

Manual of webshop use employee

Via our webshop you can order an assortment of products specially for you. In this manual you will find everything you want to know about our webshop. How to login, change your password and where to find your budget. If after reading this manual any questions remain please give us a call or e-mail.

Login

Through the team of Zonneveld Vlaardingen you will receive an email containing a link to the order portal of the webshop. An example of the link: (<https://portaal.zonneveldvlaardingen/bedrijfsnaam>)

When you click on this link the following screen will appear, possibly with a different image.



If you press on one of the flag buttons below you can change the language.



Change Password

Enter only your user name and then click the next button:

[Forgot password](#)

The following screen will appear:

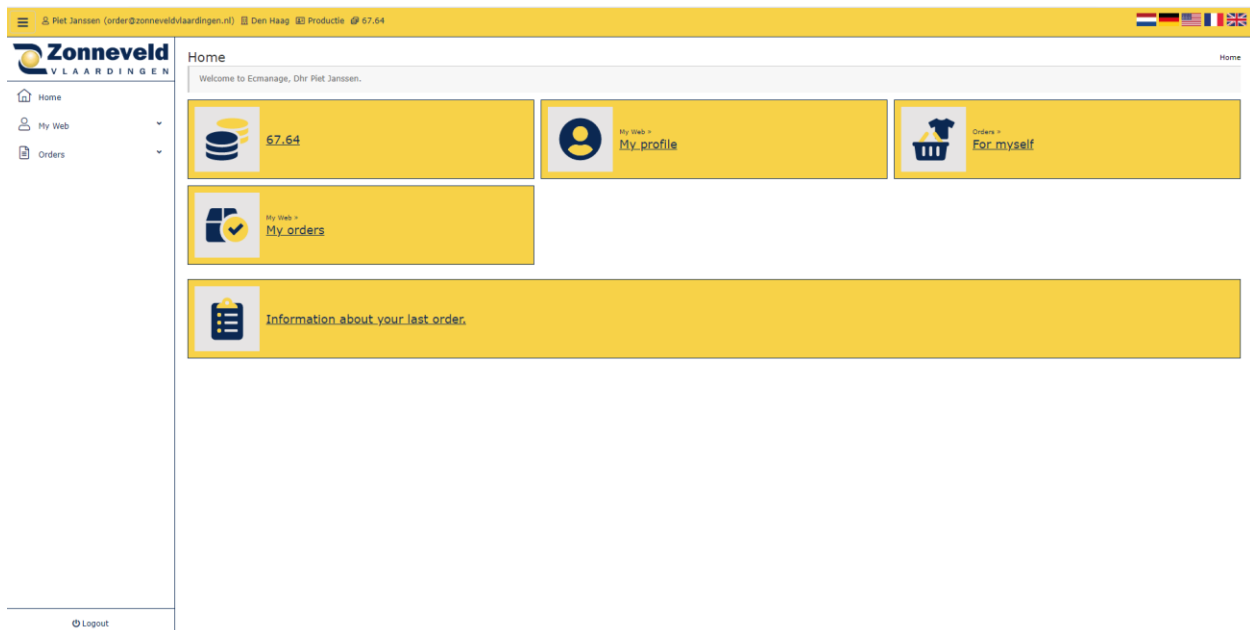


A new password has been sent to the email address provided and you can log in again and come up with your own password.

Please note that this message may end up in your spam folder.

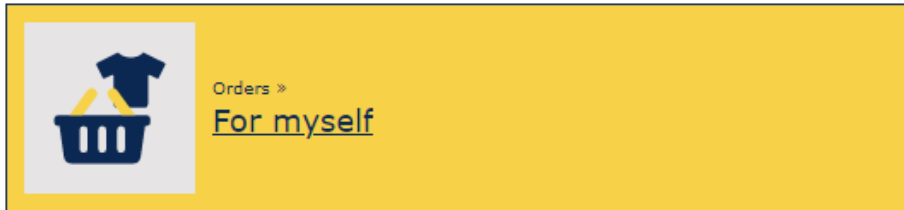
Home page

When you have logged in, the following screen will appear. (The colors and logo will be adjusted to the company you are working for).



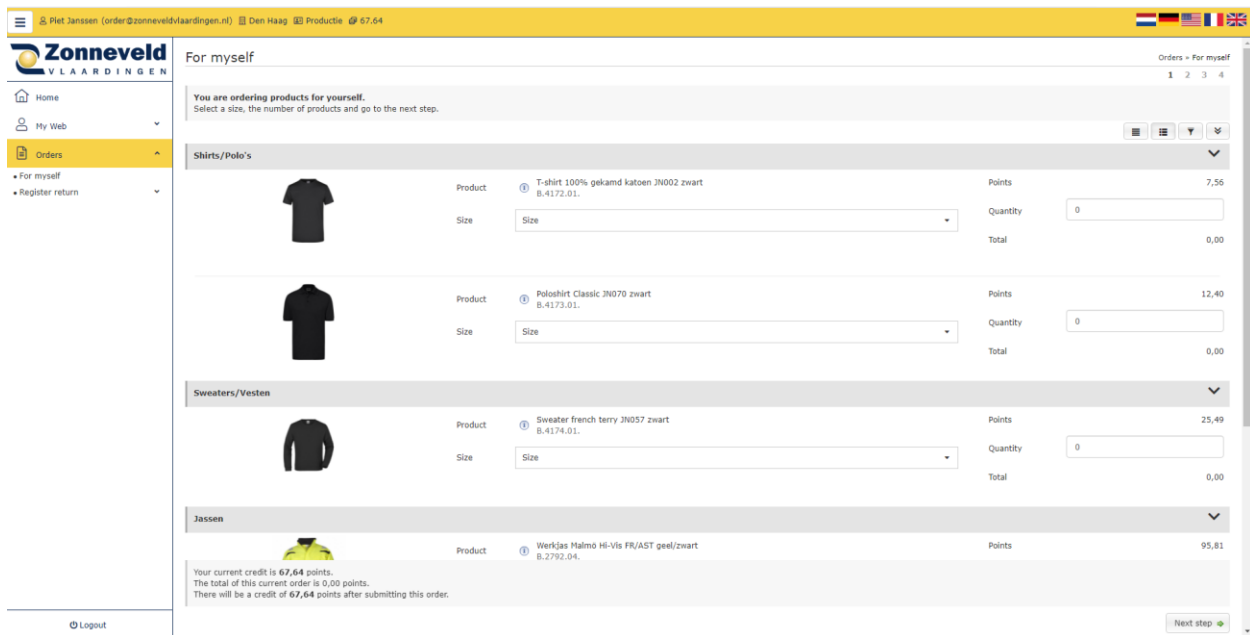
On this home page you will see the amount of points and the ability to order for yourself.

If you want to order something press the button:



Ordering products

The following screen will appear:



The screenshot shows the 'For myself' ordering interface. At the top, it says 'You are ordering products for yourself. Select a size, the number of products and go to the next step.' Below this, there are sections for 'Shirts/Polo's', 'Sweaters/Vesten', and 'Jassen'. Each section lists a product with its name, points value, and a quantity input field. The 'Total' for each item is shown as 0,00. At the bottom, it states 'Your current credit is 67,64 points. The total of this current order is 0,00 points. There will be a credit of 67,64 points after submitting this order.' A 'Next step' button is located at the bottom right.

On this page you will find all the clothing you can order. If any items you want to order are not visible, please contact your employer. The number of point is listed behind the product.

It is important that you specify the size per product and the number that you want to order. The following picture is an example.

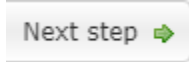


This close-up shows the 'Shirts/Polo's' section. The first item is a 'T-shirt 100% gekamd katoen JN002 zwart' with 7,56 points. The size is set to 'M' and the quantity is '2', resulting in a total of 15,12 points. The second item is a 'Poloshirt Classic JN070 zwart' with 12,40 points. The size is set to 'M' and the quantity is '1', resulting in a total of 12,40 points.

At the bottom of the page you can immediately see the number of remaining points.

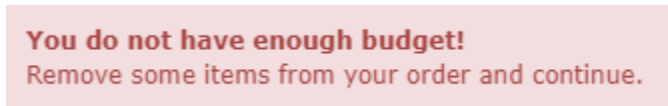
Your current credit is **67,64** points.
The total of this current order is 27,52 points.
There will be a credit of **40,12** points after submitting this order.

If the right sizes and quantity of products are clicked, you can click on the following button

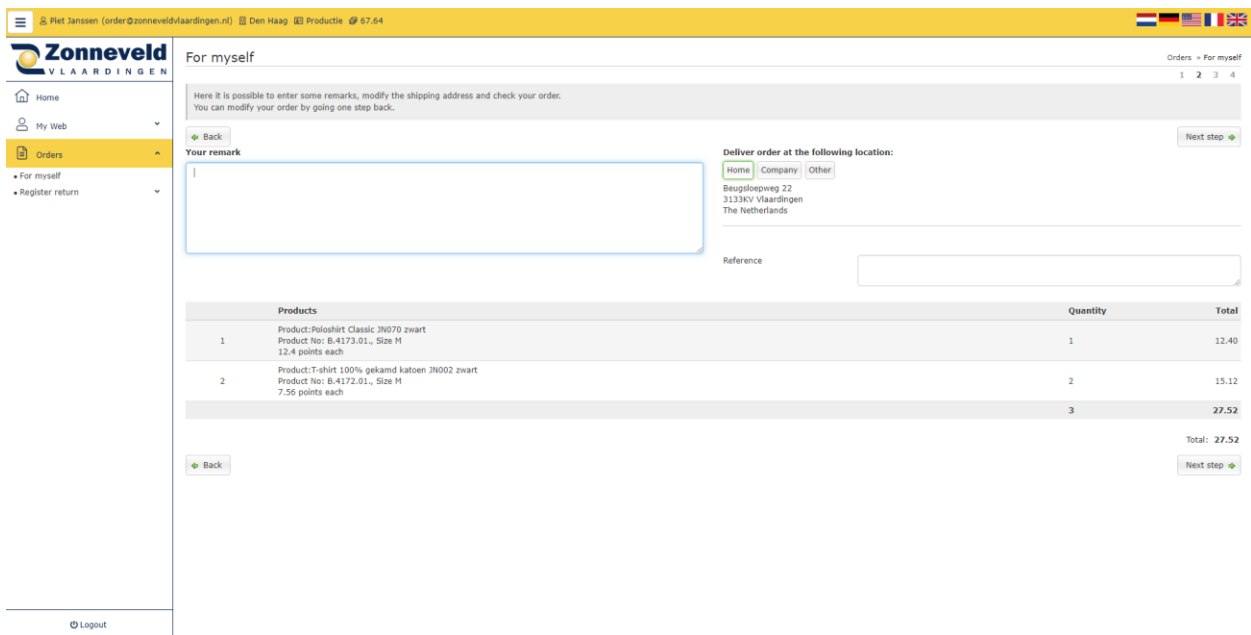


Ordering above budget

When you overwrite the number of points, you will get the following error message:



Confirm order

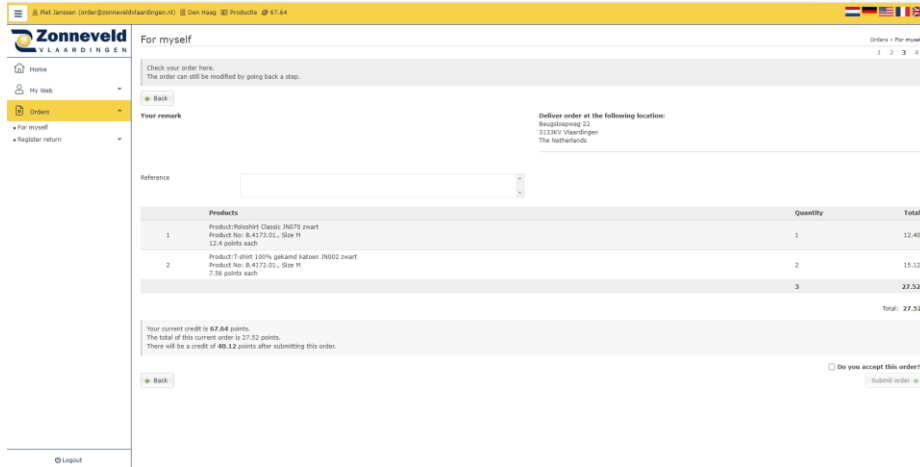


Here you can choose the delivery address. Not always the option at home to choose, then the choice is already made for you and the goods will be delivered to you at work.

On the above screen you can also place any comments, they are viewed and processed by the office.

Check you order and click the next button:

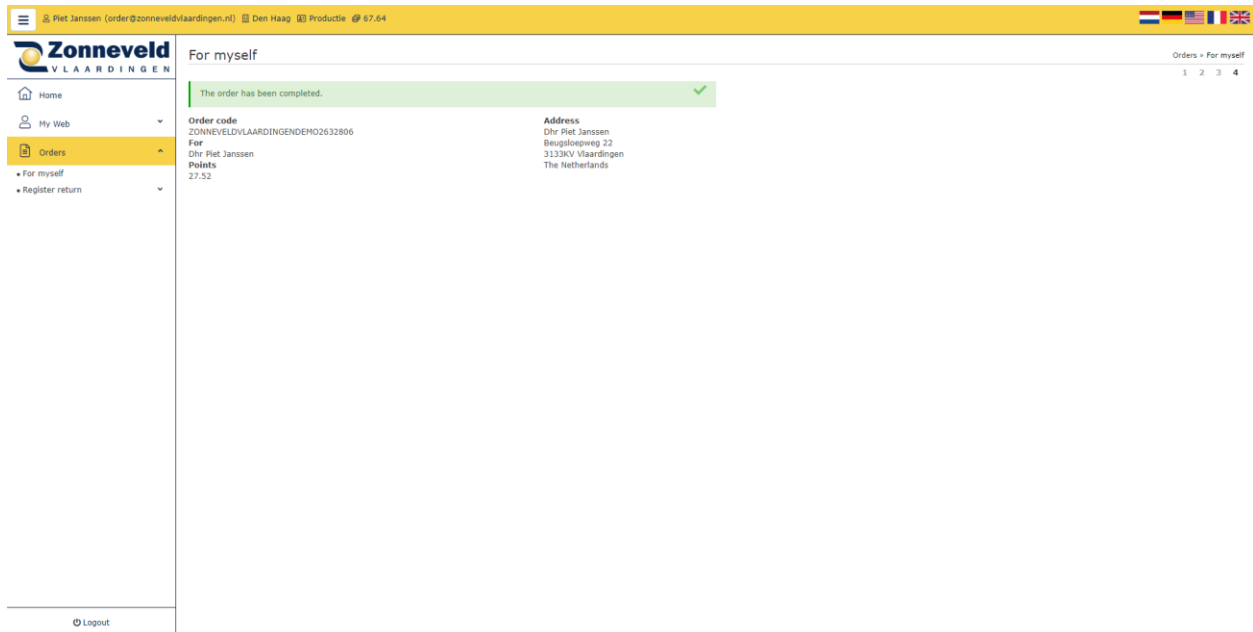
The following screen displays:



Here you will be asked again to check the order, if it is correct you can tick the box below:

Do you accept this order?

The following screen will appear next:



On it again you will find all the information and the number of points the order cost. Only when the green screen appears is the order complete.

Email confirmation

After ordering and approval you will receive an order confirmation. For further questions please send an email to info@zonneveldvlaardingen.nl stating your name and company.