

Managing User Accounts and Shopping Lists on the vandh.com Website

This brief document explains the basics of setting up your account on our website, adding additional users to your account, and taking advantage of our new Shopping Lists feature, which enables junior buyers on your team to request items for purchasing without having the rights to place orders for themselves.

Register for an Account



Click the Register button at the top of the website home page to create an account.

Enter your contact information, the general business information for your account, and additional information if applicable like uploading your sales tax certificate and a photo or two of your retail establishment.

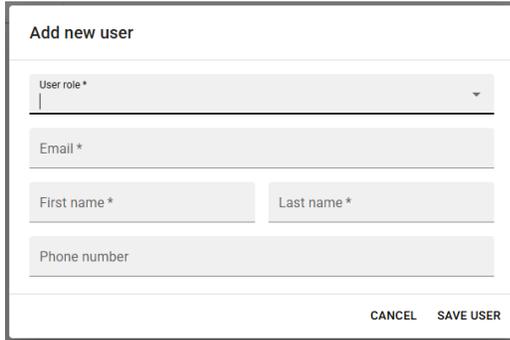
Once your registration is submitted, our Client Relations team will review your request, and if approved, will assign you to the appropriate price class for purchasing from our website. Depending on the details of your application, you may be set up as a stocking dealer, a designer, or retail customer.

- Approval typically happens within one to two business days, and if there are any questions regarding your application, a member of the CR team will reach out to you directly.
- If you're an existing Villa & House customer, check your email prior to registering as your account may have been created for you automatically. Just go to the website's **Sign In** page, select **Forgot Your Password?**, and enter the email address you think you have on file with Villa & House.

The following content is for after your account has been approved...

Add Users (employees, coworkers, etc.) to Your Team

1. Sign into your account from the Login button at the top of the website home page. On the left-hand navigation pane, select **User management**.
2. Click the ADD NEW USER button on the right-hand side to add another user to your company account.



Add new user

User role *

Email *

First name * Last name *

Phone number

CANCEL SAVE USER

User Roles

When creating a new user in your company, we're excited to introduce User Roles! Here are the options and what they mean to your organization:

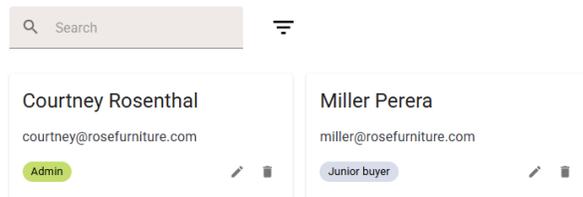
Admin • Senior Buyer • Junior Buyer

Admin: a user with the admin role can manage and modify your account. This user can add/remove users, update contact and address info, etc.

Senior Buyer: this user can place orders for your company but cannot make administrative changes. They can't add/remove users, update company contact info, etc.

Junior Buyer: this user cannot place orders, but can create *Shopping Lists* containing items to be approved and purchased by a senior buyer or admin. We'll show you how to use Shopping Lists below.

User management



Search

Courtney Rosenthal
courtney@rosefurniture.com
Admin

Miller Perera
miller@rosefurniture.com
Junior buyer

Only admin accounts can edit your company contacts, add new users, and remove old users.

Shopping Lists

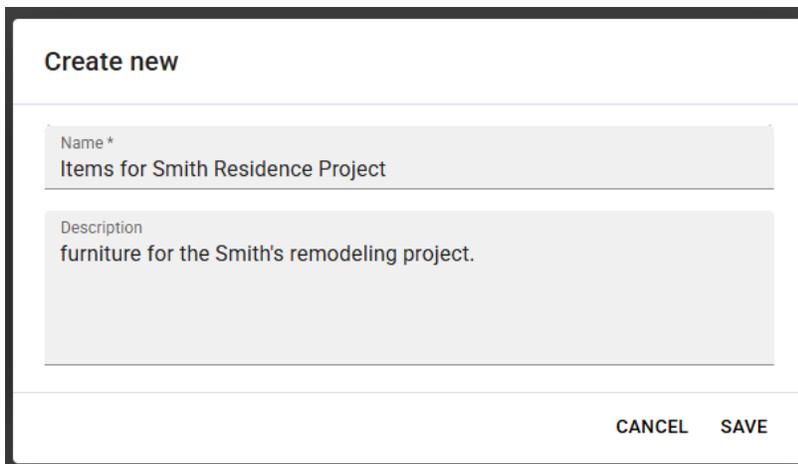
Whether you're an admin, senior buyer, or junior buyer, our new website lets you create shopping lists into which you save selected items for future reference.

From within a shopping list, if you're a senior buyer or admin, you can move items into your shopping cart for actual purchase.

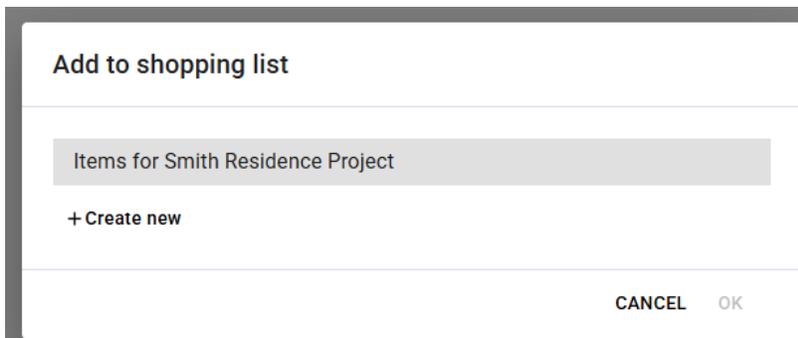
1. Find a product you're interested in, and instead of selecting Add to cart, select Add to shopping list.



2. If you do not have any existing shopping lists, click the button to create a new list. You can create different lists for different projects, or just create one catch-all list.

A screenshot of a "Create new" form. It has a title "Create new" at the top left. Below it is a text input field labeled "Name *" with the text "Items for Smith Residence Project". Underneath is a larger text area labeled "Description" with the text "furniture for the Smith's remodeling project." At the bottom right, there are two buttons: "CANCEL" and "SAVE".

3. Once your list is saved, you can then select it to save your item(s):

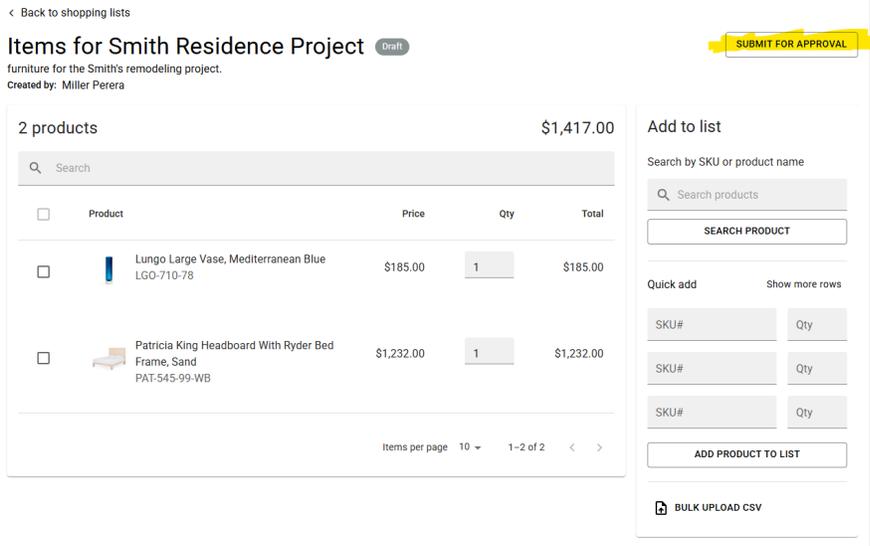
A screenshot of an "Add to shopping list" form. It has a title "Add to shopping list" at the top left. Below it is a text input field containing "Items for Smith Residence Project". Underneath is a link that says "+ Create new". At the bottom right, there are two buttons: "CANCEL" and "OK".

Another great feature of shopping lists is that they are shared across your account. So while one person may have created a shopping list, other users within your account can add items to the same shopping list (i.e. for teams working on a large furnishing project for a big client), or they can create new lists as desired.

Using Your Shopping List – Getting Senior Buyer Approval

Once a junior buyer has completed their shopping list(s), they can review their own lists by clicking on the **Account** button at the top of the website to access their shopping lists.

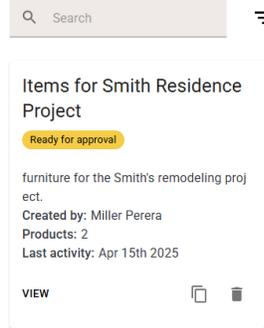
After making any necessary changes, they can submit the list for approval.



Once the shopping list is submitted for approval, it will become visible to all senior buyers and admins in the account.

Senior Buyers and account Admins will see the junior buyer’s submitted list awaiting approval:

Shopping lists



1. Click the **VIEW** button at the bottom to review the contents of the shopping list.
2. If you would like to purchase any of the items in the shopping list, just click the **Approve** button at the top. You do not need to select any items at this point.

< Back to shopping lists

Items for Smith Residence Project Ready for approval REJECT APPROVE
 furniture for the Smith's remodeling project.
 Created by: Miller Perera

2 products \$1,417.00

Search

<input type="checkbox"/>	Product	Price	Qty	Total
<input type="checkbox"/>	Lungo Large Vase, Mediterranean Blue LGO-710-78	\$185.00	1	\$185.00
<input type="checkbox"/>	Patricia King Headboard With Ryder Bed Frame, Sand PAT-545-99-WB	\$1,232.00	1	\$1,232.00

Items per page 10 1-2 of 2 < >

Shopping list status updated successfully

After approving the shopping list, you'll see the message and then the status of the list will change to **Approved**

3. You can now select items from the list and add them to your shopping cart from the button at the bottom of the page:

Items for Smith Residence Project Approved
 furniture for the Smith's remodeling project.
 Created by: Miller Perera

2 products \$1,417.00

Search

<input checked="" type="checkbox"/>	Product	Price	Qty	Total
<input checked="" type="checkbox"/>	Lungo Large Vase, Mediterranean Blue LGO-710-78	\$185.00	1	\$185.00
<input checked="" type="checkbox"/>	Patricia King Headboard With Ryder Bed Frame, Sand PAT-545-99-WB	\$1,232.00	1	\$1,232.00

Items per page 10 1-2 of 2 < >

Add to list

Search by SKU or product name

Search products

SEARCH PRODUCT

Quick add Show more rows

SKU# Qty

SKU# Qty

SKU# Qty

ADD PRODUCT TO LIST

BULK UPLOAD CSV

2 products selected Subtotal: \$1,417.00 **ADD SELECTED TO CART**

If you have further questions, please reach out to our Client Relations team at info@vandh.com or call us at 201.405.1800.

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