



Basic instructions on Virtual Warehouse online ordering.



- Once logged on you will firstly be presented with the Front page which shows icons/links for **Weights & accessories** etc, plus another icon/link for a small group of **extra special specials**.

Tyres and placing your order

- To search for tyre sized click on the magnifying glass near the top right of the screen (second icon from the left).
- On the 'Tyres' tab fill in as much of the Section, Profile, Rim, & speed rating as you want. You can leave any of them blank but at least one of them must be filled in. Then click on the 'Search' button to the right.
- Alternatively you can click on the code tab (near the top left) and just type the size as 1956515 (for example) and click on search, - or 1956515H for all 'H' speed rating tyres in that size.
- Type the number of tyres in the "Cart" box and press enter it add, - keep on adding until you're ready to place your order, then click on the "Order" button. You will then be presented with a confirmation box where you can add a purchase order and any comments. If you decide you want to add some more tyres a bit later, you can add it to the same invoice if you use exactly the same order number as before (must be 10 characters or less for this to work), otherwise it will create a separate invoice.

To search for Tubes

- For tubes type TUBES in the 'Section' box, and enter the Rim diameter size in the 'Rim' box to further narrow down your search.

Viewing previous orders & checking the order status

- Click on the icon looking like a box of files (top, right, 3rd icon from left) that says 'Previous Orders' when hovering over it.
- This should have a green tick to the left of it if all is ok. If it has an exclamation mark in a yellow triangle then click on the order number to the left to find out the reason. You may have to ring the issuing depot to sort the problem, or reorder a different tyre if the stock has now gone.

Quick guide to setting-up sell-out prices

- Click on the gold moneybag icon near the top right that says 'Pricing' when hovering over it.
- Click on 'Add Section' button.
- Give it a name (e.g. List 1), - enter the current VAT rate, enter an addon (this will usually be used for a fitting charge and is a monetary amount).
- Click on the 'Priority' drop-down box to select either a monetary or percentage price uplift for the next stage.
- This will then create a group that you can tailor (you can create multiple groups to select from).
- From this, click on the word 'select', then the 'Add Group' button.
- From the pop-up create a 'Group name' which might be 'All car' for example, leave manufacturer as all if you're just selecting all car tyres (you may do different pricing for different manufacturers), - in the 'Product category' select 'All car' if this is your intention, then in the bottom 'Markup Type' box select whether your markup is by percentage or currency.
- Once done, click on 'Select' from this group, then on the 'Add Band' button.
- Here you enter the start and end cost price bracket you want to apply your current sell-out uplift to. If you are doing it to all tyre price bands then select a start value of 0.01 and end value of 1000.00
- Then select your markup amount which will either be a currency amount or a percentage amount, depending on what you set the previous criteria to.

To view sell-out prices you've setup

- When you are on your tyre search page, you will have some tick boxes to the right, plus a drop-down box to select your price lists (if you've setup more than one).
- Select you 'Price List' and put a tick in the 'Show Sellout' to see these uplift prices.
- You can also tick the 'Include Addons' to then include your set addon (maybe a fitting charge), and you can also tick the 'Include VAT' box to then add the current VAT rate on-top.
- You may want to show this screen to your customer but hide your cost price, - to do this tick 'Retail View' – it will then hide your cost and only show the sellout prices.