

December 2017

2017 BtoB website LHOTSE 8516m

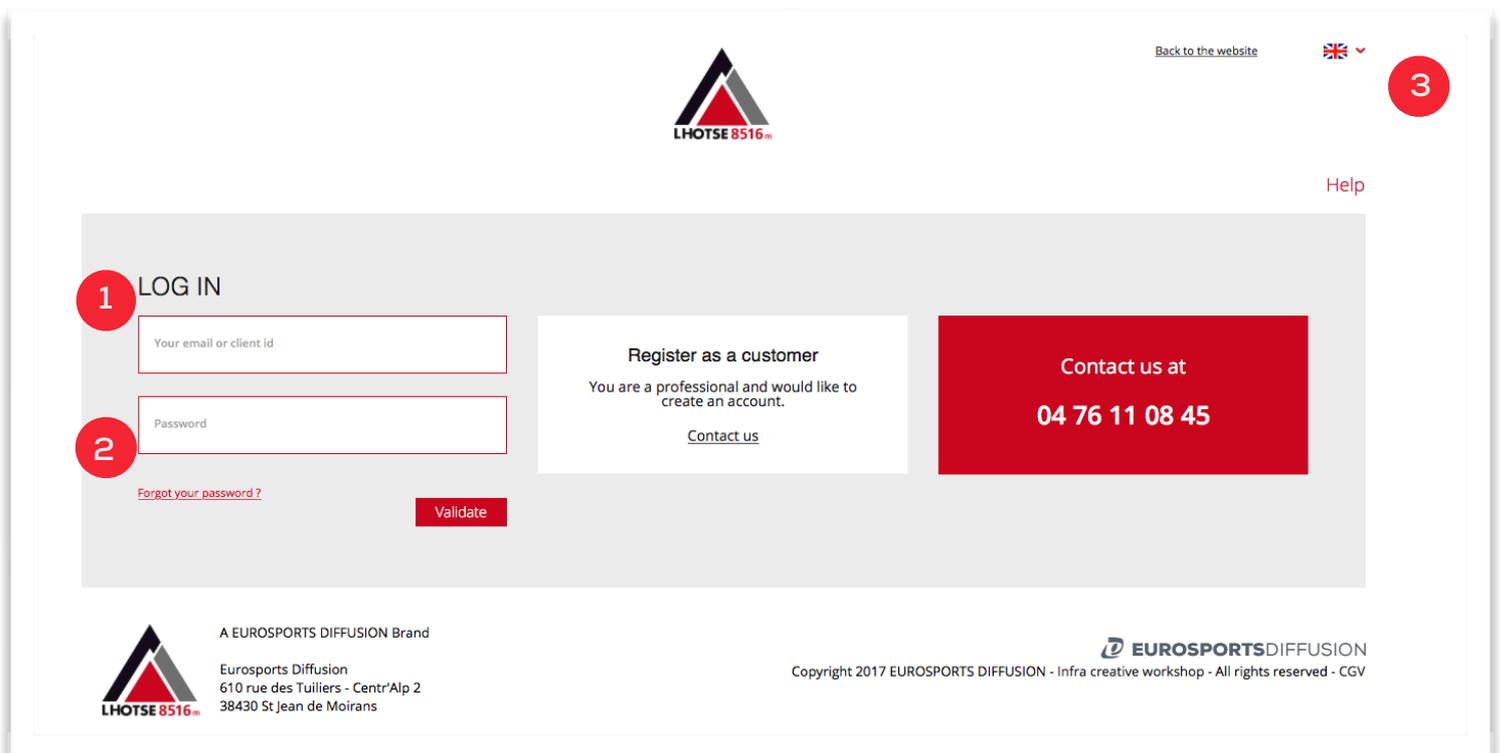
User manual



Identification

- To access the site, follow the link :

<http://pro.eurosportsdiffusion.com/>



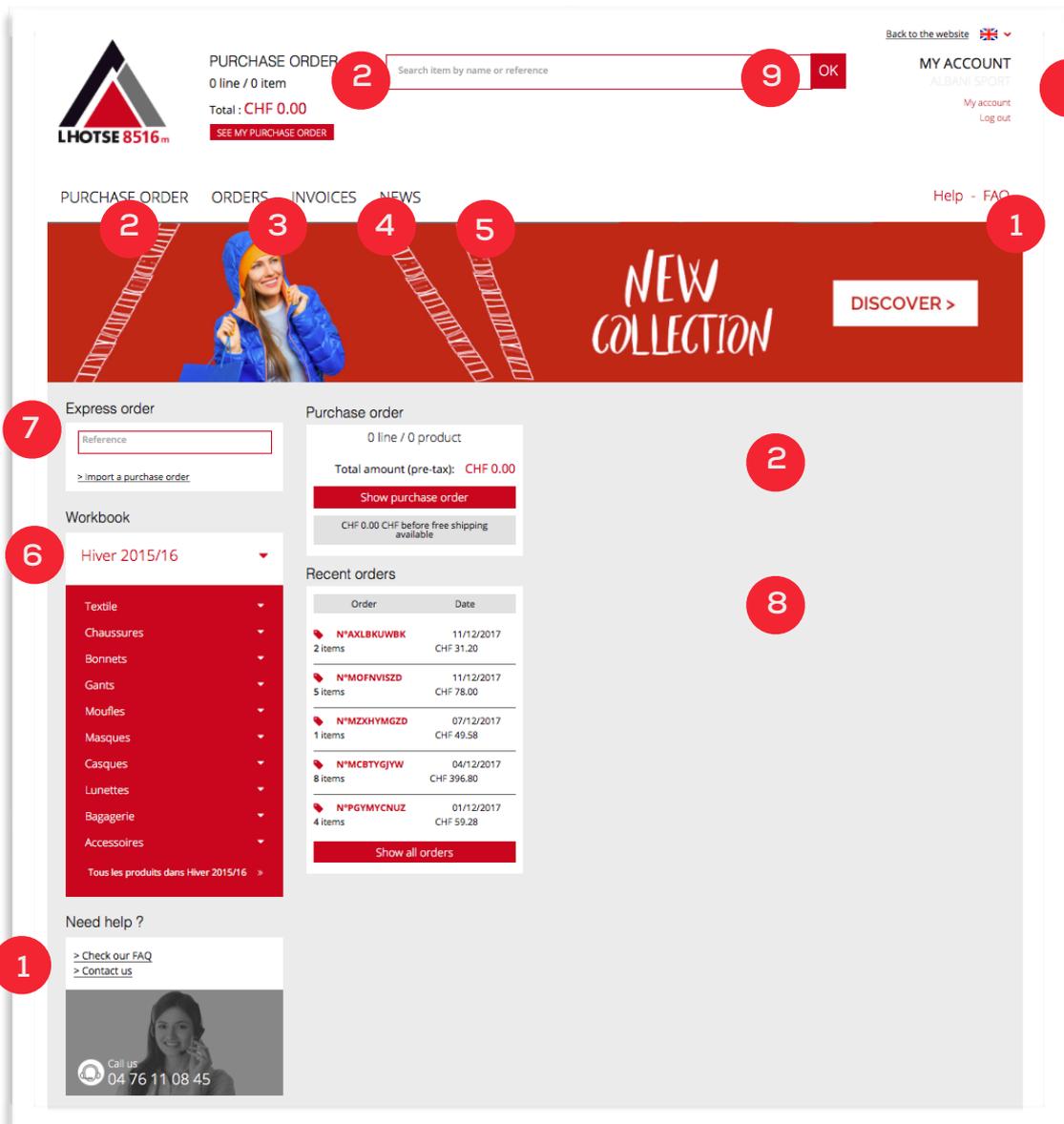
1 - To log in, fill in your customer code and your password and validate.

2 - password forgotten? follow the link and the instructions.

3 - Change the language by using the menu above.

Home

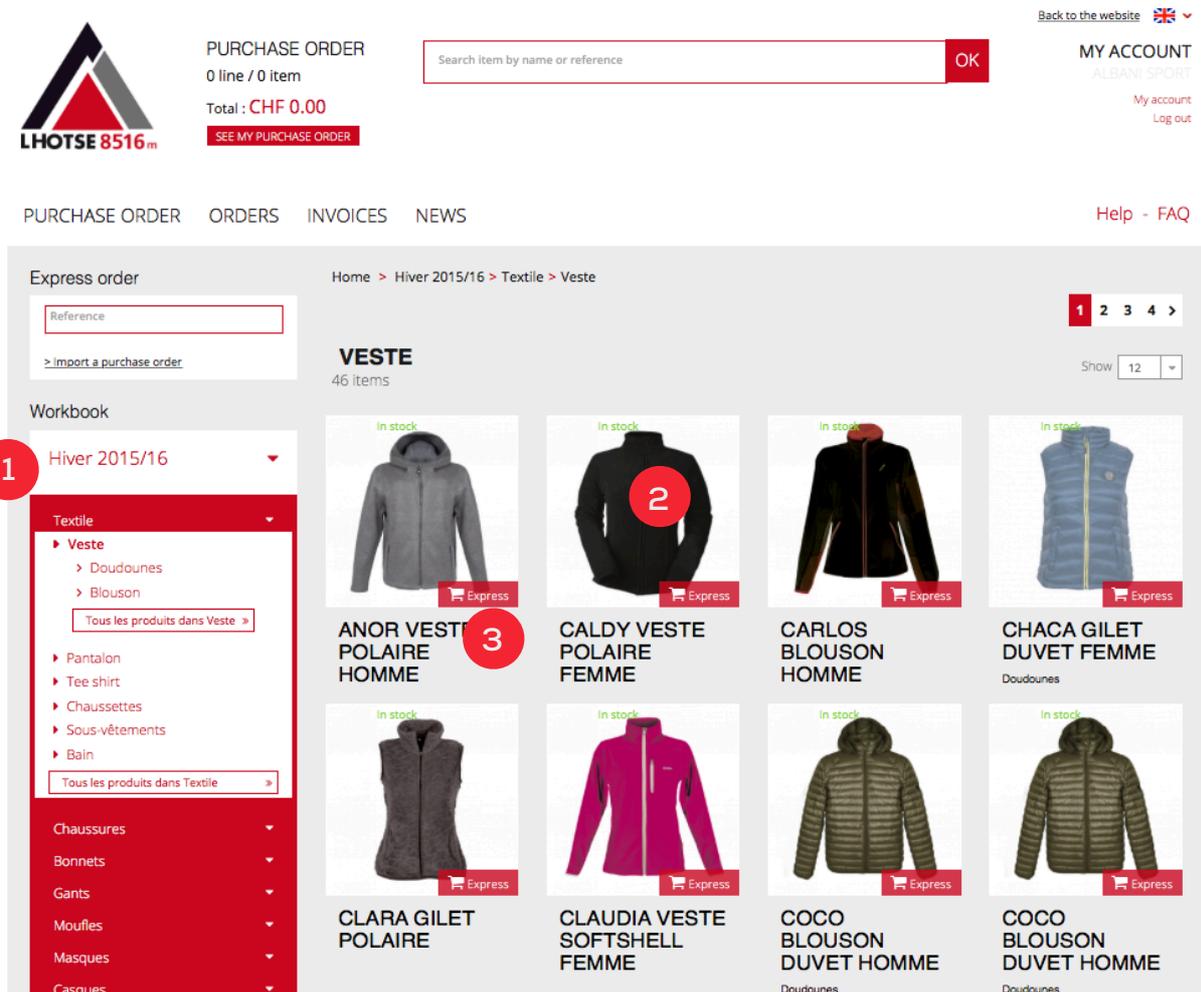
- Home page and the main menu allow to access the various sections of the site, product catalogs, your orders and invoices, the FAQ, the latest information and news.
- The "My Information" button gives you access to your account information, as well as password and e-mail address changes.



- 1 - FAQ and Contact.
- 2- Access to the purchase of order
- 3- Access to tracking and order history
- 4- Access to invoices
- 5- News and information
- 6- Access to detailed catalogs
- 7- Express order by reference: enter a reference to add to the purchase of order
- 8- Summary of the last orders
- 9- Search bar for a product, by name or reference.
- 10 - See or change your customer account information.

Catalog by category - Listings

- The left column gives access to the catalog by category.
- To see categories, select a main category from the menu
- Click on a product to access its detailed product sheet.



The screenshot shows the LHOTSE 8516m B2B website interface. At the top left is the company logo. To its right, a 'PURCHASE ORDER' summary shows '0 line / 0 item' and a total of 'CHF 0.00'. A search bar is positioned next to it. On the far right, there are links for 'Back to the website', 'MY ACCOUNT', and 'ALBANI SPORT'. Below the header, a navigation bar contains 'PURCHASE ORDER', 'ORDERS', 'INVOICES', and 'NEWS'. The main content area is titled 'Express order' and shows a breadcrumb trail: 'Home > Hiver 2015/16 > Textile > Veste'. A sidebar on the left, labeled 'Workbook', shows a category tree for 'Hiver 2015/16' with 'Textile' expanded to 'Veste'. The main catalog area displays a grid of eight clothing items, each with an 'In stock' status and an 'Express' button. The items are: ANOR VESTI POLAIRE HOMME, CALDY VESTE POLAIRE FEMME, CARLOS BLOUSON HOMME, CHACA GILET DUVET FEMME, CLARA GILET POLAIRE, CLAUDIA VESTE SOFTSHELL FEMME, COCO BLOUSON DUVET HOMME, and COCO BLOUSON DUVET HOMME. Red circles with numbers 1, 2, and 3 highlight the category menu, a product image, and an 'Express' button respectively.

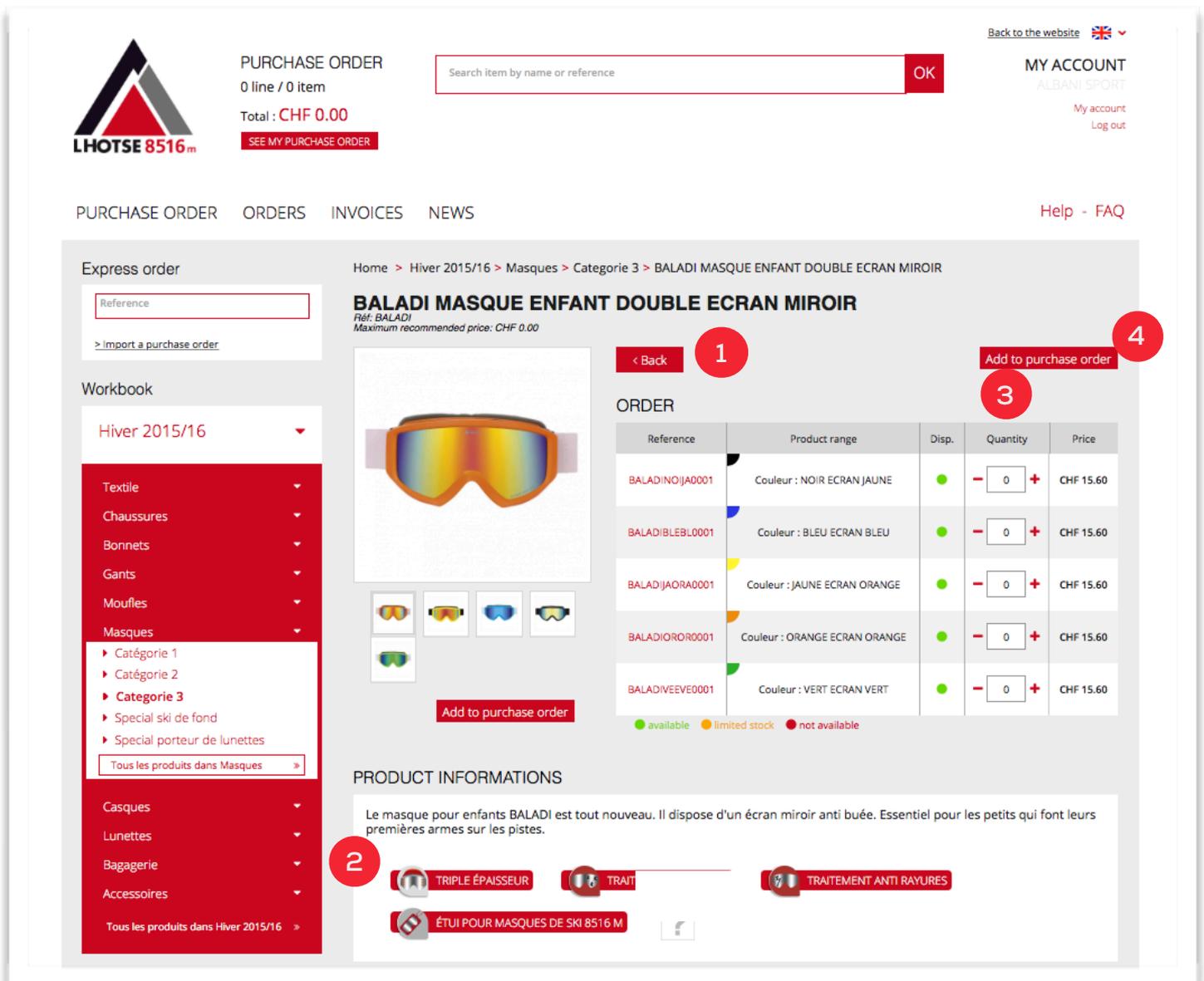
1 - Access to the catalog by category:

Click on an item to display available categories

2 - Click on a product to access its detailed sheet.

3 - Click "Express" button to add the chosen product to your purchase order.

Catalog by Category - Product Sheet



PURCHASE ORDER
0 line / 0 item
Total : CHF 0.00
[SEE MY PURCHASE ORDER](#)

Search item by name or reference [OK](#)

[Back to the website](#) 

MY ACCOUNT
ALBANI SPORT
My account
[Log out](#)

[PURCHASE ORDER](#) [ORDERS](#) [INVOICES](#) [NEWS](#) [Help - FAQ](#)

Express order
Reference
[Import a purchase order](#)

Workbook
Hiver 2015/16
Textile
Chaussures
Bonnets
Gants
Moufles
Masques
Catégorie 1
Catégorie 2
Catégorie 3
Special ski de fond
Special porteur de lunettes
Tous les produits dans Masques
Casques
Lunettes
Bagagerie
Accessoires
Tous les produits dans Hiver 2015/16

Home > Hiver 2015/16 > Masques > Catégorie 3 > BALADI MASQUE ENFANT DOUBLE ECRAN MIROIR

BALADI MASQUE ENFANT DOUBLE ECRAN MIROIR
Réf: BALADI
Maximum recommended price: CHF 0.00

[Back](#) **1** [Add to purchase order](#) **4**

ORDER

Reference	Product range	Disp.	Quantity	Price
BALADINOJA0001	Couleur : NOIR ECRAN JAUNE	●	- 0 +	CHF 15.60
BALADIBLEL0001	Couleur : BLEU ECRAN BLEU	●	- 0 +	CHF 15.60
BALADJAOA0001	Couleur : JAUNE ECRAN ORANGE	●	- 0 +	CHF 15.60
BALADIORO0001	Couleur : ORANGE ECRAN ORANGE	●	- 0 +	CHF 15.60
BALADIVEVE0001	Couleur : VERT ECRAN VERT	●	- 0 +	CHF 15.60

● available ● limited stock ● not available

PRODUCT INFORMATION

Le masque pour enfants BALADI est tout nouveau. Il dispose d'un écran miroir anti buée. Essentiel pour les petits qui font leurs premières armes sur les pistes.

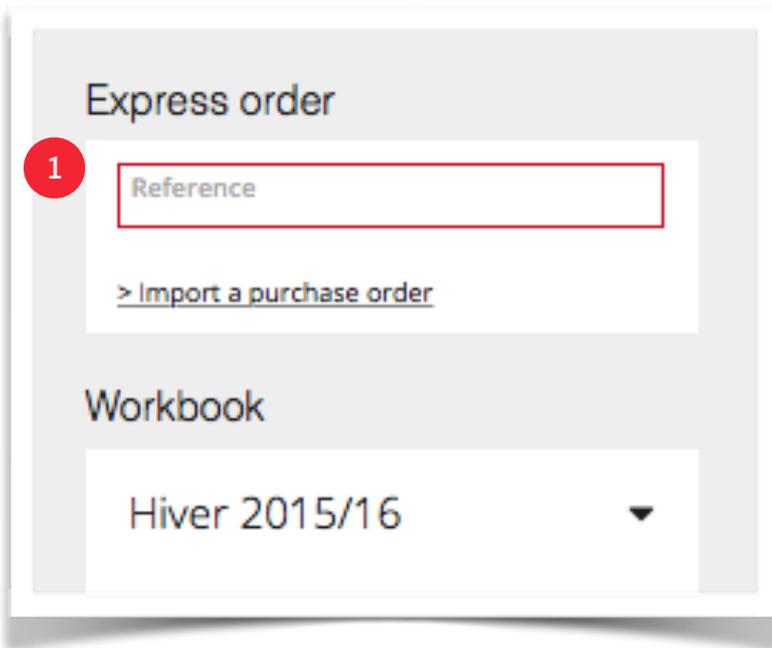
2 [TRIPLE ÉPAISSEUR](#) [TRAIT](#) [TRAITEMENT ANTI RAYURES](#)
[ÉTUI POUR MASQUES DE SKI 8516 M](#)

- 1 - Click "Back" button to return to the products list
- 2 - Information and features of the product
- 3 - Select the quantities to order
- 4 - Click the button "Add to the order form"

The availabilities are indicated by the colored tablets:

- green for "available"
- orange for "limited stock"
- red for "unavailable".

Express order - by reference



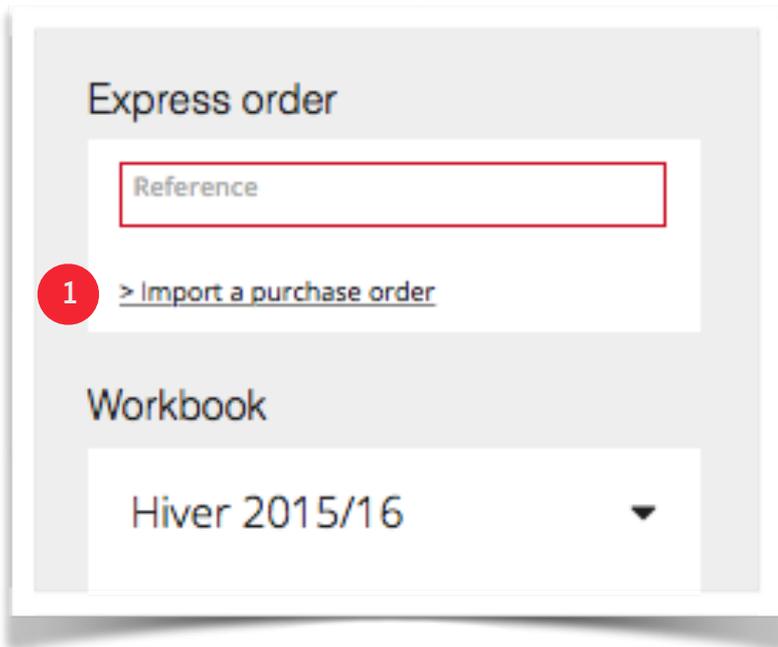
1 - The express order, allows you to enter a reference and add it quickly to your order. The references corresponding to your input are automatically proposed.

In the window that appears:

2 - Select the quantity using "+" and "-" buttons and click "Add to purchase order" button.

COMMANDE EXPRESS				
	Reference	Product range	Price	Quantity
●	CAKILEANTHRCE7	CAKILE CHAUSSURES TREKKING Taille : 30	CHF 31.30	Notify me when this reference is in stock
●	CAKILEANTHRCE8	CAKILE CHAUSSURES TREKKING Taille : 31	CHF 31.30	Notify me when this reference is in stock
●	CAKILEANTHRCE9	CAKILE CHAUSSURES TREKKING Taille : 32	CHF 31.30	Notify me when this reference is in stock
●	CAKILEANTHRCE10	CAKILE CHAUSSURES TREKKING Taille : 33	CHF 31.30	Notify me when this reference is in stock
●	CAKILEANTHRCE11	CAKILE CHAUSSURES TREKKING Taille : 34	CHF 31.30	Notify me when this reference is in stock
●	CAKILEANTHRCE12	CAKILE CHAUSSURES TREKKING Taille : 35	CHF 31.30	Notify me when this reference is in stock
●	CAKILEPURPLCE7	CAKILE CHAUSSURES TREKKING Taille : 30	CHF 31.30	- 0 +
●	CAKILEPURPLCE8	CAKILE CHAUSSURES TREKKING Taille : 31	CHF 31.30	- 0 +
●	CAKILEPURPLCE9	CAKILE CHAUSSURES TREKKING Taille : 32	CHF 31.30	Notify me when this reference is in stock
●	CAKILEPURPLCE10	CAKILE CHAUSSURES TREKKING Taille : 33	CHF 31.30	- 0 +
●	CAKILEPURPLCE11	CAKILE CHAUSSURES TREKKING Taille : 34	CHF 31.30	- 0 +
●	CAKILEPURPLCE12	CAKILE CHAUSSURES TREKKING Taille : 35	CHF 31.30	- 0 +
Add to purchase order				
PACKS				
	Reference	Product range	Price	Quantity
●	CAKILEANTHRPK8PACKPAC1 3700334779692	CAKILE PACK CHAUSSURES RANDO ANTHRACITE ENFANT 32/2 33/2 34/2 35/2	CHF 240.38	Notify me when this reference is in stock
●	CAKILEPURPLEPK8PACKPAC1 3700334779715	CAKILE PACK CHAUSSURES RANDO PURPLE ENFANT 32/2 33/2 34/2 35/2	CHF 240.38	- 0 +
Add to purchase order				

"Express" order - Import of purchase order

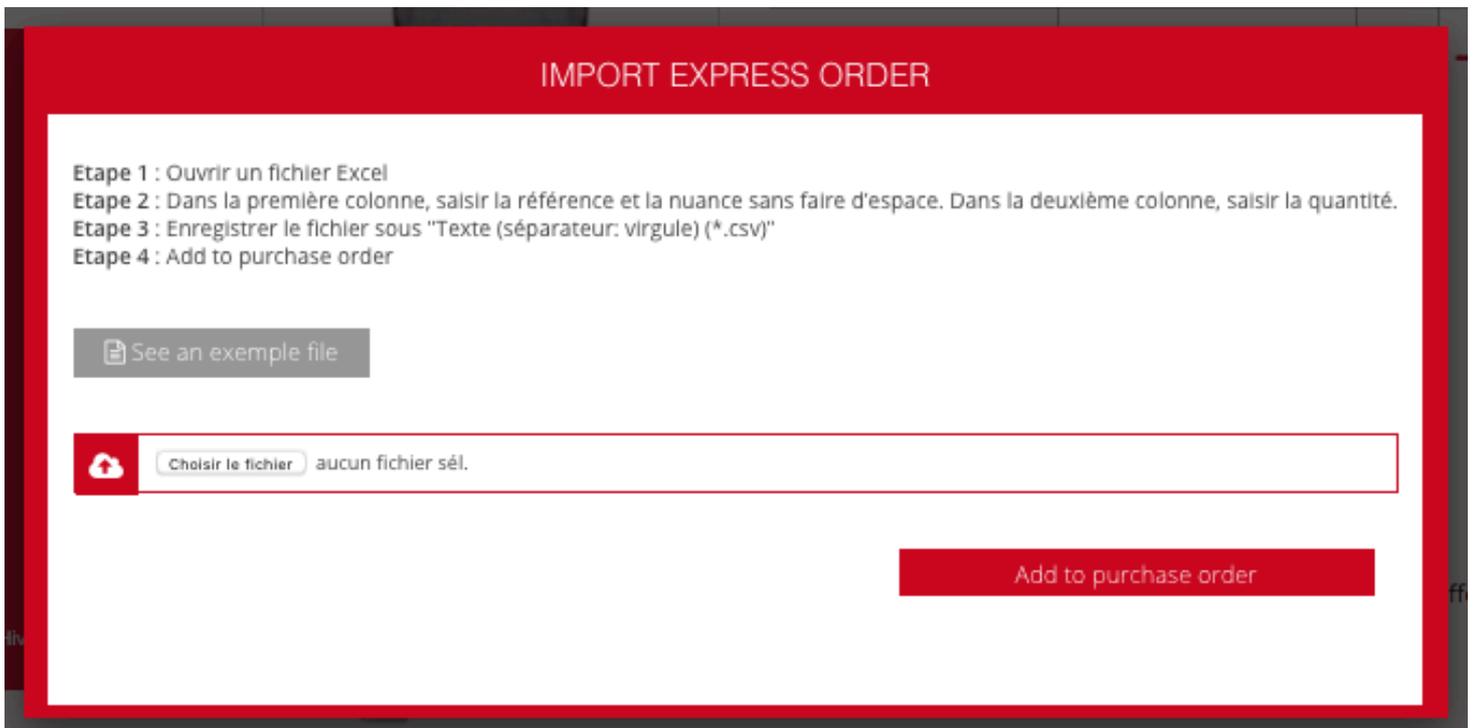


The screenshot shows a web interface for creating an 'Express order'. At the top, there is a text input field labeled 'Reference'. Below it, a red circle with the number '1' highlights a button labeled '> Import a purchase order'. Underneath, there is a section titled 'Workbook' with a dropdown menu currently showing 'Hiver 2015/16'.

1 - Click "Import a purchase order" to order from a list of references.

In the window that appears:

2 - Upload your .csv file containing the references and their quantities, respecting the instructions of formatting. Then, click "Add to the order form"



The screenshot shows a red-bordered window titled 'IMPORT EXPRESS ORDER'. It contains the following instructions:

- Etape 1 : Ouvrir un fichier Excel
- Etape 2 : Dans la première colonne, saisir la référence et la nuance sans faire d'espace. Dans la deuxième colonne, saisir la quantité.
- Etape 3 : Enregistrer le fichier sous "Texte (séparateur: virgule) (*.csv)"
- Etape 4 : Add to purchase order

Below the instructions, there is a button labeled 'See an exemple file'. At the bottom, there is a file upload area with a red cloud icon, a button labeled 'Choisir le fichier', and the text 'aucun fichier sél.'. A large red button labeled 'Add to purchase order' is positioned at the bottom right of the window.

Purchase order

PURCHASE ORDER

1 Add a reference

Total amount of your order (pre-tax) **CHF 298.20**

Reference	Product	Pre-tax price	Quantity	Total amount (pre-tax)	
LAGOANOIVEVEBPAC1	LAGOA TEE-SHIRT HOMME - Couleur : Pack	CHF 124.80	- <input type="text" value="2"/> +	CHF 249.60	
LAPAROSEM4	LAPA TEE-SHIRT FEMME - Couleur : ROSE, Taille : M	CHF 16.20	- <input type="text" value="1"/> +	CHF 16.20	
LAPAROSEM6	LAPA TEE-SHIRT FEMME - Couleur : ROSE, Taille : XL	CHF 16.20	- <input type="text" value="1"/> +	CHF 16.20	
LAPAGRISAML2	LAPA TEE-SHIRT FEMME - Taille : XS, Couleur : GRIS SAUMON	CHF 16.20	- <input type="text" value="1"/> +	CHF 16.20	

[Remove all items](#)

DELIVERY ADDRESS

ALBANI SPORT
LINDENALLEE 17
4710 BALSTHAL - SUISSE
+41 62 391 18 80

4 Total amount (pre-tax) CHF 298.20
Frais de port offert

5 Change delivery adress

6 Requested date of delivery

Shipping within 3 days

3

1 - Quick add a reference to the order.

2 - For each item you can see the details, change quantities, consult availabilities and remove a reference.

3 - For the validation of your order click "Order" to access the confirmation screen.

4 - This panel shows the status of shipping costs for your order.

5 - Change the delivery address, if necessary.

6 - Chose a delivery date

Order Validation

ORDER PURCHASE > ORDER VERIFICATION

Edit my order

BILLING ADDRESS 1	SHIPPING ADDRESS 2
ALBANI SPORT LINDENALLEE 17 4710 BALSTHAL Phone : +41 62 391 18 80	ALBANI SPORT LINDENALLEE 17 4710 BALSTHAL Phone : +41 62 391 18 80

DETAILS OF MY ORDER

Item number	Designation	Pre-tax price	EAN code	Qty	Disp.	Total price 4
LAPAROSSEML4	LAPA TEE-SHIRT FEMME	CHF 16.20	3700334799126	1	1	CHF 16.20
LAGOANOIVEVE8PACKPAC1	LAGOA TEE-SHIRT HOMME	CHF 124.80	3700334799324	2	2	CHF 249.60

Pre-tax price	CHF 265.80
Discount (0%)	CHF 0.00
Shipping	CHF 0.00
Total pre-tax price	CHF 265.80

 For any modification after order is confirmed, please contact our customer service at 04 76 11 08 45 or info@lhotse.eu.com

Edit my order 3 5 Confirm my order

1 - Indication of your billing address

2 - Indication of your delivery address.

3 - Click "change the order" to make any modification (quantity, delivery etc.)

4 - Summary of your order

5 - Click "Confirm my order" to finalize your order.

- Once the order is registered, you can follow its preparation and shipping in the "Orders" tab.

Order Tracking and History

ORDER HISTORY

1

SEE FROM  TO 

STATUT ● Being prepared ● Shipped ● Validated ● Supprimée

Product reference Order number

Réinitialiser le filtrage

24 lines

✔ Validated ➡ Being prepared 📦 Shipped 📄 Facturée ✖ Deleted

2

Reference	Date	Order number	Quantity		State	
			Ordered	Shipped		
AGADACORAI0001	2017-12-11	AXLBKUWBK	1	0	✔	Reduce
See invoices		Standard shipping	Prix unitaire : CHF 15.60 Total : CHF 15.60			4
AGADANOIR0001	2017-12-11	AXLBKUWBK	1	0	✔	Details
AGADACORAI0001	2017-12-11	MOFNVISZD	1	0	✔	Details
AGADANOIR0001	2017-12-11	MOFNVISZD	1	0	✔	Details
AGADAROSE0001	2017-12-11	MOFNVISZD	2	0	✔	Details
AGADAANIS0001	2017-12-11	MOFNVISZD	1	0	✔	Details
COCO3KAKISML2	2017-12-07	MZXHYMGZD	1	0	✔	Details
KIMIGLACISML6	2017-12-04	MCBTYGJYW	1	0	✔	Details
KIMIGLACISML5	2017-12-04	MCBTYGJYW	6	0	✔	Details
KIMIGLACISML3	2017-12-04	MCBTYGJYW	1	0	✔	Details

3

1 - Command filtering tool.

2 - Search Results and Order Status

3 - View the detail of the line by clicking on «Details»

4 - Details of the line (price, invoice, delivery)

Invoices

INVOICES

1 SHOW FROM  TO 

Order n° Order reference

Réinitialiser le filtrage

14 lines

2

Order ▾	Date ↕	Reference ↕	
16	2017-12-11	AXLBKUWBK	Unavailable invoice 3
15	2017-12-11	MOFNVISZD	Unavailable invoice
14	2017-12-07	MZXHYMGZD	Unavailable invoice
13	2017-12-04	MCBTYGJYW	Unavailable invoice
12	2017-12-01	PGYMYCNUZ	Unavailable invoice

1 **2** **3** >

1 - Filtering tool for searching orders and their invoices.

2 - Search results: list of orders with invoices.

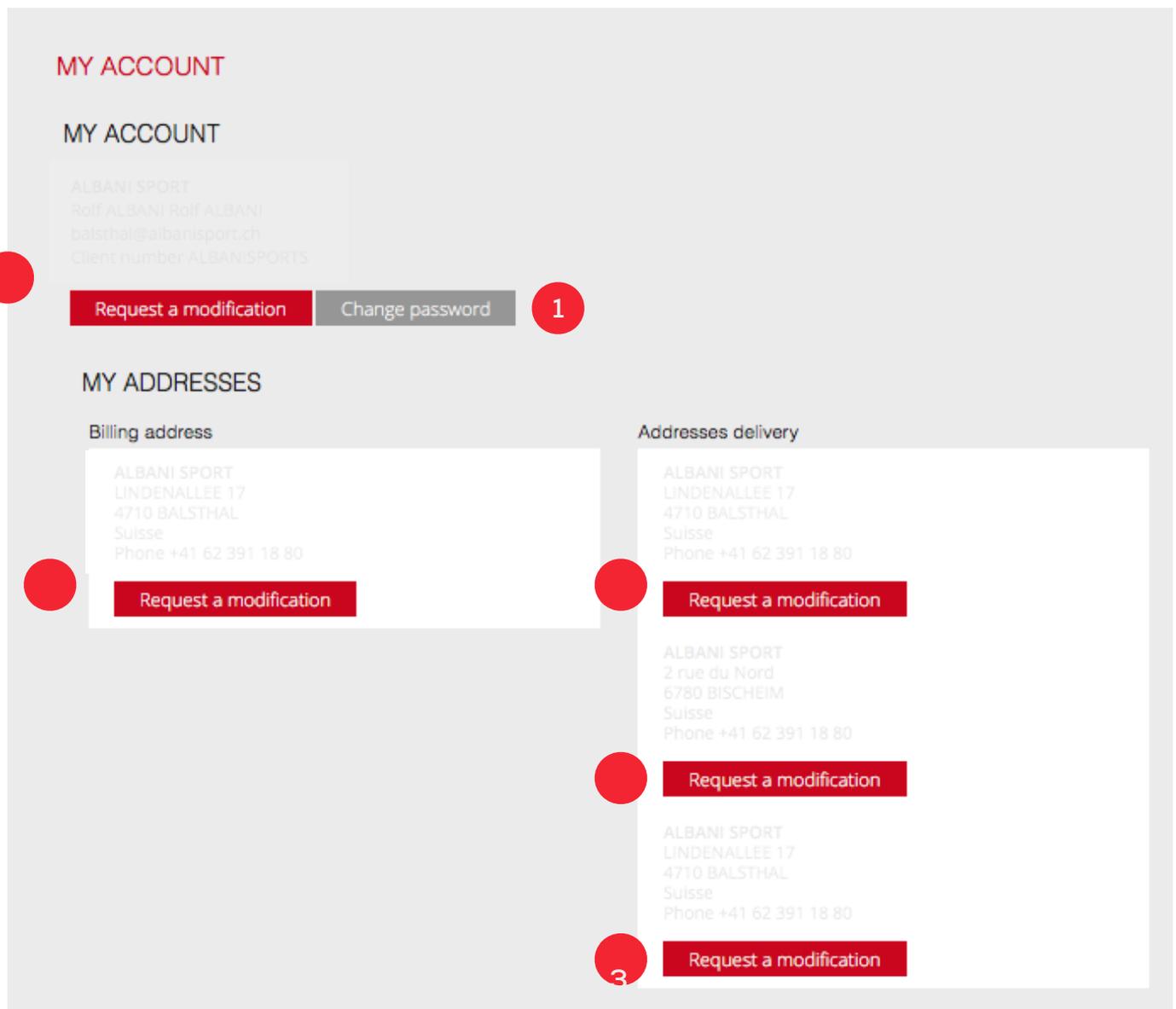
3 - Click "Download Invoice" to save PDF.

Change password - My information

The "My information" menu allows you to view your delivery addresses as well as the data of your customer account.

Here you can also change your login password.

The button "Make a modification request" allows you to contact Eurosports Diffusion, to change the data of your account (new address e-mail, delivery address ...)



MY ACCOUNT

MY ACCOUNT

ALBANI SPORT
Rolf ALBANI Rolf ALBANI
balsthal@albansport.ch
Client number ALBANISPORTS

Request a modification **Change password** **1**

MY ADDRESSES

Billing address

ALBANI SPORT
LINDENALLEE 17
4710 BALSTHAL
Suisse
Phone +41 62 391 18 80

Request a modification

Addresses delivery

ALBANI SPORT
LINDENALLEE 17
4710 BALSTHAL
Suisse
Phone +41 62 391 18 80

Request a modification

ALBANI SPORT
2 rue du Nord
6780 BISCHHEIM
Suisse
Phone +41 62 391 18 80

Request a modification

ALBANI SPORT
LINDENALLEE 17
4710 BALSTHAL
Suisse
Phone +41 62 391 18 80

Request a modification **3**

1 - To change your password: in the new window, enter your current password, fill in your new password and confirm.

2. To modify your contact details, please contact Eurosports Diffusion.