



# B2B STORE GUIDE

## HOW TO USE OUR ONLINE STORE

First login

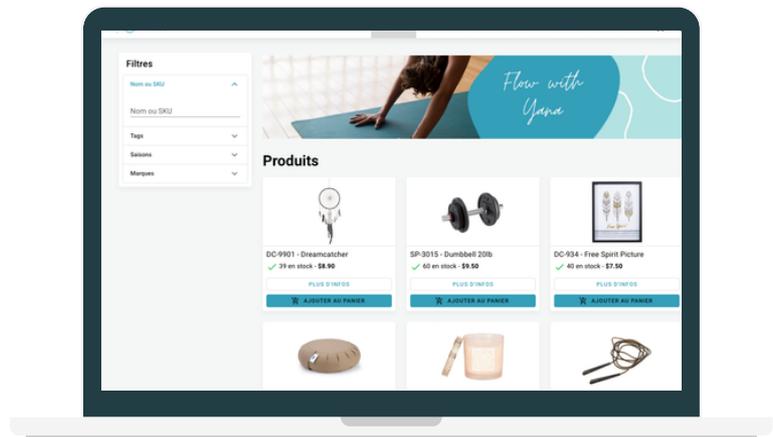
Placing & tracking orders

Paying invoices

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# B2B STORE BENEFITS



The B2B Store gives you access to our online store.

You can place orders and restock 24/7 in full autonomy, check the availability of items, buy, track your orders and pay your invoices.

As a result, the whole process becomes simplified and you save time every day.

# FIRST LOGIN

01.

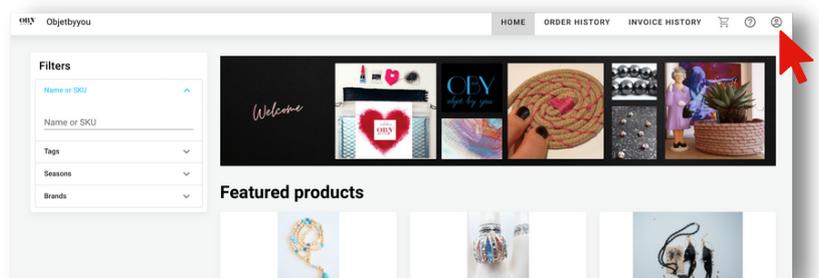
We send you an invitation email containing a password and login link.

02.

Click on this link and use the provided password to log into the B2B Store.

03.

You can change your password by clicking on this icon in the upper-right corner of the home page:



04.

Save the B2B Store login link and keep your password safe.

# PLACING YOUR ORDER

The screenshot shows a checkout page with the following details:

- External reference: \_\_\_\_\_ For the attention of: \_\_\_\_\_
- Products table:

| Product                   | Quantity | Price  | Total   |
|---------------------------|----------|--------|---------|
| Running shoes - 11 - Blue | 1        | €99.00 | €99.00  |
| Running shoes - 11 - Red  | 4        | €99.00 | €396.00 |
| Running shoes - 13 - Red  | 5        | €99.00 | €495.00 |
| Chaussettes - Verte       | 4        | €14.99 | €59.96  |
- Notes: A text area with a rich text editor toolbar.
- Ship to: Shipping date: 2022-07-15. Address: 25 Avenue de la République 75011 Paris France. Country: France. Address 1: 25 Avenue de la République. Address 2: Postal code: 75011, City: Paris.
- Total summary:

|               |           |
|---------------|-----------|
| Total units   | 14        |
| Shipping cost | €0.00     |
| Subtotal      | €1,049.96 |
| Total         | €1,049.96 |
- A "FINALIZE ORDER" button is visible.

Once on the B2B Store homepage, select or enter the name of items you wish to order.

You can customize your search by adding filters.

Once your order is done, click on the cart on the right-hand corner.

Click on "Proceed to Order". Verify your order information then click on "Finalize Order".

The status of your order is "Pending Validation".

# TRACKING YOUR ORDER

The screenshot shows the "ORDER HISTORY" tab with the following table:

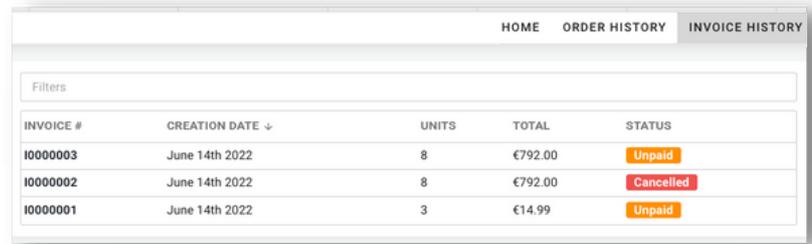
| SALES ORDER # | CREATION DATE  | SHIPPING DATE  | UNITS | TOTAL   | STATUS |
|---------------|----------------|----------------|-------|---------|--------|
| S00000003     | June 14th 2022 | June 14th 2022 | 8     | €792.00 | Active |

You can visualize your order history in the "Order History" tab.

Once we have validated your order, its status changes to "Active", meaning it is being prepared.

Once the status changes to "Completed", it means that the order has been delivered.

# VIEWING & PAYING INVOICES



HOME ORDER HISTORY INVOICE HISTORY

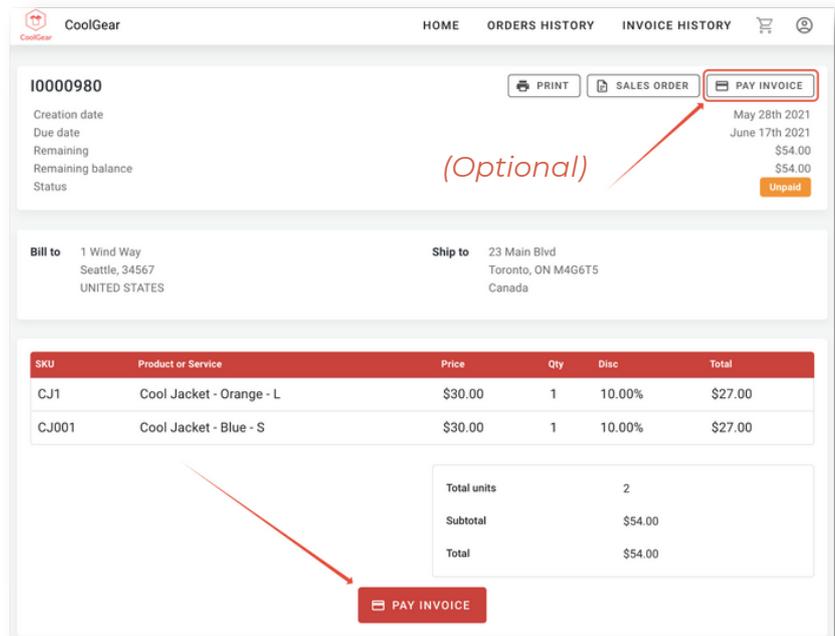
Filters

| INVOICE # | CREATION DATE ↓ | UNITS | TOTAL   | STATUS    |
|-----------|-----------------|-------|---------|-----------|
| I0000003  | June 14th 2022  | 8     | €792.00 | Unpaid    |
| I0000002  | June 14th 2022  | 8     | €792.00 | Cancelled |
| I0000001  | June 14th 2022  | 3     | €14.99  | Unpaid    |

You can visualize all your invoice history in the "Invoice History" tab.

Once you click on a line, you can check the details on the invoice, print it and even go to the sales order related to this invoice.

Finally, if the payment option is activated, you may pay directly online simply by clicking on "Pay Invoice". You will be redirected to the Stripe payment platform.



CoolGear HOME ORDERS HISTORY INVOICE HISTORY

**I0000980** [PRINT](#) [SALES ORDER](#) [PAY INVOICE](#)

Creation date: May 28th 2021  
Due date: June 17th 2021  
Remaining balance: \$54.00  
Status: Unpaid

*(Optional)*

**Bill to:** 1 Wind Way, Seattle, 34567, UNITED STATES  
**Ship to:** 23 Main Blvd, Toronto, ON M4G6T5, Canada

| SKU   | Product or Service       | Price   | Qty | Disc   | Total   |
|-------|--------------------------|---------|-----|--------|---------|
| CJ1   | Cool Jacket - Orange - L | \$30.00 | 1   | 10.00% | \$27.00 |
| CJ001 | Cool Jacket - Blue - S   | \$30.00 | 1   | 10.00% | \$27.00 |

Total units: 2  
Subtotal: \$54.00  
Total: \$54.00

[PAY INVOICE](#)



If you still encounter difficulties  
on the B2B Store,

# CONTACT US!

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Access our  
online store



Place  
your orders 24/7



Track  
your orders



Pay invoices  
online

