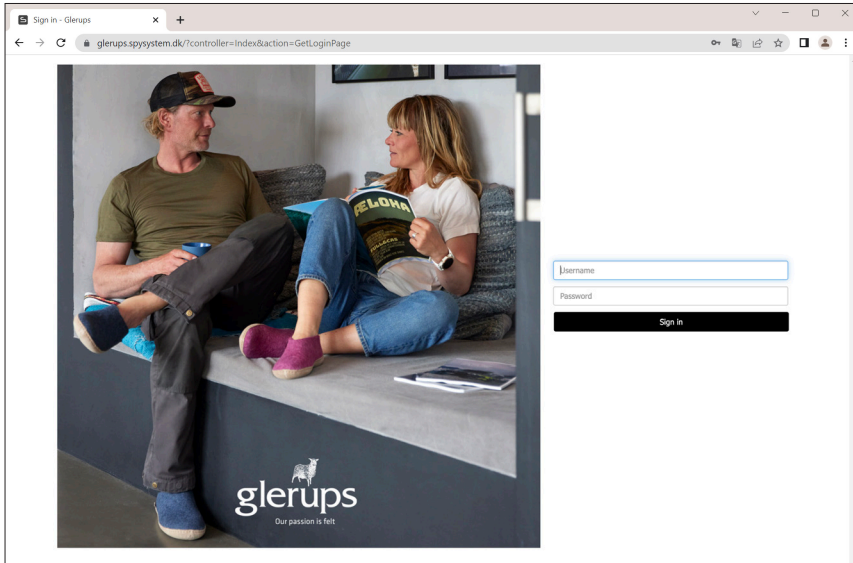
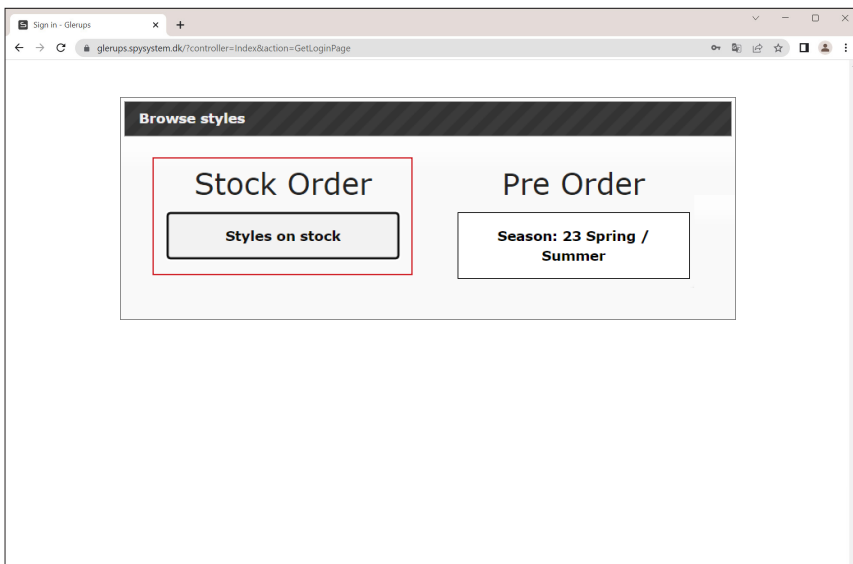


# GLERUPS SPY MANUAL

## HOW TO ORDER



Login to the B2B shop using the codes you have received by e-mail.



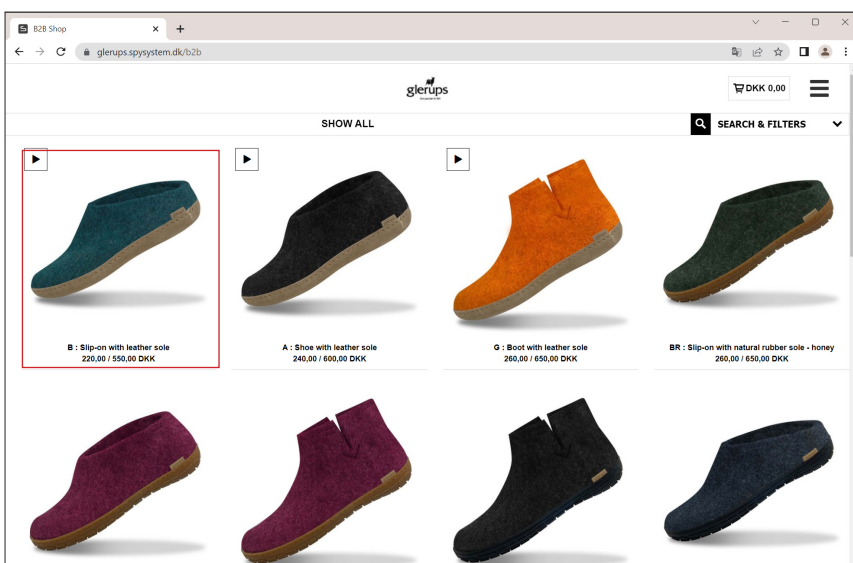
Once logged on you will be asked to choose one of the following:

**Stock Order = ASAP**

**Pre Order** is for the next season, or in season but with a later shipping date of your choosing.

Let's pretend in this case you are making a stock order for at once shipping.

Click **Styles on stock**.



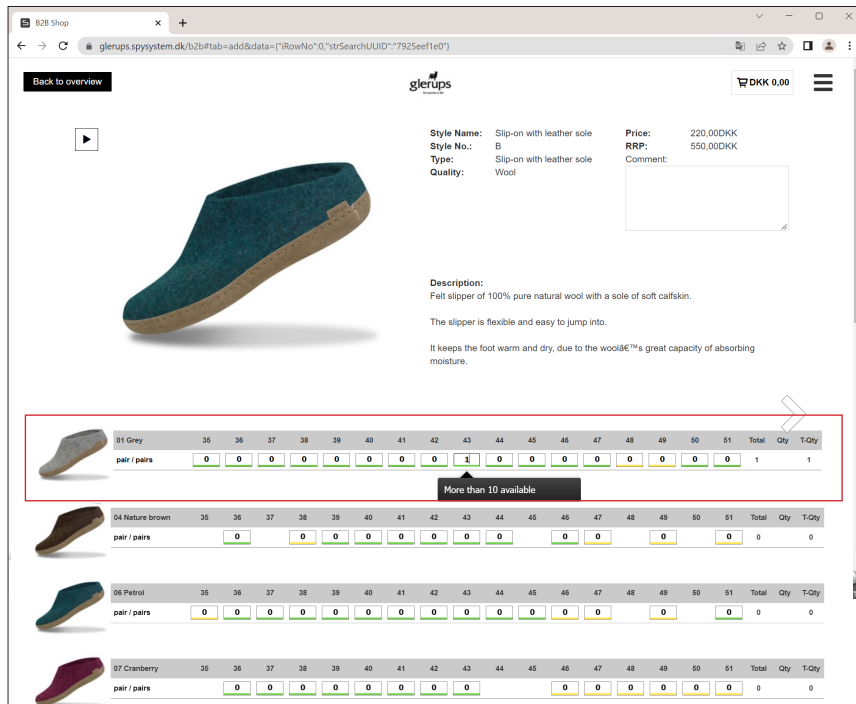
From there you will be brought to this page.

**Notice:**

***This is an overview of all the models.***

Click on the model of which you would like to order – for instance let's say you would like to order model B the Slip On with leather just click on the model.

## HOW TO ORDER

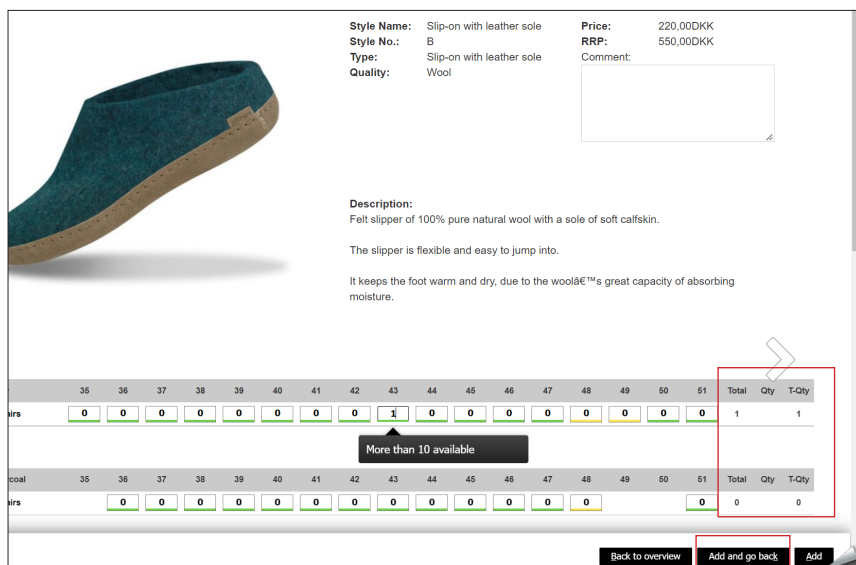


You can see that model B in grey is available in all sizes.

However those listed in **YELLOW** mean that **there is less than 10 pair on stock**.

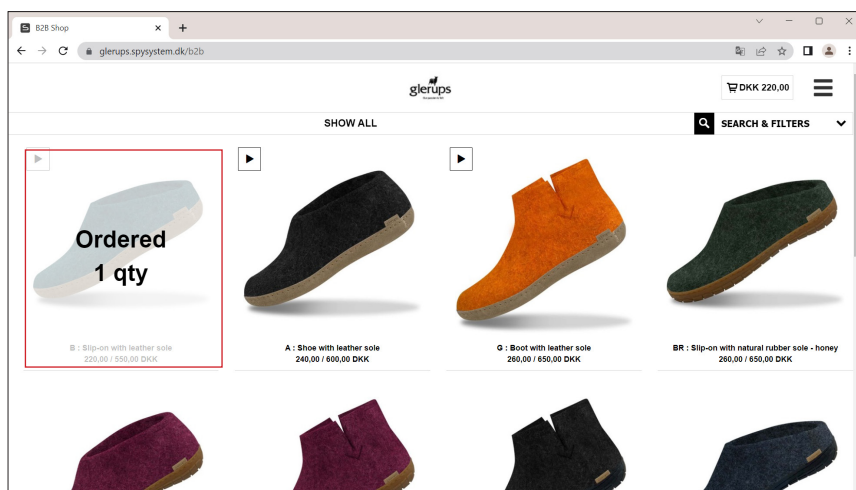
If you move your cursor over each number you can see how many are available to sell.

When you are ready to order you **click into each size and type your desired quantity** per size. You may also "TAB" to the next size.



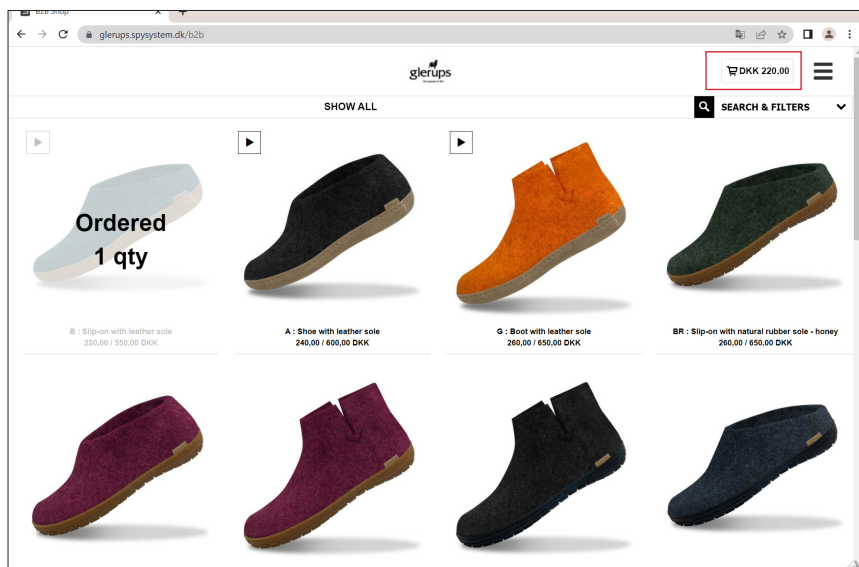
When you are finished scroll to the bottom of the page.

Then **click Add and go back**.



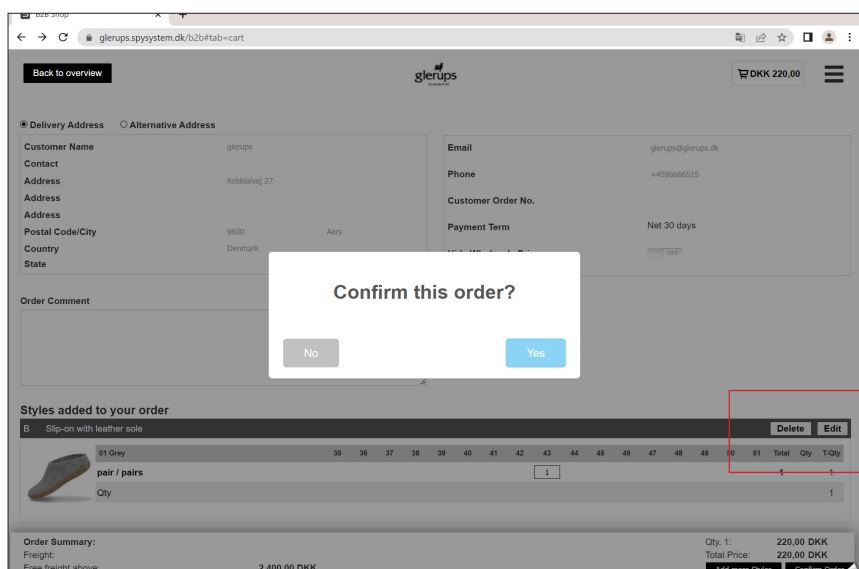
You will then be brought to this screen again. You will note that the QTY ordered will be shown for you.

## HOW TO CHECK OUT



When you are ready to “check out” **click your shopping cart/basket.**

This will bring your overview/check out.



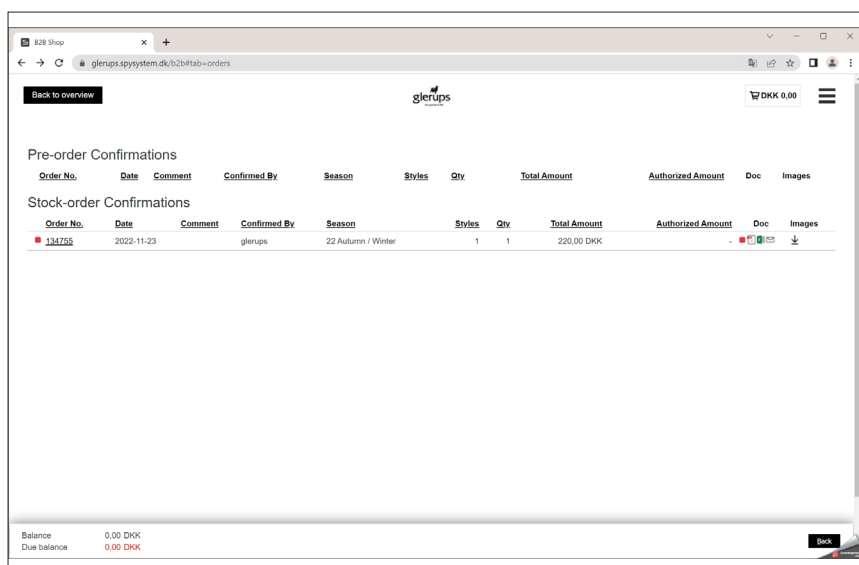
Here you do the following:

- Edit QTY
- Add more styles
- Go back
- Confirm

If you are satisfied with your order **click confirm.**

You will be asked in a second pop up window “Confirm this order?” **click yes.**

This will send your order to glerups.

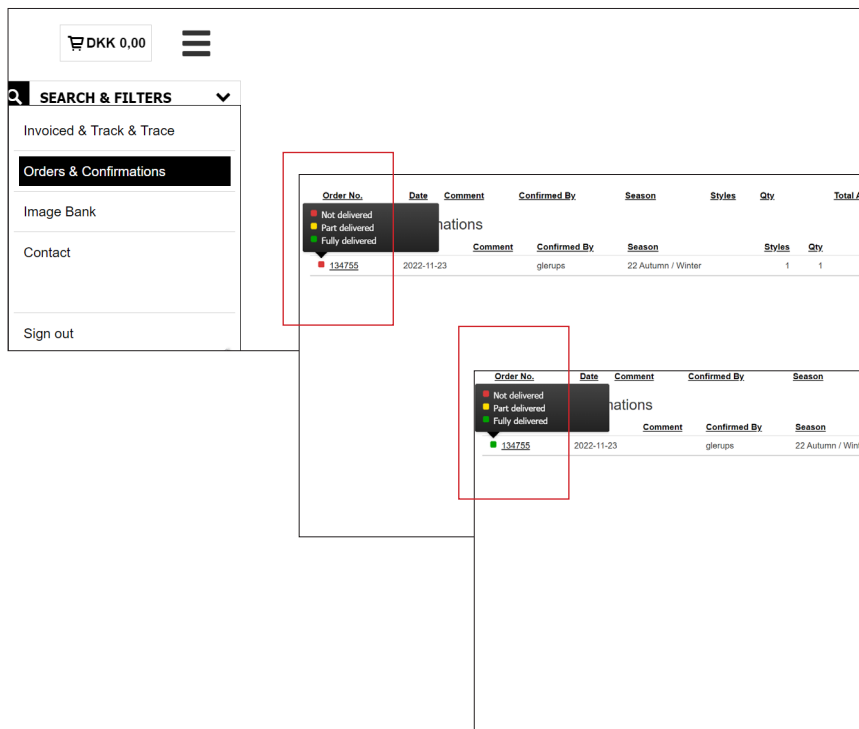


You will now be presented to this page which will show all your orders – past and present with glerups.

Along with dates, styles, PDF downloads, excel breakdowns and images.

You will also get an order number.

## ORDERS & CONFIRMATIONS

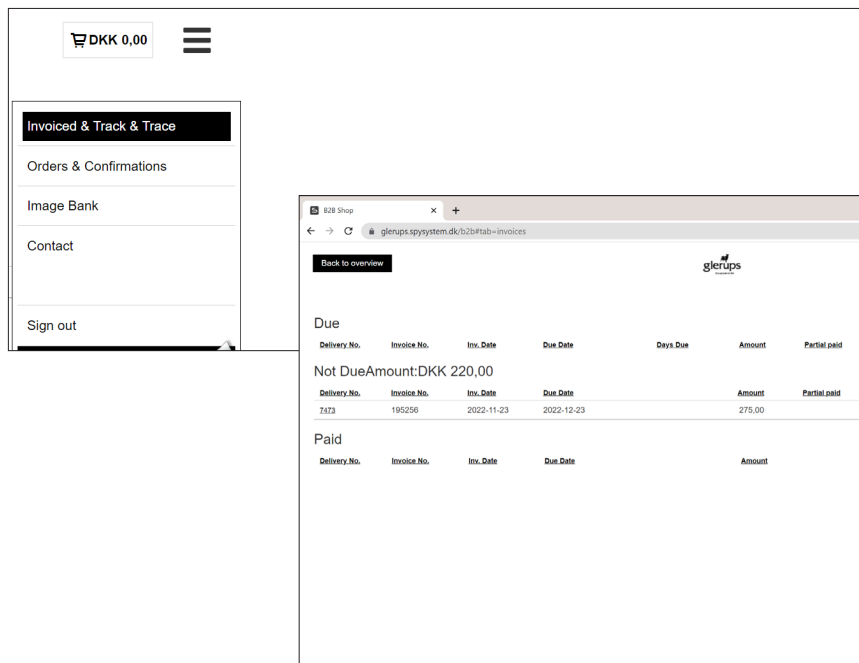


From the menu at the top, you can choose **Orders & Confirmations**.

Here you can see the status of your.

From **Not delivered** in red to **Fully delivered** in green.

## INVOICED & TRACK & TRACE



From the menu at the top, you can choose **Invoiced & Track & Trace**.

An overview of your account.

We hope, you will find this helpful or contact customer service for further information.