



bedazzled

accessorize your life

# Website Guide



# 1 APPLYING FOR AN ACCOUNT

- Click 'trade application' at top of homepage.



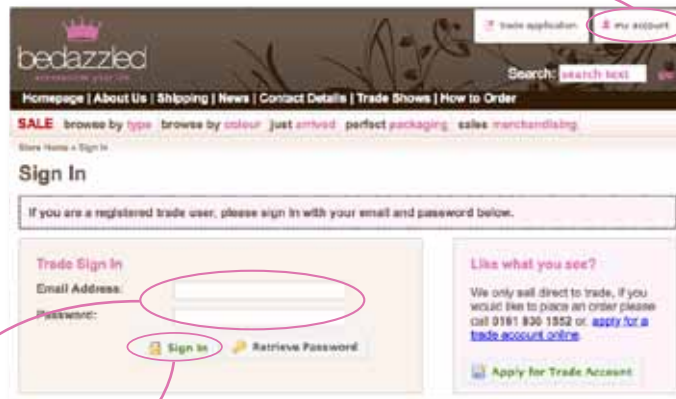
- Fill in the form with your company details. Required information is marked with \*. Please ensure all fields are filled in correctly.

A screenshot of the 'Trade Account Application' form on the Bedazzled website. The form is titled 'Trade Account Application' and includes a note: 'Please fill in this form using your contact information. We aim to process all new account requests within 48 hours. Required fields are marked with a \*'. The form is divided into several sections: 'Company Details' (Company, First Name, Last Name), 'Postal Address' (Address 1, Address 2, Town/City, County/State, Post/Zip Code, Country), 'Telephone/Fax' (Telephone, Fax), and 'Access Details' (E-Mail Address, Password, Confirm Password). There are also checkboxes for 'Receive Newsletter?' and a dropdown for 'How did you find us?'. A red circle highlights the 'Submit Application' button at the bottom of the form.

- Click 'Submit application'. Applications are usually processed within 48 hours.

## 2 TO LOG IN TO YOUR ACCOUNT

- Click 'my account' at the top right of the page.



- Type in your email address and password in the fields marked.
- Click 'Sign in'.

## 3 RETRIEVING LOST/FORGOTTEN PASSWORD

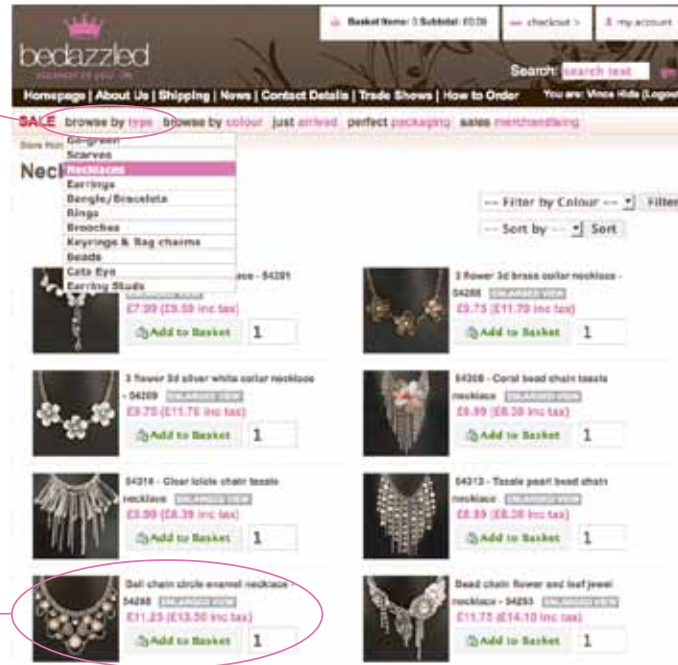
- Click 'my account' on the homepage.



- Click 'Retrieve Password' under the log in box.
- Click 'Retrieve Password'.
- Your password will now be sent to your email address. When you have retrieved your password you can then log in as normal via 'my account'.

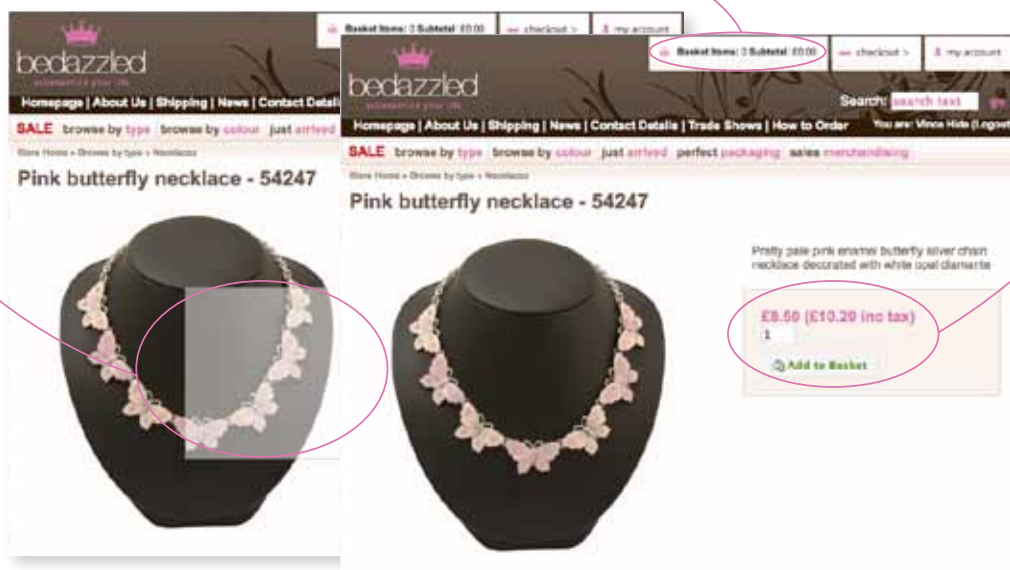
## 4 ORDERING STOCK

- Log in to your account.
- Hover the cursor over either 'browse by type' or 'browse by colour' then select a category from the list or click 'just arrived' to view the most recent stock released.

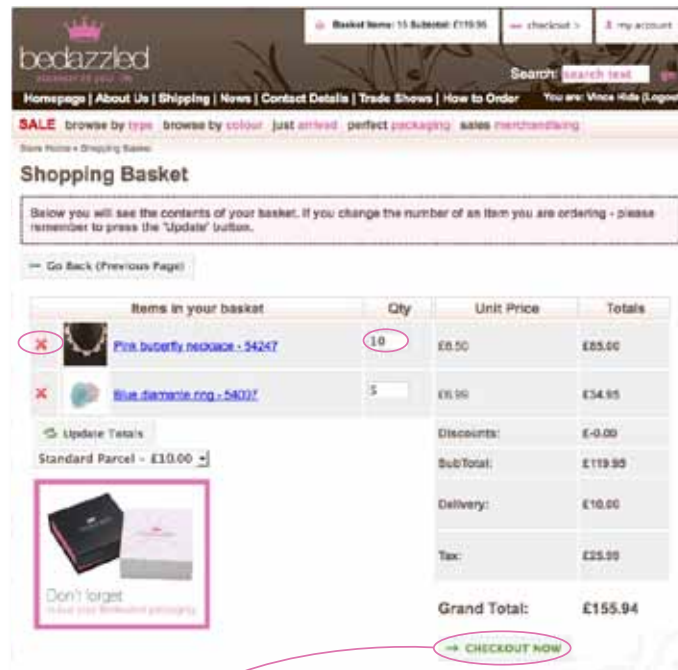


- The products will appear on the page and you can scroll through at your leisure. Price information, a brief description and product code is listed beside the thumbnail image.

- Click on the thumbnail image or text for an enlarged view of the product. The mouse can be scrolled over the image to zoom in.
- Enter the quantity you require and click 'Add to Basket' (this can be done on both the browse page and the individual product page).
- To review your basket, click the link at the top of the page entitled 'Basket Items'. This box will give you a running total of your order.



- If you wish to alter your order – either change quantities or remove an item altogether you can do this by clicking on the shopping basket. To delete an item click the X next to the thumbnail image. To alter the quantity, simply change the number in the quantity field.

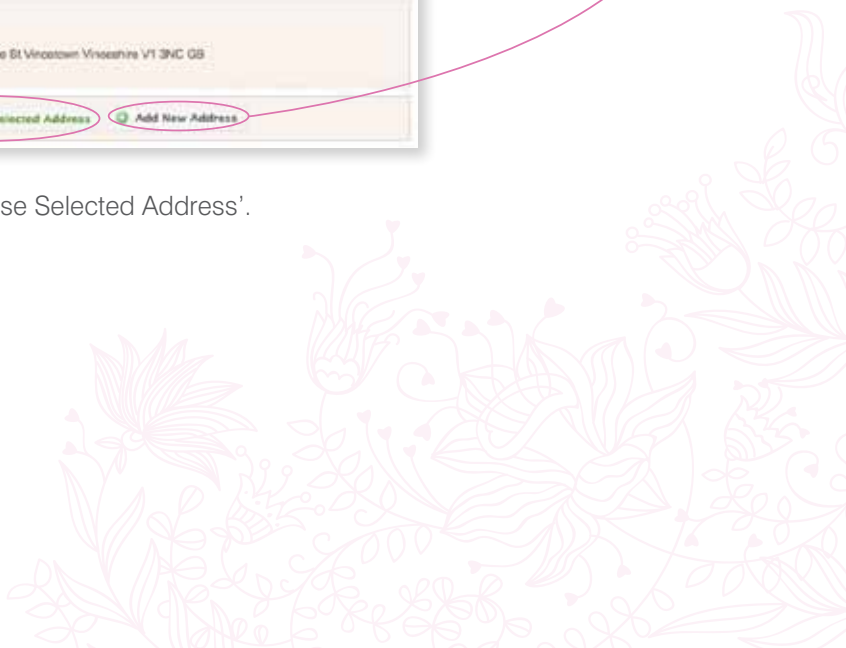


- Once you are happy with your order simply click 'CHECKOUT NOW' at the bottom of the page.

- Please check the delivery address information is correct. If not, you can click the 'Edit Address' link and make the required alterations.
- You can also add a new address if you want the stock delivered elsewhere on this occasion but you want the current address to remain on the system, like for example if a company has more than one shop.



- If the address is correct click 'Continue & Use Selected Address'.



- You will then be shown a summary of your order including the delivery and billing address. Please take a moment to double check the information as this is your last chance to make any alterations.

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[Homepage](#) | [About Us](#) | [Shipping](#) | [News](#) | [Contact Details](#) | [Trade Shows](#) | [How to Order](#) | You are: Vince Hild (Logout)

**SALE** browse by type | browse by colour | just arrived | perfect packaging | sales merchandise

Home Page » Shipping Section » Select Delivery Address » Confirm Order & Buy

### Checkout 3/3

Please check your order details carefully before selecting submit, at the bottom of the page. Our Accounts department will ring for payment once your order is ready to be shipped.

#### Items you are ordering

Items You Are ordering	Qty	Unit Price	Totals
Pink butterfly necklace - 54247	10	28.50	£285.00
Blue diamonds ring - 54007	5	28.99	£144.95
		Discounts:	£0.00
		Sub Total:	£119.95
Standard Parcel - £10.00		Shipping:	£10.00
		Tax:	£25.99
		Grand Total:	£155.94

[Change Order](#)

#### Billing & Delivery Addresses

Billing Address	Delivery Address
Vince Hild	Vince Hild
Vince Test Ltd	Vince Test Ltd
Vince House	Vince House
Vince St	Vince St
Vincetown	Vincetown
Vinceshire	Vinceshire
V1 3HC	V1 3HC
GB	GB
<a href="#">Change Address</a>	<a href="#">Change Address</a>

#### Choose Payment Method

Select Payment Option

\*\*Accounts office will ring for payment once your order is ready to be shipped\*\*

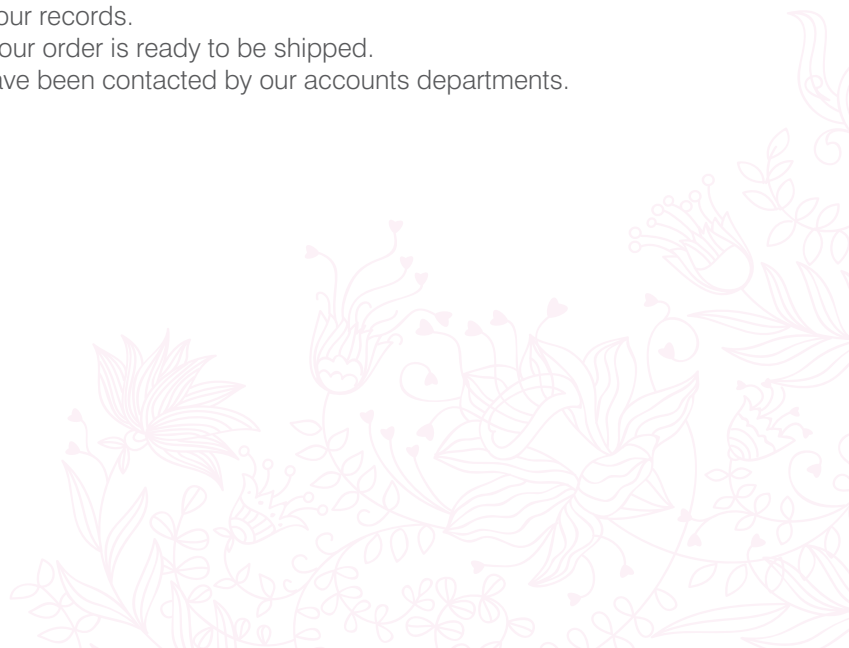
Enter Purchase Order Number (optional)

Special Instructions

I agree to Terms of Use

**Submit Order / Pay**

- Please select your payment method or enter your purchase order number in the field provided. Our accounts office will ring for payment once your order is ready to be shipped.
- There is also a box for you to type in any further instructions regarding delivery, like for example if you are unavailable you could request that we deliver to the property next door.
- Finally you need to agree to the terms of use by ticking the box towards the bottom of the page. Terms and conditions can be found by clicking 'Privacy Policy' and 'Terms and conditions' at the very foot of the page.
- Click 'Submit Order/Pay'.
- You will then be notified that your order has been received (this may take a few seconds) and you will receive an order ID which you should keep a note of.
- You can print out your receipt to keep for your records.
- A follow up call will be made to you when your order is ready to be shipped.
- Please do not make a payment until you have been contacted by our accounts departments.



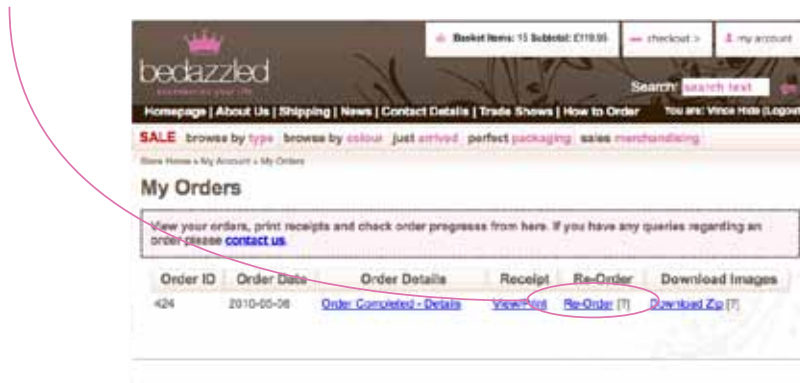
## 5 REORDERING STOCK

If you have ordered an item before you can easily reorder it when you want stock replenishing as past orders are saved in your order history.

- Log in as normal.
- Click 'My Order History'. This will bring up a list of all your previous orders.



- Click 'Re-Order'.



- This brings up a list of items you have previously ordered along with a thumbnail image and price. You can easily change the quantity you want to order or delete any items you no longer require by clicking the X.

bedazzled  
antique jewelry

Basket Items: 17 Subtotal: £124.93    checkout    My account

Search:

Homepage | About Us | Shipping | News | Contact Details | Trade Shows | How to Order    You are Miss Hile (Logout)

SALE browse by type browse by colour just arrived perfect packaging sales merchandising

Store Home > Shopping Basket

### Shopping Basket

Below you will see the contents of your basket. If you change the number of an item you are ordering - please remember to press the 'Update' button.

[Go Back \(Previous Page\)](#)

Items in your basket	Qty	Unit Price	Totals
	1	£1.99	£1.99
	1	£2.99	£2.99
	10	£8.50	£85.00
	5	£8.99	£44.95

[Update Totals](#)

Standard Parcel - £10.00

Discount:	£-0.00
SubTotal:	£124.93
Delivery:	£16.00
Tax:	£26.00
<b>Grand Total:</b>	<b>£161.92</b>

[CHECKOUT NOW](#)

- Once you have altered your order you can click 'Update Totals' which will then change the total order price.
- There is also an easy link to the great range of Bedazzled packaging which you can add to your order if you wish. Once these have been added to the basket click 'Basket Items' at the top of the page to return to your order summary.
- Once you are happy with your order simply click 'CHECKOUT NOW' at the bottom of the page.

- You will then be shown a summary of your order including the delivery and billing address. Please take a moment to double check the information as this is your last chance to make any alterations.

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[Basket Items: 15 Subtotal: £119.95](#) [View checkout](#) [My account](#)

Search:

[Homepage](#) | [About Us](#) | [Shipping](#) | [News](#) | [Contact Details](#) | [Trade Shows](#) | [How to Order](#) You are: [Vince Hild](#) (Logout)

**SALE** browse by type browse by colour just arrived perfect packaging sales merchandising

Home Page » Shipping Basket » Select Delivery Address » Confirm Order & Buy

### Checkout 3/3

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[Change Order](#)

#### Billing & Delivery Addresses

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Vince Test Ltd	Vince Test Ltd
Vince House	Vince House
Vince St	Vince St
Vincetown	Vincetown
Vinceshire	Vinceshire
V1 3HC	V1 3HC
GB	GB
<a href="#">Change Address</a>	<a href="#">Change Address</a>

#### Choose Payment Method

Select Payment Option

\*\*Accounts office will ring for payment once your order is ready to be shipped\*\*

Enter Purchase Order Number (optional)

Special Instructions

I agree to Terms of Use

- Please select your payment method or enter your purchase order number in the field provided. Our accounts office will ring for payment once your order is ready to be shipped.
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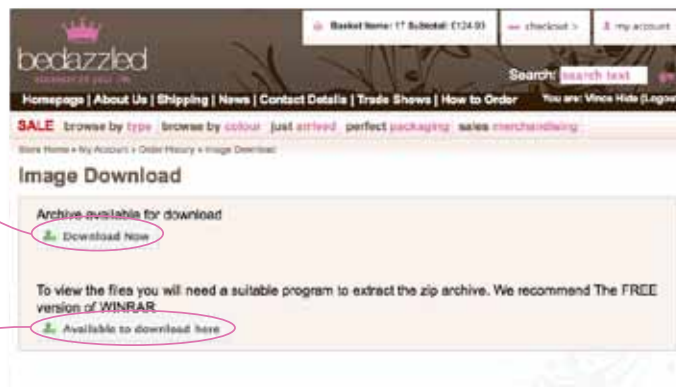
## 6 DOWNLOADING PHOTOGRAPHS

You can use Bedazzled photographs of the products you have ordered for your own website and marketing with the easy image download function.

- Log in as normal.
- Click 'My Order History'.
- Underneath the heading 'Download Images', click the link 'Download Zip'.



- Click 'Download Now'.



- If you do not have the software on your PC to enable you to do this we also provide free WINRAR software which you can download which will allow you to download Bedazzled images. Just click the link and follow the installation instructions.
- A window will open saying 'Do you want to open or save this file?' Click 'open' then save to your computer.





142b Cheetham Hill Road, Manchester M8 8PZ • Tel: 0161 834 5992 • Fax: 0161 839 9794  
Email: [sales@bedazzledwholesale.co.uk](mailto:sales@bedazzledwholesale.co.uk) • [www.bedazzledwholesale.co.uk](http://www.bedazzledwholesale.co.uk)