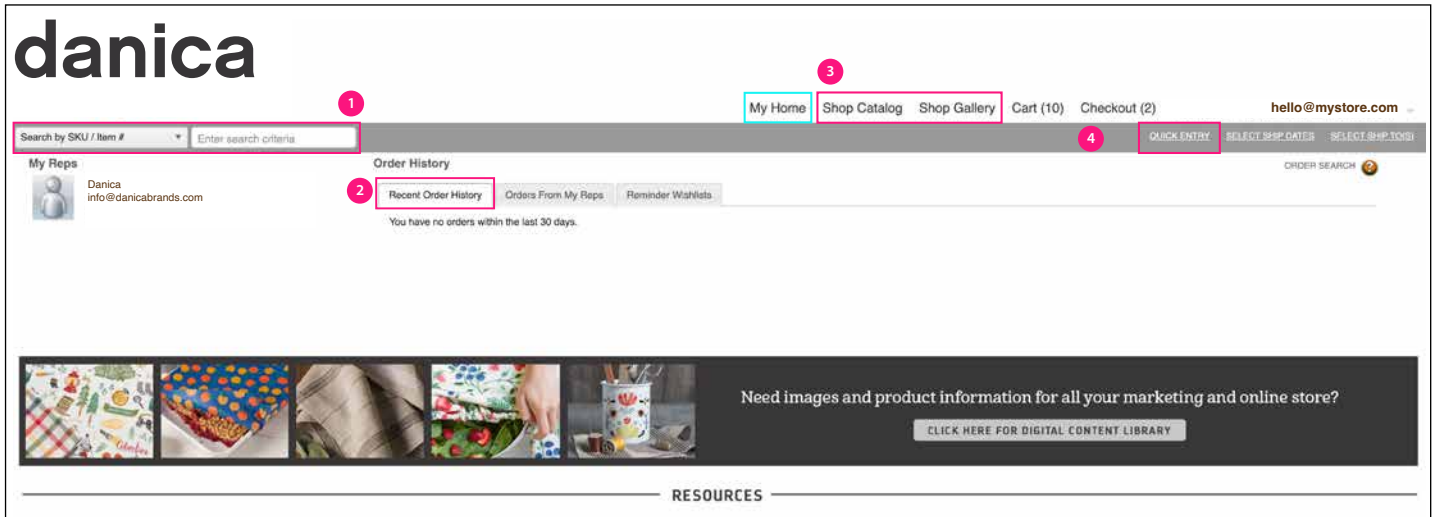


danica

THE COMPANY YOU KEEP

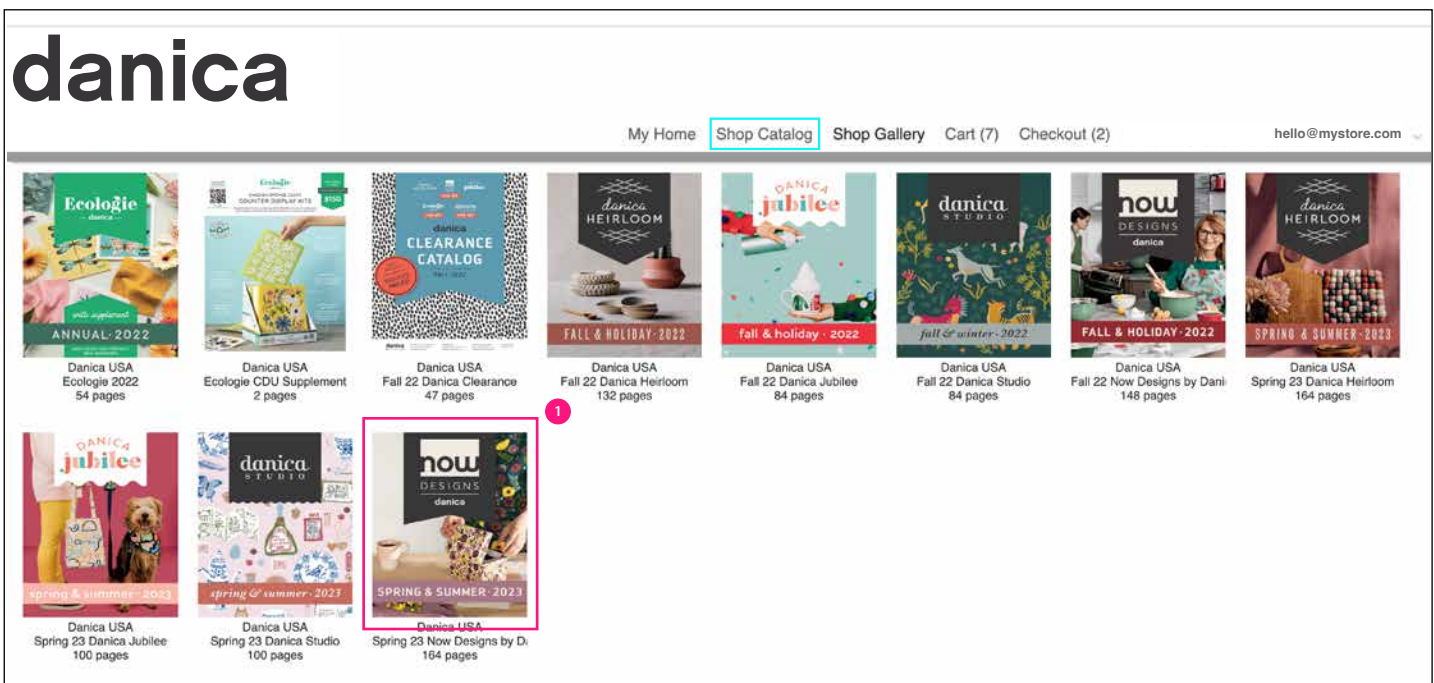
ONLINE ORDERING GUIDE

NAVIGATING 'MY HOME' PAGE

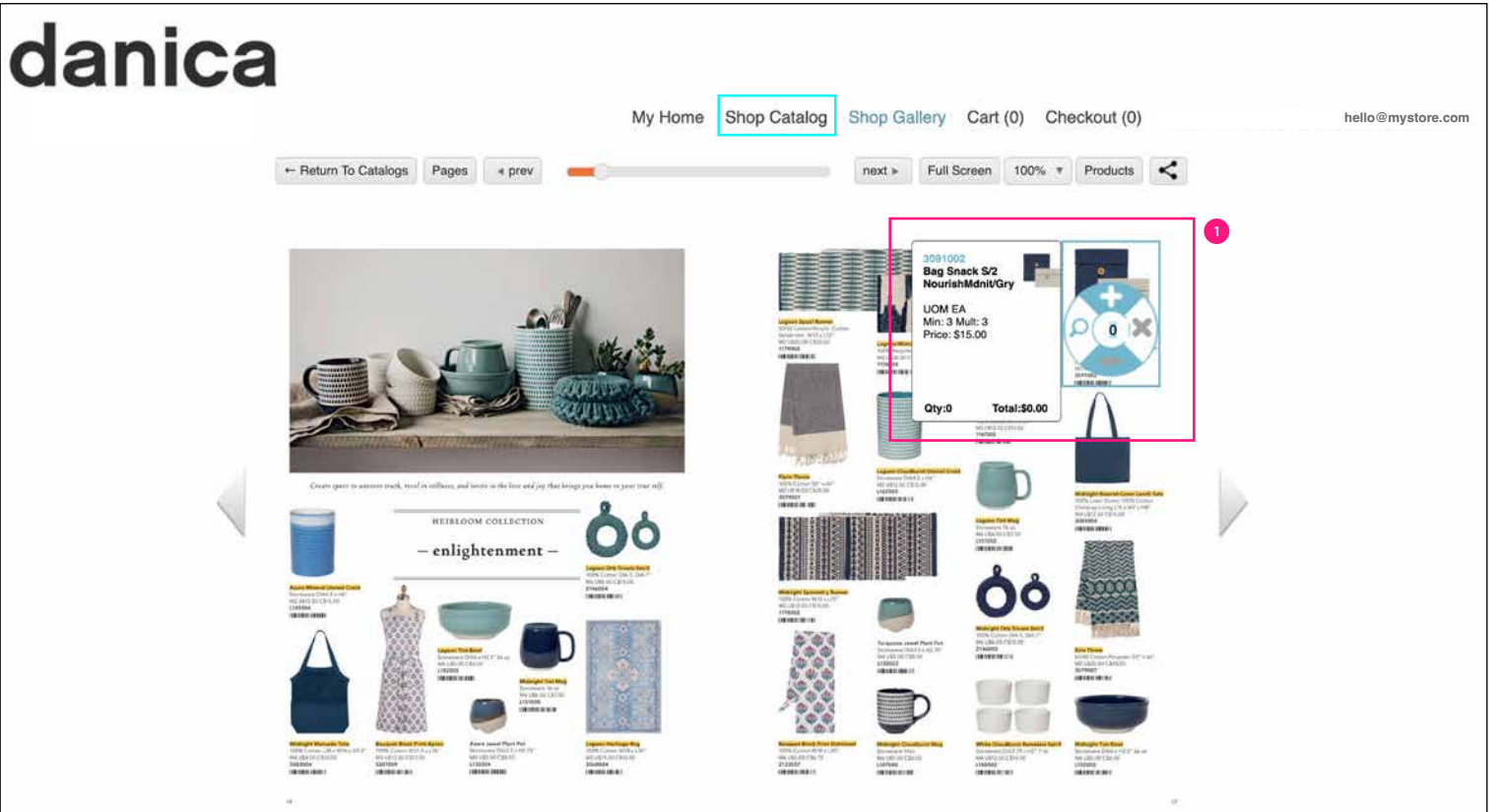


- 1 Use the drop-down to search by Item # or Product Description.
- 2 Shows all orders processed in the last 30 days. To view all order history, hover over your email in the top right-hand corner and click 'Order History'.
- 3 You can either shop by flipping through hotspotted catalogs or by scrolling through listed product in a gallery.
- 4 To quickly add multiple items to your cart, click Quick Entry and then select a supplier from the drop-down menu. You can add single or multiple item #'s. Note: Danica Brands includes Now Designs by Danica, Danica Studio, Ecology by Danica, Danica Heirloom and Danica Jubilee

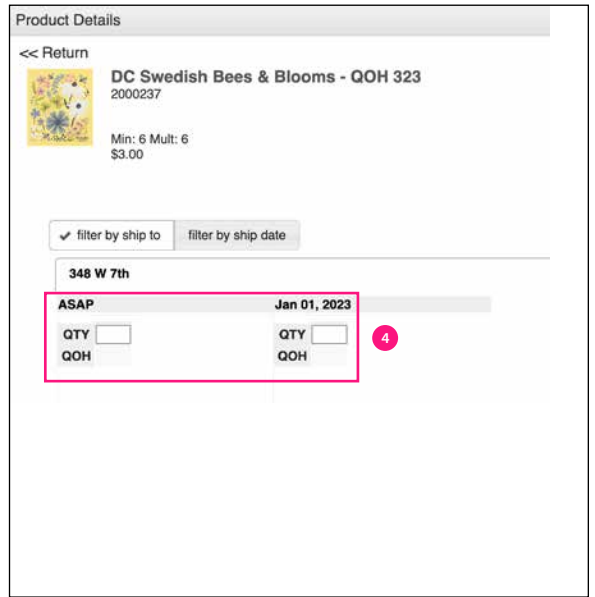
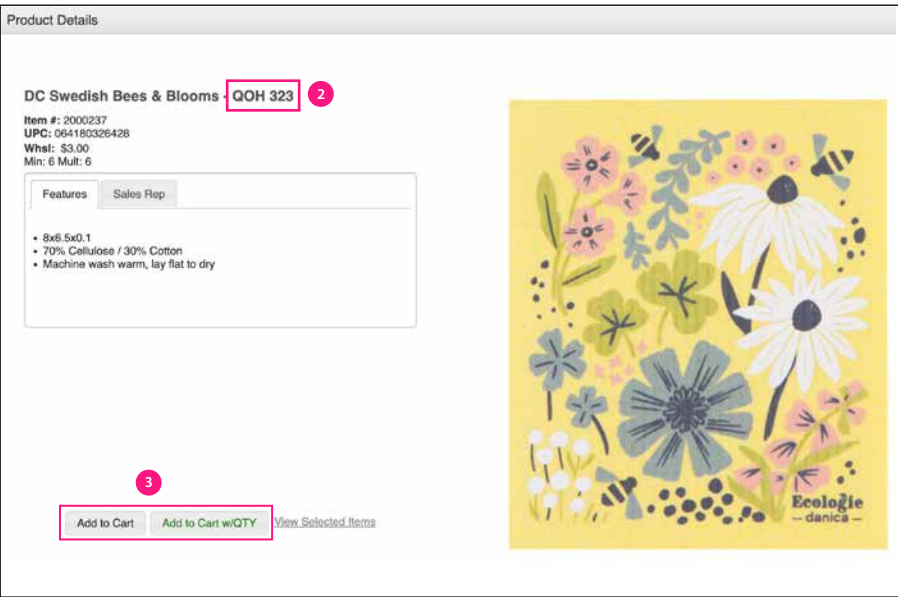
SHOP BY CATALOG



- 1 Hover over a catalog thumbnail to reveal two different options. Select 'Flipbook' to shop using a hotspotted catalog or select 'Product Gallery' to shop the catalog in gallery view.



1 To add an item to your cart, hover over the item and click. A circle will pop up - click the magnifying glass to open up the product page where you can choose your quantity. Click the center to add the item to your cart but without any quantity - to add quantity, you will have to do so by going to your Cart and updating it there.



2 QOH means Quantity on Hand and will tell you how many of that item we have in stock at that moment.

3 When you click the magnifying glass in the flipbook, a pop-up will appear. Click 'Add to Cart' to add the minimum quantity. Click 'Add to Cart w/QTY' to manually type in a quantity.

4 When you click 'Add to Cart w/QTY', you can choose which cart you would like to add to and can manually type in a quantity (has to be a multiple of the minimum). Hit 'enter' on your keyboard when done typing in the quantity and close the pop-up.

SHOP BY GALLERY

The screenshot shows the 'Shop Gallery' interface. At the top, there are navigation links: 'My Home', 'Shop Catalog', 'Shop Gallery' (highlighted), 'Cart (7)', 'Checkout (2)', 'Passport', and the email 'anna@danicaimports.com'. A search bar is on the left with a magnifying glass icon. Below it, a 'Current Search' section says 'Narrow your results by entering keywords and/or filtering with the options below.' A sidebar on the left contains a category tree with 'Kitchen Towel' selected, and an 'Attributes' section with 'Color-Now Designs' selected. The main area is a grid of product cards. Each card shows an image of a kitchen linen, a title, a price, and a 'QOH' (Quantity on Hand) value. A 'View Details' button and an 'Add To Cart' button with a quantity input are visible on the first product card.

- 1 Use the search bar to search item #'s or product descriptions.
- 2 Use Categories to narrow the list by specific categories, sub-categories or brands.
- 3 Use Attributes to filter results by colour.
- 4 To add an item to your cart, hover over an item. Click 'Add to Cart' to add the minimum quantity. Click 'View Details' to go to the product page and select your quantity. You can also add to a Wishlist.
- 5 QOH means Quantity on Hand and will tell you how many of that item we have in stock at that moment.

CREATING MULTIPLE CARTS AND SHIP DATES

The screenshot shows the 'danica' website's cart page. The top navigation includes 'My Home', 'Shop Catalog', 'Shop Gallery', 'Cart (8)' (highlighted), and 'Checkout (2)'. The email 'hello@mystore.com' is on the right. Below the navigation, there's a 'Selected Items | Quick Entry' section with search filters for 'All Catalogs', 'SKU', and 'Name'. A list of items is shown with columns for item name, price, quantity, and QOH. A 'Select Ship Date' modal is open, showing two calendars for November 2022 and January 2023. The modal has instructions on how to add and remove ship dates. A 'Delete Cart' button is visible on the right.

- 1 The cart defaults to an ASAP ship date. To add another ship date, which will create another cart, click 'Select Ship Date' and select your dates. Note: items not available until a future ship date (ie. Early Buy) will automatically be put into a separate cart with that ship date. Please see last page for details regarding Early Buy orders.
- 2 Move items into different carts by moving the quantity to another ship date. Enter quantities for items that you haven't done so yet.

The screenshot shows the checkout interface for a Danica order. It includes a list of selected items, shipping address, terms, ship date, and order submission options. Numbered callouts are placed as follows:

- 1:** Points to the 'SUBMIT ALL ORDERS' button in the cart summary.
- 2:** Points to the 'Change Shipping Address' link.
- 3:** Points to the 'Terms' dropdown menu.
- 4:** Points to the 'Ship Date' calendar.
- 5:** Points to the 'Ship Via' dropdown menu.
- 6:** Points to the 'Promotion Code/Notes' input field.

- 1 Select which cart you would like to edit and/or submit. Or you can 'Submit All Orders'. You can also see which carts do not meet the minimum order amount.
- 2 Change your shipping address.
- 3 Select your terms. If you have a prepaid credit card account, enter your credit card details here to avoid delays in processing your order.
- 4 Change your ship date.
- 5 Enter a PO number if you would like.
- 6 Enter any applicable promotion codes.

Note: All orders submitted will be sent to your rep for approval. The rep will add any promotional or shipping deals your order may qualify for before confirming the order with Danica. If you have questions or comments for your rep, please enter them in the Notes field at checkout.

EARLY BUY ORDERS

Early Buy ordering on Reach is a two-step process:

1. Add items to Cart by clicking on all the items you love! When using the flipbooks, a wheel pops up and you can add to cart by clicking the *middle square* or the *shopping cart icon*.
2. When you are satisfied you've got all the very best things to make your displays POP, click *Cart*, and manually assign your quantities to the ship date you want. Remember, *Early Buy* items are available to ship starting **January 1** or **July 1**. Here is where you can have multiple ship dates open at a time! Need some sponge cloths right away AND planning to fill the rack at a later date? That's easy to do in the Cart!