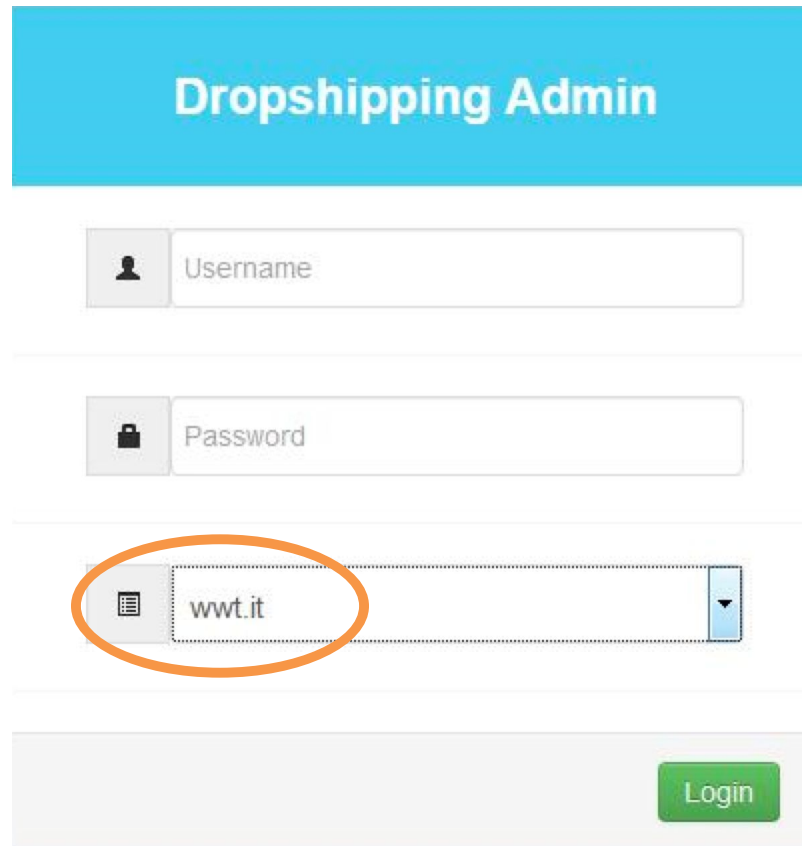# DROPSHIPPING PLATFORM GUIDE

LOGIN

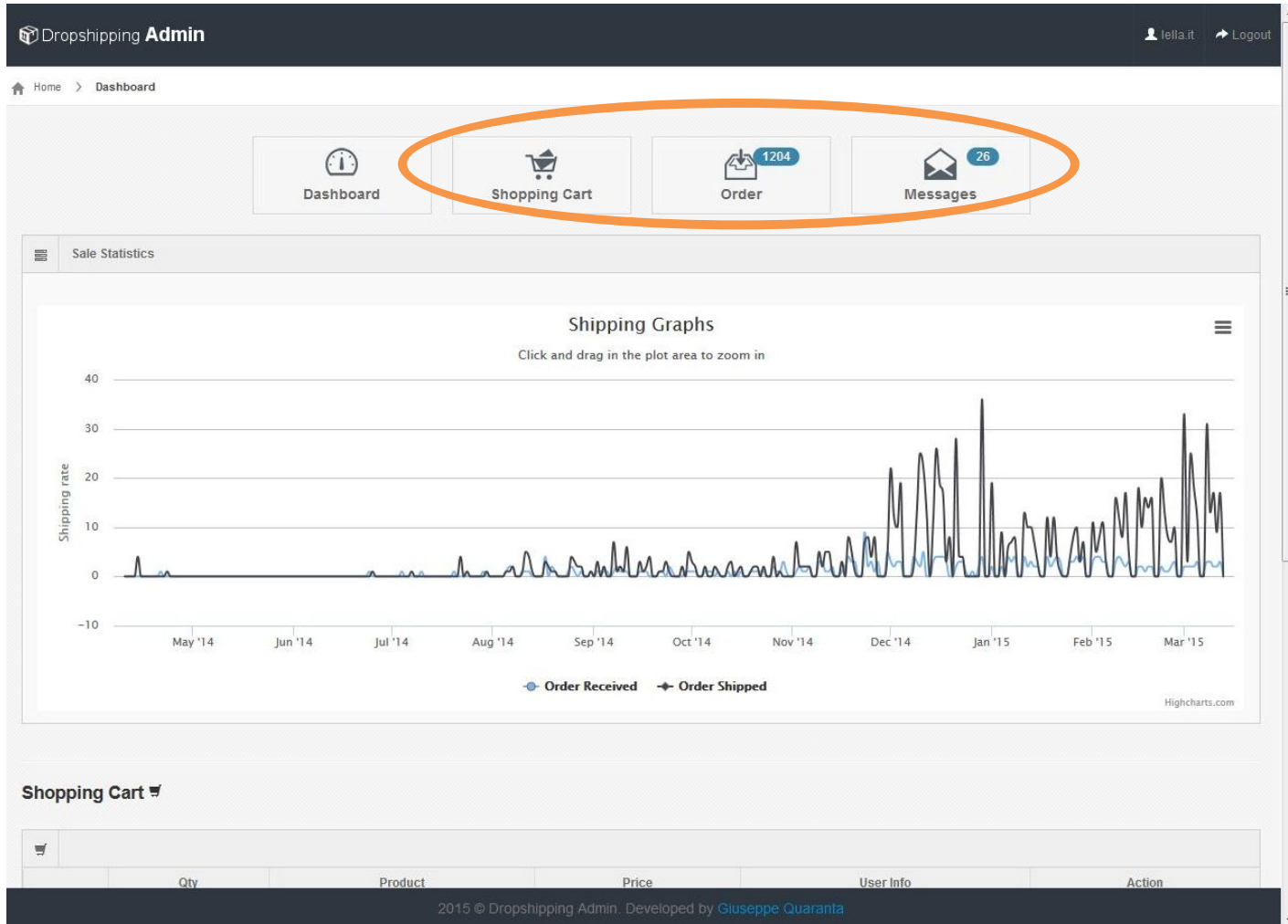Using Username and Password gave you when you joined the contract, select "wwt.it" domain and push "Login"

Dropshipping Admin

👤 Username

🔒 Password

▤ wwt.it ▾

Login

DASHBOARD

Welcome to the DROPSHIPPINGB2B platform home: here you can see your orders walk and your open baskets, you can also check if you received new messages about your orders.

SHOPPING CART

Select "Shopping Cart" e click on "Add Product" to add products you desire into the basket.

BROWSE

Select product category from "Catalog" menu to search for products to purchase.

CATALOGUE

Select brand you desire. You will display: images, references, product name, available quantity, price and discounts. Click on "Select" to continue.

SELECTED PRODUCT

When you selected a product, you will see on your display an **order schedule,** you can complete it with order and shipping data.

QUANTITY

Choose number of pieces of product you desire and complete the box "Qty Reserved (required)".

DATA CLIENT

Complete ALL boxes with client's shipping information. Click "Save Cart" to continue.

ORDER CONFIRMATION

To continue with the shopping "Add Product".
To confirm your order select "Confirm Order".

ORDER SEARCH

On your "Dashboard" it possible to display orders produced selecting "Order". It possible to display a specific order or display all orders selecting "Search".

ORDERS CRONOLOGY

In "Order" section it is possible to check cronology of all orders. To display all details of a specific order click on "Edit".

Customer	Order API #	Order Store #	Order Status	Data	Cod	End User	Reference	Total	Action
53211 - luis&co	54	24896	New	2015-03-13 18:24:36	No ✖	0 - Sig. Mario Rossi	AR1434	215.52	☑ Edit
53211 - luis&co	53	24895	New	2015-03-13 18:06:11	No ✖	0 - Graziella Salsa	ADH2818	35.40	☑ Edit
53211 - luis&co	52	24892	New	2015-02-26 11:21:20	No ✖	0 - Sig. Mario Bella	PCH 744_FM	151.00	☑ Edit
53211 - luis&co	51	24891	New	2015-02-26 11:15:36	No ✖	0 - sig. Graziella Rossi	7951101823	260.00	☑ Edit
53211 - luis&co	50	24891	New	2015-02-26 11:15:36	No ✖	0 - Sig. Mario Neri	AR2056	124.32	☑ Edit
53211 - luis&co	49	24890	New	2015-02-25 16:36:08	No ✖	0 - Sig. Mario Rossi	BB77	12.25	☑ Edit
53211 - luis&co	48	24890	New	2015-02-25 16:36:08	No ✖	0 - Sig. Franco Neri	BW0390	75.00	☑ Edit
53211 - luis&co	47	24890	New	2015-02-25 16:36:08	No ✖	0 - sig. Roberto Salsa	DW0145	79.20	☑ Edit
53211 - luis&co	40	24885	New	2015-02-11 16:31:25	No ✖	0 - Graziella Bella	EXPO BETTY BOOP	48.00	☑ Edit
53211 - luis&co	39	24885	New	2015-02-11 16:31:25	No ✖	0 - Mattia Pierri	CT7221L-06M	27.50	☑ Edit

1 2

ORDER DETAILS

In this section is possible to add files (ex. Private customer invoice, promo code coupons, greeting cards) and write internal notes to communicate with Logistic about particular information of the order.

MESSAGES AREA

Here is possible to write messages with Logistic about a specific order, through a dedicated chat, to comunicate specific information and to receive updates: an easy way to communicate in a safe way!

ORDER STATUS

To make sure that Logistic will display the order and will make it ready for shipment, is necessary to change the order status from NEW to READY. Then the order can not be modified.

STATO DELL'ORDINE "READY"

Now is possible to display the order with "Ready" status in cronology. Logistic will make the order ready for shipment. Tracking number will displayed in the order.

About further information do not hesitate to contact us, we will at your disposal:

Customer care
Valeria Camatel
Tel. +39 02 87.21.32.42 Int. 6
dropshipping@wwtech.it