



SOFTSHADE

Made to Measure Online Ordering Portal

Step 3

Please reference the below steps for ordering Softshade Prime Duo Roller through the Decora Online Ordering portal (M2M)

Please note that from January, **Black Fascia** will be available for ordering.

Check over **all** the below details to ensure that they are correct & click **Next**.

Please note that you can alternate delivery addresses to suit. If adding/updating details, click on **Save** first.

This will take you back to the previous screen, so click on **Add New Order** to proceed with blind configuration.

Step 1

Enter the Decora website www.decora.co.uk and click on the Online Ordering icon on the right-hand side.

MADE TO MEASURE

ENTER ACCOUNT LOGIN DETAILS

CONFIRM

Step 2

Once logged in, click on the Add New Order tab

The screenshot shows the Decora website interface. At the top, there is a logo for DECORA and navigation links for 'Refund Policy' and 'Privacy Policy'. Below this, the customer name is listed as 'Internal Sales to Mar'. A navigation bar contains several buttons: 'Print', 'Add New Order' (which is highlighted with a red box), 'Amend', 'View', 'Delete', and 'Submit'. Below the navigation bar is a table with columns: 'Online Order No.', 'Factory Order No.', 'Order Date', 'Contact Name.', and 'Customer'.

The screenshot shows the 'Order' form in the Decora online ordering portal. The form is divided into several sections: 'Customer Address', 'Delivery Address', and 'Order Info'. The 'Customer Address' section includes fields for Address Line 1 (In-House), Address Line 2, City, County, Country (United Kingdom), and Post Code (XXX XXX). The 'Delivery Address' section includes fields for Title (Miss), First Name, Last Name, Address Line 1, Address Line 2, City, County, Country (United Kingdom), Post Code (0X7), and Delivery Phone. The 'Order Info' section includes fields for Order Date (03/11/2020), Req. Date (03/11/2020), Customer Order No. (marked as a required field), Customer Reference, Measure Type (Metric), Despatch Method (Collection), and Carriage Type (STANDARD). There is also a 'Delivery Notes' field. At the bottom right, there are 'Next' and 'Save' buttons.

Step 4

Click on **Add New Blind**

Net Total:	0.00
VAT:	0.00
Total:	0.00
Duty Charge Total:	0.00

Step 6

Ensure Measurement unit correct and enter blind sizes. Chain Length will be **automatically calculated to be within Child Safe Lengths**.

Blind Type:	SoftShade Prime Duo Roller	Measure To:	Blind Size
Measurement:	Metric	Width:	0 mm
		Drop:	0 mm
		Install Height:	0
		Chain Length:	0

3mm deduction will be applied on the width from recess to blind size

Step 5

From the Blind Type drop down menu, select **SoftShade Prime Duo Roller**

Quantity:	1
Base Price:	0.00
Discount %:	0.00
Discount:	0.00
Net Price:	0.00
VAT:	0.00
Total:	0.00

Step 7

Choose Fabric required, make a note of Blind Location in the property & any essential additional Instructions.

Price Band

Fabric: Hoxton Breathe (2.8m) D

Location: D

Instructions:

**Please ensure your instruction notes are essential. Entering these may delay your order as it will need to be checked manually before entering the factory.*

Step 8

Choose System Type

(please note that the drop-down menu will appear at the bottom of the list of options)

Option	Choice	Price
<input checked="" type="radio"/> System Type	Please Select	0.00
<input type="radio"/> Installation Type	Top Fix	0.00
<input type="radio"/> Motor	None Required	0.00
<input type="radio"/> Remote Control	None Required	0.00
<input type="radio"/> Remote Control Channel	None Required	0.00
<input type="radio"/> Motor Chargers	Not Required	0.00
<input type="radio"/> Motor Accessories	Not Required	0.00
<input type="radio"/> Control Type	Right Control	0.00
<input type="radio"/> Chain Type	PLASTIC CHAIN	0.00
<input type="radio"/> Roller Tube	32mm	0.00
<input type="radio"/> Safety Comps	Not Required	0.00

Drop Down

System types

40mm Open Fascia Anthracite - RC702
40mm Open Fascia Anthracite with Insert - RC702
40mm Open Fascia White - RC701
40mm Open Fascia White with Insert - RC701
70mm Closed Fascia Anthracite - RC704
70mm Closed Fascia Anthracite with Insert - RC704
70mm Closed Fascia White - RC703
70mm Closed Fascia White with Insert - RC703

Step 10

Once all Options have been selected, **click on Save**. This blind will be saved to your order number.

You can add additional blinds by clicking on Add New Blind again.

Please note that this will keep the previously chosen Options from your first entered blind, so ensure that you change them (if need be) to suit the second/third/fourth blind you are configuring.

Option	Choice	Price
<input type="radio"/> System Type	40mm Open Fascia Anthracite - RC702	8.25
<input type="radio"/> Installation Type	Fascia Top Fix Brkt Anthracite	0.00
<input type="radio"/> Motor	Integr. Battery - Rollup 24 RTS	52.00
<input type="radio"/> Remote Control	Situo 5 VAR RTS	32.00
<input type="radio"/> Remote Control Channel	Channel 4	0.00
<input type="radio"/> Motor Chargers	Not Required	0.00
<input type="radio"/> Motor Accessories	Tahoma Hub	149.00
<input type="radio"/> Control Type	Left Control	0.00
<input type="radio"/> Chain Type	NO CHAIN	0.00
<input type="radio"/> Roller Tube	32mm	0.00
<input type="radio"/> Safety Comps	Not Required	0.00

Quantity:

Base Price:

Discount %:

Discount:

Net Price:

VAT:

Total:

40mm Open Fascia Anthracite - RC702 241.25

Step 9

Choose desired preferences from all the options available. Please note that some changes will be made automatically to better suit the chosen option.

I.E if choosing a motorised option, Chain Type will automatically change to No Chain.

Option	Choice
<input type="radio"/> System Type	40mm Open Fascia Anthracite - RC702
<input type="radio"/> Installation Type	Fascia Top Fix Brkt Anthracite
<input checked="" type="radio"/> Motor	Integr. Battery - Rollup 24 RTS
<input type="radio"/> Remote Control	None Required
<input type="radio"/> Remote Control Channel	None Required
<input type="radio"/> Motor Chargers	Not Required
<input type="radio"/> Motor Accessories	Not Required
<input type="radio"/> Control Type	Right Control
<input type="radio"/> Chain Type	NO CHAIN
<input type="radio"/> Roller Tube	32mm
<input type="radio"/> Safety Comps	Not Required

Blind Type	Width	Drop	Measure To	Fabric/Colour	Qty
<input type="radio"/> SoftShade Prime Duo Roller	600	800	Blind Size	Hoxton Breathe (2.8m)	1

Add New

Options

Add more blinds