ADDENDUM B : Nilorn Online order system (user manual)

Overview

The Nilorn web solution is designed to be used by both the brand owner (client) and the product manufacturer. This unique tool provides a complete overview of order, warehousing and distribution, allowing both the client and manufacturer to order labels and check deliveries.

This web solution is tailored to the needs of each client and serves as a tool for direct and continuous control. Real-time support is offered through the global presence that Nilorn provides. This system supports both internal and external communication handled by the Nilorn IT system, which is a key component of our business. Our clients are offered the option of integrating this service into their own systems, enabling clients and manufacturers to order and monitor order placing as well as distribution.

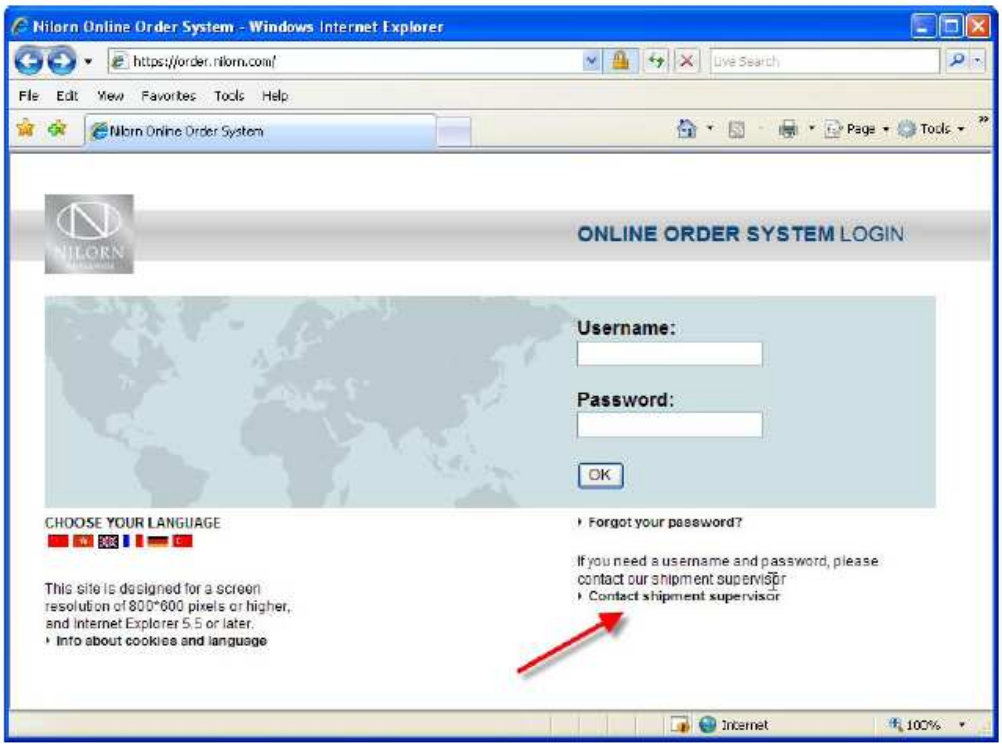
The Nilorn web solution is a unique tool providing complete control of:

- Stock
- Order
- Distribution

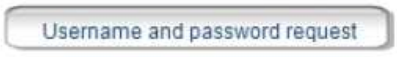
Our online order system is accessed from https://order.nilorn.com

Request username and password

If you not already have a username to access the system you click "Contact shipment supervisor" on http://order.nilorn.com as shown below.



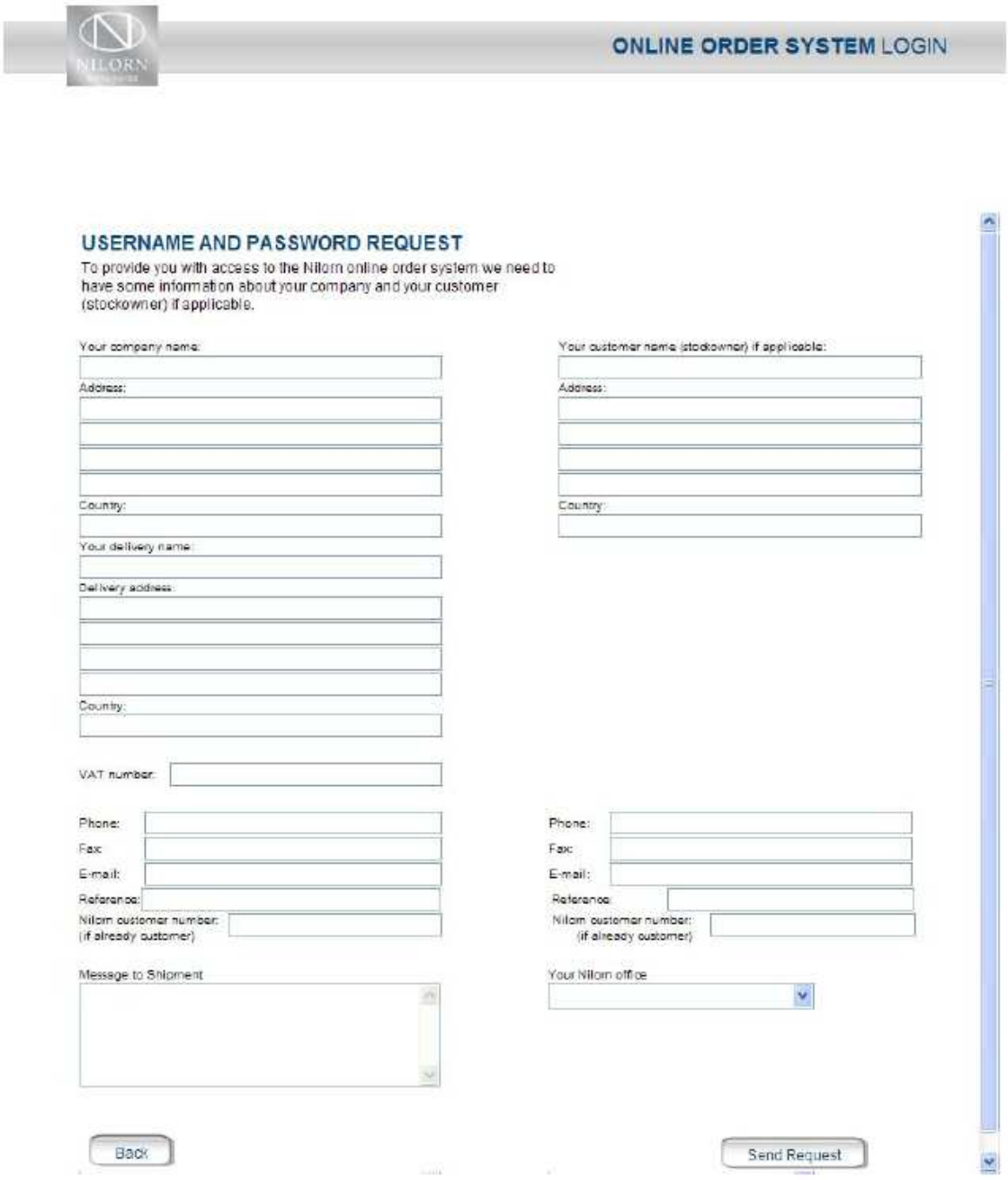
On next page choose:



Your company information

Fill in the below form and click "Send Request". Within a working day we will send you your new username and password to access the system.

Please notice - Do not use any Chinese characters when filling out the form!

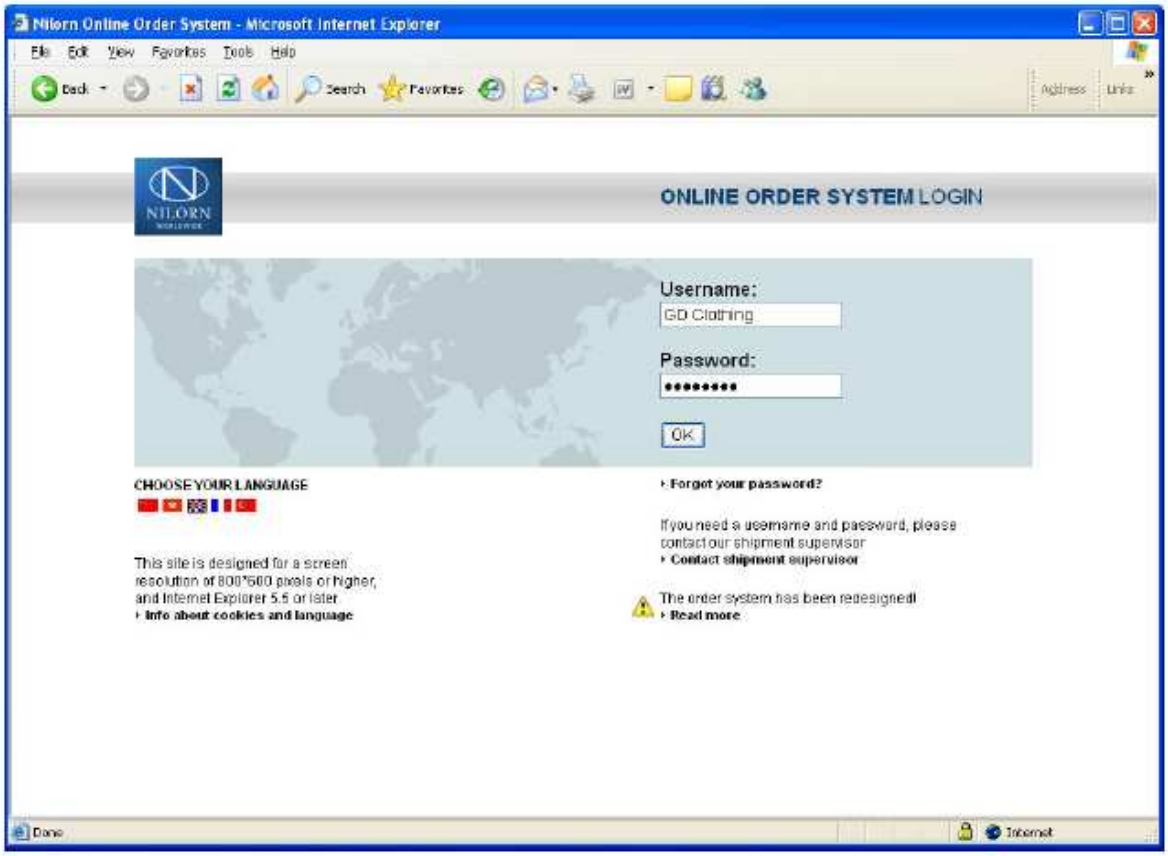


Login

In the examples in this manual we have a brand owner, simply called “Brand” and one of the brand owner’s suppliers, “Green Dragon Clothing” who manufactures the garments for the brand.

The examples will show Green Dragon logging into the system and ordering labels.

Enter your username and password.



Home/System overview

From the first page you can change the specific details of your account (password etc) by clicking on the "My account" link at the bottom of the page.

The horizontal line of links at the top of the web page is referred to in this manual as the main menu.

- Home
- Order
- Products
- Order tracking
- Reports
- Help
- Logout

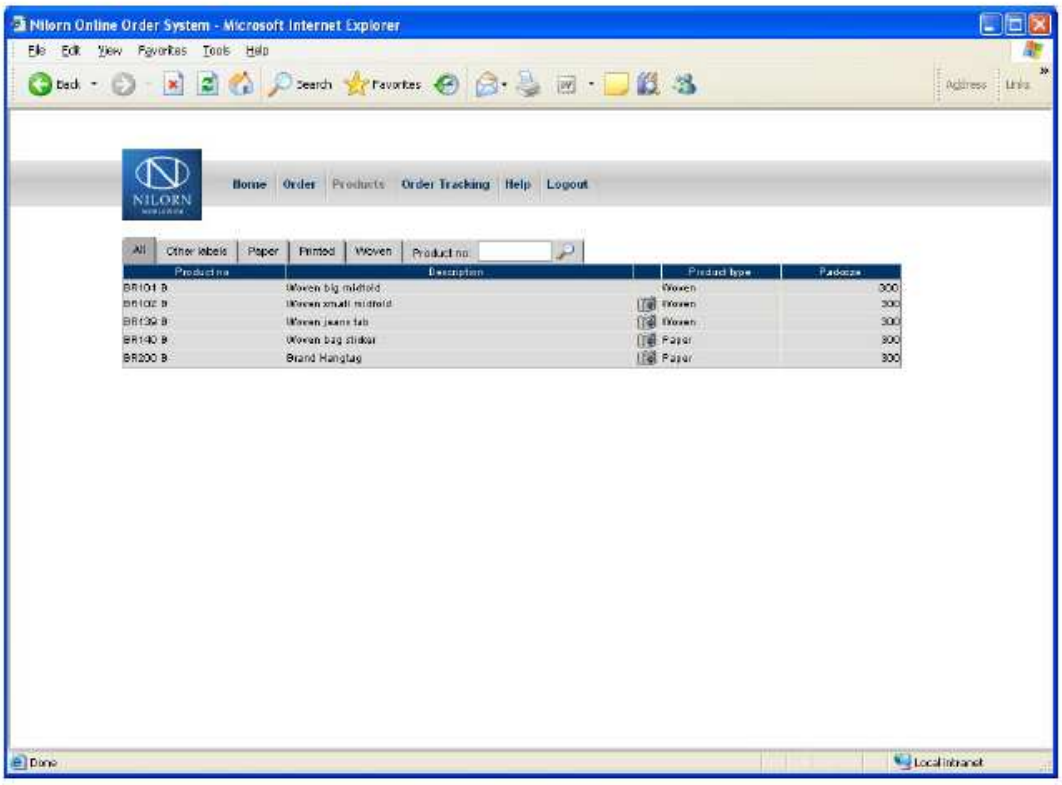
.



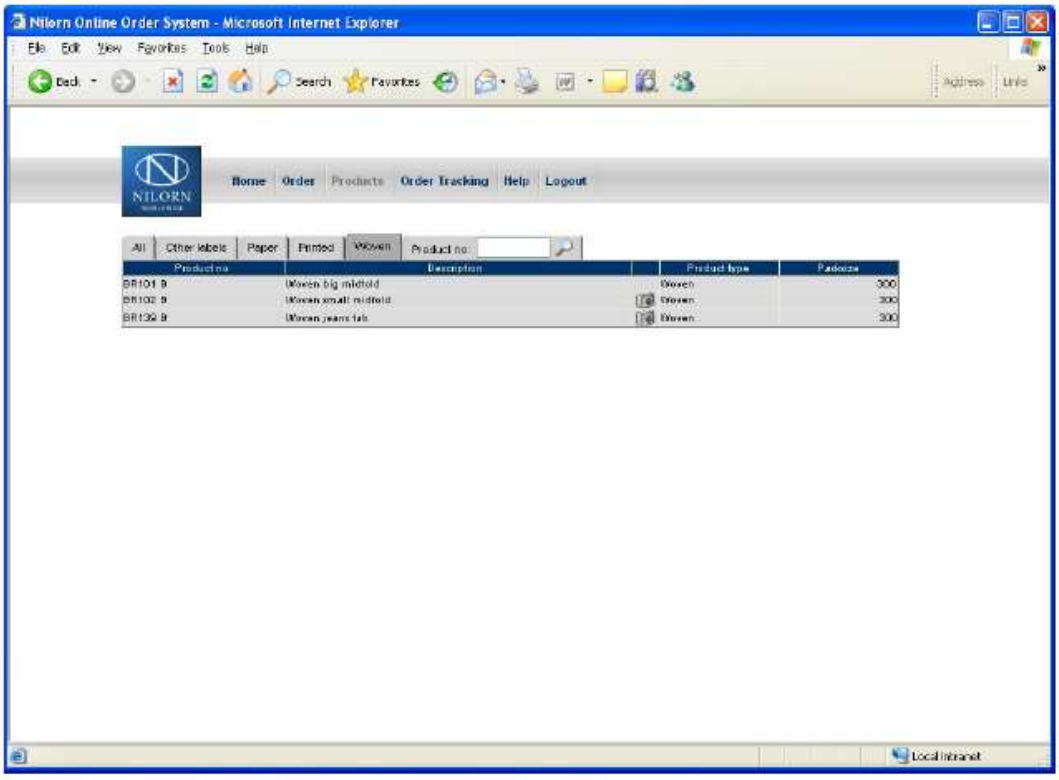
Note that all links are not always available depending on your type of account.

Products

Clicking on "Products" on the menu will display the screen below which shows all products, if you click on the camera icon this will display an image of the product.

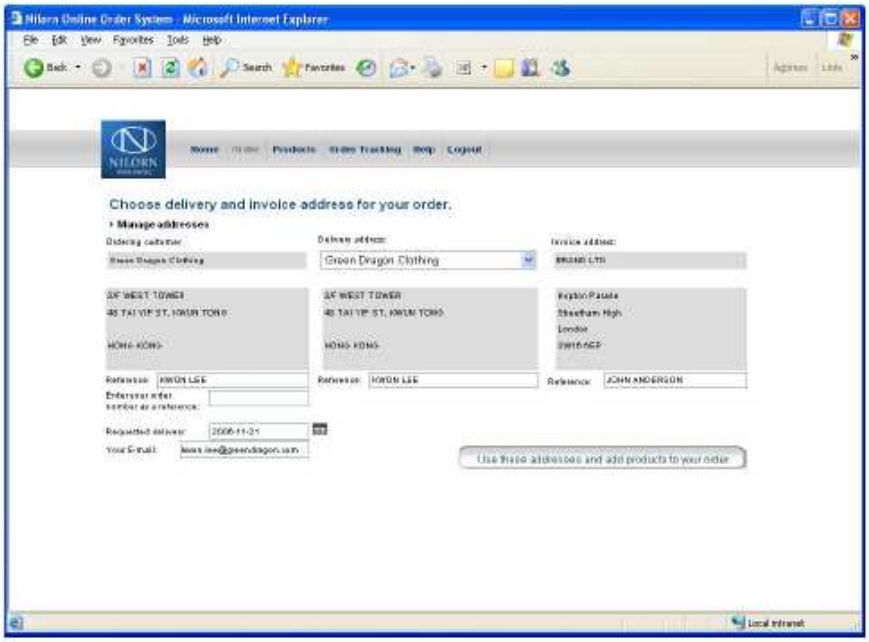


The products are categorized and to view only woven labels, simply click on the tab "Woven". You can also use the search field to find an article based on its product number.

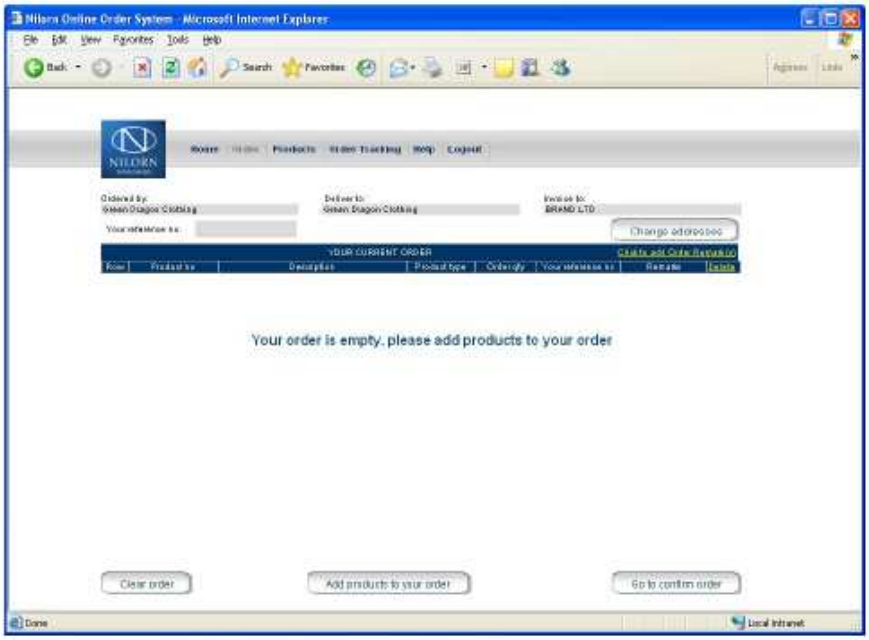


Order

To place an order on the system, Click on “Order” in the main menu.
Select the correct delivery and invoice address for your order or click on the “Manage addresses” line to add or amend your delivery address.
Click on “Use these addresses and add products to your order”.



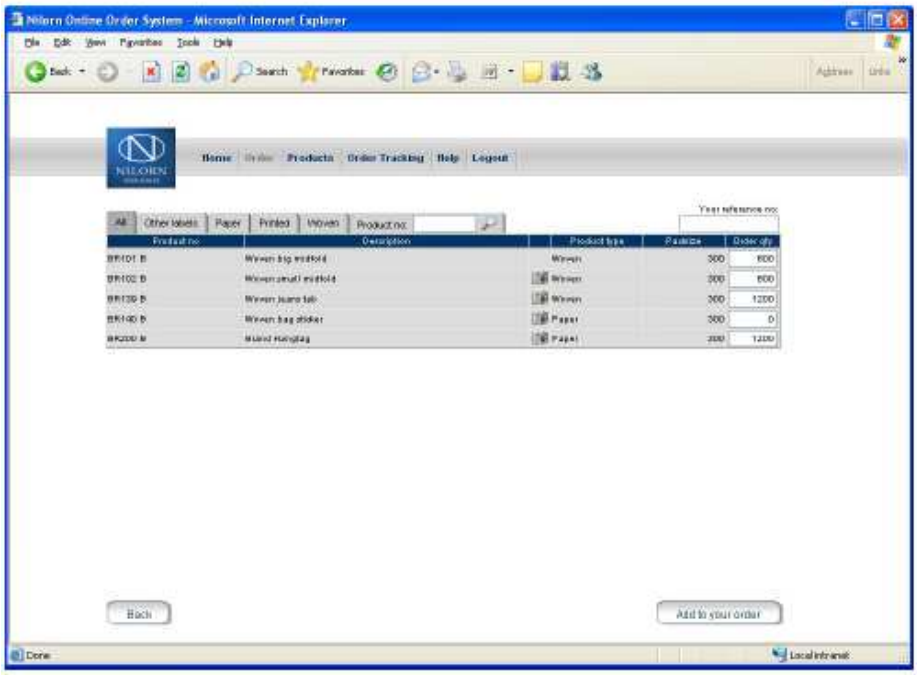
Click on the “Add products to your order” button.



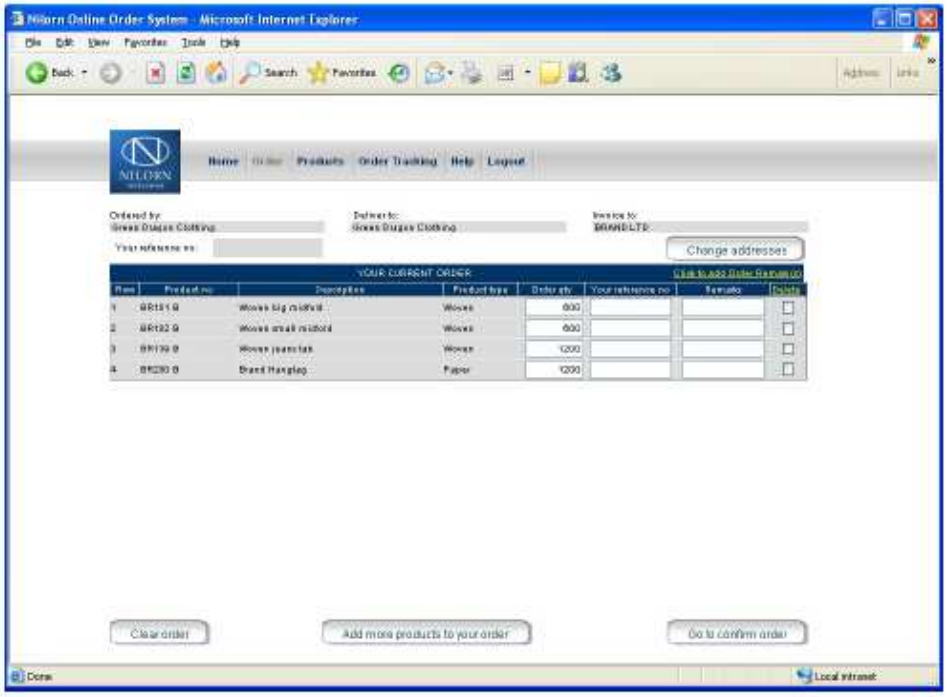
To select the products you wish to order, input the quantity required in the right hand Order qty box and click "add to your order".

Note: The order quantity will be rounded up to the nearest pack size. Products with no quantity box can only be ordered by the Brand Owner.
Products such as wash care labels and barcode labels will have a symbol (or) instead of the quantity box and can be ordered by clicking on the symbol and then inputting the data you require printing on your label.

When you have completed the quantities, click on "Add to your order".

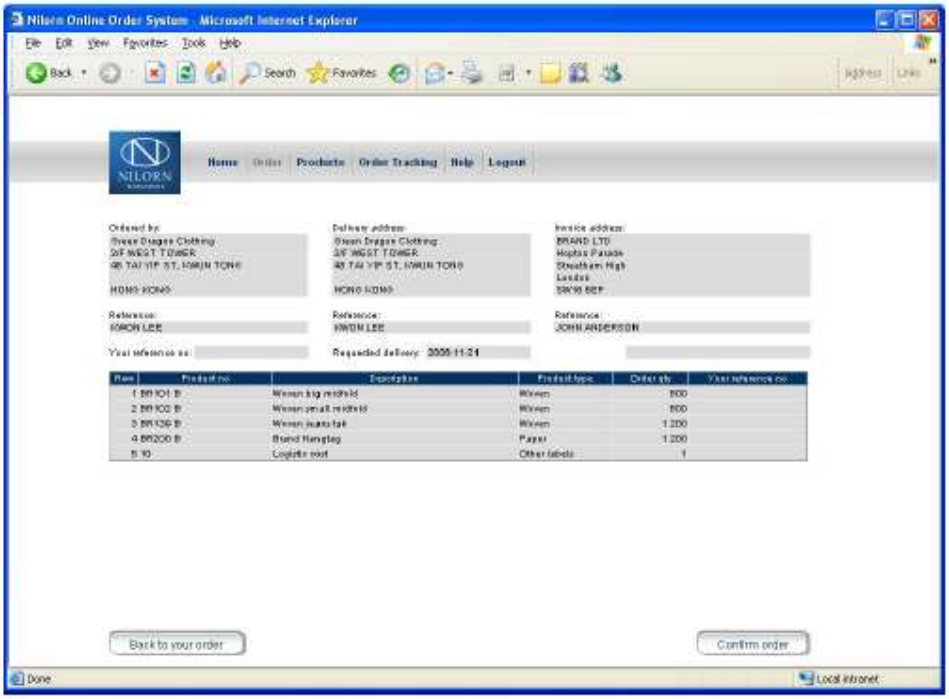


You can now add further items to your order by clicking on the "Add more products to your order" icon and repeating the same order process Or If you wish to cancel your order click on "Clear order".
Once you have added all the required products to your order click "Go to Confirm Order"

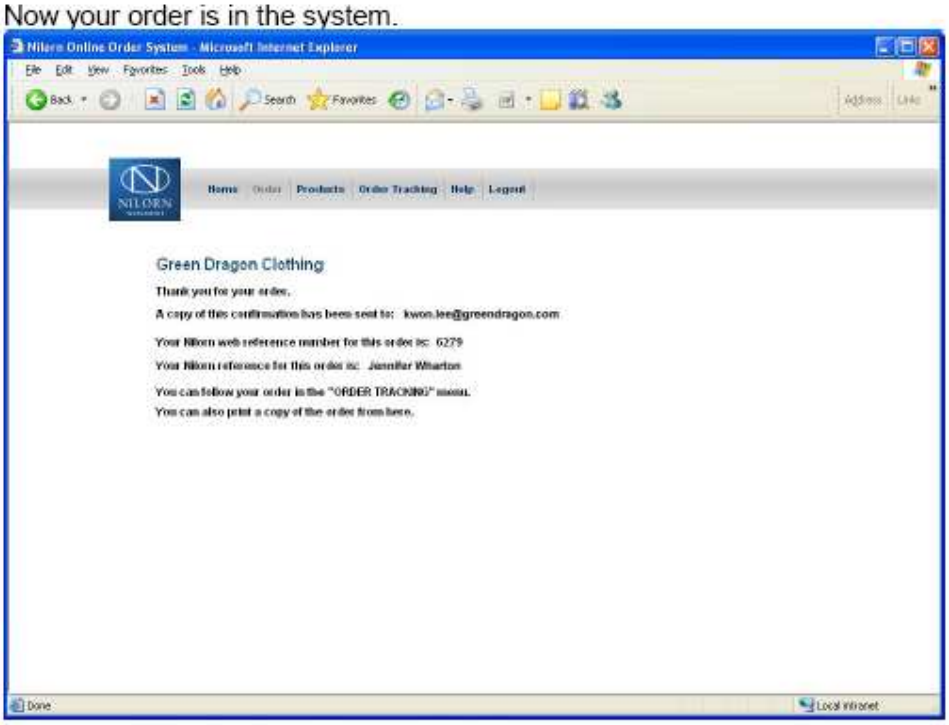


This is the final step before your order is confirmed, examine everything carefully before you proceed. If you want to change anything, just click on the "Back" button at the bottom of the screen.

If your order is correct, click on "Confirm order".

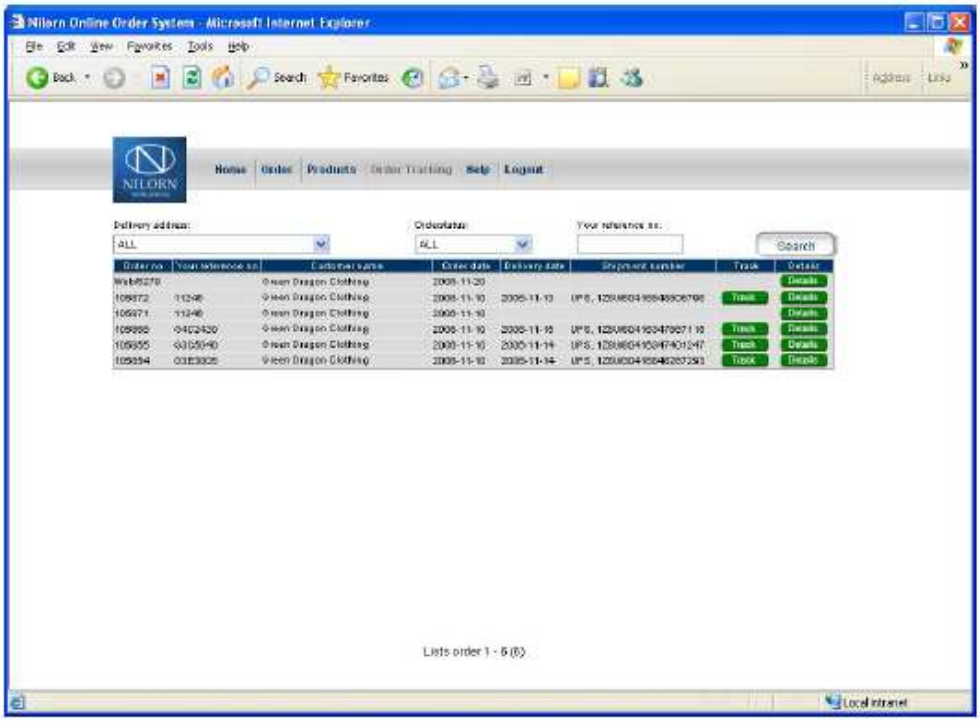


Now your order is in the system.

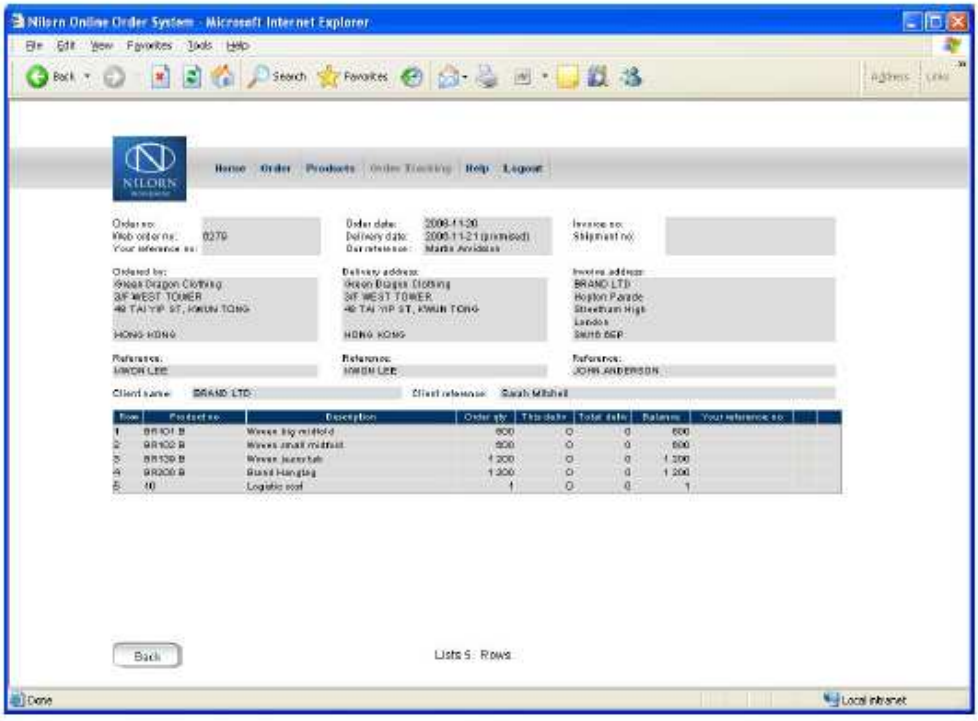


Order tracking

If you go to the order tracking you can see the order you just created.
You can also see all other orders and when they have been delivered.



Clicking on the "Details" button will bring you to the order details screen and you can see what articles are in that order, where it will be shipped, etc.



When clicking on the "Track" button on a delivered order you will automatically be redirected to the tracking service for the company shipping that package.

