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Ordering Guide

with step by step instructions

<u>Start here</u> to sign in or create your Coloro account

Need Help? Please contact us at <u>contact@coloro.com</u>



Go to Coloro.com

On your first visit, you will be automatically directed to your local Coloro site in USD or EUR.

Select OK if the default currency was correctly identified



Select **'No, save USD/EUR as my default'** to change your currency

* If you miss this step, you can make changes by clicking your profile icon and selecting Currency after signing in.



Cart (0



Sign In or Create an Account

Either sign in to your existing account or create a new Coloro account

Skip to **Step 4** - if you already have an account on coloro.com



Join Coloro I already have an account It's quick, sign in with your email address orgot Your Password? Required Field I do not have an account Create an account to check out faster, hold multiple delivery addresses, track you orders and much more



Email *

© Coloro I CLR Code Limited. Company No. 104116891 Registered address: Ascential. 33 Kingsway, London. United Kingdom, WC28 6UI

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Shop FAQ Cart()

Creating a new account

Complete the form with the necessary information

Your email will be your username

Select - Create an Account - once finished





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Crea	te a	ccount	
bit about m	e		
			Required field
st Name *		Last Name *	
company *			
ou require an invoice, j cuments	please ensure that yo	ur company name is as it appears on official	
ork for a *			
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Α

	Snop	FAQ	Signin	Cart()
My log-in details				
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Password Strength: No Password				
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			o	
Create an Account				
Creating an account is subject to our <u>Terms of Us</u> <u>Policy</u> .	e and <u>P</u>	<u>rivacy</u>	and <u>Cook</u>	ie



Shop FAQ Sign In Cart ()

Ordering Polyswatches

Use the text boxes to add the **7 digit** Coloro code

Click search or hit enter to search for results

To begin a new search **click rest** to clear boxes

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Swatches



Shop FAQ Hi Jane Cart (1)

Add swatches to cart

Add individual colors to your cart by clicking on the swatch to highlight and then by clicking the **add to cart** button

Alternatively, use the **cart icon** to add swatch to cart in one click

My Brands	~	Hue (000–160)	Lightness (00-99)	Chroma (00–99)			
+ Add a Brand		043	90	14	Search	or search Multiple	Reset
Other Products	^						
Coloro Books							
Replacements	^	(1) Results (Selected Pro					Undo All Add to Cart
Polymatch							A
Toolbox Folders		Swatches					1
		Coloro	1	R <	—		
		Coloro Po 043-90-1					
-	→	USD 13.95	10.5cm x 100	cm			

Review and edit cart

Click view cart to proceed to checkout

Once in the **Cart** use + or - to adjust quantities as needed

Click update shopping cart to save changes

To continue to checkout click the **buy items** button



Checkout: Shipping

Select **ship here** on an existing address stored to your account or select **new address** to add an additional shipping address

Select your preferred shipping method

One Step Checkout

1. Shipping address + Add New Address	Order Review	
Jane Smith © 25W.39th Street, New York, New York, 10018, United States, +1 5555555.	Number of items Order Subtotal	3 USD 41.85
	Discount	None applied
	Store Credit	Apply at checkout
	Тах	USD 4.87
2. Shipping method	Shipping	USD 13.00
Standard Express	Order Total	
USD 13.00 USD 28.00	USD 59.72	

 I understand and accept that import duties are the receiver's responsibility. More details

Checkout: Billing & Payment

Select your preferred Payment Method

If applicable add your Cost Center/PO# details

Add your payment details

To complete your order click **place order**

3.	Billing Address
----	------------------------

4. Payme Please select your

Pay by card

Cost Center / PC

My shipping and billing address are the same

Order Review

Number of items

Jane Smith, Coloro, 25 W. 39th Street, New York, New York, 10018, United States, +1 5555555

	Order Subtotal	USD 41.85
ent method	Discount	None applied
r preferred payment method	Store Credit	Apply at checkout
PayPal	Тах	USD 4.87
	Shipping	USD 13.00
	Order Total	
O / Vendor	USD 59	.72

	Order Review	
VISA	Number of items	
	Order Subtotal	USD 41
	Discount	None appl
· ·	Store Credit	Apply at check
	Tax	USD 4
	Shipping	USD 13.
	Order Total	
	USD 59.72	2
	₩84 ✓	wa Number of items Order Subtotal Discount Store Credit Tax Shipping Order Total

Order Confirmation

You will receive an order confirmation and a copy of your invoice to your email (user name) immediately.

Double check your order for accuracy

If you do not receive your email confirmation in 24 hours, contact <u>contact@coloro.com</u>

Thank you for your order, **please find attached your invoice and QTX files.** Your tracking will be emailed over as soon as your order is shipped.

If you have questions regarding your order: <u>contact@coloro.com</u>. If you require any technical assistance: <u>technical@coloro.com</u>.

Follow us on Instagram at @coloro_

Your Order #200001933

Placed on

Download QTX file

On your Order Confirmation page click **download QTX** to access your QTX files

If you are missing any QTX files, please contact technical@coloro.com

Order Confirmation

Thank you for your order

Download QTX 🕹

Order number

#2000016762

You will receive your order confirmation email and a copy of your invoice shortly. Please email us at <u>contact@coloro.com</u> if you do not receive this.

Order details

Shipping details Jane Smith Coloro 25 W.39th Street New York, New York, 10018

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Access to a private brand shop

Work with a brand that has a private webshop?

To access a specific partner's palette and color details an access code is required to continue.

If you do not have the access code ready, reach out to your main contact at the brand for the access code before continuing. Key Color S/S 25 Sustained Grey 035-73-04

in collaboration with WGSN

Adding a brand to your account

On the left hand menu click **add a brand** to request access

coloro		<u>Shop</u> FAQ Hi Jane Cart (0)	
Swatch	nes		
C Search by Coloro Co	ode	Find Swatch	
My Brands + Add a Brand Other Products	^	Hue Lightness Chroma (000-160) (00-99) (00-99) 000 00 Search or search Multiple Reset	
Coloro Books Replacements Polymatch Toolbox Folders	^	Select All Add to Cart Polyswatch Types	

Adding a brand to your account

In the pop up window enter the **brand code** then click submit

coloro		<u>Shop</u> FAQ HiJane Cart(0)
Swatches		
C Search by Coloro Code My Brands Adda Brand	Fin My Brand provided me with an access code Enter your brand code	201
Other Products Coloro Books Replacements Polymatch		Select All Add to Cart
coloro		Shop FAQ Hi Jane Cart (0
Swatches		_
C Search by Coloro Code	Add a Brand × Fin My Brand provided me with an access code WGSN168906 Here	
My Brands ^ + Add a Brand	Submit	set
Other Products ^ Coloro Books Replacements ^		
Replacements	Polyswatch Types	Additional

Adding a brand to your account

The brand shop can now be found under My Brands

Click on the **brand name** to access products



Polyswatch Types

Adding a brand to your account

Use the folders under the **brand name** to find swatches for a particular season

Follow **steps 6–10** to add swatches and check out



Additional Information



Managing your account

To manage your account, click on **your name** in the top right corner to access the following pages:

- My Account
- My Orders
- My Address Book
- Sign Out
- Currency (USD to EUR or EUR to USD)



My Account

Use the **My Account** page to edit/update your account information including default shipping and billing information



My Orders

Use the **My Orders** page to view your order status and history.

On this page you will be able to do the following:

- Download invoices
- Access tracking # for orders

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My Account

My Orders My QTX Files

My Address Book

My Orders

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Watch our

how to use Coloro

						video guide
Order #	Date	Ship To	Invoice	Tracking	Status	Actions
2000016762	11/1/23	Jane Smith (United States)	Invoice	12343423	Complete	<u>View Order</u>
1 Item			•	•		Show 10 $^{\vee}$ perpage

My QTX Files

Use the **My QTX** page to access QTX files from your order.

On this page you will be able search for QTX files by:

- Order #
- Color Name
- 7 digit Coloro Code

Click QTX file to download

Shop FAQ <u>HiJane</u> Cart(0)



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My QTX Files

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Thank you

First Name Surname Job Title, Region email@coloro.com

First Name Surname Job Title, Region email@coloro.com

Need Help? Please contact us at <u>contact@coloro.com</u>

