

Tibard Cloud Store

User Guide for Sites

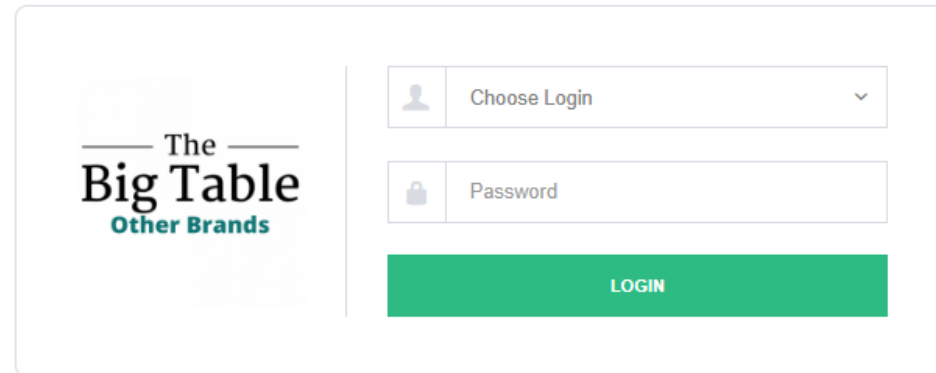
Log In

Access your store by following the link - <https://cloud.tibard.co.uk/store/BigTableOtherBrands>

Where it states 'Choose Login' select 'Site'.

When it states 'Choose Address' simply select your site from the drop-down.

Your password is your site's Unit Number.



The screenshot shows a login interface for 'The Big Table Other Brands'. On the left is the logo. To the right, there is a 'Choose Login' dropdown menu with a person icon, a 'Password' input field with a lock icon, and a green 'LOGIN' button.

Dashboard

When you log in you will be taken to your account dashboard.


Here you can access products by category, by bundle (if available) and by quick order.

You can also see previous orders, make enquiries and see your account handlers details.

The screenshot displays the TIBARD account dashboard. At the top left, the TIBARD logo is accompanied by the tagline 'Uniform in our Expertise' and the CLOUD STORES logo. On the top right, the user's name 'Joanne Crossland', title 'Sales Advisor', and phone number '0161 342 1030' are shown next to a profile icon. Navigation links for 'Dashboard', 'Logout', and 'Your Order' are provided. A secondary navigation bar includes 'Bundles', 'Products', 'Quick Order', 'Order Status', and 'Contact'. The main content area is titled 'Site Dashboard' and features a grid of four widgets: 'Quick Order' (with a 'View Products' link), 'Seasonal Specials' (with a 'View Products' link), 'Products' (with a 'View Products' link), and 'Order Status' (with a 'View Products' link). The 'Order Status' widget contains a message: 'You have not placed any orders yet. When you place an order you will be able to view the status here.' The 'The Big Table Other Brands' logo is visible in the top right corner of the dashboard area.


Order Review


When you have added all items to your order, go to order review (your cart)

Access by adding an item(s) to your order, or click  [Your Order](#) in the top right of the screen.

In the order review you can amend quantities, remove items or simply 'Proceed to Order'

Order Review



Product Description	Qty	Item Price	Row Total
x  White Unisex S/S Press Stud Chef Jacket- Extra Small	<input type="text" value="1"/>	£6.25	£6.25

[CONTINUE BUILDING ORDER](#) [UPDATE ORDER QTY](#)

Subtotal	£6.25
Grand Total Excl. VAT	£6.25
Grand Total Incl. VAT	£7.50

[PROCEED TO ORDER](#)

Place Order

When placing the order, your address is pre-filled.

Click continue on your address and on shipping. You can then see your order summary.

Before placing your order ensure you enter a purchase order number from your own system.

Shipping Information

Shipping Method

Purchase Order Number

Order Review

Product Name	Qty	Price	Subtotal
White Unisex S/S Press Stud Chef Jacket- Extra Small	1	£6.25	£6.25
Subtotal			£6.25
Shipping & Handling (Tibard Shipping - Standard delivery)			£7.95
Grand Total Excl. VAT			£14.20
Grand Total Incl. VAT			£17.04

Order/Shipping Comments

Forgot an Item? [Edit Your Order](#)

PLACE ORDER

Order Tracking

You can check the status of your order by clicking order status.

When shipped, there will be a track order link – click this to visit and track with DPD.

Home > Order Status

Order Status

The Big Table
Other Brands

Order Ref	Order Date	Store	Items	Price	Order Status	
#100001397	06/09/2017		70	£595.74	Complete	VIEW

Order: #100001397

The Big Table
Other Brands

Order Contact

Order Status

Complete

Shipment Tracking

[Track Your Order](#)

Delivery Details

Returns T&C

- 1) All requests for returns must be reported to Tibard within 20 working days of receipt of the order. Any requests outside of this timeframe may be rejected.
- 2) Goods cannot be returned after 30 days of invoice date.
- 3) Any suiting garments will incur a tax tab removal and re-stocking charge of £2.25 per item.
- 4) Shirts and Blouses cannot be returned to Tibard.
- 5) All items to be returned must be correctly packaged, labelled and in the same condition as they were received. You will not receive a credit if any products returned that do meet these criteria.
- 6) All returns and exchanges that are due to Customer error will be charged a collection charge of £11.95 per box. All returns/exchanges due to Tibard error will be collected free of charge.
- 7) All collections will require somebody to be present at the collection address so a signature can be obtained, and receipt issued. Failed collections will be charged for.
- 8) Correct paperwork must be returned with the garments – keep the delivery note with each delivery as reference for this.