

# COES

Version : 7.1  
Author : Progress group  
Date : 16/07/2014

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## 1. COES

What is COES ?

COES is a Customer Order Entry System. You can enter your orders on your computer over the Internet in a secure environment. You can also check the orders you've entered today or earlier, search and display articles and check recent invoices.

## 2. LOG IN TO COES

To get access to COES enter <https://sales.brabantia.com> in the URL in your browser.



HOME

### Sales Portal Brabantia

This is the portal that Brabantia provides for our partners, retailers and sales organisations. If you have any remarks or problems please let us know.

With this portal we start with a photo gallery and our COES system.



[Brabantia brandportal](#)



[Brabantia image bank](#)



[Online Ordering System \(COES\)](#)



[Service manual \(35 MB !!\)](#)



[Online Ordering System \(COES\) TRIAL version](#)

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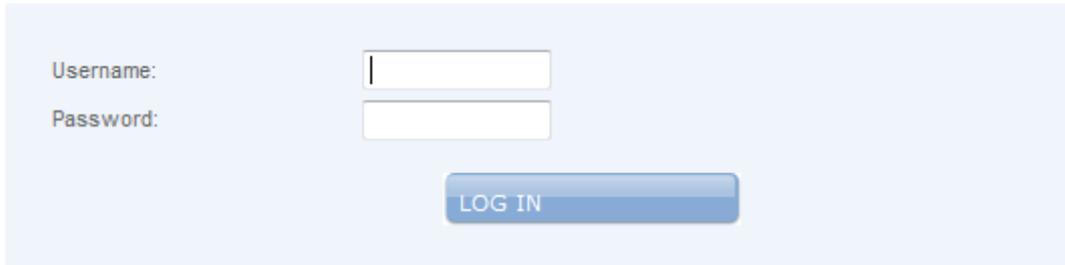
Click **Online Ordering System (COES)** to get access to COES or **Online Ordering System (COES) TRIAL version** to get an impression of how COES works.

If you would like to have access to the **Brabantia Image Bank** you can submit a request to your account manager.

## 2.1. Enter log in data

You can now log in with your **User name** and **Password**.

### Log in



A screenshot of a login form with a light blue background. It contains two input fields: 'Username:' and 'Password:'. Below the fields is a blue button labeled 'LOG IN'.

[No account yet? Click here](#)

[Forgotten your password? Click here](#)

#### **Username**

Enter your username

#### **Password**

Enter your password



LOG IN

Click Log in to enter the COES application

### 3. COES MENU

You can always use the menu bar to choose an option.

These options are explained in the next chapters. The Cart button will take you back to the Cart view. The Home buttons opens a new window.

HOME

HELP

CART

ORDERS

CATALOGUE

INVOICES

PASSWORD

LOG OUT

## 4. HELP

To get online assistance click the Help option in the menu: this will start a new tab in your browser. We have a manual (pdf) available in English and French.

### [Sales Portal Brabantia - Manuals COES](#)

Here you can find the user manuals for the COES system.

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- [COES English](#).
- [COES France](#).

## 5. CART

### 5.1. Update and checkout the cart

This is the view of the cart. In this view you can add and delete order lines as well as update order information like delivery address and reference. Just above the order table you can get warnings about your order.

To change the **sort order** of the **columns** click on the  in the column header. The assortment list will now be sorted in an ascending order of the column you have chosen. Click on  to sort the column in descending order.

#### Shopping cart

Customer no.:	909413	Discount 1
Customer:	SERVICE PART ORDERS	Discount 2
City:	NORTH SOMERSET	Discount 3
Your reference:	<input type="text"/>	St order discount 5.00 %
Delivery week (wwyyyy):	<input type="text"/>	
Delivery date (ddmmyyyy):	<input type="text"/> 	
Delivery address:	02 : BLACKFRIARS ROAD, NAILSEA, NORTH SOMERSET, BS48 4SB ▾	
Invoice address:	03 : BLACKFRIARS ROAD, NAILSEA, NORTH SOMERSET, BS48 4SB ▾	
Email:	<input type="text"/>	
Input in:	<input checked="" type="radio"/> Packs <input type="radio"/> Units	
Startdate:	15/07/2014 10:49	
Remarks:	<input type="text"/>	

Line	Item no.	Packs	Description	Colour	P.M.	Units	Net.price	Amount	Volume	
	<input type="text"/>	<input type="text"/>								<input type="button" value="ADD ITEM"/>

#### Your reference

Enter your reference number.

#### Delivery date

Enter a delivery date (ddmmyyyy). You can also click on  and choose a date from the calendar. This must be at least 7 calendar days from date of order.

#### Delivery address

Select the correct delivery address from the selection list. Click the down arrow to see the selection list.

#### Invoice address

Select the correct invoice address from the selection list. Click the down arrow to see the selection list.

#### Email

Enter your email address, if not already there.

#### Input in

Select the preferred input method: you can choose to enter in units or packs.

**Remarks**

Enter you remarks here.

**Item no.**

Enter an item number or click on the number to view the item details.

**Packs / Units**

Enter the number of packs or units you want to add. (**attention:** The choice to add units or packs can be selected in the cart view)

DELETE ITEM

Delete the order line, update cart information and add new order lines.

ADD ITEM

Add the order lines and update the cart information.

CHECKOUT ORDER

Finalize the order.

UPDATE CART

Add order lines and update the cart information. Attention: updating cart will save the order in the cart for you to add lines at a later time/date.

DELETE

Deletes the cart.

UPLOAD ORDER

Import order lines - via a .csv file you have created - in the cart (ARTICLE,QTY).

## 5.2. Checkout order

Click **Checkout order** to check out your order in the next window.

### Shopping cart

Customer no.: 93115  
 Customer: JAGENEAU METAALWAREN  
 City: TONGEREN  
 Telephone: 012/23 29 71  
 Your reference:  
 Delivery week (wwyyyy):  
 Delivery address: 02 : ST-TRUIDERSTEENWG 385, , TONGEREN, 3700  
 Invoice address: 03 : VIEUX CHEMIN DE THINES 14, , NIVELLES, 1400  
 Email: info@jageneauv.be (Send confirmation)  
 Fax: 012/24 17 24 (Don't send confirmation)  
 Input in: Packs  
 Startdate: 04/04/2013 13:50  
 email representative: Don't send email  
 Remarks:

This customer has to place orders with a minimum amount of 550.00. This order is only for 172.46 (3010132)

Line	Item no.	Packs	Description	Color	P.M.	Units	Net. price	Amount	Volume
1	<a href="#">100000</a>	4	IRON BOARD COVER 124X38	MOV.CIR	5	20	6.80	132.00	00.04782
2	<a href="#">310164</a>	1	124X38 IRON TABLE	IVORY	1	1	40.46	40.46	00.05780
		5	Total					172.46	00.10522

FINALIZE ORDER

BACK

When you check out the order you may get some errors/warnings about the order you've just entered. You'll have to correct the errors before you can finalize the order. An example of a warning is eg.

**This customer has to place orders with a minimum amount of 550.00. This order is only for 532.30 (3010132)**

If the warning is in red the order cannot be processed. You have to change the order first.

FINALIZE ORDER

When you've completed your order you have to click this button to finalize your order.

BACK

Go back to the cart overview.

## 5.3. Order confirmation

When you've finalized the order, which can take up to a minute, you will see the order confirmation.

### Order confirmation

The order has been received and a confirmation is send to info@jageneauv.be

Customer: JAGENEAU METAALWAREN  
 City: TONGEREN  
 Telephone: 012/23 29 71  
 Order no.: 291086  
 Date: 04/04/2013  
 Delivery date (ddmmyyyy): 08/04/2013  
 Cust. order:  
 Delivery address: ST-TRUIDERSTEENWG 385  
 3700 TONGEREN

Remarks:

Item no.	Description	PM	Total units	Units outst.	Units proc.	Units inv.	Units canc.	Net price (EUR)	Amount (EUR)	Volume (m3)
100000	IRON BOARD COVER 124X38 MOV.CIR	5	50	0	0	0	0	6.60	330.00	00.11904
310164	124X38 IRON TABLE IVORY	1	5	0	0	0	0	40.46	202.30	00.28800
<b>Total</b>			55	0	55	0	0		532.30	00.40704

[PRINT CONFIRMATION](#)

[PRINT CONFIRMATION](#)

You can also display the **order confirmation** in PDF format by clicking on this button.

## Order Confirmation

**GODDARDS ELECTRICAL**  
 56 HIGH STREET  
 SAFFRON WALDEN  
 CB10 1EF

Brabantia (UK) Limited

address: Blackfriars Road  
 Nilleses  
 Bristol  
 BS48 4BB  
 United Kingdom  
 www.brabantia.com

VAT reg no: GB 823 8321 38  
 Bank: National Westminster Bank  
 IBAN: GB82NW 8K50000553704137  
 BIC: NWBKGB2L

Telephone: 01275 810000  
 Fax: 01275 810191

order no: 685054  
 order date: 11-7-2014  
 customer no: 229830

page 1  
 cust order no 11-07-14 12:48 Dan  
 account manager CHLOE PRIEST

art no	description	colour	art no customer	total packs	pack mult	total units	ex VAT	net price	total cost
Delivery date: 18-7-2014									

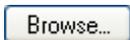
### 5.4. Upload order

In this popup window you can upload CSV-files containing order lines. Each order line is a line in the file in the following format: **article number,quantity**. For example **395420,60** which adds an order line with 60 products of the article 395420.



You can import your CSV-file here. Please check the [manual](#) for the supported file-types.

Filename:



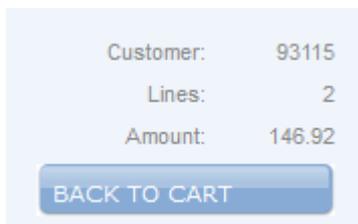
This button allows you to browse for the file to import.



This button imports an order in the cart.

### 5.5. Cart in other sections

In any menu you can always check your cart information. You can view the number of lines and value of your cart.



Customer:	93115
Lines:	2
Amount:	146.92

## 6. ORDERS

### 6.1. To display orders

What will be displayed are all the outstanding orders **and** all the shipped orders of the last year.

To change the sort order of the columns click on the  in the column header. The list will now be sorted in an ascending order of the column you have chosen. Click on  to sort the column in descending order.

**Orders**

Customer: JAGENEAU METAALWAREN  
 City: TONGEREN  
 View last: 12 Months

Customer: 93115  
 Lines: 2  
 Amount: 146.92  
[BACK TO CART](#)

[REFRESH](#) [OPEN ORDERLINES](#)

Order	Date	Cust. order	Amount (EUR)	
<a href="#">P291086</a>	04/04/2013		532.30	<a href="#">PRINT</a>
<a href="#">S288194</a>	13/02/2013		1,763.65	<a href="#">PRINT</a>
<a href="#">S285985</a>	08/01/2013		915.80	<a href="#">PRINT</a>
<a href="#">S282273</a>	07/11/2012		868.31	<a href="#">PRINT</a>
<a href="#">S279090</a>	24/09/2012	160922VJ13-D-JAT	557.40	<a href="#">PRINT</a>
<a href="#">S277682</a>	04/09/2012	160904VJ06-D-JAT	1,157.95	<a href="#">PRINT</a>
<a href="#">S272775</a>	08/06/2012	607AS01D-JAT	880.74	<a href="#">PRINT</a>
		Total	6,676.15	

[REFRESH](#) [OPEN ORDERLINES](#)

Order numbers starting with 'O' are outstanding orders, ordernumbers starting with 'S' are shipped orders and order numbers starting with 'P' are proforma orders.

#### View last

View older orders. By default the orders of the last year are displayed

#### Order number

To display the order information click on an **order number**.

[PRINT](#)

You can also display the **order statement** in PDF format by clicking on this button.

[REFRESH](#)

You can refresh the list to the newest information

[OPEN ORDERLINES](#)

Display all order lines of outstanding orders (starting with 'O')

# ORDER STATEMENT

Brabantia International bv

Brabantia Ireland Ltd, 19 Featherbed Glade, Rossary, Enniskillen, Co Fermanagh, N Ireland, BT74THW

Home Store + More  
HEA Head Office  
Unit 4 Parkway House  
Ballymount Drive  
Dublin 12  
Republic of Ireland

legal address Leenderweg 182  
5555 OJ Valkenswaard  
The Netherlands  
www.brabantia.com

bank Uiterbenk  
IBAN IE27 UL88 9850 2002 7400 70  
BIC UL88IE20  
VAT reg no NL001338675B01

information address 18 Currah Road  
Bellinamesherd  
Co Fermanagh  
Northern Ireland  
BT94 2ER

telephone 00353 87 298 0008  
fax 00353 1 676 9576

order no 016435  
order date 9-5-2014  
customer no 409524

page 1  
customer order no HEAC34054  
account manager Janice Muldoon

art no	description	colour	customer art no	pack mult	total units	outs units	units in proc	units ship	prev ship	units cenc
Delivery date: week: 22 2014										
87 10755 10 10 69	Ironing Tables B, 124x38 SSIR Ø22mm	Titan Oval		1	24	24				

## 7. CATALOGUE

### 7.1. Search catalogue

If you want detailed information on an article you can use this option. You can choose a product category: Waste storage, Food storage, Laundry care, Food preparation and Hardware.

Other **categories** that can be used are Colour, Assortment, Previous orders, All items and Product sheets.

- In the Colour list the items are sorted on colour of the item.
- In the Assortment list are all items that are in your assortment.
- In the Previous orders list are all items ordered last year.
- In the All Items list are all products of Brabantia.
- In the Product sheets list are all products with product sheets.

**Catalogue**

Customer: 93115  
 Lines: 3  
 Amount: 368.82  
[BACK TO CART](#)

  
Waste storage

  
Food storage

  
Laundry care

  
Food preparation

  
Hardware

  
Color

[MY ASSORTMENT](#)
[PREVIOUS ORDERS](#)
[ALL ITEMS](#)
[PRODUCT SHEETS](#)

Search on All ▼

Search:

[SEARCH](#)

Group	Item no.	Description	Color	P.M.	Retail price (EUR)	Sheet	Packs
No assortment found.							

#### Search on description

Enter (part of) the description to find an item. All items of the category with the entered search string will be displayed.

#### Search on colour

Enter the colour of an item. All items of the category with this colour will be displayed.

#### Search on number

Enter the item number to get information on the item if it is in the category.

[SEARCH](#)

Click this button to start the search.

Group	Item no.	Description	Color	P.M.	Retail price (EUR)	Sheet	Packs	
<u>Pedalbin 3L</u>								
	369520	<a href="#">3 L PEDAL BIN</a>	M.ST.ST	1	28.95		<input type="text"/>	ADD
	477362	<a href="#">3 L PEDAL BIN</a>	PLATINU	1	20.50		<input type="text"/>	ADD
<u>Wall bin 3L</u>								
	378645	<a href="#">TOUCH BIN 3L</a>	M.ST.ST	1	57.00		<input type="text"/>	ADD

To open a group click on the group name. In this screen you can also add items to the cart. To do this enter the number of each item you want to order and then click on one of the **Add to cart** buttons.

Click an **Description** to get detailed item information.

## 7.2. Detailed product information

### Packs / Units

Enter the number of packs or units you want to add. (**attention:** The choice to add units or packs can be selected in the cart view)

ADD TO CART

Add this item to the cart. If no number is given in the **units/packs** then an order line with a number of units/packs of 0 will be added.

BACK

Click this button to go back to the last page.

### Item



Item no.	369520
Customer Item no.	
Description	3 L PEDAL BIN
Color	M.ST.ST
Retail price (EUR)	28.95
P.M.	1
Weight	0.71 kg.
Weight (pack)	0.87 kg.
LxWxH (pack)	195x220x265 mm
Volume (pack)	00.01137 m <sup>3</sup>
Productsheet	
Packs	<input type="text"/>

ADD

BACK

## 8. INVOICES

### 8.1. To display invoices

What will be displayed are all the outstanding invoices **and** all the invoices of the last year.

To change the sort order of the columns click on the  in the column header. The assortment list will now be sorted in an ascending order of the column you have chosen. Click on  to sort the column in descending order.

#### Invoices

Customer: JAGENEAU METAALWAREN  
 City: TONGEREN  
 Debt balance: EUR 0.00  
 Credit limit: EUR 275,000.00  
 Outstanding: EUR 0.00  
 View last: 12 Months

Customer: 93115  
 Lines: 3  
 Amount: 368.82

[BACK TO CART](#)

Invoice no.	Date	Cust. order	Order no.	Due date	Amount excl. VAT (EUR)	Amount incl. VAT (EUR)	
<a href="#">102393</a>	18/02/2013		<a href="#">288194</a>	20/03/2013	1,763.65	2,134.02	<a href="#">PRINT</a>
<a href="#">100884</a>	15/01/2013		<a href="#">285985</a>	14/02/2013	199.02	240.81	<a href="#">PRINT</a>
<a href="#">100702</a>	10/01/2013		<a href="#">285985</a>	09/02/2013	716.78	867.30	<a href="#">PRINT</a>
<a href="#">097818</a>	09/11/2012		<a href="#">282273</a>	09/12/2012	868.31	1,050.66	<a href="#">PRINT</a>
<a href="#">095679</a>	27/09/2012	160922VJ13-D-JAT	<a href="#">279090</a>	27/10/2012	557.40	674.45	<a href="#">PRINT</a>
<a href="#">094658</a>	06/09/2012	160904VJ06-D-JAT	<a href="#">277682</a>	06/10/2012	1,157.95	1,401.12	<a href="#">PRINT</a>
<a href="#">090803</a>	11/06/2012	607AS01D-JAT	<a href="#">272775</a>	11/07/2012	880.74	1,065.70	<a href="#">PRINT</a>
<a href="#">503568</a>	19/04/2012	160416VJ09-D-JAT	<a href="#">022454</a>	19/05/2012	6.62	8.01	<a href="#">PRINT</a>
Total					6,150.47	7,442.07	

[REFRESH](#)

#### View last

Invoice no.

[PRINT](#)

[REFRESH](#)

View older orders. By default the orders of the last year are displayed

To display the invoice information click on an invoice number.

You can also display the **historic invoice** in PDF format by clicking on this button.

Refresh the list to the latest information

# Historic Invoice

Brabantia (UK) Limited

ARGOS LIMITED  
 [MBL 02668]  
 MERCH. BOUGHT LEDGER  
 489-499 AVEBURY BLVD  
 MILTON KEYNES  
 MK9 2NW

address Blackfriars Road  
 Neelies  
 Bristol  
 BS43 4BS  
 United Kingdom  
 www.brabantia.com

VAT reg no GB 823 8321 38  
 Bank National Westminster Bank  
 IBAN GB62NW 8K56000553764137  
 BIC NWBKGB2L

telephone 01275 810000  
 fax 01275 810191

page 1  
 account manager DALE HAMMAN

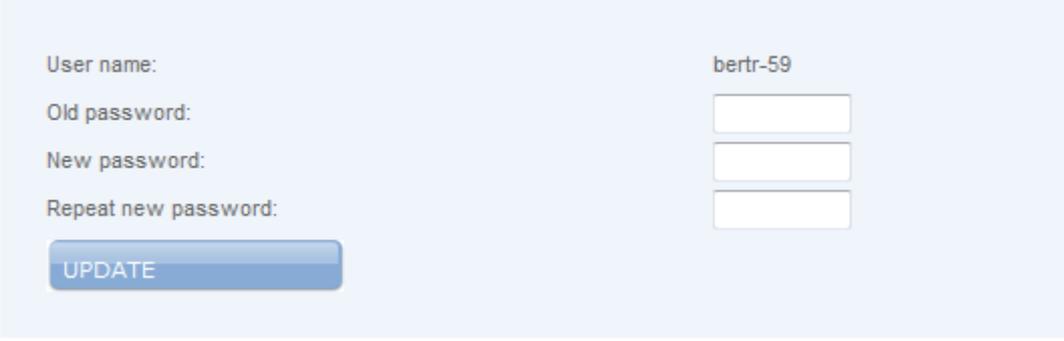
invoice no 088242  
 invoice date 04-01-2011  
 customer no 606266

art no	description	colour	art no customer	total pack packs mult	total ex VAT units RSP	net price	total cost (excl VAT)
--------	-------------	--------	--------------------	--------------------------	---------------------------	--------------	--------------------------

## 9. PASSWORD

You can change your password.

[Change password](#)



The screenshot shows a light blue rectangular form with the following fields and elements:

- User name:** bertr-59
- Old password:** [Empty text input field]
- New password:** [Empty text input field]
- Repeat new password:** [Empty text input field]
- UPDATE** button: A blue button with white text, located at the bottom left of the form.

Enter your **old** password.

Enter your **new** password and **repeat** your new password. Click **UPDATE** to change your password.

## 10. LOG OUT

When you log out you return to the log in option.

[Log in](#)

You have succesfully logged out.



A light blue rectangular box containing a login form. On the left, the labels "Username:" and "Password:" are aligned vertically. To the right of "Username:" is a white text input field with a vertical cursor. To the right of "Password:" is a white password input field. Below these fields is a blue button with rounded corners and the text "LOG IN" in white capital letters.

[No account yet? Click here](#)

[Forgotten your password? Click here](#)