; “Amount total” shows the sum of all listed documents while “Original amount total” shows the value of the document at the time it was created.

Tip: Documents shown in the list reflects the documents held in Navision. There may be a slight difference in the documents due to the time between data replication between Navision and the Portal.

DOCUMENT DETAILS

You navigate to document details by clicking the document from within “Order history” (See previous section). The document details page shows all available information about a document as supplied from Navision. Only data sent from Navision is shown and it is not possible to alter the contents of a document.

Modern versions of Navision are able to also supply PDF versions of the documents. If a PDF version of the current document is available, the portal will show a “Download PDF” button on the Document details page.

 test  DKK 5.660,00

PRE ORDER RE ORDER



Invoice details

Payment address:		Shipment address:	
Customer no.:	650	Name:	Test kunde
Name:	Test kunde	Address:	Test adresse 15
Address:	Test adresse 15	Address 2:	
Address 2:		Post Code:	6000
Post Code:	6000	City:	Kolding
City:	Kolding	Country:	
Country:		Country Code:	DK
Country Code:	DK		
Document No.:	74234		
Date:	2016-11-18		
Sales season:	LAGER		
Order type:	STOCK		
Total:	DKK 2.200,00		

Style no.	Description	Colour	Size	Style	Quantity	Ass. Quantity	Ass. Style	Discount	Amount	Delivery Window
14-100207	Chelsea	100	23		2	0.00				
14-100207	Chelsea	100	23		2	0.00				
14-100207	Chelsea	100	23		2	0.00				
14-100207	Chelsea	100	23		2	0.00				

Bianco
Jernet 4 F
6000 Kolding

Phone: 76 34 79 00
Email: mail@bianco.com



 

Tip: Sometimes a document will not be supplied from Navision Variant to the Portal. When this happens, the portal will display the available information. If no information has been supplied, the Portal will show “The selected document is not available”.

ACCOUNT OVERVIEW

When trading for and with B2B customers it is often important to have a good overview of accounts receivable. The Portal supports this by offering a view into the any unsettled invoices for the currently selected customer. The account information is, like all other customer and item data, supplied from Navision.

It is good practice to check unsettled invoices prior to placing an order for a customer. To check the sum of unsettled invoices, click the Customer Icon and select Account details. Once clicked, the portal will show an overview similar to the screenshot below.

 test
  **DKK 14.000,00**



PRE ORDER
RE ORDER

Account overview

Document No.	Document Type	Remaining amount	Due Date
74690	Invoice	DKK 1.000,00	2017-01-01
74690	Invoice	DKK 1.000,00	2017-01-01
74690	Invoice	DKK 1.000,00	2017-01-01
74690	Invoice	DKK 1.000,00	2017-01-01
74690	Invoice	DKK 1.000,00	2017-01-01
74690	Invoice	DKK 1.000,00	2017-01-01
74690	Invoice	DKK 1.000,00	2017-01-01
74690	Invoice	DKK 1.000,00	2017-01-01
Total:		DKK 8.000,00	

Bianco
Jernet 4 F
6000 Kolding

Phone: 76 34 79 00
Email: mail@bianco.com

The list of documents include the document number, document type, remaining amount and due date. Additionally the sum of remaining amount is summarized in a total amount. It is possible to check document specific by clicking the document number for a particular line. Doing so will show document details as outlined in the section “Document details”.

PLACING AN ORDER

As we are now able to select a customer and view customer details, it makes sense to move on to the business end of the portal, the placing of orders.

The Portal has been modeled after EG Variant in that two different order types are available; Preorder and Reorder.

PRE-ORDER

A main order (also known as “Main order”) is an order that is placed prior to the item being produced. E.g. you have designed a new product, you expect the product to be manufactured in 6 months and you want your customers to be able to order the product now, but for shipment at some future date. – Since Pre-order items have not yet been produced, it does not make sense to keep track of inventory. A Pre-order is ordered for shipment within a Delivery Window as supplied by Navision. Since, in general, main order items have not yet been manufactured, inventory is not taken into account when dealing with main orders.

Main order items are produced with a specific sales season in mind. The sales season exists for all main order items and for accounting reasons, items with differing sales season cannot be held in the same basket. If you need to order items from different sales seasons, you will have to place an order per sales season.

The price of items may change over time, the date used for determining the price of a main order item is fixed to the sales season of the item and is set from within Navision Variant.

STOCK ORDER


A stock order (also known as Re-order) is an order of an item that is already in production and most likely also in stock. E.g. a customer may have bought an item in pre-order that sold really well. Now the customer wants to buy more and this is a stock order. Stock orders take current inventory into account and may even take future inventory into account if your portal is configured to do so. Stock orders are ordered for shipment at a specific shipment date. The price of a stock order item is calculated based on the selected shipment date; You should, in other words, not be surprised if the same item has different prices, for the same customer, when ordered for shipment at different dates.

For accounting reasons, items from different order types cannot be mixed within the same order. If you need to order both stock order and pre-order products, you will have to complete the transaction in two separate orders.

Let’s start our ordering by looking at Pre-orders.









As previously described, the top menu level is usually the order type. Navigate to the preorder items by clicking the Pre-order menu item. The portal will now display either all available seasons or all available product categories as determined by your configuration. The portal will also show a search field and all the available pre-order products as shown below [NEEDS TO BE CHANGED TO A PREORDER SCREENSHOT]

PRE ORDER RE ORDER

RE ORDER  Page 1 of 1

WOMEN
Sandals
Summer shoes
Winter
Long boots
Dressy sandals
Casual sandals
Dressy open shoes
Casual open shoes
Dressy closed shoes
Casual closed shoes
Dressy ankle boots
Casual ankle boots
Dressy medium boots
Casual medium boots
Dressy long boots
Casual long boots
Trainers
Warm boots
Party sandals
Party shoes

MEN
SHOE CARE
GEAR
VARIOUS

			
<p>Classic Chelsea Boots 92748618 DKK 599,00 RRP: DKK 799,00</p>	<p>Classic Chelsea Boots 92748618 DKK 599,00 RRP: DKK 799,00</p>	<p>Classic Chelsea Boots 92748618 DKK 599,00 RRP: DKK 799,00</p>	<p>Classic Chelsea Boots 92748618 DKK 599,00 RRP: DKK 799,00</p>
			
<p>Classic Chelsea Boots 92748618 DKK 599,00 RRP: DKK 799,00</p>	<p>Classic Chelsea Boots 92748618 DKK 599,00 RRP: DKK 799,00</p>	<p>Classic Chelsea Boots 92748618 DKK 599,00 RRP: DKK 799,00</p>	<p>Classic Chelsea Boots 92748618 DKK 599,00 RRP: DKK 799,00</p>

In the above screenshot, the Portal displays the menu structure in the left part of the screen, the products in the center-right part and a search field above the products. The products shown is the sum of all products within the current menu or menus below. In the top right corner is a paging control that shows the current page and the total number of pages. To paginate a product list, a pagination control is available beneath the product list.

For each item in the product list, summarized information is shown below the product image. This information includes the item name, item number (Style number), price and recommended retail price (RRP). This information is based upon information supplied by Navision and the price is specific to the currently selected customer. The currency displayed is dependent upon settings for the specific customer as supplied by Navision Variant.

The product list displays 100 items per page and Navision Variant determines the sort order of the items. The list will include all Items that fulfil the requirements as outlined in the section “Product availability” and active products will be shown irrespectively of inventory status. If no image is available for an Item, a default “Camera” image will be shown. If, however, images are available for an item, the first available image will be shown in the list.

If you are currently in a menu that does not match the contents of your basket (e.g. due to order type), the items will be marked with the text “Doesn’t match basket”. Items that are already present in your current basket will marked with a basket badge to make it easy to identify items that are have already been added.

You can navigate the available Preorder items, either by the preorder menu tree or by using the search functionality. The search functionality utilizes advanced scoring algorithm and takes spelling errors and partial phrases into account to maximize the probability of the desired item being in the results¹. This means that if you search for “Blaser” you may see results both for the specific term “Blaser” but also for “Blazer”. Searching is done within the currently selected product menu.

To order an Item, click any item in the list. This will take you to the Product details page.

Tip: a basket will stay active in your account for a number of hours or days (usually 7 days). This means that when you log in, the Portal will show the last basket you worked on. The exact timespan is configurable and your local super user will be able to inform you about the exact timespan. Once a basket has expired, it will be deleted and won't show in the Portal when you log in.

PRODUCT DETAILS

The product details page shows detailed information about an item and its availability

¹ More information about the search algorithm is available at: <https://docs.esellercloud.com/tutorials/eseller-cloud-features/smart-search.aspx>

PRE ORDER RE ORDER



Classic Chelsea Boots

Style no. 92748618

DKK 599,00

RRP: DKK 799,00

Add to basket

PRODUCTDESCRIPTION

Upper: Immitated leather
 Lining: Textile
 Insock: Leather
 Outsole: Rubber
 Heel height: 3 cm
 Fashion: Fashion Forward
 Size range: 35 - 41



Classic Chelsea Boots 17-22/222222 - 12PP

	17	18	19	20	21	22		Total	Shipment
100 Black	2	2	2	2	2	2	12 x <input type="text"/>	0	Summer 2017 <input type="button" value="v"/>
500 Blue	2	2	2	2	2	2	12 x <input type="text"/>	0	Summer 2017 <input type="button" value="v"/>

Bianco
 Jernet 4 F
 6000 Kolding

Phone: 76 34 79 00
 Email: mail@bianco.com



The information shown on the page is (from top to bottom) the Item name, the item number (Style number), Price for the selected customer, recommended retail price and additional product information as specified by your company. In addition, the page may show product images if they have been supplied.

Situated below the product information section, is the bundle information displays the available bundles and allows for selection of order quantity and Shipment window. The bundles are ordered alphanumericly by name with A being topmost and Z last.

Items within the portal can be purchased in different bundles. These include

VARIANT

A Variant bundle allows you to select freely between the available size and color combinations. For instance you can order a single Red item in size Small or you can order 1 Red Small and 2 Black Large. – Any available combination is possible.

ASSORTMENT

An assortment bundle is a fixed combination of sizes in a specific color. For instance, 1 Small, 2 Medium and 3 Large, all in the color Black. It is not possible to alter the number of individual sizes.

BOX

A Box bundle is a fixed combination of both colors and sizes. For instance, 1 Small, 2 Medium and 3 Large, in the color Black AND 2 Small, 2 Medium and 1 Large in the color Red. It is not possible to alter the quantity.

The information that the portal displays for each bundle is shown in the screenshot below.

		17	18	19	20	21	22		Total	Shipment
■	100 Black	2	2	2	2	2	2	12 x <input type="text"/>	0	Summer 2017 ▾
■	500 Blue	2	2	2	2	2	2	12 x <input type="text"/>	0	Summer 2017 ▾

The information for each row includes:

- Item color (Graphical representation of the current)
- Textual representation of the color
- Size / color matrix (with ordering for variants)
- Quantity input field for assortments and boxes
- Shipment windows selector (for Main orders), or,
- Shipment date selector (for re-orders)

The images displayed on the Product detail page are all images uploaded for the main product and not the images for any of its variant children. The image with the lowest sort order is the main image. The main image is also shown on the product list.

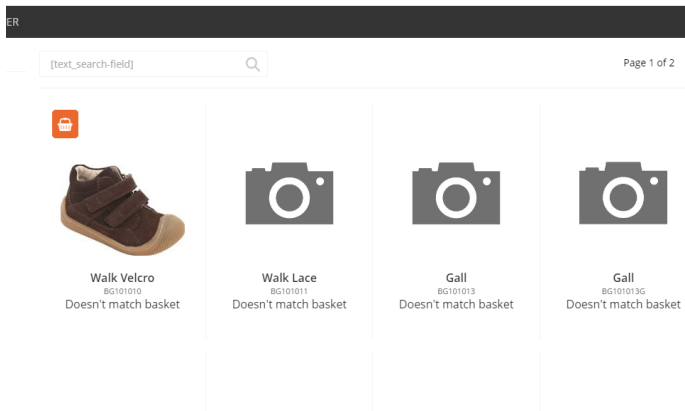
To place an order, enter the desired quantity in one of the available bundles and select a Shipment window. Click the “Add to basket” button to add the bundle to your basket. Once clicking the “Add to basket” button the selected bundle will be added to your basket. The portal will show a message indicating that the Items was added and you will be redirected back to the product list.

It is possible to order multiple bundles simultaneously by simply filling in multiple quantity fields and selecting the appropriate shipment windows prior to pressing “Add to basket”.

The first item that is added to basket locks the order type of the basket. Since we have now added a preorder item to the basket, the basket has been locked to preorder and it is impossible to add a reorder to the basket. To reset the order type of the basket you need to either complete the basket or remove all items from the basket. Both of which will be explored in detail in subsequent sections.

When items are added to the basket, you will notice that the basket icon in the top right corner is highlighted briefly. In addition the number that reflects the number of items in the basket will be updates as well as the total basket value.

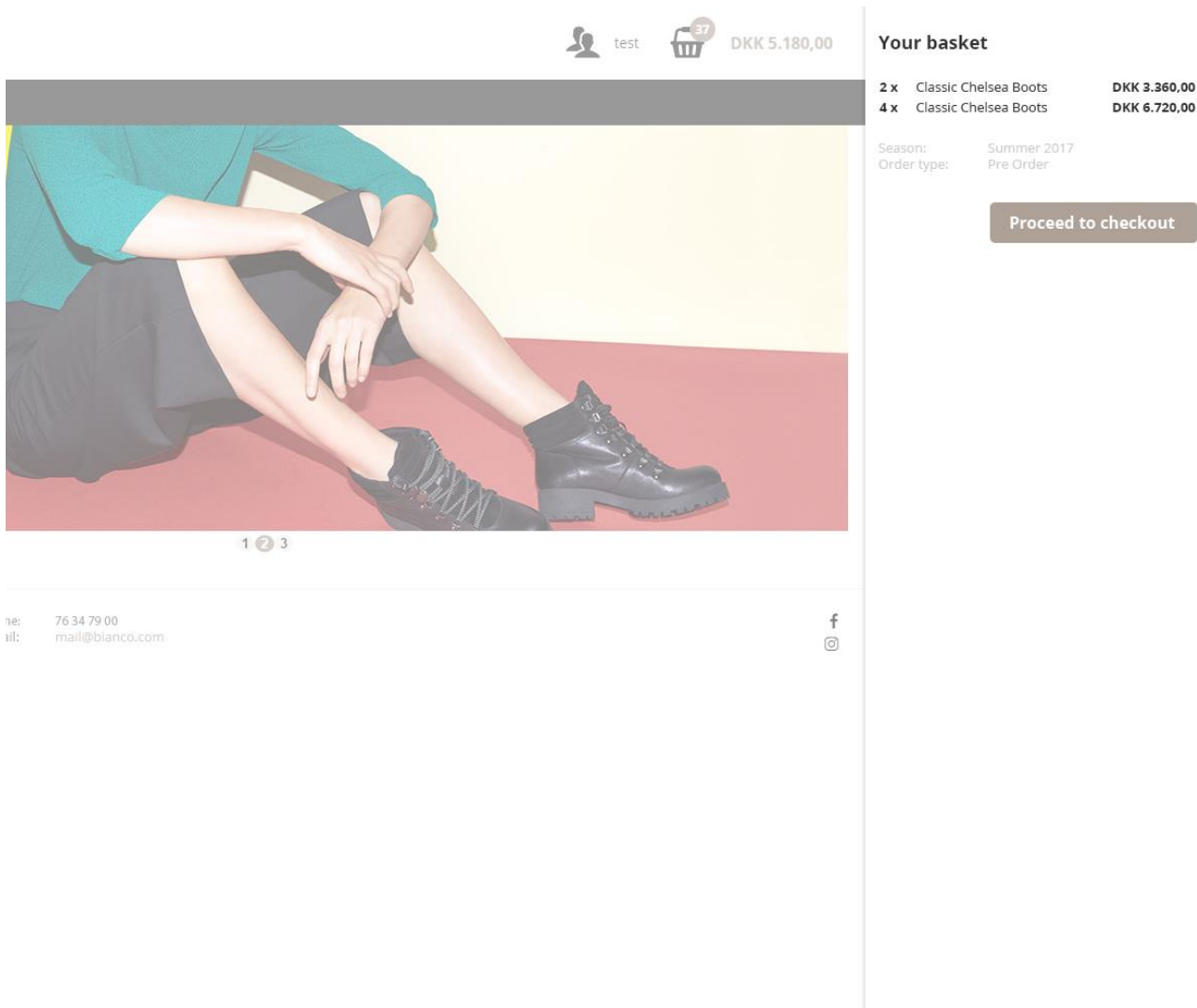
Once one or more bundles have been added to the basket, you will be returned to the product list. The product list will now indicate that one or more bundles for the specific item is in your basket by showing a basket item on top of the item image as show below



Tip: The first item added to the basket determines and locks the order type of the basket. If a preorder products is added first, the basket will be a preorder basket and will only be able to contain additional preorder items. To reset the order type of the basket, either empty the basket completely or complete the order.

EXPLORING THE BASKET

It is often desirable or even necessary to check the contents of the basket while an order is being completed. To check the current basket, without leaving the page you are currently on, click the Basket icon in the top right corner to open the mini-basket as shown in the screenshot below.



When you click the Basket icon, the basket will slide in from right to left and cover the right part of your screen. While the mini-basket is expanded, you will notice that the rest of the page that you are currently on, will be overlaid with a gray color. This is done to signal that the mini-basket is active and the rest of the page is currently inactive. You can close the mini-basket at any time by simply clicking outside the mini-basket area. Doing so will bring your current page back into focus while the mini-basket disappears to its minimized position, outside the right border of your screen.

When looking at the mini-basket in the basket (with same order type, season and shipment date) will be represented by one line. This means that if you add one assortment with desired shipment on the 22nd and one pc of the same ¹⁰⁰⁰, the mini basket will show one line for each assortment. Located beneath the items are the Basket type parameters, Order type and Season. These parameters show the season and order type of the products in the basket. These parameters show the season and order type of the products in the basket.



ADDITIONAL DETAILS

The purpose of the mini-basket is to give you a brief overview of your basket and it is available on all pages. If you need additional details about the items in your basket, you can view the full basket. Navigate to the full basket by

clicking the “Proceed to checkout” button in the mini-basket. The Portal will show you a basket similar to the one in the screenshot below.








Each bundle (box, variant or assortment) with the same shipment date or shipment window is represented by a line in the basket. If you add the same assortment twice with different shipment date, two lines will be shown in the basket.

It is possible to see the details for a bundle by click the plus sign which is situated to the left of the product image. When a bundle is expanded, it is possible to see the details for each of its constituents and to alter the quantity (when allowed by the bundle type).

 test  DKK 14.000,00

PRE ORDER
RE ORDER

Basket

Image	Id	Name	Quantity	Pr. Unit	Total	Shipment	
 +	92748618	Classic Chelsea Boot 222/21-23	4	DKK 840,00	DKK 3.360,00	August 2016	✖
 +	92748618	Classic Chelsea Boot 222/19-21	4	DKK 840,00	DKK 3.360,00	August 2016	✖
 +	92748618	Classic Chelsea Boot 222/17-19	4	DKK 1.260,00	DKK 5.040,00	August 2016	✖
 -	92748618	Classic Chelsea Boot	8	DKK 140,00	DKK 1.120,00	August 2016	✖
		Classic Chelsea Boot, Black, 18	4	DKK 140,00	DKK 560,00	August 2016	✖
		Classic Chelsea Boot, Black, 19	4	DKK 140,00	DKK 560,00	August 2016	✖
 +	92748618	Classic Chelsea Boot	8	DKK 140,00	DKK 1.120,00	September 2016	✖
Total						DKK 14.000,00	

✖ Empty basket
🔄 Update basket
Proceed to checkout

Bianco
Jernet 4 F
6000 Kolding

Phone: 76 34 79 00
Email: mail@bianco.com





Below the order type fields is the “Proceed to checkout” button. This button, when clicked, initiates the check out process which is the next process we will examine.

CHECK OUT

The check out process finalizes an order and makes it ready for export to Navision Variant. Nothing has been ordered until the check out has been completed and no data about the basket is sent to Navision prior to completion of the check out.

To check out in the top right corner. Once expanded, click the “Proceed to checkout” button in the mini-basket. This will take you to the checkout page as shown below. In the top right corner. Once expanded, click the “Proceed to checkout” button in the mini-basket. This will take you to the checkout page as shown below.

 test
 
DKK 14.000,00

PRE ORDER
RE ORDER

Checkout

Payment Address

Company name	test
Name	test
Address	test
Post code	test
Town/city	test
Country	Denmark
Email	testscancommerce@mailinator.com
Tel.	11223344
Your reference	
Customer order no.	


Shipment Address

test, test, test, test, test

Company name	test
Name	test
Address	test
Post code	test
Town/city	test
Country	Denmark

Delivery and Payment

Payment method: According to general terms of payment
Payment term: Net 7 days
Shipment method: Ex works

Image	Id	Description	Quantity	Pr. Unit	Total	Shipment
	92748618	Classic Chelsea Boot 222/21-23	4	DKK 840,00	DKK 3.360,00	August 2016
Total						DKK 14.000,00

I accept the sales and delivery terms

Complete order

THE CHECKOUT PAGE

The Shipment address part in the top right corner displays the currently selected shipment address. If a customer has multiple shipment addresses, these will be available for selection in the top most dropdown. The shipment addresses are supplied from Navision Variant; If a shipment address is missing for a particular customer, your local super user will be able to add the address to Navision.

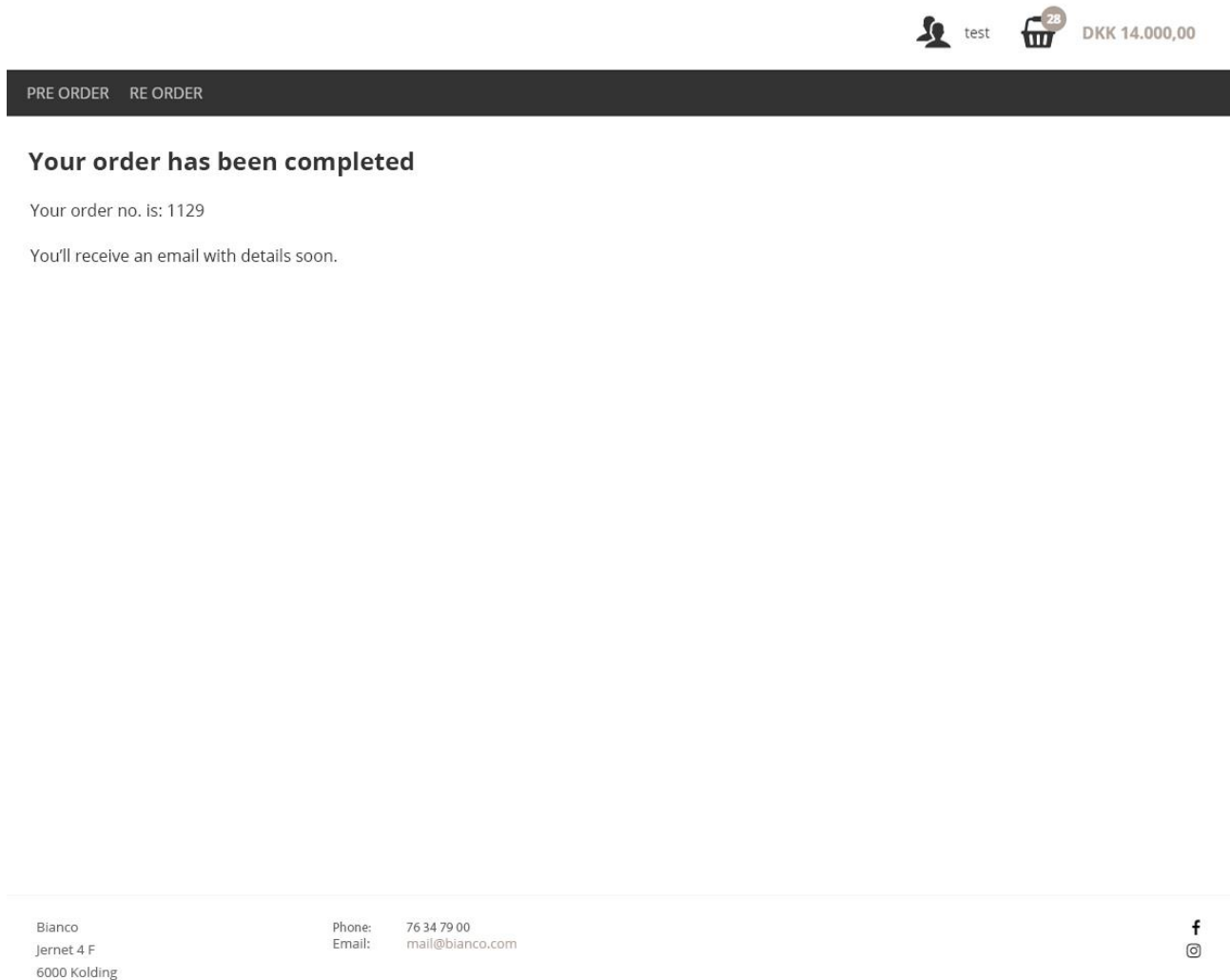
The Delivery and Payment area shows information about methods and terms for both payment and delivery. The data displayed in these fields is customer specific and originates from within Navision Variant.

The last part of the checkout page is the product overview that displays all Items in the basket along with relevant information such as shipment date or delivery window. It is possible to expand bundles by clicking the expand button which is located on the left side of the item name.

A signature field is located on the bottom of the checkout Page. The field is signed by drawing your signature with either the mouse pointer or your finger depending on the device. The signature is saved in the Portal and a reference to the signature file is sent to Navision Variant.

Once satisfied, that the basket contains the correct items and that the correct shipment address has been selected, review and check the “I accept the sales and delivery terms” checkbox before clicking the “Complete order” button.

Once the “Complete order” button is clicked, the portal will display the order confirmation page as shown in the following screenshot., the portal will display the order confirmation page as shown in the following screenshot.



The order confirmation page includes an order number that is specific to the Portal. You can use the order number to track the order once it is sent to Navision Variant.

Depending on your company’s configuration of the Portal, an order confirmation email will be sent to the email address entered in the “Email” field of the checkout page and a copy of the email will be sent to your super user. As the order is completed, your basket will be empty and ready for you to start building a new order.

Shortly after your order has been completed, the Portal will update its inventory count (only applies to re-order products). If 10 items were in stock prior to the order and you have bought 1 of said items, the Portal will update its

internal inventory count to 9. This is done to minimize the probability of selling products that are out-of-stock in the periods between synchronization with Navision Variant. The inventory is updated for both current and future inventory.

If the order confirmation is not received by the email address in the “Email” field on the check out page, please ask the intended recipient to check spam filters – if the problem persists, your local super user will be able to track the e-mail. The below screenshot shows an example order confirmation email. The emails that your Portal sends will most likely be styled according to the design guidelines of your company, but the included information will be identical.

Order confirmation

Web order no. 3023342

Invoice address

Company name: Scancommerce A/S
 Name: Peter Klindt
 Address: Testgade 13
 Address 2:
 Zipcode: 6000
 City: Kolding
 Country: Denmark
 E-mail: test@test.dk
 Your reference:
 Phone no.: 54324567

Delivery address

Company name: Scancommerce A/S
 Name: Peter Klindt
 Address: Testgade 13
 Address 2:
 Zipcode: 6000
 City: Kolding
 Country: Denmark

Payment method: According to present trade terms

Delivery method: Free delivery if order amount exceeds 150 EUR

Notes ref. delivery: Your order remarks here

Style no.	Product group	Description	Quantity	Price	Amount
4234234		Classic Chelsea Boots	4		3.350,00 DKK
	2 x Black, 19	2 x Black, 20	2 x Black, 21	2 x Black, 22	2 x Black, 23
4234234		Classic Chelsea Boots	4		3.350,00 DKK
	2 x Black, 19	2 x Black, 20	2 x Black, 21	2 x Black, 22	2 x Black, 23
	2 x Black, 24	2 x Black, 25	2 x Blue, 21	2 x Blue, 22	2 x Blue, 23

Sub total	6.700,00 DKK
VAT	690,00 DKK
Total	7.390,00 DKK

Tip: If you observe incorrect customer data, you can report it to your local super user. The data displayed in the portal originates from Navision Variant and to ensure consistency, any error must be corrected in Navision Variant. Once corrected in Navision Variant, the data will be updated within the Portal via the data integration discussed in an earlier section.

Key points

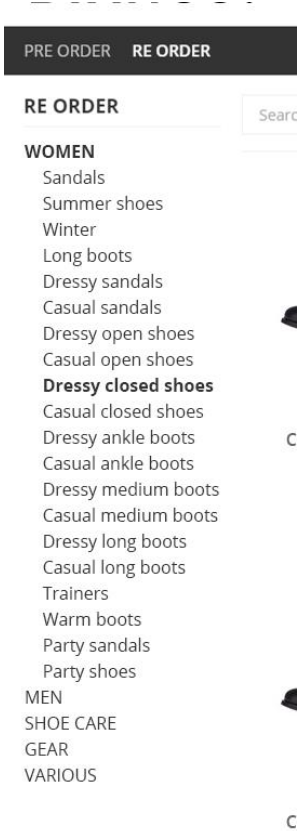
- The order confirmation page includes a Portal order number that can be used to track the order in Navision Variant
- The Portal maintains its own inventory count that is used in between integrations to minimize the probability of selling items that are out-of-stock.
- The inventory count is updated shortly after an order has been completed
- An order confirmation e-mail is sent to the customer shortly after the order has been placed
- Order confirmation e-mails are sent to the e-mail address stated during checkout (usually the customer e-mail address), an additional copy is sent to the Portal administrator

RE-ORDERS

As we have now successfully completed a Main order, it makes sense to look at the slightly more complex re-orders. Re-orders have more complexity because they take inventory (current and possibly future inventory depending on portal configuration) into account.

Let's start out by ensuring that the basket is either empty or is locked to re-orders. You can check that by clicking the Basket icon in order to expand the mini-basket. With the mini-basket expanded, verify that the basket is either empty or that the order type of the basket is Re-order (Refer to the previous section: "Exploring the basket").

Navigate to the reorder items by clicking the "Reorder" top level menu. This will expand the product menus as shown in the below screenshot.



Tip: Depending on your company’s configuration of the portal, the menus may have Seasons as top or second level. If Seasons are present, it may also be prohibited to mix items from both different Order-types and Seasons within the same order. This again is subject to your company’s configuration of the Portal

Navigate to any item menu and select an item. As in Main order, it is possible to search for Items within the current menu by using the Search field.

Once a re-order item has been selected, the portal will display the Product details page as illustrated in the below screenshot

PRE ORDER RE ORDER



Classic Chelsea Boots

Style no. 92748618

DKK 599,00

RRP: DKK 799,00

[Add to basket](#)

PRODUCTDESCRIPTION

Upper: Immitated leather
 Lining: Textile
 Insock: Leather
 Outsole: Rubber
 Heel height: 3 cm
 Fashion: Fashion Forward
 Size range: 35 - 41



	17	18	19	20	21	23	Total	Shipment
<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: black; margin-right: 5px;"></div> 100 Black </div>	(74 / 292)	(284 / 922)	(0 / 70)	(2 / 70)	(80 / 210)	(80 / 210)	0	<input type="text"/>
<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: blue; margin-right: 5px;"></div> 500 Blue </div>	(74 / 292)	(284 / 922)	(0 / 70)	(2 / 70)	(80 / 210)	(80 / 210)	0	<input type="text"/>

2016-10-12	80
2016-11-12	160
2016-12-12	210

Bianco
 Jernet 4 F
 6000 Kolding

Phone: 76 34 79 00
 Email: mail@bianco.com



As the Item information is identical between re-orders and Main orders we will focus on the differences. For more information about the product information displayed, please refer to the section "Product details".

As previously outlined, re-order items have already been produced and keeping inventory is thus important. On re-order items you will see colors and numbers signifying the availability and inventory count on specific variants.

The portal uses the following three color codes:

Green: The size/color combination is in stock now.

Yellow: The size/color combination is out of stock now but will be in stock again at a future date.

Red: The size/color combination is out of stock now and no future inventory is expected.

In support of the color coding, each size/color field shows the actual inventory in two numbers. The first number is the current inventory count, the second number is the total inventory at the furthest future inventory replenishment. E.g. (4 / 100) means that 4 items of the specific size/color are in stock now and at the latest future inventory count the total inventory will be 100 (e.g. 96 pcs will be delivered in the future).

The Portal supports two future inventory replenishment dates per size/color combination. If you hover your mouse (or click in touch devices), a small tooltip will appear. This tooltip displays the current inventory and any future inventory replenishments. The quantity shown for each date is cumulative. The below screenshot illustrates the inventory tooltip.

2016-10-12	80
2016-11-12	160
2016-12-12	210

210) (80 / 210)

The inventory tooltip

When ordering re-order items, a preferred shipment date for main order items. The preferred shipment date is per bundle. This means that if multiple variants are selected, they must all be in stock on the selected preferred shipment date. Do not worry if one or more variants are not in place, an inventory assistant will help you select the right dates when you try to add the variants to the basket. worry if one or more variants are not in place, an inventory assistant will help you select the right dates when you try to add the variants to the basket.

THE INVENTORY ASSISTANT

When stock levels fluctuate and differ across items and variant, it can be difficult to order the correct items at the correct dates. In these situations, the inventory assistant can help you to settle the problem.

The inventory assistant, which is not in stock. Let's assume that we have an item with a variant Small / Black which has a current and two future stock levels as specified below:s assume that we have an item with a variant Small / Black which has a current and two future stock levels as specified below:

Current stock level: 2 pcs

Two weeks from now: 10 pcs

4 weeks from now: 100 pcs

If you attempt to order 4 pcs with a desired shipment date tomorrow, we have a problem as only 2 will be in stock tomorrow. If you attempt this, the inventory assistant will suggest four different ways of resolving the issue:

Option 1: Keep the desired shipment date but alter the number of pcs to the maximum number in stock (2 pcs)

Option 2: Change the shipment date two the first possible date where 4 or more will be in stock (Two weeks from now)

Option 3: Order the maximum number, which is currently in stock (2 pcs) and place an additional order for the remaining pcs at the first possible date (2 additional pcs in two weeks from now).

Option 4: Do not add this variant to basket.

ORDER VARIOUS

Out of stock

There seems to be an issue with some of the variants/assortments you're trying to order.

Ankle Socks Women, 10 Black, 40-47

You're attempting to order **13 pcs** with only **11 pcs** in stock on **2017-01-05**

		Inventory
✓	11 on 2017-01-05	2017-01-05: 11
✓	13 on 2017-02-23	2017-02-23: 21
✓	11 on 2017-01-05	2017-04-23: 42
	2 on 2017-02-23	

✗ Discard this variant/product

Ankle Socks Women, 10 Black, S/M - Small/medium

You're attempting to order **13 pcs** with only **12 pcs** in stock on **2017-01-05**

		Inventory
✓	12 on 2017-01-05	2017-01-05: 12
✓	13 on 2017-02-23	2017-02-23: 22
✓	12 on 2017-01-05	2017-04-23: 44

Add to basket or [Cancel](#)

Tlf.: +45 76 34 79 00

If you simultaneously add multiple variants to basket, the Inventory assistant will contain all variants that are not in stock for the desired date. For instance, if you simultaneously order Black/Small, Black/Medium and Black/Large and only Small and Medium are not in stock on the desired shipment date, only these two variants will be shown in the inventory assistant.

APPENDIX

PRODUCT AVAILABILITY

The products displayed in the Portal are dependent on two factors. Your access to products and the selected customers access to products.

A product is only displayed in the Portal if it is associated both with you and the currently selected customer. If a specific item is missing for a customer, your local super user will be able to correct the problem.

The product list will show all active items that are accessible for the current login (i.e. accessible for both the current customer and sales person). This means that the product list may also include products that are out of stock unless these are de-activated by Navision.

SYSTEM UPDATES

Your system is a cloud based standards system. This entails that many other customers are using the same software and that your Portal is running on servers utilized by many other customers. The big advantage of this business model is that recurring costs are low and that each individual customer reaps the benefits of many of the changes and improvements.

The system consists of a backend that is responsible for delivering data and talking to Navision and a Frontend that is responsible for showing the data. The system is constantly and actively being developed and this means that new functionality and fixes are being pushed into production. Your system may and will be updated with new features and changes. These changes are made in the backend, which is general for all customers, but will not be implemented in the frontend (e.g. your design). For instance, a new module that allows for tracking of shipments may be added to the backend. This module may be available to your system free of charge depending on your license, but it will not automatically be implemented in your frontend. This means that the functionality will be available but you have to ask (and probably pay) somebody to implement it, so that it is shown correctly for your particular business logic and your design.

REQUESTING NEW FEATURES

It is possible to implement most customer specific feature requests by using frontend code but not everything is possible; Occasionally we receive requests for new functionality that requires changes to the backend. We curate the requests for new functionality and not all requests end up being implemented. In general we will prioritize features that are applicable to many customers higher but many other factors such as overall product road map are taken into account. Please contact your local super user if you are missing functionality. Chances are that it might already be in the system and otherwise, your local super user will be able to request the functionality.

EXPORTING IMAGES FROM NAVISION VARIANT

The Variant Cloud solution supports automated upload of item images. This allows you to maintain item images outside of the Portal and ensures that new Product images are automatically uploaded to Portal.

HOW IT WORKS

Each Portal has a build-in FTP server that is able to receive images and relate them to a specific item or variant. When an image file is placed on the FTP server, the FTP server looks at the filename of the image file and uses parts of the filename to figure out what product the specific item the image is related to.

Navision Variant utilizes an image file format that is different from that of the eSeller Variant Cloud². To allow for automated upload of product images from Navision to the Portal, image file names need to be converted by Navision prior to upload. For this purpose, a report has been created per shop in Microsoft Dynamics NAV.

Automated image upload works in the following way

- Images are placed in a special dedicated folder with file names as specified in the following sections
- A Navision Variant report is run (either manually or automatically)
- The Navision report renames images and transfers them to the Portal

Images for main products are shown in product lists and on product detail pages while images uploaded for a specific product variant are shown when that particular product is added to basket.

CONSTRAINTS

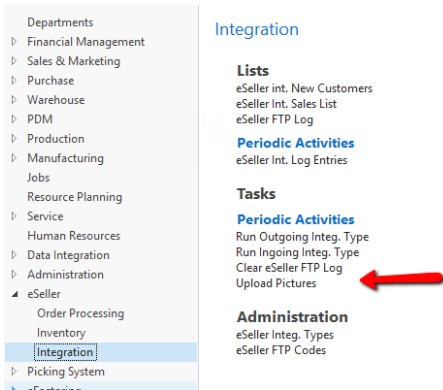
The image files must adhere to the format specification as referenced elsewhere. Most importantly it must be either JPG, GIF or PNG and since the FTP server uses item and / or variant ids as part of the filename, there are limits to possible variant and item ids. For instance, “/” (the slash character) and “\” (the backslash character) cannot be part of an item or variant id as these characters have a special meaning in the context of files. Note that if an item or a variant does have special characters in their id’s or names it is still possible to upload images albeit this is a manual process.

The image upload does not support upload of banners, menu images and other marketing related material.

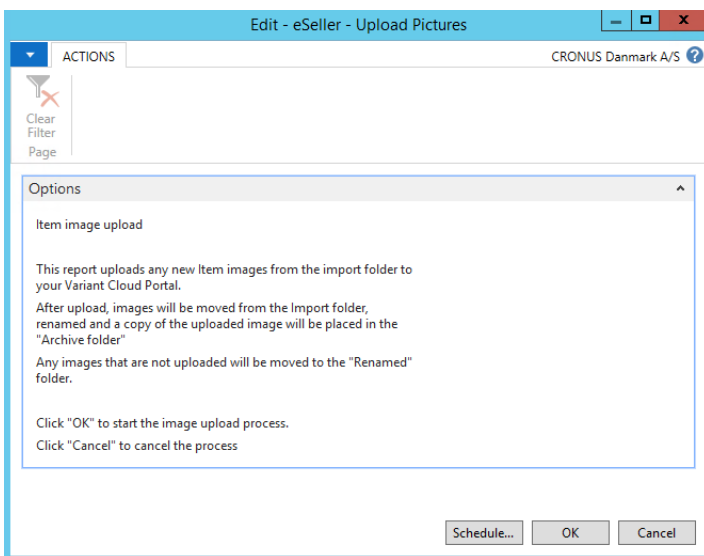
UPLOADING IMAGES

The report that uploads images can be found in Navision Variant under eSeller – Integration – Periodic Activities. The report is named “Upload Pictures”. The screenshot below shows the location of the report within Navision Variant.

² The image file format is specified at: <https://docs.esellercloud.com/tutorials/products/bulk-uploading-product-images.aspx>



When the report is clicked, a window showing details about the report is displayed as shown in the below screenshot.



Clicking cancel, cancels the process while clicking the “Ok” button initiates the upload process.

Once “Ok” is clicked, Navision initiates the following process:

- Image files from the Import folder are renamed to the Portal naming standard and moved to the Renamed folder.
- For each renamed image in the Renamed folder, Navision will try to upload it to the Portal
 - If the upload is successful, the image is moved from the Renamed folder to the Archive folder
 - If the upload fails, the image is left in the Renamed folder

PLACING FILES IN THE IMPORT FOLDER

The import folder is a shared folder that is used as source for image uploads. The folder must be accessible to the users that need to upload product images and to the Job Queue / Batch Job Scheduler.

To prepare an image for upload, please name the image file according to the following naming convention:

<Item No.>_<Sorting No.>_<Color Code> e.g. ITEM1000_100_BLUE.jpg

The extension must be one of either jpg, png or gif.

Once the file has the correct name, copy it to the Import folder (which should be mapped on your local pc).

When the image file is placed within the folder, you are ready to run the report from within Navision Variant.

IMAGE FILE REQUIREMENTS

The images placed in the Import folder must adhere to the following requirements:

- Image files must be in this format <Item No.>_<Sorting No.>_<Color Code> and have the extension .jpg or .png.
 - o Item No. is required.
 - o Sorting No. and Color Code is optional, but if no Sorting No. is provided the value 100 will be used as Sorting No.
 - o Example filename: "ITEM1000_100_BLUE.jpg".
- If no Color code is present, the image will be added to the Main Product in the Portal.
- If Color Code is present, then the image will be added to all eSeller Product Variants with the same Color Code under the Main Product.
- Item No., Sorting No. and Color Code must not include characters that are also used as file system delimiters such as \,/, and others.
In such a case, this automatic upload function cannot be used and the pictures must be handled manually. More information can be found at the eSeller cloud docs website.
- If more than one image with identical Item No and Color code but without sort order is placed in the import folder, they will both be given sort order 100, which will result in undetermined sort order for these items.

CONFIGURING THE IMAGE UPLOAD

A specific eSeller Integration Type is set up to hold the information needed for picture upload.

The default image upload integration type is configured as shown below. Note that paths are UNC.

Field Name	Field Value
Code	PIC-UPLOAD
Description	Picture Upload
Ingoing/Outgoing	Outgoing
FTP Code	Code for FTP picture upload (standard is "FTP-PIC"). The FTP Code is using the FTP upload credentials from eSeller Shop administration.
eSeller Shop Code Filter	The shop code to which the pictures should be uploaded. If not filled out, the default Shop Code from eSeller Setup is used.
Export File Folder	Where the pictures are stored. Eg. " \\Shared\eSeller\Picture Upload "

Export File Name	Filter on which files endings should be uploaded. Eg. <code>"*.jpg"</code>
Export File Name (temp)	%1_%2_%3_%4_%5 (this is a fixed required value and must not be changed)
Export File Folder (FTP)	Where the renamed pictures are stored. Eg. <code>"\\Shared\eSeller\Picture Upload\Renamed"</code>
Export File Folder (Archive)	Where the pictures are stored after upload. Eg. <code>"\\Shared\eSeller\Picture Upload\Archive"</code>

QUICK START

1 LOGIN

Navigate to the login screen and enter your username and password



2 SELECT CUSTOMER

Click the "Select" button next to the customer for whom you wish to place an order

Id	Company	Address	Zip	City	Select
23423421	Test customer 1	Test gate 17	5000	Kolding	Select
23423422	Test customer 2	Test gate 17	5000	Kolding	Select
23423423	Test customer 1	Test gate 17	5000	Kolding	Select
23423424	Test customer 2	Test gate 17	5000	Kolding	Select
23423425	Test customer 1	Test gate 17	5000	Kolding	Select
23423426	Test customer 2	Test gate 17	5000	Kolding	Select
23423427	Test customer 1	Test gate 17	5000	Kolding	Select
23423428	Test customer 2	Test gate 17	5000	Kolding	Select
23423429	Test customer 1	Test gate 17	5000	Kolding	Select
23423430	Test customer 2	Test gate 17	5000	Kolding	Select
23423431	Test customer 1	Test gate 17	5000	Kolding	Select
23423432	Test customer 2	Test gate 17	5000	Kolding	Select
23423433	Test customer 1	Test gate 17	5000	Kolding	Select
23423434	Test customer 2	Test gate 17	5000	Kolding	Select
23423435	Test customer 1	Test gate 17	5000	Kolding	Select
23423436	Test customer 2	Test gate 17	5000	Kolding	Select

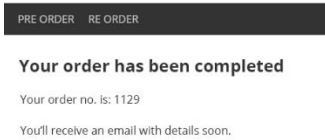
3 ADD ITEMS TO BASKET

Navigate to the items needed for the customer by navigating the product menu. Select delivery window or shipment date depending on order type and click add to basket. Repeat for all Items needed.



4 COMPLETE ORDER

Expand the mini-basket by clicking the basket icon in the top left corner. Click the “Proceed to checkout” and follow the guide to complete the order



UPLOADING PRODUCT MENU IMAGES

Product menu images are the images that are shown in product lists when the product list contains sub menus instead of products

To add or change product menu images, follow these four steps.

STEP 1

To reach the menus you will have to click “Menus” in that tab-bar.

The screenshot shows the eSellerCloud Webshop Administration interface. At the top, the user is logged in as `demo@scancommerce.dk` on account `Demoshop (123)`. The navigation bar includes tabs for Base setup, Settings, Design (active), Integration, Show Shop, My profile, and ScanCommerce. Under the Design tab, there are sub-tabs for Overall design, Menus (highlighted with a red arrow), and Text. The main content area is titled "Welcome to the eSeller Cloud Webshop Administration" and contains several sections of quicklinks:

- WEBSHOP**
 - Product List »
 - Order List »
 - Integration Log »
- DESIGN**
 - Overall Design »
 - Layout - Setup »
 - Page Designer »
 - Design Templates »
 - Content Designer »
- ESELLER CLOUD FEATURES**
 - Product Sorting »
 - Product Filtering »
 - Product Feeds »
 - Coupons »
- TUTORIALS**
 - eSeller Cloud features »
 - Payment methods »
 - Products »
 - Prices »
 - Discounts »
 - Customer pages »
 - Integration »
- SUPPORT AND DOCS**
 - Community »
 - Faq »

STEP 2

Now click the “Product Menu”-link.

The screenshot shows the eSellerCloud Webshop Administration interface. At the top, it displays the logo and the text "Webshop Administration" on the left, and "You have logged in as demo@scancommerce.dk on account Demoshop (123)" on the right. Below this is a navigation bar with tabs for "Base setup", "Settings", "Design", "Integration", "Show Shop", "My profile", and "ScanCommerce". Under the "Design" tab, there are sub-tabs for "Overall design", "Menus", "Text", and "Banner campaigns". The "Menus" sub-tab is active, showing a breadcrumb trail "Home >> Design >> Menus". On the left side, there is a sidebar menu with items like "Dansk", "Demo shop", "Sale", "Stock", "Marketing", "Reports", "Change account", and "Log out". The main content area displays a list of menu items: "Top menu", "Info menu 1", "Info menu 2", "Infomenu 3", "Infomenu 4", "Product menu", and "FAQ". A red arrow points to the "Product menu" item. At the bottom of the page, there is a footer with the text "Version: eSellerCloud web, Version 1.8 SB4_Rel, build 87 (WEB21)" and "© Copyright 2013 ScanCommerce".

STEP 3

Now first expand the parent menu, by pressing the "+"-icon.

eSellerCloud *Webshop Administration* You have logged in as demo@scancommerce.dk on account Demoshop (123)

[Base setup](#)
[Settings](#)
[Design](#)
[Integration](#)
[Show Shop](#)
[My profile](#)
[ScanCommerce](#)





[Overall design](#)
[Menus](#)
[Text](#)
[Banner campaigns](#)

Dansk Home >> Design >> Menus >> Product menu

Demo shop **Product menu**

Demo shop Here you can edit your menu.

[Create new](#)
[Save](#)

Menu text	Ext Menu Item ID	Is Enabled	Is visible with login	Is visible without login	List from underlying	Sorting	New	Delete
Pre Order	A0000002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10		
Re Order	A0000003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	250		

[Change account](#)
[Log out](#)

Version: eSellerCloud web, Version 1.8 SB4_Rel, build 87 (WEB22)
© Copyright 2013 ScanCommerce

STEP 4

Now click the menu for which you want to upload/change the image

eSellerCloud *Webshop Administration* You have logged in as **demo@scancommerce.dk** on account **Demoshop (123)**

[Base setup](#) | [Settings](#) | [Design](#) | [Integration](#) | [Show Shop](#) | [My profile](#) | [ScanCommerce](#)

[Overall design](#) | [Menus](#) | [Text](#) | [Banner campaigns](#)

Dansk ▼ Home >> Design >> Menus >> Product menu

Demo shop ▼

Demo shop

Sale

Stock

Marketing

Reports

Change account

Log out

Product menu
Here you can edit your menu.

[Create new](#) [Save](#)

Menu text	Ext Menu Item ID	Is Enabled	Is visible with login	Is visible without login	List from underlying	Sorting	New	Delete
Pre Order	A0000002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10		
Test menu 1	B0000002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10		
Test menu 2	B0000026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10		
Test menu 3	B0000003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	190		
Test menu 4	B0000027	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6760		
Test menu 5	B0000028	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6970		
Re Order	A0000003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	250		

Version: eSellerCloud web, Version 1.8.5B4_Rel, build 87 (WEB21)
© Copyright 2013 ScanCommerce

STEP 5

Now first click "Upload file". Then click Upload. You have now uploaded an image for your product menu.

eSellerCloud *Webshop Administration* You have logged in as **demo@scancommerce.dk** on account **Demoshop (123)**

Base setup	Settings	Design	Integration	Show Shop	My profile	ScanCommerce
	Overall design	Menus	Text	Banner campaigns		

Dansk ▾ Home >> Design >> Menus >> Product menu >> Edit menu item -Test menu 2

Demo shop ▾ **Edit menu item**
Here you can edit a menu item.
[Back](#) [Save](#)

Demo shop

Sale

Stock MenuItemID: 152820 / 493
ExtMenuItemID: B0000026

Marketing Menu text: Test menu 2

Reports Sorting: 10

List products from sibling menus

List products from underlying menus

Is visible when logged in

Is visible when not logged in

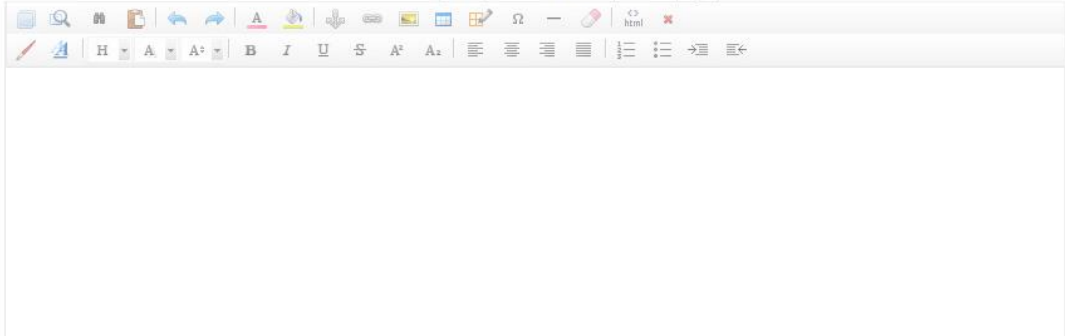
Is enabled

Change account Bookmark

Log out

Menu image
Current image:
No image has been uploaded yet.
Upload image:
Select file ← ikke valgt nogen fil
 →

Menu description (Shown on the top of the page.)



UPLOAD MENU BANNER

To apply/change menu banners like the one below, follow these five steps.

STEP 1

We need to access the layout for these menus, so click the “Layout – Setup”-link.

eSellerCloud Webshop Administration

You have logged in as demo@scancommerce.dk on account Demoshop (123)

Base setup Settings Design Integration Show Shop My profile ScanCommerce

Overall design Menus Text Banner campaigns

Dansk
Demo shop
Demo shop

Sale
Stock
Marketing
Reports

Change account
Log out

Welcome to the eSeller Cloud Webshop Administration

Quicklinks

WEBSHOP

- [Product List »](#)
- [Order List »](#)
- [Integration Log »](#)

DESIGN

- [Overall Design »](#)
- [Layout - Setup »](#)
- [Page Designer »](#)
- [Design Templates »](#)
- [Content Designer »](#)

ESELLER CLOUD FEATURES

- [Product Sorting »](#)
- [Product Filtering »](#)
- [Product Feeds »](#)
- [Coupons »](#)

TUTORIALS

- [eSeller Cloud features »](#)
- [Payment methods »](#)
- [Products »](#)
- [Prices »](#)
- [Discounts »](#)
- [Customer pages »](#)
- [Integration »](#)

SUPPORT AND DOCS

- [Community »](#)
- [Faq »](#)

STEP 2

Now click Product Menus.

eSellerCloud *Webshop Administration* You have logged in as **demo@scancommerce.dk** on account **Demoshop (123)**

[Base setup](#) | [Settings](#) | **[Design](#)** | [Integration](#) | [Show Shop](#) | [My profile](#) | [ScanCommerce](#)

[Overall design](#) | [Menus](#) | [Text](#) | [Banner campaigns](#)

Dansk | Demo shop | Demo shop

Home >> Design >> Overall design >> Layout - Setup

Overview | Page design | Top banner | CMS

Layout - Setup

Here is an overview over the eSeller webshops overall page structure. This page gives you opportunity to compose where to use which page design, product list views, top banners etc. Each setup can be framed. The framing indicates that there has not been used ordinary inheritance, and the color indicates the type of exception.
 Green = Setup derives from the setup of the default language.
 Blue = The setup from this point is not inherited to points below.

		Page design	Content design	Product list	Product detail	Product detail design	Top banner	CMS
[eSeller]	Edit	✓	✓	✓	✓	✓	✓	✓
Produkt sider	Edit	-	✓	-	-	-	-	-
Favorites *	Show Edit	-	✓	-	-	-	-	-
SearchResult	Edit	-	✓	-	-	-	-	-
[ProductMenu]	Edit	✓	✓	-	✓	✓	✓	-
[Info menu 1]	Edit							
[Info menu 2]	Edit							
[Topmenu]	Edit							
[Bottom menu]	Edit							
[FAQ]	Edit							
[Info menu 3]	Edit							
[Info menu 4]	Edit							
/404.aspx	Show Edit	-	-	-	-	-	-	✓
[Front page] *	Show Edit	✓	✓	-	-	-	-	-
[Splash page] *	Show Edit	-	✓	-	-	-	-	-

STEP 3

Now click the “Edit” link of the menu to which you want to upload a menu banner.

eSellerCloud *Webshop Administration* You have logged in as **demo@scancommerce.dk** on account **Demoshop (123)**

Base setup | Settings | **Design** | Integration | Show Shop | My profile | ScanCommerce

Overall design | **Menus** | Text | Banner campaigns

Dansk | Demo shop | Demo shop | Sale | Stock | Marketing | Reports

Home >> Design >> Overall design >> Layout - Setup

Overview | Page design | Top banner | CMS

Layout - Setup

Here is an overview over the eSeller webshops overall page structure. This page gives you opportunity to compose where to use which page design, product list views, top banners etc. Each setup can be framed. The framing indicates that there has not been used ordinary inheritance, and the color indicates the type of exception.
 Green = Setup derives from the setup of the default language.
 Blue = The setup from this point is not inherited to points below.

			Page design	Content design	Product list	Product detail	Product detail design	Top banner	CMS
[eSeller]	Edit	✓	✓	✓	✓	✓	✓	✓	✓
Produkt sider	Edit	-	✓	-	-	-	-	-	-
Favorites *	Show Edit	-	✓	-	-	-	-	-	-
SearchResult	Edit	-	✓	-	-	-	-	-	-
[ProductMenu]	Edit	✓	✓	-	✓	✓	✓	-	-
Pre Order	Show Edit	✓	✓	-	-	-	-	-	-
Test menu 1	Show Edit								
Test menu 2	Show Edit								
Test menu 3	Show Edit								
Test menu 4	Show Edit								
Test menu 5	Show Edit								
Re Order	Show Edit	✓	✓	-	-	-	-	-	-
Test menu 1	Show Edit								
Test menu 2	Show Edit								

STEP 4

Now click "Top banner" in the tab-bar.

eSellerCloud *Webshop Administration* You have logged in as **demo@scancommerce.dk** on account **Demoshop (123)**

Base setup Settings **Design** Integration Show Shop My profile ScanCommerce

Overall design Menus Text Banner campaigns

Dansk Home >> Design >> Overall design >> Layout - Setup >> Layout - Setup

Demo shop Demo shop

Sale

Stock

Marketing

Reports

Change account

Log out

Overview Page design **Top banner** Product List Design Product Detail Design

Setup of page designs - Test menu 2 (Product menu)

Here you can change the actual page designs for the current layout setup point.

Save Reset

Bookmark

Setup page design:

Setting: <inherited>

Language: default

Inherited from: [ProductMenu] (Standard page) -

Page design: Page Design - Left Pane

Example:

Content design setup

Setting: <inherited>

Language: default

Inherited from: [ProductMenu] (Standard page) -

Content design: Content - Product List

Example

Access:

Is visible when not logged in:

Is visible when logged in:

Indexed by search engines:

Version: eSellerCloud web, Version 1.8 584_Rel, build 87 (WEB2)
© Copyright 2013 ScanCommerce

STEP 5

Now first click “Choose file” – select a file from your computer - and then click Upload.

eSellerCloud *Webshop Administration* You have logged in as **demo@scancommerce.dk** on account **Demoshop (123)**

Base setup Settings **Design** Integration Show Shop My profile ScanCommerce

Overall design Menus Text Banner campaigns

Dansk Demo shop Demo shop Sale Stock Marketing Reports Change account Log out

Home >> Design >> Overall design >> Layout - Setup >> Layout - Setup

Overview Page design Top banner CMS Product List Design Product Detail Design

Setup - Top banner -

Here you can change the shown top banner for the actual setup point.

Save Reset

Top banner
The banner size is set to [WIDTH] x [HEIGHT] pixel.

Inherited from: [ProductMenu] (Standard page)
Sprog:

Height

Top banner image

Upload new top banner.
 Der er ikke valgt nogen fil

Version: eSellerCloud web, Version 1.8 SB4_Rel, build 87 (WEB21)
© Copyright 2013 ScanCommerce

You have now uploaded a banner for your menu.

CHANGE HISTORY

The ensuing table outlines document changes

Date	Change	Comment
20/01/2017	Initial release	

INDEX

A

assortment · 19

B

Box · 19

C

checkout · 23

checkout page · 23

Complete order · 24

I

inventory count · 29

inventory replenishment · 29

Inventory tooltip · 30

M

mini-basket · 21

O

Order type · 9

R

re-orders · 27

S

Shipment address · 23

shipment date · 30

V

Variant · 18