

Online Portal Manual

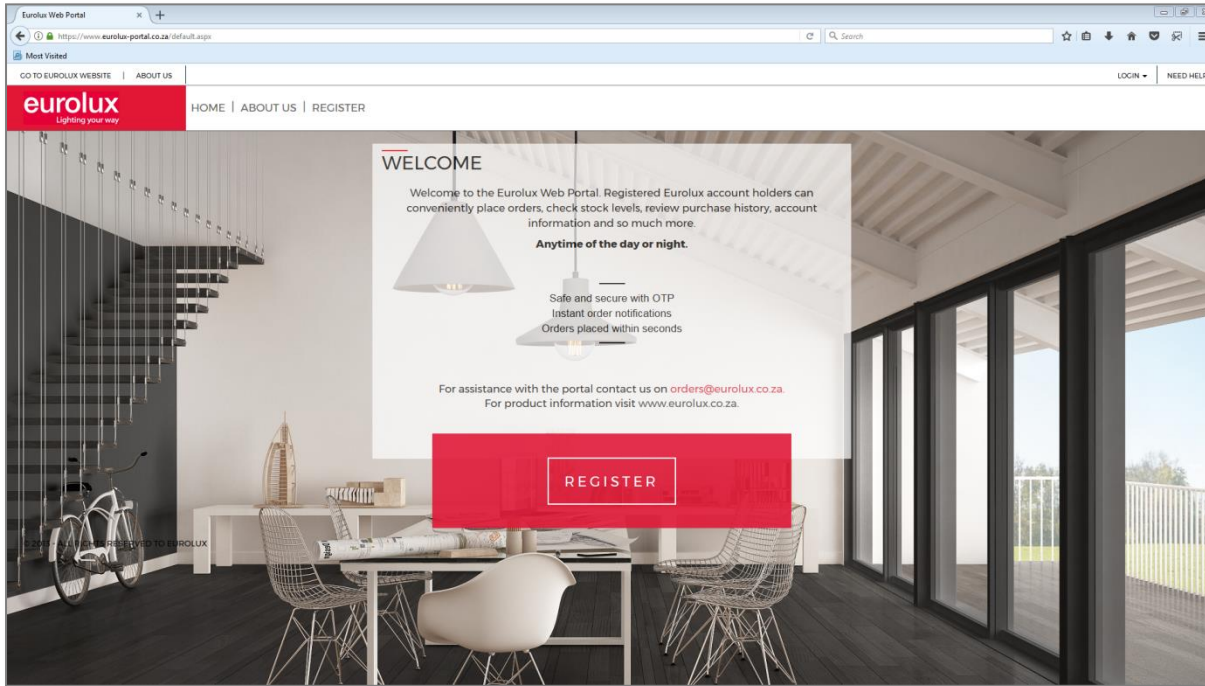
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Registration

Please note only Eurolux account holders will be able to register.

You will need your account number and the email address registered in the Eurolux account system as well as a valid cell phone number to receive a OTP (One-time-pin) to complete the process.



Step 1: Go to www.eurolux-portal.co.za in your internet browser

Step 2: Click on the register button as seen above

Step 3: Complete the registration form and follow the prompts

Step 4: Enter the OTP when prompted to complete your registration

Registration

Trouble Shooting:

If nothing happens when you click the red “Create Account” button at the end of the form scroll back up over the form and check if there are any red warnings e.g. incorrect input of the below cell phone number

Valid Cell Number:

e.g. 083345 6789 or +97155 555 5555 or +26876 55 7777

or starred fields e.g. missing address line 2

Address Line 2:

*

Login

The Login button is located at the top right hand corner of the screen

GO TO EUROLUX WEBSITE | ABOUT US

LOGIN | NEED HELP

LOGIN TO YOUR ACCOUNT

USERNAME

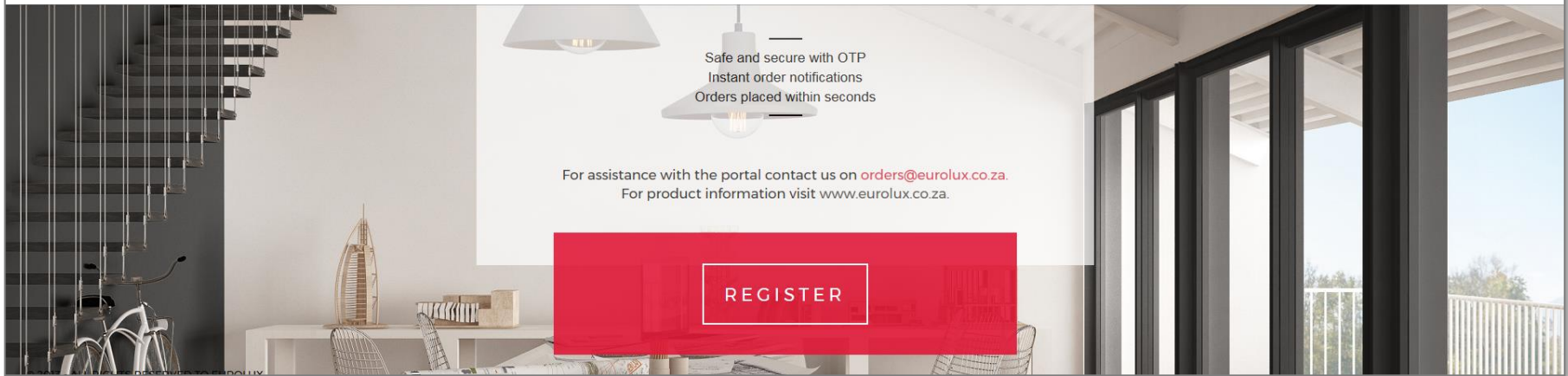
PASSWORD

LOGIN FORGOT YOUR PASSWORD

NOT REGISTERED

PLEASE USE THE LINK BELOW AND FOLLOW THE EASY STEPS TO REGISTER YOUR ACCOUNT WITH US.

REGISTER



Trouble Shooting: If you cant remember your password click the “Forgot your password” link and answer the security question you selected when you registered.

Secondary Users: Once the primary account holder has registered secondary account users can also register. An email will be sent to the primary user to activate the secondary users account. Please refer to [page 15](#) for additional secondary user account management.

Home Page

This is the login landing page. To return here at anytime click the “Home” button located in the main menu bar

GO TO EUROLUX WEBSITE | ABOUT US | HOME EUROMARKETING | LOGOUT

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HOME | SHOPPING | ORDER HISTORY | MY ACCOUNT | TEMPLATES | SUGGESTED ORDERS | CALL-BACKS | QUOTE REQUESTS. | MANAGE USERS

BASKET(7) | MY PROFILE | USER MANUAL | NEED HELP

YOU ARE IN : HOME BROWSE-ALL

SEE A COMPLETE PRODUCT LIST WITH QUANTITIES
GO SHOPPING

VIEW YOUR ORDER HISTORY IN DETAIL
ORDER HISTORY

NEWSLETTER
—
READ

TOP TIPS
—
EXPLORE

FAQ
—
EXPLORE

RESOURCES
—
EXPLORE

COMPLETE PRODUCT LIST
—
EXPLORE

ORDER HISTORY
—
VIEW

PROFILE DETAILS
—
VIEW

Shopping

In the shopping tab you can browse through the product categories and drill down menus to find what you are looking for or alternatively type in the product code in the search bar by clicking the red magnifying glass.

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YOU ARE IN : BROWSE ALL PRODUCTS

BROWSE ALL

Find what you are looking for here.

- LUMINAIRE (3056 Products)
- LAMPS (806 Products)
- ELECTRICAL (1261 Products)
- AV (0 Products)

Click on the product to view stock levels and pricing. From here you can add the product to your basket or template:

B38W
BRAND: BRICK LIGHT
BRICK LIGHT 45 LOUVRE WHITE
Price: R 0.00
CT Stock: 107
JHB Stock: 171

Stock Disclaimer

Quantity

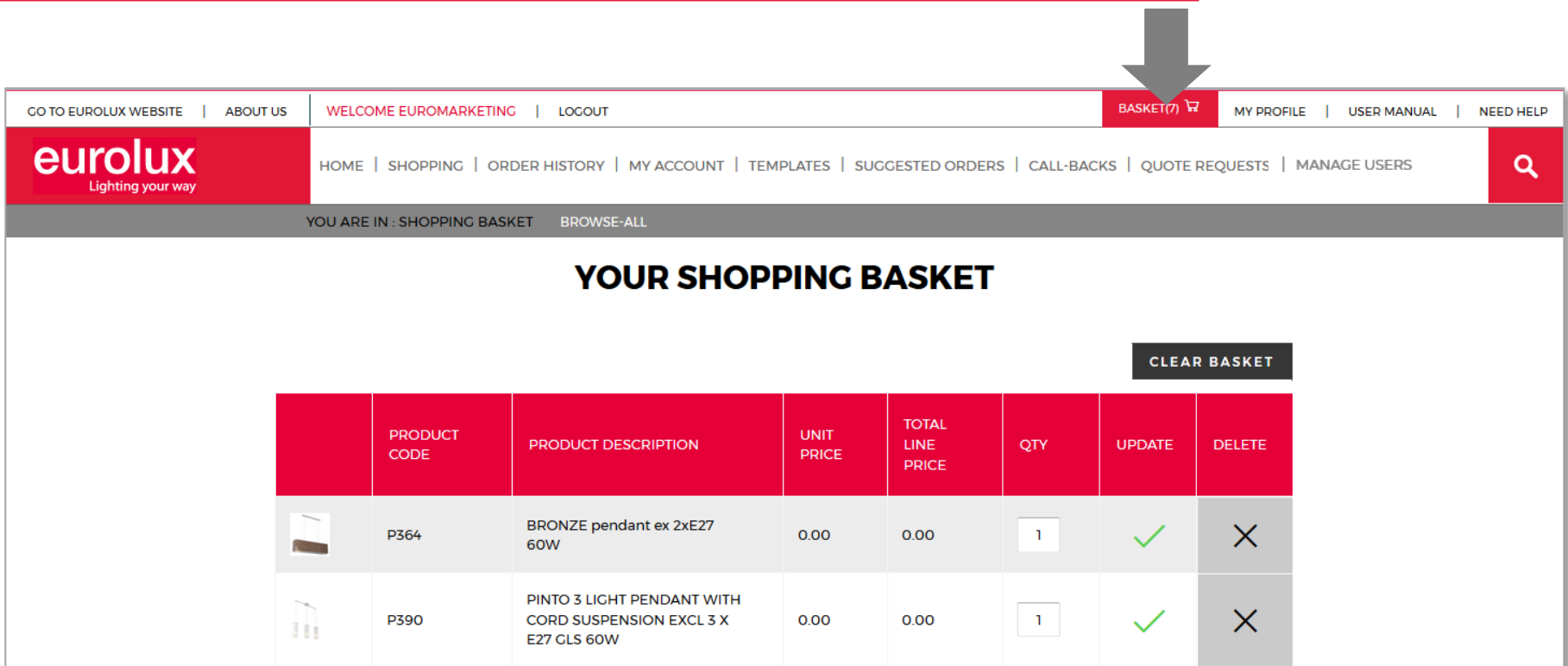
ADD TO BASKET ADD TO TEMPLATE

PRODUCT STOCK DISCLAIMER

ALL STOCK IS UPDATED ON A CYCLIC BASIS. THE STOCK ITEM **B38W** WAS LAST UPDATE ON 2017-11-02T15:45:22



Basket



GO TO EUROLUX WEBSITE | ABOUT US | WELCOME EUROMARKETING | LOGOUT | BASKET(7) | MY PROFILE | USER MANUAL | NEED HELP



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HOME | SHOPPING | ORDER HISTORY | MY ACCOUNT | TEMPLATES | SUGGESTED ORDERS | CALL-BACKS | QUOTE REQUESTS | MANAGE USERS

YOU ARE IN : SHOPPING BASKET BROWSE-ALL

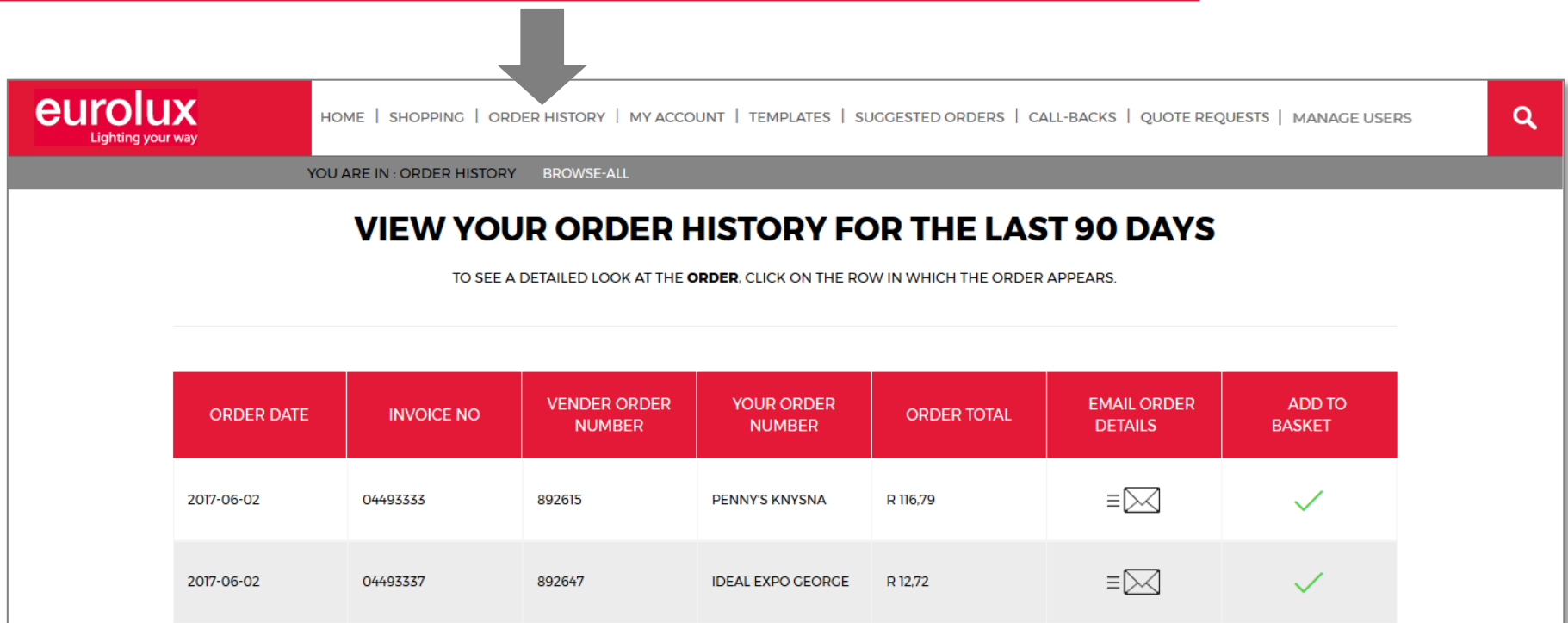
YOUR SHOPPING BASKET

CLEAR BASKET

	PRODUCT CODE	PRODUCT DESCRIPTION	UNIT PRICE	TOTAL LINE PRICE	QTY	UPDATE	DELETE
	P364	BRONZE pendant ex 2xE27 60W	0.00	0.00	1	✓	✗
	P390	PINTO 3 LIGHT PENDANT WITH CORD SUSPENSION EXCL 3 X E27 GLS 60W	0.00	0.00	1	✓	✗

You can view all the product added to your basket located at the top right hand of your screen. The basket is easy to manage, you can amend quantities and remove products. From here you can place orders directly or create quotations.

Order History



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HOME | SHOPPING | ORDER HISTORY | MY ACCOUNT | TEMPLATES | SUGGESTED ORDERS | CALL-BACKS | QUOTE REQUESTS | MANAGE USERS

YOU ARE IN : ORDER HISTORY BROWSE-ALL

VIEW YOUR ORDER HISTORY FOR THE LAST 90 DAYS

TO SEE A DETAILED LOOK AT THE **ORDER**, CLICK ON THE ROW IN WHICH THE ORDER APPEARS.

ORDER DATE	INVOICE NO	VENDER ORDER NUMBER	YOUR ORDER NUMBER	ORDER TOTAL	EMAIL ORDER DETAILS	ADD TO BASKET
2017-06-02	04493333	892615	PENNY'S KNYSNA	R 116,79	☰ ✉	✓
2017-06-02	04493337	892647	IDEAL EXPO GEORGE	R 12,72	☰ ✉	✓

- Here you will be able to view a list of all your orders placed in the last 90 days.
- You can click on the specific order to view all the details or email it to yourself by clicking the envelope in the 2nd last column.
- If you would like to make a repeat purchase simply click on the green tick in the last column to add the same order to your basket.

Account Details

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HOME | SHOPPING | ORDER HISTORY | MY ACCOUNT | TEMPLATES | SUGGESTED ORDERS | CALL-BACKS | QUOTE REQUESTS | MANAGE USERS

YOU ARE IN : ACCOUNT DETAILS BROWSE-ALL

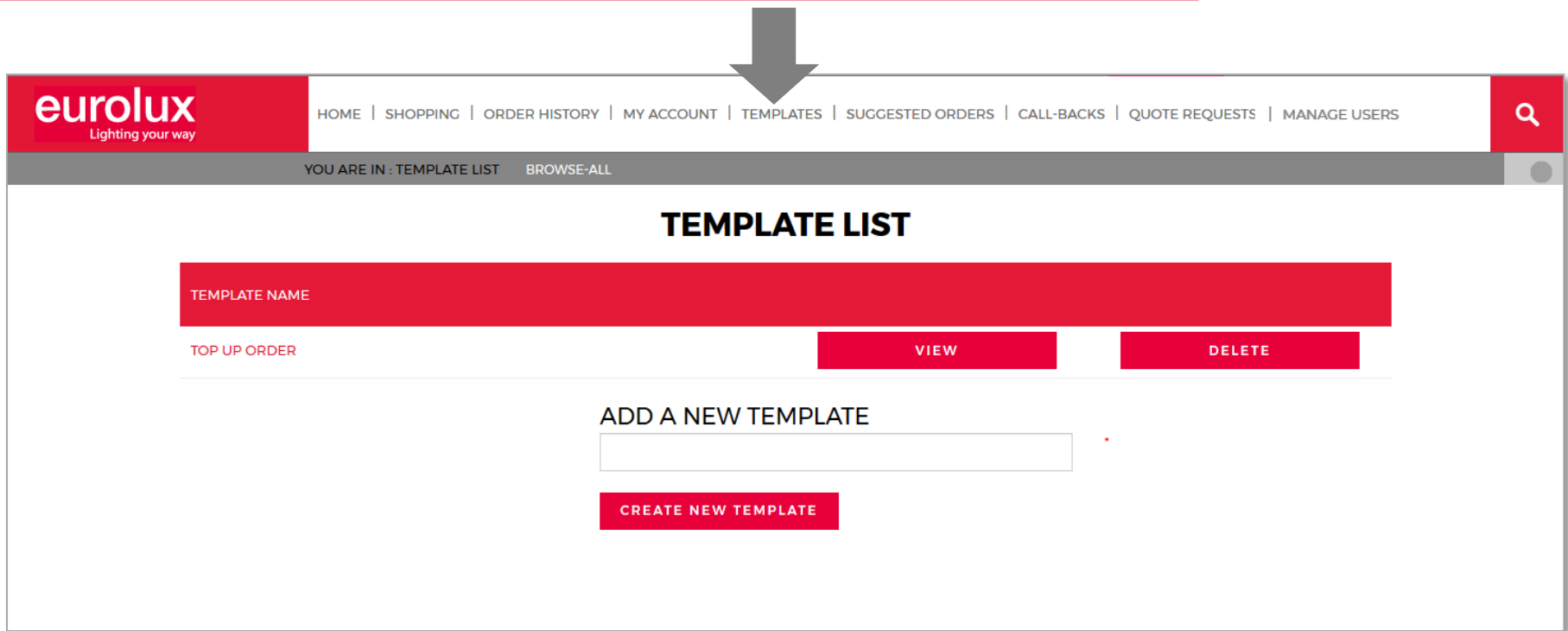
ACCOUNT DETAILS

ACCOUNT NAME	PROMOTIONS - CPT																
ACCOUNT NUMBER																	
EMAIL																	
ADDRESS DETAILS	9 RACE MILNERTON CAPE TOWN 7441																
ACCOUNT DETAILS	<table><tr><td>VAT GROUP</td><td>E</td></tr><tr><td>CREDIT LIMIT</td><td></td></tr><tr><td>ACCOUNT BALANCE</td><td></td></tr><tr><td>AVAIABLE CREDIT LIMIT</td><td></td></tr><tr><td>DATE OF LAST PAYMENT</td><td></td></tr><tr><td>LAST PAYMENT AMOUNT</td><td></td></tr><tr><td>DATE OF NEXT PAYMENT</td><td></td></tr><tr><td>NEXT PAYMENT AMOUNT</td><td></td></tr></table>	VAT GROUP	E	CREDIT LIMIT		ACCOUNT BALANCE		AVAIABLE CREDIT LIMIT		DATE OF LAST PAYMENT		LAST PAYMENT AMOUNT		DATE OF NEXT PAYMENT		NEXT PAYMENT AMOUNT	
VAT GROUP	E																
CREDIT LIMIT																	
ACCOUNT BALANCE																	
AVAIABLE CREDIT LIMIT																	
DATE OF LAST PAYMENT																	
LAST PAYMENT AMOUNT																	
DATE OF NEXT PAYMENT																	
NEXT PAYMENT AMOUNT																	

[EMAIL ACCOUNT DETAILS](#) [REQUEST CREDIT LIMIT INCREASE](#)

Under “My Account” you can view your account details as well as email them to yourself. You can also request a credit limit increase.

Templates



The screenshot displays the 'eurolux' website interface. At the top left is the logo 'eurolux Lighting your way'. The navigation bar contains links: HOME | SHOPPING | ORDER HISTORY | MY ACCOUNT | TEMPLATES | SUGGESTED ORDERS | CALL-BACKS | QUOTE REQUESTS | MANAGE USERS. A search icon is on the right. Below the navigation bar, a breadcrumb trail reads 'YOU ARE IN : TEMPLATE LIST BROWSE-ALL'. The main heading is 'TEMPLATE LIST'. Below this is a table with a red header row. The table has four columns: 'TEMPLATE NAME', 'TOP UP ORDER', 'VIEW', and 'DELETE'. Below the table is a section titled 'ADD A NEW TEMPLATE' with a text input field and a red button labeled 'CREATE NEW TEMPLATE'.

You can create order templates should you have the requirement to place the same order repeatedly. You can create multiple templates and they can be managed i.e. products can be added and removed from your templates.

You can add products to your templates in the Shopping section.

Suggested Orders



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HOME | SHOPPING | ORDER HISTORY | MY ACCOUNT | TEMPLATES | SUGGESTED ORDERS | CALL-BACKS | QUOTE REQUESTS | MANAGE USERS

YOU ARE IN : SUGGESTED ORDERS BROWSE-ALL

YOUR SUGGESTED ORDER LIST

If you want to exclude one or more of the items in your suggested order list from your basket, make the quantity **0**

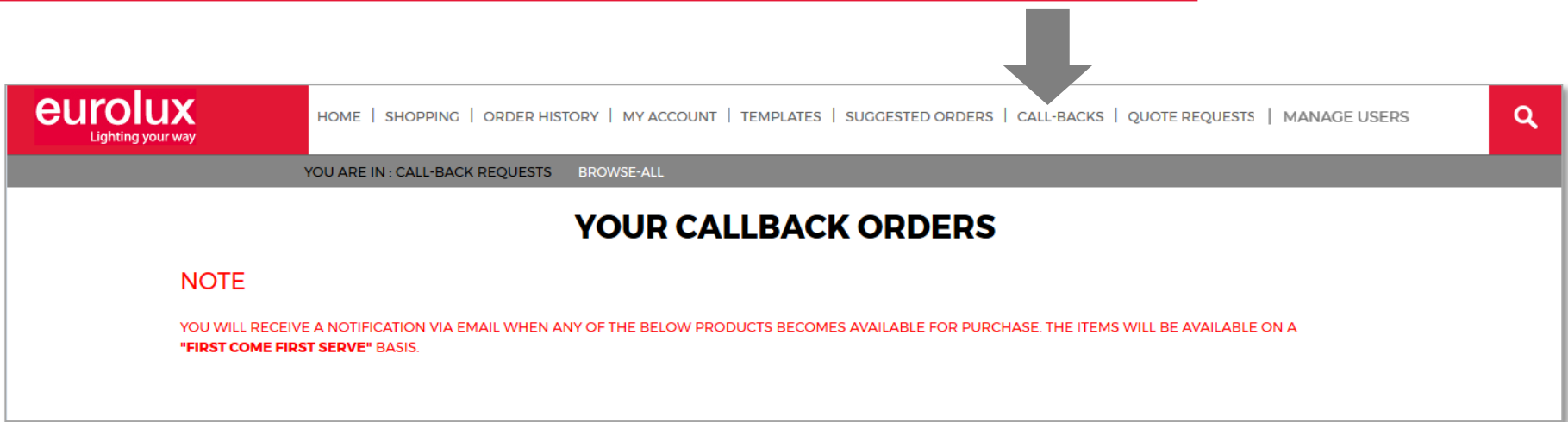
ADD ENTIRE LIST TO BASKET

	PRODUCT CODE	PRODUCT DESCRIPTION	FREE STOCK	QTY	ADD ITEMS TO BASKET	
	CO63	FS-U 4-80W Fluorescent Starter	11432(CT) 8247(JHB)	<input type="text" value="8"/>	<input checked="" type="checkbox"/>	
	FS86	RECHARG. 6V2AH EMERGENCY LT 24LED WITH STAND	11880(CT) 12965(JHB)	<input type="text" value="7"/>	<input checked="" type="checkbox"/>	

The suggested orders list is based on your buying patterns and the products which you have purchase most over the past months.

These items can be added to the basket. If you do not want a specific item to be added to your basket you can change the QTY to "0"

Call-Backs



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HOME | SHOPPING | ORDER HISTORY | MY ACCOUNT | TEMPLATES | SUGGESTED ORDERS | CALL-BACKS | QUOTE REQUESTS | MANAGE USERS

YOU ARE IN : CALL-BACK REQUESTS BROWSE-ALL

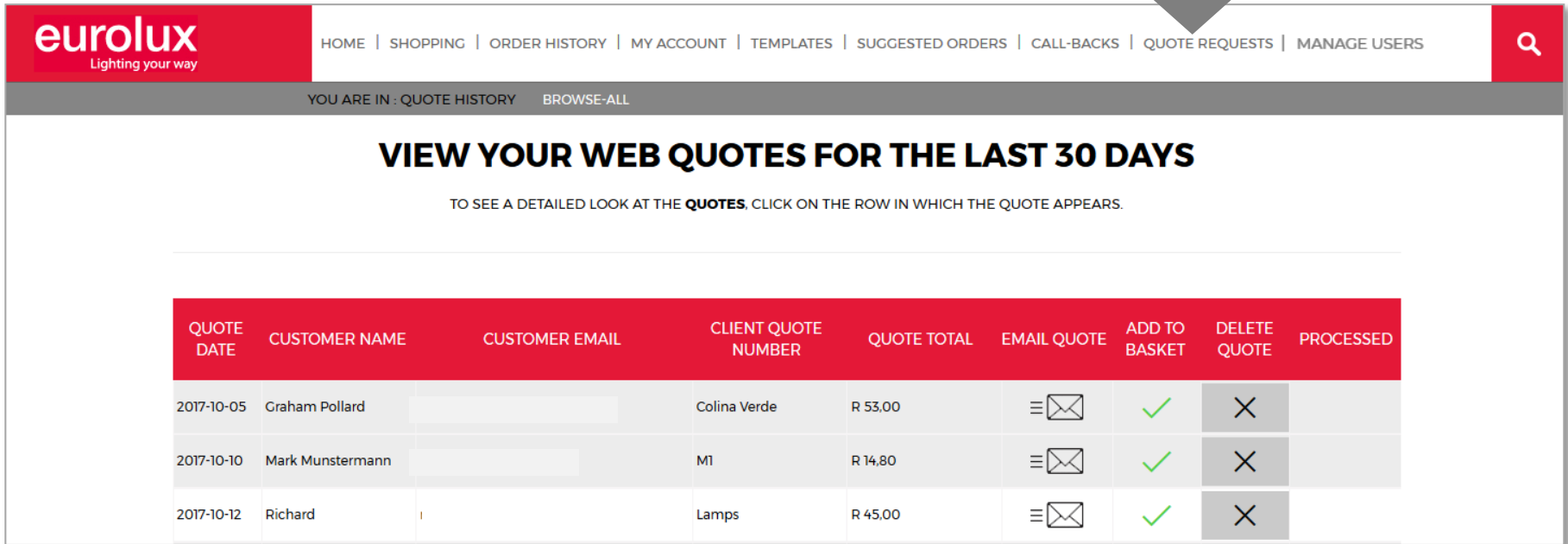
YOUR CALLBACK ORDERS

NOTE

YOU WILL RECEIVE A NOTIFICATION VIA EMAIL WHEN ANY OF THE BELOW PRODUCTS BECOMES AVAILABLE FOR PURCHASE. THE ITEMS WILL BE AVAILABLE ON A **"FIRST COME FIRST SERVE"** BASIS.

If a product is out-of-stock it won't give you the option to add it to your basket but instead you can request a call-back for when the product comes back into stock. The detail of these items will be listed here along with the quantity requested.

Quote Requests



QUOTE DATE	CUSTOMER NAME	CUSTOMER EMAIL	CLIENT QUOTE NUMBER	QUOTE TOTAL	EMAIL QUOTE	ADD TO BASKET	DELETE QUOTE	PROCESSED
2017-10-05	Graham Pollard		Colina Verde	R 53,00	☰✉	✓	✕	
2017-10-10	Mark Munstermann		M1	R 14,80	☰✉	✓	✕	
2017-10-12	Richard		Lamps	R 45,00	☰✉	✓	✕	

If you have received quote request email notifications from the Eurolux website these quote requests will be listed here.

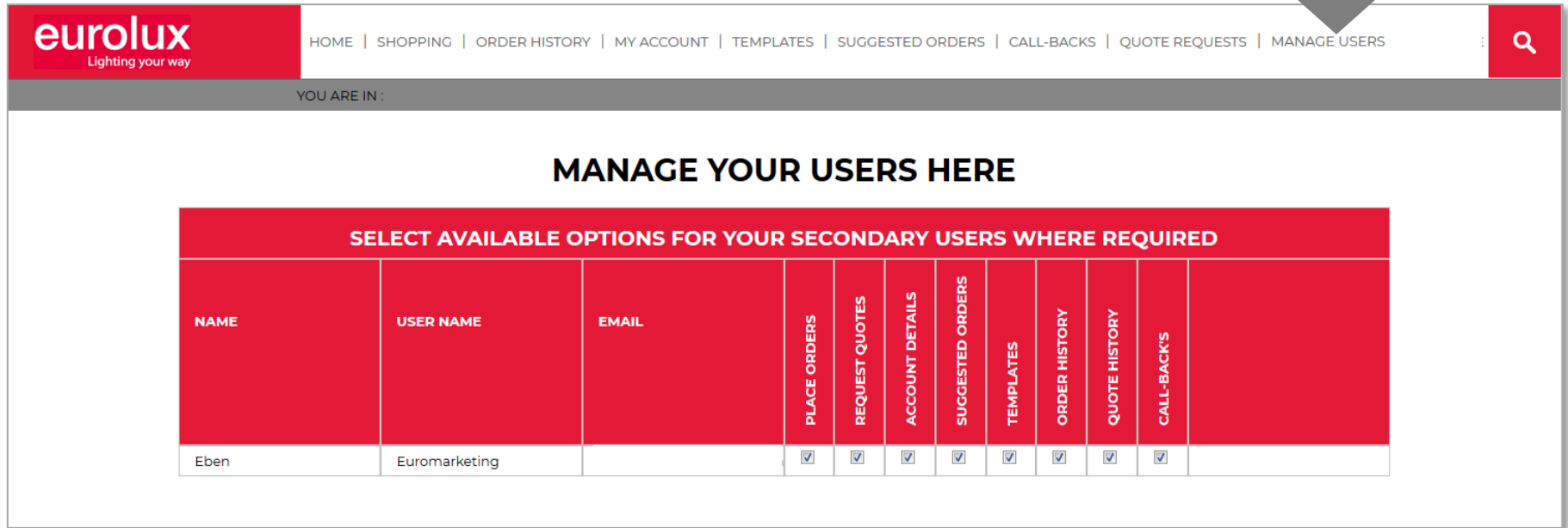
You can click on the line item to view all the details or email it through to yourself.

N.B The price shown is your purchase price not the amount you should quote the customer.

If you would like to purchase the products you can add them to your basket.

Once you have sent the customer a quote you can delete it from the list.

Manage Users



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HOME | SHOPPING | ORDER HISTORY | MY ACCOUNT | TEMPLATES | SUGGESTED ORDERS | CALL-BACKS | QUOTE REQUESTS | MANAGE USERS

YOU ARE IN :

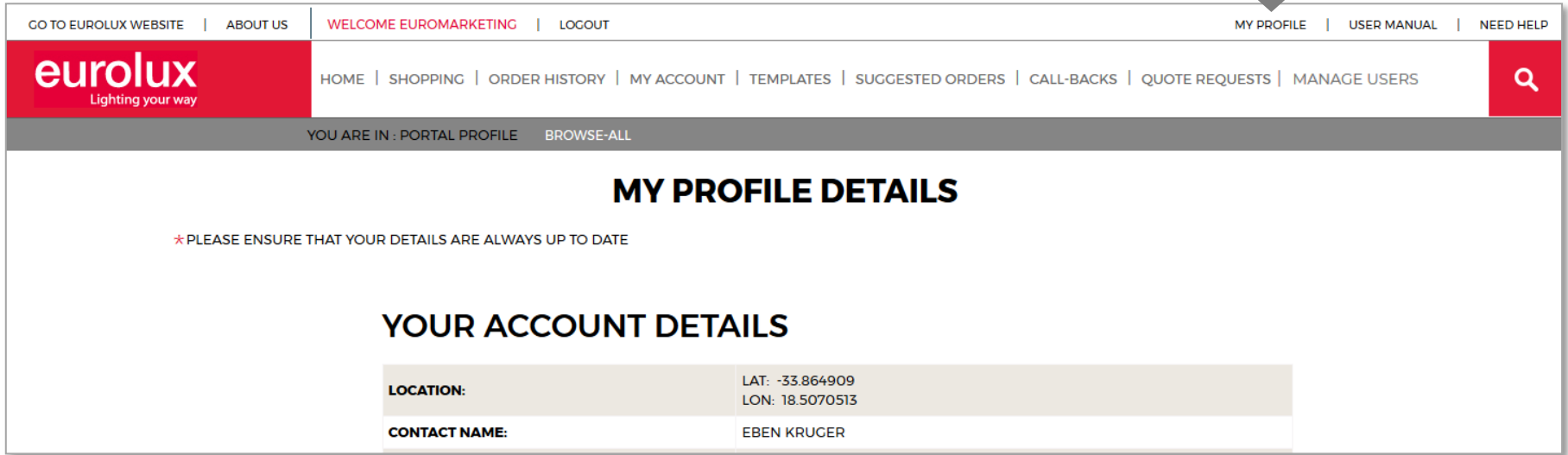
MANAGE YOUR USERS HERE

SELECT AVAILABLE OPTIONS FOR YOUR SECONDARY USERS WHERE REQUIRED

NAME	USER NAME	EMAIL	PLACE ORDERS	REQUEST QUOTES	ACCOUNT DETAILS	SUGGESTED ORDERS	TEMPLATES	ORDER HISTORY	QUOTE HISTORY	CALL-BACK'S
Eben	Euromarketing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Primary account holders have a “Manage Users” tab in the menu bar and are able to select, activate or deactivate secondary users portal functionality. i.e. you may only want your secondary account user to view stock and pricing and not be able to view your account details and place orders.

My Profile



GO TO EUROLUX WEBSITE | ABOUT US | WELCOME EUROMARKETING | LOGOUT | MY PROFILE | USER MANUAL | NEED HELP

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HOME | SHOPPING | ORDER HISTORY | MY ACCOUNT | TEMPLATES | SUGGESTED ORDERS | CALL-BACKS | QUOTE REQUESTS | MANAGE USERS

YOU ARE IN : PORTAL PROFILE | BROWSE-ALL

MY PROFILE DETAILS

* PLEASE ENSURE THAT YOUR DETAILS ARE ALWAYS UP TO DATE

YOUR ACCOUNT DETAILS

LOCATION:	LAT: -33.864909 LON: 18.5070513
CONTACT NAME:	EBEN KRUGER

If you would like to update your account details or change your password go to “My Profile” located at the top right of your screen.

Thank you
