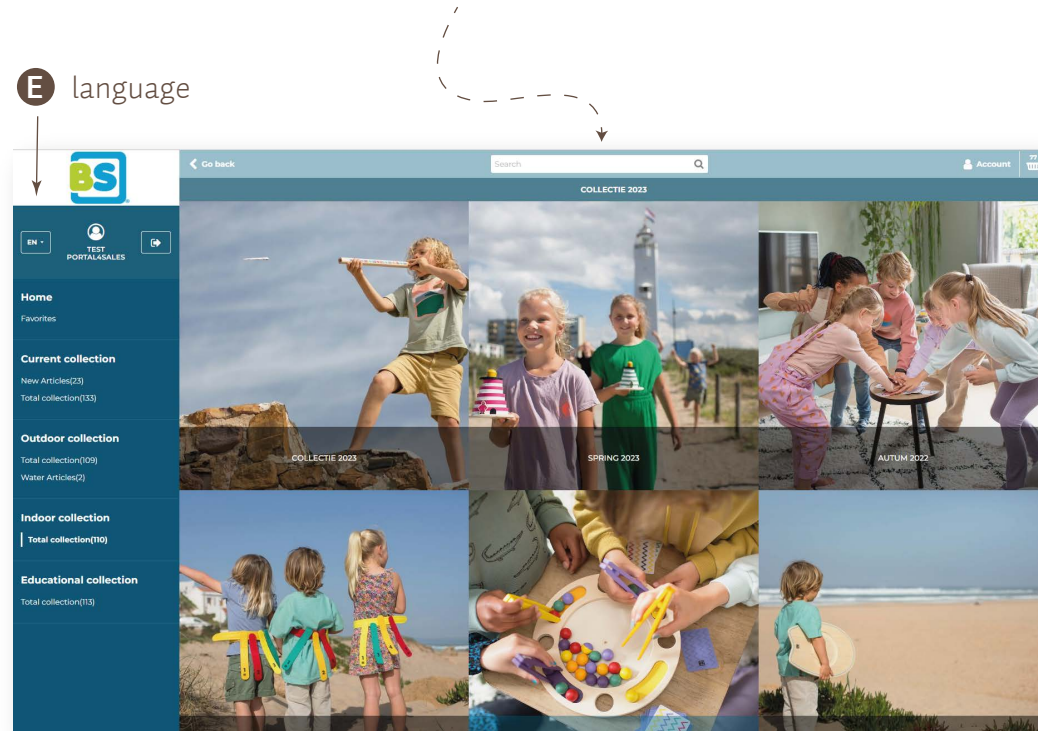


Welcome!

Login: <https://shop.app4sales.net/BS-toys/index.html>

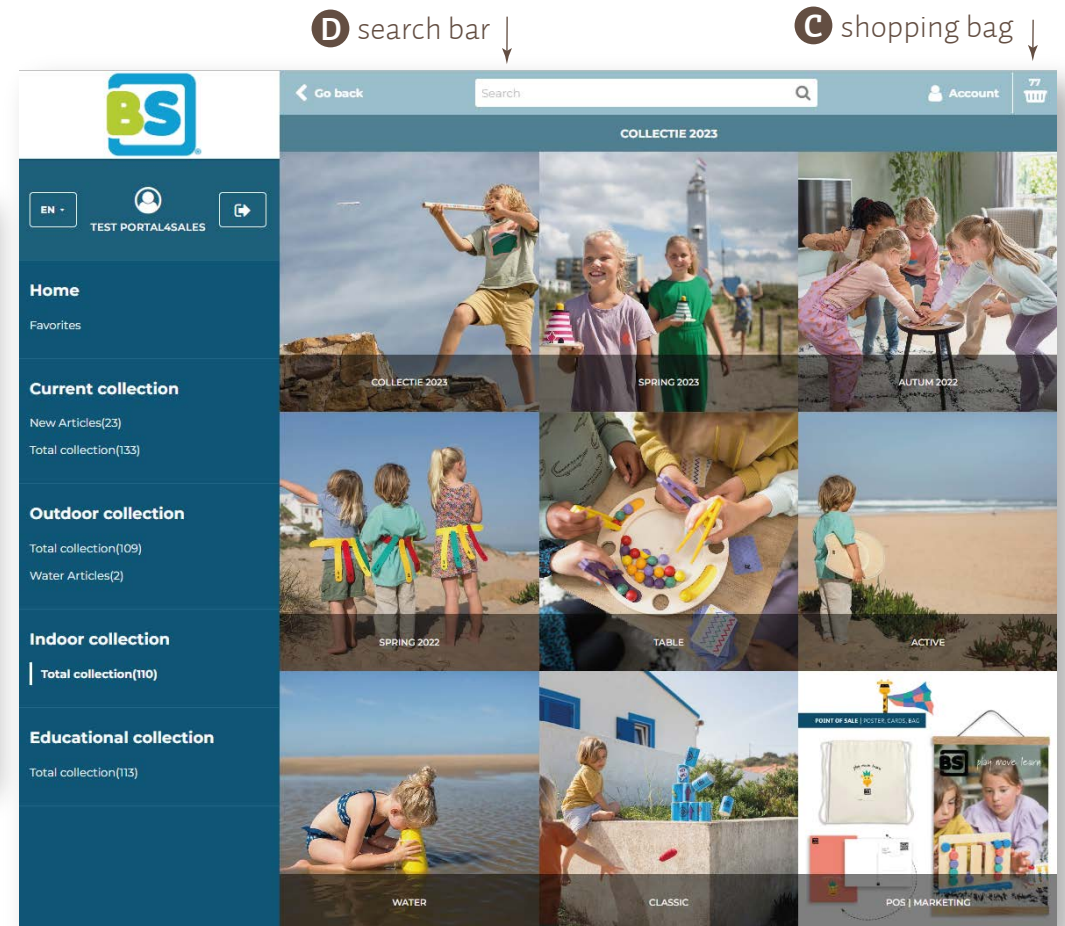
Select your language by selecting the correct flag in the upper left **E** and use your personal login which you received in your email.

If you log in you will have the following screen



**E** language

**A** menu



**D** search bar ↓

**C** shopping bag ↓



**B** our lookbook ↑

## Placing an order

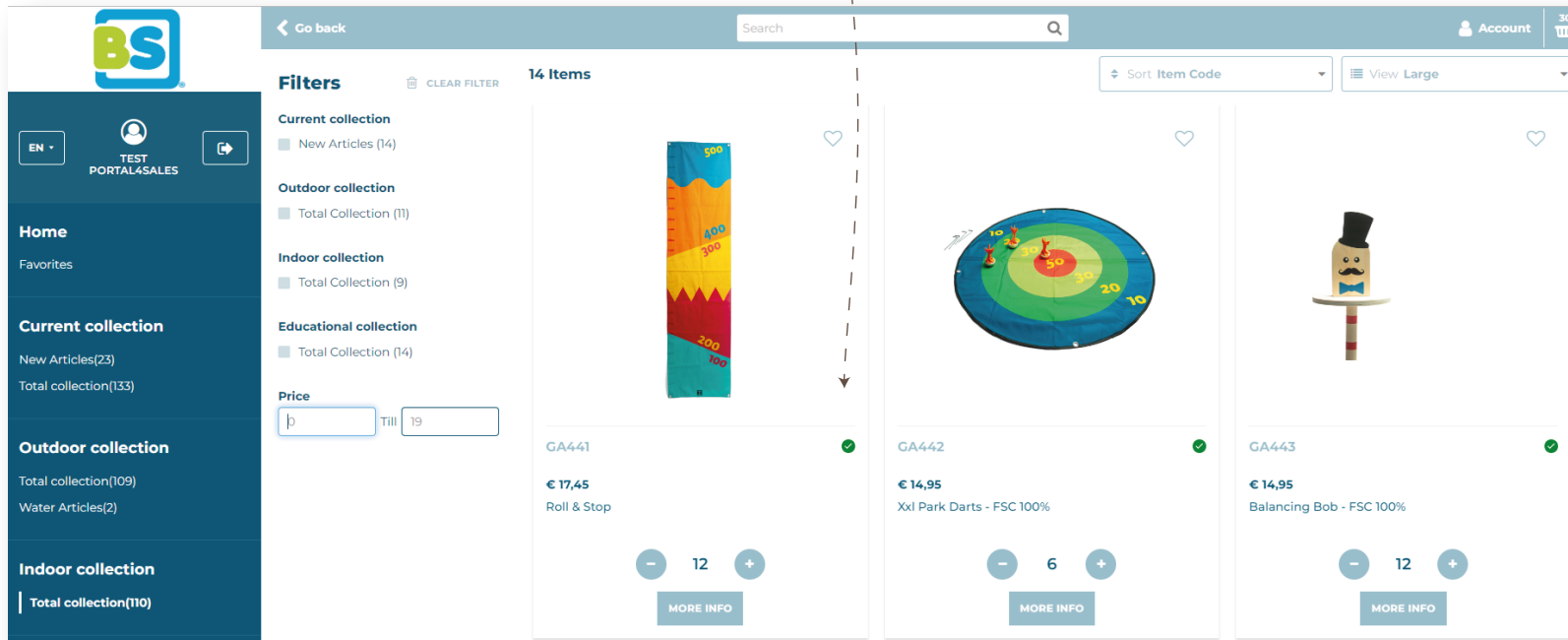
You can search the product in different ways;

- By GA code or name in the search bar **D**
- Via the standard menu **A**
- Via the lookbook **B**. This is a book this in which we have organized our collection, into novelties and also by category.

Select the product you want to order, there will be a dot with a colour

-  Green dot | in stock
-  Orange dot | low stock
-  Red dot | not in stock

If you click on the product you will see more product details and images. By clicking on the + you will add the amount in the basket per mastercarton QTY. Or you can type in the QTY by typing the amount. We prefer you to use + so QTY is correct. Using the - will decrease the amount.

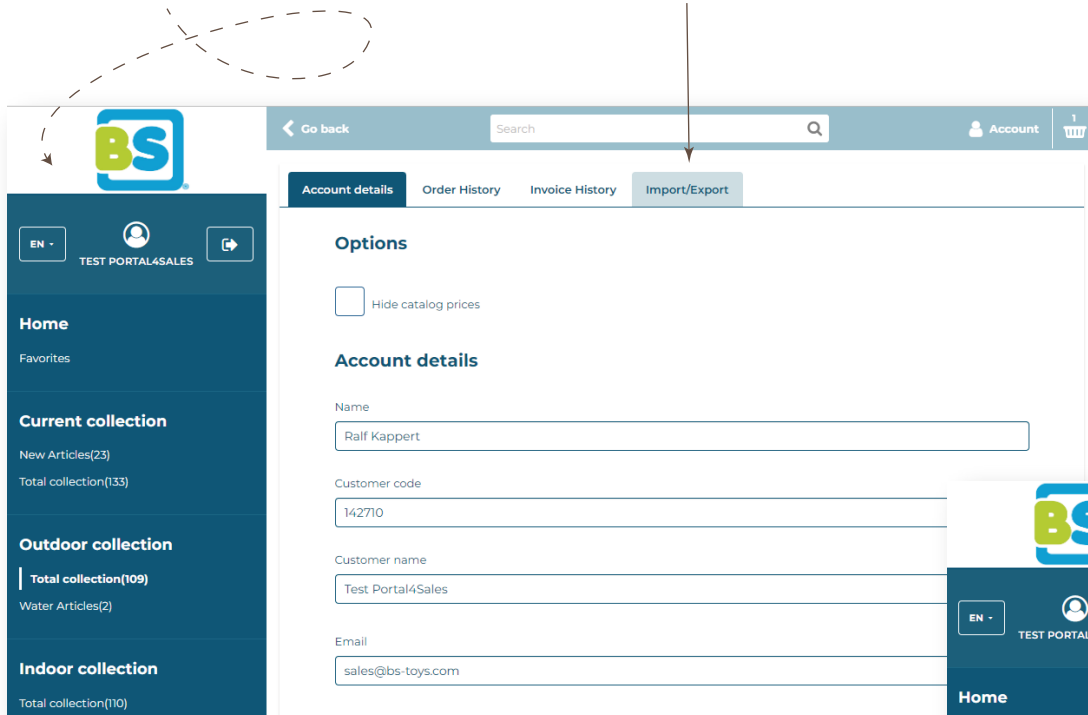


The screenshot shows the BS Portal4Sales website interface. On the left is a dark blue sidebar with navigation options: EN, TEST PORTAL4SALES, Home, Favorites, Current collection (New Articles(23), Total collection(133)), Outdoor collection (Total collection(109), Water Articles(2)), and Indoor collection (Total collection(110)). The main content area has a search bar, account icon, and a shopping cart icon with '30' items. Below the search bar are filters for 'Current collection' (New Articles (14)), 'Outdoor collection' (Total Collection (11)), 'Indoor collection' (Total Collection (9)), and 'Educational collection' (Total Collection (14)). There is also a price filter with input fields for '1' and '19'. The product list shows 14 items. Three items are visible: GA441 (Roll & Stop, €17,45, 12 units), GA442 (Xxl Park Darts - FSC 100%, €14,95, 6 units), and GA443 (Balancing Bob - FSC 100%, €14,95, 12 units). Each item has a green dot indicating it is in stock, a heart icon for favorites, and a 'MORE INFO' button. A dashed arrow points from the legend to the green dot on the first product.

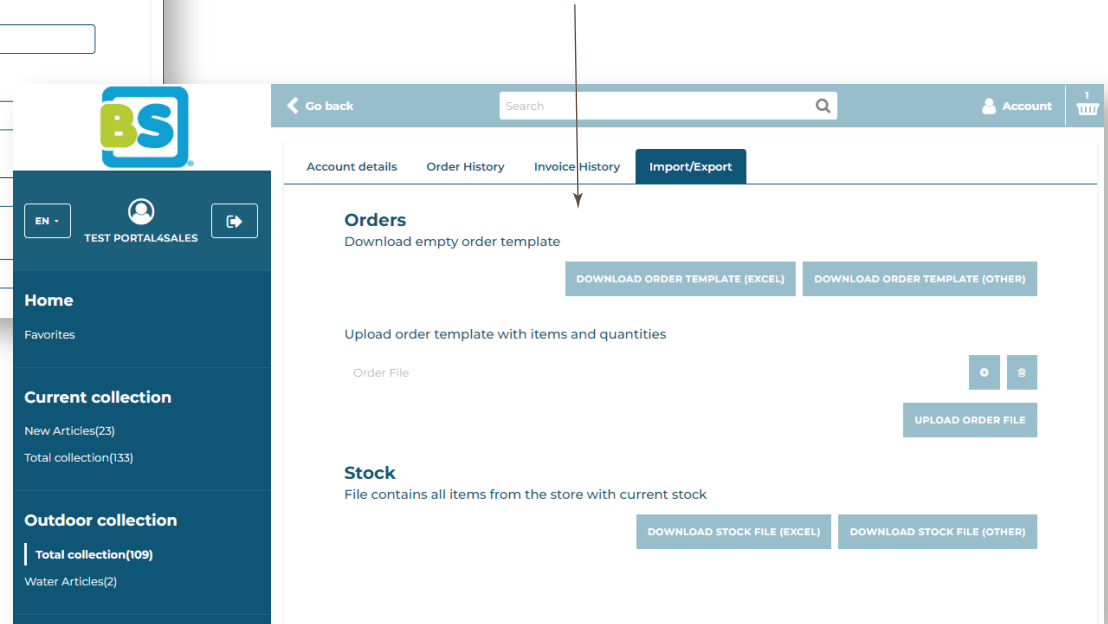
**Note** If you want to order products which are not in stock, please send an order by e-mail to [sales@bs-toys.com](mailto:sales@bs-toys.com) or add the products and quantities to the 'notes' when finalizing the order. We will create a backorder for you accordingly.

## Upload an order, import and export

Click on your account name (top left) you will see the 'import/export' option in the next field at the top right.



From here you can download a template in Excel and upload it later.

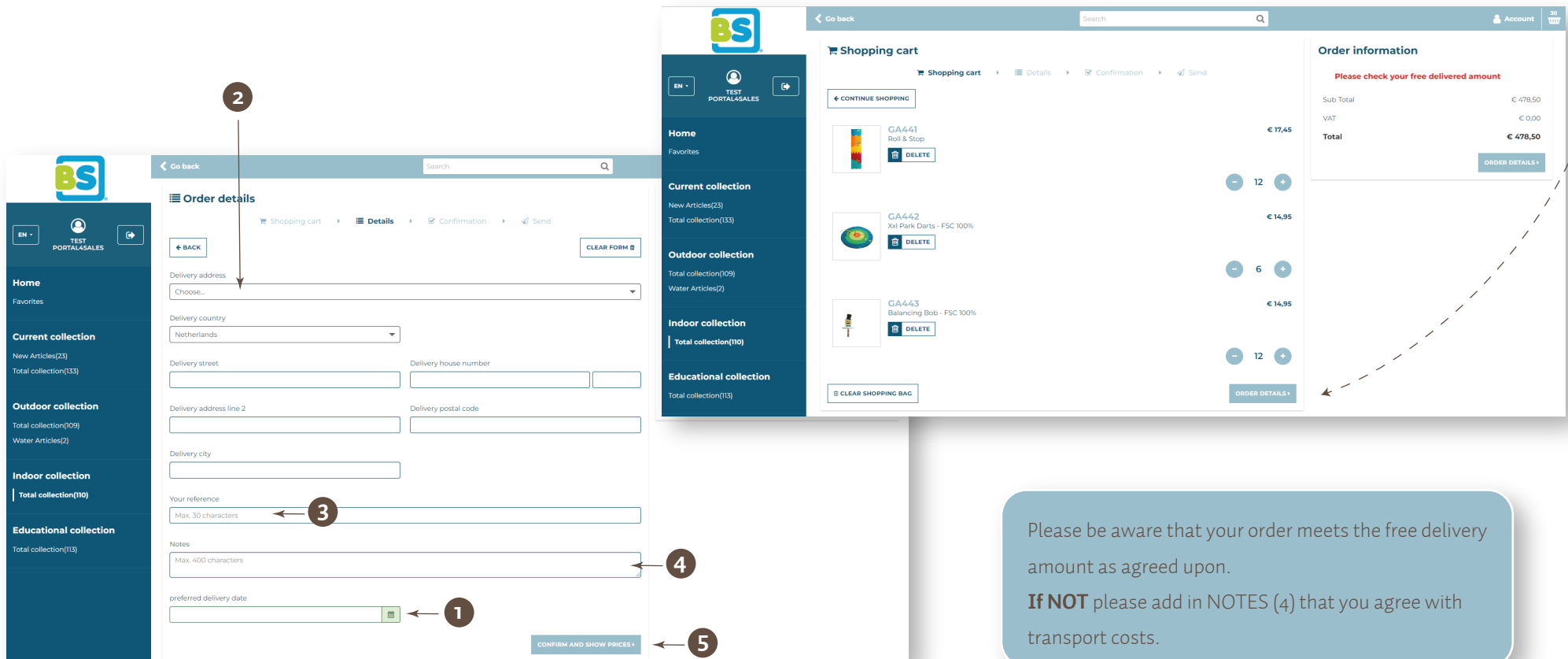


## Shopping bag

In your shopping bag **C** you will find your products. Here you are able to adjust the amount or to continue shopping. If you are ready, click on order details.

Where you can finalize the order

- 1 Select preferred delivery date.
- 2 Choose delivery address. In dropdown menu standard delivery address is filled in, but you are able to adjust your delivery address
- 3 Fill in your order number.
- 4 Here you can write special requirements for example: samples GA../catalogues/ agree with transport cost.
- 5 Click on 'confirm and show prices' to go to next step.



The image shows two screenshots of the BS Portal4Sales interface. The left screenshot is the 'Order details' page, and the right screenshot is the 'Shopping cart' page. A dashed arrow points from the 'shopping bag' icon in the top right to the 'Shopping cart' page.

**Order details page (left):**

- 2** Points to the 'Delivery address' dropdown menu.
- 3** Points to the 'Your reference' text input field.
- 4** Points to the 'Notes' text input field.
- 1** Points to the 'preferred delivery date' dropdown menu.
- 5** Points to the 'CONFIRM AND SHOW PRICES' button at the bottom.

**Shopping cart page (right):**

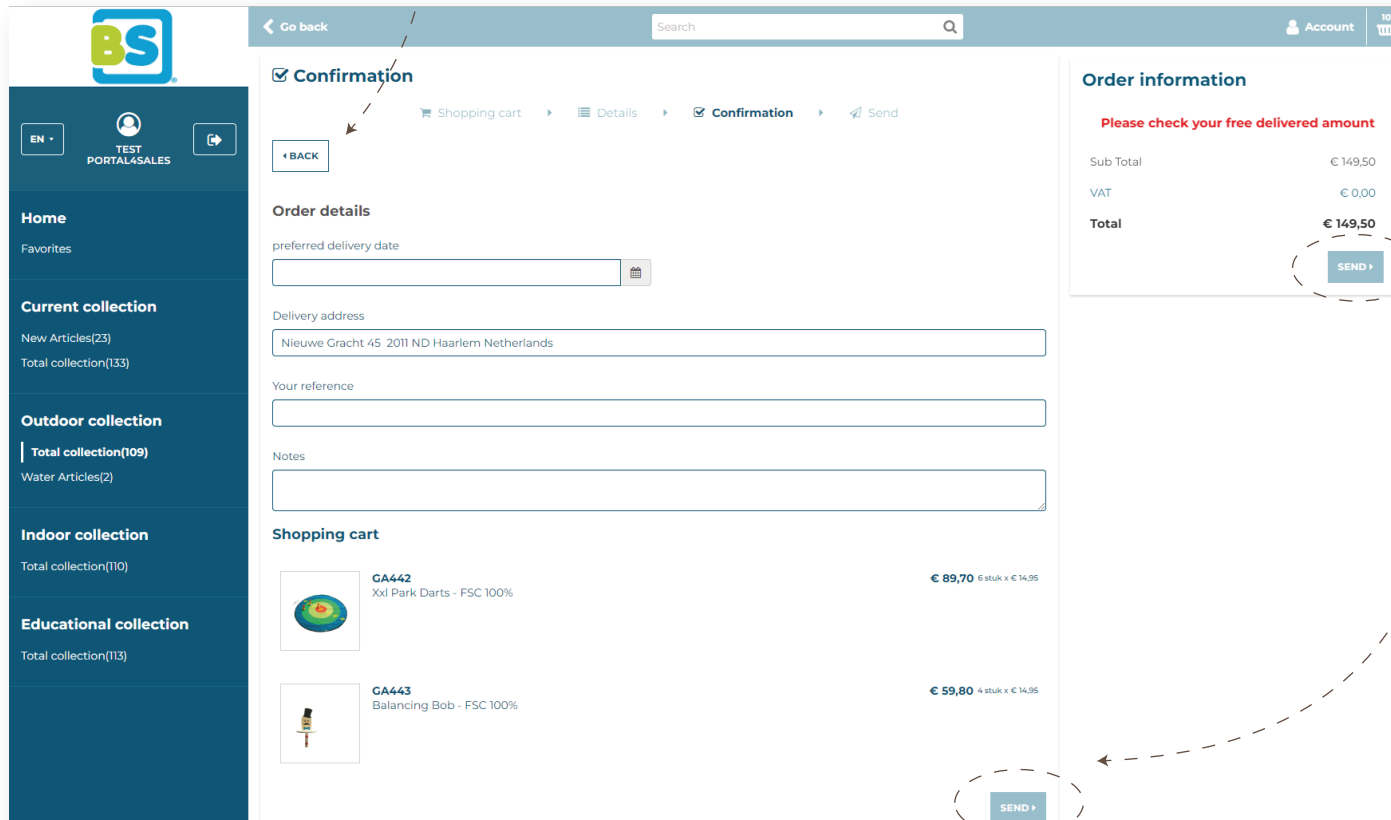
- Shows a list of items: GA441 (Roll & Stop), GA442 (Xxl Park Darts - FSC 100%), and GA443 (Balancing Bob - FSC 100%).
- Each item has a quantity selector (minus, plus) and a 'DELETE' button.
- Subtotal: € 17,45; VAT: € 0,00; Total: € 478,50.
- 'ORDER DETAILS' button is visible at the bottom right.

Please be aware that your order meets the free delivery amount as agreed upon.

**If NOT** please add in NOTES (4) that you agree with transport costs.

## Next step

After clicking on 'confirm and show prices' you can go **BACK** or you can continue by **SEND**



The screenshot shows the 'Confirmation' page in the BS Portal4Sales system. The page is divided into several sections:

- Confirmation:** A blue header with a checkmark icon and the text 'Confirmation'. Below it is a breadcrumb trail: 'Shopping cart > Details > Confirmation > Send'. A 'BACK' button is located on the left side of this section.
- Order details:** A section containing input fields for 'preferred delivery date', 'Delivery address' (filled with 'Nieuwe Gracht 45 2011 ND Haarlem Netherlands'), 'Your reference', and 'Notes'.
- Shopping cart:** A section displaying two items:
  - GA442:** Xxl Park Darts - FSC 100%, priced at € 89,70 (6 stuk x € 14,95).
  - GA443:** Balancing Bob - FSC 100%, priced at € 59,80 (4 stuk x € 14,95).
- Order information:** A section on the right side with the heading 'Order information' and a red warning: 'Please check your free delivered amount'. It lists:
  - Sub Total: € 149,50
  - VAT: € 0,00
  - Total: € 149,50**A 'SEND +' button is located below the total amount.

Handwritten annotations include a dashed line connecting the 'BACK' button to the text 'you can go BACK', and another dashed line connecting the 'SEND +' button in the 'Order information' section to the text 'you can continue by SEND'. A third dashed line connects the 'SEND +' button in the 'Shopping cart' section to the text 'You are done!'.

*You are done!*

You will receive an email automatically with the confirmation.  
BS Toys will send you a final confirmation with the expected delivery date and if necessary updated order details.