

L'ORÉAL

PARTNER SHOP

USER GUIDE

*How to order
quickly?*



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HOW TO ORDER QUICKLY?

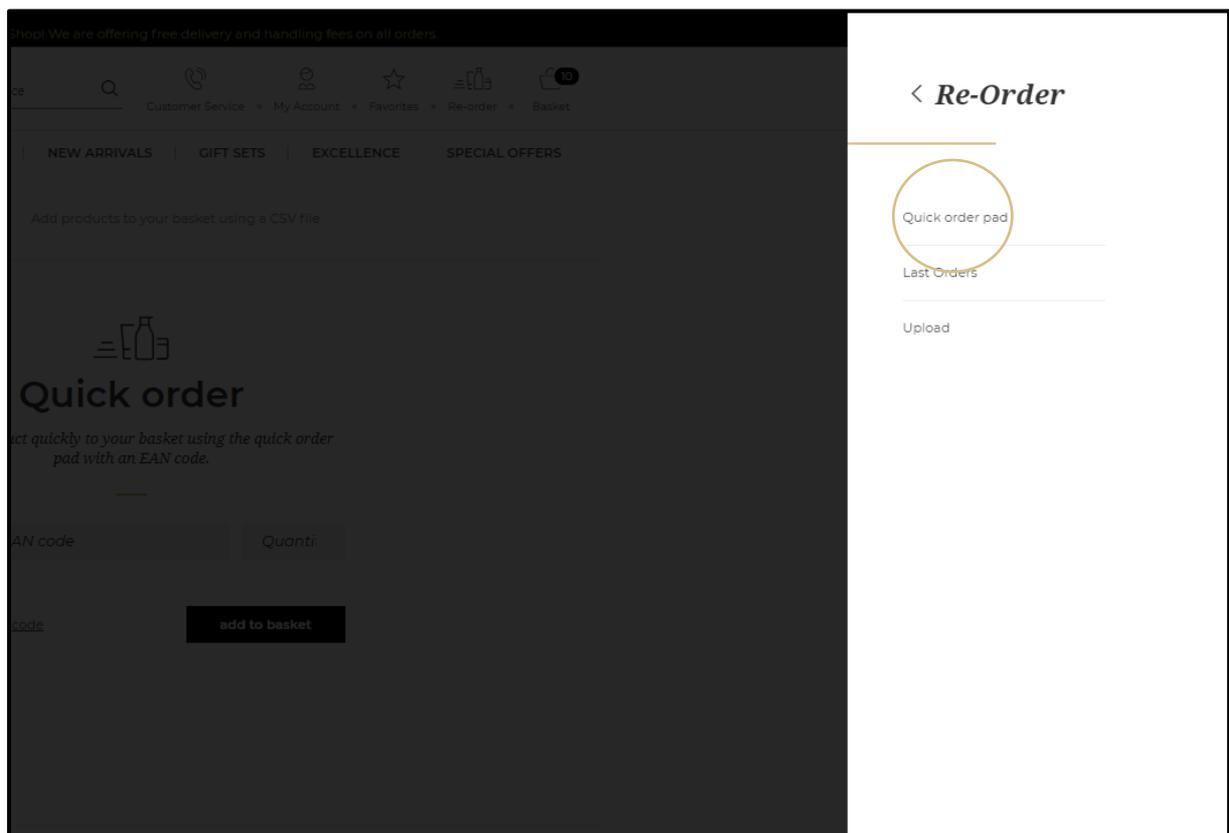
To meet the needs of professionals such as yourself, we developed several ways to place an order quickly. The 2 ways are to place an order through the quick order form or from a CSV upload.

Quick Order Form

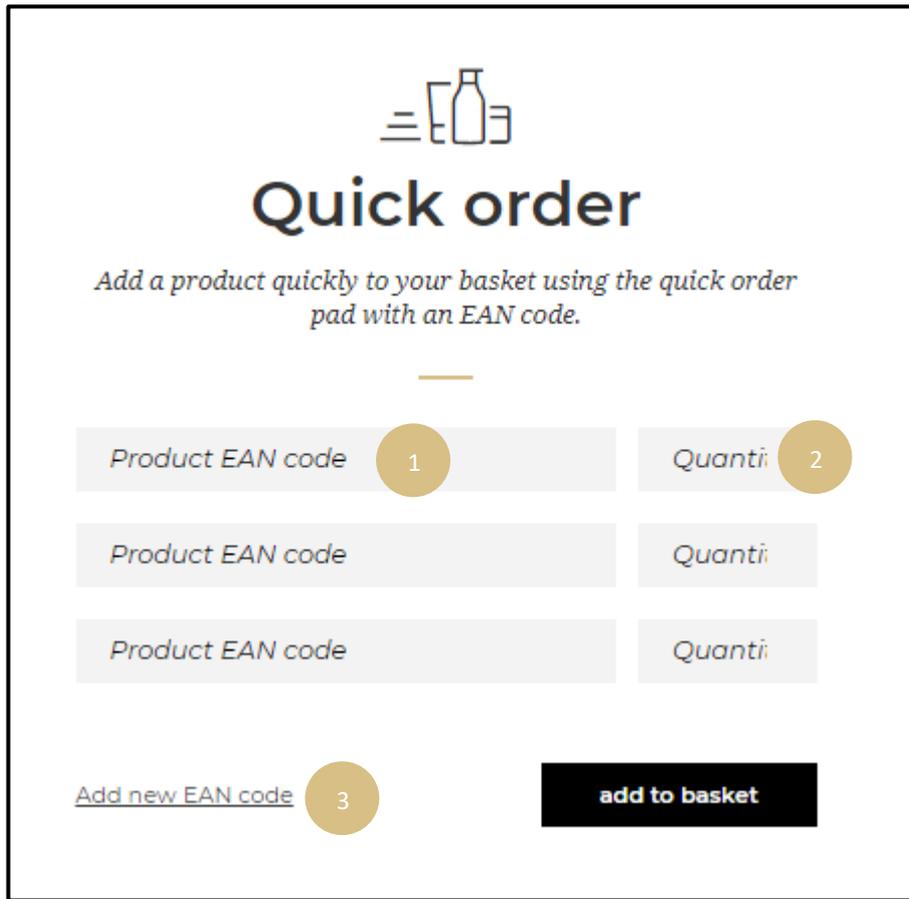
On any page, click on **'Reorder'** in the header, and a menu will appear from the right.



Then, you must click on **'Quick order pad'** to be redirected to the corresponding landed page.



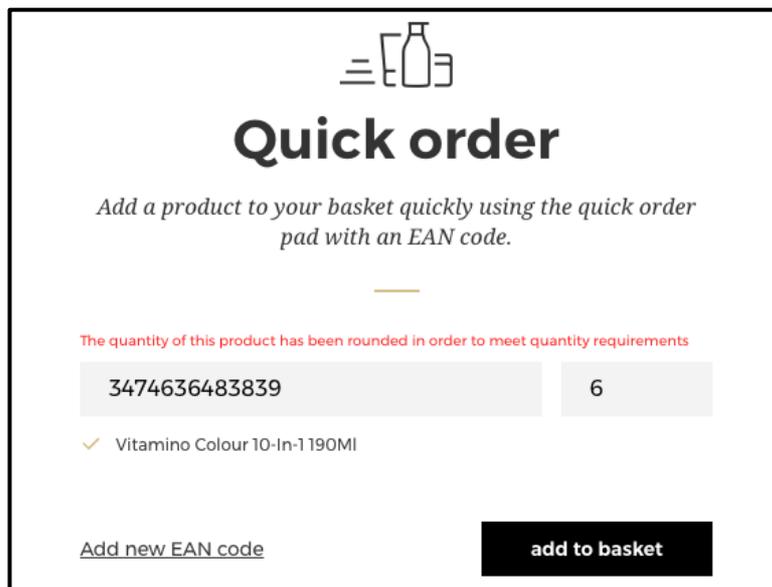
Enter a product EAN code (1) and a quantity (2) and repeat these two steps as necessary by clicking on the link 'Add new EAN code' (3). Finally, click on the 'add to basket' button.



The screenshot shows a 'Quick order' form with the following elements:

- Icon of a shopping basket and a bottle.
- Section title: **Quick order**
- Instruction: *Add a product quickly to your basket using the quick order pad with an EAN code.*
- Form fields:
 - Product EAN code (1)
 - Quantity (2)
 - Product EAN code
 - Quantity
 - Product EAN code
 - Quantity
- Link: [Add new EAN code](#) (3)
- Button: **add to basket**

Note: If you enter a wrong quantity, an error message will be displayed and the quantity will be automatically rounded to meet quantity requirements. Indeed, some products are only sold by minimum of 3 or 5 items.



The screenshot shows the 'Quick order' form with the following elements:

- Icon of a shopping basket and a bottle.
- Section title: **Quick order**
- Instruction: *Add a product to your basket quickly using the quick order pad with an EAN code.*
- Message: *The quantity of this product has been rounded in order to meet quantity requirements*
- Form fields:
 - Product EAN code: 3474636483839
 - Quantity: 6
- Product name: Vitamino Colour 10-In-1 190ml
- Link: [Add new EAN code](#)
- Button: **add to basket**

A message will be displayed to confirm your product has been added to your basket and you will be redirected on the basket page.



Quick order

Add a product to your basket quickly using the quick order pad with an EAN code.

✓ Vitamino Colour 10-In-1 190ml

[Add new EAN code](#)add to basket

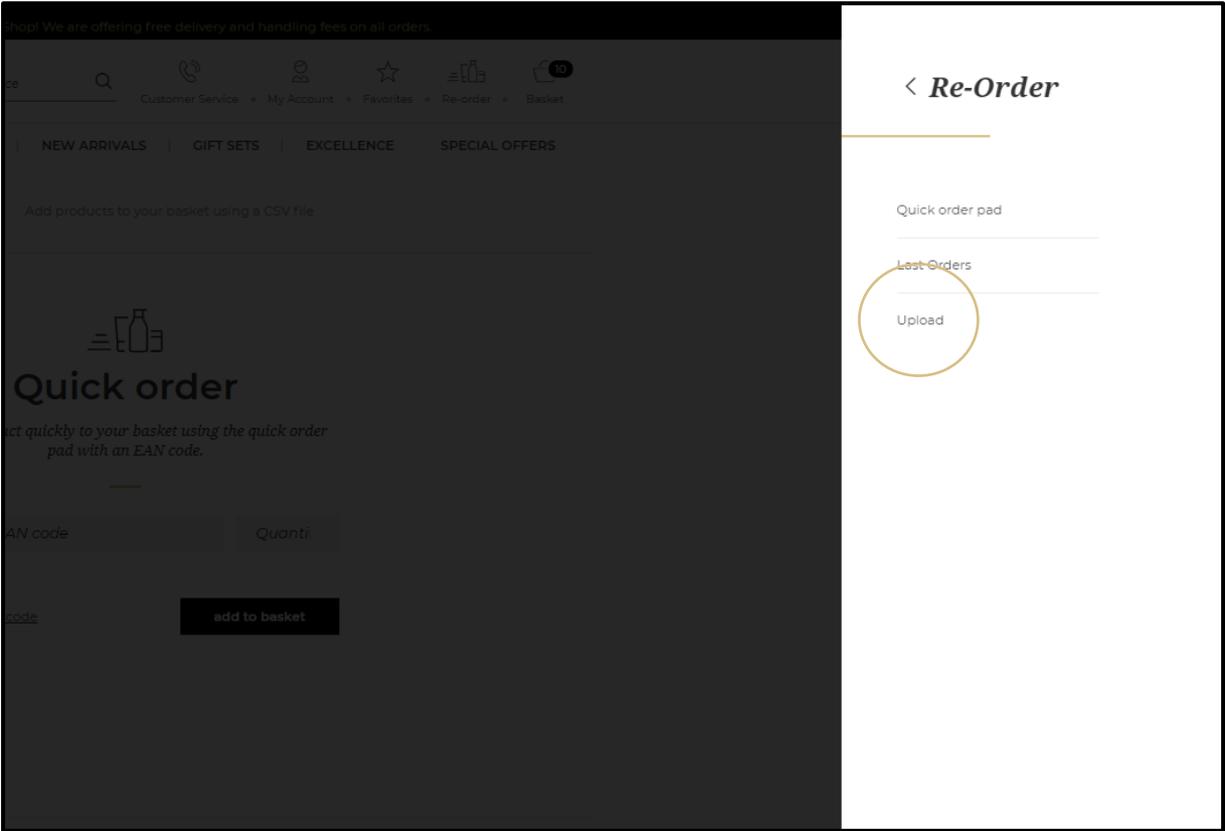
✓ *Your products have been added, you should be redirected automatically. [See cart](#)*

CSV Upload

On any page, click on **'Reorder'** in the header, and a menu will appear from the right.



Then, you must click on **'Upload'** to be redirected to the corresponding landed page.



Click on **'choose a file'** (1) and select the CSV file you want to upload from your computer. If your file is correctly imported, a message will be displayed (2), click on **'upload file'** (3) and you will be redirected to your basket with your added products.

A CSV file template is available. We recommend downloading it by clicking on the link **'Here is a downloadable example CSV file'** (4) to be sure your file meets the mandatory requirements.

