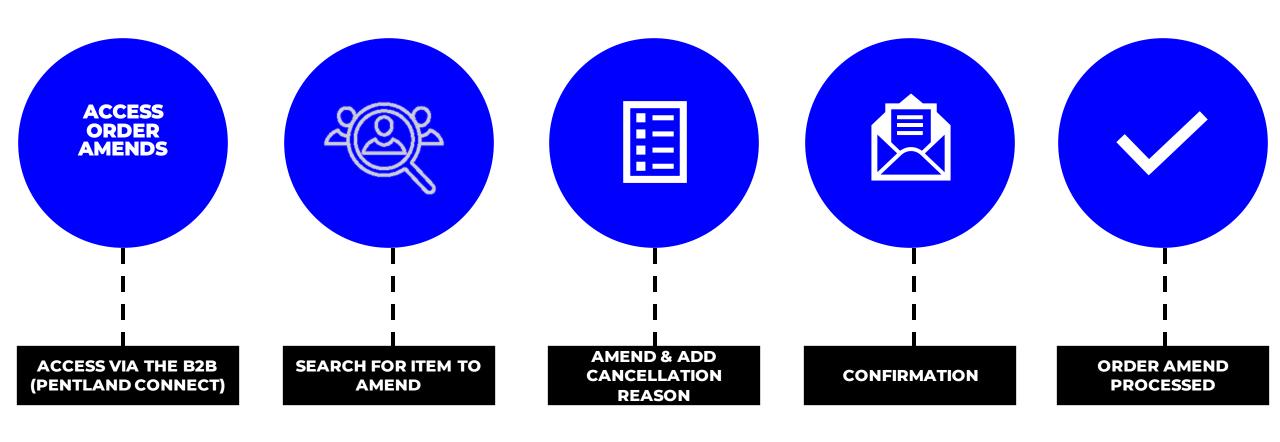
ORDER AMENDS USER GUIDE

ORDER AMENDS- USER GUIDE

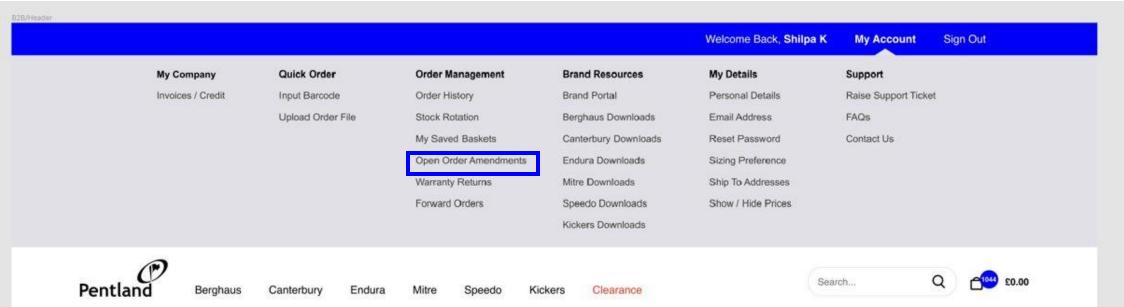
STEP BY STEP



OPEN ORDERS- ACCESS VIA MY ACCOUNT

OPEN ORDERS CAN BE FOUND UNDER "MY ACCOUNT" ON PENTLAND CONNECT





OPEN ORDERS- SEARCH FOR ITEM TO AMEND

YOU CAN SEARCH FOR THE ITEM YOU WANT TO AMEND HERE



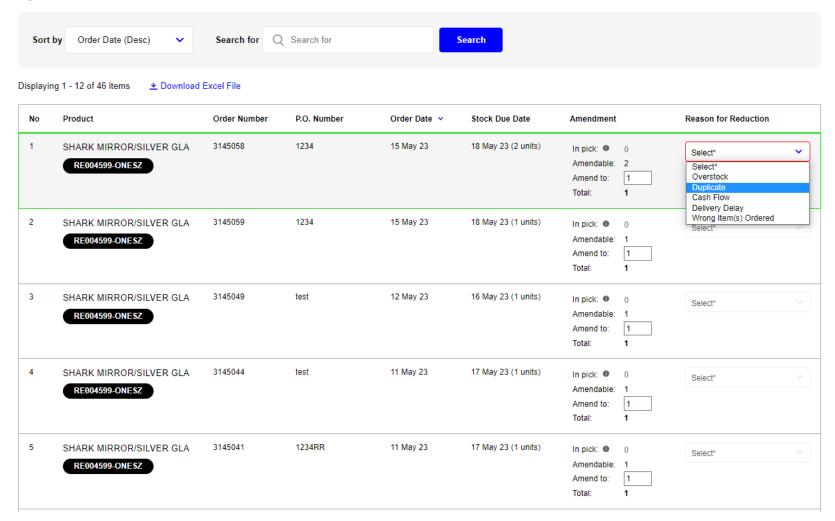


No	Product	Order Number	P.O. Number	Order Date V	Stock Due Date	Amendment	Reason for Reduction
1	SHARK MIRROR/SILVER GLA RE004599-ONESZ	3145058	1234	15 May 23	18 May 23 (2 units)	In pick:	Select*
2	SHARK MIRROR/SILVER GLA RE004599-ONESZ	3145059	1234	15 May 23	18 May 23 (1 units)	In pick:	Select*
3	SHARK MIRROR/SILVER GLA RE004599-ONESZ	3145049	test	12 May 23	16 May 23 (1 units)	In pick:	Select*
4	SHARK MIRROR/SILVER GLA RE004599-ONESZ	3145044	test	11 May 23	17 May 23 (1 units)	In pick:	Select*
5	SHARK MIRROR/SILVER GLA RE004599-ONESZ	3145041	1234RR	11 May 23	17 May 23 (1 units)	In pick: 0 0 Amendable: 1 Amend to: 1 Total: 1	Select*



OPEN ORDERS- AMEND & ADD CANCELLATION EMAIL

Open Order Amendment





MAKE THE AMENDMENT TO THE ORDER.

A CANCELLATION REASON MUST BE SELECTED IF YOU ARE REDUCING THE ORDER QUANTITY

PLEASE NOTE ANY ORDERS IN PICK ARE NO LONGER ABLE TO BE AMENDED

OPEN ORDERS- HELP & FAQ

ANY PROBLEMS AMENDING YOUR ORDER PLEASE DO GET IN TOUCH & A MEMBER OF THE TEAM WILL SUPPORT

YOU CAN RAISE A SUPPORT TICKET UNDER MY ACCOUNT

				Welcome Back, Shilpa K	My Account	Sign Out
My Company	Quick Order	Order Management	Brand Resources	My Details	Support	
Invoices / Credit	Input Barcode	Order History	Brand Portal	Personal Details	Raise Support Ticket	
	Upload Order File	Stock Rotation	Berghaus Downloads	Email Address	FAQs	
		My Saved Baskets	Canterbury Downloads	Reset Password	Contact Us	
		Open Order Amendments	Endura Downloads	Sizing Preference		
		Warranty Returns	Mitre Downloads	Ship To Addresses		
		Forward Orders	Speedo Downloads	Show / Hide Prices		
			Kickers Downloads			

OPEN ORDERS- HELP & FAQ

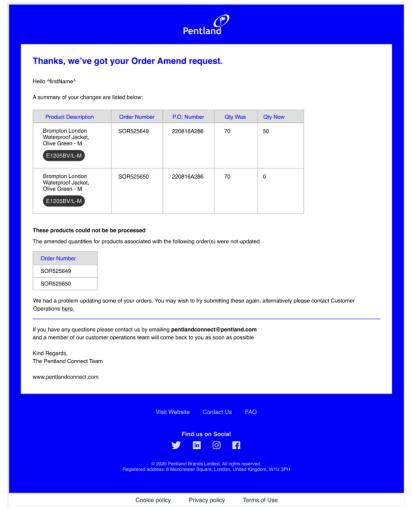
AN EMAIL CONFIMATION CONFIRMING THE AMENDED ORDER WILL BE SENT TO YOUR REGISTERED EMAIL ADDRESS





Confirmation email including items that couldn't be updated





OPEN ORDERS- ORDER AMEND PROCESSED

IF YOU EXPERIENCE ANY PROBLEMS, PLEASE GET IN TOUCH

UK <u>ukcustomerservices@endura.co.uk</u> Europe <u>europe@endura.co.uk</u>