Web Ordering

Web Ordering

Introduction

by Comtech Software

This website is for the specific purpose of allowing the supplier's account customers to place their daily orders on-line.

To access this site, a customer needs to obtain the site URL and customer access code from the supplier.
They can then enter the site and compile an order from the product list. A standard order can be saved and used on future occasions as a template for their next order.

Web Ordering

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Foreword

This handbook is supplied by
Comtech Software for use by
customers of suppliers using
WSaler 32 Wholesaler Software.

Web Ordering

Part I

1   Introduction

Web Ordering is a self-contained set of web pages that interface with Wholesaler Software WSaler32. The bakery can give access to its account customers to enter their own orders, on-line for speed and convenience. Also it can avoid errors due to miss heard items or quantities given over the telephone. It also avoids having to wait to obtain telephone contact at busy times.

1.1   Site access

There will be no access from public websites to these pages, but you will be supplied with a direct link to the Ordering Login page, eg www.bakersite.co.uk/ordering. You will have to enter this into your web browser to access the site. Ideally, you should bookmark the page for easy access.

This is your site url : _____

This is your login code _____

1.2   Login to site

The Baker will supply you with their in-house customer code for you to use to login to the Ordering site. This will be compared with their customer list before giving you access to the Ordering page.

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Part II

2 The Ordering Site

The site contains:-
1. A login page where you enter your customer code.
2. An ordering page where you can create an order by selecting products from the list and entering the quantities, save the order for future use as a template, create an order from a previously saved template and place your order.
3. Set the delivery date, which can be the following day or a date in the future.
4. Place the order.

2.1 Login

On the login page, all you need to do is to enter your customer code, which will have been supplied to you by the supplier, and click the 'login' button.
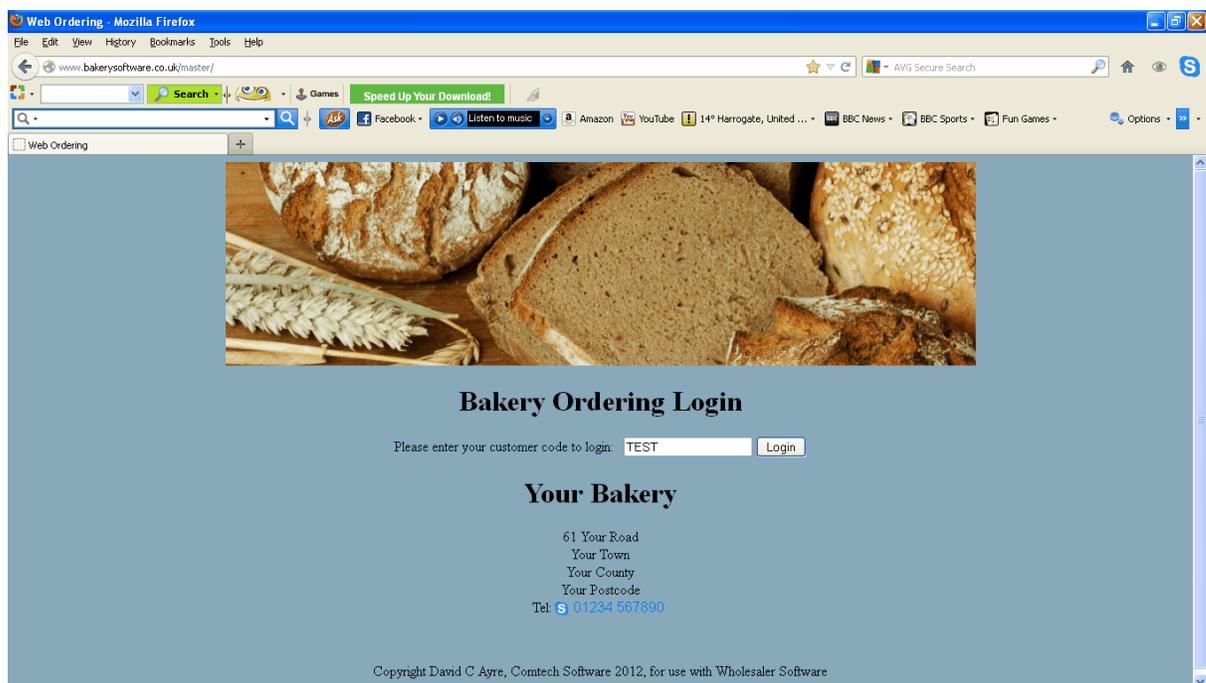
If your code is correct and is in the list of account customers, you will be taken to the Ordering page.
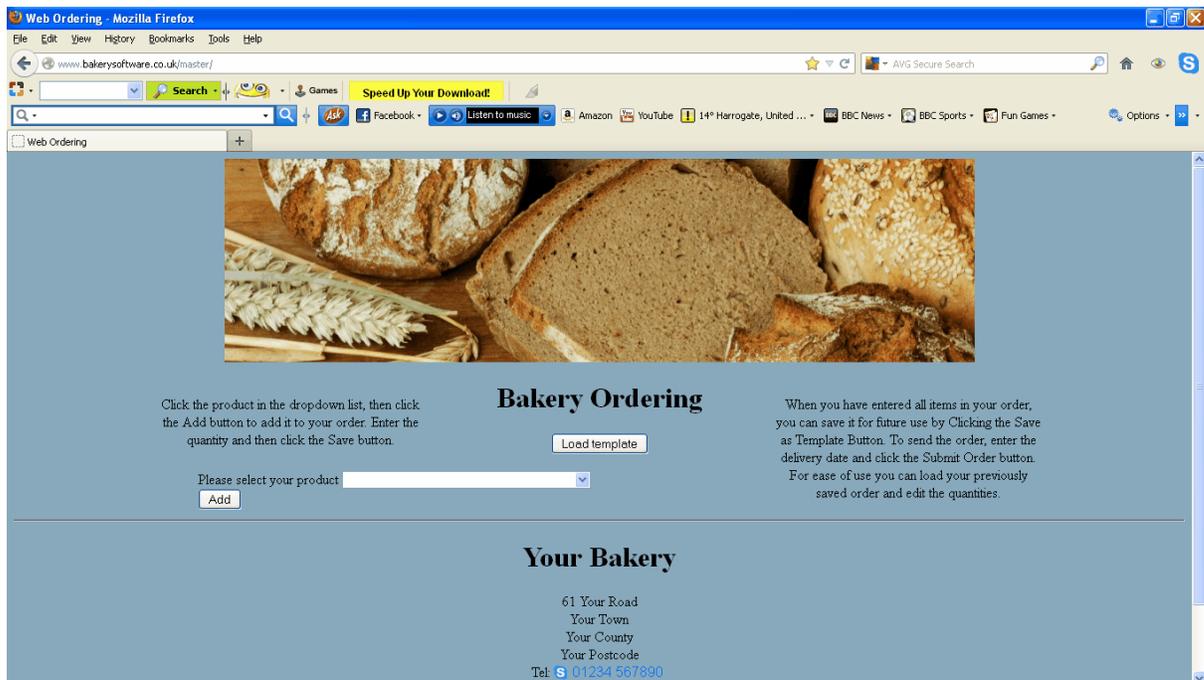
There are now a few options.
1. Create an order from the drop-down list
2. Create an order by loading a previously saved order and editing it.
3. Save the order as a template for future use.
4. Place your order.

2.2 Create an Order from the Product list

Select an item from the drop-down product list.
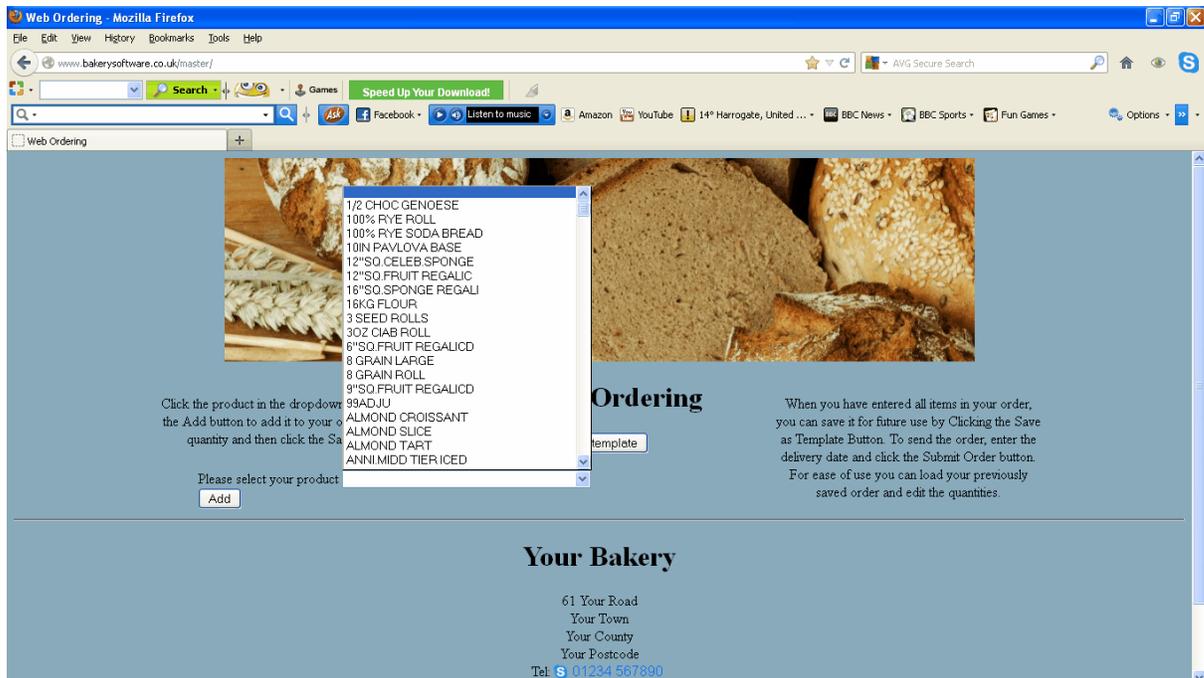
Click 'Add' button to place the item in your order list.

Change the quantity to your requirement (or leave as 1) then click the 'Save' button.
Continue adding items until your order is complete.

2.3 Save an Order as a template

After creating an order, click the 'Save as Template' button. This will save your order for future use. At this stage the order hasn't been placed. To place the order you will have to set the delivery date and then click the 'Submit Order' button.

2.4 Create an Order from a saved template

After logging on, do not select items from the product list. Instead, click the 'Load Template' button. This will load the previously saved order. Change the quantities as require and click the 'Save' button. Then select the delivery date and click 'Submit Order' to place the order.

2.5 Placing the order

After creating the order, either from the product list or from the template, you will need to set the delivery date.
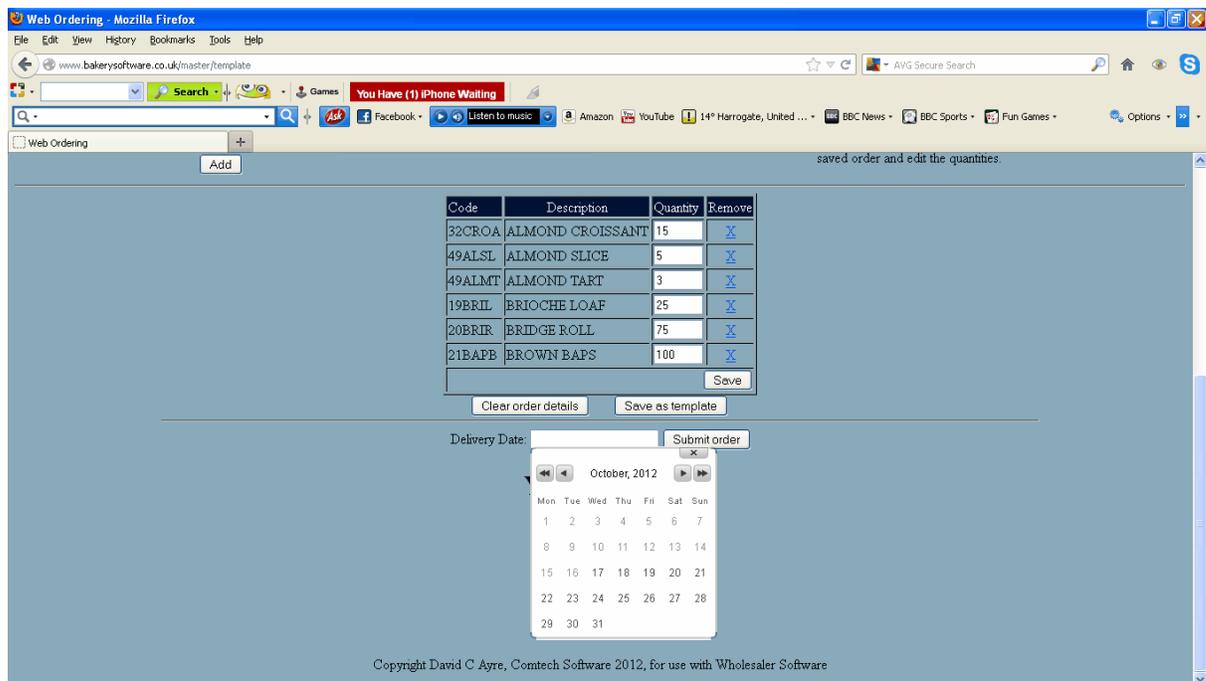
Ckick in the 'Delivery Date' box and the calendar will appear. Click the date on which you wish the delivery to occur. This date will then appear in the Delivery Date box. Click the 'Submit Order' button to place the order.

2.6 Logging off

As soon as you click the 'Submit Order' button, you will be taken to the logout page.
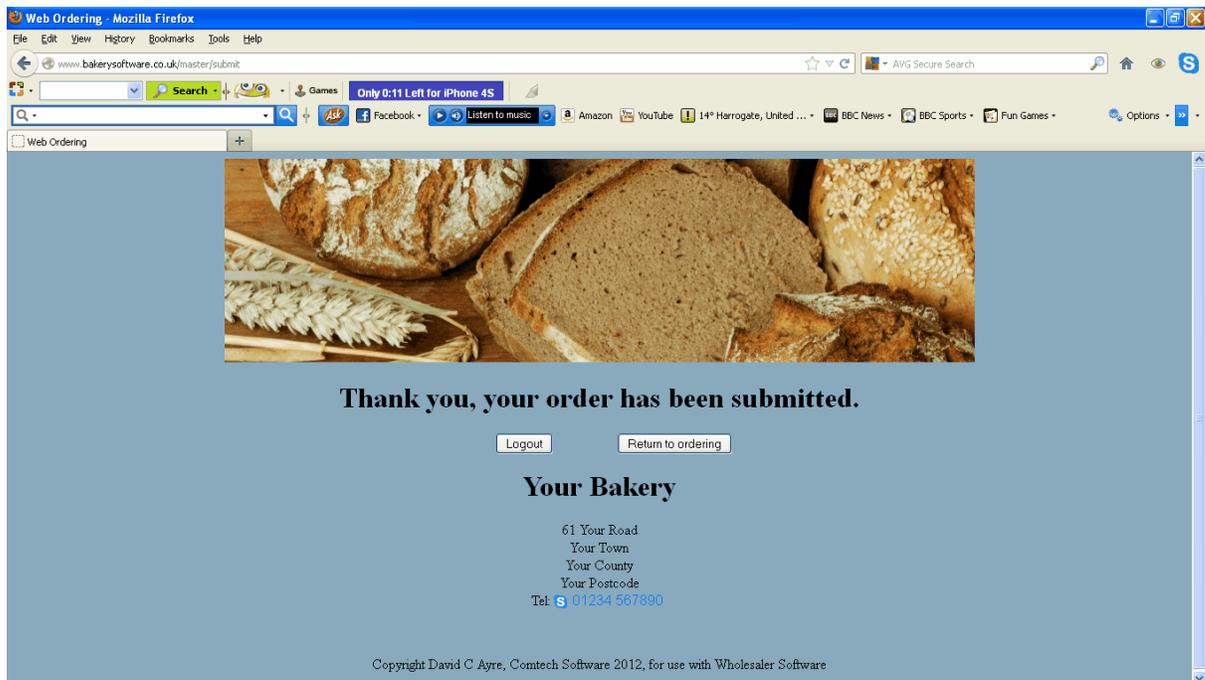
This screen confirms that your order has been placed.

Click the 'Logout' button to log out. This then takes you back to the Login page.

If you want to enter another order for a different day, click the 'Return to ordering' button. This will take you back to the ordering page.

All your baker's details are shown at the bottom of the page to allow you to contact them in the case of any problems.

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Part III
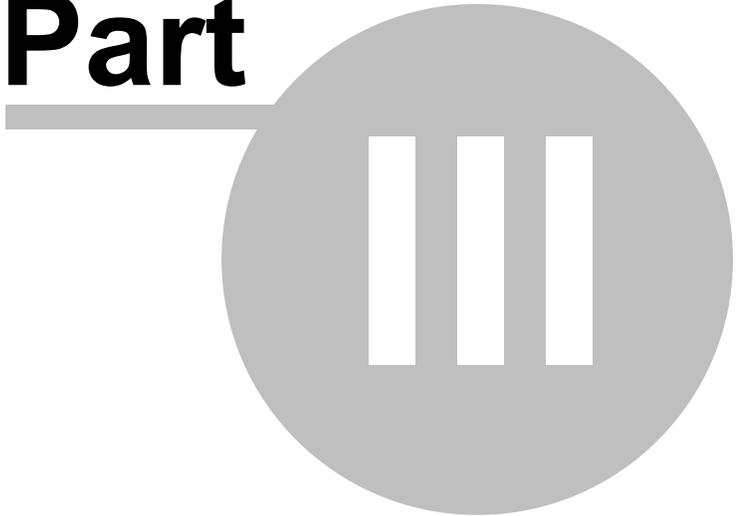
3   Does and Don'ts

Entering an order is very simple.

DO

Place one order a day.
Place several orders, each for a different day.
If you need to change an order after it has been placed, telephone the changes in.

DO NOT

Place more than one order for the same day unless the second order is for completely different items. Even then it is safer to telephone the changes in.

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