247 LIGHTING

Website Order Guide

01 HOW TO ORDER ONLINE

02 QUICK ORDER PROCESSING

03 ACCOUNTS DEPARTMENT

04 ORDER STATUS CHECK

How to Order Online

A: Quick Order Function

| Dashboard | Order History | Quick Order | Sign Out |

1. Top Menu click **'Quick Order'** Enter product codes:
2. Enter the part number eg. (CA 5702) or suitable search words
3. Enter quantities

Enter Part Number

Search Words

Enter Quantities

Add to Cart

Quick Order

Search Product Code	(or) Keyword(s)	Quantity	Unit Price	Stock	Actions
CA 5702	4" LED Square Work Lamp	1050 Lumens	1	€16.07 ex VAT	In Stock	x
Enter #	Tail	1			x
Enter #	CA 9008 - Round Multifunctional Tail Lamp	1			x
Enter #	CA 7093 - 4" LED Multifunctional Tail Lamp	1			x
Enter #	CA 7008 - Round Multifunctional Tail Lamp	1			x
	CA 7035 - Multifunctional Tail Lamp	Left				
	CA 7036 - Multifunctional Tail Lamp	Right				

ℹ New rows are added automatically   * Options Available

Add to Cart

4. Select **'add to cart'** (bottom right)

CHECK OUT PROCESS

5. Select the correct deliver to option:

   A. Ireland / Northern Ireland   **B.** England / Scotland / Wales   **C.** Europe

6. **Update Cart**
7. **Check out**
8. Complete the Delivery Options
9. Confirm order
10. Select payment method suitable:

    A. Order on Credit   **B.** Pay by Credit Card   **C.** Pay by Paypal

11. Tick if you agree to the terms & conditions
12. Place Order

How to Order Online

B: Browse the Website & Order

1. Browse the product category ranges and select the products, Click 'add to cart'
2. Enter quantity beside the product or beside the product in the cart.
3. Complete the 'Check out Process' (see page 1)

LED Trekker Beacons Reg 65

Enter Quantities

Led Single Bolt Trekker Beacon | Reg 65
CA 8122
Qty 1 · Add to Cart

Led Magnetic Trekker Beacon | Reg 65
CA 8123
Qty 1 · Add to Cart

Led Pole Mount Trekker Beacon | Reg 65
CA 8124
Qty 1 · Add to Cart

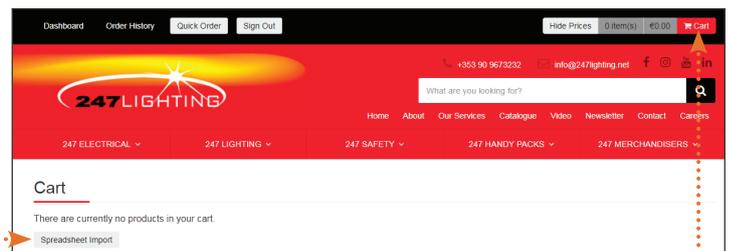Led Three Bolt Trekker Beacon | Reg 65
CA 8125
Qty 1 · Add to Cart
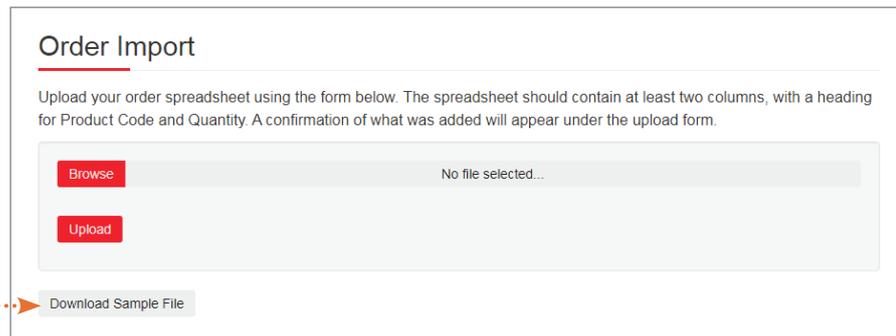
How to Order Online

C: Import an Order by Excel

1. Go straight to '**Cart**'
2. Click '**Spreadsheet Import**'

Spreadsheet Import

Cart

3. From the '**Order Import**' dashboard download the sample file

Download Sample File

September Order

4. Open the '**Sample-import**' sheet in excel.
Rename to something that's suitable for you if needed.
i.e '**September Order**'
5. Complete the sheet with '**Product Codes & Quantities**'.
6. When your order is complete, go back to '**Order Import**' dashboard.
7. Clic**k 'Browse'** select the file you saved.
8. Click '**Upload**'

Note the Green pop up to say '**37 products Successfully added to your cart**'

'**Added to your Cart**'
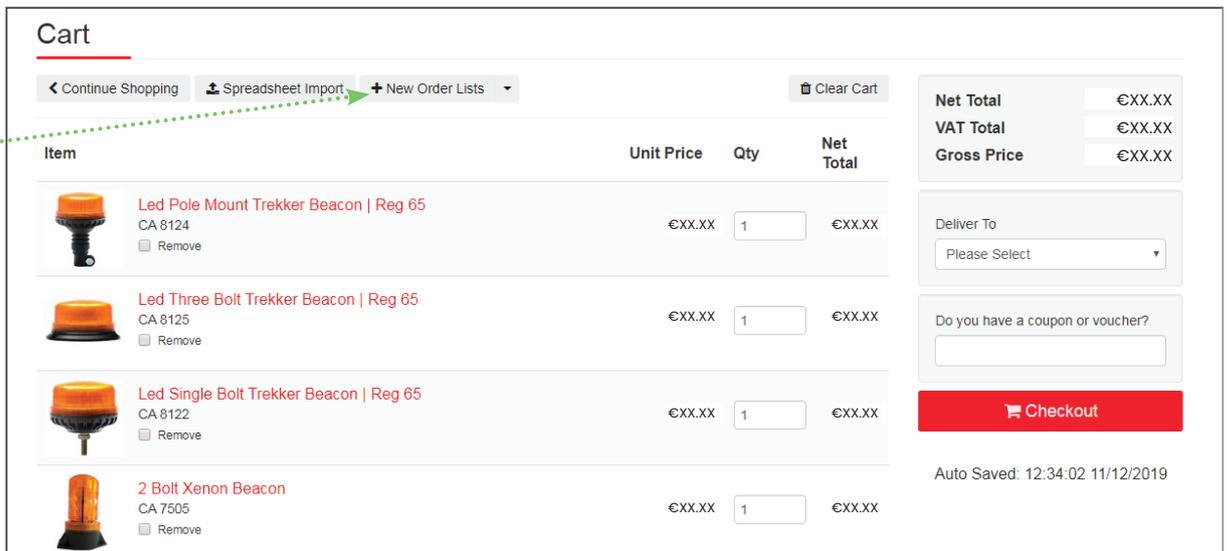
9. Complete the '**Check out Process**' (see page 1)

Quick Ordering Process

A: Favourites

When browsing the website, while viewing a product there is a blue box to the right **'add to Favouites'** that allows you to create a list of favourites, viewable from your dashboard. This allows you to build up a list of commonly ordered items; from here you can easily change the quantities and add to the cart.

Product View:

Dashboard View:

You will find favorites by selecting the **'Dashboard'** on the top left of your screen

02 Quick Ordering Process

B: New Order List

You can save your order to your 'order list' and review and edit at later time

1. Click '+New order List'

You can locate your saved order by clicking 'Order List' in your Dashboard.
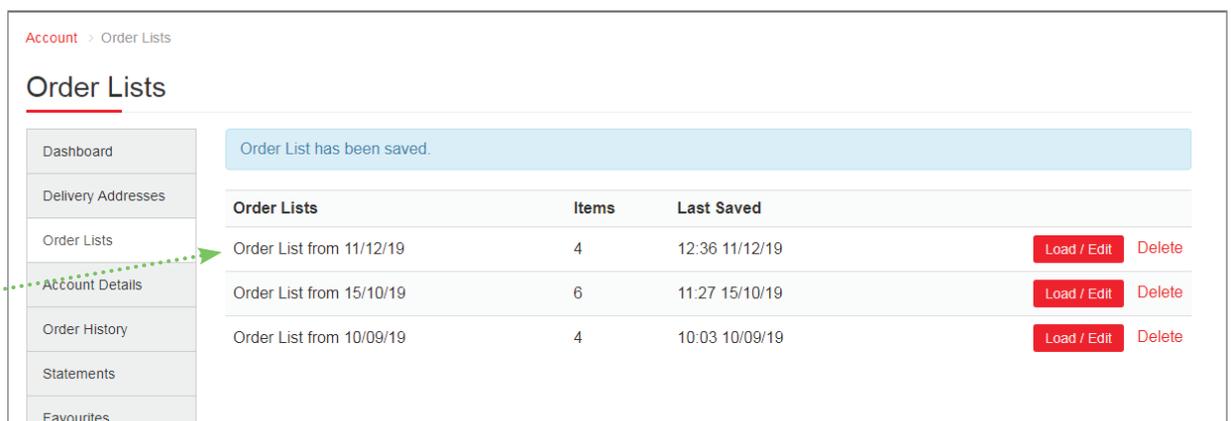
Quick Ordering Process

B: New Order List

From here you can 'Load' it again if your wish to complete the order.

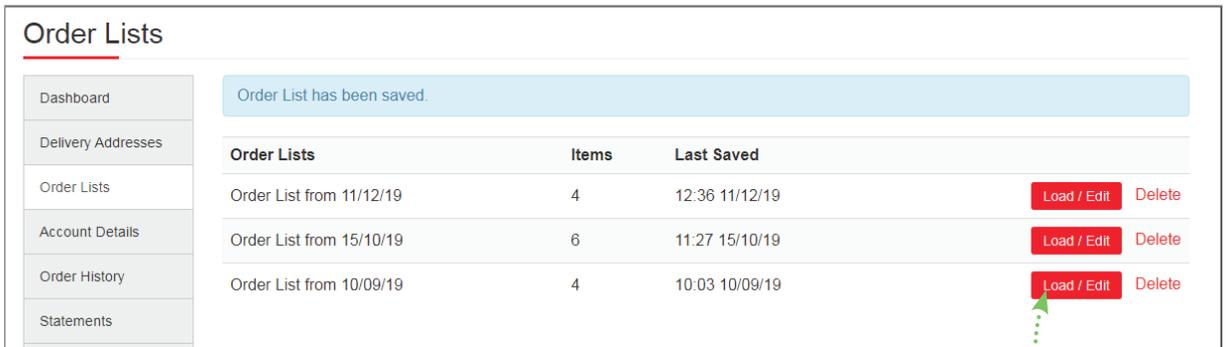Or **'edit/ rename it'** to something that suits you. **'SAVE'**

Re-Name List

When you **'load'** an order list it goes straight to the cart, where you can, add to the list, the list is automatically updated in the cart.

Load/Edit

Auto Saved

Quick Ordering Process

C: Recently Ordered

If you are in the habit of ordering the same products continually, our 'recently ordered' function on the dashboard lets you easily add them to the cart, where you can then complete the checkout process

Recently Ordered

	Image	Product Code	Description		Ordered			
Dashboard		EP 615	Twin Core Cable | 28 Strand | 30m €XX.XX ex VAT In Stock Last Ordered: 12/11/2019 | (Qty) Dec: 1		1	Qty	1	Add to Cart
Delivery Addresses								
Order Lists		CA 5715	LED Daylight Running Light €XX.XX ex VAT In Stock Last Ordered: 12/11/2019 | (Qty) Dec: 2		2	Qty	1	Add to Cart
Account Details								
Order History		EP 184	Unsplit | 16.9 * 21.2 | 25M €XX.XX ex VAT In Stock Last Ordered: 12/11/2019 | (Qty) Dec: 1		1	Qty	1	Add to Cart
Statements								
Favourites		EP 181	Unsplit | 10.1 * 13.0 | 25M €XX.XX ex VAT In Stock Last Ordered: 12/11/2019 | (Qty) Dec: 2		2	Qty	1	Add to Cart
Recently Ordered								

Recently Ordered

D: Add Extra Delivery Address

Add a New Address

Here you can add commonly used delivery address for a quicker check out.

Delivery Address

Delivery Details

	Address	
Dashboard		Add
Delivery Addresses	LORRAINE KILMARTIN, COUNTER CASH SALES: STAFF, LAHEEN, CAVANGARDEN, BALLYSHANNON, CO. DONEGAL	Delete
Order Lists	test 1, test2, test3, test4, Ireland | Northern Ireland, 000000	Edit Delete
Account Details	Unit 4, Lakelands Enterprise Centre, Ballydangan, Co. Roscommon, Ireland | Northern Ireland, N37 H5Y0	Edit Delete
Order History		
Statements		
Favourites		

Edit the Address

Delete the Address

03 Accounts Department

A: Invoices
B: Credit Note
C: Payment Received

Please note we have many useful features that allow your accounts department to view and access all invoices, credit notes, & payments received directly from the dashboard.

View Credit Notes

Account › Statements						

Statements

Number	Order Date	Type	Reference	Gross Total	Balance	Actions
211448 LORRAINE	30-10-2019	Invoice	LORRAINE	€ 84.89	€84.89	☰ View
21180	29-08-2019	Credit		€ -347.39	€0.00	☰ View
21179	29-08-2019	Credit		€ -200.85	€347.39	☰ View
209532 WEB2039	26-08-2019	Invoice	WEB2039	€ 200.85	€548.24	☰ View
209531 TEST, TEST, TEST	26-08-2019	Invoice	TEST, TEST, TEST	€ 347.39	€347.39	☰ View
VISA EURO	16-08-2019	Receipt		€ 28.87	€0.00	
209267	15-08-2019	Invoice		€ 21.22	€28.87	☰ View
207840 LORRAINE	21-06-2019	Invoice	LORRAINE	€ 7.65	€7.65	☰ View

Sidebar: Dashboard, Delivery Addresses, Order Lists, Account Details, Order History, Statements, Favourites, Recently Ordered

View Payments Received

View Invoices

From here you can view, print or save your documents.
To save, right click and select **'save as'** to save your file.

Orders Status Check

04

A: **Order History**

B: **Dispatch**

C: **Shipped**

D: **Back Orders**

E: **Account on Hold**

F: **Webshop Orders**

Order History

| Dashboard | Order History | Quick Order | Sign Out |

Order Status

Order History

Dashboard						Order Status	SHIPPED ▼
Delivery Addresses	Number	Order Date	Net Total	Vat Total	Gross Total	Order Status	Actions
Order Lists	126447 LORRAINE	30-10-2019	€69.02	€15.87	€84.89	ST3	☰ View
Account Details	124506 TEST, TEST, TEST	26-08-2019	€282.43	€64.96	€347.39	ST3	☰ View
Order History	124505 WEB2039	26-08-2019	€314.31	€37.56	€351.87	ST3	☰ View
Statements	124268	15-08-2019	€17.25	€3.97	€21.22	ST3	☰ View
Favourites	122937 LORRAINE	21-06-2019	€6.22	€1.43	€7.65	ST3	☰ View
Recently Ordered	122124	23-05-2019	€95.90	€22.05	€117.95	ST3	☰ View

Webshop Order: An online order has been received

Dispatch: The order has been received and is being processed

Shipped: The order has been dispatched

Back Order: Something on the order is not in stock, and that item has gone to back order, to be dispatched at a later time

Hold: The **order has not been** processed at this time, please contact our sales team at sales@247lighting.net