

BGP Connect

Entering a Sales Order for

OVS



Raising a new order

step 1. click on '+' new order' from the menu on the left hand side of the screen

The screenshot shows the OVS system interface. On the left sidebar, the 'New Order' button is highlighted with a red box. A callout box points to this button with the text 'step 1. click on '+' new order' from the menu on the left hand side of the screen'. The main area displays a table of orders with columns for Data Status, Britannia Site, Manufact..., Customer..., Britannia O..., Order Date, Required D..., Ordered By, Order Status, Sub Status, Status Date, and Total Quan....

Data Status	Britannia ...	Manufact...	Customer ...	Britannia O...	Order Date	Required D...	Ordered By	Order Status	Sub Status	Status Date	Total Quan...
✓ Ok	TEST BRITANNIA SITE	AKR IND PVT LTD	1	B0107552	3/16/2021	03/18/2021	Tarun Test vendor 2 ttv2	✓ Artwork Appr		3/16/2021	1
✓ Ok	TEST BRITANNIA SITE	AKR IND PVT LTD	PO123	B0106761	3/10/2021		Tarun Test vendor 2 ttv2	Unconfirmed		3/10/2021	1



You will then be automatically taken to the first page of the Sale Order Process '**Details**' tab. Complete all selections from the drop down menus and then manually enter/type a 'customer reference'.

Unconfirmed Orders

Order - 08/10/2018 15:24:35 /

Progress tabs

DETAILS PRODUCT VARIANTS CONFIRM ARTWORK CHECKOUT

Britannia Site * -- Please Select --

Vendor * -- Please Select --

Manufacturing Site * -- Please Select --

Customer Reference *

Next →

Order creation is Date and time stamped

Your details will automatically appear here.

Choose the Britannia Global production unit that you would like to place your order with.

Choose your manufacturing site
– please contact your local Britannia customer service team if you need to add a new site or amend details.

Enter your internal order number/reference

once complete, then click **Next →** to move on to the '**Product**' tab.

The “Product” tab will now open. All John Lewis products that Britannia can offer you will appear on this page.
You can use the filters to search via ‘product type’ &/or ‘Brand’ or simply enter in the product ‘CODE’ to find your required products

The screenshot displays the OVS system interface. At the top, the OVS logo is on the left, and a search bar with the text "Search Type --Please Select--" is on the right. Below the header, a grey bar shows "Unconfirmed Orders". A sidebar on the left lists various order types: "New Order", "Purchase", "Purchase S", "Unconfirmed Orders", "Released", "Historical", and "Hide Men". The main content area features a "Progress tabs" section with icons for "DETAILS", "PRODUCT" (which is highlighted), "VARIANTS", "CONFIRM", "ARTWORK", and "CHECKOUT". Below the tabs, there are filter sections for "RETAILER PRODUCT TYPE" (with a dropdown for "Product Type"), "BRAND" (with a dropdown for "Brand"), "SUB-BRAND" (with a dropdown for "Sub-Brand"), and a "CODE" search field with the placeholder "Search here...". A green "Search" button is to the right of the code field. Below the filters, the "AVAILABLE PRODUCTS" section shows three product cards. Each card displays an image of the product, a code (e.g., "AT M W G B W 17", "AT CHRS T 19", "AT F W 19"), and a green shopping cart icon. A blue box with the text "Use filters to search." points to the filter dropdowns. Another blue box with the text "If you know the product code, simply type here." points to the "CODE" search field. A third blue box with the text "Click to search based on filters selected" points to the "Search" button. A fourth blue box with the text "When you find your product – add to basket" points to the shopping cart icon on one of the product cards. A grey box with the text "Order creation is Date and time stamped" points to the "Order - 3/17/2021 6:37:22 AM /" text in the top left. A fifth grey box with the text "Progress tabs" points to the "PRODUCT" tab. A sixth blue box with the text "Click to search based on filters selected" points to the "Search" button. A seventh blue box with the text "When you find your product – add to basket" points to the shopping cart icon on one of the product cards. A final blue box with the text "If you know the product code, simply type here." points to the "CODE" search field.

Order creation is Date and time stamped

Progress tabs

Click to search based on filters selected

Use filters to search.

If you know the product code, simply type here.

When you find your product – add to basket



Once you have found your Product, click the 'Cart' to add it to your sales order. The item will then appear in "Selected products" on the right hand side of the screen. Repeat this process for any additional products that you would like to order and once you are happy, click "Next"

OVS

Search Type --Please Select--

TARUN TEST VENDOR 2 TTV2

Unconfirmed Orders

Order - 3/17/2021 6:37:22 AM /

Progress tabs

DETAILS PRODUCT VARIANTS CONFIRM ARTWORK CHECKOUT

RETAILER PRODUCT TYPE BRAND SUB-BRAND CODE

Product Type Brand Sub-Brand Search here...

Search Q

AVAILABLE PRODUCTS

AT M WG B W 17

AT CHRST 19

AT F W 19

SELECTED PRODUCTS

ATP NT F 20 - VARIE

AT M WG B W 17

Previous Next

Order creation is Date and time stamped

Product will appear here when added.

Click on the 'Cart' to add the product to your order.

Click Next to continue with this order.

Delete Products if no longer required or added in error

Once you have clicked “Next” you will move onto the “variants” screen. This is where you will be required to add all of the variable information needed to print your order, including Quantity. To do this simply complete the fields against each of your selected product/s.

Unconfirmed Orders

New Order

Purchase

Purchase Search

Unconfirmed Orders

Released

Historical

Hide Menu

Order - 3/17/2021 6:37:22 AM /

Progress tabs

DETAILS

PRODUCT

VARIANTS

CONFIRM

ARTWORK

CHECKOUT

Front / Front

Back / Back

Capo reversible

Reversible garment

Italian

English

ATP NT F 20 - VARIE

Translation Code

ATP NT F 20 - VARIE

Quantity

Calculated Quantity

Translation Code


Free type information

Required fields are marked with a “*” all other fields are optional.

N.B. **Blue Boxes** and **Grey Boxes** are informational only, don't appear in the system, and are solely to assist with understanding



Entering this information will be done either by standard Key Entry, or Selecting from a drop down list, remember to click “save” after each entry.



OVS

Search Type --Please Select--

TARUN TEST VENDOR 2 TTV2

Unconfirmed Orders

New Order

Purchase Order


Purchase Order Search

Unconfirmed Orders



Release Order

Historical Orders



Hide Menu

230 - TOPS - GIRL 3-10 YE/ 

Quantity

1  




Calculated Quantity

1  


Barcode Number *

Selling Price *

enter sell price with , separator

Size

select... 


SKU Code *


Commercial Ref


Department Code *

Style Code *

Sub Department *

Save 

Save 

Save for later 

← Previous

Next →

Select Values from the drop down lists to fill in the missing order details.

Key Entry

Click to Save details.



The BGP Connect system is designed to verify the information entered. Warning messages like the below will appear if any information supplied does not meet the field requirements or is missing. Simply review, amend and click save to continue.

The screenshot shows the OVS BGP Connect system interface. At the top, there is a search bar with the text "Search Type --Please Select--" and a user profile icon labeled "TARUN TEST VENDOR 2 TTV2". Below the search bar, there is a navigation bar with tabs: DETAILS, PRODUCT, VARIANTS, CONFIRM, ARTWORK, and CHECKOUT. The VARIANTS tab is currently selected. A blue box with a dashed outline highlights a warning message: "Broken outline indicates which product you are entering details against." Another blue box points to the top of the product information section, stating: "To navigate between Products simply click on product info/ image at the top of the page." A third blue box points to a warning icon (a red triangle with an exclamation mark) in the bottom left corner, stating: "Example of warning message, if you see this at any stage of your order, please review and amend your details accordingly." The product information section displays a front and back view of a garment, labeled "Cape reversibile" and "Reversibile garment". Below this, there are icons for a warning, a question mark, and a link. The bottom section contains a "Size Range" dropdown menu, a "Quantity" input field, a "Calculated Quantity" input field, a "Barcode Number" input field, and a "Selling Price" input field with a green plus button, a blue minus button, and a red close button.

Unconfirmed Order

Order - 3/17/2021 6

DETAILS

PRODUCT

VARIANTS

CONFIRM

ARTWORK

CHECKOUT

Front / Face

Back / Verso

Cape reversibile

Reversibile garment

Italian

English

TG SP 19

ATP NT F 20 - VARIE

Size Range

230 - TOPS - GIRL 3-10 YE

Quantity

1

Calculated Quantity

1

Barcode Number *

Selling Price *

enter sell price with , separator



Once you have added your quantities and made any other permitted amendments to all of the products on your order, you

can either “Save your order for later”, in which case it will appear in the to confirm your order..



area, or click “Next” to continue

Commercial Ref

Department Code *

Style Code *

Sub Department *

Remember to click 'Save' under each section

Save ✓

Save for later ✓ ← Previous Next →

Click to 'Save for later'

Click 'Next' to proceed to 'confirm' your order.



At the “Confirm” stage you will be asked to confirm your invoice address / delivery / date and any special notes you want to inform the selected Britannia site of.

The screenshot shows the OVS system interface at the 'Confirm' stage of an order. The top navigation bar includes the OVS logo, a search type dropdown, and a user profile. The main content area is titled 'Unconfirmed Orders' and features a progress bar with tabs: DETAILS, PRODUCT, VARIANTS, CONFIRM (active), ARTWORK, and CHECKOUT. The 'CONFIRM' tab is highlighted in black. Below the progress bar, the form fields are as follows:

- Order creation:** A blue box points to the 'Order - 3/17/2021 6:37:22 AM /' header, stating 'Order creation is Date and time stamped'.
- Invoice address:** A dropdown menu showing 'AKR IND PVT LTD - AKR IND PVT LTD'. A blue box points to it, stating 'Choose invoice and delivery address. This is governed by the addresses and relationships that have been chosen in the customer hierarchy'.
- Delivery address:** A dropdown menu showing 'AKR IND PVT LTD - AKR IND PVT LTD'. A blue box points to it, stating 'Choose invoice and delivery address. This is governed by the addresses and relationships that have been chosen in the customer hierarchy'.
- Required Date:** A dropdown menu showing '20/03/2021'. A blue box points to it, stating 'Enter required date'.
- Special Delivery Requirements:** A text area for additional notes. A blue box points to it, stating 'Enter any special delivery requirements'.

A grey box labeled 'Progress tabs' points to the progress bar. A yellow box at the bottom contains a note: '– Please note that if the invoice/delivery address you require is not listed, please contact the OVS support team or your local Britannia Office.'



Finally your order will be summarised and at this stage you can “Confirm” or “Save for later”

The screenshot shows the 'Unconfirmed Orders' section of the OVS system. The left sidebar contains navigation links: 'New Order', 'Purchase', 'Purchase Search', 'Unconfirmed Orders', 'Released', 'Historical', and 'Hide Menu'. The main content area displays two product cards. The first card is for 'TG SP 19' with a total quantity of 1 and 1 variant. It shows 'Artwork Approval Required' with a checked checkbox. The second card is for 'ATP NT F 20 - VARIE' with a total quantity of 100 and 1 variant, also showing 'Artwork Approval Required' with a checked checkbox. Both cards include a 'Product' image showing front and back views. Annotations include: a blue box pointing to the 'Artwork Approval Required' checkbox for 'TG SP 19' with the text 'Indicates that artwork for approval is required for this product. This could be optional or not required.'; a blue box pointing to the 'Save for later' button with the text 'Click to 'Save for later''; and a blue box pointing to the 'Confirm' button with the text 'Click to 'Confirm your Order' and submit for artwork.' The bottom navigation bar has three buttons: 'Previous', 'Save for later' (with a checkmark), and 'Confirm' (with a checkmark).

Unconfirmed Orders

Product: TG SP 19 Total Quantity: 1 Variants: 1

Artwork Approval Required ☒

Indicates that artwork for approval is required for this product. This could be optional or not required.

Edit Product Variants

Product: ATP NT F 20 - VARIE Total Quantity: 100 Variants: 1

Artwork Approval Required ☒

Click to 'Save for later'

Click to 'Confirm your Order' and submit for artwork.

← Previous Save for later ✓ Confirm ✓

If the product you are entering requires artwork approval, once you have clicked “Confirm” on the screen, the artwork is emailed to the user who confirmed the order (by login details).



Upon receiving the artwork(s) for approval (if required) you will then need to approve/reject.

Approving Artwork

- To Approve an artwork, click on “**Artwork Approval +**”, alternatively if all artworks have been approved by the customer/retailer, simply click on “**Approve All**” You will then be taken ‘Checkout’
- If you need to “**reject artwork**” please see [next page](#).

The screenshot displays the OVS 'Unconfirmed Orders' page. The top navigation bar includes the OVS logo, a search type dropdown, and a user profile 'TARUN TEST VENDOR 2 TTV2'. A 'Progress tabs' callout points to the top right. The main content area features a tabbed interface with 'ARTWORK' selected. Below the tabs, a message states: 'You will receive your artwork by email. Please confirm you are happy with your artwork.' Two callouts point to the 'Approve All' and 'Reject all' buttons. The first artwork entry is 'TG SP 19' with a total quantity of 1 and 1 variant. It has 'Approve' and 'Reject' buttons. A callout points to the 'Approve' button. The second artwork entry is 'ATP NTF 20 - VARIE' with a total quantity of 100 and 1 variant. It also has 'Approve' and 'Reject' buttons. A callout points to the 'Approve' button. A central callout states: 'Artwork will be emailed to the user who confirm the order.' At the bottom right, there are 'Previous' and 'Next' navigation buttons.

Progress tabs

Search Type --Please Select--

TARUN TEST VENDOR 2 TTV2

Unconfirmed Orders

Order - 3/17/2021 6:37:22 AM /

DETAILS PRODUCT VARIANTS CONFIRM **ARTWORK** CHECKOUT

You will receive your artwork by email. Please confirm you are happy with your artwork.

Approve All **Reject all**

Click here to Approve/Reject all Artwork for the order

Click here to Approve

Artwork will be emailed to the user who confirm the order.

← Previous Next →



Rejecting Artwork

If there is a problem with the artwork, you are able to “**Reject it**”, ensuring that you fill in the details as to why the artwork has been rejected. If the artwork is **rejected** the Sales Order will become “**Unconfirmed**” and you are able to go back the “**Variants**” tab and correct any incorrect data.

Progress tabs

Search Type --Please Select--

TARUN TEST VENDOR 2 TTV2

Unconfirmed Orders

Order - 3/17/2021 6:37:22 AM

DETAILS PRODUCT VARIANTS CONFIRM ARTWORK CHECKOUT

You will receive your artwork by email. Please confirm you are happy with your artwork.

Approve All ✓ Reject all ✕

Reason *

Ok ✕ Cancel ✕

reject artwork

Artwork will be emailed to the user who confirm the order.

If artwork is rejected a pop up appears for the rejection reason to be added. Clicking OK also releases the order for edit

Reject All artwork.

← Previous Next →

If there is a problem with the artwork template, (i.e.: data is showing in the incorrect location on the product) Please email your Britannia customer service or account management contact, confirming the order number, what is wrong and attach the incorrect artwork.

Once the order has been amended and “**Confirmed**” you will receive new artwork via email once more to **approve** or **reject**.




Check Out



CHECKOUT

Once artwork has been confirmed and **approved**, click 'Next' at the bottom of the artwork approval page and you will then be presented with the checkout progress tab.

**OVS**

Search Type --Please Select--

TARUN TEST VENDOR 2 TTV2

Unconfirmed Orders

Order - 3/17/2021 6:37:22 AM /

DETAILS

PRODUCT

VARIANTS

CONFIRM

ARTWORK

CHECKOUT

Address Information

Invoice address

AKR IND PVT LTD, 2/385 G, 641602, India

Delivery address

AKR IND PVT LTD, 2/385 G, 641602, India

Britannia site addresses

TEST BRITANNIA SITE

No addresses have been set for the Britannia site

Required Date *

20/03/2021

FRONT

BACK

FRONT

BACK

Special Price

OVS

12

12

TG SP 19

Product: TG SP 19

Total Quantity: 1

Variants: 1

Artwork Approval Required

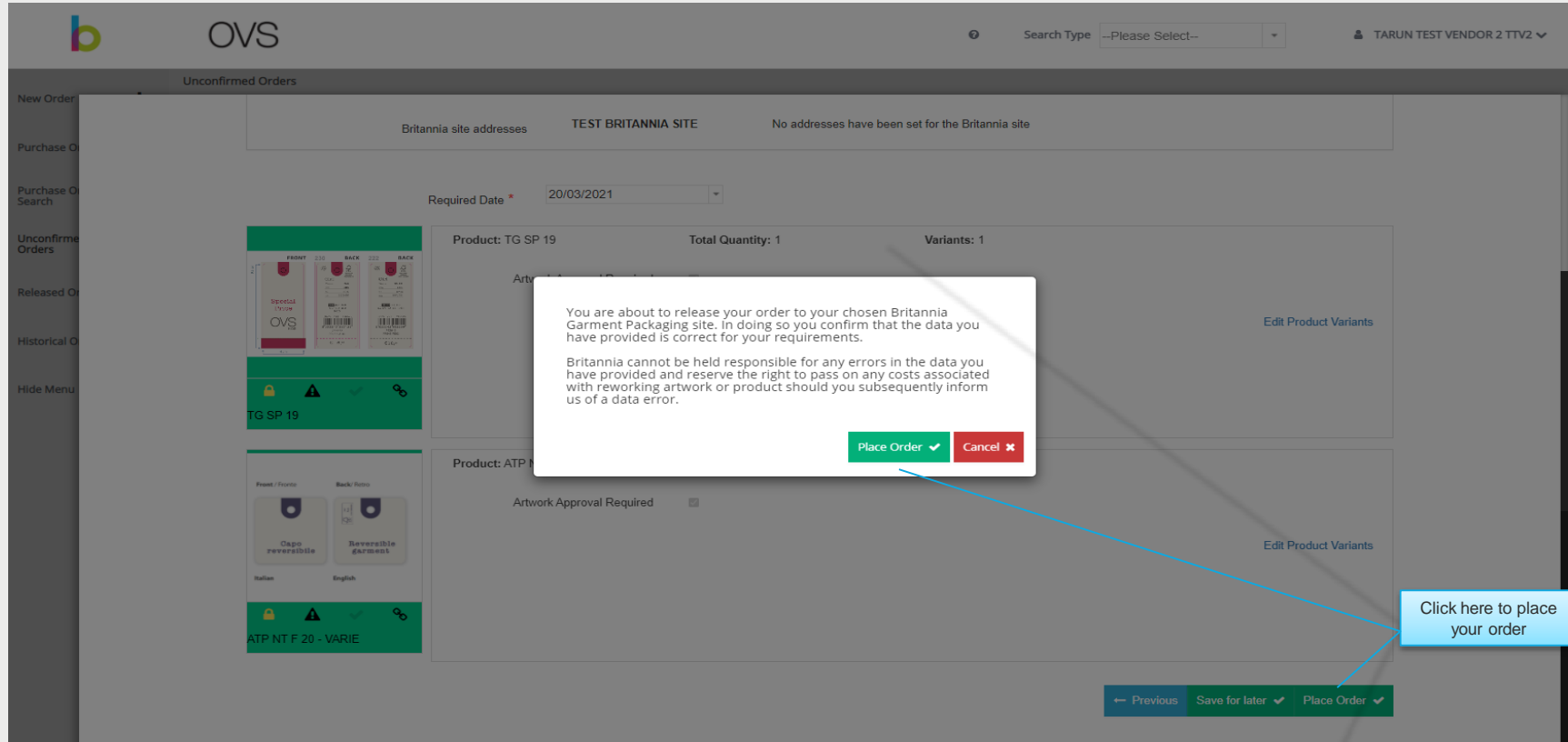
Once approved you will see the item change to a green boarder and the lock will be closed.

Edit Product Variants

Progress tabs

Order summary

Finally you will need to “place your order.”



Unconfirmed Orders

Britannia site addresses TEST BRITANNIA SITE No addresses have been set for the Britannia site

Required Date * 20/03/2021

Product: TG SP 19 Total Quantity: 1 Variants: 1

Artwork Approval Required ☐

Product: ATP NT F 20 - VARIE

Place Order ✓ Cancel ✕

Click here to place your order

← Previous Save for later ✓ Place Order ✓

The Order has now been placed and is “Released” to the Britannia Production Site to process.

Your order will then move into the



area.




BGP Connect

Useful Hints & Tips











To view the “Status History” of an order.







1. Click on the order line (so that it appears in black like in the below image)
2. Click on  “View Order History” function button at the top right hand side of the screen.

OVS Search Type TARUN TEST VENDOR 2 TTV2

Unconfirmed Orders

Product Type Product Britannia Site Ordered By Order Status Data Status Customer Reference

Data Status	Britannia ...	Manufact...	Customer ...	Britannia O...	Order Date	Required D...	Ordered By	Order Status	Sub Status	Status Date	Total Quan...	Total Variants
	TEST BRITANNIA SITE	AKR IND PVT LTD	PO7665	B0107759	3/17/2021	03/20/2021	Tarun Test vendor 2 ttv2	 All Artwork A		3/17/2021	101	2
	TEST BRITANNIA SITE	AKR IND PVT LTD	1	B0107552	3/16/2021	03/18/2021	Tarun Test vendor 2 ttv2	 Artwork Appr		3/16/2021	1	1
	TEST BRITANNIA SITE	AKR IND PVT LTD	PO123	B0106761	3/10/2021		Tarun Test vendor 2 ttv2	 Unconfirmed		3/10/2021	1	1

You can view the status history of an order at any time by clicking the action button





The Status History will then appear in the grid (example below), here you can view the full order History.
(Please note that the below is just an example - depending on the “Order Status” the “Sub Status’s” may differ to those shown.)

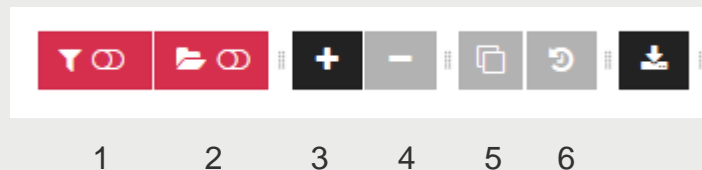
Order Status History - 2129506 /					
Status Changed By	Status Changed At	Order Status	Sub Status	Comment	
Contains...	On...	select...	Contains...	Contains...	
Britannia Administrator	21/02/2018 15:50	Unconfirmed			
Britannia Administrator	21/02/2018 16:12	Confirmed			
Britannia Administrator	21/02/2018 16:12	Artwork Approval Pending			
Britannia Administrator	21/02/2018 16:20	All Artwork Approved			
Britannia Administrator	21/02/2018 16:25	Released			
Britannia Administrator	21/02/2018 16:28	Order Accepted			
Britannia Administrator	21/02/2018 16:28	Order Accepted		On hold awaiting proforma invoice	



Hints & Tips

- At any time before releasing the order, you are able to go back into it by clicking on the “Unconfirmed orders” button  in the navigation pane and searching for your order.
- If your order has already been released, you can find it by clicking the “Released Orders” button  in the navigation pane.

Order View Functions Buttons

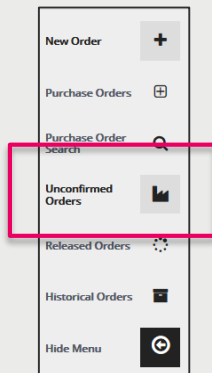


Key

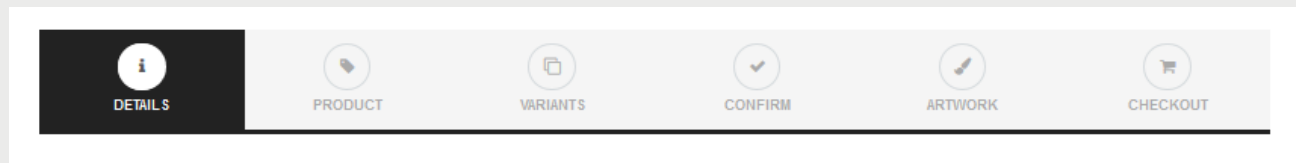
Function

- | Key | Function |
|-----|---|
| 1 | Toggles grid column filtering options |
| 2 | Toggles data grouping function in grid |
| 3 | Add a new order from product browser |
| 4 | Cancel order (not available after order accepted) |
| 5 | Duplicate an old order and create new sales order |
| 6 | View the detailed order history of chosen order |
| 7 | Export to Excel |

If you have left an order and saved it until later it will appear in “unconfirmed orders”,



You can then use the navigation tabs at the top to access the order stage you wish to review and carry on from.



Contacts

- For additional help and support with entering orders for OVS, please contact your local Britannia Garment Packaging customer service team member.





BRITANNIA
GARMENT PACKAGING