How to order via sellyorder

Before you get started, please make sure to download sellyapps via https://www.selly.biz/sellyapp, start the application and follow the given instructions. It might also ask you to download the latest version of Java. You can download it here: www.oracle.com

Once your downloads are complete and the applications are installed, open www.selly.biz and click on "Login".

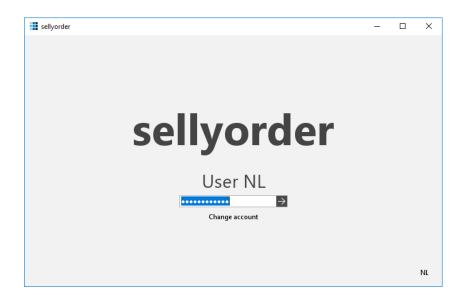
Enter your username and password and click on "beginnen"



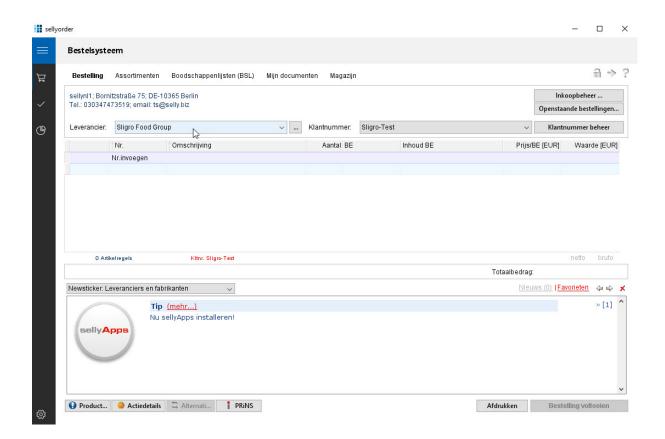
Select sellyorder from the overview and click on it. The application will start now.



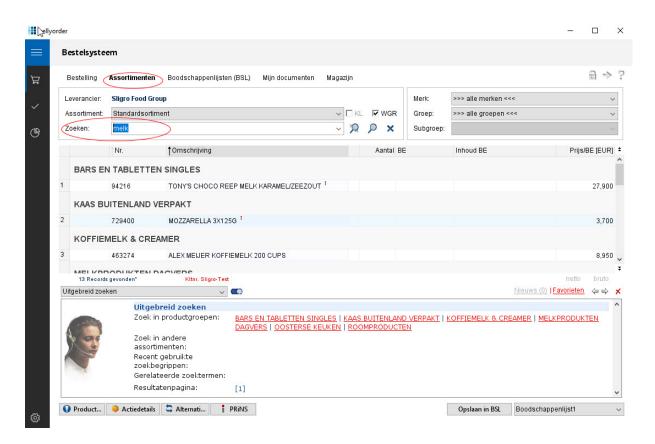
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Please log in again with your username and password, and then click on the



Once the order application is fully loaded, the overview will show up. To place an order please proceed as follows.



Click on the tab "Assortimenten".

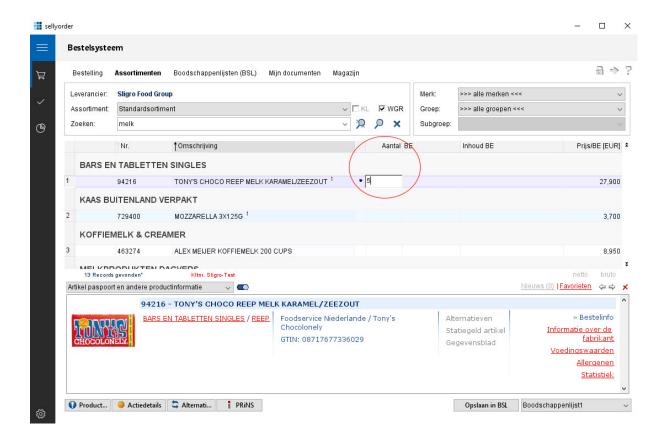
Enter your search item to the search field and hit enter.

You can now choose your items from the search results and add them to your order by double clicking on it.



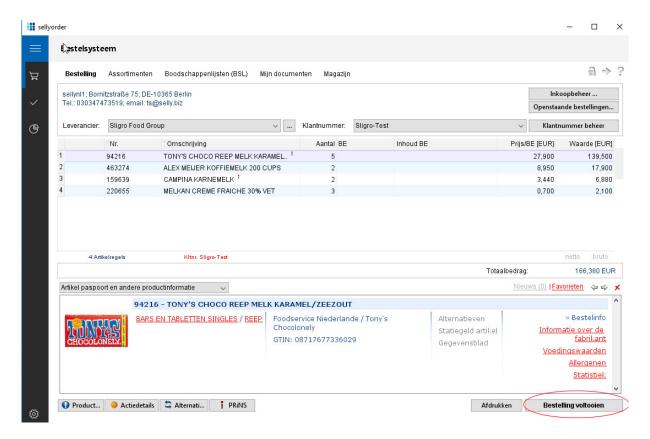
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Please specify how many units you would like to order by clicking on 0 in "Aantal" and entering the amount you would like to order.

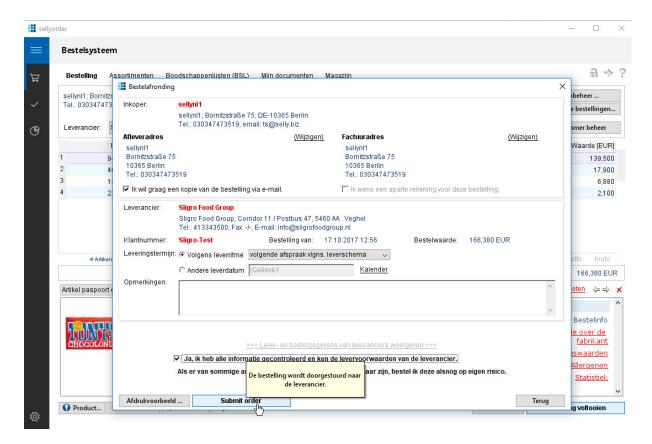


Continue with your order and add as many items as you like. Once you're done click on "Bestelling" and check your details.

If everything is correct, please click on "Bestelling voltooinen" on the bottom right.

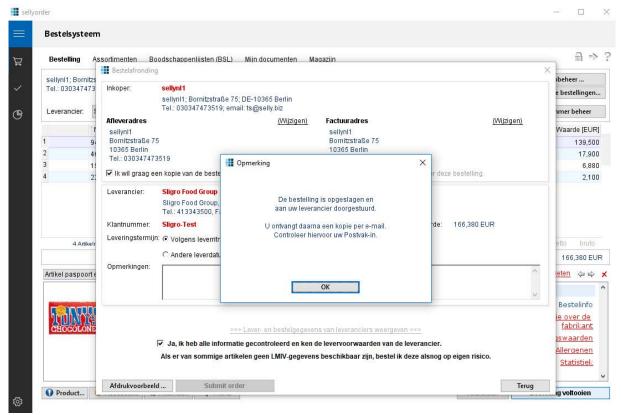


It will now open the window with your order details. Please check if everything is correct such as the delivery address, the invoice address and other details. Then click the checkbox that you have checked your details and hit "Submit order".



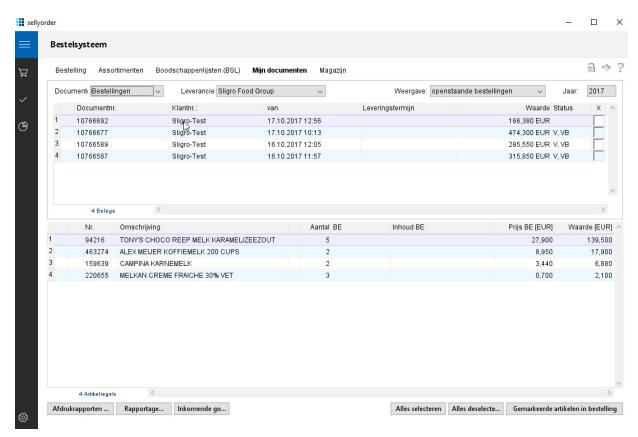


Your order has now been saved and forwarded to the supplier. You will soon receive an order confirmation via e-mail. Please click "OK" to close the dialog box.



While you're waiting for your e-mail confirmation you can check the status of your order in "Mijn documenten".

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A printable version of your receipt will be attached to the email as well.