

EU DESIGN Vendor Portal

step

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APPLICATION

COMPANY NAME

NAME OF ACCOUNT MANAGER

EMAIL ADDRESS OF ACCOUNT MANAGER

BILLING ADDRESS

SHIPPING ADDRESS

BRAND

BRAND CONTACT

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ORDERING

LOGGING IN

VISIT EU-DESIGN.COM, CLICK ON THE 'VENDOR' BUTTON.

LOG IN WITH YOUR ASSIGNED CREDENTIALS.

CREATING YOUR ORDER

YOU WILL BE SHOWN PRODUCTS FROM BRANDS YOU CAN ACCESS.

CHOOSE A PRODUCT, SET THE DESIRED QUANTITY AND ADD IT TO YOUR ORDER.

REVIEWING YOUR ORDER

WHEN YOU'RE READY, CLICK ON 'CURRENT ORDER' AND REVIEW YOUR ORDER.

IF THE AMOUNTS APPEAR CORRECT, PROCEED TO CLICKING ON 'PLACE ORDER'.

FINALIZING YOUR ORDER

MAKE SURE YOUR BILLING AND SHIPPING INFORMATION IS CORRECT.

IF YOU WANT EU DESIGN TO HANDLE SHIPPING, LEAVE THE BOX CHECKED.

IF YOU HAVE A PREFERRED SHIPPING PARTNER, UNCHECK THE BOX.

ENTER THE NAME OF THE SHIPPING COMPANY, AND YOUR CLIENT NUMBER.

CLICK ON 'PLACE ORDER'.

FOLLOWING UP YOUR ORDER

YOU WILL BE SENT STATUS UPDATES FOR YOUR ORDER,
INCLUDING SHIPPING AND TRACKING INFORMATION.

PLEASE NOTE THAT WE REGULARLY PERFORM IMPROVEMENTS AND UPDATES TO THE SERVICE.
AS A RESULT OF THIS, SOME OF THE INFORMATION ABOVE MIGHT BE OUTDATED.