

# 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, Manufacture, Customer, Britannia Order, Order Date, Required Date, Ordered By, Order Status, Sub Status, Status Date, and Total Quantity. Two orders are listed, both with a status of 'Unconfirmed'.

Data Status	Britannia Site	Manufacture	Customer	Britannia Order	Order Date	Required Date	Ordered By	Order Status	Sub Status	Status Date	Total Quantity
✓ 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

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

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'.

**OVS**

Unconfirmed Orders

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

**Progress tabs**

**DETAILS** | PRODUCT | VARIANTS | CONFIRM | ARTWORK | CHECKOUT

Order creation is Date and time stamped

Your details will automatically appear here.

Britannia Site \* -- Please Select --

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

Vendor \* -- Please Select --

Manufacturing Site \* -- Please Select --

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

Customer Reference \*

Enter your internal order number/reference

**Next** →

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

The "Product" tab will now open. All OVS 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--" and a user profile "TARUN TEST VENDOR 2 TTV2" are on the right. Below the header, a grey bar shows "Unconfirmed Orders". A sidebar on the left lists various order statuses: "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 active), "VARIANT S", "CONFIRM", "ARTWORK", and "CHECKOUT". Below the tabs, there are filters for "RETAILER PRODUCT TYPE" (Product Type), "BRAND" (Brand), "SUB-BRAND" (Sub-Brand), and a "CODE" search field. A yellow "Search Q" 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 a product, a code (e.g., "AT M WG B W 17", "AT CHRT 19", "AT F W 19"), and a green shopping basket icon. A blue box annotation points to the first product card with the text "Use filters to search." Another blue box annotation points to the "CODE" search field with the text "If you know the product code, simply type here." A third blue box annotation points to the shopping basket icon on the second product card with the text "When you find your product - add to basket". A fourth blue box annotation points to the "Search Q" button with the text "Click to search based on filters selected". A grey box annotation points to the "Order - 3/17/2021 6:37:22 AM /" header with the text "Order creation is Date and time stamped".

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

Progress tabs

Order creation is Date and time stamped

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

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

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"

The screenshot displays the OVS Sainmarks interface for creating an order. At the top, the OVS logo is on the left, and the user's name 'TARUN TEST VENDOR 2 TTV2' is on the right. Below the header, a 'Progress tabs' bar contains icons for DETAILS, PRODUCT (active), VARIANTS, CONFIRM, ARTWORK, and CHECKOUT. The 'PRODUCT' tab is highlighted. Below this, there are filters for RETAILER PRODUCT TYPE, BRAND, SUB-BRAND, and a search bar. The main area is divided into 'AVAILABLE PRODUCTS' and 'SELECTED PRODUCTS'. The 'AVAILABLE PRODUCTS' section shows three product cards: 'AT M WG B W 17', 'AT CHRST 19', and 'AT F W 19'. The 'SELECTED PRODUCTS' section shows two items: 'ATP NT F 20 - VARIE' and 'AT M WG B W 17'. Annotations include: 'Order creation is Date and time stamped' pointing to the order header; 'Delete Products if no longer required or added in error' pointing to the red 'X' icons; 'Product will appear here when added.' pointing to the 'SELECTED PRODUCTS' section; 'Click on the 'Cart' to add the product to your order.' pointing to the cart icon in the product card; and 'Click Next to continue with this order.' pointing to the 'Next' button.

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

Delete Products if no longer required or added in error

Product will appear here when added.


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

Click Next to continue with this order.

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.

<

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

Purchase Search

Unconfirmed Order

Release

History

Hide Menu

230 - TOPS - GIRL 3-10 YEA

Quantity

1

Calculated Quantity

1

Barcode Number \*

Selling Price \*

enter sell price with , separator

Size

select...

SKU Code \*

Save

Commercial Ref

Department Code \*

Style Code \*

Sub Department \*

Key Entry

Click to Save details.

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 message in the product details section: "Example of warning message, if you see this at any stage of your order, please review and amend your details accordingly." The product details section shows a size range of "230 - TOPS - GIRL 3-10 YEA" and a quantity of "1". The calculated quantity is also "1". The barcode number is empty, and the selling price is "enter sell price with , separator". The product image shows a reversible garment with the text "Cape reversibile" and "Reversibile garment".

Order - 3/17/2021 6

DETAILS PRODUCT VARIANTS CONFIRM ARTWORK CHECKOUT

Front / France Back / Italia  
Cape reversibile Reversibile garment  
Italian English

TG SP 19

ATP NT F 20 - VARIE

Size Range  
230 - TOPS - GIRL 3-10 YEA

Quantity Calculated Quantity Barcode Number \* Selling Price \*

1 1 enter sell price with , separator

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



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	<input type="text"/>
Department Code *	<input type="text"/>
Style Code *	<input type="text"/>
Sub Department *	<input type="text"/>

Save ✓

Save for later ✓ ← Previous Next →

Remember to click 'Save' under each section

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.

Unconfirmed Orders

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

Progress tabs

DETAILS PRODUCT VARIANTS CONFIRM ARTWORK CHECKOUT

Invoice address \* AKR IND PVT LTD - AKR IND PVT LTD

Delivery address \* AKR IND PVT LTD - AKR IND PVT LTD

Enter multiple addresses

Required Date \* 20/03/2021

Special Delivery Requirements

Order creation is Date and time stamped

Progress tabs

Choose invoice and delivery address. This is governed by the addresses and relationships that have been chosen in the customer hierarchy

Enter required date

Enter any special delivery requirements

– 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 displays the 'Unconfirmed Orders' section of the OVS system. The interface includes a sidebar on the left with navigation options: New Order, Purchase Search, Unconfirmed Orders, Released, Historical, and Hide Menu. The main content area shows two product listings. The first listing is for 'Product: TG SP 19' with a 'Total Quantity' of 1 and 'Variants: 1'. It features a thumbnail image of the product and a checkbox labeled 'Artwork Approval Required' which is checked. A blue box with an arrow pointing to this checkbox contains the text: 'Indicates that artwork for approval is required for this product. This could be optional or not required.' The second listing is for 'Product: ATP NT F 20 - VARIE' with a 'Total Quantity' of 100 and 'Variants: 1'. It also has a checked 'Artwork Approval Required' checkbox. At the bottom of the screen, there are three buttons: 'Previous', 'Save for later' (with a checkmark), and 'Confirm' (with a checkmark). Two blue boxes with arrows point to these buttons: one pointing to 'Save for later' with the text 'Click to 'Save for later'', and another pointing to 'Confirm' with the text 'Click to 'Confirm your Order' and submit for artwork.' The top of the page shows the OVS logo, a search bar with 'Search Type' set to '--Please Select--', and a user profile for 'TARUN TEST VENDOR 2 TTV2'.

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).

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

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 Artwork Approval interface. At the top, there's a header with the OVS logo, a search bar, and a 'Progress tabs' button. Below the header, a sidebar on the left lists various order types. The main content area shows a list of artworks for approval. The first artwork is 'TG SP 19' with a total quantity of 1 and 1 variant. It has an 'Approve' button (green with a plus icon) and a 'Reject' button (red with an X icon). The second artwork is 'ATP NTF 20 - VARIE' with a total quantity of 100 and 1 variant, also featuring 'Approve' and 'Reject' buttons. Callouts provide additional instructions: 'Click here to Approve' points to the 'Approve' button of the second artwork; 'Click here to Approve/Reject all Artwork for the order' points to the 'Approve All' and 'Reject all' buttons at the top of the artwork list; and 'Artwork will be emailed to the user who confirm the order.' points to the artwork details. 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 ✕

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

reject artwork

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 OVS 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

200

200

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

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 /**

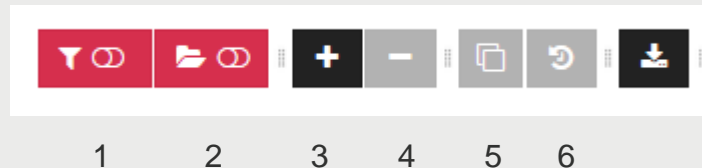
Status Changed By	Status Changed At	Order Status	Sub Status	Comment
Contains...	On...	select...	Contains...	Contains...
Britannia Administrator	21/02/2018 15:50	 Unconfirmed		
Britannia Administrator	21/02/2018 16:12	 Confirmed		
Britannia Administrator	21/02/2018 16:12	 Artwork Approval Pending		
Britannia 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

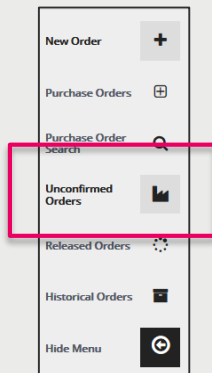


### Key

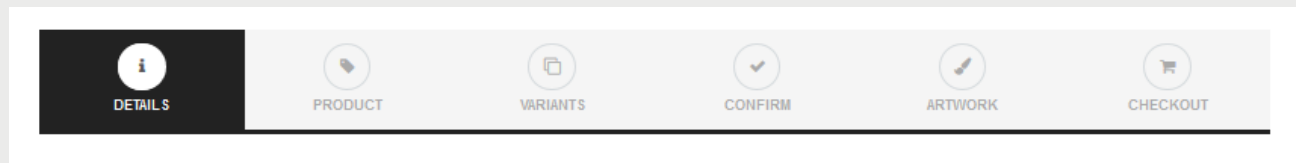
### Function

- | 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