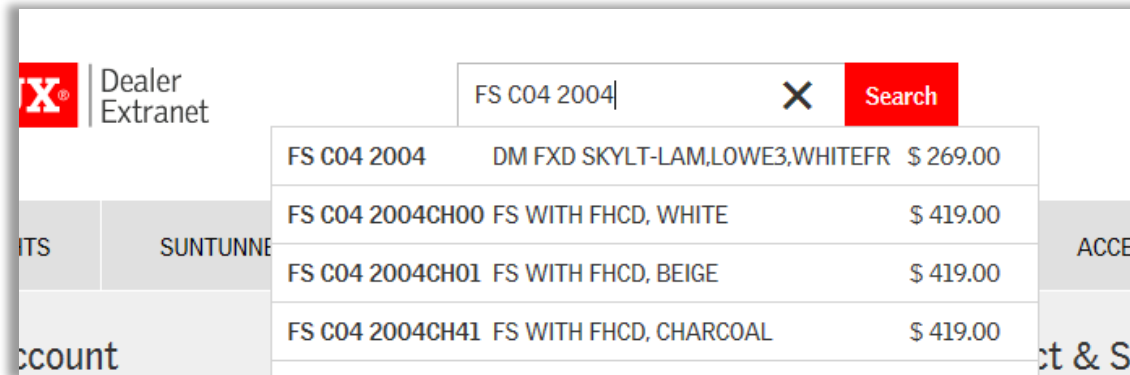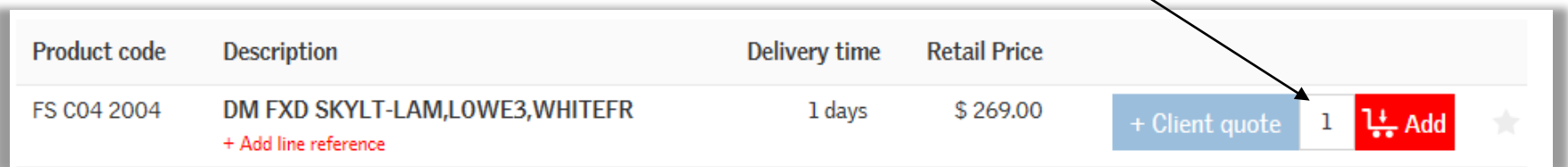# How to place an order - Search

Placing an order is very easy and can be accomplished using several tools:

1. **Search Window** – in the top center of the home screen is the search box that can be used for manually looking up a product by typing part or all of the VELUX code. As soon as you start typing, the system will show a drop down of available codes, description and retail price. You can either click on one of the codes in the drop down or click enter to get the full list to view in the main window.
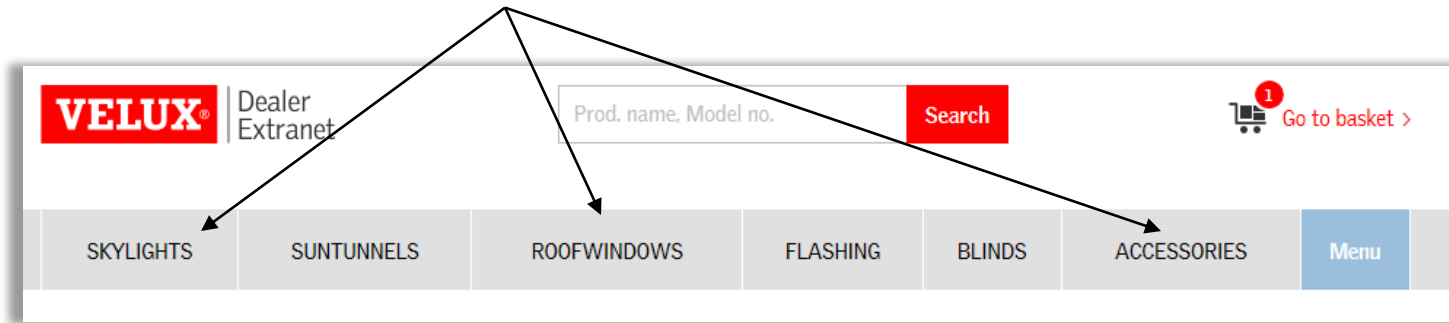

From there choose the quantity (it defaults to 1) and click on "Add" to put the item in your shopping cart:
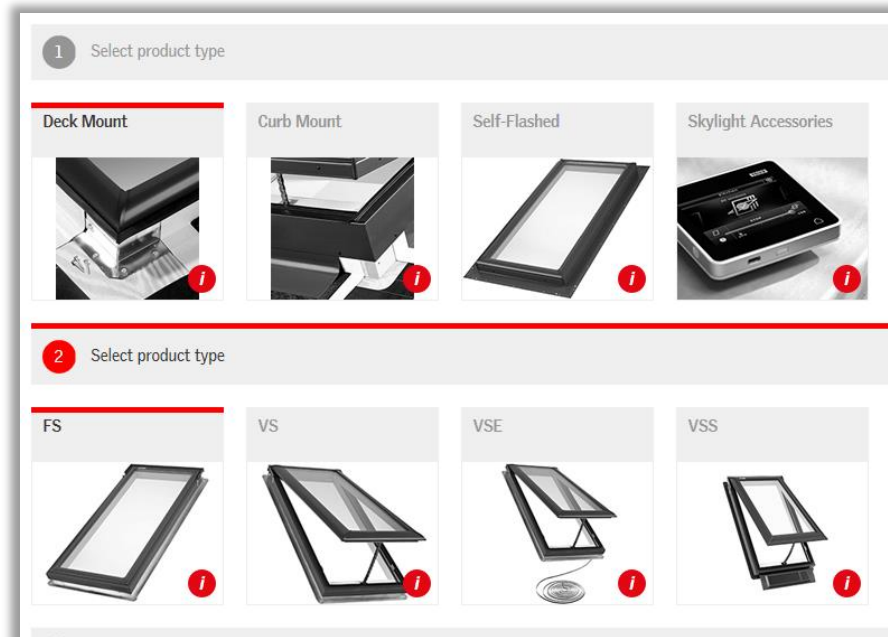
How to place an order – Product Configurator

The Product Configurator is simply a way to look for a product by clicking on one of the six links in the grey bar at the top:

Then continue narrowing down your selection until you get a list of available codes (continued on next page):
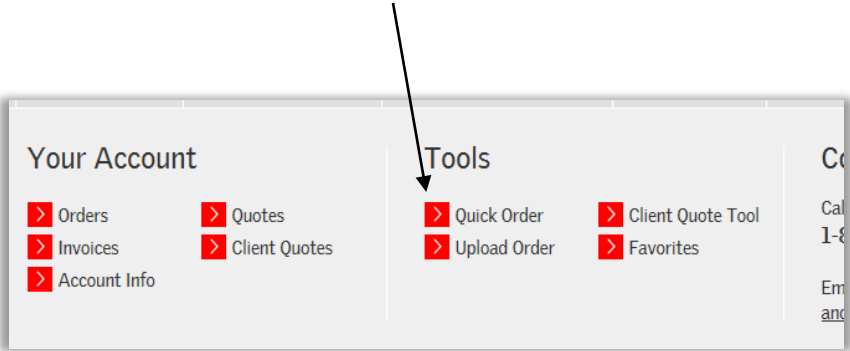
How to place an order – Product Configurator

From there you can click on one of the drop down boxes to filter even further or just change the quantity and click "Add":

Additional note: Any time a product is presented, there is a star at the far right hand side that allows you to save the item as a favorite:

How to place an order - Quick Order

VELUX®

Another method of choosing an item to order is using the "Quick Order" link:

This opens the Quick Order screen where the exact product code can be manually entered. Just remember the code must match exactly or it will return an error message during the confirmation step:
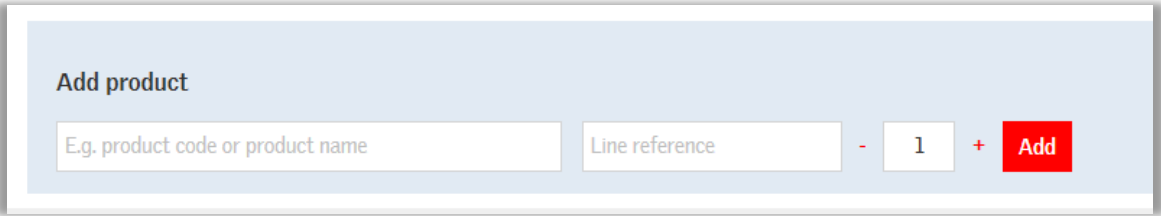
How to place an order - Favorites

If you have marked any items as a "Favorite", you will have the option to pull up these favorites and add from that list:
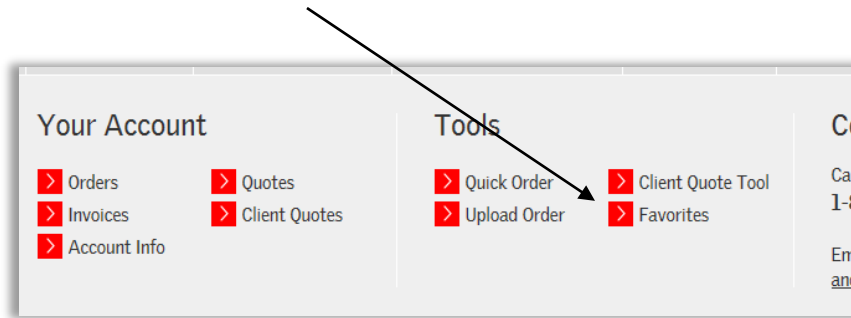
This opens the Favorites Screen so you can choose a quantity and then click on the "Add to basket" button on the far right:

Finishing the order

Once you have selected all your items, click on the shopping basket icon at the top right and it will take you to the shopping basket screen:

First you will need to key in a PO number otherwise the system won't proceed.

If needed a line reference can be added also.

You can also change the quantity, select a shipping method, select a later delivery date or change the customer if you have that option as a Super Dealer.

Your shopping basket

Purchase order

My PO Number ✕

Continue shopping   Order Upload

Product code	Description	Delivery time	Quantity	Retail Price	Total price
TGF 014 0000	14" Flexible Sun Tunnel + Add line reference	1 Days	− 1 + Remove	$ 307.00	$ 307.00 ☆
				Total, $:	307.00

Shipping Method

◉ Standard

○ Pick-up

Requested delivery date:

○ Delivery a.s.a.p - *We will deliver on the earliest possible date, subject to VELUX lead times. (Applies to orders placed before 4:00 pm).*

◉ Select a later delivery date. VELUX deliver Monday to Friday excluding holidays.

6/5/2016 📅

Place of delivery:

◉ Branch address

Please pick the relevant address:

◉ My Building Supply Company

Get Price ❯

Finishing the order

Then click on the "Get Price" at the bottom of the shopping basket screen that displays the price, discount and totals:

Your Price & Delivery time

Please note: Your order/quote is not processed yet. Confirm it by clicking "Confirm Order" or "Save as Quote" below.

Customer number: (0012345678

Customer information:	Delivery information:
My Building Supply Co.	My Building Supply Co.
123 Main Street	123 Main Street
Anytown, USA 123456	Anytown, USA 123456

Quantity	Product code	Description	Delivery date	Retail Price	Your discount	Net Sales Price
1	VS C01 2004	DM VENT SKYL-LAM,LOWE3,WHITEFR	To be confirmed	$ 466.00	20.0%	$ 372.80
					Subtotal, $:	372.80
					Total, $:	372.80

< Edit basket

Save as Quote   Confirm Order >

Quote will be valid to 12. June 2016

From here you can click on "Save as Quote" or "Confirm Order":

7

Finishing the order

The last screen just shows the confirmation number:

	SKYLIGHTS	SUNTUNNELS	ROOFV

Your order is now complete

See the details of your Order no. 5001234567