

## TRADE PORTAL - USER GUIDE

Sign In

Email

Keep me signed in [Details](#)

[Request an Account](#) [Next](#)

Enter Email Address

Sign In

An activation email has been sent to your email address as [x](#) you have not logged in previously.

Password

[Forgot Your Password?](#)

[Previous](#) [Login](#)

Enter password

If it is your first-time logging onto the account, you should receive an email as follows:



Hi Kerri,

Thank you for logging into our website.

Please click the link below to activate your account.

[Click here to activate.](#)

If you have any queries, please do not hesitate to contact us.

Many Thanks,

Tyrone Textiles

You will need to click the link and set a new password



**Reset password**

**Email \***

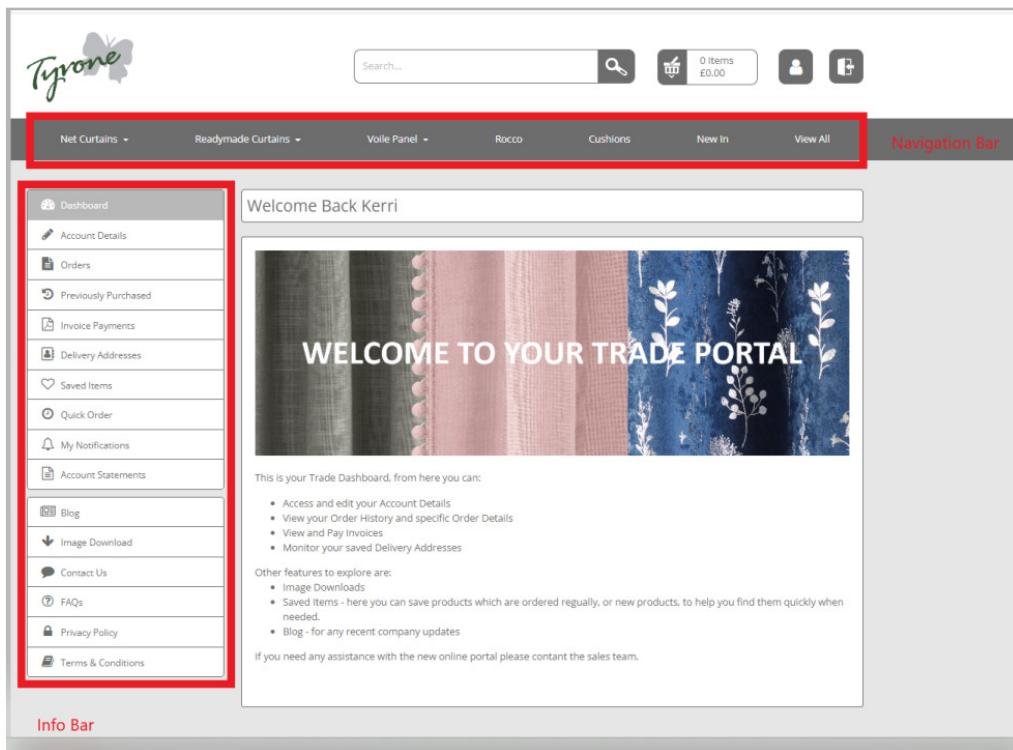
**Password \***

**Confirm Password \***

**Reset Password**

Enter email address and create new password for your account.

Once you log in you will see your new home screen.



**Navigation Bar**

**Info Bar**

Welcome Back Kerri

**WELCOME TO YOUR TRADE PORTAL**

This is your Trade Dashboard, from here you can:

- Access and edit your Account Details
- View your Order History and specific Order Details
- View and Pay Invoices
- Monitor your saved Delivery Addresses

Other features to explore are:

- Image Downloads
- Saved Items - here you can save products which are ordered regularly, or new products, to help you find them quickly when needed.
- Blog - for any recent company updates

If you need any assistance with the new online portal please contact the sales team.

The Info bar on the left hand side is where you can find information about your account

## ACCOUNT DETAILS

This will give you information about your account with us.

1. Account Managers - This will tell you who your sales rep is for your account.
2. Credit information – this will tell you what your credit limit is, how much is on your account, what is available left to spend and what your payment terms are. This also shows your account number for any correspondence with the office.
3. Addresses – this shows your default billing and Delivery address. If there are any issues and amendments, please contact the office.
4. Contact – here you can update your password.

The screenshot shows a software interface for managing account details. The left sidebar has a navigation menu with the following items:

- Net Curtains -
- Readymade Curtains -
- Voile Panel -
- Rocco
- Cushions
- New In
- View All

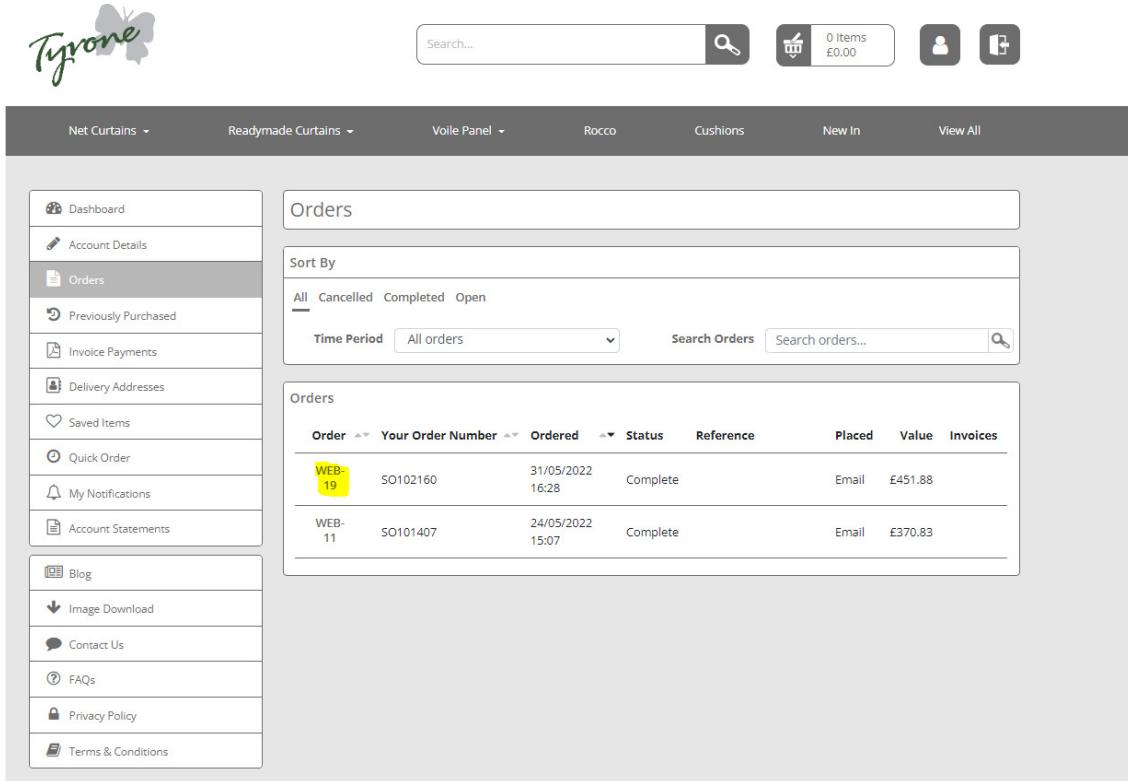
The 'Account Details' tab is selected. The main content area is divided into several sections:

- Account Managers:** Shows a placeholder user icon and the text "Sales Rep" followed by "Rep - Ryan Green".
- Credit Information:** Shows redacted credit limit, account balance, available to spend, payment terms, and account number.
- Addresses:** Shows redacted Billing and Delivery addresses.
- Contact:** A form for updating contact information, including fields for Company, First Name, Last Name, Telephone, Email, Password, Confirm Password, and Mobile. A "Save" button is at the bottom right.

## ORDERS

Here you will be able to see all orders you have placed with Tyrone – this section also includes orders not placed on the trade portal.

This can be sorted using the buttons and dropdowns.



The screenshot shows the Tyrone website's Orders page. The page has a dark header with the Tyrone logo, a search bar, and user icons. The main content area has a sidebar with links like Dashboard, Account Details, Orders (which is selected and highlighted in grey), Previously Purchased, Invoice Payments, Delivery Addresses, Saved Items, Quick Order, My Notifications, Account Statements, Blog, Image Download, Contact Us, FAQs, Privacy Policy, and Terms & Conditions. The main content area shows a 'Sort By' section with buttons for All, Cancelled, Completed, and Open, and a dropdown for Time Period (set to All orders) and a search bar for orders. Below this is a table of orders with columns: Order, Your Order Number, Ordered, Status, Reference, Placed, Value, and Invoices. Two orders are listed: WEB-19 (SO102160, 31/05/2022 16:28, Complete, Email, £451.88) and WEB-11 (SO101407, 24/05/2022 15:07, Complete, Email, £370.83). The order WEB-19 is highlighted with a yellow box.

Order	Your Order Number	Ordered	Status	Reference	Placed	Value	Invoices
WEB-19	SO102160	31/05/2022 16:28	Complete	Email	£451.88		
WEB-11	SO101407	24/05/2022 15:07	Complete	Email	£370.83		

By clicking into an order (highlighted in yellow) you can find out much more information about that order.

**Dashboard**

**Account Details**

**Orders**

**Previously Purchased**

**Invoice Payments**

**Delivery Addresses**

**Saved Items**

**Quick Order**

**My Notifications**

**Account Statements**

**Blog**

**Image Download**

**Contact Us**

**FAQs**

**Privacy Policy**

**Terms & Conditions**

### Order Details

**Order Summary**

Order Number:	WEB-19	Order Status:	Complete
Your Order Number:	SO102160	Your Reference:	-
Date/Time Placed:	31/05/2022, 16:28	Placed:	Email

**Order Information**

<b>Billing Address</b> [REDACTED] [REDACTED] [REDACTED]	<b>Delivery Address</b> [REDACTED] [REDACTED] [REDACTED]	<b>Payment Method</b> -  <b>Delivery Method</b> UK Mail - Next Day Specific Address - Parcel
		<b>Delivery Instructions</b> None added
		<b>Uploaded Documents</b> No documents uploaded
		<b>Order Instructions</b> -

**Order Lines**

Product Details	Qty	Unit Price	Unit VAT	Line Price
HARVARD R/M GREY 168X229CM Code: HAR02RMB90 Colour: Grey Size: 66" 168cm x 90" 229cm B90	1	£29.65	£5.93	£29.65
HARVARD R/M GREY 229X229CM Code: HAR02RMC90 Colour: Grey Size: 90" 229cm x 90" 229cm C90	1	£42.85	£8.57	£42.85
SAVOY R/M CREAM 229 X 229 CMS Code: SAV04EYEC90 Colour: Cream	1	£46.15	£9.23	£46.15

## PREVIOUSLY PURCHASED

Net Curtains	Readymade Curtains	Voile Panel	Rocco	Cushions	New In	View All
<a href="#">Dashboard</a>	<a href="#">Previously Purchased</a>	<a href="#">Search</a>	<a href="#">Rocco</a>	<a href="#">Cushions</a>	<a href="#">New In</a>	<a href="#">View All</a>
<a href="#">Account Details</a>		<a href="#">Time Period</a> <input type="button" value="Last six months"/> <a href="#">Search</a> <input type="text" value="Search history..."/> <input type="button" value="Search"/>				
<a href="#">Orders</a>						
<a href="#">Previously Purchased</a>						
<a href="#">Invoice Payments</a>						
<a href="#">Delivery Addresses</a>						
<a href="#">Saved Items</a>						
<a href="#">Quick Order</a>						
<a href="#">My Notifications</a>						
<a href="#">Account Statements</a>						
<a href="#">Blog</a>						
<a href="#">Image Download</a>						
<a href="#">Contact Us</a>						
<a href="#">FAQs</a>						
<a href="#">Privacy Policy</a>						
<a href="#">Terms &amp; Conditions</a>						

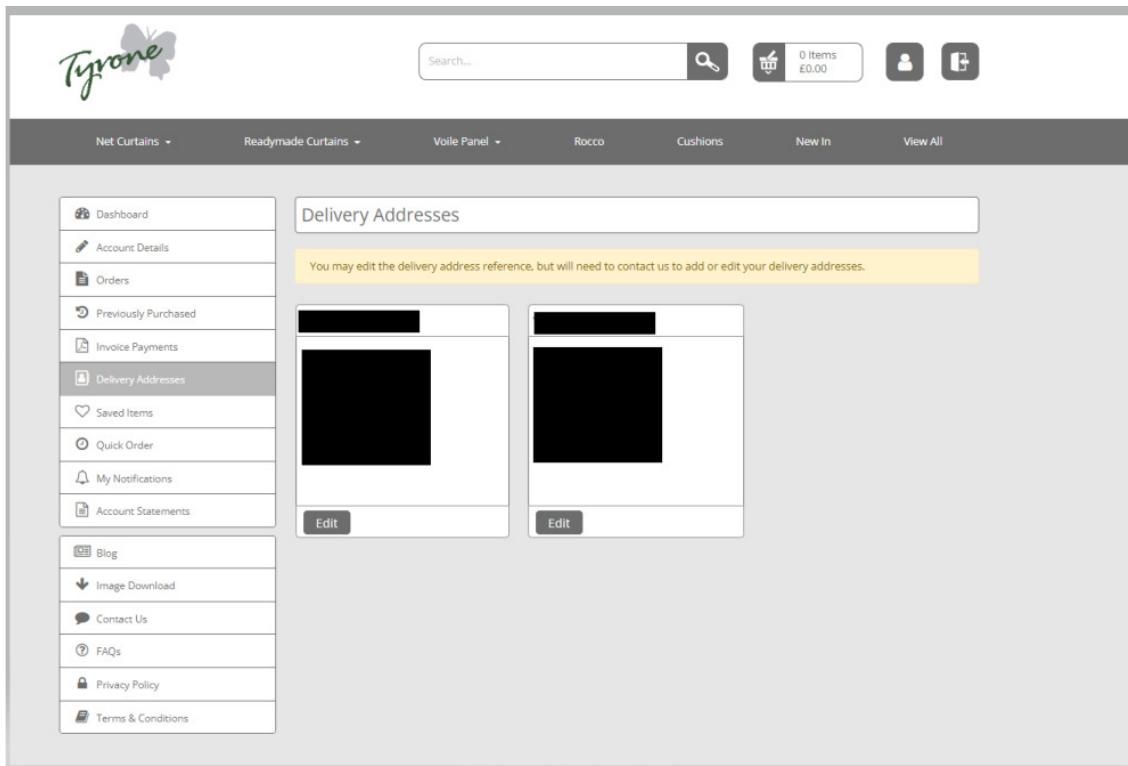
This allows you to quickly add products that you have previously purchased from us from different orders. Simply find the product or order and hit add to basket.

## **INVOICE PAYMENTS**

Here you can see what invoices are outstanding on your account. You can also select the invoices you wish to pay for and click the pay now button – you will then enter your card details.

## DELIVERY ADDRESSES

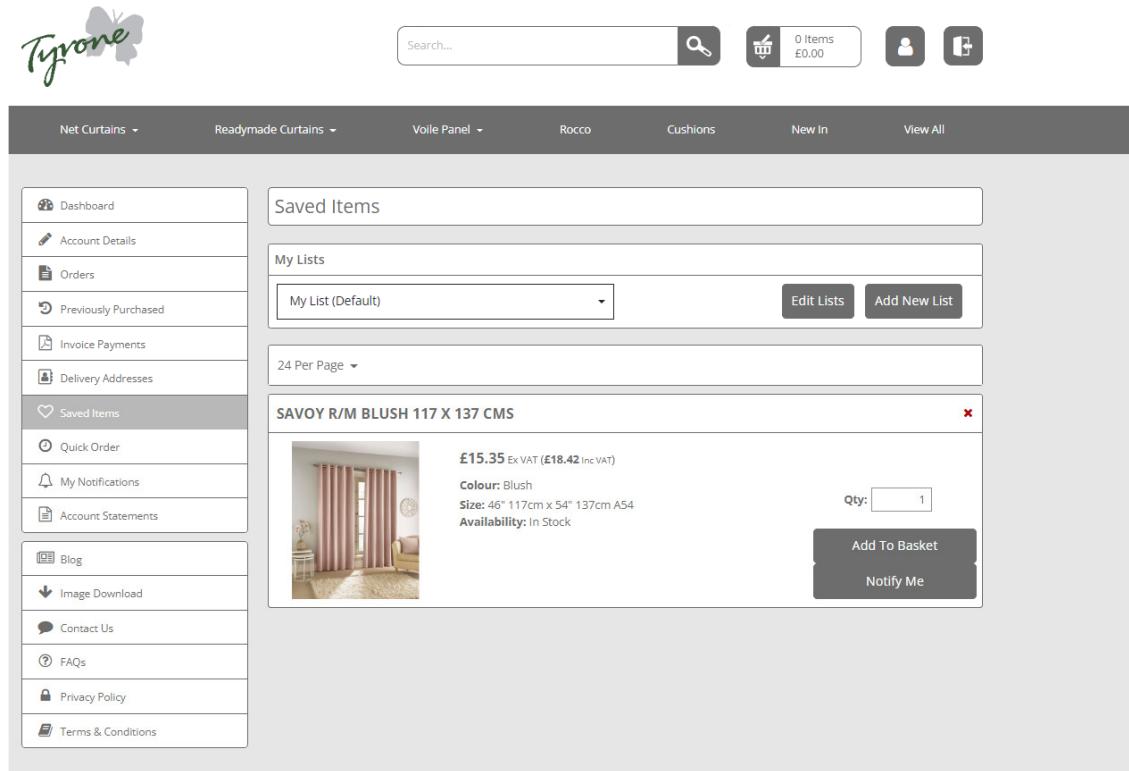
Here you can see all the delivery addresses associated with your account. Please contact the office if there needs to be any amendments.



The screenshot shows the Tyrone website's user interface. At the top, there is a navigation bar with links for Net Curtains, Readymade Curtains, Voile Panel, Rocco, Cushions, New In, and View All. The Tyrone logo is on the left, and a search bar with a magnifying glass icon is on the right. Below the navigation bar is a sidebar with various menu items: Dashboard, Account Details, Orders, Previously Purchased, Invoice Payments, Delivery Addresses (which is highlighted in grey), Saved Items, Quick Order, My Notifications, Account Statements, Blog, Image Download, Contact Us, FAQs, Privacy Policy, and Terms & Conditions. The main content area is titled "Delivery Addresses" and contains a message: "You may edit the delivery address reference, but will need to contact us to add or edit your delivery addresses." Below this message are two large, blacked-out rectangular boxes, each with an "Edit" button at the bottom.

## SAVED ITEMS

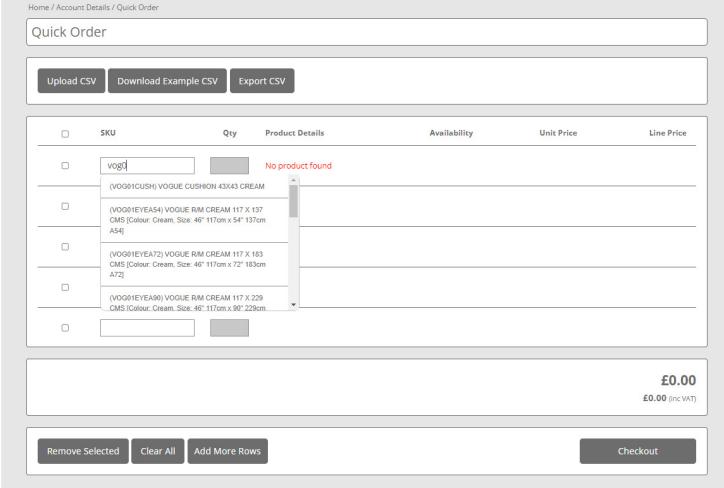
You can save products you buy often and create lists to categorise the products. This again makes it quicker and easier for you to find the products you are looking for to add to your basket.



The screenshot shows the Tyrone website interface. At the top, there is a navigation bar with links for Net Curtains, Readymade Curtains, Voile Panel, Rocco, Cushions, New In, and View All. On the far right of the top bar are icons for a search bar, a shopping basket (0 Items £0.00), a user profile, and a cart. The main content area is titled 'Saved Items' and contains a sub-section titled 'My Lists' with a dropdown menu showing 'My List (Default)'. Below this is a '24 Per Page' dropdown. A product card for 'SAVOY R/M BLUSH 117 X 137 CMS' is displayed, showing a pink curtain image, the price £15.35 Ex VAT (£18.42 Inc VAT), and details: Colour: Blush, Size: 46" 117cm x 54" 137cm A54, Availability: In Stock. There is a quantity selector set to 1, and buttons for 'Add To Basket' and 'Notify Me'.

## QUICK ORDER

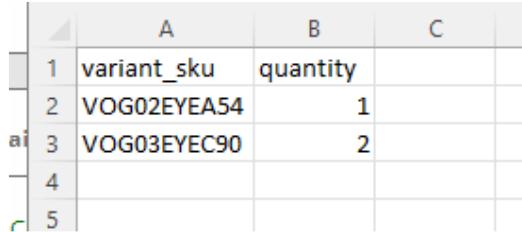
Here you can build up an order very quickly. If you know the Variant Code (product code) you can begin to type this in and it will pull up a list of suggested products as you type.



The screenshot shows a 'Quick Order' interface. At the top, there are buttons for 'Upload CSV', 'Download Example CSV', and 'Export CSV'. Below this is a table with columns: 'SKU', 'Qty', 'Product Details', 'Availability', 'Unit Price', and 'Line Price'. A search bar contains 'vog'. A dropdown menu shows suggestions: '(VOG001CUSH) VOGUE CUSHION 43X43 CREAM', '(VOG02EYEA54) VOGUE RIM CREAM 117 X 137 CMS Colour Cream, Size: 46' 117cm x 54' 137cm A54', '(VOG03EYEC90) VOGUE RIM CREAM 117 X 183 CMS Colour Cream, Size: 46' 117cm x 72' 183cm A72', and '(VOG04EYEA72) VOGUE RIM CREAM 117 X 229 CMS Colour Cream, Size: 46' 117cm x 90' 229cm A72'. The total value at the bottom is £0.00 (inc VAT). At the bottom are buttons for 'Remove Selected', 'Clear All', 'Add More Rows', and 'Checkout'.

You are also able to import Excel files (CSV format) to populate this.

You can Download Example CSV which will give you the headings you need to upload a file. You will require our Variant code and the quantity you require.



	A	B	C
1	variant_sku	quantity	
2	VOG02EYEA54	1	
3	VOG03EYEC90	2	
4			
5			

Once you have completed the spreadsheet. Save.

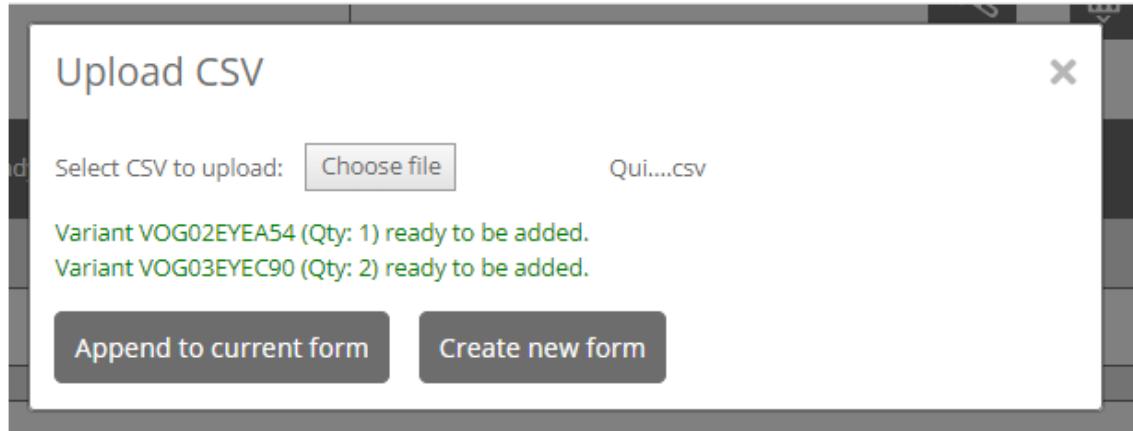
Click upload CSV button



The screenshot shows the 'Quick Order' interface again. At the top, there are buttons for 'Upload CSV', 'Download Example CSV', and 'Export CSV'. Below this is a table with columns: 'SKU', 'Qty', and 'Product Details'. At the bottom are buttons for 'Remove Selected', 'Clear All', 'Add More Rows', and 'Checkout'.

Locate and add file

This will then confirm what you are attempting to import and highlight if there are any errors.



Click append to current form.

<input type="checkbox"/>	SKU	Qty	Product Details	Availability	Unit Price	Line Price
<input type="checkbox"/>	VOG02EYEA54	1	VOGUE R/M LATTE 117 X 137 CMS Colour: Latte Size: 46" 117cm x 54" 137cm A54	In Stock	£8.83	£8.83
<input type="checkbox"/>	VOG03EYEC90	2	VOGUE R/M GREY 229 X 229 CMS Colour: Grey Size: 90" 229cm x 90" 229cm C90	In Stock	£26.49	£52.98
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

This will pull the lines in from the excel sheet.

You can then double check all the values – and click checkout at the bottom of the page.

We strongly suggest using this method if you have a computer system managing your stock.

## MY NOTIFICATIONS

If products are out of stock, you are able to set up notifications, so you receive an email or text alert to let you know we are now back in stock of these items.

In this screen you can see all the notifications you have outstanding.

U

Net Curtains ▾ Readymade Curtains ▾ Voile Panel ▾ Rocco Cushions New In View All

Dashboard Account Details Orders Previously Purchased Invoice Payments Delivery Addresses Saved Items Quick Order My Notifications Account Statements

Blog Image Download Contact Us FAQs Privacy Policy Terms & Conditions

### My Notifications

Save

#### Active Notifications

Product Details	Qty	Price	Remove
 FLEUR RMC BLUSH 117X137CMS Code : FLE03EYEA54 Colour: Blush Size: 46" 117cm x 54" 137cm A54	5	£9.95 Ex VAT (£11.94 Inc VAT)	×

Availability: In Stock  
Notification method: Email

## ACCOUNT STATEMENTS

Here you will be able to request statements for certain required periods – they will generate, and you will be able to download these.

Net Curtains ▾ Readymade Curtains ▾ Voile Panel ▾ Rocco Cushions New in View All

Dashboard Account Details Orders Previously Purchased Invoice Payments Delivery Addresses Saved Items Quick Order My Notifications Account Statements

Request Statement

Type: Outstanding Items Date From: to Request

Statements

Show 10 entries Search:

Requested	Type	Date From	Date To	Status	Download
No account statements to display					

## BLOG

Stay up to date with our latest information and product information – here you will find much more detailed information about our new products etc.

Net Curtains ▾

Readymade Curtains ▾

Voile Panel ▾

Rocco

Cushions

New In

View All

Home / Blog

### Blog

Search Posts  🔍

All Posts (1)

New Products (1)

All Posts

**NEW COLOUR ALERT!**

Posted on: 29/03/2022, 00:00

Due to the fantastic reaction we have had to our 100% blackout curtain SAVOY, we are excited to announce the new addition of CREAM to the collection. The beautiful chenille fabric looks even more stunning in Cream making this the perfect neutral curtain for any home. The new colour is a perfect fit to the existing Savoy collection containing Blush, Grey and Sand. If you would like an updated hanger, please get in contact with the sales team.

[Read More](#)

### NEW COLOUR ALERT!

Posted on: 29/03/2022, 00:00

[Back To All Posts](#)

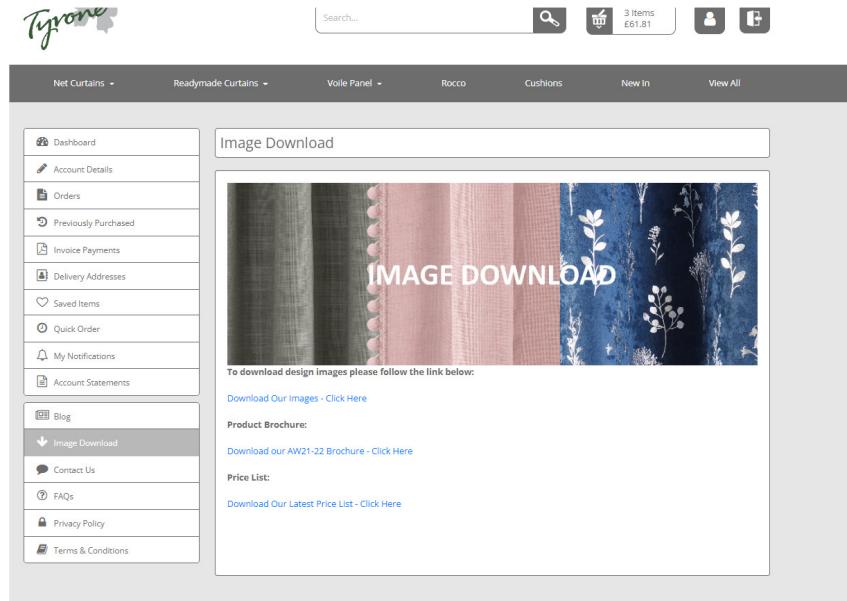
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If you would like an updated hanger, please get in contact with the sales team.



## IMAGE DOWNLOAD

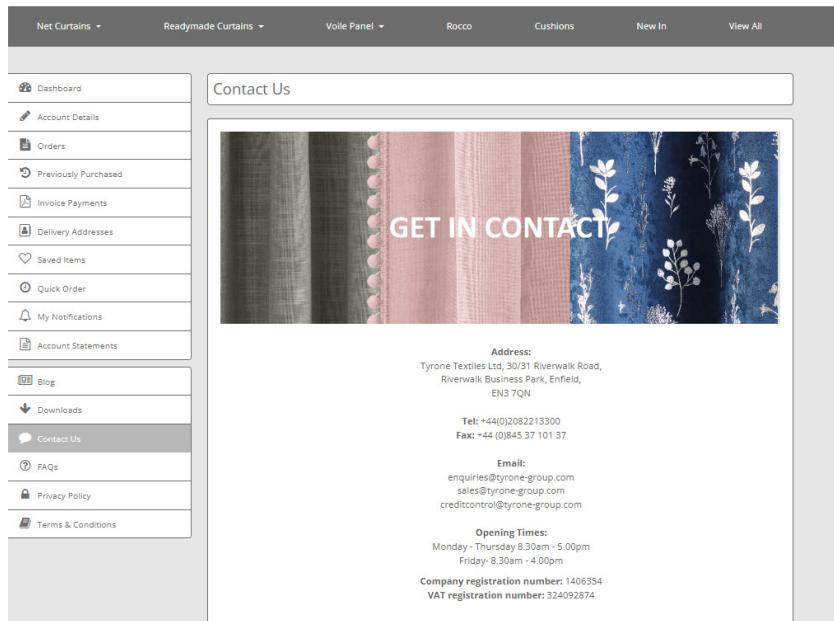
Here you will find links where you are able to download all our product images in high res, as well as our latest brochure, price list and daily stock feed.



The screenshot shows the Tyrone website's navigation bar with links for Net Curtains, Readymade Curtains, Voile Panel, Rocco, Cushions, New In, and View All. The main content area is titled 'Image Download' and features a large image of various fabric samples with the text 'IMAGE DOWNLOAD' overlaid. Below the image, there is a link to download design images. The sidebar on the left includes links for Dashboard, Account Details, Orders, Previously Purchased, Invoice Payments, Delivery Addresses, Saved Items, Quick Order, My Notifications, Account Statements, Blog, Image Download (which is highlighted), Contact Us, FAQs, Privacy Policy, and Terms & Conditions.

## Contact Us –

Find all our contact information here



The screenshot shows the Tyrone website's navigation bar with links for Net Curtains, Readymade Curtains, Voile Panel, Rocco, Cushions, New In, and View All. The main content area is titled 'Contact Us' and features a large image of various fabric samples with the text 'GET IN CONTACT' overlaid. Below the image, there is contact information including address, telephone numbers, email addresses, and opening times. The sidebar on the left includes links for Dashboard, Account Details, Orders, Previously Purchased, Invoice Payments, Delivery Addresses, Saved Items, Quick Order, My Notifications, Account Statements, Blog, Downloads (which is highlighted), Contact Us, FAQs, Privacy Policy, and Terms & Conditions.

FAQ, Privacy Policy, Terms & Conditions – please see page for details

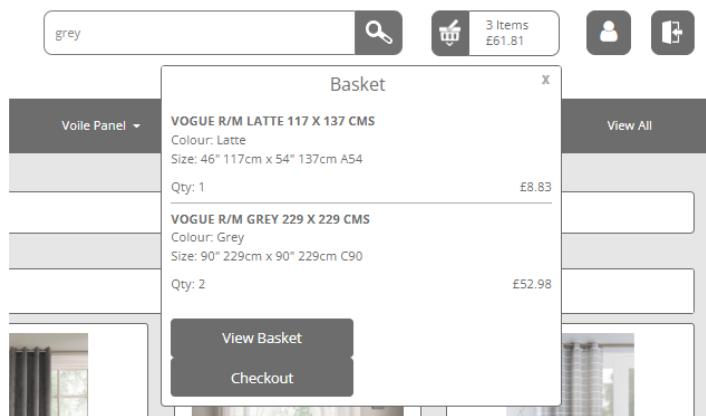
## TOP NAVIGATION



Clicking the Tyrone Logo will take you back to your dashboard

Search – you can search for products using the quick search – you can quickly just to products by searching their name or colour etc.

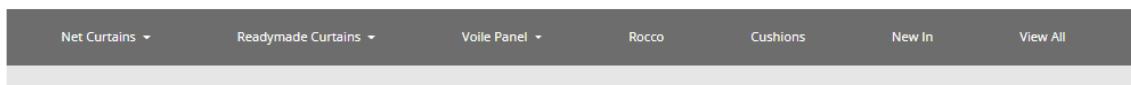
Basket – this will show you what products and what value you have added to your basket



Dashboard – clicking the person icon will take you back to your dashboard

The final button will sign you out of your account

## NAVIGATION BAR



Here you can browse for the type of product you are looking for:

These have been broken down into a few headline categories – net curtains, Readymade curtains, voile panels, Rocco, Cushions, New In, View all

Selecting net curtains will show a dropdown option of different product you can select.

Alternatively, you can click 'View All' at the bottom of the category to see everything within that category.

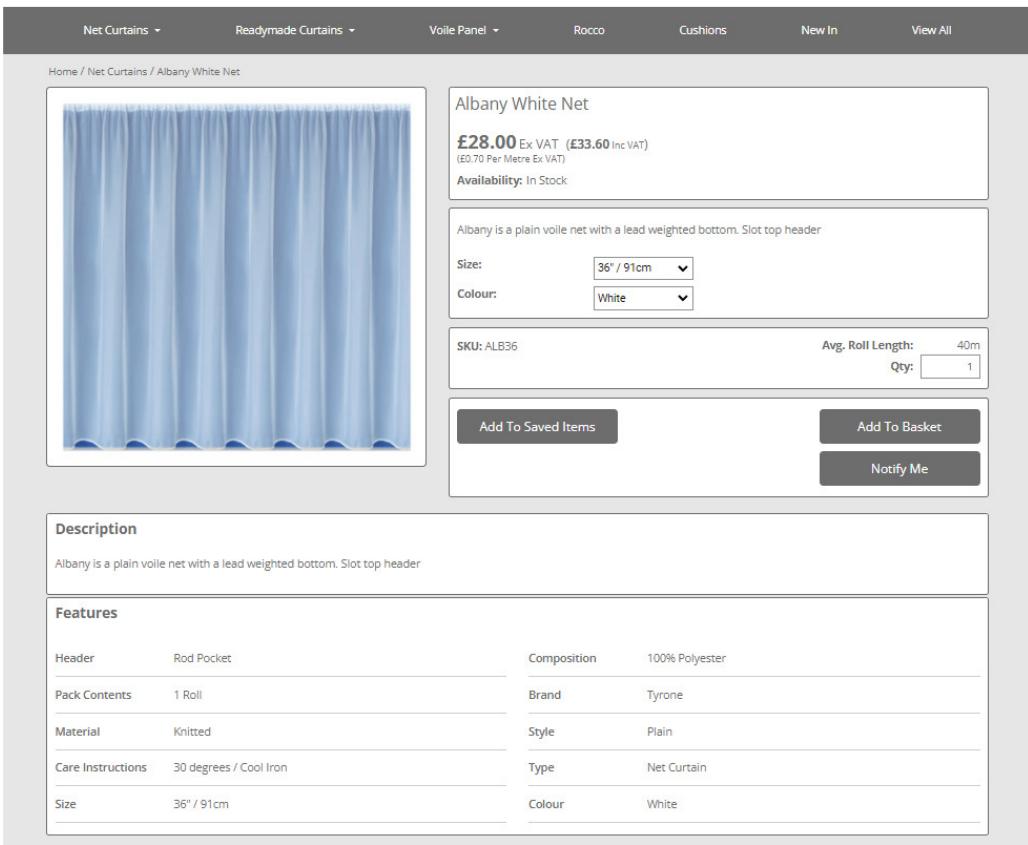
## MAIN PRODUCT VIEW PAGE

Here you can see all the products that match the category you have selected. These show the prices that are specific to your account. It also highlights if we are in stock or not.

This will show prices ex and inc vat

You can filter all the products using the navigation menu on the left-hand side, or sort by clicking the dropdown next to the word **Alphabetical**.

## MAIN PRODUCT PAGE



Albany White Net

**£28.00** Ex VAT (£33.60 Inc VAT)  
(£0.70 Per Metre Ex VAT)

Availability: In Stock

Albany is a plain voile net with a lead weighted bottom. Slot top header

Size: 36" / 91cm

Colour: White

SKU: ALB36 Avg. Roll Length: 40m

Qty: 1

Add To Saved Items Add To Basket Notify Me

**Description**

Albany is a plain voile net with a lead weighted bottom. Slot top header

**Features**

Header	Rod Pocket	Composition	100% Polyester
Pack Contents	1 Roll	Brand	Tyrone
Material	Knitted	Style	Plain
Care Instructions	30 degrees / Cool Iron	Type	Net Curtain
Size	36" / 91cm	Colour	White

Here you will be able to see more detailed product information about the product you have selected.

With roll stocked items, you will note that the price is calculated using the average roll length multiplied by the per meter. As all roll lengths are varied this gives you an approximate value for the order. Enter number of rolls required NOT meterage.

You are also able to select the different colour and size options using the dropdown options.

If we are out of stock, it will give you the next delivery date for this product, but you can put it on backorder also. So, this will get sent out to you once it is back in stock with us.

From this screen you can also add to your saved items to quick order and add a notification if we are out of stock, so you get a text or email alert when back in stock.

## VIEW BASKET

You can view your basket by clicking on the basket icon at the top and clicking view basket.

The screenshot shows the Tyrone website's basket page. At the top, there's a navigation bar with 'Net Curtains', 'Readymade Curtains', 'Voile Panel', and a search bar. To the right of the search bar is a basket icon with '4 Items £78.76' (circled in red). Below the navigation is a 'Basket' section with a table. The table has three rows, each representing a product in the basket. The first row is for 'VOGUE R/M LATTE 117 X 137 CMS' (Qty: 1, £8.83). The second row is for 'VOGUE R/M GREY 229 X 229 CMS' (Qty: 2, £52.98). The third row is for 'FLEUR RMC BLUSH 168X183CMS' (Qty: 1, £16.95). Each row includes a 'View Basket' button (circled in red) and a 'Checkout' button. To the right of the basket table is a 'View All' section with 'Line VAT' (£1.77). At the bottom of the basket table is a summary table with 'Item(s) £78.76', 'Total Net £78.76', 'VAT £15.76', and 'Order Total £94.52'. At the very bottom are buttons for 'Delete Selected', 'Clear Basket', 'Continue Shopping', and 'Checkout' (circled in red).

From here you can amend your order and then proceed to checkout

## CHECKOUT

First you will see an order confirmation of everything you have selected and price.

The screenshot shows the Tyrone website's secure checkout process. The first step, 'Step 1: Review Items', displays a table of items in the basket. The table has columns for 'Product Details', 'Qty', 'Unit Price', 'Line Price', and 'Line VAT'. The items listed are the same as in the basket: VOGUE R/M LATTE 117 X 137 CMS (Qty: 1, £8.83, £1.77), VOGUE R/M GREY 229 X 229 CMS (Qty: 2, £26.49, £52.98, £10.60), and FLEUR RMC BLUSH 168X183CMS (Qty: 1, £16.95, £16.95, £3.39). To the right of the table is an 'Order Summary' table with the same data. Below the review items section are four step-by-step boxes: 'Step 2: Delivery Address', 'Step 3: Delivery Method', and 'Step 4: Payment Method'. At the bottom are 'Basket' and 'Continue' buttons.

If you are happy with this, click continue.

Select Delivery address; note this will only display if you have multiple delivery addresses on your account.

Alternatively, you can simply click use billing address.

Secure Checkout

Step 1: Review Items Review

Step 2: Delivery Address

Existing Address Use Billing Address

Select Delivery Address

Search or select an address

Continue

Step 3: Delivery Method

Step 4: Payment Method

Once the correct address is selected – click continue

Secure Checkout

Step 1: Review Items Review

Step 2: Delivery Address Review

Step 3: Delivery Method

Standard Delivery - £7.50 Ex VAT

Delivery timescales are calculated in working days.

Continue

Step 4: Payment Method

**Order Summary**

Item(s)	£78.76
Total Net	£78.76
VAT	£15.76
Order Total	£94.52

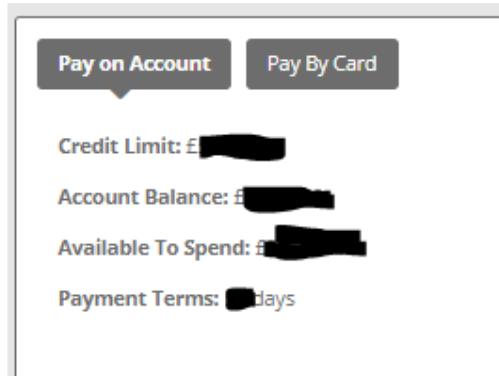
**Delivery Address**

[REDACTED]

Confirm delivery method – note carriage is normally paid for order over £300.

Payment method- the next screen will show you 2 options for paying for your order (if you have a credit account, if not it will prompt for Pay by card only)

## PAY ON ACCOUNT



Pay on Account      Pay By Card

Credit Limit: £ [REDACTED]

Account Balance: £ [REDACTED]

Available To Spend: £ [REDACTED]

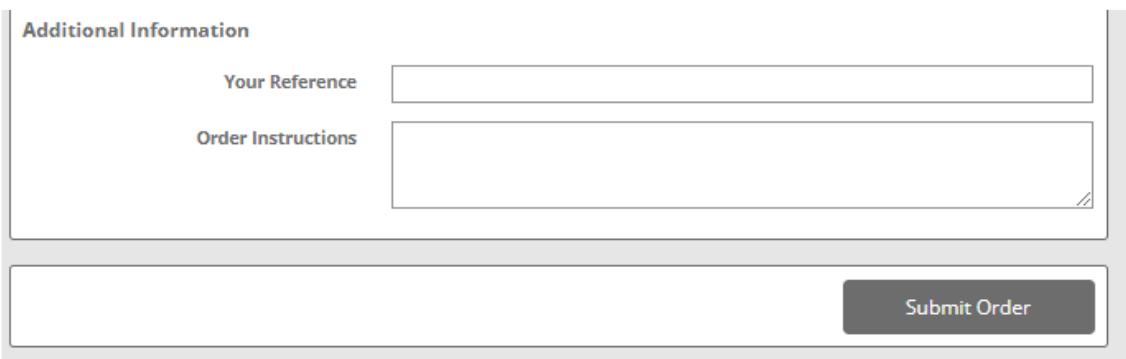
Payment Terms: [REDACTED] days

This will show you what you have available to spend and will allow you to place the order on your account.

Pay on Account      Pay By Card

Once you submit the order, you will be redirected to a third party payment service provider to complete your application.

Pay by card – you will be redirected to Worldpay once you submit the order.



Additional Information

Your Reference

Order Instructions

Submit Order

Additional information – enter as required.

Once you are happy with this – click submit order

## PAYMENT BY CARD

You will be redirect to a page like this, where you simply select your card type and enter card information as requested.



## Secure Payment Page

TEST MODE - This is not a live transaction.

Please review your purchase details, then select a payment method to continue.

### Select language

English



£103.52 (Pounds Sterling)



### Choose currency

Description

Order #WEB-20

Amount

£103.52

### Select your payment method



Mastercard



Visa



Maestro



JCB



**Cancel**

payments powered by  
**WorldPay**

For help with your payment visit the: [WorldPay Help](#).

WorldPay (UK) Limited © 2012

You will receive an email confirmation with your order and details

You will also be redirected to an order confirmation screen

 0 Items  
£0.00

Net Curtains

Readymade Curtains

Voile Panel

Rocco

Cushions

New In

[View All](#)

### Order Confirmation

Order WEB-21  
Received 20/06/2022, 12:14

Thank you, your order will be processed shortly.

Your confirmation will be sent to . To view more details please click on the Details button below.

Our helpful customer service team are always available to assist so if you have any queries please do not hesitate to contact us.

[Order Details](#)

[Dashboard](#)