

# 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:



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

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

Conneveld	Home Welcome to E	Ecmanage, Dhr Piet Janssen.			Hon
eb v		67.64	My web - My, profile	Come - For myself	
		My Web * My orders			
	Ê	Information about your last order.			



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:

Plet Janssen (order@zonnevele	fvlaardingen.nl) 🗄 Den Haag 🕮 Productie 🥔 67.64				
	For myself				Orders > For myself 1 2 3 4
Home	You are ordering products for yourself. Select a size, the number of products and go to the next step.				
A My Web *					= = <b>y</b> ×
Orders ^	Shirts/Polo's				~
• For myself • Register return •	1	Product Size	T-shirt 100% gekamd katoen JN002 zwart     8.4172.01.  Size  *	Points Quantity Total	7,56 0 0,00
	1	Product Size	Poloshirt Classic 20070 zwart     B-1172.01.  Size	Points Quantity Total	0.00
	Sweaters/Vesten				~
		Product Size	© Sweater french terry 3N057 zwart 8.4174.01. Size	Points Quantity Total	25,49 0 0,00
	Jassen				~
	Your current credit is <b>67,64</b> points. The total of this current order is 0,00 points. There will be a credit of <b>67,64</b> points after submitting this order	Product	① Werigas Halmö H-Vis FR/AST geel/zwart 8.2792.04.	Points	95,81
ڻ Logout					Next step 🏟

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.

Shirts/Polo's				~
1	Product Size	T-shirt 100% gekamd katoen JN002 zwart B.4172.01.	Points Quantity Total	7,56 2 15,12
1	Product Size	Poloshirt Classic JN070 zwart     B.4173.01.  M	Points Quantity Total	12,40

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

🌭 🛛 + 31 10 248 85 55 🛛 🖂 info@zonneveldvlaardingen.nl 🌐 zonneveldvlaardingen.nl

Beugsloepweg 223133 KV Vlaardingen



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:

You do not have enough budget! Remove some items from your order and continue.

### Confirm order

■ Piet Janssen (order@zonnevelde	aardingen.ni) 🗄 Den Haag 🕮 Productie 🥔 67.64		
	For myself		Orders > For myself
Home	Here it is possible to enter some remarks, modify the shipping address and check your order. You can modify your order by going one step back.		
My Web V	Back Your remark Deliver order at the following location:		Next step 🔶
For myself     Register return	Home Company Other Beugdoepws 22 3131X-addigen The Netherlands		
	Reference		li li
	Products	Quantity	Total
	Product: Poloshint Classic JN070 zwart 1 Product No: 54173.01. Size M 12.4 points aud	1	12.40
	Product: Fshirt 100% gekamd katoen JN002 zwart 2 Product No: 6.4172.01. Size M 7.55 points each of the second seco	2	15.12
		3	27.52
	• Each		Total: 27.52 Next step 🔶
😃 Logout			

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:

3133 KV Vlaardingen



≡ 8 Plet Janssen (order©zonneve	idvlaardingen.nl) 🗟 Den	Haag 🗊 Productie 🥔 67.64				
Tonneveld	For myself					Orders > For myself
V L A A R D I N G E N						1 2 3 4
for Home	Check your order The order can still	here. I be modified by going back a step.				
🔒 Ny Web 👻	Back					
Orders     For myself     Register return	Your remark			Deliver order at the following location: Boughcoping 22 3133KV Viscardingen The Netherlands		
	Reference		1			
		Products			Quantity	Total
	1	Product:Poloshirt Classic JN070 zwart Product No: 8.4173.01., Size M 12.4 points each			1	12.40
	2	Product:T-shirt 100% gekamd katoen 3N002 zwart Product No: 8.4172.01., Size M 7.56 points each			2	15.12
					3	27.52
						Total: 27.52
		t is 67.64 points. urrent order is 27.52 points. edit of 40,12 points after submitting this order.				
					🗆 De y	ou accept this order?
	Back					Submit order 👳
() Logout	1					

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:

		🗄 Den Haag 🔝 Productie 🥔 67.64			
	For mys	elf			Orders > For 1 2 3
Home	The order	has been completed.		×	
Yey Web     Orders     Contern     Co	<ul> <li>Order code</li> <li>Order code</li> <li>For</li> <li>Points</li> <li>Points</li> <li>Points</li> <li>Points</li> </ul>	/LAARDINGENDEM02632806	Address Dhr Pile 3 Janssen Beugalegeweg 22 31 33X/V Valardingen The Netherlands		
() Logout					

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.