

Delogue



## Supplier manual

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# Supplier manual step by step

This is a manual for you to use after the supplier introduction in Delogue. If you need a 2nd intro, don't hesitate to contact us at support@delogue.com

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## Accessing Delogue (Read guide here)

Access Delogue on my.delogue.com in Europe and my.delogue.asia in Asia

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## Personal settings (Read guide here)

- Choose list view: "name or number" or "number"
- Password and email settings
- Change password

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## Find the basic style information in the style heading

- Brand/supplier contact person
- Stylename / style number
- Season
- Group
- Categories

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## Style list (click on below heading for guidance)

- Add filter – remember to choose Brand - Read guide
- How to make favorite filter
- Orange filter button indicate an active filter
- Icons of envelope and speech bubble on style list

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## Style files (Read guide here)

- Name
- Preview of picture files – if pdf only the first page will show
- Link, opens in another tab
- How to download / print

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## Item list (Read guide here)

- Item list / list view – shows the colors, placement, pieces, composition.

## Item library (used only if you are the item supplier) (Read guide here)

- Use the link on item list to view more details of the item
- Communicate in an item level
- View artwork
- See which styles the item is used in.

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### **Measurement chart (Read guide here)**

- Find sizes
- Purple line indicate the grading size
- View left side for gradings and right side for final measures
- Add measures in the sample flow chart

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### **Prices**

- Add prices if it is requested from the brand. You need to click on the edit icon to place prices and remember to save by clicking on the green icon.

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### **Custom fields (Read guide here)**

- Remember to edit the required fields. You need to click on the edit icon to write in the fields and remember to save by clicking on the green icon.

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### **Print / Export (Read guide here)**

- You can download all style information in one PDF or Excell sheet.

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### **Other icons (click on below heading for guidance)**

- Flag – make personal yellow notes to yourself
- Heart – you can follow certain styles

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### **Communication (click on below heading for guidance)**

- ALL questions to company must be added in here
- Send new messages or reply on threads
- See and print sample comments
- Log changes – Check the box to see if there are changes on a style

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### **Dashboard – tasks workflow (Read guide here)**

- Use the task function in workflow to solve tasks assigned to you.

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#### **Dashboard - Sample requests (click on below heading for guidance)**

- Sample request – go through all the states to view the sample process
- Click on style name to view full details of the sample
- Remember to confirm sample requests with an ETD date  
If not possible to reach the requested deadline, we ask you to notify the brand in a message and also why
- Enter tracking no. when sending a sample
- Print / export sample comments from the dashboard

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#### **Report (click on below heading for guidance)**

- My report - Customize and make favorite filters
- Sample request overview – an easy way to view all the sample requests from an entire collection

You can always contact [support@delogue.com](mailto:support@delogue.com) if you are in any doubt and use our helpsite for any additional guidance.

## **We have collected the most popular articles from our helpsite**

### **Getting started**

<http://help.delogue.com/support/solutions/articles/9000006562-getting-started-as-a-supplier>

### **View and print style specifications**

<http://help.delogue.com/support/solutions/articles/9000006642-supplier-style-find-and-print-specifications>

### **Send message**

<http://help.delogue.com/support/solutions/articles/9000006644-supplier-send-message>

### **Dashboard - follow the sample request flow**

<http://help.delogue.com/support/solutions/articles/9000012655-supplier-dashboard-how-to-follow-sample-requests>

### **You can also look at the supplier video here:**

Supplier intro 1/2: <https://youtu.be/wpPN5DPhuDA>

Supplier intro 2/2: <https://youtu.be/vnWZlySms-k>