

# *in one* Order

Improve your purchasing



## QUICKSTART GUIDE **WEB & APP**

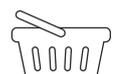
## ORDERING THROUGH INONE

Welcome to inONE. This manual explains how to order from your suppliers using inONE. Ordering through inONE provides you with a multitude of benefits:

- One web store for all your orders.
- Order anywhere and at anytime.
- More assurance of correct delivery.
- Insight into your products.
- inONE training and help desk.

## CONTENT

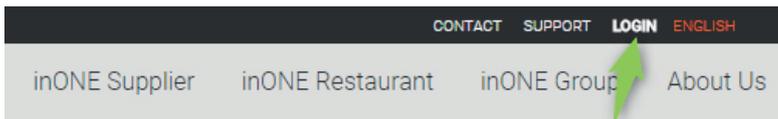
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## 01. LOG IN

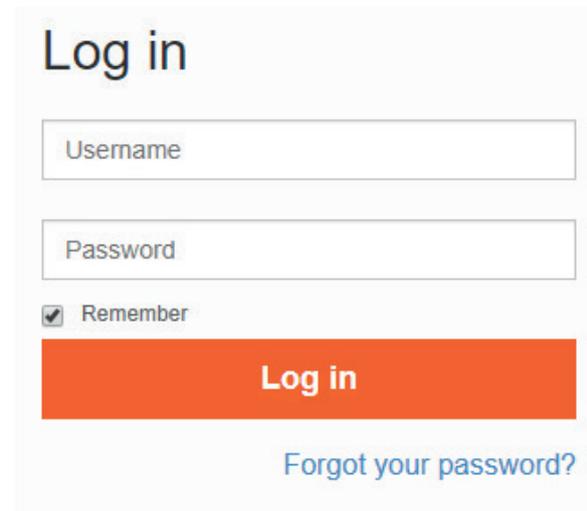
Visit [myinone.com](http://myinone.com) to log in using your log in credentials.

### Step 1.



You will find the log in button in the upper right hand corner on the website.

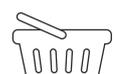
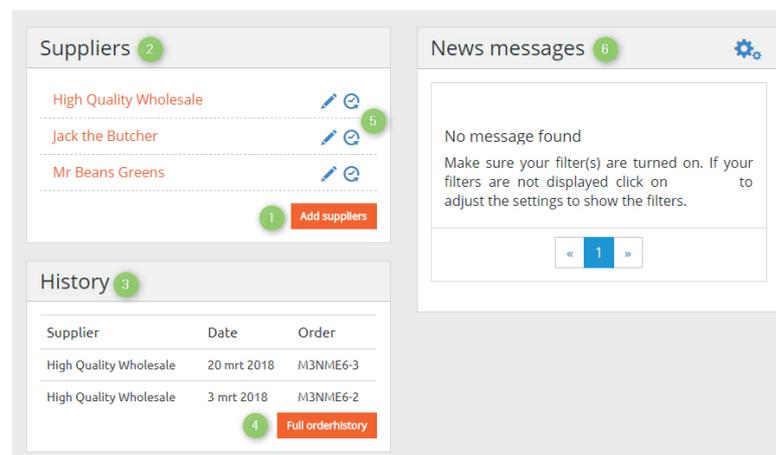
### Step 2.



## 02. PERSONAL HOME PAGE

What can you find on your personal home page?

1. With this button you can add your suppliers.
2. An overview of associated suppliers.
3. You will find the last 5 orders from your order history here.
4. With "Full order history" you can view all your orders.
5. If you select the clock symbol next to the supplier name, you will see the orders per supplier.
6. Supplier and inONE are able to post news messages. You will find those here.



### 03. ORDERING THROUGH INONE

Choose the supplier you want to order from → Select your delivery date of choice.

#### Suppliers

High Quality Wholesale

---

Jack the Butcher

---

Mr Beans Greens

---

Add suppliers

March

2018

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Now you can place products in your shopping cart. This can be done in three ways.

1. Choose from your order list.
2. Search for a specific product or product number.
3. You can also search through the entire assortment using "Total assortment".

Shopping cart 0

[Show shopping cart](#) 4

Search 2

Advanced search

Orderlist 1

Daily Orders

Specials

NEW Products

Total assortment 3

- Fruit
- Milk
- Butter
- Lettuce
- Pork

High Quality Wholesale - Demo High Quality Wholesale (17584) ?

Deliverydate:

Id:	Product:	Unit:	Price:	Quantity:	Price:
2402	Fermented milk 1l x 10	10 Kg	€ 143,13 /Kg	<input type="text"/>	
2230	Raib 1l x10	10 Kg	€ 150,98 /Kg	<input type="text"/>	
2229	Raib pomegranate flavor	10 Kg	€ 150,98 /Kg	<input type="text"/>	
2123	Whole milk uht bottle x 6l	6 Kg	€ 143,37 /Kg	<input type="text"/>	
PC101	Boned shoulder inside/cole porc echine	1 Kg	€ 260,09 /Kg	<input type="text"/>	
PC27	Caul fat/crepine	1 Kg	€ 262,83 /Kg	<input type="text"/>	

After finding your product, select the desired amount and the products will be added to your shopping cart.

4. When your order is complete, select the "Show shopping cart" button in the upper left hand corner.



## Shopping cart

1. In the shopping cart you can still change your delivery date.
2. You are able to post a comment to the supplier.
3. You are able to adjust your order.
4. Place your order or delete it.

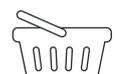
The screenshot shows a shopping cart interface for 'High Quality Wholesale - Demo High Quality Wholesale (17584)'. It includes a 'Shopping cart' sidebar with 'Delete' and 'Submit order' buttons. The main area shows a delivery date of '23-03-2018', an order number 'M3NME6-7', and a comment field. Below is a table of items:

Id	Product	Note	Quantity	Unit	Price
2230	Raib 11x10	-	1	10 Kg/portion	€ 1509,80
2229	Raib pomegranate flavor	-	2	10 Kg/portion	€ 3019,60
2123	Whole milk uht bottle x 6l	-	1	6 Kg/portion	€ 860,22
Total:					€ 5389,62

*When you place an order, a pop-up screen will appear in which you can confirm your order.*

The dialog box is titled 'Attention!' and contains the following text: 'NEW ORDER', 'Attention! Your order will be submitted to your Supplier.', and 'Deliverydate: 23-03-2018'. It asks 'Do you wish to continue?' and has 'Yes' and 'No' buttons. A green arrow points to the 'Yes' button.

If you click 'Yes', the order will be submitted to the supplier and it will appear on your [home page screen](#) under History. (See 02. [Personal home page](#) > page 3)



## History

Supplier	Date	Order
High Quality Wholesale	23 mrt 2018	M3NME6-7
High Quality Wholesale	20 mrt 2018	M3NME6-3
High Quality Wholesale	3 mrt 2018	M3NME6-2

[Full orderhistory](#)

In the 'History' overview you can open and review placed orders.

*Click on one of your orders to view your order and to check its progress.*

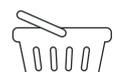
Submitted: 02-03-2018 13:26:57			
Created: 02-03-2018 13:18	By: Demo High Quality Wholesale	Last modified: 02-03-2018 13:18	Login: Demo High Quality Wholesale

## 04. EDITING ORDER LISTS

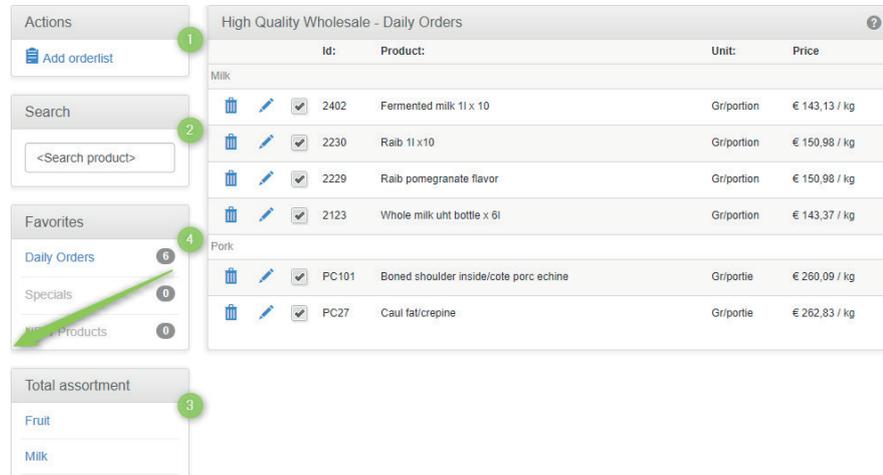
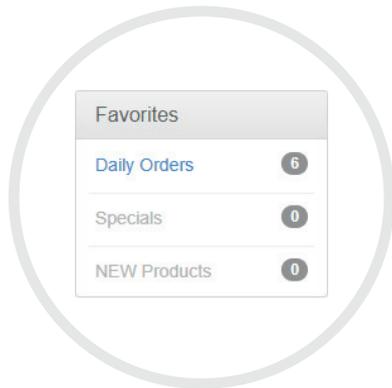
You can create your own order lists in inONE. You can do this by selecting the pencil symbol next to the supplier's name.

Suppliers	
High Quality Wholesale	 
Jack the Butcher	 
Mr Beans Greens	 

[Add suppliers](#)



You will then arrive at the screen enabling you to create and edit order lists.



img.1

1. Add order list.  
(See green dot 1 in *img.1*)



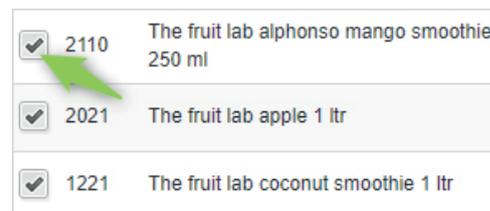
You can create a new order list

Or

edit / delete an existing list.

2. To create an order list you can use the search option. You are then able to search for a product name or a product number.  
(See green dot 2 in *img.1*)
3. Or search through the entire assortment.  
(See green dot 3 in *img.1*)

*Check your product to add it to an order list.*  
*You can add a product to multiple order lists.*

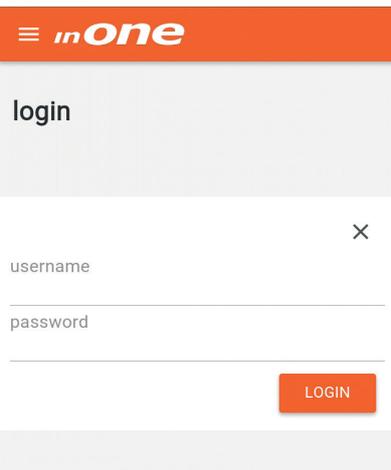


4. You will find your new order list under the 'Favorites' menu. (See green dot 4 in *img.1*)



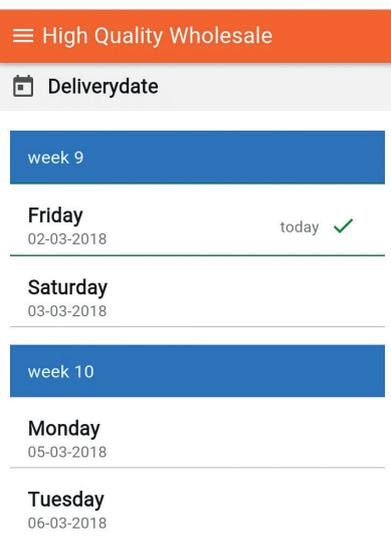
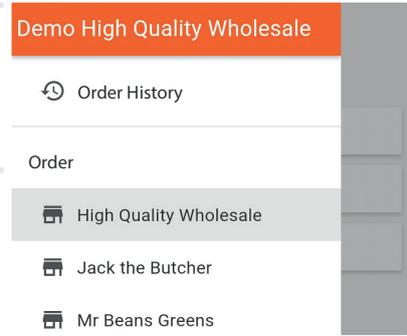
## 05. ORDER APP

Apart from the browser version, inONE also has a mobile app with which you can place orders.



Open the app and log in using your log in credentials. *(These are the same credentials as the ones used in the browser version).*

Choose the supplier you want to order from.

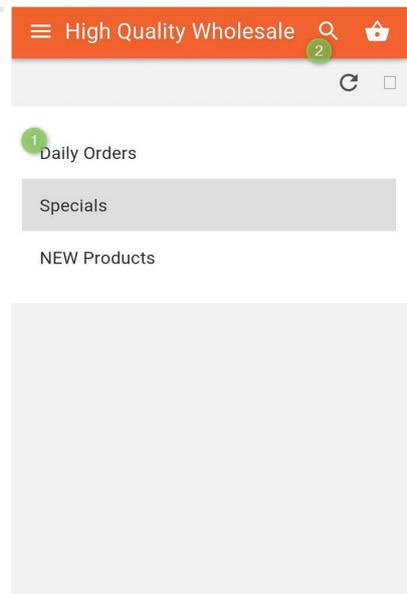


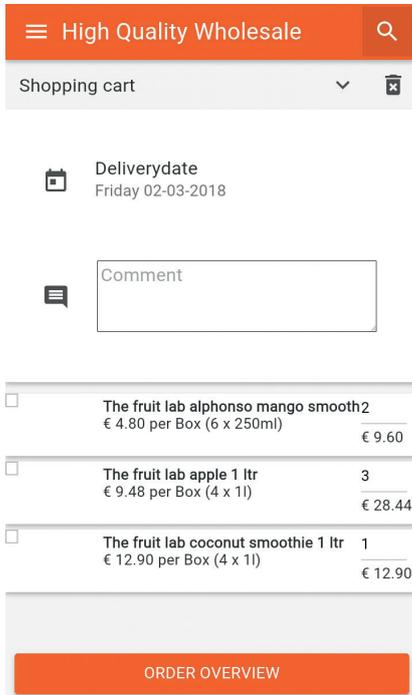
Select the desired delivery date.

Now you can add products to your shopping cart. In the App version this can be done in two ways.

1. Choose from your order list.
2. Search for a specific product or product number.

By default, the top order list will appear. If you would like to use a different list, you can select one by clicking on the name of the list you desire.





If you would like to view the products in your shopping cart, click on "Shopping cart" at the top left of your screen. You will be able to change your delivery date and post a comment here.

Next, you can submit your order by clicking on 'send order overview'.

Your order overview will appear and you are able to make adjustments if necessary. Then, submit your order.

