



**CLEAR SHADE**

HYGIENE SCREEN

**GUIDE TO ORDERING ONLINE**

# Made to Measure Online Ordering Portal

Please follow the below steps when placing order through Decora's Made to Measure ordering portal (M2M).

## Step 1

Enter the Decora website [www.decora.co.uk](http://www.decora.co.uk) and click on the Online Ordering icon on the right-hand side.



## Step 2

Once logged in, click on the Add New Order tab



## Step 3

Check over **all** the below details to ensure that they are correct & click **Next**.

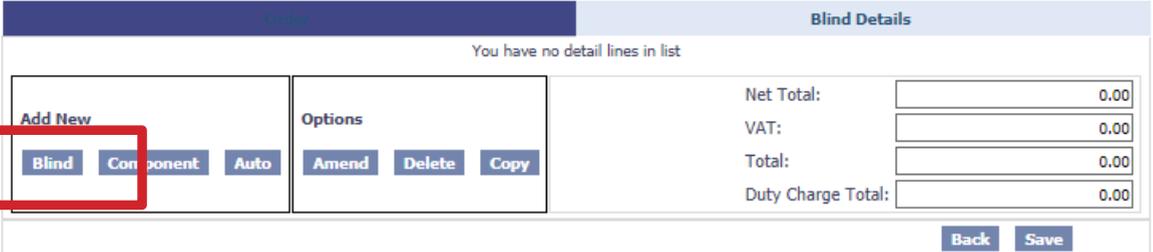
Please note: you can add an alternative delivery address if required. If adding/updating details, click on **Save** first.

This will take you back to the previous screen, so click on **Add New Order** to proceed with blind configuration.

Order	Blind Details
Account: <input type="text" value="MARK01"/>	<input type="button" value="Select"/>
<b>Customer Address</b>	<b>Delivery Address</b>
Address Line 1: <input type="text" value="In-House"/>	Title: <input type="text" value="Miss"/>
Address Line 2: <input type="text" value="."/>	First Name: <input type="text"/>
City: <input type="text" value="."/>	Last Name: <input type="text"/>
County: <input type="text" value="."/>	Address Line 1: <input type="text"/>
Country: <input type="text" value="United Kingdom"/>	Address Line 2: <input type="text"/>
Post Code: <input type="text" value="XXX"/> <input type="text" value="XXX"/>	City: <input type="text"/>
Delivery Company Name: <input type="text"/>	County: <input type="text"/>
<i>*This will appear on the delivery dockets and labels.</i>	Country: <input type="text" value="United Kingdom"/>
<b>Order Info</b>	Post Code: <input type="text" value="0X7"/> <input type="text"/>
Order Date: <input type="text" value="03/11/2020"/>	Delivery Phone: <input type="text"/>
Req. Date: <input type="text" value="03/11/2020"/>	Fax: <input type="text"/>
Customer Order No: <input type="text"/>	Email: <input type="text"/>
<i>* Required Field</i>	<i>*Additional charges will apply.</i>
Customer Reference: <input type="text"/>	<i>Please see the trade price book for more information.</i>
Measure Type: <input type="text" value="Metric"/>	
Despatch Method: <input type="text" value="Collection"/>	
Carriage Type: <input type="text" value="STANDARD"/>	
Delivery Notes: <input type="text"/>	
	<input type="button" value="Next"/> <input type="button" value="Save"/>

## Step 4

Click on **Add New *Blind***



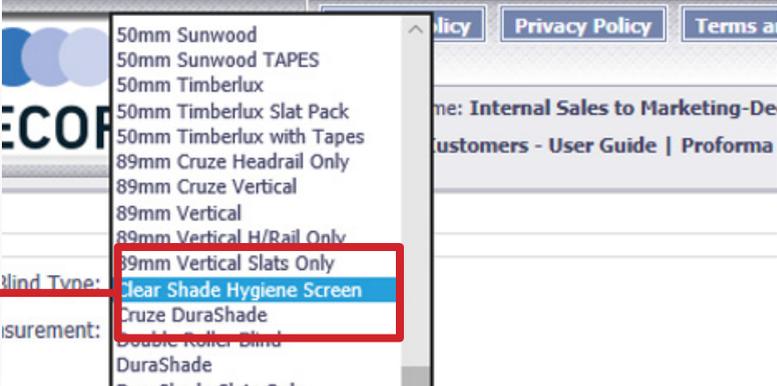
The screenshot shows a web form titled "Blind Details" with a sub-header "You have no detail lines in list". On the left, there is an "Add New" section with three buttons: "Blind", "Component", and "Auto". The "Blind" button is highlighted with a red box. To the right of this section is an "Options" section with buttons for "Amend", "Delete", and "Copy". On the far right, there is a summary table with the following data:

Net Total:	0.00
VAT:	0.00
Total:	0.00
Duty Charge Total:	0.00

At the bottom right of the form are "Back" and "Save" buttons.

## Step 5

From the Blind Type drop down menu, select **Clear Shade Hygiene Screen**



The screenshot shows a dropdown menu for "Blind Type" with the following options:

- 50mm Sunwood
- 50mm Sunwood TAPES
- 50mm Timberlux
- 50mm Timberlux Slat Pack
- 50mm Timberlux with Tapes
- 89mm Cruze Headrail Only
- 89mm Cruze Vertical
- 89mm Vertical
- 89mm Vertical H/Rail Only
- 89mm Vertical Slats Only
- Clear Shade Hygiene Screen** (highlighted)
- Cruze DuraShade
- Double Roller Blind
- DuraShade
- DuraShade Slats Only

The "Clear Shade Hygiene Screen" option is highlighted with a blue background and a red box. The background of the page shows a header with "ECONOMY" and "Internal Sales to Marketing-De" and "Customers - User Guide | Proforma".

## Step 6

Ensure Measurement unit is correct and enter blind sizes.

**Note: Measurements will be based on the size of the fabric including the top and bottom bar as blindsize.**

Blind Type:	Clear Shade Hygiene Screen	Measure To:	Blind Size
Measurement:	Metric	Width:	1000 mm
		Drop:	1500 mm

Minimum Drop 200mm Maximum Drop 2000mm  
Minimum Width 200mm Maximum Width 1290mm

## Step 7

Select bottom bar colour, choose from Brushed Aluminium, or White.

**Note: if you do not click on a colour choice the standard default will be Brushed Aluminium.**

### Price Band

Option	Choice	Price
<input checked="" type="radio"/> Bottom Bar	Gemini Bottom Bar (5m) - Brush	0.00
<input type="radio"/> Installation Type	Fabric Support Guide Clamping Button	0.00

Gemini Bottom Bar (5m) - Brush	0.00
Gemini Bottom Bar (5m) - White	

## Step 8

Choose from two installation types, **Fabric Support Guide Clamping Button** or **Suspension Ceiling Bracket**.

**Note:** If you do not select an installation type, the standard default option will be the **Fabric Support Guide Clamping Button**.

Option	Choice	Price
<input type="radio"/> Bottom Bar	Gemini Bottom Bar (5m) - Brush	0.00
<input checked="" type="radio"/> Installation Type	Fabric Support Guide Clamping Button	0.00

<input type="text" value="Fabric Support Guide Clamping Button"/>	0.00
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**Fabric Support Guide Clamping Button**  
Suspension Ceiling Bracket

Drop Down

## Step 9

Once all options have been selected then click on **Save**. The Clear Shade Hygiene Screen will be saved to your order number.

You can add additional blinds by clicking on Add New Blind again.

Please note that this will keep the previously chosen Options from your first entered blind, so ensure that you change them (if need be) to suit the second/third/fourth blind you are configuring.

Blind Details											
	Blind Type	Width	Drop	Measure To	Fabric/Colour	Qty	Net	VAT	Total	Out of stock	Shipment
<input type="radio"/>	Clear Shade Hygiene Screen	1000	1500	Blind Size	Clearshade PVC	1	0.00	0.00	0.00	No	

**Add New**

**Options**

Net Total:

VAT:

Total:

Add more blinds

**CLEAR SHADE**

HYGIENE SCREEN