

L'ORÉAL

PARTNER SHOP

USER GUIDE

*How to manage
autoship list?*



How to create a new autoship list?

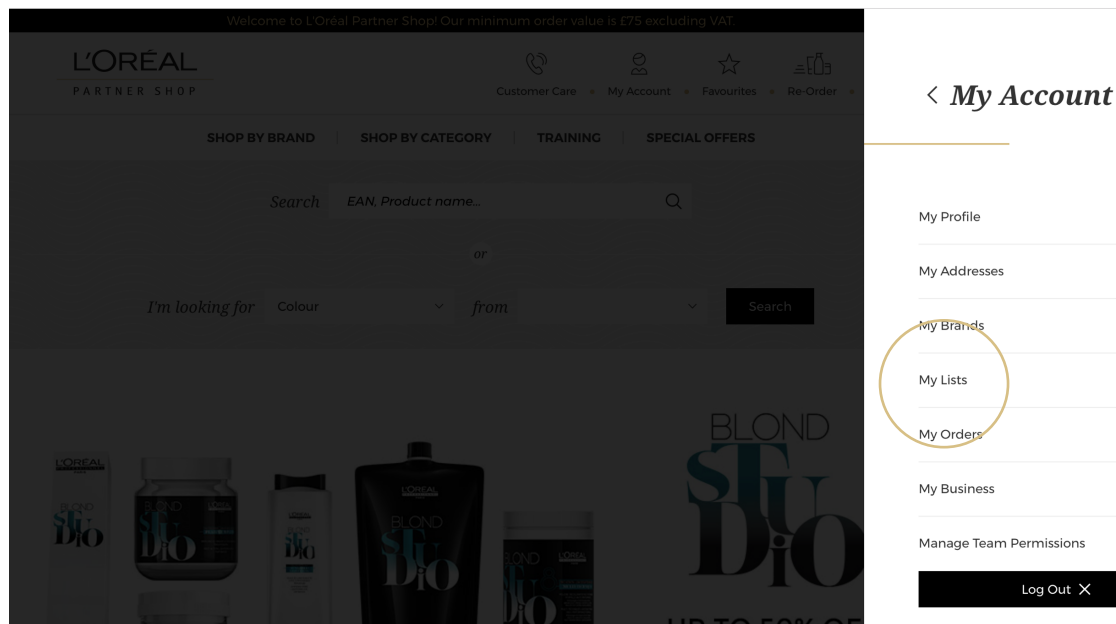
Autoship lists are the most convenient way for you to get the items you want delivered to you on a regular schedule. If activated, your Auto-Replenishment lists will be delivered to you automatically at the frequency of your choice: every week / 2 weeks / 3 weeks / month until disabled. You can make changes online whenever you need. Thus, autoship lists allow you to never run out of your favorite products. Please note you can only have one Auto-Replenishment list at any given time.

01 — I WANT TO CREATE AN AUTOSHIP LIST FROM MY ACCOUNT

On any page, click on 'My Account' in the header, a lateral layer will be displayed.



Then, you must click on 'My lists' to be redirected to the corresponding landed page.



Select the tab 'My Auto-Replenishment list'.

The screenshot shows the 'my lists' page with a sidebar on the left containing navigation options: MY PROFILE, MY ADDRESSES, MY BRANDS, MY LISTS (highlighted with a checkmark), MY ORDERS, MY INVOICES, MY BUSINESS, MANAGE TEAM, and PERMISSIONS. A 'Log Out' button is at the bottom of the sidebar. The main content area has two tabs: 'My Favourite List (2)' and 'My Auto-Replenishment list (1)'. The 'My Auto-Replenishment list' tab is circled in orange. Below the tabs is a star icon and a text block: 'For quick and easy re-ordering, save frequently purchased items to favourites. Create as many favourite lists as you'd like! For example: Colour, Back Bar or Retail Products.' Below this are two list items: 'L'Oréal Mythic Oil' and 'L'Oréal Botanée', each with 'Delete' and 'See products' links. At the bottom is a 'create new favourite list' button.

If you have never created autoship list you will only see the call to action to create a new autoship lists (1), and otherwise if you have already saved autoship lists, you will see these autoship lists (2). If you want to create a new autoship list you must click on the button 'create new auto-replenishment list' (3).

The left screenshot shows the 'My Auto-Replenishment list' tab selected (1). It displays a disclaimer: 'If activated, your Auto-Replenishment lists will be delivered to you automatically at the frequency of your choice: every week / 2 weeks / 3 weeks / month until disabled. Please note you can only have one Auto-Replenishment list at any given time.' Below the disclaimer is a 'LEGAL DISCLAIMER' dropdown and a 'create new auto-replenishment list' button (3).

The right screenshot shows the 'My Auto-Replenishment List' tab selected (2). It displays the same disclaimer. Below it is a detailed view of an auto-replenishment list for 'Color refill', which is 'Inactive'. It shows 'Every 3 weeks' and '3 product(s)'. A message states 'delivery date is in the past, please set a new one'. At the bottom, a 'Maximum number of Auto-Replenishment lists is achieved.' message is shown, and the 'create new auto-replenishment list' button (3) is visible.

Note that if you have reached the maximum number of autoship lists, the call to action 'create new auto-replenishment list' will be grayed out (1), you will not be able to click on it and a message will be displayed (2).

The screenshot shows the 'my lists' page. At the top, there are two tabs: 'My Favourite List (2)' and 'My Auto-Replenishment list (1)'. Below the tabs, there is a note: 'If activated, your Auto-Replenishment lists will be delivered to you automatically at the frequency of your choice: every week / 2 weeks / 3 weeks / month until disabled. Please note you can only have one Auto-Replenishment list at any given time.' Below this note is a 'LEGAL DISCLAIMER' dropdown menu. The main section is titled 'My Auto-Replenishment List' and contains a card for a 'Color refill' list. The card shows it is 'Inactive', created by 't.HairCut South', and modified by 't.HairCut South'. It has a frequency of 'Every 1 week' with a 'next delivery date : 11/07/2019' and contains '4 product(s)'. There are 'Edit' and 'Delete' buttons. At the bottom of the card, there is a 'create new auto-replenishment list' button that is grayed out, marked with a '1'. To the left of this button, a message '2 Maximum number of Auto-Replenishment lists is achieved.' is displayed in a yellow circle.

When you click on the button 'create new auto-replenishment list', a popin will be displayed to create your new autoship list.

First, you must enter the name of your list (1). Then you can choose the frequency of your autoship list in the dropdown box (2) and the starting date of your choice (3). If you have several saved addresses, you can select the one which will receive your autoship list in the next dropdown box (4). Finally, you can check the 2 boxes of general conditions (5) and click on 'create a list' (6) to create your new autoship list. If you want to cancel or go back to the autoship list page you can click on the 'cancel' link or on the cross (7)

Create new list [Close]

1 2 Every 1 week [Dropdown] 3 11-07-2019 [Calendar]

4 Select from Saved Addresses [Dropdown]

5 I accept the general conditions of sale according to the auto-replenishment list
 Minimum Order Value conditions disclaimer

Cancel [7] [6] create a list

Your list is created but, as indicated (1), your list is empty for now. You can now add the desired products from the Product pages, List pages. You will find how to add products in the next section. If you want to delete your autoship list, you must click on the 'delete' link (2).

Color refill [Inactive] [Edit] [Delete] [2]

Created by t.HairCut South [?] Every 1 week 0 product(s)

1 Your list is empty

02 — I WANT TO CREATE LIST FROM THE ADD TO CART BAR / I WANT TO ASS PRODUCTS IN AN EXISTING AUTOSHIP LIST FORM A LIST PAGE

Search for the product you wish to add to your autoship list using one of the methods outlined in the 'Product' user guide following [this link](#).

Once you have landed on the list page you have only one option to add your desired products to your autoship list or to create a new autoship list.

Select the quantity you require by either typing in the number or using the '+' or '-' buttons (1). Once you have adjusted the quantity you want, click on 'add all to auto-replenishment list' in the add to cart bar (2).

The screenshot shows the L'Oréal Partner Shop interface. At the top, there is a navigation bar with the L'Oréal logo, a search bar, and icons for Customer Care, My Account, Favourites, Re-Order, and Basket. Below this is a menu with options: SHOP BY BRAND, SHOP BY CATEGORY, TRAINING, and SPECIAL OFFERS. A breadcrumb trail reads: Home > Shop by brand > L'Oréal Professionnel > Mythic Oil. The main heading is "Mythic Oil".

On the left, there are filter options: "0 selected criteria", "All Products", "Brands you stock", "SUB BRAND", "PRICE", "DESIGNED FOR", "PRODUCT LINE", and "PRODUCT BENEFIT".

The product list includes:

- Shampoo For Fine To Normal Hair 1000ML**: MY PRICE £17.50, LIST PRICE £18.00. Quantity: 12. A red circle '1' is over the quantity selector.
- Shampoo For Fine To Normal Hair 250ML**: MY PRICE £11.50, LIST PRICE £12.00. Quantity: 0.
- Masque For Fine To Normal Hair 200ML**: MY PRICE £15.00, LIST PRICE £15.00. Quantity: 18. A red circle '1' is over the quantity selector.







At the bottom, a black bar contains the following options:

- YOUR SELECTION (30) 480.00 GBP
- add all to favourite list
- add all to auto-replenishment list (highlighted with a red circle '2')
- add all to basket

Then, select an existing autoship list (3) to add these products in the autoship list previously created. If you want to create a new autoship list, you must select 'create a new auto-replenishment list' (4) to be redirected on your account and follow the same procedure described previously.

Welcome to L'Oréal Partner Shop! Our minimum order value is £75 excluding VAT. ×

L'ORÉAL
PARTNER SHOP







Search...      

SHOP BY BRAND | **SHOP BY CATEGORY** | **TRAINING** | **SPECIAL OFFERS**



[← back](#) Home > Shop by brand > L'Oréal Professionnel > Mythic Oil

Mythic Oil

0 selected criteria ⋮ ⋮ ☰ Sort By ▾

<p>All Products Brands you stock</p> <hr/> <p>SUB BRAND ▾</p> <hr/> <p>PRICE ▾</p> <hr/> <p>DESIGNED FOR ▾</p> <hr/> <p>PRODUCT LINE ▾</p> <hr/>	 <p>Shampoo For Fine To Normal Hair 1000ML Mythic Oil L'Oréal Professionnel 3474636391172</p> <p>MY PRICE £18.00</p> <p>LIST PRICE £18.00</p> <p>IN STOCK</p> <p>- 12 + </p> <p>✓ PRODUCT ADDED TO BASKET</p>
	 <p>Shampoo For Fine To Normal Hair 250ML Mythic Oil L'Oréal Professionnel 3474636391134</p> <p>MY PRICE £12.00</p> <p>LIST PRICE £12.00</p> <p>IN STOCK</p> <p>- 0 + </p>
	 <p>Masque For Fine To Normal Hair 200ML Color refill 3</p> <p>MY PRICE £15.00</p> <p>LIST PRICE £15.00</p> <p>IN STOCK</p> <p>- 18 + </p> <p>4</p> <p>create a new auto-replenishment list</p>

YOUR SELECTION (30)
486.00 GBP

[add all to favourite list](#)  [cancel](#) [add all to basket](#) 

03 — I WANT TO CREATE AN AUTOSHIP LIST FROM THE PRODUCT PAGE / I WANT TO ADD PRODUCTS IN AN AUTOSHIP LIST FROM A PRODUCT PAGE

Search for the product you wish to add to your autoship list using one of the methods outlined in the 'Product' user guide following [this link](#).

Once you have landed on the product page you have only one option to add your desired products to your autoship list or to create a new autoship list.

Select the quantity you require by either typing in the number or using the '+' or '-' buttons **(1)**. Once you have adjusted the quantity you want, click on 'add to Auto-Replenishment list' **(2)**.

ARGAN HAIR OIL 100ML

L'OREAL PROFESSIONNEL - MYTHIC OIL

L'Oreal Professionnel Mythic Oil Argan Hair Oil is a professional multi-tasking nourishing oil with heat protection.



1 picture

- ON PROMOTION
- order 6 boxes of Retail and get 1 free backwash of your choice
 - Buy 1 box of Retail and get 30% off
Buy 3 boxes of Retail and get 35% off
Buy 6 boxes of Retail and get 40% off
 - order 6 boxes of Retail and get Free paper bag (x20)

IN STOCK

LIST PRICE
£15.00

MY PRICE
£15.00

- 18 +



Add to Favourites



Add to Auto-Replenishment

2

1

Then, select an existing autoship list (3) to add these products in the autoship list previously created. If you want to create a new autoship list, you must select 'create a new auto-replenishment list' (4) to be redirected on your account and follow the same procedure described previously.

ARGAN HAIR OIL 100ML

L'OREAL PROFESSIONNEL - MYTHIC OIL

L'Oreal Professionnel Mythic Oil Argan Hair Oil is a professional multi-tasking nourishing oil with heat protection.



1 picture

- ON PROMOTION
- order 6 boxes of Retail and get 1 free backwash of your choice
 - Buy 1 box of Retail and get 30% off
Buy 3 boxes of Retail and get 35% off
Buy 6 boxes of Retail and get 40% off
 - order 6 boxes of Retail and get Free paper bag (x20)

IN STOCK

LIST PRICE
£15.00

MY PRICE
£15.00

- 18 +



Add to Favourites



Add to Auto-Replenishment

3

Color refill

DESCRIPTION

HOW TO

create a new auto-replenishment list

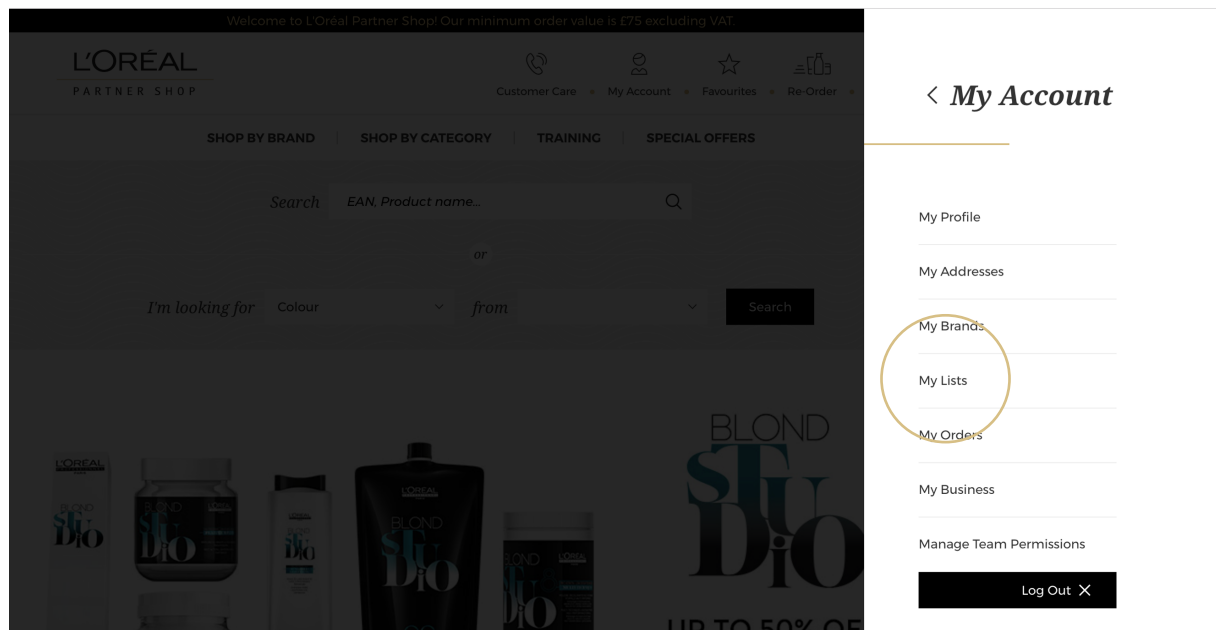
4

04 — I WANT TO EDIT THE GENERAL SETTINGS OF AN EXISTING AUTOSHIP LIST

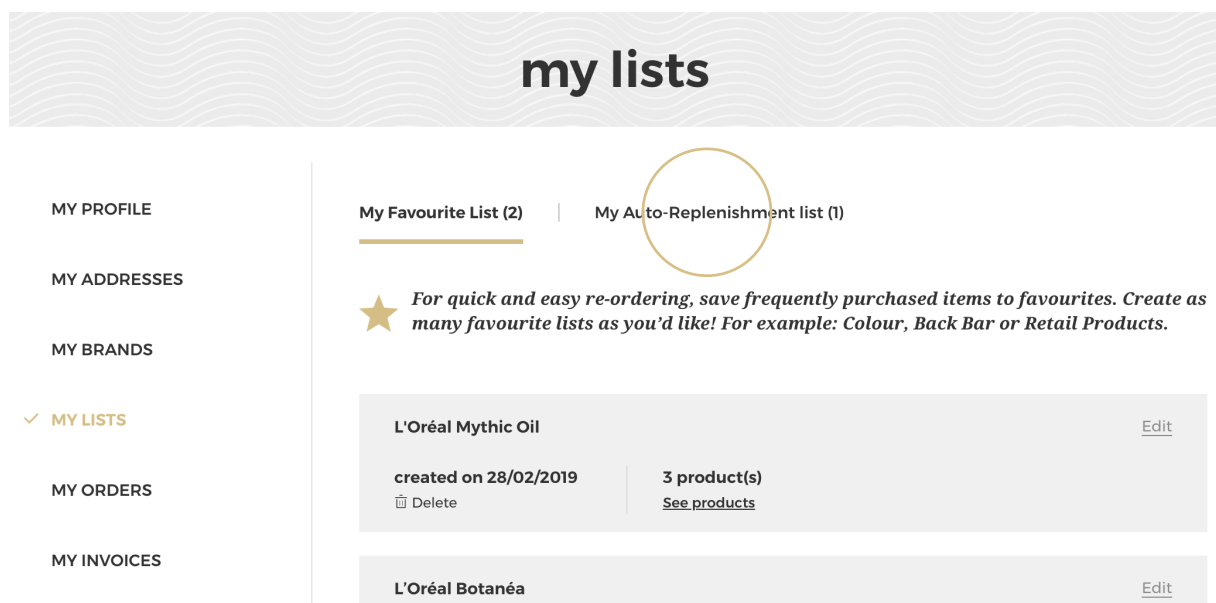
On any page, click on 'My Account' in the header, a lateral layer will be displayed.



Then, you must click on 'My lists' to be redirected to the corresponding landed page.



Select the tab 'My Auto-Replenishment list'.



An autoship list can have two statuses, active (1) and inactive (2). If your autoship list is active, products will be regularly sent according to the setting of the autoship list. An autoship list can be deactivated to stop the automatic shipment during the periods where the salon is closed for example.

This screenshot shows an active autoship list. The name 'Inoa refill' is circled with a '1'. The status is 'Active', indicated by a toggle switch and circled with a '2'. The creation date is '04/03/2019', circled with a '3'. The frequency is 'Every 3 weeks' and the next delivery date is '02/07/2019', circled with a '4'. There are '3 product(s)' listed, circled with a '5'. A yellow banner at the bottom states 'delivery date is in the past, please set a new one'.

This screenshot shows an inactive autoship list. The name 'Color refill' is circled with a '2'. The status is 'Inactive', indicated by a toggle switch and circled with a '1'. The creation date is '15/04/2019', circled with a '3'. The frequency is 'Every 1 week' and the next delivery date is '02/07/2019', circled with a '4'. There are '0 product(s)' listed, circled with a '5'. A yellow banner at the bottom states 'Your list is empty'.

In this page you will find all the information about your autoship list : the name of the autoship list (1), its status (2), its creation date (3), its frequency and next delivery date (4) and its number of products (5).

This screenshot is identical to the first one but includes numbered callouts: '1' for the name 'Inoa refill', '2' for the 'Active' status, '3' for the creation date '04/03/2019', '4' for the frequency and next delivery date, and '5' for the '3 product(s)' count.

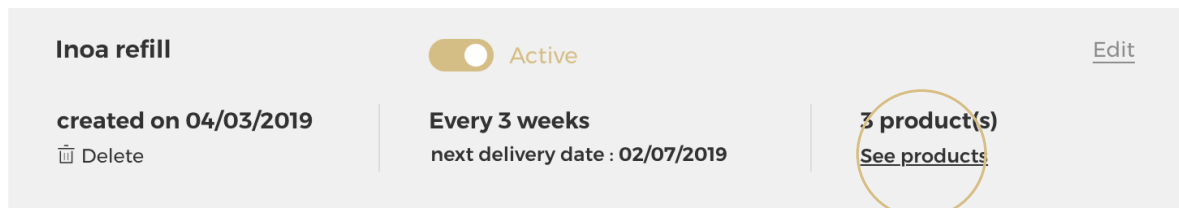
If you click on the 'Edit' link (1), a pop-in will be displayed and you could change all the information mentioned previously. This is the same popin as for the autoship list creation.

If you want to delete your autoship list, you must click on the 'delete' link (2). Be careful, there is no confirmation request.

This screenshot is identical to the first one but includes callouts for the action links: '1' for the 'Edit' link and '2' for the 'Delete' link.

05 — I WANT TO MODIFY PRODUCTS QUANTITIES FROM AN EXISTING AUTOSHIP LIST

If you want to to modify product quantities from an existing autoship list you must click on the 'See products' link.



The screenshot shows a card for an autoship list item. The card has a light gray background and is divided into three sections by vertical lines. The first section on the left contains the text 'Inoa refill' in bold, 'created on 04/03/2019', and a 'Delete' link with a trash icon. The middle section contains a toggle switch labeled 'Active' which is turned on, and the text 'Every 3 weeks' and 'next delivery date : 02/07/2019'. The right section contains the text '3 product(s)' and a 'See products' link. The 'See products' link is circled in yellow. In the top right corner of the card, there is an 'Edit' link.

By clicking on the 'See products' link, you could see all the information about your autoship list mentioned previously and the products automatically shipped to your address.

Select the quantity you require by either typing in the number or using the '+' or '-' buttons (1). Your changes are automatically saved. If you click on the 'delete' link (2), your product will be removed from your autoship list.

My Favourite List (2)

My Auto-Replenishment list (2)

← back

LEGAL DISCLAIMER



Shampoo refill

Inactive

[Edit](#)

created on 16/04/2019

Every 2 weeks

2 product(s)

Delete

Ship to address

50 Manor Road EAST
CENTRAL LONDON null
EC16 7QN

Payment method

On account

✓ I accept the general conditions of sale according to the auto-replenishment list

✓ Minimum Order Value conditions disclaimer



BOTANEA PURE INDIGO SHADE ...
Botanée
L'Oreal Professionnel

MY PRICE
£61.80

LIST PRICE £61.80

IN STOCK



2

Delete

1



BOTANEA PURE CASSIA SHADE ...
Botanée
L'Oreal Professionnel

MY PRICE
£61.80

LIST PRICE £61.80

IN STOCK



Delete

TOTAL
185.40 GBP

add all to basket

06 — I WANT TO ADD PRODUCTS TO MY BASKET FROM AN EXISTING AUTOSHIP LIST

If you want to know how to add products to your basket from an existing autoship list, please look at the methods outlined in the 'How do I place an order' user guide following [this link](#).

If you have any questions about this user guide, do not hesitate to contact us by phone, by email or your personal contact following [this link](#).