

Content

1. Getting started with Delogue	3
1.1. What is Delogue	3
1.2. The first login	3
2. What browser should I use.....	4
3. Using Delogue.....	5
3.1. Styles overview	5
3.2. Style files.....	6
3.3. Communication	6
3.4. Dashboard and sample request overview.....	7
4. Styles - find and print specifications.....	8
4.1. Style list.....	8
4.2. Link from email notification	8
4.3. How to find a style.....	9
4.4. Save your favorite filter	10
5. Find style specifications.....	12
5.1. Style files.....	12
5.2. Item list.....	13
5.3. Measurement chart.....	13
6. Sample request.....	14
6.1. PRINT STYLE SPECIFICATIONS	14
6.2. DOWNLOAD SPECIFICATION TO EXCEL	16
7. Communication	17
8. Sample requests	18
8.1. CONFIRM SAMPLE REQUEST	18
8.2. MARK SAMPLE AS SENT.....	19
8.3. SEE SAMPLE COMMENTS	22
8.4. COMMUNICATION LOG	22
8.5. SAMPLE REQUEST.....	22
8.6. PRINT SAMPLE COMMENTS	22
8.7. EXPORT COMMENTS TO EXCEL	22
9. Dashboard	24
10. Custom fields	27
10.1. View custom fields.....	27

10.2.	Edit custom fields	27
11.	Price	28
12.	Troubleshooting	29
12.1.	Can't login.....	29
12.2.	Can't receive emails.....	29
12.3.	Need support.....	29
12.4.	No access to the style	29

1. Getting started with Delogue

1.1. What is Delogue

Delogue is an online platform for communication and product development for the lifestyle industry. Delogue connects brands and their suppliers, making it easier to communicate and manage the design and production processes. All information is gathered in one place and ready to be shared across teams and suppliers.

1.2. The first login

You will receive an invitation from your customer. By clicking the link, you will be forwarded to **<https://my.delogue.asia>**.

When you log in for the first time, it is important to create a personal password. In the future, you will be able to log in using your email address and your personal password. It is important that you do not share your login information, as all actions on the platform are logged with name, date and time, and are easily retrieved.

2. What browser should I use

Every time you access Delogue, make sure you are using one of the browsers listed below as they ensure a better performance of the system.

- **Chrome** - latest version
- **Firefox** - latest version
- **Internet Explorer** - 11
- **Edge** - latest version
- **Safari** - we support versions that Apple support.

If you use other browsers, we cannot guarantee you that Delogue will function correctly.

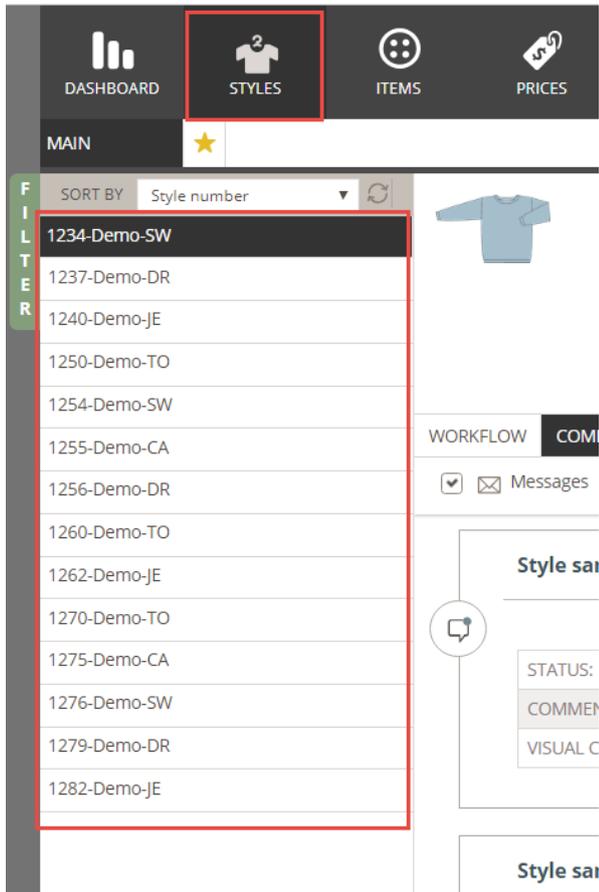
Please note that there is some Chinese browsers available – **we don't support these ones and cannot guarantee that data will be shown correct.**

Delogue recommends that you use Google Chrome browser to get the best experience!!

3. Using Delogue

3.1. Styles overview

In Delogue, you will see a list of styles/projects from your customers which you are the supplier of. When you click on any style/project, you will see all the information regarding this project on the right side of the screen.



3.2. Style files

In style files, you will find all the files which your customer has uploaded to the style. You can click on it to open in another tab, but you can also choose to download it.

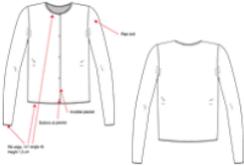


BRAND: Demo brand
CONTACT PERSON: Delogue demo
STYLE NAME: Demo Cardigan 3
STYLE NO: 1275-Demo-CA
DESCRIPTION: Cardigan
STATE: Published

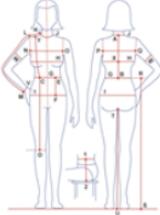
SUPPLIER: []
CONTACT PERSON: []
SEASON: S
GROUP: S
CATEGORIES: C

WORKFLOW COMMUNICATION SAMPLE REQUEST **STYLE FILES** ITEM LIST MEASUREMENT CHART CUSTO

STYLE FILES



Style chart
cardigan.png
03-May-2014



How to measure
how to measure.jpg
03-May-2014



Inspiration
inspiration 5.jpg
03-May-2014

3.3. Communication

Whenever you need to send a message to your customer, select the style and go to the Communication tab.

WORKFLOW **COMMUNICATION** SAMPLE REQUEST STYLE FILES ITEM LIST MEASUREMENT CHART

Messages Sample comments Log changes Price

New Style



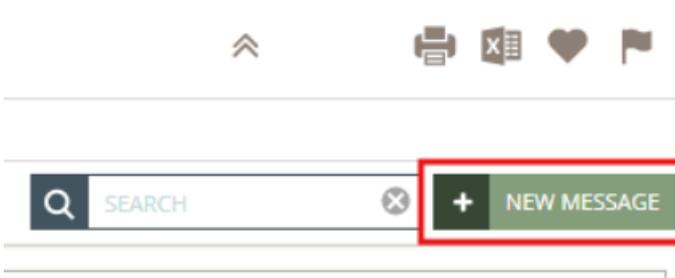
Dear Demo supplier,

Please find new style.

If you have any questions please ask.

BR/ Demo Brand

Here, you can create messages by clicking the 'New message' button. Choose to notify someone in your message if you need someone from your customer to receive an email about it. You can notify both people from the brand and from your own organization – similar to the use of CC in emails.



3.4. Dashboard and sample request overview

In Dashboard, under the Sample request tab, you have an overview of all the projects you are the contact person and all the sample requests your customer has made.

The screenshot shows a dashboard with a navigation bar at the top containing icons for Dashboard, Styles, Items, Prices, Orders, Report, and Admin. Below the navigation bar is a 'TASKS' section with a 'SAMPLE REQUESTS' tab selected. The main content area displays a table of sample requests with the following columns: BRAND, SEASON, NAME, NUMBER, SAMPLE TYPE, COLOR/SIZE, DEADLINE, and CONFIRM. The table contains 13 rows of data, each representing a sample request with details like 'Demo Tight Cardigan', 'Demo Cool top', etc., and their respective deadlines and confirmation status.

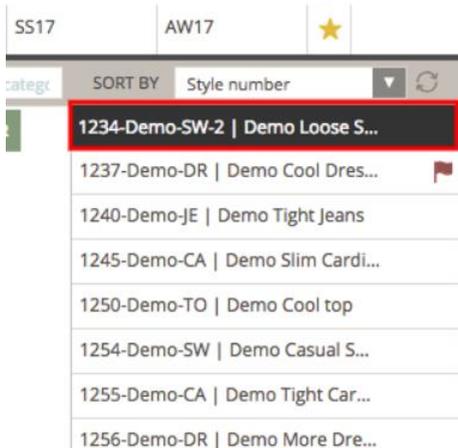
BRAND	SEASON	NAME	NUMBER	SAMPLE TYPE	COLOR/SIZE	DEADLINE	CONFIRM
Demo brand	AW17	Demo Tight Cardigan	1255-Demo-CA	Sales sample	14 PCS.	22-Sep-2016	CONFIRM
Demo brand	SS17	Demo Cool top	1250-Demo-TO	Sales sample	17 PCS.	21-Sep-2016	CONFIRM
Demo brand	SS17	Demo Cool top	1250-Demo-TO	2nd proto sample	1 PCS.	23-Aug-2016	CONFIRM
Demo brand	SS18	Demo All that Top	1270-Demo-TO	1st proto sample	1 PCS.	16-Sep-2016	CONFIRM
Demo brand	SS17	Demo Cool Dress 1	1237-Demo-DR	Photo sample	2 PCS.	19-Oct-2016	CONFIRM
Demo brand	AW17	Demo Casual Sweatshirt 1	1254-Demo-SW	Sales sample	19 PCS.	28-Sep-2016	CONFIRM
Demo brand	AW17	Demo More Dress 1	1256-Demo-DR	1st proto sample	1 PCS.	18-Oct-2016	CONFIRM
Demo brand	AW17	Demo More Dress 1	1256-Demo-DR	Photo sample	2 PCS.	08-Aug-2016	CONFIRM
Demo brand	SS18	Demo Spring Sweatshirt 1	1276-Demo-SW	Sales sample	10 PCS.	30-Nov-2016	CONFIRM
Demo brand	SS18	Demo Top Dress	1279-Demo-DR	1st proto sample	1 PCS.	27-Oct-2016	CONFIRM
Demo brand	SS18	Demo Top Dress	1279-Demo-DR	Photo sample	2 PCS.	20-Oct-2016	CONFIRM
Demo brand	SS18	Demo Top Dress	1279-Demo-DR	Sales sample	16 PCS.	23-Nov-2016	CONFIRM

It is very important that you confirm if you are able to deliver the sample within the deadline requested. If NOT, make sure to go to Communication and write a message to them. It is crucial that they are informed about any delay or change.

4. Styles - find and print specifications

When you enter Delogue, you will see all the styles your customer has assigned to you.

NOTE: Your customer must have published the style for you to be able to see it. If you still cannot see the style, please check with your customer if they have given you access to the brand.



4.1. Style list

Your styles will appear in the left side list.

By selecting one of the style names, the details of this style will appear.

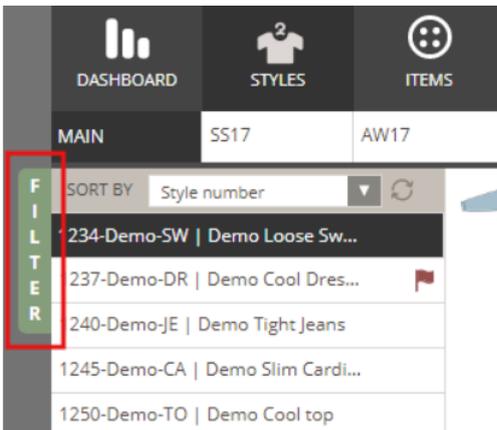
4.2. Link from email notification

When you get an email notification, then the link in the email will direct you to the specific style.

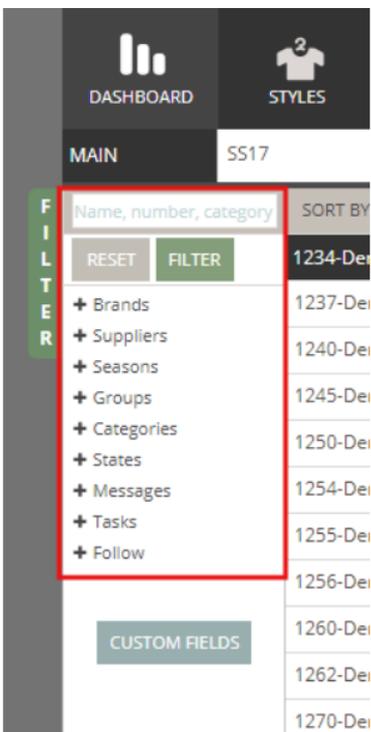
4.3. How to find a style

You can easily search for a style in the filter section.

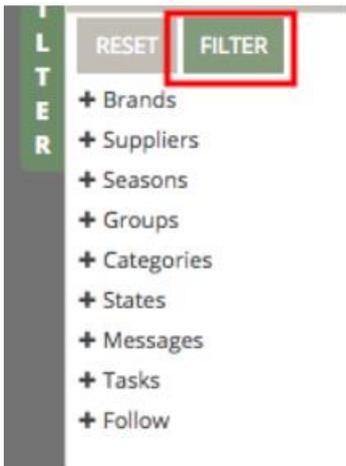
1) Click the **green** filter button on the left side and filter section will open. (Please remember to select a brand in the filter as shown with the red arrow below)



2) Type in the search field or select the specific brand to filter by season, group and category - you can also filter by unread messages, alerts, and tasks.



3) Click "Filter"

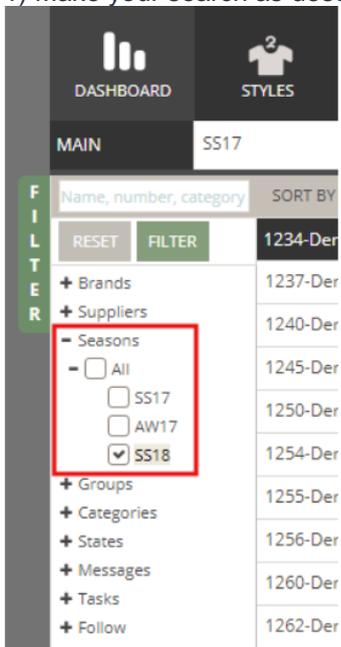


4) List of styles within the search result will appear

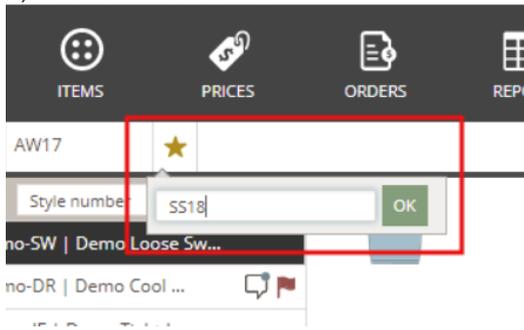
4.4. Save your favorite filter

You can easily save your filter settings. For example, per brand or per brand/season. The system will then remember the filter next time you log in.

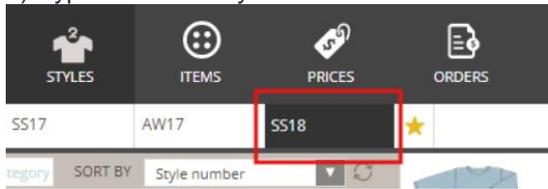
1) Make your search as described above.



2) Click on the **Star** icon



3) Type in name of your favorite filter



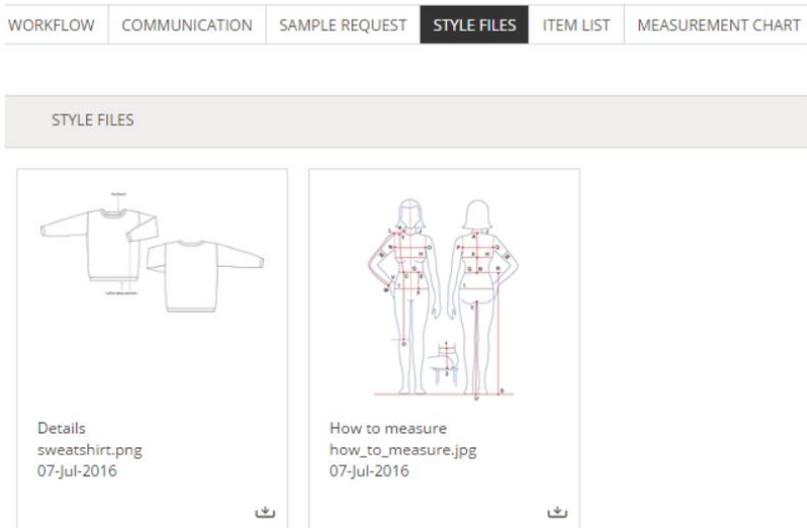
4) Click OK

You can remove the favorite by clicking on the **cross** icon on the tab - it will appear when you move hover the favorite you want to remove.

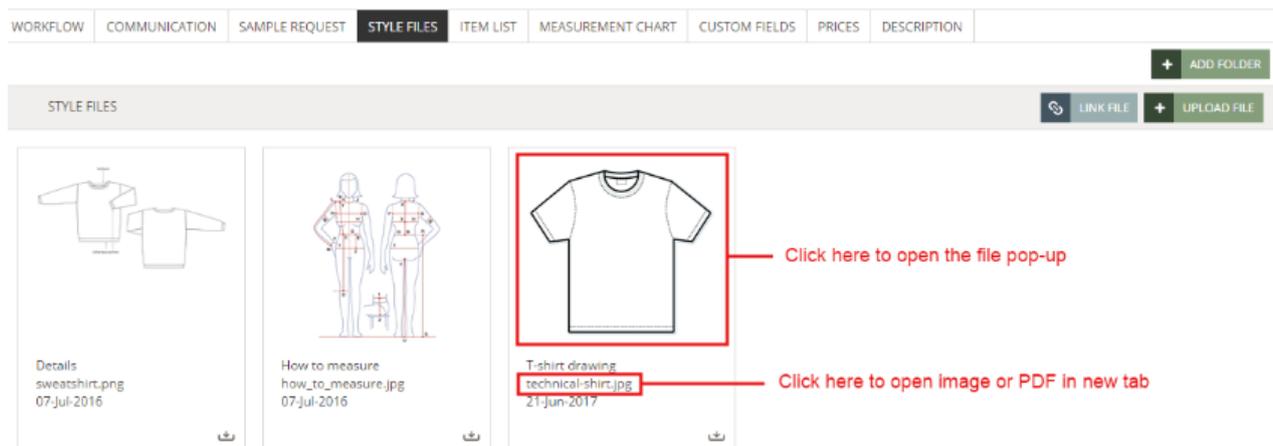
5. Find style specifications

5.1. Style files

All files, documents, specifications, etc related to the style will be uploaded under Style files tab.



- All formats can be uploaded, but only images files (.jpg, .gif, .png etc) will appear on screen.
- You can easily download other formats (or any file you want) by clicking at the file name or the download icon



- You can also upload files if you want to share it with your customer.
- You can see any extra info your customer has added to any given file by clicking on the preview

5.2. Item list

The Item list will contain the items (components) of this style (product).
It varies from customer to customer how detailed they make the item list.

In the Item list, you will be able to find details of placement, amount and color combinations.
You can also see if the quality and colors are approved (indicated with red and green dots).

If you are the supplier of the item, a link to the item library will appear.



BRAND: Demo brand
CONTACT PERSON: Delogue demo
STYLE NAME: Demo Cardigan 3
STYLE NO: 1275-Demo-CA
DESCRIPTION: Cardigan
STATE: Published

SUPPLIER: Demo supplier 1
CONTACT PERSON: Demo supplier
SEASON: SS18
GROUP: Spring cotton
CATEGORIES: Cardigan

⤴

WORKFLOW	COMMUNICATION	SAMPLE REQUEST	STYLE FILES	ITEM LIST	MEASUREMENT CHART	CUSTOM FIELDS	PRICES	DESCRIPTION	
Show:  									
IMG	ITEM NAME	ITEM NUMBER	ITEM SUPPLIER	CATEGORY	DESCRIPTION	PLACE			
	80%Cotton/ 20%Viscose	80C20V	Demo supplier 1	Knit	light knit, Melange				
	Normal button	1234-a	Demo supplier 1		Plastic button, 4 holes	Front p			
	Necklabel	NL	Demo supplier 1	Labels	Neck label	In neck			
	Hangtag	HT	Demo supplier 1	Labels	Hangtag	In neck			

5.3. Measurement chart

In the Measurement chart, you will be able to see the available measurement chart from your customer.
NOTE: All customers select size range to be able to make sample requests.

6. Sample request

In the Sample request section, you will be able to see the requests made by the brand including status and deadline.

SAMPLE REQUEST	STYLE FILES	ITEM LIST	MEASUREMENT CHART	CUSTOM FIELDS	PRICES	DES
1st proto sample ● REQUESTED Measurements ● Design ● Finish ● Item placement ● PCS: 1 DEADLINE: 18-Oct-2016 ETD: SEND:						
Photo sample ● REQUESTED Measurements ● Design ● Finish ● Item placement ● PCS: 2 DEADLINE: 08-Aug-2016 ETD: SEND:						
Sales sample ● PLANNED Measurements ● Design ● Finish ● Item placement ● PCS: 13 DEADLINE: 20-Oct-2016 ETD: SEND:						

Double click at the request to find details about quantity per color/size.

STYLE NAME: Demo Loose Sweatshirt 1 SEASK
STYLE NO: 1234-Demo-SW-2 GROI

COMMENT BY COMPANY: USE TEMPLATE

Visual comment toolbar:

VISUAL COMMENTS: + UPLOAD FILE

COMMENT BY SUPPLIER: VISUAL COMMENTS:

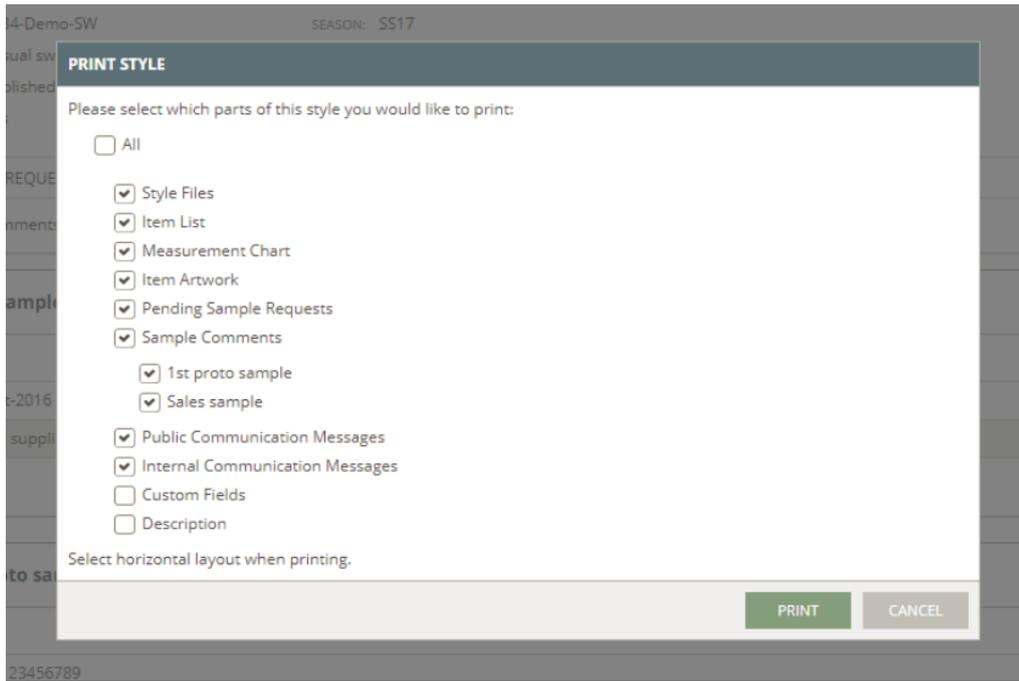
SIZE	AVAILABLE	504 MELANGE BUTTERCUP
S		
M		
L		
XL		

Sales sample

6.1. PRINT STYLE SPECIFICATIONS

You can easily print the specification by clicking the **print** button and select which parts to print.
NOTE: Only style files in image format will appear in printing.





Set the layout to "Landscape":

6.2. DOWNLOAD SPECIFICATION TO EXCEL

You can easily export the specification by clicking the **export** button. An Excel file will be downloaded to your download folder.



NOTE: Only style files in image format will appear in Excel export.
However all attachments will be shown in the excel with a link to download the original file.
In the style files sheet you can see all attachments to the style
In the item artwork all files related to the items will be shown with links to download

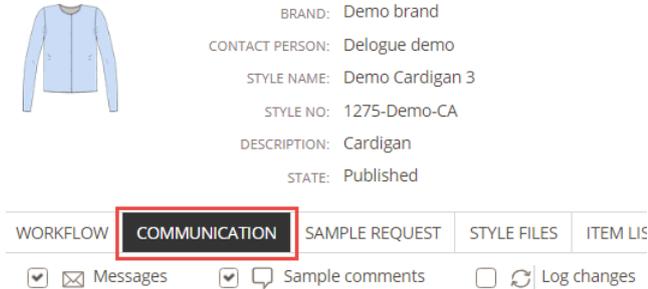
69	how to measure.jpg				
70					
71					
72	Files (3 of 3)	03-May-2014, 16:37			
73	Style files				
74	Inspiration				
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94	inspiration 5.jpg				
95					
96					
97					
98					
99					
100					

LINK TO DOWNLOAD

Klar

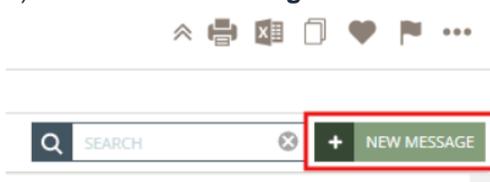
7. Communication

It is very important that you don't use your regular email to communicate about styles. Now you must go to the specific style and then to the communication tab. From here you can write new messages like what you would do in regular email.



To send a message:

1) Click on **New message**



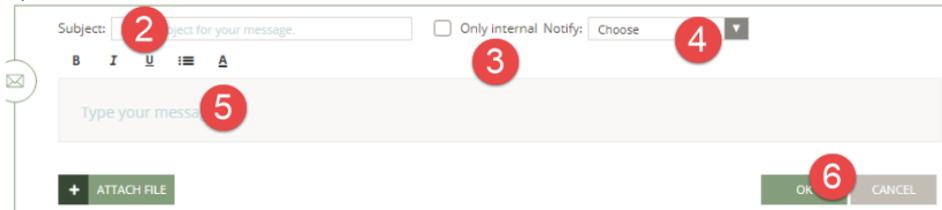
2) Type in the message subject (mandatory)

3) Check "Only internal" if the message should only be sent to your colleagues

4) Select who to notify - they will get an email with a link to the message

5) Type in your message and upload files if needed - sent files will also be saved in style files/_item artwork

6) Click **OK** to send



	This icon will appear for all sent messages	
	A blue dot will appear if you have been notified in this message	
	This icon will appear on internal messages	

8. Sample requests

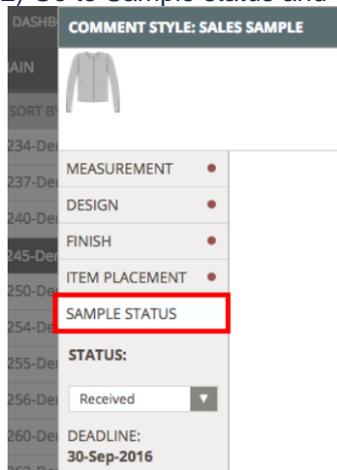
Once the sample has been requested by the brand, you are able to confirm it by changing status from "Requested" to "Confirmed". You can also fill in ETD when you expect to send the sample.

When the brand is requesting a sample from you, you will get a notification on your email with a link to the specific style in Delogue

At this stage you must verify and confirm the request

8.1. CONFIRM SAMPLE REQUEST

- 1) Click on the edit icon or double-click on Sample request
- 2) Go to Sample status and change status to confirmed (see image below)

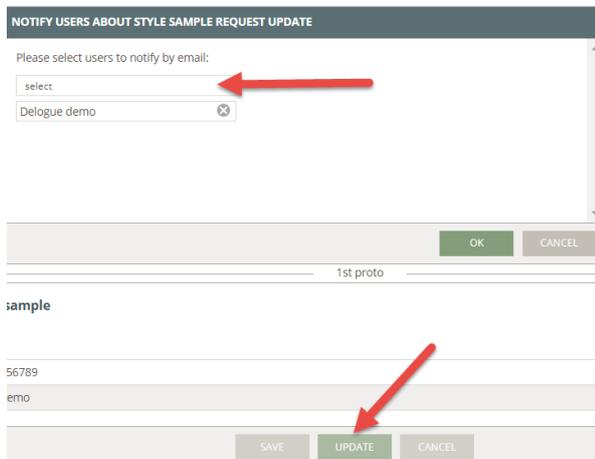


- 3) Fill in ETD (optional)

SAMPLE TYPE: Sales sample
MILESTONE: 23-Sep-2016
DEADLINE FOR SAMPLE: 30-Sep-2016
ETD: dd-mmm-yyyy
TRACKING NUMBER:

- 4) Click **Update** to save

5) Select if you want to notify someone about the confirmation by email. Brand contact person is select per default but it can be removed.

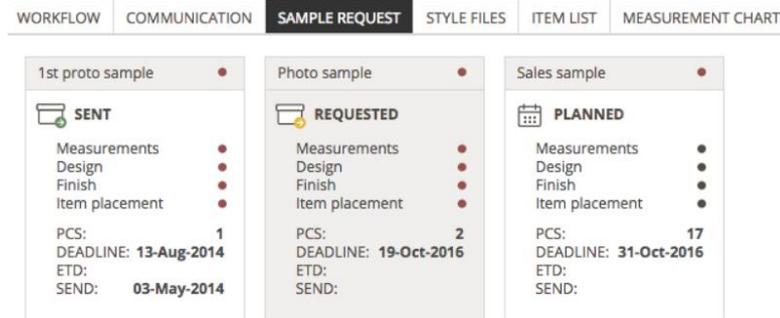


Once the sample is ready to be sent out, you can mark the sample as "Sent". You can also add some additional comments to the sample for each of the subjects: measurements, design, finish and item placement.

NOTE: Measurement tab will only appear if a measurement chart is made. Item placement tab will only appear if item list has been made.

8.2. MARK SAMPLE AS SENT

1) Click on the **edit** icon or double-click on the Sample request



2) Add sample measures, comments and upload photos in the pop-up window (optional)

COMMENT STYLE: PHOTO SAMPLE

 BRAND: Demo brand
STYLE NAME: Demo Cool Dress 1
STYLE NO: 1237-Demo-DR

MEASUREMENT **Size: M Measurements in: Centimeters**

DESIGN	
FINISH	1/2 Chest
ITEM PLACEMENT	1/2 Bottom
SAMPLE STATUS	Neck width
STATUS: Requested	Shoulder to shoulder
DEADLINE: 19-Oct-2016	Full length
ETD: -	Placket width
TRACKING NUMBER: -	Placket length CF
	Yoke front

MEASUREMENTS: Not approved

COMMENTS BY COMPANY:

COMMENTS BY SUPPLIER:

VISUAL COMMENTS: + ADD VISUAL COMMENTS

3) Add comments and photos to design, finish and Item placement - if needed. For item placement, the supplier can also mark if the item is actual, available or missing.

4) Change status to send

MEASUREMENT

DESIGN

FINISH

ITEM PLACEMENT

SAMPLE STATUS

STATUS: Sent

DEADLINE: 19-Oct-2016

ETD: -

TRACKING NUMBER: -

SAMPLE TYPE: Photo sample

DEADLINE FOR SAMPLE: 19-Oct-2016

ETD: dd-mm-yyyy

TRACKING NUMBER:

COMMENTS BY COMPANY:

COMMENTS BY SUPPLIER:

VISUAL COMMENTS: + UPLOAD FILE

SELECT STATUS: Sent

SIZE AVAILABLE 504 MELANGE BUTTERCUP

5) Click **Update** to save

6) Select if you want to notify someone about the confirmation by email. Brand contact person is select per default but it can be removed.

The image shows two screenshots from a software interface. The top screenshot is a dialog box titled "NOTIFY USERS ABOUT STYLE SAMPLE REQUEST UPDATE". It contains the text "Please select users to notify by email:" followed by a list of users. The first user is "select" and the second is "Delogue demo". A red arrow points to the "select" user. At the bottom of the dialog are "OK" and "CANCEL" buttons. Below the dialog, the text "1st proto" is visible. The bottom screenshot shows a form with the label "sample". It contains the text "56789" and "emo". At the bottom of the form are "SAVE", "UPDATE", and "CANCEL" buttons. A red arrow points to the "UPDATE" button.

Once the brand is done commenting a sample, the status will be changed to "Commented". A brand user can select to notify by email about the status change.

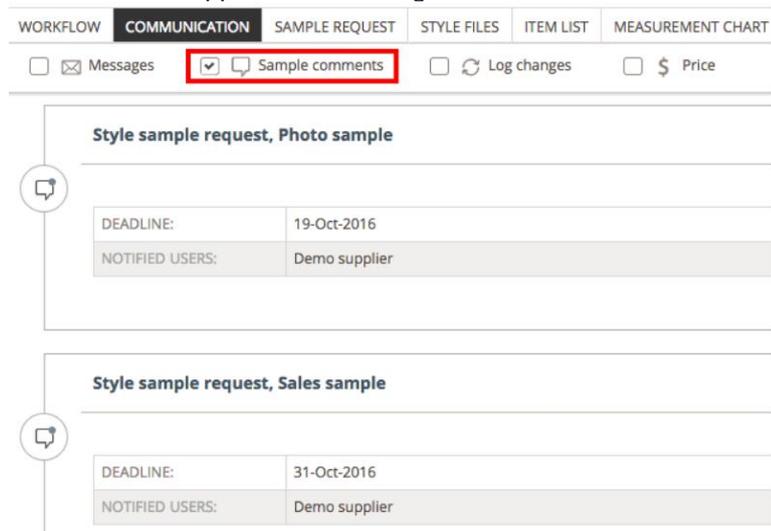
NOTE: You will **not** be able to see comments made in the Received state, as this is a draft mode for the customer

8.3. SEE SAMPLE COMMENTS

Sample comments will appear in the communication log and for each sample request by opening the request.

8.4. COMMUNICATION LOG

Use the filter to only see sample comments.
Comments will appear in chronological order.



The screenshot shows a navigation bar with tabs: WORKFLOW, COMMUNICATION (selected), SAMPLE REQUEST, STYLE FILES, ITEM LIST, and MEASUREMENT CHART. Below the tabs are filter options: Messages, Sample comments (checked and highlighted with a red box), Log changes, and Price. The main content area displays two entries:

- Style sample request, Photo sample**

DEADLINE:	19-Oct-2016
NOTIFIED USERS:	Demo supplier
- Style sample request, Sales sample**

DEADLINE:	31-Oct-2016
NOTIFIED USERS:	Demo supplier

8.5. SAMPLE REQUEST

Open each sample request to find specific comments of measurements, design, finish and item placement.

8.6. PRINT SAMPLE COMMENTS

You can easily print the sample comments.



8.7. EXPORT COMMENTS TO EXCEL

You can easily export the comments to Excel, by clicking on the export excel icon (see image below).



Comments will appear in tab per sample request.

	A	B	C	D	E	F	G	H
1		Brand:	Demo brand		Supplier:	Demo supplier 1		
2		Contact:	Delogue demo		Contact:	Demo supplier		
3		Style name:	Demo Loose Sweatshirt 1		Season:	SS17		
4		Style no:	1234-Demo-SW		Group:	Summer sweat		
5		Description:	Casual sweatshirt		Sample size:	M		
6		Size range:	SX-XL				Printed 12-Nov-2018, 15:12	
7	Comment	1st proto sample [Received]			Tracking numbe	TNT 123456789		
8	Sample size / color:	M	Available (1 pcs)					
9								
10	Description	Supplier sample meas	Diff	Requested meas.	Diff	Company sample meas	Wanted measurement s (last updated 18-Mar-16)	
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								



9. Dashboard

For a great overview of all your customers' sample request, use the **Dashboard** section.

PLANNED STATE

Once the company has published a style of yours, a sample request is visible on the dashboard. If it is in 'Planned' state, you are able to see it in the **Planned/No Request** section (see image below).

BRAND	SEASON	NAME	NUMBER	SAMPLE TYPE	COLOR/SIZE	DEADLINE	CONFIRM
Demo brand	AW17	Demo Tight Cardigan	1255-Demo-CA	Sales sample	14 PCS.	22-Sep-2016	CONFIRM
Demo brand	SS17	Demo Cool top	1250-Demo-TO	Sales sample	17 PCS.	21-Sep-2016	CONFIRM
Demo brand	SS17	Demo Cool top	1250-Demo-TO	2nd proto sample	1 PCS.	23-Aug-2016	CONFIRM
Demo brand	SS18	Demo All that Top	1270-Demo-TO	1st proto sample	1 PCS.	16-Sep-2016	CONFIRM
Demo brand	SS17	Demo Cool Dress 1	1237-Demo-DR	Photo sample	2 PCS.	19-Oct-2016	CONFIRM
Demo brand	AW17	Demo Casual Sweatshirt 1	1254-Demo-SW	Sales sample	19 PCS.	28-Sep-2016	CONFIRM
Demo brand	AW17	Demo More Dress 1	1256-Demo-DR	1st proto sample	1 PCS.	18-Oct-2016	CONFIRM
Demo brand	AW17	Demo More Dress 1	1256-Demo-DR	Photo sample	2 PCS.	08-Aug-2016	CONFIRM
Demo brand	SS18	Demo Spring Sweatshirt 1	1276-Demo-SW	Sales sample	16 PCS.	30-Nov-2016	CONFIRM
Demo brand	SS18	Demo Top Dress	1279-Demo-DR	1st proto sample	1 PCS.	27-Oct-2016	CONFIRM
Demo brand	SS18	Demo Top Dress	1279-Demo-DR	Photo sample	2 PCS.	20-Oct-2016	CONFIRM
Demo brand	SS18	Demo Top Dress	1279-Demo-DR	Sales sample	16 PCS.	23-Nov-2016	CONFIRM

REQUESTED STATE

When the company changes the state to "Requested", the sample will appear in the Requested tab:

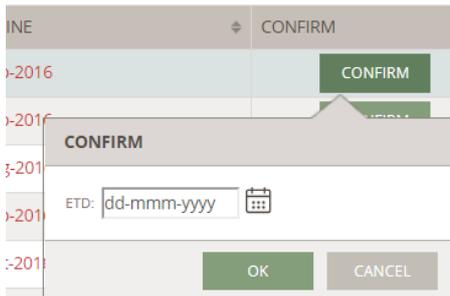
1) Click on "Color/Size" to see which colors and sizes are requested

COLOR/SIZE	DEADLINE	CONFIRM
14 PCS.	22-Sep-2016	CONFIRM
17 PCS.	21-Sep-2016	CONFIRM
1 PCS.	23-Aug-2016	CONFIRM
1 PCS.	16-Sep-2016	CONFIRM
2 PCS.	19-Oct-2016	CONFIRM
19 PCS.	28-Sep-2016	CONFIRM

2) Click **Confirm** to confirm the sample request.

COLOR/SIZE	DEADLINE	CONFIRM
14 PCS.	22-Sep-2016	CONFIRM
17 PCS.	21-Sep-2016	CONFIRM
1 PCS.	23-Aug-2016	CONFIRM
1 PCS.	16-Sep-2016	CONFIRM
2 PCS.	19-Oct-2016	CONFIRM
19 PCS.	28-Sep-2016	CONFIRM

3) If you can not meet the deadline of ETD, suggest a new deadline in the pop-up. The ETD date will turn red if it is later than the requested deadline.



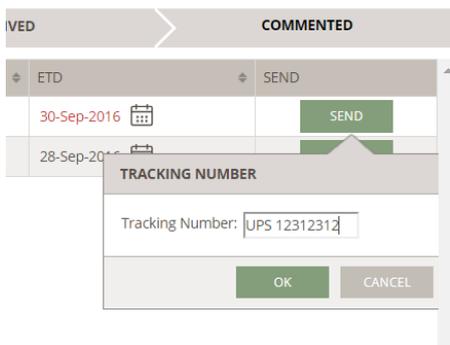
CONFIRMED STATE

Once you have confirmed the sample request, it will appear on the "Confirmed" state. If the company can not accept the suggested ETD, they will change or suggest a new ETD, and you will see the date at once.

When the sample is ready to be sent, just click on the **send** button.
Enter the tracking number so it is easy for the company to track and trace the sample.

SENT STATE

In the **Sent** state, you are able to edit or enter the tracking no.



RECEIVED STATE

When the sample is received at the company, the sample request will appear in "Received" state.

COMMENTED STATE

You can now see the sample request in "Commented" state. Here you are able to:

- Print the sample request comments.
- Export the sample request comments.

Shows data for the last 30 days

COMMENTED

⇅	COMMENTED	EXPORT/PRINT	▲
	12-Nov-2018	 	
	12-Nov-2018	 	
	12-Nov-2018	 	

10. Custom fields

Your customers can create different kinds of custom fields for both **Styles** and **Items**.

10.1. View custom fields

When they create the custom field, they can define any field to be visible for you. They can also allow you to fill in data. If that is the case, you will be able to see the **edit** icon (see image below).

10.2. Edit custom fields

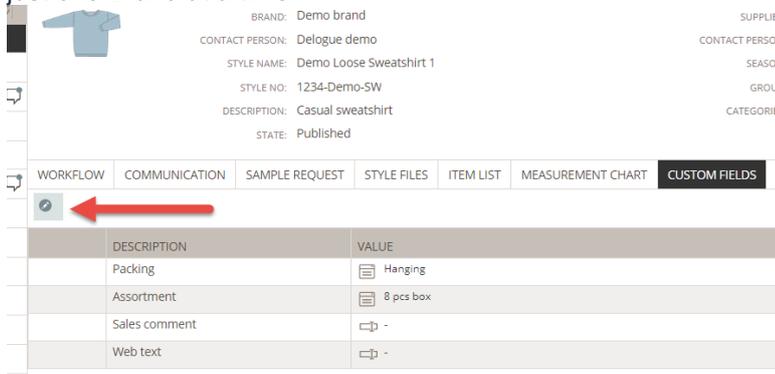
The Custom Field(s) you are able to edit will become editable. Simply:

- 1) Type in the needed value(s)
- 2) Click on the **save** button

Please note that this is only relevant for you if the brand has specifically asked you to type in certain information. Otherwise it will just be visible for you. **EXTRA FILTER OPTIONS FOR SUPPLIERS**

As a Supplier, you also have the option to set up a Filter to narrow down your Style or Item List. You have nearly the same options as described above.

NOTE: You can also filter by Brands. This can be very helpful because you can easily find Styles or Items for just one Brand at a time.



The screenshot shows a supplier interface. At the top, there is a style card for 'Demo brand' with a blue t-shirt icon. The card displays the following information:

- BRAND: Demo brand
- CONTACT PERSON: Delogue demo
- STYLE NAME: Demo Loose Sweatshirt 1
- STYLE NO: 1234-Demo-SW
- DESCRIPTION: Casual sweatshirt
- STATE: Published
- SUPPLIER
- CONTACT PERSON
- SEASON
- GROUP
- CATEGORY

Below the style card is a navigation bar with tabs: WORKFLOW, COMMUNICATION, SAMPLE REQUEST, STYLE FILES, ITEM LIST, MEASUREMENT CHART, and CUSTOM FIELDS. The 'CUSTOM FIELDS' tab is selected and highlighted in black. A red arrow points to a small edit icon (a circle with a pencil) located in the top-left corner of the custom fields table.

DESCRIPTION	VALUE
Packing	 Hanging
Assortment	 8 pcs box
Sales comment	 -
Web text	 -

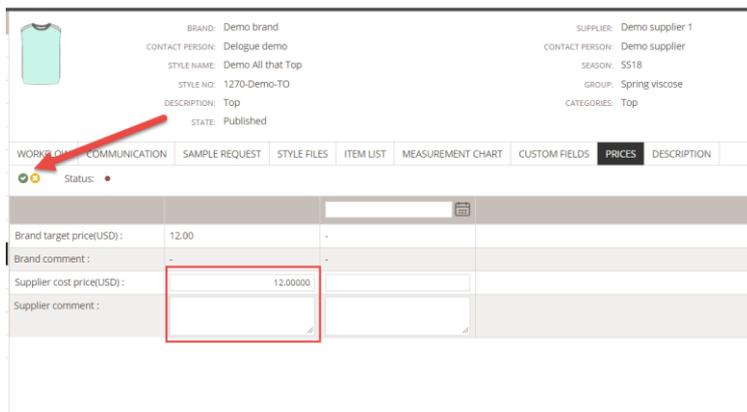
11. Price

In the price tab of the style you should enter the quote that you can offer. There is also a small note field where you submit a small note to the brand regarding the price.

Sometimes the brand will provide you with a target price which is also visible for you.

As soon as you have typed in the price in Delogue the brand can see the price in Delogue as well.

Please note that this is only relevant for you if the brand has specifically asked you to submit a quote.



BRAND: Demo brand		SUPPLIER: Demo supplier 1	
CONTACT PERSON: Delogue demo		CONTACT PERSON: Demo supplier	
STYLE NAME: Demo All that Top		SEASON: SS18	
STYLE NO: 1270-Demo-TO		GROUP: Spring viscose	
DESCRIPTION: Top		CATEGORIES: Top	
STATE: Published			

WORKFLOW COMMUNICATION SAMPLE REQUEST STYLE FILES ITEM LIST MEASUREMENT CHART CUSTOM FIELDS **PRICES** DESCRIPTION

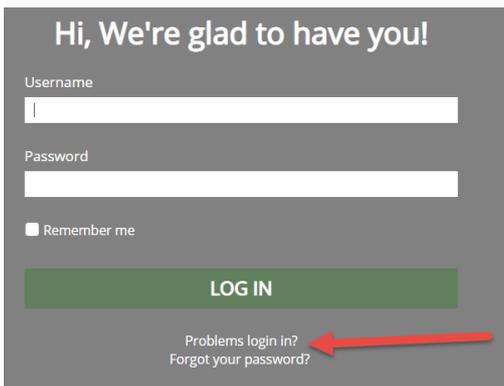
Status: ●

Brand target price(USD):	12.00	-	
Brand comment:	-	-	
Supplier cost price(USD):	12.00000		
Supplier comment:			

12. Troubleshooting

12.1. Can't login

In case you don't remember your password you are able to reset it in Delogue by clicking on the 'forgot password' button. Then you can type in your email and an email will be sent you where you can set a new password



Hi, We're glad to have you!

Username
|

Password

Remember me

LOG IN

Problems login in?
Forgot your password?

12.2. Can't receive emails

Please add the email service@delogue.com to your safe sender list / Whitelist. You can have your IT person to assist you in doing this. It is typically done on the mailservers or in the webmail interface.

12.3. Need support

In case something is wrong or you need help in Delogue you can write emails to our support using this email address: support@delogue.com

You can also use the helpdesk button from within Delogue

12.4. No access to the style

If you click on a link from your email and don't get access to the style. Typically it's because you have access to multiple brands/customers and therefore you need to logout and login again.