L'ORÉAL

DERMATOLOGICAL BEAUTY **PARTNER SHOP**

User Guide:
How to
Order Quickly

How to order quickly?

To meet the needs of professional, 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.

01 — YOU WANT TO PLACE AN ORDER THROUGH THE QUICK ORDER FORM

On any page, click on 'Quick Order' in the header, a lateral layer will be displayed. Then, you must click on 'Quick order form' to be redirected to the corresponding landed page. You will see the brands you stock listed and you can click on the '+' to expand the brand and it's categories. Use the '+' and '-' buttons to select the desired quantity and then 'Add all to basket' to add the products to your basket.

A message will be displayed to confirm your product/s have been added to your basket and you will be redirected on the basket page. Then proceed to checkout using the method outlined in the 'How to checkout?' user guide.

02 — YOU WANT TO PLACE AN ORDER FORM A CSV UPLOAD

Click on 'CSV upload' to be redirected to the corresponding landed page. Click on 'choose a file', select on your desktop the CSV file you want to upload. If your file is correctly imported, a message will be displayed, click on 'upload file' and you will be redirected to your basket with your added products. Then proceed to checkout using the method outlined in the 'How to checkout?' user guide.

A csv file template is available. We recommend downloading it by clicking on the link "Here is a downloadable example csv file" to be sure your file meets the mandatory requirements.

If you have any questions about this user guide, do not hesitate to contact us by phone, by email or via your Business Development Manager.