

ARMOURHOUSE.UA.COM

TRAINING MANUAL VERSION 2



ARMOURHOUSE

ARMOURHOUSE.UA.COM



CONTENTS

| | | | |
|---|-----------|--|-----------|
| Log-in page | 4 | Adding Product to Your Cart | |
| Home page | 5 | › Product Detail Page | 14 |
| My Information Page: Change Password | 6 | › Quick Order | 15 |
| Managing Users (Setup roles and email) | 7 | › List Ordering | 16 |
| How to create an order | 8 | › Copy Size Run | 17 |
| Finding Product (Through search bar and navigation menu) | | Multiple Carts / Multiple Shipments | 18 |
| › Search / Navigation / Filtering | 9 | › Default Carts | 19 |
| Finding Product (through product search on homepage) | 10 | Check out | 20 |
| › Searching for a List of Products | 11 | Spreadsheet Order Form | 23 |
| Search Results | | › Managing Carts (Works in Progress) | 25 |
| › Grid View / List View | 12 | › Sharing Carts | 26 |
| › Search by Size Run | 13 | Order History | 27 |
| | | Catalogs: Downloading UPCs | 30 |
| | | Definitions | 31 |

Please enter your **username** (email address) and your **password** (provided to you). Please change your password upon initial log-in.



Username

Password [Forgot password?](#)

LOGIN

Don't have an account? [Learn more](#)

A snapshot of your most recent orders will be displayed on the homepage. To view all of your orders, click on **“View All Orders”** to go to the order history screen.

View a **list of your most recent carts** (work in progress). To view all active carts, you can click on **“View All Carts”** to go to the cart management screen.

Select Shopping Mode: At Once or Booking mode (if there is an active booking catalog). Make sure you always change to the correct shopping mode before you start ordering.

If you have access to multiple accounts you can switch accounts from this drop down as well.

The screenshot shows the Under Armour homepage with a navigation bar at the top. On the left, there is a 'Your Orders' section with a table of recent orders. A red circle highlights the 'VIEW ALL ORDERS' link. In the center, there is a 'Your At Once Carts' section with a message 'No at once carts are currently in progress.' and a red circle highlighting the 'VIEW ALL CARTS' link. On the right, there is a user account dropdown menu showing 'At Once' and 'Booking' shopping modes, with a red circle highlighting the 'At Once' option. The bottom of the page features a 'Product Search' section with filters for 'CATEGORY', 'GENDER', and 'SPORT', and a 'SEARCH' button.

| PO # | Order Date | Shipped | Cancelled |
|-------------|------------|---------|-----------|
| 6203817677 | 4/4/2018 | 0 | 0 |
| 8412049731 | 4/4/2018 | 0 | 0 |
| 7452334744 | 4/4/2018 | 0 | 0 |
| 0669550566 | 4/4/2018 | 0 | 0 |
| 13156456165 | 4/4/2018 | 0 | 0 |

MY INFORMATION PAGE: CHANGE PASSWORD

1

SHOP Search

B2B Customer

B2B Custom

My Information
Carts
Order History
Users & Accounts
Catalogs
LOGOUT

Your Orders

| PO # | Order Date | Shipped | Cancelled |
|------------|------------|---------|-----------|
| 6293817877 | 4/4/2018 | 0 | 0 |
| 8412049731 | 4/4/2018 | 0 | 0 |
| 7452334744 | 4/4/2018 | 0 | 0 |
| 0669550566 | 4/4/2018 | 0 | 0 |
| 1315648165 | 4/4/2018 | 0 | 0 |

VIEW ALL ORDERS

Your At Once Carts

No at once carts are currently in progress.

Product Search

CATEGORY GENDER SPORT SEARCH

To access your **user profile**, hover over your name at the top of the screen and select "**My Information**". This will direct you to your user profile where you can view your email address that is on file and change your password.

2

Check this box to show only recommended retail price and hide the wholesale pricing.

In this way, a retailer can use ArmourHouse to check inventory/retail pricing in store without the consumer seeing his/her purchasing price.

The wholesale price will only appear again if the retailer goes to the checkout screen before submitting or uncheck the box.

My Information

Name *

Show Only Customer Pricing

SAVE CHANGES CANCEL

Email

Email Edit

Password

Password: ***** Edit

MANAGING USERS (SETUP ROLES AND EMAIL)

1

Home / Users & Accounts
Users & Accounts

10 RESULTS Search Users

Organization: All Organizations Account: B2B Customer Name

ADD NEW USER

| NAME | EMAIL ADDRESS | ROLE | ORGANIZATION |
|-------------------|----------------|---------------|--------------|
| B2B Customer Name | b2busen@ua.com | Account Admin | |

To add other persons to access the B2B tool go to the "Users and Accounts" tab listed in the menu under your name.

Manage and add users under your account.

2

User Information

Name *

Email Address *

Accounts & Organizations

Filter Accounts Organization: All Organizations

ACCOUNT ORGANIZATION

B2B Customer Name

Enter **Name** and **Email Address** for the user.

Select the **account** for the user.

3

User Role

Inventory Only
Inventory Only Description...

Buyer
Buyer Description...

Account Admin
Account Admin Description...

Role Permissions

View Invoices View All Account Orders

Shop In At Once Mode Place Orders In At Once Mode

Shop In Booking Mode Place Orders in Booking Mode

Approve Orders Manage Users

Shipping Addresses

| <input checked="" type="checkbox"/> NAME | ADDRESS | CITY |
|---|--------------------|-----------|
| <input checked="" type="checkbox"/> B2B Customer Name | Olympic Stadium 13 | Amsterdam |

Select user role based on permission. User roles include:

Inventory Only: User can only view inventory.

Buyer: User has permission to view inventory and purchase product.

Account Admin: User has access to perform all functionalities and add other users.

You can **restrict the ship to addresses** available to the user from the list of available addresses.

HOW TO CREATE AN ORDER

Please note the importance of selecting the right shopping mode:

At-Once orders require immediate or within next few weeks delivery, and will be against available inventory.

Booking requires delivery five to six months from the date ordered.

1

Select your account (if only one account, your account name is already listed)

If you want to change your account, click on the "Account name" and manually type in your account name to search and click on the name you want to select.

2

Select "Shopping Mode" (At-Once or Booking). Shopping mode drop-down appears when you place cursor over the account name on the upper right-hand corner.

3

To find a product, enter the product in the search bar, or place your cursor over "Shop" to navigate product offerings. Further steps can be found in the "Add Product" section of this manual.

The screenshot displays the B2B customer portal interface. At the top, there is a navigation bar with the Under Armour logo, a 'SHOP' dropdown, a search bar, and a 'B2B Customer name' dropdown. Below the navigation bar, the main content area is divided into two sections: 'Your Orders' and 'Your At Once Carts'. The 'Your Orders' section contains a table with columns for PO #, Order Date, Shipped, and Cancelled. The 'Your At Once Carts' section displays a message: 'No at once carts are currently in progress.' On the right side, there is a 'SHIPPING MODE' section with radio buttons for 'At Once' (selected) and 'Booking'. A red dashed line highlights the search bar, the 'B2B Customer Name' dropdown, and the 'SHIPPING MODE' section.

| PO # | Order Date | Shipped | Cancelled |
|-------------|------------|---------|-----------|
| 6203817677 | 4/4/2018 | 0 | 0 |
| 8412049731 | 4/4/2018 | 0 | 0 |
| 7452334744 | 4/4/2018 | 0 | 0 |
| 0669550566 | 4/4/2018 | 0 | 0 |
| 13156456165 | 4/4/2018 | 0 | 0 |

FINDING PRODUCT (THROUGH SEARCH BAR AND NAVIGATION MENU)

SEARCH / NAVIGATION / FILTERING

Clicking on the "Shop" button allows you to navigate through the site. You can select from any of the categories available to quickly find what you're looking for.

You can search by style/material number, style name, or category. You can also search for a list of styles at one time and all results will be returned (see "Search for List of Products" section of this manual).

The screenshot shows the top navigation bar of the Under Armour website. On the left is the Under Armour logo and a 'SHOP' button with a dropdown arrow. In the center is a search bar with a magnifying glass icon. On the right, there is a 'B2B Customer name' dropdown, a 'B2B Customer Name' dropdown, and a 'TEST MULTIPLE CART' button with a shopping cart icon and a '1' indicating the number of items. Below the navigation bar is a grid of product categories:

| | SHIRTS & TOPS | BOTTOMS | SHOES | ACCESSORIES | UNIFORMS |
|--------------|-----------------------|-------------------|--------------------|-------------|---------------|
| MEN | Long Sleeves | Shorts | Running & Training | Eyewear | Shirts & Tops |
| WOMEN | Hoodies & Sweatshirts | Capris | Basketball | Headwear | |
| BOYS | Short Sleeves | Warm Up Bottoms | Cleats | Bags | |
| GIRLS | Polo Shirts | Underwear | Slides & Sandals | Equipment | |
| | Graphic Tops | Leggings & Tights | | Gloves | |
| | Sleeveless & Tanks | Pants | | Socks | |

Once you've navigated to a category, you can further refine your search by using any of the available filters.

The screenshot shows the filter options for a product category. The filters are organized into a grid:

| FILTER BY | GENDER | COLOR | CATEGORY | SPORT | TECHNOLOGY | FIT | SIZE RUN |
|---|--------------------------------|-------|----------|-------|------------|-----|----------|
| <input checked="" type="checkbox"/> Men | <input type="checkbox"/> Boys | | | | | | |
| <input type="checkbox"/> Women | <input type="checkbox"/> Girls | | | | | | |

FINDING PRODUCT (THROUGH PRODUCT SEARCH ON HOMEPAGE)

You can search for a product directly on your homepage (dashboard). You can search for product by Category, Gender and Sport.

The screenshot displays the Under Armour B2B dashboard. At the top left is the Under Armour logo and a 'SHOP' dropdown menu. A search bar is located in the top center. On the top right, there is a user profile section for 'At Once B2B Customer Name' and a shopping cart icon with '1' item and 'TEST MULTIPLE CART' text. A notification banner states 'UA's Privacy Policy has changed. Click here for more details.' The main content area is split into two columns. The left column, titled 'Your Orders', contains a table with columns for PO #, Order Date, Shipped, and Cancelled. The right column, titled 'Your At Once Carts', contains a table with columns for product image, name, date, Quantity, and Subtotal. At the bottom, there is a 'Product Search' section with dropdown menus for 'CATEGORY', 'GENDER', and 'SPORT', and a 'SEARCH' button. A red dashed line connects the search bar to the 'Product Search' section.

| PO # | Order Date | Shipped | Cancelled |
|---------------|------------|---------|-----------|
| ShareCheckout | 3/22/2018 | 0 | 0 |
| ReleaseRule | 2/19/2018 | 0 | 0 |
| IE Test2 | 2/19/2018 | 0 | 0 |
| IE Test | 2/19/2018 | 0 | 0 |
| test PO | 2/19/2018 | 0 | 0 |

| Product | Date | Quantity | Subtotal |
|--------------------|----------|----------|----------|
| test multiple cart | 4/3/2018 | 1 | €20.00 |
| ship date check | 4/3/2018 | 4 | €80.00 |

FINDING PRODUCT (THROUGH PRODUCT SEARCH ON HOMEPAGE)

SEARCHING FOR A LIST OF PRODUCTS

You can **copy a list of styles or materials and paste them** into the search bar. The results will be returned as a grid or a list, depending on how you are viewing the products.

1289578
1306446
1306086
1306161
1311501
1299989
1306073
1306078
1306165
1306165
1309310
1310271
1310271
1320145

SHOP 1289578 1306446 1306086 1306161 1311501 1299989 1306073

Home / Search Results
Showing Results for " 1289578 1306446 1306086 1306161 1311501 1299989 1306073 1306078 1306165 1306165 1309310 1310271 1310271 1320145" 12 RESULTS

FILTER BY GENDER COLOR CATEGORY SPORT TECHNOLOGY FIT SIZE RUN

Tech Prototype Short 2.0
Style #: 1309310
€10.00

EU Cotton SS
Style #: 1320145
€10.00

Tech Big Logo Solid Tee
Style #: 1306073
€10.00

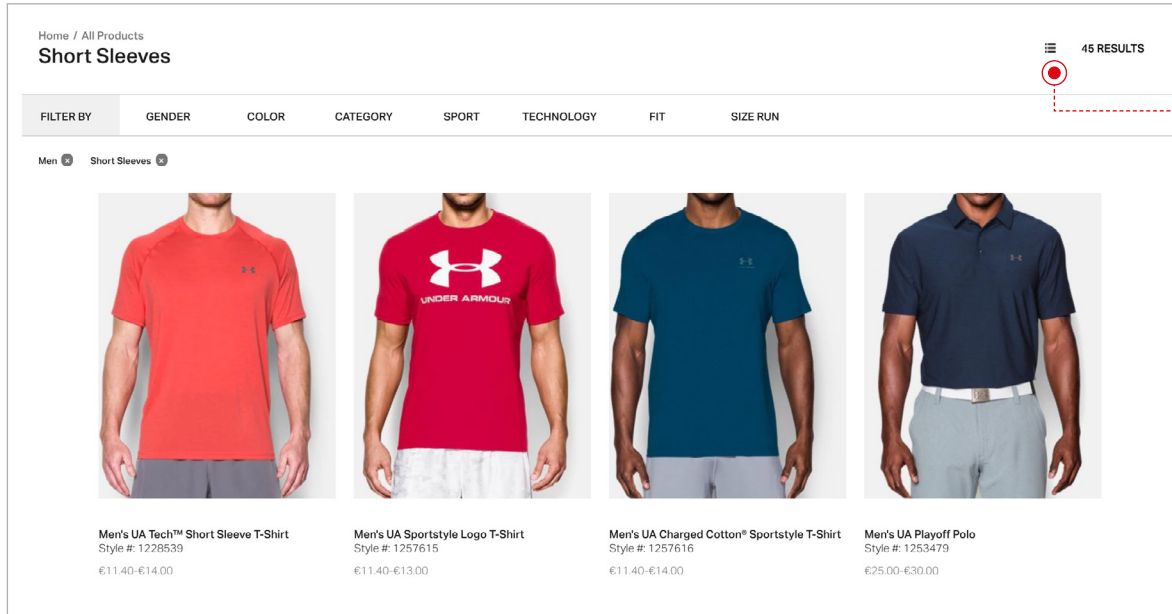
Tech LS Hoody 2.0- Twist
Style #: 1311501
€22.50

SEARCH RESULTS

GRID VIEW / LIST VIEW

GRID VIEW

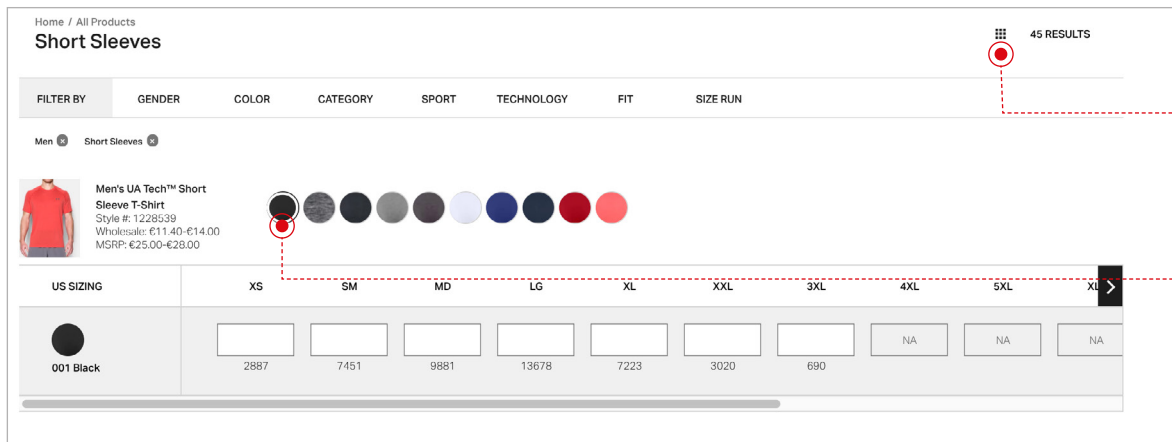
Grid View displays product similar to an ecommerce website.



Toggle to List View

LIST VIEW

List View allows you to quickly enter quantities for multiple products without having to click into each one.

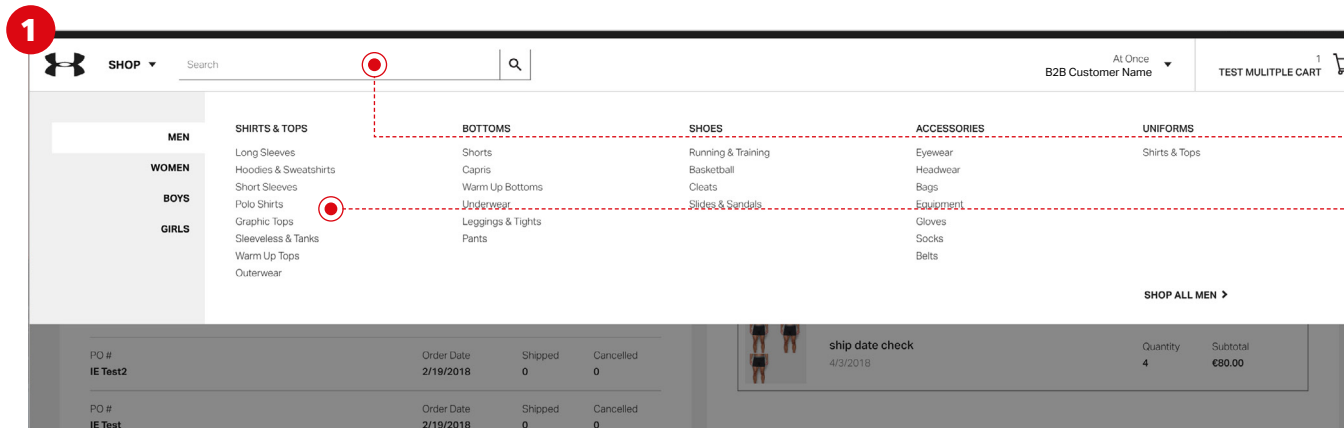


Toggle to Grid View

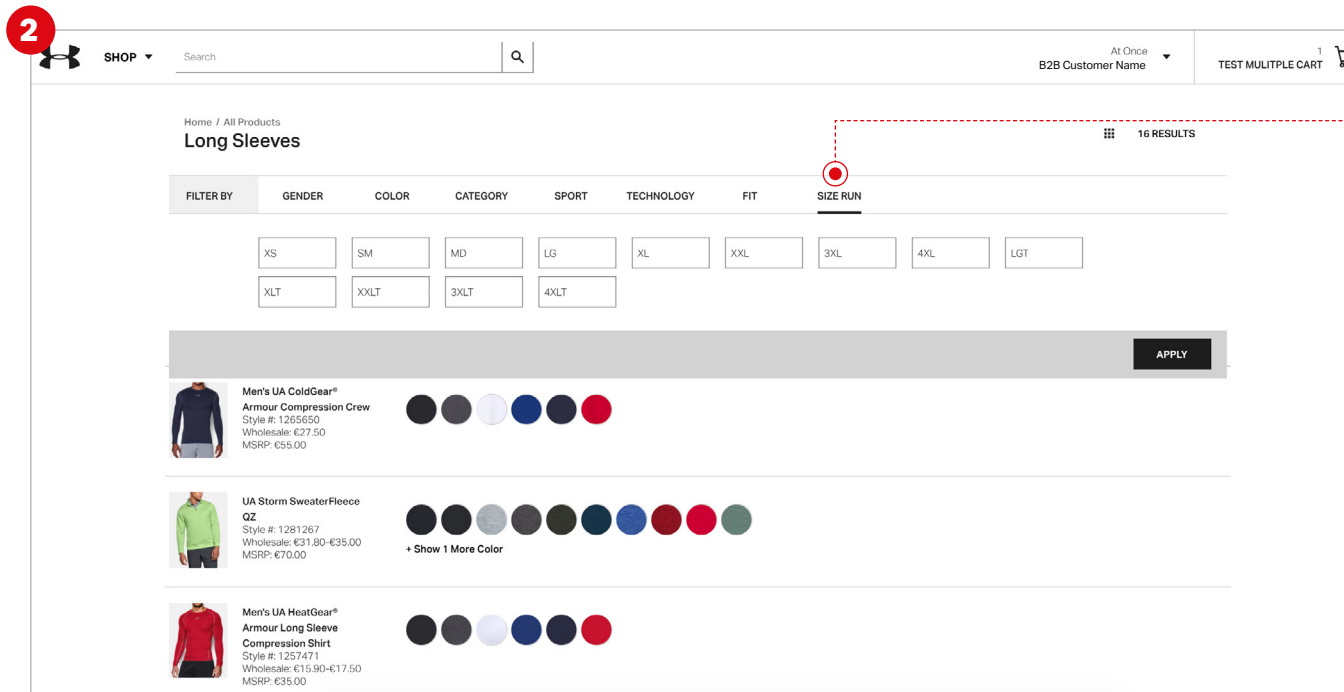
When you select color bubble, a row with sizing and quantities for that color will automatically appear. When you select it again, it will remove.

SEARCH RESULTS

SEARCH BY SIZE RUN



To search for a product by size run, select the type of product you want from the navigation menu, or by typing the product name or material number in the search bar.




Then, you will see the "Size Run" filter appear under the product type and you can filter for specific sizes for the desired quantity. The results will show all products within that product type that have availability for the stated quantities.

ADDING PRODUCT TO YOUR CART

PRODUCT DETAIL PAGE

By clicking on an image from your search results, you can view the Product Detail Page. This page contains additional images and information about the product.

From this page, you can enter quantities and add them to your cart.




Men's UA Tech™ Short Sleeve T-Shirt

Wholesale: €11.40-€14.00
MSRP: €25.00-€28.00

Style #: 1228539
Fulfilled by Under Armour

SHOP INVENTORY

Color: 1228539-001 (Black)



This is the training T-shirt that started the "performance" revolution. Now we've made it even softer & more comfortable. It's your go-to, in the gym & out.




SIZE AND FIT INFORMATION

Loose: Comfortably away from the skin Compression Fitted **Loose**

[View Size & Fit Chart](#)

PRODUCT DNA

- UA Tech™ fabric is quick-drying, ultra-soft & has a more natural feel
- Moisture Transport System wicks sweat & dries fast
- Anti-odor technology prevents the growth of odor causing microbes
- 3.9 oz. Polyester
- Imported

| US SIZING | XS | SM | MD | LG | XL | XXL | 3XL | 4XL | 5XL |
|--|------|------|------|-------|-------|-------|-----|-----|-----|
|  001 Black | 2887 | 7451 | 9881 | 13678 | 7223 | 3020 | 690 | NA | NA |
|  009 Black | NA | 659 | 987 | 1511 | 877 ? | 116 ? | 0 ? | NA | NA |
|  014 Black | 11 | NA | 71 | NA | NA | NA | NA | NA | NA |

When entering quantities, you will see the available inventory under each box. For SKUs that have a "?" you can hover over that symbol to see future available inventory that you could order.

Warning: please make sure your request date is within 30 days of the future availability to avoid order cancellation.

You can enter quantities and add them to your cart.

| | XL | XXL | 3XL |
|-------|-----------|-----|-----|
| 7223 | 3020 | 690 | |
| 877 ? | 116 ? | 0 ? | |
| QTY | Ship Date | | |
| 274 | 4/14/2018 | NA | |

ADDING PRODUCT TO YOUR CART

QUICK ORDER

Note: When two prices appear, one or more colours have a different price. You can see the price when adding to cart.



● ● ● ● ● ● + 47 More

Men's UA Playoff Polo
Style #: 1253479

€25.00-€30.00

QUICK ORDER

To order directly from your search results, you can click on the **"Quick Order" button** that appears when you hover over a product.

This will present you with this entry box where you can enter your quantities and add them to your cart.

| US SIZING | XS | SM | MD | LG | XL |
|--------------------|----|-----|-------|-----------|------|
| 078 RHINO GRAY | NA | NA | NA | NA | 131 |
| 090 Carbon Heat... | NA | 0 ? | 0 ? | 0 ? | 0 ? |
| 100 White | 38 | 177 | 378 ? | 264 ? | 56 ? |
| 107 White | NA | NA | 63 | 4/21/2018 | NA |

ADDING PRODUCT TO YOUR CART

LIST ORDERING

List View Toggle

Home / All Products

Polo Shirts

31 RESULTS

FILTER BY GENDER COLOR CATEGORY SPORT TECHNOLOGY FIT SIZE RUN

Men Polo Shirts

Men's UA Playoff Polo
Style #: 1253479
Wholesale: €25.00-€30.00
MSRP: €55.00-€60.00

+ Show 43 More Colors

| US SIZING | XS | SM | MD | LG | XL | XXL | 3XL | 4XL | XLT | XXL > |
|--------------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 001 Black | 9 | 43 | 75 | 137 | 71 | 33 | NA | NA | NA | NA |
| 020 Black | NA | 52 | 162 | 100 | 17 | 30 | NA | NA | NA | NA |
| 025 True Gray H... | NA | 0 ? | 0 ? | 0 ? | 0 ? | 0 ? | 0 ? | NA | NA | NA |
| 077 RHINO GRAY | 24 | NA | NA | NA | NA | NA | NA | NA | NA | NA |

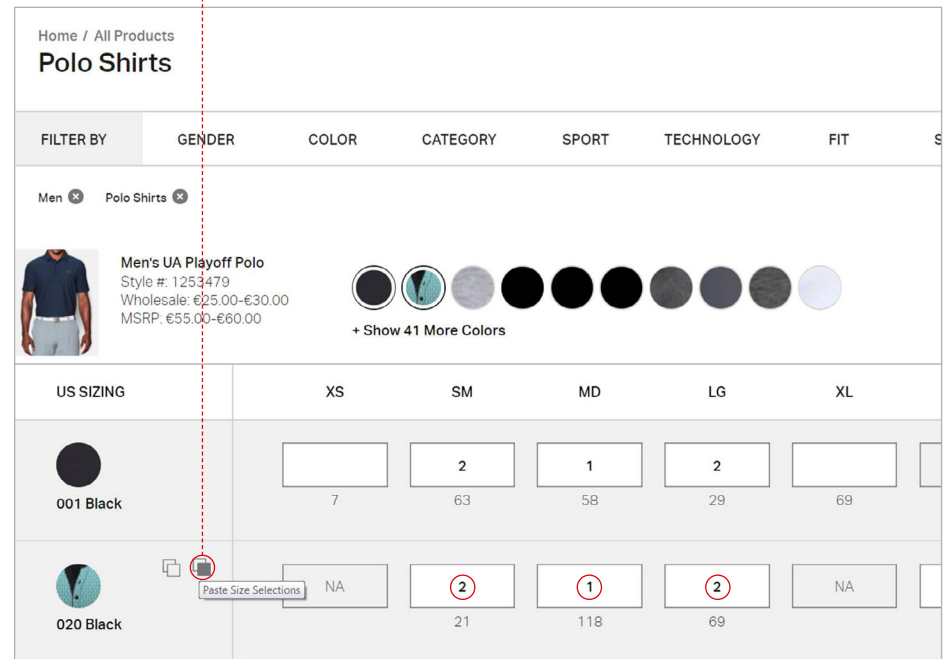
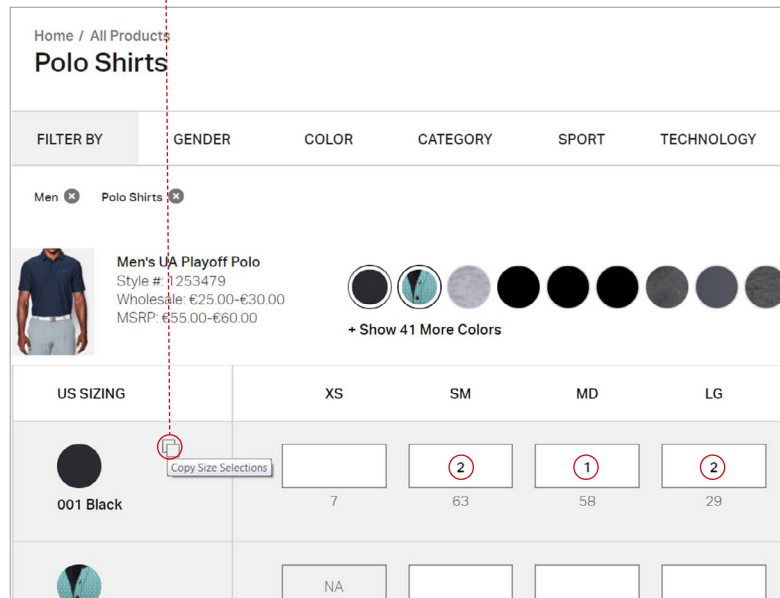
For faster ordering, you can toggle to the List View. This will allow you to enter your quantities directly from your search results without having to go into a Product Detail Page or clicking Quick Order.

ADDING PRODUCT TO YOUR CART

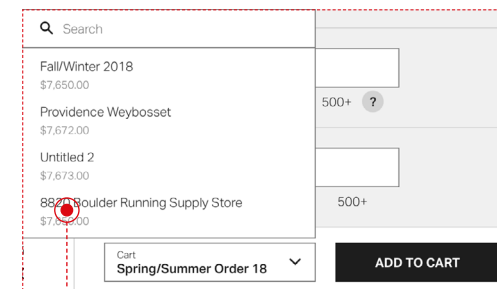
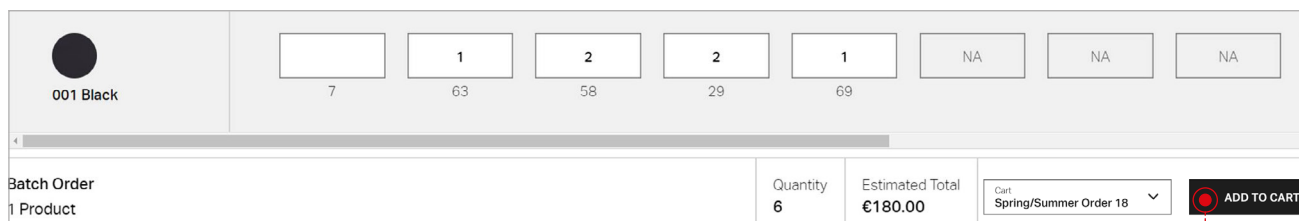
COPY SIZE RUN

1 To copy a size run, enter the quantity for the first size and color and then move your cursor to the color palette. Two icons will automatically appear. Select the two blank sheets icon to copy the size run.

2 To paste the size run, hover over the color that you would like and click on the icon showing one blank sheet and one filled sheet. This will paste the size run in for the new color.

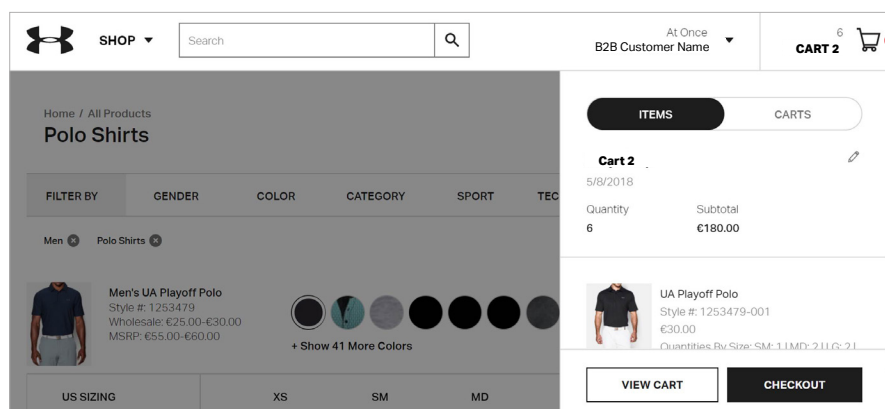


MULTIPLE CARTS / MULTIPLE SHIPMENTS



After adding quantities, you would like to order, you will see an option pop up to add the product to your cart. If you click **"Add to Cart"** it will add it to the active cart that you have selected.

You can add product to multiple carts at the same time by clicking on the arrow in the "Add to Cart" button. This will allow you to select from any carts you have already created, or you can create a new cart from this screen.



Once you successfully add this product to your cart, you can hover over the shopping cart and view the items in the cart.

MULTIPLE CARTS / MULTIPLE SHIPMENTS

DEFAULT CARTS


The screenshot displays the Under Armour website's shopping interface. At the top, there is a navigation bar with the Under Armour logo, a 'SHOP' dropdown, a search bar, and a 'B2B Customer name' dropdown. Below the navigation, the main content area is divided into a product listing on the left and a cart summary on the right. The product listing shows 'Men's UA Playoff Polo' with various color options and a 'VIEW ALL CARTS' button. The cart summary shows two active carts: 'Cart 2' (Shipment Date: 5/8/2018, Items: 6, Subtotal: €180.00) and 'Cart 3' (Shipment Date: 7/10/2018, Items: 2, Subtotal: €28.00). A 'CHECKOUT' button is highlighted with a red circle and a callout box that says 'Proceed to checkout'. Another callout box points to the 'CARTS' tab in the cart summary, stating 'You can set your cart as a default cart so that any product you add after adds directly into that cart.'

You can set your cart as a default cart so that any product you add after adds directly into that cart.

Proceed to checkout

Fill in the shipping details and your customer PO

Press 'Continue' to go to the final step of the check out process



Shipping & Billing

Checkout

Shipping

* Required Fields

| | |
|---|---|
| Freight Method * BEST WAY | Fulfillment Options * Standard Fulfillment |
| Shipping Address * Select from Address Book... | Requested Ship Date 2018-07-05 |

Use One Time Drop Ship Address

Shipment date may affect the availability or cost of the products.

Billing

| | |
|-------------------------------|--------------|
| Requested By * 21195 21195 | Submitted By |
|-------------------------------|--------------|

PAYMENT METHODS

Billing Terms

CONTINUE

Order Summary

| | |
|-------------|---------------------|
| Total Items | 6 |
| Subtotal | €180.00 |
| Freight | Applied at Shipment |

* VAT will be applied if applicable


| | |
|--------------|----------------|
| Total | €180.00 |
|--------------|----------------|

All prices are subject to change without notice.

CHECK OUT

Check the box and press "submit order" to place your order

On this page you can still edit your quantities or remove products from your order



Order Review

I agree to the **Terms and Conditions** and **Privacy Policy** *

[<](#) **SUBMIT ORDER**


Shipping

Requested Ship Date: 7/5/2018 Shipping Address: Freight Method: **BEST WAY** Fulfillment Option: **Standard Fulfillment** [Edit](#)

Billing

Account: Customer PO #: **test** Requested By: **21195 21195** Payment Method: **Billing Terms**

Items



UA Playoff Polo €30.00 Style #: 1253479 [Edit](#) [Delete](#)

| US SIZING | SM | MD | Quantity | Your Price |
|---------------|----------|----------|----------|----------------|
| 001 Black | 1 | 2 | 3 | €90.00 |
| 020 Black | 3 | | 3 | €90.00 |
| Totals | 4 | 2 | 6 | €180.00 |


Order Summary

Total Items: 6
Subtotal: €180.00
Freight: **Applied at Shipment**
* VAT will be applied if applicable

Total €180.00

All prices are subject to change without notice.

© 2018 Under Armour, Inc. All Rights Reserved. The information in this document is Under Armour Confidential



Congratulations, you placed a successful order. You will receive a confirmation email in your mailbox. It is also possible to print your order or download your UPC codes.



RETURN HOME

Home / Cart 2 / Checkout

Checkout

Thanks

Your B2B Order **6802369** has been successfully placed. A confirmation email has been sent to

[Print Order](#)

[UPC Download](#)

Order Summary

| | |
|-------------|---------------------|
| Total Items | 6 |
| Subtotal | €180.00 |
| Freight | Applied at Shipment |

* VAT will be applied if applicable

| | |
|--------------|----------------|
| Total | €180.00 |
|--------------|----------------|

All prices are subject to change without notice.

Check out with other carts

| | | | | |
|----------|---------|----------|----------|---------------------------|
| test | Type | Quantity | Subtotal | CHECK OUT |
| 7/5/2018 | At Once | 31 | €532.80 | |

Navigate to the "Catalogs" tab under your name.

Select the catalog you wish to download. Enter your quantities in the QTY field and save the file.

(Warning: Please check the catalog and ensure that you are selecting the correct year and season).

Your Excel file gives you the opportunity to split your order in 6 shipments.

Please not that the line list has the valid start ship date.

When uploading please ensure the Excel headers and columns reflect the original format

| | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |
|------|-----------|------------|----------|-----------|-----------|--------|--------|----------|-----------------|------------|-----------|------------|------------|------------|------------|------------|------------|------------|---|
| Size | Product N | Color | UPC | SKU | Wholesale | Retail | Gender | Category | End Use | Silhouette | SubSilhou | First Ship | Shipment 1 | Shipment 2 | Shipment 3 | Shipment 4 | Shipment 5 | Shipment 6 | |
| XS | Men's UA | Black-Clee | 19163205 | 1005684-0 | 13 | 26 | Mens | Apparel | Military/T Tops | Short-Slee | ##### | 0 | | | | | | | |
| SM | Men's UA | Black-Clee | 69861158 | 1005684-0 | 13 | 26 | Mens | Apparel | Military/T Tops | Short-Slee | ##### | 0 | | | | | | | |
| MD | Men's UA | Black-Clee | 69861158 | 1005684-0 | 13 | 26 | Mens | Apparel | Military/T Tops | Short-Slee | ##### | 0 | | | | | | | |
| LG | Men's UA | Black-Clee | 69861158 | 1005684-0 | 13 | 26 | Mens | Apparel | Military/T Tops | Short-Slee | ##### | 0 | | | | | | | |
| XL | Men's UA | Black-Clee | 69861158 | 1005684-0 | 13 | 26 | Mens | Apparel | Military/T Tops | Short-Slee | ##### | 0 | | | | | | | |
| XXL | Men's UA | Black-Clee | 69861158 | 1005684-0 | 13 | 26 | Mens | Apparel | Military/T Tops | Short-Slee | ##### | 0 | | | | | | | |
| 3XL | Men's UA | Black-Clee | 69861158 | 1005684-0 | 13 | 26 | Mens | Apparel | Military/T Tops | Short-Slee | ##### | 0 | | | | | | | |
| 4XL | Men's UA | Black-Clee | 19163205 | 1005684-0 | 13 | 26 | Mens | Apparel | Military/T Tops | Short-Slee | ##### | 0 | | | | | | | |

Home / Catalogs
Catalogs

Account: B2B Customer Name

Booking Catalogs

BOOKING
EU-GOLF BEST - 2018-FW
DOWNLOAD

UPLOAD FILE

Once you have filled out your order form, you can return to the catalogs page and click on "Upload File". Browse for the file you saved and follow the prompts on the screen.

When you upload the file you will see 2 tabs. One with upload issues which shows any failed items and one with successful items.

Home / Carts / test
test

Quantity: 18
Estimated Total: \$146.78

SUCCESSFUL | **UPLOAD ISSUES**

Edit Cart | Share Cart | Delete Cart | CHECKOUT

We're sorry! These products could not be fulfilled.

| ROW | ERROR MESSAGE |
|-----|---------------|
| 2 | Invalid SKU |

SPREADSHEET ORDER FORM

MANAGING CARTS (WORK IN PROGRESS)

Navigate to the "Carts" tab under your name.

Home / Carts
Carts

Account: BALLYBUNION GOLF CLUB (0010242407) Type: All Types

Your Carts

| Cart Name | Type | Your Price | Items | Shipment | Created | Actions | Checkout |
|-----------------------|---------|------------|-------|-----------|-----------|---------|-----------|
| test upload Sharon | Booking | €25.00 | 1 | 6/20/2018 | 4/5/2018 | ⋮ | CHECK OUT |
| test1 Sharon | At Once | €150.00 | 5 | 4/11/2018 | 4/11/2018 | ⋮ | CHECK OUT |

Click on the cart name to activate and go to the cart.

You can edit, duplicate, share, or delete your cart by clicking on the circle with three dots.

Click on Checkout to complete the order.

SPREADSHEET ORDER FORM

SHARING CARTS

Home / Carts / may drop
may drop

Quantity 6 Estimated Total €180.00

Requested Ship Date 5/8/2018

Operator Operator Name

€180.00

Share Cart

User

Select the user who should have ownership over this cart. You can always reclaim the cart at a later date

SHARE CART

CANCEL

Select the user from your account that you wish to share your cart with. That user will receive an email that a cart has been shared with them and they will be able to access the cart under their "Carts" page.

Click on the "Share Cart" option to share the order with other users in your account.

| | Type | Your Price | Items | Shipment | Created | |
|----------------------------|---------|------------|-------|-----------|----------|-----------|
| test1 Ballybunion Admin | At Once | €120.00 | 4 | 4/11/2018 | 4/9/2018 | ⋮ |
| | | | | | Reclaim | CHECK OUT |

If you need to reclaim a cart that you have shared, you can go to your "Carts" page and click on the "Reclaim" button. Once you do this, the cart will no longer be available to the person with whom you originally shared this.

Note: You will not have the option to checkout if you have shared a cart. You will need to reclaim the cart before you can proceed to checkout.

ORDER HISTORY

The order history tab gives you a quick snapshot of your submitted orders.

You can filter by type of order (booking/at once) or by account/organization (if you have access to multiple accounts/orgs).

Click into an order to view more details and view detailed order status.

Navigate to the "Order History" tab under your name.

The screenshot shows the 'Your Orders' page in the Under Armour B2B portal. The page includes a navigation bar with 'SHOP', 'ORDERS', 'CARTS', and 'CATALOG'. A user profile dropdown menu is open, showing 'My Information', 'Carts', 'Order History' (highlighted with a red circle), 'Users & Accounts', 'Catalogs', and 'LOGOUT'. The main content area displays a table of orders with columns: ORDER D..., REQUEST..., CUSTOMER PO #, ORDER #, ACCOUNT NAME, ACCOUNT NUMBER, UNITS, SHIPPED, CANCELLED, VALUE, and TYPE. The table shows 16 results. Callouts point to the 'Organization' dropdown (set to 'All Organizations'), the 'Type' dropdown (set to 'All Types'), the 'Order History' menu item, and a specific order row (6507647).

| ORDER D... | REQUEST... | CUSTOMER PO # | ORDER # | ACCOUNT NAME | ACCOUNT NUMBER | UNITS | SHIPPED | CANCELLED | VALUE | TYPE |
|------------|------------|---------------|---------|-------------------|----------------|-------|---------|-----------|------------|---------|
| 3/22/2018 | 3/22/2018 | ShareCheckout | 6520342 | B2B CUSTOMER NAME | 0010242407 | 1 | 0 | 0 | €33.60 | At Once |
| 2/19/2018 | 2/19/2018 | ReleaseRule | 6507652 | B2B CUSTOMER NAME | 0010242407 | 370 | 0 | 0 | €11,164.50 | At Once |
| 2/19/2018 | 2/19/2018 | IE Test2 | 6507648 | B2B CUSTOMER NAME | 0010242407 | 10 | 0 | 0 | €122.40 | At Once |
| 2/19/2018 | 2/19/2018 | IE Test | 6507647 | B2B CUSTOMER NAME | 0010242407 | 39 | 0 | 0 | €1,184.94 | At Once |
| 2/19/2018 | 2/19/2018 | test PO | 6507646 | B2B CUSTOMER NAME | 0010242407 | 39 | 0 | 0 | €1,184.94 | At Once |
| 2/16/2018 | 2/16/2018 | ErrorTest2 | 6507643 | B2B CUSTOMER NAME | 0010242407 | 8 | 0 | 0 | €144.00 | At Once |
| 2/16/2018 | 2/16/2018 | ErrorTest | 6507642 | B2B CUSTOMER NAME | 0010242407 | 8 | 0 | 0 | €201.78 | At Once |

Shipping and billing details will be displayed at the top of your order with item details below.

You can print/save your order as a PDF, or download UPCs using the "Print Order" and "UPC Download" buttons.

Home / Your Orders

Your Orders

[Re-create Order](#)
[Print Order](#)
[UPC Download](#)

Order Number **6507646** Order Date **2/19/2018** Account # **0010242407** Type **At Once**

Shipping

| | | | |
|---|---|---------------------|-----------------------|
| Sold To | Shipped To | Requested Ship Date | Freight Method |
| BALLYBUNION GOLF CLUB SANDHILL RD BALLYBUNION KERRY, Kerry, IE | BALLYBUNION GOLF CLUB SANDHILL RD BALLYBUNION KERRY, Kerry, IE | 2/19/2018 | Route Best Way |

Fulfillment Options
Standard Fulfillment

Order Summary

| | |
|---------------|----------------------------|
| Units Ordered | 39 |
| Shipped | 0 |
| Cancelled | 0 |
| Subtotal | €1,184.94 |
| Tax | €0.00 |
| Freight | Applied at Shipment |
| Total | €1,184.94 |

All prices are subject to change without notice.


Billing

| | | | |
|----------------|------------|--------------|----------------------|
| Customer PO # | Created By | Requested By | Payment Method |
| test PO | Dan | Dan | Billing Terms |

Shipping Status Traffic Lights:

- **Grey:** Order placed
- **Green:** Product has shipped
- **Yellow:** Processing at Warehouse
- **Red:** Product has been cancelled

When product ships, tracking and carton information will post automatically to order history when available.

|  UA M's Locker Tee 2.0 SS 1305775-001 | | | | Confirmed Quantity | Confirmed Total |
|---|---------|----------|---|----------------------|-------------------------------|
| SIZE | PRICE | QUANTITY | SHIPPING STATUS | CARTON | TRACKING |
| SM | \$10.63 | 10 | | — | - |
| | | 3 | ■ 4/22/2019 | — | - |
| | | 4 | ■ 4/18/2019 | 00008849610397613476 | 9612019019703579874279 |
| MD | \$10.63 | 10 | ■ 4/18/2019 | — | - |
| LG | \$6.38 | 10 | | — | - |
| | | 4 | ■ 4/22/2019 | — | - |
| | | 6 | ■ 4/22/2019 | — | - |
| XL | \$10.63 | 10 | | — | - |
| | | 4 | ■ 4/18/2019 | 00008849610397613476 | 9612019019703579874279 |
| | | 4 | ■ 4/22/2019 | — | - |
| XXL | \$10.63 | 10 | ■ 4/18/2019 | 00008849610397613476 | 9612019019703579874279 |
| | | 2 | ■ 4/18/2019 | — | - |

CATALOGS: DOWNLOADING UPCS

Locate the catalog for which you would like to download the UPCs (booking or at once) and click the Download button. This will produce a file with product information.

Navigate to the "Catalogs" tab under your name.

The screenshot shows the Under Armour B2B Customer portal. The top navigation bar includes the Under Armour logo, a '< SHOP' button, and links for 'ORDERS', 'CARTS', and 'CATALOGS'. A user menu is open, showing options like 'My Information', 'Carts', 'Order History', 'Users & Accounts', 'Catalogs', and 'LOGOUT'. The 'Catalogs' option is highlighted with a red circle. Below the navigation, the page title is 'Home / Catalogs' and 'Catalogs'. An account dropdown shows 'Account: B2B Customer Name'. The main content area is titled 'Booking Catalogs' and contains four catalog cards. Each card has a 'BOOKING' label, a title, and a 'DOWNLOAD' button. The first card, 'EU-FTW-BETTER - 2018-FW', has a red circle highlighting its 'DOWNLOAD' button.

DEFINITIONS

At-Once Order: An order for the current season that requires immediate delivery or delivery within the next few weeks, and will be against available inventory.

Booking Order: An order that requires delivery for a future season (five to six months from the date ordered). Booking orders can only be placed during the appropriate order window.

Cart: An order that is in progress and has not yet been submitted to Under Armour. Changes are still permitted.

Catalog: This is the assortment that you have access to. Please note that there is a separate catalog for each season, you can see these in the "Catalogs" option found next to your name on the upper right-hand corner of the screen.

Customer PO: This is the unique reference number used by the customer to identify each order.

Freight Charge: This is the amount of freight that will be applied to your order should your order falls below the minimum (please see site FAQs for the latest values)

Freight Methods: Methods by which your order can be shipped. Under Armour will select the best possible method based on order size and location.

Fulfillment Options: Rules used by the system for at-once orders to determine whether the order is sufficiently covered (availability) to ship.

- › **Standard Fulfillment:** When 90% of the order is available, it will ship. The remainder will ship as soon as 90% is reached again)
- › **Ship Complete:** Will ship when 100% of the order is available. Warning: If not available within 30 days, the order will cancel unless you contact Customer Service (please do so within 30 days of your requested ship date)
- › **Ship and Back Order:** will ship at 50% coverage of order. We strongly advise to not select this option unless product is urgently needed (results in many small shipments)

MSRP: This is the recommended retail price.

One-time Drop Ship Address: This is a one-time address to which you would like your order to be shipped to. If this address will be used more than once, please contact your Customer Service Representative to set this up as a permanent address (Standard addresses will appear in the "Shipping Address" box on the Checkout screen.

Requested Ship Date: Date that the customer elects for products to be shipped by Under Armour.

Ship Date: Earliest date the product will leave the warehouse. This does not account for delivery/transit time.

Sizing: All sizing displayed are US Sizes (please see size chart on product detail page for conversion)

Wholesale Price: This is your purchase price without any discount applied.





ARMOURHOUSE

ARMOURHOUSE.UA.COM