# B2B INSTRUCTIONS MANUAL
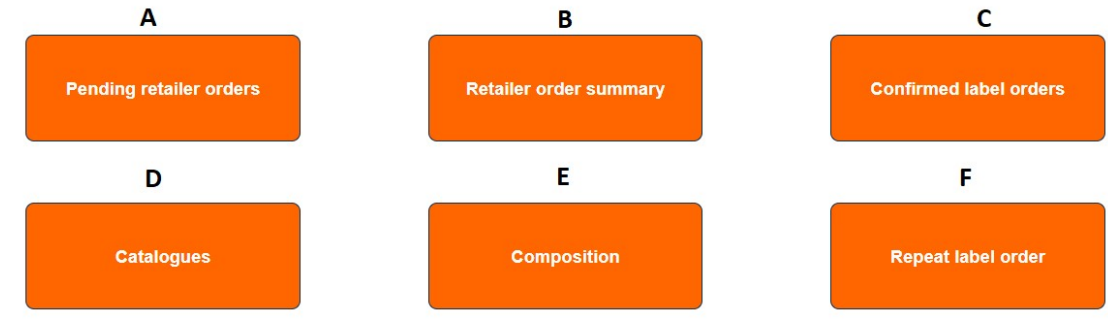
# V.1.0

**http://online.eti-textil.com**

# MAIN MENU

You may find all available options on the top menu bar.



However, we have created shortcuts to the 6 most used and typical operations, which are listed below :

| A | B | C |
|---|---|---|
| **Pending retailer orders** | **Retailer order summary** | **Confirmed label orders** |

| D | E | F |
|---|---|---|
| **Catalogues** | **Composition** | **Repeat label order** |

# SECTION A. PENDING RETAILER ORDERS

You will access to this section just when you need to place labels that contain variable data (automatically)

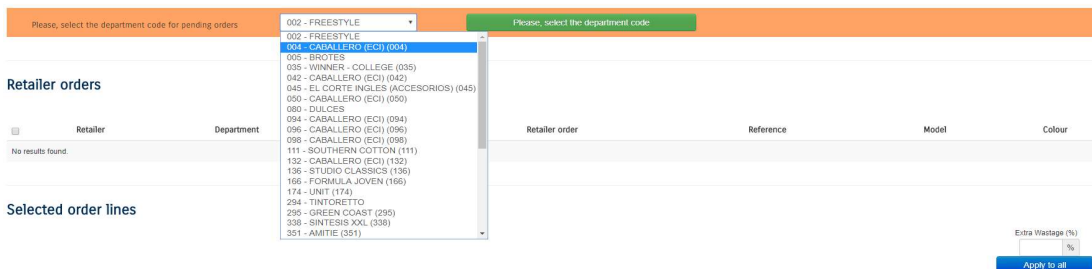Please follow up our system instructions to proceed with following 6 steps.



1) **PENDING ORDERS:** select your department (UNECO) and press green button to find out your pending orders.



Select your orders that you need to place. As a new feature, you can combine as many orders you need, just in case that each PO/reference share same labels and care label composition. By doing that, please tick on each box at left-side column. Once you have selected all orders, it will appear

automatically all quantities that were placed by your buyer. However you can change all manually. Furthermore you can also select the EXTRA WASTAGE percentage to cover the damaged or lost during pieces your production phase. Once you have selected all %, please click on the blue button "APPLY TO ALL".

Finally, please specify the labels/pack you need. In case that your product is a pack, and contains more than a garment, you should select 2 or 3 according to the number of labels you need for each pack of your order. If this is not the case keep your pack option as PACK=1. Then press green button "**Select labels**".
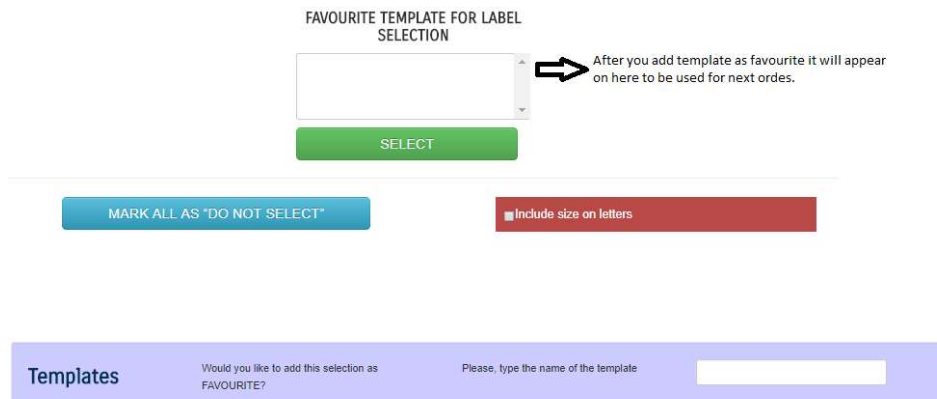


2) **LABEL SELECTION:** We remind you that all boxes should be ticked to proceed. To speed up the process, we added a feature (MARK ALL AS "DO NOT SELECT") to avoid clicking on "do not select" one by one. Therefore, if you click on this option, all labels will be marked as "not selected". After that, you can select just the ones you need by clicking on them, and choosing the references you are looking for.

3) We also added "TEMPLATES" to save your label selection to be used in next orders.



Just click on box "INCLUDE SIZE ON LETTERS" in case you request to place STUDIO CLASSICS (size run 46-56) orders. This only applies when mentioned sizes have an equivalence in LETTERS. Selecting this option we will also print the LETTERS. The standard procedure would be to leave this option without marking. Just use it for special brands that needs sizes in numbers and letters (i.e. STUDIO CLASSICS).

4) **VARIABLE DATA:** as a new feature from this version, you can also create templates of CARE LABELS right after you have introduced all requested parameters as below. Please check out at the button of screen "save this variable data as template" and save needed templates. There is no need to select your composition percentages, fabrics and washing symbols each time you place a care label.

You can also download and import your layouts for your records as you see below. However, we kindly ask you use SECTION V (Composition) to create layouts to obtain approval from quality department **before placing your final care label order**. Our main goal is to speed up all processes and avoid modifying layouts manually as previously. Therefore, please DO NOT PLACE CARE LABEL ORDER if you don't have confirmation for 100% of the data (composition, washing symbols,…). Please place rest of labels first and once you receive layouts approval place secondly just care labels. Just IN CASE YOU ARE NOR SURE ABOUT CARE LABEL PARAMETERS.

You can create layouts from the COMPOSITION menu to submit them for approval before placing the order if needed. Once you place the order, please consider that we will start the production right away, and no changes should be done after the order has been confirmed. Therefore, it is important that you collect all needed data and approvals before placing the order for care labels.

| Composition | MAIN FABRIC \| 40% \| CAMEL & MAIN FABRIC \| 20% \| CASHMERE & MAIN FABRIC \| 40% \| COTTON & |
| MAIN FABRIC ▾ | % | Fibers ▾ | Add |

| Composition (Other parts) | LINING \| 20% \| BUFFALO LEATHER & LINING \| 80% \| POLYESTER & |
| LINING ▾ | % | Fibers ▾ | Add |

Show Layout

| Additional terms | DRY IN THE SHADE& |
| Additional terms ▾ | Add |

| Manufacturing country |
| MADE IN SPAIN ▾ |

Save this variable data as template for PR12665

Name of the template ⇦ **Use templates to save care label parameters**

EL CORTE INGLÉS, S.A.
Hermosilla, 112
28009 Madrid, España
N.I.F: A-28017895
TEJIDO PRINCIPAL / TECIDO PRINCIPAL / MAIN
FABRIC 40% CAMELLO / CAMELO / CAMEL
40% ALGODÓN / ALGODÃO / COTTON
20% CACHEMIRA / CAXEMIRA / CASHMERE
FORRO / FORRO / LINING 80% POLIÉSTER /
POLIÉSTER / POLYESTER
20% PIEL DE BÚFALO / PELE DE BÚFALO /
BUFFALO LEATHER

NO LAVAR / NÃO LAVAR / DO NOT WASH
NO BLANQUEAR (LEJÍA / ALTERNATIVOS). /
NÃO PERMITIDO O BRANQUEAMENTO
(LIXÍVIA / ALTERNATIVOS) / DO NOT BLEACH
(BLEACH / ALTERNATIVES).
SECAR EN HORIZONTAL / SECAR EM PLANO /
DRY FLAT
NO PLANCHAR / NÃO PASSAR A FERRO / DO
NOT IRON
NO LIMPIAR EN SECO / NÃO LIMPAR A SECO /
DO NOT DRY CLEAN
NO SECAR AL SOL / NÃO SECAR AO SOL /
DRY IN THE SHADE
FABRICADO EN ESPAÑA / FABRICADO EM
ESPANHA / MADE IN SPAIN
SIZE

Download layout

5) **CART:** at this point you can check out your order if all requested articles were successfully selected by you. We always recommend to include all PO in an unique order to maximize resources as freight cost, packaging, MOQ and so on. If you noticed that some label was not included, please cancel your cart and start process again by up-loading needed PO again. To do so, please revise your SECTION VI (REPEAT A LABEL ORDER).



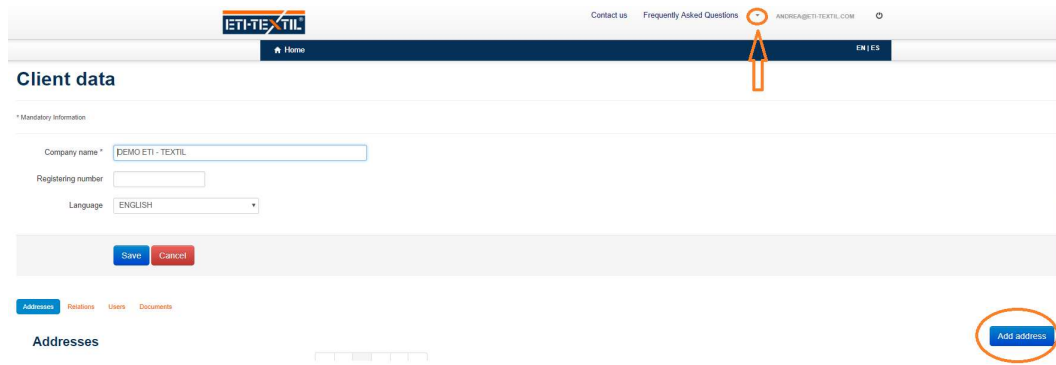Confirm pending label orders (Recommeded)

⚠ There are pending orders to be confirmed. We suggest you to add them before checking out your cart. Please, confirm all of them at once within the same order. Continue?

Add more orders to cart (Recommended)

Checkout the cart as it is now

6) **SHIPMENT INFO:** at this point, select your shipment address manually if it was not stored yet or use an existing one. Remember that you can add as many shipment addresses as needed. Prior to this point, you can add also your shipment address at your account details by clicking in the upper part of your screen as below.



7) **ORDER SUMMARY:** At this stage you have placed your order successfully. You will receive an order confirmation from our system with all details.  In addition, you can find all orders placed by you on SECTION C (CONFIRMED ORDER LABELS). Please wait to receive a proforma invoice from our commercial department for your approval. **We will not start production bulk without your approval by email. Therefore, please pay attention to our email and proforma invoice, and CONFIRM your approval as soon as you get it, so that we may start the production process.**

**SECTION B. RETAILER ORDER SUMMARY**

This is just a section for consultation for all orders received from your **RETAILER** that you have received in your account. In this part you can check out status for all orders.

**SECTION C. CONFIRMED LABEL ORDER**

This is just a section for consultation for all orders placed with us through our network. In this part you can check out status for all orders and manage them.

**SECTION D. CATALOGUE**

In this part you will see all labels available in your different departments or brands. You can also **place labels manually** from this part that do not require variable data as SECTION A PENDING RETAILER ORDERS. Just select article and introduce your quantity.

Please, note that you cannot place any order for labels that contain variable date, as these will have to be processed though the "PENDING RETAIL ORDERS" button.

**SECTION E. COMPOSITION**

This section is essential to manage your care labels. Please download layouts to receive approval from AITEX before placing your final orders regarding care labels. Our main goal is to speed up all processes and avoid modifying layouts manually as previously. Please place rest of labels firstly and once you receive layouts approval log in and place just care labels, IN CASE YOU ARE NOR SURE ABOUT CARE LABEL PARAMETERS.

**Very important**! Do not pay attention to format! What it really matters is your fabric and percentages selection. We will produce according to approved ECI standards as an automatic process.

**SECTION F. REPEAT LABEL ORDER**

Customers can re-upload all orders placed previously by them. There is no need as previously to ask us to re-upload any PO. With this new version you could manage your orders and place as many times you need.

**Should you need any further information, please do not hesitate to click on the FREQUENTLY ASKED QUESTIONS option, or to contact us. For your information, we have included an ONLINE CHAT on the system (bottom right part of the screen) where you can ask your doubts.**