

## Manual FloraXchange

This manual is a short step by step tutorial for people who want to complete their assortment of products on FloraXchange for the first time.

This manual consists of four parts:

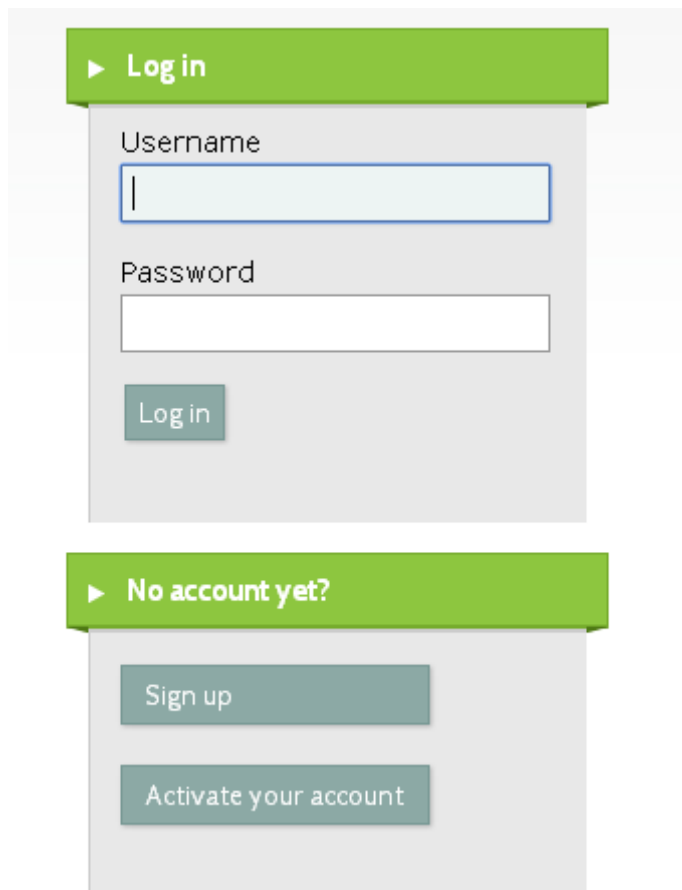
1. Log in
2. Complete own data
3. Add items to your catalogue
4. Creating offers according to your catalogue

Next to these basic functionalities, FloraXchange has much more features. Under the Help tab, some of the functionalities are described.

### Login :

Go to [www.floraxchange.nl](http://www.floraxchange.nl), select the English language and login with your personal login details.





The image shows a user interface for logging in and registering. It consists of two main sections, each with a green header bar containing a right-pointing triangle and text.

The first section is titled "Log in". Below the header, there are two input fields: "Username" and "Password". The "Username" field contains a single vertical bar character. Below these fields is a "Log in" button.

The second section is titled "No account yet?". Below the header, there are two buttons: "Sign up" and "Activate your account".

Now you are at the dashboard:

Dashboard Articles Offer Week lists Customer groups Transactions Network My FX Help Conditions

## Dashboard

Share a message with your **network**

New products in your assortment?

Updates since your last visit

Allium (decoratie) sphaerocephalon  
**Hub**  
€ 25,00 14 stuks resterend  
Geldig t/m donderdag

di 26 augustus om 16:03

Leo van der Linden from **Plantengroothandel Ferry Verbeek** 3 of your articles has been added to his weekly list!

Fill in your prices for **the next week**

di 26 augustus om 10:59

Stenhan Cassee from **OZ Planten Test** amount 2 of your articles

### Reactions

3

Reactie op de update van donderdag 3 juli:  
leuk joh

Reactie op **Cyclaam**:  
Mooie foto Preet, alleen zou deze in het vierkant nog beter uitkomen.

Reactie op **Cyclaam**:  
denk niet dat de foto helemaal juist is

### Weekly lists

9

### Statistics

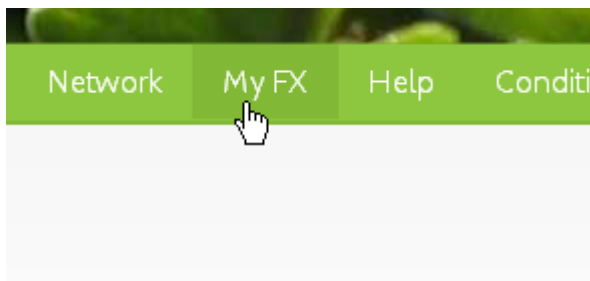
### Quote messages

### Last transactions

ID	Time	Transaction
#44391	22-8-2014 15:42	1 x 6 x € 10,00 = € 60,00
#42067	14-8-2014 11:44	1 x 6 x € 6,00 = € 36,00
#42066	14-8-2014 11:37	1 x 6 x € 6,00 = € 36,00
#38848	31-7-2014 15:49	1 x 6 x € 100,00 = € 600,00

## Complete your private data

At the top of the dashboard there are several tabs visible under the tab My FX.



Before you start adding articles, it is very important to fill this page first. Make it as complete as possible! Since this data will be used as a kind of a business card in the system, which means that this information will also be used to send to buyers and customers.

If you click on the button "my FX" you will see the following screen:

Me **My company** Coworkers Timeline Certificates Delivery Webshops

### De Cyclamen Tuin

Address\* Grote Waard 80

ZIP code\* 2675 RZ

Domicile Honselersdijk

Country Nederland ▼

Telephone number: 0174 - 642622

Fax 0174 - 642623

Website http://jem-id.nl

Twitter username JEM\_id

E-mail address\* jefry@jem-id.nl

VAT No:


COC no:

Bio (short company profile) Test-account van software ontwikkelaar JEM-id..

[Suggestion](#)

Order-software - Kies pakket - ▼

Company Bestand kiezen Geen bestand gekozen

Current logo 

### Notifications

Would you like to receive an SMS notification for each order?

Receive SMS

SMS number 0626082766

### Floecom

There is no Floecom email address set up for you. Please contact the helpdesk to set this up.

Please check your contact details and add your company logo. You can also add your personal picture to make the communication with buyers more personal . A point of attention, the delivery and the corresponding times:

The delivery terms are set as follows.

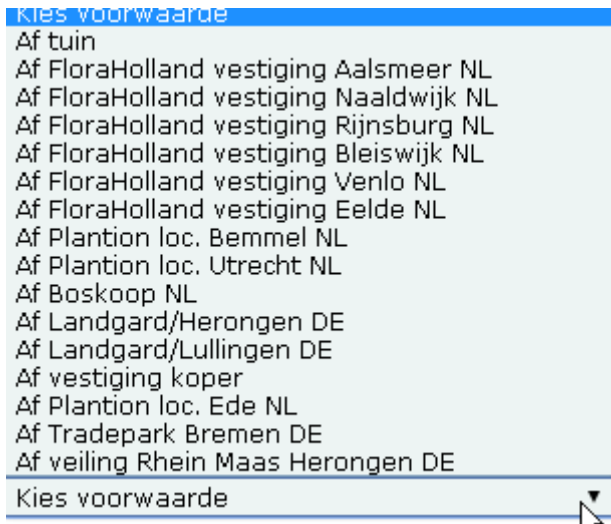
## Delivery terms

Configure the delivery conditions to be added to your supply lines

The conditions you set to *default* will automatically be added to new offer lines.

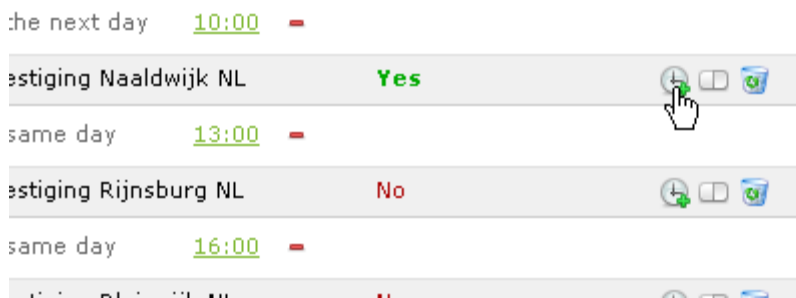
Description	Default	
Af tuin	Yes	 <input type="checkbox"/> 
 <u>10:00</u> same day <u>16:00</u> -		
Af FloraHolland vestiging Aalsmeer NL	Yes	 <input type="checkbox"/> 
 <u>10:00</u> same day <u>16:00</u> -		
 <u>16:00</u> the next day <u>10:00</u> -		
Af FloraHolland vestiging Naaldwijk NL	Yes	 <input type="checkbox"/> 
 <u>10:00</u> same day <u>13:00</u> -		
Af FloraHolland vestiging Rijnsburg NL	No	 <input type="checkbox"/> 
 <u>10:00</u> same day <u>16:00</u> -		
Af FloraHolland vestiging Bleiswijk NL	No	 <input type="checkbox"/> 
Af FloraHolland vestiging Venlo NL	No	 <input type="checkbox"/> 
Af Plantion loc. Ede NL	Yes	 <input type="checkbox"/> 
 <u>10:00</u> same day <u>16:00</u> -		
Af veiling Rhein Maas Herongen DE	No	 <input type="checkbox"/> 
Condition	<input type="text" value="Kies voorwaarde"/>	
Default	<input type="checkbox"/>	<input type="button" value="Add"/>

Click the checkmark: choose conditions.



If you have done this you can select auction.

When you have selected all of your auctions, they will be shown. The next thing that you have to complete are the delivery times. You can add times by clicking on the icon Clock (See print screen)



By selecting your correct delivery time, the system indicates the day on which your product will be delivered.



If you have selected your time, click on Save. You can enter multiple times. Thus, for example, you specify that all orders which are received before 8:00 will be delivered around 16:00 in Naaldwijk and all orders which are received before 16:00 can be delivered the next day at 10:00.

These times are important for exporters who use these times in communication with their customers!

The button "webshop" allows you to select the webshops on which your offer will be visible.



## Webshops

You can setup preferred default webshops, so that newly added offer lines are automatically added

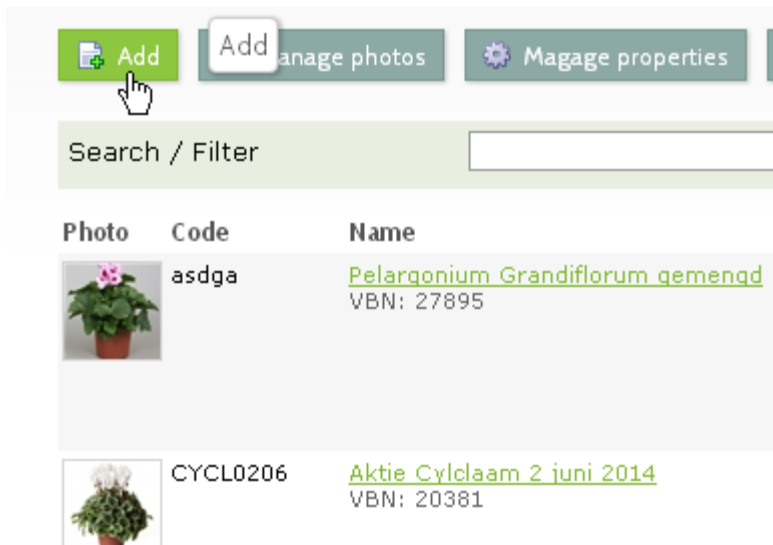
Name	Default	
 Demo	Ja	<input type="checkbox"/>
 Eddy den Dekker	Nee	<input type="checkbox"/> Use as default
 FloraXchange	Ja	<input type="checkbox"/>
 PlantConnect	Nee	<input type="checkbox"/>

## Adding articles

This works as follows: Click on the button "articles" at the top of your screen.



The articles are not visible yet because you have to add them first. Click on the button "Add". (See print screen)



At this screen you can add your articles. Initially you should use your own code (this is a unique code that is assigned to your article), a name, a product group, a VBN Productcode. The number of properties depends on the VBN code you choose. If you have add all your articles, you have to press 'Save', the screen will be extended with 'carrier settings, like load carrier and package' and 'Photos'



## Artikel (nieuw)

### Product Information

Article code	<input type="text"/>
Name	<input type="text"/>
Item group	<input type="text" value="- Select a product group -"/>
VBN product code	<input type="text"/>
Barcode (optionel)	<input type="text"/>

### Additional properties

Theme	<input type="text" value="- Select a value -"/>
Transport height in cm	<input type="text" value="- Select a value -"/>
Added value	<input type="checkbox"/>

By clicking on the check boxes you can select your carriers and package. Then you can enter the desired loading. By clicking on the button to add load, the carrier settings are saved. Which allow you to enter the next carrier settings.

### Carrier settings

Carrier	package	Load
DC	208 - Normtray 8 gaats	6x4x8

Load carrier	<input type="text" value="- Pick a load carrier type -"/>
package	<input type="text" value="- Pick a package type -"/>
Customised for	<input type="text" value="- All buyers -"/>
Load	<input type="text" value="0"/> x <input type="text" value="0"/> x <input type="text" value="0"/>

Then you can add pictures to the article. This works as follows: Click "Choose File" if you do this, your files on your PC are showed. Find the right photographs and then click on 'add photo'. In addition, you can add a presentation form, which indicates what type of picture it is.

## Photos



Minimum resolution

250x250 px

Note

Please upload original photos without any watermarks

Choose a file

Bestand kiezen

Geen bestand gekozen

Presentation Form

- Pick a presentation form -

- Pick a presentation form -

Detail [Algemeen]

Losse plant [Algemeen]

Meetlatfoto [Algemeen]

Sfeerbeeld [Algemeen]

Tray [Algemeen]

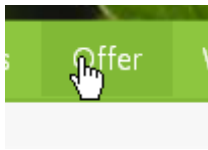
E. den Dekker Fust (Eddy den Dekker)

Supply of this item (0)

 Add

## Create offer.

Click on the selection button at the top of your screen. Then the offer screen will appear.



Offer from De Cyclamen Tuin (8)  
Week 36 2014

- Choose product - ▼ De Cyclamen Tuin ▼ - Choose item maingro  
01-09-2014 07-09-2014 - Choose type of offer  
Advanced ▼

Add Nieuw aanbod toevoegen Advanced supply management

On this screen (if you have created offers) all your offers will be showed.

As you can see, there are different way's to filter the offers. By-clicking on the check boxes, you will see an overview of all the filtering possibilities. If you don't see everything all the filter settings where you are looking for, you can click on advanced. With the advanced search option more filters will be shown.

If you click on the 'Add' button, you will get an overview of the articles which are already created.


Select a product for which you want to generate an offer.

Then you enter the next screen.

Here you can choose the following settings for the offers.

## Aanbodsregel (nieuw) (Pelargonium Grandiflorum gemengd)

The following supply data is taken from your filter settings:

 Period: Week 36 2014

### Offer Details

Product	<a href="#">Pelargonium Grandiflorum gemengd (asdga)</a>
Description	<input type="text" value="Pelargonium Grandiflorum gemengd"/>
Customer group	<input type="text" value="-All Exporters and End Customers"/>
Aantal	 39700
Deal type	<input type="text" value="Aanbieding"/>
Start date	<input type="text" value="01-09-2014"/>
End date	<input type="text" value="07-09-2014"/>

 Save

 Back to overview

### Type of offer:

By clicking on the check mark, you can choose regular offer or special offer. Regular offer means offer which is available for a long period of time and a special offer is only available for a short period of time.

### Customer group:

Here you can select any previously created groups of customers to whom you would like to send your offer.

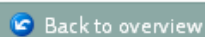
### Number per week:

Here you can specify your available articles which are available in the Start/end date of the offer.

## Aanbodsregel #5873176 (Pelargonium Grandiflorum gemengd)

### Offer Details

Code	KP
Product	<a href="#">Pelargonium Grandiflorum gemengd (asdga)</a>
Description	<input type="text" value="Pelargonium Grandiflorum gemengd"/>
Customer group	<input type="text" value="-All Exporters and End Customers"/>
Aantal	39700
Deal type	<input type="text" value="Aanbieding"/>
Start date	<input type="text" value="02-09-2014"/>
End date	<input type="text" value="02-12-2014"/>



### Webshops

#### Beschikbare webshops

[PlantConnect](#)

#### Geselecteerde webshops

[Demo](#)  
 [FloraXchange](#)

### Delivery terms

#### Beschikbare leveringsvoorwaarden

[Af FloraHolland vestiging Rijnsburg NL](#)  
 [Af FloraHolland vestiging Bleiswijk NL](#)  
 [Af FloraHolland vestiging Venlo NL](#)  
 [Af veiling Rhein Maas Herongen DE](#)

#### Geselecteerde leveringsvoorwaarden

[Af tuin](#)  
 [Af FloraHolland vestiging Aalsmeer NL](#)  
 [Af FloraHolland vestiging Naaldwijk NL](#)  
 [Af Plantion loc. Ede NL](#)

### Pricing

Prijsstelling	Prijs per stuk
1 kar	€ 1,00
3 lagen	€ 1,20
1 laag	€ 1,40
1 fust	€ 3,00

Prijsstelling

Prijs per stuk

If you have completed everything, click on "save" and you will see the next screen. On this screen you can see the following settings:

- Offer details
- Webshops.
- Delivery Terms.
- Pricings.

#### Offer details:

This is the data that you have previously added in the offer.

## Webshops:

Here you can see the available webshops and selected shops.

By clicking on the links of the webshops you have the possibility to select a webshop. So you can determine to which webshop you want to add your offer.

## Price Propositions:

Here you can select your pricing.

Click on the checkbox to select the price you would like to offer:

### Pricing

Prijstelling	Prijs per stuk
1 kar	€ 1,00
3 lagen	€ 1,20
1 laag	€ 1,40
1 fust	€ 3,00

Prijstelling

Prijs per stuk

Then fill in the right price. This is the price for the selected plant pricing.

If you have clicked on "add" the price will be added to the offer.

This also gives you the ability to add a new price if desired. Then click on save, and the following message appears at the top of your screen.

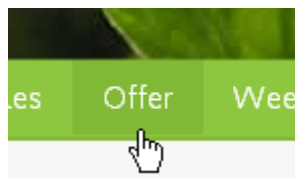
Now you can put your offer immediately online by clicking on the online publication button.

Now your product is online at FloraXchange.



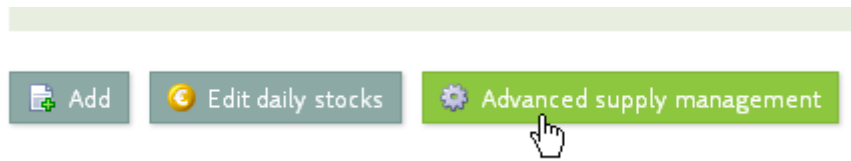
## Webshops

## Advanced Management



At one point, it is possible that you have different offers which are active on different webshops. You can manage this easily in the following manner. Turn back to the button "offer" on the top of your screen.

You will see the following buttons.

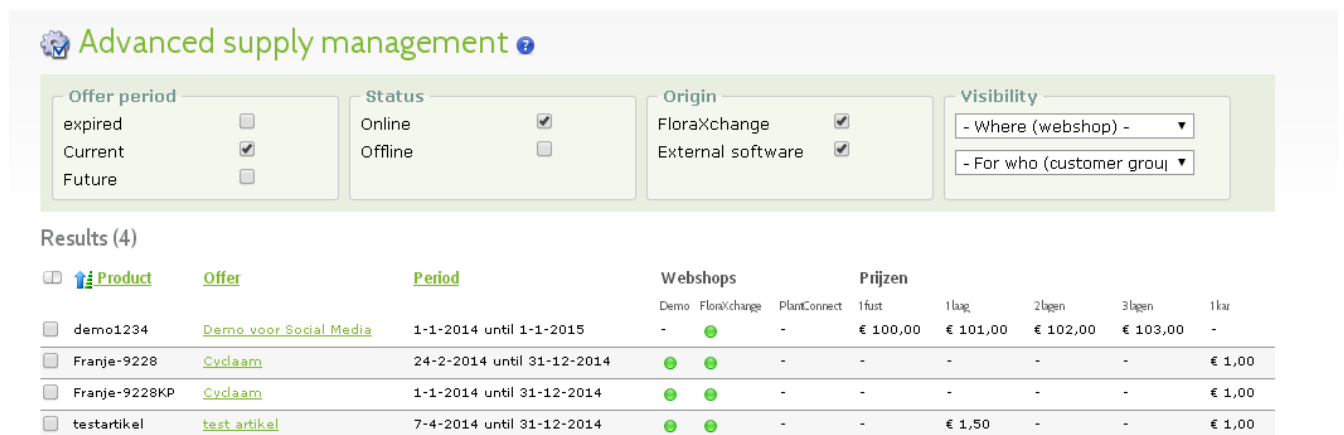


### Editing Prices:

If you choose the option “Advanced Supply Management” you will see the previously created range with prices. On this page you are able to adjust prices fast and easy. Then click change store and your possible adjustment to the offer will be made. And then you will return to the main menu offerings.

## Advanced Supply management

This screen shows a list of all your supply lines.



**Advanced supply management**

**Offer period**  
expired   
Current   
Future

**Status**  
Online   
Offline

**Origin**  
FloraXchange   
External software

**Visibility**  
- Where (webshop) -  
- For who (customer group) -

**Results (4)**

	Product	Offer	Period	Webshops			Prijzen				
				Demo	FloraXchange	PlantConnect	1fust	1laag	2lagen	3lagen	1kar
<input type="checkbox"/>	demo1234	Demo voor Social Media	1-1-2014 until 1-1-2015	-	●	-	€ 100,00	€ 101,00	€ 102,00	€ 103,00	-
<input type="checkbox"/>	Franje-9228	Cvdaam	24-2-2014 until 31-12-2014	●	●	-	-	-	-	-	€ 1,00
<input type="checkbox"/>	Franje-9228KP	Cvdaam	1-1-2014 until 31-12-2014	●	●	-	-	-	-	-	€ 1,00
<input type="checkbox"/>	testartikel	test artikel	7-4-2014 until 31-12-2014	●	●	-	-	€ 1,50	-	-	€ 1,00

On the top of the screen you will see different filter options.







By clicking on the check boxes at visibility, you are able to filter on the level of a webshop or on a specific client group. If you use these filters, you will see the offers of the shop which you have selected.

In the supply line you will see for which period, webshop, and price the offer is available.

At the bottom of this screen you will be able to perform different actions.

## Actions

Pick an operation to execute on the selected offer lines


-  Toevoegen aan webshop
-  Verwijderen van webshop
-  Klantgroep bewerken
-  Periode bewerken
-  Online zetten
-  Offline zetten

By clicking on a specific square box of a supply line, you are able to perform the action which is selected.

It is also possible to select all lines at once, this works as follows.

(See print screen)

Results (4)

<input type="checkbox"/>	 <u>Product</u>	<u>Offer</u>
<input type="checkbox"/>	demo1234	<u>Demo</u>
<input type="checkbox"/>	Franje-9228	<u>Cyclaa</u>
<input type="checkbox"/>	Franje-9228	<u>Cyclaa</u>

Then click on the appropriate action to edit the offer. This allows you to edit your supply lines quickly.

Then click on the Dashboard to return to your homepage.

If you have any questions about the operation of the system, you can send an email to the following e-mailaddress: [support@floraxchange.nl](mailto:support@floraxchange.nl)