

How to Guide – Registration & Placing an Order

Pia Rossini have partnered with NuOrder, the number 1 B2B e-commerce platform to make your buying process fast and easy.

Registration

1. Navigate to nuorder.com/piarossini
2. Select Request Access from the bottom right of the homepage
3. You will receive a welcome email to login to your NuOrder account
4. You will be prompted to update your password (please write your password down as it is not emailed to you.)

Placing an Order

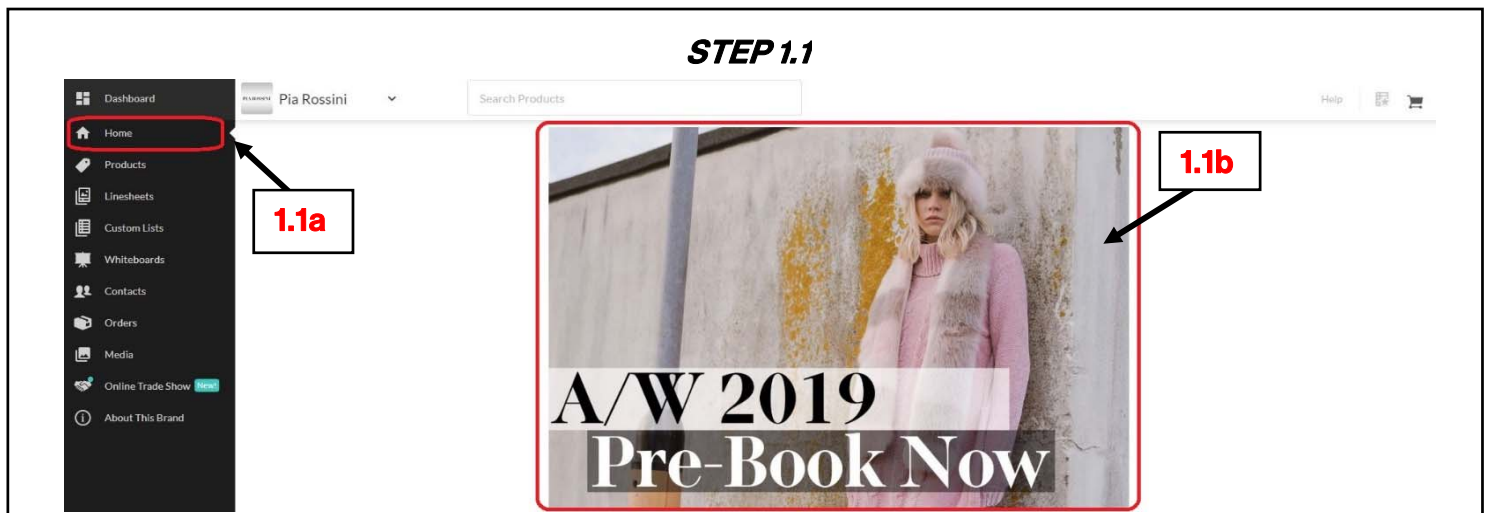
You can place your order by selecting either the Home or Products tab on the black menu bar on the left side of the homepage.

1. Selecting Season

1.1 Example – Placing an order for AW19 lines:

- a. Select 'Home' from the black menu bar.
- b. Select 'A/W 2019 Pre-Book Now' image on the homepage.

****If only ordering AW19 lines please ignore step 1.2 and proceed to step 2 – Adding Items to Your Cart****



1.2 Example – Placing an order for Volume Plus & Close out Seasons:

- Select 'Products' from the black menu bar.
- Select Season from the filter tree.
- You can search for any product (eg 'Alexa Blanket Scarf') or product category (eg 'Shoe, Bag, Glove') in the search bar.

STEP 1.2

The screenshot shows the 'Browse Products' page for Pia Rossini. On the left, a dark navigation menu has 'Products' highlighted with a red box and labeled '1.2a'. Below it, a search bar is highlighted with a red box and labeled '1.2c'. To the left of the product grid, a filter dropdown for 'Season' is open, with 'AW - VOLUME PLUS' selected, highlighted by a red box and labeled '1.2b'. The product grid displays several items, including 'ALEXA BLANKET SCARF' (SKU ALE01181) and 'ALMA SCARF' (SKU ALM00507).

2. Adding items to you Shopping Cart

2.1 Quick Add – Quickly add items from the product page

Select the cart symbol on the bottom left of each image. This will automatically add minimum order quantities to your Shopping Cart.

STEP 2.1

The screenshot shows the 'Coats, Wraps and Gilets' product category. In the top right corner, a shopping cart icon is highlighted with a red box and shows a total of '£311.55'. In the bottom left corner of the first product image, 'ADDIE WRAP' (SKU ADD01232), a small cart icon is highlighted with a red box and labeled '2.1'. Other products like 'ALLAIRE CAPE' and 'ALLISON COAT' are also visible.

2.2 Individual Add – Add items individually to select quantity and delivery window

- Select product and enter quantity against required delivery window.
- Select 'Add to Order' button.

Example - 12 Pcs to be delivered in Aug 2019.

STEP 2.2

The screenshot shows the product page for 'ALLISON COAT' priced at £24.95. On the right, there is a table for selecting delivery windows. The 'AUGUST 19' row is selected, and the quantity '12' is entered in the input field. A red box labeled '2.2a' highlights the quantity input field, and another red box labeled '2.2b' highlights the 'Add to Order' button. A red arrow points from the 'Add to Order' button towards the 'AUGUST 19' row.

ONE SIZE	Quantity	Price
MAY 19 <small>Immediate</small>	<input type="text"/>	190
JUNE 19 <small>Future</small>	<input type="text"/>	190
JULY 19 <small>Future</small>	<input type="text"/>	190
AUGUST 19 <small>Future</small>	12	190
SEPTEMBER 19 <small>Future</small>	<input type="text"/>	190

3. Review Shopping Cart

- Select the Shopping Cart symbol on top right of page.

STEP 3a

The screenshot shows the website's product grid. In the top right corner, the shopping cart icon is highlighted with a red box and contains the text '£ 610.95'. The page displays a collection of coats, wraps, and gilets, including items like 'ADDIE WRAP', 'ALLAIRE CAPE', 'ALLISON COAT', 'AMALITA WRAP', and 'AMBROSIA PONCHO'.

- b. **Order Details** - On this tab you can enter your PO Number, CC Emails and add notes relevant to your order.

STEP 3b

Order Details

If you are viewing the gallery as a specific company, selecting a different company in the Working Order may impact product availability or pricing.

Company: ARAN - TEST 1 - GBP | Buyer: ARAN | Shipping Address: ARAN - TEST 1 | Billing Address: ARAN - TEST 1

Sales Rep: Aran

Customer PO: []

CC Emails: []

Order Tags: Order Tags

External Id: External Id

Notes: Add order notes here

- c. **Products** - On this tab you can review your order quantities and required delivery dates.

STEP 3c

ADDIE WRAP

AW01252 | WHOLESALE PRICE: £23.95
 AW19 | YOUR PRICE: £23.95
 CHARCOAL/SILVER GREY

Grouped by: Delivery

All Products

Order # 41673879

AUGUST 19: 4 items, 23 units, £71.85

SIZE GRID: ONE SIZE: 3

AVAIL: 273

Select Delivery: AUGUST 19

UNITS: 3 | AMOUNT: £71.85

- d. **Order Review** - This tab provides a summary of your order.
- e. **Submit Order** - Check box to agree with Terms of Service and select 'Submit Order.'

STEP 3d & e

ORDER DETAILS | **PRODUCTS** | **ORDER REVIEW**

ARAN - TEST 1 - GBP
 ARAN
 aran.r.savage@gmail.com

Shipping Address: ARAN - TEST 1
 Billing Address: ARAN - TEST 1

Ship Start: Aug 01, 2019 | Ship End: Aug 31, 2019 | PO #: ARAN-TEST NU

Warehouse: PRUK01

AD001252 Units: 3	ALLO1254 Units: 3	ALLO1254 Units: 3	ALLO0208 Units: 12
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Products: 4 | Units: 21 | Subtotal: £610

Order Total: £61

BACK | SAVE AS A DRAFT | By submitting this order, I acknowledge that I have read and agree to the following [Terms of Service](#) | SUBMIT ORDER

4. Orders Tab

- a. Once your order has been submitted it will appear in your Orders Tab.
- b. The status of your order will move from Review > Approved > Processed.

STEP 4

Dashboard | Home | Products | Linesheets | Custom Lists | Whiteboards | Contacts | **Orders** | Media | Online Trade Show | About This Brand

Pia Rossini

Orders

Refine	Order Date	Status	Order Number	Draft Title	Company	Buyer	Ship Start	Rep	Total
Order Status	May 16, 2019	Review	41673879		aran-test1-g...	ARAN	Aug 01, 2019	Aran	£610.95