



# DIZAYN ESSENTIALS

“ The simplest way of placing orders”

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## LOGIN

After your account has been registered on the system, your customer representative will inform you about your user details and answer any questions.

According to your region, you can select your preferred language to use the system.

After entering your username and password, you can click on "LOGIN" and proceed to the Home page.

English ▾

# DIZAYN ESSENTIALS

Login On Client Options

Username  
TTOPRAK

Password

**LOGIN**

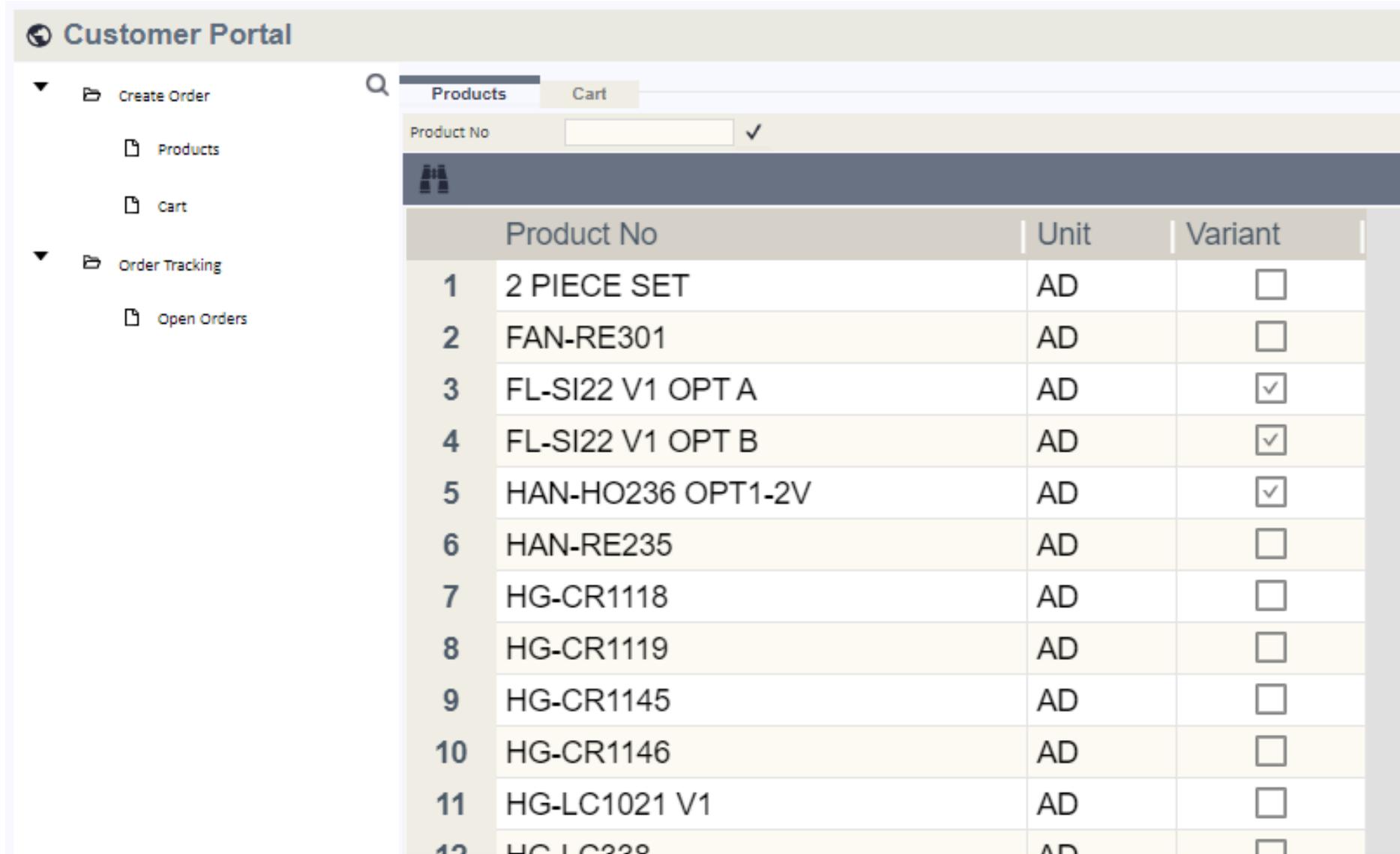
## CREATING NEW ORDERS

Under “Create order”, you click on “Products”.

This will open a list of item codes relating to the brands registered to your account.

You can scroll through the list to find your item or use the search function, “Product No”, by entering the item code the product will be found immediately...

if you are not sure about the item code, you can enter the key letters and the list will be narrowed to show the most relevant results.



The screenshot displays the 'Customer Portal' interface. On the left, a navigation menu is visible with the following items: 'Create Order' (expanded), 'Products', 'Cart', 'Order Tracking' (expanded), and 'Open Orders'. The main content area is titled 'Products' and 'Cart'. A search bar labeled 'Product No' is present with a checkmark icon. Below the search bar is a table of products. The table has three columns: 'Product No', 'Unit', and 'Variant'. The table contains 11 rows of product data.

	Product No	Unit	Variant
1	2 PIECE SET	AD	<input type="checkbox"/>
2	FAN-RE301	AD	<input type="checkbox"/>
3	FL-SI22 V1 OPT A	AD	<input checked="" type="checkbox"/>
4	FL-SI22 V1 OPT B	AD	<input checked="" type="checkbox"/>
5	HAN-HO236 OPT1-2V	AD	<input checked="" type="checkbox"/>
6	HAN-RE235	AD	<input type="checkbox"/>
7	HG-CR1118	AD	<input type="checkbox"/>
8	HG-CR1119	AD	<input type="checkbox"/>
9	HG-CR1145	AD	<input type="checkbox"/>
10	HG-CR1146	AD	<input type="checkbox"/>
11	HG-LC1021 V1	AD	<input type="checkbox"/>
12	HG-LC238	AD	<input type="checkbox"/>

## CREATING NEW ORDERS

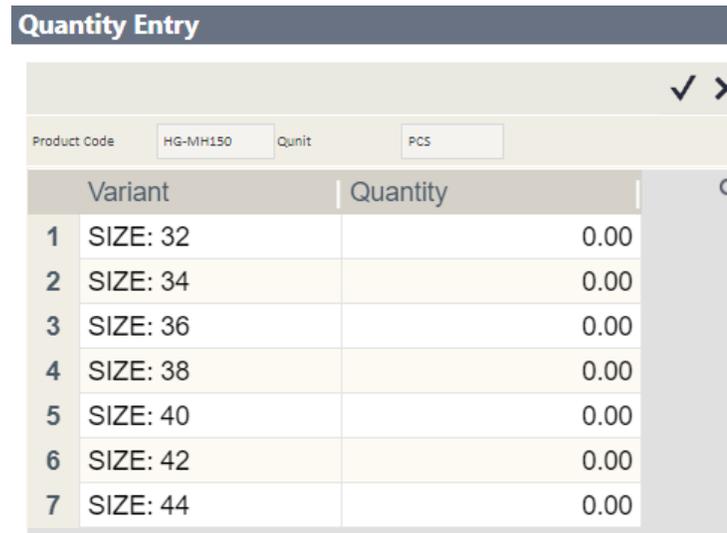
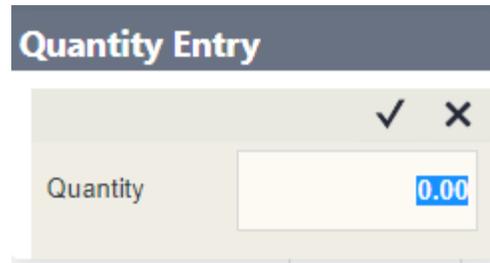
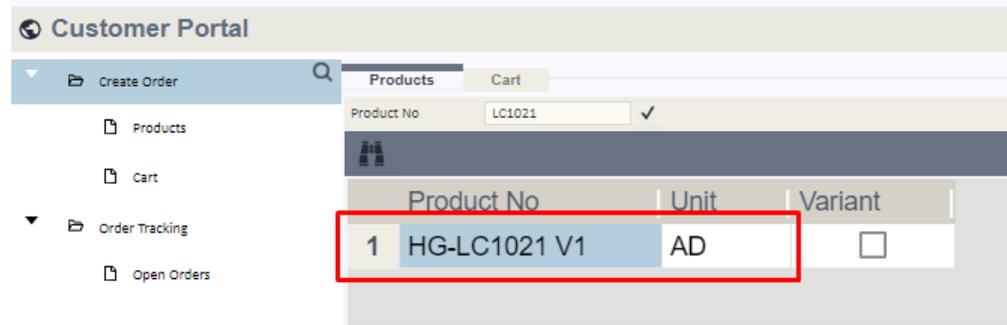
### Selecting item code and entering quantities

Once you have located the relevant product code; double click and the "Quantity Entry" window will pop up.

If your item code doesn't have any size/variables, the system will allow you to enter only one quantity.

Alternatively, you will see all the sizes/variables related to the item you are ordering and enter the quantity per sizes/variables.

After entering the quantity, you click on the tick symbol.



## CART

After entering the quantity, your order will be moved to “Cart”

In this page, you can check the item code, quantity, sizes and if there is something wrong with any information entered into system, you can delete it and re-enter the system correctly by following the same steps as given before.

If you are happy with the data entered, you may proceed to “select address”

### Select Address

Please check and confirm the delivery address is correct. If you see any discrepancy, inform your cust. rep to make any adjustments.

Then click on “Order summary” to confirm you are happy with all the relevant information supplied.

The screenshot shows the Customer Portal interface. The top navigation bar includes 'Create Order', 'Products', 'Cart (1)', 'Order Tracking', and 'Open Orders'. The 'Cart' tab is active, displaying a table with one item:

Item No	Product	Quantity	Unit	Variant	Delete
1	10 HG-LC1021 V1	250.00	PCS		Delete

Below the table is a 'Select Address' button. The address selection form contains the following fields:

Address - 1	ÇOBANÇEŞME MAH SANAYİ CADDESİ
Address - 2	ÇALIŞLAR SOKAK NO:25 YENİBOSNA
Country	TR
City/State	ISTANBUL
Postal Code	34000
Tel. Num.	

Below the form is a table summarizing the address information:

Address - 1	Address - 2	Country	City	Tel.
1 ÇOBANÇEŞME MAH SANAYİ ...	ÇALIŞLAR SOKAK NO:25 YENİ...	TR	ISTANBUL	

At the bottom right is an 'Order Summary' button.

## FINALISING THE ORDER

Once you have clicked on “Order summary” the screen at the top will appear.

On this page you can enter your desired lead time (this will be verified by our team and the actual lead time will be confirmed by your cust. reps); your internal order number and also any special requirements or notes you would like the cust.rep to see while processing the order.

After ensuring all the information you have entered is correct, click on “Create order”. Once you clicked on it, the screen on the right will appear giving you a unique document number and a confirmation e-mail will be sent to you by our system automatically.

This confirms your order has been received and will be processed.

Product	Quantity	Unit	Variant
1 HG-LC1021 V1	250.00	AD	

E DZN 1209 Info  
Order number 23002430 created succesfully.

OK

## OPEN ORDERS

In order to see any orders in progress, you can check your open orders page.

You can check which orders you have placed to avoid duplicating orders.

If you wish to find out the status of any open orders you can share the document number with your cust. rep. and they will inform you of the status immediately.

The screenshot displays the 'Customer Portal' interface. On the left, a navigation menu includes 'Create Order' (with sub-items 'Products' and 'Cart') and 'Order Tracking' (with sub-item 'Open Orders'). The main content area is divided into two sections: 'Products' and 'Cart'. The 'Products' section contains a table with columns for 'Doc. Type', 'Doc. Num.', 'Adres. 1', and 'Adres. 2'. A single row is visible with the following data:

Doc. Type	Doc. Num.	Adres. 1	Adres. 2
1 T3	23002430	ÇOBANÇEŞME MAH ...	ÇALIŞL

Below this, the 'Order Items' section is active, showing a table with columns for 'Product No', 'Quantity', 'Unit', and 'Variant'. A single row is visible with the following data:

Product No	Quantity	Unit	Variant
1 HG-LC1021 V1	250.00	AD	